

## **Project Specifications**

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**Project Number: 22216000**

**May 20, 2025**

### **CONSTRUCTION DOCUMENT SET**

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# **LINN-MAR PERFORMANCE CENTER ORCHESTRA SHELL MARION, IOWA**

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**A R C H I T E C T S**

**INCORPORATED**

**200 FIFTH AVENUE SE**

**SUITE 201**

**CEDAR RAPIDS, IOWA 52401**

**(319) 363-6018**

**FAX: (319) 363-7349**



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**SECTION 00 11 10  
NOTICE OF HEARING**

**NOTICE OF PUBLIC HEARING**

**LINN-MAR COMMUNITY SCHOOL DISTRICT**

You are hereby notified that at 5:00 p.m., Central Time, on July 7<sup>th</sup>, 2025, at Linn-Mar Community School District, Administration Building Board Room, 3556 Winslow Road, Marion, IA 52302, there will be a public hearing as provided under Section 73A of the Code of Iowa for the purpose of hearing or receiving any objections to the adoption of the proposed drawings, specifications and form of contract, and the proposed cost for the furnishing of all necessary labor, material, and equipment for:

**LINN-MAR PERFORMANCE CENTER ORCHESTRA SHELL**

Proposed drawings, specifications, and form of contract may be examined at the Linn-Mar Community School District, Administration Building, 3556 Winslow Road Street, Marion, IA 52302, from 8:00 A.M. to 4:00 P.M.

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**SECTION 00 11 13  
ADVERTISEMENT FOR BIDS**

**FROM:**

**1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):**

- A. Linn-Mar Community School District
- B. Address: 3556 Winslow Road, Marion, IA 52302

**1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):**

- A. OPN Architects, Inc.
- B. 200 5th Avenue SE, Suite 201, Cedar Rapids, IA 52401

**1.03 TO: POTENTIAL BIDDERS**

- A. On behalf of Linn-Mar Community School District, sealed bids will be received at Linn-Mar Community School District, Administration Building, 3556 Winslow Road, Marion, IA 52302, until 1:00 p.m. local time on August 12<sup>th</sup>, 2025 for:

**LINN-MAR PERFORMANCE CENTER ORCHESTRA SHELL**

Project No.: 22216000

- B. Bids will be opened and read aloud at approximately 1:10 p.m. local time in the Administration Building Board Room at 3556 Winslow Road, Marion, IA 52302
- C. The bids are for a single Prime Contract for a new Orchestra Shell to be used in the . Bids shall be on a lump sum basis; segregated sub-bids will not be accepted.
- D. Awards of Contract is anticipated to commence on or about the 8<sup>th</sup> of September. Work may begin immediately following execution of the agreement and is scheduled to be installed by December 31<sup>st</sup>, 2025, in one phase as shown on the Contract Documents.
- E. A public hearing will be conducted at a meeting to be held at Linn-Mar Community School District, Administration Building 3556 Winslow Road, Marion, IA 52302, , at 5:00PM., on July 7<sup>th</sup>, 2025, at which time and place any person may appear and file objections to the proposed plans, specifications, form of contract, and the estimated cost of said project.
- F. Bidders and Sub-bidders requiring interpretation of the bidding documents or substitution requests are required to make a written request to the Architect by 5:00 p.m. local time seven calendar days prior to the date for receipt of Bids. Clarifications or modifications of the Bid Documents will be addressed via Addendum by 5:00 p.m. local time five calendar days prior to the date for receipt of Bids.
  - 1. Direct all correspondence to: Ken Hagen at OPN Architects, khagen@opnarchitects.com
- G. Bidders for the Contract may obtain copies of the Bidding Documents by contacting Rapids Reproductions, Cedar Rapids, IA, Ph. 319-364-2473 in accordance with the Instructions to Bidders upon depositing the sum of \$200 (written to OPN Architects), or a valid MBI Plan Deposit card issued for the current year, for each set of documents.
  - 1. If applicable, contractors and sub-bidders shall pay printing company for associated shipping cost.
  - 2. The deposit will be refunded to Bidders who return the Bidding Documents in good condition within fourteen days after award of project. The cost of replacement of missing or damaged documents will be deducted from the deposit.
  - 3. A Bidder receiving a Contract award may retain the Bidding Documents and the Bidder's deposit will be refunded.
  - 4. Documents are also available to view digitally on Rapids Reproductions online Public Plan Room.
- H. Paper documents may be viewed at the following plan rooms:

**LINN-MAR PERFORMANCE CENTER  
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MARION, IOWA**

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1. Dodge Data & Analytics Planroom, 3315 Central Ave, Hot Springs, AR 71913, 501-625-3544
2. Des Moines Construction Update Plan Room DM, 221 Park Street, Des Moines, IA
- I. Documents may also be viewed digitally at the following organization's online plan rooms:
  1. Bid+Builders Exchange, 4814 E. Broadway, Madison, WI, 608-221-3148
  2. Minnesota Builders Exchange, 1123 Glenwood Avenue, Minneapolis, MN, 612-381-2647.
  3. Omaha Builders Exchange, 4159 S. 94th, Omaha, NE, 402-991-6906.
- J. Bid security in the amount of 5% of the total bid in the form of certified check, credit union share draft, or surety bond written on an original AIA Document A310, Bid Bond, is required for this project at the time of Bid. The successful bidder will be required to provide surety Performance and Payment Bonds in an amount equal to one hundred percent (100%) of the Contract Sum.
- K. Interested bidders shall submit a completed Bidder's Status Form (See Section 00 60 00 - Project Forms for a copy of this form) at the time of Bid.
- L. Nonresident bidders shall comply with Iowa Code Section 73A.21, subsection 4.
- M. In accordance with, Chapter 73A, Code of Iowa, when a contract for a public improvement is to be awarded to the lowest responsible bidder, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident. In accordance with Chapter 156, Iowa Administrative Code the public body shall request a statement from each bidder regarding the bidder's resident status. The statement shall be on the form designated by the commissioner. The statement shall require the bidder to certify whether the bidder is a resident bidder or a nonresident bidder. In the case of a resident bidder, the statement shall require the resident bidder to identify each office at which the resident bidder has conducted business in the state during the previous three years and the dates on which the resident bidder conducted business at each office. In the case of a nonresident bidder, the statement shall require the nonresident bidder to identify the nonresident bidder's home state or foreign country as reported to the Iowa secretary of state, to identify each preference offered by the nonresident bidder's home state or foreign country, and to certify that, except as set forth on the form, there are no other preferences offered by the nonresident bidder's home state or foreign country.
- N. The award of the contract may be made by Linn-Mar Community School District Board to any responsible bidder or bidders offering suitable supplies, equipment and/or service at the lowest price taking into consideration the quality of materials or service in the best interest of the Owner. The right is reserved to reject any and all bids, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interest of the Owner.
- O. By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa.

**END OF SECTION**

**SECTION 00 21 13  
INSTRUCTIONS TO BIDDERS**

American Institute of Architects Document A701 - 2018, Instructions to Bidders, is hereby incorporated in this specification by reference and is available from the Architect: OPN Architects, Inc., 200 Fifth Avenue SE, Suite 201, Cedar Rapids, Iowa 52401. The Instructions to Bidders, including modifications and special instructions, shall apply to all Bidders and Sub-Bidders.

END OF SECTION 00 21 13



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**SECTION 00 22 13  
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

The following supplements modify, change, delete from or add to the "Instructions to Bidders", AIA Document A701, 2018 Edition. Where any Article of the Instructions is modified or any Paragraph, Subparagraph or Clause thereof is modified or deleted by these Supplementary Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect.

**ARTICLE 3: BIDDING DOCUMENTS**

**1. Paragraph 3.2 Modification or Interpretation of Bidding Documents**

**A. Sub-paragraph 3.2.2; replace with the following:**

"An ambiguity, inconsistency, or error discovered too late to be clarified or interpreted by Addendum shall be handled in the following manner:

- .1 The Bidder or Sub-bidder shall promptly notify the Architect.
- .2 The Bidder or Sub-bidder shall determine, to the best of his ability, the proper methods or materials required to fulfill the design intent of the Architect and shall include the cost of providing such methods or materials in this Bid or Sub-bid.
- .3 The Bidder or Sub-bidder shall submit with the Bid, as supplemental information, descriptions of the ambiguity, inconsistency, or error and the methods or materials which he has included in the Bid.
- .4 The Owner, General Contractor and Architect will review the supplemental information prior to awarding the Contract."

**2. Paragraph 3.3 Substitutions**

**A. Sub-paragraph 3.3.2; add the following:**

".1 All substitution requests shall be submitted on the Substitution Request Form included in the Project Specification Manual. All substitution requests submitted must be complete with all requested information. Incomplete forms and requests submitted on other forms shall be disregarded."

**3. Paragraph 3.4 Addenda**

**A. Paragraph 3.4.3; add the following to the end of paragraph:**

".....or in a case deemed an emergency by the Architect or Owner."

**ARTICLE 4: BIDDING PROCEDURES**

**1. Paragraph 4.1 Preparation of Bids**

**A. Sub-paragraph 4.1.1; add the following sentence:**

1. "Bidders shall include an original copy of the Bid in the submittal envelope."
2. Paragraph 4.2 Bid Security
  - A. Sub-paragraph 4.2.1; add the following:

"4.2.1.1 Bid Security in the amount of 5% of the Bid shall be presented as:

    - .1 A certified check on a solvent Iowa bank, made payable to the Owner; or,
    - .2 A surety bond from a surety company authorized to do business in the state of Iowa; or
    - .3 A certified share draft on a solvent Iowa credit union, made payable to the Owner."
  - B. Sub-paragraph 4.2.4; revise final sentence as follows:
    1. However, if no Contract has been awarded or a Bidder has not been notified of the acceptance of its Bid, a Bidder may, beginning \_\_\_\_\_ days after the opening of Bids, withdraw its Bid and request the return of its bid security."
3. Paragraph 4.3 Submission of Bids
  - A. Sub-paragraph 4.3.1; delete this paragraph and add the following:

"4.3.1 Bids, required submittals, and supplementary information shall be presented in two separate sealed opaque envelopes identified with the Project title, the Bidder's name, and a list of the contents. The contents of the envelopes shall be as follows:

    - .1 Envelope No. One shall contain the original Bid.
    - .2 Envelope No. Two shall contain the Bid Security, Bidder Status Form, and supplemental information offered by the Bidder.

Both envelopes shall be sealed in a mailing envelope addressed to the party receiving the Bids and identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. The mailing envelope shall be noted "SEALED BID ENCLOSED".
  - B. Sub-paragraph 4.3.6; add the following:

"4.3.6 Bids shall remain in force and effect for thirty (30) days after opening of the Bid.
4. Paragraph 4.4 Modification or Withdrawal of Bid
  - A. Sub-paragraph 4.4.3; add the following:

"4.4.3.1 At the Owner's discretion, If the withdrawn bid is the low bid, the Owner will retain a portion of the bid security equal to the difference between the low bid and the next-lowest bid. This amount of the bid security shall be forfeited to the Owner as a measure of

liquidated damages which the Owner will sustain resulting from failure, neglect, or refusal of the Bidder to deliver a signed contract stipulating the scope and performance of the Work as defined in the Bid Documents. Contract will include unqualified compliance with the Contract Documents as bid and must be executed within fourteen (14) calendar days after the notification of award is issued."

#### **ARTICLE 6: POST-BID INFORMATION**

Sub-paragraph 6.3.1; delete "as soon as practicable or as stipulated in the Bidding Documents" and insert "within three (3) business days."

#### **ARTICLE 7: PERFORMANCE BOND AND PAYMENT BOND**

##### **1. Paragraph 7.1 Bond Requirements**

A. Sub-paragraph 7.1.1; delete this paragraph and add the following:

"7.1.1 The Bidder shall furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in an amount equal to the total Contract Sum. Bonds may be secured through the Bidder's usual sources. The cost of the Bonds shall be included in the Bid."

B. Sub-paragraph 7.1.2; delete this paragraph.

#### **ARTICLE 8: ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS**

1. Subparagraph 8.1.5 Drawings: Add the following: "Refer to Index on Drawing Cover Sheet."
2. Subparagraph 8.1.6 Specifications: Add the following: "Refer to Table of Contents in Project Specifications Manual."
3. Subparagraph 8.1.7 Addenda: Add the following: "To be determined during bidding."

#### **ARTICLE 9: CORRECTION OF WORK**

##### **1. Paragraph 9.1 Correction of Work after Substantial Completion; add the following:**

A. The Bidder shall be required to extend the one-year correction of work period called out in Paragraph 12.2.2 of the General Conditions of the Contract for Construction by one year, resulting in a two year period from the date of Substantial Completion where he will be required to correct Work found not to be in accordance with the requirements of the Contract Documents. The cost of the extension shall be included in the Bid."

#### **ARTICLE 10: SUPPLEMENTARY INSTRUCTIONS**

##### **1. Paragraph 10.1 Reference**

A. "10.1 Reference; add the following

1. All references to provisions in Article 10 - Supplementary Instructions to Bidders are hereby transferred to Section 00 21 13 - Supplementary Instructions to Bidders. Any

modifications stated in Section 00 21 13 shall have the same force and effect as if stated in Article 10."

END OF SECTION 00 21 13

**SECTION 00 22 15  
SPECIAL INSTRUCTIONS**

Special Instructions to bidders, as herein stated, are hereby incorporated in this specification. The Special Instructions shall apply to all Bidders and Sub-bidders.

1. **EQUAL EMPLOYMENT OPPORTUNITY:** "Bidder agrees that if awarded contract to supply any part of the above material, bidder will not engage in any discriminatory employment practices based on race, color, religion, sexual orientation or national origin and that they will in all contracts comply with all statutes of the State of Iowa against discrimination. Failure to do so could be deemed a material breach of contract.

END OF SECTION 00 22 15

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**SECTION 00 31 00  
AVAILABLE PROJECT INFORMATION**

**PART 1 GENERAL**

**1.01 EXISTING CONDITIONS**

- A. Certain information relating to existing surface and subsurface conditions and structures is available to bidders but will not be part of the Contract Documents, as follows:
  - 1. Existing Drawings marked as "For Reference Only" included in the drawing package for reference.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION**



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**LINN-MAR PERFORMANCE CENTER  
ORCHESTRA SHELL  
MARION, IOWA**

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**SECTION 00 41 13  
BID FORMS**

Bids for construction contracts must be submitted on a copy of the attached bid form.

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**LINN-MAR PERFORMANCE CENTER  
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MARION, IOWA**

**PROJECT NO. 22216000**

TO: \_\_\_\_\_

herein called "Owner"

FROM: \_\_\_\_\_ (Contractor's Name)

DATE: \_\_\_\_\_

1. In compliance with the Advertisement for Bids and the proposed Contract Documents relating to the:

**LINN-MAR PERFORMANCE CENTER**

**ORCHESTRA sHELL**

Project Number: 22216000

including Addenda \_\_\_\_\_

the undersigned hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Documents dated January 20, 2023 including furnishing labor and/or materials, and to do all of the work required to construct and complete said Work in accordance with the Contract Documents as follows:

For complete Construction as described in the Bidding Documents:

BASE BID:

\_\_\_\_\_ dollars (\$\_\_\_\_\_)

ALTERNATE BIDS: No alternates are included

1. I understand that the Owner reserves the right to reject this Bid, but that this Bid shall remain open and not be withdrawn for a period of thirty days form the date of the Bid Opening.
2. Notice of acceptance, or request for additional information, may be addressed to the undersigned at the address set forth below.
3. I agree to complete the work within the schedule of completion stated in the Bidding Documents.

SIGN HERE:

\_\_\_\_\_  
\_\_\_\_\_

---

Signature of Bidder

Note: If bidder is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

BUSINESS ADDRESS:

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TELEPHONE NUMBER:

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END OF SECTION 00 41 13

**SECTION 00 43 13  
SUPPLEMENTS TO BID FORMS**

In accordance with the Instructions to Bidders and Supplementary Instructions to Bidders, submit the following forms:

1. Bid Security: A certified check, a surety bond written on an original AIA Document A310, Bid Bond, Current Edition, or a certified share draft. The Bid Security shall be in an amount to cover five percent (5%) of the total bid amount (including all Add Alternates).

END OF SECTION 00 43 13

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SECTION 00 43 25  
SUBSTITUTION REQUEST FORM - DURING BIDDING

Project: \_\_\_\_\_

Bid Date: \_\_\_\_\_

We hereby submit for your consideration the following product instead of the specified item for the above project:

**Drawings/Specifications:**

Drawing Name/Number: \_\_\_\_\_

Spec Section/Name: \_\_\_\_\_

Paragraph: \_\_\_\_\_

Specified Item: \_\_\_\_\_

Proposed Substitution: \_\_\_\_\_

Attach complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation. Failure to fully complete this form is basis to not accept this Substitution Request.

Submit, with request, all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

**CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE**

The undersigned states that the function, appearance, and quality are equivalent or superior to the specified item.

SUBMITTED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature shall be by person having authority to legally bind firm to the above items. Failure to provide binding signature will result in retraction of approval.

**For Use by Owner's Representative or Owner:**

☐ Accepted      ☐ Accepted as Noted      ☐ Not Accepted      ☐ Received Too Late

By: \_\_\_\_\_

Date: \_\_\_\_\_



Fill in Blanks Below (All items must be completed):

- A. Does the substitution affect dimensions shown on Drawings? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, clearly indicated changes: \_\_\_\_\_

\_\_\_\_\_

- B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, fully explain: \_\_\_\_\_

\_\_\_\_\_

- C. What effect does substitution have on other Contracts or other trades? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- D. What effect does substitution have on construction schedule. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- E. Manufacturer's warranties of the proposed and specified items are:

\_\_\_\_\_ Same \_\_\_\_\_ Different (Explain on Attachment)

Reason for Substitution Request: \_\_\_\_\_

\_\_\_\_\_

- F. Itemized comparison of specified item(s) with the proposed substitution.

List significant variations: \_\_\_\_\_

\_\_\_\_\_

- G. Accurate cost data comparing proposed substitution with product specified.

\_\_\_\_\_

\_\_\_\_\_

- H. Designation of maintenance services and sources: \_\_\_\_\_

\_\_\_\_\_

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

**END OF SECTION**

**LINN-MAR PERFORMANCE CENTER  
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**SECTION 00 52 00  
AGREEMENT FORM**

American Institute of Architects Document A101 - 2017, Standard Agreement Between Owner and Contractor, is hereby incorporated by reference in this specification and is available from the Architect: OPN Architects, Inc., 200 Fifth Avenue SE, Suite 201, Cedar Rapids, Iowa 52401. It shall be the Agreement for the Work.

**END OF SECTION**

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**LINN-MAR PERFORMANCE CENTER  
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**PROJECT NO. 22216000**

**SECTION 00 60 00  
PROJECT FORMS**

**Bidder Status Form**

Submit a complete copy of this form with the bid as indicated in the Notice to Bidders. A copy of this document is included after this section.

End of Section

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Bidder Status Form

To be completed by all bidders

Part A

Please answer "Yes" or "No" for each of the following:

☐ Yes ☐ No

My company is authorized to transact business in Iowa.  
(To help you determine if your company is authorized, please review the worksheet on the next page).

☐ Yes ☐ No

My company has an office to transact business in Iowa.

☐ Yes ☐ No

My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.

☐ Yes ☐ No

My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.

☐ Yes ☐ No

My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered "No" to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Dates: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

Part C

1. Name of home state or foreign country reported to the Iowa Secretary of State:

\_\_\_\_\_

2. Does your company's home state or foreign country offer preferences to resident bidders, resident labor force preferences or any other type of preference to bidders or laborers? ☐ Yes ☐ No

3. If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

You may attach additional sheet(s) if needed.

To be completed by all bidders

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- ☐ Yes ☐ No      My business is currently registered as a contractor with the Iowa Division of Labor.
- ☐ Yes ☐ No      My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- ☐ Yes ☐ No      My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- ☐ Yes ☐ No      My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- ☐ Yes ☐ No      My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.
- ☐ Yes ☐ No      My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- ☐ Yes ☐ No      My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- ☐ Yes ☐ No      My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.
- ☐ Yes ☐ No      My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- ☐ Yes ☐ No      My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- ☐ Yes ☐ No      My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

**SECTION 00 61 13  
BONDS AND CERTIFICATES**

American Institute of Architects Document A312, Performance Bond and Labor and Material Payment Bond, December, 1984, and Document G715–1991, Supplemental Attachment for ACORD Certificate of Insurance 25-S, 2001 Edition, or ACCORD form 25-S, shall be submitted to fulfill the requirements of the Bidding Documents. All submittals shall be on original forms with original signatures.

END OF SECTION 00 61 13



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SECTION 00 63 25  
SUBSTITUTION REQUEST FORM - DURING CONSTRUCTION

Project: \_\_\_\_\_

We hereby submit for your consideration the following product instead of the specified item for the above project:

**Drawings/Specifications:**

Drawing Name/Number: \_\_\_\_\_

Spec Section/Name: \_\_\_\_\_

Paragraph: \_\_\_\_\_

Specified Item: \_\_\_\_\_

**Proposed Substitution:** \_\_\_\_\_

Attach complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation. Failure to fully complete this form is basis to not accept this Substitution Request.

Submit, with request, all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

**CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE**

The undersigned states that the function, appearance, and quality are equivalent or superior to the specified item.

SUBMITTED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature shall be by person having authority to legally bind firm to the above items. Failure to provide binding signature will result in retraction of approval.

**For Use by Owner's Representative or Owner:**

☐ Accepted      ☐ Accepted as Noted      ☐ Not Accepted      ☐ Received Too Late

By: \_\_\_\_\_

Date: \_\_\_\_\_

Fill in Blanks Below (All items must be completed):

- A. Does the substitution affect dimensions shown on Drawings? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, clearly indicated changes: \_\_\_\_\_

\_\_\_\_\_

- B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, fully explain: \_\_\_\_\_

\_\_\_\_\_

- C. What effect does substitution have on other Contracts or other trades?

\_\_\_\_\_

\_\_\_\_\_

- D. What effect does substitution have on construction schedule.

\_\_\_\_\_

\_\_\_\_\_

- E. Manufacturer's warranties of the proposed and specified items are:

\_\_\_\_\_ Same \_\_\_\_\_ Different (Explain on Attachment)

- F. Reason for Not Providing Specified Product: \_\_\_\_\_

\_\_\_\_\_

- G. Itemized comparison of specified item(s) with the proposed substitution.

List significant variations: \_\_\_\_\_

\_\_\_\_\_

- H. Accurate cost data comparing proposed substitution with product specified. \_\_\_\_\_

\_\_\_\_\_

- I. Designation of maintenance services and sources: \_\_\_\_\_

\_\_\_\_\_

- J. Savings to Owner for Accepting Substitution: \$ \_\_\_\_\_

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

**END OF SECTION**

**SECTION 00 72 00  
GENERAL CONDITIONS**

**FORM OF GENERAL CONDITIONS**

American Institute of Architects Document A201-2017, General Conditions of the Contract for Construction, is hereby incorporated in this specification by reference and is available from the Architect: OPN Architects, Inc., 200 Fifth Avenue SE, Suite 201, Cedar Rapids, Iowa 52401. The General Conditions, including modifications and Special Conditions shall apply to all contractors and sub-contractors.

**END OF SECTION**

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**SECTION 01 10 00  
SUMMARY**

**PART 1 GENERAL**

**1.01 PROJECT**

- A. Project Name: Linn-Mar Performance Center Orchestra Shell.
- B. Owner's Name: Linn-Mar Community School District.
- C. Architect's Name: OPN Architects, Inc.
- D. Project Description: Bidding for a new orchestra shell to be used within the newly constructed performance center at Linn-Mar High School

**1.02 CONTRACT DESCRIPTION**

- A. Contract Type: A single prime contract based on a Stipulated Price.

**1.03 WORK BY OWNER**

- A. Items noted OFOI (Owner Furnished Owner Installed) will be supplied and installed by Owner before Substantial Completion, including, but not limited to:
  - 1. None

**1.04 OWNER OCCUPANCY / ACCEPETANCE**

- A. Before partial Owner acceptance, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On acceptance, Owner will operate and maintain mechanical and electrical systems serving the equipment.

**1.05 CONTRACTOR USE OF SITE AND PREMISES**

- A. Construction Operations: Limited to the stage and support areas as shown on the drawings for reference.
  - 1. Coordinate timing of deliveries and use of construction vehicles with adjacent school schedule and any construction activities so as not to block student/family access (roads and sidewalks) to and from adjacent school during high traffic times (drop offs before school and pick ups after school).
- B. Arrange use of site and premises to allow:
  - 1. Work by Owner.
  - 2. Ongoing construction work
- C. Provide access to and from site as required by law and by Owner:
  - 1. Do not obstruct roadways, sidewalks, or other public ways without permit. Maintain a minimum of one access at all times.
- D. Nonsmoking Property: Smoking or any tobacco use or vaping is not permitted on the school property.

**1.06 SUBSTANTIAL COMPLETION**

- A. Substantial Completion Date for the Linn-Mar Performance Center: September 1, 2025.
- B. Equipment shall be installed and operational by December 19<sup>th</sup>, 2025.

**1.07 WORK UNDER OTHER CONTRACTS**

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

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**SECTION 01 20 00  
PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Procedures for preparation and submittal of application for final payment.

**1.02 RELATED REQUIREMENTS**

- A. Section 00 50 00 - Contracting Forms and Supplements: Forms to be used.

**1.03 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
    - b. Submittal schedule.
    - c. Items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the schedule of values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange schedule of values consistent with format of AIA Document G703 .
  - 3. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
    - a. Related Specification Section or Division.
    - b. Description of the Work.
    - c. Name of subcontractor.
    - d. Name of manufacturer or fabricator.
    - e. Name of supplier.
    - f. Change Orders (numbers) that affect value.
    - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
      - 1) Labor.
      - 2) Materials.
      - 3) Equipment.
  - 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of fivepercent of the Contract Sum.
  - 5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.



6. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
  - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
7. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
8. Purchase Contracts: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate owner payments or deposits, if any, and balance to be paid by Contractor.

#### **1.04 MODIFICATION PROCEDURES**

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on "Architect's Instruction to Contractor" (ITC) form.
- B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor by ITC.
- C. Owner-Initiated Proposal Requests or ITC's: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  1. Proposal Requests or ITC's issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  2. Within 14 days after receipt of Proposal Request or ITC, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- D. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation.
  1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
  2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

- E. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
  - 1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
  - 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
  - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
- F. Substantiation of Costs: Provide full information required for evaluation.
  - 1. Provide following data:
    - a. Quantities of products, labor, and equipment.
    - b. Taxes, insurance, and bonds.
    - c. Overhead and profit.
    - d. Justification for any change in Contract Time.
    - e. Credit for deletions from Contract, similarly documented.
  - 2. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- G. Execution of Change Orders: On Owner's approval of Proposal Request, ITC, or Contractor's Proposal, Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- H. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- I. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- J. Promptly enter changes in Project Record Documents.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

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**SECTION 01 25 00  
SUBSTITUTION PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedural requirements for proposed substitutions.

**1.02 RELATED REQUIREMENTS**

- A. Section 00 21 13 - Instructions to Bidders: Restrictions on timing of substitution requests.
- B. Section 00 43 25 - Substitution Request Form - During Procurement: Required form for substitution requests made before end of Bidding/Negotiation Phase (During Bidding).
- C. Section 00 63 25 - Substitution Request Form - During Construction: Required form for substitution requests during construction.

**1.03 DEFINITIONS**

- A. Substitutions: Changes from Contract Documents requirements proposed by Contractor to materials, products, assemblies, and equipment.
  - 1. Substitutions for Cause: Proposed due to changed Project circumstances beyond Contractor's control.
    - a. Unavailability.
  - 2. Substitutions for Convenience: Proposed due to possibility of offering substantial advantage to the Project.
    - a. Substitution requests offering advantages solely to the Contractor will not be considered.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 GENERAL REQUIREMENTS**

- A. A Substitution Request for products, assemblies, materials, and equipment constitutes a representation that the submitter:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product, equipment, assembly, or system.
  - 2. Agrees to provide the same warranty for the substitution as for the specified product.
  - 3. Agrees to provide same or equivalent maintenance service and source of replacement parts, as applicable.
  - 4. Agrees to coordinate installation and make changes to other work that may be required for the work to be complete, with no additional cost to Owner.
  - 5. Waives claims for additional costs or time extension that may subsequently become apparent.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
- D. Limit each request to a single proposed substitution item.
  - 1. Submit an electronic document, combining the request form with supporting data into single document.

**3.02 SUBSTITUTION PROCEDURES DURING PROCUREMENT**

- A. Instructions to Bidders specifies time restrictions for submitting requests for substitutions during the bidding period, and the documents required.
- B. Submittal Form:

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**SECTION 01 30 00  
ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Electronic document submittal service.
- B. Preconstruction meeting.
- C. Site mobilization meeting.
- D. Progress meetings.
- E. Construction progress schedule.
- F. Coordination drawings.
- G. Requests for Information (RFI)
- H. Submittals for review, information, and project closeout.
- I. Electronic submittal procedures.
- J. Submittal procedures.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 ELECTRONIC DOCUMENTS**

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF, MS Word, or MS Excel) format, as appropriate to the document, and transmitted via email or electronic transfer.
  - 1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
  - 2. It is Contractor's responsibility to submit documents in allowable format.
  - 3. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
  - 4. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.

**3.02 MEETINGS, GENERAL**

- A. General: Schedule and conduct meetings and conferences as required for the construction of this equipment. On site meetings as required during installation.

**3.03 COORDINATION DRAWINGS**

- A. Provide information required for preparation of coordination drawings. Complete information on a single drawing illustrating the following proposed materials and mounting heights:
  - 1. Electrical equipment mounted above the ceiling. Identify top and bottom side of equipment.
  - 2. Locations of recessed light fixtures. Identify top of fixture.
  - 3. Identify top and bottom side of equipment.
  - 4. Identify access panels necessary for equipment access or maintenance.
  - 5. Identify other elements requiring above ceiling coordination.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:
  - 1. Electrical Work: Show the following:
    - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.

- b. Light fixture, smoke detector, and other fire-alarm locations.
  - c. Location of pull boxes and junction boxes, dimensioned from column center lines.
- C. Review drawings prior to submission to Architect.
- D. Architect Review: Architect will review coordination drawings to confirm that the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make changes as directed and resubmit.

### **3.04 REQUESTS FOR INFORMATION (RFI)**

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  - 1. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  - 1. Project name.
  - 2. Project number.
  - 3. Date.
  - 4. RFI number, numbered sequentially.
  - 5. RFI subject.
  - 6. Drawing number and detail references, as appropriate.
  - 7. Field dimensions and conditions, as appropriate.
  - 8. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  - 9. Contractor's signature.
  - 10. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: AIA Document G716 or other form acceptable to Architect.
  - 1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
  - 1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.
    - d. Requests for coordination information already indicated in the Contract Documents.
    - e. Requests for adjustments in the Contract Time or the Contract Sum.
    - f. Requests for interpretation of Architect's actions on submittals.
    - g. Incomplete RFIs or inaccurately prepared RFIs.
  - 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
  - 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.

### **3.05 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
  - 1. Product data.
  - 2. Shop drawings.
  - 3. Samples for selection. Photos of all samples to be attached and uploaded electronically with submittals.
  - 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

### **3.06 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. Submit for Owner's benefit during and after project completion.

### **3.07 SUBMITTAL PROCEDURES**

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
- B. Reference 11 61 13 for specifics on submittals
  - 1. Submit electronic submittals via email as PDF electronic files.
- C. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
  - 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
  - 2. Mark each copy of each submittal to show which products and options are applicable.
  - 3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.
    - g. Notation of coordination requirements.
    - h. Availability and delivery time information.
  - 4. For equipment, include the following in addition to the above, as applicable:
    - a. Wiring diagrams showing factory-installed wiring.
    - b. Printed performance curves.
    - c. Operational range diagrams.
    - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
  - 5. Submit Product Data before or concurrent with Samples.
  - 6. Submit Product Data in the following format:
    - a. PDF electronic file.
- D. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
  - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:



- a. Identification of products.
  - b. Schedules.
  - c. Compliance with specified standards.
  - d. Notation of coordination requirements.
  - e. Notation of dimensions established by field measurement.
  - f. Relationship and attachment to adjoining construction clearly indicated.
  - g. Seal and signature of professional engineer if specified.
2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
3. Submit Shop Drawings in the following format:
  - a. PDF electronic file.
- E. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
  1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Attach label on unexposed side of Samples that includes the following:
    - a. Generic description of Sample.
    - b. Product name and name of manufacturer.
    - c. Sample source.
    - d. Number and title of applicable Specification Section.
    - e. Specification paragraph number and generic name of each item.
  3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
  4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
  5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
    - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned.
      - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.

- 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- F. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
  2. Manufacturer and product name, and model number if applicable.
  3. Number and name of room or space.
  4. Location within room or space.
  5. Submit product schedule in the following format:
    - a. PDF electronic file.
- G. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- H. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- I. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- J. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- K. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- L. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- M. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- N. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- O. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
1. Name of evaluation organization.
  2. Date of evaluation.
  3. Time period when report is in effect.
  4. Product and manufacturers' names.
  5. Description of product.
  6. Test procedures and results.
  7. Limitations of use.
- P. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

- Q. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- R. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- S. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

### **3.08 ADDITIONAL SUBMITTAL PROCEDURES**

- A. General Requirements:
  - 1. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
  - 2. Schedule submittals to expedite the Project, and coordinate submission of related items.
  - 3. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
  - 4. Provide space for Contractor and Architect review stamps.
  - 5. When revised for resubmission, identify all changes made since previous submission.
  - 6. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
  - 7. Submittals not requested will not be recognized or processed.
- B. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
  - 1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  - 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
  - 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
  - 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.

**END OF SECTION**

**SECTION 01 40 00  
QUALITY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Submittals.
- B. References and standards.
- C. Testing and inspection agencies and services.
- D. Control of installation.
- E. Tolerances.
- F. Defect Assessment.

**1.02 SUBMITTALS**

- A. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Contractor.
- B. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
  - 1. Indicate material or product complies with or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.
- D. Manufacturer's Field Reports: Submit reports for Architect's benefit as contract administrator or for Owner.
  - 1. Submit for information for the limited purpose of assessing compliance with information given and the design concept expressed in the contract documents.

**1.03 REFERENCES AND STANDARDS**

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Comply with reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

**1.04 TESTING AND INSPECTION AGENCIES AND SERVICES**

- A. Owner will employ and pay for services of an independent testing agency to perform specified testing and inspections.
  - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.

2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

**3.02 TOLERANCES**

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

**3.03 TESTING AND INSPECTION**

- A. See individual specification sections for testing required.

**3.04 DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not complying with specified requirements.

**3.05 REPAIR AND PROTECTION**

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
  1. Provide materials and comply with installation requirements specified in other Specification Sections. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible.
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

**END OF SECTION**

**SECTION 01 42 16  
DEFINITIONS**

- A. This section supplements the definitions contained in the General Conditions.
- B. Approved: When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. Directed: A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed".
- D. Indicated: Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. Project Site: Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.
- F. Regulations: Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

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**SECTION 01 60 00  
PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. General product requirements.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations.
- E. Maintenance materials, including extra materials, spare parts, tools, and software.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 25 00 - Substitution Procedures: Substitutions made during procurement and/or construction phases.

**1.03 DEFINITIONS**

- A. Products: Items obtained for incorporating into the Work, whether purchases for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
  - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
  - 3. Comparable Products: Product that is demonstrated and approved, prior to bid, through substitution process, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those specified products.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

**1.04 SUBMITTALS**

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

**PART 2 PRODUCTS**

**2.01 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by the Contract Documents.

**2.02 MAINTENANCE MATERIALS**



- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site; obtain receipt prior to final payment.

## **2.03 PRODUCT WARRANTIES**

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
  - 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
  - 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
  - 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
  - 2. Specified Form: When specified forms are include with the Specifications, prepare a written document using indicated from properly executed.
  - 3. Refer to Divisions 02 through 49 Sections for specific content requirements and particular requirements for submitting special warranties.

## **PART 3 EXECUTION**

### **3.01 PRODUCT SELECTION PROCEDURES**

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
  - 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
  - 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
  - 3. Where products are accompanied by the term "as selected," Architect will make selection.
  - 4. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
  - 1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered unless approved by the Architect prior to bid.
  - 2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
  - 3. Basis-of Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product, that meets or exceeds the characteristics of the basis-of-design product, by one of the other named manufacturers. Drawings and specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Designation as an acceptable comparable manufacturer does not signify acceptance of a specific product by that manufacturer unless it is deemed, by the Architect, as meeting or exceeding the characteristics of the basis-of-design product.
    - a. Construction Document design is based on the basis-of-design product listed, if a comparable product from another named manufacturer is proposed, the Architect shall consider the Contractor's selection of a comparable product when the following conditions are satisfied. If all of the following conditions are not satisfied, Architect will

return requests without action, except to record non-compliance with these requirements:

- 1) Selected comparable product must be from one of the manufacturer's listed as an acceptable manufacturer in the specifications.
  - 2) Evidence that the selected comparable product does not require extensive revisions to the Contract Documents and will produce the indicated results, and that it is compatible with other portions of work.
  - 3) Detailed comparison of significant qualities of proposed comparable product with the basis-of-design product named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
  - 4) Evidence that comparable product provides warranty which meets or exceeds that specified.
  - 5) List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
  - 6) Samples, if requested.
- b. Products by unnamed manufacturers will only be considered prior to bid. Comply with "Comparable Product Requests" paragraphs for consideration of comparable products.
- c. Where a list of manufacturers is not provided, comply with "Comparable Product Requests" paragraphs for consideration of comparable products. Comparable product request will only be considered prior to bid.
- C. Visual Matching Specification: Where Specifications require "match Architect's sample" provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

### **3.02 SUBSTITUTION LIMITATIONS**

- A. See Section 01 25 00 - Substitution Procedures.
- B. Submit substitution request on Substitution Request Form provided in the Specification Manual.
1. Notification of approved substitutions shall be provided by Addendum.
  2. Use product specified if Architect does not issue a decision on use of a substitution request within time allocated.

### **3.03 COMPARABLE PRODUCT REQUESTS**

- A. Submit request for consideration of each comparable product during the bidding period complying with same time restriction as substitutions, using same form as substitution requests. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within three days of receipt of request.
  2. Notification of approved substitutions shall be provided by Addendum.
  3. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

### **3.04 TRANSPORTATION AND HANDLING**

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.

- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage, deterioration, and loss, including theft and vandalism to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

**3.05 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication. See Section 01 74 19.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weathertight, climate-controlled enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturer's warranty conditions, if any.
- H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

**END OF SECTION**

**SECTION 01 70 00  
EXECUTION AND CLOSEOUT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Laying out the Work.
- C. Cleaning and protection.
- D. Starting of systems and equipment.
- E. Demonstration and instruction of Owner personnel.
- F. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- G. General requirements for maintenance service.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 79 00 - Demonstration and Training: Demonstration of products and systems to be commissioned and where indicated in specific specification sections
- B. Section 07 84 00 - Firestopping.

**1.03 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.

**1.04 QUALITY ASSURANCE**

- A. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

**1.05 COORDINATION**

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- C. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- D. Coordinate completion and clean-up of work of separate sections.
- E. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.

- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- F. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
  - 1. Description of the Work.
  - 2. List of detrimental conditions, including substrates.
  - 3. List of unacceptable installation tolerances.
  - 4. Recommended corrections.
- G. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### **3.02 PREPARATION**

- A. Existing Utility Information: Furnish information to [local utility] [Owner] that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

### **3.03 GENERAL INSTALLATION REQUIREMENTS**

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
- B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- C. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- D. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
  - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
  - 2. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- E. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- F. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

- G. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- H. Make neat transitions between different surfaces, maintaining texture and appearance.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### **3.04 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

### **3.05 PROGRESS CLEANING**

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
  - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
  - 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
  - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
    - a. Use containers intended for holding waste materials of type to be stored.
- B. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
  - 1. Remove liquid spills promptly.
  - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- C. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- D. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.
- E. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion / Owner acceptance.
- F. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- G. Limiting Exposures: Supervise construction operations to assure that no part of the equipment, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### **3.06 DEMONSTRATION AND INSTRUCTION**

- A. See Section 01 79 00 - Demonstration and Training.
- B. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.

### **3.07 ADJUSTING**

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.

### **3.08 FINAL CLEANING**

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
    - a. Remove snow and ice to provide safe access to building.
    - b. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances.
    - c. Remove debris and surface dust
    - d. Remove labels that are not permanent.
    - e. Wipe surfaces of equipment[. .
    - f. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
    - g. Leave Project clean and ready for occupancy.
- C. Use cleaning materials that are nonhazardous.
- D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- F. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### **3.09 CLOSEOUT PROCEDURES**

- A. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- B. Substantial Completion Procedures
  - 1. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
  - 2. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
    - a. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
    - b. Submit closeout submittals specified in individual Division 11 61 13 Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
    - c. Submit maintenance material submittals specified in individual Divisions 11 61 13 Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
      - 1) Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section.

- d. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- D. Final Completion Procedures:
  - 1. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:
    - a. Submit a final Application for Payment according to Division 01 Section "Price and Payment Procedures."
    - b. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- E. List of Incomplete Items (Punch List)
  - 1. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
    - a. Organize list of spaces in sequential order.
    - b. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.

### **3.10 REPAIR OF THE WORK**

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
  - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
  - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
    - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
  - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
  - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

### **3.11 MAINTENANCE**

- A. Provide service and maintenance of components indicated in specification sections.
- B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
- C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.



- E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

**END OF SECTION**

**SECTION 01 78 00  
CLOSEOUT SUBMITTALS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Individual Product Sections: Specific requirements for operation and maintenance data.
- C. Individual Product Sections: Warranties required for specific products or Work.

**1.03 SUBMITTALS**

- A. Reference 11 61 13 for specific requirements for project record documents.
- B. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- C. Operation and Maintenance Data:
  - 1. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 2. At final acceptance, submit one additional hard copy and electronic format of final operation and maintenance data.
- D. Warranties and Bonds:
  - 1. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PROJECT RECORD DOCUMENTS**

- A. Reference 11 61 13 for requirements for record drawings and final submittals.

**3.02 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS**

- A. Reference 11 61 13 for specific requirements for operations manuals.

**3.03 WARRANTIES**

- A. Reference 11 61 13 for specific warranty requirements.

**END OF SECTION**

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**SECTION 01 79 00  
DEMONSTRATION AND TRAINING**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Demonstration of products and systems where indicated in specific specification sections.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 78 00 - Closeout Submittals: Operation and maintenance manuals.
- B. Other Specification Sections: Additional requirements for demonstration and training.

**1.03 QUALITY ASSURANCE**

- A. Instructor Qualifications: Familiar with design, operation, maintenance and troubleshooting of the relevant products and systems.
  - 1. Provide as instructors the most qualified trainer of those contractors and/or installers who actually supplied and installed the systems and equipment.
  - 2. Where a single person is not familiar with all aspects, provide specialists with necessary qualifications.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 DEMONSTRATION - GENERAL**

- A. Refer to section 11 61 13 for specific information regarding demonstration
- B. Operating Equipment and Systems: Demonstrate operation.
- C. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
  - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

**3.02 TRAINING - GENERAL**

- A. Refer to section 11 61 13 for specific information regarding training
- B. Conduct training on-site unless otherwise indicated.
- C. Training schedule will be subject to availability of Owner's personnel to be trained; re-schedule training sessions as required by Owner; once schedule has been approved by Owner failure to conduct sessions according to schedule will be cause for Owner to charge Contractor for personnel "show-up" time.
- D. Product- and System-Specific Training:
  - 1. Review the applicable O&M manuals.
  - 2. Provide hands-on training on all operational modes possible and preventive maintenance.
  - 3. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.
  - 4. Discuss common troubleshooting problems and solutions.
  - 5. Discuss any peculiarities of equipment installation or operation.
  - 6. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
  - 7. Review recommended tools and spare parts inventory suggestions of manufacturers.
  - 8. Review spare parts and tools required to be furnished by Contractor.
  - 9. Review spare parts suppliers and sources and procurement procedures.
- E. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

**END OF SECTION**

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**SECTION 11 61 13  
THEATRE ORCHESTRA SHELL ENCLOSURE**

**PART 1 GENERAL**

**1.01 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

**1.02 SCOPE**

- A. All materials, components, and services necessary to provide a complete system indicated in this Section, as specified herein and shown on related Drawings, including:
  - 1. Verification of dimensions and conditions at the job site.
  - 2. Preparation and submission of complete shop drawings and samples for approval prior to fabrication.
  - 3. Shipment of equipment to job site and the secured storage of all non-fixed equipment.
  - 4. Installation and completion, in accordance with these Specifications, related Drawings, the Acoustical Shell Enclosure Manufacturer's recommendations, established trade criteria, and all applicable code requirements.
  - 5. The inspection, demonstration, and necessary adjustment of the completed installation by the Acoustical Shell Enclosure Manufacturer's engineering personnel.
  - 6. Preparation and submission of complete record drawings and operational and maintenance data and certificates.

**1.03 WORK INCLUDED**

- A. The following is for reference only and is not intended to define the limits of the work for a complete installation.
  - 1. Portable stage acoustical shell enclosure.
  - 2. Shell tower mover.
  - 3. Integral shell ceiling lighting and wiring.
  - 4. All required transport and support hardware.

**1.04 WORK NOT INCLUDED**

- A. The following is for reference only and is not intended to define the limits of the work for a complete installation.
  - 1. Principal structural steel work, except as herein indicated.
  - 2. Electrical wiring, conduit, and connections to the dimmer rack, except as herein indicated.

**1.05 RELATED WORK IN OTHER SECTIONS**

- A. Structural steel.
- B. Concrete and masonry.
- C. HVAC.
- D. Plumbing and sprinklers.
- E. General electrical work.
- F. Sound and communications systems.
- G. Section 11 61 33 Theatre rigging, curtains and tracks.
- H. Section 26 09 61 Theatrical lighting control and equipment.

**1.06 QUALITY ASSURANCE**

- A. All equipment and installation shall be the responsibility of a single Acoustical Shell Enclosure Manufacturer who shall own and operate their own full-time, staffed shop for the fabrication and assembly of acoustical shell enclosures. This Acoustical Shell Enclosure Manufacturer shall assume complete responsibility for the design, fabrication, transportation, and installation of the

work in this Section, and shall hold the Architect, Engineer, Schuler Shook, and all their Employees and Consultants harmless for any costs for errors or omissions associated with the work of this Section and any action arising therefrom.

- B. Approved manufacturers may, at their option, arrange for sub-contract field and special shop work to be done by others. Bid submissions must identify such subcontractors and indicate the work they are to do.
- C. The Acoustical Shell Enclosure Manufacturer shall have at least five (5) years' experience in the installation of similar equipment and systems. If requested, the Acoustical Shell Enclosure Manufacturer shall submit a representative list of installations during the above period.
- D. Subject to the above requirements, work performed under this Section may be by one of the following listed Acoustical Shell Enclosure Manufacturers:
  - 1. Sightline Commercial Solutions, Minneapolis, MN; (877) 215-7245.
  - 2. Stage Right, Clare, MI; (888) 577-8243.
  - 3. Wenger Corporation, Owatonna, MN; (800) 326-8373.
- E. Other Acoustical Shell Enclosure Manufacturers may be considered with the prior approval of the Schuler Shook. Acoustical Shell Enclosure Manufacturers seeking approval to bid must contact Schuler Shook and provide the following information not less than ten (10) days prior to the bid date:
  - 1. List of projects of similar scale and complexity completed in the last five (5) years. Provide project name, location, completion date, and description of equipment installed. Provide contact name, title and phone number for references familiar with Manufacturer's work on each project listed.
  - 2. Samples of shop drawing submittals for projects of similar scale and complexity completed in the last five (5) years.
  - 3. Technical data sheets for any product proposed for use on this project.
  - 4. Samples of any products requested by Schuler Shook.
  - 5. Name, resume and number of years of employment for Manufacturer's Project Manager assigned to this project.

#### **1.07 SUBMITTALS**

- A. Shop drawings.
  - 1. Shop drawings shall be produced by the primary Acoustical Shell Enclosure Manufacturer. Where multiple manufacturers are providing equipment, the Contractor shall assemble all shop drawing submittals into a single, complete package with internal coordination. Shop drawings produced by an equipment dealer / vendor shall not be accepted. Partial shop drawing submittals shall not be accepted.
  - 2. Prepare all shop drawings under the supervision of professional structural engineers so licensed by the State of Iowa. All shop drawings shall be stamped and certified by those engineers. Structural Engineer's review shall include, but not be limited to, all elements related to overhead lifting, all elements suspended overhead, and structural support of all elements provided by the Acoustical Shell Enclosure Manufacturer.
  - 3. Within sixty (60) days of contract award, the Contractor shall submit one (1) complete set of computer-generated drawings in PDF format to the Architect for approval prior to fabrication:
    - a. Floor plan and sections in scale equal to 1/4"=1'-0".
    - b. Complete, fully dimensioned shop drawings of all major components.
    - c. Requisite plans, sections, schematics, and details indicating assembly and installation of components.
    - d. Load ratings of all hardware within the system.
    - e. Indication of all supplementary structural support to be supplied and installed as part of the work of this Section.
    - f. Indication by boxed caption of any and all variations from the contract Drawings and Specifications, whether or not these variations have been formally or informally accepted by the Schuler Shook.

- B. Samples.
  - 1. Within sixty (60) days of contract award, the Contractor shall submit to the Architect and the Schuler Shook for approval prior to fabrication:
    - a. Samples of any equipment component requested by Schuler Shook.
    - b. Standard colors options for specified finish materials.
  - 2. Samples shall not be considered part of specified quantities but shall be returned to Contractor upon request.
- C. Final submittal.
  - 1. Within thirty (30) days of final tests, and as a condition for final approval, the Contractor shall submit three (3) bound sets to the Architect and one (1) bound set to Schuler Shook:
    - a. Receipts for delivery of all non-installed items, i.e., all items designated, "deliver to Architect."
    - b. Certificates of warranty, as set forth below.
    - c. "As built and approved" drawings showing all systems and components as installed, including all field modifications.
    - d. Operation and service manuals, schematics, and parts lists for each unit of equipment installed or provided.

#### **1.08 TESTING AND INSTRUCTION**

- A. Upon completion of all installation work, the Contractor shall certify in writing to the Engineer that the work is complete and ready for final inspection. Final inspection shall be scheduled by the Architect, the Engineer, and the Schuler Shook within fourteen (14) days following the Contractor's notice of completion.
- B. Final inspection shall be conducted by a knowledgeable representative of the Acoustical Shell Enclosure Manufacturer, in the presence of the Architect, the Engineer, and Schuler Shook, and shall include the following:
  - 1. Demounting and re-assembly of the Acoustical Shell Enclosure.
  - 2. Visual examination of all components.
- C. Necessary adjustments or modifications shall be made as required.
- D. Acoustical Shell Enclosure Manufacturer's representative shall instruct Architect's designated staff or representatives in the safe demounting and re-assembly of all elements and maintenance of all items, including the storage and cleaning of all surfaces. This instruction session shall be scheduled to last a minimum of 2 hours.

#### **1.09 WARRANTY**

- A. The Acoustical Shell Enclosure Manufacturer shall unconditionally warrant all equipment and systems provided under this Section to be free from defects in materials and workmanship for a period of a minimum thirty-six (36) months from the date of final acceptance of all work of this Section.
- B. All repairs and service during the warranty period shall be performed at the job site; labor, materials, and transportation of replacement material and parts and service personnel to and from the job site shall be included hereunder at the Acoustical Shell Enclosure Manufacturer's expense.
- C. Appropriate additional equipment to replace equipment or devices removed for repair, service, or cleaning shall be provided at the job site at no expense to the Architect to replace any and all equipment that must be removed for repair or service.
- D. Warranty service shall be performed by personnel in the employ of the Acoustical Shell Enclosure Manufacturer and shall not be sub-contracted or assigned to another company, service, or individual unless the Architect has approved such assignment in writing, in which event the Acoustical Shell Enclosure Manufacturer shall nevertheless be responsible to the Architect for such work.

#### **1.10 GENERAL REQUIREMENTS**



- A. General Conditions of the project contract, work schedules, and site regulations apply to this work.
- B. This work shall comply with all applicable national and local labor regulations.
- C. All parts shall be new, of first quality, and under warranty.
- D. It is the Contractors' responsibility to verify and comply with all national and local codes.
- E. All electrical work and products shall conform to all applicable NFPA 70 National Electric Code (NEC) standards.
- F. All electrical components shall be UL listed and carry pertinent UL labels.
- G. All components shall bear labels identifying the manufacturer, model number, and serial number. All such labels and certificates shall be permanently attached in a conspicuous location.
- H. All components shall be flameproofed per NFPA and all pertinent regional and local codes. All components shall bear pertinent flameproofing certificates.
- I. Machinery and component parts shall comply with all applicable tests, ratings, specifications, and code requirements and bear appropriate labels of conformity and acceptability.
- J. Operating parts of all equipment shall be machine finished, and tolerances, finishes, fit, etc., where not specified, shall conform to good trade practices.
- K. All items necessary for a complete, operational system shall be provided, including bolts, nuts, washers, fittings, anchors, supports, hinges, and all other items required for completeness and operational safety.
- L. Where not specified elsewhere in this Section, all bolts shall be Grade 5 or better.
- M. Where specification allows for "approved equal," substitutions shall be proposed to Schuler Shook at least ten (10) days prior to bid date.
- N. All equipment shall be fully insured against loss or damage during shipment, job site storage, installation, and testing. The Acoustical Shell Enclosure Manufacturer shall have and assume full responsibility for the safety of every unit of equipment, components, wiring, and plans during delivery, installation, and testing. Certification of such coverage shall be furnished to the Architect within thirty (30) days of award of contract.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Equipment and hardware are specified on the basis of performance and minimum acceptable quality. Systems manufactured by any of the following companies that equals or surpasses the performance and quality specified will be acceptable:
  - 1. Sightline Commercial Solutions, Minneapolis, MN; (877) 215-7245.
  - 2. Stage Right, Clare, MI; (888) 577-8243.
  - 3. Wenger Corporation, Owatonna, MN; (800) 326-8373.

### **2.02 ACOUSTICAL SHELL ENCLOSURE**

- A. The system described below is based upon general performance criteria common to the products listed below. No other system shall be considered unless specifically approved by Schuler Shook at least ten (10) days prior to the bid date:
  - 1. Sightline "Bravado."
  - 2. Stage Right "Opus II."
  - 3. Wenger "Diva."
- B. General physical requirements.
  - 1. The shell system shall be lightweight and shall provide for quick and easy demounting and re-assembly by two (2) persons.

2. All tower sound reflecting panels shall be laminated sandwich panels laminated in a 6 foot radius, or larger.
  3. All ceiling sound reflecting panels shall be laminated sandwich panels laminated in an 8 foot radius, or larger.
  4. Laminated panels, excluding any frame weight shall weigh a minimum 1.75 pounds per square foot.
  5. The panel back skin shall be equal thickness, high-pressure laminate for equalization of panel. Back skin (not visible to audience) shall be dark finish.
  6. All back skin fastener points shall have structural metal inserts within the panel to reinforce the connection to the frame.
  7. Core material shall be manufacturer's standard for the approved products listed above.
  8. Adhesive shall be high solid, pressure cured, moisture - activated, urethane structural adhesive. Contact - type adhesives are not acceptable.
  9. All panel edges shall be finished with a hardwood or aluminum extrusion.
  10. All panel face surfaces shall be free of exposed fasteners or loose/removable trim pieces.
- C. Towers:
1. The base assembly shall include a counterweight of significant weight to safely move the towers about the stage. Weight shall be bolted to the frame and not removable without the use of tools.
  2. The base assembly is designed so that it will nest within the other units to utilize a minimum of storage space. The wing panels must lock in both the performance and storage positions.
  3. Each base shall have minimum two adjustable height levelers to allow for minor irregularities in the stage floor.
  4. Numbered markers shall be furnished and installed to the stage floor indicating the location of each tower insuring consistent setup. Markers are coded to match each of the arrangements indicated on the drawings.
  5. Tower construction must be designed to prevent light from penetrating between reflector panels.
  6. All towers shall be the same height with level tops.
  7. Panels shall be equipped with hardware to permit lower section of the wing to operate as a doorway for entering and exiting the performing area.
- D. Tower Acoustic Vent Panels:
1. Provide concealed, operable vent panels in the upper portion of every wing panel. Vent panels shall be easily operable from the stage floor without the use of special tools.
  2. Vent panels shall be minimum ¾-inch MDF, painted black.
  3. Vent panels shall be supported by continuous, heavy-duty piano hinges and secured closed with a latch. When open, doors shall stay at desired position without "drifting" on hinges.
  4. Vent panels shall be concealed behind stretched fabric as indicated on the drawings. Provide expanded metal behind stretched fabric as required to support fabric and to prevent damage from the operable vent panels. Provide dark grey fabric samples to Architect for approval prior to fabrication.
- E. Ceiling Panels:
1. The design of the ceiling panels shall permit the entire row to be rotated to the storage position at one time by two people, with no tools required.
  2. Each row of overhead panels shall hang from a 1-1/2 inch I.D. Schedule 40 pipe batten provided by the stage rigging contractor. Align panel support brackets with batten lift lines.
  3. The ceiling panel hardware shall permit adjustment from horizontal to 40 degrees. The hardware shall have the capability of locking the panels in a vertical position so that they may be stored on the batten in the stage loft. Angle positions shall be notated on the hardware.

4. When in the vertical, storage position, the total depth of the ceiling panel and suspension hardware shall not exceed 14 inches. Verify this dimension in submittal drawings, and field-verify clearances to all adjacent rigging linesets or other obstructions.
- F. Instructions pertaining to safe handling of the overhead panels and wall towers shall be provided and affixed in a conspicuous location.
- G. Tower and Ceiling Details:

**1. Towers**

Qty	Description	Size	Remarks	Finish
6	Side Walls	Refer to drawings	Level tops, two doors each, acoustic vents	Wood veneer, plain sliced white maple, stain and matte sealer per Architect
4	Rear Walls	Refer to drawings	Level tops, acoustic vents	Match above

**2. Ceilings**

Qty	Description	Size	Lighting Circuits	Feed Location	Remarks	Finish
1	Row 1	Refer to drawings	Up to 1 @ 20A + DMX	Stage right	Tapered ends	Match towers
1	Row 2	Refer to drawings	Up to 1 @ 20A + DMX	Stage right	Tapered ends	Match towers
1	Row 3	Refer to drawings	Up to 1 @ 20A + DMX	Stage right	Tapered ends	Match towers

**2.03 TOWER TRANSPORTER**

- A. Supply one (1) tower transporter, per stage, that locks and lifts the towers allowing them to move safely about the stage in any direction.

**2.04 INTEGRAL LIGHTING**

- A. Ceiling panels shall include integral lighting fixtures spaced as shown on the drawings. Lighting fixtures shall be warm white LED as follows:
  1. Wenger "Lieto White LED Light Fixture"
  2. The Light Source "WL" series
  3. Electronic Theatre Controls "Selador Desire D60 Studio Tungsten"
  4. Approved equal.
- B. Light fixtures shall include glare shielding. Glare shielding shall be:
  1. Wenger "Liteo Hexcel Louvre"
  2. The Lighting Source "Custom Hexcel Louver"
  3. Electronic Theatre Controls "Egg Crate Louver"

4. City Theatrical "Egg Crate Louver"
5. Approved equal.
- C. Light fixtures shall be connected to a continuous plug strip (or individual junction boxes) by shell manufacturer. Each plug strip shall contain a terminal strip within the junction box on the end of each ceiling panel. Location noted in the schedules above and on the drawings. A properly rated tip-over switch shall protect each circuit to prevent the fixtures from being energized when the reflector is in its stored position. The tip over switch is mounted on an adjustable mechanism to allow for field calibration of the shut off angle.
- E. Manufacturer shall provide one (1) power extension cable per lighting circuit at the feed end of lighting raceway. Connector type shall match power receptacle Plug Box 'PB' at the loading gallery. Provide cable lengths as necessary to reach the PB receptacles. Quantity and capacity of production lighting circuits provided are noted in the schedules above and on the drawings.
- F. Shell Manufacturer shall provide one (1) data extension cable for DMX data connection at the feed end of each lighting raceway. Connector type shall match Control Receptacle Panel 'CRP' at the loading gallery. Provide cable lengths as necessary to reach the CRP receptacles.
- G. All shell lighting scope described herein shall be completed by the shell manufacturer for a complete and operable system. If the shell manufacturer requires field terminations by the Division 26 electrical contractor, that requirement must be clearly stated at bid time.
- H. Provide sufficient lighting, utilizing the specified fixture with glare shielding and available circuits, to attain a minimum 80 footcandles in a plane 3.3 feet above the stage floor.

## **2.05 SHELL FINISHES**

- A. Finish shall be as noted in the above schedules, final selection by the Architect.
- B. Stain color and sealant sheen to be selected by the Architect. Schuler Shook recommends a matte finish to reduce lighting reflections.
- C. Wall tower and ceiling panel finishes must match.
- D. Provide complete wood veneer sample with selected finish to the Architect for approval prior to fabrication.

## **PART 3 EXECUTION**

### **3.01 FABRICATION**

- A. The Acoustical Shell Enclosure Manufacturer is responsible for becoming familiar with and verifying all pertinent dimensions and conditions, both in the Drawings and in the field, before proceeding with any work.
- B. Contractor shall coordinate the design, planning, and scheduling of the work of this Section with the work of all other trades. Notify the Architect of any difficulties in coordinating work with other contractors. Failure to do so shall constitute acceptance of construction as suitable in all ways to receive the work of this Section.
- C. All electrical components shall be fully assembled and internally wired, with terminals of the proper rating and clearly labeled.
- D. All metal fabricated items not visible to the audience shall be given at least one coat of primer and one coat of finish paint. Color: Black.
- E. All equipment shall be fabricated and installed to facilitate maintenance and future replacement.

### **3.02 INSTALLATION**

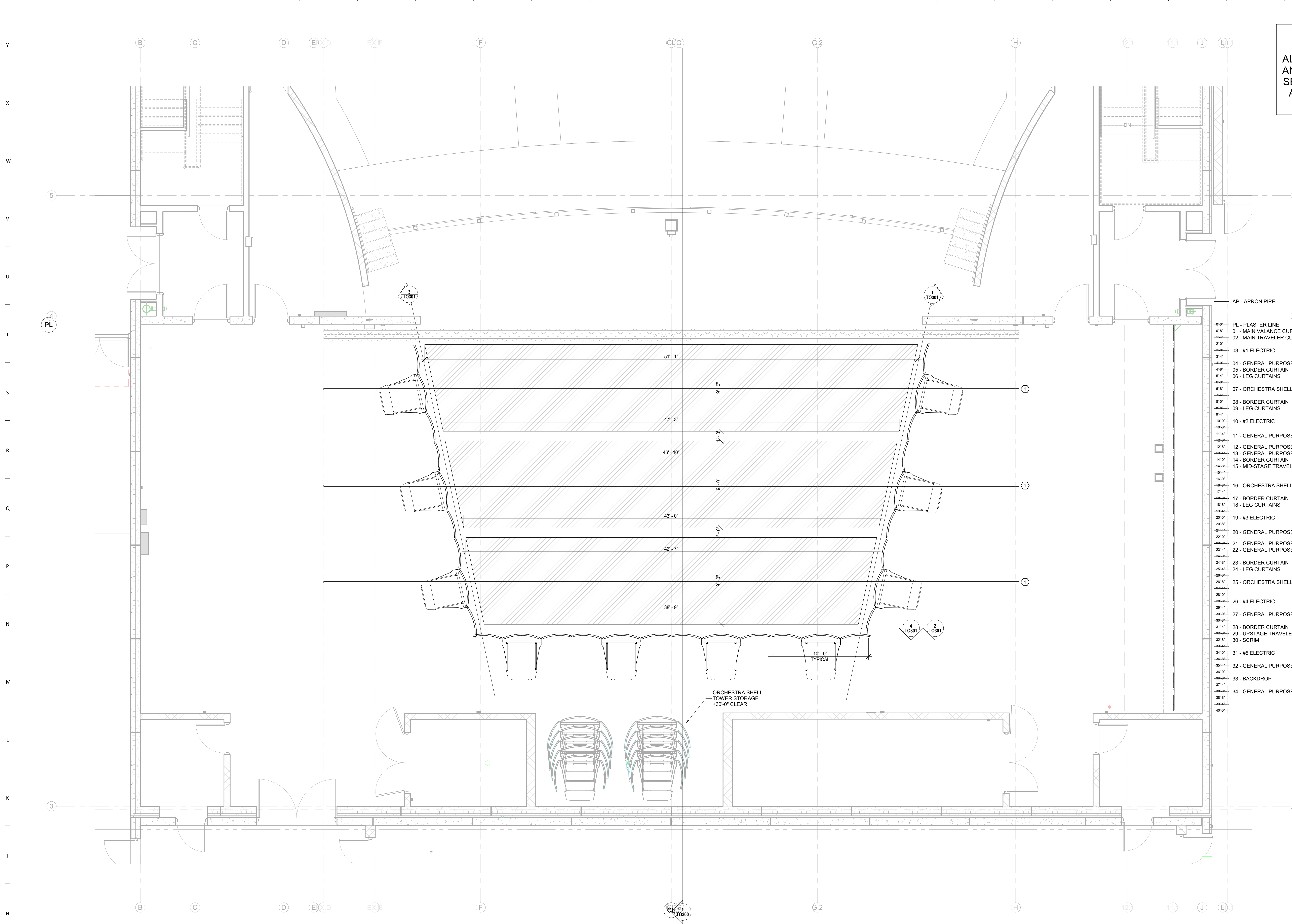
- A. Contractor shall employ only experienced technicians for the installation of work of this Section. A competent supervisor shall be maintained on this Project during the entire installation. A change of supervisor shall not be acceptable unless by written authorization of the Architect.
- B. Contractor shall coordinate installation with all other trades doing adjoining work.
- C. Examine all existing conditions at the job site prior to beginning installation.

- D. Provide and install all supplementary structural support as required for the installation and safe operation of equipment and materials supplied under this Section.
- E. Complete all required cutting, drilling, tapping, and welding necessary for proper installation. Cut no structural members unless specifically shown in the Drawings or indicated in the Acoustical Shell Enclosure Manufacturer's shop drawings, or unless written approval is obtained from the Engineer.
- F. Install all items in conformity with standard trade practices and manufacturers' recommendations. Position all items accurately and true to plumb line and level. Maintain maximum headroom and clearances at all locations.
- G. Contractor shall coordinate production acoustical shell requirements with Division 11 and Division 16 requirements.

**3.03 PROTECTION AND CLEANING**

- A. Provide protection for all stage flooring, regardless of whether flooring has been painted or stained. Flooring shall be protected from both structural damage and cosmetic damage.
- B. Provide protection for any acoustic shell equipment installed prior to the completion of construction and painting. Remove any debris or paint from equipment that was not adequately protected.
- C. Upon the completion of the work of this Section, dispose of all packing materials, debris and remnants which result from the work of this Section.

**END OF SECTION**



**GENERAL CONTRACTOR OR  
CONSTRUCTION MANAGER NOTE:**  
ALL STRUCTURE, DUCTWORK, SPRINKLER PIPING  
AND ROOF DRAINS MUST BE COORDINATED WITH  
SECTION 116133 RIGGING CONTRACTOR. VERIFY  
ALL REQUIRED CONDITIONS AND CLEARANCES  
PRIOR TO INSTALLATION.

THIS DRAWING INDICATES  
THEATRE EQUIPMENT  
LAYOUT AND DESIGN OF  
THEATRE SYSTEMS.  
REVIEW BY A QUALIFIED  
ENGINEER IS NECESSARY  
TO ASSURE SAFETY AND  
CODE COMPLIANCE.

REFER TO E-SERIES  
DRAWINGS FOR  
ELECTRICAL FEEDS.  
DISCONNECT SWITCHES,  
CONDUIT, AND WIRE FOR  
ALL RIGGING EQUIPMENT.  
DIVISION 26 CONTRACTOR  
SHALL PROVIDE AND  
INSTALL ALL ELECTRICAL  
EQUIPMENT AND CONTROL  
WIRING FOR A COMPLETE  
AND OPERABLE SYSTEM.

#### GENERAL NOTES

- A INSTALLATION SHALL CONFORM TO ALL APPLICABLE NEC,  
UL, STATE AND LOCAL CODES.  
B STRUCTURAL MEMBERS ARE SHOWN FOR DESIGN INTENT  
ONLY.  
C FIELD VERIFY ALL DIMENSIONS AND MOUNTING  
CONDITIONS PRIOR TO INSTALLATION.

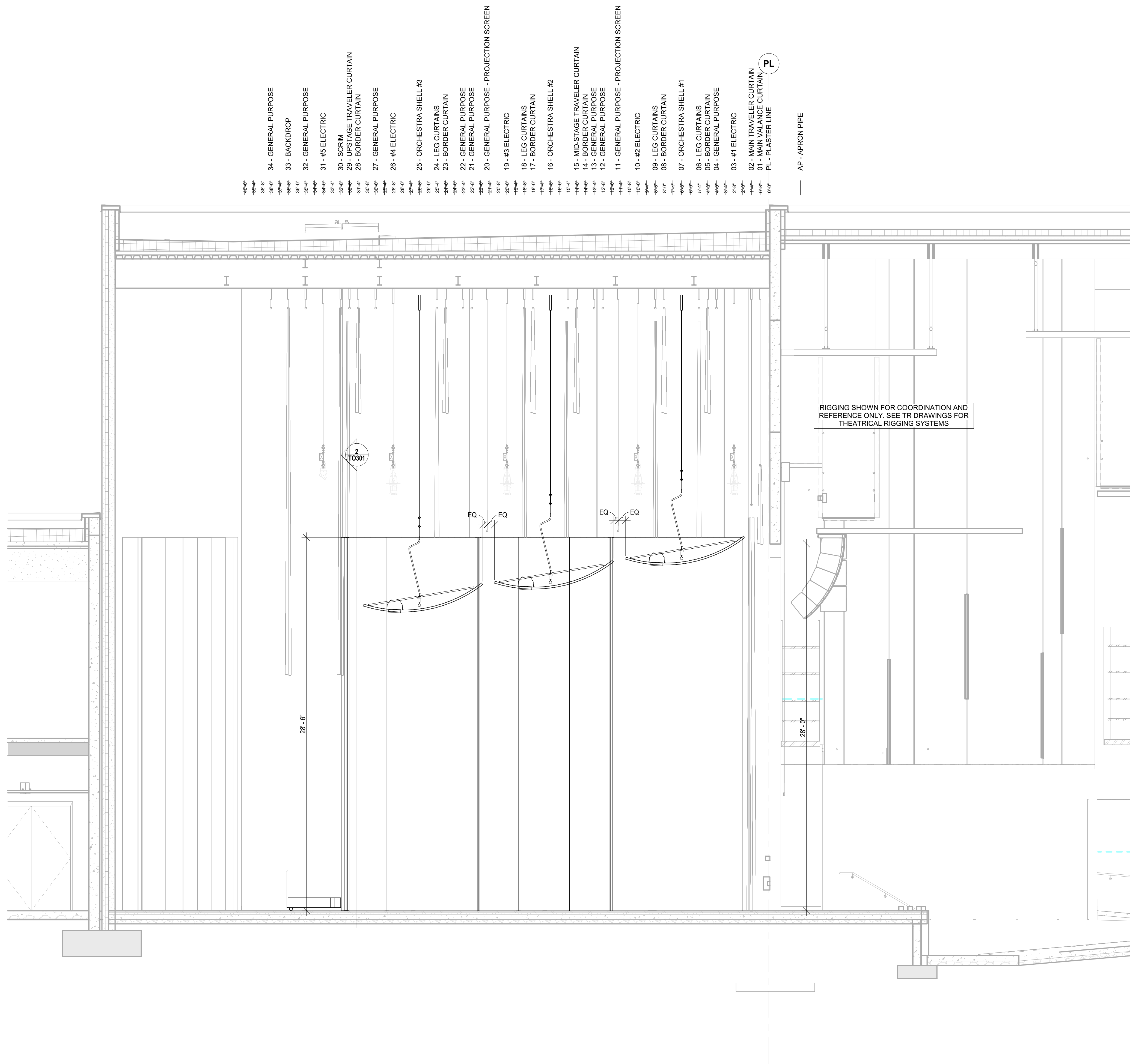
#### KEYED NOTES

- 1 SHELL CEILING FEED END:  
(1) CIRCUIT POWER CABLE  
(1) DATA CABLE  
PORTABLE POWER AND DATA CABLES PROVIDED BY  
THEATRICAL LIGHTING CONTRACTOR. INSTALLED BY  
ACOUSTIC SHELL CONTRACTOR.



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1 THEATRE ORCHESTRA SHELL - SECTION  
SCALE: 1/4" = 1'-0"



**GENERAL CONTRACTOR OR  
CONSTRUCTION MANAGER NOTE:**  
ALL STRUCTURE, DUCTWORK, SPRINKLER PIPING  
AND ROOF DRAINS MUST BE COORDINATED WITH  
SECTION 116133 RIGGING CONTRACTOR. VERIFY  
ALL REQUIRED CONDITIONS AND CLEARANCES  
PRIOR TO INSTALLATION.

THIS DRAWING INDICATES  
THEATRE EQUIPMENT  
LAYOUT AND DESIGN OF  
THEATRE SYSTEMS.  
REVIEW BY A QUALIFIED  
ENGINEER IS NECESSARY  
TO ASSURE SAFETY AND  
CODE COMPLIANCE.

REFER TO E-SERIES  
DRAWINGS FOR  
ELECTRICAL FEEDS.  
DISCONNECT SWITCHES,  
CONDUIT, AND WIRE FOR  
ALL RIGGING EQUIPMENT.  
DIVISION 26 CONTRACTOR  
SHALL PROVIDE AND  
INSTALL ALL ELECTRICAL  
EQUIPMENT AND CONTROL  
WIRING FOR A COMPLETE  
AND OPERABLE SYSTEM.

**GENERAL NOTES**

- A INSTALLATION SHALL CONFORM TO ALL APPLICABLE NEC, UL, STATE AND LOCAL CODES.
- B STRUCTURAL MEMBERS ARE SHOWN FOR DESIGN INTENT ONLY.
- C FIELD VERIFY ALL DIMENSIONS AND MOUNTING CONDITIONS PRIOR TO INSTALLATION.

OPNARCHITECTS

200 5th Ave. SE, Suite 201  
Cedar Rapids, IA 52401  
P: 319-363-6018  
F: 319-363-7349  
www.opnarchitects.com

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Owner

**LINN-MAR CSD**  
3111 10th Street  
Marion, IA

Project

**LINN-MAR PERFORMANCE CENTER**

Chief Engineer

**Hall and Hall**  
1860 Boyson Road  
Hiawatha, IA 52233  
P: 319-362-2548  
Contact: Brent Jackman

Structural Engineer

**Raker Rhodes Engineering, LLC**  
112 E. Washington Street, Ste. B  
Iowa City, IA 52240  
P: 319.333.7850  
Contact: Brad Hill

Mechanical / Electrical / Plumbing / Technology Engineer

**Design Engineers**  
8801 Prairie View Ln SW  
Cedar Rapids, IA  
P: 319.841.1944  
Contact: Adam Bunnell

Theatre Planning and Lighting Design

**Schuler Shook**  
219 Main Street SE, Ste. 200  
Minneapolis, MN 55414  
P: 612.802.1536  
Contact: Michael Burgoyne

Acoustic & Audio/Visual Design

**Threshold Acoustics, LLC**  
141 West Jackson Blvd, Suite 2080  
Chicago, IL 60604  
P: 312.386.1400  
Contact: Brandon Cudequest

OPN Project No.

**22216000**

Client Name

**ORCHESTRA SHELL**

Client Name

**THEATRE ORCHESTRA SHELL SECTION**

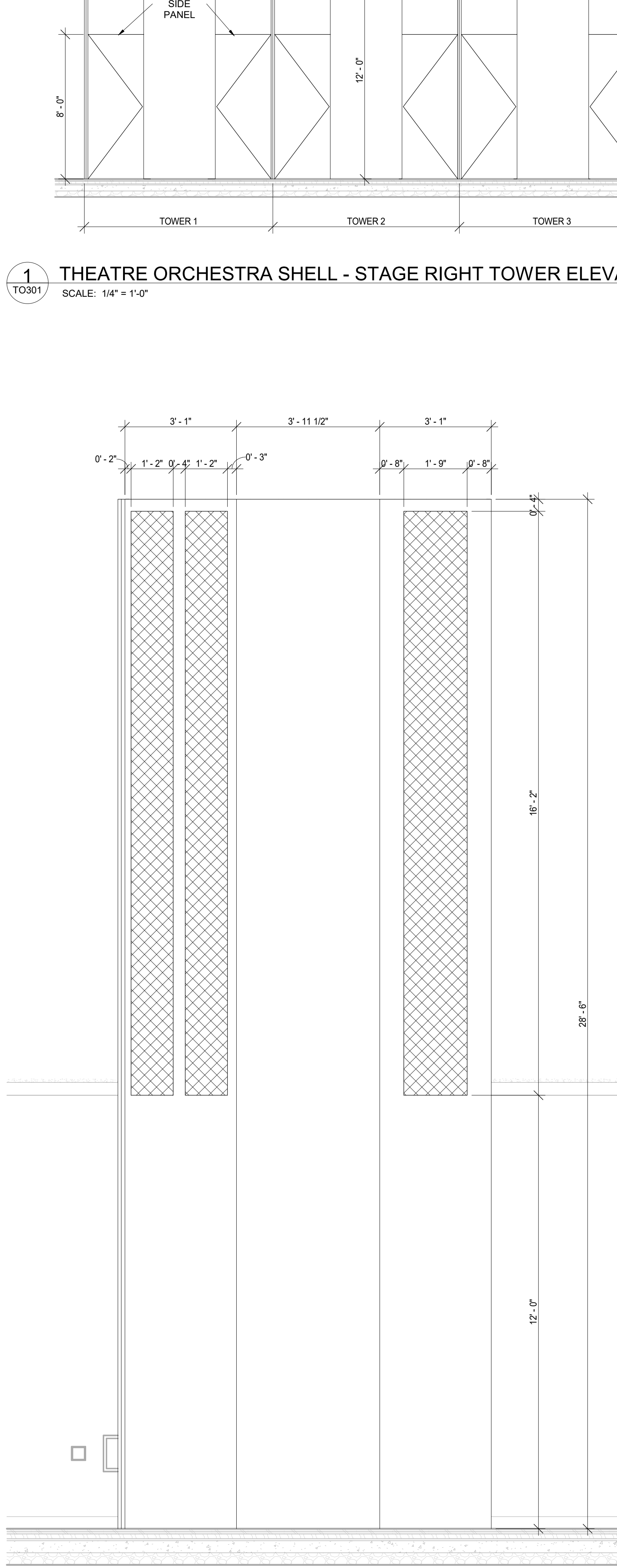
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**4 THEATRE ORCHESTRA SHELL - TYPICAL MESH LAYOUT**

SCALE: 1/2" = 1'-0"

**1 THEATRE ORCHESTRA SHELL - STAGE RIGHT TOWER ELEVATION**

SCALE: 1/4" = 1'-0"

**2 THEATRE ORCHESTRA SHELL - CENTER TOWER ELEVATION**

SCALE: 1/4" = 1'-0"

**3 THEATRE ORCHESTRA SHELL - STAGE LEFT TOWER ELEVATION**

SCALE: 1/4" = 1'-0"

**GENERAL CONTRACTOR OR  
CONSTRUCTION MANAGER NOTE:**  
ALL STRUCTURE, DUCTWORK, SPRINKLER PIPING  
AND ROOF DRAINS MUST BE COORDINATED WITH  
SECTION 116133 RIGGING CONTRACTOR. VERIFY  
ALL REQUIRED CONDITIONS AND CLEARANCES  
PRIOR TO INSTALLATION.

THIS DRAWING INDICATES  
THEATRE EQUIPMENT  
LAYOUT AND DESIGN OF  
THEATRE SYSTEMS.  
REVIEW BY A QUALIFIED  
ENGINEER IS NECESSARY  
TO ASSURE SAFETY AND  
CODE COMPLIANCE.

REFER TO E-SERIES  
DRAWINGS FOR  
ELECTRICAL FEEDS,  
DISCONNECT SWITCHES,  
CONDUIT, AND WIRE FOR  
ALL RIGGING EQUIPMENT.  
DIVISION 26 CONTRACTOR  
SHALL PROVIDE AND  
INSTALL ALL ELECTRICAL  
EQUIPMENT AND CONTROL  
WIRING FOR A COMPLETE  
AND OPERABLE SYSTEM.

**GENERAL NOTES**

- A INSTALLATION SHALL CONFORM TO ALL APPLICABLE NEC,  
UL, STATE AND LOCAL CODES.
- B STRUCTURAL MEMBERS ARE SHOWN FOR DESIGN INTENT  
ONLY.
- C FIELD VERIFY ALL DIMENSIONS AND MOUNTING  
CONDITIONS PRIOR TO INSTALLATION.

OPNARCHITECTS

200 5th Ave. SE, Suite 201  
Cedar Rapids, IA 52401  
P: 319-363-6018  
F: 319-363-7349  
www.opnarchitects.com

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Owner

LINN-MAR CSD  
3111 10th Street  
Marion, IA

Project

LINN-MAR PERFORMANCE CENTER

Chief Engineer

Hall and Hall  
1860 Boyson Road  
Hiawatha, IA 52233  
P: 319-362-2548  
Contact: Brent Jackman

Structural Engineer

Raker Rhodes Engineering, LLC  
112 E. Washington Street, Ste. B  
Iowa City, IA 52240  
P: 319.333.7850  
Contact: Brad Hill

Mechanical / Electrical / Plumbing / Technology Engineer

Design Engineers  
8801 Prairie View Ln SW  
Cedar Rapids, IA  
P: 319.841.1944  
Contact: Adam Bunnell

Theatre Planning and Lighting Design

Schuler Shook  
219 Main Street SE, Ste. 200  
Minneapolis, MN 55414  
P: 612.802.1536  
Contact: Michael Burgoyne

Acoustic & Audio/Visual Design

Threshold Acoustics, LLC  
141 West Jackson Blvd, Suite 2080  
Chicago, IL 60604  
P: 312.386.1400  
Contact: Brandon Cudequest

Key Plan

Revision

Description

Date

OPN Project No.

22216000

Sheet Issue Date

ORCHESTRA SHELL

05/20/2025

Sheet Name

THEATRE ORCHESTRA SHELL  
ELEVATION

Sheet Number

T0301