FULTON COUNTY

atlanta-fulton public library system

U.S. GREEN BUILDING COUNCIL LEED SILVER USGBC

Atlanta Fulton County Public Library System
Alpharetta Public Branch

Bid Package

MOSS

COOPER CARRY

EDT

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2675 Paces Ferry Road, SE | Suite 200 | Atlanta, GA 30339 Phone: 770-436-0000 | Fax: 770-436-6000

I: INVITATION TO BID

Construction Manager:	Moss & Associates 2675 Paces Ferry Road, SE; Suite 200 Atlanta, Georgia 30339
Project Contact: Phone: Email:	Alf Watlington, Andrew Virga & Georges Bahri 770-436-0000 awatlington@mossemail.com, avirga@mossemail.com & gbahri@mossemail.com
Obtain Drawings:	Alf Watlington or Georges Bahri
Project Name:	Alpharetta Public Library
Project Address:	70 Brooke Street Alpharetta, Georgia 30009
Project Description:	The Alpharetta Public Library project is a 25,000 sf structural steel frame with masonry inlay and will include all site improvements.
Bid Due Date:	**November 18th, 2014 at 2:00 pm Eastern Standard Time**
Bid Packages:	10A - Specialties & Appliances 10B - Signage 12C - Furnishings
Pre-bid Meeting:	Moss & Associates 2675 Paces Ferry Road, SE; Suite 200 Atlanta, Georgia 30339 October 30th, 2014 10:30 AM
Project Start Date:	April 2014
Project Duration:	12 months

II: INSTRUCTIONS TO BIDDERS

The Alpharetta Library will be prominently located next to the new City Hall as a part of the Alpharetta City Center master redevelopment project on the southeast corner of Main Street and Academy Street. The 25,000 sf building is a structural steel frame with masonry inlay. The new library will provide innovative learning spaces along with a discovery center, children's program area, knowledge center, community theater, café, conference rooms, and private study spaces. The building will be surrounded by several acres of new parks and green spaces for the local residents to enjoy.

General

1. Bids are due November 18th, 2014 at 2:00 pm. Bids received after the date and time indicated will not be accepted
2. ***All bids shall be delivered directly to Fulton County.***
   Bids may be emailed, hand delivered, faxed, or mailed. Email is preferred.

   Fulton County Department of Purchasing & Contract Compliance
   130 Peachtree Street, SW
   Suite 1168
   Atlanta, Georgia 30303-3459
   Email: Mark.hawks@fultoncountyga.gov
   Fax: 404-335-5040

3. To obtain the drawings email Alf Watlington or Georges Bahri. Email: awatlington@mossemail.com/gbahri@mossemail.com
4. Moss reserves the right to reject any or all bids, accept bids in any order or combination, make any modifications to the work after bidding, and waive any informalities or irregularities in bids if it is deemed appropriate by Moss.
5. All communication shall be directed in writing on RFI form provided to Alf Watlington of Moss & Associates at awatlington@mossemail.com. Deadline for questions is November 10th, at 2:00 pm. DO NOT contact the Owner or Architect.
6. A pre-bid meeting will be held on October 30th, 2014 at 10:30am.This pre-bid meeting is not mandatory but it is highly recommended that you attend.The pre-bid meeting will be held at:

   Moss & Associates
   2675 Paces Ferry Road, SE; Suite 200
   Atlanta, Georgia 30339

7. **All bids must be submitted on the Bid Forms provided in this package** and include subcontractor information form and exhibits A & H, and shall be subject to all requirements of the Contract Documents. All bids must conform in every respect to the Bid Documents and Bid Packages. All applicable spaces shall be filled in.

   a. ITEMS INCLUDED:

   Bids shall include all Labor, Supervision, Detailing, Tools, Materials, Equipment and all Sales, Use or Similar Taxes applicable to and necessary to accomplish the Work outlined in the Bid Package except as

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II: INSTRUCTIONS TO BIDDERS

otherwise stated. It is the intent of the Contract Documents to include all items necessary for the proper execution and completion of the Work, the Contract Documents are complementary, and what is required by any one shall be as binding as if required by all. Work not covered in the Contract Documents will not be required unless it is consistent therewith and is reasonably inferable therefore as being necessary to produce the intended results.

All Bidders shall, prior to submitting a bid, shall examine the bid documents thoroughly with respect to work by others and shall have familiarized themselves with the interfacing required of them as it pertains to all aspects of the work. A listing of the bid documents is also enclosed as part of this section. All other bid packages are available for coordination of your work. It is this trade contractor's responsibility to request the bid packages for other trades from Moss to check these against the coverage of what your firm is proposing and identify any potential gaps in the work.

b. The Subcontract Form which will be utilized for this work is included in the bid package (Sample Subcontract). The successful bidder will be required to execute this agreement. Any modifications which will be requested must be submitted with bid.

c. Payment and Performance Bond

i. All bonds shall be issued by a Surety holding a current valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Code.

ii. Bid bonds are not required.

iii. The successful Bidder shall be required to demonstrate ability to provide and pay for a Payment Bond and a Performance Bond, each in the amount of 100% of the Contract Amount if their contract is in excess of $50,000. Bonds must be written on Moss forms and shall name the Owner as dual obligees.

iv. All Bonds shall be issued by a Surety Licensed to conduct business in Georgia. The work will be conducted and shall be in full compliance with the States Insurance Code.

d. Insurance – This project is OCIP and must comply with Fulton County insurance requirements.

e. A draft of the project schedule is included. Each bidder is responsible for reviewing this schedule thoroughly and confirming that their company can achieve the dates as required by this schedule. Should this bidder not be able to achieve the dates identified in the schedule it is their responsibility to make note of this on the scope sheet.

f. All bidders are required to submit the Subcontractor Information Form.

End of Instructions to Bidders

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III: BID FORM

Bid Package #: _____ Company Name: _____

Bid Package Name _____ Date_____

1. BASE BID

A. Total Bid Price for all Work, complete, in accordance with the Contract Documents including Allowances (if applicable):

_____ Dollars ($_____)

Add for Cost of Payment and Performance Bond:

_____ Dollars ($_____)

Total Base Bid including Payment and Performance Bonds:

_____ Dollars ($_____)

B. Deduct for Owner Controlled Insurance Program (OCIP) – minimum 1%

_____ Dollars ($_____)

2. ACKNOWLEDGEMENTS:

A. Bids may not be withdrawn for Ninety (90) days after the time and date of receipt thereof by Fulton County Department of Purchasing & Contract Compliance.

B. Bidder hereby acknowledges receipt of the following addenda & Supplemental Information:

Addenda # _____ Date _____ Addenda # _____ Date _____

Addenda # _____ Date _____ Addenda # _____ Date _____

Drawing Log for all Bid Documents _____ Initial _____

C. Acceptance of all terms and conditions as outlined in the bid package including but not limited to the scope of work, schedule and sample contract.

Initial _____

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III: BID FORM

Bid Package #: _____ Company Name: _____

Bid Package Name _____ Date_____

3. QUANTITY AND UNIT RATES:

Included in this proposal are the following quantities and unit rates. Unit Rates will be used for additions and deletions during the course of the project. These unit rates are outlined at the bottom of the scope of work checklist. Unit rates pricing is inclusive of all overhead, bonds, insurance, etc. Pricing for all unit rates are required.

Unit Rate Description

1. _____ Dollars $_____

2. _____ Dollars $ _____

3. _____ Dollars $ _____

4. _____ Dollars $ _____

5. _____ Dollars $ _____

6. _____ Dollars $ _____

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III: BID FORM

Bid Package #: _____ Company Name: _____

Bid Package Name _____ Date_____

4. ALTERNATES

A. Bidder will provide pricing for all alternates included in your Scope of Work. Additional voluntary alternates offered by subcontractor should be noted below and may be considered.

BID ALTERNATES

Alternate # 1: Provide asphalt shingles in lieu of standing seam metal roof panels.

1. Base Bid: Provide standing seam metal roof panels as indicated on the Drawings.
2. Alternate: Provide asphalt shingles as indicated in Section 073113.

Dollars $_____

___ Add ___ Deduct ___ No Change

Alternate # 2: Provide Hollow Metal frames with solid core wood doors in lieu of aluminum framing and doors at interior locations.

1. Base Bid: Provide aluminum framing and doors as indicated on the Drawings.
2. Alternate: Except at Vestibule 101 and Entrance/ Vestibule 201, provide hollow metal framing and solid core wood doors in lieu of aluminum framing and doors. Framing and glazing configurations to remain as shown.

Dollars $_____

___ Add ___ Deduct ___ No Change

Alternate #3: Delete operable glass panel partitions 126 and 204.

1. Base Bid: Provide partitions as indicated on the Drawings.
2. Alternate: Delete partitions and associated steel support. Security provisions to be by others.

Dollars $_____

___ Add ___ Deduct ___ No Change

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III: BID FORM

Bid Package #: _____ Company Name: _____

Bid Package Name _____ Date_____

VOLUNTARY ALTERNATES

Alternate #1 Dollars $_____

_____ ___ Add ___ Deduct ___ No Change

_____

_____

Alternate #2 Dollars $_____

_____ ___ Add ___ Deduct ___ No Change

_____

_____

Alternate #3 Dollars $_____

_____ ___ Add ___ Deduct ___ No Change

_____

_____

Alternate #4 Dollars $_____

_____ ___ Add ___ Deduct ___ No Change

_____

_____

Alternate #5 Dollars $_____

_____ ___ Add ___ Deduct ___ No Change

_____

_____

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III: BID FORM

Bid Package #: _____ Company Name: _____

Bid Package Name _____ Date_____

5. We further certify that we have familiarized ourselves with the local labor market and are satisfied that adequate labor resources will be available to allow for timely completion of project.

   Please acknowledge the following items are submitted with the bid form:
   _____ Subcontractor Information Form
   _____ Exhibit A – Promise of Non-Discrimination
   _____ Exhibit H – First Source Jobs Program Information

Trade Contractor herein acknowledges that this Bid shall constitute an offer by Contractor to contract with Moss for the lump sum contract price as set forth herein above. I/We, the undersigned, do hereby declare that I/We have carefully examined the site of the proposed Work; also the Contract Documents, and do hereby agree to furnish all Materials, Transportation, Equipment, Labor and Supervision, Tools and other items to do all Work in strict accordance with the Contract Documents for the following Base Bid Price:

BY: (Member of Firm Authorized to Sign Bid)

_____
(Signature)

_____ _____
(Print Name) (Print Title)

_____
(Address)

_____ _____
(Telephone) (email)

State License Number _____(if applicable)

Seal required for Corporation

End of Bid Form

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IV: SUBCONTRACTOR INFORMATION FORM

Organization Information

Company Name: _____

Street: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Point of Contact: _____

Title: _____

Phone: _____

Cell: _____

Email: _____

List Names of Owners, Officers and Key Personnel (Project Executives):

First Name	Last Name	Position	Stock Holder (yes/no)

This firm is a (check box):

☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Limited Liability Partnership

☐ Other (explain): _____

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IV: SUBCONTRACTOR INFORMATION FORM

Company Name: _____

Organization Certifications (check those that apply):

Classification	√	Certification Number
MBE		
WBE		
SBE		

Classification	√	Certification Number
VBE		
DBE		
Others:		

a) How many years has your organization been in business under its present name? _____

b) Under what other former names has your organization operated? _____

c) List Parent Company (if applicable) _____

d) List Affiliated Companies (if applicable) _____

Work Experience

List your last five (5) projects with dollar amount:

Name of Project	Contract Value ($)	CM/GC on Project	Bonded (Yes/No)	Date Completed

Information for the last five (5) years:

	Current Year	Past 1 Year	Past 2 Years	Past 3 Years	Past 4 Years	Past 5 Years
Annual volume						
Contract value of largest job						
Volume of work under contract						

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IV: SUBCONTRACTOR INFORMATION FORM

Company Name: _____

Bond Reference

Are you 100% P&P Bondable? ___ Yes ___ No

Bonding Company: (Name of Surety) _____

Address: _____

Bonding Agent: _____

Telephone: _____

Total Bondable Amount: $ _____

Current Bonding Amount in Effect: $ _____

Bonding Amount Still Available: $ _____

Single Project Bond Limit: $ _____

Aggregate Bond Limit: $ _____

Last bond issued (date, amount, type and rate) _____

Bonding Capacity _____

Safety Record

Provide Workers Compensation Experience Modification Rate (EMR) for the current and previous five calendar years for your company.

2014	
2013	
2012	
2011	
2010	
2009	

I hereby certify that the above information is true and complete to the best of my knowledge.

Signature: _____ Date: _____

Name: _____

Title: _____

End of Subcontractor Information Form

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V: REQUEST FOR INFORMATION

Drawing Sheet: _____

Spec Section: _____

Information needed: _____

_____

_____

Date Requested: _____

Requested by: _____

Company: _____

Discipline: _____

End of Request for Information

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VI: EXHIBIT A – PROMISE OF NON-DISCRIMINATION

"Know all persons by these presents, that I/We (_____),
Name

_____ _____
Title Firm Name

Hereinafter "Company", in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,

2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,

3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,

4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,

5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owning on a contract; and

6) That the bidder shall provide such information as may be required by the Director of Contract Compliance pursuant to Section 4.4 of the Fulton County Non-Discrimination in Purchasing and Contracting Ordinance.

SIGNATURE:_____

ADDRESS:_____

_____

TELEPHONE NUMBER:_____

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VI: EXHIBIT H

FULTON COUNTY FIRST SOURCE JOBS PROGRAM

STATEMENT OF POLICY:

It is the policy of Fulton County Government to provide employment opportunities to the citizens of Fulton County. This policy will apply to all contracts procured through the Department of Purchasing & Contract Compliance valued in excess of $200,000. The Prime Contractor is expected to utilize the First Source Jobs Program to fill 50% of the entry level jobs which arise as a result of any project funded in whole or in part with County funds with residents of Fulton County.

PURPOSE:

The purpose of this policy is to create a pool of employable persons who are residents of Fulton County to be called upon as a source to fill jobs created as a result of any eligible project funded in whole or in part with County funds in order to provide stable economic opportunities for families throughout the County. The First Source Jobs Program will be implemented by the Department of Purchasing & Contract Compliance and the Office of Workforce Development.

MONITORING POLICY:

Upon execution of a contract with Fulton County Government, the First Source Jobs Agreement (FSJ Form 2) will become a part of the contract between the bidder/proposer and Fulton County Government. The First Source Jobs Program will be monitored during routine site visits by the Office of Contract Compliance along with the Office of Workforce Development.

FORM 1

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VI: EXHIBIT H

First Source Jobs Program Information

Company Name: _____

Project Number: _____

Project Name: _____

The following entry-level positions will become available as a result of the above referenced contract with Fulton County.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Include a job description and all required qualifications for each position listed above.

Identify a company representative and contact phone number who will be responsible for coordinating with the First Source Jobs Program:

Company Representative: _____

Phone Number: _____

Email Address: _____

FORM 2

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VII: SPECIFICATIONS LOG

Division 00– Procurement and Contracting Requirements

007200 General Conditions Issued 09/16/13
007300 Supplemental Terms and Conditions Issued 09/16/13
009101 Addendum No. 1 Issued 12/09/13

Division 01- General Requirements

011000 Summary Issued 09/16/13
012300 Alternates Issued 11/21/13
012600 Contract Modification Procedures Issued 09/16/13
012900 Payment Procedures Issued 09/16/13
012978 Interim Contractor's Affidavit and Waiver of Liens Issued 09/16/13
012979 Final Contractor's Affidavit and Waiver of Liens Issued 09/16/13
013119 Project Meetings Issued 09/16/13
013300 Submittal Procedures Issued 09/16/13
014200 References Issued 09/16/13
014500 Quality Control Issued 09/16/13
014529 Testing Laboratory Services Issued 09/16/13
015000 Temporary Facilities and Controls Issued 09/16/13
017123 Field Engineering Issued 09/16/13
017419 Construction Waste Management and Disposal Issued 09/16/13
018113 Sustainable Design Requirements Issued 09/16/13

Division 02– Existing Conditions (Not Applicable)

Division 03- Concrete

031100 Concrete Forming Issued 09/16/13
032000 Concrete Reinforcing Issued 09/16/13
033000 Cast-In-Place Concrete - Civil Issued 09/16/13
033000 Cast-In-Place Concrete - Structural Issued 09/16/13

Division 04- Masonry

042000 Unit Masonry Issued 11/21/13
047200 Cast Stone Masonry Revised 12/09/13
047223 Lightweight Cast Stone Masonry Issued 11/21/13

Division 05- Metals

051200 Structural Steel Framing Issued 09/16/13
052100 Steel Joist Framing Issued 09/16/13
053100 Steel Decking Issued 09/16/13
054000 Cold-Formed Metal Framing Issued 11/21/13
055000 Metal Fabrications Issued 11/21/13
055213 Pipe and Tube Railings Issued 11/21/13

Division 06– Wood, Plastics, and Composites

061053 Miscellaneous Rough Carpentry Issued 11/21/13
064116 Plastic Laminate Faced Architectural Cabinets
064216 Flush Wood Paneling

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VII: SPECIFICATIONS LOG

Division 07- Thermal and Moisture Protection

071326 Self-Adhering Sheet Waterproofing Issued 09/16/13
071616 Crystalline Waterproofing Issued 09/16/13
072100 Thermal Insulation Issued 11/21/13
072726 Fluid-Applied Membrane Air Barriers Issued 11/21/13
073113 Asphalt Shingles Issued 11/21/13
074113.16 Standing-Seam Metal Roof Panels Issued 11/21/13
075423 Thermoplastic Polyolefin (TPO) Roofing Issued 11/21/13
076200 Sheet Metal Flashing and Trim Issued 11/21/13
077200 Roof Accessories Issued 12/09/13
078413 Penetration Firestopping Issued 11/21/13
079200 Joint Sealants Issued 11/21/13

Division 08- Openings

081113 Hollow Metal Doors and Frames Issued 11/21/13
081416 Flush Wood Doors Issued 11/21/13
083113 Access Doors and Frames Issued 11/21/13
084113 Aluminum-Framed Entrances and Storefronts Issued 11/21/13
086300 Metal-Framed Skylights Issued 11/21/13
087100 Door Hardware Issued 11/21/13
088000 Glazing Reissued 03/04/14
088300 Mirrors Issued 11/21/13
089100 Louvers Issued 11/21/13

Division 09- Finishes

092116.23 Gypsum Board Shaft Wall Assemblies Issued 11/21/13
092216 Non-Structural Metal Framing Issued 11/21/13
092400 Portland Cement Plastering Issued 11/21/13
092900 Gypsum Board Issued 11/21/13
093000 Tiling Reissued 03/04/14
095113 Acoustical Panel Ceilings
095123 Acoustical Tile Ceilings Deleted 03/04/14
095426 Linear Wood Ceilings Reissued 03/04/14
096400 Wood Flooring
096513 Resilient Base and Accessories Reissued 03/04/14
096543 Linoleum Flooring Reissued 03/04/14
096623 Resinous Matrix Terrazzo Flooring Reissued 03/04/14
096813 Tile Carpeting Reissued 03/04/14
098433 Sound-Absorbing Wall Units
099113 Exterior Painting Issued 11/21/13
099123 Interior Painting Issued 11/21/13

Division 10- Specialties

101100 Visual Display Surfaces
102113 Toilet Compartments Issued 11/21/13

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VII: SPECIFICATIONS LOG

102238 Operable Panel Partitions Issued 11/21/13
102238.13 Operable Glass Panel Partitions
102613 Corner Guards Issued 11/21/13
102800 Toilet, Bath, and Laundry Accessories
104413 Fire Extinguisher Cabinets
104416 Fire Extinguishers
107316 Canopies Issued 11/21/13

Division 11- Equipment

113100 Residential Appliances
115213 Projection Screens

Division 12- Furnishings

122113 Horizontal Louver Blinds
122413 Roller Window Shades Issued 11/21/13
123661 Simulated Stone Countertops
123663 Concrete Countertops To Be Issued
124813 Entrance Floor Mats and Frames
126100 Fixed Audience Seating

Division 13- Special Construction (Not Applicable)

Division 14- Conveying Equipment

142400 Hydraulic Elevators Issued 09/16/13

Division 15 to Division 20 (Not Applicable)

Division 21- Fire Suppression

215250 Fire Suppression Systems Issued 12/18/13

Division 22- Plumbing

221113 Water Distribution Systems Issued 09/16/13
221313 Facility Sanitary Sewers Issued 09/16/13
224000 Plumbing Systems Issued 11/21/13
224240 Water Heaters and Accessories Issued 11/21/13
224500 Plumbing Fixtures and Trim Issued 12/18/13

Division 23- Heating, Ventilating, and Air-Conditioning (HVAC)

230100 Mechanical General Issued 11/21/13
230430 HVAC Test and Balance Issued 11/21/13
230600 HVAC Piping Systems Issued 11/21/13
231720 Variable Frequency Drives Issued 11/21/13
231810 HVAC Piping Insulation Issued 11/21/13
231900 Electric Heat Tracing Issued 11/21/13
232500 Water Treatment Issued 11/21/13
236720 Packaged Air-Cooled Scroll Chillers Issued 11/21/13
237400 Terminal Units Issued 11/21/13

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VII: SPECIFICATIONS LOG

Division 23- Heating, Ventilating, and Air-Conditioning (HVAC) (continued)

237600 Air Handling Units Issued 11/21/13
238000 Air Distribution Devices Issued 11/21/13
238200 Fans Issued 11/21/13
238400 Ductwork Issued 11/21/13
239000 Controls Revised 03/04/14

Division 24 (Not Applicable)

Division 25- Integrated Automation (Not Applicable)

Division 26- Electrical

260100 Electrical General Issued 11/21/13
261000 Electrical Basic Materials and Methods Issued 11/21/13
262000 Service and Distribution Issued 11/21/13
263000 Lighting Issued 11/21/13
269200 Motor Controls and Wiring Issued 11/21/13

Division 27- Communications

270500 Common Work Results for Communications Issued 11/21/13
270526 Grounding and Bonding for Telecommunications Systems Issued 11/21/13
270529 Combined Low Voltage / Power Floor Boxes Issued 11/21/13
271100 Communications Equipment Room Fittings Issued 11/21/13
274110 General Provisions for Integrated Audio-Visual Systems Equipment Issued 11/21/13
274111 Work Common to Integrated Audio-Visual Systems Equipment Issued 11/21/13
274111.11 Combined Low Voltage / Power Floor Boxes for Audio-Visual Systems Equipment Issued 11/21/13
274133 Master Antenna Television System Issued 11/21/13
275116 Public Address System Issued 11/21/13

Division 28- Electronic Safety and Security

281600 Intrusion Detection Issued 11/21/13
287210 Life Safety Systems Issued 11/21/13

Division 29 (Not Applicable)

Division 30 (Not Applicable)

Division 31- Earthwork

311000 Site Clearing Issued 09/16/13
312000 Earthmoving Issued 09/16/13

Division 32- Exterior Improvements

321216 Asphalt Paving Issued 09/16/13
321313 Concrete Paving Issued 09/16/13

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VII: SPECIFICATIONS LOG

323113 Chain Link Fences and Gates Issued 09/16/13
329200 Turf and Grasses Issued 11/21/13
329300 Plants Issued 11/21/13

Division 33- Utilities

334100 Storm Utility Drainage Piping Issued 09/16/13

Division 34 to Division 39 (Not Applicable)

Division 40- Process Integration (Not Applicable)

Division 41- Material Processing and Handling Equipment (Not Applicable)

Division 42 to Division 49 (Not Applicable)

End of Specifications Log

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VIII: DRAWING LOG

3/4/14

GENERAL

G0.00 Cover Sheet
G0.01 Drawing Index
G0.02 General Information
G0.03 COMCHECK - Energy Code Compliance
G1.01 Life Safety Plan - Level 1
G1.02 Life Safety Plan - Level 2

CIVIL

C001 General Notes
C100 Existing Conditions
C200 Demolition Plan
C300 Site Plan
C400 Grading & Drainage Plan
C500 Utility Plan
C700 Erosion & Sediment Control Notes
C701 Erosion & Sediment Control Plan - Initial
C702 Erosion & Sediment Control Plan - Intermediate
C703 Erosion & Sediment Control Plan - Final
C800 Erosion & Sediment Control Details
C801 Erosion & Sediment Control Details
C802 Erosion & Sediment Control Details
C803 Erosion & Sediment Control Details
C900 Construction Details
C901 Construction Details
C902 Construction Details
C903 Construction Details
C904 Construction Details
C905 Construction Details

LANDSCAPE

L0.00 General Landscape Notes and Schedule
L1.01 Hardscape Plan
L2.00 Hardscape Details
L3.00 Landscape Plan
L3.01 Tree Protection Plan
L4.00 Landscape Notes and Details

ARCHITECTURE

A1.00 Site Plan
A1.01 First Floor Plan
A1.02 Second Floor Plan
A1.03 Roof Plan
A1.21 First Floor EOS Plan
A1.22 Second Floor EOS Plan
A1.23 Roof Plan EOD
A1.31 First Floor Reflected Ceiling Plan

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A1.32 Second Floor Reflected Ceiling Plan
A2.00 Finish Legend
A2.01 Finish Floor Plan - Level 1
A2.02 Finish Floor Plan - Level 2
A2.11 Furniture Plan - Level 1
A2.12 Furniture Plan - Level 2
A2.21 First Floor Wall Specialties
A2.22 Second Floor Wall Specialties
A3.01 Exterior Elevations and Building Sections
A3.02 Exterior Elevations and Building Sections
A4.01 Wall Sections and Elevations
A4.02 Wall Sections and Elevations
A4.03 Wall Sections and Elevations
A4.04 Elevator and Exterior Stair Details
A5.07 Roof Details
A5.01 Exterior Plan Details
A5.02 Exterior Plan Details
A5.03 Exterior Section Details
A5.04 Exterior Section Details
A5.05 Exterior Section Details
A5.06 Cast Stone Profiles
A6.01 Enlarged Plan - Centrum
A6.05 Interior Wall Sections - Elevator Pit
A6.02 Interior Wall Sections - Centrum
A6.03 Interior Wall Section Detail - Centrum
A6.04 Interior Wall Section Details - Centrum
A6.11 Enlarged Toilets - First Floor
A6.12 Enlarged Toilets - Second Floor
A6.21 Interior Elevations
A6.22 Interior Elevations - Auditorium
A6.23 Interior Elevations
A6.31 Interior Wall Sections
A6.32 Interior Wall Sections
A6.41 Interior Vignettes
A7.01 Interior Plan Details
A7.02 Ceiling Details
A7.03 Details
A8.01 Architectural Millwork
A8.02 Architectural Millwork
A8.03 Architectural Millwork
A9.01 Interior Partitions
A9.02 Interior Partitions
A9.10 Door Schedule and Types

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STRUCTURAL

S0.01 Structural General Notes
S0.02 Strucutral General Notes
S0.03 Wind Load Diagram
S0.04 Floor Load Diagram
S0.11 Isometric Views
S1.01 Floor Plan - Level 1
S1.02 Floor Plan - Level 2
S1.03 Roof Plan
S1.04 High Roof Plan
S1.05 Enlarged Plans
S2.01 Building Elevations
S3.01 Typical Foundation Details
S3.02 Typical Foundation Details
S3.03 Typical Foundation Details
S3.04 Typical Foundation Details
S3.05 Foundation Details
S3.06 Foundation Details
S3.07 Foundation Details
S3.08 Foundation Details
S3.09 Foundation Details
S4.01 Masonry Details
S5.01 Typical Steel Details
S5.02 Typical Steel Details
S5.03 Typical Steel Details
S5.04 Steel Details
S5.05 Steel Details
S5.06 Steel Details
S5.07 Steel Details
S6.01 Framing Plans and Details at Centrum
S7.01 Braced Frames
S7.02 Braced Frames
S7.03 Braced Frames Details

MECHANICAL

M1.1 First Floor Plan - Mechanical
M1.2 Second Floor Plan - Mechanical
M5.1 Flow Diagram - Mechanical
M7.1 Legends, Schedules, & Details
M7.2 Details – Mechanical

ELECTRICAL

E0.1 Symbols Legend & Notes - Electrical
E1.0A Site Plan - Electrical
E1.0B Site Photometric Plan - Electrical
E1.1 First Floor Plan - Electrical
E1.2 Second Floor Plan - Electrical

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E1.3 First Floor Plan - HVAC Connections - Electrical
E1.4 Second Floor Plan - HVAC Connections - Electrical
E2.1 First Floor Plan - Lighting
E2.2 Second Floor Plan - Lighting
E3.1 First Floor Plan - Special Systems - Electrical
E3.2 Second Floor Plan - Special Systems - Electrical
E5.1 Riser Diagram - Electrical
E6.1 Panel Schedules – Electrical

PLUMBING

P1.1 First Floor Plan - Plumbing
P1.2 Second Floor Plan - Plumbing
P7.1 Legends, Schedules and Details – Plumbing

TECHNOLOGY

T001 Technology Symbol Legend
T002 Technology Site Plan
T101 Level 1 - Access Control & CCTV
T102 Level 1 - Audio - Video
T103 Level 1 - Intrusion Detection - Television - Public Address
T104 Level 1 - Structured Cabling
T201 Level 2 - Access Control & CCTV
T202 Level 2 - Audio - Video
T203 Level 2 - Intrusion Detection - Television - Public Address
T204 Level 2 - Structure Cabling
T301 Technology Details
T302 Technology Details
T303 Technology Details
T304 Technology Details
T305 Technology Details
T306 Technology Details
T307 Technology Details
T401 Technology Risers
T402 Technology Risers

End of Drawing Log

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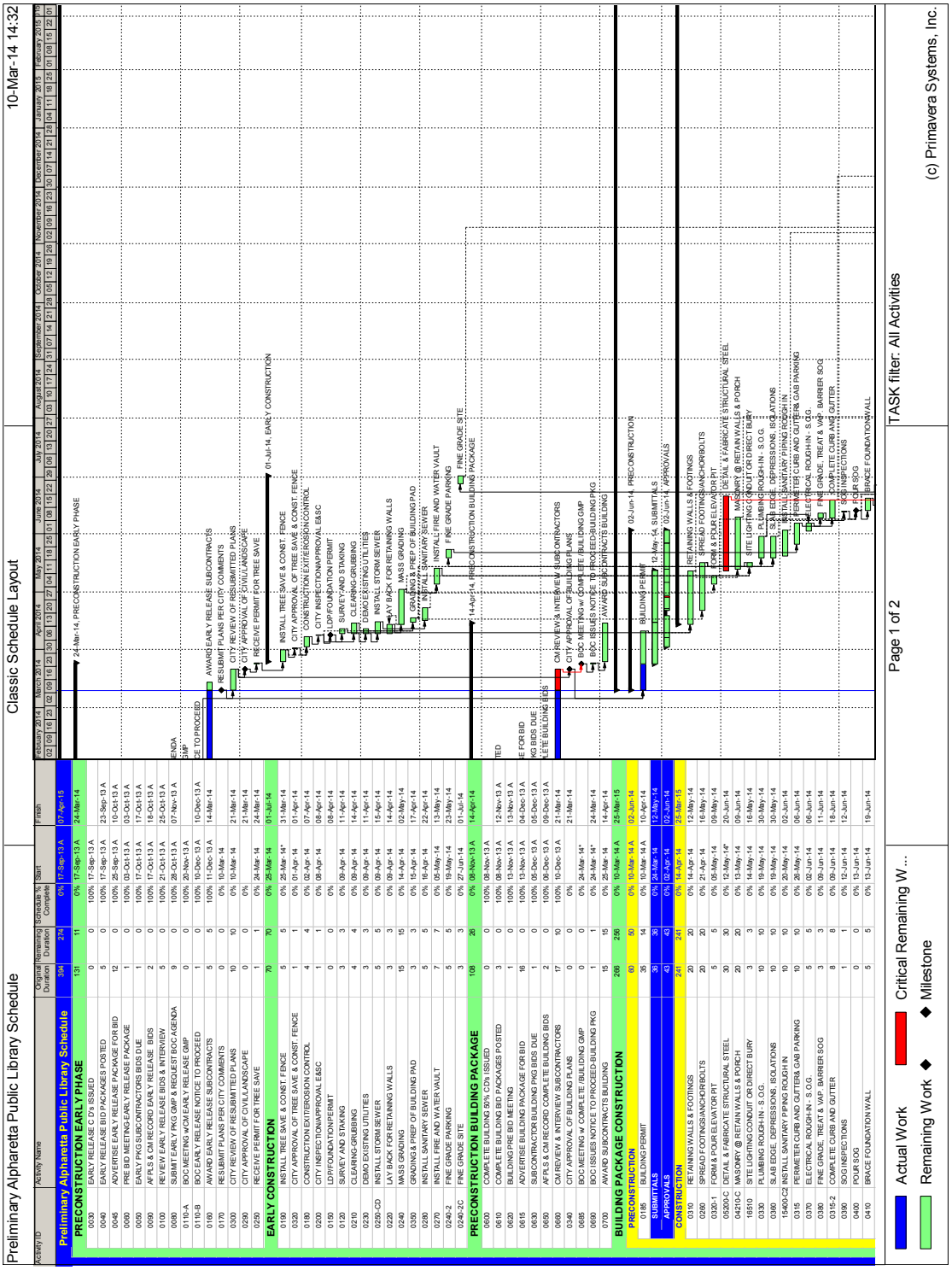
IX: PROJECT SCHEDULE



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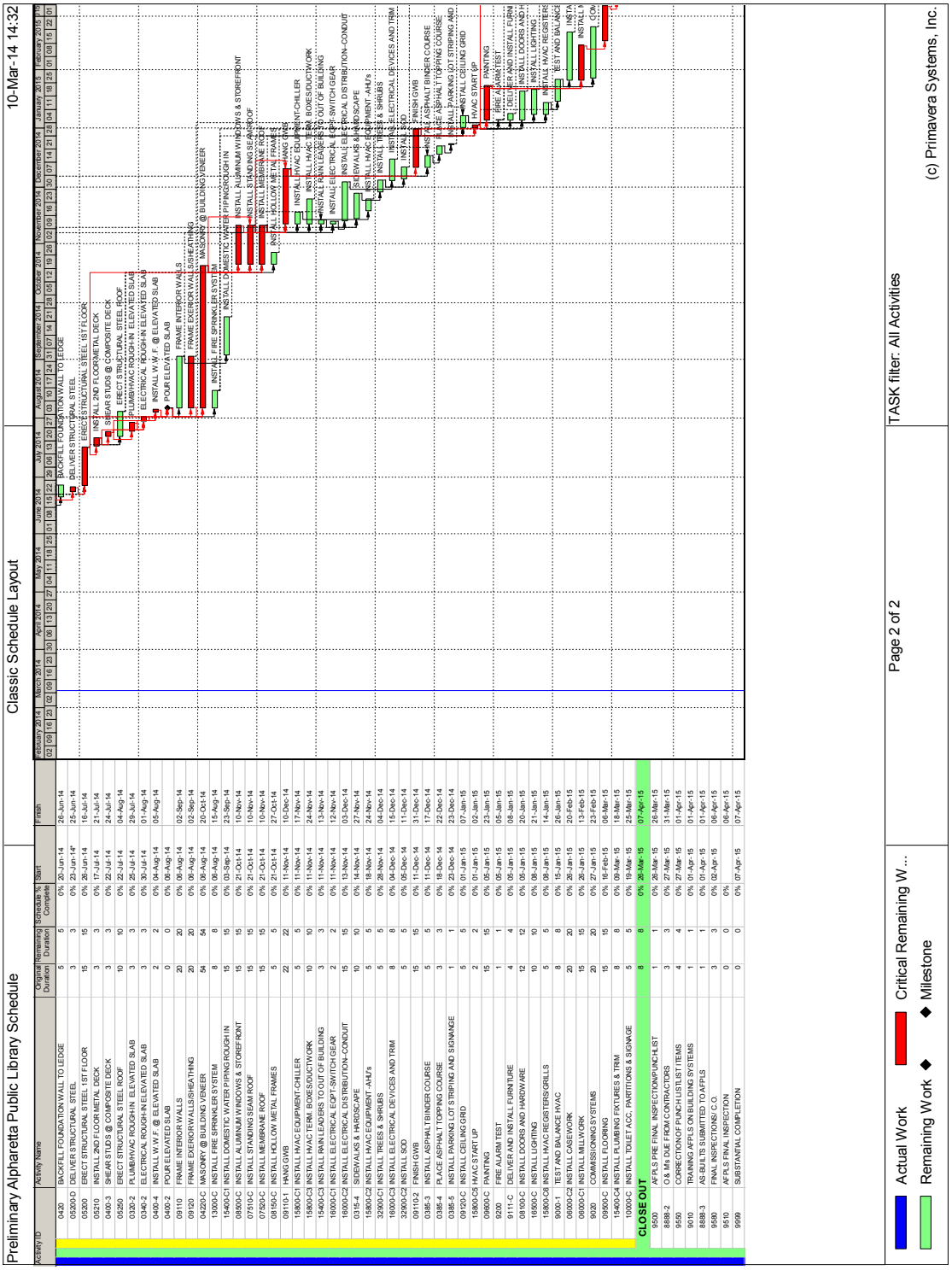
IX: PROJECT SCHEDULE



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The following Project Specific Provisions are developed to help explain and reinforce the expectations of this Subcontractor as it relates to this specific project. It is understood that these "Project Specific Provisions" shall supplement the Project Specific Subcontract.

A. General Administration Items

1. Subcontract Schedule of Values

Subcontractor understands the importance and urgency in preparing and receiving Owner Approval of monthly billings. Accordingly, this Subcontractor agrees to format their specific schedule of values in such a manner to provide job wide consistency. Schedule of Values shall be broken down (at a minimum) by Site Area, Building Area Floor / Labor & Material. (An excel sample can be e-mailed at your request) In addition, Subcontractor agrees to allocate a reasonable and fair value of cost as determined by Contractor in the schedule of values for requisitioning of the following items of work under this Agreement. Submittals to be requisitioned as a lump sum amount upon 100% completion. Clean up - total clean up cost allocated to this Project to be requisitioned based on actual performance of clean up. Safety - total safety cost allocated to this Project to be requisitioned based on actual performance of the safety work. Punch List - total punch list cost allocated to this Project to be requisitioned based on actual performance of the punch list work. Close Out - All close out information including as-builts, owner manuals, etc. to be requisitioned as a lump sum amount upon 100% completion of these submittals.

2. Owner Contract

Subcontractor is bound by all terms and conditions contained in the Owner's Contract Agreement with Contractor. All lower tier Subcontractors shall be further bound by same. Copies of said Agreement will be made available to Subcontractor at Contractor's job site office. This Subcontract is intended to cover all of the Contractor's responsibility to the Owner pertaining to this Scope of Work. Unless otherwise stated in the Agreement, and as can be reasonably inferred from the Contract Document, Subcontractor understands that the scope of services as defined in this Agreement shall constitute a complete and operational system.

3. Visitors

No one shall be admitted to the Job site by Subcontractor, except as necessary to perform the Work hereunder, without, in each instance first obtaining the approval of the Contractor and Owner. All visitors must check in at the construction site offices immediately and prior to entering the site.

4. ID Badge Program

Contractor and/or Owner may elect to implement an ID Badge Program. If Contractor and/or Owner so elects, the Subcontractor shall comply with the program and shall obtain and keep current the required badges and passes. The Subcontractor shall be responsible for the confiscation and return of expired and terminated badges and passes. All employees shall wear, at all times on the site, a safety vest that clearly displays the company name on the back of the vest. The cost for the vest is included in your price.

5. Site Safety Orientation

All employees will be required to attend a safety orientation class. No employees or supervisors will be allowed on the site until this has been completed. Upon completion of the class each employee will be issued a numbered hardhat sticker. Employees returning to the project without the proper numbered sticker will be removed from the site.

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6. Preconstruction Activity
Subcontractor shall resolve and include the cost of all preconstruction activities required.

7. Contractor's License
Subcontractor is required to submit appropriate valid Certificate(s) of Competency, License Number(s), and Permit Number(s) upon the execution of this Agreement.

8. Fees
Subcontractor shall obtain and pay for all Federal, State and County Permit Fees, License Fees and Inspection Fees, including all Re-Inspection Fees, unless specifically excluded in the Scope of Work.

9. Relationships
It is the policy of the Owner and Contractor to promote and maintain harmonious relationships in connection with the Project. Subcontractor agrees to follow this policy and to utilize only qualified persons or organizations in the performance of the Work who will follow this policy.

10. Photographs
Subcontractor shall not take or have made any photographs to be used for advertisement or publicity reasons without the expressed written consent of Owner.

11. Media/Press
Subcontractor shall not under any circumstances communicate with the media in regards to any aspect of the Work of this Agreement. All questions should be referred to Contractor.

12. Extra Material (Attic Stock)
Subcontractor shall provide all attic stocks as required by the Project Specifications. Attic stocks shall be turned over to Owner in their original unopened containers/wrappings. Attic stocks shall be palletized and secured via shrink wrapping. Transmittals shall accurately reflect all quantities of attic stock and shall be submitted to Contractor for verification prior to transmission of attic stock to the Owner.

13. Signage
No signs will be permitted to be displayed at the jobsite or on trailers without written approval of Contractor.

14. Notice to Proceed
It is understood and agreed that the award of this Subcontract is contingent upon the Contractor executing a Contractor Agreement with the Owner. Subcontractor shall not proceed with the work of this Subcontract without a written notice to proceed from the Contractor. The Contractor will not be liable for any costs or obligations resulting from the Subcontractor's actions prior to receipt of a written notice to Proceed.

15. Mock-Ups / Prototypes
Subcontractor shall provide mock-ups as required by the Contract Documents and as required by the Contractor's field staff, all in accordance with the project schedule. This Subcontract includes all costs associated with preparation, inspection, approval and removal of mock-ups, including mock-ups prepared or tested off-site. At a minimum, the following mock-ups are required to be constructed and approved prior to full construction proceeding:

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16. Weekly Meetings

Weekly jobsite meetings are essential to job progress. Therefore, the attendance of each Subcontractor's Project Manager and Superintendent each week is mandatory.

17. Coordination

Subcontractor shall coordinate his Work with all of the other Work which must be performed on the Project. To facilitate this coordination, there will be mandatory coordination meetings. The company representative attending this mandatory coordination meeting must have authority to speak on behalf of your company and make necessary decisions and guarantees in regard to schedule and labor forces. Daily coordination meetings with Contractor's Superintendents shall be held at a time to be determined by Moss & Associates on site staff. All Subcontractors shall have their respective Superintendents attend this meeting.

Shut down of any existing equipment will require written notice to the contractor specifying time, date, and reason. Subcontractor shall coordinate with other trades for required shut downs and provide personnel for such activities. Taps made to existing utilities shall be made after hours, weekends or holidays with at least 30 days prior written notification. No dates can be guaranteed.

18. Pre-Job Conference

Subcontractor shall attend a pre-job conference conducted by Contractor which will be attended by the Architect/Engineer (at their option), Owner's representative and Contractor's Staff. At this conference, the Subcontractor's personnel including Project Manager, Superintendent, and Safety Representatives and any other key personnel (including those specifically requested to be in attendance by Contractor or Owner) will be introduced and the Scope of Work will be discussed along with other key issues such as Workmanship, Quality Control, Schedule, Safety, etc.

19. Public Safety & Convenience

Subcontractor shall provide for the safety and convenience of the general public, residences and/or businesses located near the Project. Subcontractor understands that the Work is to be constructed near businesses and residences and Subcontractor shall use its best efforts, applicable standards of care, to perform its Work hereunder in a manner which will not interfere with the business operations and residents including, without limitation:

A. Controlling dust, insects, vermin, noise and pests.
B. Requiring appropriate attire and conduct for Subcontractor's workers and the workers of lower tier Subcontractors.
C. Working in accordance with the applicable laws, regulations and ordinances or any other governing agencies and Contractor's requests.
D. Communication and/or fraternization between Subcontractor's personnel and the general public is strictly prohibited.
E. Subcontractor shall not block off any public or private street nor use any part thereof for storage of materials unless approved by all applicable governing agencies and Contractor in accordance with the instructions of Contractor.

Subcontractor understands this site is located on and around additional construction projects. Work areas are adjacent to and some project access may be through occupied areas. Accordingly, Subcontractor shall take additional care and implement measures and safeguards so as not to disrupt or interrupt the resi-

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dence. Construction traffic shall yield to residents traffic and Subcontractor shall use extra care to minimize the possibility of disrupting any existing utilities by hand digging, pot holing, etc. if applicable to your scope.

20. Documents

Subcontractor shall procure and pay for all required plans and specifications which shall be on file and available at a local blueprint company designated by Contractor.

21. Project Staff

It is understood and agreed that Subcontractor shall maintain, on the project site, an adequate staff while its Work is in progress. This staff shall include a lead manager who is capable of managing the progress of its Work and making decisions related to costs and construction. This staff shall work in harmony with Contractor's staff. Upon three (3) days written notice for just cause, the Subcontractor shall remove any staff member who is not satisfactory to Contractor or Owner or its authorized representative.

22. Specifications vs. Drawings

Subcontractor agrees that work shown on the Drawings but not included within Specifications, or included within Specifications and not shown in Drawings shall be as if included or shown in both for the intent and purpose of the contract documents.

23. Design Intent

It is the intent of the Scope of Work to convey to this Subcontractor the total responsibility for the Scope of Work required for the Alpharetta Library. This Subcontractor shall perform all work required or reasonably inferred under the best practices in the Construction Industry for a complete and fully functional and operational system(s) for the purpose intended. This project will require the Subcontractor to work as a team member with the Construction Manager and other members of the project team through the completion of construction to assure that all work required by this Scope will be performed in such a manner that it is complete, fully functional, and in accordance with the contract documents within the contract price. References to the term "Contractor or Construction Manager" in the Drawings and Specifications shall be interpreted to mean work by this Subcontractor as they relate to this scope of work.

24. "No Change" Agreement

It is the intent of this Agreement and consistent with the prior negotiations of this Agreement for Subcontractor to perform the Work under this Agreement without Change Orders to the Contract unless specifically requested by Owner, Architect or Contractor. Subcontractor agrees and understands that the Contract Documents may be incomplete in detail or contain inconsistencies. Subcontractor herein further represents and agrees that its Scope of Work is complete and shall be performed to Contractor's and Owner's complete satisfaction without cause for claim of additional cost or change orders. It is further understood and agreed that Contractor has entered into a Guaranteed Maximum Price (GMP) contract with Owner to complete this project based on the Contract Documents. Accordingly, claims for additional cost for inconsistencies in the Contract Documents will not be recognized. Subcontractor shall bear all cost of such claims that may arise as they relate to this Scope of Work. The subcontract lump sum price includes all cost to complete the intended Scope of work as represented by the Contract Documents.

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25. Guarantee Provisions

Guarantee provisions are as described below (the words Guarantee and/or Warranty are synonymous):

A. Subcontractor warrants to Owner and Contractor that all materials and equipment furnished under this Subcontract will be new, unless otherwise specified, and that all Work will be of good quality, free from faults and defects and in conformance with the Contract Documents. For all Work not conforming to these requirements, including substitutions not properly approved by Architect or Contractor, Subcontractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. All warranties and guarantees shall be in writing on Warrantor's/Guarantor's stationery or official forms as designated by Contractor and signed by an authorized official of the Warrantor's/Guarantor's Company. Three (3) original complete copies of the warranties, guarantees, certificates, etc. shall be submitted to Contractor. Warranty or guarantee time period shall not commence until all of the following conditions have been satisfied.

1. Formal acceptance of the Work by Owner, Architect and Contractor.
2. Subcontractor has provided all the specified warranty/guarantee documentation to Contractor.
3. Subcontractor has provided specified training (including video taping) for the operation and maintenance of the system and/or equipment.
4. Subcontractor has provided maintenance manuals for the operation and maintenance of the system and/or equipment.
5. Certificate of Occupancy for the building areas, or its equivalent.
6. Satisfactory completion of the Work or system by Subcontractor.

B. Subcontractor's failure to respond to warranty/guarantee Work within forty-eight hours of written notice and/or diligently pursue corrective measures shall be considered a Subcontractor breach of warranty/guarantee. Subcontractor and his Surety shall be liable for all expenses incurred from such failure to respond. If within any warranty/guarantee period, repairs or changes are required in connection with the warranty/guarantee Work, which in the opinion of Contractor and/or Owner is rendered necessary as a result of the normal use of material, equipment, or workmanship which are defective, or not in accordance with the terms of the Contract Documents, Subcontractor and/or its Surety shall, promptly upon receipt of notice and at Subcontractor's or Surety's own expense, proceed to:

1. Place in satisfactory condition (in every particular) all such warranted or guaranteed Work, and correct all defects therein.
2. Make good all damages to the structure or site, or equipment or contents which, in the opinion of Contractor or Owner, are the result of the use of workmanship, materials or equipment which is defective or not in accordance with the terms of the Contract Documents.
3. Make good any Work, materials, equipment, contents of structures or site disturbed in fulfilling any such warranty/guarantee.
4. In addition to the foregoing warranty, if any more-stringent terms exist in the Prime Contract, then those terms shall apply.

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26. Method of Calculating Payment for Extra Work

The cost or credit to Contractor resulting from a change in the Work shall be determined in one or more of the following ways, at Contractor's option.

A. Time and Materials - A change order cost or credit may be determined on a time and material basis, using hourly labor, equipment rates, material costs and applicable markups. Work done on a Time & Material shall be signed for by Contractor's Representative on a daily basis and invoiced no later than 2 weeks following the week the work was performed. Failure to comply with these requirements will cause the Subcontractor's claim to be waived.

B. Lump Sum - A change order cost or credit may be determined by mutual acceptance of a lump sum proposal properly itemized and supported by sufficient data to permit evaluation.

C. Unit Price - A change order cost or credit may be determined by the use of the unit prices stated in the Contract Documents or subsequently agreed upon. No change order work will be undertaken by Subcontractor without prior acknowledgment and approval of Contractor. Overhead and Fee on all change order work shall be limited to a flat rate of 10% for Overhead and Fee combined, or as otherwise stipulated in the Contract Documents. A work ticket signed by Contractor does not constitute approval of a change order.

D. Subcontractors shall be permitted a ten percent (10%) mark-up for costs of labor and for the subcontractor's direct material and equipment purchases attributable to the Additional work. Subcontractor's Mark Up is for all overhead and profit attributable to the Additional Work.

B. Items to Be Performed Prior to Construction

1. Drawing Review

Subcontractor has reviewed the Drawings, Specifications, and work scopes for this Project and has coordinated same with their on-site inspections of the existing property. Subcontractor has found no obvious omissions and further agrees that the Work of this Agreement and the Project can be constructed within the milestone and completion dates without claims for delay or impact costs, unless substantial Owner directed Scope changes occur.

2. Shop Drawings

Subcontractor must comply with paragraphs A through C below:

A. Subcontractor agrees to provide, within Seven (7) days after the issuance of this Subcontract agreement or (NTP) Notice to proceed, a complete listing of all required submittals and their anticipated submittal dates. This schedule must comply with the Moss & Associates dates indicated in paragraphs A., B, and C below. All submittals must be in strict accordance with the specific requirements of applicable Specification Sections.

1. Begin submittal of shop drawings, certificates, and test reports no later than 7 days after submittal listing has been approved.
2. Complete submittal of shop drawings, certificates, and test reports no later than 30 days after issu-

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ance of the (NTP) Notice to proceed.
3. Resubmit any items within a maximum of Seven (7) calendar days after being returned for correction.
4. Furnish from suppliers, written evidence of confirmed shipping dates for major materials and equipment.
5. Subcontractor agrees to perform any and all mock-ups to ensure that all work is properly coordinated with each trade prior to construction.

B. Subcontractor shall not deviate from the plans and specifications without the written consent of Contractor, and no changes shall be taken up with Owner except through Contractor. Subcontractor shall identify any variations from the plans and/or specifications on any specific items. Failure to identify any variations, in accordance with the Contract Documents, shall be interpreted to mean that the equipment, fixture or material meets all of the requirements of the specifications. Any changes in plans or specifications, or substitutions of materials as an “or equal” proposed by Subcontractor, which are approved by Owner or its authorized representative, shall be Subcontractor’s full responsibility. Any additional costs incurred by Contractor or others as a result of such changes or substitutions or the selection of options or alternates shall be borne by Subcontractor. In selecting options or alternates, Subcontractor shall assume total responsibility to indemnify, defend, protect and hold Contractor harmless from claims for additional costs incurred by Contractor and other Subcontractors, or for losses or damages suffered as a result of the option or alternate subject to the limitations set forth in this Subcontract. Contractor’s review of shop drawings, cuts, samples, material lists and other submissions shall not be construed as approval nor shall it relieve the Subcontractor from responsibility for errors of any sort therein, or from the necessity of furnishing any work required by the Contract Documents which may have been omitted from the shop drawings, cuts, samples, material lists or other submissions.

C. Subcontractor hereby irrevocably grants Contractor a license to use all shop drawings, designs, and deliverables provided by Subcontractor on the Project for Contractor’s purposes on the Project. Such license extends, without limitation to all shop drawings, CAD drawings, submittals to governmental or quasi-governmental authorities, product approvals, fabrication processes and the like, which are in any way necessary or desirable for the performance of the Work (“Granted Licenses”). This Subcontract shall constitute conclusive evidence of the granting to Contractor of the Granted Licenses by Subcontractor.

3. Coordination Drawings

Subcontractor shall coordinate his work with all other work which must be performed on the project. To facilitate this there shall be coordination sessions at which attendance is mandatory for Subcontractor. These coordination sessions shall not be construed as the full discharge of the Subcontractor’s coordination responsibility. Rather, these sessions shall be a forum for communication among Subcontractors, Contractor, and Owner. In order to make these sessions effective, the Subcontractor shall be required to adhere to a certain criteria including, but not limited to, the following:

A. Coordination drawings shall be produced utilizing BIM per the BIM exhibit in this subcontract.
B. Coordination drawings shall be produced on transparent media for overlaying.
C. Computer generated drawings will be produced on systems compatible with the other
D. Subcontractors and the data shall be exchanged by disk or electronically. Coordination drawings shall include plans and sections which will accurately show proposed sizes, layout, horizontal and vertical runs, transitions, supports, available space, bends, and any other information about the work which will

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allow this Subcontractor and the other Subcontractors in close proximity to avoid interference in the work.

E. The Subcontractor shall have a full time engineering coordinator responsible for all aspects of the Subcontractor's coordination effort. This engineering coordinator is subject to approval by Contractor and shall be an individual with substantial experience in the engineering and coordination of similar work. The engineering coordinator shall be an individual with the authority to make changes in the Subcontractor's engineering and fabrication drawings and to make commitments on behalf of the Subcontractor. Misfits, conflicts, retrofitting, and delay costs will be minimized by this coordination effort. The Subcontractor shall bear the cost of uncoordinated work.

4. Site Utilization Plan

Subcontractor shall prepare a site utilization plan for approval by the Contractor and Owner showing all storage area layouts. Said plan shall be dimensioned and tied to property lines. Subcontractor shall be responsible for all measures as required to secure these areas for the duration of the project.

5. Signed & Sealed Drawings

Subcontractor, in addition to the general submittal requirements of the Agreement shall prepare, all required signed and sealed shop drawings, certifications and test reports and submit and secure approvals as may be required by Fulton County and/or the State of Georgia.

6. Utilities Verification

Subcontractor shall verify locations of all existing utilities within the Construction Areas prior to commencing the Work. Subcontractor shall abide by the "Underground Facility Damage and Safety Act" which requires anyone doing any type of excavating, tunneling or demolition to call all agencies having jurisdiction. An excavator must call the local utility companies not less than two or more than five business days before beginning any excavation. Any damage to existing utilities during construction will be repaired immediately as required to minimize disruption of the adjacent businesses and residences at the expense of the Subcontractor that caused the damage.

C. Scheduling Requirements

1. Subcontractor is aware of and acknowledges the order of magnitude of this project with respect to the approach to the construction schedule and all associated manpower requirements.

2. Subcontractor is aware of the construction duration for this particular project and agrees to do whatever is necessary to maintain this schedule as it relates to this particular scope of work (i.e., furnishing additional material, and/or manpower), if reasons for not achieving this schedule are within Subcontractor's control.

3. The Subcontractor understands and agrees that the Contractor has purchased from the Subcontractor the manpower and equipment necessary to perform the work within the construction schedule and will not be compensated for any additional overtime manpower required to complete the project. The Subcontractor should anticipate delays associated with design, weather and coordination.

4. Subcontractor hereby agrees to arrange his Work and material so as not to interfere with the operations of other Subcontractors engaged in adjacent Work and to join his Work to that of others in a proper man-

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ner, and in accordance with the intent of the Plans and Specifications and to perform his work in a proper sequence in relation to that of other Subcontractors, all as may be directed by Contractor. The subcontractor will maintain and provide safe access for all owner and contractor employees to the work area.

D. Construction Issues

1. Project Clean Up

In accordance with the requirements of the project, all work areas within and around the buildings shall be "Broom Clean" on a daily basis. It shall be understood that the removal of bulk rubbish (and identifiable work scope debris) such as crating, cartons and general packing materials is the prime responsibility of each Subcontractor. Debris shall not be left at the site overnight. In the event that you fail to clean your work area, Moss will clean the area and charge the actual cost of the work and a 15% markup. All other rubbish that becomes mixed and unidentifiable will be considered "Composite" trash and removed daily under the direction of the General Contractor in accordance with the following:

A. Each Subcontractor will participate in a once a week composite clean-up effort. This will be managed by a foreman of Moss & Associates that will lead a group of laborers made up of each Subcontractor's regular crew members around the site and building collecting and disposing of unidentifiable "composite" trash. Subcontractor's participation will be as follows:
Subcontractor's w/ 0 to 5 employees 1 laborer
Subcontractor's w/ >5 employees 2 laborers

NOTE: The following items are expressly prohibited from being deposited in Contractor's dumpsters and will be removed and properly disposed of off site by this Subcontractor (if applicable): containers or any products containing any toxic elements such as paint, coatings, sealants, adhesives, fuels/oils, waterproofing materials, tires, structural steel, solvents and cleaners or any other item requiring special disposal as required by law. Further, if the particular jurisdiction where this project is located requires debris sorting, Subcontractor shall abide accordingly in the depositing of debris in designated dumpsters.

2. Workday Schedule

The standard work week on the Alpharetta Library is Monday through Friday. It is understood that subcontractor is expected to work a 40 hour week at a minimum. It is also understood and agreed that this Subcontractor is an integral part of a team of Subcontractor's contracted with the common goal of constructing the Project in accordance with the established schedule. Each Subcontractor has his/her scope of work that is not only key to completing the project, but also to facilitate the work of other Subcontractor's. Accordingly, it is agreed that this Subcontractor will work all necessary hours, days, and shifts to maintain our established durations. In addition, it is agreed that even if this Subcontractor is not required to work a full crew on weekends to maintain the project schedule, but other trades that are dependent on this particular trade are working weekends; this Subcontractor will provide proper manpower to ensure other trades are productive on weekend work. Subcontractor is responsible for the scheduling of make-up work due to inclement weather.

3. Traffic Control

The work shall include all required traffic control as required for execution of this Subcontract.

4. Daily Activity Form

Subcontractor shall submit daily force reports on Contractor's form. These reports shall include a daily

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employee listing, equipment listing, safety documentation, brief report of Work performed, and any other documentation that may be required by Contractor or Owner. Reports shall be submitted by 9:00 am on the following day of the work activities.

5. Communication
Subcontractor acknowledges that the safety and quality of a project is deeply compromised with the lack of communication. Accordingly, this Subcontractor will ensure that the lead superintendent / foreman is fluent in english and is on-site at all times when the scope of this contract is taking place.

6. Excavation
All excavations must be in compliance with OSHA standards.

7. Fuel Storage
On-site storage of fuel will not be permitted without prior written approval of Contractor. If allowed, storage facility shall also meet or exceed OSHA mandated requirements.

8. Replace Guardrails
Subcontractor shall maintain and replace all required guardrails in accordance with OSHA standards.

9. OSHA Violations
The Subcontractor will ensure that work is done in accordance with the OHSA and any other applicable regulations. This includes being responsible for and properly supervising any sub-subcontractors of this trade contractor per OSHA requirements. In the event Subcontractor is cited for violations of the Occupational Safety and Health Act, Subcontractor shall be responsible for all penalties assessed against Subcontractor. In the event Contractor is penalized due to Subcontractor's actions or failures to comply with the Occupational Safety and Health Act, Subcontractor shall hold Contractor harmless. Any penalties assessed against Contractor for violations of Subcontractor shall be deducted from amounts due under this Subcontractor Agreement.

10. Project Safety Team
Subcontractor will cooperate and participate in establishing a Project Safety Plan. The plan will include the formation of a Project Safety Team which will meet regularly to review the status of overall Project Safety. Subcontractor will provide written notice of who their on-site Safety Competent Person will be and forward any and all MSDS sheets related to their Work to Contractor prior to start of any work.

11. Street Cleaning
Subcontractor shall provide prompt and continuous cleaning and maintenance of street and sidewalk areas which might pose potential danger to the public in the vicinity of the Work.

12. Barricades & Danger / Warning Signs
Subcontractor shall provide and maintain suitable danger and warning signals, lights, signs, signal devices, barricades, flagmen and/or watchmen and take all necessary precautions that the barricades are appropriately located so as to give proper warning of hazards.

13. Radios
Subcontractor agrees to furnish all required two-way radios with multiple channels and/or Nextel direct connect to be used to communicate with Contractor and other Subcontractors on site. Radio use and fre-

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quencies shall be coordinated with Contractor. No radios (music radios, disc man, headset radios) will be allowed on the jobsite.

14. Fires

No fires for hand warming, trash disposal, etc. will be permitted.

15. Jobsite Storage

Subcontractor is aware of the existing Site Conditions and limited space availability. On-site storage of materials and equipment will not be allowed except as specifically approved by Contractor's General Superintendent. Unless specifically approved in writing, Subcontractor shall not assume any space available. All deliveries of Subcontractor shall be coordinated through Contractor. If scheduled deliveries are not ready at the appointed time, Contractor may refuse acceptance of materials and require deliveries to be rescheduled. All cost and/or delays associated with the refusal of deliveries will be the responsibility of Subcontractor. Subcontractor has included in his Subcontract Price all off-site storage as may be required.

16. Construction Parking

Subcontractor shall inform their employees that on-site parking (if available) is permitted only in areas designated by Contractor's Superintendent. Parking in unauthorized parking areas will result in vehicles being towed at Subcontractor's and/or vehicle owner's expense. Parking for subcontractor work force shall be located as designated by the General Superintendent.

17. Access Panels / Access Doors / Covers

Subcontractor shall furnish and install all access panels, access doors, and covers necessary to provide access to the Work of Subcontractor in walls, soffits, floors, and ceilings. All proposed locations to be submitted for acceptance prior to installation. Subcontractor shall be responsible for coordinating the location and sizes of the required framed openings with respective trades during construction of walls, soffits, ceilings, and floors.

18. Sleeving & Block-Outs

Subcontractor shall provide all sleeving and box outs required for the work of this Subcontract including layout, installation, and stripping of all openings in concrete construction. In addition, Subcontractor is responsible for covering, securing, labeling, and maintaining all slab penetrations related to this Scope of Work.

19. Blocking & Backing

Subcontractor shall furnish and install blocking or backing as required for installation of this Work. If excluded in Scope of Work, Subcontractor shall be responsible for coordinating blocking / backing requirements and locations as required for installation of the Work.

20. Touch-Up Painting & Cleaning of Equipment

Subcontractor shall provide all equipment touch-up painting and cleaning as required for the Work of this Subcontract.

21. Structural Support Framing (Miscellaneous)

Subcontractor shall furnish and install all miscellaneous structural support framing not indicated on the

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Contract Documents required for this Work. The required support for this Work includes, but is not limited to, anchor bolts, hangers, isolators, channels, angles, embeds, etc.

22. Floor & Roof Openings

Subcontractor is responsible for covering (including maintaining covers) and labeling all floor/roof penetrations related to this Scope of Work.

23. Welding Machines

Electrically powered welding machines shall not be allowed for use on this site except as approved by Contractor. If electric welding machines are used, the necessary power service and power consumed shall be provided by Subcontractor.

24. Quality Control

The Subcontractor shall provide and perform a comprehensive quality control program. This program shall be subject to Contractor and Owner approval and shall include, as a minimum, the following items:
A. A series of inspections including preparatory, initial, follow-up, and final inspections at intervals to allow for detailed monitoring of the work
B. A method to minimize nonconforming work
C. A method to track and resolve nonconforming work
D. A method to efficiently punch out and gain Owner acceptance of the final product

25. Punch List Work

Subcontractor will provide a Supervisor and Workmen to perform all required Punch List Work to prepare the Work of this Agreement for final acceptance. This includes as a minimum requirement, this Subcontractor's individual inspection and repair of his own Work (documented via written punch list), completion of Contractor's Inspection Punch Lists, and completion of the Architect and Owner's Punch Lists. All Punch List Work to be completed in a timely manner to meet the Owner's Turnover Dates. Subcontractor is responsible for its own pre-punch prior to requesting Contractor's, Owner's, A/E inspection. In addition to the above, Contractor will organize a "punch crew" utilizing representatives of the finish trades who will work as a team in identifying and correcting deficient items of Work. Example: Office Space: A finish team of plumber, electrician, tile setter, drywall, painter, carpet installer will accompany the Owner's representative in "selling" spaces by systematically moving from room to room and immediately correcting deficiencies and leaving each room in an accepted "punch list free" condition. It is understood that this Subcontractor will cooperate in this endeavor and provide manpower as required by Contractor to accomplish the objectives.

26. Asbestos

Subcontractor shall strictly prohibit the use of asbestos materials or any other materials that Subcontractor knows, or in the instance where Subcontractor changes or deviates from the specifications or provides materials which are not specified, should reasonably know may affect health and safety. Failure to prohibit such use shall be deemed by Owner and Contractor as negligence on the part of Subcontractor or any lower tier Subcontractor or Supplier involved.

27. Fire Safing and Sealing

Subcontractor shall furnish and install all required fire safing / sealing as necessary for and/or associated with the proper completion of Subcontractor's Work. Fire safing / sealing shall be in strict accordance with

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plans/specs and all Federal, State, County, and Local Codes/Ordinances and shall meet the requirements of the local Fire Marshall or Governing Agency have jurisdiction over this Project.

28. Field Engineering and Layout

This Subcontractor shall perform all field engineering and layout as required to perform the Work of this Subcontract, including, but not limited to line, level and grade.

29. Scaffolding and Lifts

Subcontractor shall provide all scaffolding and man lifts as required for completion of this work scope. All scaffolding shall be erected and maintained in accordance with the latest OSHA standards.

30. Hoisting

Subcontractor is responsible to coordinate and provide all equipment and labor to hoist all material relevant to this scope from trucks to its final installed position. It is understood that the General Contractor will NOT have any forklifts, lulls, and/or cranes on the project to help unload and/or hoist materials into the building.

31. Temporary Construction Facilities & Utilities

A. Furnished By Subcontractor

Subcontractor shall provide his own field office (if allowed) including toilets, electrical power and charges, telephones, etc. Subcontractor shall, as part of the Scope of Work shall supply, install, properly maintain, permit and remove all temporary construction facilities and utilities necessary for the complete performance of its Work. Such items shall include, but not necessarily be limited to those listed below.

1. Rigging, Scaffolding and all equipment for erection.
2. All Small Tools.
3. All standard expendable or consumable construction items and supplies.
4. All utilities including installation and monthly consumption cost as may be required for Subcontractor's jobsite office and/or trailers.
5. First Aid Supplies.
6. All Storage compounds, security measures, fencing, lighting, etc. as may be required by Subcontractor to protect tools, equipment and materials.
7. Maintenance of Subcontractor's laydown, storage and Work area and roads within such areas. Repair costs to existing sod damaged by Subcontractor outside construction limits are also included.
8. Furnish and maintain containers, ice and cups for drinking water for all Subcontractors employees.

B. Furnished by CM

CM shall supply or cause to be supplied the following temporary construction facilities and utilities to Subcontractor, without cost to Subcontractor, for or in connection with performance of the Work:

1. Sanitary facilities and portable chemical toilets located at various areas of the jobsite as designated by Contractor.
2. Water for construction shall be furnished at points on jobsite as designated by Contractor.
3. Temporary Lighting in accordance with OSHA Standards. However it shall be the responsibility of Subcontractor to ensure that each craftsman on this project has adequate lighting in each room to do a "first class" job. Subcontractor shall provide all such supplemental lighting
4. Temporary Power - 110 volts, single phased, 60-cycle power shall be available throughout the building for small tools only. Power will not be available for electric welding machines or heavy-duty saws. Portable panels will be located on each floor. This Subcontractor shall provide all OSHA approved extension cords as required for the execution of this Subcontract Agreement. All power cords and tools

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shall be protected by ground fault circuit interrupters (GFCI). Where GFCI outlets are not available, in-line GFCI protection shall be supplied by each Subcontractor.

5. Centrally located dumpster for collection of debris, including hauling off site.

32. Environmental Protection

Subcontractor is aware that the adjacent wetlands, ocean, lakes and/or canals, are a very sensitive subject as it relates to Owner's development order. Subcontractor agrees not to deposit and/or store any liquids, solids, or gases on or near any area that is not designated as "Staging Area" by Contractor & Owner. Failure to comply with this provision shall result in severe damages to Owner for which Subcontractor will be held responsible.

33. Environmental Controls

Federal and State regulations require that construction projects obtain various permits so that storm water, dewatering, and other forms of potential pollution can be controlled and regulated. Subcontractor agrees to protect those controls that are put in place and to be responsible for the cost of correcting any damage he may cause to those controls.

34. Monthly Subcontractor Injury / Illness Report

This document is included as Exhibit "I" in the subcontract and must be updated and supplied to Contractor on a monthly basis. Pay requisitions will not be processed unless the updated document is attached.

End of General Requirements

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XII: SCOPE OF WORK – DETAIL

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XIII: SAMPLE CONTRACTS

Available on Request

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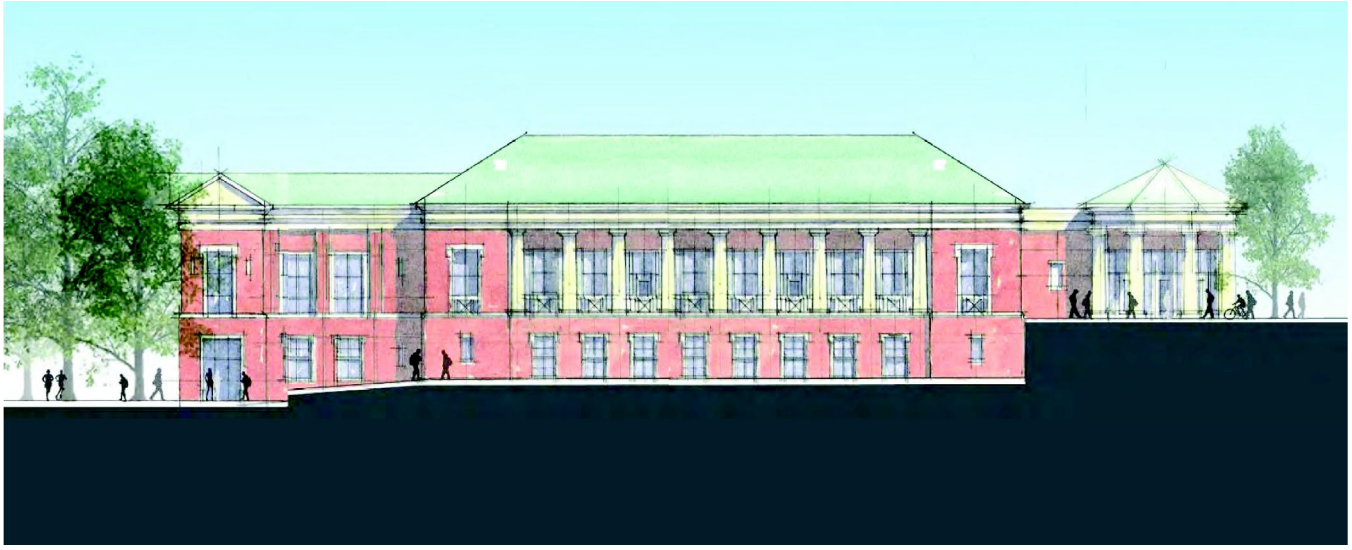
Atlanta Fulton County Public Library System – Alpharetta Public Branch



Bid Package 12B
Furnishings

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Furnishings – Scope of Work

INCLUSIONS:
It is understood and agreed all inclusions as described in the following subparagraphs regardless of whether or not they are in the above specifications or any other specification section or shown on the plans:

The Subcontractor shall furnish and install the work of this Subcontract in accordance with the Contract Documents, including, but not limited to the following:

1. Subcontractor shall, without limitation, furnish and install, materials, labor, supervision, services, survey, layout, field measurements, tools, equipment, supplies, fuel, transportation, installation, applicable taxes, insurance, permits, temporary facilities, clean-up, etc. and all items or services of any kind whatsoever necessary to fully perform and complete Subcontractor's Work. Subcontractor shall pay for all costs of the performance of all its obligations under the Contract, even if those costs exceed the Subcontract Price.

2. Subcontractor shall provide all scaffolding systems and or ladders required to complete the work of this Subcontract including any custom or modified systems and equipment for required for unusual or special access.

3. Subcontractor shall provide all permits; plan checks, licenses, inspections and associated fees (if necessary) to complete the work of this Subcontract.

4. Subcontractor shall cooperate fully with all building inspection officials during review and inspection of the work of this Subcontract. Subcontractor shall promptly remedy all rejected or disapproved work by building inspection officials.

5. Subcontractor shall cooperate fully with all testing laboratory and inspection personnel with the review and inspection of the work of this Subcontract. Subcontractor shall promptly address remedies required for non-conforming work.

6. This Subcontractor will receive, unload, store, and distribute all materials required by this Scope of Work. Coordinate delivery, storage and handling of all materials with the Construction Manager's Superintendent or designated representative. Subcontractor shall be responsible for providing flag men during all hoisting operations for off loading and installation of materials and equipment. This Subcontractor is cautioned that storage space and areas are limited and any items stored in the building or on site must be approved by and coordinated with the Construction Manager's Superintendent or designated representative. All other weatherproof storage of materials, which is required by this Scope of Work, is the responsibility of this Subcontractor.

7. Subcontractor shall provide for Owner attic stock as required by the Contract Documents. All materials will be inventoried, boxed or packaged with clear identification of all components. All items will be turned over in a location and date provided by the Owner and Project Staff.

8. Subcontractor shall cooperate fully with Construction Manager and other key trades to ensure obtaining the Certificate of Occupancies in an expeditious manner.

7. This Subcontractor shall attend a pre-job conference conducted by Contractor and Owner or Owner's representative which will be attended by the Architect/Engineer, Owner's representative and Contractor staff. At this Conference the Subcontractor's personnel including Project Manager, Superintendent, Foreman, and Lead Journeymen will be introduced and mockups of sample work will be discussed and inspected for compliance with the specifications, tolerances, workmanship, quality, schedule, and safety. (These mockups can be part of the finished work - but shall be kept designated throughout the project for reference.)

8. Subcontract to perform work as outlined in the Construction Manager's schedule. All required mobilizations are included. Adjustments to number of crews will be made to meet project schedule.

9. All required submittals for this scope of work are required to be submitted no later than two weeks after the Construction Manager (CM) has provided a Notice to Proceed.

10. Includes required participation in Moss & Associates "Contractor Score" program. Cost of $80 to be included in this proposal.

11. All LEED requirements specified for this scope shall be met and documented.

12. All specified warranties and close out documents will be submitted prior to release of any retainage.

13. Subcontractor shall be required to participate in blocking coordination and will verify all as built dimensions.

14. Subcontractor includes furnishing, delivering and installation of all furniture and equipment noted in the specifications provided by Hillsman.

15. Subcontractor pricing shall be all inclusive including taxes, delivery, assembly & installation.

16. All cost associated with material escalation is to be included.

17. Subcontractors must submit all bids by group, complete and on Hillsman bid form. Groups include; 200 – Seating, 300 – Tables, 500 – Shelving, 600 – Accessories & 700 – Storage.

18. Subcontractors may bid a single group or a complete package of all the groups.

19. Substitutions will not be accepted.

20. Subcontractor will dispose of all packaging and shipping materials.