



# **HANCOCK TOWN OFFICE- PARKING LOT AND SITE ACCESSIBILITY UPGRADES**

**PROJECT MANUAL**

**ISSUED: JUNE 29, 2020**

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### Attachments

These attachments are reference documents that the selected contractor will be required to sign and use for the administration of the project.

- Certification Regarding Debarment
- Certification for Contracts, Grants, and Loans
- Compliance Statement
- Department of Labor Notification
- Notice of Award

- AIA A101 2017 – Owner – Contractor Agreement w/ RD Guide
- AIA A201 2017 – General Conditions w/ Rural Development Guide
- Notice to Proceed

- Application for Payment
- Change Order
- Payment in Full
- Release of Claimants
- Builders 1-year Warranty from Contractor on Labor and Materials

## **GENERAL: Hancock Town Office- Parking Lot and Site Accessibility Upgrades**

### **Overview:**

The town of Hancock, Vermont has been working with Vermont Integrated Architecture, P.C. (VIA) to develop plans for the renovation of various site elements at their town office building. In general, the scope includes:

1. The removal of one of two existing paved drive aprons.
2. The re-grading of the parking lot and adjacent grassy areas to accommodate storm water.
3. The replacement of existing parking lot material with new, more stable and permeable material.
4. The addition of a paved handicap parking zone in the parking lot.
5. The replacement of damaged concrete on the existing concrete walkway.
6. The addition and reconfiguration of an ADA accessible concrete walkway to existing.
7. The repair of existing concrete stairs and landing at the building entry.
8. The installation of an ADA-compliant handrail to the existing steps at the building entry.
9. The installation of a gravel drip-strip at the building's southwest corner, near the building entry.
10. Repair of any landscaping disturbed during construction

Attention should be made to provide cost-effective, maintainable, and durable site conditions adequate for the use of this site by all persons.

Rural Development (RD) Section 504 of the Rehabilitation Act requires projects to meet the Architectural Barriers Act (ABA). Although the standards used to implement these laws are similar to the American with Disability Act (ADA), in instances where they differ the more stringent mandate must be followed.

### **Qualifications:**

1. Permits – The General Contractor shall procure any required construction trade permits and inspections. The General Contractor shall determine the permit/inspection fees and request a check for the permit/inspection fees from the owner. The Architect and Owner will procure the VTRANS and any DFS permits required prior to the start of construction.
2. Utility Systems and their connection points are in place and are assumed to be used as they are.
3. Duration of construction should be kept to a minimum so that the users are disrupted for as little time as possible.

**Exclusions:**

The General Contractor shall exclude the following costs from estimates.

- 1) Financing.
- 2) Legal services.
- 3) Independent testing inspection.
- 4) Boundary/topographical survey.
- 5) Hazardous material assessment or abatement.
- 6) Builder's Risk Insurance.
- 7) Permits Fees, other than trade permits
- 8) Utility charges and fees.
- 9) Site furniture
- 10) Moving and miscellaneous expenses.
- 11) Owner's contingency.

**Allowances:**

Provide landscaping allowance of \$1500.00 for perennial plantings. See drawing sheet A-2.0 Proposed Site Plan.

**Alternates:**

1. Provide an ADD alternate to install stone drip strips at all eave sides of the existing building.

**Owner-Supplied Items:**

1. Clearing the site of owner's items. The Town of Hancock will remove any vehicles, site furnishings, etc. from the work area prior to the start of construction.

## SPECIFICATIONS

### 010000 - GENERAL REQUIREMENTS

#### FORMAT OF SPECIFICATION

VIA has prepared these architectural specifications in totality. These specifications are not based on Master Spec, rather they are intended to be easy to navigate yet more focused than an outline specification, defining specific methods and materials as appropriate.

Note: Specifications for all civil and site work related items, including paving, sidewalks, parking lot material, etc. shall conform to the *2018 Vermont Agency of Transportation (VTRANS) Standard Specifications for Construction*.

**NOTE:** VIA welcomes input regarding the format and content of these specifications from contractors, installers, and manufacturers. Such input may be directed to Andrea Murray at [andrea@vermontintegratedarchitecture.com](mailto:andrea@vermontintegratedarchitecture.com).

#### SUBMITTAL PROCESSES & PROCEDURES

Submittals are critical to the success of the project.

Products and systems for which submittals are required are noted herein.

By preparing and submitting a submittal, the contractor confirms that the material submitted is in compliance with the contract documents. If submitting a substitution, contractor must clearly identify the substitution on the coversheet and elsewhere as necessary in the submittal. You can expect the following for the review process:

**TIMING:** Submittals will be reviewed within 10 business days of receipt. If VIA is unable to achieve this turnaround, VIA will request an extension of this time from the general contractor. If a review is required in less than 10 days, it should be clearly noted in the submittal transmittal, and VIA will make every effort to meet the deadline requested.

**Re-submittal:** The contractor shall clearly and boldly identify all revisions from the previous submittal. Revisions that are not clearly identified will not be reviewed.

**Re-submittal Restriction:** If a submittal is rejected twice, the contractor shall take special action to ensure approval of third submission. Further architect and engineer review and refinement will be at the expense of the contractor per the architect and engineer's hourly rates for additional services.

**Rejected Submittals:** The contractor must ensure that rejected submittals are not used at the site, for fabrication, or anywhere work is in progress.

**Contractor's Responsibility for Managing Submittal Process and Delays:** The contractor shall manage the submittal process to achieve the Contract Completion Date, to maintain the Project Schedule, and to avoid delays. The Contractor is responsible for delays related to deficient submittals.

Incomplete and confusing submittals will be rejected without review, will require re-submittal, and will delay submittal approval.

#### SUBMITTAL SCHEDULE & LOG:

The general contractor shall:

1. Before the first submittal, create a Submittal Schedule for all submittals required.
2. Give each submittal item a unique submittal number and identity.
3. Indicate the date each submittal will be first submitted for review. Indicate the date each submittal requires approval to maintain project schedule.
4. Indicate actual dates of: first submittal to Architect, return to Contractor, and re-submittals, if any. Indicate Architect's response to each submittal.
5. Maintain Submittal Schedule and Record Log continuously up to date and accurate.
6. Allow the Architect to review the Submittal Schedule and Record Log at any time.

**SUBMISSION:** VIA requests that all submittals be accompanied by a transmittal that clearly identifies the specification section(s) to which it is responding. The transmittal shall also identify everything that is included in the submission.

VIA requests that all shop drawings, product cut sheets, and warranty information be submitted in electronic format (Adobe pdf file preferred). Individual file sizes should not exceed 10 MB.

Drawings shall be to scale and not exceed 24" x 36" when printed as such.

Actual product samples and sample mock-ups shall be accompanied by a transmittal, and all samples shall be clearly labeled for reference.

#### SUBSTITUTIONS:

If the contractor is requesting a product substitution for the product, equipment, or method of construction specified herein, the submittal must include comparison information to the items listed in the specification as well as any deviations in the cost of the substitution, from that which was specified and contracted originally. In addition, a written description as to why the contractor believes the substitution to be a better product is requested. Architect reserves the right to not review an unsolicited substitution.

**SPECIFICATION:**

Each specification section herein features the matrix shown above. Required submittals are clearly marked and specifics noted.

**REVIEW ACTIONS:**

After review, VIA will return submittals marked as follows:

1. **Reviewed (no comment):** Work covered by submittal may proceed provided it complies with requirements of Contract Documents. Final acceptance will depend upon that compliance. The term "Reviewed" shall only indicate that there is no exception taken to the submittal.
2. **Reviewed (see comments):** Work covered by submittal may proceed provided it complies with notations and corrections on submittal and requirements of Contract Documents. Final acceptance will depend upon that compliance.
3. **Reviewed (revise and resubmit):** Do not proceed with work covered by submittal including purchasing, fabricating, and delivering. Revise or prepare new submittal in accordance with notations and resubmit.

4. QUALITY CONTROL

Quality Assurance:

Activities, actions, and procedures performed before and during execution of the work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements is the responsibility of the individual contractors.

Quality Control:

Tests, inspections, procedures, and related actions during and after execution of the work to evaluate that actual products incorporated into the work and completed construction are the responsibility of the contractor or owner as noted herein. In addition, the architect and construction manager will regularly inspect workmanship.

Recommended Standards - Compliance:

All products shall be stored, protected, and installed in compliance with manufacturer's recommendations. In addition, material warranties shall be consulted by contractors to ensure installation practices do not, in any way, void a manufacturer's or installer's warranty. Any discrepancies shall be brought to the attention of the Architect during the submittal review process.

5. PROJECT ADMINISTRATION

General Conditions:

The contractors selected for this project shall comply with AIA Document 201 – 2017 – General Conditions of the Contract for Construction. Notes below are meant to clarify or supersede these conditions. AIA 201 -2007 Is attached herein for reference.

General Coordination:

Planning, scheduling and overall coordination of all construction activities are responsibility of the contractor.

Progress Documentation

Contractors shall document the progress of the construction job with digital photos, to be provided to the Owner at the conclusion of the project. Photos of particular importance include photos of conditions that will be covered in the final state of the project, such as sub-grade or sub-slab conditions.

Project Meetings

Contractors shall schedule a kick-off meeting at the beginning of the project, to review project planning with the Owner and project team.

Contractors shall schedule and run regular (likely weekly) project meetings with the Owner, the Architect, and Civil Engineer to ensure smooth progress and communications. Contractor shall produce minutes from the weekly meetings, due by Town within 5 calendar days of the meeting. The minutes shall be used to track open issues and document decisions made.

At the conclusion of the project, after punchlist and substantial completion, the contractor shall schedule a project closeout meeting to review outstanding work items, final payments, Operations and Maintenance information submittals and any other closeout issues. This meeting will include the USDA and RD representative as necessary. Any record drawings that the contractor or sub-contractors have produced should be provided to the Owner at this time.

Temporary Facilities

The Town will provide access to water and electricity for the project during construction.

The general contractor is responsible for providing temporary toilet facilities for the construction personnel (use of the existing toilet facilities in the building is prohibited). A construction field office is not required for this project.

Contractors are responsible for all safety and security during the course of the project, including fire safety, safety of construction personnel and the general public, and security of the building, building contents, and any material stored on site during construction.

COVID-19

The contractor is required to adhere to all current VOSHA, state Department of Health, and CDC guidelines for the prevention and risk mitigation of COVID-19. The selected contractor and subcontractors will be required submit to the Town a copy if their COVID-19 work policies and commitments, which shall address all construction administration and construction activities, including but not limited to:

Site Visits  
Deliveries  
Hygiene  
Masks and PPE



Visitors  
Meetings  
Record Keeping

Final Cleaning

The Contractor shall conduct a final cleaning of the area of work at the conclusion of construction, removing all construction waste and debris, and dirt and dust accumulated from construction processes.

END SECTION 011000 – SUMMARY

END SECTION DIVISION 1- GENERAL REQUIREMENTS

**037001 – CONCRETE REPAIR**

1. SUMMARY

This Section includes the following:

1. Any repair of cracks and voids and surface defects of existing concrete stair.
2. Epoxy Grout for setting of Railings

Related Sections:

055213 Pipe & Tube Railings

2. SUBMITTAL PROCESS

The following are required as part of the submittal for these products:

Submittal	Req.	Specifics
Shop Drawings		
Product Cut Sheets	X	For any grout patching materials and bonding agents.
Product Samples		
Mock-ups		
Closeout submittals		

3. PRODUCTS

A. Repair Mortar

Repair Mortar: Prepackaged polymer-modified cement-based product specifically formulated for repair of surface defects in concrete, having the following properties:

Physical Property	Minimum Value	ASTM Standard
Compressive Strength		C109
1 day		2000 psi
28 days		6000 psi
Bond Strength		C882 (modified)
1 day		1200 psi
7 days		2000 psi

B. Manufacturer and Product: Emaco by Master Builders, SR93 by Euclid Chemical Company, Sikacem by Sika Corporation, Five Star Structural Concrete by Five Star Products, Inc., or equal. Where the manufacturer offers products in formulations intended for specific application conditions such as overhead and shotcrete application, use the formulation recommended by the manufacturer for the condition required.

- C. Minimum Repair Thickness: 0.50 inch
  - D. CONCRETE MATERIALS:
    - i. Type II Portland Cement
    - ii. Aggregate 3/8"
  - E. GROUT & SEALANT FOR SETTING OF RAILINGS
    - i. Per AOT Standards, use traffic-grade epoxy grout for cold climates.
    - ii. Use 2-part polyurethane traffic grade sealant under escutcheons at railing posts.
  - F. MISCELLANEOUS MATERIALS
    - i. Trowels of various sizes.
    - ii. Water: For mixing. Ensure water is clean and free of debris prior to application.
4. EXECUTION & QUALITY CONTROL
- A. PREPARATION OF SURFACES AND MATERIAL FOR PATCH
    - i. Per manufacturer's requirements.
  - B. INSTALLATION, GENERAL
    - i. Brush away loose material, dust, and debris.
    - ii. Clean surface with detergent and water.
    - iii. Do not begin patch until surface is dry and clean.
    - iv. Be mindful of timeframes for setting and sculpting.
  - C. REPAIRS AND PROTECTIONS
    - i. Protect installed products from damage from weather and other causes during construction.
    - ii. Protect adjacent construction from drips, etc. of materials used for patching.

END SECTION 037001- CONCRETE REPAIR

## 055213 – PIPE AND TUBE RAILINGS

### 1. SUMMARY

This section identifies the metal fabrication of the stair handrails and escutcheons. In addition, this section addresses the fabrication, fasteners, finishes, and best practices for installation.

Related Sections:

099113 Exterior Painting and Finishing

### 2. SUBMITTAL PROCESS

The following are required as part of the submittal for these products:

Submittal	Req.	Specifics
Shop Drawings	X	- Shop drawing plans, sections, and details for fabrication of metalwork, metal brackets and railing. Installation details.
Product Cut Sheets	X	- For each listed product.
Product Samples	X	
Mock-ups	NA	
Closeout submittals	X	Warrantee Information, Maintenance information.

### 3. PRODUCTS

#### G. METAL PIPE STAIR HANDRAILS:

- I. Manufacturer: n/a
- II. Product: 1 ½" nominal diameter galvanized aluminum piping – schedule 40. Use pre-fabricated fittings for change of direction when possible.
- III. Assembly: Cope all pieces before welding. Grind all welds smooth to the hand touch.
- IV. Finish: All assemblies to be hot dip galvanized after fabrication.  
All assemblies to be shop painted and touched up after installation.

END SECTION 055213 – PIPE AND TUBE RAILINGS

**099113 – PAINTING AND FINISHING**

1. SUMMARY

This section identifies the painting of metal pipe railings at stair and the steel cesspool cover.

Related Sections:

055213 Pipe and Tube Railings

2. SUBMITTAL PROCESS

The following are required as part of the submittal for these products:

Submittal	Req.	Specifics
Shop Drawings	NA	-
Product Cut Sheets	X	- For each type of primer, paint
Product Samples	X	12" square labeled sample on rigid backing for each color and gloss of topcoat
Mock-ups	NA	
Closeout submittals	X	Warrantee Information

3. PRODUCTS

A. METAL FINISHES

- i. Basis of Design: Sherwin Williams, Polane S Plus Polyurethane Enamel, low gloss, two component, acrylic polyurethane or approved equal. Spray applied. Match coating to primer, or approved equal.

4. EXECUTION & QUALITY CONTROL

Store and install according to manufacturer's written instructions and recommendations in "MPI" Manual unless specifically noted otherwise. Do not allow product to freeze.

A. PREPARATION

- i. Examination of Substrates:
  - a. Galvanized Aluminum Substrates: Clean field welds, bolted connections, and abraded areas, and touch up galvanizing and paint exposed areas.
- ii. Clean substrates of substances that could impair bond of paints.
- iii. Existing metal cesspool cover: Remove surface rust (all sides) and organic debris.

B. CLEANING AND PROTECTION

- i. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- ii. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

- C. EXTERIOR PAINTING AND FINISHING SCHEDULE
  - i. Metal Railings
    - a. Two finish coats over primer (1 coat)
      - 1. Spray applied two-part polyurethane- low gloss.
  - ii. Existing metal cesspool cover
    - a. Two finish coats over primer (1 coat)

END SECTION 099113- PAINTING AND FINISHING