

**1 GENERAL**

- 1.1 ALL MATERIALS, WORKMANSHIP, AND DETAILS SHALL CONFORM TO THE NEW HAMPSHIRE STATE BUILDING CODE, THE 2009 INTERNATIONAL BUILDING CODE AND THE REFERENCE STANDARDS INCLUDED THEREIN THAT ARE APPLICABLE TO THIS PROJECT.
- 1.2 THE CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE CONTRACT DRAWINGS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE PROCEEDING WITH THE AFFECTED WORK. ANY VARIATIONS OR SUBSTITUTIONS OF MATERIALS OR DETAILS FROM THOSE INDICATED ON THE DRAWINGS MAY ONLY BE MADE WITH PRIOR APPROVAL OF THE ENGINEER. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ANY AND ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, PROCEDURES, SCAFFOLDING AND SAFETY PROGRAMS REQUIRED TO COMPLETE THE WORK OF THIS CONTRACT.

- 1.3 VERIFY AND COORDINATE ALL DIMENSIONS AND QUANTITIES RELATED TO THIS PROJECT.
- 1.4 SHOP DRAWINGS ARE REQUIRED TO BE SUBMITTED FOR THE FOLLOWING COMPONENTS. SEE INDIVIDUAL MATERIAL SECTIONS FOR ADDITIONAL SUBMITTAL REQUIREMENTS.
  - ASPHALT SHINGLES WITH COLOR SAMPLE
  - ROOFING UNDERLAYMENT SAMPLES OR TECHNICAL DATA SHEETS
  - METAL FLASHINGS WITH COLOR CHART
  - PAINT AND PAINT COLORS WITH PAINTED SAMPLES

SHOP DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER AND A STAMPED APPROVAL RECEIVED BEFORE FABRICATION CAN PROCEED. THE CONTRACTOR SHALL REVIEW AND STAMP ALL SHOP DRAWINGS PRIOR TO SUBMITTAL FOR ENGINEERING REVIEW. SUBMITTED SHOP DRAWINGS WHICH HAVE NOT BEEN REVIEWED AND APPROVED BY THE CONTRACTOR SHALL BE RETURNED UNCHECKED TO THE CONTRACTOR FOR THEIR REVIEW AND APPROVAL. FAILURE TO SUBMIT SHOP DRAWINGS FOR THE REQUIRED MATERIALS SHALL RELIEVE THE ENGINEER OF RESPONSIBILITY AND LIABILITY FOR THOSE PARTS OF THE STRUCTURE AND ANY OTHER PART AFFECTED BY THE UNSUBMITTED PARTS. DESIGN DRAWINGS MAY NOT BE USED AS THE SHOP DRAWINGS AND WILL BE IMMEDIATELY REJECTED AND RETURNED IF SO SUBMITTED.

- 1.5 UNLESS OTHERWISE INDICATED, DETAILS SHOWN ON ANY DRAWING ARE TO BE CONSIDERED TYPICAL FOR ALL SIMILAR CONDITIONS.

- 1.6 THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL REQUIRED SAFETY PROTECTION AND ROOF TIE OFFS REQUIRED TO COMPLETE THE WORK OF THIS CONTRACT.

- 1.7 THESE DRAWINGS HAVE BEEN COMPILED FROM THE BEST AVAILABLE INFORMATION AND ARE NOT INTENDED TO LIMIT THE SCOPE OF THE WORK. THE CONTRACTOR MAY ENCOUNTER HIDDEN OR UNCOVERED CONDITIONS, NOT SHOWN ON THESE DRAWINGS, REQUIRING ADDITIONAL WORK FOR THE COMPLETION OF THIS CONTRACT. IT WILL BE ASSUMED THAT THE CONTRACTOR HAS INSPECTED THE SITE PRIOR TO BIDDING AND VERIFIED THE INFORMATION HEREIN SUPPLIED.

**2 ROOF SHINGLES AND UNDERLAYMENT**

- 2.1 ROOFING SHINGLES SHALL BE IKO CROWNE SLATE PREMIUM ASPHALT SHINGLES, REGAL STONE COLOR, OR EQUAL AS APPROVED BY THE OWNER.
- 2.2 SELF-ADHERED SHEET UNDERLAYMENT SHALL BE GRACE ICE AND WATER SHIELD, OR APPROVED EQUAL.
- 2.3 SHEET UNDERLAYMENT SHALL BE TRIFLEX XT, OR APPROVED EQUAL.
- 2.4 METAL ROOF FLASHINGS SHALL BE ALUMINUM, 26 GAGE MINIMUM. COLOR TO BE SELECTED BY THE OWNER FROM THE STANDARD PALETTE OF AVAILABLE COLORS FROM THE MANUFACTURER. SUBMIT COLOR CHART FOR COLOR SELECTION BY THE OWNER.

**3 MASONRY**

- 3.1 MASONRY WORK SHALL CONFORM TO "BUILDING CODE REQUIREMENTS FOR MASONRY STRUCTURES" - ACI-ASCE 530 AND "SPECIFICATION FOR MASONRY STRUCTURES" ACI-ASCE 530.1.
- 3.2 MORTAR SHALL CONFORM TO ASTM C270, TYPE S. MIX PROPORTIONS BY VOLUME SHALL BE: 1 PART PORTLAND CEMENT (ASTM C150 TYPE 1), MINIMUM 1/4 TO MAXIMUM 1/2 PARTS HYDRATED LIME, AND NOT LESS THAN 2 1/4 AND NOT MORE THAN 3 TIMES THE SUM OF CEMENT AND LIME VOLUMES FOR DAMP LOOSE AGGREGATE (ASTM C144) FOR ALL BRICK MASONRY. MORTAR COLOR SHALL BE ADJUSTED TO MATCH THE COLOR OF THE EXISTING MORTAR AS CLOSELY AS POSSIBLE BY THE ADDITION OF WHITE PORTLAND CEMENT. THE CONTRACTOR SHALL PREPARE SAMPLES OF MORTAR WITH DIFFERING VOLUMES OF WHITE PORTLAND CEMENT FOR COMPARISON WITH THE EXISTING MORTAR, TO BE APPROVED BY THE OWNER.

- 3.3 ALL DETERIORATED MORTAR JOINTS SHALL BE GROUND OUT AND RE-POINTED WITH NEW MORTAR. IF SUFFICIENTLY DETERIORATED, AND NECESSARY, THE EXISTING CHIMNEY BRICKWORK MAY BE CAREFULLY TAKEN APART BY HAND AND BE RELAID AND RECONSTRUCTED TO ITS ORIGINAL DIMENSIONAL SHAPE.

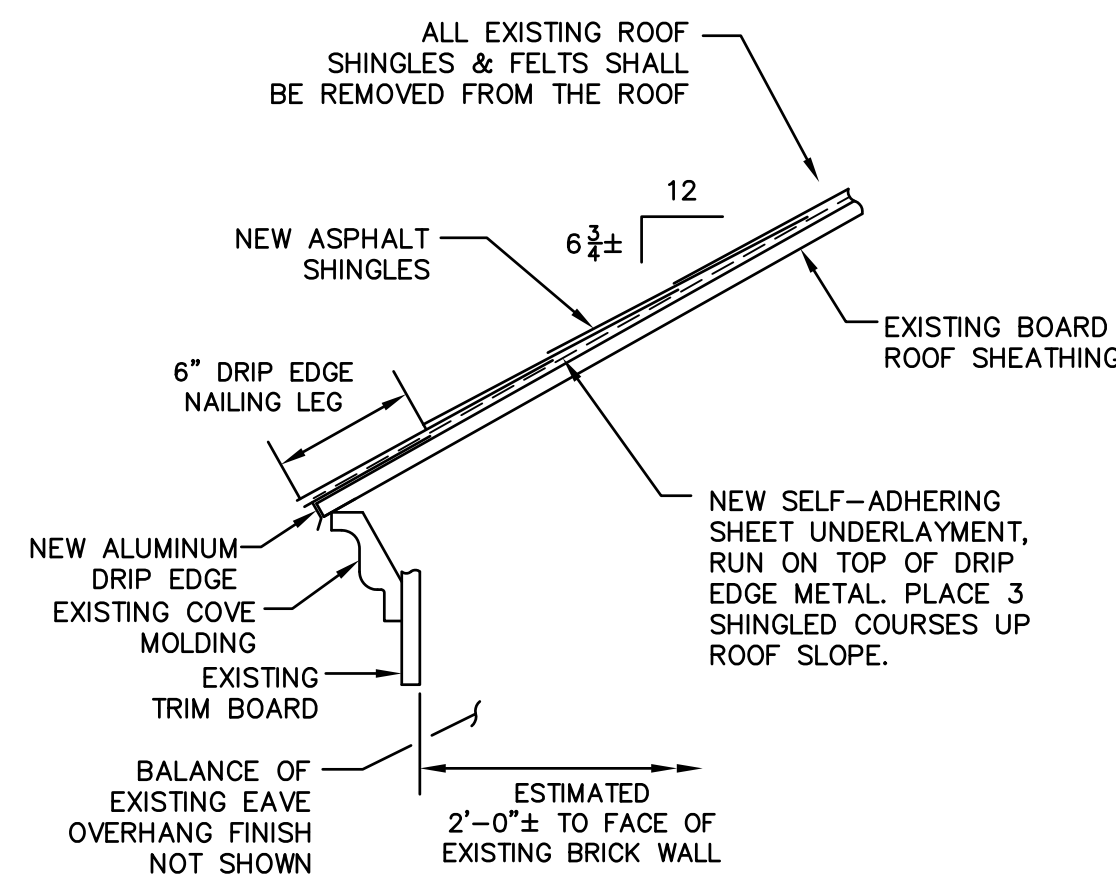
- 3.4 ALL MASONRY WORK SHALL BE COMPLETED BEFORE THE START OF THE RE-ROOFING WORK.

**4 WOOD**

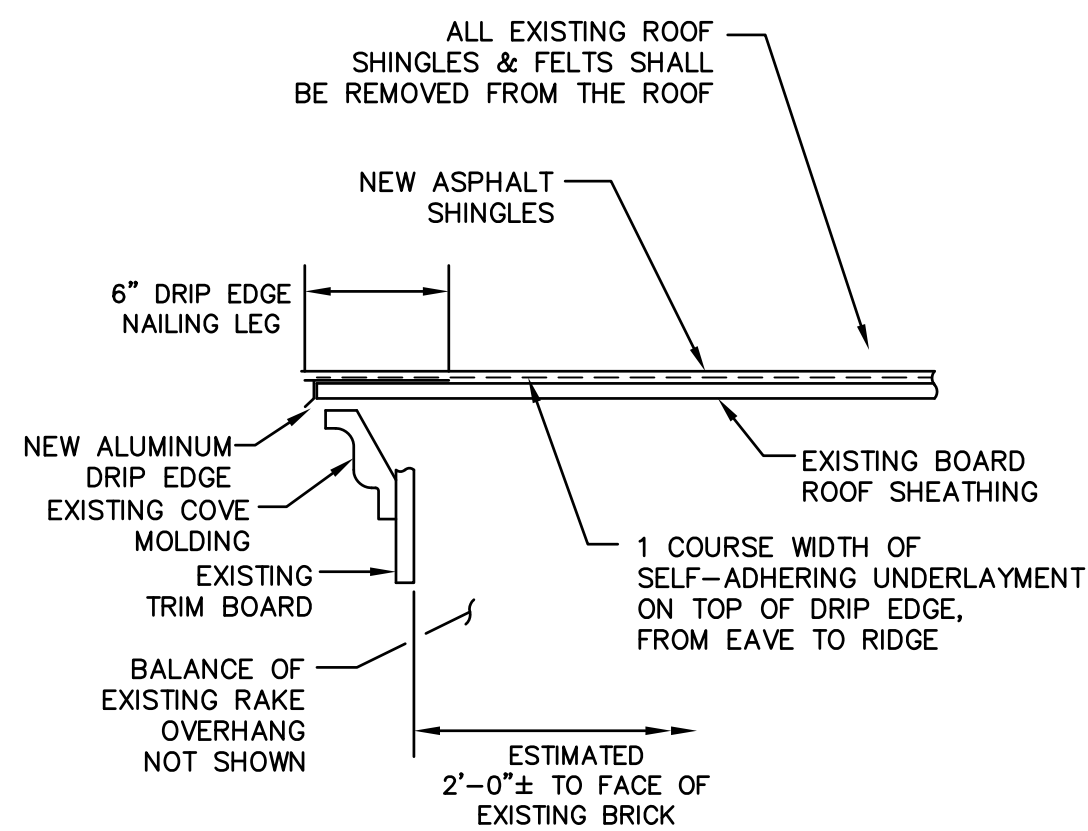
- 4.1 ALL NEW WOOD TRIM SHALL MATCH THE CROSS SECTION OF THE EXISTING TRIM WHICH IT REPLACES. ALL WOOD FOR TRIM SHALL BE SELECT GRADE PINE OR BETTER. ALL TRIM FOR EXTERIOR USE SHALL BE PRE-PRIMED ON ALL SURFACES, INCLUDING SAW CUT EDGES, BEFORE INSTALLATION.
- 4.2 ALL TRIM BOARDS SHALL BE INSTALLED USING STAINLESS STEEL FINISH NAILS OF MINIMUM 8D SIZE.
- 4.3 ALL NEW WOOD REPLACEMENT WORK SHALL BE COMPLETED BEFORE THE START OF THE RE-ROOFING WORK.

**5 PAINT**

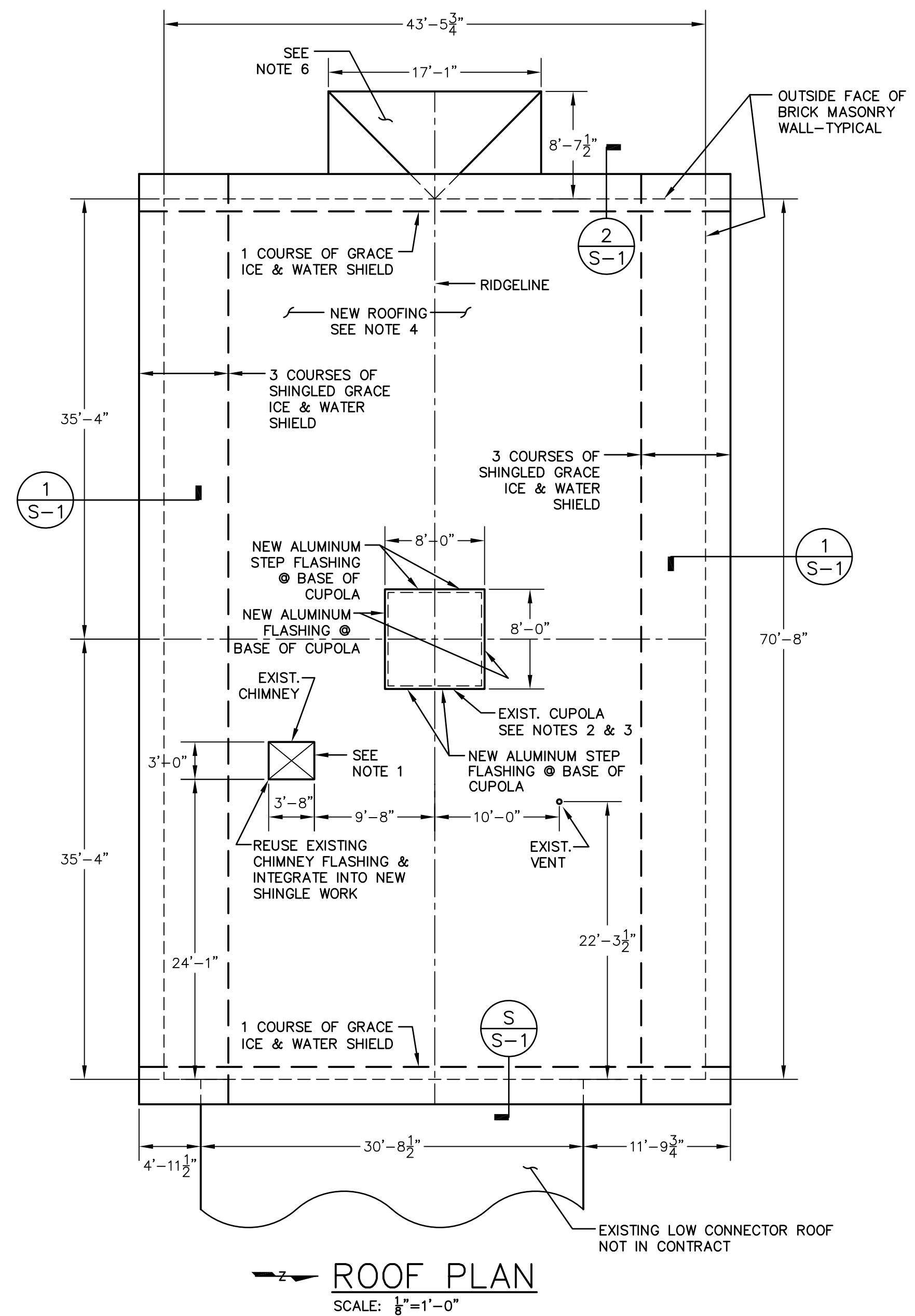
- 5.1 PRIMER PAINT SHALL BE ONE COAT OF SHERWIN WILLIAMS A-100 EXTERIOR FAST DRY STAIN BLOCKING ALKYD WOOD PRIMER, WHITE COLOR, APPLIED TO ACHIEVE 2.2 MILS OF DRY FILM THICKNESS.
- 5.2 TOP COATS SHALL BE THREE COATS OF SHERWIN WILLIAMS SUPERPAINT EXTERIOR LATEX FLAT PAINT APPLIED TO ACHIEVE 1.4 MILS DRY FILM THICKNESS PER COAT. PAINT COLOR SHALL MATCH THE COLOR OF THE ROOF SOFFIT TRIM AS CLOSELY AS POSSIBLE. SUBMIT PAINTED WOOD COLOR SAMPLES, INCLUDING THE PRIMER PAINT, FOR REVIEW, SELECTION AND APPROVAL BY THE OWNER.
- 5.3 ALL PAINTING WORK SHALL BE COMPLETED BEFORE THE BUILDING IS RE-ROOFED.



**1 SECTION**  
1 1/2" = 1'-0"



**2 SECTION**  
1 1/2" = 1'-0"



**NOTES:**

- RE-POINT THE TOP 4'-0" OF THE BRICK MASONRY CHIMNEY ON ALL FOUR SIDES, INCLUDING JOINTS IN THE CONCRETE CAP. RE-POINTING MORTAR SHALL MATCH THE EXISTING MORTAR COLOR AS CLOSELY AS POSSIBLE. THIS WORK SHALL BE STARTED AND COMPLETED PRIOR TO INSTALLING NEW SHINGLES ON THE EXISTING ROOF.
- REMOVE THE EXISTING FASCIA, SOFFIT AND TRIM BOARDS AT THE EDGE OF THE CUPOLA ROOF AND REPLACE WITH NEW WOOD BOARDS TO MATCH THE EXISTING. PRIME PAINT ALL NEW WOOD ON ALL SIDES AND FINISH PAINT AFTER INSTALLATION, AS PART OF RE-PAINTING OF CUPOLA (SEE NOTE 3). REPAIR OR REPLACE METAL FLASHING AT THE TRANSITION FROM THE LOWER, LARGER BOX OF THE CUPOLA TO THE UPPER BOX (WITH THE ARCHED VENTS). USE ALUMINUM FLASHING MATERIAL TO REPLACE EXISTING METAL FLASHING AT THIS LOCATION.
- SCRAPE ALL WOOD FRAMING OF THE CUPOLA TO PREPARE IT FOR RE-PAINTING. AFTER SCRAPING HAS BEEN COMPLETED, PRIME PAINT ALL WOOD SURFACES OF THE CUPOLA. RE-PAINT THE ENTIRE CUPOLA. APPLY ONE COAT OF PRIMER AND THREE TOP COATS OF FINISH PAINT. SEE NOTE 5.2 ON THIS SHEET.
- THE EXISTING SHINGLED ROOF SHALL BE REMOVED IN ITS ENTIRETY DOWN TO BARE WOOD ROOF SHEATHING. INSTALL 3 SHINGLED ROWS OF GRACE ICE & WATER SHIELD AT EACH EAVE LINE AND ONE COURSE AT RAKE END. INSTALL GCP APPLIED TECHNOLOGIES TRIFLEX XT UNDERLAYMENT OVER THE BALANCE OF THE ROOF AREA, SHINGLING EACH ROW FROM EAVE TO RIDGE. INSTALL NEW SHINGLE ROOFING, INCLUDING ALL EAVE FLASHINGS, RAKE FLASHINGS, FLASHING AND STEP FLASHING TO THE BRICK MASONRY CHIMNEY, VENT STACK BOOT AND FLASHING AND STEP FLASHING TO THE CUPOLA WALLS.
- NEW SHINGLES SHALL BE IKO CROWNE SLATE PREMIER ASPHALT SHINGLES, OR APPROVED EQUAL.
- THE EXISTING SHINGLED ROOF SHALL BE REMOVED IN ITS ENTIRETY DOWN TO BARE WOOD ROOF SHEATHING. INSTALL SHINGLED ROWS OF GRACE ICE & WATER SHIELD OVER THE ENTIRE ROOF SURFACE. INSTALL NEW SHINGLE ROOFING, INCLUDING ALL EAVE FLASHING AND WALL FLASHING

REVISIONS		REMARKS
NO.	DATE	

**TIREY & ASSOCIATES, P.C.**  
CONSULTING STRUCTURAL ENGINEERS  
P.O. BOX 639, LITTLETON, NH 03561  
Telephone: (603) 444-6211  
E-mail: tirey@treyandassociates.com  
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**TOWN OF BOSCAWEN**  
**MUNICIPAL OFFICE BUILDING RE-ROOF DESIGN**  
BOSCAWEN, NEW HAMPSHIRE

DATE: 3-11-2019  
TITLE: GENERAL NOTES, ROOF PLAN AND SECTIONS  
SCALE: AS NOTED JOB # 218.030.2

SHEET NUMBER:  
**S - 1**  
218.030.2

SPECIFICATIONS FOR  
BOSCAWEN MUNICIPAL OFFICE RE-ROOFING  
BOSCAWEN, NH  
MARCH 11, 2019

**Bids are due Thursday, March 28, 2019 at 12:00 pm**

**at the office of**

**Tirey & Associates, PC**  
**PO Box 639**  
**105 W. Main St.**  
**Littleton, NH 03561**

Tirey & Associates, P.C.  
PO Box 639  
105 W. Main St.  
Littleton, NH 03561

tel. 603-444-6211

email: [jeff@tireyandassociates.com](mailto:jeff@tireyandassociates.com)

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### Invitations for Bids

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Section 01060	The Contract and General Conditions of the Contract (AIA-A104) p. 1-25
Section 01065	Supplementary Conditions

Division 2 - Demolition      Refer to Drawings

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Division 7 - Moisture Protection      Section 07311 Asphalt Shingles

## INVITATION FOR BIDS

General contractors are hereby invited to submit sealed bids for repairs to and re-roofing the existing Boscawen Municipal Office, located at 116 North Main St., Boscawen, NH. Bids shall be lump sum and shall include all work required for a complete project.

A pdf file of the Contract Documents will be provided to prospective bidders. Sealed bids will be addressed to and received at:

By U.S. Mail:

Tirey & Associates, PC  
PO Box 639  
Littleton, NH 03561  
Attn.: Mr. Jeffrey Tirey, PE

By FedEx or hand delivery:

Tirey & Associates, PC  
105 W. Main Street  
Littleton, NH 03561  
Attn.: Mr. Jeffrey Tirey, PE

until the hour of **12:00 pm** on **March 28, 2019.**

The owner reserves the right to reject any or all bids and to waive any formalities in the bidding. Mutually agreed upon extensions of time and/or extra cost items may be made if necessary. The contractor shall be subject to comply with any and all applicable equal opportunity and non discrimination agreements.

Division 1 - GENERAL REQUIREMENTS

Section 01010 - Project Description

**This project is subject to Town of Boscawen voter approval at the annual Town meeting on March 12, 2019, to pay for this project. If the voters do not approve the request for funds to pay for this project, then the project will not move forward.**

The project involves the removal and replacement of the existing asphalt shingle roof, re-pointing the brick masonry chimney, selected replacement of wood trim on the cupola of the building and scraping and re-painting of the cupola wood. The project also includes the removal and replacement of the existing asphalt shingle roof on the low porch roof on the west side of the building.

It is anticipated that the north and south eaves of the building will need to have scaffolding placed from the ground up to the roof eaves, a distance estimated to be about 33 feet.

The project work will be scheduled to start on April 5, 2019, and must be complete by Friday, May 31, 2019, provided that the vote to pay for this project is passed by the voters of Boscawen.

End of Section

SECTION 01015 INSTRUCTIONS TO BIDDERS

1. Drawings and specifications will be furnished by email, with one hard copy mailed by US Postal Service, to General Contractors requested to submit bids on this project.
2. Inspection of Site and Documents: There will not be a mandatory pre-bid meeting or walk-through at the Municipal Office site for General Contractors and Sub-Contractors. General Contractors and Sub-Contractors may visit the site of the proposed work and familiarize themselves with all conditions affecting their work, including local, state, and federal laws, ordinances and regulations. Bidders shall also thoroughly examine and be familiar with all of the contract Documents, including the Drawings and Specifications. After the Contract is awarded, no consideration will be given for any misinterpretation by the Bidder, or any omissions, discrepancy, or ambiguity which may become apparent in the Documents. The Municipal Office grounds are open for viewing during its normal hours of operations. Contractors should schedule a visit to the site with Mr. Alan Hardy, Boscawen Code Enforcement Officer, at telephone 603-753-9185.
3. Addenda: Addenda to the Contract Documents will be issued as deemed necessary by the Engineer, and sent promptly to all persons to whom the Documents have been issued. Proposals shall be presumed to be based on all addenda issued up to the time of Bid Opening *and* must be acknowledged on the Bid form. Lack of Addenda Receipt acknowledgment will cause the bid to be disqualified.
4. Substitutions: The intent of these specifications is that the brand or make of material or apparatus which is called for, establishes a standard of excellence which the Engineer and Owner feel is necessary for this project. Substitution of a lower quality product from that specified will not be permitted.
5. Proposals: **Proposals for the Boscawen Municipal Office Re-roofing must be received at the office of Tirey & Associates, PC, located at 105 West Main St., Littleton, NH 03561 by 12:00 p.m. on March 28, 2019.** Proposals shall be delivered in a sealed opaque envelope bearing on the outside the Bidder's name and address and the title "Boscawen Municipal Office Re-roofing". The Proposals shall be submitted using the Bid Form (enclosed in the Bid Package), copied on the Bidder's business stationery. Signatures must be executed by a principal duly authorized to make contracts.

Bidders should accompany the sealed Proposal with a Bid Bond in the amount of 5% of the base bid and a completed Bidder's Qualification Statement enclosed in the Bid Package, to assist the Selectmen of the Town of Boscawen in its decision.

6. Bid Opening: The bids will be opened and read aloud at the office of Tirey & Associates, PC, located at 105 West Main St., Littleton, NH 03561 at 12:15 p.m. on March 28, 2019. Bids will be reviewed by Tirey & Associates, P.C. on March 28 and 29, 2019. A tabulation of the bids, with a recommendation for award of the work to one contractor, shall be forwarded by Tirey & Associates, PC, to Mr. Alan Hardy at the Boscawen Municipal Office. The Town of Boscawen reserves the right to reject any or all bids without cause, to waive any formalities, to award the contract as appears to them to be in their best interest.
7. Construction Procedures: The Contractor shall be solely responsible for all construction means, methods, techniques, sequences, safety precautions and programs, and for coordinating all

portions of the work under this Contract.

- A. The utilities of the Municipal Office, as listed, shall be available for use by the Contractor (water and electricity).
- B. The Contractor shall establish and maintain a rate of work progress so as to insure completion of the construction operations and to facilitate the return to normal functions of the building within the time limit set forth in the Bid Form.

8. Contract: The Contract will be executed on AIA Document A104, 2017 Edition, which includes General Conditions of Contract for Construction. This contract (blank) along with Supplementary General Conditions are enclosed in the Bid Package for the general information of the Contractor. The A104 document is subject to final additions and editing to meet the specific needs of this project.

- A. Work of the Contract can be summarized by reference to the Contract, General Conditions, Supplementary General Conditions, Specification Sections listed in the Table of Contents, Addenda and Modifications to the Contract Documents issued subsequent to the initial printing of this project manual, and including but not necessarily limited to printed matter referenced by any of these.

It is recognized that the Work of the Contract is also unavoidably affected by governing regulations, and other forces outside the Contract Documents.

9. Performance and Payment Bonds:

The General Contractor will be required to furnish a Performance Bond and Payment Bond in the amount of 100% of the contract sum. The Performance Bond and Payment Bond shall be executed on AIA A312 forms. The successful selected bidder will be required to deliver the required bonds within five (5) days following execution of the contract, using copies of bond forms to be provided by the Engineer.

10. Start of Work:

It is the Owner's intention to formally award the project, contingent on the successful approval of the expenditure of funds at the 2019 Annual Town Meeting, at the next Selectmen's meeting following receipt of the bids. The Town anticipates a construction start of April 5, 2019. The actual project start date will be negotiated with the successful bidder, but it should be no later than April 15, 2019. Contractor mobilization on site will occur no earlier than April 5, 2019. The time period between project award and construction start shall be used for shop drawing submittal and review, and purchase of materials which may have a long lead time. The contractor shall be responsible for ordering the materials which have long lead times, early enough so as not to slow the project schedule.

END OF SECTION 01015

Bid Form

March 28, 2019

Mr. Alan Hardy, Code Enforcement Officer  
Town of Boscawen  
116 North Main St.  
Boscawen, NH 03303

Dear Mr. Hardy:

Having examined the project site, the Instructions to Bidders, the Specifications and the Drawings entitled: "Boscawen Municipal Office Re-Roofing" as prepared by Tirey & Associates, P.C., the undersigned proposes to furnish all labor, materials, equipment and incidentals as called for in the above bidding documents for the Basic Lump Sum of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

The undersigned proposes to commence work on \_\_\_\_\_  
and complete work on \_\_\_\_\_, pending voter approval to fund  
this project that will be presented at the March, 2019 Annual Town Meeting.

Date:

Signed:

Title:

Seal (if corporation)



SECTION 01048 BIDDER'S QUALIFICATION STATEMENT

Boscawen Municipal Office Re-Roofing, Boscawen, NH.

1. Name and Address of Contractor:

\_\_\_\_\_

2. How many years has your organization been in business as a contractor? \_\_\_\_\_

3. Type of organization: Corporation Partnership Individual Owner Other

4. List the categories of work which your organization normally performs with its own forces.

\_\_\_\_\_

5. Proposed Sub-contractors: Name, address, trade, years experience. Attach List.

6. Experience: On a separate sheet list similar and relevant construction projects, particularly commercial/industrial projects, which your organization has in progress or has completed within the last 5 years, giving the name of project, owner, architect, contract amount, and date of completion.

7. State total worth of work in progress and under contract: \_\_\_\_\_

8. Claims and Suits: In the last 5 years, has your organization failed to complete any work awarded to it, or been involved in any arbitration or law suits with regard to construction contracts? If yes, please attach details.

9. References:

Trade References:

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

Bank References: \_\_\_\_\_

10. Signatures: \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_ 2015

Name of Organization: \_\_\_\_\_

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

Title: \_\_\_\_\_

Seal (if bid is by a corporation)

# DRAFT AIA® Document A104™ - 2017

## Standard Abbreviated Form of Agreement Between Owner and Contractor

AGREEMENT made as of the « » day of « » in the year « »  
(In words, indicate day, month and year.)

BETWEEN the Owner:  
(Name, legal status, address and other information)

«Town of Boscawen, NH»« , Other»  
«116 North Main St.  
Boscawen, NH 03303»  
«Telephone Number: 603-753-9188»  
«»

and the Contractor:  
(Name, legal status, address and other information)

« »« »  
« »  
« »  
« »

for the following Project:  
(Name, location and detailed description)

«Boscawen Municipal Office Re-roofing»  
«Boscawen, NH»  
«The project involves the removal and replacement of the existing asphalt shingle roof, re-pointing the brick masonry chimney, selected replacement of wood trim on the cupola and scraping and repainting of the cupola wood. The project also includes the removal and replacement of the existing asphalt shingle roof on the low porch roof on the west side of the building.»

The Architect:  
(Name, legal status, address and other information)

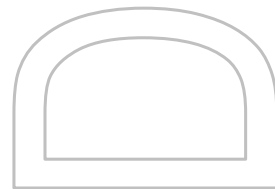
«Tirey & Associates, PC (Structural Engineers)»«»  
«PO Box 639, 105 W. Main St.  
Littleton, NH 03561-0639»  
«Telephone Number: 603-444-6211»  
«»

The Owner and Contractor agree as follows.



**ADDITIONS AND DELETIONS:** The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



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Field Code Changed

TABLE OF ARTICLES

- 1 THE WORK OF THIS CONTRACT
- 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 3 CONTRACT SUM
- 4 PAYMENT
- 5 DISPUTE RESOLUTION
- 6 ENUMERATION OF CONTRACT DOCUMENTS
- 7 GENERAL PROVISIONS
- 8 OWNER
- 9 CONTRACTOR
- 10 ARCHITECT
- 11 SUBCONTRACTORS
- 12 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
- 13 CHANGES IN THE WORK
- 14 TIME
- 15 PAYMENTS AND COMPLETION
- 16 PROTECTION OF PERSONS AND PROPERTY
- 17 INSURANCE AND BONDS
- 18 CORRECTION OF WORK
- 19 MISCELLANEOUS PROVISIONS
- 20 TERMINATION OF THE CONTRACT
- 21 CLAIMS AND DISPUTES

EXHIBIT A DETERMINATION OF THE COST OF THE WORK

ARTICLE 1 THE WORK OF THIS CONTRACT

The Contractor shall execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

The date of this Agreement.

A date set forth in a notice to proceed issued by the Owner.



Field Code Changed

[  ] Established as follows:  
(Insert a date or a means to determine the date of commencement of the Work.)

< >

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 2.2 The Contract Time shall be measured from the date of commencement.

### § 2.3 Substantial Completion

§ 2.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:  
(Check the appropriate box and complete the necessary information.)

[  ] Not later than < > ( < > ) calendar days from the date of commencement of the Work.

[  ] By the following date: < >

§ 2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date

§ 2.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 2.3, liquidated damages, if any, shall be assessed as set forth in Section 3.5.

## ARTICLE 3 CONTRACT SUM

§ 3.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be one of the following:  
(Check the appropriate box.)

[  ] Stipulated Sum, in accordance with Section 3.2 below

[  ] Cost of the Work plus the Contractor's Fee, in accordance with Section 3.3 below

[  ] Cost of the Work plus the Contractor's Fee with a Guaranteed Maximum Price, in accordance with Section 3.4 below

(Based on the selection above, complete Section 3.2, 3.3 or 3.4 below.)

§ 3.2 The Stipulated Sum shall be < > (\$ < > ), subject to additions and deductions as provided in the Contract Documents.

§ 3.2.1 The Stipulated Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

< >

§ 3.2.2 Unit prices, if any:

(Identify the item and state the unit price and the quantity limitations, if any, to which the unit price will be applicable.)

Field Code Changed

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

§ 3.2.3 Allowances, if any, included in the stipulated sum:  
(Identify each allowance.)

Item	Price
------	-------

§ 3.3 Cost of the Work Plus Contractor's Fee

§ 3.3.1 The Cost of the Work is as defined in Exhibit A, Determination of the Cost of the Work.

§ 3.3.2 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Contractor's Fee and the method of adjustment to the Fee for changes in the Work.)

« »

§ 3.4 Cost of the Work Plus Contractor's Fee With a Guaranteed Maximum Price

§ 3.4.1 The Cost of the Work is as defined in Exhibit A, Determination of the Cost of the Work.

§ 3.4.2 The Contractor's Fee:

(State a lump sum, percentage of Cost of the Work or other provision for determining the Contractor's Fee and the method of adjustment to the Fee for changes in the Work.)

« »

§ 3.4.3 Guaranteed Maximum Price

§ 3.4.3.1 The sum of the Cost of the Work and the Contractor's Fee is guaranteed by the Contractor not to exceed « » (\$ « »), subject to additions and deductions by changes in the Work as provided in the Contract Documents. This maximum sum is referred to in the Contract Documents as the Guaranteed Maximum Price. Costs which would cause the Guaranteed Maximum Price to be exceeded shall be paid by the Contractor without reimbursement by the Owner. (Insert specific provisions if the Contractor is to participate in any savings.)

« »

§ 3.4.3.2 The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

« »

§ 3.4.3.3 Unit Prices, if any:

(Identify the item and state the unit price and the quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
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§ 3.4.3.4 Allowances, if any, included in the Guaranteed Maximum Price:

(Identify each allowance.)

Item	Price
------	-------

§ 3.4.3.5 Assumptions, if any, on which the Guaranteed Maximum Price is based:

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« »

§ 3.4.3.6 To the extent that the Contract Documents are anticipated to require further development, the Guaranteed Maximum Price includes the costs attributable to such further development consistent with the Contract Documents and reasonably inferable therefrom. Such further development does not include changes in scope, systems, kinds and quality of materials, finishes or equipment, all of which, if required, shall be incorporated by Change Order.

§ 3.4.3.7 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in Section 3.4.3.5. The Owner shall promptly furnish such revised Contract Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the agreed-upon assumptions contained in Section 3.4.3.5 and the revised Contract Documents.

§ 3.5 Liquidated damages, if any:  
(Insert terms and conditions for liquidated damages, if any.)

« »

ARTICLE 4 PAYMENT

§ 4.1 Progress Payments

§ 4.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 4.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

« »

§ 4.1.3 Provided that an Application for Payment is received by the Architect not later than the « » day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the « » day of the « » month. If an Application for Payment is received by the Architect after the date fixed above, payment shall be made by the Owner not later than « » ( « » ) days after the Architect receives the Application for Payment.  
(Federal, state or local laws may require payment within a certain period of time.)

§ 4.1.4 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold retainage from the payment otherwise due as follows:  
(Insert a percentage or amount to be withheld as retainage from each Application for Payment and any terms for reduction of retainage during the course of the Work. The amount of retainage may be limited by governing law.)

« »

§ 4.1.5 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.  
(Insert rate of interest agreed upon, if any.)

« » % « »

§ 4.2 Final Payment

§ 4.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Section 18.2, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Contractor has submitted a final accounting for the Cost of the Work, where payment is on the basis of the Cost of the Work with or without a Guaranteed Maximum Price; and
- .3 a final Certificate for Payment has been issued by the Architect in accordance with Section 15.7.1.

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§ 4.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

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ARTICLE 5 DISPUTE RESOLUTION

§ 5.1 Binding Dispute Resolution

For any claim subject to, but not resolved by, mediation pursuant to Section 21.5, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

Arbitration pursuant to Section 21.6 of this Agreement

Litigation in a court of competent jurisdiction

Other (Specify)

<< >>

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, claims will be resolved in a court of competent jurisdiction.

ARTICLE 6 ENUMERATION OF CONTRACT DOCUMENTS

§ 6.1 The Contract Documents are defined in Article 7 and, except for Modifications issued after execution of this Agreement, are enumerated in the sections below.

§ 6.1.1 The Agreement is this executed AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 6.1.2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this Agreement.)

<< >>

§ 6.1.3 The Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

§ 6.1.4 The Specifications:

(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

<< >>

Section	Title	Date	Pages

§ 6.1.5 The Drawings:

(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

<< >>

Number	Title	Date

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§ 6.1.6 The Addenda, if any:

Number	Date	Pages

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are enumerated in this Article 6.

§ 6.1.7 Additional documents, if any, forming part of the Contract Documents:

.1 Other Exhibits:

(Check all boxes that apply.)

Exhibit A, Determination of the Cost of the Work.

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
(Insert the date of the E204-2017 incorporated into this Agreement.)

The Sustainability Plan:

Title	Date	Pages

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages

.2 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents.)

## ARTICLE 7 GENERAL PROVISIONS

### § 7.1 The Contract Documents

The Contract Documents are enumerated in Article 6 and consist of this Agreement (including, if applicable, Supplementary and other Conditions of the Contract), Drawings, Specifications, Addenda issued prior to the execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by the Architect. The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

### § 7.2 The Contract

The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than the Owner and the Contractor.

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### § 7.3 The Work

The term “Work” means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor’s obligations. The Work may constitute the whole or a part of the Project.

### § 7.4 Instruments of Service

Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect’s consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

### § 7.5 Ownership and use of Drawings, Specifications and Other Instruments of Service

§ 7.5.1 The Architect and the Architect’s consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, Sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect’s or Architect’s consultants’ reserved rights.

§ 7.5.2 The Contractor, Subcontractors, Sub-subcontractors and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to the protocols established pursuant to Sections 7.6 and 7.7, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect’s consultants.

### § 7.6 Digital Data Use and Transmission

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

### § 7.7 Building Information Models Use and Reliance

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party’s sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

### § 7.8 Severability

The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Contract.

### § 7.9 Notice

§ 7.9.1 Except as otherwise provided in Section 7.9.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

*(If other than in accordance with AIA Document E203–2013, insert requirements for delivering Notice in electronic format such as name, title and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)*

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§ 7.9.2 Notice of Claims shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

#### § 7.10 Relationship of the Parties

Where the Contract is based on the Cost of the Work plus the Contractor's Fee, with or without a Guaranteed Maximum Price, the Contractor accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Contractor's skill and judgment in furthering the interests of the Owner; to furnish efficient business administration and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish and approve, in a timely manner, information required by the Contractor and to make payments to the Contractor in accordance with the requirements of the Contract Documents.

### ARTICLE 8 OWNER

#### § 8.1 Information and Services Required of the Owner

§ 8.1.1 Prior to commencement of the Work, at the written request by the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence. If commencement of the Work is delayed under this Section 8.1.1, the Contract Time shall be extended appropriately.

§ 8.1.2 The Owner shall furnish all necessary surveys and a legal description of the site.

§ 8.1.3 The Contractor shall be entitled to rely on the accuracy of information furnished by the Owner but shall exercise proper precautions relating to the safe performance of the Work.

§ 8.1.4 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 9.6.1, the Owner shall secure and pay for other necessary approvals, easements, assessments, and charges required for the construction, use, or occupancy of permanent structures or for permanent changes in existing facilities.

#### § 8.2 Owner's Right to Stop the Work

If the Contractor fails to correct Work which is not in accordance with the requirements of the Contract Documents, or repeatedly fails to carry out the Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order is eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity.

#### § 8.3 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, and fails within a ten-day period after receipt of notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to any other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to prior approval of the Architect and the Architect may, pursuant to Section 15.4.3, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including the Owner's expenses and compensation for the Architect's additional services made necessary by such default, neglect, or failure. If the Contractor disagrees with the actions of the Owner or the Architect, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 21.

### ARTICLE 9 CONTRACTOR

#### § 9.1 Review of Contract Documents and Field Conditions by Contractor

§ 9.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become generally familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

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§ 9.1.2 Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 8.1.2, shall take field measurements of any existing conditions related to that portion of the Work and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to the Architect any errors, inconsistencies, or omissions discovered by or made known to the Contractor as a request for information in such form as the Architect may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional unless otherwise specifically provided in the Contract Documents.

§ 9.1.3 The Contractor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Contractor shall promptly report to the Architect any nonconformity discovered by or made known to the Contractor as a request for information in such form as the Architect may require.

## § 9.2 Supervision and Construction Procedures

§ 9.2.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 9.2.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for or on behalf of the Contractor or any of its Subcontractors.

## § 9.3 Labor and Materials

§ 9.3.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 9.3.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 9.3.3 The Contractor may make a substitution only with the consent of the Owner, after evaluation by the Architect and in accordance with a Modification.

## § 9.4 Warranty

The Contractor warrants to the Owner and Architect that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation or normal wear and tear under normal usage. All other warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 15.6.3.

## § 9.5 Taxes

The Contractor shall pay sales, consumer, use, and other similar taxes that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.

## § 9.6 Permits, Fees, Notices, and Compliance with Laws

§ 9.6.1 Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as other permits, fees, licenses, and inspections by government agencies necessary for proper execution

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and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

§ 9.6.2 The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

#### § 9.7 Allowances

The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. The Owner shall select materials and equipment under allowances with reasonable promptness. Allowance amounts shall include the costs to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts. Contractor's costs for unloading and handling at the site, labor, installation, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowance.

#### § 9.8 Contractor's Construction Schedules

§ 9.8.1 The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall not exceed time limits current under the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and Project, shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 9.8.2 The Contractor shall perform the Work in general accordance with the most recent schedule submitted to the Owner and Architect.

#### § 9.9 Submittals

§ 9.9.1 The Contractor shall review for compliance with the Contract Documents and submit to the Architect Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents in coordination with the Contractor's construction schedule and in such sequence as to allow the Architect reasonable time for review. By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner and Architect that the Contractor has (1) reviewed and approved them; (2) determined and verified materials, field measurements, and field construction criteria related thereto, or will do so; and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents. The Work shall be in accordance with approved submittals.

§ 9.9.2 Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.

§ 9.9.3 The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents or unless the Contractor needs to provide such services in order to carry out the Contractor's own responsibilities. If professional design services or certifications by a design professional are specifically required, the Owner and the Architect will specify the performance and design criteria that such services must satisfy. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional. If no criteria are specified, the design shall comply with applicable codes and ordinances. Each Party shall be entitled to rely upon the information provided by the other Party. The Architect will review and approve or take other appropriate action on submittals for the limited purpose of checking for conformance with information provided and the design concept expressed in the Contract Documents. The Architect's review of Shop Drawings, Product Data, Samples, and similar submittals shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. In performing such review, the Architect will approve, or take other appropriate action upon, the Contractor's Shop Drawings, Product Data, Samples, and similar submittals.

#### § 9.10 Use of Site

The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

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### § 9.11 Cutting and Patching

The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

### § 9.12 Cleaning Up

The Contractor shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus material from and about the Project.

### § 9.13 Access to Work

The Contractor shall provide the Owner and Architect with access to the Work in preparation and progress wherever located.

### § 9.14 Royalties, Patents and Copyrights

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner and Architect harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents or where the copyright violations are contained in Drawings, Specifications or other documents prepared by the Owner or Architect. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to the Architect.

### § 9.15 Indemnification

§ 9.15.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 9.15.1.

§ 9.15.2 In claims against any person or entity indemnified under this Section 9.15 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 9.15.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Contractor or Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

## ARTICLE 10 ARCHITECT

§ 10.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during construction, until the date the Architect issues the final Certificate for Payment. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 10.2 Duties, responsibilities, and limitations of authority of the Architect as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

§ 10.3 The Architect will visit the site at intervals appropriate to the stage of the construction to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents.

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§ 10.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work. The Architect will not be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect will not have control over or charge of and will not be responsible for acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons or entities performing portions of the Work.

§ 10.5 Based on the Architect's evaluations of the Work and of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor and will issue Certificates for Payment in such amounts.

§ 10.6 The Architect has authority to reject Work that does not conform to the Contract Documents and to require inspection or testing of the Work.

§ 10.7 The Architect will review and approve or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 10.8 The Architect will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect will make initial decisions on all claims, disputes, and other matters in question between the Owner and Contractor but will not be liable for results of any interpretations or decisions rendered in good faith.

§ 10.9 The Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

#### ARTICLE 11 SUBCONTRACTORS

§ 11.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site.

§ 11.2 Unless otherwise stated in the Contract Documents, the Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Architect of the Subcontractors or suppliers proposed for each of the principal portions of the Work. The Contractor shall not contract with any Subcontractor or supplier to whom the Owner or Architect has made reasonable written objection within ten days after receipt of the Contractor's list of Subcontractors and suppliers. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

§ 11.3 Contracts between the Contractor and Subcontractors shall (1) require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by the terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, which the Contractor, by the Contract Documents, assumes toward the Owner and Architect, and (2) allow the Subcontractor the benefit of all rights, remedies and redress against the Contractor that the Contractor, by these Contract Documents, has against the Owner.

#### ARTICLE 12 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

§ 12.1 The term "Separate Contractor(s)" shall mean other contractors retained by the Owner under separate agreements. The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 12.2 The Contractor shall afford the Owner and Separate Contractors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Contractor's activities with theirs as required by the Contract Documents.

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§ 12.3 The Owner shall be reimbursed by the Contractor for costs incurred by the Owner which are payable to a Separate Contractor because of delays, improperly timed activities, or defective construction of the Contractor. The Owner shall be responsible to the Contractor for costs incurred by the Contractor because of delays, improperly timed activities, damage to the Work, or defective construction of a Separate Contractor.

#### ARTICLE 13 CHANGES IN THE WORK

§ 13.1 By appropriate Modification, changes in the Work may be accomplished after execution of the Contract. The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, with the Contract Sum and Contract Time being adjusted accordingly. Such changes in the Work shall be authorized by written Change Order signed by the Owner, Contractor, and Architect, or by written Construction Change Directive signed by the Owner and Architect. Upon issuance of the Change Order or Construction Change Directive, the Contractor shall proceed promptly with such changes in the Work, unless otherwise provided in the Change Order or Construction Change Directive.

§ 13.2 Adjustments in the Contract Sum and Contract Time resulting from a change in the Work shall be determined by mutual agreement of the parties or, in the case of a Construction Change Directive signed only by the Owner and Architect, by the Contractor's cost of labor, material, equipment, and reasonable overhead and profit, unless the parties agree on another method for determining the cost or credit. Pending final determination of the total cost of a Construction Change Directive, the Contractor may request payment for Work completed pursuant to the Construction Change Directive. The Architect will make an interim determination of the amount of payment due for purposes of certifying the Contractor's monthly Application for Payment. When the Owner and Contractor agree on adjustments to the Contract Sum and Contract Time arising from a Construction Change Directive, the Architect will prepare a Change Order.

§ 13.3 The Architect will have authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Contractor. The Contractor shall carry out such written orders promptly. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify the Architect and shall not proceed to implement the change in the Work.

§ 13.4 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be equitably adjusted as mutually agreed between the Owner and Contractor; provided that the Contractor provides notice to the Owner and Architect promptly and before conditions are disturbed.

#### ARTICLE 14 TIME

§ 14.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing this Agreement the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 14.2 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 14.3 The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 14.4 The date of Substantial Completion is the date certified by the Architect in accordance with Section 15.6.3.

§ 14.5 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) changes ordered in the Work; (2) by labor disputes, fire, unusual delay in deliveries, abnormal adverse weather conditions not reasonably anticipatable, unavoidable casualties, or any causes beyond the Contractor's control; or (3) by other causes that the Contractor asserts, and the Architect determines, justify delay, then the Contract Time shall be extended for such reasonable time as the Architect may determine, subject to the provisions of Article 21.

#### ARTICLE 15 PAYMENTS AND COMPLETION

##### § 15.1 Schedule of Values

§ 15.1.1 Where the Contract is based on a Stipulated Sum or the Cost of the Work with a Guaranteed Maximum Price pursuant to Section 3.2 or 3.4, the Contractor shall submit a schedule of values to the Architect before the first

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Application for Payment, allocating the entire Stipulated Sum or Guaranteed Maximum Price to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy required by the Architect. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 15.1.2 The allocation of the Stipulated Sum or Guaranteed Maximum Price under this Section 15.1 shall not constitute a separate stipulated sum or guaranteed maximum price for each individual line item in the schedule of values.

#### § 15.2 Control Estimate

§ 15.2.1 Where the Contract Sum is the Cost of the Work, plus the Contractor's Fee without a Guaranteed Maximum Price pursuant to Section 3.3, the Contractor shall prepare and submit to the Owner a Control Estimate within 14 days of executing this Agreement. The Control Estimate shall include the estimated Cost of the Work plus the Contractor's Fee.

§ 15.2.2 The Control Estimate shall include:

- .1 the documents enumerated in Article 6, including all Modifications thereto;
- .2 a list of the assumptions made by the Contractor in the preparation of the Control Estimate to supplement the information provided by the Owner and contained in the Contract Documents;
- .3 a statement of the estimated Cost of the Work organized by trade categories or systems and the Contractor's Fee;
- .4 a project schedule upon which the Control Estimate is based, indicating proposed Subcontractors, activity sequences and durations, milestone dates for receipt and approval of pertinent information, schedule of shop drawings and samples, procurement and delivery of materials or equipment the Owner's occupancy requirements, and the date of Substantial Completion; and
- .5 a list of any contingency amounts included in the Control Estimate for further development of design and construction.

§ 15.2.3 When the Control Estimate is acceptable to the Owner and Architect, the Owner shall acknowledge it in writing. The Owner's acceptance of the Control Estimate does not imply that the Control Estimate constitutes a Guaranteed Maximum Price.

§ 15.2.4 The Contractor shall develop and implement a detailed system of cost control that will provide the Owner and Architect with timely information as to the anticipated total Cost of the Work. The cost control system shall compare the Control Estimate with the actual cost for activities in progress and estimates for uncompleted tasks and proposed changes. This information shall be reported to the Owner, in writing, no later than the Contractor's first Application for Payment and shall be revised and submitted with each Application for Payment.

§ 15.2.5 The Owner shall authorize preparation of revisions to the Contract Documents that incorporate the agreed-upon assumptions contained in the Control Estimate. The Owner shall promptly furnish such revised Contract Documents to the Contractor. The Contractor shall notify the Owner and Architect of any inconsistencies between the Control Estimate and the revised Contract Documents.

#### § 15.3 Applications for Payment

§ 15.3.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 15.1, for completed portions of the Work. The application shall be notarized, if required; be supported by all data substantiating the Contractor's right to payment that the Owner or Architect require; shall reflect retainage if provided for in the Contract Documents; and include any revised cost control information required by Section 15.2.4. Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier, unless such Work has been performed by others whom the Contractor intends to pay.

§ 15.3.2 With each Application for Payment where the Contract Sum is based upon the Cost of the Work, or the Cost of the Work with a Guaranteed Maximum Price, the Contractor shall submit payrolls, petty cash accounts, receipted invoices or invoices with check vouchers attached, and any other evidence required by the Owner to demonstrate that cash disbursements already made by the Contractor on account of the Cost of the Work equal or exceed progress

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payments already received by the Contractor plus payrolls for the period covered by the present Application for Payment, less that portion of the progress payments attributable to the Contractor's Fee.

§ 15.3.3 Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 15.3.4 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information and belief, be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner's interests.

#### § 15.4 Certificates for Payment

§ 15.4.1 The Architect will, within seven days after receipt of the Contractor's Application for Payment, either issue to the Owner a Certificate for Payment, with a copy to the Contractor, for such amount as the Architect determines is properly due, or notify the Contractor and Owner of the Architect's reasons for withholding certification in whole or in part as provided in Section 15.4.3.

§ 15.4.2 The issuance of a Certificate for Payment will constitute a representation by the Architect to the Owner, based on the Architect's evaluations of the Work and the data in the Application for Payment, that, to the best of the Architect's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion and to specific qualifications expressed by the Architect. However, the issuance of a Certificate for Payment will not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 15.4.3 The Architect may withhold a Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in the Architect's opinion the representations to the Owner required by Section 15.4.2 cannot be made. If the Architect is unable to certify payment in the amount of the Application, the Architect will notify the Contractor and Owner as provided in Section 15.4.1. If the Contractor and the Architect cannot agree on a revised amount, the Architect will promptly issue a Certificate for Payment for the amount for which the Architect is able to make such representations to the Owner. The Architect may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment previously issued, to such extent as may be necessary in the Architect's opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from acts and omissions described in Section 9.2.2, because of

- .1 defective Work not remedied;
- .2 third-party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

§ 15.4.4 When either party disputes the Architect's decision regarding a Certificate for Payment under Section 15.4.3, in whole or in part, that party may submit a Claim in accordance with Article 21.

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## § 15.5 Progress Payments

§ 15.5.1 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to sub-subcontractors in a similar manner.

§ 15.5.2 Neither the Owner nor Architect shall have an obligation to pay or see to the payment of money to a Subcontractor or supplier except as may otherwise be required by law.

§ 15.5.3 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 15.5.4 Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

## § 15.6 Substantial Completion

§ 15.6.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 15.6.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 15.6.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. When the Architect determines that the Work or designated portion thereof is substantially complete, the Architect will issue a Certificate of Substantial Completion which shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 15.6.4 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance and consent of surety, if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be adjusted for Work that is incomplete or not in accordance with the requirements of the Contract Documents.

## § 15.7 Final Completion and Final Payment

§ 15.7.1 Upon receipt of the Contractor's notice that the Work is ready for final inspection and acceptance and upon receipt of a final Application for Payment, the Architect will promptly make such inspection and, when the Architect finds the Work acceptable under the Contract Documents and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment stating that to the best of the Architect's knowledge, information and belief, and on the basis of the Architect's on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. The Architect's final Certificate for Payment will constitute a further representation that conditions stated in Section 15.7.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

§ 15.7.2 Final payment shall not become due until the Contractor has delivered to the Owner a complete release of all liens arising out of this Contract or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to the Owner to indemnify the Owner against such lien. If such lien remains unsatisfied

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after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging such lien, including costs and reasonable attorneys' fees.

- § 15.7.3 The making of final payment shall constitute a waiver of claims by the Owner except those arising from
- .1 liens, claims, security interests or encumbrances arising out of the Contract and unsettled;
  - .2 failure of the Work to comply with the requirements of the Contract Documents;
  - .3 terms of special warranties required by the Contract Documents; or
  - .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 15.7.4 Acceptance of final payment by the Contractor, a Subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of the final Application for Payment.

## ARTICLE 16 PROTECTION OF PERSONS AND PROPERTY

### § 16.1 Safety Precautions and Programs

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor; and
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of construction.

The Contractor shall comply with, and give notices required by, applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons and property and their protection from damage, injury, or loss. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, a Subcontractor, a sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Sections 16.1.2 and 16.1.3. The Contractor may make a claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Architect or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 9.15.

### § 16.2 Hazardous Materials and Substances

§ 16.2.1 The Contractor is responsible for compliance with the requirements of the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents, and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Architect of the condition. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately and the Contract Sum shall be increased in the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

§ 16.2.2 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area, if in fact, the material or substance presents the risk of bodily injury or death as described in Section 16.2.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

§ 16.2.3 If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall indemnify the Contractor for all cost and expense thereby incurred.

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ARTICLE 17 INSURANCE AND BONDS

§ 17.1 Contractor's Insurance

§ 17.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described in this Section 17.1 or elsewhere in the Contract Documents. The Contractor shall purchase and maintain the insurance required by this Agreement from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 18.4, unless a different duration is stated below:

« »

§ 17.1.2 Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than « » (\$ « ») each occurrence, « » (\$ « ») general aggregate, and « » (\$ « ») aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Contractor's indemnity obligations under Section 9.15.

§ 17.1.3 Automobile Liability covering vehicles owned by the Contractor and non-owned vehicles used by the Contractor, with policy limits of not less than « » (\$ « ») per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 17.1.4 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 17.1.2 and 17.1.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 17.1.5 Workers' Compensation at statutory limits.

§ 17.1.6 Employers' Liability with policy limits not less than « » (\$ « ») each accident, « » (\$ « ») each employee, and « » (\$ « ») policy limit.

§ 17.1.7 If the Contractor is required to furnish professional services as part of the Work, the Contractor shall procure Professional Liability insurance covering performance of the professional services, with policy limits of not less than « » (\$ « ») per claim and « » (\$ « ») in the aggregate.

§ 17.1.8 If the Work involves the transport, dissemination, use, or release of pollutants, the Contractor shall procure Pollution Liability insurance, with policy limits of not less than « » (\$ « ») per claim and « » (\$ « ») in the aggregate.

§ 17.1.9 Coverage under Sections 17.1.7 and 17.1.8 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of not less than « » (\$ « ») per claim and « » (\$ « ») in the aggregate.

§ 17.1.10 The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Section 17.1 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner's written request. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the period required by Section 17.1.1. The certificates will show the Owner as an additional insured on the Contractor's Commercial General Liability and excess or umbrella liability policy.

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§ 17.1.11 The Contractor shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Contractor.

§ 17.1.12 To the fullest extent permitted by law, the Contractor shall cause the commercial liability coverage required by this Section 17.1 to include (1) the Owner, the Architect, and the Architect's Consultants as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect's Consultants, CG 20 32 07 04.

§ 17.1.13 Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by this Section 17.1, the Contractor shall provide notice to the Owner of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

§ 17.1.14 Other Insurance Provided by the Contractor

*(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)*

Coverage	Limits
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§ 17.2 Owner's Insurance

§ 17.2.1 Owner's Liability Insurance

The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance.

§ 17.2.2 Property Insurance

§ 17.2.2.1 The Owner shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, property insurance written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis. The Owner's property insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and labor performed or materials or equipment supplied by others. The property insurance shall be maintained until Substantial Completion and thereafter as provided in Section 17.2.2.2, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the interests of the Owner, Contractor, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

§ 17.2.2.2 Unless the parties agree otherwise, upon Substantial Completion, the Owner shall continue the insurance required by Section 17.2.2.1 or, if necessary, replace the insurance policy required under Section 17.2.2.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 18.4.

§ 17.2.2.3 If the insurance required by this Section 17.2.2 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions.

§ 17.2.2.4 If the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 18.4, "all-risks" property insurance, on a replacement cost basis, protecting the existing structure against direct physical loss or damage, notwithstanding the undertaking of the Work. The Owner shall be responsible for all co-insurance penalties.

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§ 17.2.2.5 Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Section 17.2.2 and, upon the Contractor's request, provide a copy of the property insurance policy or policies required by this Section 17.2.2. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ 17.2.2.6 Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any insurance required by this Section 17.2.2, the Owner shall provide notice to the Contractor of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

#### § 17.2.2.7 Waiver of Subrogation

§ 17.2.2.7.1 The Owner and Contractor waive all rights against (1) each other and any of their subcontractors, sub-subcontractors, agents, and employees, each of the other; (2) the Architect and Architect's consultants; and (3) Separate Contractors, if any, and any of their subcontractors, sub-subcontractors, agents, and employees, for damages caused by fire, or other causes of loss, to the extent those losses are covered by property insurance required by this Agreement or other property insurance applicable to the Project, except such rights as they have to proceeds of such insurance. The Owner or Contractor, as appropriate, shall require similar written waivers in favor of the individuals and entities identified above from the Architect, Architect's consultants, Separate Contractors, subcontractors, and sub-subcontractors. The policies of insurance purchased and maintained by each person or entity agreeing to waive claims pursuant to this Section 17.2.2.7 shall not prohibit this waiver of subrogation. This waiver of subrogation shall be effective as to a person or entity (1) even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, (2) even though that person or entity did not pay the insurance premium directly or indirectly, or (3) whether or not the person or entity had an insurable interest in the damaged property.

§ 17.2.2.7.2 If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 17.2.2.7.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

§ 17.2.2.8 A loss insured under the Owner's property insurance shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause. The Owner shall pay the Architect and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements, written where legally required for validity, the Architect and Contractor shall make payments to their consultants and Subcontractors in similar manner.

#### § 17.2.3 Other Insurance Provided by the Owner

*(List below any other insurance coverage to be provided by the Owner and any applicable limits.)*

Coverage

Limits

#### § 17.3 Performance Bond and Payment Bond

§ 17.3.1 The Owner shall have the right to require the Contractor to furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder as stipulated in the Contract Documents on the date of execution of the Contract.

§ 17.3.2 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

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## ARTICLE 18 CORRECTION OF WORK

§ 18.1 The Contractor shall promptly correct Work rejected by the Architect or failing to conform to the requirements of the Contract Documents, whether discovered before or after Substantial Completion and whether or not fabricated, installed, or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for the Architect's services and expenses made necessary thereby, shall be at the Contractor's expense, unless compensable under Section A.1.7.3 in Exhibit A, Determination of the Cost of the Work.

§ 18.2 In addition to the Contractor's obligations under Section 9.4, if, within one year after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 15.6.3, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty.

§ 18.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 8.3.

§ 18.4 The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 18.5 The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Article 18.

## ARTICLE 19 MISCELLANEOUS PROVISIONS

### § 19.1 Assignment of Contract

Neither party to the Contract shall assign the Contract without written consent of the other, except that the Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate such assignment.

### § 19.2 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 21.6.

### § 19.3 Tests and Inspections

Tests, inspections, and approvals of portions of the Work required by the Contract Documents or by applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities shall be made at an appropriate time. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so that the Architect may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

### § 19.4 The Owner's representative:

*(Name, address, email address and other information)*

«Alan Hardy»  
«116 North Main St.  
Boscawen, NH 03303»  
«Telephone Number: 603-753-9185»  
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User Notes: ▲

(808725324)

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<<Email Address: ahardy@townofboscawen.org>>

§ 19.5 The Contractor's representative:  
(Name, address, email address and other information)

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<>  
<>  
<>  
<>  
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§ 19.6 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

ARTICLE 20 TERMINATION OF THE CONTRACT

§ 20.1 Termination by the Contractor

If the Architect fails to certify payment as provided in Section 15.4.1 for a period of 30 days through no fault of the Contractor, or if the Owner fails to make payment as provided in Section 4.1.3 for a period of 30 days, the Contractor may, upon seven additional days' notice to the Owner and the Architect, terminate the Contract and recover from the Owner payment for Work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

§ 20.2 Termination by the Owner for Cause

§ 20.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

§ 20.2.2 When any of the reasons described in Section 20.2.1 exists, the Owner, upon certification by the Architect that sufficient cause exists to justify such action, may, without prejudice to any other remedy the Owner may have and after giving the Contractor seven days' notice, terminate the Contract and take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor and may finish the Work by whatever reasonable method the Owner may deem expedient. Upon request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 20.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 20.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 20.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, including compensation for the Architect's services and expenses made necessary thereby, and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount to be paid to the Contractor or Owner, as the case may be, shall be certified by the Architect, upon application, and this obligation for payment shall survive termination of the Contract.

§ 20.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Owner shall pay the Contractor for Work executed; and costs incurred by reason of such termination, including costs attributable to termination of Subcontracts; and a termination fee, if any, as follows:

*(Insert the amount of or method for determining the fee payable to the Contractor by the Owner following a termination for the Owner's convenience, if any.)*

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## ARTICLE 21 CLAIMS AND DISPUTES

§ 21.1 Claims, disputes, and other matters in question arising out of or relating to this Contract, including those alleging an error or omission by the Architect but excluding those arising under Section 16.2, shall be referred initially to the Architect for decision. Such matters, except those waived as provided for in Section 21.11 and Sections 15.7.3 and 15.7.4, shall, after initial decision by the Architect or 30 days after submission of the matter to the Architect, be subject to mediation as a condition precedent to binding dispute resolution.

### § 21.2 Notice of Claims

§ 21.2.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 18.2, shall be initiated by notice to the Architect within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 21.2.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 18.2, shall be initiated by notice to the other party.

### § 21.3 Time Limits on Claims

The Owner and Contractor shall commence all claims and causes of action against the other and arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in this Agreement whether in contract, tort, breach of warranty, or otherwise, within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Contractor waive all claims and causes of action not commenced in accordance with this Section 21.3.

§ 21.4 If a claim, dispute or other matter in question relates to or is the subject of a mechanic's lien, the party asserting such matter may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

§ 21.5 The parties shall endeavor to resolve their disputes by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with their Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 21.6 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association, in accordance with the Construction Industry Arbitration Rules in effect on the date of this Agreement. Demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the arbitration. The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 21.7 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 21.8 Subject to the rules of the American Arbitration Association or other applicable arbitration rules, any party to an arbitration may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written Consent.

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§ 21.9 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 21.10 Continuing Contract Performance

Pending final resolution of a Claim, except as otherwise agreed in writing, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 21.11 Waiver of Claims for Consequential Damages

The Contractor and Owner waive claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 20. Nothing contained in this Section 21.11 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

«Alan Hardy, »«Code Enforcement Officer»

(Printed name and title)

CONTRACTOR (Signature)

« »« »

(Printed name and title)

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SECTION 01065 SUPPLEMENTARY GENERAL CONDITIONS

1. General:  
The Supplementary General Conditions shall be the only document that alters or modifies the General Conditions of the Contract for Construction, AIA Document A104, 2017 edition. The unaltered or unmodified portions of the AIA General Conditions shall remain in full effect.
2. Existing Conditions:  
The Contractor shall verify all figures shown on the drawings before laying out work, and will be held responsible for any error resulting from his failure to exercise such precaution. The Contractor shall be responsible for a thorough knowledge of the existing conditions at the site.
3. Precedence:  
Addenda or modifications of any nature to the original drawings and/or specifications take precedence over the original construction documents. In the drawings, larger scale drawings shall take precedence over those at smaller scale, figured dimensions over scaled dimensions, and noted materials over graphic indications. Should there be a conflict in the specifications, the Engineer will decide which stipulation will provide the best installation.
4. Discrepancies and Omissions:  
The Contractor shall inform the Engineer of any discrepancies, ambiguities, or obvious omissions he may find in the drawings and specifications. Such notification shall be made in writing within ten days of the Contractor's receipt of these documents. If the Contractor fails to give such notice, he must abide by the Engineer's interpretation without extra cost to the Owner.
5. Temporary Facilities:
  - A. The contractor shall provide and maintain telephone service for his use. The Contractor is advised to determine whether they will have cell service at the site based on their cell phone carrier. Phone numbers shall be provided to the Owner and Engineer.
  - B. The contractor is permitted to use the public toilet facilities within the overall building complex.
  - C. Removal of Temporary Facilities and Construction. Upon completion of the work, the Contractor shall completely remove all items of temporary facilities and construction.
6. Temporary Services:
  - A. Temporary Water Supply - Municipal water is available at the building. The Contractor may use water from this source. The Contractor shall install and maintain all temporary connections. The Contractor shall provide temporary water for all trades and extend it to all parts of the job as required. Although the Contractor will not be required to pay

for water usage, the Contractor must make every effort to conserve and efficiently use any and all water.

- B. Temporary Light, Power & Heat - The Contractor shall provide all temporary wiring for electrical energy required for the complete prosecution of the job. This is to include electrical panels, extension cords, sockets and lamps for all trades. Electricity will be provided by the Owner to the Contractor at no cost to the Contractor.

7. Storage of Materials:

- A. Contractor shall provide for proper storage of all materials furnished. Store finished trim, metal goods, paint and other materials which are affected by moisture, so that they are not in contact with ground or subject to damage by elements. Location of stored materials shall be decided with input and direction from the Owner.
- B. Where it is necessary to store materials in the open, such materials shall be set on cribbing at least 6" off the ground and shall be covered with fully waterproof tarpaulins to insure protection against weather.
- C. Location of a lockable storage container for stored materials on the site shall be decided with the input and direction from the Owner.

8. Fire Protection and Debris Disposal:

- A. Provide and maintain adequate fire protection in form of fire extinguishers, or other effective means of fire extinguishers, ready for instant use, distributed around the project, and in and about temporary flammable structures during construction of work.
- B. Gasoline and other flammable liquids shall be stored in and dispensed from U.L. listed safety containers in conformance with National Board of Fire Underwriters' recommendations. Storage shall not be within any portion of the Municipal Office building.
- C. Debris shall not be permitted to accumulate on job. Debris shall not be deposited in spaces formed by walls or roofs. The work shall at all times be kept satisfactorily clean. At the end of each work day, thoroughly clean the premises of rubbish and debris of any nature, and remove from the site. Dumpster locations shall be negotiated with the Owner.

9. Job Meetings:

The Contractor and his sub-contractors, material men or vendors whose presence is necessary as determined by the Engineer, shall attend job meetings when requested for the purpose of discussing and expediting the prosecution of the work. Meetings will be held at the site as deemed necessary by the Engineer. The proceedings of these meetings will be recorded by the Engineer, and the Contractor will be furnished a copy of meeting minutes for his use. The Contractor will be responsible for distribution of these minutes to the various sub-contractors, material men and vendors involved.

10. Required Insurance:

- A. Contractor shall procure and maintain at his expense during the term of this Contract, and any extension thereof, insurance as hereafter stipulated. Insurance shall be written by companies acceptable to and policies shall include such terms and provisions as may be required by the Owner. The Contractor, and their subcontractors, shall provide certificates of insurance for all required policy coverages. The Owner shall be included as an additional insured on the General Liability coverage by certificate and policy endorsement, and such coverage shall apply to claims arising from the acts or omissions of the Contractor or any subcontractor.
- B. The Contractor's Comprehensive General Liability Insurance, Workman's Compensation and Automobile Liability Insurance required by Section 10 shall be in amounts not less than:
  - (a) Worker's Compensation insurance in accordance with the laws of the State of New Hampshire, including Employer's Liability insurance per statute.
  - (b) Comprehensive General Liability:  
Bodily Injury: \$ 1,000,000.00 per individual  
\$ 1,000,000.00 per occurrence, \$2,000,000.00 aggregate  
Property Damage: \$ 1,000,000.00
  - (c) Comprehensive Automobile Liability to include machinery:  
Bodily Injury: \$ 1,000,000.00 per individual  
\$ 1,000,000.00 per occurrence, \$2,000,000.00 aggregate  
Property Damage: \$ 1,000,000.00

The Contractor shall either (1) require each of his Sub-contractors to procure and to maintain during the life of his Sub-contract, Sub-contractor's Comprehensive General Liability, Automobile Liability and Property Damage Liability Insurance of the type and in the same amounts as specified in this Subparagraph, or (2) insure the activity of his Sub-contractors in his own policy.

- C. The Owner will provide and pay for Builders Risk Insurance.

11. Uses and Occupancy by Owner During Construction:

- A. It is necessary that the Owner occupy the Municipal Office facility during the construction work. The contractor shall do their utmost to protect the occupants of the Municipal Office facility from any danger caused by, or as a result of, the construction.
- B. The contractor shall not permit any construction workers to smoke while inside the buildings, or on the grounds of the Municipal Office. Smoking shall occur only in Owner designated smoking areas.

- C. The Owner will provide the Contractor with necessary water and electricity required to complete the work. The Contractor shall be responsible for making all temporary connections to the water and electricity provided by the Owner.
- D. The Owner shall secure endorsement from the insurance carrier and written consent of the surety, if any, permitting the occupancy of the building or use of the Project during the period of construction, which endorsement from the insurance carrier and written consent of the surety will not be unreasonably withheld.
- E. Use and occupancy during the period of construction shall not relieve the Contractor of his responsibility to maintain Contractor's Liability Insurance as required in Article 17 of the General Conditions, until the Project is completed and accepted by the Owner.
- F. The one-year guarantee period called for by the Contract Documents for general construction shall not commence until the Final Completion of all the work under the Contract.
- G. Occupancy by the Owner shall not constitute an acceptance of work not performed in accordance with the Contract Documents or relieve the Contractor from the obligation of performing any work required by the Contract but not completed at the time of occupancy.
- H. The Contractor shall be relieved of all maintenance costs on the portion of the building occupied under this agreement.
- I. The Contractor shall not be responsible for wear and tear or damage resulting solely from Owner's occupancy.

12. Occupational Safety and Health Act:

The Contractor and all Sub-contractors shall comply with applicable provisions of Federal and State Laws including, but not limited to, the latest amendments of the Occupational Safety and Health Act and Occupational Safety and Health Standards.

Before the start of any work on the project, the owner and contractor shall conduct a meeting at the project site to review all safety rules, programs and requirements. All personnel working on this project shall attend this initial safety meeting under penalty of removal from the project, including construction managers, project managers, project superintendent, contractor employees, all subcontractors and tradesmen.

13. Building Permits:

No building permit is required to perform the work.

14. Drawings & Specifications For Use By the Contractor:

The General Contractor shall be provided with a pdf file of the complete set of the drawings and specifications for his use and the use of his sub-contractors and suppliers. Hard copy sets of

the drawings and specifications may be purchased from the Engineer at a cost of \$50.00 per set of drawings and specifications.

15. Protection of Project Area:

The General contractor shall erect barricades (snow fence) completely around all areas of work and areas of storage of materials. Barricades shall be maintained in good condition throughout the project and be suitable for closing off construction and storage areas from unauthorized traffic. Areas along and beneath the east rake edge of the Municipal Office roof shall be protected from falling debris, so that use of the south entry may continue to occur. Any temporary cessation of use of the north or south entry doors, stairs and ramps, must be negotiated with the Owner.

16. Salvage and Demolition:

The Contractor shall be responsible for all demolition not specifically noted herein or elsewhere, but which is reasonably inferred. Unless directed otherwise by the Owner, materials removed from the existing building as part of the demolition work, which are not required for reuse, shall become the property of the General Contractor unless noted otherwise, and shall be removed from the site and legally disposed of.

17. Materials:

Even if not specifically called for in the drawings or specifications, the General Contractor shall furnish any material which is reasonably implied and normally required for the proper execution of the work shown.

18. Exterior Cleanup and Repairs

All trash and debris shall be removed from the ground around the building on a daily basis. At the conclusion of the project, any and all damage to the paved areas and/or sidewalks shall be repaired by cutting out the damaged areas and patching in new asphalt paving. All areas of lawns and landscaping which have been damaged shall be restored to their pre-construction condition.

19. Starting Date of Guarantee:

In general, the date of the Engineer's final certificate for payment shall be the date on which all guarantees called for in the specifications take effect. Where, in specific cases, the Contractor is unable to complete a portion of the contract for an appreciable length of time, due to conditions beyond his control, then the guarantees covering the actual completed work shall take effect on the date of substantial completion of the work.

20. Payments:

Prior to start of work, the Contractor shall submit a Schedule of Values for the work to the Engineer. The Schedule of Values will have work values broken out by trades and/or activities.

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Application for payments (3 copies per application) shall be submitted to the Engineer for review and recommendation. The Engineer will then submit the application for payment to the Owner. Ten (10) percent retainage shall be withheld on all work and materials stored on site for each application for payment, with the retainage to be paid following 100 percent completion and acceptance of the work. Payment shall be net 30 days from the date of approval of the application for payment by the Engineer, less the retainage amount.

Following completion of the work and prior to final payment by the owner, the contractor shall submit release of liens for his work, work of subcontractors and material suppliers.

END OF SECTION 01065



**SECTION 07311**  
**ASPHALT SHINGLES**

**PART 1- GENERAL**

1.1 SUMMARY

- A. This Section includes the following:
  - 1. Asphalt shingles.
  - 2. Sheet underlayment.
  - 3. Self-adhering sheet underlayment.
  - 4. Ice and water shield.

1.2 RELATED DOCUMENTS

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

1.3 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" for definitions of terms related to roofing work in this Section.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples for Initial Selection: For each type and color of asphalt shingle.
  - 1. Include similar Samples of trim and accessories involving color selection.
- C. Qualification Data: For Installer, including certificate signed by asphalt shingle manufacturer stating that Installer is approved, authorized, or licensed to install roofing system indicated.
- D. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency or by manufacturer and witnessed by a qualified testing agency, for asphalt shingles.
- E. Maintenance Data: For asphalt shingles to include in maintenance manuals.
- F. Warranties: As specified in this Section.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: A firm or individual that is approved, authorized, or licensed by asphalt shingle roofing system manufacturer to install roofing system indicated.
- B. Source Limitations: Obtain sheet underlayment and self-adhering sheet underlayment through one source from a single underlayment manufacturer.

- C. Fire-Test-Response Characteristics: Provide asphalt shingle and related roofing materials with the fire-test-response characteristics indicated, as determined by testing identical products per test method below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify materials with appropriate markings of applicable testing and inspecting agency.
  - 1. Exterior Fire-Test Exposure: Class A; ASTM E 108 or UL 790, for application and roof slopes indicated.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store roofing materials in a dry, well-ventilated, weathertight location according to asphalt shingle manufacturer's written instructions. Store underlayment rolls on end on pallets or other raised surfaces. Do not double-stack rolls.
  - 1. Handle, store, and place roofing materials in a manner to avoid significant or permanent damage to roof deck or structural supporting members.
- B. Protect unused underlayment from weather, sunlight, and moisture when left overnight or when roofing work is not in progress.

#### 1.7 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit asphalt shingle roofing to be performed according to manufacturer's written instructions and warranty requirements.
  - 1. Install self-adhering sheet underlayment within the range of ambient and substrate temperatures recommended by manufacturer.

#### 1.8 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials or workmanship within specified warranty period. Materials failures include manufacturing defects and failure of asphalt shingles to self-seal after a reasonable time.
  - 1. Material Warranty Period: Manufacturer's standard, but not less than 35 years from date of Substantial Completion, prorated, with first 12 years non-prorated.
  - 2. Wind-Speed Warranty Period: Asphalt shingles will resist blow-off or damage caused by wind speeds up to 100 mph for 10 years from date of Substantial Completion.
  - 3. Algae-Discoloration Warranty Period: Asphalt shingles will not discolor 10 years from date of Substantial Completion.
  - 4. Workmanship Warranty Period: 5 years from date of Substantial Completion.

### **PART 2- PRODUCTS**

#### 2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:

1. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, products specified.

## 2.2 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

- A. Shingles: The Owner has established the Iko Crown Slate Premium Shingle, color “Regal Stone”, as the standard for this project. Alternate shingle manufacturers and colors may be submitted for consideration by the owner.
  1. IKO: Crowne Slate Premium Shingle, color Regal Stone.
  2. GAF: Slateline Shingle.
  3. Owens Corning: Berkshire Slate Style Shingle.
  4. Or approved equivalent.

## 2.3 UNDERLAYMENT MATERIALS

- A. Sheet Underlayment: Triflex XT, by GCP Applied Technologies.
- B. Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D 1970, minimum of 40-mil- (1.0- mm-) thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied. Provide primer for adjoining masonry surfaces to receive underlayment.
  1. Products:
    - a. GCP Applied Technologies: Grace Ice and Water Shield.
    - b. Or approved equivalent.

## 2.4 ACCESSORIES

- A. Asphalt Roofing Cement: ASTM D 4586, Type II, asbestos free.
- B. Roofing Nails: ASTM F 1667; aluminum, stainless-steel, wire shingle nails, minimum 0.120-inch- (3-mm-) diameter, barbed shank, sharp-pointed, with a minimum 3/8-inch- (9.5-mm-) diameter flat head and of sufficient length to penetrate 3/4 inch (19 mm) into solid wood.
  1. Where nails are in contact with metal flashing, use nails made from same metal as flashing.
- C. Sheet Underlayment Nails: Aluminum, stainless-steel, or hot-dip galvanized steel wire with disc caps, 1-inch (25-mm) minimum diameter.

## 2.5 METAL FLASHING AND TRIM

- A. Sheet Metal Flashing and Trim: Coil-coated aluminum.
- B. Fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item.
  1. Apron Flashings: Fabricate with lower flange a minimum of 5 inches over, and 4 inches beyond, each side of downslope asphalt shingles and 6 inches up the vertical surface.

2. Step Flashings: Fabricate with a headlap of 2 inches and a minimum extension of 5 inches over the underlying asphalt shingle and up the vertical surface.
3. Drip Edges: Fabricate in lengths not exceeding 10 feet with 6-inch roof deck flange and 1-inch fascia flange with 3/8-inch (9.6-mm) drip at lower edge.

### **PART 3- EXECUTION**

#### **3.1 EXAMINATION**

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.
  1. Examine roof sheathing to verify that sheathing joints are supported by framing and blocking or metal clips and that installation is within flatness tolerances.
  2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and completely anchored; and that provision has been made for flashings and penetrations through asphalt shingles.
  3. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

#### **3.2 UNDERLAYMENT INSTALLATION**

- A. Self-Adhering Sheet Underlayment: Install 3 courses of self-adhering sheet underlayment, wrinkle free, at eaves of the roof deck and 1 course at rake ends of roof deck. Comply with low-temperature installation restrictions of underlayment manufacturer if applicable. Install at locations indicated on Drawings, lapped in direction to shed water. Lap sides not less than 4 inches. Lap ends not less than 6 inches staggered 24 inches between courses. Roll laps with roller. Cover underlayment within seven days.
  1. Prime masonry surfaces to receive self-adhering sheet underlayment.
- B. Sheet Underlayment: Install sheet underlayment on the remainder of the roof deck. Lap courses in direction to shed water.

#### **3.3 METAL FLASHING INSTALLATION**

- A. General: Install metal flashings according to recommendations in ARMA's "Residential Asphalt Roofing Manual" and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Apron Flashings: Extend lower flange over and beyond each side of downslope asphalt shingles and up the vertical surface.
- C. Step Flashings: Install with a headlap of 2 inches and extend over the underlying asphalt shingle and up the vertical surface. Fasten to roof deck only.
- D. Rake Drip Edges: Install rake drip edge flashings under underlayment and fasten to roof deck.

- E. Eave Drip Edges: Install eave drip edge flashings below underlayment and fasten to roof sheathing.

### 3.4 ASPHALT SHINGLEIN STALLATION

- A. Install asphalt shingles according to manufacturer's written instructions, recommendations in ARMA's "Residential Asphalt Roofing Manual," and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Install starter strip along lowest roof edge, consisting of an asphalt shingle strip with tabs removed at least 7 inches wide with self-sealing strip face up at roof edge.
  - 1. Extend asphalt shingles 3/4 inch over fascia at eaves and rakes.
  - 2. Install starter strip along rake edge.
- C. Install asphalt shingles by single-strip column or racking method, maintaining uniform exposure. Install full length first course followed by cut second course, repeating alternating pattern in succeeding courses.
- D. Fasten asphalt shingle strips with a minimum of six roofing nails located according to manufacturer's written instructions.
  - 1. Where roof slope is less than 4:12, seal asphalt shingles with asphalt roofing cement spots.
  - 2. When ambient temperature during installation is below 50 deg F, seal asphalt shingles with asphalt roofing cement spots.
- E. Ridge and Hip Cap Shingles: Maintain same exposure of cap shingles as roofing shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds. Fasten with roofing nails of sufficient length to penetrate sheathing.

END OF SECTION