

## **SECTION 011000**

### **SUMMARY**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.2 WORK COVERED BY CONTRACT DOCUMENTS**

- A. Scope: The Contractor shall supply materials, labor, tools, plant, supplies, equipment, transportation, superintendence, temporary construction of every nature, and other services and facilities necessary to complete the construction of the described facilities, including, but not limited to, incidental work described in the Contract Documents.
- B. Work Includes: Work covers the construction of the Hotel at Avalon and the Alpharetta Conference Center and the associated parking structure, located in Alpharetta, Georgia.
- C. Hazardous Materials: Do not incorporate any products or materials into the work that contain asbestos or other hazardous substances, as such are defined under the federal Toxic Substance Control Act, 15 U.S.C. § 2601 et seq., and the rules and regulations promulgated pursuant thereto, and more specifically 40 C.F.R. § 763.103 (c) (1988).

##### **1.3 CONTRACTS**

- A. Construct work under a single contract.

##### **1.4 OWNER-FURNISHED PRODUCTS**

- A. Owner's Duties:
  - 1. Schedule delivery date with supplier in accordance with Construction Progress Schedule.
  - 2. Make specified submittals to the Contractor.
  - 3. Submit claims for transportation damages.
  - 4. Arrange warranties.
- B. Contractor's Duties:
  - 1. Designate required submittal date for each product in the Submittals Schedule.
  - 2. Coordinate submittals with work of adjacent trades and submit them to the Architect.
  - 3. Designate required delivery date for each product in the Construction Progress Schedule.
  - 4. Promptly inspect delivered products, report damaged or defective items to the Owner.
  - 5. Handle at site, including, but not limited to, unloading, uncrating, and storage.
  - 6. Protect from exposure to elements and from damage.
  - 7. Repair or replace damaged items.
- C. Install, connect, and finish products.

##### **1.5 CONTRACTOR'S USE OF PREMISES**

- A. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, and the Contract Documents and shall not unreasonably encumber the site with materials and equipment.

**1.6 WORK RESTRICTIONS**

- A. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of [ ] a.m. to [ ] p.m., Monday through Friday, except otherwise indicated.
1. Weekend Hours: [ ].
  2. Early Morning Hours: [ ].
  3. Hours for Utility Shutdowns: [ ].
  4. Hours for Noisy Activity: [ ].
- B. Nonsmoking Building: Smoking is not permitted within the building or within <25 feet (8 m)> of entrances, operable windows, or outdoor air intakes.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by the Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
1. Notify the Owner not less than two days in advance of proposed utility interruptions.
  2. Do not proceed with utility interruptions without the Owner's written permission.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 011000**

## **SECTION 012600**

### **CONTRACT MODIFICATION PROCEDURES**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.2 SUMMARY**

- A. Scope: This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

##### **1.3 MINOR CHANGES IN THE WORK**

- A. Architect's Supplemental Instructions: Supplemental instructions authorizing minor changes in the work, not involving adjustment to the Contract Sum or Contract Time, will be issued by the Architect on AIA G710.

##### **1.4 PROPOSAL REQUESTS**

- A. Owner-Initiated Proposal Requests: Proposed changes in the work that will require adjustment to the Contract Sum or Contract Time will be issued by the Architect with a detailed description of the proposed change(s). If necessary, the description will include, but will not necessarily be limited to, supplemental or revised Drawings and Specifications.
  - 1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
  - 2. Unless otherwise indicated in the proposal request, within 21 days of receipt of the proposal request, submit an estimate of cost necessary to execute the proposed change to the Owner and the Architect for their review.
    - a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include a statement indicating the effect the proposed change in the work will have on the Contract Time.
- B. Contractor-Initiated Proposal Requests: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Owner and the Architect.
  - 1. Include a statement outlining the reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and Contract Time.
  - 2. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
  - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  - 4. Comply with requirements in Section 016000 "Product Requirements" if the proposed change requires substitution of one product or system for a product or system specified.
- C. Proposal Request Form: AIA G709 shall be used for change order proposal requests.

**1.5 CONSTRUCTION CHANGE DIRECTIVES**

- A. Construction Change Directive: When the Owner and the Contractor disagree on the terms of a proposal request, the Architect may issue a construction change directive on AIA G714. The construction change directive instructs the Contractor to proceed with a change in the work, for subsequent inclusion in a change order. The construction change directive shall contain a complete description of the change in the work. It shall also designate the method to be followed to determine change in the Contract Sum or Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the construction change directive. After completion of the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

**1.6 CHANGE ORDER PROCEDURES**

- A. Upon the Owner's approval of a proposal request, the Architect will issue a change order for signatures of the Owner and the Contractor on AIA G701.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 012600**

**SECTION 012613**

**REQUEST FOR INFORMATION PROCEDURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 GENERAL**

- A. Any Request for Information (RFI) shall be submitted on a copy of the Request For Information Form at the end of this Section, and shall follow these procedures:
  - 1. Work affected by the RFI shall be completely identified by Drawing numbers and Specification paragraph numbers.
  - 2. Field conditions or Project record conditions that affect the work shall be identified on sketches attached to the RFI.
  - 3. If the RFI addresses a conflict in the Contract Documents, the description shall include, but shall not be limited to, dimensions, materials, and other data necessary to respond.
  - 4. The RFI shall include, but shall not be limited to, a suggested solution. If the suggested solution affects construction time or costs, that impact shall be clearly stated.
  - 5. The RFI shall be submitted in a timely manner and shall allow a minimum of five business days after receipt by the Architect for a response.
  - 6. The RFI shall be submitted to the Architect. Each subcontractor or supplier involved or affected by the RFI shall review the request before it is submitted to the Architect.
  - 7. Incomplete RFIs will not be considered, and will be returned unanswered to the Contractor.
  - 8. The Contractor shall submit at the end of each month a copy of the Request For Information Log at the end of this Section.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION**

**END OF SECTION 012613**

FEBRUARY 12, 2016

SECTION 012613 - 2

ALPHARETTA CONFERENCE CENTER  
AND HOTEL AT AVALON - 20130026

REQUEST FOR INFORMATION PROCEDURES

## REQUEST FOR INFORMATION

Contractor:		Architect: COOPER CARRY	
Address:		Address: 191 Peachtree Street, NE, Suite 2400 Atlanta, Georgia 30303	
Phone:		Phone: 404-237-2000	
Project Name: Alpharetta Conference Center and Hotel at Avalon		Project Location: Alpharetta, Georgia.	
RFI Number:	Date of Request:	Date Response Required (5 business days min.):	
Description of RFI:			
As-built Sketches Enclosed:	Specification Paragraph Reference:	Drawing Reference:	
Contractor's Recommendation:			
Cost Impact:	Schedule Impact:	LEED Credit Impact	
Subcontractors Affected:			
Subcontractors Coordinated With:			
Submitted by:			
Architect's Response:			
By:		Date of Response:	

ALPHARETTA CONFERENCE CENTER  
AND HOTEL AT AVALON - 20130026

## REQUEST FOR INFORMATION PROCEDURES

## REQUEST FOR INFORMATION LOG

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**SECTION 012900**  
**PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Scope: This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

**1.3 DEFINITIONS**

- A. Schedule of Values: A statement furnished by the Contractor allocating portions of the Contract Sum to various portions of the work and used as the basis for reviewing the Contractor's Applications for Payment.

**1.4 SCHEDULE OF VALUES**

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including, but not limited to, the following:
    - a. Application for Payment forms with Continuation Sheets.
    - b. Submittals Schedule.
    - c. Contractor's Construction Schedule.
  - 2. Submit the Schedule of Values to the Architect at earliest possible date but no later than two weeks before the date scheduled for submittal of initial Applications for Payment.
  - 3. Where the work is separated into phases requiring separately phased payments, provide subschedules showing values correlated with each phase of payment.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.
  - 1. Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of the Owner.
    - c. Name of the Architect.
    - d. The Architect's project number.
    - e. The Contractor's name and address.
    - f. Date of submittal.
  - 2. Submit draft of AIA G703 Continuation Sheets.
  - 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide line items for principal subcontract amounts, where appropriate.
    - a. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
  - 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  - 5. If approved in advance by the Owner, provide a separate line item in the Schedule of Values for each part of the work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.

- a. Differentiate between items stored on-site and items stored off-site. If specified, include evidence of insurance or bonded warehousing.
6. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the work.
7. Provide a separate line item in the Schedule of Values for each allowance. Show line item value of unit cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
8. Update and resubmit the Schedule of Values before the next Application for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### **1.5 APPLICATIONS FOR PAYMENT**

- A. General: Each Application for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: Progress payments shall be submitted to the Architect by the [ ] of the month. The period covered by each Application for Payment is one month, ending on the [last day of the month] [ ].
- C. Payment Application Forms: Use AIA G702 and AIA G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of the Contractor. The Architect will return incomplete applications without action.
  1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit three signed and notarized original copies of each Application for Payment to the Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
  1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
  1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit final or full waivers.
  3. The Owner reserves the right to designate which entities involved in the work must submit waivers.
  4. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the work covered by the application who is lawfully entitled to a lien.
  5. Submit waivers of lien on forms, executed in a manner acceptable to the Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include, but shall not be limited to, the following:
  1. List of subcontractors.
  2. Schedule of Values.

3. Contractor's Construction Schedule (preliminary if not final).
  4. Products list.
  5. Schedule of unit prices.
  6. Submittals Schedule (preliminary if not final).
  7. List of the Contractor's staff assignments.
  8. List of the Contractor's principal consultants.
  9. Copies of building permits.
  10. Copies of authorizations and licenses from authorities having jurisdiction for performance of the work.
  11. Initial progress report.
  12. Report of preconstruction conference.
  13. Certificates of insurance and insurance policies.
  14. Performance and payment bonds.
  15. Data needed to acquire the Owner's insurance.
  16. Initial settlement survey and damage report if required.
- H. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the work claimed as substantially complete.
1. Include documentation supporting claim that the work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the work.
- I. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA G706, "Contractor's Affidavit for Payment of Debts and Claims."
  5. AIA G706A, "Contractor's Affidavit of Release of Liens."
  6. AIA G707, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.
  8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when the Owner took possession of and assumed responsibility for corresponding elements of the work.
  9. Final, liquidated damages settlement statement.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 012900**

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PAYMENT PROCEDURES

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SECTION 012978 - 1

INTERIM CONTRACTOR'S AFFIDAVIT AND  
WAIVER OF LIENS

**SECTION 012978**

**INTERIM CONTRACTOR'S AFFIDAVIT AND WAIVER OF LIENS**

The form(s) of affidavit and waiver of liens required for interim payments to the Contractor for labor, services, equipment, and materials under the Contract for the Work of the Project shall be in accordance with the requirements, regulations, and laws of the authorities having jurisdiction over the Project.

**END OF SECTION 012978**

FEBRUARY 12, 2016

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SECTION 012978 - 2

INTERIM CONTRACTOR'S AFFIDAVIT AND  
WAIVER OF LIENS

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SECTION 012979 - 1

FINAL CONTRACTOR'S AFFIDAVIT AND  
WAIVER OF LIENS

**SECTION 012979**

**FINAL CONTRACTOR'S AFFIDAVIT AND WAIVER OF LIENS**

The form(s) of affidavit and waiver of liens required for final payment to the Contractor for labor, services, equipment, and materials under the Contract for the Work of the Project shall be in accordance with the requirements, regulations, and laws of the authorities having jurisdiction over the Project.

**END OF SECTION 012979**

FEBRUARY 12, 2016

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SECTION 012979 - 2

FINAL CONTRACTOR'S AFFIDAVIT AND  
WAIVER OF LIENS

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## **SECTION 013113**

### **PROJECT COORDINATION**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.2 PROJECT COORDINATION**

- A. Review of Contract Documents and Field Conditions:
  - 1. Carefully study and compare the Contract Documents with each other and with survey information furnished by the Owner and report at once to the Owner and the Architect errors, inconsistencies, or omissions discovered. The Contractor shall not be liable to the Owner or the Architect for damage resulting from errors, inconsistencies, or omissions in the Contract Documents unless the Contractor recognized such error, inconsistency, or omission and knowingly failed to report it to the Owner and the Architect. If the Contractor performs any construction activity knowing it involves a recognized error, inconsistency, or omission in the Contract Documents without such notice to the Owner and the Architect, the Contractor shall assume appropriate responsibility for such performance and shall bear an appropriate amount of the attributable costs for correction.
  - 2. Take field measurements and verify field conditions and carefully compare such field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing activities. Errors, inconsistencies, or omissions discovered shall be reported to the Owner and the Architect at once.
- B. Dimensions: Dimensions marked on the Drawings shall in general be followed. Large scale drawings shall in general govern over small scale drawings. When measurements are affected by conditions already established, take measurements notwithstanding the giving of dimensions in the Drawings. Do not scale the Drawings. No consideration will be given to claims based on differences between actual dimensions and those indicated on the Drawings.
- C. Measurements: Establish benchmarks and axis lines at each floor showing exact floor elevations and other lines and dimensional reference points as required for the information and guidance of trades.
- D. Coordination with Other Trades:
  - 1. Examine other divisions of the Contract Documents for related work.
  - 2. Examine the Contract Documents to determine the material and equipment which shall be provided by other divisions.
  - 3. Cooperate to provide continuity and progress of the work. Furnish to other divisions, information required for the execution of the work.
  - 4. Furnish other divisions advance information on locations and sizes of frames, boxes, sleeves, and openings needed for the work, and also furnish information and shop drawings necessary to permit trades affected to install their work properly and without delay.
  - 5. Where there is evidence that work of a division shall interfere with the work of another division, all divisions shall be required to assist in working out space conditions to make satisfactory adjustments and shall be prepared to submit and revise coordinated shop drawings.

**E. Drawing Coordination:**

1. Location of items required by the Drawings or Specifications not definitely fixed by dimensions are approximate only and exact locations necessary to secure the best conditions and results shall be determined at the site and shall be as indicated on the shop drawings, and shall be subject to review by the Architect.
2. Determine exact locations by the dimensions of the actual equipment. Submit revised shop drawings for review by the Architect for any revised layout before equipment is installed. Review the Drawings for dimensions, locations of partitions and equipment, locations and sizes of structural supports, foundations, swing of doors, and other detail information required for a correct installation of the work.
3. Work not shown on the Drawings, but mentioned in the Specifications, or vice versa, or any incidental accessories necessary to make the work complete and ready for operation, shall be furnished and installed without additional expense.
4. Items not shown on the Drawings or specified herein, but reasonably incidental to the installation, as required by applicable codes, as practiced by the trade, or which is stipulated by the manufacturer of equipment being installed or connected, shall be furnished and installed without additional expense.

**PART 2 - PRODUCTS** (Not Applicable)**PART 3 - EXECUTION** (Not Applicable)**END OF SECTION 013113**

**SECTION 013119**  
**PROJECT MEETINGS**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 GENERAL**

- A. Scheduling and Administration: The Architect will schedule and administer the general preconstruction conference; the Contractor shall schedule and administer all other Project meetings. Scheduling and administration shall consist of the following:
  - 1. Scheduling: Establish time, date, and place for meetings.
  - 2. Administration: Prepare agenda, conduct meetings, record proceedings, and distribute written record to the following within three days of the meeting:
    - a. The Owner.
    - b. The Architect.
    - c. The consultants.
    - d. The participants.
    - e. Other parties affected by decisions made or interested in subjects discussed.
- B. Notification: For meetings not regularly scheduled; give the Owner, the Architect, and the participants not less than seven days notice.
- C. Conclusions: Decisions, instructions, and interpretations made by the Owner or the Architect at Project meetings shall be binding on the Contractor unless the Contractor takes exception at the meeting. Representatives of the Contractor, subcontractors, and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.

**1.3 PRECONSTRUCTION CONFERENCES**

- A. General Preconstruction Conference: The Architect will call this conference. The Contractor shall notify the Architect that he is ready for this conference no later than 10 days after the date of commencement of the work. The place, date, and time of this conference will be established by the Owner and the Architect. The following parties shall attend this conference:
  - 1. The Owner.
  - 2. The Architect.
  - 3. The Contractor, his project manager, and superintendent.
  - 4. The Contractor's quality control and safety representatives.
  - 5. The Contractor's coordinating engineer for mechanical and electrical.
  - 6. The inspecting and testing agency.
- B. Agenda: The minimum agenda shall be as follows:
  - 1. Administrative procedures.
  - 2. Application for Payment.
  - 3. Shop drawings, coordination drawings, and schedules.
  - 4. Project record documents.
  - 5. Contractor monthly progress report.
  - 6. Contract Documents.

#### **1.4 PREINSTALLATION CONFERENCES**

- A. General: The Contractor shall call these conferences for the purpose of reviewing product selections, procedures for executing work, and coordination with other subcontractors. The place, date, and time of these conferences shall be established by the Contractor. Do not schedule these conferences until the subcontractor executing the work has made the submittals for review called for in the Contract Documents and they have been returned to the Contractor by the Architect with a stamp showing that they are "No Exceptions Taken" or "Exceptions Noted"; and has made the quality control submittals called for in the Contract Documents and their receipt has been acknowledged to the Contractor by the Architect.
1. The following parties shall attend these conferences:
    - a. The Contractor.
    - b. The subcontractor executing the work.
    - c. Subcontractors affected by the work.
    - d. Manufacturer's representatives.
    - e. The inspecting and testing agency, when applicable.
  2. Date, time, and place of meetings will be acceptable to the Owner and the Architect.
  3. The Owner and the Architect may attend all such meetings.
- B. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
1. Contract Documents.
  2. Options.
  3. Related RFIs.
  4. Related Change Orders.
  5. Purchases.
  6. Deliveries.
  7. Submittals.
  8. Review of mock-ups.
  9. Possible conflicts.
  10. Compatibility problems.
  11. Time schedules.
  12. Weather limitations.
  13. Manufacturer's written recommendations.
  14. Warranty requirements.
  15. Compatibility of materials.
  16. Acceptability of substrates.
  17. Temporary facilities and controls.
  18. Space and access limitations.
  19. Regulations of authorities having jurisdiction.
  20. Testing and inspecting requirements.
  21. Installation procedures.
  22. Coordination with other work.
  23. Required performance results.
  24. Protection of adjacent work.
  25. Protection of construction and personnel.

#### **1.5 PROGRESS MEETINGS**

- A. General: The Contractor shall call these meetings for the purpose of reviewing the general progress of the work with the Owner and the Architect, and for coordinating and expediting the works progress.
- B. Frequency: Not less than two meetings a month, on a regularly scheduled basis, from the date of commencement of the work until the date of Substantial Completion.
1. Date, time, and place of meetings will be acceptable to the Owner and the Architect.

- C. Attendance:
1. The following parties shall attend these meetings:
    - a. The Contractor.
    - b. Major subcontractors.
    - c. Material suppliers and manufacturer's representatives.
    - d. Inspecting and testing agency representative where applicable.
    - e. Others whose presence may be requested by the Owner or the Architect.
  2. The Owner and the Architect may attend all such meetings.
- D. Agenda: Distribute the agenda for each meeting to the Owner, the Architect, and the participants not less than 24 hours before the start of the meeting. The minimum agenda shall be as follows:
1. Review and acceptance of minutes of previous meeting.
  2. Review of work progress since previous meeting.
  3. Review of field observations, problems, and recommendations.
  4. Review of problems which impede planned progress.
  5. Review of off-site fabrication and delivery status.
  6. Development of corrective measures if required to maintain or regain projected Construction Progress Schedule.
  7. Review of revisions to Construction Progress Schedule if required.
  8. Planning of progress for succeeding work period.
  9. Coordination of projected progress with other contractors as needed.
  10. Review of submittal schedules and status of current submittals.
  11. Review of status of Contractor's remedial actions to previously observed non-conforming work.
  12. Review of proposed changes for the following:
    - a. Effect on Construction Progress Schedule.
    - b. Effect on completion date.
    - c. Effect on Contract Sum.
  13. Review of monthly application for payment (monthly).
  14. Review of status of Project record documents (monthly).
  15. Other business.
- E. Notification: Give participants who are not regular participants not less than seven days notice.

#### **1.6 PROJECT CLOSEOUT CONFERENCE**

- A. Schedule and conduct a project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
  2. Attendees: Authorized representatives of Owner, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
    - a. Preparation of record documents.
    - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
    - c. Submittal of written warranties.
    - d. Requirements for completing documentation.
    - e. Requirements for preparing operations and maintenance data.
    - f. Requirements for delivery of material samples, attic stock, and spare parts.
    - g. Requirements for demonstration and training.
    - h. Preparation of Contractor's punch list.

- i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
  - j. Submittal procedures.
  - k. Owner's partial occupancy requirements.
  - l. Installation of Owner's furniture, fixtures, and equipment.
  - m. Responsibility for removing temporary facilities and controls.
- 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.

**1.7 CONSTRUCTION WASTE MANAGEMENT MEETINGS**

- A. The Contractor shall either conduct separate construction waste management meetings or discuss waste management goals and issues as part of the following regular meetings:
  - 1. Prebid meeting.
  - 2. Preconstruction conference.
  - 3. Preinstallation conference.
  - 4. Progress meetings.
  - 5. Job safety meetings.
  - 6. Special construction waste management meetings.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 013119**

**SECTION 013200****CONSTRUCTION PROGRESS DOCUMENTATION****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 DEFINITIONS**

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a Construction Progress Schedule consume time and resources.
  - 1. Critical Activity: Critical activities are activities on the critical path. They must start and finish on the planned early start and finish times.
  - 2. Predecessor Activity: An activity that precedes another activity in the network.
  - 3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
  - 1. Float time is not for the exclusive use or benefit of either the Owner or the Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
  - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.
  - 3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.
- F. Milestone: A key or critical point in time for reference or measurement.
- G. Network Diagram: A graphic diagram of a network schedule, showing activities and activity relationships.

**1.3 CONSTRUCTION PROGRESS SCHEDULES**

- A. Bar Chart Schedule: A chart showing the elements of the work versus time.
- B. S-Curve: A graph showing the Contract Sum (ordinate) versus the Contract Time (abscissa). Draw an S-curve on this graph to show the dollar value of the work completed on any date within the Contract Time.
- C. Critical Path Method (CPM) Schedule: A schedule prepared by a CPM specialist, engaged and paid for by the Contractor, and made operational within 60 days after the date of commencement of the work.
  - 1. Format:

- a. Identify construction activities by reference to Specification sections and subcontractors.
  - b. Show the major steps in the work of each section or each subcontract including, but not limited to, submittal of submittals for review; building, testing, and acceptance of mockups; fabrication and delivery of materials; installation and field testing of building systems; and the work of other contractors.
  - c. Include review activities by the Architect, authorities having jurisdiction, and the inspecting and testing agency.
  - d. Indicate construction activities in segments that do not exceed 15 working days. Submittals and fabrication and delivery of materials are activities that may exceed the 15 working day limitation.
2. Printouts: When network diagrams, time estimates, and crew size estimates have been completed; have the CPM specialist prepare computer printouts of the proposed CPM schedule for the Project.

#### **1.4 SUBMITTALS SCHEDULE**

- A. A schedule showing the dates on which the Contractor shall furnish to the Architect the submittals required by each of the Specification sections. List each submittal by its unique subparagraph number in the Specifications. Correlate the Submittals Schedule directly to the Construction Progress Schedule and allow approximately 21 days for the Architect's review of each submittal. The actual time necessary for the Architect's review will vary according to the nature, complexity, quality, and timing of each submittal. Allow time in the schedule for resubmittal of items which may be unacceptable.

#### **1.5 PROGRESS REPORTS**

- A. Tabular Report: Include the following information in tabular form:
  1. The actual start date for each activity.
  2. The time estimated to complete each activity.
  3. Past months estimated completion date.
  4. Current estimated completion date.
  5. Scheduled completion date.
  6. Actual completion date.
  7. Status of critical items.
  8. Number of personnel on the site for the Contractor and each subcontractor.
- B. Narrative Report: Include a written description of the progress of the work and circumstances that may delay the progress of the work. In the event of such circumstances, include a description of the actions to be taken to maintain the Project schedule. This will not be considered notice of a claim for extension of the Contract Time.

#### **1.6 CONSTRUCTION PHOTOGRAPHS**

- A. Photographer Qualifications: A professional commercial photographer acceptable to the Owner.
- B. Format: Submit a complete set of digital image electronic files on CD-ROM. Identify electronic media with date photographs were taken. Submit images that have same aspect ratio as the sensor, uncropped. Provide images in JPEG format, produced by a digital camera with minimum sensor size of 4.0 megapixels, and at an image resolution of not less than 1600 by 1200 pixels. Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
  1. Date and Time: Include date and time in filename for each image.
  2. Field Office Images: Maintain one set of images on CD-ROM in the field office at Project site, available at all times for reference. Identify images same as for those submitted.



## C. Quantity:

1. Monthly: Until Substantial Completion take photographs of four representative views of the Project showing, as much as possible, the work installed during the previous month.
2. At Substantial Completion: Take photographs of the Project from 10 points of view as selected by the Owner and the Architect.

**1.7 CONTRACTOR'S RESPONSIBILITIES**

## A. Submittals:

1. Schedule of Values: Submit to the Owner and the Architect before the first Application for Payment.
2. Construction Progress Schedules: Submit to the Owner and the Architect with each Application for Payment until the CPM is implemented. Submit the CPM schedule at the time it becomes operational and thereafter at times when changes are made.
3. Submittals Schedule: Submit to the Architect within 21 days after receipt of Notice to Proceed. Prior to the first submittal, but not later than the submittal of the Submittals Schedule, submit for review a proposed format for transmittal of submittals, and a proposed stamp indicating the Contractor's approval.
4. Progress Reports: Submit to the Owner and the Architect with each Application for Payment.
5. Construction Photographs: Submit CD ROM of digital files to the Owner, and submit prints to the lender and the Architect with each Application for Payment.
6. Interim Contractor's Affidavit and Waiver of Liens: Submit to the Owner and the Architect with each Application for Payment. See Section 012978 "Interim Contractor's Affidavit and Waiver of Liens."
7. Final Contractor's Affidavit and Waiver of Liens: Submit to the Owner and the Architect with final Application for Payment. See Section 012979 "Final Contractor's Affidavit and Waiver of Liens."

## B. Construction Progress Schedules:

1. Maintenance: Update the bar chart until the CPM schedule has been made operational. Update the S-curve on a monthly basis.
2. Extension: To make a claim for an extension of the Contract Time, include revised schedules with the monthly submittal to indicate the proposed extension.

**1.8 CONSTRUCTION REPORTS**

## A. Prepare a daily construction report, recording the following information concerning events at the site, and submit duplicate copies to the Owner at weekly intervals:

1. List of subcontractors at the site.
2. Approximate count of personnel at the site.
3. High and low temperatures, general weather conditions.
4. Accidents and unusual events.
5. Meetings and significant decisions.
6. Stoppages, delays, shortages, losses.
7. Meter readings and similar recordings.
8. Emergency procedures.
9. Orders and requests of governing authorities.
10. Change orders received, implemented.
11. Services connected, disconnected.
12. Equipment or system tests and start-ups.
13. Partial completions, occupancies.
14. Substantial completions authorized.

FEBRUARY 12, 2016

SECTION 013200 - 4

ALPHARETTA CONFERENCE CENTER  
AND HOTEL AT AVALON - 20130026

CONSTRUCTION PROGRESS DOCUMENTATION

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 013200**

**SECTION 013300**  
**SUBMITTAL PROCEDURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. General: The purpose of submittals is to demonstrate for those portions of the work for which submittals are required the way the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents.
- B. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

**1.3 DEFINITIONS**

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

**1.4 ACTION SUBMITTALS**

- A. Product Data: Illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the work. The data shall be supported by sufficient descriptive material, such as catalog cuts, diagrams, and other data published by the manufacturer, as well as by evidence of compliance with performance standards, to demonstrate conformance to the Specification requirements. Catalog numbers alone are not acceptable. The data shall include, but shall not be limited to, the name and address of the nearest service and maintenance organization that regularly stocks repair parts. No consideration shall be given to partial lists submitted from time to time, unless otherwise noted. Review of materials and equipment is tentative, subject to submission of complete shop drawings indicating compliance with the Contract Documents.
  - 1. Cross out information which is not applicable to the work.
  - 2. Supplement standard information to provide additional information which is applicable to the work.
  - 3. Show dimensions and clearances required.
  - 4. Show performance characteristics and capacities.
- B. Materials List: A list of selected manufacturers, product names, product model numbers, and other information furnished by the Contractor to document the sources of materials and equipment used in the work.

- C. Shop Drawings: Drawings, diagrams, schedules, and other data specially prepared for the work by the Contractor or a subcontractor, sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the work, drawn accurately to scale. When possible, identify details by reference to sheet and detail number shown on the Drawings. The minimum acceptable sheet size shall be 8-1/2 inches by 11 inches.
1. Reproductions of the Drawings are not acceptable as shop drawings.
  2. Upon request, the Architect will provide electronic copies of the database of the Drawings for the purpose of producing shop drawings. The Architect will retain ownership of the database and copyright therein and the party purchasing the database shall assume all responsibility and liability for its use and shall indemnify, hold harmless, and defend the Architect, its employees, and consultants as a result of all claims, loss liability, damages, or awards arising out of the use of the database. The Architect shall be paid a lump sum administrative fee of \$150 per file for time and material costs associated with transmitting the requested data. The purchasing party shall furnish written agreement to these terms on a Release of BIM File Letter to be furnished by the Architect. The Architect will provide electronic copies of the database only upon receipt of both the payment and the signed Release of BIM File Letter.
- D. Wiring Diagrams: Accompany shop drawings with specific wiring diagrams and instructions on equipment controls or devices which are to be furnished. The diagrams and instructions shall not be of a general nature, but shall be modified to be specific to this Project. Include identical diagrams and instructions for the installation of the equipment and identical diagrams in the operation and maintenance manuals. Wiring diagrams shall indicate interconnection between pieces of electrical equipment.
- E. Samples: Physical samples which illustrate materials, equipment, or workmanship and establish the visual standards by which the work shall be judged. Samples will be reviewed for color and appearance only. Compliance with all other requirements shall be the exclusive responsibility of the Contractor.
1. Unless otherwise specified, submit full-size, fully fabricated samples cured and finished as specified and physically identical with the material or product proposed. Samples include, but shall not be limited to, partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
    - a. Mount, display, or package samples in the manner specified to facilitate review of qualities indicated. Prepare samples to match the Architect's sample. Include the following:
      - 1) Generic description of the sample.
      - 2) Sample source.
      - 3) Product name or name of manufacturer.
      - 4) Compliance with recognized and specified standards.
    - b. Submit samples for review of kind, color, pattern, and texture for a comparison of characteristics between the final submittal and the actual component as delivered and installed. Where a perceivable range is accepted by the Architect, members installed that are abutting or within 6 inches of each other in the final construction shall not vary by more than one-half the accepted range.
    - c. Refer to other sections for requirements for samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
    - d. Refer to other sections for samples to be returned to the Contractor for incorporation in the work. Such samples shall be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of sample submittals.
  2. Where samples are for selection of color, pattern, texture, or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.

## 1.5 INFORMATIONAL SUBMITTALS

- A. Design Data: Performance and design criteria, list of applicable codes and regulations, and calculations compiled by a professional engineer registered in the State where the Project is located, for the Contractor to document the performance characteristics of a building system or building component.
- B. Test Reports:
  - 1. General: Reports of test procedures carried out by an inspecting and testing agency, manufacturer, supplier, or distributor to verify that materials and equipment used in the work comply with the Contract Documents. Only test reports made by agencies operating in the following countries will be acceptable:
    - a. Canada.
    - b. Japan.
    - c. United Kingdom.
    - d. United States.
  - 2. Material Test Reports: Prepare reports written by a qualified inspecting and testing agency, on inspecting and testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
  - 3. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified inspecting and testing agency, or on comprehensive tests performed by a qualified inspecting and testing agency.
  - 4. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for the Project. Include the following information:
    - a. Name of evaluation organization.
    - b. Date of evaluation.
    - c. Time period when report is in effect.
    - d. Product and manufacturers' names.
    - e. Description of product.
    - f. Test procedures and results.
    - g. Limitations of use.
  - 5. Preconstruction Test Reports: Prepare reports written by a qualified inspecting and testing agency, on inspecting and testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
  - 6. Compatibility Test Reports: Prepare reports written by a qualified inspecting and testing agency, on inspecting and testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
  - 7. Field Test Reports: Prepare reports written by a qualified inspecting and testing agency, on inspecting and testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

- C. Certifications: Certifications made by the Contractor or a subcontractor, sub-subcontractor, manufacturer, supplier, or distributor to certify that certain requirements of the Specifications have been met. The Contractor shall review certificates before submissions are made to the Architect, to ensure that the affidavit is properly worded, dated, and signed. Each certificate shall be signed by an official authorized to certify on behalf of the company and shall contain the name and address of the Contractor, the Project name and location, reference to products, systems, shop drawings, and product data, and the quantity and date or dates of shipment or delivery to which the certificates apply. Copies of laboratory test reports submitted with certificates shall contain the name and address of the inspecting and testing agency and the dates of tests to which the report applies. Certification shall not be construed as relieving the Contractor from furnishing satisfactory material if, after tests are performed on selected samples, the material is found not to meet the specific requirements.
1. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
  2. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
  3. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
  4. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
  5. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of welding procedure specification (WPS) and procedure qualification record (PQR) on AWS forms. Include names of firms and personnel certified.
  6. Delegated-Design Services Certificates: Prepare written certification, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
    - a. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- D. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:
1. Preparation of substrates.
  2. Required substrate tolerances.
  3. Sequence of installation or erection.
  4. Required installation tolerances.
  5. Required adjustments.
  6. Recommendations for cleaning and protection.
- E. Manufacturer's Field Reports: Prepare written information documenting factory authorized service representative's tests and inspections. Include the following, as applicable:
1. Name, address, and telephone number of factory authorized service representative making report.
  2. Statement on condition of substrates and their acceptability for installation of product.
  3. Statement that products at the Project site comply with requirements.
  4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
  5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
  6. Statement whether conditions, products, and installation will affect warranty.
  7. Other required items indicated in individual Specification Sections.

- F. Statements: Statements made by the Contractor or a subcontractor, sub-subcontractor, manufacturer, supplier, or distributor to certify that certain requirements of the Specifications have been met. The Contractor shall review statements before submissions are made to the Architect, to ensure that the statements are proper and dated and signed. Each statement shall be signed by an official authorized to do so on behalf of the company.
  - 1. Statement of Manufacturer's Review: Submit fully executed Statements of Manufacturer's Review on the form bound herein.
  - 2. Statement of Application: At the time of Substantial Completion, submit fully executed Statements of Application on the form bound behind Section 017700 "Closeout Procedures."
- G. Temporary Work Submittals: See Section 015000 "Temporary Facilities and Controls."
- H. Contract Closeout Submittals: See Section 017700 "Closeout Procedures."

#### **1.6 CONTRACTOR'S RESPONSIBILITIES**

- A. Scheduling: Within 21 days after receipt of Notice to Proceed, submit a proposed Submittals Schedule to the Architect. Indicate on the schedule the dates on which the Contractor shall furnish to the Architect the submittals required by each of the various Specification sections. List each submittal by its unique subparagraph number in the Specifications. Directly correlate the Submittals Schedule to the Construction Progress Schedule and allow approximately 21 days for the Architect's review of each submittal. The actual time necessary for the Architect's review will vary according to the nature, complexity, and quality of each submittal. Allow time in the schedule for resubmittal, in accordance with the days noted above, of items which may be unacceptable. Number of days for the Architect's review of resubmittals shall be the same as that noted above for the original submittal. Prior to the first submittal, but not later than the submittal of the Submittals Schedule, submit for review a proposed format for transmittal of submittals, and a proposed stamp indicating the Contractor's approval.
- B. Checking and Approving:
  - 1. The Contractor shall review, coordinate, approve, stamp, and submit to the Architect submittals for action and informational submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the work or in the activities of the Owner or of separate contractors.
  - 2. The Contractor shall perform no portion of the work requiring submittals for action or informational submittals until the respective submittals had been reviewed by the Architect. The work shall be in accordance with reviewed submittals.
  - 3. By approving, stamping, and submitting the Contractor represents that the Contractor has determined and verified materials, field measurements, and field construction criteria, or will do so, and has checked and coordinated the information contained within such submittals and with the requirements of the work and of the Contract Documents.
  - 4. The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's review unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submittal and the Architect has given written acceptance to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in submittals by the Architect's acceptance thereof.
  - 5. When professional certification performance criteria of materials, systems, or equipment is required by the Contract Documents, the Owner and Architect shall be entitled to rely upon the accuracy and completeness of such calculations and certifications.
- C. Timing: Make submittals in accordance with the agreed upon schedule for submittals and with reasonable promptness and in such sequence as to cause no delay in the work or in the activities of the Owner or of separate contractors. Extensions of time will not be granted because of failure to make submittals in time to allow for adequate review as determined by the Architect or because of failure to agree upon a schedule.

- D. Distributing: After the Architect's review, the Contractor shall distribute copies of submittals.

## **1.7 SUBMISSION REQUIREMENTS**

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Submittals shall be made through the Contractor.
  2. Submittals for each separate and definable system or subsystem shall be complete and shall include, but shall not be limited to, the items necessary to define and explain the system or subsystem, including, but not limited to, its performance and installation. Such items shall consist of product data, materials lists, shop drawings, samples, design data, test reports, and certificates as required by the Specifications. Combine the submittal items for each system or subsystem and submit them together as a single submittal.
  3. If a submittal is incomplete, deviates significantly from the requirements of the Contract Documents, contains numerous errors, has not been reviewed by the Contractor, or has been reviewed only superficially by the Contractor, then it may be returned without being reviewed by the Architect and resubmission shall be required. If a submittal is not required by the Contract Documents, then it may be returned without being reviewed by the Architect.
- B. Electronic Submittals:
1. Post electronic submittals as PDF electronic files directly to Project Web site specifically established for Project.
    - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
- C. Language and Units of Measure: Make submittals in the English language and in the English system of measurement.
- D. Number of Copies:
1. Action Submittals:
    - a. Product Data:
      - 1) Electronic in pdf format.
    - b. Materials Lists:
      - 1) Electronic in pdf format.
    - c. Shop Drawings:
      - 1) Electronic in pdf format.
    - d. Samples:
      - 1) Range Samples: Where a visually apparent range of color, graining, texture, or other characteristic is anticipated in finished products; furnish the number of range samples necessary to indicate the full range of characteristics of the finished product, but in no case submit less than three sets of range samples.
      - 2) Other Samples: Three each.
  2. Informational Submittals:
    - a. Design Data:
      - 1) Electronic in pdf format.
    - b. Test Reports:
      - 1) Source Quality Control Tests:
        - a) Electronic in pdf format.
      - 2) Field Quality Control Tests: See Section 014523 "Inspecting and Testing Services."
    - c. Certificates and Certifications Submittals:
      - 1) Electronic in pdf format.



- E. Transmittals: Use a separate transmittal for each Specification section. Accompany submittals with a transmittal letter containing the following:
  - 1. Date submitted (that is the date the submittal left the Contractor's office).
  - 2. Project title and the Architect's Project number.
  - 3. The Contractor's name and address.
  - 4. Name of the Contractor's employee responsible for the Contractor's review.
  - 5. Name of the firm preparing the original submittal.
  - 6. Transmittal number. Numbers shall be consecutive for the Project.
  - 7. Submission number (that is first, second, third, etc., depending on previous submittal for any given item; see resubmission requirements below).
  - 8. Specification section number and subparagraph number.
  - 9. The quantities being submitted for each submittal item.
  - 10. Drawing numbers and titles for shop drawings.
  - 11. Notice of deviations from the Contract Documents and reason(s) for such deviations.
- F. Action Submittals: Include the following on each submittal, including, but not limited to, each sheet of shop drawings and each sample:
  - 1. Date and revision dates.
  - 2. Project title and the Architect's Project number.
  - 3. The names of the Architect, the Contractor, subcontractor, supplier, manufacturer, and separate detailer when pertinent.
  - 4. Identification of product or material.
  - 5. Relation to adjacent structure or materials.
  - 6. Field dimensions, clearly identified as such.
  - 7. Applicable standards, such as ASTM or ANSI.
  - 8. A blank space, 3 inches by 5 inches, for the Architect's stamp.
  - 9. Identification of deviations from the Contract Documents.
  - 10. The Contractor's stamp; dated, initialed or signed, and certifying to approval of submittal.
- G. Informational Submittals: Include the following on each submittal:
  - 1. Date and revision dates.
  - 2. Project title and the Architect's Project number.
  - 3. The name of the Architect.
  - 4. Make submittal on the letterhead of the engineer who prepared the design data, or the inspecting and testing agency that prepared the test report, or the party making a certification.

## **1.8 RESUBMISSION REQUIREMENTS**

- A. Procedure: Follow the same procedure as for initial submittal. Do not include an initial submittal on the same transmittal with a resubmittal, use a separate transmittal. Resubmit required submittals that have been stamped "Exceptions Noted - Resubmit", or "Rejected", or "Rejected - Not Reviewed". Do not resubmit submittals that are not required.
- B. Revisions: If a resubmittal includes changes other than those requested by the Architect, include notification of the nature and location of such changes.

## 1.9 ARCHITECT'S RESPONSIBILITIES

- A. Reviewing: The Architect will review and take appropriate action upon the Contractor's submittals such as shop drawings, product data, and samples, but only for a limited purpose of checking for general conformance with information given and the design concept expressed in the Contract Documents. The Architect's action will be taken with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment of systems all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review of the Contractor's submittals shall not relieve the Contractor of his obligations. The Architect's review shall not constitute review of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Architect's review of a specific item shall not indicate acceptance of an assembly of which the item is a component. If Contractor considers any notations by the Architect to increase the Contract Cost or the Contract Time, he shall notify the Owner and the Architect in writing immediately.
- B. Stamping: The Architect will affix stamp with initials or signature and review date indicating review of submittal.
1. No Exceptions Taken: Fabrication, manufacture, and construction may proceed providing the work is in compliance with the Contract Documents.
  2. Exceptions Noted: Fabrication, manufacture, and construction may proceed providing the work is in compliance with the Architect's notations and the Contract Documents. If for any reasons the Contractor cannot comply with the Architect's notations, then the Contractor shall resubmit.
  3. Exceptions Noted - Resubmit: Fabrication and manufacture may proceed, however, the submittal does not include all conditions, details, and coordination information required and therefore must be reworked and resubmitted for a "No Exceptions Taken" or an "Exceptions Noted" stamp. Fabrication of that portion of the work which has been returned to the Contractor without comment may proceed at the Contractor's option, but in no case is work to be delivered or installed prior to resubmittal and receipt of a "No Exceptions Taken" or an "Exceptions Noted" stamp. Fabrication may not proceed on those portions of the work requiring additional information. If for any reason the Contractor cannot comply with the Architect's notations, the Contractor shall include notification in his resubmittal.
  4. Rejected: No work shown on the submittal may be fabricated, manufactured, or constructed.
  5. Rejected - Not Reviewed: Submittal was not made in accordance with the Contract Documents or is not required by the Contract Documents.
  6. Information: Receipt of an informational submittal is acknowledged.
- C. Returning:
1. Action Submittals:
    - a. Product Data: The Architect will return three copies stamped with the appropriate action to the Contractor for distribution.
    - b. Materials List: The Architect will return three copies stamped with the appropriate action to Contractor for distribution.
    - c. Shop Drawings: The Architect will return all copies, stamped with the appropriate action, to the Contractor for distribution.
    - d. Samples: The Architect will retain one sample or set of samples and will return all others to the Contractor for distribution.
  2. Informational Submittals: The Architect may or may not return informational submittals to the Contractor.

FEBRUARY 12, 2016  
ALPHARETTA CONFERENCE CENTER  
AND HOTEL AT AVALON - 20130026

SECTION 013300 - 9  
SUBMITTAL PROCEDURES

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 013300**

**STATEMENT OF MANUFACTURER'S REVIEW**

PROJECT: Alpharetta Conference Center and Hotel at Avalon

LOCATION: Alpharetta, Georgia

Owner: Stormont Hospitality Group, LLC Architect: Cooper Carry  
3350 Riverwood Parkway, Suite 1590 191 Peachtree Street, NE, Suite 2400  
Atlanta, Georgia 30362. Atlanta, Georgia 30303

North American Properties 264  
19th Street, NW, Suite 2200  
Atlanta, Georgia 30362

SUBJECT: \_\_\_\_\_

SPECIFICATION REFERENCES: \_\_\_\_\_

STATEMENT: The Undersigned hereby state that the Contract Documents, the shop drawings, and the product data have been reviewed with qualified representative(s) of the materials manufacturers and all of the parties are in agreement that the selected materials and systems are proper and adequate for the applications shown, especially with respect to compatibility with adjacent systems and materials.

EXCEPTIONS: (Agreed upon with the Owner and the Architect prior to installation.)

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

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

By: \_\_\_\_\_  
(signed) (printed)

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

By: \_\_\_\_\_  
(signed) (printed)

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

By: \_\_\_\_\_  
(signed) (printed)

**END OF FORM**

## **SECTION 014200**

### **REFERENCES**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

##### **1.2 REFERENCE STANDARDS**

- A. When reference is made to the standard specifications of nationally known organizations, the edition in effect on the date shown on the Project Manual shall govern unless another edition is indicated in the Specifications. If such standard specifications are revised prior to completion of any part of the work to which such revision would pertain, the Contractor may, if accepted by the Architect in writing, perform such work in accordance with the revised standard specifications.
- B. When specific articles, divisions, sections, and headings are not given, such specifications shall apply in full.
- C. Standard specifications, when included as references, apply only to those parts of the specifications where, "in accordance with the referenced standards," is stated.
- D. The standard specifications except as modified in the Specifications or where the Contract Documents include more stringent requirements, shall have full force and effect as though printed in the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference. The standard specifications are not furnished with the Contract Documents, because manufacturers and trades involved are expected to be familiar with these references.

##### **1.3 CODES AND ORDINANCES**

- A. Install work in accordance with applicable local, State, and Federal ordinances and statutes. Applicable codes shall include, but shall not be limited to, Federal and State law, local ordinances, Utility Company regulations, and other codes as specified. Nothing in the Specifications or the Drawings shall be construed to permit deviation from the governing codes.
- B. In case of conflict with local ordinances and statutes, the more stringent shall take precedent and shall be provided by the Contractor at no additional cost to the Owner.
- C. Conflict between Contract Documents and applicable codes or ordinances shall be brought to the attention of the Architect for clarification. The decisions of the Architect with regard to the governing criteria shall be provided by the Contractor at no additional cost to the Owner.
- D. Where material specified exceeds the cost or quality of that permitted by code the Specifications shall govern.
- E. Each trade shall cooperate with and assist other trades on the Project in conformance with trade jurisdictional rulings and each trade shall perform the work which is within its jurisdiction.
- F. References made herein to standards, specifications, or codes, include latest addenda, errata, or other revisions thereto, existing on the date of the Contract Documents.

#### **1.4 CONSTRUCTION INDUSTRY STANDARDS**

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards shall be made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with the standard in effect as of the date of the Contract Documents, unless another edition is indicated in the Specifications.
- C. Conflicting Requirements: Where compliance with two or more standards is specified, the standards may establish different or conflicting requirements for minimum quantities or quality levels. Refer requirements that are different, but apparently equal, and uncertainties to the Architect for a decision before proceeding. The decision of the Architect regarding the governing criteria shall be provided by the Contractor at no additional cost to the Owner.
  - 1. The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. In complying with these requirements, indicated numeric values are minimum or maximum, as appropriate for the context of the requirements. Refer uncertainties to the Architect for a decision before proceeding. The decision of the Architect regarding the governing criteria shall be provided by the Contractor at no additional cost to the Owner.
- D. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to that entity's construction activity. Copies of applicable standards are not bound with the Contract Documents.
  - 1. Where copies of standards are needed for performance of a required construction activity, the Contractor shall obtain copies directly from the publication source.
- E. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in the Specifications or other Contract Documents, they shall mean the recognized name of the organizations responsible for the standards and regulations.

#### **1.5 DEFINITIONS**

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. Accepted: The term "accepted", where used in conjunction with the Architect's action on the Contractor's submittals, applications, and requests, is limited to the Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. Approved: The term "approved" is typically not used but if it is used, "approved" means reviewed and accepted.
- D. Contractor: The term "Contractor" shall be defined to mean the Construction Manager.
- E. Directed: A command or instruction by the Architect. Other terms, including, but not limited to, "requested", "authorized", "selected", "required", and "permitted" have the same meaning as "directed."
- F. Furnish: The term "furnish" is used to mean supply and deliver to the Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. Indicated: The term "indicated" refers to graphic representations, notes, or schedules on the Drawings, or other paragraphs or schedules in the Specifications, and similar requirements in the Contract Documents. Where terms such as "shown", "noted", "scheduled", and "specified" are used, it is to help the reader locate the reference, no limitation on location is intended.

- H. Inspecting and Testing Agency: An "inspecting and testing agency" is an independent entity engaged to perform specific inspections or tests, both at the Project site or elsewhere, and to report on and, if required, to interpret results of those inspections or tests.
- I. Install: The term "install" is used to describe operations at the Project site, including, but not limited to, the actual unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- J. Installer: An "Installer" is the Contractor or an entity engaged by the Contractor, either as an employee, subcontractor, or contractor of lower tier, for performance of a particular construction activity, including, but not limited to, installation, erection, application, and similar operations. Installers are required to be experienced in the operations they are engaged to perform.
  - 1. Experienced: The term "experienced," when used with the term "Installer", means having a minimum of five years experience installing similar products on projects similar in size and scope to this Project; having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with the special requirements indicated; and having complied with requirements of authorities having jurisdiction. Comply with additional qualifications where called for in the individual Specification sections.
  - 2. Trades: Using terms such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter". It also does not imply that requirements specified apply exclusively to trades people of the corresponding generic name.
  - 3. Assigning Specialists: Certain sections of the Specifications require that specific construction activities shall be performed by specialists who are recognized experts in those operations. The specialists shall be engaged for those activities, and their assignments are requirements over which the Contractor has no option. However, the ultimate responsibility for fulfilling Contract requirements remains with the Contractor.
    - a. This requirement shall not be interpreted to conflict with enforcing building codes and similar regulations governing the work. It is also not intended to interfere with local trade union jurisdictional settlements and similar conventions.
- K. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that are similar in material, design, and extent to those indicated for this Project.
- L. Project Site: The "Project site" or "job site" is the space available to the Contractor for performing construction activities, either exclusively or in conjunction with others performing work as part of the Project. The extent of the Project site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built.
- M. Provide: The term "provide" means to furnish and install, complete and ready for the intended use.
- N. Regulations: The term "regulations" includes, but shall not be limited to, laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the work.
- O. Requested: Terms such as "requested", "selected", and "required" mean "requested by the Architect", "selected by the Architect", and similar phrases.
- P. Reviewed: The term "reviewed", where used in conjunction with the Architect's action on the Contractor's submittals, applications, and requests, is limited to the Architect's duties and responsibilities as stated in the Conditions of the Contract.

**1.6 SPECIFICATION FORMAT AND CONTENT**

- A. Specification Format: These Specifications are organized into divisions and sections based on the Construction Specifications Institute's (CSI) 50-Division format and MasterFormat numbering system, unless otherwise specified.
- B. Specification Content: These Specifications use certain conventions in the use of language and the intended meaning of certain terms, words, and phrases when used in particular situations or circumstances. These conventions are explained as follows:
  - 1. Language used in the Specifications and other Contract Documents is the abbreviated type. Words and meanings shall be interpreted as appropriate. Words that are implied, but not stated, shall be interpolated as the sense required. Singular words shall be interpreted as plural and plural words interpreted as singular where applicable and the context of the Contract Documents so indicates.
  - 2. Imperative and streamlined language is used generally in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the text, for clarity, subjective language is used to describe responsibilities that shall be fulfilled indirectly by the Contractor, or by others when so noted.
    - a. The words "shall be" shall be included by inference wherever a colon (:) is used within a sentence or phrase.
- C. Conflicting Requirements: In the event of a conflict or inconsistency in or among the Contract Documents, the Contractor shall, unless directed otherwise in writing by the Owner, provide the greatest quantity, highest quality, highest degree of safety, and most stringent material, equipment, or work.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 014200**



**SECTION 014500**

**QUALITY CONTROL**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 RESPONSIBILITY**

- A. The Contractor shall be responsible for initiating, maintaining, and supervising quality control in connection with the work.

**1.3 ADMINISTRATIVE STAFF**

- A. General: Provide a competent and adequate staff for the administration, coordination, supervision, and superintendence of the work. Do not change key members of this staff without the consent of the Owner, unless such staff members prove to be unsatisfactory to the Contractor and cease to be in his employ. If the Contractor intends to change a key staff member, he shall give the Owner written notice at least 15 days prior to the intended change. Key staff members shall be full time employees, stationed at the site.
- B. Project Manager: The person who has responsibility for the prosecution of the work and who has the authority to act in matters for the coordination, direction, and technical administration of the work. Prior to commencement of the work, provide the Owner with the name of the Project Manager.
- C. Superintendent: The person who shall be in attendance at the Project site during the performance of the work. The superintendent shall represent the Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor.
- D. Coordinating Engineer: The person who has the responsibility for the coordination of the mechanical and electrical work with the work of other trades, for the review of mechanical and electrical shop drawings, for the resolution of conflicts and interferences between trades, and for directing adjustments in the work that are required to comply with the Contract Documents.

**PART 2 - PRODUCTS** (Not Applicable)

**PART 3 - EXECUTION** (Not Applicable)

**END OF SECTION 014500**

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SECTION 014500 - 2  
QUALITY CONTROL

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**SECTION 014523****INSPECTING AND TESTING SERVICES****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 COST**

- A. Costs for inspecting and testing services will be borne by the Owner, unless otherwise indicated. Costs for re-testing when initial testing indicates non-conforming work shall be charged to the Contractor.

**1.3 SPECIAL INSPECTIONS AND TESTS**

- A. Special Inspections and Tests: The Owner will engage a qualified inspecting and testing agency or special inspector to conduct special inspections and tests required by authorities having jurisdiction as the responsibility of the Owner, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality control procedures and reviewing the completeness and adequacy of those procedures to perform the work.
  2. Notifying the Architect and Contractor promptly of irregularities and deficiencies observed in the work during performance of its services.
  3. Submitting a certified written report of each test, inspection, and similar quality control service to the Architect with copy to the Contractor and to authorities having jurisdiction.
  4. Submitting a final report of special inspections and tests at Substantial Completion, which shall include, but shall not be limited to, a list of unresolved deficiencies.
  5. Interpreting inspections and tests and stating in each report whether inspected and tested work complies with or deviates from the Contract Documents.
  6. Retesting and reinspecting corrected work.

**1.4 INSPECTING AND TESTING AGENCIES**

- A. Owner's Inspecting and Testing Agencies:
1. Soils Testing: [\_\_\_\_\_].
  2. Other Testing: [\_\_\_\_\_].
- B. Acceptable Inspecting and Testing Agencies:
1. Soils Testing: [\_\_\_\_\_].
  2. Curtain Wall Testing:
    - a. Architectural Testing Inc.; York, PA.
    - b. Construction Research Laboratory, Inc.; Miami, FL.
    - c. Mid America Testing Laboratory, Inc.; St. Louis, MO.
  3. Other Testing: [\_\_\_\_\_].
- C. Prior to start of work, submit name of inspection and testing agencies, addresses, telephone numbers, fax numbers, and names and qualifications of technicians, inspectors, and engineers who will be working on the Project.
1. If multiple inspection and testing agencies are to be used, submit the information stated above for each firm along with a statement of the inspecting and testing responsibilities for each firm.

**1.5 INSPECTING AND TESTING AGENCY QUALIFICATIONS**

- A. Inspecting and testing agency shall maintain membership in the American Council of Independent Laboratories (ACIL) and comply with American Council of Independent Laboratories QAM.
- B. Inspecting and testing agency shall conform with ASTM E 329 and ASTM E 543, where applicable.
- C. Qualifications of testing equipment shall be as follows:
  - 1. Testing equipment shall be calibrated at maximum 12 month intervals by devices of accuracy traceable to either the National Bureau of Standards or accepted values of natural physical constants.
  - 2. Submit copy of certificate of calibration, issued by accredited calibration agency, when requested by the Owner or the Architect.
- D. Competency of personnel shall be certified through recognized programs as applicable for the services required, including, but not limited to, the following:
  - 1. Soils and Foundations: National Institute for Certification in Engineering Technologies or similar program local to the Project.
  - 2. Concrete: National Institute for Certification in Engineering Technologies or similar program local to the Project.
  - 3. Structural Steel: American Welding Society, American Society for Non-Destructive Testing, or similar program local to the Project.

**1.6 INSPECTING AND TESTING AGENCY'S RESPONSIBILITIES**

- A. Review the specified inspecting and testing program and submit a statement to the Owner and the Architect within 15 days of the start of construction, that the specified inspecting and testing program is adequate. Review the specified inspecting and testing program continuously through construction and notify the Owner and the Architect if developments indicate that the specified inspecting and testing program should be modified.
- B. The inspecting and testing agency shall attend Project meetings as applicable.
- C. Furnish inspection, testing, and interpretations of test results for compliance of materials and methods of construction as required by the Contract Documents.
- D. Report results of inspections and tests. Report results to the Contractor as soon as they are known. Report results indicating non-conforming work to the Architect as soon as they are known. Submit a written report to the Owner, the Architect, the Structural Engineer, and the Contractor not more than seven days after results are known. For Division 31 "Earthwork," include the Civil Engineer.
- E. Promptly submit written reports of each inspection, sampling, testing, and like activity.
  - 1. Reports shall include, but shall not be limited to, the following, as applicable:
    - a. Date issued.
    - b. Project title, address, and number.
    - c. Contractor name.
    - d. Inspecting and testing agency name, address, and telephone number.
    - e. Name of individual who performed inspection, sampling, testing, or like activity.
    - f. Date and time of inspection, sampling, and testing, as applicable.
    - g. Record of temperature and weather condition.
    - h. Identification of product or work and reference to applicable Specification section.
    - i. Location of inspection, sampling, testing, or like activity in the Project.
    - j. Area of installed work represented by inspection, sampling, testing, or like activity.
    - k. Type or method of inspection, sampling, testing, or like activity.
    - l. Complete data on inspection, sampling, testing, or like activity.

- m. Results of inspection, sampling, testing, or like activity.
  - n. Observations regarding compliance with Contract Documents and of conditions encountered where unusual or not anticipated.
  - o. Professional interpretation or evaluation of acceptability of inspection, sampling, testing, or like activity relative to meeting requirements of the Contract Documents.
  - p. Signature of responsible professional engineer in charge, registered in the State in which the Project is located.
- 2. Submit copies of reports as follows:
  - a. Owner: Two copies.
  - b. Architect: Three copies.
  - c. Structural Engineer: Two copies.
  - d. Contractor: Two copies.
  - e. Governing Authority: When required by governing authority, submit quantity of copies required directly to such authority.
- F. Certify at the following times that inspecting and testing within the inspecting and testing agency's responsibility has been performed to date with satisfactory results:
  - 1. At the completion of foundation.
  - 2. At the completion of the structural frame.
  - 3. At the completion of the building envelope.
  - 4. At the completion of the inspecting and testing program or at Substantial Completion, whichever is earlier.
- G. The inspecting and testing agency does not have the right of rejection or the right to stop the work, except for such reasonable periods as may be required to conduct sampling, inspecting, or testing operations.
- H. If the Contractor fails to perform as indicated in these Specifications, notify the Owner, the Architect, and the Contractor and immediately follow with written notice to the Owner with a copy to the Architect and the Contractor.

## 1.7 CONTRACTOR'S RESPONSIBILITIES

- A. General:
  - 1. Tests, inspections, and approvals of portions of the work required by the Contract Documents or by laws, ordinances, rules, regulations, or orders of public authorities having jurisdiction shall be made at an appropriate time. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with the inspecting and testing agency or with the appropriate public authority. The Contractor shall give the Architect timely notice of when and where tests and inspections are to be made so the Architect may observe such procedures. The Owner shall bear costs of tests, inspections, or approvals which do not become requirements until after bids are received or negotiations concluded.
  - 2. If the Architect, the Owner, or public authorities having jurisdiction determine that portions of the work require additional testing, inspection, or approval not included under Subparagraph 1 above, the Architect will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval by an entity acceptable to the Owner, and the Contractor shall give timely notice to the Architect of when and where tests and inspections are to be made so the Architect may observe such procedures. The Owner shall bear such costs except as provided in Subparagraph 3 below.
  - 3. If such procedures for testing, inspection, or approval under Subparagraphs 1 and 2 above reveal failure of the portions of the work to comply with requirements established by the Contract Documents, the Contractor shall bear costs made necessary by such failure, including, but not limited to, those of repeated procedures and compensation for the Architect's services and expenses.

4. Certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to the Architect.
  5. If the Architect is to observe tests, inspections, or approvals required by the Contract Documents, the Architect will do so with reasonable promptness and, where practicable, at the normal place of testing.
  6. Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid delay in the work.
- B. Furnish to inspecting and testing agencies the samples of materials and component parts of the work where required as specimens for the specified tests. Furnish casual labor and reasonable access to the materials to be tested as necessary to enable the inspecting and testing agency to conduct such testing and inspection services. Correct work damaged by testing.
- C. Give inspecting and testing agency at least 24 hours notice of the readiness of work to be tested. Minimize number of trips required by inspecting and testing agency.
- D. If the inspecting and testing agency fails to perform as indicated in these Specifications, notify the Owner, the Architect, and the inspecting and testing agency and immediately follow with written notice, with a copy to the Architect and the inspecting and testing agency.
- E. Do not proceed with work that requires testing without the inspecting and testing agency's approval.
- F. Should the Contractor desire, for his convenience, inspections, sampling, testing, evaluations, or like services for products or work by an inspecting and testing agency, then such service shall be performed by a separate, equally qualified, independent inspecting and testing agency not employed by the Owner. Cost for such services shall be the responsibility of the Contractor at no change in the Contract Sum.

**PART 2 - PRODUCTS** (Not Applicable)**PART 3 - EXECUTION****3.1 INSPECTING AND TESTING LOG**

- A. Prepare a record of inspections and tests. Include the following:
1. Date inspection or test was conducted.
  2. Description of the work inspected or tested.
  3. Date inspection or test results were transmitted to the Architect.
  4. Identification of inspecting and testing agency or special inspector conducting inspection or test.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to inspection and test log for the Architect's reference during normal working hours.

**3.2 REPAIR AND PROTECTION**

- A. On completion of inspecting, testing, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other specification sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 01 "General Requirements."
- B. Protect construction exposed by or for quality control service activities.

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INSPECTING AND TESTING SERVICES

- C. Repair and protection are the Contractor's responsibility, regardless of the assignment of responsibility for quality control services.

**END OF SECTION 014523**

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SECTION 014523 - 6

INSPECTING AND TESTING SERVICES

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**SECTION 014533**

**STRUCTURAL TESTING AND SPECIAL INSPECTION SERVICES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section summarizes the responsibility of the Contractor and the Testing/Inspection Agency in the performance of the testing/inspection specified in the Contract Documents.
- B. Neither the observations of the Design Professional in the administration of the contract, nor tests/inspections by the Testing/Inspection Agency, nor approvals by persons other than the Design Professional shall relieve the Contractor from his obligation to perform the work in accordance with the Contract Documents.
- C. Special Inspection reports and a final report in accordance with Section 1704.2.4 of the 2012 International Building Code shall be submitted to the Building Official prior to the time that phase of work is approved for occupancy.

**1.2 REFERENCES**

- A. ASTM D3740 - Practice for Evaluation of Agencies Engaged in Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction.
- B. ASTM E329 - Recommended Practice for Inspection and Testing Agencies for Concrete, Steel, and Bituminous Materials as Used in Construction.
- C. American Council of Independent Laboratories - Recommended Requirements for Independent Laboratories Qualifications

**1.3 SELECTION AND PAYMENT**

- A. The Owner will select the Testing/Inspection Agency and will pay for the structural testing and special inspection services that are required by the Contract Documents.
- B. Contractor shall pay for any additional structural testing/inspection required for work or materials not complying with Contract Documents due to negligence or nonconformance.
- C. Contractor shall pay for any additional structural testing/inspection required for his convenience.

**1.4 SUBMITTALS**

- A. Completed Contractor's Statement of Responsibility

**1.5 QUALITY ASSURANCE**

- A. Testing/Inspection Agency Qualifications: In accordance with the Minimum Special Inspector Qualifications Table.

**1.6 STRUCTURAL TESTING AND SPECIAL INSPECTION REQUIRED FORMS**

- A. Specific structural testing and special inspection forms are included in this specification section as follows:
  - 1. Minimum Special Inspector Qualifications Table
  - 2. Statement of Special Inspections
  - 3. Statement of Special Inspections Requirements for Seismic Resistance
  - 4. Schedule of Special Inspections

5. Contractor's Statement of Responsibility
6. Fabricator Certificate of Compliance
7. Final Report of Special Inspections

## **PART 2 - MATERIALS**

**Not Used.**

## **PART 3 - EXECUTION**

### **3.1 STRUCTURAL PRECONSTRUCTION MEETING**

- A. A structural preconstruction meeting may be conducted at the construction site by the Design Professional to discuss quality issues. The parties involved may be the Architect, Structural Engineer, Contractor, Structural Testing/Inspection Agency, appropriate subcontractors, suppliers, and detailers.

### **3.2 STRUCTURAL TESTING/INSPECTION AGENCY'S RESPONSIBILITIES**

- A. Cooperate with the Contractor and provide timely service.
- B. Upon arriving at the construction site, sign in and notify the Contractor of presence.
- C. Select the representative samples that are to be tested/inspected.
- D. Perform tests/inspections as outlined in Contract Documents, the applicable code referenced standards, and as directed by the Design Professional.
- E. Report work and materials not complying with Contract Documents immediately to the Contractor and Design Professional.
- F. Leave copies of field notes with the Contractor prior to leaving the construction site. Field notes shall include the message given to the Contractor, date, time of message, name of Contractor's representative informed, type and location of work or materials tested/inspected, whether the work or materials complies with Contract Documents and name of the Structural Testing/Inspection Agency's representative.
- G. Report and distribute results of tests/inspections promptly in the form of written reports as directed by the Design Professional.
- H. Promptly report any non-conforming work in separate discrepancy reports indicating description, location, reference to applicable Contract Documents, resolution or corrective action taken and date.
- I. Structural Testing/Inspection Agency shall not alter requirements of Contract Documents, approve or reject any portion of the work, or perform duties of the Contractor.
- J. Initial and date the "Date Completed" box in the Schedule of Special Inspections as the inspection and testing activities are completed.
- K. Submit a completed Final Report of Special Inspections at the completion of the special inspection activities.

### **3.3 CONTRACTOR'S RESPONSIBILITIES**

- A. Provide copy of Contract Documents to the Structural Testing/Inspection Agency.

- B. Submit completed Contractor's Statement of Responsibility.
- C. Arrange the preconstruction meeting to discuss quality issues.
- D. Notify the Structural Testing/Inspection Agency 48 hours in advance of operations to allow assignment of personnel and scheduling of tests.
- E. Cooperate with Structural Testing/Inspection Agency and provide access to work.
- F. Provide samples of materials to be tested in required quantities.
- G. Furnish copies of mill test reports when requested.
- H. Provide storage space for Structural Testing/Inspection Agency's exclusive use, such as for storing and curing concrete testing samples.
- I. Provide labor to assist the Structural Testing/Inspection Agency in performing tests/inspections.

**END OF SECTION 014533**

## MINIMUM SPECIAL INSPECTOR QUALIFICATIONS TABLE

Category of Testing and Inspection	Minimum Qualifications (refer to key at end of Table)		
	Shop Testing or Inspection	Field Testing or Inspection	Review Testing, Certification, & Lab Reports
<b>1704.2.5 Inspection of Fabricators</b>			
Pre-cast concrete	A, C, E		
Structural steel construction	C, F, G		
Wood construction	A		
Cold formed metal construction	A		
<b>1705.2, 1705.10, 1705.11&amp; 1705.12 Steel Construction</b>			
Verification of welding consumables, filler metals, procedure specifications, procedure qualification records and personnel performance qualification records			C, F
Nondestructive testing of welding	G	G	
Inspection of welding	C, F	C, F	
Verification of fabricator and erector documents as listed in AISC 360, chapter N, paragraph 3.2			A, C
Material verification of weld filler materials			C, F
Inspection of high strength bolting and steel frame joint details		A, C	
Inspection of embedments and erection of fabricated steel and steel frame elements		A, C, F	
Inspection of steel elements of composite construction		A, C, F	
Verification of reinforcing steel, cold formed steel deck and truss materials			A, C, F
Inspection of reinforcing steel, cold formed steel deck and trusses		A, C	
<b>1705.3 &amp; 1705.12 Concrete Construction</b>			
Reinforcing placement, cast-in-place bolts, post installed anchors concrete and shotcrete placement and curing operations. Inspection of formwork for shape, location and dimensions		A, C, H	
Pre-stressing steel installation		A, C, D, E	
Erection of pre-cast concrete members		A, C, H	
Concrete field sampling and testing		A, J	
Review certified mill reports			A, C
Verify use of required design mix		A, I, J, H, C	
Pre-stressed (pre-tensioned) concrete force application	A, C, E		
Post-tensioned concrete force application		A, C, D	
Review of in-situ concrete strength, prior to stressing of tendons in post-tensioned concrete and prior to removal of shores and forms from beams and structural slabs		A, C, D, H	
Reinforcing steel weldability, reinforcing welding, weld filler material		C, F	
Testing of welding of reinforcing steel		G	
<i>(Table continued on next page)</i>			

Category of Testing and Inspection	Minimum Qualifications (refer to key at end of Table)		
	Shop Testing or Inspection	Field Testing or Inspection	Review Testing, Certification, & Lab Reports
1705.4 Masonry			
Verification of $f'_m$ and $f'_{AAC}$		A, C, L, M	
Mortar joint construction, grout protection and placement, materials proportion, type/size/location of reinforcement, structural elements, anchorage, and connectors		A, C, K	
Sampling/testing of grout/mortar specimens		A, C, L, M	
Observe preparation of masonry prisms for testing of compressive strength of masonry, $f'_m$ and $f'_{AAC}$		A, C, K, L, M	
Inspection of welding of reinforcing steel		C, F	
Testing of welding of reinforcing steel		G	
1705.6& 1804 Soils			
Observe site preparation, fill placement testing of compaction for compliance with the construction documents for the project		A, C, I, N	
Observe test bearing materials below shallow foundations for ability to achieve design bearing capacity		A, C, N, I (Level III)	
Review compaction testing for compliance with the construction documents for the project			A
1705.5, 1705.10, 1705.11 & 1705.12Wood Construction			
Observe structural panel sheathing, size of framing members, nail or staple diameter and length, number of fastener lines, and spacing of fastener lines and fasteners for compliance with construction documents for the project		A	
Observe temporary and permanent truss member restraint/bracing, field gluing of elements. Observe bolting, anchoring or other fastening of: shear walls, diaphragms, drag struts, braces and hold-downs.		A	
1705.7, 1705.8, 1705.9 & 1810 Pile and Pier Foundations			
Observe installation		A, N	
Observe load tests		A	
1705.13Sprayed Fire-Resistant Materials			
Observe surface conditions, application, average thickness and density of applied material, and cohesive/adhesive bond		A, C	
1705.14Mastic and intumescent fire-resistant coatings			
Observe application compliance with AWCI 12-B		A, C	
1705.15Exterior Insulation and Finish Systems			
Inspect EIFS systems		A, B, C, O	
1705.1 Special Cases			
Work of unusual or special nature		A, B, O	
1705.16 Fire-Resistant Penetrations and Joints	See Requirements of IBC Sections 1705.16.1 and 17016.2		
1705.17Smoke Control	See Requirements of IBC Section .1705.17.2		
1705.10, 1705.11, 1705.12, Seismic and Wind Resistance			
Periodic inspection of fabrication, installation and/or anchorage of building systems and components		A	
(Table continued on next page)			

**KEY:**

- A. Georgia Professional Engineer (GA PE) competent in the specific task area or graduate of accredited engineering/engineering technology program under the direct supervision of a GA PE.
- B. Georgia Registered Architect (GA RA) or graduate of accredited architecture/architecture technology program under the direction of a GA RA.
- C. International Code Council (ICC) Special Inspector Certification specific to the particular material and testing methodology applicable to each Category of Testing and Inspection listed in the table.
- D. Post-tensioning Institute (PTI) Certification, Level 2, bonded or unbonded as applicable.
- E. Pre-stressed Concrete Institute (PCI) Certified Inspector.
- F. American Welding Society (AWS) Certified Welding Inspector (CWI) or AWS Certified Associate Welding Inspector working under the direct on-site supervision of a CWI.
- G. American Society for Nondestructive Testing (ASNT) Level II certification, or a Level III certification if previously certified as a Level II in the particular material and testing methodology applicable to each Category of Testing and Inspection listed in the table.
- H. American Concrete Institute (ACI) Concrete Construction Special Inspector.
- I. National Institute for Certification in Engineering Technologies (NICET) Level II or higher certification specific to the particular material and testing methodology applicable to each Category of Testing and Inspection listed in the table.
- J. ACI Concrete Field Testing Technician with Grade 1 certification.
- K. Georgia Concrete and Products Association (GC&PA) – Masonry Association of Georgia (MAG) Masonry Construction Inspector Certification.
- L. National Concrete Masonry Association (NCMA) Concrete Masonry Testing Procedures certification.
- M. GC&PA – MAG Masonry Testing Technician certification.
- N. NICET Certified Engineering Technologist (CT).
- O. Other Qualified Special Inspector as approved by the Building Official.

**Notes:**

1. *The Special Inspector shall meet one of the minimum qualifications listed for the applicable Category of Testing and Inspection.*
2. *Materials testing shall be done by an Approved Testing Agency meeting the requirements of IBC Section 1703 and ASTM E 329.*

**STATEMENT OF SPECIAL INSPECTIONS**

**PROJECT:** Alpharetta Conference Center and The Hotel at Avalon  
**LOCATION:** Alpharetta, GA  
**PERMIT APPLICANT:** Brasfield & Gorrie  
**APPLICANT'S ADDRESS:** 1990 Vaughn Rd, Kennesaw, GA 30144  
**ARCHITECT OF RECORD:** \_\_\_\_\_  
**STRUCTURAL ENGINEER OF RECORD:** Robert M. Weilacher, PE  
**MECHANICAL ENGINEER OF RECORD:** Garry M. Jenkins, PE  
**ELECTRICAL ENGINEER OF RECORD:** Kevin W. Price, PE  
**REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE:** Rob Weilacher, PE

This Statement of Special Inspections is submitted in accordance with Section 1704.3 of the 2012 International Building Code. It includes a *Schedule of Special Inspection Services* applicable to the above-referenced Project as well as the identity of the individuals, agencies, or firms intended to be retained for conducting these inspections. If applicable, it includes *Requirements for Seismic Resistance* and/or *Requirements for Wind Resistance*.

Are *Requirements for Seismic Resistance* included in the *Statement of Special Inspections*? ☒ Yes ☐ No  
Are *Requirements for Wind Resistance* included in the *Statement of Special Inspections*? ☐ Yes ☒ No

The Special Inspector(s) shall keep records of all inspections and shall furnish interim inspection reports to the Building Official and to the Registered Design Professional in Responsible Charge at a frequency agreed upon by the Design Professional and the Building Official prior to the start of work. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge prior to completion of that phase of work. A *Final Report of Special Inspections* documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge at the conclusion of the project.

Frequency of interim report submittals to the Registered Design Professional in Responsible Charge:  
     Weekly   X   Bi-Weekly      Monthly Other; specify: \_\_\_\_\_

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Statement of Special Inspections Prepared by:

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Building Official's Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Permit Number:

Preparer's Seal

Frequency of interim report submittals to the Building Official:

     Monthly      Bi- Monthly      Upon Completion Other; specify: \_\_\_\_\_

## Statement of Special Inspections Requirements for Seismic Resistance

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See the Schedule of Special Inspections for inspection and testing requirements

Seismic Design Category: C

Statement of Special Inspection for Seismic Resistance Required (Yes/No): Yes

**Description of seismic force-resisting system subject to special inspection and testing for seismic resistance:**

(Required for Seismic Design Categories C, D, E or F in accordance with IBC Sections 1705.11.1 through 1705.11.3, 1705.12.1 and 1705.12.2)

Concrete shearwalls at hotel.  
Structural steel braced frame at conference center.

**Description of designated seismic systems subject to special inspection and testing for seismic resistance:**

(Required for architectural, electrical and mechanical systems and their components that require design in accordance with Chapter 13 of ASCE 7, have a component importance factor,  $I_p$ , greater than one and are in Seismic Design Categories C, D, E or F.)

**Description of additional seismic systems and components requiring special inspections and testing:**

(Required for systems noted in IBC Section 1705.11, cases 3,4 & 5 in Seismic Design Categories C, D, E or F.)

### Statement of Responsibility:

Each contractor responsible for the construction or fabrication of a system or component described above must submit a Statement of Responsibility.



**SCHEDULE OF SPECIAL INSPECTIONS**

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
<b>1704.2.5 Inspection of Fabricators</b>					
Verify fabrication/quality control procedures	In-plant review (3)	Y	Periodic	1	
<b>1705.1.1 Special Cases</b> (work unusual in nature, including but not limited to alternative materials and systems, unusual design applications, materials and systems with special manufacturer's requirements)	Submittal review, shop (3) and/or field inspection				
1. Inspection of anchors post-installed in solid grouted masonry: Per research reports including verification of anchor type, anchor dimensions, hole dimensions, hole cleaning procedures, anchor spacing, edge distances, masonry unit, grout, masonry compressive strength, anchor embedment and tightening torque	Field inspection	Y	Periodic or as required by the research report issued by an approved source	1	
<b>1705.2 Steel Construction</b>					
1. Fabricator and erector documents (Verify reports and certificates as listed in AISC 360, chapter N, paragraph 3.2 for compliance with construction documents)	Submittal Review	Y	Each submittal	2	
2. Material verification of structural steel	Shop (3) and field inspection	Y	Periodic	1	
3. Embedments (Verify diameter, grade, type, length, embedment. See 1705.3 for anchors)	Field inspection	Y	Periodic	1	
4. Verify member locations, braces, stiffeners, and application of joint details at each connection comply with construction documents	Field inspection	Y	Periodic	1	
5. Structural steel welding:					
a. Inspection tasks Prior to Welding (Observe, or perform for each welded joint or member, the QA tasks listed in AISC 360, Table N5.4-1)	Shop (3) and field inspection	Y	Observe or Perform as noted (4)	1	

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
b. Inspection tasks During Welding (Observe, or perform for each welded joint or member, the QA tasks listed in AISC 360, Table N5.4-2)	Shop (3) and field inspection	Y	Observe (4)	1	
c. Inspection tasks After Welding (Observe, or perform for each welded joint or member, the QA tasks listed in AISC 360, Table N5.4-3)	Shop (3) and field inspection	Y	Observe or Perform as noted (4)	1	
d. Nondestructive testing (NDT) of welded joints:					
1) Complete penetration groove welds 5/16" or greater	Shop (3, 5) or field ultrasonic testing - 100%	Y	Periodic	1	
2) Thermally cut surfaces of access holes when material $t > 2"$	Shop (3) or field magnetic Particle or Penetrant testing	N	Periodic		
3) Welded joints subject to fatigue when required by AISC 360, Appendix 3, Table A-3.1	Shop (3) or field radiographic or Ultrasonic testing	N	Periodic		
4) Fabricator's NDT reports when fabricator performs NDT	Verify reports	Y	Each submittal (5)	1	
6. Structural steel bolting:	Shop (3) and field inspection				
a. Inspection tasks Prior to Bolting (Observe, or perform tasks for each bolted connection, in accordance with QA tasks listed in AISC 360, Table N5.6-1)		Y	Observe or Perform as noted (4)	1	
b. Inspection tasks During Bolting (Observe the QA tasks listed in AISC 360, Table N5.6-2)		Y	Observe (4)	1	
1) Pre-tensioned and slip-critical joints		N			
a) Turn-of-nut with matching markings		N	Periodic		
b) Direct tension indicator		Y	Periodic	1	
c) Twist-off type tension control bolt		Y	Periodic	1	
d) Turn-of-nut without matching markings		N	Continuous		
e) Calibrated wrench		N	Continuous		
2) Snug-tight joints		Y	Periodic	1	

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
c. Inspection tasks After Bolting (Perform tasks for each bolted connection in accordance with QA tasks listed in AISC 360, Table N5.6-3)		Y	Perform (4)	1	
7. Inspection of steel elements of composite construction prior to concrete placement in accordance with QA tasks listed in AISC 360, Table N6.1	Shop (3) and field inspection and testing	N	Observe or Perform as noted (4)		
<b>1705.2.2 Steel Construction Other Than Structural Steel</b>					
1. Material verification of cold-formed steel deck:					
a. Identification markings	Field inspection	Y	Periodic	1	
b. Manufacturer's certified test reports	Submittal Review	Y	Each submittal	1	
2. Connection of cold-formed steel deck to supporting structure:	Shop (3) and field inspection				
a. Welding		Y	Periodic	1	
b. Other fasteners (in accordance with AISC 360, Section N6)					
1) Verify fasteners are in conformance with approved submittal		Y	Periodic	1	
2) Verify fastener installation is in conformance with approved submittal and manufacturer's recommendations		Y	Periodic	1	
3. Reinforcing steel	Shop (3) and field inspection				
a. Verification of weldability of steel other than ASTM A706		Y	Periodic	1	
b. Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, boundary elements of special concrete structural walls and shear reinforcement		N	Continuous		
c. Shear reinforcement		<u>N</u>	Continuous		
d. Other reinforcing steel		N	Periodic		
4. Cold-formed steel trusses spanning 60 feet or greater		N			

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
a. Verify temporary and permanent restraint/bracing are installed in accordance with the approved truss submittal package	Field inspection	N	Periodic		
<b>1705.3 Concrete Construction</b>					
1. Inspection of reinforcing steel installation (see 1705.2.2 for welding)	Shop (3) and field inspection	Y	Periodic.	1	
2. Inspection of prestressing steel installation	Shop (3) and field inspection	Y	Periodic	1	
3. Inspection of anchors cast in concrete where allowable loads have been increased per section 1908.5 or where strength design is used	Shop (3) and field inspection	Y	Periodic	1	
4. Inspection of anchors and reinforcing steel post-installed in hardened concrete: Per research reports including verification of anchor type, anchor dimensions, hole dimensions, hole cleaning procedures, anchor spacing, edge distances, concrete minimum thickness, anchor embedment and tightening torque	Field inspection	Y	Periodic or as required by the research report issued by an approved source	1	
5. Verify use of approved design mix	Shop (3) and field inspection	Y	Periodic	1	
6. Fresh concrete sampling, perform slump and air content tests and determine temperature of concrete	Shop (3) and field inspection	Y	Continuous	1	
7. Inspection of concrete and shotcrete placement for proper application techniques	Shop (3) and field inspection	Y	Continuous	1	
8. Inspection for maintenance of specified curing temperature and techniques	Shop (3) and field inspection	Y	Periodic	1	
9. Inspection of prestressed concrete:	Shop (3) and field inspection				
a. Application of prestressing force		Y	Continuous	1	
b. Grouting of bonded prestressing tendons in the seismic-force-resisting system		Y	Continuous	1	
10. Erection of precast concrete members					
a. Inspect in accordance with construction documents	Field inspection	Y	In accordance with construction documents	3	

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
b. Perform inspections of welding and bolting in accordance with Section 1705.2	Field inspection	Y	In accordance with Section 1705.2	1	
c. Application of joint details at each connection	Field inspection	Y	Periodic	3	
11. Verification of in-situ concrete strength, prior to stressing of tendons in post tensioned concrete and prior to removal of shores and forms from beams and structural slabs	Review field testing and laboratory reports	Y	Periodic	1	
12. Inspection of formwork for shape, lines, location and dimensions	Field inspection	Y	Periodic		
13. Testing of concrete floor flatness as required per construction documents.	Field testing	Y	Periodic	1	
14. Concrete strength testing and verification of compliance with construction documents	Field testing and review of laboratory reports	Y	Periodic	1	
<b>1705.4 Masonry Construction</b>					
<b>(A) Level A, B and C Quality Assurance:</b>					
1. Verify compliance with approved submittals	Field Inspection		Periodic		
<b>(B) Level B Quality Assurance:</b>					
1. Verification of $f'_m$ and $f'_{AAC}$ prior to construction	Testing by unit strength method or prism test method		Periodic		
<b>(C) Level C Quality Assurance:</b>					
1. Verification of $f'_m$ and $f'_{AAC}$ prior to construction and for every 5,000 SF during construction	Testing by unit strength method or prism test method		Periodic		
2. Verification of proportions of materials in premixed or preblended mortar, prestressing grout, and grout other than self-consolidating grout, as delivered to the project site	Field inspection		Continuous		
3. Verify placement of masonry units	Field Inspection		Periodic		

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
<b>(D) Levels B and C Quality Assurance:</b>					
1. Verification of Slump Flow and Visual Stability Index (VSI) of self-consolidating grout as delivered to the project	Field testing		Continuous		
2. Verify compliance with approved submittals	Field inspection		Periodic		
3. Verify proportions of site-mixed mortar, grout and prestressing grout for bonded tendons	Field Inspection		Periodic		
4. Verify grade, type, and size of reinforcement and anchor bolts, and prestressing tendons and anchorages	Field Inspection		Periodic		
5. Verify construction of mortar joints	Field Inspection		Periodic		
6. Verify placement of reinforcement, connectors, and prestressing tendons and anchorages	Field Inspection		Level B - Periodic		
			Level C - Continuous		
7. Verify grout space prior to grouting	Field Inspection		Level B - Periodic		
			Level C - Continuous		
8. Verify placement of grout and prestressing grout for bonded tendons	Field Inspection		Continuous		
9. Verify size and location of structural masonry elements	Field Inspection		Periodic		
10. Verify type, size, and location of anchors, including details of anchorage of masonry to structural members, frames, or other construction.	Field inspection		Level B - Periodic		
			Level C - Continuous		
11. Verify welding of reinforcement (see 1705.2.2)	Field inspection		Continuous		

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
12. Verify preparation, construction, and protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F)	Field inspection		Periodic		
13. Verify application and measurement of prestressing force	Field Inspection		Continuous		
14. Verify placement of AAC masonry units and construction of thin-bed mortar joints (first 5000 SF of AAC masonry)	Field inspection		Continuous		
15. Verify placement of AAC masonry units and construction of thin-bed mortar joints (after the first 5000 SF of AAC masonry)	Field inspection		Level B - Periodic		
			Level C - Continuous		
16. Verify properties of thin-bed mortar for AAC masonry (first 5000 SF of AAC masonry)	Field inspection		Continuous		
17. Verify properties of thin-bed mortar for AAC masonry (after the first 5000 SF of AAC masonry)	Field inspection		Level B - Periodic		
			Level C - Continuous		
18. Prepare grout and mortar specimens	Field testing		Level B - Periodic		
			Level C - Continuous		
19. Observe preparation of prisms	Field inspection		Level B - Periodic		
			Level C - Continuous		
<b>1705.5 Wood Construction</b>					
1. Inspection of the fabrication process of wood structural elements and assemblies in accordance with Section 1704.2.5	In-plant review (3)	N	Periodic		
2. For high-load diaphragms, verify grade and thickness of structural panel sheathing agree with approved building plans	Field inspection	N	Periodic		

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
3. For high-load diaphragms, verify nominal size of framing members at adjoining panel edges, nail or staple diameter and length, number of fastener lines, and that spacing between fasteners in each line and at edge margins agree with approved building plans	Field inspection	N	Periodic		
4. Verify grade of lumber, manufactured wood products and sheathing.	Field inspection	N	Periodic		
5. Inspect details of wood framing including member types, sizes, spacing, blocking, bridging and bearing.	Field inspection	N	Periodic		
6. Inspect wood connections including nailing, bolting, tie downs, hangers and anchors.	Field inspection	N	Periodic		
7. Inspect diaphragms for sheathing thickness and for fastener size and spacing.	Field inspection	N	Periodic		
8. Metal-plate-connected wood trusses spanning 60 feet or greater: verify temporary and permanent restraint/bracing are installed in accordance with the approved truss submittal package	Field inspection	N	Periodic		
<b>1705.6 Soils</b>					
1. Verify materials below shallow foundations are adequate to achieve the design bearing capacity.	Field inspection	Y	Periodic		
2. Verify excavations are extended to proper depth and have reached proper material.	Field inspection	Y	Periodic	1	
3. Perform classification and testing of controlled fill materials.	Field inspection	Y	Periodic	1	
4. Verify use of proper materials, densities, and lift thicknesses during placement and compaction of controlled fill	Field inspection	Y	Continuous	1	
5. Prior to placement of controlled fill, observe subgrade and verify that site has been prepared properly	Field inspection	Y	Periodic	1	



PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
<b>1705.7 Driven Deep Foundations</b>					
1. Verify element materials, sizes and lengths comply with requirements	Field inspection	N	Continuous		
2. Determine capacities of test elements and conduct additional load tests, as required	Field inspection	N	Continuous		
3. Observe driving operations and maintain complete and accurate records for each element	Field inspection	N	Continuous		
4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element	Field inspection	N	Continuous		
5. For steel elements, perform additional inspections per Section 1705.2	See Section 1705.2	N	See Section 1705.2		
6. For concrete elements and concrete-filled elements, perform additional inspections per Section 1705.3	See Section 1705.3	N	See Section 1705.3		
7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge	Field inspection	N	In accordance with construction documents		
8. Perform additional inspections and tests in accordance with the construction documents	Field Inspection and testing	N	In accordance with construction documents		
<b>1705.8 Cast-in-Place Deep Foundations</b>					
1. Observe drilling operations and maintain complete and accurate records for each element	Field inspection	Y	Continuous		
2. Verify placement locations and plumbness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable) and adequate end-bearing strata capacity. Record concrete or grout volumes	Field inspection	Y	Continuous	1	
3. For concrete elements, perform additional inspections in accordance with Section 1705.3	See Section 1705.3	Y	See Section 1705.3	1	

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
4. Perform additional inspections and tests in accordance with the construction documents	Field Inspection and testing	N	In accordance with construction documents		
<b>1705.9 Helical Pile Foundations</b>					
1. Verify installation equipment, pile dimensions, tip elevations, final depth, final installation torque and other data as required.	Field inspection		Continuous		
2. Perform additional inspections and tests in accordance with the construction documents	Field Inspection and testing		In accordance with construction documents		
<b>1705.10.1 Structural Wood Special Inspections For Wind Resistance</b>					
1. Inspection of field gluing operations of elements of the main windforce-resisting system	Field inspection	N	Continuous		
2. Inspection of nailing, bolting, anchoring and other fastening of components within the main windforce-resisting system	Shop (3) and field inspection	N	Periodic		
<b>1705.10.2 Cold-formed Steel Special Inspections For Wind Resistance</b>					
1. Inspection during welding operations of elements of the main windforce-resisting system	Shop (3) and field inspection	N	Periodic		
2. Inspections for screw attachment, bolting, anchoring and other fastening of components within the main windforce-resisting system	Shop (3) and field inspection	N	Periodic		
<b>1705.10.3 Wind-resisting Components</b>					
1. Roof cladding	Shop (3) and field inspection	N	Periodic		
2. Wall cladding	Shop (3) and field inspection	N	Periodic		
<b>1705.11.1 Structural Steel Special Inspections for Seismic Resistance</b>					
Inspection of structural steel in accordance with AISC 341	Shop (3) and field inspection	N	In accordance with AISC 341		
<b>1705.11.2 Structural Wood Special Inspections for Seismic Resistance</b>					

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
1. Inspection of field gluing operations of elements of the seismic-force resisting system	Field inspection	N	Continuous		
2. Inspection of nailing, bolting, anchoring and other fastening of components within the seismic-force-resisting system	Shop (3) and field inspection	N	Periodic		
<b>1705.11.3 Cold-formed Steel Light-Frame Construction Special Inspections for Seismic Resistance</b>					
1. Inspection during welding operations of elements of the seismic-force-resisting system	Shop (3) and field inspection	N	Periodic		
2. Inspections for screw attachment, bolting, anchoring and other fastening of components within the seismic-force-resisting system	Shop (3) and field inspection	N	Periodic		
<b>1705.11.4 Designated Seismic Systems Verification</b>					
Inspect and verify that that the component label, anchorage or mounting conforms to the certificate of compliance in accordance with Section 1705.12.3	Field inspection	N	Periodic		
<b>1705.11.5 Architectural Components Special Inspections for Seismic Resistance</b>					
1. Inspection during the erection and fastening of exterior cladding and interior and exterior veneer	Field inspection	N	Periodic		
2. Inspection during the erection and fastening of interior and exterior nonbearing walls	Field inspection	N	Periodic		
3. Inspection during anchorage of access floors	Field inspection	N	Periodic		
<b>1705.11.6 Mechanical and Electrical Components Special Inspections for Seismic Resistance</b>					
1. Inspection during the anchorage of electrical equipment for emergency or standby power systems	Field inspection	Y	Periodic	1	
2. Inspection during the anchorage of other electrical equipment	Field inspection	N	Periodic		

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
3. Inspection during installation and anchorage of piping systems designed to carry hazardous materials, and their associated mechanical units	Field inspection	Y	Periodic	1	
4. Inspection during the installation and anchorage of HVAC ductwork that will contain hazardous materials	Field inspection	Y	Periodic	1	
5. Inspection during the installation and anchorage of vibration isolation systems	Field inspection	N	Periodic		
<b>1705.11.7 Storage Racks Special Inspections for Seismic Resistance</b>					
Inspection during the anchorage of storage racks 8 feet or greater in height	Field inspection	N	Periodic		
<b>1705.11.8 Seismic Isolation Systems</b>					
Inspection during the fabrication and installation of isolator units and energy dissipation devices used as part of the seismic isolation system	Shop and field inspection	N	Periodic		
<b>1705.12.1 Concrete Reinforcement Testing and Qualification for Seismic Resistance</b>					
1. Review certified mill test reports for each shipment of reinforcement used to resist earthquake-induced flexural and axial forces in reinforced concrete special moment frames, special structural walls, and coupling beams connecting special structural walls	Review certified mill test reports	N	Each shipment		
2. Verify reinforcement weldability of ASTM A615 reinforcement used to resist earthquake-induced flexural and axial forces in reinforced concrete special moment frames, special structural walls, and coupling beams connecting special structural walls	Review test reports	N	Each shipment		
<b>1705.12.2 Structural Steel Testing and Qualification for Seismic Resistance</b>					
Test in accordance with the quality assurance requirements of AISC 341	Shop (3) and field testing	N	Per AISC 341		
<b>1705.12.3 Seismic Certification of Nonstructural Components</b>					

PROJECT	Alpharetta Conference Center and the Hotel at Avalon				
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
Review certificate of compliance for designated seismic system components.	Certificate of compliance review	N	Each submittal		
<b>1705.12.4 Seismic Isolation Systems</b>					
Test seismic isolation system in accordance with ASCE 7 Section 17.8	Prototype testing	N	Per ASCE 7		
<b>1705.13 Sprayed Fire-resistant Materials</b>					
1. Verify surface condition preparation of structural members	Field inspection		Periodic		
2. Verify application of sprayed fire-resistant materials	Field inspection		Periodic		
3. Verify average thickness of sprayed fire-resistant materials applied to structural members	Field inspection		Periodic		
4. Verify density of the sprayed fire-resistant material complies with approved fire-resistant design	Field inspection and testing		Per IBC Section 1705.13.5		
5. Verify the cohesive/adhesive bond strength of the cured sprayed fire-resistant material	Field inspection and testing		Per IBC Section 1705.13.6		
<b>1705.14 Mastic and Intumescent Fire-Resistant Coatings</b>					
Inspect mastic and intumescent fire-resistant coatings applied to structural elements and decks	Field inspection	N	Periodic		
<b>1705.15 Exterior Insulation and Finish Systems (EIFS)</b>					
1. Verify materials, details and installations are per the approved construction documents	Field inspection	N	Periodic		
2. Inspection of water-resistive barrier over sheathing substrate	Field inspection	N	Periodic		
<b>1705.16 Fire-Resistant Penetrations and Joints</b>					
1. Inspect penetration firestop systems	Field testing	N	Per ASTM E2174		
2. Inspect fire-resistant joint systems	Field testing	N	Per ASTM E2393		
<b>1705.17 Smoke Control Systems</b>					
1. Leakage testing and recording of device locations prior to concealment	Field testing	N	Periodic		

PROJECT		Alpharetta Conference Center and the Hotel at Avalon			
MATERIAL / ACTIVITY	SERVICE	APPLICABLE TO THIS PROJECT			
		Y/N	EXTENT	AGENT*	DATE COMPLETED
2. Prior to occupancy and after sufficient completion, pressure difference testing, flow measurements, and detection and control verification	Field testing	N	Periodic		
<b>* INSPECTION AGENTS</b>		<b>FIRM</b>		<b>ADDRESS</b>	
				<b>TELEPHONE NO.</b>	
1. Qualified Testing Agent (to be determined)					
2. Uzun + Case Engineers					
3. Specialty Precast Structural Engineer					
4.					
<p><i>Notes: 1. The inspection and testing agent(s) shall be engaged by the Owner or the Owner's Agent, and not by the Contractor or Subcontractor whose work is to be inspected or tested. Any conflict of interest must be disclosed to the Building Official prior to commencing work. The qualifications of the Special Inspector(s) and/or testing agencies may be subject to the approval of the Building Official and/or the Design Professional.</i></p> <p><i>2. The list of Special Inspectors may be submitted as a separate document, if noted so above.</i></p> <p><i>3. Special Inspections as required by Section 1704.2.5 are not required where the fabricator is approved in accordance with IBC Section 1704.2.5.2</i></p> <p><i>4. Observe on a random basis, operations need not be delayed pending these inspections. Perform these tasks for each welded joint, bolted connection, or steel element.</i></p> <p><i>5. NDT of welds completed in an approved fabricator's shop shall be performed by that fabricator's qualified Quality Control Inspector per AISC 360, N7.</i></p>					
Are Requirements for Seismic Resistance included in the Statement of Special Inspections?				<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are Requirements for Wind Resistance included in the Statement of Special Inspections?				<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
DATE:					

## Contractor's Statement of Responsibility

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Each contractor responsible for the construction or fabrication of a main wind or seismic force-resisting system, designated seismic system or wind or seismic-resisting component listed in the Statement of Special Inspections, Requirements for Seismic or Wind Resistance, must submit a Statement of Responsibility.

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

Contractor's Name: \_\_\_\_\_

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

License No.: \_\_\_\_\_

Description of building systems and components included in Statement of Responsibility:

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## Contractor's Acknowledgement of Special Requirements

I hereby acknowledge that I have received, read, and understand the Statement of Special Inspections and Special Inspection program:

I hereby acknowledge that control will be exercised to obtain conformance with the approved construction documents.

\_\_\_\_\_  
Name and Title (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Contractor's Provisions for Quality Control

Procedures for exercising control within the contractor's organization, the method and frequency of reporting and distribution of reports is attached to this Statement.

Identification and qualifications of the person(s) exercising such control and their position(s) in the organization are attached to this Statement

## Fabricator's Certificate of Compliance

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Each approved fabricator that is exempt from Special Inspection of shop fabrication and implementation procedures per section 1704.2.5.2 of the International Building Code must submit *Fabricator's Certificate of Compliance* at the completion of fabrication.

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

Fabricator's Name: \_\_\_\_\_

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

Certification or Approval Agency: \_\_\_\_\_

Certification Number: \_\_\_\_\_

Date of Last Audit or Approval: \_\_\_\_\_

Description of structural members and assemblies that have been fabricated:

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I hereby certify that items described above were fabricated in strict accordance with the approved construction documents.

\_\_\_\_\_  
Name and Title (type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attach copies of fabricator's certification or building code evaluation service report and fabricator's quality control manual.