City of Norcross

65 Lawrenceville Street
Norcross, GA 30071

Meeting Agenda

Monday, August 17, 2020

6:30 PM

Teleconference

Link to join webinar

https://zoom.us/j/99013642694

Policy Work Session

Mayor Craig Newton
Mayor Pro Tem Josh Bare
Councilmember Andrew Hixson
Councilmember Elaine Puckett
Councilmember Matt Myers
Councilmember Bruce Gaynor
A. Roll Call (recorded)

B. Citizen Input

C. Board Updates
   Tree Board - Blake Manton

D. General Updates
   *Wayfinding Update - Pam Ledbetter

E. Council- General Discussion

F. Board Appointments
   Mayor and Council will consider an appointment to the following commission:
   Sustainable Norcross Commission

G. Items for Discussion
1. **20-5808** Important Announcements and Updates Regarding COVID-19
   The Mayor and Council will be joined by Dr. Arona, District Health Director, and CEO of Gwinnett, Newton, and Rockdale County Health Departments who will present critical information and updates regarding COVID-19.

2. **20-5820** Police Administration Design Agreement/LEED Design
   Discussion of final contract agreement with LEED fees.
   PWUP20-02 Consultant Agreement, Police Admin Reno Design

3. **20-5788** PWUP 20-01 Downtown Norcross Compactor Enclosure
   Discussion regarding proposed location of Compactor Enclosure.
   2020-07 Compactor Enclosure Memo
   2020-08 Wingo St Trash Collection Matrix
   2020-07-28 Compactor ALT Boundary and Topo-Survey 24 x 36 REV1

4. **20-5821** Generator Replacement
   Public Works, Utilities & Parks is seeking approval to request funds from the MEAG Trust for replacing the control panel and associated components for the generator at City Hall.
   Memo - Generator Replacement
   EMCP 4.2 Control Panel Retrofit
   EMCP 4.2B UPGRADE DOOR KIT
   Rental Quote - EMCP and CDVR Upgrade

5. **20-5819** Banner and Other Temporary Sign Enforcement Discussion
   Discussion on temporary relaxation of enforcement actions on banners and other temporary signage in the City due to the Covid-19 pandemic.
   Temporary Banner Enforcement Covid-19
6. **20-5673**  

**Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures**

Proposed policies and procedures for Boards, Commissions, and Authorities.

- [2020 BCA Reconstruction Outline](#)
- [2020 BCA Manual](#)
- [2020 BCA Chart](#)
- [2020 BCA Oath of Office](#)

7. **20-5827**  

**Activation of the Norcross Development Authority**

Consideration of an amendment to the City Code of Ordinances to activate the Norcross Development Authority.

- [Sec. 2-153 Norcross Development Authority Ordinance xx-2020](#)

H. **Adjourn to Executive Session for Personnel, Real Estate or Legal**

I. Signed by: _______________________________ Mayor Craig Newton

J. Attest: _________________________________ Monique Lang, City Clerk
City of Norcross

Legislation Details (With Details)

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Status: Agenda Ready
In Control: Policy Work Session
# City of Norcross

## Legislation Details (With Details)

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| Title:          | |
|-----------------|Police Administration Design Agreement/LEED Design|

### Sponsors:

### Code Sections:

### Attachments:

1. **PWUP20-02 Consultant Agreement, Police Admin Reno Design**

## Title

**Police Administration Design Agreement/LEED Design**

### Drafter

Erica Madsen
MEMO

To: Mayor & Council
From: Erica Madsen, City Engineer

RE: PWUP20-02 Renovation Design for Norcross Police Administration Building
LEED Design Addition

In July 2020, Mayor and Council approved the award of the above-referenced project to CROFT & Associates at a proposed cost of $153,700 for design, but it has not yet been executed. The contract is attached to this agenda item.

This contract includes the base design fee approved in July. Staff needs direction to determine if Council wishes to pursue LEED Documentation for the building, at a contract cost addition of $30,500. LEED is a 3rd party sustainable building rating system that involves selection of building materials and systems for occupant health, waste reduction and energy/water efficiency. The City’s Green Building Policy signed in 2010 establishes guidelines for planning projects. Council also has the option to add on a project rendering at a cost of $1500 for illustrative purposes.

A revised contract total for the items listed above would be $190,700 including maximum reimbursable expense. This overall cost is still within the expected maximum fee range for the project as discussed when Council approved the design project for public proposal solicitation.

Attached: Consultant Agreement
Consultant Agreement

AGREEMENT BETWEEN CROFT & ASSOCIATES
AND THE CITY OF NORCROSS

PROJECT: Norcross Police Administration Building Design
in accordance with PWUP20-02

Project Description

The Consultant’s work for PWUP20-02 includes the preparation of Construction Documents for the renovation of an existing library building into a new Administration Building for the Norcross Police Department. This update will be used to inform future policy decisions and to plan capital projects, if they are determined to be necessary, to encourage economic development in the downtown area. The study shall include all services specified in PWUP20-02 documents, including addenda.

This AGREEMENT is made this ___________day ___________________ in the year two thousand twenty (2020) between The City of Norcross, hereinafter the “Owner”, and CROFT & Associates, (hereinafter the “Consultant”) for the following Project.

The Consultant and owner for the consideration named herein agree as follows:

SCOPE OF WORK:

The Consultant shall be expected to meet with Community Development staff prior to the commencement of project. This meeting shall serve as an opportunity for both parties to review the specifications and scope of work.

The project is to be completed in accordance with PWUP20-02. The project should begin within ten (10) working days after receipt of notice to proceed.
The Consultant further represents and warrants as follows:

Limitation of Liability.

Owner and Consultant have considered the relative risks and benefits of the Project to both Owner and Consultant, and agree to allocate risks such that, to the fullest extent permitted by the law, the total liability of Consultant, its directors, officers, partners, employees, subconsultants and subcontractors (the “Limited Parties”), to Owner for any and all injuries, claims, losses, expenses (including attorney’s fees and costs), or damages of any nature whatsoever, shall be limited such that the total aggregate liability of the Limited Parties shall not exceed the Consultant’s total compensation received for services rendered and reimbursable expenses incurred in connection with the Project. This limitation shall apply to any and all liabilities and causes of action, however alleged or arising and regardless of the nature of the fault, unless otherwise prohibited by law. To the extent that any portion of this limitation is prohibited by law, such prohibited portion shall be deemed excluded from this provision, and the remainder shall remain in effect.

A. ATTACHMENTS:

1. Attachment “A” City of Norcross Request for Proposal and bid specifications – Project Description
2. Attachment “B” Consultant’s Submittal

B. FEE PROPOSAL:

1. The owner shall pay the Consultant for the material and labor to be performed under the contract, the sum of total fees not to exceed one hundred and ninety thousand, seven hundred dollars, ($190,700.00). 

C. SCHEDULE:

1. The Consultant is prepared to begin work upon receipt of a signed contract and notice to proceed.

D. TERMS AND CONDITIONS:

This Agreement shall be administered in accordance with the Terms and Conditions listed in Attachments. This Contract together with the exhibits identified herein, shall constitute the entire agreement between the City of Norcross and Consultant in respect to the project and may only be modified in writing signed by both parties. Receipt of the signed agreement will serve as a notice to proceed.
E. INSURANCE REQUIREMENTS

The contractor shall maintain the following insurance: (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than $1,000,000.00 per occurrence, and property damage with limits of no less than $500,000.00 per occurrence; (b) statutory worker’s compensation insurance, including employer’s liability insurance; and (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than $50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the City, and shall provide for thirty (30) days prior notice of cancellation to the City. Upon request, the contractor shall deliver to the city a certificate or policy of insurance evidencing the contractor’s compliance with this policy. The contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage; (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than $50,000.00 per occurrence.

The cancellation provision should provide 30 days advance notice of cancellation.

Certificate Holder should read:

City of Norcross, its elected officials and employees
65 Lawrenceville Street
Norcross, GA 30071
This Agreement entered into as of the day and year first written above.

CROFT & ASSOCIATES

______________________________
(Signature)

______________________________
(Printed name and title)

______________________________
(DATE)

______________________________
(SEAL)

CITY OF NORCROSS

______________________________
Craig Newton, Mayor

______________________________
Monique Lang, City Clerk

______________________________
(DATE)

______________________________
(SEAL)
REQUEST FOR QUALIFICATIONS AND SEALED FEE PROPOSAL

PWUP20-02
RENOVATION DESIGN & CONSTRUCTION ADMINISTRATION SERVICES FOR
NORCROSS POLICE ADMINISTRATION BUILDING

INSTRUCTIONS

The qualification package and 4 copies (5 total) should be submitted in a sealed envelope, clearly marked "NORCROSS POLICE ADMINISTRATION BUILDING" on its face, to:

City of Norcross Community Development Department
65 Lawrenceville Street, 2nd Floor
Norcross, GA 30071
Attn: Erica Madsen, City Engineer

All Proposals must be submitted by Thursday April 30, @ 11:00 a.m. to:

Erica Madsen, City Engineer
erica.madsen@norcrossga.net
Community Development and Planning Department

Please submit questions via e-mail only. Submit questions/requests to Erica Madsen via e-mail at erica.madsen@norcrossga.net All questions/requests must be submitted via e-mail prior to 5 p.m. Friday April 10, 2020.

In the interest of public health no pre-proposal meeting will be held. Please email questions and we will work to generate addenda on a rolling basis until the deadline for questions has passed.

No proposal will be received or accepted after the above specified date and time of the proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the firm.

No proposal may be withdrawn within thirty (30) days after the proposal opening and all proposals shall remain firm during this period.

We appreciate your interest in the City of Norcross!
REQUEST FOR QUALIFICATIONS AND SEALED FEE PROPOSAL

RENOVATION DESIGN & CONSTRUCTION ADMINISTRATION SERVICES FOR NORCROSS POLICE ADMINISTRATION BUILDING

I. BACKGROUND

The City of Norcross and Gwinnett County are jointly funding construction of a new library at Lillian Webb Park. Upon completion of the library, anticipated mid-year in 2022, the existing library at 6025 Buford Hwy, Norcross, GA will be closed. The City of Norcross will renovate this existing building to serve as the new Norcross Police Administration Building. The City’s desire is to have renovation construction plans finalized for bidding upon closure of the library. The police department has developed a conceptual space programming plan for the new Administration Building, included in this Request for Qualifications Package.

The 2017 SPLOST program currently includes $970,000 in funding toward this project, which is anticipated to include design and a portion of construction. The City of Norcross has an established Green Building policy included in this Request for Qualifications package.

The existing Gwinnett County Public Library is located at 6025 Buford Hwy, Norcross, GA 30071. It was constructed in 1990 and is approximately 1,328 SF on 1.92 acres. Water and sewer is provided by Gwinnett County Water Resources.

II. SCOPE OF WORK

The Scope of Services includes all architectural and site design services to convert the existing Norcross Public Library Branch into a new Norcross Police Administration Building. Project will include construction cost estimation, development of a comprehensive project manual of specifications and all construction documents needed for public bidding of the construction project. The scope of construction administration/commissioning services will be developed during the design process. Design plans shall include interior demolition, site renovations, erosion control, and tree protection/landscape design. Irrigation to be design/build.

Kickoff/Develop Base information

- Design team shall commission a field run survey including all underground utility locations, topography and tree locations. A boundary survey plat from 1988 will be provided in hard copy format.
- Design team will develop base as-built building plans based on building design plans (hard copy) and field measurements.
- Design team shall coordinate a kickoff meeting with City Staff including City Engineer, Police Chief, and Public Works Director at a minimum to discuss project goals, programming, budgets and overall project schedule. Stakeholder group to be identified.
- Design team shall be prepared to discuss recommendations for compliance with the Green Building policy and how to achieve LEED certification.
Design Phases

- Conceptual Design shall include a 30% design level construction document package, including PDF and hard copy submittal to the City, with associated cost estimate for budgeting purposes. A design review meeting with the City Stakeholders shall be included. Stakeholders will provide review comments within 1 week.
- Schematic Design shall include 60% design level construction document package including PDF and hard copy submittal to the City, associated cost estimate and project specification manual outline. Design team shall update compliance toward the Green Building policy. Design team shall meet with City Stakeholder for design review and then develop a short project update presentation for a City Council Policy Work Session. Stakeholders will provide review comments within 1 week.
- Construction Document Design shall include 90% design submittal, with associated cost estimate, in PDF and hard copy format. Submittal shall include all design disciplines for municipal permitting review, including site and building design and a complete project manual of specifications for review. Land Disturbance Permitting will be handled through the City of Norcross. The consultant will be required to submit design plans for municipal plan review, including submittal Gwinnett county Fire Marshall’s office. GDOT will require approval for all streetscape work along Buford Highway. All revisions for permitting approval shall be included in the fee. The City of Norcross has online plan submittal, so hard copy design plans are only required upon plan approval.
- Bid Package shall include full 100% construction documents and specifications integrating all stakeholder comments and municipal review comments to date for construction bidding.

III. PROPOSAL SUBMISSION INSTRUCTIONS

9 pages maximum, exclusive of resumes, cover sheets and lump sum fee proposal

1. Cover Letter (1 page) – Submitters shall include a cover letter indicating interest in the project and identifying the consultant’s point of contact.
2. Firm Information (1 page) – including office locations, size, and contact information
3. Organization Chart (1 page) – Submitters shall include an organization chart showing team structure and personnel for the project.
4. Project Approach/Schedule (3 pages, maximum)– Submitters shall include a summary of the recommended approach and milestone dates for data gathering, design development and presentation of recommendations
5. Experience/References (3 pages, maximum) – Submitters shall include a summary of 3 projects of similar size/scope within the past 5 years. Include a reference with contact information for each project. Also include approximate project construction budget, key sub consultants and project status (in design, in construction, complete, for example)
6. Resumes – Submitters shall include resumes for key personnel on the project
7. Lump Sum Fee Proposal – in separate envelope
EVALUATION CRITERIA

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Projects will be ranked by qualifications first, and then the fees for the highest ranking 3 firms will be opened and given 10, 6, or 3 points respectively by lowest fee to highest fee.

The fee proposal should be responsive to the range of issues elaborated in this Request for Proposal. Provide a written scope including the information outlined above a line item lump sum fee proposal prepared to cover ALL consulting fees needed to complete the work. The total fee proposed shall be considered to be indicative of all fees which will be generated by the prime consultant and all sub-consultants whose consulting services are required to complete the work described in Section III, Scope of Work. Please structure the fee proposal as follows:

I. Kickoff/Base Plan Development (Lump Sum)
II. Design Phase (Lump Sum)
III. Reimbursable Expenses (NTE)
IV. LEED Design Coordination (Lump Sum)

If the Consultant anticipates that services will be required to complete the work which is not outlined in the Scope of Work, the Fee Proposal should describe these services in a distinct line item.

Proposers are expected to carefully examine the scope of work, the attached concept plan and conditions of the RFP prior to submission. All interpretations or corrections will be issued as addenda and will be sent to all proposers. No addenda will be issued during a period beginning 48 hours before the date for receipt of proposals.

IV. RESERVATIONS

The City of Norcross reserves the right to reject all proposals, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities.

THANK YOU FOR YOUR INTEREST IN THE CITY OF NORCROSS.
CITY OF NORCROSS

GREEN BUILDING POLICY

1. Purpose

The purpose of this policy is to establish guidelines for the City of Norcross to plan, design, construct, manage, renovate and maintain its facilities and buildings in a sustainable manner. Green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment by reducing the carbon footprint. Green buildings accomplish these goals in three main areas:

a. by efficiently using energy, water and other resources,
b. by protecting occupant health and improving employee productivity, and
c. by reducing waste, pollution and environmental degradation.

Several certification programs and benchmarks exist to rate the sustainability of a building. These are:

a. United States Green Building Council’s Leadership in Energy and Environmental Design (LEED) rating system and
b. Environmental Protection Agency and Department of Energy’s Energy Star and EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The intent of this policy is to ensure that all new buildings constructed by the City of Norcross shall be designed, measured and constructed using these programs.

2. Scope

This policy applies to both new construction and renovations as specified below:

New Construction

a. The LEED rating system shall be used as guidance for a design and measuring tool to ensure that new construction and renovations are designed and constructed by sustainability in accordance with accepted national standards.

b. Facilities and buildings over 5000 square feet of occupied space shall be certified under the LEED-NC certification standards. The certification can be Certified, Silver, Gold or Platinum depending upon the most practical application for the project at hand. A recommendation for such certification will be made by the city staff and approved by the Mayor and Council for each project individually.

c. Facilities and buildings less than 5000 square feet of occupied space are encouraged to be designated LEED-NC certified. However, if LEED-NC certification is not feasible in the judgment of the city staff and the Mayor
and Council per the exceptions in Section 3, smaller buildings must be certified using Energy Star or EarthCraft Light Commercial standards.

Renovations

a. Facilities and buildings requiring greater than 50% of space or occupants to be remodeled would be LEED-NC (New Construction).

b. Facilities and buildings requiring less than 50% of space or occupants to be remodeled would be LEED-EB (Existing Building).

3. Exceptions

a. Historically designated building with design considerations which limit the inclusion of green materials or building techniques to maintain the historical character.

b. Buildings or projects for which achieving LEED certification would increase the costs by 20% or more such that the project is no longer financially feasible. Examples are development on brownfield sites, sites with no infrastructure or historic preservation sites.

c. No practical green alternative exists for the particular project or improvement.

d. If a Return On Investment (ROI) analysis does not indicate this is a reasonable and prudent business decision.

4. Responsibility

The responsibility to ensure implementation of this policy is delegated to the City Manager and city staff.

Adopted by Mayor and Council of the City of Norcross this 3rd day of May, 2010.

Bucky Johnson, Mayor

Attest: Susan Wuerzner, City Clerk
PWUP20-02
Renovation Design for Norcross Police Administration Building
Addendum #1 (3 page)

The Project Background narrative in the RFQ indicates that a Conceptual Space Programming plan has been developed for the project. It is included here as page 2. An aerial photograph of the project location is included as page 3.

Additional project questions have been received and will be consolidated and answered in a following addendum.
PWUP20-02
Renovation Design for Norcross Police Administration Building
Addendum #2 (3 pages total)

1. Is this building considered an “Essential Facility”. If so, there will be structural modifications needed and we want to know if we need to include those in our scope. Many times Police facilities are categorized as essential facilities.
   a. We believe it will be considered an Essential Facility.

2. Commissioning Services. Under section II. SCOPE OF WORK, it is stated that commissioning services are included in the SOW. We want to confirm that this is correct?
   a. The RFQ shall be edited to remove references to performing commissioning services and construction administration services. However, we will need the design team to prepare a scope of recommended construction phase services for a future separate contract.

3. Affidavits. Is there a specific section in which we are to place the two affidavits? Or, do we create a section 8 and place the documents in that section?
   a. Please create a Section 8.

4. The 1,328 sf mentioned in the Background paragraph doesn’t seem consistent with the scale of the existing library building. Is that figure correct?
   a. Apologies for that typo mistake. It is closer to 11,000 SF heated space.

5. The Background paragraph states that there is currently foreseen funding in the amount of $970,000 to cover design fees and a portion of construction. Is it known as yet what the ultimate budget will be for this project?
   a. The total budget has not yet been defined. Only the noted amount has been identified for project funding, so the City will need the selected design team to help determine what level of additional funding will be required in order to meet the Police Department’s base needs. The City hopes to identify additional funding sources from future city budgets, grants or other sources.

6. Landscape design. Considering that the site is already developed, what is the extent of landscape design the city envisions for the project?
   a. Only what is required for potential LEED points or to replace failing/aged plant material.

7. I was reading the RFQ for renovating Norcross’ library to be a police facility and am wondering if the new facility will include a dispatch center or emergency operations center?
   a. Dispatch was included in the space planning shown in Addendum 1.
8. Is there an on-demand list of civil, MEP/FP and structural firms for the city of Norcross?
   a. It is included as an attachment to this PDF. Be advised, that contract will be re-advertised in 2020 because we are at the end of the contract period.

9. Would you be interested in a quote for LEED Certifying this project?
   a. It is City policy that all new construction or renovations be LEED certified.
Based on the scoring results, the following professionals have been selected:

**Surveying:**

Columbia Engineering  
Patterson & Dewar  
MAAI  
McFarland Dyer  
Hayes James

**Site & Landscape Architect:**

Columbia Engineering  
Lose & Associates  
Foresite Group  
Greenberg Farrow  
Pond  
B+C Studio

**Environmental Engineering/Geotechnical:**

ECS  
United Consulting Group  
GeoHydro  
Terracon  
MAAI

**Transportation & Traffic Engineering:**

Pond  
Columbia Engineering  
Holt Consulting Company  
Keck & Wood  
Lose & Associates

**Architectural & Structural Design:**

Pond  
Pieper O’Brien Herr  
Greenberg Farrow  
Patterson & Dewar  
McMillan Pazdan Smith
PWUP20-02
Renovation Design for Norcross Police Administration Building
Addendum #3 (3 pages + 4 Separate PDF files)

1. It would be helpful to know the ultimate funding amount, as the RFQ indicates the $970,000.00 “...is anticipated to include design & a portion of construction.” Is there a total budget approved which is above the $970,000 amount?
   a. No budget studies have been done, but the City is aware that $970,000 will not be sufficient funding to cover design costs and all of the construction costs.

2. Does the City have an as-built plan to compare to the Program Plan issued in Addendum #1?
   a. The only information we can provide are the design plans from 1988. See question 10 below.

3. Is it possible to make a site visit prior to turning in our proposal?
   a. The Gwinnett Library system is closed to the public due to COVID-19 issues. However, parties can visit the exterior of the site.

4. Will it be possible to change the RFQ requirement for delivery of hard copies to an electronic submittal?
   a. Yes. Please email PDF packages to Erica.madsen@norcrossga.net. No hard copies will be required, because City Hall is closed to the public and we cannot accept in-person drop offs. Erica will confirm receipt of proposals by a direct email reply. File sizes have not been a problem, but we can accept Dropbox links or similar if needed.

5. Do I read it correctly to indicate that our current fee proposal is not to include scope or fee for construction administration services? If those are to be proposed later, would that separate proposal be requested exclusively of the successful proponent on the current RFQ? I assume yes as it would be irregular to contract CA services to a firm that was not the design firm but I’m looking for confirmation on that.
   a. The City anticipates contracting construction administration services with the selected design firm. The scope and fee for those services will be identified and coordinated during the design process.

6. Is determination of a project budget expected to be an outfall of the initial programming and space planning effort? It will be difficult to propose fee for an effort with an unknown budget and scope.
   a. Yes, we need the selected design firm to help us determine a realistic budget for the construction phase.

7. Does the existence of an on-demand design firms list have impact to selection of a team who’s firms aren’t on the list?
   a. No, it has no impact on the selection of a team. The list was provided ONLY in response to a request by an interested party.
8. Are we able to include custom divider tabs in our submissions and if so, are they excluded from the 9-page page limit?
   a. Divider tabs may no longer be necessary due to question 4 above. If included, no information thereon will be considered part of the proposal and therefore be excluded from the page count.
9. Since this is a developed site, what type of site renovations are desired/anticipated?
   a. We anticipate minimal site renovations, such as updated landscape material.
10. Is there an existing detention pond or underground detention system onsite?
    a. Design plans indicate an underground detention pipe. The original 1988 design plans are available on the project RFQ web page and are considered as part of this addendum. The design plans are titled “Norcross Public Library Part 1, 2, 3 and 4 of 4”.
11. Once we’re outside of the required “shelter in place” state directive, can we make a site visit to walk the site and/or inspect the building?
    a. The exterior of the site can be accessed. If we can acquire photos of the interior, they will be posted as a final addendum.
12. Based on the conceptual space programming plan provided in Addendum No. 1 there is approximately 4,000sf that appears to be an addition to the existing library structure. Could you please confirm that this addition is part of the scope of work as there is no mention of it in the original RFQ?
    a. The referenced Sally Port and Storage Building are desired elements, but can be excluded from the base proposal. If design of such a building addition feature is determined to be necessary in the initial design phase, and additional service can be negotiated with the design team to cover that effort.
13. Can you confirm what the existing structure of the library (wood, steel, etc.)?
    a. Please reference the design plans included in this addendum.
14. Are there electronic documents available of the existing library? If yes, will they be provided to the successful team?
    a. No such records exist. Only hard copy and PDF of the design files from 1988 are available. See question 10 above.
15. It is mentioned that work done within Buford Highway ROW will require GDOT approval. What work is anticipated to be in the ROW? There is no scope defined?
    a. We do not anticipate any work in the Buford Hwy ROW.
16. The green building guidelines indicates that this project may fall into the flex category where they can decide between LEED-NC, Energystar or Earthcraft. Can you clarify which green guideline will be followed for this project?
    a. The LEED program will be followed.
17. Cost estimate is mentioned in the Conceptual Design, Schematic Design and Construction Document Design Phases, should we include a cost estimator on our team or will Norcross contract separately?
    a. The design team needs to include cost estimation in their scope of work.
18. Will the firm that provided the space planning document/sketch be eligible to bid on this project?
    a. The space planning was completed internally. No firm was contracted for that work.
19. Will your project delivery method be Design-Bid-Build or Construction Manager at Risk?
    a. We anticipate Design-Bid-Build.
20. Can you please provide the anticipated schedule of events after proposal submission (Shortlist date, Award date, etc)?
a. We anticipate that a design team will be selected by the end of the first week in May, allowing Council to review the recommendation during the May 18th work session. If the agenda item is advanced, it could be approved for contract execution in early June 2020.

21. Has a hazardous material assessment been conducted?
   a. No.

22. Is there a bank safe that will remain that could be used for an armory?
   a. Unknown.

23. For a separate scope related to building commissioning as indicated in Addendum No. 2, Item #2, please confirm that the basis of the scope will be Fundamental Commissioning and not Enhanced Commissioning.
   a. The Construction phase scope is not a part of this proposal.

24. Does the $970,000 represent Total Project Budget – including total construction cost, design fees, LEED coordination and documentation, furniture budget, and contingency?
   a. That figure is the total funds currently allocated to the project. It is understood that additional funding will have to be authorized to accomplish the renovation.

25. Please describe the portion of construction included in the SPLOST. How much sf of construction is anticipated to be included in the project?
   a. The desire is to complete the entire renovation project indicated in the space planning study.

26. Please confirm that the required forms are not included in the page count.
   a. Confirmed. Forms are excluded from the page count.

27. Regarding LEED Coordination and Documentation, are we expected to provide full documentation for LEED-EB, or coordinate full documentation being done by others?
   a. The design team should be responsible for LEED coordination and documentation.

28. Will Design Team be solely responsible for LEED submissions are will a sustainability officer be appointed by the City of Norcross?
   a. See question 27 above.

29. Does City of Norcross already have a Green Power associate or network of associates for partnership intended for use on this project?
   a. No such partnership has yet been identified for this project.

30. Will existing parking lot surfaces and existing trees be left alone within this scope?
   a. Major site renovations are not anticipated for the project. Design for updated landscape material should be included within the project scope and may include existing trees if appropriate.

31. Will there be a CM selected within then design phases?
   a. The City does not currently have plans to select an outside Construction Manager.

32. Will the City employ an outside project manager for this project?
   a. The City does not have plans to employ and outside project manager.
1. The information requested in the SAVE Public Benefit Affidavit applies to individuals. We will be responding as a corporation and so we’d like to know if submitting a W-9 or certificate of good standing, etc. will suffice instead of the SAVE form.
   a. An individual authorized to sign on behalf of the corporation should fill out the Public Benefit Affidavit form.

2. NOTE: If any submitting firm cannot notarize forms due to adherence to social distancing guidelines, there will be no penalty. Forms should be included with information filled out for completeness sake and signed (digitally or otherwise). The City will work through finalizing necessary documentation with the selected firm.

3. NOTE: Please provide the fee proposal in a SEPARATE PDF file from the RFQ package. It can be provided as a 2nd file sent via email, or sent separately. Only the fees of the highest ranked firms will be opened. PLEASE DO NOT INCLUDE THE FEE PROPOSAL WITHIN THE SAME RFQ file.

4. Photos of the interior of the existing building are included here for informative purposes, starting on p2 of this addendum. We recognize that this does not replace a tour of the interior in person, but are endeavoring to provide as much information as possible. These photos were provided by building maintenance and we are unable to specify the photo location at this time.
1. Cover Letter
April 30, 2020

City of Norcross Community Development Department
ATTN: Erica Madsen, City Engineer
65 Lawrenceville Street, 2nd Floor
Norcross, GA 30071

RE: PWUP20-02 Renovation Design & Construction Administration Services for Norcross Police Administration Building

Dear Erica Madsen:

CROFT is pleased to submit our qualifications for design and construction administration services for the Norcross Police Administration Building. With tremendous public safety facility experience, we are excited for this opportunity and are confident our team brings the right experience, tools, processes and behaviors. Our team of public safety design experts and in-house mechanical, electrical and plumbing engineers (MEP), along with our consulting partners, bring the necessary relevant experience to deliver a successful project.

Throughout our response, we have identified project experience that demonstrates our understanding of working on projects very similar to your Police Administration Building. Our partners bring strong levels of expertise in the design of public safety and emergency response buildings. We have extensive experience with all teammates; all have a proven record of performance working together.

CROFT brings the following benefits to the City of Norcross:

- Past successful team experience working on public safety facilities; no learning curve.
- More than 500 local government projects; over 50 public safety and emergency response facilities completed.
- Comprehensive expertise in state-of-the-art and code compliant public safety facilities.
- Design talent responsive to the unique needs of each client, site and program.

As Senior Project Manager, I will serve as your main point-of-contact and quality assurance leader for the duration of the project. I will be supported by Kip Stokes, Principal-in-Charge, and Jim Croft, Project Architect. With the right tools and processes to get the job done, CROFT proves time-and-time again our ability to lead and manage projects successfully. Success is our only option. The city, with its multiple stakeholders and partners, can be certain that our team will effectively execute the necessary services to address the City of Norcross’s facility needs, bringing the latest in public safety trends and lessons learned.

Through these team benefits, the core of our message is that... WE ARE READY. With a high level of continuous communication, a collaborative team and expertise in local government facilities, our team is committed to be your Trusted Advisor and Relentless Advocate.

Sincerely,

Earl Smith, Assoc. AIA
Senior Project Manager

370 W Crogan Street, Lawrenceville GA, 30046
2. Firm Information
The history of the firm.

CROFT & Associates (CROFT), founded in 2004, is an architecture and engineering firm committed to service for our clients with excellence. The team at CROFT strives in “serving beyond architecture.” This attitude of service is at the core of our culture with service to our clients, service to our people and service in our community central to our decisions. Our history of providing great service to our clients is what sets us apart in our industry. We are a solutions provider – solutions that provide the best value to fit our client’s needs.

Licensed in 42 states, CROFT’s professional staff designs and manages more than $115 million in construction of new and renovated facilities each year. The staff of 50 professionals is comprised of registered architects, professional engineers and designers who enthusiastically embrace their purpose to be our clients’ trusted advisor and relentless advocate. CROFT has been involved in delivering durable, successful local government projects for more than 10 years.

Name: CROFT & Associates, PC
Address: 370 W Crogan St.
        Lawrenceville, GA 30046
        3380 Blue Springs Rd
        Kennesaw, GA 30144

Name of primary contact: Earl Smith, Assoc. AIA
Phone: Office: 770-529-7714
        Mobile: 770-617-8799
Email Address: esmith@croftae.com

Website: www.croftae.com
Form of Ownership: S-Corporation
State of Residency: Georgia
Years in Business: 16 years

CROFT Team.

Architectural Team
Engineering
Project Manager/Construction Administration
Support Staff

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3. Organization Chart
CROFT has assembled a highly qualified team of design professionals who will listen to your ideas, needs and requirements and prioritize them with our expertise and creativity to design a successful project - in both function and cost. Earl Smith, Assoc. AIA, will serve as your Senior Project Manager and primary point of contact. He will be supported by Kip Stokes, PE, LEED AP, as your Principal-in-Charge and by Jim Croft, RA, NCARB, as Principal Architect. They are supported by our team of architects, in-house engineers and consultants.

CROFT has assembled a highly qualified team of design professionals who will listen to your ideas, needs and requirements and prioritize them with our expertise and creativity to design a successful project - in both function and cost. Earl Smith, Assoc. AIA, will serve as your Senior Project Manager and primary point of contact. He will be supported by Kip Stokes, PE, LEED AP, as your Principal-in-Charge and by Jim Croft, RA, NCARB, as Principal Architect. They are supported by our team of architects, in-house engineers and consultants.

CROFT is a steadily growing, full-service architecture and engineering firm with 50 employees and with two offices in Kennesaw and Lawrenceville, GA. Founded in 2004, CROFT provides architecture, interior design and engineering to many local government clients.

IN HOUSE MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING
CROFT performs architecture and MEP engineering design “under one roof.” Our cohesive team of architects and engineers is able to coordinate design details face-to-face multiple times each day from beginning to end of a project.

STRUCTURAL ENGINEERING
Structural engineering design and consulting firm has or brings more than 26 years of experience in support of government and commercial clients nationwide. Their staff of 32 professionals, 70% of whom are registered professional engineers, have teamed with CROFT on over 50 projects in the past 5 years.

CIVIL ENGINEERS AND LANDSCAPE ARCHITECTS
Breedlove has been and continues to be a tremendous partner to CROFT for civil engineering design and landscape architecture expertise. Our team has completed more than 50 projects together.
4. Project Approach/Schedule
**APPROACH**

**Your Trusted Advisor and Partner**

Our role throughout the design and construction process is to leverage our team’s professional expertise in guiding and advising you through the decision-making actions for the project. As we listen to your project goals and mission criteria, we will formulate authentic and suitable solution options for your consideration and decision. We are solutions providers who provide you with the information and options to make the most appropriate and informed decisions for your staff and city citizens served by this facility. As your advisor, we will continually work to facilitate consensus among the many stakeholders. We recognize that this is YOUR project, and we endeavor to provide you a solution that is operationally centered, aesthetically inspiring, durable, efficient and modernized to meet your City’s needs today and future tomorrows while maximizing the value of the funding dollars.

With in-house architecture and engineering ‘under one roof’ and external trusted partners, CROFT has assembled the best team members to provide excellent design solutions and exceptional service. With CROFT’s expertise in local government facilities, we will partner with the City of Norcross in delivering a highly functional and flexible facility that can efficiently and effectively serve the City. **THE CROFT TEAM CAN HIT THE GROUND RUNNING.**

**Your Relentless Advocate**

Additionally, our role and responsibility is to act as your advocate, constantly safeguarding your project to assure it is developed to meet your vision with the highest level of quality and reliability in mind and constructed within budget and on time. We can promise that project success will not be sacrificed for anything and that we will bring you our best. As your advocate, **WE KNOW LOCAL GOVERNMENT FACILITIES.** In fact, the CROFT Team has completed hundreds of local government facility projects, including police administration buildings, public safety headquarters and much more.

We understand the **PUBLIC PROJECT PROCUREMENT PROCEDURES** and provide a transparent process to monitor and track each project’s progress. As your advocate, we treat the allocated dollars as our own. Whichever project delivery method is chosen for each project, we know how to facilitate the required process to achieve on-time and in-budget delivery. We currently have projects under construction that cover all delivery methods. One thing is for sure: With CROFT, there is **NO LEARNING CURVE** on this facility type or the method of delivery.
Trust Starts with Communication

Open communication is the best diffuser to resolving issues. CROFT’s first line of problem solving is what we believe to be a preventative measure - clear, consistent and honest communications. As your advocate, we will keep you informed every step of the way, from project inception to ribbon cutting and beyond. This emphasis on communications is critically important when orchestrating a program involving multiple stakeholders. Earl Smith, our Senior Project Manager, will be the focal point of communications for our team. As we have experienced on many public projects, our proactive communication approach creates efficiency that yields time and cost savings for our clients individually and as a whole. CROFT is your one-stop shop for achieving success on your publicly funded projects.

Working Collaboratively

Schedule commitments cannot be achieved without collaborative teamwork. You have heard the saying used by many athletic teams – “There is no ‘I’ in Team” or “Big Team, Little Me.” At CROFT, we are team players who firmly believe in the power of teamwork. Our approach is to create a collaborative environment with all team members and stakeholders from the very start when we all ‘huddle up’ in our GAME PLAN MEETING. Engagement of project stakeholders, including City staff and end user departments/agencies, is the primary ingredient of each project’s success, especially for local government projects. We embrace direct participation and input from all stakeholders. Our philosophy of collaboration seeks to leverage the talents, strengths and perspectives of each stakeholder and team member. While our team has extensive experience with these types of facilities, nothing can beat valuable information obtained from the input of the stakeholders and end users toward operations and future plans. We continue this team spirit throughout the project, keeping all teammates engaged with routine project updates and status reports.

Alignment Defines Mission

At the onset of the project, our very first action item is to establish project team alignment related to the goals of the project. This alignment is formalized in our first team meeting, a meeting that we call our GAME PLAN MEETING. In this initial meeting, we focus first on gaining alignment across the project team regarding the project Perspectives, Priorities, Parameters, and Protocols.

This Team Alignment around the project mission is critical to establishing like-mindedness of the team regarding project value, decisions and parameters. With this alignment and understanding, resolution to any issues that arise can be quickly addressed and closed. Our process is a transparent one, and it is our goal to actively engage the City of Norcross and their departments throughout the design and construction process.
City of Norcross Police Administration Building

**SCHEDULE**

**Milestones**

- **Program/Concept**
  - Game Plan Meeting
  - Project Alignment
  - Site Visits
  - Survey released
  - Programming
  - Finalized Program
  - Conceptual Building Floor Plan
  - Public Input Meeting
  - 1 Week

- **Schematic Design (SD)**
  - SD Approval
  - 1.5 Week

- **Design Development (DD)**
  - DD Review/Approval
  - 3 Weeks

- **Construction Documents (CD)**
  - QC Revisions
  - 5 Weeks

- **Bidding (BID)**
  - 100% CD Review Meeting
  - BID Award
  - 6 Weeks

- **Construction (OCCUPY)**
  - Estimated duration 8 months

**CROFT COMMITTED TO WEEKLY PROJECT TEAM MEETINGS**

Attachment: PWUP20-02 Consultant Agreement, Police Admin Reno Design (20-5820 : Police Administration Design Agreement/LEED Design)
5. Experience/References
**Scope:** CROFT provided overall program management and full design services as part of a consulting services agreement with the City of Acworth for a new state of the art police headquarters and fully integrated municipal justice complex. Jim Croft led the City through the programming, conceptual design, schematic design, construction manager at risk solicitation and selection, design development and construction documents, Guaranteed Maximum Price confirmation and negotiations, construction administration, owner move-in and warranty walk-through. The project included design and construction of a new loop road for heavy axle-weight trucks to access the adjacent Public Works facility and the expansion of secure parking.

The project included 23,400 SF of new construction and the substantial renovation of 13,200 SF of functionally obsolete existing space to provide departmental offices, break rooms, conference rooms, restrooms, public lobby, court room, high density records storage, evidence and HAZMAT storage, IT server room, fitness room, locker rooms, interview rooms, K-9 facilities, holding area, judge’s chambers, community classrooms, and anti-terrorism measures.
Experience/References | RFQ PWUP20-20 Norcross Police Administration Building

Cobb County Police Training Facility
Austell, GA

**Scope:** CROFT is providing full architecture, engineering, programming and needs assessment for the public safety training facility. This building is an adaptive reuse and current build-out of a former BJ’s facility. Deliverables included a detailed program of spaces, site analysis of various sites and preliminary layout within existing facilities being considered.

The scope for this project also includes building elevations showing all sides of building, schematic and elevation plans, bidding documents and specifications for Mechanical, Electrical, Plumbing and Structural, assistance in total building budget to include construction, FF&E, and specialty items and preparation of final construction documents, ensuring there is compliance with State and Local codes.

**Project Reference:** Travis Stalcup, Deputy Director; **Address:** 1150 Powder Springs St, Suite 200, Marietta, GA 30054; **Phone number:** 770-528-2115; **Email:** travis.stalcup@cobbcounty.org

- **SIZE:** 117,000 SF
- **APPROXIMATE CONSTRUCTION BUDGET:** $15,000,000
- **SUBCONSULTANTS**
  - Structural: PES Structural Engineers
- **PROJECT STATUS**
  - In Construction

Cobb County Police Vehicle Evidence Facility
Acworth, GA

**Scope:** CROFT is providing the design (Architectural & Engineering) for the new Cobb County Police Vehicle Evidence facility. This 5,000 SF facility will be used by investigators to collect evidence to ensure the information gathered is maintained properly so that the integrity of the vehicle is maintained and the integrity of it chain of custody is protected.

The proper handling and storage of this evidence is imperative to preserve the data collected so that it can be presented as evidence in a trial. Facility includes 4 vehicle bays (two with hydraulic lifts), office, restroom, storage/mechanical space and evidence storage. Facility is designed to accommodate future expansion should the need arise.

**Project Reference:** Captain Jorge Mestre, Executive Officer; **Address:** 100 Cherokee St, Marietta, GA 30060; **Phone number:** 770-499-3880; **Email:** jorge.mestre@cobbcounty.org

- **SIZE:** 5,000 SF
- **APPROXIMATE CONSTRUCTION BUDGET:** $875,000
- **SUBCONSULTANTS**
  - Structural: PES Structural Engineers
- **PROJECT STATUS**
  - In Design

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HIGHLIGHTS OF PUBLIC SAFETY PROJECTS OF OUR CROFT TEAM MEMBERS:

- Acworth Police Headquarters
- Beacon Municipal Center: Decatur Police Department
- Brookhaven Public Safety Building
- Cartersville Fire Station #3
- Cartersville Fire Station #4
- Cartersville Public Safety Headquarters
- Cherokee County Adult Detention Center Expansion
- Cobb and Douglas County Health Department
- Cobb County Fire Training Course
- Cobb County Medical Examiner’s Office
- Cobb County Mental Health Facility
- Cobb County Police Headquarters
- Cobb County Police Public Safety Training Facility
- Cobb County Police Vehicle Evidence Facility
- Cobb Fire Station #31
- Cobb Fire Station #7
- Dallas Police Department
- Forsyth County Courthouse and Jail
- Forsyth County Fire Station #11
- Gwinnett County Department of Human Services
- Gwinnett County East Police Precinct
- Gwinnett County Justice and Administration Center
- Gwinnett Police Training Complex
- Hiram Police Department
- Kennesaw Police & Jail
- Morgan County Public Safety Headquarters
- Mulberry Rock Fire Station
- Paulding 911 Emergency Operations Center
- Riverdale Police and Fire Station Renovation
- Smyrna Fire Station

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6. Resumes
Earl Smith  ASSOC. AIA
Senior Project Manager

A proven team leader with over 35 years of experience, Earl has lead projects from conception to reality in a variety of market types such as Local Government, Municipal, Corporate and many more. Earl has completed over 250 projects which comprise over $500 million in today’s construction dollars. His strengths are in coordinating efforts of the in-house architectural and engineering team and the outside engineering and consulting teams.

Education
Bachelor of Architecture, University of Florida, 1983

Affiliations
Georgia Municipal Association (GMA)
Council for Quality Growth (CQG)
United States Green Building Council (USGBC)
Associate of American Institute of Architects (Assoc. AIA)
Construction Management Association of America (CMAA-SAC)
Association for County Commissioners of GA (ACCG)
Council for Quality Growth (CQG)
Georgia Association of Chiefs of Police (GACP)
Georgia Sheriffs Association (GSA)
Georgia Council of Court Administrators (GCCA)

Experience
35 years

Gwinnett County Courthouse, Lawrenceville GA
Served as the Senior Project Manager on the programming, design and construction for the new 228,000 SF Justice addition. The expansion was to accommodate six jury/inmate accessible Courtrooms, associated Judges chambers, jury assembly (500 people), secure judges parking, inmate sally port, holding cells and sheriff’s offices.

Cobb County Police Headquarters Needs Analysis, Marietta GA
The Senior Project Manager for the programming and needs assessment for the Cobb County Police Headquarters. Deliverables included a detailed program of spaces and site analysis of various sites.

Cobb County Police Headquarters Threat Analysis, Marietta GA
The Senior Project Manager for the site threat assessment of the existing Cobb County Police Headquarters. Deliverables included a site plan outlining potential area of threat along with proposed solutions.

City of Alpharetta Police Headquarters Renovation/Addition, Alpharetta GA
The Senior Project Manager for the addition and renovation to the City of Alpharetta Police Headquarters. The project included a two-story addition which featured a new secure public entrance, interrogation space, offices and expansion and renovation of the 911 call Center.

Cobb County Police Public Safety Training Facility, Marietta GA
The Senior Project Manager for the programming and needs assessment for the public safety training facility. This building was an adaptive reuse and current build-out of a former BJ’s facility. Deliverables included a detailed program of spaces, site analysis of various sites, development of construction documents and construction administrative services during construction.

Cobb County Medical Examiner’s Office Renovation, Marietta, GA
The Senior Project Manager for the new construction of the 19,000 SF Cobb Medical Examiners’ Office sitting on an approximate 3.5-acre site. The structure will house the office and ancillary spaces as well as autopsy related functions.

- Cherokee County Adult Detention Center Expansion
- Cobb County Fire Training Course, Marietta, GA
- Cobb County On-Call Contracts
- Gwinnett County On-Call Contracts
- Cobb County Fire Training - Valor Road
- Cobb County Fire Station #29 Concept Site & Exterior Renderings
Kip Stokes  PE, LEED AP
Principal-In-Charge

With over 25 years of experience, Kip is a hands-on design leader who takes pride and ownership in every project he manages. His attention to detail and high level of proactive communication make him a success and make his clients want to work with him time and time again. His project experience covers all aspects of design, construction and program management, and spans multiple market sectors such as local, state and federal government, education, cultural, corporate and mission critical.

**Education**
Bachelor of Electrical Engineering, Georgia Institute of Technology, 1993

**License & Accreditation**
Professional Engineer, GA LEED AP

**Affiliations**
Association for County Commissioners of GA (ACCG)
Council for Quality Growth (CQG)
Georgia Municipal Association (GMA)
Georgia City - County Manager Association (GCCMA)
Georgia Association of Chiefs of Police (GACP)
Georgia Sheriffs Association (GSA)
Georgia Council of Court Administrators (GCCA)

**Experience**
25 years

**Cobb County Police Training Facility, Austell, GA**
Principal-in-Charge on the programming and needs assessment for the public safety training facility. Deliverables included a detailed program of spaces, site analysis of various sites and preliminary layout within existing facilities being considered.

**Gwinnett County East Police Precinct, Dacula, GA**
Contract Manager for the design of an 18,000 SF police precinct in Dacula, GA. This facility houses the precinct officers along with a crime prevention and Special Forces unit. The facility included offices, interview rooms, evidence holding areas, workout facility and locker room. Site design included off site sewer extension along with parking and stormwater design.

**Gwinnett County Police 911 Annex, Gwinnett County, GA**
Engineering Manager (civil and structural engineering) for this $15M Annex project consisting of a 45,000 SF, single story facility to house the County’s 911 emergency call center, an emergency operations center, a data center and other police functions.

**Gwinnett County Police Training Center Master Plan & Design, Gwinnett County, GA**
Contract Manager on this $21M project. Working with the Facilities Management Division along with the Police Department, Kip and his team provided professional architecture and engineering services from master planning and design through final construction. This new state-of-the-art facility consists of a 30,000 SF Classroom Training Building, 17-acre Driver Training Course and a 100,000 SF Indoor/Outdoor Firing Range.

**Cartersville Police/Fire Headquarters Feasibility Study, GA**
Principal-in-Charge for programming and site assessment services as part of a feasibility study for a proposed Police and Fire Headquarters Facility in Cartersville. The proposed site is just over six-and-one-half acres located off Cassville Road. From the programming sessions with the Police and Fire Departments, the overall space required for the proposed facility was confirmed to be approximately 50,000 SF consisting of new fire department headquarters, a full three bay fire station and police department headquarters.

**Morgan County Public Safety Complex, Morgan County, GA**
Project Manager for this $18M renovation of an 186,000 SF manufacturing facility into a 192 bed-jail and public safety complex including Emergency 911 center, court rooms, Sheriff offices and other public safety and jail related spaces.

- Dawson County Law Enforcement Center/Jail, Dawsonville, GA
- Alpharetta Police Evidence Building, Alpharetta, GA

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Jim Croft  RA, NCARB  
*Principal Architect*

Jim has over 35 years of architectural and engineering design and project management experience, with strong experience in the design of government, justice, public safety, mission critical, educational and commercial sectors. His experience as a highly involved project executive allows CROFT to deliver on project commitments with a high-level of consistency and excellence.

**Cobb County Police Training Facility, Austell, GA**  
Principal Architect on the programming and needs assessment for the public safety training facility. Deliverables included a detailed program of spaces, site analysis of various sites and preliminary layout within existing facilities being considered.

**Acworth Municipal Court & Police Expansion, Acworth, GA**  
Principal Architect for full architecture and engineering design that included the renovation of 13,200 SF of functionally obsolete existing space and 23,400 SF of new construction to provide a new municipal court room, public lobby, high density records storage, classroom space, departmental offices, break rooms, conference rooms, restrooms, evidence and HAZMAT storage, IT server room, fitness room, locker rooms, and interview rooms.

**Cartersville Public Safety (Fire/Police/EOC) Headquarters Facility, Cartersville, GA**  
Principal Architect for the full architecture and engineering and LEED services for a 51,000 SF emergency operations center, police and fire headquarters/operations facility for the City of Cartersville. The innovative LEED Silver project included the consolidation of a police and fire department headquarters, 24/7 emergency operations center, fire station and police precinct into one facility.

**Cobb County Medical Examiner’s Office Renovation, Marietta, GA**  
Principal Architect on the new construction of the 19,000 SF Cobb Medical Examiners’ Office sitting on an approximate 3.5-acre site. The structure will house the office’s and ancillary spaces as well as autopsy related functions.

**Paulding 911 Emergency Operations Center, Paulding County, GA**  
Principal Architect for a master planning and full architecture and engineering design for a new 17,000 SF mission critical facility. This state-of-the-art facility houses the county Emergency Operations Center and 24-hour 911 Call Center for a rapidly growing county with a population of over 180,000. The facility includes a 3-apparatus bay Fire Station and is located adjacent to the apron of the Paulding Northwest Atlanta Airport.

- Hiram Police Headquarters and Evidence Facility, Hiram, GA  
- Police Headquarters Expansion, Dallas GA  
- Watson Government Building Security Upgrades, Paulding County, GA  
- Federal Law Enforcement Training Center, (FLETC), Glynn County, GA  
- Cherokee County Adult Detention Center Expansion, Canton, GA
Eric Pettingill NCARB
Project Architect

Eric has over 11 years of experience in architectural practice with a diverse portfolio. Eric has served as a senior designer managing and delivering projects of various scales of design. His areas of architectural focus have been in local government, education, justice, workplace, remodeling and renovations.

**Education**
Master of Architecture, Savannah College of Art and Design, 2009
Bachelor of Fine Arts, Savannah College of Art and Design, 2008

**License & Accreditation**
National Council of Architectural Registration Boards (NCARB)

**Experience**
11 years

**Paulding County Sheriff’s Office Training Facility, Douglasville, GA**
Project Architect. Eric provided full design and construction for this new $1.7M complex. This project consisted of two phases. Phase 1 of the facility includes a 32-lane outdoor firing range and control building. Phase 2 consists of a 10,000 SF, pre-engineered metal office building containing large classrooms, sheriff’s offices and support spaces.

**Riverbend Correctional Facility, Milledgeville, GA**
Project Architect. Eric provided full design and construction for this new $58M facility. This new medium-security, privately run prison complex includes 1,500 beds, within 15 individual buildings. Six of the buildings house dorm type cells and isolation style cells. This design met LEED Silver design criteria.

**Webster Detention Center, Augusta, GA**
Project Architect. Eric provided full design and construction for this new $32M, 110,290 SF facility. This facility consists of one two-tier 184 bed male housing pod, one two-tier 144-bed female housing pod and a new 152-bed medical/mental health housing pod with a health clinic. In addition, the facility includes 100 video visitation stations wired to all housing pods, new central utility plan, renovated/remodeled kitchen, laundry, staff dining and renovated administrative offices.

**Clayton County Youth Development and Justice Center, Jonesboro, GA**
Project Architect. Eric provided full design and construction for this new $15M four-story, 65,000 SF courthouse.

**Camp Lawton History Center, Magnolia Springs State Park, Millen, GA**
Project Architect. Eric provided full design and construction for the renovation of the 22,500 SF, $500,000 history center. This renovation brought the existing building up to date with present code requirements, new porches, new finishes and exhibit presentation spaces.

**D. Ray James Administration building, canopy and Marshall expansion, Folkston, GA**
Project Architect. Eric provided full design and construction (contributing from PD to CD phases) for the 16,971 SF expansion of the existing U.S. Marshalls building to include an administration and maintenance facility for FNOPP.
Vincent Mazzei  PE, LEED AP  

*Mechanical Engineer*

Vincent has over 30 years of experience in engineering design and project management for various clients. He has extensive experience in master planning, programming and building design for local government facilities.

**Cobb County Public Safety Training Headquarters**, Austell, GA  
**Athens-Clarke County Police Evidence Building**, Athens, GA  
**Riverdale Police/ Fire Station Renovation**, Riverdale, GA  
**Cobb County Fire Station #7**, Austell, GA  
**Cobb County Fire Station #31 Schematic Design**, Marietta, GA  
**Forsyth County Fire Station #11**, Cumming, GA  
**Cartersville Fire Station #3**, Cartersville, GA  
**Riverdale Police/ Fire Station Renovation**, Riverdale, GA  
**Paulding County Airport Fire Station**, Paulding County, GA

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Robbie Rahn  PE, LEED AP  

*Electrical Engineer*

Robbie has over 25 years of experience as an electrical engineer working on projects ranging from public safety and judicial to education and aviation. He brings a wealth of knowledge in mechanical / electrical / plumbing design, energy conservation, building code and standards compliance and maintenance engineering.

**Escondido Police and Fire Facility**, Escondido, CA  
**Montclair Police Facility**, Montclair, CA  
**Thomson-McDuffie County Courthouse**, Thomson, GA  
**Forsyth County Juvenile Courthouse**, Cumming, GA  
**Lockheed Building 403 and 406 SCIFs**, Huntsville, AL  
**Bike Trail Lighting**, Rancho Cucamonga, CA  
**ATCT (Air Traffic Control Tower)**, Savannah, GA  
**Mercedes Park Warehouse**, Vance, AL  
**Lockheed Building 403 and 406 SCIFs**, Huntsville, AL

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Miles Johnson PE

Plumbing Engineer

Miles has 11 years of experience in energy auditing, building assessment, mechanical/plumbing/fluid/thermal systems design, building code and standards compliance and facilities engineering.

Cobb County Public Safety Training Headquarters, Austell, GA
Cartersville Public Safety (Fire / Police / EOC) Headquarters Facility, Cartersville, GA
Paulding County 911 Emergency Operations Center, Paulding County, GA
Forsyth County Fire Station #11, Cumming, GA
Cobb County Fire Station #7, Austell, GA
Cobb County Fire Station #31 Schematic Design, Marietta, GA
Cartersville Fire Station #3, Cartersville, GA
Bartow County Fire Station #11, Cartersville, GA

Matthew Tanner PE, ASCE, AEES, LEED AP

Civil Engineer

Matthew’s engineering background has accommodated a focused interest in site drainage, water quality and storm water detention design. Matthew’s diverse project experience has included preliminary site design, construction documents, hydrology studies, permitting, construction administration and site inspections for recreational, institutional and commercial facilities.

Milton Public Safety Complex, City of Milton, GA
State of Georgia Human Services Building, Lawrenceville, GA
Decatur Fire Station #2, Decatur, GA
Athens-Clarke County Fire Station #9, Athens, GA
Newton County Administration Building, Covington, GA
Georgia Department of Natural Resources Data Office, Walton County, GA
Southeast Atlanta Branch Library, Atlanta, GA
Northwest Library at Scotts Crossing, Atlanta, GA
Porter Memorial Library, Newton County, GA
Nancy Guinn Library, Conyers, GA
Clarence Brown Conference Center, Cartersville, GA

“serving beyond architecture”
Michael Planer  PE, SECB
Structural Engineer
Throughout the course of his 33-year career, Michael’s worked just about every type of project out there. His expertise includes the design of structural systems requiring steel, masonry, timber, prestressed concrete and reinforced concrete members with an emphasis on industrial developments and tilt-up structures.

Cobb County Public Safety Training Headquarters, Austell, GA
Cobb County Police Department Training Facility, Marietta, GA
Brookhaven Public Safety Building, Brookhaven, GA
Fayetteville City Hall, Fayetteville, GA
Tyrone Town Hall, Tyrone, GA
Beacon Municipal Complex, Decatur, GA
Gwinnett County Justice and Administration Center Addition, Lawrenceville, GA
Turner County Courthouse Annex Expansion, Ashburn, GA
Henry County Courthouse Annex Expansion, McDonough, GA
Newton County Courthouse Renovation and Addition, Covington, GA
Cobb County Health Systems Addition, Marietta, GA
Cobb County Juvenile Justice Addition, Marietta, GA
Douglas County Jail Annex Addition, Douglasville, GA

Chip Brown Jr.  RLA, LEED AP
Landscape Architect
Chip has extensive experience in master planning, design development and construction for a range of recreational, educational, institutional and commercial facilities. His awareness and understanding of the relationship between the natural and built environment provides depth to the Breedlove Land Planning design team which benefits our clients.

Decatur Fire Station #2, Decatur, GA
Milton Public Safety Complex, Milton, GA
Newton County Administration Building & Parking Deck, Covington, GA
GDNR Wildlife Resources Division Headquarters, Walton County, GA
Alpharetta Arts Center, Alpharetta, GA
Clarence Brown Conference Center, Cartersville, GA
South Fulton Library, Fulton County, GA
Paulding Regional Youth Detention Center, Paulding County, GA
Riverdale Police Headquarters & Fire Station #1 Planting Plan, Riverdale, GA

“serving beyond architecture”
7. Lump Sum Fee Proposal
LUMP SUM FEE

The lump sum fee is attached in a separate PDF document.

500+

COMBINED
Local Government
PROJECT EXPERIENCE
BY THE CROFT TEAM

“serving beyond architecture”
8. Affidavits
E-Verify Contractor Affidavit
O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over $2499.99 in value.
Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-Verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:
Project Name: Renovation Design and Construction Administration Date of Project: 4/30/2020
services for Norcross Police Administration Building

Legal Name of Contractor: CROFT & Associates, PC

Address: 3380 Blue Springs Rd City: Kennesaw State: GA Zip Code: 30144

Federal Work Authorization User Identification Number (E-Verify Number): 321059 (4-6 digit numeric #)

Date of Authorization: 4/21/10 EXEMPT: YES OR NO

*If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers' License Number:

I hereby declare under penalty of perjury that the foregoing is true and correct

Signature of Authorized Officer/Agent 4/29/2020 Mark Jackson, Vice President/COO
Date Printed Name and Title of Authorized Officer/Agent

MUST BE COMPLETED BY NOTARY
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 29 DAY OF April, 2020

Executed in Kennesaw (City) GA (State)

NOTARY PUBLIC Signature Nov. 20, 2021

My Commission Expires

65 Lawrenceville St. Norcross, GA 30071 (P) 770.448.2122 (F) 770.448.5945 www.norcrossgov.com

"serving beyond architecture"
SAVE Public Benefit Affidavit
O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant’s lawful presence in the United States (Ga. Code 50-36-1(f)(2). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for CROFT & Associates, PC (Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit.

(Please check one)

1) X  I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)
2) ____ I am a legal permanent resident of the United States.
3) ____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: ____________________________.

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f) (1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? Drivers License ____________________________.

In making the above representation under oath, I understand that any person who knowingly and willingly who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

[Signature of Applicant] [Date]

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF __________, 2020

[City] [State]

My Commission Expires

Physical performance of services: Contracts with the City involving both physical labor and any services over $2499.99 in value. Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

**It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**Project Name:** Norcross Police Administration Building  **Date of Project:** 4/30/2020

**Legal Name of Contractor:** Breedlove Land Planning, Inc.

**Address:** 15 Simpson Street NW  **City:** Atlanta  **State:** GA  **Zip Code:** 30308

**Federal Work Authorization User Identification Number (E-Verify Number):** 69324  *(4-6 digit numeric #)*

**Date of Authorization:** November 2007  **EXEMPT:** YES OR NO

*If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers’ License Number: _____________________________

I hereby declare under penalty of perjury that the foregoing is true and correct

**Signature of Authorized Officer/Agent**

04/29/2020  **Hugh O. Brown, Jr. - President**

**MUST BE NOTARIZED BY NOTARY**

**SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 29th DAY OF April 2020**

**My Commission Expires**

**Date Printed Name and Title of Authorized Officer/Agent**

August 23, 2020  **Norcross Police Administration Building**


**“serving beyond architecture”**
E-Verify Contractor Affidavit  
O.C.G.A. § 13-10-91 (b)(1)

Physical performance of services: Contracts with the City involving both physical labor and any services over $2499.99 in value.

Contractors must be registered with and use the E-Verify program. If you have not registered, you can find the information at www.uscis.gov (click on E-verify Homepage, see start here directions.)

It is the responsibility of the Contractor to submit additional E-Verify Affidavits on every Sub-Contractor for this project.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Norcross has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b).

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Project Name: Norcross Police Administration Building  Date of Project: April 30, 2020

Legal Name of Contractor: PES Structural Engineers, Inc.

Address: 1852 Century Place, NE, Suite 201  City: Atlanta  State: GA  Zip Code: 30345

Federal Work Authorization User Identification Number (E-Verify Number): 209091 (4-6 digit numeric #)

Date of Authorization: April 27, 2009  EXEMPT: YES OR NO

*If a contractor has no employees and does not hire or intend to hire they may satisfy the law by submission of (State DL or State ID) Drivers’ License Number:

I hereby declare under penalty of perjury that the foregoing is true and correct

Signature of Authorized Officer/Agent  April 29, 2020  Travis R. Paul, P.E., Principal  Date  Printed Name and Title of Authorized Officer/Agent

MUST BE COMPLETED BY NOTARY
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 29th DAY OF April, 2020

Executed in Atlanta, (City), GA (State)

My Commission Expires


"serving beyond architecture"
July 16, 2020

Erica Madsen  
City Engineer  
City of Norcross Community Development Department  
65 Lawrenceville Street, 2nd Floor  
Norcross, GA 30071  
erica.madsen@norcrossga.net

RE: Fee Proposal – REVISED 7/16/2020  
Norcross Police Administration Building – PWUP20-02 / 6025 Buford Highway

Ms. Madsen:

We are pleased to submit this proposal to provide architecture and engineering services for the project referenced above. We appreciate the opportunity and look forward to working with you to accomplish this exciting project.

This proposal is based on the original RFQ (PWUP20-02) and subsequent Addendums 1 through 3. You will find outlined below the project summary, scope of services, design assumptions, deliverables and professional fees for this project.

**PROJECT SUMMARY**
The project is an interior renovation of an existing library located at 6025 Buford Hwy. The scope of work is based the conceptual floor plan provided in Addendum No. 2. Scope include construction documents, cost estimating, project manual needed for public bidding.

**SCOPE OF SERVICES**
Design services will be divided into four phases: Pre-Development/Program Verification, Schematic Design, Design Development and Construction Documents.

- **Pre-Development**
  - **Site Visit**
    The CROFT team will visit the existing facility and become familiar with the existing libraries site and building. CROFT will document the existing conditions through sketches and photographs that will be used for developing Schematic Design Documents.

- **Program Verification**
The CROFT Team will meet with your senior management and primary stakeholders for a programming verification meeting. This meeting is to confirm your needs against the concept plans. This meeting will capture the goals that you have for the new facility and will serve as the basis for the updated Concept Design. The Concept Design will be developed to graphically capture your vision. Deliverables for the Program Verification Phase will include:
  - Floor plan (sketch)
• **Schematic Design**
  This portion of the design exercise will be focused on fully understanding the regulatory requirements of the Authorities Having Jurisdiction (AHJ) and their process for review and approval of this project. Concept floor plans and will be updated and further developed. The goal of the schematic design phase will be preliminary approval by the AHJ and for use in budget pricing. Client approval of the schematic plans will be required to proceed to the Design Development phase.

Deliverables for Schematic Design phase will be as follows:

- **Floor Plan**

• **Design Development**
  The Design Development phase consists of further development of the design documents in accordance with the approved Schematic Design. The design team will produce drawings that include floor plans, roof plan, major interior elevations, finishes and typical wall sections. The mechanical, electrical and plumbing systems will be defined in drawing and narrative form. The drawings will be presented for your review, comment and approval. Design Development will include verification of the budget utilizing the design drawings and outline specifications.

• **Construction Documents**
  The approved Design Development drawings will be the basis for the Construction Documents. In general, CROFT will prepare Construction Documents in sufficient detail for permitting with the Authorities Having Jurisdiction and for construction of the renovation. The completed Construction Documents will be used to verify and finalize the project budget.

Design services that will be performed for this phase will include:

- Architecture
- Interior Design
- Mechanical/Plumbing Engineering
- Electrical Engineering

**DESIGN ASSUMPTIONS**

1. Proposal is based on the stated funding from the 2017 SPLOST program of $970,000.
2. Attendance at Public Hearings or Zoning Commission Meetings is not included as a part of this proposal and if required will be provided on an hourly basis. **Attendance to one City Council Meeting is included in this proposal.**
3. Attendance at meetings with code review officials and end users are included in the base services of this fee proposal.
4. A current boundary survey with topography and all existing site conditions will be provided by the owner to CROFT in CAD format for use in design at the start of the project. Additionally, the City will provide CROFT with the existing building record drawings in an electronic format. It is understood that there are no electronic drawings beyond what was provided in the RFP.
5. Existing survey provided will be used for preliminary planning proposed site plan changes only.
6. All site utilities are presumed to be adequate for building requirements without need for supplemental systems.
7. Geotechnical services are not included as a part of this proposal and will be provided by the owner. Material and Soil Report shall be provided to CROFT at the start of the project.
8. Environmental services are not included as a part of this proposal. If required, owner will contract an environmental engineering firm as needed to provide appropriate reports and recommendations. Environmental reports shall be provided to CROFT at the start of the project.
9. Civil Engineering is not included as a part of this proposal.
10. Hardscape design is not included as part of this proposal. Hardscape Design to be negotiated once scope is further determined.
11. Landscape architecture and lighting is not included as part of this proposal. Landscape Design to be negotiated once scope is further determined.
12. Irrigation System design is not included as a part of this proposal.
13. Site lighting design is not included as a part of this proposal.
14. Meetings with utility companies are not included as a part of this proposal. Load estimates for Utility Power Company is not included as a part of this proposal. If required, time spent will be invoiced as a reimbursable.
15. Renderings and Presentation Materials are not included as part of this proposal. One rendering is included in this proposal.
16. Exterior Finish selections are not included as a part of this proposal.
17. Interior design is based on CID (cosmetic interior design).
18. We will design this building using sustainable design principles, but LEED certification is not included as a part of this base proposal. LEED Certification Services is listed as an alternate fee proposal. LEED Certification during the design phase is included.
19. LEED Administration is not included in alternate fee listed below.
20. Project Graphics and Signage (both interior and exterior) design, documentation and permitting are not included as a part of this proposal.
21. Waterproofing consultant services are not part of this proposal.
22. Value Engineering is not included as a part of this proposal.
23. Structural engineering is not included as a part of this proposal. If this project is deemed as an essential facility, structural analysis will be required and can be added to our scope of work.
24. Design services will include incorporation of minor revisions that arise during the design process but will not include major changes to the project layout or scope. Revisions made after approval of the Schematic Design documents by the owner will be additional services.
25. Issue of Special Inspections Schedule is not included in design scope.
26. Energy Management System design is not included as a part of this proposal.
27. Energy compliance forms are not included as a part of this proposal. If required time spent will be invoiced as a reimbursable.
28. Fire protection sprinkler design services are limited to criteria specifications only, with actual hydraulic calculations and system design documents by the sprinkler contractor.
29. Design of fire or domestic water booster pumps or water storage tanks are not included as a part of this proposal.
30. Emergency generator design is not included as a part of this proposal.
31. Low voltage electrical systems, including voice, data, security system, CATV and card access/CCTV are not included as a part of this proposal. However, CROFT can provide this service as an additional service.
32. Lightning Protection System design is not included as a part of this proposal.
33. Life cycle cost analysis or energy cost analysis are not included as a part of this proposal.
34. Audio/Visual system design is not included as part of this proposal for base design services. However, CROFT can provide this service as an additional service.
35. Acoustical consultant and design are not included as part of this proposal.
36. Permitting, part of Construction Administration, is not included as part of this proposal.
37. Bidding of General Contractors is not included as part of this proposal.
38. Construction cost estimates and project budgeting services are included as a part of this proposal.
39. Preparation or review of Contractor Pay Requests is not included as a part of this proposal.
40. Construction Administration services (shop drawing and submittals review and site visits) are not included as a part of this proposal.
41. Preparation of Record Drawings (As-builts) is not included as a part of this proposal. Record Drawings are the responsibility of the general contractor.

42. Reimbursable expenses will be billed at 1.15 times actual cost. Reimbursable expenses will be not-to-exceed as noted in fee proposal below.

DELIVERABLES
Deliverables will be provided electronically in PDF file format for your use.

SCHEDULE
Below is a preliminary project schedule. Confirmation of schedule will be addressed in the project kick-off meeting.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Visit/Program Verification</td>
<td>1 week</td>
</tr>
<tr>
<td>Schematic Design</td>
<td>1.5 weeks</td>
</tr>
<tr>
<td>Design Development</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Construction Documents</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Total Project Duration from NTP</td>
<td>10.5 weeks</td>
</tr>
</tbody>
</table>

PROFESSIONAL FEES
Professional fees for the project scope as outlined above will be as follows:

- City Council/Rendering: $1,500.00
- Site Visit/Program Verification: $5,200.00
- Schematic Design: $10,500.00
- Design Development: $44,500.00
- Construction Documents: $93,500.00
- LEED Documentation – Design Phase: $30,500.00
- Reimbursables: $5,000.00

PAYMENT TERMS AND CONDITIONS
Progress billings will be sent monthly based on effort expended with the balance of the fee for each phase due upon delivery of the respective phase. Invoices are due upon receipt.

ADDITIONAL SERVICES
Additional services or changes to the project scope, as defined above, will be proposed and documented in writing and will be formally approved by the client. No additional fees will be charged without your prior written approval.

Ms. Madsen, we would like to thank you for the opportunity to submit this proposal and look forward to working with you to accomplish this project. Should you have any questions regarding this proposal, please do not hesitate to give me a call.

Sincerely,

Croft & Associates, PC

Earl Smith
Sr. Project Manager
# City of Norcross

Legislation Details (With Details)

<table>
<thead>
<tr>
<th>File #</th>
<th>20-5788</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type #:</td>
<td>Agenda Item</td>
</tr>
<tr>
<td>On Agenda:</td>
<td>8/17/2020 6:30 PM</td>
</tr>
<tr>
<td>Status:</td>
<td>Agenda Ready</td>
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<tr>
<td>In Control:</td>
<td>Policy Work Session</td>
</tr>
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</table>

**Title:** PWUP 20-01 Downtown Norcross Compactor Enclosure

**Sponsors:**

**Code Sections:**

**Attachments:**

1. 2020-07 Compactor Enclosure Memo
2. 2020-08 Wingo St Trash Collection Matrix
3. 2020-07-28 Compactor ALT
4. Boundary and Topo-Survey 24 x 36 REV1

**Title:** PWUP 20-01 Downtown Norcross Compactor Enclosure

**Drafter:**

Erica Madsen
MEMO

To: Mayor and Council
From: Erica Madsen, City Engineer
RE: Wingo St Compactor Project, PWUP 20-01

Related Council and Staff Activities
11/5/2018 Council approves Staff to move forward with Compactor Enclosure project and issue Invitation to bid
  • Architectural/Site Design commissioned, including survey
3/2/2020 Project Documents posted for Public Bid
6/1/2020 Council approves Contractor Agreement between Malco Construction and the City
6/4/2020 Pre-Con Meeting with Contractor, Agreement Executed by Contractor, Bonds Provided
  • No Notice to Proceed Issued in order to allow Public Works to complete site prep.
6/4/2020 Contractor Agreement is executed by Mayor
6/5/2020 Councilmembers request to reconsider compactor location, project paused

Attached:
Site Location Aerial Photo
Architectural Site Plan
Executed Agreement with Contract Documents
Contractor Agreement

AGREEMENT BETWEEN MALCO CONSTRUCTION, INC.

AND THE CITY OF NORCROSS

PROJECT: PWUP 20-01 Downtown Norcross Compactor Enclosures

Project Description

This project involves construction of a masonry compactor enclosure in the parking lot owned by the City of Norcross located on parcel number 6254 248, directly behind Paizanos restaurant at 7 Jones Street in downtown Norcross, Georgia. The City of Norcross will demolish approximately 8 asphalt parking spaces, and provide a pad-graded site for construction of the compactor enclosure. After construction of the masonry enclosure, the City of Norcross will install the final asphalt, sidewalks and landscaping. The contractor will be responsible for installation of the concrete approach apron. The compactor enclosure shall be constructed according to the plans titled Downtown Norcross Compactor Enclosure, prepared by Max Design Group, dated 1/21/20, and the associated Construction Document Project Manual dated 1/27/20.

This AGREEMENT is made this ___ ___ day of June _______ in the year two thousand twenty (2020) between The City of Norcross, hereinafter the “owner”, and Malso Construction, Inc. General Contractor, (hereinafter the “Contractor”) for the following Project.

The contractor and owner for the consideration named herein agree as follows:

A. BEGINNING OF WORK:

The Contractor shall be expected to meet with Public Works staff prior to the start of construction. This meeting shall serve as an opportunity for both parties to review the specifications and visit the project site.

Project to be completed in accordance with PWUP20-01 Bid Documents (Attachment A) ; the project should begin within ten (10) working days after notification of contract award, or as coordinated with Public Works staff.

B. ATTACHMENTS:
1. Attachment "A" PWUP20-01 Bid Documents  
   - Invitation to Bid  
   - Project Manual Specifications  
   - Construction Documents  
   - Addenda 1-3  

2. Attachment "B" Contractors Information  

3. Attachment "C" E-Verify Contractor Affidavit  

4. Attachment "D" SAVE Affidavit  

5. Attachment "E" Performance & Payment Bond  

C. FEE PROPOSAL:  

1. The owner shall pay the contractor for the material and labor to be performed under the contract, the sum of one hundred and fourteen thousand, six hundred and eighty-one dollars and 4 cents ($114,681.54), subject to change-order additions and deductions.  

2. Payment Applications will be submitted by the 10th of each month. Payment will be made by the tenth of the following month.  

3. Retainage will be held by the owner equal to 10 percent of each pay application, up to 50% of the contract amount. Retainage shall be paid in full upon completion of the work.  

D. SCHEDULE:  

1. The Contractor is prepared to begin work upon receipt of a signed contract and substantially complete the work within 120, achieving final completion within 150 days.  

E. PROJECT INSPECTIONS:  

1. The renovation project shall be inspected by the Norcross Department of Public Works or its contract engineering staff. These inspections shall be in addition to required inspection by the Department of Community Development.  

F. TERMS AND CONDITIONS:
MALCO CONSTRUCTION, INC.

Kevin Malcolm

(Signature)

Kevin Malcolm President

(Printed name and title)

CITY OF NORCROSS

Craig Newton, Mayor

(Signature)

Craig Newton Mayor

(Printed name and title)

Attest:

Morique Lang, City Clerk

(June 4, 2020)

(DATE)

(SEAL)

Packet Pg. 74
1. This Agreement shall be administered in accordance with the Terms and Conditions listed in Attachments. This Contract together with the exhibit identified herein, shall constitute the entire agreement between the City of Norcross and The Contractor in respect to the project and may only be modified in writing signed by both parties. Receipt of the signed agreement will serve as a notice to proceed.

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

G. INSURANCE REQUIREMENTS

The contractor shall maintain the following insurance: (a) comprehensive general liability, including blanket contractual, covering bodily injuries with limits of no less than $1,000,000.00 per occurrence, and property damage with limits of no less than $500,000.00 per occurrence; (b) statutory worker’s compensation insurance, including employer’s liability insurance; and (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than $50,000.00 per occurrence. All insurance shall be provided by an insurer(s) acceptable to the City, and shall provide for thirty (30) days prior notice of cancellation to the City. Upon request, the contractor shall deliver to the city a certificate or policy of insurance evidencing the contractor’s compliance with this policy. The contractor shall abide by all terms and conditions of the insurance and shall do nothing to impair or invalidate the coverage; (c) employee dishonesty and/or crimes coverage with respect to personnel of the contractor having access to City buildings, with limits of no less than $50,000.00 per occurrence.

Certificate Holder should read:

City of Norcross, its Elected Officials and Employees, 65 Lawrenceville Street
Norcross, GA 30071
City of Norcross - Department of Public Works & Utilities
Invitation to Bid (PWUP 20-01)

Downtown Norcross Compactor Enclosure Construction

This project involves construction of a masonry compactor enclosure in the parking lot owned by the City of Norcross located on parcel number 6254 248, directly behind Paizanos restaurant at 7 Jones Street in downtown Norcross, Georgia. The City of Norcross will demolish approximately 8 asphalt parking spaces, and provide a pad-graded site for construction of the compactor enclosure. After construction of the masonry enclosure, the City of Norcross will install the final asphalt, sidewalks and landscaping. The contractor will be responsible for installation of the concrete approach apron. The compactor enclosure shall be constructed according to the plans titled Downton Norcross Compactor Enclosure, prepared by Max Design Group, dated 1/21/20, and the associated Construction Document Project Manual dated 1/27/20.

INSTRUCTIONS

All sealed bids must be submitted by Tuesday March 31, 2020, @ 11:00 AM to the address below: Please submit two hard (paper) copies and one soft (PDF or other electronic document on a CD) of your bid package to:

Mary Beth Bender
PWUP 20-01
Department of Public Works, Utilities & Parks
345 Lively Avenue
Norcross, GA 30071

Please request bidding documents/specifications and submit questions via e-mail only. Submit questions/requests to Erica Madsen via e-mail at Erica.madsen@norcrossga.net. All questions/requests must be submitted via e-mail prior to 5pm on Friday March 13, 2020.

MANDATORY: Pre Bid Meeting

Inspection of area: All bidders are required to attend pre-construction inspection Tuesday, March 10th @ 10:00 a.m. @ the project site along Wingo Street.

We appreciate your interest in the City of Norcross!
REQUIREMENT
Estimates must include labor and all materials as specified; no substitutions for materials will be approved during the bid period.

I. GENERAL CONDITIONS

BIDDERS ARE ADVISED TO THOROUGHLY UNDERSTAND THE GENERAL CONDITIONS AND SPECIAL PROVISIONS, PRIOR TO SUBMITTING THEIR BID

A. Qualifications

1. Bids will be considered only from experienced and well-equipped Contractor(s) engaged in work of this type and magnitude.
2. Bidders may be required to submit evidence setting forth qualifications, which entitle his or her company for consideration as a responsible contractor. A list of work of similar character successfully completed within the last two years may be required giving the location, size and listing of equipment available for use on this work. Before accepting any bid, the City may require evidence of the Contractor’s financial ability to successfully perform the work to be accomplished under the contract.

B. Guarantee to Accompany Bid

1. If the proposer’s bid is greater than $30,000.00, Bids must be accompanied by a certified check or cashier’s check or acceptable bid bond in an amount not less than five percent (5%) of the amount bid per section, and failure to submit a bid bond will be cause for rejection.

C. Authority to Sign

1. The Bidder should insure that the legal proper name of his proprietorship, firm, partnership and/or corporation is printed or typed in the space provided on the Schedule of items.

D. Rights Reserved

1. City of Norcross reserves the right to reject any and all Bids, to waive informalities or to re-advertise. It is understood that all Bids are made subject to this agreement, that City of Norcross reserves the right to decide which Bid it deems lowest and
best. In arriving at this decision, full consideration will be given to the reputation of the Bidder, their financial responsibility, and work of this type successfully completed and past performance with the City of Norcross.

2. Bidders are advised to examine Plans and Specifications carefully and to make examinations of the site of the proposed work as are necessary to familiarize themselves with location conditions, which may affect the proposed work. Bidders are also advised to inform themselves fully in regard to conditions under which the work will be performed. The City of Norcross will not be responsible for the Bidders errors or misjudgment, nor for any information on location conditions or general laws and regulations.

3. Any unauthorized additions, conditions, limitations, or provisions attached to the Bid shall render it informal, and may be cause for rejection.

E. Award of Contract

1. The contract will be awarded to the lowest responsive and responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The City is to make the determination.

2. The bid evaluation will be made on the following criteria:
   i. Bid price
   ii. Compliance with specification
   iii. Qualifications of personnel
   iv. Commitment to complete work on a timely basis
   v. References

3. Prior to award of the Contract, the successful bidder will be required to submit a construction schedule to the City, demonstrating the bidder’s ability to commence and proceed in a timely manner. A bidder’s failure to demonstrate the ability to proceed as required may result in the award to the next lowest, responsive and responsible bidder, as deemed in the City’s best interest.

4. Failure to demonstrate the ability for contract execution and progression will result in, at the City’s discretion, the award of any and/or all of the Bidder’s contracts to the next lowest responsible bidder or the re-advertisement and re-bidding of any and/or all of these contracts.

5. Prior to execution of a Contract, if the contract amount is greater than $30,000.00, a Contract Performance Bond and a Payment Bond, each equal to 100% of the Contract amount per section, must be provided by the successful bidder by a surety company qualified to do business in the State of Georgia with an AM Best rating of
B+ or higher and satisfactory to the City of Norcross. Bonds given shall meet the requirements as listed in this Bid package.

6. Prior to execution of a Contract, a Utility Coordination Meeting is required between Contractor(s), utility agencies and City of Norcross Public Works to ensure clarity and commitments concerning inter-related construction work schedules.

F. Production Requirements

1. Time is of the utmost importance of this project. The successful bidder will be required to commence work within ten (10) calendar days from the receipt of the Notice to Proceed, and must carry on with utmost diligence in order to complete the work within 90 Days.

G. Retainage

1. Retainage on work completed will be withheld by the City as follows: The City shall retain 10% of the gross value of the completed work, indicated by current estimates, until 50% of the work has been completed.

H. Location and Site

1. The site of the proposed work parcel 6254 248 within City of Norcross, Georgia.
2. The Contractor shall accept the site in its present condition and carry out all work in accordance with the requirements of the specifications as indicated on the drawings or as directed by the Department of Public Works.
3. The Contractor, before submitting a bid is required to visit the site, and acquaint himself with the actual conditions and the location of any and/or all obstructions that may exist on the site. The site visit must be confirmed by the Project Manager.
4. The Contractor is responsible for the location of above and below ground utilities and structures, which may be affected by the work.

I. Compliance with OSHA Standards and Regulations

1. The work connected with this Contract shall be performed in accordance with all applicable OSHA regulations and standards including any additions or revisions thereto, until the job is completed and accepted by the City of Norcross.

J. Non Collusion

1. Vendor(s), by submitting signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company

345 Lively Ave, Norcross, Georgia 30071
678-448-2122
http://www.norcrossga.net
engaged in the same line of business or commerce, or any other fraudulent act punishable under Georgia or United States law.

K. Materials

1. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the completion of the Work.

2. All materials and equipment incorporated into the Work shall be of good quality and new, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications shall expressly run to the benefit of Owner.

L. Inspection

City of Norcross does not commit to have a full time inspection or testing of work while in progress or at sources of materials furnished. Any lack of inspection and/or testing will in no way relieve the Contractor of his responsibility to provide quality workmanship in accordance with the specifications. Base placement and subgrade prep will be inspected by the City of Norcross, at the City’s cost. Any test ordered under the supervision of the City that fail to meet standards and retesting is required will be at the Contractors expense.

M. Contract Requirements

1. Successful vendor is required to do the following within ten (10) days of Notice:
   a) Return to Department of Public Works contract documents executed by the authorized representative attested by the corporate secretary treasurer.
   b) Provide Insurance Certificates as specified in the bid documents.
   c) Provide bonding as required by the bid documents

2. Failure to execute the Contract, Contract Performance Bond and Payment Bond, or furnish satisfactory proof of carriage of the insurance required within ten days after the date of Notice of Award of the Contract may be just cause for the annulment of the award and for the forfeiture of the bid guaranty of City of Norcross, not as a penalty, but as liquidation of damages sustained. At the discretion of the City, the award may then be made to the next lowest, responsible bidder, or the work may be re-advertised or constructed by City forces. The Contract and Contract Bonds shall be executed in duplicate.
N. Miscellaneous Provisions

1. Permits: All permits, including Land Disturbance Permits, can be obtained through the City’s Community Development Department at 770-448-2122. It is the responsibility of the contractor to obtain permits needed. There is no fee for permits for City projects. For design/build projects, it is the responsibility of the contractor to obtain necessary permitting from the fire marshal.

2. Schedule: The Contractor shall provide to mbender@norcrossga.net a schedule of construction activities. The schedule must be presented at least seven (7) days prior to work commencing in order to notify residents and/or businesses.

3. Work Hours: No work shall take place on Sunday unless approved by the City of Norcross. The contractor shall submit to the City of Norcross a written request at least seven (7) days prior to the weekend work. See City Ordinance Sec. 26-22.

4. Detour/Closures: All road closures and detours shall be approved by the Norcross Department of Public Works.

5. Residential Refuse: The Contractor is required to contact Norcross Public Works department at 678-421-2069, to obtain sanitation schedules in an attempt to reduce inconveniences to the citizens of Norcross. Contractor is required to use Advanced Disposal for solid waste.

6. Disposal of Refuse: The Contractor shall be solely responsible for disposing of materials and shall take into account, before bidding the compliance with the above stated ordinances and regulations. Disposal of debris must be done in a lawful manner, in accordance with all applicable federal, state and/or local laws, statutes, rules, ordinances, and/or regulations. All trash and debris shall be collected and removed from the site(s) on a daily basis. The Contractor will not be permitted to burn any of the materials on site or within the boundary limits of Norcross, Georgia.
BID PACKET CHECKLIST

PROJECT: ____________________________________________________________

BID DATE: __________________________________________________________

Enclosed with this Bid Packet are the following Forms and instructions. Use this checklist to ensure you have properly completed all Forms. You must return the following pages to be eligible for consideration of this project.

_______ Two Hard Copies & One Electronic Copy of Bid

_______ Bid Form

_______ Bid Bond or Certified Check, if bid is over $30,000

_______ Certificate of Liability Insurance

_______ E-Verify Contractor & SAVE Affidavits

_______ Reference Page

_______ Ship Proposal to: City of Norcross
345 Lively Avenue
Norcross, GA 30071
Attn: Mary Beth Bender, Director of Public Works
References for ____________________________________________________________

The Contractor must provide at the time of bid opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar size and scope within the metro Atlanta area.

1. Company Name: _________________________________________________________
   Description of Project: __________________________________________________
   Completion Date: ________________________________________________________
   Contact Person: __________________________________________________________
   Telephone: ______________________ Fax: ________________________________
   Email address: _________________________________________________________

2. Company Name: _________________________________________________________
   Description of Project: __________________________________________________
   Completion Date: ________________________________________________________
   Contact Person: __________________________________________________________
   Telephone: ______________________ Fax: ________________________________
   Email address: _________________________________________________________

3. Company Name: _________________________________________________________
   Description of Project: __________________________________________________
   Completion Date: ________________________________________________________
   Contact Person: __________________________________________________________
   Telephone: ______________________ Fax: ________________________________
   Email address: _________________________________________________________
This form is mandatory, and must be included in your bid, addressed to:

City of Norcross
345 Lively Avenue
Norcross, GA 30071

The Bidder has carefully examined and fully understands the Contract, Plans and Specifications and other Documents hereto attached, and has made a personal examination of the Site of the proposed Work, and has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his bid is accepted, he will contract with the City of Norcross according to the bidding Documents entitled Downtown Norcross Compactor Enclosure and Addenda, as well as the existing conditions of the project, and conditions affecting the Work, the undersigned proposes to furnish all services, labor and materials required by them in accord with said documents, personal observations of the site conditions.

_____________________________________________ Dollars

($) ____________________________________________________________________________ which sum is hereinafter called “Base Bid”.

The undersigned agrees to commence work within 10 days of the date of Notice to Proceed issued by City of Norcross and to commit adequate forces on-site to substantially complete all Work, including punch list items and clean-up, as determined by the City within 90 calendar days.

Company Name: ________________________________________________________________

Company Mailing Address: ______________________________________________________

Company Website: _____________________________________________________________

Company Phone Number: ________________________________________________________

Authorized Representative: ___________________________ Date: ____________

(signature)

Authorized Representative: ___________________________

(printed name)
Construction Document Project Manual
For

Downtown Norcross Compactor Enclosure

City of Norcross, Georgia  Project No. D18-134

Project For:

City of Norcross
345 Lively Avenue
Norcross, GA. 30071

MaxDesignGroup
Architecture · Planning · Interiors

Issued for Construction  27 January 2020
Downtown Norcross Compactor Enclosure
City of Norcross, Georgia

Owner
City of Norcross Public Works
345 Lively Avenue
Norcross, Georgia 30071
Contact: Mary Beth Bender – 678.421.2069

Architect
MaxDesign Group
2862 Buford Highway, Suite 106
Duluth, GA 30096
Contact: Richard M. Maxian, AIA - 770.910.9740

Civil Engineer
City of Norcross
345 Lively Avenue
Norcross, Georgia 30071
Contact: Erica S. Madison, PE – City Engineer
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END OF SECTION 000100
PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for alternates.

1.2 DEFINITIONS

A. Alternate: An amount proposed by General Contractor and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.

1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.

2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.3 PROCEDURES

A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.

1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.

B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.

C. Execute accepted alternates under the same conditions as other work of the Contract.
PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate No. Contractor to insert alternate as needed

END OF SECTION 012300
SECTION 01 25 00  
SUBSTITUTION PROCEDURES  

PART 1 - GENERAL  

1.1  SUMMARY  
A. Section includes administrative and procedural requirements for substitutions.  
B. Related Requirements:  
   1. Division 01 60 00 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.  

1.2  DEFINITIONS  
A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.  

1.3  ACTION SUBMITTALS  
A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.  
   1. Substitution Request Form: Use CSI Form 13.1A  
   2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:  
      a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.  
      b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.  
      c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.  
      d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.  
      e. Samples, where applicable or requested.  
      f. Certificates and qualification data, where applicable or requested.  

g. Research reports evidencing compliance with building code in effect for Project, from ICC-ES or similar organization.

h. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time.

i. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.

j. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within seven days of receipt of request.


b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

   A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

   A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

   1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied:

      a. Requested substitution is consistent with the Contract Documents and will produce indicated results.

      b. Requested substitution will not adversely affect Contractor's construction schedule.

      c. Requested substitution has received necessary approvals of authorities having jurisdiction.

      d. Requested substitution is compatible with other portions of the Work.

      e. Requested substitution has been coordinated with other portions of the Work.

      f. Requested substitution provides specified warranty.
g. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after commencement of the Work.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied:
   a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
   b. Requested substitution does not require extensive revisions to the Contract Documents.
   c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
   d. Requested substitution will not adversely affect Contractor's construction schedule.
   e. Requested substitution has received necessary approvals of authorities having jurisdiction.
   f. Requested substitution is compatible with other portions of the Work.
   g. Requested substitution has been coordinated with other portions of the Work.
   h. Requested substitution provides specified warranty.
   i. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500
SECTION 01 33 00
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Requirements:
   1. Division 01 25 00 – Substitution Procedures.
   2. Division 01 40 00 – Quality Requirements.
   3. Division 01 77 00 – Closeout Procedures.

1.2 DEFINITIONS

A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action.

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.

1.3 ACTION SUBMITTALS

A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

A. Architect's Digital Data Files: Electronic copies of digital data files of the Contract Drawings will not be provided by Architect for Contractor's use in preparing submittals unless agreed upon by Owner and Architect.

B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

   1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
   
a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Processing Time: Allow time for submittal review, including time for re-submittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including re-submittals.

   1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
   
   2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
   
   3. Resubmittal Review: Allow 5 days for in-house review of each re-submittal.

D. Contractor's Signature and review approval: A shop drawing will not be reviewed by the Architect or Engineer's if the submittal does not have a contractor's stamp and signature with a date and type of approval.

E. Paper Submittals: Place a permanent label or title block on each submittal item for identification.

   1. Indicate name of firm or entity that prepared each submittal on label or title block.
   
   2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
   
   3. Include the following information for processing and recording action taken:
      
      a. Project name.
      
      b. Date.
      
      c. Name of Architect.
      
      d. Name of Contractor.
      
      e. Name of subcontractor.
      
      f. Name of supplier.
      
      g. Name of manufacturer.
      
      h. Number and title of appropriate Specification Section

F. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

   1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
   
   2. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
3. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Architect, containing the following information:
   a. Project name.
   b. Date.
   c. Name and address of Architect.
   d. Name of Contractor.
   e. Name of firm or entity that prepared submittal.
   f. Names of subcontractor, manufacturer, and supplier.
   g. Category and type of submittal.
   h. Specification Section number and title.
   i. Remarks.

G. Options: Identify options requiring selection by Architect.

H. Deviations: Identify deviations from the Contract Documents on submittals.

I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

J. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements:

1. Submit electronic submittals via email as PDF electronic files.

2. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.

3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
   a. Provide a digital signature with digital certificate on electronically-submitted certificates and certifications where indicated.
   b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
2. Mark each copy of each submittal to show which products and options are applicable.
3. Include the following information, as applicable:
   a. Manufacturer's catalog cuts.
   b. Manufacturer's product specifications.
   c. Standard color charts.
   d. Statement of compliance with specified referenced standards.
   e. Notation of coordination requirements.

4. For equipment, include the following in addition to the above, as applicable:
   a. Clearances required to other construction, if not indicated on accompanying Shop Drawings.

5. Submit Product Data before or concurrent with Samples.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
   a. Identification of products.
   b. Compliance with specified standards.
   c. Notation of dimensions established by field measurement.
   d. Seal and signature of professional engineer if specified.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 24 by 36 inches.

3. Submit Shop Drawings in the following format:
   a. PDF electronic file.
   b. Four opaque (bond) copies of each submittal. Architect will return three copies.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:
   a. Generic description of Sample.
   b. Product name and name of manufacturer.
   c. Sample source.
   d. Number and title of applicable Specification Section.
3. For projects where electronic submittals are allowed, provide corresponding paper submittal of Color Sample illustrating Sample characteristics, and identification information for record.

4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
   a. Number of Samples: Submit three full sets of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return two submittals with options selected.

6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
   a. Number of Samples: Submit three sets of Samples. Architect will retain one sample set; remainder will be returned as a project record sample.

E. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Division 014000 Section "Quality Requirements."

F. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 017700 Section "Closeout Procedures."

G. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

H. Installer Certificates: Submit 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.

I. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
J. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

K. Schedule of Tests and Inspections: Comply with requirements specified in Division 014000 Section "Quality Requirements."

L. Field Test Reports: Submit written reports 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.

2.2 DELEGATED-DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three paper copies of certificate, 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.

1. 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.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.

B. Project Closeout and Maintenance Material Submittals: See requirements in Division 017700 Section "Closeout Procedures."

C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
3.2 ARCHITECT'S ACTION

A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.

B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action required.

C. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for re-submittal without review.

D. Submittals not required by the Contract Documents may not be reviewed and may be returned.

END OF SECTION 013300
PART 1 - GENERAL

1.1 SUMMARY
A. Section includes administrative and procedural requirements for quality assurance and quality control.

B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.

1. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.

2. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.

1.2 DEFINITIONS
A. Quality-Assurance Services: 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.

B. Quality-Control Services: 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 comply with requirements. Services do not include contract enforcement activities performed by Architect.

C. Mockups: Full-size physical assemblies that are constructed on-site, if required by City of Norcross. Mockups are constructed to verify selections made under Sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.

D. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria.

E. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.
F. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

G. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.

H. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.

1.3 CONFLICTING REQUIREMENTS

A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.

B. Minimum Quantity or Quality Levels: 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. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.4 INFORMATIONAL SUBMITTALS

A. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

1.5 REPORTS AND DOCUMENTS

A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:

1. Date of issue.
2. Project title and number.
3. Name, address, and telephone number of testing agency.
4. Dates and locations of samples and tests or inspections.
5. Names of individuals making tests and inspections.
6. Description of the Work and test and inspection method.
8. Complete test or inspection data.
9. Test and inspection results and an interpretation of test results.
10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
12. Name and signature of laboratory inspector.
13. Recommendations on retesting and re-inspecting.

B. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.

1.6 QUALITY ASSURANCE

A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.

B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.

E. 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.

F. Specialists: Certain Specification Sections require that specific construction activities shall be performed by entities who are recognized experts in those operations. Specialists shall satisfy qualification requirements indicated and shall be engaged for the activities indicated.

1. Requirements of authorities having jurisdiction shall supersede requirements for specialists.

G. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.

1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.
2. NVLAP: A testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program.
H. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
3. Demonstrate the proposed range of aesthetic effects and workmanship.
4. Obtain Architect's approval of mockups before starting work, fabrication, or construction.
5. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
6. Demolish and remove mockups when directed unless otherwise indicated.

1.7 QUALITY CONTROL

A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
   1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
   2. Costs for retesting and re-inspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.

B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
   1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
   2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
   3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
   4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
   5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.

C. Retesting/Re-inspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and re-inspecting, for construction that replaced Work that failed to comply with the Contract Documents.

   1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
   2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
6. Do not perform any duties of Contractor.

E. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:

1. Access to the Work.
2. Incidental labor and facilities necessary to facilitate tests and inspections.
3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.

F. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.

1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:

1. Date test or inspection was conducted.
2. Description of the Work tested or inspected.
3. Date test or inspection results were transmitted to Architect.
4. Identification of testing agency or special inspector conducting test or inspection.

3.2 REPAIR AND PROTECTION

A. General: On completion of testing, inspecting, 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 Section "Execution."
B. Protect construction exposed by or for quality-control service activities.

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

END OF SECTION 014000
SECTION 016000

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

B. Related Requirements:
   1. Division 01 40 00 Section "Quality Requirements".

1.2 DEFINITIONS

A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
   1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
   2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
   3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.

B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
1. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 10 business days of receipt of request.

   a. Form of Approval: As specified in Division 01 33 00 Section "Submittal Procedures."
   b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.

B. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

B. Delivery and Handling:

   1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
   2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
   3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
   4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.

C. Storage:

   1. Store products to allow for inspection and measurement of quantity or counting of units.
   2. Store materials in a manner that will not endanger Project structure.
   3. Store products that are subject to damage by the elements, under cover in a weather-tight enclosure above ground, with ventilation adequate to prevent condensation.
   4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
   5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
6. Protect stored products from damage and liquids from freezing.

1.6 PRODUCT WARRANTIES

A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.

B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.

1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
3. Refer to Divisions 02 through 33. Sections for specific content requirements and particular requirements for submitting special warranties.

C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.

1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect will make selection.

B. Product Selection Procedures:
1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.

   a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered unless otherwise indicated.

   b. Non-restricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.

2. Manufacturers:

   a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered unless otherwise indicated.

   b. Non-restricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.

3. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.

   1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Division 01 25 00 Section "Substitution Procedures" for proposal of product.

D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.
2.2 COMPARABLE PRODUCTS

A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:

1. Evidence that the proposed product does not require revisions to the Contract Documents, product is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000
SECTION 017300
EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:

2. Field engineering and surveying.
3. Installation of the Work.
4. Cutting and patching.
5. Progress cleaning.
6. Starting and adjusting.
7. Protection of installed construction.
8. Correction of the Work.

B. Related Requirements:

1. Division 01 40 00 – Quality Requirements.
2. Division 01 77 00 – Closeout Procedures.

1.2 INFORMATIONAL SUBMITTALS

A. Certificates: Submit certificate signed by land surveyor certifying that location and elevation of improvements comply with requirements.

B. Certified Surveys: Submit one copy signed by land surveyor.

C. Final Property Survey: Submit 2 copies showing the Work performed and record survey data as requested by Owner.

1.3 QUALITY ASSURANCE

A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.

B. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

Shore, brace, and support structural element during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.

2. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that which results in increased maintenance or decreased operational life or safety.

3. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

PART 2 - PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections.

B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 25 00.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.

1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.

2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

A. Existing Utility Information: Furnish information to local utility that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect.

3.3 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.

1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
2. Establish limits on use of Project site.
3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
4. Inform installers of lines and levels to which they must comply.
5. Check the location, level and plumb, of every major element as the Work progresses.
6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.

D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

C. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and site work.

D. Final Property Survey: Engage a land surveyor to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by land surveyor, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.

3.5 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level.
2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.

B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

G. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

   1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
   2. Allow for building movement, including thermal expansion and contraction.
   3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.

H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 CUTTING AND PATCHING

A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

   1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

C. Temporary Support: Provide temporary support of work to be cut.

D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

E. Adjacent Occupied Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.

G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

   1. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
   2. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
   3. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
   4. Proceed with patching after construction operations requiring cutting are complete.

H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.

   1. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
   2. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weather-tight condition and ensures thermal and moisture integrity of building enclosure.

I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
2. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

B. Site: Maintain Project site free of waste materials and debris.

C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
   1. Remove liquid spills promptly.
   2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.

F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.

H. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

I. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.8 STARTING AND ADJUSTING

A. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.

B. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.9 PROTECTION OF INSTALLED CONSTRUCTION

A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300
PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures.
2. Final completion procedures.
3. Warranties.
4. Final cleaning.
5. Repair of the Work.

B. Related Requirements:

1. Individual Product Sections: Specific requirements for operation and maintenance data.
2. Individual Product Sections: Warranties required for specific products of Work.

1.2 ACTION SUBMITTALS

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

1.3 CLOSEOUT SUBMITTALS

A. Certificates of Release: From authorities having jurisdiction.
B. Certificate of Insurance: For continuing coverage.
C. Field Report: For pest control inspection.

1.4 MAINTENANCE MATERIAL SUBMITTALS

A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.
1.5 SUBSTANTIAL COMPLETION PROCEDURES

A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
3. Submit closeout submittals specified in individual Divisions 02 through 33 Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
4. Submit maintenance material submittals specified in individual Divisions 02 through 33 Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
   a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.
5. Test/adjust/balance records.
6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 calendar days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Advise Owner of pending insurance changeover requirements.
2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
3. Complete startup and testing of systems and equipment.
4. Perform preventive maintenance on equipment used prior to Substantial Completion.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training information.
6. Advise Owner of changeover in heat and other utilities.
7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
9. Complete final cleaning requirements, including touchup painting.
10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 calendar days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.6 FINAL COMPLETION PROCEDURES

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

1. Submit a final Application for Payment according to Division 01 2900 Section "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Submit pest-control final inspection report and warranty.
5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Inspection: Submit a written request for final inspection to determine acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.7 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
   a. PDF electronic file. Architect will return annotated copy.
1.8 SUBMITTAL OF PROJECT WARRANTIES

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

B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
   1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
   2. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

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

   1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

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

      a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
d. Remove tools, construction equipment, machinery, and surplus material from Project site.
e. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
f. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
g. Sweep concrete floors broom clean in unoccupied spaces.
h. Vacuum carpet and similar soft surfaces, removing debris; clean according to manufacturer's recommendations if visible soil or stains remain.
i. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
j. Remove labels that are not permanent.
k. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
l. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
m. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
n. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
o. Leave Project clean and ready for occupancy.

C. Pest Control: Comply with pest control requirements in Division 313116 Section “Termite Control.” Prepare written report.

3.2 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.

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

4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION 017700
SECTION 017839

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

B. Related Requirements:

1. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
2. Divisions 02 through 31 Sections for specific requirements for project record documents of the Work in those Sections.

1.2 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit (2) two sets of marked-up record prints.
2. Number of Copies: Submit copies of record Drawings as follows:
   a. Submittal:
      1) Submit (2) two paper-copy sets of marked-up record prints.
      2) Submit PDF electronic files of scanned record prints (on disk).
      3) City of Norcross Project Manager will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.

B. Record Specifications: Submit one paper copy of Project's Specifications, including addenda and contract modifications.

C. Record Product Data: Submit one paper copy and PDF electronic files and directories of each submittal.
PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised Drawings as modifications are issued.

1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data.
   a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
   b. Record data as soon as possible after obtaining it.
   c. Record and check the markup before enclosing concealed installations.

2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.

3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.

4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.


6. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.

7. Architect will furnish Contractor one set of digital data files of the Contract Drawings for use in recording information if contractor needs.

B. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

2.2 RECORD SPECIFICATIONS

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

2.3 RECORD PRODUCT DATA

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.

3. Note related Change Orders and record Drawings where applicable.
B. Format: Submit record Product Data as scanned PDF electronic file(s) of marked-up paper copy of Product Data.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.

B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION 017839
PART 1 - GENERAL

1.1 SUMMARY
A. Section includes cast-in-place concrete, including formwork, reinforcement, concrete materials, mixture design, placement procedures, and finishes.

1.2 SUBMITTALS
A. Product Data: For each type of product indicated.
B. Design Mixtures: For each concrete mixture.
C. Steel Reinforcement Shop Drawings: Placing drawings that detail fabrication, bending, and placement.
D. Welding certificates.
E. Material certificates.
F. Material test reports.
G. Floor surface flatness and levelness measurements.

1.3 QUALITY ASSURANCE
A. Manufacturer Qualifications: A firm experienced in manufacturing ready-mixed concrete products and that complies with ASTM C 94/C 94M requirements for production facilities and equipment.
   1. Manufacturer certified according to NRMCA's "Certification of Ready Mixed Concrete Production Facilities."
B. Testing Agency Qualifications: An independent agency, acceptable to authorities having jurisdiction, qualified according to ASTM C 1077 and ASTM E 329 for testing indicated.
C. Concrete Testing Service: Engage a qualified independent testing agency to perform material evaluation tests and to design concrete mixtures.
D. Pre-installation Conference: Conduct conference at Project site.
E. Allowable Tolerances in Exposed Finished Work
1. Linear Building Lines, Elevations and Conspicuous lines and arises. Maximum 3/16” in 20'-0”; 3/8” in 40'-0” or more.
2. In Cross-Section Dimension- 3/16”.
3. In surface Plane, Plumb and Level. 1/8” in 10'-0” in any direction when measured with a 10'-0” straight edge.

PART 2 - PRODUCTS

2.1 FORM-FACING MATERIALS

A. Smooth-Formed Finished Concrete: Form-facing panels that will provide continuous, true, and smooth concrete surfaces. Furnish in largest practicable sizes to minimize number of joints.

B. Rough-Formed Finished Concrete: Plywood, lumber, metal, or another approved material. Provide lumber dressed on at least two edges and one side for tight fit.

2.2 STEEL REINFORCEMENT

A. Reinforcing Bars: ASTM A 615/A 615M, Grade 60, deformed.
   1. Epoxy-Coated Reinforcing Bars: ASTM A 775/A 775M, epoxy coated, with less than 2 percent damaged coating in each 12-inch bar length.

B. Plain-Steel Welded Wire Reinforcement: ASTM A 185/A 185M, plain, fabricated from as-drawn steel wire into flat sheets.


D. Galvanized-Steel Welded Wire Reinforcement: ASTM A 185/A 185M, plain, fabricated from galvanized-steel wire into flat sheets.

E. Epoxy-Coated Welded Wire Reinforcement: ASTM A 884/A 884M, Class A coated, Type 1, plain steel.

F. Bar Supports: Bolsters, chairs, spacers, and other devices for spacing, supporting, and fastening reinforcing bars and welded wire reinforcement in place. Manufacture bar supports from steel wire, plastic, or precast concrete according to CRSI's "Manual of Standard Practice.

G. Contractor to coordinate above listed items with the Structural Engineering drawings and if there are any discrepancies notify the Architect before starting work.

2.3 CONCRETE MATERIALS

A. Cementitious Material: Use the following cementitious materials, of the same type, brand, and source, throughout Project:

   1. Portland Cement: ASTM C 150, Type I gray. Only one brand of cement shall be used for all concrete work.
Norcross Compactor Enclosure  
MAXDESIGN GROUP NO. D18-134 
CAST-IN-PLACE CONCRETE 

2.4 ADMIXTURES 

B. Chemical Admixtures: Provide admixtures certified by manufacturer to be compatible with other admixtures and that will not contribute water-soluble chloride ions exceeding those permitted in hardened concrete. Do not use calcium chloride or admixtures containing calcium chloride. 
   1. Water-Reducing Admixture: ASTM C 494/C 494M, Type A. 
   2. Retarding Admixture: ASTM C 494/C 494M, Type B. 
   3. Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type D. 
   4. High-Range, Water-Reducing Admixture: ASTM C 494/C 494M, Type F. 
   5. High-Range, Water-Reducing and Retarding Admixture: ASTM C 494/C 494M, Type G. 
   6. Plasticizing and Retarding Admixture: ASTM C 1017/C 1017M, Type II. 
C. Contractor to coordinate above listed items with the Structural Engineering drawings and if there are any discrepancies notify the Architect before starting work. 

2.5 WATERSTOPS 

A. Flexible PVC Waterstops: CE CRD-C 572, for embedding in concrete to prevent passage of fluids through joints. Factory fabricate corners, intersections, and directional changes. 
B. Self-Expanding Rubber Strip Waterstops: Manufactured rectangular or trapezoidal strip, bentonite-free hydrophilic polymer modified chloroprene rubber, for adhesive bonding to concrete, 3/8 by 3/4 inch. 

2.6 VAPOR RETARDERS. 

A. Provide vapor retarder that is resistant to deterioration when tested according to ASTM E 154, as indicated on the drawings. 

2.7 CURING MATERIALS 

A. Evaporation Retarder: Waterborne, monomolecular film forming, manufactured for application to fresh concrete. 

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B. Absorptive Cover: AASHTO M 182, Class 2, burlap cloth made from jute or kenaf weighing approximately 9oz./sq.yd., complying with AASHTO M 182, Class 2.

C. Moisture-Retaining Cover: ASTM C 171, polyethylene film or white burlap-polyethylene sheet or Waterproof paper.

D. Water: Potable.

2.8 CURING AND SEALING COMPOUND

A. The compound shall conform to Federal Specification TT-C-800A, 30% solids content minimum, and have test data from an independent laboratory indicating a maximum moisture loss of 0.030 grams per sq. cm. when applied as a coverage rate of 300sq.ft. per gallon. Manufacturer’s certification required. The compatibility of the compound with tile and/or carpet adhesives shall be verified before use.

1. Acceptable Products:
   a. “Super Diamond Clear” by the Euclid Chemical Company.
   c. “Cure & Seal 31% UV” Symons Corporation.
   d. “Kurez DR” by the Euclid Chemical Company.

2. Type: Styrene butadiene acrylic based compound except “Kurez DR” which is a resin cure.

2.9 RELATED MATERIALS


B. Construction Joints for Slab on Grade: Minimum 24 ga. galvanized steel forming keyed joint full depth of slab. Furnish complete with stake pins.

C. Contraction (control) Joints for Slab on Grade:
   1. Saw cut or plastic inserts.
   2. Acceptable Products are:
      b. Vinylex Corp., “Zip-per Strip”.
   3. Depth: 1” or ¼” slab thickness, whichever is greater.

D. Contractor to coordinate above listed items with the Structural Engineering drawings and if there are any discrepancies notify the Architect before starting work.

2.10 CONCRETE MIXTURES

A. Prepare design mixtures for each type and strength of concrete, proportioned on the basis of laboratory trial mixture or field test data, or both, according to ACI 301.

B. Cementitious Materials: Use fly ash, pozzolan, ground granulated blast-furnace slag, and silica fume as needed to reduce the total amount of portland cement, which would otherwise be used.
C. Admixtures: Use admixtures according to manufacturer's written instructions.
   1. Use water-reducing or plasticizing admixture in concrete, as required, for placement and workability.
   2. Use water-reducing and retarding admixture when required by high temperatures, low humidity, or other adverse placement conditions.

D. Submit written reports to Architect of each proposed mix for each class of concrete at least 15 days prior to start of Work. Do not begin concrete production until proposed mix designs have been reviewed by Architect.

E. Design mixes to provide normal weight concrete with the following properties as indicated on the structural drawings.

F. Proportion normal-weight concrete mixture per notes on Structural drawings:
   1. Water-Cement Ratio: Provide concrete for following conditions with maximum water-cement (W/C) ratio as follows
      a. Subjected to freezing and thawing: W/C 0.45.
      b. Subjected to deicers/watertight: W/C 0.40.
      c. Subjected to brackish water, salt spray or deicers: W/C 0.40.
   2. Slump Limits: Proportion and design mixes to result in concrete slump at point of placement as follows:
      a. Ramps and sloping surfaces: Not more than 4 inches.
      b. Reinforced foundation systems: Not more than 4 +/- 1 inches.
      c. Slabs: Not more than 4 +/- 1 inches.
      d. Other concrete: Not more than 5 inches.
   3. Air Content: 5.5 percent, plus or minus 1.5 percent at point of delivery for 1-1/2-inch nominal maximum aggregate size.
   4. Air Content: Do not allow air content of trowel-finished floors to exceed 3 percent.

G. Contractor to coordinate above listed items with the Structural Engineering drawings and if there are any discrepancies notify the Architect before starting work.

2.11 FABRICATING REINFORCEMENT

A. Fabricate steel reinforcement according to CRSI's "Manual of Standard Practice."

PART 3 - EXECUTION

3.1 FORMWORK

A. Design, erect, shore, brace, and maintain formwork, according to ACI 301, to support vertical, lateral, static, and dynamic loads, and construction loads that might be applied, until structure can support such loads.

B. Construct formwork so concrete members and structures are of size, shape, alignment, elevation, and position indicated, within tolerance limits of ACI 117.
C. Do not chamfer exterior corners and edges of permanently exposed concrete unless noted wise on the drawings.

3.2 VAPOR RETARDERS
A. Sheet Vapor Retarders: Place, protect, and repair sheet vapor retarder according to ASTM E 1643 and manufacturer's written instructions.
   1. Lap joints 6 inches and seal with manufacturers recommended tape.

3.3 STEEL REINFORCEMENT
A. General: Comply with CRSI's "Manual of Standard Practice" for placing reinforcement.
   1. Do not cut or puncture vapor retarder. Repair damage and reseal vapor retarder before placing concrete.

3.4 JOINTS
A. General: Construct joints true to line with faces perpendicular to surface plane of concrete.
B. Construction Joints: Install so strength and appearance of concrete are not impaired, at locations indicated or as approved by Architect.
C. Contraction Joints in Slabs-on-Grade: Form weakened-plane contraction joints, sectioning concrete into areas as indicated. Construct contraction joints for a depth equal to at least one-fourth of concrete thickness as follows:
   1. Sawed Joints: Form contraction joints with power saws equipped with shatterproof abrasive or diamond-rimmed blades. Cut 1/8-inch wide joints into concrete when cutting action will not tear, abrade, or otherwise damage surface and before concrete develops random contraction cracks.
D. Isolation Joints in Slabs-on-Grade: After removing formwork, install joint-filler strips at slab junctions with vertical surfaces, such as column pedestals, foundation walls, grade beams, and other locations, as indicated.
E. Waterstops: Install in construction joints and at other joints indicated according to manufacturer's written instructions.

3.5 CONCRETE PLACEMENT
A. Before placing concrete, verify that installation of formwork, reinforcement, and embedded items is complete and that required inspections have been performed.
B. Deposit concrete continuously in one layer or in horizontal layers of such thickness that no new concrete will be placed on concrete that has hardened enough to cause seams or planes of weakness. If a section cannot be placed continuously, provide construction joints as indicated. Deposit concrete to avoid segregation.
1. Consolidate placed concrete with mechanical vibrating equipment according to ACI 301.

C. Cold-Weather Placement: Comply with ACI 306.1.

D. Hot-Weather Placement: Comply with ACI 301.

3.6 FINISHING FLOORS AND SLABS

A. General: Comply with ACI 302.1R recommendations for screeding, re-straightening, and finishing operations for concrete surfaces. Do not wet concrete surfaces.

1. Apply scratch finish to surfaces indicated on drawings.

B. Float Finish: Consolidate surface with power-driven floats or by hand floating if area is small or inaccessible to power driven floats. Re-straighten, cut down high spots, and fill low spots. Repeat float passes and re-straightening until surface is left with a uniform, smooth, granular texture.

1. Apply float finish to surfaces indicated on drawings.

C. Broom Finish: Apply a broom finish to exterior concrete platforms, steps, ramps, and elsewhere as indicated. If Civil Drawings refer to a different finish follow their drawing requirements.

3.7 CONCRETE PROTECTING AND CURING

A. General: Protect freshly placed concrete from premature drying and excessive cold or hot temperatures. Comply with ACI 306.1 for cold-weather protection and ACI 301 for hot-weather protection during curing.

B. Evaporation Retarder: Apply evaporation retarder to unformed concrete surfaces if hot, dry, or windy conditions cause moisture loss approaching 0.2 lb/sq. ft. x h before and during finishing operations. Apply according to manufacturer's written instructions after placing, screeding, and bull floating or darbying concrete, but before float finishing.

C. Cure concrete according to ACI 308.1, by one or a combination of the following methods:

1. Moisture Curing: Keep surfaces continuously moist for not less than seven days.
2. Moisture-Retaining-Cover Curing: Cover concrete surfaces with moisture-retaining cover for curing concrete, placed in widest practicable width, with sides and ends lapped at least 12 inches, and sealed by waterproof tape or adhesive. Cure for not less than seven days. Immediately repair any holes or tears during curing period using cover material and waterproof tape.
3. Curing Compound: Apply uniformly in continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Maintain continuity of coating and repair damage during curing period.
a. Removal: After curing period has elapsed, remove curing compound without damaging concrete surfaces by method recommended by curing compound manufacturer unless manufacturer certifies curing compound will not interfere with bonding of floor covering used on Project.

4. Curing and Sealing Compound: Apply uniformly to floors and slabs indicated in a continuous operation by power spray or roller according to manufacturer's written instructions. Recoat areas subjected to heavy rainfall within three hours after initial application. Repeat process 24 hours later and apply a second coat. Maintain continuity of coating and repair damage during curing period.

3.8 CONCRETE SURFACE REPAIRS

A. Defective Concrete: Repair and patch defective areas when approved by Architect. Remove and replace concrete that cannot be repaired and patched to Architect's approval.

3.9 FIELD QUALITY CONTROL

A. Testing and Inspecting: Owner will engage a qualified testing and inspecting agency to perform field tests and inspections and prepare test reports.

END OF SECTION 033000
SECTION 042000
UNIT MASONRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Concrete masonry units (CMU's).
   2. Building (common) brick.

B. Related Sections:
   1. Division 05 50 00 Section "Metal Fabrications" for furnishing steel lintels and shelf angles for unit masonry.
   2. Division 07 62 00 Section "Sheet Metal Flashing and Trim" for furnishing manufactured reglets installed in masonry joints.

1.2 REFERENCES

A. ACI 530.1/ASCE 6/TMS 602 – Specification for Masonry Structures; American Concrete Institute International; 2005.


1.3 SUBMITTALS

A. See Section 01 33 00 Section “Submittal Procedures”.

B. Product Data & Manufacture’s Certificate: Submit manufacturer’s product data for each type of masonry unit, accessory and other manufactured products, including certifications that each type meet or exceed specified requirements.

C. Shop Drawings: For reinforcing steel. Detail bending and placement of unit masonry reinforcing bars. Comply with ACI 315, "Details and Detailing of Concrete Reinforcement."

D. Samples for Verification: For each type and color of colored mortar.

1.4 QUALITY ASSURANCE

A. Masonry Standard: Detailing of masonry reinforcement and grout shall be in accordance with “Building Code Requirements for Masonry Structures (ACI 530/ASCE 5/TMS 402-2)".

B. Masonry material, quality assurance and field execution for reinforced and grouted masonry construction shall be in accordance with “Specifications for Masonry Structures (ACI 530.1/ASCE 6/TMS 602)”.

C. Mock-up Panel: Build mock-up panel to verify selections made under sample submittals and to demonstrate aesthetic effects. Comply with requirements on drawings for mockup panel.

D. Testing Laboratory Duties:
   1. Perform tests to document submittals, certify product compliance prior to use in construction, and establish grout and mortar mix design. Verify that placement, splices and reinforcement sizes are in accordance with the plans and specs. Verify full placement of grout in required cells as called for on plans.
   2. Perform specified tests and report results on field test data sheet to Architect.
   3. Notify Architect immediately of any results not meeting design requirements.

E. Testing and Inspection (if required by City of Norcross):
   1. A special inspector, which is an independent testing laboratory selected and paid for by the Owner (or by the Contractor as assigned by the Owner and acceptable to the Architect), shall ensure that materials, construction and workmanship are in compliance with the plans and specifications. Coordinate erection and testing to facilitate construction. Testing agency shall be qualified according to ASTM C 1093-95 (2001).

F. Prism Testing:
1. Prism Tests: Masonry compressive strengths shall be verified by prism tests in accordance with ASTM C 1314-03b.
   a. Prisms shall be built by the Contractor and tested by an independent testing agency selected and paid for by the Contractor and acceptable to the Architect.
   b. Prisms shall be built by utilizing materials being placed in the building, by the masons construction the bearing walls.
   c. Masons for building the units for prism testing shall be selected at random, and at least two (2) masons shall be selected to construct the prisms for any one test.
   d. Prisms shall be built on pallets as required for handling and storage.

2. Test Requirements: Each test shall consist of three prisms. One test shall be required for each 5,000 square feet of masonry work. Where, in any one-story height, both grouted and non-grouted walls occur, one set of “A” prisms and one set of “B” prisms shall be constructed.
   a. Correction factors for pier sizes from the NCMA code shall be applied to the failure stress and the minimum acceptable corrected ultimate strength shall be 1500 psi.
   b. Should any prisms fail to meet the minimum strength or prove to have been improperly prepared, additional testing and all corrective measures shall be at the expense of the Contractor.

1.5 PROJECT CONDITIONS

A. Cold-Weather Requirements: Do not use frozen materials or materials mixed or coated with ice or frost. Do not build on frozen substrates. Remove and replace unit masonry damaged by frost or by freezing conditions. Remove any ice or snow formed on masonry bed by carefully applying heat until top surface is dry to the touch. Comply with cold-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.

B. Hot-Weather Requirements: Comply with hot-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.

C. Protection of Work: During erection, cover top of wall with heavy waterproof sheeting at end of each day’s work. Cover partially completed structures when work is not in progress.

D. Extend cover minimum of 24” down both sides and hold cover securely in place.

E. Do not apply uniform floor or roof loading for at least 12 hours after building masonry walls.

F. Do not apply concentrated loads for at least 3 days after building masonry walls or columns.

G. Staining: Prevent grout or mortar or soil from staining the face of masonry to be left exposed or painted. Immediately remove grout or mortar in contact with such masonry.

H. Protect sills, ledges and projections from droppings of mortar.
PART 2 - PRODUCTS

2.1 MASONRY UNITS, GENERAL

A. Defective Units: Referenced masonry unit standards may allow a certain percentage of units to contain chips, cracks, or other defects exceeding limits stated in the standard. Do not use units where such defects will be exposed in the completed Work.

B. Manufacturer: Obtain masonry units from one manufacturer, of uniform texture and color for each kind required, for each continuous area and visually related area.

C. Masonry Unit Characteristics: Provide units complying with standards referenced and requirements indicated.

2.2 CONCRETE MASONRY UNITS

A. Concrete Block: Comply with referenced standards as follows:
   1. Size: Standard units with nominal face dimensions of 16 x 8 inches and nominal depths as indicated on the drawings for specific locations.
   2. Load-Bearing Units: ASTM C 90, normal weight. (f’m = 1500 psi)
      a. Hollow block as indicated.
   3. Exposed Faces: Provide manufacturer’s standard color and texture unless otherwise indicated.
   4. Provide cleanouts at base of each grout pour height that exceeds 5’ – 0’.

2.3 MASONRY LINTELS

A. General: Provide one of the following:

B. Masonry Lintels: Prefabricated or built-in-place masonry lintels made from bond beam CMUs with reinforcing bars placed as indicated and filled with coarse grout.

2.4 MORTAR AND GROUT MATERIALS

A. Mortar Pre-mixed type S, complying with ASTM C 270.
   1. Color mortar: Premixed cement as required to match Architect’s color sample.

B. Portland Cement: ASTM C 150, Type I; (Type II can be substituted for cold weather construction) color as required to produce approved color sample
   1. Hydrated Lime: ASTM C 207, Type S.

C. Water: Clean and potable
D. Cold-Weather Admixture: Non-chloride, noncorrosive, accelerating admixture complying with ASTM C 494/C 494M, Type C, and recommended by manufacturer for use in masonry mortar of composition indicated.

1. Products: Subject to compliance with requirements, provide the following:
   a. Euclid Chemical Company (The); Accelguard 80.
   c. Sonneborn Products, BASF Aktiengesellschaft; Trimix-NCA.

E. Water-Repellent Admixture: Liquid water-repellent mortar admixture intended for use with CMUs containing integral water repellent by same manufacturer.

1. Products: Subject to compliance with requirements, provide the following:
   a. ACM Chemistries; RainBloc for Mortar.
   b. BASF Aktiengesellschaft; Rheopel Mortar Admixture.

2.5 REINFORCEMENT

A. Uncoated Steel Reinforcing Bars: ASTM A 615/A 615M or ASTM A 996/A 996M, Grade 60.

B. Masonry Joint Reinforcement, General: ASTM A 951/A 951M.

C. Masonry Joint Reinforcement for Single-Wythe Masonry: Truss type with single pair of side rods.

D. Reinforcing bar supports shall be used to hold reinforcement in place during construction. Supports shall be placed at the top and bottom of the reinforcing masonry section and at the intervals of 8’ 0” o.c. max.

2.6 TIES AND ANCHORS

A. Materials: Provide ties and anchors specified in this article that are made from materials that comply with the following unless otherwise indicated.


3. Steel Plates, Shapes, and Bars: ASTM A 36/A 36M.

4. Reinforcing Steel: ASTM A 615/A 615M Grade 60 (420) plain billet bars; uncoated

B. Single Wythe Joint Reinforcement: Truss type; ASTM A 82 steel wire, hot dip galvanized after fabrication to ASTM A 153/A 153M, Class B; 0.1483 inch side rods with 0.1483 inch cross
rods; width as required to provide not more than 1 inch and not less than ½ inch of mortar coverage on each exposure.

C. Multiple Wythe Joint Reinforcement: Truss type; fabricated with moisture drip; ASTM A 82 steel wire, hot dip galvanized after fabrication to ASTM A 153/153M, Class B; 0.1483 inch side rods with 0.1483 inch cross rods; width as required to provide not more than 1 inch and not less than ½ inch of mortar coverage on each exposure.

D. Flexible Anchors: 2-piece anchors that permit differential movement between masonry and building frame, sized to provide not more than 1 inch and not less than ½ inch of mortar coverage on each exposure.

E. Adjustable Masonry-Veneer Anchors:
   1. General: Provide anchors that allow vertical adjustment but resist tension and compression forces perpendicular to plane of wall, for attachment over sheathing to wood or metal studs, and as follows:
      a. Structural Performance Characteristics: Capable of withstanding a 100-lbf load in both tension and compression without deforming or developing play in excess of 0.05 inch.
   2. Screw-Attached, Masonry-Veneer Anchors: Units consisting of a wire tie and a metal anchor section.
      a. Products: Subject to compliance with requirements, provide the following:
         1) Dayton Superior Corporation, Dur-O-Wal Division
         2) Heckmann Building Products Inc.; 315-D with 316.
         3) Hohmann & Barnard, Inc.
         4) Wire-Bond.
      b. Anchor Section: Rib-stiffened, sheet metal plate with screw holes top and bottom, having slotted holes for inserting wire tie.
      c. Fabricate sheet metal anchor sections and other sheet metal parts from 0.075-inch-thick, steel sheet, galvanized after fabrication.
      d. Wire Ties: Triangular-, rectangular-, or T-shaped wire ties fabricated from 0.187-inch-diameter, hot-dip galvanized steel wire.

2.7 EMBEDDED FLASHING MATERIALS

A. Metal Flashing: Provide metal flashing complying with SMACNA's "Architectural Sheet Metal Manual" and Division 07 62 00 Section "Sheet Metal Flashing and Trim" and as follows:
   1. Metal Drip Edge: Fabricate from stainless steel. Extend at least 3 inches into wall and 1/2 inch out from wall, with outer edge bent down 30 degrees.
   2. Metal Sealant Stop: Fabricate from stainless steel. Extend at least 3 inches into wall and out to exterior face of wall. At exterior face of wall, bend metal back on itself for 3/4 inch and down into joint 1/4 inch to form a stop for retaining sealant backer rod.
B. Flexible Flashing: Use the following unless otherwise indicated:

1. Rubberized-Asphalt Flashing: Composite flashing product consisting of a pliable, adhesive rubberized-asphalt compound, bonded to a high-density, cross-laminated polyethylene film to produce an overall thickness of not less than 0.030 inch.

a. Products: Subject to compliance with requirements, provide the following:

1) Advanced Building Products Inc.; Peel-N-Seal.
2) Carlisle Coatings & Waterproofing; CCW-705-TWF Thru-Wall Flashing.
3) Dayton Superior Corporation, Dur-O-Wal Division; Dur-O-Barrier Thru-Wall Flashing.
4) Fiberweb, Clark Hammerbeam Corp.; Aquaflash 500.
6) Heckmann Building Products Inc.; No. 82 Rubberized-Asphalt Thru-Wall Flashing.
7) Hohmann & Barnard, Inc.; Textroflash.
8) W. R. Meadows, Inc.; Air-Shield Thru-Wall Flashing.
9) Polyguard Products, Inc.
10) Sandell Manufacturing Co., Inc.; Sando-Seal.

2. Elastomeric Thermoplastic Flashing: Composite flashing product consisting of a polyester-reinforced ethylene interpolymer alloy.

C. Solder and Sealants for Sheet Metal Flashings: As specified in Division 07 62 00 Section "Sheet Metal Flashing and Trim."

D. Adhesives, Primers, and Seam Tapes for Flashings: Flashing manufacturer's standard products or products recommended by flashing manufacturer for bonding flashing sheets to each other and to substrates.

2.8 MISCELLANEOUS MASONRY ACCESSORIES

A. Compressible Filler: Pre-molded filler strips complying with ASTM D 1056, Grade 2A1; compressible up to 35 percent; formulated from neoprene.

B. Preformed Control-Joint: Made from rubber compound, complying with ASTM D 2000, Designation M2AA-805 and designed to fit standard sash block and to maintain lateral stability in masonry wall; size and configuration as indicated.

C. Bond-Breaker Strips: Asphalt-saturated, organic roofing felt complying with ASTM D 226, Type I (No. 15 asphalt felt).

D. Weeps: CavClear weeps. Contractor to submit colors for architect to select and match with mortar.
E. Cavity Drainage Material: Free-draining mesh, made from polymer strands that will not degrade within the wall cavity.

1. Provide one of the following configurations:
   a. Strips, full-depth of cavity and 10 inches high, with dovetail shaped notches 7 inches deep.
   b. Strips, not less than 1-1/2 inches thick and 10 inches high, with dimpled surface designed to catch mortar droppings and prevent weep holes from clogging with mortar.
   c. Sheets or strips full depth of cavity and installed to full height of cavity.

2.9 MASONRY CLEANERS

A. Proprietary Acidic Cleaner: Manufacturer's standard-strength cleaner designed for removing mortar/grout stains, efflorescence, and other new construction stains from new masonry without discoloring or damaging masonry surfaces. Use product expressly approved for intended use by cleaner manufacturer and manufacturer of masonry units being cleaned.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. Diedrich Technologies, Inc.
   b. EaCo Chem, Inc.
   c. ProSoCo, Inc.

2.10 MORTAR AND GROUT MIXES

A. General: Do not use admixtures, including pigments, air-entraining agents, accelerators, retarders, water-repellent agents, antifreeze compounds, or other admixtures, unless otherwise indicated.

1. Do not use calcium chloride in mortar or grout.
2. Use masonry cement mortar Type S unless otherwise indicated.
3. Add cold-weather admixture (if used) at same rate for all mortar that will be exposed to view, regardless of weather conditions, to ensure that mortar color is consistent.

B. Mortar for Unit Masonry: Comply with ASTM C 270. Provide the following types of mortar for applications stated unless another type is indicated. Refer to structural general notes on the structural sheet.
PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Use full-size units without cutting if possible. If cutting is required to provide a continuous pattern or to fit adjoining construction, cut units with motor-driven saws; provide clean, sharp, un-chipped edges. Allow units to dry before laying unless wetting of units is specified. Install cut units with cut surfaces and, where possible, cut edges concealed.

B. Select and arrange units for exposed unit masonry to produce a uniform blend of colors and textures.

C. Wetting of Brick: Wet brick before laying if initial rate of absorption exceeds 30 g/30 sq. in. per minute when tested per ASTM C 67. Allow units to absorb water so they are damp but not wet at time of laying.

D. Do not wet concrete masonry units.

3.2 TOLERANCES

A. Dimensions and Locations of Elements:

1. For dimensions in cross section or elevation do not vary by more than plus or minus 1/4 inch.
2. For location of elements in plan do not vary from that indicated by more than plus or minus 1/2 inch.
3. For location of elements in elevation do not vary from that indicated by more than plus or minus 1/4 inch in a story height or 1/2 inch total.

B. Lines and Levels:

1. For bed joints and top surfaces of bearing walls do not vary from level by more than 1/4 inch in 10 feet, or 1/2 inch maximum.
2. For vertical lines and surfaces do not vary from plumb by more than 1/4 inch in 10 feet, or 1/2 inch maximum.
3. For conspicuous vertical lines, such as external corners, door jambs, reveals, and expansion and control joints, do not vary from plumb by more than 1/8 inch in 10 feet.

C. Joints:

1. For bed joints, do not vary from thickness indicated by more than plus or minus 1/8 inch, with a maximum thickness limited to 1/2 inch.
2. For exposed head joints, do not vary from thickness indicated by more than plus or minus 1/8 inch.
3.3 LAYING MASONRY WALLS

A. Lay out walls in advance for accurate spacing of surface bond patterns with uniform joint widths and thicknesses and for accurate location of openings, movement-type joints, returns, and offsets. Avoid using less-than-half-size units, particularly at corners, jambs, and, where possible, at other locations.

B. Bond Pattern for Exposed Masonry: Unless otherwise indicated, lay exposed masonry in running bond; do not use units with less than nominal 4-inch horizontal face dimensions at corners or jambs. Lay concealed masonry with all units in a wythe bonded by lapping not less than 2”. Bond and interlock each course of each wythe at corners, unless otherwise shown.

C. Fill cores in hollow CMUs with grout 24 inches under bearing plates, beams, lintels, posts, and similar items unless otherwise indicated.

D. Stopping and Resuming Work: Rake back ½ - masonry unit length in each course; do not tooth. Clean exposed surfaces of set masonry, wet units lightly (if specified to be wetted), and remove loose masonry units and mortar prior to laying fresh masonry.

E. Built-in Work: As the work progresses, build in items specified under this and other sections of these specifications. Fill in solidly with masonry around built-in items.

F. Fill space between hollow metal frames and masonry solidly with mortar.

G. Where built-in items are to be embedded in cores of hollow masonry units, place a layer of metal lath in the joint below and rod mortar or grout into core.

H. Intersecting Loadbearing Walls: If carried up separately, block vertical joint with 8” maximum offsets and provide rigid steel anchors spaced not more than 4’-0” o.c. vertically, or omit blocking and provide rigid steel anchors at not more than 2’-0” vertically. Form anchors of galvanized steel not less than 1-1/2” x ¼” x 2’-0” long with ends turned up not less than 2” or with cross-pins. If used with hollow masonry units, embed ends in mortar filled cores.

I. Non-Loadbearing Interior Partition Walls: Build full height of story to underside of solid structure above, unless otherwise indicated.

J. Install bullnose units at all exposed corners.

3.4 MORTAR BEDDING AND JOINTING

A. Lay solid masonry units with completely filled bed and head & collar joints; butter ends with sufficient mortar to fill head joints and shove into place. Do not deeply furrow bed joints or slush head joints.

B. Tool exposed joints slightly concave when thumbprint hard, using a jointer larger than joint thickness unless otherwise indicated.

C. Cut joints flush for masonry walls to receive plaster or other direct-applied finishes (other than paint) unless otherwise indicated.
D. Lay hollow concrete masonry units with full mortar coverage on horizontal and vertical face shells.

E. Joints: Maintain joint widths shown, except for minor variations required to maintain bond alignment. If not otherwise indicated, lay walls with 3/8” joints. Rake out mortar in preparation for application of caulking or sealants where shown.

F. Remove masonry units disturbed after laying; clean and relay in fresh mortar. Do not pound corners at jambs to fit stretcher units which have been set in position. If adjustments are required, remove units, clean off mortar, and reset in fresh mortar.

3.5 REINFORCED UNIT MASONRY

A. Align vertical unit masonry cells to be filled to maintain clear, unobstructed vertical cell, continuous to foundation. Remove mortar droppings and debris from cells to be grouted.

B. Provide cleanouts at bottom of each vertically reinforced cell, at each pour of grout. Seal cleanouts after inspection of reinforcement, before grouting begins.

C. Place reinforcement in accordance with drawings, lapping as indicated. Secure at bottom and top and at intervals not exceeding 8’-0” bar diameters, refer to structural drawings for final directions.

D. Except as otherwise indicated, provide at least 8” of solid end bearing full height of wall for lintels, beams and other load supporting members.

E. Fill reinforced cells with cement grout, consolidating by vibrating and puddling.

F. Form horizontal construction joints in grout lifts by stopping grout pour 1-1/2” below top of uppermost course in pour.

3.6 CAVITY WALLS

A. Keep cavity clean or mortar droppings and other materials during construction. Strike joints flush facing cavity.

B. Provide weep holes in exterior wythe of cavity, composite and veneer walls located immediately above ledges and flashing, spaced 2’-0” o.c., unless otherwise indicated.

3.7 LINTELS

A. Install loose lintels of steel and other materials where shown.

3.8 MASONRY JOINT REINFORCEMENT

A. General: Install entire length of longitudinal side rods in mortar with a minimum cover of 5/8 inch on exterior side of walls, 1/2 inch elsewhere. Lap reinforcement a minimum of 6 inches.
B. Interrupt joint reinforcement at control and expansion joints unless otherwise indicated.

C. Provide continuity at wall intersections by using prefabricated T-shaped units.

D. Provide continuity at corners by using prefabricated L-shaped units.

E. Reinforce masonry openings greater than 1’-0” wide, with horizontal joint reinforcing placed in 2 horizontal joints approximately 8” apart, both immediately above lintels and below sills. Extend reinforcing a minimum of 24” beyond jambs of the opening.

3.9 ANCHORING MASONRY TO STRUCTURAL STEEL AND CONCRETE

A. Anchor masonry to structural steel and concrete where masonry abuts or faces structural steel or concrete to comply with the following:

1. Provide an open space not less than 1 inch wide between masonry and structural steel or concrete unless otherwise indicated. Keep open space free of mortar and other rigid materials.
2. Anchor masonry with anchors embedded in masonry joints and attached to structure.
3. Space anchors as indicated, but not more than 24 inches o.c. vertically and 24 inches o.c. horizontally.

3.10 ANCHORING MASONRY VENEERS

A. Anchor masonry veneers to wall framing and masonry backup masonry-veneer anchors to comply with the following requirements:

1. Fasten screw-attached anchors through sheathing to wall framing and masonry backup with metal fasteners of type indicated. Use two fasteners.
2. Embed connector sections and continuous wire in masonry joints. Provide not less than 2 inches of air space between back of masonry veneer and face of sheathing.
3. Locate anchor sections to allow maximum vertical differential movement of ties up and down.
4. Space anchors as indicated, but not more than 16 inches o.c. vertically and 24 inches o.c. horizontally with not less than 1 anchor for each of wall area. Install additional anchors within 12 inches of openings and at intervals, not exceeding 36 inches, around perimeter.

3.11 CONTROL AND EXPANSION JOINTS

A. Provide vertical expansion, control and isolation joints in masonry where shown. Build in related masonry accessory items as the masonry work progresses.

1. See Division 7 sections for “Joint Sealants”.

3.12 FLASHING, WEEP HOLES, CAVITY DRAINAGE, AND VENTS

A. Install flashing as follows unless otherwise indicated:
1. Prepare masonry surfaces so they are smooth and free from projections that could puncture flashing. Where flashing is within mortar joint, place through-wall flashing on sloping bed of mortar and cover with mortar. Before covering with mortar, seal penetrations in flashing with adhesive, sealant, or tape as recommended by flashing manufacturer.

2. At lintels and shelf angles, extend flashing a minimum of 6 inches into masonry at each end. At heads and sills, extend flashing 6 inches at ends and turn up not less than 2 inches to form end dams.

3. Install metal drip edges beneath flexible flashing at exterior face of wall. Stop flexible flashing 1/2 inch back from outside face of wall and adhere flexible flashing to top of metal drip edge.

B. Install weep holes in head joints in exterior wythes of first course of masonry immediately above embedded flashing and as follows:

1. Use specified weep/vent products as required by Section 2.8 D.
2. Space weep holes 24 inches o.c. unless otherwise indicated.
3. Cover cavity side of weep holes with plastic insect screening at cavities insulated with loose-fill insulation.

C. Place cavity drainage material in cavities to comply with configuration requirements for cavity drainage material in "Miscellaneous Masonry Accessories" Article.

3.13 SPECIAL INSPECTIONS

A. Testing and Inspecting: If Owner chooses to engage special inspectors to perform tests and inspections and prepare reports. Allow inspectors access to scaffolding and work areas, as needed to perform tests and inspections. Retesting of materials that fail to comply with specified requirements shall be done at Contractor's expense.

1. A Special Inspector is an independent testing laboratory selected and paid for by the Owner (or by the Contractor as assigned by the Owner & acceptable to the Architect). The Special Inspector shall perform tests & inspections per the “Schedule of Special Inspections.” Testing & inspections to be coordinated to facilitate construction.

3.14 REPAIRING, POINTING, AND CLEANING

A. In-Progress Cleaning: Clean unit masonry as work progresses by dry brushing to remove mortar fins and smears before tooling joints.

B. Final Cleaning: After mortar is thoroughly set and cured, clean exposed masonry as follows:

1. Test cleaning methods on sample wall panel; leave one-half of panel uncleaned for comparison purposes.
2. Protect surfaces from contact with cleaner.
3. Wet wall surfaces with water before applying cleaners; remove cleaners promptly by rinsing surfaces thoroughly with clear water.
4. Clean masonry with a proprietary acidic cleaner applied according to manufacturer's written instructions.

5. Clean concrete masonry by cleaning method indicated in NCMA TEK 8-2A applicable to type of stain on exposed surfaces.

C. Remove and replace masonry units which are loose, chipped, broken, stained or otherwise damaged, or if units do not match adjoining units & install in fresh mortar or grout, pointed to eliminate evidence or replacement.

D. Pointing: During the tooling of joints, enlarge any voids or holes and completely fill with mortar. Point-up all joints at corners, openings and adjacent work to provide a neat, uniform appearance, properly prepared for application of caulking or sealant compounds.

3.15 MASONRY WASTE DISPOSAL

A. Waste Disposal as Fill Material: Dispose of clean masonry waste, including excess or soil-contaminated sand, waste mortar, and broken masonry units, by crushing and mixing with fill material as fill is placed.

B. Excess Masonry Waste: Remove excess clean masonry waste that cannot be used as fill, as described above, and other masonry waste, and legally dispose of off Owner's property.

END OF SECTION 042000
SECTION 042113
BRICK MASONRY

PART 1 - GENERAL

1.1 SUMMARY
A. Section Includes:
   1. Face brick.

1.2 SUBMITTALS
A. Product Data: For each type of product indicated.
B. Samples: For each type and color of brick and colored mortar located on mock-up panel.

1.3 QUALITY ASSURANCE
A. Masonry Standard: Comply with ACI 530.1/ASCE 6/TMS 602 unless modified by requirements in the Contract Documents.
B. Mock-up Panel: Build mock-up panel to verify selections made under sample submittals and to demonstrate aesthetic effects. Comply with requirements on drawings for mockups.

1.4 PROJECT CONDITIONS
A. Cold-Weather Requirements: Do not use frozen materials or materials mixed or coated with ice or frost. Do not build on frozen substrates. Remove and replace unit masonry damaged by frost or by freezing conditions. Comply with cold-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.
B. Hot-Weather Requirements: Comply with hot-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.

PART 2 - PRODUCTS

2.1 MASONRY UNITS, GENERAL
A. Defective Units: Referenced masonry unit standards may allow a certain percentage of units to contain chips, cracks, or other defects exceeding limits stated in the standard. Do not use units where such defects will be exposed in the completed Work.
2.2 BRICK

A. General: Provide shapes indicated and as follows.
   1. For ends of sills and caps and for similar applications that would otherwise expose unfinished brick surfaces, provide units without cores or frogs and with exposed surfaces finished.
   2. Provide special shapes for applications where shapes produced by sawing would result in sawed surfaces being exposed to view.

B. Face Brick: Facing brick complying with ASTM C 216.
   a. Color and texture: As scheduled on the drawings.
   b. Nominal size: As scheduled on the drawings.

2. Manufacturers:
   a. Boral, Cherokee and General Shale.
   b. Substitutions: See Section 01 25 – and Section 01 60 00.

3. Initial Rate of Absorption: Less than 30 g/30 sq. in. per minute when tested per ASTM C 67.

4. Efflorescence: Provide brick that has been tested according to ASTM C 67 and is rated "not effloresced."

2.3 MORTAR MATERIALS

A. Portland Cement: ASTM C 150, Type I, except Type III may be used for cold-weather construction. Color as required to produce approved color sample.

B. Masonry Cement: ASTM C 91, Type N.
   1. Color mortar: Premixed cement as required to match Architect’s color sample.

C. Cold-Weather Admixture: Non-chloride, noncorrosive, accelerating admixture complying with ASTM C 494/C 494M, Type C, and recommended by manufacturer for use in masonry mortar of composition indicated.
   1. Products: Subject to compliance with requirements, provide one of the following:
      a. Euclid Chemical Company (The); Accelguard 80.
      c. Sonneborn Products, BASF Aktiengesellschaft; Trimix-NCA.
2.4 TIES AND ANCHORS

A. Materials: Provide ties and anchors specified in this article that are made from materials that comply with the following unless otherwise indicated:

3. Tie Section: Triangular-shaped wire tie, sized to extend within 1 inch of masonry face, made from 0.187-inch diameter, hot-dip galvanized steel wire.

2.5 EMBEDDED FLASHING MATERIALS

A. Refer to Section 04 20 00:

2.6 MASONRY CLEANERS

A. Proprietary Acidic Cleaner: Manufacturer's standard-strength cleaner designed for removing mortar/grout stains, efflorescence, and other new construction stains from new masonry without discoloring or damaging masonry surfaces. Use product expressly approved for intended use by cleaner manufacturer and manufacturer of masonry units being cleaned.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following.
   a. Diedrich Technologies, Inc.
   b. EaCo Chem, Inc.
   c. ProSoCo, Inc.

2.7 MORTAR MIXES

A. General: Do not use admixtures, including pigments, air-entraining agents, accelerators, retarders, water-repellent agents, antifreeze compounds, or other admixtures unless otherwise indicated.

1. Do not use calcium chloride in mortar.
2. Use masonry cement mortar unless otherwise indicated.
3. Add cold-weather admixture (if used) at same rate for all mortar that will be exposed to view, regardless of weather conditions, to ensure that mortar color is consistent.

B. Mortar for Unit Masonry: Comply with ASTM C 270, Proportion Specification. Provide Type N unless another type is indicated.
2.8 MISCELLANEOUS MASONRY ACCESSORIES

A. Compressible Filler: Pre-molded filler strips complying with ASTM D 1056, Grade 2A1; compressible up to 35 percent; formulated from neoprene.

B. Preformed Control-Joint: Made from rubber compound, complying with ASTM D 2000, Designation M2AA-805 and designed to fit standard sash block and to maintain lateral stability in masonry wall; size and configuration as indicated.

C. Bond-Breaker Strips: Asphalt-saturated, organic roofing felt complying with ASTM D 226, Type I (No. 15 asphalt felt).

D. Weeps: CavClear weeps. Contractor to submit colors for architect to select and match with mortar.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Use full-size units without cutting if possible. If cutting is required to provide a continuous pattern or to fit adjoining construction, cut units with motor-driven saws; provide clean, sharp, unchipped edges. Allow units to dry before lying unless wetting of units is specified. Install cut units with cut surfaces and, where possible, cut edges concealed.

3.2 MORTAR BEDDING AND JOINTING

A. Lay solid masonry units with completely filled bed and head joints; butter ends with sufficient mortar to fill head joints and shove into place. Do not deeply furrow bed joints or slush head joints.

B. Tool exposed joints slightly concave when thumbprint hard, using a jointer larger than joint thickness unless otherwise indicated.

3.3 ANCHORING MASONRY VENEERS

A. Anchor masonry veneers to wall framing and CMU with masonry-veneer anchors to comply with the following requirements:

1. Fasten screw-attached anchors through sheathing to wall framing with metal fasteners of type indicated. Use two fasteners unless anchor design only uses one fastener.
2. Embed connector sections and continuous wire in masonry joints. Provide not less than 1-1/2 inches of air space between back of masonry veneer and face of sheathing.
3. Locate anchor sections to allow maximum vertical differential movement of ties up and down.
4. Space anchors as indicated, but not more than 16 inches o.c. vertically and 16 inches o.c. horizontally with not less than 1 anchor for each of wall area. Install additional anchors within 12 inches of openings and at intervals, not exceeding 24 inches, around perimeter.

3.4 FLASHING, WEEP HOLES, CAVITY DRAINAGE, AND VENTS

A. Install flashing as follows unless otherwise indicated:

1. Prepare masonry surfaces so they are smooth and free from projections that could puncture flashing. Where flashing is within mortar joint, place through-wall flashing on sloping bed of mortar and cover with mortar. Before covering with mortar, seal penetrations in flashing with adhesive, sealant, or tape as recommended by flashing manufacturer.

2. At lintels and shelf angles, extend flashing a minimum of 6 inches into masonry at each end. At heads and sills, extend flashing 6 inches at ends and turn up not less than 2 inch to form end dams.

3. Install metal drip edges beneath flexible flashing at exterior face of wall. Stop flexible flashing 1/2 inch back from outside face of wall and adhere flexible flashing to top of metal drip edge.

4. Install metal flashing termination beneath flexible flashing at exterior face of wall. Stop flexible flashing 1/2 inch back from outside face of wall and adhere flexible flashing to top of metal flashing termination.

B. Install weep holes in head joints in exterior wythes of first course of masonry immediately above embedded flashing and as follows:

1. Use specified weep/vent products as required by Section 2.8 D.

2. Space weep holes 24 inches o.c. unless otherwise indicated.

C. Place cavity drainage material in cavities to comply with configuration requirements for cavity drainage material in "Miscellaneous Masonry Accessories" Article.

3.5 FIELD QUALITY CONTROL

A. Testing and Inspecting: If owner chooses to engage special inspectors to perform tests and inspections and prepare reports. Allow inspectors access to scaffolding and work areas, as needed to perform tests and inspections. Retesting of materials that fail to meet specified requirements shall be done at Contractor's expense.

B. Inspections: Level 1 special inspections according to the "International Building Code."

1. Begin masonry construction only after inspectors have verified proportions of site-prepared mortar.
3.6 CLEANING

A. In-Progress Cleaning: Clean unit masonry as work progresses by dry brushing to remove mortar fins and smears before tooling joints.

B. Final Cleaning: After mortar is thoroughly set and cured, clean exposed masonry as follows:

1. Test cleaning methods on sample wall panel; leave one-half of panel uncleaned for comparison purposes
2. Protect adjacent surfaces from contact with cleaner.
3. Wet wall surfaces with water before applying cleaners; remove cleaners promptly by rinsing surfaces thoroughly with clear water.
4. Clean masonry with a proprietary acidic cleaner applied according to manufacturer's written instructions.
5. Clean concrete masonry by cleaning method indicated in NCMA TEK 8-2A applicable to type of stain on exposed surfaces.

END OF SECTION 042113
SECTION 055000
METAL FABRICATIONS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Miscellaneous steel framing and supports.
   2. Shelf angles.
   3. Miscellaneous steel trim.
   4. Metal bollards.

B. Products furnished, but not installed, under this Section:
   1. Loose steel lintels.
   2. Anchor bolts, steel pipe sleeves, slotted-channel inserts, and wedge-type inserts indicated to be cast into concrete or built into unit masonry.

1.2 PERFORMANCE REQUIREMENTS

A. Field Measurements: Take field measurements prior to preparation of shop drawings and fabrication, where possible. Do not delay job progress; allow for trimming and fitting where taking measurements before fabrication might delay work.

B. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes acting on exterior metal fabrications by preventing buckling, opening of joints, overstressing of components, failure of connections, and other detrimental effects.
   1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

1.3 SUBMITTALS

A. Product Data: For the following:
   1. Prefabricated building columns.
   2. Paint products.

B. Shop Drawings: Show fabrication and installation details for metal fabrications.
   1. Include plans, elevations, sections, and details of metal fabrications and their connections. Show anchorage and accessory items.
PART 2 - PRODUCTS

2.1 METALS, GENERAL
   A. Metal Surfaces, General: Provide materials with smooth, flat surfaces without blemishes.

2.2 FERROUS METALS
   A. Steel Plates, Shapes, and Bars: ASTM A 36/A 36M.
   B. Rolled-Steel Floor Plate: ASTM A 786/A 786M, rolled from plate complying with ASTM A 36/A 36M or ASTM A 283/A 283M, Grade C or D these requirements are for 30 ksi.

2.3 MISCELLANEOUS MATERIALS
   A. Universal Shop Primer: Fast-curing, lead- and chromate-free, universal modified-alkyd primer complying with MPI#79 and compatible with topcoat.
   B. Galvanizing Repair Paint: High-zinc-dust-content paint complying with SSPC-Paint 20 and compatible with paints specified to be used over it. Refer to drawings for locations.
   C. Non-shrink, Nonmetallic Grout: Factory-packaged, non-staining, noncorrosive, nongaseous grout complying with ASTM C 1107. Provide grout specifically recommended by manufacturer for interior and exterior applications.

2.4 FABRICATION, GENERAL
   A. Shop Assembly: Preassemble items in the shop to greatest extent possible. Use connections that maintain structural value of joined pieces.
   B. Cut, drill, and punch metals cleanly and accurately. Remove burrs and ease edges. Remove sharp or rough areas on exposed surfaces.
   C. Weld corners and seams continuously to comply with the following:
      1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
      2. Obtain fusion without undercut or overlap.
      3. Remove welding flux immediately.
      4. At exposed connections, finish exposed welds and surfaces smooth and blended.
   D. Form exposed connections with hairline joints, flush and smooth, using concealed fasteners or welds where possible. Locate joints where least conspicuous.
   E. Fabricate seams and other connections that will be exposed to weather in a manner to exclude water. Provide weep holes where water may accumulate.
F. Where units are indicated to be cast into concrete or built into masonry, equip with integrally welded steel strap anchors not less than 24 inches o.c.

2.5 MISCELLANEOUS FRAMING AND SUPPORTS

A. General: Provide steel framing and supports not specified in other Sections as needed to complete the Work.

B. Fabricate units from steel shapes, plates, and bars of welded construction unless otherwise indicated. Fabricate to sizes, shapes, and profiles indicated and as necessary to receive adjacent construction.

C. Loose Bearing and Leveling Plates: Provide loose bearing and leveling plates for steel items bearing on masonry or concrete construction, made flat, free from warps or twists, and of required thickness and bearing area. Drill plates to receive anchor bolts and for grouting as required. Galvanize after fabrication.

D. Provide necessary reinforcements and drill and tap as required for finish hardware.

2.6 MISCELLANEOUS STEEL TRIM

A. Unless otherwise indicated, fabricate units from steel shapes, plates, and bars of profiles shown with continuously welded joints and smooth exposed edges. Miter corners and use concealed field splices where possible.

B. Provide cutouts, fittings, and anchorages as needed to coordinate assembly and installation with other work.

C. Galvanize exterior miscellaneous steel trim.

D. Prime miscellaneous steel trim with primer specified in Division 09 96 00 Section "High-Performance Coatings."

2.7 LOOSE BEARING AND LEVELING PLATES

A. Provide loose bearing and leveling plates for steel items bearing on masonry or concrete construction. Drill plates to receive anchor bolts and for grouting.

2.8 LOOSE STEEL LINTELS

A. Fabricate loose steel lintels from steel angles and shapes of size indicated for openings and recesses in masonry walls and partitions at locations indicated.

B. Galvanize loose steel lintels located in exterior walls.

C. Prime loose steel lintels located in exterior walls with primer specified in Division 09 96 00 Section "High-Performance Coatings."
2.9 STEEL WELD PLATES AND ANGLES

A. Provide steel weld plates and angles not specified in other Sections, for items supported from concrete construction as needed to complete the Work. Provide each unit with no fewer than two integrally welded steel strap anchors for embedding in concrete.

2.10 FINISHES, GENERAL

A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.

B. Finish metal fabrications after assembly.

2.11 STEEL AND IRON FINISHES

A. Galvanizing: Hot-dip galvanize items as indicated to comply with ASTM A 153/A 153M for steel and iron hardware and with ASTM A 123/A 123M for other steel and iron products.

B. Shop Priming: Apply shop primer to comply with SSPC-PA 1, "Paint Application Specification No. 1: Shop, Field, and Maintenance Painting of Steel," for shop painting.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Cutting, Fitting, and Placement: Perform cutting, drilling, and fitting required for installing metal fabrications. Set metal fabrications accurately in location, alignment, and elevation; with edges and surfaces level, plumb, true, and free of rack; and measured from established lines and levels.

B. Fit exposed connections accurately together to form hairline joints. Weld connections that are not to be left as exposed joints but cannot be shop welded because of shipping size limitations. Do not weld, cut, or abrade surfaces of exterior units that have been hot-dip galvanized after fabrication and are for bolted or screwed field connections.

C. Field Welding: Comply with the following requirements:

1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
2. Obtain fusion without undercut or overlap.
3. Remove welding flux immediately.
4. At exposed connections, finish exposed welds and surfaces smooth and blended.

D. Fastening to In-Place Construction: Provide anchorage devices and fasteners where metal fabrications are required to be fastened to in-place construction.

E. Provide temporary bracing or anchors in formwork for items that are to be built into concrete, masonry, or similar construction.
3.2 INSTALLING BEARING AND LEVELING PLATES


B. Set bearing and leveling plates on wedges, shims, or leveling nuts. After bearing members have been positioned and plumbed, tighten anchor bolts. Do not remove wedges or shims but, if protruding, cut off flush with edge of bearing plate before packing with grout.

C. Pack grout solidly between bearing surfaces and plates to ensure that no voids remain.

3.3 ADJUSTING AND CLEANING

A. Touchup Painting: Immediately after erection, clean field welds, bolted connections, and abraded areas. Paint uncoated and abraded areas with the same material as used for shop painting to comply with SSPC-PA 1 for touching up shop-painted surfaces.

B. Galvanized Surfaces: Clean field welds, bolted connections, and abraded areas and repair galvanizing to comply with ASTM A 780.

END OF SECTION 055000
SECTION 061000
ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Framing with dimension lumber.
   2. Wall and roof sheathing.
   3. Wood blocking, cants, and nailers.
   5. Preservative treatment of wood.

B. Related Section.
   1. Section - 07 62 00 “Sheet Metal Flashing and Trim”.

1.2 REFERENCES


B. AWPA C9 – Plywood: Perservative Treatment by Pressure Processes; American Wood-Preservres’ Association; 2003.

C. PS 1 – Construction and Industrial Plywood; National Institute of Standards and Technology (Department of Commerce); 2005.

D. PS 20 – American Softwood Lumber Standard; National Institute of Standards and Technology (Department of Commerce); 2005

1.3 ACTION SUBMITTALS

A. Product Data: For each type of process and factory-fabricated product.
   1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements
   2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements.
1.4 INFORMATIONAL SUBMITTALS

A. Material Certificates: For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the ALSC Board of Review.

B. Evaluation Reports: For the following, from ICC-ES:
   1. Wood-preservative-treated wood.
   2. Engineered wood products.
   3. Metal framing anchors.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.

B. Maximum Moisture Content of Lumber: 15 percent for 2-inch nominal thickness or less, 19 percent for more than 2-inch nominal thickness 19 percent for 2-inch nominal thickness or less, no limit for more than 2-inch nominal thickness unless otherwise indicated.

2.2 FACTORY WOOD TREATMENT

A. Treated Lumber and Plywood: Comply with AWPA U1 – Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.

B. Preservative Treatment:
   1. Manufacturers:
      b. Chemical Specialties, Inc.
      c. Osmose, Inc.
      d. Substitutions: See Section 01 60 00 – Product Requirements.

C. Preservative Pressure Treatment of Lumber Above Grade: AWPA Use Category UC3B, Commodity Specification A (Treatment C2) using waterborne preservative to 0.25 lb/cu ft retention.
   1. Kiln dry plywood after treatment to maximum moisture content of 19 percent.
   2. Treat plywood in contact with roofing, flashing, or waterproofing.
   3. Treat plywood in contact with masonry or concrete.
   4. Treat plywood less than 18 inches above grade.

D. Preservative Pressure Treatment of Lumber in Contact with Soil: AWPA Use Category UC4A Commodity Specification A (Treatment C2) using waterborne preservative to 0.4 lb/cu ft retention.
1. Preservative for Field Application to Cut Surfaces: As recommended by manufacturer of factory treatment chemicals for brush-application in the field.
2. Restrictions: Do not use lumber or plywood treated with chromate copper arsenate (CCA) in exposed exterior applications subject to leaching.

2.3 MISCELLANEOUS LUMBER

A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
   1. Blocking.
   2. Nailers.
   3. Cants.
   4. Furring.
   5. Grounds.

B. For items of dimension lumber size, provide Standard, Stud, or No. 3 grade lumber of any species.

2.4 PLYWOOD BACKING PANELS

A. Equipment Backing Panels: DOC PS 1, fire-retardant treated, in thickness indicated or, if not indicated, not less than 3/4-inch nominal thickness.

2.5 FASTENERS

A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
   1. Where rough carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity (such as furring strips for composite siding, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.

2.6 MISCELLANEOUS MATERIALS

A. Sill-Sealer Gaskets: Glass-fiber-resilient insulation, fabricated in strip form, for use as a sill sealer; 1-inch nominal thickness, compressible to 1/32 inch; selected from manufacturer's standard widths to suit width of sill members indicated.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit.
Locate furring, nailers, blocking, and similar supports to comply with requirements for attaching other construction.

B. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.

C. Framing with Engineered Wood Products: Install engineered wood products to comply with manufacturer's written instructions.

D. Metal Framing Anchors: Install metal framing anchors to comply with manufacturer's written instructions. Install fasteners through each fastener hole.

E. Do not splice structural members between supports unless otherwise indicated.

F. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.

G. Where wood-preservative-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.

H. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:

END OF SECTION 061000
SECTION 061600
SHEATHING

PART 1 - GENERAL

1.1 SUMMARY
A. Section Includes:
   1. Wall sheathing.
   2. Roof sheathing.

1.2 ACTION SUBMITTALS
A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.
   1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated plywood complies with requirements.
   2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated plywood complies with requirements.

1.3 INFORMATIONAL SUBMITTALS
A. Evaluation Reports: For following products, from ICC-ES:
   1. Preservative-treated plywood.
   2. Foam-plastic sheathing.

PART 2 - PRODUCTS

2.1 PRESERVATIVE-TREATED PLYWOOD
A. Preservative Treatment by Pressure Process: AWPA U1; Use Category use category UC3b for exterior construction.
B. Mark plywood with appropriate classification marking of an inspection agency acceptable to authorities having jurisdiction.
C. Application: Treat plywood in contact with masonry or concrete or used with roofing, flashing, vapor barriers, and waterproofing.
2.2 WALL SHEATHING

A. Plywood Wall Sheathing: Exterior and Exposure 1 sheathing – refer to drawings for locations.

B. Paper-Surfaced Gypsum Wall Sheathing: ASTM C 1396/C 1396M, gypsum sheathing; with water-resistant-treated core and with water-repellent paper bonded to core's face, back, and long edges.
   1. Type and Thickness: Regular 5/8 inch thick.

C. Cementitious Backer Units: ASTM C 1325, Type A.
   1. Thickness: As indicated on drawings.

2.3 ROOF SHEATHING

A. Plywood Roof Sheathing: Exterior Exposure 1 sheathing – refer to drawings for locations.

2.4 FASTENERS

A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
   1. For roof and wall sheathing, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.

2.5 SHEATHING JOINT-AND-PENETRATION TREATMENT MATERIALS

A. Sealant for Glass-Mat Gypsum Sheathing: Elastomeric, medium-modulus, neutral-curing silicone joint sealant compatible with joint substrates formed by gypsum sheathing and other materials, recommended by sheathing manufacturer for application indicated and complying with requirements for elastomeric sealants specified in Section 079200 "Joint Sealants."

B. Sealant for Glass-Mat Gypsum Sheathing: Silicone emulsion sealant complying with ASTM C 834, compatible with sheathing tape and sheathing and recommended by tape and sheathing manufacturers for use with glass-fiber sheathing tape and for covering exposed fasteners.
   1. Sheathing Tape: Self-adhering glass-fiber tape, minimum 2 inches wide, 10 by 10, of type recommended by sheathing and tape manufacturers for use with silicone emulsion sealant in sealing joints in glass-mat gypsum sheathing and with a history of successful in-service use.

C. Sheathing Tape for Foam-Plastic Sheathing: Pressure-sensitive plastic tape recommended by sheathing manufacturer for sealing joints and penetrations in sheathing.
2.6 MISCELLANEOUS MATERIALS

A. Adhesives for Field Gluing Panels to Framing: Formulation complying with ASTM D 3498 that is approved for use with type of construction panel indicated by manufacturers of both adhesives and panels.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

A. Do not use materials with defects that impair quality of sheathing or pieces that are too small to use with minimum number of joints or optimum joint arrangement. Arrange joints so that pieces do not span between fewer than three support members.

B. Cut panels at penetrations, edges, and other obstructions of work; fit tightly against abutting construction unless otherwise indicated.

C. Securely attach to substrate by fastening as indicated, complying with the following:

1. NES NER-272 for power-driven fasteners.
2. Table 2304.9.1, "Fastening Schedule," in ICC's "International Building Code."

D. Coordinate wall and roof sheathing installation with flashing and joint-sealant installation so these materials are installed in sequence and manner that prevent exterior moisture from passing through completed assembly.

E. Do not bridge building expansion joints; cut and space edges of panels to match spacing of structural support elements.

END OF SECTION 061600

City of Norcross

27 January 2020

Packet Pg. 168

Attachment: 2020-07 Compactor Enclosure Memo (20-5788 : PWUP 20-01 Downtown Norcross Compactor Enclosure)
SECTION 071113

BITUMINOUS DAMPPROOFING

PART 1 - GENERAL

1.1 SUMMARY

A. This Section includes the following:

1.2 SUBMITTALS

A. Product Data: Provide properties of primer, bitumen and mastics.
B. Manufacturer’s Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.

1.3 PROJECT CONDITIONS

PART 2 - PRODUCTS

2.1 COLD ASPHALTIC MATERIALS

A. Bitumen: Emulsified asphalt, ASTM D 1227; with fiber reinforcement (Type I or II).
B. Asphalt Primer: ASTM D 41, compatible with substrate.
C. Sealing Mastic: Asphalt roof cement, ASTM D 2822, Type I.
D. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. ChemMasters Corp.
   2. Degussa Building Systems; Sonneborn Brand Products.
   3. BASF – The Chemical Company
   4. Gardner Gibson, Inc.
   5. Henry Company.
   7. Malarkey Roofing Products.
PART 3 - EXECUTION

3.1 PREPARATION

A. Clean substrates of projections and substances detrimental to work; fill voids, seal joints, and apply bond breakers if any, as recommended by prime material manufacturer.

B. Protect adjacent surfaces not designated to receive damp-proofing.

C. Do not apply damp-proofing to surfaces unacceptable to manufacturer

D. Apply mastic to seal penetrations, small cracks, or minor honeycomb in substrate.

3.2 APPLICATION, GENERAL

A. Comply with manufacturer's written recommendations unless more stringent requirements are indicated or required by Project conditions to ensure satisfactory performance of damp-proofing.

B. Apply damp-proofing to provide continuous plane of protection on exterior face of inner wythe of exterior masonry cavity walls.

C. Apply damp-proofing with a roller.

D. Apply damp-proofing in two coats, continuous and uniform, at a rate of 5 gal/100sq.ft.

E. Seal items projecting through damp-proofing surface with mastic. Seal watertight.

END OF SECTION 071113
SECTION 072500
WEATHER BARRIERS

PART 1 - GENERAL

1.1 SUMMARY
A. Section Includes:
   1. Building paper.
   2. Building wrap.
   3. Flexible flashing.

1.2 ACTION SUBMITTALS
A. Product Data: For each type of product.

1.3 INFORMATIONAL SUBMITTALS
A. Evaluation Reports: For water-resistive barrier, from ICC-ES.

PART 2 - PRODUCTS

2.1 WATER-RESISTIVE BARRIER
A. Building Paper: Water-vapor-permeable, asphalt-saturated kraft building paper.
   1. Water vapor transmission not less than 35 g/sq. m x 24 hr per ASTM D 779.
   2. Water resistance not less than 20 minutes per ASTM F 1249.

B. Building Wrap: ASTM E 1677, Type I air barrier; with flame-spread and smoke-developed indexes of less than 25 and 450, respectively, when tested according to ASTM E 84; UV stabilized; and acceptable to authorities having jurisdiction.
   1. Products: Subject to compliance with requirements, provide one of the following.
      a. Dow Chemical Company.
      b. DuPont; Tyvek CommercialWrap.
      c. Ludlow Coated Products; Barricade Building Wrap.
      d. Raven Industries Inc.; Fortress Pro Weather Protective Barrier.
   2. Water-Vapor Permeance: Not less than 50 g through 1 sq. m of surface in 24 hours per ASTM E 96/E 96M, Desiccant Method (Procedure A).
C. Building-Wrap Tape: Pressure-sensitive plastic tape recommended by building-wrap manufacturer for sealing joints and penetrations in building wrap.

2.2 MISCELLANEOUS MATERIALS

A. Flexible Flashing: Self-adhesive butyl rubber or rubberized-asphalt compound, bonded to a high-density polyethylene film, aluminum foil, or spunbonded polyolefin.

1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
   a. DuPont (E. I. du Pont de Nemours and Company); DuPont Flashing Tape.
   c. Protecto Wrap Company; BT-25 XL.
   d. Raven Industries Inc.; Fortress Flashshield.
   e. Advanced Building Products Inc.; Wind-o-wrap.
   f. Carlisle Coatings & Waterproofing; CCW-705-TWF Thru-Wall Flashing.
   g. Fiberweb, Clark Hammerbeam Corp.; Aquaflash 500.
   h. Grace Construction Products, a unit of W. R. Grace & Co. - Conn.;
   i. MFM Building Products Corp.; Window Wrap.
   j. Polyguard Products, Inc.

PART 3 - EXECUTION

3.1 WATER-RESISTIVE BARRIER INSTALLATION

A. Cover sheathing with water-resistant barrier as follows:

1. Cut back barrier 1/2 inch on each side of the break in supporting members at expansion- or control-joint locations.
2. Apply barrier to cover vertical flashing with a minimum 4-inch overlap unless otherwise indicated.

B. Building Paper: Apply horizontally with a 2-inch overlap and a 6-inch end lap; fasten to sheathing with galvanized staples or roofing nails.

C. Building Wrap: Comply with manufacturer's written instructions.

1. Seal seams, edges, fasteners, and penetrations with tape.
2. Extend into jambs of openings and seal corners with tape.

3.2 FLEXIBLE FLASHING INSTALLATION

A. Apply flexible flashing where indicated to comply with manufacturer's written instructions.
1. Lap seams and junctures with other materials at least 4 inches except that at flashing flanges of other construction, laps need not exceed flange width.
2. Lap flashing over water-resistive barrier at bottom and sides of openings.

END OF SECTION 072500
PART 1 - GENERAL

1.1 SUMMARY
   A. Sheathing membrane for light commercial buildings in high humidity locations.

1.2 RELATED SECTIONS

1.3 SUBMITTALS
   A. Section 013300 – Submittal Procedures.
   B. Product Data: Manufacturer’s data sheets, samples and installation instructions.

1.4 DELIVERY, STORAGE AND HANDLING
   A. Store products in manufacturer’s unopened packaging until ready for installation.
   B. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.5 WARRANTY
   A. Provide manufacturer’s warranty that material will not be damaged by weather or normal construction conditions, to include furnishing of replacement material.

1.6 PRE-INSTALLATION MEETING
   A. Convene one week before starting work of this section to discuss details about this material and installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS
   A. Acceptable Manufacturer: Pactiv, Green Guard.
B. Substitutions: Submit to Architect for approval

2.2 MATERIALS

A. Air Infiltration Membrane: Green Guard Raindrop, cross-woven with drainage channels and relatively lower vapor permeability and transmission ratings.
   1. Weight: 16.0lb/1000SF.
   2. UV Resistance: 4 months.
   3. Tear Strength: 56 lbf in machine direction, 30 lbf in cross-machine direction, when tested in accordance with ASTM D 4533 (trapezoidal tear).
   5. Water Vapor Transmission Rate: ASTM E 96 Procedure A 10.0 perms.

B. Joint Tape: As recommended by manufacturer.

C. Mechanical Fasteners: As recommended by manufacturer.

D. Sealant: As recommended by manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Do not begin installation until substrates have been properly prepared.

B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.2 PREPARATION

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.3 INSTALLATION

A. Install in accordance with manufacturer’s instructions over entire exterior wall area except windows and doors. Lap into openings per manufacturer’s instructions.

B. Lap over flashings per manufacturer’s instructions

C. Comply with manufacturer’s requirements for honoring warranty.

D. Locate joints over solid backing, lap 4 inches, and seal with tape.

E. Trim membrane close to penetrations and seal with tape.
3.4 PROTECTION

A. Protect installed membrane until installation of covering.

B. Repair or replace damaged membrane before installing covering.

END OF SECTION 072610
SECTION 074113
METAL ROOF PANELS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Exposed-fastener, lap-seam metal roof panels.
   2. Concealed-fastener, lap-seam metal roof panels.
   5. Metal soffit panels.

B. Related Sections:
   1. Section 076200 - "Sheet Metal Flashing and Trim".
   2. Section 079200 - “Joint Sealers.

1.2 PERFORMANCE REQUIREMENTS

A. Wind-Uplift Resistance:  Provide metal roof panel assemblies that comply with UL 580 for wind-uplift-resistance class indicated.
   1. Uplift Rating:  Per local requirements.

B. Structural Performance:  Provide metal roof panel assemblies capable of withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated, based on testing according to ASTM E 1592:

1.3 SUBMITTALS

A. Product Data:  For each type of product indicated.

B. Shop Drawings:  Show fabrication and installation layouts of metal roof panels; details of edge conditions, side-seam and endlap joints, panel profiles, corners, anchorages, trim, flashings, closures, and accessories; and special details.  Contractor needs to distinguish between factory- and field-assembled work.

C. Samples:  For each type of exposed finish required.

D. Delegated-Design Submittal:  For metal roof panel assembly indicated to comply with performance requirements and design criteria, including analysis data and calculations signed and sealed by the qualified professional engineer responsible for their preparation.
E. Coordination Drawings: Roof plans, drawn to scale, based on input from installers of the items involved.

F. Field quality-control reports.

G. Warranties: Samples of special warranties.

1.4 QUALITY ASSURANCE

A. Installer Qualifications: An employer of workers trained and approved by manufacturer.

B. Pre-installation Conference: Conduct conference at project site.

1.5 DELIVERY, STORAGE, AND PROTECTION

A. Protect panels from accelerated weathering by removing or venting sheet plastic shipping wrap.

B. Store prefinished material off ground and protected from weather. Prevent twisting, bending, or abrasion, and provide ventilation to stored materials. Slope metal sheets to ensure drainage.

C. Prevent contact with materials that may cause discoloration or staining of products.

1.6 WARRANTY

A. See Section 017700 – Closeout Procedures, for additional warranty requirements.

B. Manufacturer’s Warranties:
   1. Manufacturer’s warranty against failure of roof panel due to rupture, structure failure, or perforation due to exposure to normal atmospheric corrosion warranty period, 20 years and six months.
   2. Correct defective materials within a ten year period after Substantial Completion for degradation of panel finish, including color fading, crazing, chipping and peeling.
   3. Correct defective work within a five year period after Substantial Completion, including defects in water tightness and integrity of seals.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Berridge Manufacturing Company

B. Peterson Aluminum Corporation (Pac-Clad)

C. Substitutions: 012500 – “Substitution Procedures”.

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2.2 PANEL MATERIALS

A. Panel System: Performed and prefinished metal panel system vertical; site assembled
   1. System: “Tee-Panel” standing seam panel with 1” standing seam with performed seam cap and continuous vinyl gasket.
   2. Thickness: 24 gage
   3. Seam spacing: 12 inches
   4. Color: As per specified on Construction Drawings
   5. Interlocking edges, fitted with continuous gaskets.
   6. Factory Finish: as scheduled on drawings.

B. Internal and External Corners: Same material, thickness and finish as exterior sheets; profile to suit system; shop cut and factory mitered profile to suit system.

C. Expansion Joints: Same material, thickness and finish as exterior sheets; 24 gage; manufacturer’s standard brake formed type, of profile to suit system.

D. Trim: Same material, thickness and finish as exterior sheets; brake formed to required profiles

E. Anchors: Galvanized steel.

2.3 UNDERLAYMENT MATERIALS

A. Self-Adhering, High-Temperature Sheet: 30mils thick minimum, consisting of slip-resisting, polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer.

B. Felts: ASTM D 226, Type I (No. 30), asphalt-saturated organic felts.

C. Slip Sheet: Manufacturer's recommended slip sheet, of type required for application.

2.4 MISCELLANEOUS METAL FRAMING

A. Miscellaneous Metal Framing, General: ASTM C 645, cold-formed metallic-coated steel sheet, ASTM A 653/A 653M, hot-dip galvanized or coating with equivalent corrosion resistance unless otherwise indicated.

2.5 MISCELLANEOUS MATERIALS

A. Panel Fasteners: Self-tapping screws, bolts, nuts, self-locking rivets and bolts, end-welded studs, and other suitable fasteners designed to withstand design loads. Provide exposed fasteners with heads matching color of metal roof panels by means of plastic caps or factory-applied coating. Provide EPDM, PVC, or neoprene sealing washers.

B. Bituminous Coating: Cold-applied asphalt mastic, SSPC-Paint 12, compounded for 15-mil dry film thickness per coat. Provide inert-type noncorrosive compound free of asbestos fibers, sulfur components, and other deleterious impurities.
C. Galvanized Steel Sheet: ASTM A653. G90 steel sheet, zinc coated (galvanized) by hot dip process, structural quality, 24 ga.

D. Topside coating to be: Full-strength fluopolymer (70% Kynar 500 or Hylar 5000 resin) system of 1.0 mil total dry film thickness. Underside coating to be: Wash coat of 0.3-0.4 mil dry film thickness coating. Color shall be as indicated on drawings or as selected by Architect from manufacturer’s standard color options.

2.6 METAL SOFFIT PANELS

A. General: Provide factory-formed perforated metal soffit panels designed to be installed by lapping and interconnecting side edges of adjacent panels and mechanically attaching through panel to supports using concealed fasteners and factory-applied sealant in side laps. Include accessories required for weathertight installation.

2.7 ACCESSORIES

A. Roof Panel Accessories: Provide components approved by roof panel manufacturer and as required for a complete metal roof panel assembly including trim, copings, fasciae, corner units, ridge closures, clips, flashings, sealants, gaskets, fillers, closure strips, and similar items. Match material and finish of metal roof panels unless otherwise indicated.

1. Closures: Provide closures at eaves and ridges, fabricated of same metal as metal roof panels.

2. Closure Strips: Closed-cell, expanded, cellular, rubber or cross-linked, polyolefin-foam or closed-cell laminated polyethylene; minimum 1-inch thick, flexible closure strips; cut or pre-molded to match metal roof panel profile. Provide closure strips where indicated or necessary to ensure weather-tight construction.

3. Backing Plates: Provide metal backing plates at panel end splices, fabricated from material recommended by manufacturer.

B. Flashing and Trim: Formed from same material as roof panels, pre-painted with coil coating, minimum 0.018 inch thick. Provide flashing and trim as required to seal against weather and to provide finished appearance. Locations include, but are not limited to, eaves, rakes, corners, bases, framed openings, ridges, fasciae, and fillers. Finish flashing and trim with same finish system as adjacent metal roof panels.

C. Gutters: Formed from same material as roof panels. Match profile of gable trim, complete with end pieces, outlet tubes, and other special pieces as required. Fabricate in minimum 96-inch long sections, of size and metal thickness according to SMACNA's "Architectural Sheet Metal Manual." Furnish gutter supports spaced a maximum of 36 inches o.c., fabricated from same metal as gutters. Provide wire ball strainers of compatible metal at outlets. Finish gutters to indicated on drawings.

D. Downspouts: Formed from same material as roof panels or as indicated on Architectural drawings. Fabricate with formed elbows and offsets, of size and metal thickness according to SMACNA's "Architectural Sheet Metal Manual". Finish downspouts to match gutters.
2.8 FABRICATION

A. Provide panel profile, including major ribs and intermediate stiffening ribs, if any, for full length of panel.

B. Sheet Metal Accessories: Fabricate flashing and trim to comply with recommendations in SMACNA’s "Architectural Sheet Metal Manual" that apply to the design, dimensions, metal, and other characteristics of item indicated.

PART 3 - EXECUTION

3.1 PREPARATION

1. Install substrate board with long joints in continuous straight lines, perpendicular to roof slopes with end joints staggered between rows. Tightly butt substrate boards together.

2. Comply with UL requirements for fire-rated construction.

B. Miscellaneous Framing: Install subpurlins, eave angles, furring, and other miscellaneous roof panel support members and anchorage according to metal roof panel manufacturer’s written instructions.

3.2 METAL ROOF PANEL INSTALLATION

A. Lap-Seam Metal Roof Panels: Fasten metal roof panels to supports with fasteners at each lapped joint at location and spacing recommended by manufacturer.

1. Apply panels and associated items for neat and weather-tight enclosure. Avoid "panel creep" or application not true to line.

2. Lap ribbed or fluted sheets one full rib corrugation.

3. Provide metal-backed neoprene or EPDM washers under heads of exposed fasteners bearing on weather side of metal roof panels.

4. Locate and space exposed fasteners in uniform vertical and horizontal alignment. Use proper tools to obtain controlled uniform compression for positive seal without rupture of washer.

5. Install screw fasteners with power tools having controlled torque adjusted to compress washer tightly without damage to washer, screw threads, or panels. Install screws in predrilled holes.

6. Provide sealant tape at lapped joints of metal roof panels and between panels and protruding equipment, vents, and accessories.

7. Apply a continuous ribbon of sealant tape to weather-side surface of fastenings on end laps, and on side laps of nesting-type panels; on side laps of corrugated nesting-type, ribbed, or fluted panels; and elsewhere as needed to make panels weatherproof to driving rains.

8. At panel end splices, nest panels with minimum 6-inch end lap, sealed with butyl-rubber sealant and fastened together by interlocking clamping plates.
B. Standing-Seam Metal Roof Panels: Fasten metal roof panels to supports with concealed clips at each standing-seam joint at location, spacing, and with fasteners recommended by manufacturer.

1. Install clips to supports with self-tapping fasteners.
2. Install pressure plates at locations indicated in manufacturer's written installation instructions.
3. Snap Joint: Nest standing seams and fasten together by interlocking and completely engaging factory-applied sealant.

3.3 ACCESSORY INSTALLATION

A. General: Install accessories with positive anchorage to building and weather-tight mounting and provide for thermal expansion. Coordinate installation with flashings and other components.

1. Install components required for a complete metal roof panel assembly including trim, copings, ridge closures, seam covers, flashings, sealants, gaskets, fillers, closure strips, and similar items.
2. Flashing and Trim: Comply with performance requirements, manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, and set units true to line and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
3. Provide elbows at base of downspouts to direct water away from building.

3.4 CLEANING

A. Remove temporary protective coverings and strippable films, if any, as metal roof panels are installed unless otherwise indicated in manufacturer's written installation instructions. On completion of metal roof panel installation, clean finished surfaces as recommended by metal roof panel manufacturer. Maintain in a clean condition during construction.

END OF SECTION 074113
SECTION 076200

SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Manufactured reglets and counter-flashing.
   2. Formed roof drainage sheet metal fabrications.
   3. Formed slope roof sheet metal fabrications.

1.2 SUBMITTALS

A. Product Data: For each type of product indicated.

B. Shop Drawings: Show installation layouts of sheet metal flashing and trim, including plans, elevations, expansion-joint locations, and keyed details. Distinguish between shop- and field-assembled work.
   1. Include details for forming, joining, supporting, and securing sheet metal flashing and trim, including pattern of seams, termination points, fixed points, expansion joints, expansion-joint covers, edge conditions, special conditions, and connections to adjoining work.

C. Samples: For each exposed product and for each finish specified.

D. Maintenance data.

E. Warranty: Sample of special warranty.

1.3 QUALITY ASSURANCE

A. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual" unless more stringent requirements are specified or shown on Drawings.

B. Pre-installation Conference: Conduct conference at Project site.

1.4 WARRANTY

A. Special Warranty on Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within 10 years from date of Substantial Completion.
PART 2 - PRODUCTS

2.1 SHEET METALS

A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying a strippable, temporary protective film before shipping.
   1. Pre-Painted -Sheet Finish: Refer to drawings for color, pre-painted according to ASTM B 882.

B. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required.
   1. As-Milled Finish: One-side bright mill finish.
      a. Two-Coat Fluoropolymer: AAMA 620. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat.

2.2 UNDERLAYMENT MATERIALS

A. Polyethylene Sheet: 6-mil thick polyethylene sheet complying with ASTM D 4397.

B. Felt: ASTM D 226, Type II (No. 30), asphalt-saturated organic felt, non-perforated.

C. Self-Adhering, High-Temperature Sheet: Minimum 30 to 40 mils thick, consisting of slip-resisting polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer.
   2. Low-Temperature Flexibility: ASTM D 1970; passes after testing at minus 20 deg F.

D. Slip Sheet: Building paper, 3-lb/100 sq. ft. minimum, rosin sized.

2.3 MISCELLANEOUS MATERIALS

A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and recommended by manufacturer of primary sheet metal unless otherwise indicated.

B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal.
   1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
      a. Exposed Fasteners: Heads matching color of sheet metal using plastic caps or factory-applied coating.
b. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.
c. Spikes and Ferrules: Same material as gutter; with spike with ferrule matching internal gutter width.

2. Fasteners for Aluminum Sheet: Aluminum or Series 300 stainless steel.
3. Fasteners for Aluminum-Zinc Alloy-Coated Steel Sheet: Hot-dip galvanized steel according to ASTM A 153/A 153M or ASTM F 2329 or Series 300 stainless steel.

C. Sealant Tape: Pressure-sensitive, 100 percent solids, gray polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, non-sag, nontoxic, non-staining tape 1/2 inch wide and 1/8 inch thick.

D. Elastomeric Sealant: ASTM C 920, elastomeric polymer sealant; low modulus; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.

E. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.

F. Bituminous Coating: Cold-applied asphalt emulsion complying with ASTM D 1187.

2.4 REGLETS

A. Reglets: Units of type, material, and profile indicated, formed to provide secure interlocking of separate reglet and counter-flashing pieces, and compatible with flashing indicated with interlocking counter-flashing on exterior face, of same metal as reglet.

1. Material: Aluminum, 0.024 inch thick.
2. Finish: Mill with color selected on Construction Drawings.

2.5 FABRICATION, GENERAL

A. General: Custom fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, geometry, metal thickness, and other characteristics of item indicated. Fabricate items at the shop to greatest extent possible.

1. Obtain field measurements for accurate fit before shop fabrication.
2. Form sheet metal flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.
3. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces exposed to view.

B. Sealed Joints: Form non-expansion but movable joints in metal to accommodate elastomeric sealant.
C. Expansion Provisions: Where lapped expansion provisions cannot be used, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.

D. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.

E. Seams: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with elastomeric sealant unless otherwise recommended by sealant manufacturer for intended use.

2.6 ROOF DRAINAGE SHEET METAL FABRICATIONS

A. Gutter: Profile as indicated on drawings

B. Downspouts: Profile as indicated on drawings

C. Accessories: Profiled to suit gutters and downspouts.
   1. Anchorage Devices: In accordance with SMACNA requirements.
   2. Gutter Supports: Brackets.

D. Splash Pads, where indicated on drawings and as needed for surface drainage control: Precast concrete type, of size and profiles indicated; minimum 3000psi at 28 days, with a minimum 5 percent air entrainment:

E. Downspout boots where indicated on drawings: steel.

F. Seal metal joints.

PART 3 - EXECUTION

3.1 UNDERLAYMENT INSTALLATION

A. Polyethylene Sheet: Install polyethylene sheet with adhesive for anchorage. Apply in shingle fashion to shed water, with lapped and taped joints of not less than 2 inches.

B. Felt Underlayment: Install felt underlayment with adhesive for temporary anchorage. Apply in shingle fashion to shed water, with lapped joints of not less than 2 inches.

C. Self-Adhering Sheet Underlayment: Install self-adhering sheet underlayment, wrinkle free. Comply with temperature restrictions of underlayment manufacturer for installation; use primer rather than nails for installing underlayment at low temperatures. Apply in shingle fashion to shed water, with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Roll laps with roller. Cover underlayment within 14 days.
3.2 INSTALLATION, GENERAL

A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement so that completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight. Use fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.

1. Install sheet metal flashing and trim true to line and levels indicated. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
3. Space cleats not more than 12 inches apart. Anchor each cleat with two fasteners. Bend tabs over fasteners.
4. Install exposed sheet metal flashing and trim without excessive oil canning, buckling, and tool marks.
5. Install sealant tape where indicated.
6. Torch cutting of sheet metal flashing and trim is not permitted.

B. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by SMACNA.

1. Coat back side of uncoated aluminum and stainless-steel sheet metal flashing and trim with bituminous coating where flashing and trim will contact wood, ferrous metal, or cementitious construction.
2. Underlayment: Where installing metal flashing directly on cementitious or wood substrates, install a course of felt underlayment and cover with a slip sheet or install a course of polyethylene sheet.

C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently watertight, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.

D. Fastener Sizes: Use fasteners of sizes that will penetrate wood sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws metal decking not less than recommended by fastener manufacturer to achieve maximum pull-out resistance.

E. Seal joints as shown and as required for watertight construction.

F. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter. Pre-tin edges of sheets to be soldered to a width of 1-1/2 inches, except reduce pre-tinning where pre-tinned surface would show in completed Work.

1. Do not solder metallic-coated steel and aluminum sheet.
2. Do not use torches for soldering. Heat surfaces to receive solder and flow solder into joint. Fill joint completely. Completely remove flux and spatter from exposed surfaces.
3.3 ROOF FLASHING INSTALLATION

A. General: Install sheet metal flashing and trim to comply with performance requirements, sheet metal manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, set units true to line, and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.

B. Roof Edge Flashing: Anchor to resist uplift and outward forces according to recommendations in SMACNA's "Architectural Sheet Metal Manual" and as indicated. Interlock bottom edge of roof edge flashing with continuous cleat anchored to substrate at staggered 3-inch centers.

C. Copings: Anchor to resist uplift and outward forces according to recommendations in SMACNA's "Architectural Sheet Metal Manual" and as indicated.

D. Counter-flashing: Coordinate installation of counter-flashing with installation of base flashing. Insert counter-flashing in reglets or receivers and fit tightly to base flashing. Extend counter-flashing 4 inches over base flashing. Lap counter-flashing joints a minimum of 4 inches and bed with sealant.

E. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Seal with butyl sealant and clamp flashing to pipes that penetrate roof.

3.4 WALL FLASHING INSTALLATION

A. General: Install sheet metal wall flashing to intercept and exclude penetrating moisture according to SMACNA recommendations and as indicated. Coordinate installation of wall flashing with installation of wall-opening components such as windows, doors, and louvers.

B. Through-Wall Flashing: Installation of through-wall flashing is specified in Division 04 Section "Unit Masonry."

C. Reglets: Installation of reglets is specified in Division 04 Section "Unit Masonry."

3.5 CLEANING AND PROTECTION

A. Clean and neutralize flux materials. Clean off excess solder and sealants.

B. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturers written installation instructions.

END OF SECTION 076200
SECTION 079200

JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Silicone joint sealants.
   2. Urethane joint sealants.
   3. Preformed joint sealants.

1.2 PRECONSTRUCTION TESTING

A. Preconstruction Compatibility and Adhesion Testing: Submit to joint-sealant manufacturers eight samples of materials that will contact or affect joint sealants. Use ASTM C 1087 to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.


1.3 SUBMITTALS

A. Product Data: For each joint-sealant product indicated.

B. Samples: For each kind and color of joint sealant required.

C. Joint-Sealant Schedule: Include the following information:
   1. Joint-sealant application, joint location, and designation.
   2. Joint-sealant manufacturer and product name.

D. Product test reports.

E. Preconstruction compatibility and adhesion test reports.

F. Preconstruction field-adhesion test reports.

G. Field-adhesion test reports.
H. Warranties.

1.4 ENVIRONMENTAL REQUIREMENTS

A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

1.5 COORDINATION

A. Coordinate the work with all sections referencing this section:

1. Sheet Metal Flashing and Trim

1.6 QUALITY ASSURANCE

A. Testing Agency Qualifications: Qualified according to ASTM C 1021 to conduct the testing indicated.

1.7 WARRANTY

A. Special Installer's Warranty: Manufacturer's standard form in which Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements.

1. Warranty Period: Two years from date of Substantial Completion.

B. Special Manufacturer's Warranty: Manufacturer's standard form in which joint-sealant manufacturer agrees to furnish joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.

1. Warranty Period: One year from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

A. VOC Content of Interior Sealants: Provide sealants and sealant primers for use inside the weatherproofing system that comply with the following limits for VOC content when calculated according to 40 CFR 59, Part 59, Subpart D (EPA Method 24):

1. Architectural Sealants: 250 g/L.
2. Sealant Primers for Nonporous Substrates: 250 g/L.
3. Sealant Primers for Porous Substrates: 775 g/L.

B. Liquid-Applied Joint Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied joint sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
1. Suitability for Immersion in Liquids. Where sealants are indicated for Use I for joints that will be continuously immersed in liquids, provide products that have undergone testing according to ASTM C 1247. Liquid used for testing sealants is deionized water, unless otherwise indicated.

2.2 SEALANTS

A. Non-sag Polyurethane Sealant (Joint Sealer-1): ASTM C 920; single component, chemical curing, non-staining, non-bleeding.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
2. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings.

   a. BASF Building Systems.
   b. Dow Corning Corporation.
   c. GE Advanced Materials - Silicons.
   d. Polymeric Systems, Inc.
   e. Tremco Incorporated.

3. Color: As indicated on drawings or selected by Architect.
5. Class: 25.

B. Acrylic Emulsion Latex (Joint Sealer-2): ASTM C 834, single component, non-staining, non-bleeding, non-sagging.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following.

   a. BASF Building Systems.
   b. Bostik, Inc.
   c. Pecora Corporation.
   d. Polymeric Systems, Inc.
   e. Tremco Incorporated.

2. Color: As indicated on drawings or selected by Architect
4. Movement Capability: 2 to 5 percent

C. Silicone Sealant (Joint Sealer-3): ASTM C 920, single component, solvent curing, non-sagging, non-staining, fungus resistant, non-bleeding.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

   a. BASF Building Systems.
   b. Bostik, Inc.
2. Color: As indicated on drawings or selected by Architect
4. Movement Capability: Plus and minus 50 percent
5. Service Temperature Range: -65 to 300 degrees.

D. Butyl Sealant (Joint Sealer-4): TT-S-001657, Type 1; single component, solvent release, non-skinning, non-sagging.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. Dayton Superior Specialty Chemicals.
   b. EMSEAL Joint Systems, Ltd.
   c. Sandell Manufacturing Co.
   d. Tremco Incorporated.
   e. Willseal USA, LLC.

2. Color: As indicated on drawings or selected by Architect
4. Movement Capability: Plus and minus 10 percent
5. Service Temperature Range: -13 to 180 degrees.

2.3 JOINT SEALANT BACKING

A. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer.

2.4 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials.

C. Masking Tape: Non-staining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

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PART 3 - EXECUTION

3.1 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions.
   1. Remove laitance and form-release agents from concrete.
   2. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants.

B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.

C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.2 INSTALLATION

A. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

B. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
   1. Do not leave gaps between ends of sealant backings.
   2. Do not stretch, twist, puncture, or tear sealant backings.
   3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

C. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.

D. Tooling of Non-sag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
   1. Remove excess sealant from surfaces adjacent to joints.
   2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
   3. Provide concave joint profile per Figure 8A in ASTM C 1193, unless otherwise indicated.
E. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.3 JOINT-SEALANT SCHEDULE

A. Exterior joints for which no other sealant is indicated use Joint Sealer-3

B. Control, expansion and soft joints in masonry and between masonry and adjacent work use Joint Sealer-1.

C. Lap joints in exterior sheet metal work use Joint Sealer-3


E. Interior joints for which no other sealant is indicated use Joint Sealer-2.

END OF SECTION 079200
SECTION 089000

LOUVERS AND VENTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Fixed, extruded-aluminum and formed-metal louvers.

1.2 PERFORMANCE REQUIREMENTS

A. Structural Performance: Louvers shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated without permanent deformation of louver components, noise or metal fatigue caused by louver blade rattle or flutter, or permanent damage to fasteners and anchors.
   1. Wind Loads: Determine loads based on pressures as indicated on Drawings.

B. Louver Performance Ratings: Provide louvers complying with requirements specified, as demonstrated by testing manufacturer's stock units identical to those provided, except for length and width according to AMCA 500-L.

1.3 SUBMITTALS

A. Product Data: For each type of product indicated.
   1. For louvers specified to bear AMCA seal, include printed catalog pages showing specified models with appropriate AMCA Certified Ratings Seals.

B. Shop Drawings: For louvers and accessories. Include plans, elevations, sections, details, and attachments to other work. Show frame profiles and blade profiles, angles, and spacing.

C. Samples: For each type of metal finish required.

D. Product Test Reports: Based on tests performed according to AMCA 500-L.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Aluminum Extrusions: ASTM B 221, Alloy 6063-T5, T-52, or T6.
B. Aluminum Sheet: ASTM B 209, Alloy 3003 or 5005 with temper as required for forming, or as otherwise recommended by metal producer for required finish.

C. Galvanized-Steel Sheet: ASTM A 653/A 653M, G60 zinc coating, mill phosphatized.

D. Fasteners: Use types and sizes to suit unit installation conditions.
   1. For fastening aluminum, use aluminum or 300 series stainless-steel fasteners.
   2. For fastening galvanized steel, use hot-dip-galvanized steel or 300 series stainless-steel fasteners.
   3. For fastening stainless steel, use 300 series stainless-steel fasteners.
   4. For color-finished louvers, use fasteners with heads that match color of louvers.

E. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D 1187.

2.2 FABRICATION, GENERAL

A. Fabricate frames, including integral sills, to fit in openings of sizes indicated, with allowances made for fabrication and installation tolerances, adjoining material tolerances, and perimeter sealant joints.

2.3 FIXED, EXTRUDED-ALUMINUM LOUVERS

A. Horizontal Storm-Resistant Louver, location as indicated on drawings:
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. Air Balance Inc.; a Mestek company.
      b. Airolite Company, LLC (The).
      c. All-Lite Architectural Products.
      d. Industrial Louvers, Inc.
      e. NCA Manufacturing, Inc.
      f. Nystrom Building Products.
      g. Ruskin Company; Tomkins PLC.
   2. Louver Depth: Refer to drawings
   3. AMCA Seal: Mark units with AMCA Certified Ratings Seal.

B. Vertical Storm-Resistant Louver, location as indicated on drawings.
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. Air Balance Inc.; a Mestek company.
      b. Airolite Company, LLC (The).
      c. All-Lite Architectural Products.
      d. Industrial Louvers, Inc.
2. Louver Depth: Refer to drawings
3. Frame Nominal Thickness: not less than 0.080 inch for frames.
4. AMCA Seal: Mark units with AMCA Certified Ratings Seal.

2.4 FIXED, FORMED-METAL LOUVERS

A. Horizontal, Drainable Blade Louver, location as indicated on drawings:
   1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
      a. Air Balance Inc.; a Mestek company.
      b. Airolite Company, LLC (The).
      c. Industrial Louvers, Inc.
      d. Metal Form Manufacturing Inc.
      e. NCA Manufacturing, Inc.
      f. Ruskin Company; Tomkins PLC.

2. Louver Depth: Refer to drawings.
3. AMCA Seal: Mark units with AMCA Certified Ratings Seal.

2.5 LOUVER SCREENS

A. General: Provide screen at each exterior louver.

B. Louver Screen Frames: Same kind and form of metal as indicated for louver to which screens are attached.

C. Louver Screening:
   1. Bird Screening: Aluminum, 1/2-inch- square mesh, 0.063-inch wire.
   2. Bird Screening: Stainless steel, 1/2-inch- square mesh, 0.047-inch wire.

2.6 ALUMINUM FINISHES

A. Clear Anodic Finish: AAMA 611, AA-M12C22A41, Class I, 0.018 mm or thicker.

B. Color Anodic Finish: AAMA 611, AA-M12C22A42/A44, Class I, 0.018 mm or thicker.
   1. Color: To match material adjacent to louver and screen.
C. High-Performance Organic Finish: 2-coat fluoropolymer finish complying with AAMA 2605 and containing not less than 50 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.

PART 3 - EXECUTION

3.1 INSTALLATION

A. Locate and place louvers and vents level, plumb, and at indicated alignment with adjacent work.

B. Use concealed anchorages where possible. Provide brass or lead washers fitted to screws where required to protect metal surfaces and to make a weathertight connection.

C. Provide perimeter reveals and openings of uniform width for sealants and joint fillers, as indicated.

D. Repair damaged finishes so no evidence remains of corrective work. Return items that cannot be refinished in the field to the factory and refinish entire unit or provide new units.

E. Protect galvanized and nonferrous-metal surfaces that will be in contact with concrete, masonry, or dissimilar metals from corrosion and galvanic action by applying a heavy coating of bituminous paint.

END OF SECTION 089000
SECTION 099113

EXTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes surface preparation and the application of paint systems on the following exterior substrates:
   1. Concrete.
   2. Concrete masonry units (CMU).
   3. Steel.
   5. Exterior fiber cement siding.

1.2 DEFINITIONS

A. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
B. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
C. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
D. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
E. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
F. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product. Include preparation requirements and application instructions.
B. Samples: For each type of paint system and each color and gloss of topcoat.
C. Product List: For each product indicated. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
1.4 MAINTENANCE MATERIAL SUBMITTALS

A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

1. Paint: 5 percent, but not less than 1 gal. of each material and color applied.

1.5 QUALITY ASSURANCE

A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

1. City of Norcross will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
   a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft.
   b. Other Items: Architect will designate items or areas required.

2. Final approval of color selections will be based on mockups.
   a. In addition to preliminary color selections are not approved, apply additional mockups of additional colors selected by City of Norcross at no added cost to Owner.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Products: Subject to compliance with requirements, provide product listed in other Part 2 articles for the paint category indicated.

2.2 PAINT, GENERAL

A. MPI Standards: Provide products that comply with MPI standards indicated and that are listed in its "MPI Approved Products List."

B. Material Compatibility:
   1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
   2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.

C. VOC Content: Provide materials that comply with VOC limits of authorities having jurisdiction.
D. Colors: As indicated in the finish schedule on the Architectural Drawings.

2.3 BLOCK FILLERS

A. Block Filler, Latex, Interior/Exterior: MPI #4.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

2.4 PRIMERS/SEALERS

A. Primer, Alkali Resistant, Water Based: MPI #3.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

B. Primer, Bonding, Water Based: MPI #17.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

C. Primer, Bonding, Solvent Based: MPI #69.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

2.5 METAL PRIMERS

A. Primer, Alkyd, Anti-Corrosive for Metal: MPI #79.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

B. Primer, Galvanized, Water Based: MPI #134.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

C. Primer, Galvanized: As recommended in writing by topcoat manufacturer.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.
2.6 WATER-BASED PAINTS

A. Latex, Exterior Flat (Gloss Level 1): MPI #10.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

B. Latex, Exterior Semi-Gloss (Gloss Level 5): MPI #11.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

C. Latex, Exterior, Gloss (Gloss Level 6): MPI #119.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

2.7 SOLVENT-BASED PAINTS

A. Alkyd, Exterior Flat (Gloss Level 1): MPI #8.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

B. Alkyd, Exterior, Semi-Gloss (Gloss Level 5): MPI #94.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

C. Alkyd, Exterior Gloss (Gloss Level 6): MPI #9.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

D. Alkyd, Quick Dry, Semi-Gloss (Gloss Level 5): MPI #81.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.

E. Alkyd, Quick Dry, Gloss (Gloss Level 7): MPI #96.
   1. Sherwin-Williams as specified on Architectural Finish Schedule
   2. Substitution is acceptable as approved by Architect.
PART 3 - EXECUTION

3.1 EXAMINATION
   A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
   B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
      1. Concrete: 12 percent.
   C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
   D. Proceed with coating application only after unsatisfactory conditions have been corrected.
      1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION
   A. Comply with manufacturer's written instructions and recommendations in "MPI Manual" applicable to substrates and paint systems indicated.
   B. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
      1. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.

3.3 APPLICATION
   A. Apply paints according to manufacturer's written instructions and recommendations in "MPI Manual."
   B. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.

3.4 CLEANING AND PROTECTION
   A. 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.
   B. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.
3.5 EXTERIOR PAINTING SCHEDULE

A. CMU Substrates:

1. Latex System:
   a. Prime Coat: Block filler, latex, interior/exterior.
   c. Topcoat: Latex, exterior flat (Gloss Level 1).
   d. Topcoat: Latex, exterior, low sheen (Gloss Level 3-4).
   e. Topcoat: Latex, exterior semi-gloss (Gloss Level 5).
   f. Topcoat: Latex, exterior gloss (Gloss Level 6).

2. Latex over Alkali-Resistant Primer System:
   a. Prime Coat: Primer, alkali resistant, water based.
   c. Topcoat: Latex, exterior flat (Gloss Level 1).
   d. Topcoat: Latex, exterior, low sheen (Gloss Level 3-4).
   e. Topcoat: Latex, exterior semi-gloss (Gloss Level 5).
   f. Topcoat: Latex, exterior gloss (Gloss Level 6).

3. Latex Aggregate System:
   a. Prime Coat: As recommended in writing by topcoat manufacturer.
   b. Intermediate Coat: As recommended in writing by topcoat manufacturer.
   c. Topcoat: Textured coating, latex, flat.

B. Steel Substrates:

1. Water-Based Light Industrial Coating System:
   b. Prime Coat: Shop primer specified in Section where substrate is specified.
   d. Topcoat: Light industrial coating, exterior, water based (Gloss Level 3).
   e. Topcoat: Light industrial coating, exterior, water based, semi-gloss (Gloss Level 5).
   f. Topcoat: Light industrial coating, exterior, water based, gloss (Gloss Level 6).

2. Alkyd System:
   b. Prime Coat: Shop primer specified in Section where substrate is specified.
   d. Topcoat: Alkyd, exterior, flat (Gloss Level 1).
   e. Topcoat: Alkyd, exterior, semi-gloss (Gloss Level 5).
   f. Topcoat: Alkyd, exterior, gloss (Gloss Level 6).

3. Quick-Drying Enamel System:
C. Galvanized-Metal Substrates:

1. Latex System:
   a. Prime Coat: Primer, galvanized, water based.
   c. Topcoat: Alkyd, exterior, flat (Gloss Level 5).
   d. Topcoat: Alkyd, exterior, semi-gloss (Gloss Level 5).

2. Alkyd System:
   a. Prime Coat: Primer, galvanized metal, as recommended in writing by topcoat manufacturer for exterior use on galvanized-metal substrates with topcoat indicated.
   c. Topcoat: Alkyd, exterior, flat (Gloss Level 5).
   d. Topcoat: Alkyd, exterior, semi-gloss (Gloss Level 5).
   e. Topcoat: Alkyd, exterior, gloss (Gloss Level 5).

D. Aluminum Substrates:

1. Water-Based Light Industrial Coating System:
   a. Prime Coat: Primer, quick dry, for aluminum.
   c. Topcoat: Light industrial coating, exterior, water based (Gloss Level 3).
   d. Topcoat: Light industrial coating, exterior, water based, semi-gloss (Gloss Level 5).
   e. Topcoat: Light industrial coating, exterior, water based, gloss (Gloss Level 6).

2. Alkyd System:
   a. Prime Coat: Primer, quick dry, for aluminum.
   c. Topcoat: Alkyd, exterior, flat (Gloss Level 5).
   d. Topcoat: Alkyd, exterior, semi-gloss (Gloss Level 5).
   e. Topcoat: Alkyd, exterior, gloss (Gloss Level 5).

END OF SECTION 099113
SECTION 10 44 16
FIRE EXTINGUISHERS

PART 1 - GENERAL

1.1 SUMMARY
A. Section includes portable, hand-carried fire extinguishers and mounting brackets for fire extinguishers.

1.2 ACTION SUBMITTALS
A. Product Data: For each type of product.

1.3 INFORMATIONAL SUBMITTALS
A. Warranty: Sample of special warranty.

1.4 CLOSEOUT SUBMITTALS
A. Operation and maintenance data.

1.5 COORDINATION
A. Coordinate type and capacity of fire extinguishers with fire-protection cabinets to ensure fit and function.

1.6 WARRANTY
A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace fire extinguishers that fail in materials or workmanship within specified warranty period.
   1. Warranty Period: Two years from date of Substantial Completion.

City of Norcross
27 January 2020
PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

A. NFPA Compliance: Fabricate and label fire extinguishers to comply with NFPA 10, "Portable Fire Extinguishers."

B. Fire Extinguishers: Listed and labeled for type, rating, and classification by an independent testing agency acceptable to authorities having jurisdiction.

2.2 PORTABLE, HAND-CARRIED FIRE EXTINGUISHERS

A. Fire Extinguishers: Type, size, and capacity for each mounting bracket indicated.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. Amerex Corporation.
   b. Ansul Incorporated.
   c. Buckeye Fire Equipment Company.
   d. Guardian Fire Equipment, Inc.
   e. Larsens Manufacturing Company.
   f. Moon American.
   g. Nystrom Building Products.
   h. Pem All Fire Extinguisher Corp.
   i. Strike First Corporation of America.

2. Instruction Labels: Include pictorial marking system complying with NFPA 10, Appendix B.

B. Regular Dry-Chemical Type: 2-A; 10-B:C

2.3 MOUNTING BRACKETS

A. Mounting Brackets: Manufacturer's standard galvanized steel, designed to secure fire extinguisher to wall or structure, of sizes required for types and capacities of fire extinguishers indicated, with plated or black baked-enamel finish.

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   a. Amerex Corporation.
   b. Ansul Incorporated.
   c. Buckeye Fire Equipment Company.
   d. Guardian Fire Equipment, Inc.
e. Larsens Manufacturing Company.
f. Strike First Corporation of America.

B. Identification: Lettering complying with authorities having jurisdiction for letter style, size, spacing, and location. Locate as indicated by Architect.

1. Identify bracket-mounted fire extinguishers with the words "FIRE EXTINGUISHER" in red letter decals applied to mounting surface.

PART 3 - EXECUTION

3.1 General Contractor must coordinate with local Fire Marshal on types and locations of Fire Extinguishers before the purchase of the Fire Extinguishers.

3.2 INSTALLATION

A. Examine fire extinguishers for proper charging and tagging.

1. Remove and replace damaged, defective, or undercharged fire extinguishers.

B. Install fire extinguishers and mounting brackets in locations indicated and in compliance with requirements of authorities having jurisdiction.

1. Mounting Brackets: 54 inches above finished floor to top of fire extinguisher.

C. Mounting Brackets: Fasten mounting brackets to surfaces, square and plumb, at locations indicated.

END OF SECTION 10 44 16
SECTION 31 31 16
TERMITE CONTROL

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:
   1. Soil treatment with termiticide.
   2. Bait-station system.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product indicated. Include the EPA-Registered Label for termiticide products.

1.3 INFORMATIONAL SUBMITTALS

A. Product certificates.

B. Soil Treatment Application Report: Include the following:
   1. Date and time of application.
   2. Moisture content of soil before application.
   3. Termiticide brand name and manufacturer.
   4. Quantity of undiluted termiticide used.
   5. Dilutions, methods, volumes used, and rates of application.
   6. Areas of application.
   7. Water source for application.

C. Bait-Station System Application Report: Include the following:
   1. Location of areas and sites conducive to termite feeding and activity.
   2. Plan drawing showing number and locations of bait stations.
   3. Dated report for each monitoring and inspection occurrence indicating level of termite activity, procedure, and treatment applied before time of Substantial Completion.
   4. Termiticide brand name and manufacturer.
   5. Quantities of termiticide used.
   6. Schedule of inspections for one year from date of Substantial Completion.

D. Warranties: Sample of special warranties.
1.4 QUALITY ASSURANCE

A. Installer Qualifications: A specialist who is licensed according to regulations of authorities having jurisdiction to apply termite control treatment and products in jurisdiction where Project is located and who employs workers trained and approved by manufacturer to install manufacturer's products.

B. Regulatory Requirements: Formulate and apply termiticides and termiticide devices according to the EPA-Registered Label.

1.5 PROJECT CONDITIONS

A. Environmental Limitations: To ensure penetration, do not treat soil that is water saturated or frozen. Do not treat soil while precipitation is occurring. Comply with requirements of the EPA-Registered Label and requirements of authorities having jurisdiction.

B. Coordinate soil treatment application with excavating, filling, grading, and concreting operations. Treat soil under footings, grade beams, and ground-supported slabs before construction.

C. Install bait-station system during construction to determine areas of termite activity.

1.6 WARRANTY

A. Soil Treatment Special Warranty: Manufacturer's standard form, signed by Applicator and Contractor, certifying that termite control work, consisting of applied soil termiticide treatment, will prevent infestation of subterranean termites. If subterranean termite activity or damage is discovered during warranty period, re-treat soil and repair or replace damage caused by termite infestation.

1. Warranty Period: Five years from date of Substantial Completion.

1.7 MAINTENANCE SERVICE

A. Continuing Service: Beginning at Substantial Completion, provide 12 months continuing service including monitoring, inspection, and re-treatment for occurrences of termite activity. Provide a standard continuing service agreement. State services, obligations, conditions, terms for agreement period, and terms for future renewal options.
PART 2 - PRODUCTS

2.1 SOIL TREATMENT

A. Termiticide: Provide an EPA-Registered termiticide, complying with requirements of authorities having jurisdiction, in an aqueous solution formulated to prevent termite infestation. Provide quantity required for application at the label volume and rate for the maximum termiticide concentration allowed for each specific use, according to product's EPA-Registered Label.

1. **Products:** Subject to compliance with requirements, provide one of the following:
   a. BASF Corporation, Agricultural Products; Termidor.
   b. Bayer Environmental Science; Premise 75.
   c. FMC Corporation, Agricultural Products Group
   d. Syngenta
   e. Submit Approved Equal to DWR Staff and Architect

2. Service Life of Treatment: Soil treatment termiticide that is effective for not less than five years against infestation of subterranean termites.

2.2 BAIT-STATION SYSTEM

A. Provide bait stations based on the dimensions of building perimeter indicated on Drawings, according to manufacturer's EPA-Registered Label for product, manufacturer's written instructions, and the following:

1. **Products:** Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
   a. BASF Corporation, Agricultural Products; Subterfuge.
   b. Dow AgroSciences LLC; Sentricon System.
   c. Ensystex, Inc.; Exterra System.
   d. FMC Corporation, Agricultural Products Group; First Line.
   e. Whitmire Micro-Gen Research Laboratories, Inc.; Advance TBS.
   f. Submit Approved Equal to DWR Staff and Architect

2. Bait station per City of Norcross request.

PART 3 - EXECUTION

3.1 APPLICATION, GENERAL

A. General: Comply with the most stringent requirements of authorities having jurisdiction and with manufacturer's EPA-Registered Label for products.
3.2 APPLYING SOIL TREATMENT

A. Proceed with application only after unsatisfactory conditions have been corrected.

B. Soil Treatment Preparation: Remove foreign matter and impermeable soil materials that could decrease treatment effectiveness on areas to be treated. Loosen, rake, and level soil to be treated except previously compacted areas under slabs and footings. Termiticides may be applied before placing compacted fill under slabs if recommended in writing by termiticide manufacturer.

   1. Fit filling hose connected to water source at the site with a backflow preventer, complying with requirements of authorities having jurisdiction.

C. Application: Mix soil treatment termiticide solution to a uniform consistency. Provide quantity required for application at the label volume and rate for the maximum specified concentration of termiticide, according to manufacturer's EPA-Registered Label, to the following so that a continuous horizontal and vertical termiticidal barrier or treated zone is established around and under building construction. Distribute treatment evenly.

   1. Slabs-on-Grade: Underground-supported slab construction, including footings, building slabs, and attached slabs as an overall treatment. Treat soil materials before concrete footings and slabs are placed.
   2. Foundations: Adjacent soil, including soil along the entire inside perimeter of foundation walls; along both sides of interior partition walls; around plumbing pipes and electric conduit penetrating the slab; around interior column footers, piers, and chimney bases; and along the entire outside perimeter, from grade to bottom of footing. Avoid soil washout around footings.
   3. Penetrations: At expansion joints, control joints, and areas where slabs will be penetrated.

D. Avoid disturbance of treated soil after application. Keep off treated areas until completely dry.

E. Protect termiticide solution, dispersed in treated soils and fills, from being diluted until ground-supported slabs are installed. Use waterproof barrier according to EPA-Registered Label instructions.

F. Post warning signs in areas of application.

G. Reapply soil treatment solution to areas disturbed by subsequent excavation, grading, landscaping, or other construction activities following application.

3.3 INSTALLING BAIT-STATION SYSTEM

A. Place bait stations according to the EPA-Registered Label for the product and manufacturer's written instructions, in the following areas that are conducive to termite feeding and activity:
1. Conducive sites and locations indicated on Drawings.
2. In and around infested trees and stumps.
3. In mulch beds.
4. Where wood directly contacts soil.
5. Areas of high soil moisture.
7. Each area where roof drainage system, including downspouts and scuppers, drains to soil.
8. Along driplines of roof overhangs without gutters.
9. Where condensate lines from mechanical equipment drip or drain to soil.
10. At plumbing penetrations through ground-supported slabs.
11. Other sites and locations as determined by licensed Installer.

B. Inspect and service bait stations from time of their application until Substantial Completion, according to the EPA-Registered Label for product and manufacturer's written instructions for termite management system and bait products.

END OF SECTION 31 31 16
DOWNTOWN NORCROSS COMPACTOR ENCLOSURE

BEHIND 7 JONES ST NW
WINGO STREET NW
DOWNTOWN NORCROSS
NORCROSS, GEORGIA 30071

CONSTRUCTION REVISIONS

VICINITY MAP

JURISDICTION

CITY OF NORCROSS

PROJECT INFORMATION

NAME OF PROJECT: DOWNTOWN NORCROSS COMPACTOR ENCLOSURE

ADDRESS: BEHIND 7 JONES ST NW, NORCROSS, GA 30071

DESCRIPTION: CONSTRUCTION OF A COMPACTOR ENCLOSURE

ISSUED FOR CONSTRUCTION

G-001

COVER SHEET

REVISON

No. Description Date

REV6

REVISIONS
PWUP20-01 Downtown Norcross Compactor Enclosure Construction
Addendum #1 (1 page)

In light of issues related to COVID-19 and the need to limit non-essential personal interaction at this time, the bid date for this project will be postponed until April 28th at 11am.

The deadline for questions will be extended until 5pm April 10th.
PWUP20-01 Downtown Norcross Compactor Enclosure Construction
Addendum #2 (2 pages)

1. Do you anticipate extending the bid date.
   a. Bid date has been extended per Addendum #1

2. What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?
   a. The City of Norcross will evaluate the lowest bidder for completeness and satisfactory references.

3. Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?
   a. No.

4. Other than your own website, where was this bid posted?
   a. The invitation to bid was posted to the City website, Georgia Procurement Registry and the local legal organ, The Gwinnett Daily Post.

5. Can you please specify the process you want the GC to follow to have Advance Disposal provide a quote.
   a. Please contact Norcross General Government Administration at 770-448-2122. Any representative should be able to answer the question, or request Mr. James Newton.

6. I recall us briefly mentioning at the pre-bid meeting that the City might be providing the details of the compactor Advanced Disposal is seeking to use. You mentioned that we cannot go directly to Advanced Disposal. Can you either verify that it will be made known to all GCs or will you provide the information I need in order to get product specifications from Advanced Disposal?
   a. See question 5 above.

7. Please specify/confirm if City of Norcross will provide graded site for GC to begin SOG scope of work.
   a. Yes, per the Invitation to Bid Project Description.

8. The BID PACKET CHECKLIST list the E-Verify Contractor & SAVE Affidavits as one of the required forms to be submitted, however the bid documents does not contain this form. Could you please provide the E-Verify Contractor & SAVE Affidavits form?
9. The project information on the cover sheet of the drawings list the construction type as "NON SPRINKLERED", however, the general notes on page 2 of the drawings has a "SPRINKLER SYSTEM NOTES" section. Does this project involves a sprinkler system?
   a. This is project is non-sprinklered. Sheet G-002 is just a general note sheet and it is not stating the project is sprinklered it is simply stating if the project is required to be sprinklered follow these notes. Building is not sprinklered.

10. The Fire Extinguisher section in the general notes on page 2 of the drawings calls for two Fire Extinguishers, while the floor plan on page A-101 shows only 1 Fire Extinguisher. How many Fire Extinguishers are required?
   a. Follow sheet A-101, we only need (1) fire extinguisher for this building.

11. The general notes on page 2 of the drawings has the following sections: "SMOKE DETECTORS", "DRINKING FOUNTAINS", "STORAGE RACKING" and "STREET AND TENANT NUMBERS". However, neither the drawings nor the specifications shows details on the locations of these items or specific types of these items. Please clarify.
   a. Sheet G-002 is general notes, so if the drawings don’t show any of this information they are not required to supply those items.

12. Will we require a separate permit for signs for this project?
   a. There are no signs proposed that require a separate permit.

13. The general notes state that this building is sprinklered. Please clarify.
   a. See question 9 above.

14. Will the city be responsible for bringing power to the building? Will it come in underground as shown or overhead?
   a. The City will bring power to the building underground.

15. Will the city provide the dumpsters since the city is in contract with Advanced Disposal or will the contractor be responsible for that cost?
   a. The Contractor will be responsible for that cost and coordination.

16. Has there been any addenda issued other than addendum 1?
   a. No.

17. What is the truss heel height, the truss cantilevered overhang distance? Make sure the answers pertain to the truss only. The architect says 16” o.c. trusses but what does the Professional Engineer want?
   a. Per the drawings top of block is at 14'-0” AFF and we have the truss sitting on wood blocking so bottom of truss is at 14'-1-1/2”AFF. The truss is overhanging the exterior face of block wall at each end by 1'-0". Per the drawings with 5/8” plywood sheathing the trusses need to be spaced at 16”o.c. If the contractor wants to use 3/4” T&G plywood sheathing the truss space can change to 24” o.c.

18. Are we providing a digital lock on the Chute door of the Compactor Enclosure? If so, can you provide specifications for this?
   a. The City will provide the lock for installation by the contractor.
PWUP20-01 Downtown Norcross Compactor Enclosure Construction
Addendum #3 (1 page)

1. With this being a concrete block structure, are we permitted to run exposed conduit for outlets and switches or would these need to be installed in the block wall?
   a. No exposed conduit will be allowed on the exterior of the building. Inside the enclosure, we can accept exposed conduit.

NOTE ABOUT DELIVERING BID PACKAGES: A mailbox is located directly outside the front door of 345 Lively Avenue. Please drop submittal package in the mailbox. At 11am on April 28th, packages will be retrieved and opened. Due to COVID-19 social distancing requirements, bids will be read by a representative of Public Works with a witness, and a bid tabulation will be posted to the Norcross project web page.
BID PACKET CHECKLIST

PROJECT: DOWNTOWN NORCROSS COMPACTOR ENCLOSER

BID DATE: APRIL 28, 2020

Enclosed with this Bid Packet are the following Forms and instructions. Use this checklist to ensure you have properly completed all Forms. You must return the following pages to be eligible for consideration of this project.

X Two Hard Copies & One Electronic Copy of Bid

X Bid Form

X Bid Bond or Certified Check, if bid is over $30,000

X Certificate of Liability Insurance

X E-Verify Contractor & SAVE Affidavits

X Reference Page

X Ship Proposal to: City of Norcross
345 Lively Avenue
Norcross, GA 30071
Attn: Mary Beth Bender, Director of Public Works

345 LIVELY AVE, NORCROSS, GEORGIA 30071
678-448-2122
http://www.norcrossga.net
City of Norcross - Department of Public Works, Utilities & Parks
PWUP20-01 BID FORM

This form is mandatory, and must be included in your bid, addressed to:

City of Norcross
345 Lively Avenue
Norcross, GA 30071

The Bidder has carefully examined and fully understands the Contract, Plans and Specifications and other Documents hereto attached, and has made a personal examination of the Site of the proposed Work, and has satisfied himself as to the actual conditions and requirements of the Work, and hereby proposes and agrees that if his bid is accepted, he will contract with the City of Norcross according to the bidding Documents entitled Downtown Norcross Compactor Enclosure and Addenda, as well as the existing conditions of the project, and conditions affecting the Work, the undersigned proposes to furnish all services, labor and materials required by them in accord with said documents, personal observations of the site conditions.

ONE HUNDRED FOURTEEN THOUSAND SIX HUNDRED EIGHTY ONE AND 54/100 ________________________ Dollars
($) 114,681.54

which sum is hereinafter called “Base Bid”.

The undersigned agrees to commence work within 10 days of the date of Notice to Proceed issued by City of Norcross and to commit adequate forces on-site to substantially complete all Work, including punch list items and clean-up, as determined by the City within 90 calendar days.

Company Name: ________________________________________________

MALCO CONSTRUCTION, INC.

Company Mailing Address: ______________________________________

235 NEWTON RIDGE DR

COVINGTON, GA 30014

Company Website: _____________________________________________

malcocon.com

Company Phone Number: ________________________________________

404-569-8823

Authorized Representative: ________________________________ Date: 04/28/2020

Kevin Malcolm (signature)

Authorized Representative: ____________________________________ (printed name)

KEVIN MALCOLM

345 LIVELY AVE, NORCROSS, GEORGIA 30071

678-448-2122

http://www.norcrossga.net
MALCO CONSTRUCTION, INC.

References for ____________________________________________________________

The Contractor must provide at the time of bid opening a list of contact numbers, addresses and a contact person from three (3) jobs completed having similar size and scope within the metro Atlanta area.

1. Company Name: ASHLEY CAPITAL, LLC
   Description of Project: STONECREST CITY HALL
   Completion Date: 06/30/2019
   Contact Person: GREG McKELVEY
   Telephone: 440-527-4776       Fax: __________________________
   Email address: gmckelvey@ashleycapital.com

2. Company Name: PHILIP A. JOHNSON PC
   Description of Project: MAJOR RENOVATION
   Completion Date: 10/28/2020
   Contact Person: PHIL JOHNSON
   Telephone: 404-379-4687       Fax: __________________________
   Email address: philajohnsonpc@gmail.com

3. Company Name: INNOVATIVE AIR TECHNOLOGIES
   Description of Project: MANUFACTURING WAREHOUSE FACILITY
   Completion Date: 08/08/2019
   Contact Person: KACY ORR
   Telephone: 770-788-6744       Fax: __________________________
   Email address: kacy@dehumidifiers.com

345 LIVELY AVE, NORCROSS, GEORGIA 30071
678-448-2122
http://www.norcrossga.net
Sean Carragher

Insurance Broker

Piedmont Insurance Associates Inc.
10243 S. Dearing St.
Covington, GA 30014

scarragher@piedmontins.com

(770)355-2993 Cell
(770)788-9000 Office
(770)787-1779 Fax
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related to any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10-91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers’ licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

Federal Work Authorization User Identification Number
876345
Name of Contractor
MALCO CONSTRUCTION INC.
Name of Project
NORCROSS DUMPSTER ENCLOSER
Date of Authorization
5-13-2015
Name of Public Employer
CITY OF NORCROSS
I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on April 28, 2020 in COWINGTON (city), GA (state).

Signature of Authorized Officer or Agent
KEVIN MALCOLM
Printed Name and Title of Authorized Officer or Agent
AREA PRESIDENT

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 28TH DAY OF APRIL, 2020

NOTARY PUBLIC
My Commission Expires: 12/08/23
SAVE Public Benefit Affidavit
O.C.G.A. § 50-36-1

Instructions: As required by Georgia Security and Immigration Compliance Act of 2006, as amended, every agency administering or providing Public Benefits is responsible for requiring that applicants for public benefits execute a sworn affidavit verifying the applicant’s lawful presence in the United States (Ga. Code 50-36-1(f)(2)). The applicant shall execute this affidavit in front of a Notary and return it to the city along with the associated application, renewal form, contract, bid packet, or other applicable document.

By executing this affidavit under oath, as an applicant for ____________________________ (Occupational Tax license or Alcoholic Beverage license or any other Public benefit) as referenced in O.C.G.A. § 50-36-1, from the City of Norcross, the undersigned applicant verifies one of the following with respect to my application for public benefit. (Please check one)

1) ☐ I am a United States citizen. (REQUIRES VERIFICATION AT SUBMISSION)

2) ☐ I am a legal permanent resident of the United States.

3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: ____________________________

The undersigned applicant has also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by Georgia Law O.C.G.A § 50-36-1(f)(1) A complete list of secure and verifiable documents on back of this form.

REQUIRES VERIFICATION AT SUBMISSION – Which type of secure and verifiable document was provided with this affidavit? ☐ Birth Certificate

In making the above representation under oath, I understand that any person who knowingly and willfully who makes a false, fictitious, or fraudulent statement or representation in this affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

MUST BE COMPLETED BY NOTARY

I. KEVIN MALCOM (representative for) MALCO CONSTRUCTION, INC.
(Printed NAME of individual and natural person) (Name of BUSINESS, corporation, partnership, etc.)

Signature of Applicant  Date  6-1-20

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _______ DAY OF ______, _______.

Executed in Covington (City) GA (State)

NOTARY PUBLIC Signature  My Commission Expires

VITAL RECORDS SERVICE
GEORGIA DEPARTMENT OF HUMAN RESOURCES

CERTIFICATION OF BIRTH
NOT VALID WITHOUT ORIGINAL SIGNATURE AND IMPRESSED SEAL
ISSUED BY DEPARTMENT OF THE VITAL RECORDS SERVICE

DATE ISSUED: 12-15-00
FILE DATE: 03-18-71
BIRTH FILE NUMBER: 110-15990

NAME AT BIRTH:
JOHN KEVIN MALCOLM

BIRTH DATE: 03-01-71
SEX: M
BIRTH PLACE-COUNTY: MUSCOGEE

This is a true certificate of name and birth filed recorded in this office, issued under the authority of Chapter 31-10, Vital Records, Georgia Health Code as amended.

Issued by: M. Mott

Any alteration or erasure voids this certificate.

THIS CERTIFICATION OF BIRTH CARD IS AN OFFICIAL DOCUMENT ISSUED BY THE VITAL RECORDS SERVICE, GEORGIA DEPARTMENT OF HUMAN RESOURCES.

IF FOUND, MAIL TO: VITAL RECORDS SERVICES
2500 SKYLAND DRIVE NE
ATLANTA, GEORGIA 30319-3640

THIS CARD IS PRINTED ON SECURITY PAPER AND IS NOT VALID IF REPRODUCED OR ALTERED.

FORM 3915 (Rev. 9-00)

CONTROL NO: S0236544
ATTACHMENT E - BONDS
(PLACEHOLDER)
<table>
<thead>
<tr>
<th>Proposed Alternates</th>
<th>Construction Cost</th>
<th>Parking Change</th>
<th>Cost to Restaurants</th>
<th>Aesthetics/Smell</th>
</tr>
</thead>
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<tr>
<td>#1 No Change, 2 metal dumpsters</td>
<td>$0</td>
<td>2 spaces lost</td>
<td>$382.06</td>
<td>1-3, (1 worst smell/aesthetic, 3 best odor control/aesthetic)</td>
</tr>
<tr>
<td></td>
<td>Possibly owe bond premium back to contractor</td>
<td></td>
<td>$189.06 (Paizanos)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$119.07 (Iron Horse)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$68.89 (Zapata)</td>
<td></td>
</tr>
<tr>
<td>#2 Dumpster or Compactor</td>
<td>TBD</td>
<td>Lose at least 2 parks, pending solution</td>
<td>TBD pending container type</td>
<td>TBD pending Council direction</td>
</tr>
<tr>
<td>Access from Wingo</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#3 Contracted Project PWUP 20-01</td>
<td>$114,681.54</td>
<td>6 spaces lost</td>
<td>$1,857.83</td>
<td>3</td>
</tr>
<tr>
<td>12 yd Compactor in masonry enclosure</td>
<td>$5000 estimated PWUP time</td>
<td></td>
<td>roughly 5x current cost to businesses</td>
<td></td>
</tr>
<tr>
<td>#4 Revised Project Location</td>
<td>$114,681.54</td>
<td>3 spaces lost</td>
<td>$1,857.83</td>
<td>3</td>
</tr>
<tr>
<td>12 yd Compactor in masonry enclosure</td>
<td>(estimated, as change order with existing contractor)</td>
<td>$5000 estimated PWUP time</td>
<td>roughly 5x current cost to businesses</td>
<td></td>
</tr>
<tr>
<td>Shifted location in same lot</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#5 Other Option above with VIP Compactor</td>
<td>TBD pending enclosure type</td>
<td>TBD, pending location</td>
<td>$706.20 Total</td>
<td>TBD pending Council direction</td>
</tr>
<tr>
<td>6 yd compactor</td>
<td></td>
<td></td>
<td>roughly double current cost to businesses</td>
<td></td>
</tr>
</tbody>
</table>
CONTAINS 0.631 ACRE  
BEING 27,495 SQUARE FEET

G.3.d

Packet Pg. 236
# City of Norcross

## Legislation Details (With Details)

<table>
<thead>
<tr>
<th>File #:</th>
<th>20-5821</th>
<th>Version:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Type #:</td>
<td>Agenda Item</td>
<td>Status:</td>
<td>Agenda Ready</td>
</tr>
<tr>
<td>On Agenda:</td>
<td>8/17/2020 6:30 PM</td>
<td>In Control:</td>
<td>Policy Work Session</td>
</tr>
</tbody>
</table>

**Title:** Generator Replacement

**Sponsors:**

**Code Sections:**

**Attachments:**

1. [Memo - Generator Replacement](#)
2. [EMCP 4.2 Control Panel Retrofit](#)
3. [EMCP 4.2B UPGRADE DOOR KIT](#)
4. [Rental Quote - EMCP and CDVR Upgrade](#)

**Title**

Generator Replacement

**Drafter**

Mary Beth Bender
TO: Mayor and City Council
FROM: Mary Beth Bender
DATE: July 22, 2020
SUBJECT: City Hall Generator
CC: Rudolph Smith

Presented By: Mary Beth Bender, Director, Public Works, Utilities & Parks

**Project Description**

Public Works, Utilities & Parks is seeking approval to request funds from the MEAG Trust for the purpose of replacing the control panel and associated components for the generator at City Hall. The existing generator is 20 years old with a typical life expectancy of 15-20 years. We would like to move forward with Yancey Power Systems for the control panel replacement, generator rental (during installation), and a service agreement.

It is becoming more difficult to find replacement parts, creating downtime and impacting services at City Hall, including Communications (Police Dispatch phones, radios & computers).

**Staff Recommendation:** Move forward with Yancey Power Systems

**Funding Source:** MEAG Trust

**Project Cost:** $30,488.00 (control panel/rental)
METHOD OF PROCEDURE

EMCP 4.2 Control Panel Retrofit

1. Preparation

1.1 Take genset out of service at the switchgear / or disable transfer at ATS. Turn control panel to OFF. Perform other procedures to remove genset from service as applicable to application and site policy.

1.2 Review programming of existing panel, record all parameters that are not at default values. Record engine hours and KW hours as applicable.

1.3 Connect to engine with Cat ET, verify that no faults are present. Download ECM replacement file.

1.4 Remove covers as needed to access interconnect wiring. Inspect wiring and terminals to determine accessories and customer connections specific to the application.

1.5 Disable battery charger. Disconnect batteries. Lockout and tagout as per Yancey and site policies.

2. Removal of existing control panel

2.1 Determine which control panel box components will not be used by the new controller (e.g. AC transformer box), disconnect and remove those components.

2.2 Disconnect 40 pin connector from controller. Disconnect wiring from control box to door, labeling as needed.

2.3 Remove door. Identify wires in 40 pin connector, disconnect and label those that will be used in new controller. Discard connector and unneeded wiring.

2.4 Identify low coolant level switch compatibility, replace if needed.

3. Install new control panel

3.1 Determine location and configuration of new terminal strip(s). Assemble and install terminal strip(s). Connect existing wiring to terminal strip(s).

3.2 Run a CAN wire from 70 pin engine harness connector to control panel and connect.

3.3 Determine if any wiring or components on the new door are not needed, remove unneeded components from door and plug any unused holes in the door.
3.4 Install new control panel door onto box. Connect wiring from door to control box terminal strips and components.

4. Configure new controller

4.1 With fuse F1 removed from the circuit, check resistance from battery positive to battery negative on terminal strip for short circuit. Troubleshoot and correct if needed.

4.2 Install fuse F1 into circuit. Recheck for short circuit. Troubleshoot and correct if needed. Remove F1 from circuit. Disable starter motor by opening engine mounted circuit breaker.

4.3 Reconnect batteries, energize battery charger and verify operation.

4.4 Install fuse F1 into circuit. Verify that controller powers up.

4.5 Connect to controller with Cat ET. Verify that the controller is loaded with the latest flash file (firmware). Update if needed.

4.6 Set controller parameters as needed for the specific genset and application including those parameters recorded from the old controller (step 1.2). Set low coolant level to alarm.

4.7 Review event log for unexpected alarms. Troubleshoot and correct as needed.

4.8 With control panel in STOP, jumper autostart contacts at generator terminal strip. Check I/O status screen on EMCP to verify autostart input.

4.9 Connect Cat ET to engine ECM. Verify that all personnel are clear of the engine and aware. Verify throttle position signal and desired engine speed. Put EMCP into RUN, verify run signal at engine ECM. Monitor and verify relay outputs at the EMCP screen.

4.10 Press emergency stop button, verify emergency stop at EMCP and at engine ECM. Put EMCP into STOP and reset emergency stop, verify reset at EMCP and engine ECM.

5. Startup and testing

5.1 Reinstall all covers that will not hinder testing. Verify that all personnel are clear of the engine and aware that testing is to begin.

5.2 Enable starter by closing engine mounted circuit breaker. Put EMCP into RUN while observing speed and voltage. Verify speed and voltage metering. Verify coolant temperature and oil pressure readings. Verify low coolant level alarm.

5.3 Press emergency stop to verify engine shutdown.

5.4 Program low coolant level to shutdown if desired by customer.
5.5 Reset emergency stop. Verify all alarms and shutdowns as applicable. Verify speed and voltage control and manual start from the switchgear.

5.6 Perform other testing as allowed or required by the customer.

6. Post-installation

6.1 Program engine hours and KW hours to values from old controller. Program EMCP with genset package serial number.

6.2 Download ECM replacement file and Product Status Report from EMCP. Copy to flash drive and leave inside the control box along with pertinent paperwork. Upload copies to Yancey server as work order attachments. Provide copies to customer if desired.

6.3 Reinstall all covers. Clean up site.

6.4 Verify that unit is in auto and that battery charger and jacket water heater are energized unless otherwise directed by customer.
SEGMENT: 01

ESTIMATE TO UPDATE FAILED, OBSOLETE EMCP CONTROLS TO CURRENT EMCP 4.2B CONTROLLER USING YANCEY 38"X12" DOOR KIT.

- CITY OF NORCROSS 911

--------------------------------------------------
-ONE CAT RS-485 REMOTE ANNUNCIATOR PER UNIT WIRING IS ASSUMED TO BE ABLE TO BE REUSED WITH NEW PANEL. IF NEW WIRES ARE REQUIRED, THEY ARE THE RESPONSIBILITY OF THE CUSTOMER.
-THIS PROPOSAL WILL REQUIRE THE EXISTING CONTROL PANEL DOOR TO BE REMOVED AND REPLACED. THIS WILL ENTAIL THE GENERATOR BEING DOWN AND OUT OF SERVICE FOR UP TO 48 HOURS.
-NO RENTAL GENERATOR IS INCLUDED IN THIS PROPOSAL
-1:2 WEEK LEAD TIME FOR PARTS FROM TIME OF ACCEPTED ORDER, MAY BE IMPROVED UPON ORDER
-INCLUDES ONE CDVR UPGRADE KIT DUE TO OBSOLESCENCE OF EXISTING, FAILED AVR.

THIS ESTIMATE IS BASED ON WORK BEING PERFORMED DURING YANCEY POWER SYSTEMS NORMAL BUSINESS HOURS MONDAY THRU FRIDAY 8AM TO 4:30PM

- THIS ESTIMATE IS A GOOD FAITH ESTIMATE BASED ON THE CONDITION OF THE EQUIPMENT AT THE TIME OF INSPECTION. ANY PARTS AND LABOR OUTSIDE OF THE ESTIMATED CHARGES WILL BE BILLED IN ADDITION TO THE ESTIMATE CHARGES. CUSTOMER WILL BE NOTIFIED DURING REPAIR IF ADDITIONAL WORK IS NECESSARY. YANCEY WARRANTY FOR LABOR WORK PERFORMED IS THREE (3) MONTHS OR 100 RUN HOURS, WHICHEVER COME FIRST.

Segment 01 Total: 22,424.08

Total Segments: 22,424.08
-This estimate will expire 30 days from the estimate date.
-Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
-Terms: Net 30
-Sales Taxes where applicable are not included with the above prices.

---

ESTIMATED REPAIR TIME: ___________________________________________ from start date
"The signature is an authorization to proceed with the required repair work as described within the quote"

Issued PO#: ___________ Authorized Name: ____________________________ Please Print
Date: ____/____/______.

____________________________
Signature

Any questions? Please call Beth Tower at Office: 678-386-7953 Mobile: 678-386-7953 Fax: 770-941-7035 Branch:
Rental Quote

Quote Q11428

PO #:  
Date Out:  07/15/2020 Wed 02:50 PM  
Est. Date In:  08/12/2020 Wed 02:50 PM  
Delivery Date:  07/15/2020 Wed 08:00 AM

Jobsite: CITY OF NORCROSS  
Contact: ROB  
Phone: 404-803-5585  
CITY OF NORCROSS  
65 LAWENCESVILLE ST  
NORCROSS, GA

Written By: Drew Eckford  
Sales Rep: MARKETING

---

**Bill to:**  
CITY OF NORCROSS  
65 LAWRENCEVILLE ST  
NORCROSS, GA 30071

---

Customer: 069036  
Signed By: BETH TOWER  
Order By: BETH TOWER

---

**QTY** | **DESCRIPTION** | **DAY** | **WEEK** | **4WEEK**
---|---|---|---|---
1 | 600-0500 500KW GENERATOR | $760.00 | $2,308.00 | $6,800.00 | 6,800
8 | ID:6009000 SERIAL:6009000 MODEL:4/0 CABLE 4/0 CABLE - 50FT | $6.30 | $17.50 | $52.50 | 42
8 | ID:600-9030 SERIAL:600-9030 MODEL:F / TAI 4/0 CAMLOCK TAIL - FEMALE | $0.00 | $0.00 | $0.00 | 0
8 | ID:600-9035 SERIAL:600-9035 MODEL:M / TAI 4/0 CAMLOCK TAIL - MALE | $0.00 | $0.00 | $0.00 | 0

**Miscellaneous Items**

0 | ENVIRONMENTAL | 2.00 % | 14
1 | RENTAL DELIVERY | 350.00 | 350.00
1 | RENTAL DELIVERY | 350.00 | 350.00

THANK YOU FOR CHOOSING YANCEY POWER SYSTEMS FOR ALL YOUR RENTAL NEEDS.

---

**Total:** 8,064.40

---

**MAINTENANCE AND REPAIRS**
Customer is responsible for daily maintenance, keys and damage to tires, and undercarriage. Any damages to the Equipment or accessories incurred in operation, transportation, or other use of the Equipment, whether due to abuse, negligence or misuse, will be charged to the Customer.

**DAMAGES**
Customer assumes all risk of loss or damage and agrees to pay YANCEY the cost of repair and pay rental on the Equipment at YANCEY’s regular rates until all repairs are completed. The cost of repair will be at YANCEY’S prevailing rates for labor, parts and supplies. If the Equipment is lost, stolen, or damaged beyond repair, Customer will pay YANCEY the then full replacement cost together with the full rental rate until such Equipment is replaced. Accrued rental charges shall not be applied against the cost of repair or replacement.

**ADDITIONAL OR POTENTIAL CHARGES**
Overtime usage, Lost key ($10.00), Refueling, Environmental (2%), Cleaning, and any other non-returned ancillary pieces including cable.

**Safety Instructions:** Customer acknowledges receipt and understands the safety instructions necessary to operate Equipment on rent.

By signing below, Customer acknowledges that Customer has read and accepted the terms and conditions set forth on all pages of this Agreement. Any person signing this Agreement represents that he or she has the authority to sign this Agreement and bind Customer to its terms and conditions.

**SIGNATURE X** | **DATE** | **PRINT NAME**
---|---|---

Printed on Wednesday, July 15, 2020  2:56:01 PM by DECKFORD

---

**RENTAL PROTECTION PLAN (“RPP”)**
The RPP IS NOT INSURANCE. Instead, the RPP is an option offered to Customer to limit Customer’s liability. Yancey offers it to customer. The charge for the RPP is 16% of the Rental Rate under the rental Agreement.

**OTHER**
Customer must call to release Equipment and is responsible for Equipment until it is returned to or picked up by Yancey. Customer must return Equipment full of fuel or Yancey’s current rate per gallon, including labor, will be charged. There will be no adjustments for non-productive time, whether due to weather conditions or any other condition or circumstance.
Customer is fully responsible for items rented subject to the complete Terms and Conditions on subsequent pages of this agreement.

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Attachment: Rental Quote - EMCP and CDVR Upgrade (20-5821 : Generator Replacement)
## City of Norcross
### Legislation Details (With Details)

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<td>Drafter:</td>
<td>Tracy Rye</td>
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Community Development and Planning

TO: Mayor and Council
FROM: Tracy Rye, AICP, Community Development and Planning Director
DATE: August 17, 2020
SUBJECT: Banner and other temporary sign enforcement discussion
CC: Rudolph Smith, City Manager

Background:

In the early days of the Covid-19 pandemic, staff consulted with the City Manager on ways we could support local businesses as they worked to let people know they were still operational. We decided, for a short time in support of economic development, to temporarily suspend enforcement of banner and other temporary sign regulations so long as the signs were on private property and not in the right of way and kept in a state of good repair.

Recently, Code Enforcement has received a few complaints about banners about town and we are asking to discuss how Mayor and Council would like to proceed. We need to keep the following items in mind for decision making purposes:

1. We want to keep all rights of way clear of all signage for safety purposes
2. Signage is a free speech issue and the enforcement or temporary waiver of enforcement must by city-wide
3. End Date:
   a. End in August?
   b. End at End of Year?
   c. Assess on a month-to-month basis?
City of Norcross
Legislation Details (With Details)

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<td>Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures</td>
<td>Policy Work Session</td>
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**Sponsors:**

Monique Lang/Tracy Rye/Shayla Royal

**Code Sections:**

**Attachments:**

1. 2020 BCA Reconstruction Outline
2. 2020 BCA Manual (edits 8.10.20)
3. 2020 BCA Chart
4. 2020 BCA Oath of Office

**Title**
Reconstruction of the Boards, Commissions, and Authorities Policies and Procedures

**Drafter**
Monique Lang/Tracy Rye/Shayla Royal
The following is an outline of essential components, created by staff, to be considered and incorporated in the board reconstruction process.

1. Application Process
   a. Update Application
   b. Candidates may choose up to (2) boards
   c. Relative experience and skills
   d. Time and availability

2. Board Interviews Process
   a. 1 Review Panel (4 People)
      i. Staff (1)
      ii. BCA Chair (1)
      iii. Councilmember (2)

3. Selection Process
   a. Background check on selected candidates
      1. What are other cities doing? (Tracy)
         a. Majority do not require, but agree that it is a good idea.
         2. Written policies
   b. BCA member photos

4. BCA Member Swear-In
   a. Oath of Office
   b. Newly selected BCA members will be sworn-in by Mayor

5. BCA Meeting Structure
   a. Each BCA may consist of a chair, vice chair, and (1) delegated staff member

6. BCA Appointments
   a. Competitive Term Limits

7. BCA Member Training
   a. Date: TBD (Exploring alternative delivery methods)
   b. Facilitated by Tracy Rye
   c. Orientation Packet
   d. Record training (Zoom)

8. Mayor & Council Key Priorities (Annual Retreat)
   a. Create a priorities list
      i. Staff will generate list of priorities and put into excel document
      ii. Council will weigh in and add priorities

9. BCA Chair Meeting
   a. Twice per year

10. BCA Applicant Flow Log
    a. Excel spreadsheet of applicants
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INTRODUCTION

Congratulations on your appointment as a City of Norcross Board, Commission, or Authority (BCA) member. The City Council has established a number of Boards and Commissions, and activated important state authorized Authorities to review various areas of city programs, address community needs, facilitate economic development and encourage public input. Individuals who serve on a city BCA play an essential role in assisting the Mayor and Council with creating projects and plans that serve the purpose of enhancing the quality of life for those who live, work and play in the City while preserving the uniqueness it possesses.

BCA members are required to abide by the laws and procedures that govern meetings. Compliance is necessary to ensure that their work is as effective and productive as possible.

This handbook has been created to provide new, as well as current, BCA members with a general knowledge of policies, guidelines, and responsibilities along with a general overview of essential information to aid in the understanding of the functions of each respective BCA.

On behalf of the Mayor and City Council, thank you for lending your passion, intellect, and experience to the BCA for which you have so generously chosen to serve. Your service, contribution, and commitment to the City of Norcross are greatly appreciated. Should you have any questions, please feel free to contact the Office of the City Clerk 678-421-2042.

MISSION STATEMENT

To provide board, commission, and authority members with a general knowledge of policies, guidelines, and responsibilities to aid in the understanding of the functions of BCA’s, to transform imagination, passion, expertise, and creativity into actions that bring about progressive transformation in the City of Norcross.

GOVERNMENTAL ORGANIZATION

The primary policy-making body of the City of Norcross is the Mayor and Council. As the legislative body, they are responsible for the passage of legislation and the overall direction of the City. The Mayor and Council authorizes all Boards and Commissions, and activates all Authorities and appointments to each.

The City of Norcross, by City Charter, operates under the Council-Manager form of government. Under this form of government, the City Manager serves as the chief administrative officer of the City. The City Manager is responsible for the day-to-day operations of the City, as well as the overview and assignment of city staff. It is the job of the City Manager to carry out the policies adopted by the Mayor and Council. As an administration, the City Manager, and by extension, city staff members, provide assistance and expertise to BCA’s. While BCA members can expect to work closely with city staff, it is essential to note that City staff reports to the City Manager, and the City Manager reports to the Mayor and Council.

ABOUT BCA’S

BCA’s serve an essential function within the City of Norcross. Boards and Commissions act as advisory and regulatory bodies responsible for assisting the Mayor and Council with areas or issues of importance. Authorities may be used as a mechanism to enhance the city’s economic growth and development. BCA’s provide valuable insight to both City policymakers and administrators.
BOARDS

A board is a formal committee with structure, duties, and powers established by ordinance. A board usually performs a quasi-judicial or adjudicative function to include public hearings or determining regulation.

COMMISSIONS

Commissions are formal, standing committees with structure, duties, and powers established by ordinance. The commission may make recommendations for changes in public policy, study or investigate a particular problem or event, or perform a specific duty. A commission often has an administrative or functional responsibility and may hold hearings, conduct research, analyze data, investigate policy areas, and/or make field visits as they perform their duties.

AUTHORITIES

Authorities are alternate units of government created by the state and activated by local government to accomplish specific objectives, projects, or missions for public purposes and interest, rather than through direct action of municipalities.

Although the governing body plays a role in activating an authority and appointing the members of its board, the Authority is an independent agency of the state. It possesses all the powers necessary for it to carry out its purpose, including the authority to incur debt, own property, and finance its activities enter into contracts and intergovernmental agreements; and issue revenue bonds.

THE VALUE OF SERVICE

While service on a BCA involves real work, it is also immeasurably important and rewarding. As a member of a BCA, you will have a chance to influence public policy through your knowledge and experience to make recommendations to the Mayor and Council and gain a better understanding of the issues facing the City. As a BCA member, you will also have the chance to interact with other citizens regarding important matters, participate in and gain new insights into the public policy process, and give back to the community by using your time and talent to make the City of Norcross a happier, safer, and more progressive community.

TYPES OF BCA'S

Two major types of BCA’s exist in Norcross. The first and more formal of these types is the standing BCA. These groups are created and authorized by either state statute or municipal ordinance. Boards and Commissions work to provide the Mayor and Council with in-depth advice on a variety of topics and/or to research particular issues and gather public input. Authorities function according to state statute and in partnership with the Mayor and Council to revitalize and redevelop identified areas within the city. These standing BCA’s serve the City long-term and rotate membership based on terms of service outlined in their authorizing legislation and by-laws.

The majority of these standing BCA’s are comprised of citizens appointed to serve by the Mayor and Council. Sometimes these groups will have an appointed Councilmember providing a link between the BCA and the Mayor and Council. A City staff liaison may be assigned to work with a particular BCA on an as needed basis.

The second form of BCA is temporary or ad-hoc. These BCA’s will often serve similar advisory or information-gathering roles as the standing BCA but on issues or areas less permanent in nature. While these BCA’s have authorizing legislation to guide their purpose, they rarely will have formal by-laws.
BCA ROLES AND RESPONSIBILITIES

Boards and Commissions, by virtue of their authorizing statutes, will typically take on one of two roles, each of which has its own level of authority and responsibility.

Regulatory and Adjudicatory Boards and Commissions, such as the Zoning Board of Appeals, Architectural Review Board, and Historic Preservation Commission, are granted direct authority over narrow policy areas or the authority to make binding determinations on questions brought before them. While appointed by the Mayor and Council, they have authority to make decisions independent of the Council. These BCA’s may also provide an advisory role to the Mayor and Council on specific issues.

Advisory Boards and Commissions, the second type of role, serve the Mayor and Council by providing them with the input and insight of their members, holding meetings and gathering input from the general public, providing evaluations of programs, making recommendations, and giving other assistance and information as requested by the Mayor and Council.

Authorities are governed by state statute and may enhance economic development and community revitalization. Their value lies in their ability to function with economic development powers that governments do not possess.

It is vital for both Regulatory and Adjudicatory as well as Advisory Boards and Commissions to remember that while they have an important role in the governmental system, they are concentrated in duty, scope, and authority. The scope of a BCA’s responsibilities is tied to the authorizing statute under which it was created, which amounts to a mission statement handed down from the Mayor and Council. Boards and Commissions may only discuss and make recommendations or decisions on topics within this area, and they cannot unilaterally make policy decisions or direct city staff.

The powers granted to an Authority are established by state law. In addition, there are locally established by-laws that define their processes. The Mayor and Council activate the authority and appoints the authority’s directors. The common denominator for everyone is the health and prosperity of the city. To that end, a good partnership is essential.

BOARDS OR COMMISSIONS RECOMMENDATIONS

One critical role of a Board or Commission is to make recommendations to the Mayor and Council. In making these recommendations, several factors must be considered:

- Members should take care that deliberations include thorough research and review of all alternatives on an issue prior to making a recommendation.

- Recommendations to the Mayor and Council should reflect the consensus or majority position of the entire Board or Commission and not the opinion of a single member or minority.

- Recommendations should reflect a consensus position not only based on the deliberations of the Board or Commission but also reflecting any public input received.

- Any written report that accompanies a recommendation should be formally typed and delivered to the assigned city staff to be added to the agenda before the next Council meeting.

- A member of the Board or Commission and/or the staff liaison should attend the Mayor and Council meeting at which the recommendations are presented in order to answer questions.
- When appropriate, Boards or Commissions will rely on the City’s adopted development plans, ordinances, and standards when providing a recommendation to the Mayor and Council.

**KEYS TO BECOMING AN EFFECTIVE BCA MEMBER**

Like any endeavor, serving as a BCA member requires you to put in time and effort. The following behaviors can guide you in becoming a more effective member of your BCA:

- **Be familiar with the by-laws, and other critical documents of your particular BCA.** These documents provide information on the mission and scope of your group as well as how it should operate.

- **Review the Open Meetings Act.** This legislation will guide how your group can meet and the steps needed to comply with State law. (For more in-depth information about the Open Meetings Act and Georgia Sunshine Laws, see page #8.)

- **Attend meetings and come prepared.** BCA’s prepare an agenda prior to each meeting as well as provide related materials. Each BCA member is expected to go to each meeting prepared to discuss the relevant issues, having reviewed any provided documentation. It is beneficial to arrive at meetings on time and with an open mind so that the meeting will be conducted in an efficient, professional, and unbiased manner.

- **Remember, you are a member of a team.** The authority of the BCA comes from the entire group. The decisions made must be of a consensus or majority ruled nature. There may be a time at which your personal view is not that of the BCA as a whole. In these cases, remember to work as a member of the group and represent your personal views only when it is clear that they are personal and not reflective of the entire BCA.

**POLICIES AND PROCEDURES**

**APPLYING TO A BCA**

Once a year, in January, the City will issue a call for persons interested in serving on a BCA. Vacancies will be advertised by city staff on the City’s website, in the local newsletter, and on social media outlets. Should there be a lack of applications, an additional call for applicants will be issued.

Individuals interested in serving on a City BCA must complete the “City of Norcross Boards, Commissions, & Authorities Application,” indicating which BCA they are applying for, limited to the applicant’s top two BCA choices. This application can be obtained from the City’s website and returned to the City Clerk’s office upon completion. The application will be held on file by the Clerk for two years and will be considered by the City Council if an opening in the applicable BCA becomes available.

Eligibility to apply and serve on a BCA varies based on their authorizing legislation. Several BCA’s require that a majority of their members reside in the City of Norcross and/or hold specific professional backgrounds; see the BCA list for the eligibility requirements of a particular BCA.
APPOINTMENT PROCESS

Upon notification of a BCA opening or BCA resignation, a notice will be posted on the City’s website, newsletter, and social media outlets. The City Clerk’s Office gathers new applications and contacts all applicants previously on file to confirm whether they are still interested in serving on that BCA. After collecting and verifying applications, the City Clerk will forward them to the Review Panel. The Review Panel is comprised of two Councilmembers, a staff liaison, and the BCA chair. The Review Panel will evaluate all applications for consistency with requirements for appointment, arrange and participate in initial interviews and forward qualifying applications to Mayor and Council for review.

With some exceptions, representatives to all BCA’s are regularly appointed in June. Special appointments take place following a resignation. The City Clerk’s office will send a letter of appreciation and acknowledgment of the term of service to the outgoing BCA member and a notice to the newly appointed BCA member.

BACKGROUND CHECK

The City of Norcross will conduct a Criminal Background Check prior to the appointment to a BCA.

OATH OF OFFICE

Before new BCA members can participate as voting members, an official Oath of Office must be taken. The swearing-in ceremony will take place at the next Regular Council Meeting. Newly appointed members will be sworn in by the Mayor or Mayor Pro Tem.

TERM OF SERVICE

Each BCA may have different terms of service based on their authorizing legislation. Typically, each BCA member will serve a four-year term except for any terms defined by state statute; please see the BCA chart in the appendix for the term of service for a BCA.

REAPPOINTMENT PROCESS

All interested BCA members whose terms are set to expire must complete a “City of Norcross Reappointment Application.” The application will confirm the BCA member’s interest to continue service. Reappointments are not automatic. The Review Panel will evaluate all applications for consistency with requirements for appointment, arrange and participate in initial interviews and forward qualifying applications to Mayor and Council for review.

RESIGNATION

Any BCA members that intend to resign must forward a letter to their BCA chair, who will then forward that letter to the City Clerk. The resignation letter will then be forwarded to the Mayor and Council for their acceptance. If a BCA member resigns before their term expires, a replacement member will be appointed via the process listed above to serve the remainder of the unexpired term. If the term is set to expire in less than six months, the applicant will be appointed for the remainder of the unexpired term as well as appointment for the following term.
STRUCTURE OF BCA’S

Most BCA’s are structured to consist of a chair, vice-chair, and its members. Once a year, the BCA will elect its officers. For most BCA’s this will include the election of a chair and vice-chair, while some BCA’s will elect secretaries and other officers as outlined in their by-laws.

BCA CHAIRPERSON

The Chair of a BCA maintains his or her status as a voting member and takes on additional duties. These include but are not limited to:

- May assist staff in preparing meeting agendas
- Preside at all meetings of the BCA
- Serve as the contact person for staff liaison to the BCA
- Keep BCA discussions on topic
- Ensure all points of discussion are clear and understood
- Minimize conflict and develop BCA consensus
- Summarize discussion and clarify what decisions were made
- Ensure all individuals (BCA members and citizens) are given a chance to speak

The Chair of a BCA is also usually the representative at the City Mayor & Council meetings when a recommendation or report is made unless represented by a staff liaison. This is not a formal duty of the Chair, but he or she will sometimes fulfill it.

Where applicable, in the absence of the Chair, the vice-chair will assume shall be clothed with all the rights and privileges of the Chair and will perform the Chair’s duties so long as such absence shall continue.

CITY STAFF LIAISON

Assigned by the City Manager, most BCA’s will have a City staff liaison who, in either a formal or informal capacity, serve as the staff point of contact for the BCA. The role of the staff liaison is to aid and provide support to the BCA in fulfilling their duties by assisting with their training and experience in local government operation and their functional area on an as need basis. Duties may include:

- Attending meetings of the BCA (when necessary)
- Assisting in the preparation of meeting agendas and/or minutes
- Arranging times and locations for BCA meetings (if needed)
- Researching issues and preparing reports for the BCA
- Disseminating information to BCA members
- Ensuring compliance with Open Meetings/Open Records Act
- Serving as a point of contact between BCA and City staff
- Ensuring reports to the Mayor and Council are reflective of BCA consensus
- When necessary providing alternate reports to Mayor and Council as a staff recommendation.

While BCA’s are expected to work closely with the staff liaison, they do not direct the work of staff or assign staff to a task; this authority lies with the City Manager. If a BCA feels they are receiving insufficient staff support, they should contact the City Manager.
MEETING STRUCTURE

The work of a BCA is typically accomplished within the scope of a meeting. Most BCA’s have established days and times for which they meet, **while others meet as needed.** BCA’s meet in a variety of public locations, typically City Hall or alternative City facilities, to comply with the Open Meetings Act. Please see the BCA list in the appendix for the meeting time and location of a particular BCA.

In addition to regular meetings, there may be occasions where a BCA will need to cancel or postpone a meeting, reschedule an issue for consideration to another meeting, or hold a special meeting to address a pressing issue. In all such cases, the Chair and staff liaison should take care to ensure the requirements of the Open Meetings Act are upheld, and critically affected parties are notified.

ATTENDANCE

Because so much of the work of the Council and the BCA is completed at meetings, attendance is a critical component of a successful BCA. High rates of attendance ensure full discussion of issues and the broadest range of perspectives; these factors lead to more comprehensive and collective recommendations.

Therefore, members of citizen BCA’s are expected to attend meetings on a regular basis. If a BCA member is unable to attend a meeting, they should inform the Chair or the City staff liaison. Every quarter, the Chair or secretary of each BCA forwards the attendance record of all members to the City Clerk, who records these records.

In cases where absenteeism is a chronic issue for a particular BCA member, the City Clerk may take steps to contact the individual or Chair to determine if action to remove or replace the member is warranted. If necessary, the City Clerk may then forward this information with a recommendation to the Mayor and Council for their review and possible action. **Three unexcused absences in a twelve-month period may constitute sufficient reason for removal by the Mayor and Council of a member with such an attendance record.**

DECORUM AND RULES OF ORDER

Members of a BCA, by nature of their appointment, are representatives of the City of Norcross and of the Mayor & Council. As such, members are expected to act with respectability and courtesy toward each other, city staff, and members of the public appearing at BCA meetings. In the same manner, members of the staff and public are also expected to follow rules of decorum and order at BCA meetings. City staff is expected at all times to act in a professional manner towards members of the Council, BCA members, and members of the public.

In cases where the behavior at a meeting is outside proper decorum, it is the responsibility of the Chair or staff liaison of the BCA to control the situation and resolve any issues. If the problem is persistent, it is suggested to follow the tips in the “Conflict Resolution and Dealing with the Public” section of the handbook.

Depending on the BCA, rules regarding meeting order may vary from very formal to less formal. The by-laws of the particular BCA should be followed at all times; where the by-laws are not specific or do not exist, guidelines from the Rosenberg’s Rules of Order should be followed, to be supplemented as necessary with BCA custom or common-sense rules of operation. For members of the public or other guests attending a BCA meeting, rules of order may not be known or understood; in these cases, it is appropriate for the Chair or staff liaison to explain how the meeting will proceed.

MEETING AGENDA

An agenda lays out the order of a meeting and which issues will be discussed. The development of the agenda is handled by the staff liaison with assistance from the BCA chair and is prepared in advance of the
meeting date. In general, the meeting agendas of BCA should follow the format of the City Mayor and Council agenda.

Once complete, the agenda should be disseminated to the members of the BCA and made available to the public in compliance with the Open Meetings Act. All members of the BCA and the staff liaison may add items to the meeting agenda prior to any formal posting by contacting the Chair or staff liaison. After official posting, the agenda should be considered set, with any changes made adhering to the rules of the Open Meeting Act and BCA by-laws.

PUBLIC COMMENT

In most cases where members of the public have attended to speak on a particular issue, comments should be made during the time that agenda item is discussed. If citizens have attended to make general comments concerning a topic that is not on the agenda, time may be set aside at the beginning of the meeting for this purpose, at the Chair’s pleasure. Reasonable time limits may be set for public comments.

QUORUM AND VOTING

A quorum must be present for conducting meetings of the BCA. The Chair must enforce this rule. Any member may raise a point of order directed to the Chair if he believes that a quorum is not present. If, during the course of a meeting, a member leaves and a quorum no longer exists, the meeting cannot continue. If a quorum is not attained within 30 minutes, the Chair, with the approval of the members present, will reschedule the meeting. If the BCA should fail to decide what a quorum should be, then the quorum is a majority of current members.

Passage of a motion requires the affirmative vote of a majority of the members present and voting at a meeting at which a quorum is present. Unless otherwise specified in the BCA’s by-laws, a majority means more than one-half of the members present.

MEETING MINUTES

Meeting minutes for a BCA describe the action and discussion that took place at a given meeting. Minutes are typically taken by a BCA secretary, other members, or the staff liaison. In general, the minutes should include a summary of a discussion and should contain mainly a record of the legislative actions from the meeting. BCA by-laws may provide more specific procedures regarding meeting minutes. Typically, minutes will be approved at the next meeting of the BCA, and any changes should be made in open session with approval of a majority of members. From there, minutes will be handled by the staff liaison, who will see that they are appropriately archived with the City and made available to citizens in compliance with the Open Records Act.

OPEN MEETINGS AND OPEN RECORDS ACT

OPEN MEETINGS

Georgia’s laws regarding government meetings and records are commonly referred to as the “sunshine laws.” They are designed to provide transparency to the public on how government operates, how decisions are made, how money is spent, etc. As such, they require that the public have notice and access to city meetings and establish procedures for public access to City records.

(3)(A) ‘Meeting’ means:
(i) The gathering of a quorum of the members of the governing body of an agency at which any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon; or
(ii) The gathering of a quorum of any committee of the members of the governing body of an agency or a quorum of any committee created by the governing body at which any official business, policy, or public matter of the committee is formulated, presented, discussed, or voted upon. O.C.G.A. §50-14-1(a)(3)(A).

The term “agency” is broadly defined in O.C.G.A. § 50-14-1(a) (1) to include the following:
- Every state department, agency, board, bureau, commission, public corporation, and authority;
- Every county, municipal corporation, school district, and other political subdivision;
- Every department, agency, board, commission, authority and similar body of each county, municipal corporation or other political subdivision of the state;
- Every city, county, regional or other authority established pursuant to state law; and
- Non-profit organizations that receive more than one-third of their funds from a direct allocation of state funds from the governing authority of an agency. All private entities that carry out governmental functions are subject to Open Records provisions of the Sunshine Laws.

Meetings must be open to the public and the press. The public and the media can observe and record the meeting. Members of the public do not have the right to participate in the meeting, just to observe. You can give them the right to participate through public comment. Votes taken in violation of the law are void. O.C.G.A. § 50-14-1(b), (c).

A notice must be posted at least one week in advance of regular meetings. Post it at the place of the meeting and on your website and let the press know. Special meetings usually require at least 24 hours’ notice, though there are unique situations where less than 24 hours’ notice is permitted if the circumstances demand it. Immediately give notice to the “legal organ” for meetings that are not regular meetings. Agendas for meetings should be specific enough to advise the public of the matters expected to come before the agency. Topics outside of the agenda can be addressed if they were not anticipated before the meeting. O.C.G.A. § 50-14-1(d), (e)(1).

Summary minutes, final minutes, and executive session minutes are required for every meeting. That includes committee meetings. Final minutes must state what agency members were present, describe each motion, state who made and seconded a motion, and record all votes. If the vote is not unanimous, the votes of the participants must be recorded. They must also show executive sessions. Executive session minutes are not released to the public. They are used in court if there is a dispute. O.C.G.A. §§ 50-14-1(e)(2), 50-14-4(a).

Closed meetings may be held with legal counsel to get advice on actual or threatened litigation. If litigation is not involved (or if there is no tangible threat of litigation), then the discussion must be public. The mere presence of legal counsel does not make the executive session proper. The acquisition or disposal or lease of real property may be considered and voted on in the closed session. There must still be a subsequent public vote. O.C.G.A. § 50-14-2, 50-14-3(a)(5), (b)(1).

Executive sessions shall be permitted for:

“Meetings when discussing or deliberating upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee or interviewing applicants for the position of the executive head of an agency. This exception shall not apply to the receipt of evidence or when hearing argument on personnel matters, including whether to impose disciplinary action or dismiss a public officer or employee or when considering or discussing matters of policy regarding the employment or hiring practices of the agency. The vote on any matter covered by this paragraph shall be taken in public, and minutes of the meeting, as provided in this chapter, shall be made available. Meetings by an agency to discuss or take action on the filling of a vacancy in the membership of the agency itself shall at all times be open to the public as provided in this chapter.”
O.C.G.A. § 50-14-3(b)(3)

Going into executive session requires a vote. The regular minutes must show the specific reason for closing the meeting, those present, and those voting for closing the meeting. Going into executive session also requires the Chair to execute an affidavit showing the basis for the executive session and that the closed part of the meeting was limited to these provisions.
The Chair has to keep the meeting limited to the proper purposes of the closed session, and if it is not, to adjourn the closed meeting.

**OPEN RECORDS**

“Public record’ means all documents, papers, letters, maps, books, tapes, photographs, computer-based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use.”

Documents must be available within three business days from the request. When some documents are available, and some are not immediate access must be permitted to the available ones. The Open Records Act is a document access statute. It does not require the agency or its staff to answer questions. When in doubt about what is sought, your staff should confer with the requester.

When some documents are not available, or the agency estimates it is going to charge more than $25 to produce the records or there are exceptions the agency relies upon, it must send a letter within three business days from receipt of the request. The three-day letter states:
- When the documents will be available
- An estimate of how much production will cost
- What exceptions the agency relies upon includes citing the specific portions of the law.

Costs are 10 cents per page if copies are made. Also, the agency may charge for the “search, retrieval, redaction, and production or copying costs for the production of records.” The rate charged for time is “the lowest-paid full-time employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request” with the first 15 minutes free. The agency must “utilize the most economical means reasonably calculated to identify and produce responsive, inclusive documents.”
O.C.G.A. § 50-18-71(c)(1), (2).

The agency must provide access to electronic data it keeps. The proper way to do this is to download the file with the data or to email the data to the requester.

All email and text messages concerning the agency’s business are open. All email and text messages created or kept on the system’s equipment or devices are public.

Only the specific personal information the ORA allows should be redacted.

For all citizens, the following can be redacted:
- social security number
- mother’s birth name
- credit card information, debit card information, bank account information, account numbers, utility account numbers, and password used to access accounts
- financial data or information
- insurance or medical information in all records
- unlisted telephone number if so designated in a public record
- personal email address
- cellular telephone number
- day and month of birth
- information regarding public utility, television, Internet, or telephone accounts held by private customers

For public employees, the following can be redacted:
- home address
- home telephone number
- day and month of birth
- social security number
- insurance or medical information
- mother’s birth name
- credit card information
- debit card information
- bank account information, account numbers, utility account numbers, passwords used to access accounts,
- financial data or information other than compensation by a government agency
- unlisted telephone number if so designated in a public record
- identity of the public employee's immediate family members or dependents


There's no question that personnel files, with the limited redactions covered above, are open. The following related exceptions exist in the ORA:

“(7) Records consisting of confidential evaluations submitted to, or examinations prepared by, a governmental agency and prepared in connection with the appointment or hiring of a public officer or employee; “(8) Records consisting of material obtained in investigations related to the suspension, firing, or investigation of complaints against public officers or employees until ten days after the same has been presented to the agency or an officer for action or the investigation is otherwise concluded or terminated, provided that this paragraph shall not be interpreted to make such investigatory records privileged.” O.C.G.A. §§ 50-18-72(a)(7), (8) (emphasis added).

OTHER ISSUES AND CONSIDERATIONS

TRAINING AND ORIENTATION

City staff will provide all newly appointed members with orientation and training sessions. The orientation and training include a review of enabling legislation for that BCA, Rosenberg's Rules of Order, historical perspectives on work of the BCA, and any other material appropriate to the work of the particular BCA, such as by-laws, the City Charter, traditional practices, etc.

Beyond this initial orientation, BCA members are strongly encouraged and may be required to attend training that enhances their ability to serve effectively. The increasing complexity of municipal operations and the potential for legal challenges to recommendations and decisions made by appointed and elected officials make it increasingly important for members to receive proper training to carry out their roles and responsibilities. All training must be organized and provided by the City or otherwise authorized by City.

The continuing education efforts of all BCA members will be a consideration for reappointment.

CONFLICTS OF INTEREST

Conflict of interest questions arise periodically at all levels of government and can become very complex. Generally, a conflict of interest occurs when you, as a member of a BCA, are slated to vote on a matter:

1. Involving you or a member of your family by blood or marriage.
2. Involving a business owned in whole or part by you or a member of your family by blood or marriage.
3. When the outcome would be economically advantageous to you or a member of your family or to a business owned in whole or in part by you or a member of your family.

In any such case, there is no question that you have a responsibility to disclose this information to the rest of the BCA and to abstain from any discussion or vote on the matter.

All members of a BCA must also be aware of situations in which there is an appearance of a conflict of interest. In some cases, a matter may be pending before the BCA, which will not benefit you or a member of your family in any way, but the public may perceive that a conflict exists. In some cases, an individual’s alliance or allegiance to an organization, group, or institution may leave doubt in the public’s mind as to that member’s ability to make an objective determination. Although there may not be any legal preemption from voting under such circumstances, prudence should prevail.

Openness is generally the best policy. When these issues arise, discuss them openly with the BCA. If you are in doubt, the safest course of action is to abstain from participating in any discussions on that particular issue. Abstention from an issue should include your physically leaving the room when the BCA is meeting during the period the matter is discussed or acted upon. Section 2.14 of the City Charter.

ACCESS TO LEGAL COUNSEL

If legal questions arise that the BCA needs clarification on, the City Attorney is available to provide a legal opinion. Contact with the City Attorney should be arranged through the City Manager and not independently by the BCA. Typically and with very few exceptions an issue may arise during a meeting that requires a legal opinion, decisions on the matter should be held until the next meeting so consultation with the City Attorney can take place.

CONFLICT RESOLUTION

At times, BCAs may be faced with conflicts resulting from particularly complex or controversial issues or problems. The following rules will assist in attaining a productive level of conflict resolution.

CONFLICT BETWEEN ENTITIES

Step 1: When there is a conflict between the bodies, there will be a meeting of the Chairs.
Step 2: If they are unable to resolve the conflict, there will be a meeting scheduled within ten days to bring the bodies together to resolve the dispute.
Step 3: If the conflict is still unresolved, an outside neutral facilitator may be brought in to help.

DEALING WITH THE PUBLIC: HANDLING CITIZEN CONCERNS OR COMPLAINTS

If a BCA member receives a complaint or concern from a citizen, they should first ask if the complaint has been submitted to the appropriate City department. The City has processes in place to handle complaints; therefore, residents should be encouraged to use the procedures established to ensure a timely response that is consistent with policies. Also, making sure that complaints are directed through the appropriate staff person ensures that department heads are aware of ongoing issues or trends that may need attention.

BCA members should be sure not to represent promises or assurances to resolve a complaint. While individual BCA members and the BCA as a whole may take appropriate steps within the scope and power of their mandate, they do not necessarily have the authority to address the citizen’s issue or complaint. Initially,
not all citizens will understand this and may need to be provided with information on the member or BCA’s role. As a rule, all complaints should be referred to the staff liaison who can either handle the complaint or refer it to the City Manager for proper staff assignment.
<table>
<thead>
<tr>
<th>LIST OF CITY BCA’S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architectural Review Board</strong></td>
</tr>
<tr>
<td><strong>Discovery Garden Park</strong></td>
</tr>
<tr>
<td><strong>Downtown Development Authority</strong></td>
</tr>
<tr>
<td><strong>Historic Preservation Commission</strong></td>
</tr>
<tr>
<td><strong>Housing Authority</strong></td>
</tr>
<tr>
<td><strong>Norcross Public Arts Commission</strong></td>
</tr>
<tr>
<td><strong>Planning &amp; Zoning</strong></td>
</tr>
<tr>
<td><strong>Sustainable Norcross Commission</strong></td>
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<td><strong>Zoning Board of Appeals</strong></td>
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### Architectural Review Board (ARB)
The Architectural Review Board is responsible for reviewing architectural and landscaping design for all new commercial and multi-family residential projects, major commercial remodels and administrative design review applications while ensuring the preservation of existing areas of natural beauty, cultural importance and assuring that buildings, structures, signs or other developments are in good taste, good design, harmonious with surrounding developments.

<table>
<thead>
<tr>
<th>Members</th>
<th>5 Members and 1 Staff Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Requirement</td>
<td>1 Architect or Engineer</td>
</tr>
<tr>
<td>Residency Requirement</td>
<td>Minimum of 3 residents</td>
</tr>
<tr>
<td>Term</td>
<td>3 Years</td>
</tr>
<tr>
<td>Meeting Date &amp; Time</td>
<td>3rd Tuesday of the month, 6:00 pm</td>
</tr>
<tr>
<td>Meeting Place</td>
<td>City Hall, Second Floor Conference Room</td>
</tr>
</tbody>
</table>

### Discovery Garden Park (DGP)
The Discovery Garden Park Commission serves for the purpose of enriching our community through the discovery, enjoyment, and celebration of the natural world that sustains us and inspires life-long curiosity, understanding, and appreciation of nature through gardening, education, and demonstration.

<table>
<thead>
<tr>
<th>Members</th>
<th>7 Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency Requirement</td>
<td>Minimum of 4 residents</td>
</tr>
<tr>
<td>Term</td>
<td>2 Years (Determined by City Code)</td>
</tr>
<tr>
<td>Meeting Date &amp; Time</td>
<td>2nd Tuesday of the month, 6:00 pm</td>
</tr>
<tr>
<td>Meeting Place</td>
<td>Discovery Garden Park, 189 Lawrenceville Street</td>
</tr>
</tbody>
</table>

### Downtown Development Authority (DDA)
The Authority was created to the state and enacted by the city, to promote the economic growth of the downtown area. It collects revenue from all local jurisdictions that levy a tax in the DDA district. The DDA also has the power to assess a tax on the downtown property owners. The Authority works closely with downtown business owners to promote the downtown community.

<table>
<thead>
<tr>
<th>Members</th>
<th>7 Members, 1 Councilmember, 1 Staff Liaison</th>
</tr>
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<tbody>
<tr>
<td>Residency Requirement</td>
<td>Directors shall be either a taxpayer residing in the City or an owner or operator of a business located within the downtown development geographic area or a taxpayer residing in the county.</td>
</tr>
<tr>
<td>Term</td>
<td>4 years</td>
</tr>
<tr>
<td>Meeting Date &amp; Time</td>
<td>1st Thursday of the month, 6:00 pm</td>
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<td>City Hall, Second Floor Conference Room</td>
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### Historic Preservation Commission (HPC)

The purpose of the Historic Preservation Commission is to implement the City’s historic preservation regulations, which promote the cultural, economic, educational and general welfare of the people of the City and the public generally through the preservation and protection of historically or architecturally worthy structures.

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<th>5 Members and 1 Staff Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency Requirement</td>
<td>All members shall be residents of the City or the owner of a property in the historic district.</td>
</tr>
<tr>
<td>Term</td>
<td>3 years (2-year term limits) O.C.G.A. § 44-10-24</td>
</tr>
<tr>
<td>Meeting Date &amp; Time</td>
<td>4th Wednesday of the month (Quarterly), 6:30 pm</td>
</tr>
<tr>
<td>Meeting Place</td>
<td>City Hall, Second Floor Conference Room</td>
</tr>
</tbody>
</table>

### Norcross Housing Authority (NHA)

The mission of the Housing Authority is to provide safe and sanitary dwelling accommodations in the City of Norcross to persons of low income at rental rates that they can afford.

<table>
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<tr>
<th>Members</th>
<th>5 Members</th>
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<tbody>
<tr>
<td>Residency Requirement</td>
<td>No residency requirements</td>
</tr>
<tr>
<td>Term</td>
<td>5 years</td>
</tr>
<tr>
<td>Meeting Date &amp; Time</td>
<td>Meets when necessary</td>
</tr>
<tr>
<td>Meeting Place</td>
<td>Varies</td>
</tr>
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</table>

### Norcross Public Arts Commission (NPAC)

The mission of the Norcross Public Arts Commission is to cultivate a growing, creative arts community and to promote continuous growth and development of our neighboring cultural resources. NPAC was created by the City Council and is charged with advising Mayor and City Council on policies and issues pertaining to the arts and culture in Norcross. The NPAC also serves as an umbrella organization supporting art and cultural organizations within the City.

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<td>Residency Requirement</td>
<td>A minimum of four members shall be citizens of the City.</td>
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<td>5 years</td>
</tr>
<tr>
<td>Meeting Date &amp; Time</td>
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</tr>
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<td>Meeting Place</td>
<td>City Hall, Second Floor Conference Room</td>
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</tbody>
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### Planning & Zoning Board (P&Z)

The mission of the Planning & Zoning Board is to be advisory in nature and view all matters before them in full recognition of the criteria set forth in the city land-use plan. The P&Z Board makes recommendations to the City Council on rezoning applications, special use permits, and changes to the City’s Comprehensive Plan and Unified Development Ordinance. The recommendations of the board are not binding, but instead they are meant to allow a full discussion and analysis of a request or project prior to the final decision of the Mayor and Council.

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<td>Meeting Place</td>
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**Sustainable Norcross Commission (SNC)**

The purpose of The Sustainable Norcross Commission is to educate the citizens and advise the Mayor and Council regarding sustainability and environmental matters through the development of a city sustainability plan and regular communication.

| Members | 7 Members and 1 Staff Liaison |
| Residency Requirement | All members must taxpayer residing in the City or an owner or operator of a business located within the City and a taxpayer residing in the county; or a person having expert qualifications |
| Term | 2 years |
| Meeting Date & Time | 2nd Wednesday of the month, 6:00 pm |
| Meeting Place | City Hall, 2nd Floor Conference Room |

**Tree Preservation Board (TPB)**

The Tree Preservation Board is established to assist the Community Development Department in interpreting and enforcing the provisions of the Tree Protection, Buffers and Landscape Ordinance in the City’s Unified Development Ordinance (Article V, Chapter 200) and to advise the Mayor and City Council on matters pertaining to the preservation of trees and conservation of tree canopy cover within the City.

| Members | 5 Members and 1 Staff Liaison |
| Residency Requirement | Residents or property owners of the City, except that up to two members, maybe nonresidents or non-property owners with professional expertise in arboriculture or horticulture or the land development/construction. |
| Term | 3 years |
| Meeting Date & Time | Bi-monthly, 2nd Wednesday of the month, 10:00 am |
| Meeting Place | City Hall, 2nd Floor Conference Room |

**Zoning Board of Appeals (ZBA)**

ZBA is charged with hearing variance requests from the Unified Development Ordinance. Some examples of requests typically heard by the board include requests to modify building setback requirements, height limitations, and parking requirements. The board also hears requests for special exception requests and appeals to the interpretation and administration of the Unified Development Ordinance.

<p>| Members | 5 Members and 1 Staff Liaison |
| Residency Requirement | Members must reside within the corporate limits of the City. |
| Term | 4 years |
| Meeting Date &amp; Time | 4th Thursday of each month, 6:30 pm |
| Meeting Place | City Hall, Council Chambers |</p>
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<tr>
<th>BOARD</th>
<th>DESCRIPTION</th>
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<th>RESIDENCY REQU.</th>
<th>TERM</th>
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<td>4 years</td>
<td>4th Thursday of each month</td>
<td>6:30 pm City Hall Council Chambers</td>
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City of Norcross

Oath of Office

Board, Commission, or Authority Member ________________

I, _________________ do solemnly swear that I will faithfully and impartially discharge and perform all duties encumbered on me as a member of the City of Norcross ________________ Board, Commission, or Authority according to the best of my abilities and understanding and agree to uphold local ordinances, the laws and the Constitution of the State of Georgia and the Constitution of the United States of America, so help me God.
## City of Norcross

### Legislation Details (With Details)

<table>
<thead>
<tr>
<th>File #:</th>
<th>20-5827</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type #:</td>
<td>Agenda Item</td>
</tr>
<tr>
<td>On Agenda:</td>
<td>8/17/2020 6:30 PM</td>
</tr>
<tr>
<td>Title:</td>
<td>Activation of the Norcross Development Authority</td>
</tr>
<tr>
<td>Sponsors:</td>
<td></td>
</tr>
<tr>
<td>Code Sections:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Sec. 2-153 Norcross Development Authority Ordinance xx-2020</td>
</tr>
<tr>
<td>Title</td>
<td>Activation of the Norcross Development Authority</td>
</tr>
<tr>
<td>Drafter</td>
<td>William Corbin</td>
</tr>
</tbody>
</table>
An Amendment to Article V of Chapter 2 of the City Code of Ordinances to add a new Section 2-153 to activate the Norcross Development Authority and to function in conformity with O.C.G.A. § 36-62-1 et seq., the Development Authorities Law, and for the purposes set forth therein, including but not limited to serving and providing investment capital to Low Income Communities or Low Income Persons as those terms are defined in the law and regulations of the Economic Development Administration, HUD, New Markets Tax Credit Program and other federal government programs, and for Other Purposes as Stated Herein:

WHEREAS, on June 1, 2020, the Mayor and Council of the City of Norcross formerly resolved to reactivate the Norcross Development Authority by, subsequent to the approval of said resolution to enact an ordinance to establish the number of members of said authority at seven (7), to establish the qualifications of the members of the board of the Norcross Development Authority, as well as their terms, and for other purposes incidental to the operation and organization of the Norcross Development Authority;

NOW THEREFORE, the Mayor and Council hereby amend Article V of Chapter 2 of the Code of Ordinances of the City of Norcross to add a new Section 2-153 to activate the Norcross Development Authority, as is more particularly set forth below.

An Amendment to the City Code of Ordinances, Article V of Chapter 2, entitled “Boards, Commissions and Authorities.”

ENACTING CLAUSE. The Mayor and City Council of the City of Norcross, Georgia, hereby ordains that the adopted Code of Ordinances, is hereby amended as more particularly set forth below. It is the intention of the Mayor and City Council, and it is hereby ordained that the following provisions shall become and be made a part of the Code of the City of Norcross, and the Sections in the Code in the Ordinance be renumbered to accomplish that intention.

I. Amendment.

Article V of Chapter 2, entitled “Boards, Commissions and Authorities” of the Code of Ordinances for the City of Norcross, shall be amended by adding a new Sec. 2-153, as follows:
“Sec. 2-153. Norcross Development Authority.

(a) **Finding of Need and Creation.** There is hereby determined and declared to be a present and future need for a Development Authority to function in the City which shall henceforth be named the Norcross Development Authority and the same shall be and function in conformity with O.C.G.A. § 36-62-1 *et seq.*, the Development Authorities Law.

(b) **Purpose.** The Authority is created for nonprofit and public purposes as set forth in O.C.G.A. § 36-62-1 *et seq.*, including but not limited to serving and providing investment capital to Low Income Communities or Low Income Persons as those terms are defined in the law and regulations of the Economic Development Administration, HUD, New Markets Tax Credit Program and other federal government programs.

(c) **Qualifications of Members of the Board of Directors.** The Authority shall consist of a board of directors having seven (7) members. All directors shall be appointed by the Mayor and City Council by resolution as follows:

1. Taxpayers residing in the municipal corporation for which the authority is created;

2. Owners or operators of businesses located within the City and who shall be taxpayers residing in the county in which is located the municipal corporation for which the authority is created; or

3. Persons having a combination of the qualifications specified in subparagraphs (1) and (2);

4. One or more members shall have commercial lending and/or banking experience;

5. One or more members shall have real estate experience;

6. One or more members shall be a current member of LiveNorcross, the Housing Authority of Norcross, Georgia, or the Gwinnett County Housing Authority;

7. One member who is a member of the governing authority of the City of Norcross (i.e., either the Mayor or a City Councilmember).
(d) **Terms of Office.**

(1) The terms of all initial directors appointed pursuant to subsections (c)(1) through (c)(7) shall be four years.

(2) At the expiration of the current terms of office of the first four members of the board of directors appointed, the Mayor and City Council shall appoint successors to such members by resolution to serve for initial terms of two years and shall appoint successors to the remaining members of the board for initial terms of four years. Thereafter, the terms of all directors shall be for four years.

(3) The term of any member of the board of directors who is also a member of the governing authority of the City of Norcross shall end when such member is no longer the Mayor or a member of the City Council of the City of Norcross. The unexpired term of the member who was a member of governing authority shall be appointed from the currently elected members of the governing authority of the City of Norcross.

(4) If, at the end of any term of office of any member of the board of directors, a successor thereto has not been appointed, the member whose term of office has expired shall continue to hold office until his successor is appointed.

(e) **Quorum.** A majority of the directors shall constitute a quorum, but no action may be taken by the board without the affirmative vote of a majority of the full membership of the board.

(f) **Election of Officers.** The Board of Directors shall elect one of their members as chairman and another as vice-chairman and shall also elect a secretary-treasurer, whom may be either a member of the board of directors or a City employee designated by the City Manager as administrative staff.

(g) **Compensation.** Members of the Directors shall not receive a salary, but they may be reimbursed for their expenses.

(h) **Powers.** The Board of Directors shall organize itself, carry out its duties and responsibilities and exercise its powers and prerogatives in accordance with the terms and provisions of the Development Authorities Law (O.C.G.A. § 36-62-1 et seq.) as it now exists and as it might hereafter be amended or modified.

(i) **Bylaws.** Board of Directors may make bylaws and regulations for its governance and may delegate to one or more of its officers, agents, and
employees such powers and duties as may be deemed necessary and proper as provided in O.C.G.A. § 36-62-5(d).

(j) **Standing Committees.** Two (2) standing committees, the Executive Committee of the Norcross Development Authority and the Loan Administration Committee of the Norcross Development Authority are hereby created with the limitations on their authority set forth below:

1. **Executive Committee.** The chairman, vice-chairman and secretary-treasurer shall form the Executive Committee of the Authority. The members of the Executive Committee shall meet the same organizational and representational requirements of the Board of Directors.

   a. The Executive Committee shall be empowered solely to make recommendations to the full Board of Directors. The delegation of authority to the Executive Committee shall not relieve the Board of Directors of its responsibilities.

   b. The Executive Committee shall not have the authority to cause the Treasurer to disburse funds for (1) any single capital or operating expenditure exceeding two thousand dollars ($2,000.00) which is not provided for in any capital or operating budget or (2) any series of capital or operating expenditures exceeding fifty thousand dollars ($50,000.00) in a calendar year which are not provided for in any capital or operating budget.

2. **Loan Administration Committee.** The Board shall nominate three (3) of its members as its Loan Administration Committee, including the Chairman and one member with commercial lending experience.

   a. The Loan Administration Committee shall be empowered solely to make recommendations to the full Board of Directors concerning the approval, default or modification of a loan, or other final action concerning a loan and said committee shall in no way diminish the power of the Board of Directors to make such decisions.

   b. For the Economic Development Administration (EDA) Revolving Loan Fund, the Loan Administration Committee’s maximum approval authority is $50,000.00.

   c. The Loan Administration Committee’s credit approval is limited to $2,000,000. For loans of $1 to $2,000,000 the Loan
Administration Committee actions must be ratified by the Board of the Executive Committee prior to debenture closing.

d. For Economic Development Administration Revolving Loan Fund, the Loan Administration Committee may exercise the authority of the Board of Directors as set forth in the EDA-approved Plan as set forth in 13 CFR § 307.9; however the delegation of its authority does not relieve the Board of Directors of its responsibility imposed by law or loan program requirements.

(k) **Staff Liaison.** The City Manager shall designate one or more City employees to serve as a liaison between the City and the Norcross Development Authority. The duties of Staff Liaison include, but are not limited to, the following functions:

1. Attend Norcross Development Authority board meetings;
2. Communicate with the City Manager, Mayor and City Council members regarding the status of projects and other relevant Norcross Development Authority activities; and
3. Serve as a resource for the Norcross Development Authority regarding potential and ongoing projects that the board chooses to undertake.

(l) **Attorney for the Authority.** The Mayor and Council do hereby appoint the person who holds the office of City Attorney from time to time and/or the person who holds the office of City Clerk from time to time to act as the hearing officer duly empowered to conduct such public hearings as may be necessary regarding matters involving the Norcross Development Authority, and empowers either of them to take such actions as may be necessary or appropriate in the conduct of such office. The Mayor is authorized to approve the issuance of revenue bonds of the issuer.

(m) **Dissolution of the Authority.** The Mayor and Council shall have the power to dissolve the Norcross Development Authority by ordinance, subject to the limitations in O.C.G.A. § 36-62-14.

**State law references:** Development Authorities Law, O.C.G.A. § 36-62-1 *et seq.*
II. SEVERABILITY.

In the event that any section, subsection, sentence, clause or phrase of this Ordinance shall be declared or adjudged invalid or unconstitutional, such adjunction shall in manner affect the other sections, sentences, clauses, or phrases of this Ordinance, which shall remain in full force and effect, as if the section, subsection, sentence, clause or phrase so declared or adjudged invalid or unconstitutional were not originally part thereof.

III. REPEALER.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

IV. EFFECTIVE DATE.

This Ordinance shall become effective simultaneously with the adoption of the new Unified Development Ordinance by the Mayor and Council of the City of Norcross.

IN WITNESS WHEREOF, I have hereunto set my hand and cause this seal to be affixed this ____ day of _______________, 2020.

____________________________________
Craig Newton, Mayor

ATTEST:

____________________________________
Monique Lang, City Clerk