

SECTION 01 1100
SUMMARY OF WORK

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. The furnishing of all labor, materials, equipment, services, and incidentals necessary for Work of the **CAMPUS IMPROVEMENTS** at **GRAND VIEW ELEMENTARY SCHOOL (PACKAGE 1)** located at, **3951 GRAND VIEW BLVD, LOS ANGELES, CA 90066** and **MCBRIDE SPECIAL EDUCATION CENTER – CTC WEST (PACKAGE 2)** located at **960 CENTINELA AVE, LOS ANGELES, CA 90066** as set forth in the Construction Documents which include, but are not limited to, the Drawings, Addenda and Specifications.
- B. CONTRACTOR is advised that this contract will have multiple DSA packages. All project documentations, including pre-bid RFCs, RFCs during the Construction, Submittals, Change Order Proposals, Design/Construction Directives etc. must be kept separate and submitted under their respective work package.
- C. PDF's: Provide electronic pdf's for all submittals and shop drawings (compatible with Bluebeam). Hard copies may be considered for special circumstances. Due to the expedited phasing schedule, provide submittals in an expedited manner to maintain construction phasing schedule. All PDFs must be bookmarked, hyperlinked, and contain a Table of Content. Submitted files without Table of Content, Hyperlinks, and Bookmarks will NOT BE REVIEWED AND WILL BE REJECTED.
- D. OCIP: Prior to allowing site access, Contractor shall provide the OAR with a copy of the OCIP enrollment and safety prequalification per Article 11 for each subcontractor and subtiers.
- E. Existing underground utilities that are POC's and/or in way of construction that are to remain. Coordinate with landscaping, hardscape, columns, play equipment, new utilities, temp utilities, building excavation, building footings and other new inground construction. Coordinate between Civil drawings and GPR drawings provided.
- F. POTHOLE: When an existing utility is the POC, provide potholing to validate existing condition and coordinate. When existing utility is to remain and in way of new construction, pothole sufficiently to validate existing condition and coordinate.
- G. TRENCHING: CONTRACTOR will implement and include a method of Vacuum Excavation where there is a high risk of damaging existing utilities. CONTRACTOR must submit a trenching plan and proposed methods of protecting existing utilities to the OWNER for review and approval. CONTRACTOR will be responsible for repairs

related to damaged underground utilities related to the construction activities without an additional cost to the OWNER.

- H. SITE UTILITIES: New site utilities, including fire water, are shown on the drawings and in some cases dimensioned. If not dimensioned, they are considered diagrammatic and for the benefit of the project and phasing, can be installed differently than shown on the drawings. When dimensioned, special approval to move lines will be required. Provide shop drawings for all underground utilities and coordinate with project phasing.
- I. CONTRACTOR (and the performing Fire Alarm contractor) shall fully review the scope of fire alarm work, including the existing fire alarm system. The performing Fire Alarm CONTRACTOR must be factory certified to work on the existing and new system shown on contract documents. Upon the issuance of the Notice to Proceed through Substantial Completion of the Contract, the CONTRACTOR is fully and solely responsible for maintenance and operation of the fire alarm system (existing and new) for the entire campus where such systems are affected by the scope of this contract. This shall include ALL reprogramming/programming and ALL fire watch measures during any down time. Fire watch measures to provide full fire alarm supervision must be approved by the local Fire Marshall and the IOR, and shall include (at a minimum) 24 hours per day/7 days a week coverage until such time that the FA system is fully functional and the NFPA-72 is signed by the IOR.
- J. All new fire alarm components installed under this contract are to be compatible with the existing system unless the design calls for complete replacement of entire campus to a new system. CONTRACTOR required to hire appropriate Subcontractor authorized to impact and program the system.
- K. All power, public address, fire alarm, wireless devices, and data systems to be kept active during the construction process. Fire alarm devices within construction areas to be sealed from dust or de-programmed at MFACP on a daily basis. All systems to be fully tested and accepted upon project completion.
- L. Limit audible testing of the fire alarm to occur between the hours of 1000-1400 M-SAT. CONTRACTOR must notify the OWNER in writing at least ten (10) days prior the fire alarm testing.
- M. CONTRACTOR is responsible to relocate construction impacted classrooms and offices to temporary housing and/or storage containers at the start and end of construction as directed by OWNER. CONTRACTOR to document all classrooms layouts and reassemble the rooms exactly as originally found upon Inspection approval and final cleaning. All furniture and rooms to be professionally cleaned prior to turning rooms over to the OWNER
- N. CONTRACTOR to protect all pavers and concrete from tire marks and oil mark due to construction equipment. Plywood or steel plate will be required for protection during work operations that might cause damage.

- O. CONTRACTOR responsible to remove, protect, and reinstall all surface mounted wiremold or conduit at ceilings and walls where contract work occurs. All surfaces impacted will require paint touch up to match surrounding. CONTRACTOR to fully scope all work areas prior to bidding.
- P. New stainless wall access hatches/panels to have all sharp edges filed or eased prior to installation.
- Q. Where contract drawings call for removal of existing underground electrical/low voltage ductbanks, the removal shall also include the corresponding concrete encasement.
- R. All walls and ceilings impacted to be painted corner to corner floor to ceiling to match existing.
- S. When any plumbing piping is impacted, CONTRACTOR to provide outside licensed lab chlorination/disinfection of all piping from the start of the branch line to all downstream piping. This applies to all lavatory sinks as well as all drinking fountains. Multiple fixtures may be chlorinated in each effort. CONTRACTOR to show testing in all look ahead schedules.
- T. When any plumbing fixture is upgraded and requires the water to be shut off, CONTRACTOR to assume replacement of existing isolation and shut off valve(s).
- U. The main isolation valve to the campus is to be replaced by CONTRACTOR prior to any building water isolation. Valve replacement to occur after school hours or on the weekend to not impact ANY school function. Valve submittal to be approved by OWNER prior to replacement.
- V. At all walls being opened where existing plumbing fixtures are being rearranged or upgraded, CONTRACTOR, to include the following in their bid: a) one new water hammer arrestor per separate branch line, b) new full size ball valve shut off (hot and cold if required) at all branch lines, c) new access hatch of appropriate size to access items listed above, d) reconfiguration and/or upsize of the existing vent line, e) chlorination testing.
- W. At all existing water closets being impacted, CONTRACTOR responsible to research whether the fixture is wall or floor mounted prior to bidding and provide appropriate costs in their bid. As numerous water closet types may be present CONTRACTOR to bid on most stringent costs.
- X. At all newly installed ADA compliant lavatory sinks, any floor drains within the compliant free and clear space to be raised to be within compliant slopes. Floor to be re-tiled.
- Y. All restrooms impacted by project to be finished in all new floor and wall tile. Patchwork of new and existing tile is prohibited.

- Z. RFCs: CONTRACTOR to provide their own recommended solution(s) with each RFC submission. CONTRACTOR to include in each RFC, building name(s), room number(s) and recommended solution(s) in every RFC. RFC submission shall include clouded, marked up area(s) on specific drawings it is related to.
- AA. CONTRACTOR to protect structures from water intrusion 24/7 during any roof repair/construction work.
- BB. CONTRACTOR will scan walls, ceilings prior any drilling or coring for utilities or reinforcement and submit in writing report with finding to the AOR for review.
- CC. CONTRACTOR will identify and document devices and equipment to be removed based on the preliminary assessment, site walks, contract documents, as-builts and other available information included in the bid package and remove all the devices, pathways, conduits, wiremolds, etc. After removal, CONTRACTOR will patch walls, ceilings, penetrations per contract specifications.
- DD. CONTRACTOR will dispose removed devices in accordance with environmental and safety regulations.
- EE. OWNER, and INSPECTOR temporary offices HVAC system shall be furnished with MERV 13 Class 2, non-toxic, non-allergenic filters. Filters to be inspected in 30-day intervals and replaced as required. The maximum replacement interval shall be 90-days.
- FF. Where existing flooring is being removed and new flooring installed, new base is to be added to match existing in wood base in quality, species, and cross section. Walls to be patched and painted from corner to corner and floor to ceiling. CONTRACTOR responsible to remove all items on walls and protect prior to impact and replace once work is complete.
- GG. All existing accessible and directional signage at areas being renovated is to be removed and the walls patched and painted prior to the new accessible and directional signage required by the contract.
- HH. CONTRACTOR is advised that the exterior perimeter of the campus shall remain secured at all times where such area is affected by the CONTRACTOR. If at any point during the course of construction, CONTRACTOR needs to remove the exterior perimeter fencing in order to progress the work, CONTRACTOR shall secure the affected area with temporary fencing that provides the same (or better) level of protection as the existing perimeter fencing. Refer to guide specification 01 5000 for more information.
- II. Due to the phasing of the project, the CONTRACTOR is advised that the scope of site work shall be performed in a manner as to provide continuous pathway for students to different operational parts of the campus. Where the contractor cannot maintain a continuous pathway for students, CONTRACTOR shall coordinate to perform such

scope of work after school hours and/or during a school recess period including Winter, Summer or Spring Break. Contractor shall submit the proposed layout and sequence of site work with the corresponding score lines (joint patterns) for the OAR's review and approval. Any changes to the Phasing Plan must be agreed upon in writing by both parties before being implemented.

- JJ. CONTRACTOR is advised school may be in session during performance of the Work. CONTRACTOR shall utilize all available means to prevent generation of unnecessary noise and maintain noise levels to a minimum. When required by the OAR, CONTRACTOR shall immediately discontinue noise-generating activities and/or provide alternative methods to minimize noise generation. CONTRACTOR shall install and maintain air compressors, tractors, cranes, hoists, vehicles, and other internal combustion engine equipment with mufflers, including unloading cycle of compressors. CONTRACTOR shall discontinue operation of equipment producing objectionable noise as required by the OAR.
- KK. CONTRACTOR is advised that training agendas, for any system that requires training per contract documents, shall be submitted to LAUSD at the minimum 120 days prior to the scheduled training date. In the event that the contractor turns over a portion of the project to LAUSD prior to completion of all trainings, turnover of all O&M, warranty and closeout documents for the area that is turned over, CONTRACTOR is responsible for maintenance of the affected systems until such time that complete O&M, warranty, and closeout documents are turned over and accepted by LAUSD. All warranty, closeout, and O&M manuals are due 180 days prior to beneficial occupancy of a particular area.
- LL. CONTRACTOR shall allow for a minimum of 60 days for LAUSD review of low voltage submittals, including submittals related Divisions 27 and 28. All submittals that fall under this category shall be submitted as **one complete package**. The complete package shall include all submittals related to a particular specification section under Divisions 27 and 28, including shop drawings, product data etc. and shall be submitted to LAUSD within **90 days** following the issuance of the NTP for Construction.
- a) A list of OFCI equipment as related to items in Divisions 27 and 28 are due to LAUSD **within 30 days** following the issuance of the NTP for Construction.
 - b) CONTRACTOR shall notify LAUSD at least **180** days before the date the CONTRACTOR needs to have any of the Division 27 and 28 materials on site. CONTRACTOR'S schedule shall clearly identify an activity for procurement of OFCI materials.

MM. PROJECT MANAGEMENT:

Integrated team including CONTRACTOR, OWNER and A/E shall utilize District's COLIN Web-based Software for integrated Construction Cost Management and communicating construction documents and information.

CONTRACTOR and Subcontractors must provide team members who are experienced in BIM coordination and are proficient in utilizing BIM (Building Information Modeling) software level 300 or higher.

NN. LAUSD DOCUMENT MANAGEMENT SOFTWARE:

CONTRACTOR shall utilize the LAUSD document management software also known as COLIN / VENDOR PORTAL to process portions of the project documentation. Prior to NTP, CONTRACTOR shall provide LAUSD with the list of authorized personnel who will utilize COLIN / VENDOR PORTAL to process documentation, including personnel who will upload and sign documents on behalf of the CONTRACTOR, and complete the Vendor Profile. as noted in APPENDIX A. CONTRACTOR shall utilize the information provided in APPENDIX A become familiar with COLIN; no separate training will be provided by the OWNER. All official contract notifications and time sensitive information shall be tracked using COLIN/VENDOR PORTAL only regardless of the Construction Management software used by the contractor to manage the project. CONTRACTOR is fully responsible for any additional administration cost and effort required to input information into both the COLIN/VENDOR PORTAL and any other Construction Management software.

COLIN / VENDOR PORTAL is a web-based application. CONTRACTOR is responsible to acquire, configure, maintain, and support the CONTRACTOR's computer hardware and software as required to access COLIN / VENDOR PORTAL from NTP until the completion of the contract. CONTRACTOR shall utilize COLIN / VENDOR PORTAL for the following documentation:

1. Submission and processing of all Change Order Proposals (COP)
2. Submission and tracking of all Requests for Clarifications (RFC)
3. Submission and tracking of all Submittals
4. Submission and tracking of all Notice of Events (NOE)
5. Receipt of Construction Directives (CD) and Request for Proposals (RFP)
6. Receipt and sign Change Orders (CO)
7. OWNER may elect to implement additional functionality in COLIN during the project.

CONTRACTOR shall include all costs in its bid to manage the work through the COLIN / VENDOR PORTAL as described and required under this paragraph.

OO. CONTRACTOR CONSTRUCTION MANAGEMENT SOFTWARE

In addition to the use of LAUSD Document Management Software: COLIN / VENDOR PORTAL, the CONTRACTOR shall use and maintain Construction Management System similar but not limited to PROCORE, PROLOG, etc. for the duration of the PROJECT. The CONTRACTOR understands the COLIN/VENDOR PORTAL is the official Document Record for the project and the Construction Management System is strictly used as a management tool only. In the event of any inconsistencies and errors between the information in the COLIN/VENDOR PORTAL and the Construction Management System, the information in the COLIN/VENDOR PORTAL will take precedent and supersede any information in the Construction Management System.

CONTRACTOR shall provide access to the Contractor's Construction Management System to the OWNER, ARCHITECT, Design Consultants, and other parties with up to 15 (Fifteen) licenses for the duration of the PROJECT.

The CONTRACTOR shall provide 8 (eight) electronic devices compatible with the Contractor's Construction Management System for the duration of the PROJECT for use in field during construction to access the most recent construction documents listed but not limited to Table 1. Electronic devices will be returned to CONTRACTOR at Project Completion.

Reference Table 1 for a summary of the Project Management processes and the management software application that CONTRACTOR will utilize for each process.

	DOCUMENT CONTROL PROCESS	COLIN MANAGEMENT SYSTEM / VENDOR PORTAL	CONTRACTOR MANAGEMENT SYSTEM	LAUSD Inspection Department	P6	DSA Box
1	Document Control - Drawings, Specifications, Contract, Progress Drawings, As-Builts		X	X		
2	RFIs (for Change Management) in COLIN /for Document Control posted to Design Documents in Contractor Management System)	X	X			
3	Submittal Process	X	X			
4	CPM Development at each step of the development and approval process (submitted as PDF to COLIN)	X			X	
5	Monthly Construction Schedule Updates at each step of the development and approval process (submitted as PDF to COLIN)	X			X	
6	Change Order Proposals (COP)	X				
7	Notice of Events (NOE)	X				
8	Construction Directives (CD)	X				
9	Requests for Proposals (RFP)	X				
10	Change Orders (CO)	X				
11	Daily Construction Reports & Project Photographs		X			
12	Punchlist & Non-Conformance Items		X	X		
13	CCD's	X	X			X
14	FTN's					X
15	DSA 6 Forms					X

Table 1

- PP. As-built Survey of New Underground Utilities: CONTRACTOR shall perform as-built survey of all underground (dry or wet) utilities, including electrical and communication ductbanks (showing width and depth of the ductbanks), water, sewer, storm drain, gas, fire water, and all other underground utilities that is installed as a part of this contract. This survey shall be performed by a licensed land surveyor prior to backfill of the subject utility. The underground as-built survey shall be submitted to LAUSD continuously, and

as soon as the subject utility is surveyed, but in no event later than the end of the month in which the subject utility is installed.

QQ. Where the scope of work requires removal and/or relocation of any network related equipment, such as cabinets, switches, wireless access points etc. or when the scope of work requires the contractor to perform power shut down which affects network related equipment, CONTRACTOR shall inventory the affected equipment and follow the procedure outlined below:

1. Identify areas affected (GC / Subcontractor)
2. Provide 40 hour notice to ITD prior to disrupting any pertinent equipment. (GC / OAR / FTPMG)
3. An inventory of affected equipment is required. Inventory documentation shall reflect Location of Equipment(s), Cabinet Identification, Model Numbers of equipment, Serial Number, and any Identifying Labeling. This applies to any and all affected existing Network Infrastructure. (GC / Subs)
4. In the event equipment is being removed typically two scenarios exist; (a) equipment will be kept on site either stored by the Contractor or LAUSD (TBD by OAR) for later use in the project. (b) equipment will be removed from the site (salvaged) by LAUSD. (GC / OAR / FTPMG)
5. An asset workbook will need to be created by ITD for any and all removed and or re-located equipment after the above steps are taken. Any relocated or re-installed equipment will constitute a final configuration and asset workbook in addition to the workbook created at the time of removal. (FTPMG / ITD)
6. Any and all equipment not being re-utilized will require a ticket created for pick up and salvage, or pick up and re-stocking at LAUSD warehouse (TBD) for later use. (FTPMG / ITD)

Please request the GC and pertinent Sub Contractors review steps 1-4 as noted above as it requires their adherence and adequate scheduling coordination.

In addition, there are several other Low Voltage systems that will merit the same attention. When the Contract Scope proposes to integrate, demolish, or interfere with existing Intrusion Alarm, Public Address, CCTV, and any other system we must request and compile a pre-existing conditions report prior to the start of work. Pre-existing troubles, system(s) status, and expandability will be accessed. These reports will be documented prior to and at any point the system is affected by contract scope.

RR. CONTRACTOR shall comply with all applicable safety regulations at all times. In addition, CONTRACTOR must comply with LAUSD, LA County Department of Public Health/Cal OSHA/CDC guidelines for Covid protocol with the more stringent applying.

SS. CONTRACTOR must strictly comply with LAUSD Safe Steps to Safe Schools program. CONTRACTOR shall check LAUSD Safe Steps to Safe School website at

<https://www.lausd.org/covid> for more information and safety protocols and implement them while performing work on LAUSD sites.

- TT. It is the CONTRACTOR's responsibility to perform a thorough site investigation, including potholing, and underground investigation (including GPR and other investigative method) prior to start of the work. CONTRACTOR shall review the subsurface condition in advance of any potential schedule impact and submit a RFC to LAUSD for any condition which the CONTRACTOR believes is different than the Contract Documents (including but not limited to identification of any existing conflict, discovery of unforeseen asbestos-containing material etc.). CONTRACTOR shall submit a report documentation CONTRACTOR's field investigation within 30 Calendar Days after the effective date of NTP along with CONTRACTOR's Site Survey of Existing Condition.
- UU. CONTRACTOR is reminded that all coated surfaces are assumed to be lead-based. All work shall be performed in compliance with LAUSD Specification 02 8333- Lead Abatement and Lead Related Work, and other applicable sections.
- VV. General Contractor and Subcontractors must be trained in EPA's (Environmental Protection Agency); Renovation, Repair and Painting (RRP), the lead-related construction course that satisfies the requirements specified in 40 CFR, Part 745, Section 745.90
- WW. Contract Documents, including the phasing provisions noted in section 01 1219, requires the project to be constructed in multiple phases. CONTRACTOR shall assume multiple mobilization may be required to accomplish a given task. Providing temporary measures and other means and methods required for transition between phases shall be the responsibility of the CONTRACTOR.
- XX. CONTRACTOR shall strictly comply with LAUSD requirements and timelines with regards to submission of any "Substitution" and "or Equal" item. For the purpose of scheduling, the CONTRACTOR shall account for an additional three weeks for review time of any "Substitution" and "or Equal" request that is submitted timely and complete. This additional three weeks is in addition to the time frame noted in the Contract Documents for review of project submittals.
- YY. Prior to demolition of the building(s), CONTRACTOR shall dedicate at minimum one full week solely for the purposes of performing exploratory and selective demolition for any area the CONTRACTOR cannot independently verify the presence or absence of any existing material that requires abatement. CONTRACTOR shall follow up with a written report, documenting the CONTRACTOR's findings immediately follow the completion of this work or upon discovery of any unforeseen material.
- ZZ. CONTRACTOR shall render the services of a professional street sweeping company to clean the site and surrounding streets as required to minimize the impact of Construction.

- AAA. SECURITY: Site security and safety is the responsibility of the Contractor from NTP to Close-out, to include but not limited to temp fencing/barricades around all work, materials, tools, staging, stockpiles or any other areas concerning safety at all times.
- BBB. It is the CONTRACTOR's responsibility to take all measures required to protect existing trees that are to remain. CONTRACTOR shall not store any equipment within a tree's critical zone (5X the trunk diameter) or the dripline (outer edge of the natural canopy) or anywhere in the close proximity of a tree that is to remain. CONTRACTOR shall not store any equipment within the aforementioned zone. CONTRACTOR shall provide a workplan, outlining CONTRACTOR's proposed method of protection of existing trees prior to start of any work that impacts existing trees that are scheduled to be protected in place
- CCC. Where the scope of work requires removal of existing trees, CONTRACTOR shall, 2 weeks prior to removal of any tree from the site, coordinate a walk with LAUSD and paint and tag the affected trees. Refer to Appendix B for additional information, including coordination with LAUSD prior to removal of any tree during the nesting season.
- DDD. Tree removal shall be phased. Remove trees only as needed to facilitate the immediate work. All removed trees will have the stump fully removed. OAR will facilitate bird nesting tree survey prior to and allowing for removal. The bird nesting season is from 2/1 to 8/31. Trees cannot be removed between these dates. It is the CONTRACTOR responsibility to schedule removal accordingly to not impact construction phasing.
- EEE. In addition to requirements of section 01 5000-1.16-B and C, CONTRACTOR shall ensure that, at the minimum, all site supervisors and CONTRACTOR's on-site management team go through a Department of Justice (DOJ) background check to ascertain that the individuals have not been convicted of a violent or serious felony as listed in Penal Code Section 667.5(C) and/or Penal code Section 1192.7 (C). CONTRACTOR Shall have their employees submit their fingerprints to the Department of Justice pursuant to Education Code Section 45125.1 (a) and obtain clearance prior to start of any construction work. Refer to Section 01 5000 for additional information.
- FFF. The RFP includes "as-built" documents for past projects performed at or around the project site. CONTRACTOR is expected fully review the contents of this section and be familiar with the project site. Where the scope of new work impacts the existing condition, CONTRACTOR is expected to study and be familiar with the existing condition and include all work required to accomplish the new scope.
- GGG. Where the scope of new work requires demolition, removal, abatement of existing underground utility lines that are shown on as-built documents, demolition, removal, disposal of such lines and all other work require to accomplish the new scope is part of the scope of this Contract. Refer to RFP and Addenda for additional information related to as-built and environmental documents.

- HHH. If, at any point, the irrigation system feeding the existing facility is interrupted as a result of CONTRACTOR's activities, CONTRACTOR shall manually water the affected areas until such time that the irrigation system is fully restored to its original condition.
- III. PCB in existing buildings: Where the scope of work requires selective demolition of a portion of existing buildings CONTRACTOR shall notify LAUSD OEHS a minimum **45 days** in advance of scheduled demolition and shall not proceed with the corresponding demolition until the CONTRACTOR receives clearance from OEHS. Refer to 02 8400 - PCB Remediation for additional information.
- JJJ. PCB ABATEMENT: In addition to the asbestos containing materials identified in the Environmental RTA, Phase I and II reports, this contract will require PCB testing and abatement. CONTRACTOR to schedule a minimum of thirty (60) days for any work that has the potential to disturb PCB-containing materials. CONTRACTOR to retain an Abatement Subcontractor licensed to abate/remediate PCB. PCB Abatement/Remediation to occur per Specification Section 02 8400. CONTRACTOR is responsible for vacating the area of work, providing interim housing, and relocating the applicable occupants. After a room is vacated but prior to any CONTRACTOR demolition, the OWNER will perform PCB sampling and testing using a third-party Consultant. If the results show PCB levels to be above acceptable standards, the CONTRACTOR will be directed to have their Abatement Subcontractor document, abate, and dispose of the contaminated materials under the supervision of the OWNER Consultant. PCB Abatement Subcontractor to attend all weekly meetings prior and during OWNER testing. 30-60 days prior to CONTRACTOR start of demolition work, notice to be given to OAR in writing to schedule PCB survey. Cost of PCB abatement/remediation covered by 01 2100 Allowances.
- KKK. If, at any point during the construction, the scope of work requires the CONTRACTOR to interrupt services to existing operational part of the campus (including Water, Gas, Electricity, Low Voltage, Fire Alarm etc.). CONTRACTOR shall provide all temporary measures as required to maintain the existing facility. All shutdowns affecting operational parts of the campus shall be performed when the affected area is not used by the School. CONTRACTOR shall notify LAUSD at a minimum two weeks in advance of any shut down affecting operational parts of the campus.
- LLL. SEQUENCE OF OPERATIONS: Contractor to provide a written sequence of operations for each by-pass, cutover and shutdown that will affect the existing operations prior to commencing work and for review and approval by owner. Narrative to include but not limited to schedule, timing, duration, safety, back up measures, start-up, security, locations, step by step processes and any other pertinent information to assure the owner of a seem less operation.
- MMM. CONTRACTOR shall coordinate the requirements of special testing and inspection for each volume as required per section 01 4523 and other provisions of the Contract Documents.

- NNN. SOIL EXPORT: CONTRACTOR responsible for all costs associated with soil export. It is the CONTRACTOR'S means and methods to find an acceptable landfill and any additional profiling/testing required as required. CONTRACTOR responsible for all testing, transit, and end point facility fees including reopening of plant during off hours and storage of loaded trucks at end point facility. OWNER will compensate for costs associated with contaminated soil not suited for normal export but not the above stated costs.
- OOO. SOIL REMOVAL: The Contractor is responsible for remediation and removal of any excess or contaminated soil in accordance with applicable laws and regulations and per LAUSD Specifications 01 4524. No export shall be performed until District OEHS approves Contractor's SSP, Testing and Landfill Manifest. OAR/OEHS will provide Soil Export determination/ classification letter within 72 hours. Contractor is responsible to locate approved landfills that will accept LAUSD's OEHS soil determination/ classification. All testing and cost associated with it, shall be done by the CONTRACTOR.
- PPP. The CONTRACTOR will be completing their scope of work within a fully functioning school. No areas of the campus will be given solely to the CONTRACTOR except as required per the approved Phasing of the Work.
- QQQ. CONTRACTOR responsible for submittal of all door hardware and signage submittals within the contractual submittal period and to be considered critical.
- RRR. All doors and frames to be impacted will not commence unless the new door, frame, and hardware are on site and ready for immediate installation. No doorway will be blocked or inoperable after construction work hours or during school operating hours including weekends. Open wall areas around doors being impacted will be safe-off with plywood during school operating hours including weekends.
- SSS. CONTRACTOR cannot receive/make deliveries during the Physical Education classes, lunch breaks, dismissal times or any other school function that maybe taking place. CONTRACTOR to develop a delivery schedule and submit to OAR for review and acceptance.
- TTT. SPECIAL/LARGE DELIVERIES. Deliveries that require crane erection for example that cannot be done within the construction zone and may require shutting down the surrounding streets must be permitted with the appropriate City entity and approved by the OAR and District Community Outreach four – (4) weeks in advance.
- UUU. FOREIGN PRODUCTS: Specification Section 01 6000 Product Requirements has an Initial Submittal to be provided within ten days after execution of each subcontract agreement. Submit an initial material list to the ARCHITECT with a copy to the OAR. Provide a written explanation for omissions of data and for known variations from the Contract Documents. Contractor to pay special attention to the acceptance of "Foreign Products". It's the intent of the project specifications to provide all domestic products.

- VVV. Include 10-work days prior to Partial Use of the new Classroom building to allow for OEHS's occupancy process. This time will be required for multiple site walks and resolving occupancy punch list items. Show this in the base line schedule.
- WWW. Preliminary warranties, O & M's and attic stock are required to follow immediately after regular submittals are approved. These items are to be detailed on the SOV and detailed to the baseline schedule.
- XXX. TRASH PICKUPS: Contractor to maintain access and provide support for continued trash pick-up operations.
- YYY. SEQUENCE OF OPERATIONS FOR MEP BYPASS/CUTTOVER AND SHUTTDOWNS: Contractor is required to provide temporary utilities to campus for any bypass & cutover that may impact or interrupts the school use and operations. Cutover to take place after school hours, holidays, weekends, or school breaks. In addition, Contractor to provide a written sequence of operations for each MEP by-pass, cutover and shutdown that will affect the existing MEP systems operations prior to commencing work for review and approval by owner. Narrative to include but not limited to schedule, timing, duration, safety, back up measures, start-up, security, locations, step by step processes and any other pertinent information to assure the owner of a seamless operation. Sequence narrative to include a site map indicating locations of services being cut or bypassed, identify what areas service is impacting and schedule (duration start and end time) for review and approval. Contractor to follow the Power Shutdown requirements, referenced in Appendix E. Any shut down request shall be submitted two (2) weeks in advance for District approval and coordination. Contractor to incorporate OAR review comments as required. If power is required to be shut down during school to facilitate construction, CONTRACTOR is responsible to provide temporary power to the campus to allow normal school instruction to be unimpacted.
- ZZZ. SUBMITTAL LOG: Contractor to provide a detailed and comprehensive submittal log listing all required submittals/ warranties/ test reports/ shop drawings/ O&M Manuals/ Certifications, etc. for the project within Fifteen-(15) calendar days from NTP. This log to be maintained and updated weekly as it will be discussed at the OAR weekly meetings. Log to be sorted by Specification Division, each submittal to be assigned with a projected and actual date of submission, required approval and or return dates and a classification of Submittal review. Provide a log template for OAR review and comments prior to Contractor's use and implementation within Five-(5) days from NTP.
- AAAA. WEEKLY TRACKING LOGS: Provide to the OAR 48 hours prior to the weekly OAR meetings an updated tracking logs for Submittals, RFCs, Construction Directives, Change Orders, RFPs, NOEs, Inspection Requests for OAR review and reconciliation with District project record.

- BBBB. COMMISSIONING:** A commissioning Plan is provided for Contractor's use and planning of their resources to support the execution of the commissioning task and illustrate the minimum documentations required by the Contractor to support Owner's commissioning. The Project will have multiple phases and each phase will be commissioned per the Cx Plan; Prior to Substantial completion; final commissioning (recommissioning) of all campus wide systems such as but not necessarily limited to EMS, Lighting Control, etc. is required. At no time during the project construction; Contractor to communicate directly with the Owner's commissioning Agent; all communications and coordination with the commissioning Agent must go thru or under the direction of the OAR. Final commissioning of any phase will not be scheduled without complete documentations required such as inspections; startup; air-balance reports; pre-functional, etc. Refer to specification section 01 9113 for all commissioning requirements.
- CCCC. SHUTDOWN FOR OWNER/ SCHOOL EVENTS/ PROGRAMS:** Contractor to shut down all construction activities on the project site when requested by the OAR and without advanced notice. Contractor to include in their Contract a minimum of five (5) days per school year for the duration of project. These shutdowns are for Owner's use to accommodate school events/ programs and are separate from other events such as emergency or strikes covered under General Conditions of the Contract.
- DDDD. CLOSE OUT:** This project will have multiple phases and each phase will have a close-out process per the specifications with one final cumulative close out process at the end of the final phase of the DSA application(s). Typical responsibilities include providing to the OAR, but not limited, to the following: Trainings, Warranties (including manufacturer's warranties), Owner and maintenance manuals, attic stock, record of all approved submittals, RFCs, complete record of submittals and RFC logs, permits secured by Contractor, as-builts and record drawings and final commissioning.
- EEEE. BENEFICIAL OCCUPANCY/ PARTIAL USE:** occupancy for each phase, LAUSD will require all components of the Project closeout to be complete for the areas being turned over to the District for school use. This includes but is not limited to: (1) Full commissioning of all systems (Zero issues list); (2) All warranties, manuals, attic stock, and trainings are complete; The Office of Environmental Health and Safety has signed off for occupancy.
- FFFF. WARRANTY ACTIVATION:** Warranties will commence when Beneficial Occupancy Partial Use is fully executed. Preliminary Warranties are a prerequisite to Partial Use and are required to be submitted 120-days prior to Partial Use. Additionally, the CONTRACTOR is responsible for managing and responding to all warranty requests for all turned-over areas until project Substantial Completion CONTRACTOR will provide OWNER with a dedicated person contact person to manage the maintenance and warranty process.
- GGGG. TURN OVER TO OWNER:** This project will have multiple phases and each phase will close-out per the specifications. Typical responsibilities include, but not limited,

to the following: Training, Owner's Manuals, spare parts, preliminary warranties, record drawings, commissioning and other reasonable submittals. Contractor is responsible to receive and manage and respond to warranty requests until Substantial Completion of the Project is executed and or Closeout Documents are approved and accepted by the District, whichever is later. Provide Owner with a dedicated person to manage the maintenance and warranty process.

- HHHH. **LANDSCAPE AND IRRIGATION MAINTENANCE:** Contractor to maintain all Landscape and Irrigation per specification. Due to the fact that this project is phased and the Contractor will continue to modify the irrigation system controller at each phase; Irrigation systems and controllers however; shall be serviced, maintained by the Contractor after planted areas are turned over to the Owner and until Project Substantial Completion, this includes managing and responding to ALL warranty calls made by the Owner. Contractor to provide maintenance and servicing records per manufacture's recommendation and instructions to maintain the validity of the manufacturer warranties until Substantial Completion.
- III. **FIELD ENGINEERING:** Contractor is responsible for supplementing the Field Engineering specification 01 7123 by submitting survey reports at different stages of construction, stamped and certified by licensed surveyor, to the Architect for review and approval. Survey to include building corners to confirm location from Civil Dimensional Control Plans, includes Pad elevations and depressed slab areas on ground floor, TOSL elevations and depressed TOSL on 2nd level, TOSL of 2nd floor deck/walkway, top of roof and top of parapets.
- JJJ. **EQUIPMENT ONSITE VERIFICATION AND INSPECTION:** In addition to Contractor's QA and QC requirements per contract documents; Major Equipment deliveries such as HVAC system equipment, electrical gears/ panels etc. will need to be verified/ inspected on site by District M&O TQST group before installation/ erection. Contractor to provide OAR a two-week advance notice of such deliveries to schedule the onsite inspection and verification. Submit Inspection Request to OAR and IOR.
- KKKK. **HVAC EQUIPMENT WARRANTY:** HVAC Equipment warranty will not be reviewed and or accepted by the District without the extended commercial HVAC warranties, from the Manufacturer with serial numbers for each piece of equipment. In addition, with this submittal, provide a summary/ indexed letter with a plan locating each equipment with serial numbers cross referenced with its respective warranty.
- LLLL. **CHLORINATION:** In addition to what is required in the plumbing specification; When any potentially potable plumbing piping is impacted, CONTRACTOR to provide outside lab chlorination/disinfection of all piping from the start of the branch line to all downstream piping. This applies to all lavatory sinks as well as all drinking fountains. CONTRACTOR to include at least (5) separate move- ins for licensed lab chlorination testing efforts in their base bid. Multiple fixtures to be chlorinated in each

effort. CONTRACTOR to gain approval from OAR prior to each lab testing and to show pending tests in all rolling 4 week look ahead schedules.

- MMMM. SOUND TESTING: For New Buildings, specification section 01 4525 applies to in its entirety.
- NNNN. ABATEMENT: No abatement work shall be executed/ started without approval of abatement work plan; no abatement shall be conducted without Owner's Abatement consultant monitoring. Provide OAR ten (10) working days advance notice to schedule their abatement monitoring consultant. Contractor shall not demo the structure until a clearance report from FETU and Abatement Consultant is received. When unforeseen conditions/ suspicious materials are encountered, Contractor to stop the demo or excavation work immediately and notify the OAR to schedule FETU assessment. Contractor is responsible for the cost of the cleaning and Procedure 5 if such material is moved from its location. Comply with all requirements outlined in Division 02 Abatement specifications.
- OOOO. OEHS CHEMICAL EVALUATIONS: There are many types of products in the specs that require evaluation to include all paints, adhesives, primers, sealants, sealers, liquids, coatings and the like, that are field applied. Also required for shop/factory applied if the material could require sanding/removal during normal wear and tear or maintenance. Listed products in the specs may require evaluation. Each product needs to be submitted, by Contractor, to the OAR for review and approval, by OEHS, prior to submitting for the architect's review. Contractor is responsible for reviewing OEHS Chemical website and if product is already approved, must attach approval to the Architect's submittal. Contractor to consider the time impact and submit in advance so as not to impact the submittal schedule. Contractor shall allow ample time in the project schedule for OEHS evaluations, which may take a minimum of Four (4) to Six (6) weeks.
- PPPP. CONVERGENCE / LOW VOLTAGE: Including Fire Alarm, PA System, Telephone, Data, Speakers, Security and Clocks. Contractor is required to connect all low voltage systems from the existing campus to temporary facilities accommodations. At no time can occupied classrooms (new, existing or temporary) be without low voltage services reporting back to the main campus. This will require the Contractor to install a dual low voltage system for all new interim classrooms and a switchover to the new campus conversion system once the campus wide convergence system is completed. Submit a detailed execution plan for the dual system(s) installation for review by the OAR and FTPMG. Submittal plan shall include sequence and timeline/ schedule for review and approval. All Convergence work to be executed in school summer sessions. Contractor is to remove all existing LV equipment from buildings scheduled for demolition and submit back to LAUSD, Contractor shall receive, offload and handle all Low Voltage devices and systems provided by OWNER (OFCD). Asset workbooks and as-builts to be updated as systems and devices received and then reconfirmed after installation. CONTRACTOR is responsible to maintain and repair all existing and new low voltage systems and devices during project contract until

Testing and Acceptance of such systems is issued by District's ITD/FTPMG division and or until Substantial Completion is reached/ executed (whichever is later). Schedule and attend a pre-start/ pre installation conference with LAUSD project team (including FTPMG and ITD) to discuss Convergence process and requirements from start to Testing And Acceptance (Attached here-in a current summary of District's current T/A for reference; this summary is meant to provide a baseline / summary of expectations and does not supersede the T&A requirements in Division 027 specifications. Refer to Division 027 specifications, and Appendix F — for Current District T/A Process and Required Documents for Testing and Acceptance). All low voltage convergence shall be done in school breaks. No interruption to existing LV system is allowed.

QQQQ. RELOCATION SERVICES: CONTRACTOR is responsible to relocate all construction impacted classrooms and offices on site and/or storage containers at the start and end of construction as directed by OWNER. CONTRACTOR to document all classrooms layouts and reassemble the rooms exactly as originally found upon Inspection approval and final cleaning. All furniture and rooms to be professionally cleaned prior to turning rooms over to the OWNER.

RRRR. SITE FURNISHINGS/STORAGE: Contractor is responsible to relocate all existing site furnishings on campus including school storage bins prior to their start of construction (in each phase if necessary). Interim location of site furnishings and storage bins to be determined by the OAR and School Administration. After construction of said phase is complete; Contractor to relocate the site furnishings and storage bins to a final location determined by the OAR and School Administration.

SSSS. All FULL-TIME crew members shall fulfil their full-time on-site responsibilities, from NTP to Substantial Completion or Final Completion of Contract as required above. CONTRACTOR will provide credit to the District for the duration that any of the FULL TIME crew members are not present at the job-site performing their duties and responsibilities.

TTTT. CONTRACTOR will include preparation and painting of all storage containers on site (Package 1 and Package 2). Color will be determined by the ARCHITECT.

1.02 RELATED REQUIREMENTS:

1. Section 01 1216: Phasing of the Work.
2. Section 01 2300: Alternates (Bid Items).
3. Section 01 3113: Project Coordination.
4. Section 01 3229: Project Forms.
5. Section 01 3213: Construction Schedule.

6. Section 01 4525: Testing, Adjusting, and Balancing for HVAC.
7. Section 01 5000: Construction Facilities and Temporary Controls.
8. Section 01 7123: Field Engineering.
9. APPENDIX A – Instructional Calendar & Important Dates
10. APPENDIX D – LAUSD Tree Trimming a Removal Procedure
11. APPENDIX E – LAUSD Power Cutover Requirements
12. APPENDIX F – LAUSD ITD T&A Process
13. APPENDIX G – LAUSD FSD Website Registration and Login Guide and Vendor Portal

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION

3.01 USE OF PREMISES

- A. CONTRACTOR shall coordinate Work of all trades, Subcontractors, utility service providers, with OWNER and/or Separate Work Contract. CONTRACTOR shall sequence, coordinate, and perform the Work to impose minimum hardship on the operation and use of the existing facilities and/or Project site. CONTRACTOR shall install all necessary protection for existing improvements, Project site, property, and new Work against dust, dirt, weather, damage, vandalism, and maintain and relocate all protection to accommodate progression of the Work.
- B. Where demolition of concrete panel or walkway occurs, CONTRACTOR will replace concrete panel from joint to joint. Patching will not be allowed.
- C. CONTRACTOR shall confine entrance and exiting to the Project site and/or facilities to routes designated by the OAR.
- D. Within existing facilities, OWNER will remove portable equipment, furniture, and supplies from Work areas prior to the start of Work. CONTRACTOR shall cover and protect remaining items in areas of the Work.
- E. CONTRACTOR is advised school may be in session during performance of the Work. CONTRACTOR shall utilize all available means to prevent generation of unnecessary noise and maintain noise levels to a minimum. When required by the OAR, CONTRACTOR shall immediately discontinue noise-generating activities and/or provide alternative methods to minimize noise generation. CONTRACTOR shall

install and maintain air compressors, tractors, cranes, hoists, vehicles, and other internal combustion engine equipment with mufflers, including unloading cycle of compressors. CONTRACTOR shall discontinue operation of equipment producing objectionable noise as required by the OAR.

- F. CONTRACTOR shall furnish, install, and maintain adequate supports, shoring, and bracing to preserve structural integrity and prevent collapse of existing improvements and/or Work modified and/or altered as part of the Work.
- G. CONTRACTOR shall secure building entrances, exits, and Work areas with locking devices as required by the OAR.
- H. CONTRACTOR assumes custody and control of OWNER property, both fixed and portable, remaining in existing facilities vacated during the Work.
- I. CONTRACTOR shall cover and protect surfaces of rooms and spaces in existing facilities turned over for the Work, including OWNER property remaining within as required to prevent soiling or damage from dust, dirt, water, and/or fumes. CONTRACTOR shall protect areas adjacent to the Work in a similar manner. Prior to OWNER occupancy, CONTRACTOR shall clean all surfaces including OWNER property.
- J. CONTRACTOR shall not use or allow anyone other than OWNER employees to use facility telephones and/or other equipment, except in an emergency. CONTRACTOR shall reimburse OWNER for telephone toll charges originating from the facility except those arising from emergencies or use by OWNER employees.
- K. CONTRACTOR shall protect all surfaces, coverings, materials, and finished Work from damage. Mobile equipment shall be provided with pneumatic tires.
- L. CONTRACTOR is advised OWNER will award Separate Work Contracts at this Project site.
- M. CONTRACTOR shall not permit the use of portable and/or fixed radio's or other types of sound producing devices including walkmans and similar devices.

3.02 PROPERTY INVENTORY

- A. Property, OWNER intends to remove; will be removed by OWNER before a room or space is vacated for the Work. Before performing Work in each room or space, OAR and CONTRACTOR shall prepare a detailed initial written inventory of OWNER property remaining within, including equipment and telephone instruments and the condition thereof. OAR and CONTRACTOR shall retain a signed copy of the inventory dated and signed by both parties. Prior to subsequent OWNER occupancy of each such room or space, OAR and CONTRACTOR shall perform a final inventory

of OWNER property and all discrepancies between the initial inventory and final inventory shall be the responsibility of CONTRACTOR.

3.03 FURNITURE, FIXTURES AND EQUIPMENT (MATERIALS) OWNER FURNISHED CONTRACTOR INSTALLED (OFCI)

- A. Certain materials identified in the Contract Documents as OWNER Furnished CONTRACTOR Installed, OFCI, will be delivered to the Project site by the OWNER.
- B. If designated in the Contract Documents to be OWNER furnished CONTRACTOR installed, (OFCI), CONTRACTOR shall unload, store, uncrate, assemble, install, and connect OWNER supplied materials.
- C. One-Hundred and Twenty days before the date the CONTRACTOR needs to have the OFCI materials on site, CONTRACTOR shall notify OWNER of the scheduled date for needed OFCI materials. Upon delivery to Project site, CONTRACTOR shall store OFCI materials inside rooms and/or protected spaces and will be responsible for security of OFCI materials until Substantial Completion. OAR will sign receipt or bill of lading as applicable.
- D. CONTRACTOR shall, within ten days after delivery, uncrate and/or unpack OFCI materials in presence of OWNER who shall inspect delivered items. OWNER shall prepare an inspection report listing damaged or missing parts and accessories. OWNER shall transmit one copy of the report to CONTRACTOR. OWNER will procure and/or replace missing and or damaged OFCI materials, as indicated in inspection report.
- E. CONTRACTOR shall install OFCI materials in the locations and orientation as indicated in the Contract Documents. CONTRACTOR shall verify exact locations with OAR before final installation of OFCI materials.
- F. If required, OAR will furnish setting and or placement drawings for OFCI materials.
- G. CONTRACTOR shall install OFCI materials by proper means and methods to ensure an installation as recommended by the manufacturer. CONTRACTOR shall furnish and install all necessary fasteners and required blocking to properly install OFCI materials.
- H. CONTRACTOR shall install OFCI materials with manufacturer recommended fasteners for the type of construction to which the OFCI materials are being fastened and/or anchored.
- I. CONTRACTOR shall provide final connections of any electrical, signal, gas, water, waste, venting and/or similar items to OFCI materials. CONTRACTOR shall, prior to final connection, verify the operating characteristics of OFCI materials are consistent with the designated supply.

3.04 FURNITURE, FIXTURES AND EQUIPMENT (Materials) - OWNER furnished, OWNER installed (OFOI)

- A. Certain materials are identified in the Contract Documents as OWNER Furnished, OWNER Installed (OFOI)
- B. On dates and during times designated by OWNER, CONTRACTOR shall provide clear off-loading, receiving, protected storage, and OWNER'S dumpster space areas for the use of OWNER or OWNER'S third party OFOI installation contractors. At such times, CONTRACTOR shall also make clear routes and access available to all rooms and spaces to receive OFOI materials.
- C. On dates and during times designated by OWNER, CONTRACTOR shall provide access to the elevators for use of OWNER or OWNER'S third party OFOI installation contractors.
- D. CONTRACTOR shall cooperate fully with OWNER or OWNER'S third part OFOI installation contractors.
- E. CONTRACTOR may be requested by OWNER to provide supplemental labor and equipment to support OFOI activities. Such requests must be submitted in accordance with the change order clauses of Contract.
- F. Immediately prior to mobilization of OWNER or OWNER'S third party OFOI installation contractors, OWNER shall document the condition of the Work in areas to be utilized for OFOI activities.
- G. CONTRACTOR shall not be responsible for damage caused by OWNER or OWNER'S forces. OWNER shall document the condition of the Work and report to CONTRACTOR any damage in areas utilized for OFOI activities.

3.05 CONTRACTOR 'S CORE CREW

CONTRACTOR shall continue with the team members listed in the RFQ submission. Any change or substitution to these listed CONTRACTOR members must be brought to the immediate attention of the OWNER who at their discretion will determine if such change or substitution is acceptable. The CONTRACTOR shall provide, at a minimum, the following core management personnel:

- A. Project Manager (PM) - CONTRACTOR shall provide, at a minimum, one (1) competent English-speaking PM. This position is the primary day-to-day principal point of contact between the OWNER and the CONTRACTOR. The PM shall represent the CONTRACTOR and any communications given to the PM shall be as binding as if given to the CONTRACTOR. The PM shall be authorized to sign documents including, but not limited to, Change Orders. The PM shall demonstrate satisfactory experience to manage and control the design and construction and have a

proven track record of successful accomplishment of previous projects of similar complexity and scope to this Project. The PM shall be on-site and assigned solely to this project as required for completion of the work from NTP for Construction thru Administrative Closeout of the Project.

- B. Project Superintendent (PS) - CONTRACTOR shall provide, at a minimum, one (1) competent and qualified English-speaking PS with a minimum of ten (10) years of experience supervising all trades and coordinating projects of this scope and complexity as evidenced by submitted background information. This person shall be physically present at the Project site while any aspect of the Work is being performed and shall have the responsibility of directing and coordinating all aspects of the Work. The PS shall be retained at this capacity for the duration of the Work. Should there be a need to replace the PS, the CONTRACTOR shall submit for approval, within thirty (30) days prior to the proposed date of replacement, the appropriate background information for the new PS prior to such replacement. PS shall be assigned to work full-time on the Project from NTP for Construction thru Substantial Completion of the Project.

END OF SECTION