EXHIBIT S

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PART 1 - GENERAL

1.01 BACKGROUND

Public Utility District No. 1 of Chelan County (District) owns and operates the Rocky Reach Hydroelectric Project on the Columbia River near Wenatchee, Washington. The powerhouse with its 11 generating units is over 1470-feet in length and includes a trash boom in the forebay consisting of sixteen (16) concrete floats secured by a cable anchored to the dam and the west bank. A former component of the trash boom was a boat passage structure but because of its movement in the river current, it was damaging trash boom connection hardware. It was removed in 2016 and replaced with a new cable of similar length. Two (2) additional concrete floats were procured to be installed and fastened to a new one piece full length cable. Final completed project will result in eighteen (18) concrete floats secured by a single cable.

1.02 RELATED DOCUMENTS

Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 OVERALL SCOPE

The Contractor shall furnish all planning, labor, materials, consumables, and equipment required for:

- Replacement of the trash boom strand cable with one full length (one piece) cable supplied by the District. The Contractor shall determine the means and methods for completing the removal and replacement of the new cable subject to District approval.

- Repair or replacement of the existing end float hardware and for the installation of two new District-supplied concrete floats, balance tubs, and their associated hardware. The Contractor shall be diligent in preserving the attachment hardware and plan on reusing the majority of the attachment hardware. The Contractor shall plan to drill and re-tap threaded hardware, or re-thread existing hardware if required. Payment shall be made per each as bid in the Bid Price Schedule awarded.

- Replacement of any excessively damaged or missing attachment hardware with new District supplied attachment hardware on the existing sixteen (16) floats District shall provide three (3) new hardware sets

- Repair or replace any damaged Wood Deflector Structures as shown in Exhibit V, Additional Information, As-Built Docs. If it is necessary to repair or replace Wood Deflector Structures, the Contractor shall be paid from the Wood Structure allotment Force Account line item in the Bid Price Schedules.
Transport, assemble, and attach two (2) new concrete floats and balance tubs to the end of existing floats.

Remove and retain 173-foot tugging cable and shackles for future District use.

Reassemble Trash Boom system and re-connect at original designated connection points.

1.04 PROJECT SCHEDULE

A. Bid Price Schedule A: The Contractor shall complete such Work in a diligent and workmanlike manner. Contractor may start disassembly on or after September 8, 2020. The trash boom cable removal, repairs, cable installation, installation of the two new concrete floats, and complete reassembly of the system shall be completed no later than October 31, 2020 and all remaining contract Work shall be complete by November 30, 2020.

B. The District will provide 2-nights (8:00 pm – 6:00 am) for the Contractor to perform on-site disconnection of the Trash Boom. The Contractor and the District shall mutually agree on the preferred nights to perform the disconnection work 15-days in advance for District coordination and approval.

C. The District will provide 2-nights (8:00 pm – 6:00 am) for the Contractor to perform on-site re-connection of the Trash Boom. The Contractor and the District shall mutually agree on the preferred nights to perform the disconnection work 15-days in advance for District coordination and approval. Reference subsection 1.15, B District Operations, of this Section, for details.

D. Units C8 through C11 shall be shut down in order to perform on-site work. Flows shall be held at 70 kcfs or less if river conditions allow for the durations specified above in Ssection 1.04 Project Schedule, B and C.

1.05 ACCESS TO THE SITE

The Project Site is located adjacent to the Rocky Reach Hydroelectric Project, located approximately 8-miles north of Wenatchee, Washington. Access to the Contractor’s work areas shall be from Highway 97A on the west bank of the Columbia River onto the powerhouse entrance road. The upstream unpaved parking area is to be utilized for Project Work as well as the intake deck when available. One additional location upstream can be made available - Contractors can evaluate the area during the pre-bid meeting.

1.06 SITE CONDITIONS

Prior to submitting the bid, the Contractor shall become familiar with the existing project including the construction area, powerhouse, forebay area, the park area, trash boom and all activities, uses and access to the site. Lack of familiarity with the site and work scope shall not be grounds for additional compensation or consideration to the Contractor after award of Contract.
A. Due to complexity of the Work, pre-bid meeting attendance is mandatory. Failure of Bidder to attend and coordination requirements the pre-bid meeting shall result in rejection of the bid.

B. The Contract Drawings include information regarding the general arrangement of the Work site. Dimensional and geometric differences between the drawings and existing conditions shall be expected and accommodated by the Contractor and shall not be a basis for extra work. The Contractor shall visit the site to collect field measurements prior to initiating mobilization, to identify any dimensional discrepancies between the existing Work site and the Contract Drawings that may otherwise affect the Work.

C. The Contractor is responsible to determine all lifting loads, and to provide rigging and other equipment necessary to support the loads safely on site. Prior to use of a crane on site, Contractor shall show the proposed arrangement(s) of the crane, with outrigger and cribbing locations and dimensions, necessary for making anticipated picks. These details will be required during the submittal phase of the project.

D. Contractor shall provide all planking, screens, enclosures and other material As Required to protect the work of other trades or personnel. Contractor shall also provide adequate temporary protection to prevent damage to District facilities and ensure safety of personnel.

E. The Rocky Reach forebay and surrounding area shall be suitably protected from damage during the Work; any resulting damage to the surrounding features shall be repaired at the Contractor’s expense.

1.07 DESCRIPTION OF TRASH BOOM

The Trash Boom currently consists of sixteen (16) existing concrete floats each 40-feet in length and secured to a 3-inch diameter cable approximately 680-feet in length coupled with shackles to another 173-foot cable coupled to the dam. In 2016, a boat passage structure was removed and replaced with the new 173-foot section of cable between the end of the existing cable and the dam. An existing slack tugging cable is installed between the existing end float and the dam which shall be removed. A slack safety cable located at the west bank anchor shall remain including the shackles located at the west bank anchor point.

1.10 TRASH BOOM WORK SCOPE

This project consists of all the activities necessary to replace the strand cable, install two new concrete trash boom sections, and replace damaged attachment hardware on the existing sixteen (16) floats. The District shall supply a new one piece full-length strand cable (approximately 843-feet), two new concrete floats with hardware shown in Exhibit T, Contract Drawings, as well as hardware to repair the existing sixteen (16) floats including the end float which has additional hardware. The intent of these Specifications and accompanying documents is to describe the modifications and repairs that shall be made to the Rocky Reach Trash Boom. However, the description may not be all inclusive of activities that need to be performed by the Contractor in order to repair and make the system function as per its intended design and use. The Contractor shall be paid per the float hardware repair price in the Bid Price Schedule.
The approximate weight of the existing concrete floats is 60,000-lbs each. The remainder of the existing trash boom will be inspected and repaired including cable hardware, and fastening utilizing the existing designs. The District procured three (3) additional sets of hardware to repair the existing floats and end float hardware, if required, after Contractor disassembly and inspection. If additional sets of hardware are required the Contractor shall notify the District immediately so that District can procure additional sets. The Contractor shall not claim delays for late notifications. After the modifications, repairs and cable replacement activities are completed the trash boom shall operate and have less sag than its current location and alignment to provide effective debris collection. This will require care and detailed planning by the Contractor for cable re-coupling activities. The Contractor shall perform the necessary cleanup of the site and restore it to its finished condition in accordance with the Contract Documents.

Concrete floats were manufactured by Bellingham Marine and are on-site at Rocky Reach Dam. Contractor shall load and transport the two new concrete floats and cable from their current location at the Rocky Reach Central Maintenance yard for installation in the Rocky Reach forebay without damage.

Wood deflector structures are attached to each concrete float as shown in Exhibit T, Contract Drawings. If it is necessary to repair or replace wood deflector structures, the Contractor shall be paid from the Wood Structure Force Account line item in the Bid Price Schedule. The Contractor shall refer to Contract Drawing No LD1.0, SD1.0, and SD2.0. for the Wood Structure Fence Assembly.

1.11 CONTRACTOR RESPONSIBILITIES

A. Except where specifically noted otherwise in these Specifications, the Contractor shall furnish supervision, labor, materials, testing, tools, equipment, scaffolding, cranes, boats, barges, supplies, bracing, supports, temporary fixtures, alignment tools, clamps, consumables, and all other items and materials necessary to safely perform the Work.

B. While the Contractor is obligated to perform the Work in accordance with the requirements of the Specifications, any particular procedures or sequences identified in the Specifications shall not relieve the Contractor of its independent obligation to verify the Work can in fact be performed in a safe manner under the conditions encountered at the time the Work is actually performed. Should the Contractor have reason to believe at any time, that any specified requirement jeopardizes the safety or successful Completion of the Project, the Contractor shall immediately bring such concern to the attention of the District’s site representative and stop any affected portion of the Work until such condition has been mitigated.

C. The Contractor Superintendent shall meet weekly with the District Project Manager to present the updated schedule and to discuss progress and other issues as necessary. This may require daily coordination and planning of the Work. District operations shall not be compromised due to Contractor Work.

D. Contract Drawings are not intended to show every detail of the Work to be performed. Detailed plans and procedures are to be developed by the Contractor to meet the intent of these Specifications.
1.12 PROVIDED BY THE CONTRACTOR

A. Contractor shall provide all labor, materials, facilities, equipment, cranes if required, consumables, utilities, sanitary facilities, hazardous materials/substance handling, inspection, and other services and work necessary for the Rocky Reach Trash Boom Cable - Floats Installation providing a complete Project As Required by the Specifications.

B. All work, material, and services, even if not expressly called for in these Specifications, if necessary or appropriate for the complete and proper operation of the Work, shall be provided and installed by the Contractor.

C. The Contractor shall perform, at no extra cost to the District, any minor items of work not specifically shown on the Contract Drawings or called for in the Specifications, but clearly required in order to meet the intent of the design and current industry standards specified.

D. The Contractor shall be responsible for all transportation and housing costs and subsistence expenses of its personnel.

E. Equipment: The Contractor shall provide all equipment, hoists, rigging and lifting equipment to remove and replace the Trash Boom Cable structure system. The District will not supply any equipment or resources with the exception of that shown in these Contract Documents.

F. Labor: The District shall not provide labor during the Contractor’s Work.

1.13 PROVIDED BY DISTRICT

A. Designated laydown and storage space.

B. Utilities as described in Section 015000, Temporary Facilities and Controls.

C. One new full length 3-inch diameter strand cable approximately 842'-3" in length

D. Two new concrete floats, securing hardware, tub floats, and wood deflectors.

E. New float securing hardware and attachment appurtenances as listed below. The intent is to reuse or repair existing Hardware and appurtenances:

   **Bolts:**
   - QTY (75) - ¾” x 6” L (307A)
   - QTY (75) - ¾” x 5” L (307A)

   **Washers:**
   - QTY (75) – ¾” Galvanized flat washers
   - QTY (75) – ¾” Galvanized direct tension indicator washers for ASTM A325 bolt

   **Clamps:**
   - QTY (3) – Steel Clamp 1
   - QTY (3) – UHMW Clamp 2
1.14 OTHER DISTRICT WORK
District may have operations and maintenance work and capital construction projects ongoing 24-hours per day 7-days a week, during the course of this Contract. Other work includes but is not limited to normal powerhouse operations and maintenance, C9 through C11 large unit repairs, C1 unit repairs, and other unplanned emergency activities.

1.15 DISTRICT OPERATIONS
A. The Contractor shall provide a written request to the District no less than 15-days before the Contractor plans to start work on the trash boom to coordinate with Rocky Reach Hydro Operations.
B. The Contractor shall provide a written request to the District no less than 15-days before the Contractor plans to install the floats to allow for planning and coordination of unit outages and river flows. Units C8 through C11 shall be shut down in order to perform Trash Boom disconnection and reconnection. Flows shall be held at 70 kcfs or less if river conditions allow for the disconnect and reconnect phases of the work. Close coordination and timing will be required with District Operations.
C. District operations may require use of the intake deck gantry crane at any time during the Work. Full use of gantry crane shall be maintained at all times. In addition, District operations require the use of the access roadway along the intake deck on a daily basis. Consequently, the Contractor shall schedule any required deck blockages with the District a minimum of 7-days in advance of the work and at the end of each day's work all deck blockages shall be cleared, unless otherwise Approved by the District. The District and the Contractor shall review the schedule for deck blockages weekly during on-site work. In no event shall deck blockages exceed 30-minutes before pedestrian traffic is allowed to pass. The Contractor shall plan Work to minimize access blockages.
D. Scheduled and Approved deck blockages may be denied or modified by the District at any time in the event of an emergency. Any Contractor equipment or materials that inhibit District operations must have the ability to be moved clear by the Contractor within 1-hour of notice by the District of an emergency.

1.16 GENERAL SUBMITTALS
A. Work Plan: Contractor shall prepare and submit a detailed work plan for District review and approval 15-days prior to mobilization. The detailed plan shall address the Contractor’s proposed methods to perform the Work including, but not limited to, steps for removal and reassembly of the Trash Boom system, inspection and repair of existing float hardware, and the number of craft personnel required, both onsite and offsite. The plan shall also include a schedule and methods for obtaining certifications for safe diving, rigging, equipment staging and cribbing as required.

1.17 CONTRACTOR’S STAFF
A. General: Contractor shall provide an experienced and competent workforce for the Work. The positions and functions described herein shall be included. All members of Contractor’s onsite workforce shall work safely and harmoniously with co-workers, District, and others’ personnel.
1. Contractor’s personnel shall meet the minimum requirements identified. Any changes of personnel identified in the Contractor’s Bid Proposal shall be subject to the approval by the District. The District shall have the right to require Contractor to replace any person who does not possess the skills to perform the work, shows incompetence, or fails to comply with Contract Document requirements.

B. Project Manager: Contractor Project Manager shall be fluent in the English language, both written and oral. The Contractor shall submit requirements for the Project Manager as specified in Instruction to Bidders - 16, Bidder’s Data (ITB-16).

1. The purpose of the Contractor’s Project Manager will be to provide one focal point within the Contractor’s organization, for all interfaces and communications with the District, and others, relevant to successful implementation and completion of the Project.

2. The Contractor’s Project Manager shall direct, coordinate and be responsible for all efforts of all entities performing services for or supplying components to Contractor on the Project, and shall provide the lead and impetus necessary to properly achieve Project objectives, the schedule and Contract obligations. To accomplish this, the Contractor’s Project Manager shall be authorized to perform the following:
   a. Be the primary contact for the Contractor with the District and its agents or representatives;
   b. Determine the overall project plan and approve the individual schedules of the Contractor’s Subcontractor forces;
   c. Control and approve all Subcontractors’ Work;
   d. Monitor project progress with right to decide corrective action and resolve problems that adversely affect project objectives and Contract commitments;
   e. Execute changes to the Contract; and
   f. Monitor, control, and direct the Contractor’s Superintendent, Subcontractors, and other staff.

C. Contractor’s Superintendent: Contractor Superintendent shall be fluent in the English language, both written and oral. The Contractor shall submit requirements for the Superintendent as specified in Instruction to Bidders - 16, Bidder’s Data (ITB-16).

1. The Contractor Superintendent shall be present at the site of Work during shifts when Work is in progress and must be able to be present on the Project site within two (2) hours at District's request. The Contractor Superintendent shall be supported by competent assistants as necessary. All directions delivered or mailed to the Contractor Superintendent by District, shall be binding as if given to Contractor.

2. The Contractor Superintendent shall oversee all activities of the Contractor’s crews. These crews shall report directly to the Contractor Superintendent. As
a minimum, the Contractor Superintendent shall have the authority to perform the following:

a. General Layout and Work Schedule;

b. Qualifications and Composition of Crews;

c. Increasing/Decreasing Crew Size as required to meet Contract requirements;

d. Reassignment of Crew Members;

e. Disciplinary action and removal offsite of Contractor’s personnel, if necessary;

f. Be authorized to negotiate and sign change orders.

3. The Contractor Superintendent shall also have the responsibility to:

a. Provide to the District and maintain an accurate and up-to-date list of all contractor personnel onsite. List shall identify all Contractor and Subcontractor personnel;

b. Ensure crew members meet minimum qualifications as specified in Contract;

c. Ensure Contract Materials are onsite;

d. Ensure proper quality of the Work;

e. Ensure proper installation procedures are being followed;

f. Ensure consumables and installation tools, equipment and materials are in adequate supply;

g. Monitor work status and progress;

h. Represent the Contractor at site progress meetings, providing updates on the work in progress;

i. Establish and ensure safe work practices for Contractor’s personnel.

D. Site Safety Representative: Contractor’s Site Safety Representative shall have overall responsibility for compliance with Contractor’s Site Safety Plan, applicable laws and codes, and District safety policies as may be amended. This position may be a combined responsibility with other positions of the Contractor’s staff with approval of the District. The Site Safety Representative shall be onsite and conducting safety related work a minimum of 6-hours per week.

E. Craft Labor: Contractor shall provide a skilled labor force with experience in the type of work required by the contract. Operators of the equipment shall be trained and certified in the use of the equipment.

1. Prior to commencement of the field work, and each time the Contractor makes any change to the craft labor, resumes and any other documentation which the District may reasonably request shall be promptly provided to the District.
PART 2 - PRODUCTS

2.01 GENERAL

A. Contractor supplied materials shall be new and of first class quality, suitable for the purpose intended, free from defects and imperfections and of the grades, classes and types listed on the Contract Drawings, Or Equal as Approved by the District. The materials shall be subject to the acceptance of the District Engineer, whose decision shall be final.

B. Defective material shall not be repaired and used in the construction without prior acceptance by the District Engineer. No peening, caulking or filling shall be permitted in repairing cracks, pinholes, or blowholes. This shall not be construed to prevent material specified by reference to an ASTM or similar standard from being repaired to the extent and in the manner permitted by that standard.

C. All materials used in this modification shall be tested, unless otherwise directed, in conformity with ASTM or similar standards, and in general accordance with best commercial methods. When requested, tests shall be made in the presence of the District Engineer. Stocked material may be used, provided evidence is furnished to the District Engineer, to show that such material meets the requirements specified herein.

D. Certified material test reports, or manufacturer’s material certifications, shall be submitted before commencing fabrication. Test certificates shall identify the materials and shall contain all information necessary to verify compliance with the Specifications.

E. The Contractor shall replace any fasteners, bolts, nuts and washers removed and replace them with fasteners, bolts, nuts and washers, ensuring that they are new and free from rust or corrosion and provide certification that they are of a grade equivalent to, or higher than, the grade of the removed materials.

F. If applicable, Contractor shall provide all materials for a protective coating system as specified herein.

G. The Contractor shall be responsible for the surface preparation and coating of interior and exterior surfaces affected by the modifications and shall verify that all coating manufacturer’s instructions are followed.

2.02 DELIVERY, STORAGE, AND HANDLING

A. Receiving and Unloading: The Contractor shall ship, receive and unload all materials and equipment in the location designated by the District. Receiving procedures shall include inventory, damage inspection and documentation. Any materials damaged during shipment or subsequent to receipt at the site shall be repaired or replaced at the sole expense of the Contractor. Any repairs made to the materials shall be subject to the acceptance of the District Engineer. If damage to, or repair of, any material will cause a schedule delay; the Contractor shall notify the District immediately.

B. Packaging: Materials and equipment shall be packed in an acceptable manner to preserve them in the condition in which they left the manufacturer’s or fabricator’s shop. The packaging shall clearly identify the contents of the package. Loose items
such as bolts and screws shall be packaged together in a single package. All transportation, delivery and storage costs shall be included in the Bid Proposal.

C. Rigging and Temporary Reinforcement: Proper rigging techniques and temporary reinforcement or other suitable means shall be used when storing and handling the parts to prevent kinking, bending or other damage. The Contractor shall design temporary reinforcement or other protective measures.

D. Cleaning Prior to Installation: Accumulations of mud, dirt or other foreign matter on all materials shall be removed prior to erection or assembly.

PART 3 - EXECUTION

3.01 GENERAL

A. Prior to preparing the Work site to repair the Trash Boom, the Contractor shall inspect the work area, and provide all equipment necessary to provide a safe work area.

B. All installation measurements necessary to ensure proper location, fit and alignment of the Trash Boom and the reinforcing members shall be recorded and submitted to the District for permanent records. The Contractor shall update Contract Drawings and provide as-built dimensions and alignment data.

C. The Contractor shall be responsible for inspection and evaluation of the Trash Boom structure prior to repair and installation Work to document that means/methods proposed will meet the Contractor’s intent. Any structural concerns from inspection results shall be submitted to the District before removal.

END OF SECTION 010000
DIVISION 01 – GENERAL REQUIREMENTS

SECTION 011000 – SUMMARY OF WORK

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PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)
DIVISION 01 – GENERAL REQUIREMENTS

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:
   1. Project information.
   2. Access to site.
   3. Coordination with occupants.
   4. Work restrictions.
   5. Specification and drawing conventions.
   7. Site investigations and conditions affecting the work.
   8. Permits and responsibilities.

B. Related Requirements: Section 015000 - Temporary Facilities and Controls for limitations and procedures governing temporary use of District's facilities.

1.02 RELATED DOCUMENTS

Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T& V apply to all sections.

1.03 PROJECT INFORMATION

A. Project Identification: 19-71, Rocky Reach Trash Boom Cable - Float Installations.
B. Project Location: Rocky Reach Dam, Chelan County, WA.
C. Owner: Chelan County Public Utility District.
D. Owner's Representatives: George Velazquez, Project Manager; Darren Pickthorn, Mechanical Engineer.
E. Project Web Site: A project web site administered by Chelan County Public Utility District will be used for purposes of managing communication and documents during the construction stage.

1.04 ACCESS TO SITE

A. General: Contractor shall have limited use of the Project site, as indicated in the Contract Drawings, including staging areas for construction operations during construction period.
B. Vehicular Traffic

1. The Contractor shall maintain control of the entrances to Work areas by restricting access through such measures as signage and flagging or by other means as directed by the District.

2. Access to the deck Work area, and staging area will be as shown on Contract Drawings.

3. Project access roads are secured with locked gates. All Contractor, Subcontractor and private vehicles that pass through the locked gates will be subject to being searched.

4. All Contractor and Subcontractor vehicles shall display Approved identification of such size and color to allow District personnel and security guards to identify the vehicle.

C. District Roadways, Decks and Access Restrictions

1. Hauling of materials and equipment will be permitted on the Project’s roadways and decks subject to a load limitation equivalent to the Standard Highway HS20 loading.

2. The Contractor shall protect the various portions of the Project’s structures from damage by traffic and also keep the areas in use cleaned up and orderly at all times during use. Vehicle speeds, special precautions, and safety measures shall be as directed by the District.

3. To the maximum extent possible, at least one (1) lane shall be kept open for vehicle traffic at all times on roadways, including roadway access to District property.

4. Contractor shall maintain single-lane vehicle access across the deck on days during which Work is not being performed on the draft tube deck. On days during which the Contractor is performing Work on the deck, the Contractor shall maintain single-lane vehicle access across the deck whenever practicable, however, the Contractor will be allowed to block the deck as may be necessary to facilitate the Work. Deck blockages shall be scheduled at least 7-days prior to the blockage, and shall be Approved by the District. At the end of each day’s work, deck blockages shall be cleared adequately to leave a clear 11-foot wide lane for vehicular traffic, unless Approved by the District.

5. The Contractor shall maintain a clear path at least 3-feet wide, for foot traffic, through the Work area to allow for passage of District personnel and others across the spillway deck. If this passage must be blocked temporarily, notify the Project Manager or Authorized District Representative at least 30-minutes ahead of time. During temporary blockages, the Contractor shall provide for passage of foot traffic within 30-minutes after notice from the Engineer or his designee.

   a. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to District, District employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
b. A vehicle passageway on the intake deck of at least 11-foot wide navigable by District equipment shall be available at all times for District operations. Contractor must not block crane travel on intake deck. The Contractor may request limited time passageway blocking to the Project site. The passageway blockage must have the ability to be restored within 1-hour after District notice is given to Contractor. Should this need arise, the process that shall be used is Contractor shall submit for District approval at least 15-days prior the limited time for Project site passageway blocking for District Engineer or Construction Manager approval.

D. Access Routing Plan: Show sequences of construction affecting use of access roadways, time required for each phase of the Work, provisions for decking over excavations and phasing of operations to provide necessary access, and plans for signing, barricading, and striping to provide passages for pedestrians and vehicles.

E. Use of Site: Limit use of Project site to areas as indicated on the Contract Drawings. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Limits: Confine construction operations to Project site, access road, and staging areas. Staging areas available to the Contractor as identified by the Project Manager. Additional areas may be made available as requested by the Contractor as a submittal and as Approved by the District Engineer or District Construction Manager.

2. The West bank will be made available to the Contractor for staging, disassembly, and reassembly of the Trash Boom system.

F. Schedule deliveries to minimize use of driveways and entrances by construction operations.

G. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.05 PROJECT SECURITY

A. Contractor and Subcontractors shall abide by all District security policies and procedures, as specified in General Conditions, Security, as well as additional requirements including, but not limited to the following:

1. Obey all security signs, instructions, fenced/locked/barred barriers, and requests and inquiries by security guards.

2. All Contractor workers with access to generation plants, switchyards, substations, System Operation Control and Information Technology (IT) systems are subject to background screening.

3. Identification badges issued by District shall be worn conspicuously by each Contractor employee at all times when on the District’s premises.

4. Each Contractor employee shall occupy only their immediate Work area. Any Contractor employee found occupying areas not directly related to the Work areas designated for this Contract may be permanently removed from the site at the discretion of the District.
5. Each Contractor employee is subject to search each time they enter or leave the site and during the performance of their work.

6. Portions of the Project site are secured. Contractor shall coordinate activities with the District to gain access to secured areas.

7. Contractor shall be responsible to secure their Work areas for safety and to protect against damage and theft.

8. Prior to Work at the site, each Contractor employee shall attend up to 2-hours of security, safety, and plant orientation meetings provided by the District.

9. Provide and maintain additional temporary security fences as necessary to protect the Work and Contractor-furnished products not yet installed.

B. The security measures affect all Contractor and Subcontractor vehicles and personnel. There will be delays when entering the Project due to locked gates, vehicle inspections, and personnel checks. Inspections and checks may include inspection of tool boxes, brief cases, lunch boxes, and other containers.

1.06 WORK RESTRICTIONS

A. General:

1. Comply with restrictions on construction operations.

2. Comply with limitations on use of public streets and with other requirements of Authorities Having Jurisdiction (AHJ).

B. On Site Work Hours: Limit work to normal business working hours of 7:00 am to 3:30 pm, Monday through Friday, unless approved by the District’s Project Manager or Authorized District Representative.

C. Contractor’s Working Hours: At the Post-Award Conference, Contractor’s schedule of working hours and days shall be reviewed. The Contractor shall furnish notification of any change of schedule of regular work hours, overtime work hours, and shifts of work crews and personnel at the site. Contractor shall provide this notification to District a minimum of 72-hours prior to any schedule change to allow for suitable scheduling of District personnel. Contractor shall not work on Sundays or District Holidays unless approved by the Project Manager.

D. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by District or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

   1. Notify the District not less than 2-days in advance of proposed utility interruptions.

   2. Obtain the District’s written permission before proceeding with utility interruptions.

E. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption with District.

   1. Notify the District not less than 2-days in advance of proposed disruptive operations.
2. Obtain the District’s written permission before proceeding with disruptive operations.

1.07 SPECIFICATION AND DRAWING CONVENTIONS

A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

B. Division 01 General Requirements: Requirements of sections in Division 01 apply to the Work of all sections in the Specifications.

C. Contract Drawing Coordination: Requirements for materials and products identified on Contract Drawings are described in detail in the Specifications. One (1) or more of the following are used on Contract Drawings to identify materials and products:

1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications sections.

2. Abbreviations: Materials and products are identified by abbreviations.

3. Keynoting: Materials and products are identified by reference keynotes referencing Specification section numbers found in the Contract Documents.

1.08 WEEKLY CONSTRUCTION MEETINGS

Once each week a meeting shall be held between the Contractor and District. This meeting will be used to discuss progress of Work at the Project site in the previous week and Work planned in the upcoming week. Contractor shall present and discuss an updated schedule. This meeting will also include discussion regarding coordination between Contractor, other contractors, and Project activities. Meeting times shall be as mutually agreed. Meeting shall be at the Project site.

1.09 SITE INVESTIGATIONS AND CONDITIONS AFFECTING THE WORK

A. The Contractor acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the Work, and that it has investigated and satisfied itself as to the general and local conditions which can affect the Work or its cost, including, but not limited to:

1. Conditions bearing upon transportation, disposal, handling, and storage of materials.

2. The availability of labor, water, electrical power, roads and decks.

3. Uncertainties of weather, river stages, or similar physical conditions at the Project site.
4. The conformation and conditions of the ground and equipment and facilities to be replaced and/or rehabilitated.

5. The character of equipment and facilities needed preliminary to and during work performance.

6. The amount of work space at the Project site, accessibility, lighting, etc.

1.10 PERMITS AND RESPONSIBILITIES

The Contractor shall, without additional expense to the District, be responsible for obtaining any necessary licenses and permits, and for complying with any federal, state, and municipal laws, codes, and regulations applicable to the performance of the Work.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 011000
DIVISION 01 – GENERAL REQUIREMENTS

SECTION 013000 – ADMINISTRATIVE REQUIREMENTS

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PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

APPENDICES

Appendix 013000-1, Required Submittals
Appendix 013000-2, Speedy Memo
Appendix 013000-3, Request for Information
Appendix 013000-4, Record of Conversation
Appendix 013000-5, How to Properly Identify Embedded Documents, Catalog Cut Sheets, etc.
**DIVISION 01 – GENERAL REQUIREMENTS**

**SECTION 013000 – ADMINISTRATIVE REQUIREMENTS**

**PART 1 – GENERAL**

1.01 **DESCRIPTION**

A. This section describes the requirements and procedures for all correspondence, document and drawing submittals to the District, Project Manager or Authorized District Representative and all parties involved with the Contract. The District reserves the right to revise or modify these procedures as necessary to facilitate proper and consistent communication between related parties.

B. This section provides examples of forms to be used by the Contractor in the Appendices. Alternate forms may be used subject to approval by the District.

1.02 **RELATED DOCUMENTS**

Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 **PROJECT CORRESPONDENCE**

A. Correspondence between the Contractor and the District will be handled through the District’s email system. All correspondence (as listed in this section) will be submitted and received via email. The following are also required for efficient correspondence processing:

1. A high speed internet connection;
2. Document scanning capability;
3. Bluebeam or Adobe® Acrobat Professional for use and creation of PDF (*.pdf) files;
4. Autodesk® Design Review for viewing DWF (*.dwf) files;
5. Acceptable file formats are as listed in subsection 1.12 Submittals, paragraph G, Format of this Section.

B. The following Project correspondence will be utilized for the duration of the Contract:

1. Serialized Letters;
2. Serialized Speedy Memos (District only);
3. Serialized Request for Information (Contractor only);
4. Records of Conversation (telephone and personal contacts);
5. Emails;
6. Serialized Contractor Submittals;
7. District Submittal Responses.
1.04 SERIALIZED LETTERS

A. Serialized letters shall be used for all correspondence from any Project entity that addresses **Contract scope, budget, schedule or other contractual issues.**

B. Serialized letters shall be submitted to the District via email and followed immediately by the signed original via regular or express mail, by courier service or hand carried to the District.

C. If the District determines that there is any change to the Contract scope, budget, or schedule, then the District will issue a Field Work Order/Change Order (FWO/CO).

D. All Serial Letters shall include (on the first page):
   1. Contract Number and Title;
   2. Sender’s Name;
   3. Sender’s Company Name;
   4. Date: MM/DD/YYYY;
   5. Serial Letter Number.

E. Additionally, each page shall indicate page number and total number of pages, formatted as “Page X of Y”, and Serial Letter Number.

1.05 SERIALIZED SPEEDY MEMOS AND REQUEST FOR INFORMATION (RFI)

A. RFI’s (Appendix 013000-3) shall be used by the Contractor for requesting information, clarifications or interpretations of the Contract. RFI’s shall be utilized by the Contractor only and submitted via email

B. Speedy Memo (Appendix 013000-2) shall be used by the District for requesting information, clarifications or interpretations of the Contract, Speedy Memos shall be initiated by the District or Project Manager.

C. It is the Contractor’s responsibility to initiate a Serialized Letter identifying any contractual changes that may result from a District response.

D. Speedy Memos and RFI’s shall be submitted to the District via email. No hard copy is required.

1.06 TELEPHONE AND PERSONAL CONTACT RECORDS

Telephone and personal contact discussions (except meeting minutes) and particularly those which could result in a change to scope, schedule or budget, shall be recorded by the Contractor on a Record of Conversation (ROC) Form (Appendix 013000-4). Completed Record of Conversation Forms shall be submitted to the District via email within 3-days of the conversation.
1.07 E-MAIL COMMUNICATIONS

A. Parties to the Project may use e-mail for items other than those identified in the list of Project correspondence.

B. E-mail shall not be used for official correspondence as direction to proceed or to alter terms of the Contract.

C. E-mail may be used as a mechanism to transmit copies of all documents, in addition to required hard copy documents. Each e-mail shall contain a single subject. In rare cases similar subjects may be combined in a single e-mail if necessary for understanding. The subject line shall reference the following:

1. Contract Number;
2. Project Name;
3. The email contents, clearly described.

1.08 SERIALIZED CONTRACTOR SUBMITTALS

A. The Contractor shall submit a serialized submittal as one (1) document via email. Documents shall be checked by Contractor before being submitted. All drawings shall be stamped by Contractor as having been checked, including the name or initials of the person checking the drawings and the date.

B. If documents are changed subsequent to the original submittal, Contractor shall post the revised document(s) in accordance with the naming convention, via email for information or review and approval consistent with the original requirement.

C. Re-submittals shall have the same number and title as the original submittal with a numeric revision code at the end (example: 1971-S-001-1).

D. New submittals shall not be combined with re-submittals.

1.09 DISTRICT SUBMITTAL RESPONSE

A. The District will respond to submittals within two (2) calendar weeks after submitting to the District via email.

B. The District will review and mark Submittal Status with one (1) of the following:

```plaintext
APP      Approved
AAN      Approved as Noted
ANR      Approval Not Required
AAR      Approved as Revised
NOT APP  Not Approved
```
The District will mark **Action Required** by the Contractor with one (1) of the following:

- **NR** ................. No Action Required
- **REV** .............. Revise and Resubmit for Approval
- **RSR** .............. Revise and Submit for Record
- **SR** ................. Submit for Record (As-built, O&M Manual, QA/QC Dossier)

C. Any work undertaken by the Contractor prior to submittal approval shall be at the Contractor's sole risk.

<table>
<thead>
<tr>
<th>Submittal Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Not Required</td>
<td>Applicable to documents submitted for information only.</td>
</tr>
<tr>
<td>Approved</td>
<td>Document is approved for use.</td>
</tr>
<tr>
<td>Approved As Revised</td>
<td>Document is approved for use with incorporation and resolution of comments.</td>
</tr>
<tr>
<td>Not Approved</td>
<td>Document is not approved for use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Action Required</td>
<td>No action on the part of Contractor is required.</td>
</tr>
<tr>
<td>Revise and Resubmit for Approval</td>
<td>Contractor shall revise, take required action and incorporate comments, if any and repost the document addressing all comments within 2-weeks of the District's posted response.</td>
</tr>
<tr>
<td>Revise and Resubmit for Record</td>
<td>Contractor shall revise and resubmit the document as part of the Final Record Documents.</td>
</tr>
<tr>
<td>Submit for Record (As-built, O&amp;M Manual, QA/QC Dossier)</td>
<td>Contractor shall resubmit the document as part of the Final Record Documents.</td>
</tr>
</tbody>
</table>

### 1.10 SERIALIZED CORRESPONDENCE NUMBERING (SMART NUMBERING)

A. Serial numbers shall begin at 001 for each type of correspondence from each sender. Numbers shall be consecutive. Correspondence initiated by Subcontractors shall be routed and tracked through the Contractor. The Project Manager shall approve all deviations to this requirement. If a deviation is agreed to in writing, then Subcontractors shall be bound by the same requirements as the Contractor, as provided herein.

B. Correspondence Smart Numbers and file names for this Project shall be formatted as follows:
C. The District will assign Contractor codes for all parties involved.

1.11 ADDRESS INFORMATION

All Project correspondence shall be addressed as follows:

US Mail:
PUD #1 of Chelan County
BID 19-71, Rocky Reach Trash Boom Cable - Float Installations
Attention: George Velazquez, Manager, Engineering & Project Management
P.O. Box 1231
Wenatchee, WA 98807-1231

Physical Address, (Fed Ex, UPS, oversized mail):
PUD #1 of Chelan County
BID 19-71, Rocky Reach Trash Boom Cable – Float Installations
Attention: George Velazquez, Manager, Engineering & Project Management
327 N. Wenatchee Ave
Wenatchee, WA 98801

1.12 SUBMITTALS

A. General:
   1. The Contractor is required to provide information to support its engineering, design, fabrication, and installation process and provide this information in
sufficient detail to demonstrate the Work is being performed in accordance with these Contract Documents.

2. The required submittals are not limited to those listed in Required Submittals (Appendix 013000-1). The District or Project Manager may, at any time throughout the duration of the Contract, require the Contractor to provide additional information pertaining to the Work. The Contractor shall comply by providing the information in the form of a submittal.

3. Documents and Shop Drawings shall be submitted via email for information, or review and approval. Contractor shall supply complete documentation and Shop Drawings for the equipment provided in accordance with the format and procedures established by these Contract Documents.

4. Non-paper submittal items such as hardware, samples, material items, etc. that cannot be submitted via email shall be sent to the Project Manager and referencing the Project and Submittal number.

5. Documents shall be submitted in a timely manner to support Contractor’s engineering, design, and fabrication process. All delays due to untimely submittal of documents to District shall be the responsibility of the Contractor. Contractor shall arrange the submittal schedule such that no more than 25 documents or Shop Drawings are posted per week, except as otherwise Approved in writing (in advance), by the Project Manager, or in the case of As-Built Drawings.

6. It is in the Contractor’s best interest to post submittals and re-submittals far enough in advance of the District’s submittal review time so that mobilization and construction start dates are not delayed while waiting for submittal approval. The District has the right to delay work if required pre-construction submittals are not Approved. On-site work will not be allowed to proceed prior to the approval of the Contractor’s Work plan, safety plan, and QA/QC plan. No increase in Contract Price or extension of the Completion date will be allowed if this delay occurs.

7. The Contractor shall provide equipment documentation and Shop Drawings in sufficient detail for the District’s Project Manager to review with the intent of verifying the Work is being performed in accordance with these Specifications. Where both design calculations and drawings are prepared, they shall be posted together to allow complete review.

8. Contractor shall be responsible for the accuracy and correctness of dimensions and details on the documents and Shop Drawings. The approval of such documents and Shop Drawings by the Project Manager shall not relieve Contractor of this responsibility.

9. Information and product data submittals shall be in a clean, consistent and orderly electronic format. Product items shall be highlighted or otherwise distinctly identified. Sloppy and difficult to interpret submittals will be returned with a Revise and Resubmit for Record response.

10. Any document required by this Specification which is produced by a sub-supplier, or Subcontractor shall first be reviewed and noted as being approved.
by Contractor and then submitted to the Project Manager for review and approval.

11. Contractor shall assume all responsibility and risk for conditions due to any error on Shop Drawings regardless of drawing approval or field acceptance of material or delivery.

12. Any fabrication or other Work performed in advance of Contractor’s receipt of review comments and approval shall be entirely at Contractor’s risk. After review, Contractor shall not deviate in any way from the design, details, dimensions, or other information shown on the Drawings without the written approval of Project Manager.

13. The Contractor shall maintain one (1) hard copy set of all Approved and pending submittals at the Project site in the Contractor’s field office.

B. Documents and Drawings

1. Documents and drawings submitted by the Contractor, as a minimum, refer to information specifically required in the submittal schedule and elsewhere in this Specification. This information shall include all drawings, diagrams, illustrations, manufacturer’s product data, catalog data, brochures, performance charts and other information required to illustrate distinct portions of work.

2. Documents and drawings shall include all the details necessary for fabrication, assembly, installation, repair and maintenance of furnished items. The minimum drawings required are specified in individual sections of the technical Specifications. Contractor shall furnish detailed fabrication drawings (Shop Drawings) and procedures for installation and assembly of all items provided.

3. If standard drawings or catalog cut sheets are submitted, the applicable items and devices furnished shall be clearly marked, e.g., arrows pointing to text, text highlighted, and/or items enclosed with boxes, separating the intended item from others on the page (Appendix 013000-5).

4. Failure of the Contractor to submit drawings conforming to specified formats and drafting standards may result in a reduction of payment (as bid) to the Contractor as determined by the District.

C. Submittal Schedule

1. Contractor shall prepare and submit a Submittal Schedule inclusive of all drawings, calculations, procedures, and other documentation specified in these Contract Documents. The Submittal Schedule shall be prepared and submitted in Microsoft Excel (*.xls) or other Approved file format. The Submittal Schedule shall reflect submittal number, revision, description, anticipated submittal date, actual submittal date, District reference number (if applicable) and Specification section number.

2. The Submittal Schedule shall be updated and maintained over the course of the Contract. The Submittal Schedule shall be updated and resubmitted monthly to reflect changes and for Progress Meetings, or as requested by Project Manager.
D. District's Review

1. The purpose for requiring Contractor submittals is to permit the District to monitor the Contractor’s progress and to determine conformance with the intent of these Specifications.

2. Contractors and Subcontractors who use unapproved documents do so at their own risk and may be required to repeat activities that were performed if the document used is subsequently rejected by Project Manager.

3. Submittals reviewed by the District do not become Contract Documents and are not Change Orders.

4. District review, acceptance, or approval of schedules, Shop Drawings, lists of materials, and procedures submitted or requested by the Contractor shall not add to the Contract amount and additional costs shall be solely the obligation of the Contractor.

5. The District will not be precluded, by virtue of review, acceptance, or approval, from obtaining a credit for fabrication and/or construction savings resulting from allowed concessions in the Work or materials provided. Any savings shall be mutually agreed upon by the Project Manager and the Contractor.

6. The Project Manager’s review of Contractor submittals is not intended to be a rigorous engineering analysis of the Contractor’s design or proposal. Project Manager reserves the right to require the Contractor to make changes to Contractor’s submittals, which may be necessary, in their opinion, to make the Work conform to the provisions and intent of these Specifications. Any additional cost to correct a submittal, including work to maintain the schedule that may result from any delay to review a resubmittal, shall be solely the obligation of the Contractor.

7. The District will not be responsible for furnishing engineering or other services to protect the Contractor from additional costs accruing from submittals.

E. Ownership: All documents (i.e., Shop Drawings, data, manuals, calculations, schedules, digital photographs, etc., as well as plans and procedures for installation or testing) shall become the property of the District. The District shall have full rights to reproduce and submit to others any document for bids on future Projects, notwithstanding any indication otherwise on the Shop Drawings, As-Built Drawings or elsewhere.

F. Language: All documents (i.e. Shop Drawings, data, manuals, plans, procedures, calculations, schedules, digital photographs, etc.) submitted to the Project Manager shall be in the English language. Dual language is acceptable on drawings, provided all information is also provided in English. All elevations shall be dimensioned in feet unless otherwise indicated.
G. Format

1. The following list of software and file formats shall be used for all submitted documentation or as Approved by the Project Manager.

<table>
<thead>
<tr>
<th>Software</th>
<th>File Format</th>
<th>Usage Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>MathCAD®</td>
<td>MCD (*)mcd</td>
<td>Engineering calculations</td>
</tr>
<tr>
<td>Microsoft® Word</td>
<td>DOC (*.doc)</td>
<td>Text files, forms</td>
</tr>
<tr>
<td>Microsoft® Excel</td>
<td>XLS (*.xls)</td>
<td>Spreadsheets, forms, calculations</td>
</tr>
<tr>
<td>Microsoft® Access</td>
<td>MDB (*)mdb</td>
<td>Databases</td>
</tr>
<tr>
<td>Bluebeam or Adobe Acrobat®</td>
<td>PDF (*.pdf)</td>
<td>Text, pictures, reports, manuals, calculations</td>
</tr>
<tr>
<td>Audio editing</td>
<td>WAV (*)wav</td>
<td>Audio files</td>
</tr>
<tr>
<td>Digital Photograph editing</td>
<td>JPG (*.jpg)</td>
<td>Digital photographs, scanned files</td>
</tr>
<tr>
<td>Autodesk® AutoCAD®</td>
<td>DWG (*)dwg</td>
<td>Shop Drawings</td>
</tr>
<tr>
<td>Autodesk® DWF Viewer™</td>
<td>DWF (*)dwf</td>
<td>Shop Drawings</td>
</tr>
</tbody>
</table>

2. All software used shall be the latest version or as Approved by the Project Manager. Contractor development of AutoCAD files for submittal shall comply with District Drafting Standards as provided in the Contract Documents.

H. Project drawings include the following:

1. Contract Drawings (provided by District with the Bid);
2. Shop Drawings (all drawings provided by Contractor or Subcontractor, As Required by Contract);
3. Reference Information and Drawings (may be provided by District with Bid or at Contractor's request – all dimensions and locations of existing equipment shall be field verified, as necessary, by Contractor). These Reference Drawings and Information may be hard copy or electronic or both.

I. Contractor Project Record Documents

1. The Contractor shall maintain at the jobsite, in the Contractor's field office, one (1) complete set of Contract Documents, including all drawings (Contract Drawings, Additional Information Exhibit V, and Shop Drawings), Specifications, Addenda, and Field Work Order/Change Orders that are part of the Contract as awarded and one (1) complete set of all Contractor
prepared drawings. In addition, Contractor shall maintain at the jobsite all Additional Information and Drawings.

2. Each of these documents shall be clearly marked “Project Record Copy,” and shall be maintained in a clean and neat condition available for District and Contractor personnel, and shall not be used for any other purpose during the performance of the Work.

3. The Contractor shall record on the Project Record Copy all deviations in the actual Work from the Contract Drawings, Additional Information and Drawings or Shop Drawings. This shall include changes to the Work resulting from any Change Orders, or which may be required during assembly, installation or inspection of the Work. Markings to the Contractor’s Project Record Drawings shall be in accordance with subsection 1.12, Submittals, paragraph N, Making Entries on Drawings.

J. Information shall be recorded concurrently with construction progress within 24-hours after receipt of information that a change to a Contract Drawing, Additional Information or Drawing, or Shop Drawing has occurred. Work shall not be covered or concealed until the change is recorded.

K. The Contractor’s Project Record shall be submitted to the District at Substantial Completion. Acceptance of the Project Record is required by the District as a condition of final acceptance. Incomplete or otherwise deficient records may constitute a deduction in the mobilization/demobilization pay item.

L. The Contractor shall maintain documents in a clean, dry, legible condition and in good order. Record documents shall not be used for in-the-field purposes.

M. Documents shall be made available at all times for observation by the District.

N. Making Entries on Drawings: Using an erasable colored pencil (not ink or indelible pencil), Contractor shall clearly describe the change by marking it on the drawing and providing a note As Required. These entries shall be dated.

Color Coding:

**GREEN** is used when showing information deleted from drawings.

**RED** is used when showing information added to drawings.

**BLUE** and circled in blue is used to show notes. The entry shall be highlighted by a “cloud” drawn around the area or areas affected.

O. Shop Drawings

1. Each Shop Drawing shall be identified with the following data:
   a. Project Designation: BID 19-71, Rocky Reach Trash Boom Cable – Float Installations;
   b. Date: YYYY-MM-DD;
   c. Contract number: 19-71;
   d. Drawing information:
      1) Title
2) Number:
3) Revision number

e. Contractor information:
   1) Name
   2) Job reference number

2. Each Shop Drawing shall include:
   a. A revision-tracking log to indicate changes made since the last revision;
   b. Date revised;
   c. A clear mark near each change indicating the revision of the change;
   d. An area 3-inches x 3-inches left clear, located near the title block for the
      District’s use in marking the drawing’s review and approval status.

3. District drawing numbers shall be placed on all Shop Drawings by the
   Contractor. This identification number will be supplied by the Project Manager
   at earliest appropriate time prior to final Shop Drawing approval and added by
   the Contractor to each individual Shop Drawing.

4. The Contractor shall be responsible in making sure that all Subcontractors
   conform to these same standards.

5. A graphical scale and component weights shall be included on each physical
   drawing.

6. Non-destructive examination scope, procedures, and acceptance criteria
   shall be indicated on physical drawings where applicable.

7. All deviations from the Contract Documents shall be conspicuously marked
   on the Shop Drawings or noted on the submittal form and accompanied by a
   request for deviation.

P. Calculations: The District shall have the right to review any and all of the Contractor's
   calculations, including all manual and computerized design calculations. If specified
   and/or requested by the District, the Contractor shall provide all backup calculations,
   assumptions, flow charts, computer program documentation, and all other data
   necessary for proper review of the material by the District.

Q. Digital Photographs
   1. Digital photographs shall be taken to record and demonstrate progress
      throughout the duration of the Contract.
   2. All digital photographs shall be submitted in JPG (*.jpg) file format or other
      District Approved file format. Photos shall have sufficient resolution values
      and pixel count to clearly show the documented Work in the photos when
      printed in 8-inch x 10-inch format. Acceptable digital photograph resolution
      values and pixel count shall remain at the discretion of the District and
      Approved by the Project Manager.
   3. Identify photographs with:
      a. Chelan County PUD;
b. Date: MM/DD/YYYY;
c. Project Designation: BID 19-71, Rocky Reach Trash Boom Cable – Float Installations;
d. Photograph Details;
e. Contract number: 19-71;
f. Time;
g. Location;
h. Contractor’s Name;
i. Job Reference Number.

4. The photograph identification data shall be added to the photograph by including it in the ‘meta-data’ section of the JPG file.

5. Submit digital photographs following Project correspondence procedure on a bimonthly basis or after significant progress. Digital photographs shall be submitted in electronic format to the Project Manager, unless directed otherwise by the Project Manager.

1.13 PROJECT SCHEDULES

A. General
   1. The Contractor shall prepare and maintain Project schedules in Primavera, Microsoft Project, or other District Approved software format. Schedule logic shall be included and the critical path calculated and indicated.
   2. Schedules shall be updated to reflect all changes and to show progress, and submitted at least 2-days prior to each scheduled Progress Meeting. Updates shall indicate actual progress against a baseline schedule established at the beginning of the Project. Additionally, the Schedule shall be updated and resubmitted within five (5) working days of any change known by the Contractor that could cause actual Substantial Completion date to exceed the Substantial Completion Date specified in the Contract Documents.

B. Overall Project Schedule
   1. The Contractor shall prepare and maintain a time scaled Critical Path Method (CPM) Schedule showing all significant activities from Contract award to final closeout. This Schedule shall show all major events, activities, milestones, and completion dates required for Completion of the Work.
   2. The Overall Schedule shall include, as a minimum, the start date, duration time in days and the completion date for the following work items:
      a. Planning and Design;
      b. Submittal preparation;
      c. District response to Submittals;
      d. Resubmittals (preparation and review) as applicable;
      e. Witness and Hold Points;
f. Procurement and Fabrication;
g. Mobilization;
h. Shipment & Delivery of equipment/material to Job Site;
i. Construction (as a rollup);
j. Construction Phases (as children to the rollup);
k. Substantial Completion Date (Contract Time) stated in Specific Requirements;
l. Demobilization;
m. Completion of other Contract requirements.

3. The Contractor shall assign such forces and perform the Work in such a manner as to assure compliance with the Approved Schedule and the Contract. The Contractor shall inform the Project Manager of any Schedule changes.

1.14 CONTRACT CLOSE-OUT SUBMITTALS

A. Record Drawings

At Substantial Completion, as determined by the District submit the following as part of the final As-Built Record Drawings Submittal, which will include all marked-up Drawings (Contract Drawings, Shop Drawings, and Additional Information and Drawings) including any changes made up to the time that the Work is completed and accepted, and all As-Built and field changes, in accordance with this section:

a. One (1) complete, hard copy set of full-size, reproducible, final drawings (Contract, Shop, and Additional Information);

b. One (1) electronic media copy (soft copy) set of all final drawings (Contract, Shop, and Additional Information as required) on CD, including an enclosed master drawing list (with all reference files included);

c. Final As-Built Drawings (Contract, Shop, and Additional Information as required) shall be submitted to the District via email if size allows. Large files shall be transmitted via approved electronic means. Zipped files will not be accepted.

B. Record Documents

1. Submit Record Documents to the District electronically via email or an approved electronic means, and furnish three (3) complete sets of record documents in hard copy to the District, including, but not limited to the following:

a. QA/QC Documentation;

b. Test/Adjust/Balance Records;

c. Operation and Maintenance Manuals;

d. Certificates of Compliance and Proper Installation;

e. Warranty Documentation.
2. Final Hard Copy Documentation Submittals shall be a compilation of documents organized into an orderly sequence based on Project Manual Table of Contents.
   a. Bind documents in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-½-inch x 11-inch paper.
   b. Provide each binder with Applicable Table of Contents for documents assembled in that specific binder.
   c. Provide heavy paper dividers with plastic-covered tabs for each separate document. Mark tab with a typed description to correctly identify the document.
   d. Identify each binder on the front and spine with typed or printed text. Cover sheet for this binder shall include similar formatting and the following:

   Rocky Reach Trash Boom Cable – Float Installations
   NAME OF DOCUMENT
   (i.e., OPERATIONS AND MAINTENANCE MANUAL, QA/QC Dossier, etc)
   (NAME OF CONTRACTOR)

   CONTRACT NO. 19-71
   (Date)

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

APPENDICES

Appendix 013000-1, Required Submittals
Appendix 013000-2, Speedy Memo
Appendix 013000-3, RFI
Appendix 013000-4, Record of Conversation
Appendix 013000-5, How to Properly Identify Embedded Documents, Catalog Cut Sheets, etc.

END OF SECTION 013000
### APPENDIX 013000-1; REQUIRED SUBMITTALS

Submittal Types: A – Action Submittal, I – Information Submittal

<table>
<thead>
<tr>
<th>Submittal</th>
<th>Submitted Prior to:</th>
<th>A / I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Construction Schedule</td>
<td>At Post Award Meeting and 15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>2. Work Plan</td>
<td>15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>3. Spillway Deck Loading Analysis</td>
<td>15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>5. Site-Specific Fall Protection Plan</td>
<td>15 days prior to Mob.</td>
<td>I</td>
</tr>
<tr>
<td>6. Site-Specific Health &amp; Safety Plan including Diving Operations Plan</td>
<td>15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>7. Site-Specific Equipment Plan</td>
<td>15 days prior to Mob.</td>
<td>A</td>
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<tr>
<td>8. Spill Prevention &amp; Containment Plan</td>
<td>15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>9. Contractor Quality Control Plan</td>
<td>15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>10. Inspection and Test Plan (ITP)</td>
<td>15 days prior to Mob.</td>
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</tr>
<tr>
<td>11. Erosion &amp; Sediment Control Plan (ESCP) &amp; Stormwater Pollution Prevention Plan</td>
<td>10 days after NOA</td>
<td>A</td>
</tr>
<tr>
<td>12. Safety Data Sheets</td>
<td>Prior to on-site work</td>
<td>I</td>
</tr>
<tr>
<td>13. Temporary Utilities</td>
<td>Prior to on-site work</td>
<td>A</td>
</tr>
<tr>
<td>14. Temporary Facilities</td>
<td>Prior to on-site work</td>
<td>A</td>
</tr>
<tr>
<td>15. Contractor Site Orientation</td>
<td>Prior to on-site work</td>
<td>I</td>
</tr>
<tr>
<td>16. Crane Inspection Certificate(s)</td>
<td>Prior to crane use on site</td>
<td>I</td>
</tr>
<tr>
<td>17. Crane Certification as Manlift</td>
<td>Prior to use as manlift</td>
<td>I</td>
</tr>
<tr>
<td>18. Crane Operator Certification</td>
<td>Prior to crane use on-site</td>
<td>I</td>
</tr>
<tr>
<td>19. Crane Rigger Qualifications</td>
<td>Prior to rigging on-site</td>
<td>I</td>
</tr>
<tr>
<td>20. Rigging and Picking Plan</td>
<td>Prior to rigging on-site</td>
<td>I</td>
</tr>
<tr>
<td>21. Float Repair Plan</td>
<td>15 days prior to Mob.</td>
<td>A</td>
</tr>
<tr>
<td>22. Critical Path Schedule</td>
<td>Bi-weekly, Award to Completion</td>
<td>I</td>
</tr>
<tr>
<td>23. Schedule of Welding Procedures</td>
<td>Prior to Fabrication</td>
<td>A</td>
</tr>
<tr>
<td>24. Welder Certification</td>
<td>Prior to Fabrication</td>
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<tr>
<td>25. Work Platform Drawings (if req’d)</td>
<td>1 week prior to use of platform</td>
<td>I</td>
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<tr>
<td>26. Inspection and Test Results</td>
<td>24 hrs after inspection or test</td>
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<tr>
<td>27. Hot Work Permit (HWP)</td>
<td>Prior to starting hot work in the field</td>
<td>A</td>
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<tr>
<td>28. Worker Protection and Lead Compliance Program</td>
<td>Prior to paint disturbance</td>
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<tr>
<td>29. Lead Containment Plan (if req’d)</td>
<td>Prior to paint disturbance</td>
<td>I</td>
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<tr>
<td>30. Haz. Coating Qualification Cert.</td>
<td>Prior to paint disturbance</td>
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</tr>
<tr>
<td>31. Hazardous Waste Tests</td>
<td>24 hrs after testing</td>
<td>I</td>
</tr>
<tr>
<td>32. Hazardous Waste Manifests</td>
<td>24 hrs after completion</td>
<td>I</td>
</tr>
<tr>
<td>33. Accident / Injury Reports</td>
<td>24 hrs after occurrence</td>
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<tr>
<td>34. Certificate of Proper Installation</td>
<td>After Installation of concrete floats and cable</td>
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## APPENDIX 013000-2; SAMPLE SPEEDY MEMO (DISTRICT ONLY)

### SPEEDY MEMO (DISTRICT ONLY)

Speedy Memo Number: 1971-M001-0

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#### 0-Description/Request:

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**Action Required:**

**Action Completed:**

#### B-Response (Contractor/District Name):

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**Action Required:**

**Action Completed:**

- Follow Up
- Variance
- DWG/Spec Revision
- Field Work Order/Change Order
- Other:

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BID 19-71, Rocky Reach Trash Boom Cable - Float Installations
Appendix 013000-2
Page 1 of 1
APPENDIX 013000-3; SAMPLE RFI (CONTRACTOR ONLY)

REQUEST FOR INFORMATION (RFI)

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Regarding:

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Requested Due Date: |
Attachments: |

A-Response:

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By: | Date: |
By: | Date: |
Attachments: |

B-Response:

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<th>Variance</th>
<th>DWG/Spec Revision</th>
<th>Field Work Order/Change Order</th>
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By: | Date: |
By: | Date: |
Attachments: |
# RECORD OF CONVERSATION

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<th>☐ Personal Contact</th>
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<td>Time:</td>
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<td>ROC No.</td>
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<td>Project:</td>
<td>19-71, Rocky Reach Trash Boom Cable - Float Installations</td>
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<td>Person(s) Talked With:</td>
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<td>Company / Phone Number:</td>
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**Conversation Summary:**

**Significant Decisions:**

**Required Actions/Follow-up:**

**Signature:**

**Date:**

**Distribution:**
APPENDIX 013000-5, How to Properly Identify Embedded Documents, Catalog Cut Sheets, Etc.
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### APPENDICES

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Appendix 014517-2, Certificate of Proper Installation
PART 1 - GENERAL

1.01 SUMMARY

A. The Contractor is responsible for quality control and shall establish and maintain an effective quality control system for both off-site and on-site work. The quality control system shall consist of plans, procedures, and organization necessary to produce an end product which complies with the Contract requirements.

B. The Contractor shall develop a Quality Control Plan for all phases of the Work in accordance with ANSI/ASQC E1 and E2. The requirements of this section apply to the Contractor and all Subcontractors.

C. The Contractor Quality Control (CQC) Plan shall clearly establish the authority and responsibility of those responsible for the administration, inspections, tests and plan execution. Organizational charts showing the relationship(s) among the Contractor’s and Subcontractor’s management, engineering, purchasing and quality assurance/quality control shall be submitted to the District.

D. Contractor shall maintain the CQC Plan organizational chart to reflect the actual organization and lines of authority throughout the duration of the Contract.

E. Persons performing quality functions shall be qualified (e.g., by training, education, or experience) and have sufficient and well defined authority to enforce quality requirements, to identify, initiate, recommend and provide solutions to quality problems and to verify the effectiveness of the solutions.

F. The Contractor shall monitor quality control of suppliers, manufacturers, material, equipment, services, site conditions and workmanship to produce Work of specified quality.

G. The Contractor shall comply with specified standards as a minimum quality for the Work except when more stringent tolerances or specific requirements in these Contract Documents indicate higher quality or more precise workmanship.

H. The Contractor shall comply with manufacturer’s instructions and procedures, where applicable.

I. The CQC Plan shall be available for review by the District at any time.

J. The District reserves the right to audit the Contractor’s facilities for purpose of verifying compliance with the District Approved CQC Plan.

K. Rework caused by failure to follow approved CQC Plan shall be at Contractor’s expense.

L. Additional Specifications and standards for special processes are specified in other sections of this document. Specifications for special processes located in other sections of this document are “in addition to” those specified in this section. They do not relieve Contractor from compliance with this section.

M. Should conflicts arise between different or overlapping standards and the technical Specifications, the District reserves the right to determine the applicable standard.
1.02 RELATED DOCUMENTS

Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 REFERENCE SPECIFICATIONS, CODES AND STANDARDS

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
AMERICAN SOCIETY FOR QUALITY CONTROL (ASQC)

ANSI/ASQC  E1 Quality Program Guidelines for Project Phase of Non-nuclear Power Generation Facilities
ANSI/ASQC  E2 Guide to Inspection Planning

CODE OF FEDERAL REGULATIONS (CFR)
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY (NIST)

1.04 CONTROLLING STANDARDS

The Rocky Reach Trash Boom Cable – Float Installations has adopted the following Quality Control Standards:

A. ANSI/ASQC E1 for establishing and implementing a quality program for controlling design, procurement, manufacturing, construction, installation and testing activities.
B. ANSI/ASQC E2 for establishing and implementing an inspection plan to the extent it applies to the activities related to the work specified under this Contract.

1.05 CONTRACTOR QUALITY CONTROL PLAN

The Contractor shall furnish for review by the District, not later than 15 calendar days before start of any work, the Contractor Quality Control (CQC) Plan. The plan shall identify personnel, procedures, control, instructions, tests, records and forms to be used. The District will consider an interim plan for the first 15-days of operation. Work will be permitted to begin only after acceptance of the CQC Plan or acceptance of an interim plan applicable to the particular feature of Work to be started. Work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a CQC Plan or another interim plan containing the additional features of work to be started. No additional days shall be added to the Contract Time or Completion dates due to delays in obtaining permission to start work pending receipt and approval by the District of the CQC Plan or an interim plan.

1.06 CONTENT OF THE CQC PLAN

The CQC plan shall include, as a minimum, the following to cover all Work including work by Subcontractors, fabricators, and suppliers:

A. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three (3) phase control system for all aspects of the work specified. The staff shall include a CQC System Manager who shall report to the Contractor's Project Manager or someone higher in the Contractor's organization. The Contractor's Project Manager in this context shall mean the individual with responsibility for the overall management of the Project including quality and production.
B. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.

C. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager including authority to stop work which is not in compliance with the Contract. The CQC System Manager shall issue letters of direction to all other various quality control representatives outlining duties, authorities and responsibilities. Copies of these letters shall also be furnished to the District.

D. Procedures for scheduling, reviewing, certifying and managing submittals, including those of Subcontractors, off-site fabricators, suppliers and purchasing agents.

E. An Inspection and Test Plan (ITP). The Contractor shall submit a separate ITP for work performed in the shop and in the field.

F. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency and person responsible for each test. Laboratory facilities will be subject to approval by the District.

G. Procedures for tracking preparatory, initial and follow-up control phases and control, verification and acceptance tests including documentation.

H. Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures shall establish verification that identified deficiencies have been corrected.

I. Reporting procedures, including proposed reporting formats.

J. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks and has separate control requirements. It could be identified by different trades or disciplines, or it could be work by the same trade in a different environment. Although each section of the Specifications may generally be considered as a definable feature of work, there is frequently more than one (1) definable feature under a particular section. This list will be agreed upon during the coordination meeting.

K. The CQC Plan shall also contain procedures for Control of Inspection Records, Traceability of Materials, Test Procedures, Packaging and Shipping Procedures, Storage and Handling Instructions, Witness and Hold Points, and Procedures for Control of Nonconforming Items.

1.07 ACCEPTANCE OF PLAN

A. Acceptance of the Contractor's plan is required prior to the start of Work. Acceptance is conditional and will be predicated on Satisfactory performance during the construction. The District reserves the right to require the Contractor to make changes in his CQC plan and operations including removal of personnel, as necessary, to obtain the quality specified.

B. The Contractor shall submit a written CQC Plan, which addresses those sections of ANSI/ACQC E1 and E2 applicable to activities performed by Contractor as related to this Contract.
C. The CQC Plan shall be subject to approval and verification by District.

D. After acceptance of the CQC Plan, the Contractor shall notify the District in writing a minimum of 7-days prior to any proposed change. Proposed changes are subject to acceptance by the District.

1.08 COORDINATION MEETING

Before start of construction, and prior to acceptance by the District of the CQC Plan, the Contractor shall meet with the Project Manager or Authorized Representative and discuss the Contractor's quality control system. During the meeting, a mutual understanding of the system details shall be developed, including the forms for recording the CQC operations, control activities, testing, administration of the system for both on-site and off-site work and the interrelationship of Contractor's Management and control with the District's Quality Assurance inspection. Minutes of the meeting will be prepared by the District and signed by both the Contractor and the Project Manager. The minutes shall become a part of the Contract file. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

1.09 INTERPRETATIONS

District reserves the right for determining the applicability and interpretation of all Specifications, standards and requirements related to this Contract. Contractor shall comply with the District's interpretation at no additional cost provided the interpretation is within the Work scope defined herein and consistent with the intent of these technical Specifications.

1.10 CONTROL

Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of Subcontractors and suppliers, complies with the requirements of the Contract. The controls shall be adequate to cover all construction operations, including both on-site and off-site fabrication, and shall be keyed to the proposed construction sequence. The controls shall include at least three (3) phases of control to be conducted by the CQC System Manager for all definable features of work.

1.11 PREPARATORY PHASE

This phase shall be performed prior to beginning work on each definable feature of Work and shall include:

A. A review of each paragraph of applicable Specifications.
B. A review of the Contract plans.
C. A check to assure that all materials and/or equipment have been tested, submitted, and Approved.
D. A check to assure that provisions have been made to provide required control inspection and testing.
E. Examination of the Work area to assure that all required preliminary work has been completed and is in compliance with the Contract.
F. A physical examination of required materials, equipment and sample work to assure that they are on hand, conform to approved Shop Drawing or submitted data and are properly stored.

G. A review of the appropriate activity hazard analysis to assure safety requirements are met.

H. Discussion of procedures for constructing the Work including repetitive deficiencies. Document construction tolerances and workmanship standards for that phase of work.

I. A check to ensure that the portion of the plan for the Work to be performed has been accepted by the Project Manager.

J. The District shall be notified at least 24-hours in advance of beginning any of the required action of the preparatory phase. This phase shall include a meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet Contract Specifications.

1.12 INITIAL PHASE

This phase shall be accomplished at the beginning of a definable feature of Work. The following shall be accomplished:

A. A check of preliminary work to ensure that it is in compliance with Contract requirements. Review minutes of the preparatory meeting.

B. Verification of full Contract compliance. Verify required control inspection and testing.

C. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards.

D. Check safety to include compliance with and upgrading of the safety plan and hazard analysis. Review the hazard analysis with each worker.

E. The District shall be notified at least 24-hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.

F. The initial phase shall be repeated for each new crew to work on site, or any time acceptable specified quality standards are not being met.

1.13 FOLLOW-UP PHASE

Daily inspections by the Contractor shall be performed to assure continuing compliance with Contract requirements, including control testing, until completion of the particular feature of work. The inspections shall be made a matter of record in the CQC documentation. Final follow-up inspections shall be conducted and all deficiencies corrected prior to the start of additional features of Work which may be affected by the deficient work. The Contractor shall not build upon or conceal non-conforming work.
1.14 ADDITIONAL PREPARATORY AND INITIAL PHASES

Additional preparatory and initial phases shall be conducted by the Contractor on the same definable features of Work as determined by the District if the quality of on-going work is unacceptable; or if there are changes in the applicable CQC staff or in the on-site production supervision or work crew; or if work on a definable feature is resumed after a substantial period of inactivity, or if other problems develop.

1.15 CONTROL OF NON-CONFORMANCES

As a part of its Quality Control and Quality Assurance Plan, the Contractor shall:

A. Define a procedure for preventing nonconforming materials and equipment that do not meet standards, criteria or Specifications from being inadvertently used for this Project.

B. Nonconforming materials and equipment that do not meet Contract standards, criteria or Specifications inadvertently used for this Project shall be resolved as a price deduction, repair, return to source, scrap or rework at the discretion of the District.

C. Any request for approval for deviations or nonconformance to the Contract Documents or Quality Control Plan shall be made to the Engineer in writing.

D. A Nonconformance Report (NCR) shall be written and submitted to the District for each nonconforming item. As a minimum, the NCR shall 1) describe the system or part in nonconformance, 2) make reference to the controlling plan, Specification, or procedure in violation, 3) include the Contractor's recommended disposition, and 4) signatures of the Contractor's Quality and Engineering personnel. An NCR Form shall be submitted to the District for approval prior to first use.

1.16 QUALITY RECORDS

A. The CQC Assurance Plan shall define the records that must be prepared and maintained. Such records shall include data, which could be required for future reference. This includes but is not limited to, as-built conditions, material certifications, installation records and warranty.

B. The records shall be controlled by the Contractor to provide easy access for record retrieval and maintenance. All records shall be made available to the District upon request for inspection or the District's use.

1.17 DISTRICT QUALITY INTERFACE

A. The District has the right to observe any of the Contractor's Work including design, installation, field inspections and tests. The Contractor shall coordinate all quality activities with the District.

B. The District may perform, or have performed on its behalf, inspections during the Work. The District shall be provided with unrestricted access to the Contractor's and Subcontractor's shops for such inspections.

C. The District's exercise of or failure to exercise its right to inspect, witness, test or audit and any subsequent approval of Work by the District or designee, shall not relieve the Contractor of its obligation to comply with the terms and conditions of the Contract.
1.18 WITNESS AND HOLD POINTS

A. Witness points require receipt in writing of notification at least five (5) working days in advance of the scheduled time of performance. The District or designee may witness the event; however, the Contractor may proceed without their presence. The District may require activities performed without proper notification to be repeated for the District’s observation at the Contractor’s expense.

B. Hold Points are those tests, inspections and operations which require witnessing by the District and beyond which operations shall not proceed without written consent of the District. The Contractor’s failure to stop at a Hold Point may be cause for rejection of those items for which notification was not provided, or the Contractor may be requested to repeat the operation at its expense.

C. The following Preliminary Witness and Hold Points are established and shall be required as a minimum. Additional Witness and Hold Points may be established or eliminated during review of the Contractor’s field installation and test plans.

1. Witness Points:
   - Crane Set-Up @ each location
   - CWI Inspection of Welds
   - Concrete Float Installations and Connections
   - Erosion Control
   - Trash Boom Fastener Inspections
   - Silt Fence Installations
   - Replacement Fastener Installations

2. Hold Points:
   - Utility Locates (if required)

1.19 RECORDS SYSTEM

A. Contractor shall establish and maintain a record system that provides for the identification of materials and correlation to manufacturing, testing and inspection records and certificates required by this Specification and the documents referenced herein.

B. Reports of tests and inspections shall be written for each test/inspection. All reports shall show the Approved procedure, latest revision, the results, the date, the identification of the inspector or tester and the item examined.

1.20 CERTIFICATE OF COMPLIANCE

A. When specified in individual Specification sections, submit certificate prior to shipment or use of material or equipment. Use the form included at the end this section (Appendix 014517-1). Contractor’s representative officially responsible for assuring that all requirements of these Contract Documents are met shall sign the Certificate of Compliance.

B. District may permit use of certain materials or assemblies prior to sampling and testing if accompanied by accepted Certificate of Compliance.

C. Certificate shall be signed by manufacturer and/or Contractor certifying that material or equipment provided conforms to or exceeds the requirements of the
Specifications. Attach supporting reference data, affidavits and certifications as appropriate.

D. Material or equipment used on the basis of a Certificate of Compliance may be sampled and tested at any time. The fact that material or equipment is used on the basis of a Certificate of Compliance shall not relieve Contractor of responsibility for incorporating material or equipment in the Work which conforms to requirements of the Contract Documents. Material or equipment not conforming to such requirements may be subject to rejection whether in-place or not.

E. District reserves the right to refuse permission for use of material or equipment on the basis of a Certificate of Compliance.

1.21 CERTIFICATE OF PROPER INSTALLATION

A. When specified in individual Specification sections, submit certificate after installation of material or equipment. Use the form at the end of this section (Appendix 014517-2).

B. Certificate shall be signed by manufacturer and/or Contractor certifying that material or equipment specified and installed conforms to or exceeds the requirements of the Specifications and has been inspected by an authorized field representative. Attach supporting reference data, affidavits and certifications as appropriate.

PART 2 – PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

APPENDICES

Appendix 014517-1, Certificate of Compliance
Appendix 014517-2, Certificate of Proper Installation

END OF SECTION 014517
APPENDIX 014517-1, CERTIFICATE OF COMPLIANCE

**Contractor:**
The Manufacturer(s) and Fabricator(s) of materials and products incorporated into the Work and furnished as specified in the Contract Documents hereby certify that the materials listed below:

1. Are as specified in the Contract Documents.
2. Are in accordance with all applicable codes, and standards.
3. Have been inspected and tested as specified in the Contract Documents and supplier’s quality program and are satisfactory.

All quality assurance and quality control documentation is properly completed and on file as required by the Contract.

<table>
<thead>
<tr>
<th>Material/part:</th>
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**Supplier’s Information**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Phone:</th>
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<tbody>
<tr>
<td>Street Address:</td>
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<tr>
<td>City/State/Zip</td>
<td></td>
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<td>Name</td>
<td>Title:</td>
</tr>
<tr>
<td>Signature</td>
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<table>
<thead>
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<tbody>
<tr>
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<tr>
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<th>Mark No:</th>
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</thead>
<tbody>
<tr>
<td>All QA/QC Documentation Complete:</td>
<td>☐ Yes ☐ No Reason:</td>
</tr>
<tr>
<td>District Notified:</td>
<td>☐ Yes ☐ No Reason:</td>
</tr>
<tr>
<td>Copy of Packing List Attached</td>
<td>☐ Yes ☐ No Reason:</td>
</tr>
<tr>
<td>Carrier:</td>
<td>Way Bill No</td>
</tr>
<tr>
<td>Anticipated Ship Date:</td>
<td>Anticipated Arrival Date:</td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

The undersigned certify that the above parts and materials meet all applicable parts of the specifications, drawings, and Contract.

<table>
<thead>
<tr>
<th>Supplier:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Released for shipping:

| District (or designee): | Date: |

This certificate of compliance does not constitute acceptance by District and does not release Contractor or the supplier from their obligations under the Contract.
APPENDIX 014517-2, CERTIFICATE OF PROPER INSTALLATION

Contract No. 19-71, Rocky Reach Trash Boom Cable – Float Installations
Contractor: ____________________________
Equipment/System: ____________________________

The Manufacturer and Fabricator of materials and products incorporated into the Work and furnished as specified in the Contract Documents hereby certify that:

1. Authorized representative(s) have provided technical support during installation, alignment, functional and performance testing of all materials and products as specified in the Contract Documents.
2. Authorized representative(s) have performed final inspection of all materials and products as specified and that installation, alignment and operation of materials and products is in accordance with the Manufacturer/Fabricator.
3. Authorized representative(s) certify that installation of materials and products meet all Manufacturer/Fabricator requirements for proper installation.
4. Copies of documentation demonstrating proper installation are attached.

<table>
<thead>
<tr>
<th>Manufacturer/Fabricator Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Manufacturer or Fabricator:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
<tr>
<td>City/State/Zip:</td>
</tr>
<tr>
<td>Phone Number:</td>
</tr>
<tr>
<td>Authorized Representative:</td>
</tr>
<tr>
<td>Name and Title:</td>
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<tr>
<td>Signature/Date:</td>
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</tbody>
</table>

Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
# DIVISION 01 – GENERAL REQUIREMENTS

## SECTION 014523 – TESTING AND INSPECTING SERVICES

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DIVISION 01 - GENERAL REQUIREMENTS

SECTION 014523 – TESTING AND INSPECTING SERVICES

PART 1 - GENERAL

1.01 GENERAL REQUIREMENTS

A. All materials, products and components manufactured, procured or fabricated by the Contractor as part of the Work shall be subjected to such tests and inspections as may be necessary to verify compliance with the requirements of the Contract Documents.

B. All expenses for the tests shall be fully borne by the Contractor. The Contractor shall prepare and provide all labor, material and equipment necessary for performing specified or required tests. The Contractor shall submit the test results to the Project Engineer for approval.

C. Inspections shall be performed in accordance with the Approved Contractor Quality Control (CQC) Plan. Inspection results shall be part of the quality documentation. Follow up inspections shall be conducted after correction of all deficiencies. Satisfactory follow up inspections shall be completed and documented prior to beginning subsequent Work that may be affected by the unsatisfactory Work. The Contractor shall not build upon or conceal non-conforming Work.

D. The Contractor shall perform tests as specified or required to verify that the control measures are adequate and the Work meets the requirements of the Contract and applicable standards and codes.

E. Approval of assemblies, tests and test procedures, etc., and acceptance of pertinent test certificates, inspection or waiving of inspections and tests shall in no way relieve the Contractor of its contractual obligations for furnishing the Work in accordance with the provisions of these Contract Documents.

1.02 RELATED DOCUMENTS

Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 REFERENCES, SPECIFICATIONS, CODES AND STANDARDS

A. Code of Federal Regulations (CFR)
B. National Institute of Standards and Technology (NIST)
C. American National Standards Institute (ANSI)

PART 2 - PRODUCTS

2.01 INSPECTION AND TEST PLANS

A. Contractor shall submit for review and approval by the District, not later than five (5) calendar days before the start of any Work, an Inspection and Test Plan (ITP). The
ITP shall address those sections of ANSI/ASQC E2 Inspection Planning that are applicable to activities performed by the Contractor as related to these Specifications. The Contractor’s ITP shall contain an Inspection Elements – Summary Matrix. The Inspection Elements – Summary Matrix shall list all required Inspections and Tests for each definable feature of work, references to test methods, applicable standards and procedures, acceptance criteria and results. The District will review the ITP and establish Witness or Hold Points for those tests, inspections and operations to be witnessed by the District. The Contractor shall incorporate the Witness and Hold Points into the ITPs and resubmit them to the Project Engineer. The ITP shall be revised as necessary if the planned tests change. Any changes to the ITP shall be resubmitted for approval.

B. The ITPs shall include as a minimum:
   1. Material Test Certificates
   2. Visual Inspections
   3. Test Procedures
   4. Test Personnel Qualifications
   5. Inspection Elements - Summary Matrix

2.02 DOCUMENTATION

The Contractor shall maintain current records of quality control operations, activities and tests performed, including the work of Subcontractors and suppliers. These records shall be on an acceptable form and shall include factual evidence that required quality control activities and/or tests have been performed, including but not limited to the following:

A. Contractor/Subcontractor and their respective areas of responsibility.
B. Operating plant/equipment with hours worked, idle, or down for repair.
C. Test and/or control activities performed with results and references to Specifications/Contract Drawing requirements. The control phase should be identified (Preparatory, Initial, and Follow-up). List deficiencies noted along with corrective action.
D. Off-site surveillance activities, including actions taken.
E. Job safety evaluations stating what was checked, results and instructions or corrective actions.
F. List instructions given/received and conflicts in Contract Drawings, Exhibits T & V, and/or Specifications.
G. Work performed on the actual date of work, location, description and by whom.
H. Material received with statement as to its acceptability and storage.
I. Identify submittals reviewed, with Contract reference, by whom, and action taken.
J. These records shall indicate a description of trades working on the Project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and
workmanship comply with the contract. The original and one (1) copy of these records in report form shall be furnished to the District daily within 24-hours after the date(s) covered by the report, except that reports need not be submitted within 24-hours for days in which no work is performed. As a minimum, one (1) report shall be prepared and submitted for every 7-days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the Contract. The first report following a day of no Work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

2.03 CERTIFICATE OF COMPLIANCE FOR MATERIALS AND TESTS

A. Certificate of Compliance for materials and tests shall be furnished for products manufactured to a recognized standard or code prior to the use of such products in the Work.

B. The Project Engineer may permit use of certain products or assemblies prior to sampling and testing if accompanied by a Certificate of Compliance.

C. Certifications shall be signed by the manufacturer of the product and certify that the components involved comply in all respects with the requirements of the Specifications.

D. Products used on the basis of a Certificate of Compliance may be sampled and tested at any time. The fact that a product is used on the basis of a Certificate of Compliance shall not relieve the Contractor of responsibility for ensuring that the products conform to the requirements of the Contract Documents. Products not conforming to such requirements shall be subject to rejection whether in-place or not.

E. Engineer reserves the right to refuse permission for use of products on the basis of a Certificate of Compliance.

2.04 MEASUREMENT AND TEST EQUIPMENT

Measurement and test equipment (meters, gauges, torque wrenches, sensors, etc.) supplied or used by the Contractor for taking or recording of data shall:

A. Have accuracy equal to or greater than stated acceptance criteria tolerances for test or work being performed.

B. Have current calibration with traceability to NIST. Calibration records shall be maintained As Required by ANSI/ASQC E2 and submitted if requested by the Project Engineer.

C. Have traceability to national standards in the country of use, subject to approval by the Project Engineer, where such equipment is supplied and used in facilities outside the United States.
PART 3 - EXECUTION

3.01 TESTING PROCEDURE

A. The Contractor shall perform tests specified or required to verify that control measures are adequate to provide a product which conforms to Contract requirements. Testing includes operation and/or acceptance tests when specified. A list of tests to be performed shall be furnished as a part of the CQC plan. The list shall give the test name, frequency, Specification paragraph containing the test requirements, the personnel responsible for each type of test and an estimate of the number of tests required. The Contractor shall perform the following activities and record and provide the following data:

1. Verify that testing procedures comply with Contract requirements.
2. Verify that facilities and testing equipment are available and comply with testing standards.
3. Check test instrument calibration data against certified standards.
4. Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
5. Results of all tests taken, both passing and failing tests, shall be recorded on the Quality Control report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test shall be recorded. Actual test reports may be submitted later, if Approved by the Project Manager, with a reference to the test number and date taken. An information copy of tests performed by an off-site or commercial test facility shall be provided directly to the Project Manager.

B. At the Completion of all Work or any increment thereof, the CQC System Manager shall conduct an inspection of the Work and develop a "punch list" of items which do not conform to the Approved Contract Drawings and Specifications. Such a list of deficiencies shall be included in the CQC documentation and shall include the estimated date by which the deficiencies will be corrected. The CQC System Manager or staff shall make a 2nd inspection to ascertain that all deficiencies have been corrected and so notify the Project Manager. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time stated for Completion of the entire Work or any particular increment thereof if the Project is divided into increments by separate Completion dates.

C. Contractor shall perform checks and tests in accordance with the following:

1. Field Inspections and Tests as specified in these Specifications
2. Manufacturer’s and/or Contractor’s standard practices and recommendations
3. Reference and applicable testing standards
4. Mutual agreement of the Contractor and the Project Engineer based upon conditions or circumstances that may arise in the shop or in the field

D. The Contractor shall evaluate test results and advise Engineer immediately of any discrepancy between test results and test limits or the failure of any item to meet the test criteria.
E. The Contractor, at their expense, shall furnish, set up and operate test equipment and facilities in the Contractor’s shops or on site. If facilities for conducting required tests are unavailable, the Contractor may conduct tests elsewhere or have them performed by an independent agency subject to approval by the Project Engineer.

F. The Contractor shall protect all material and equipment during and after testing and checking to provide that subsequent testing of other equipment or systems does not disturb, damage or otherwise interfere with functional capability of material and equipment.

G. In the event that test results do not fulfill the requirements specified in these Specifications or that any defects attributable to the Contractor are found in test results, the Contractor shall repair, adjust or correct and retest at its own expense to the satisfaction of the Project Engineer. Repairs shall be subject to the approval of the Project Engineer. Even in such an event, the Contractor shall be responsible for maintaining the Project schedule and Substantial Completion dates.

3.02 FIELD TESTS

A. General
1. All components and assemblies installed at site shall be completely tested in accordance with the CQC Plan, Field ITP, and these Specifications. The Contractor shall provide all procedures, equipment, materials and labor for field testing.

2. The Contractor shall give full cooperation to the District’s inspection at the site during installation and testing. During assembly and installation, the Contractor shall request the District’s observation of those in-progress tests, which are impossible to be checked if the installation works are advanced or completed.

3. Field tests shall be performed by personnel experienced in the type of test being performed under the direct supervision of the Contractor’s Test Engineers.

B. Field Test Procedures
1. The Contractor shall prepare and submit for review and approval field test procedures for all field tests. Procedures shall include, as a minimum, the following:
   a. Table of Contents.
   b. Purpose.
   c. Precautions.
   d. References.
   e. Test Equipment.
   f. Prerequisites.
   g. Step-by-Step Procedures.
h. Acceptance Criteria.

i. Data or Record Sheets.

j. Drawings or Data, as applicable.

k. Sign-off for Performance and Witness.

2. Step-by-step procedures shall be in sufficient detail to perform the test without reference to documentation or information not contained in the procedure or the need for interpretation as to intent or methods.

C. Field Test Reports

1. Within 24-hours of completion of each field test, the Contractor shall submit one (1) copy of the test results to the Project Engineer, unless specified otherwise. After completion of all field tests for an assembly, the Contractor shall furnish two (2) copies of a complete report of all field tests performed. The report shall include a description (at a minimum) of the following:

   a. Item Tested
   b. Test Instrumentation
   c. List of Test Personnel
   d. Calibrations of Measuring Equipment
   e. Test Procedure
   f. Tabulations of Measurements
   g. Sample Calculations, as appropriate
   h. Test Results, including final adjustments and settings
   i. Conclusions and/or Remarks

2. To the fullest extent possible, all data gathered electronically shall be in a form easily imported to Microsoft Excel. The District shall be furnished an electronic copy of all original and manipulated test data.

D. In-Process Tests: In-Process tests are those required to verify the proper installation of equipment in accordance with the Site Quality Control Plan and Field Inspection and Test Plan. In-Process Tests shall be conducted by the Contractor as part of its Site QC Plan.

E. Construction Testing

1. During the work, the Contractor shall perform necessary and required inspections to ensure that completed installations are in accordance with the Contract Documents.

2. Construction tests shall demonstrate that all materials and equipment meet the Specifications and design documents, are properly installed, are functional and free from damage.

END OF SECTION 014523
DIVISION 01 – GENERAL REQUIREMENTS

SECTION 015000 – TEMPORARY FACILITIES AND CONTROLS

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DIVISION 01 – GENERAL REQUIREMENTS

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.01 SUMMARY
   A. Section includes general requirements for temporary utilities, support facilities, and controls.
   B. Install, maintain, and operate all temporary utilities, facilities, and controls as long as needed for the safe and proper completion of the Work.

1.02 RELATED DOCUMENTS
   Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 QUALITY ASSURANCE
   A. Comply with industry standards and all federal, state, or local applicable laws and regulations related to this section.
   B. Arrange for authorities having jurisdiction (AHJ) to inspect and test any applicable items related to this section. Obtain all certifications and permits required by law and/or regulations.
   C. Conform to most stringent requirement in cases of conflict between contract documents and regulatory requirements.

1.04 USE CHARGES
   General: Installation and removal of and use charges for temporary utilities, facilities, and controls other than District provided, shall be included in the Contract Price unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, District’s construction forces, testing agencies, and AHJ.

1.05 SUBMITTALS
   A. Submit and post copies of SDSs for any new chemicals brought onto the site which were not included in the original submittal of SDS information.
   B. Temporary Utilities and Facilities Plan: Describe and show plans, if applicable, but not limited to the following for temporary facilities, utility hookups, sanitary facilities, fire extinguishing, and first aid.
   C. Site Use Plan: Describe and show plans, if applicable, but not limited to the following for site access, parking areas, staging areas, and traffic and pedestrian control.
   D. Temporary Controls and Environmental Protection Plans: Describe and show compliance with AHJ plans, if applicable, but not limited to the following for erosion and sedimentation control, SPCC (Spill Prevention, Containment, and
Countermeasures), noise control, dust control, waste water control, and disposal of site generated waste materials.

PART 2 - PRODUCTS

2.01 TEMPORARY UTILITIES AND FACILITIES

A. Construction Field Offices and Break Rooms: Prefabricated or mobile units with serviceable finishes, adequate furnishings, temperature controls and foundations adequate for normal loading. At the Contractor's option, the Contractor may install office trailer(s) and break room(s) at the Project site within the specified District approved staging areas. Contractor to keep facilities clean and orderly.

B. Storage and Fabrication Sheds: Provide secured sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations or other means to accomplish intent, subject to approval by District.

C. Power: District electric power is available at the site.
   1. With prior notice, the District will connect and supply one 120V and one 480V location for Contractor’s use.
   2. All other temporary power that Contractor requires for construction shall be the responsibility of Contractor. Contractor shall provide all required equipment required for Contractor's use and for personnel safety and protection of the power supply system.
   3. Contractor shall make its own determination as to the suitability and capacity of each power source. All temporary equipment and wiring for power and lighting shall be in accordance with all applicable provisions of all governing codes. All temporary wiring shall be maintained in a safe manner and utilized so as not to constitute a hazard to persons or property.
   4. At the completion of the construction work, all temporary wiring, lighting, and other temporary electrical equipment devices shall be removed.

D. Lighting: Provide temporary lighting to meet applicable safety requirements to allow erection, application, or installation of materials and equipment, and observation or inspection of the Work.

E. Compressed Air: Contractor shall supply all equipment and accessories to provide any compressed air that may be required to perform the Work.

F. Water: Water will be made available to Contractor from the existing operable water outlets located throughout the project without cost to Contractor. Only those outlets designated for use by Contractor may be used. All others are reserved for use by District.
   1. Contractor shall make its own determination as to the suitability and capacity of each water source. Contractor shall be responsible for connection to District’s water source at identified locations and for distribution of this water to points of use. Contractor shall provide all required equipment required for Contractor's use and for personnel safety and protection of the water supply system.
2. Contractor shall furnish drinking water with suitable containers, cups, and trash receptacles for use of employees. Drinking water dispensers shall be conveniently located in all areas where Work is in progress.

G. Sanitary Facilities Provisions: Furnish and maintain sanitary facilities convenient to all principal points of operation for every working party. The sanitary facilities shall comply with all applicable federal, state, or local health laws and regulations. The sanitary facilities shall be required to have proper servicing and maintenance. The existing sanitary facilities at Rocky Reach facilities will not be available for use by the Contractor.

H. Waste Disposal Provisions: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Locate containers convenient to all principal points of construction operations. Comply with requirements of AHJ.

I. Communication Service: Arrange and provide communication service (telephone and internet) for use during construction. Pay costs of installation, monthly bills, fees, and removal.

2.02 EQUIPMENT

A. Fire Protection: Furnish and maintain on-site adequate firefighting equipment capable of extinguishing incipient fires. Comply with all applicable federal, state, or local laws and regulations.

B. First Aid: Contractor shall provide first aid equipment and supplies in accordance with all applicable federal, state, or local laws and regulations. First aid equipment and supplies must be in sufficient quantities and located where they will be effective for their intended purposes.

PART 3 - EXECUTION

3.01 GENERAL INSTALLATION OF UTILITIES AND FACILITIES

A. Locate utilities, facilities, and equipment where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.

B. Arrange with utility company(ies), District and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.

C. Remove each temporary utility and facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion.

3.02 ONSITE STORAGE OF EQUIPMENT, TOOLS, AND MATERIALS

A. Indoor and outdoor storage of equipment, tools, and materials will be permitted only in designated staging areas and as set forth in the Contract Documents, unless otherwise Approved by District. All equipment, tools, and materials proposed for temporary storage areas within the District allocated staging areas shall be Approved in advance.
B. Contractor shall provide secondary containment for fuel and petroleum products storage pursuant to applicable laws and regulations. Combustible materials (such as paints, solvents, fuels) shall be stored in a well-ventilated and remote building meeting applicable safety standards.

3.03 PROJECT WORK AREAS AND ACCESS

A. Access by District Personnel: Clear access shall be maintained for District personnel and equipment through all Project Work areas.

B. Access by Contractor Personnel: The Project site is located within the District’s Rocky Reach Hydroelectric Project Boundaries.

1. All Contractor’s vehicles, all private vehicles of Contractor and Contractor’s employees, and all delivery vehicles of equipment and materials shall enter and leave the Project on Approved access roads to Project work, storage, and staging areas.

2. Private vehicles are restricted to Approved designated parking areas immediately after entering the Project site. No private vehicles are permitted on private property without prior written permission from the property owners.

3. Only Contractor’s work vehicles and equipment that are essential to the conduct of the Work will be allowed in the immediate Project Work areas.

4. Access roads, storage areas, staging areas, and parking lots used by the Contractor shall suitability maintained at all times by the Contractor, and upon Completion of the Work shall be left in as good as condition as on original entry.

3.04 TEMPORARY CONTROLS AND ENVIRONMENTAL PROTECTION

A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.

B. Environmental Protection: Provide protection and operate temporary facilities that minimize possible air, waterway and subsoil contamination or pollution or other undesirable effects.

C. Spill Prevention, Containment, and Countermeasure (SPCC) and Water Pollution Control: Comply with requirements of AHJ.

1. The Contractor’s activities shall be performed by methods that will prevent entrance or accidental spillage of solid matter, contaminants, debris, and other objectionable pollutants and wastes into streams, dry watercourses, lakes, ponds, and underground water sources.

2. Prior to commencing excavation and construction, Contractor shall obtain the District’s approval of Contractor-prepared, activity-specific Spill Prevention, Containment and Countermeasures (SPCC) Plan. A SPCC Plan shall be prepared by Contractor and accepted by District prior to performance of any Work activity which could potentially lead to a discharge of pollutants and/or contaminants. The SPCC Plan shall contain detailed plans showing procedures intended to prevent unauthorized discharges into the environment, and containment and countermeasure plans which will be employed by
Contractor in the event an accidental or otherwise unauthorized discharge occurs. Prevention plans shall include procedures for the handling, containment and control of fuel and lubricants.

3. Do not dispose of volatile wastes such as mineral spirits, oil, chemicals, or paint thinner in storm or sanitary drains. Disposal of wastes into streams or waterways is prohibited. Provide acceptable containers for collection and disposal of waste materials, debris, and rubbish. In addition, water pollution control shall comply with Agency permit requirements.

D. **Temporary Erosion and Sedimentation Control**: Comply with requirements of AHJ.

E. **Traffic Controls**: Comply with requirements of AHJ.

F. **Barricades, Warning Signs and Lights**: Comply with requirements of AHJ.

G. **Temporary Egress**: Maintain temporary egress as indicated and as required by AHJ.

H. **Dust Control**: Comply with requirements of AHJ.

I. **Noise Control**: Comply with requirements of AHJ.
   1. The Contractor shall take measures to avoid the creation of noise levels that are considered nuisances, safety, or health hazards. Critical areas including but not limited to residential areas, parks, and public use areas will require special considerations.
   2. Especially noisy equipment such as helicopters, air hammers, chippers, chain saws, or areas for machine shops, staging, assembly, or blasting may require corrective actions when required by the District. In addition, noise constraints shall comply with Agency permit requirements.

J. **Temporary Fire Protection**: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with AHJ; manage fire prevention program.
   1. Prohibit smoking in construction areas.
   2. Supervise welding operations, combustion-type temporary heating units and similar sources of fire ignition according to requirements of AHJ.
   3. Develop and supervise an overall fire prevention and protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

**END OF SECTION 015000**
DIVISION 01 – GENERAL REQUIREMENTS
SECTION 015713 – EROSION AND SEDIMENT CONTROL
AND STORMWATER POLLUTION PREVENTION

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PART 1 - GENERAL

1.01 SUMMARY

A. This section covers work necessary for stabilization of soil to prevent erosion during and after construction and land disturbing activities, as well as stormwater pollution prevention. Contractor shall furnish all labor, materials, tools and equipment to perform the work and services necessary as specified herein and as indicated on the Contract Drawings. This includes installation, maintenance and final removal of all temporary and permanent control measures.

B. The areas disturbed by the Contractor’s activities such as access roads, storage, staging, parking areas and caisson work sites are anticipated as requiring soil erosion and sediment control measures. Contractor shall employ measures, as necessary, to prevent soil erosion and protect water quality. The District reserves the right to modify the use, location and quantities of soil erosion, sediment control and stormwater pollution prevention measures based on the activities of the Contractor.

1.02 RELATED DOCUMENTS

Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 GENERAL REQUIREMENTS

A. All activities shall conform to the Standard Erosion Control Specification: Stormwater Management Manual for Eastern Washington, Department of Ecology and General Conditions, as well as the Washington State Construction Stormwater General Permit. In the event of a conflict, the more stringent requirement shall apply.

B. The Contractor shall prepare the Stormwater Pollution Prevention Plan (SWPPP). Prior to start of work the Contractor shall submit the SWPPP in accordance with the Construction Stormwater General Permit for District review and approval.

C. The SWPPP combined with the Spill Prevention Control and Countermeasures (SPCC) Plan, constitutes a Water Quality Protection Plan (WQPP). As a condition of the District’s FERC license to operate the Rocky Reach Hydroelectric Project a WQPP has been submitted to the Washington State Department of Ecology (ECY) for their review and approval.

D. The Contractor assumes full responsibility for implementation of the SWPPP. The preliminary SWPPP represents the minimum required for the project. The Contractor shall consider additional practices to ensure avoidance of water quality violations.
E. The Contractor shall be responsible for phasing Work in areas allocated for its exclusive use during this Project, including any proposed stockpile areas, to restrict erosion and sediment transport. This will include installation of any temporary erosion control, Best Management Practices (BMPs), or other facilities as listed in the Stormwater Management Manual for Eastern Washington by the Washington Department of Ecology. The Contractor will erect and maintain BMPs such as silt fences on steep slopes and adjacent to any stream, wetland, or other water body. Additional BMPs may be required for areas of disturbance created by construction activities. BMPs will be inspected by the Contractor routinely and during periods of high runoff, and any necessary repairs will be made as soon as practicable. BMP inspections will be conducted in accordance with permit requirements. Records of all inspections will be maintained on site and copies of inspection forms will be forwarded to the District's Project Manager.

F. The areas set aside for the Contractor's use during the Project may be temporarily developed to provide satisfactory working, staging and administrative areas for its exclusive use. Preparation of these areas shall be in accordance with other requirements contained within these Specifications and shall be done in such a manner to control sediment transport away from the area.

G. The Contractor shall maintain all elements of the Soil Erosion Stabilization and Sediment Control systems and facilities to be constructed during this Project for the duration of its activities at the site. Formal inspections may be made by the District at any time to evaluate Contractor's conformance to the requirements of these Specifications.

H. All silt traps shall be cleaned of collected sediment after every storm or As Required by the District following inspections. Cleaning shall be done in a manner that will not direct the sediment into any storm drain piping system. Removed sediment shall be taken to an area Approved by the District where it can be cleaned of sticks and debris, then allowed to dry. Final sediment and debris disposal shall be at an Approved off-site location, unless otherwise Approved by the District.

I. Contractor’s Certified Erosion and Sediment Control Lead (CESCL) shall inspect the project site on a weekly basis, and daily during runoff producing rain events. Replacement or repair of failed or overloaded silt fences or other temporary erosion control devices shall be accomplished by the Contractor within 7-days per CESCL's guidance.

J. Unpaved earth drainage ditches shall be regraded as needed to maintain original grade and remove sediment buildup. If a ditch becomes difficult to maintain, the Contractor shall install additional erosion control devices such as check dams, temporary paving, or silt fences as necessary to facilitate maintenance and proper functioning of the canal.

K. Contractor shall be responsible for the development and implementation of the Erosion and Sediment Control Plan (ESCP), and the Stormwater Pollution Prevention Plan, both as described in Paragraph 1.04 below.

1.04 SUBMITTALS

Submittals shall be made in accordance with Section 013000 - Administrative Requirements.

A. Erosion and Sediment Control Plan:
1. The Contractor shall submit an ESCP, designed by a CESCL, to the District 10-days following Notice of Award for approval at the Post-Award Conference. The Contractor’s ESCP must be Approved by the District and Chelan County Planning, prior to commencing excavation activities.

2. The ESCP shall address in detail the elements and best management practices required for controlling and minimizing erosion and transport of sediments during and following construction activities, and measures to prevent spills and control pollution by oil, fuels and chemical pollutants.

3. At a minimum, the ESCP shall include:
   a. Description of proposed methods to minimize and control erosion and sediment transportation, including pollution control facilities, and procedures and requirements of maintenance of the erosion and sediment control devices.
   b. Drawings showing locations, dimensions and relationships of elements of each system.
   c. Design details showing erosion protection, excavations, temporary dams and other devices used to control and minimize erosion and sediment transportation.
   d. Erosion control methods used to minimize erosion and sediment transportation after completion of construction activities.
   e. Methods of spill prevention and pollution control during activities required to complete the Work.
   f. If system is modified during installation or operation, revise or amend and resubmit ESCP.

B. Stormwater Pollution Prevention Plan: The Contractor shall submit a SWPPP to the District prior to beginning construction. The SWPPP must be Approved by the District and comply with the requirements of the Washington Construction Stormwater General Permit, State Water Quality regulations, and the Stormwater Management Manual for Eastern Washington. The Contractor will be responsible for full implementation of the SWPPP, including installation, maintenance and removal.

C. Product Data: Commercial Products.

D. If required; Certificates of inspection of seed by state or federal authorities and copies of delivery invoices or other proof of quantities of fertilizer.

E. If required; Manufacturer’s certificate of compliance attesting that the geotextile meets the requirements of these Specifications.
PART 2 - PRODUCTS

2.01 SILT FENCE


B. When backup support is used, steel wire shall have a maximum mesh spacing of 2-inches x 4-inches, and the plastic mesh shall be as resistant to ultraviolet radiation as the geotextile it supports. The geotextile shall be attached to the posts and support system using staples, wire, or in accordance with the manufacturer’s recommendations. The geotextile shall be sewn together at the point of manufacture, or at a location Approved by the District, to form geotextile lengths As Required. All sewn seams and overlaps shall be located at a support post.

C. Posts shall be either wood or steel. Wood posts shall have minimum dimensions of 1-¼-inches x 1-¼-inches by the minimum length shown on the Contract Drawings. Steel posts shall consist of U, T, L, or C shape posts with a minimum weight of 0.90-lbs/ft, or other steel posts having equivalent strength and bending resistance to the posts listed.

D. When sediment deposits reach approximately 1/3 the height of the silt fence, the deposits shall be removed and stabilized.

E. At a minimum, silt fence shall be installed waterward of all excavation areas and remain in place during the excavation activity.

2.02 STRAW BALE BARRIER


B. All straw material shall be in an air-dried condition free of noxious weeds and other materials detrimental to plant life. Straw mulch, so provided, shall be suitable for spreading with mulch blower equipment

2.03 STRAW MULCH


B. Threshed straw of oats, wheat, barley, or rye, free from seed of noxious weeds, or clean salt hay.

2.04 ROCK CHECK DAMS


B. Check dams shall be installed as soon as construction will allow. The Contractor may substitute a different check dam for that specified with approval of the District. Check dams shall be placed in ditches perpendicular to the channel. Check dams shall be of sufficient height to maximize detention, without causing water to leave the ditch.
C. The rock used to construct rock check dams shall meet the requirements for quarry spalls. Quarry spalls shall meet the following grading requirements:

<table>
<thead>
<tr>
<th>Sieve Size</th>
<th>Percent Passing</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-inch</td>
<td>100</td>
</tr>
<tr>
<td>3-inch</td>
<td>40 max.</td>
</tr>
<tr>
<td>¾-inch</td>
<td>10 max.</td>
</tr>
</tbody>
</table>

2.05 HIGH VISIBILITY FENCE

A. High visibility fence shall be UV stabilized, orange, high-density polyethylene or polypropylene mesh, and shall be at least 4-feet in height.

B. Support posts shall be wood or steel with 6-foot maximum spacing. The posts shall have sufficient strength and durability to support the fence through the life of the project.

PART 3 - EXECUTION

3.01 GENERAL

A. Erosion control measures are required during all construction and site disturbance activity and shall remain until permanent site ground covers are in place.

B. After site restoration is complete and when Approved by the District, all temporary erosion control measures shall be completely removed.

C. Silt fence, straw bales, and any other erosion control devices shall be disposed of offsite at locations that are Approved by federal, state, and local authorities.

D. The Contractor shall provide and maintain temporary seeding at all times.

END OF SECTION 015713
DIVISION 01 – GENERAL REQUIREMENTS

SECTION 017700 – CLOSEOUT PROCEDURES

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PART 1 - GENERAL

1.01 SUMMARY
A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
   1. Substantial Completion procedures;
   2. Final Completion procedures;
   3. Warranties;
   4. Final cleaning;
   5. Repair of the Work.
B. Related Requirements:
   1. Section 013000 - Administrative Requirements for operation and maintenance manual requirements;
   2. Section 013000 - Administrative Requirements for submitting Record Drawings, record Specifications, and record product data.

1.02 RELATED DOCUMENTS
Contract Drawings and other provisions of the Contract Documents, including but not limited to General Conditions (GC-), Specific Requirements (SR-), and Exhibits T & V apply to all sections.

1.03 ACTION SUBMITTALS
A. Product Data: For cleaning agents.
B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
C. Certified List of Incomplete Items: Final submittal at final Completion.

1.04 CLOSEOUT SUBMITTALS
Certificates of Release: From AHJ.

1.05 SUBSTANTIAL COMPLETION PROCEDURES
A. 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.
B. 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.
1. Certificates of Release: Obtain and submit releases from AHJ permitting District unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates and similar releases.

2. 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.

3. Submit closeout submittals specified in individual sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications and similar documents.

4. Submit maintenance material submittals specified in individual sections, including tools, spare parts, extra materials and similar items and deliver to location designated by the District’s Construction Manager. Label with manufacturer’s name and model number where applicable.
   a. 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. Obtain District Construction Manager’s signature for receipt of submittals.

5. Submit test/adjust/balance records.

6. Submit changeover information related to District's occupancy, use, operation and maintenance.

C. Procedures 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.

1. Advise District of pending insurance changeover requirements.

2. Complete startup and testing of systems and equipment.

3. Perform preventive maintenance on equipment used prior to Substantial Completion.

4. Instruct District's personnel in operation, adjustment and maintenance of products, equipment and systems.

5. Terminate and remove temporary facilities from Project site, along with mockups, construction tools and similar elements.

6. Complete final cleaning requirements, including touchup painting.

7. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10-days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, the District will either proceed with inspection or notify Contractor of unfulfilled requirements. The District will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

2. Results of completed inspection will form the basis of requirements for final Completion.

### 1.06 FINAL COMPLETION PROCEDURES

**A. Preliminary Procedures:** Before requesting final inspection for determining final Completion, complete the following:

1. Submit a final Application for Payment according to General Conditions.

2. **Certified List of Incomplete Items:** Submit certified copy of District's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by the District. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.

3. **Certificate of Insurance:** Submit evidence of final, continuing insurance coverage complying with insurance requirements.

4. Instruct District's personnel in operation, adjustment and maintenance of products, equipment and systems.

**B. Inspection:** Submit a written request for final inspection to determine acceptance a minimum of 10- days prior to date the Work will be completed and ready for final inspection and tests. Two (2) written requests for final inspection are required for this project. One (1) request for project Completion. On receipt of request, the District's Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. The District will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

### 1.07 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

**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 activities in sequential order, starting with mobilization first and proceeding to site work.

**B.** Organize items applying to each space by major element, including categories for steel work, coatings, valves, timber fenders and site work.

**C.** Submit list of incomplete items in the following format:

1. **MS Excel electronic file.** The District, through Construction Manager, will return annotated copy.

2. **PDF electronic file.** The District, through Construction Manager, will return annotated copy.

3. Three (3) paper copies unless otherwise indicated. The District, through Construction Manager, will return two (2) copies.
1.08 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of District for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit District's rights under warranty.

B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.

1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-½-inch x 11-inch (215-mm x 280-mm) paper.

2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address and telephone number of installer.

3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name and name of Contractor.

4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

C. Provide additional copies of each warranty to include in Operation and Maintenance manuals.

PART 2 - PRODUCTS

2.01 MATERIALS

Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.01 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: Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project.

1. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter and other foreign substances.
2. Sweep paved areas broom clean. Remove petrochemical spills, stains and other foreign deposits.

3. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.

4. Remove tools, construction equipment, machinery and surplus material from Project site.

5. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films and similar foreign substances.

6. Remove labels that are not permanent.

7. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint droppings and other foreign substances.

8. Leave Project clean and ready for occupancy.

3.02 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.

C. Remove and replace chipped, scratched and broken glass, reflective surfaces and other damaged transparent materials.

1. 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.

   b. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

END OF SECTION 017700