



9 October 2024

MILITARY DEPARTMENT  
STATE of NEBRASKA  
LINCOLN, NEBRASKA

**NEBRASKA ARMY NATIONAL GUARD**  
**CATS Morale-Welfare-Recreation Courts**

at the

220 County Road A, Ashland, NE 68003-6000

for the

MILITARY DEPARTMENT  
STATE of NEBRASKA  
Lincoln, Nebraska

PROJECT NO. 31090716

**ADDENDUM NO. 1**

The original specifications and drawings on the STATE OF NEBRASKA REQUEST for PROPOSAL FORM for the project noted above are amended as noted in this Addendum No. 1.

Receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

**ADDENDUM NO. 1**

NOTE TO ALL PLANHOLDERS: Please insert this Addendum into your copy of the Contract Documents for the above named project.

The following changes to the Contract Documents are issued by the CFMO-CMB and shall have the same force and affect as though a part of the original issue.

**THE RECIEPT DATE, TIME and LOCATION of the BID PROPOSAL submission HAS NOT CHANGED.**

**ITEM NO.:**

- ADD 1-1: Pre-Bid Meeting Agenda & Attendees
- ADD 1-2: Errors identified in the Project Manual Front-End, see attached for corrections.
- ADD 1-3: Up-Dated MWR Court Specs
- ADD 1-4: There are multiple utilities in the area that need to be located before construction. J Spot is familiar with Camp Ashland, if you would like to utilize them for your utilities locate. A diagram of utilities in the area is provided.





ADD 1-5:

THIS ADDENDUM SHALL BE ATTACHED TO AND MADE A PART OF THE DRAWINGS AND SPECIFICATIONS AND SHALL BE ACKNOWLEDGED WITH THE BIDDER'S PROPOSAL.

**RICHARD L. McDERMOTT**  
NE Army National Guard Project Manager

**CRAIG W. STRONG**  
Major General, The Adjutant General

ATTACHMENTS:

1. Pre-Bid Meeting & Attendees
2. Up-Dated Project Manual Front-End
3. Up-Dated MWR Court Specs
4. Area Utilities

End of Addendum No. 1



**PRE-BID CONFERENCE**  
**CATS MWR Courts Construction PN# 31090716**  
**220 County Road A, Ashland, NE 68503-6000**

**1300 Hrs. 2 October 2024**

**INTRODUCTORY REMARKS**

The purpose of this conference is to answer any Administrative or Technical questions you may have and to provide you with an opportunity to look at the Project Site. Please make sure to sign in before you leave if you haven't already.

Mr. James Rasmussen	Business Manager	402-309-8457	<a href="mailto:james.t.rasmussen3.civ@army.mil">james.t.rasmussen3.civ@army.mil</a>
Mr. Keith Brocksmith	Contracts Officer	402-309-8473	<a href="mailto:keith.d.brocksmith.nfg@army.mil">keith.d.brocksmith.nfg@army.mil</a>
1LT Kristen Gordon	Business Manager	402-309-8453	<a href="mailto:kristen.a.don.mil@army.mil">kristen.a.don.mil@army.mil</a>
Mr. Richard McDermott	Project Manager	402-309-8470	<a href="mailto:richard.l.mcdermott3.nfg@army.mil">richard.l.mcdermott3.nfg@army.mil</a>
SGT Bret Roberts	Site POC	402-309-7265	<a href="mailto:bret.a.roberts5.mil@army.mil">bret.a.roberts5.mil@army.mil</a>
CPT Joshua Kelsey	Site POC	402-309-7275	<a href="mailto:joshua.d.kelsey2.mil@army.mil">joshua.d.kelsey2.mil@army.mil</a>

**ADDENDUM**

Everyone receiving Plans and Specs and or attending the Pre-Bid Meeting will receive an addendum. Deadline for clarification of Plans & Specifications that may require an Addendum needs to be submitted to the **PM** by **1300 on 9 October 2024**. **Addendums** will be posted on the A&D Technical Supply Plan room website (Lincoln Office) and in-turn at the other Plan houses.

**BID FORM**

On completing the Bid Proposal Form contained in the Bid Packet (Section P1 of 4):

1. Please fill out Bid Form completely for all applicable items.
2. Sign the Bid Form in **BLUE INK**. Bids received without original signature or signed in pencil will not be accepted.
3. Return all (4) pages of the Bid Form, Pages P1-P4.
4. Include Bid Security of 5% of the total Bid Amount on the project.
5. On the Bid Form, there is a Total Base Bid Amount and (0) Alternative Bid Items (ABIs) and (0) Unit Bid Items (UBIs).
6. Be sure to enter your Bid Proposal amounts correctly in both word and figure as required on the Bid Proposal Form.
7. In case of an irregularity between the numeric amount and the written amount, the amount written shall govern.

**BID SECURITY**

The bid proposal **MUST** be accompanied by a Bid Bond in the amount of 5% in order to be considered (in order of preference):

1. Bonding Company (AIA Document A310 American Institute of Architects)
2. Cashier's Check
3. Money Order

## **BIDS DUE**

The Bids are due **NO LATER THAN 1330 hours on 16 October 2024** at the front desk of the Construction & Facilities Management Office, 3rd Floor in the Joint Forces Headquarters Building, Lincoln Air National Guard Base.

**Mailing Address:** Construction and Facilities Management Office  
(Project Name)  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

Overnight Service – Ensure that delivery will be made no later than 1:30 p.m. of the Bid Date.

All vehicles entering the Base will be stopped at the Front Gate and asked to show a Driver's License Photo ID and asked the reason or business for entry. Identify the Construction Company you are representing and are there to deliver a Construction Bid for the CATS MWR Courts Project. In advance of the Bid Opening, we will notify Base Security of the Bid Opening and provide them with a copy of today's Sign-In Sheet to expedite this process.

**Please note: Security may, at random, inspect your vehicle; please allow sufficient time.**

**Hand-carried bids** must be delivered no later than 1:30 p.m. to the Contracting Branch or Ms. Maria Qudus (Administrative Assistant). CFMO is located on the 3<sup>rd</sup> floor of the building. There is guest parking available in front of the Joint Forces Headquarters Building. If you are having difficulty getting onto the Air Guard Base, please call 402-309-8464 or 402-309-8473. The Bids will be publicly opened at 2:00 p.m. and recorded. You are encouraged to stay and attend the Bid Opening. If you hand carry your bid, call by noon to be put on the visitor access listing and be sure to allow adequate time to clear through Security and find our Office.

## **DRUG POLICY**

By signing the Invitation to Bid, the Bidder is committed to providing a drug free workplace environment. If requested by the Military Department, the Bidder must furnish evidence that they have a Drug Free Workplace Policy.

## **BID REVIEW COMMITTEE**

The "Bid Review Committee" will meet within one week after the Public Bid Opening to review the bids for any irregularities and to award the contract on the Project.

## **LIQUIDATED DAMAGES**

No liquidated damages will be assessed for this project.

## **DAVIS BACON ACT**

DAVIS BACON does not apply to this Project under Nebraska State Contracting Procedures.

## **PERFORMANCE BONDS**

Performance Bonds and Labor & Material Bonds are required on this Project upon awarding.

## **MANDATORY MEETINGS**

PRE-CONSTRUCTION MEETING

PROGRESS REVIEW will be conducted every two weeks.

### **INVOICE PAYMENTS ON PROJECT (AIA Form G702 -G703 are required)**

Payments will be made by **DIRECT DEPOSIT** on the project in accordance with State of Nebraska procedures. Payments will be made within **45 days** after the invoices are received at the CFMO Office. The Contractor must establish a direct deposit payment enrollment with the State Treasurer (ACH – Automated Clearing House). The enrollment form will be provided at the Pre-Construction Meeting. The Nebraska State Treasurer requires that payments more than \$25,000 be made by direct deposit instead of State Warrants (checks).

### **USE OF SANITARY FACILITIES**

Contractor will be required to supply and maintain chemical toilets during project execution.

### **EQUIPMENT STORAGE & MATERIAL STORAGE AT THE SITE**

The Contractor is responsible for the security of their equipment and any materials left at the site. The Contractor is expected to keep the construction site clean and free of trash and debris during the project. Daily cleaning shall be completed.

### **CONTRACT TIME**

The Contractor should ensure that the estimated completion timeline indicated on bid form (page P-2) is correct and realistic. The timeline should reflect the time required from issuance of "Notice to Proceed" **thru** Substantial Completion of the project. **IF**, The Bid form indicates a "**not to exceed date**"; this is the maximum amount of time we have allotted for the project. Your number of days can be less but not more than indicated.

### **GENERAL CONDITIONS REVIEW**

See General Conditions provided in the bid packet.

### **USE OF SITE**

The Contractor is responsible for the security and safety of the site at all times. The contractor is responsible for repair of any damages to facilities and property.

### **SECURITY RESTRICTIONS**

Taking photos of government vehicles and personnel is not authorized.

- An Entry Access List (EAL) will be required of the awarded contractor so that the government can vet all workers on site (delivery personnel will be escorted from the gate to delivery and back to the gate by an EAL individual). The Project Manager will provide the format.

### **SITE POINT OF CONTACT (POC) COMMENTS:**

**PROJECT MANAGER COMMENTS:**

- 1) There is no mowing strip under pickle ball court fence.
- 2) As noted on the plans, excess soils will be dumped on site.
- 3) Power shall be supplied by the contractor via a portable generator.
- 4) No cost water is available from the hose bibb on the north side of the field house
- 5) Hydroseeding is required.
- 6) Copy of utility map included in this addendum is to be considered diagrammatic only – actual utility type and location to be field verified and documented on a drawing.
- 7) Apply exterior concrete paint to courts after the 28 day cure.
- 8) On the plan for the sand volleyball court - disregard the lines -they will be nylon straps supplied by the owner. Lines are shown as reference points for setting the net.

**ARCHITECT COMMENTS: N/A**



**Nebraska Military Department**  
 Construction and Facilities Management Office  
 JFHQ Building, 2433 NW 24th Street, Lincoln, Nebraska 68524-1801  
 (402) 309-8450 (main) (402) 309-7480 (fax)

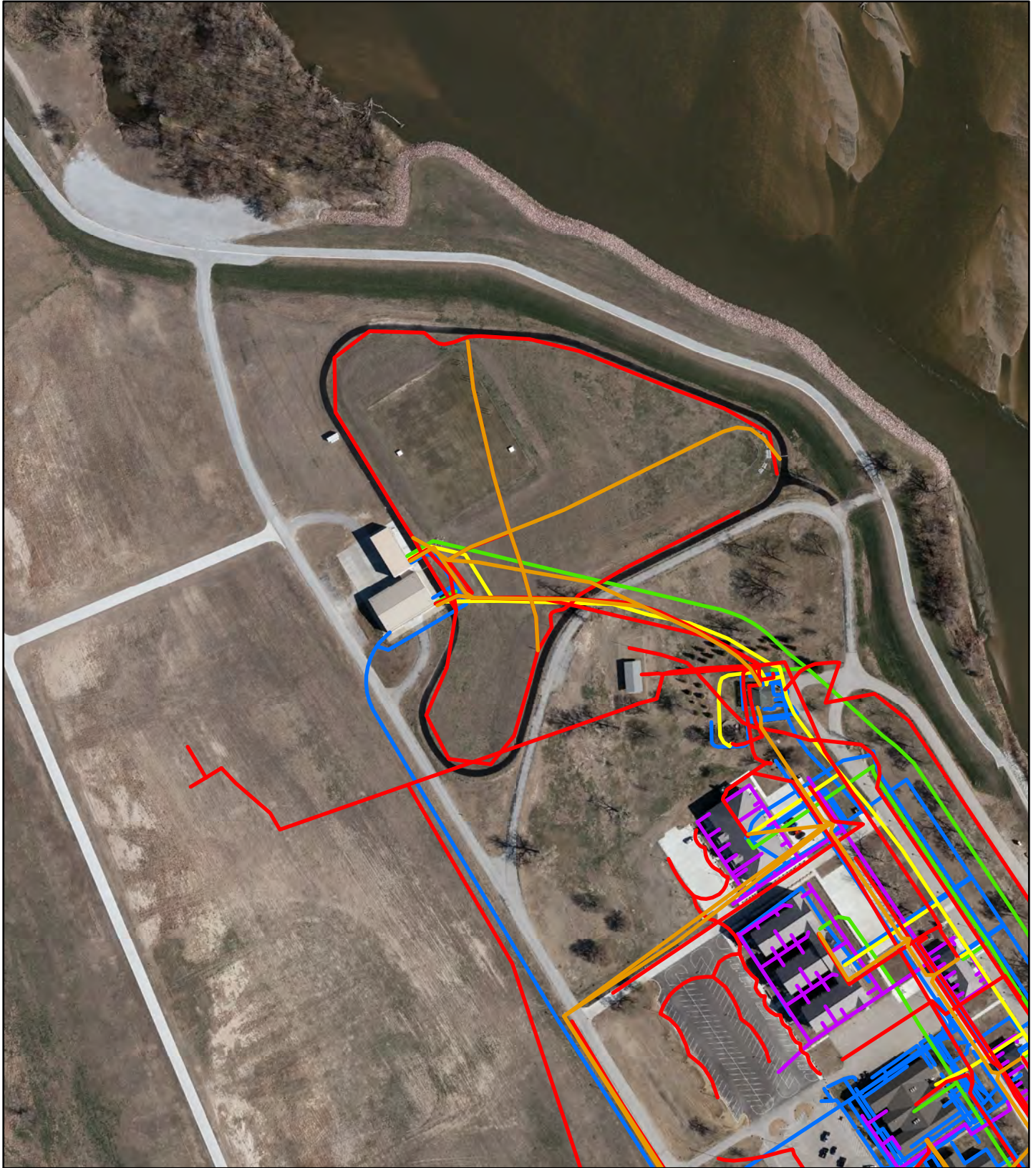


**CATS MWR Courts Pre-Bid Meeting**  
**PN# 31090716 Date 2 Oct 2024**

Name	Agency/Company	Phone Number	E-mail Address
Mr. James Rasmussen	CFMO Business Manager	402-309-8457	james.t.rasmussen3.civ@army.mil
Keith Brocksmith	CFMO Contracts Officer	402-309-8473	keith.d.brocksmith.nfg@army.mil
1LT Kristen Gorden	Design & Programming Manager	402-309-8458	kristen.a.gordon.mil@army.mil
Richard McDermott	CFMO Project Manager	402-309-8470	richard.l.mcdermott3.nfg@army.mil
CPT Joshua Kelsey	CATS Operations Supervisor	402-309-7275	joshua.d.kelsey2.mil@army.mil
SGT Bret Roberts	CATS Operations & Training	402-309-7265	bret.a.roberts5.mil@army.mil
Dolan Harvester	Weitz	402-740-4224	dolan.harvester@weitz.com
Sean Cor ds	Empire Netting and Fence	402-310-7015	scor ds@empire-fence.com
Derek Schmitz	Sand Creek	402-680-9220	d.schmitz@sandcreekcc.com
TROY Johnston	SAND CREEK CONSTRUCTION	402-443-8008	tjohnston@sandcreekcc.com
Pat Pester	WEST BOS. CONST.	402-681-6274	pat@westbos.com
JACKIE ANNIS	IFK CONST. INC	402-496-8978	IFKCONST@INC@GMAIL.COM
TAYLOR SCHROEDER	MECO-HENNE CONTRACTING	402.651.4316	TSchroeder@mecco-henne.com
Chris Pester	Pester Construction	402-560-3503	pesterconstruction@services@gmail.com
Jacob DenBeste	Elk Ridge Const. Services	402 720 6574	jdenbeste@elkridge.biz
Kenny Farmer	ELKHORN WEST CONST.	402-315-9557	Kenny.F@ELKHORNWEST.COM

# Camp Ashland Training Site

## Utilities



- Comm Line
- Electrical Line
- Gas Line
- Stormwater Line
- Sewer Line
- Water Line

1:3,000

0 125 250 500 Feet



Projection: UTM 14N  
Datum: WGS 84  
Source: 2023 Cornerstone  
Date: 8/26/2024  
Created By: CFMO-PPB  
Template.aprx



# PROJECT MANUAL

PROJECT NO. 31090716

DATE: 09/13/2024



NEBRASKA MILITARY DEPARTMENT  
NEBRASKA ARMY NATIONAL GUARD  
CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE

Camp Ashland Training Site (CATS) North MWR Courts

at

220 County Rd A, Ashland, NE, 68003

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1. Notice to Bidders
2. Instructions to Bidders
3. Proposal
4. Contract for Construction
5. Appendix A - Additional Contract Provisions (Federal)
6. Supplementary Conditions of the Contract for Construction including Project Security Requirements

## NOTICE TO BIDDERS

The Nebraska Military Department, State of Nebraska is accepting sealed proposals for furnishing all labor, equipment, materials, transportation, supervision, tools, and required testing necessary and incidental to perform all work described in the Proposed Contract documents entitled:

**Nebraska Military Department  
Nebraska Army National Guard**

**Camp Ashland Training Site (CATS) North MWR Courts**

at

**220 County Rd A, Ashland, NE, 68003**

### **SCOPE OF WORK:**

The project includes all labor, equipment, tools, materials, travel, licenses, and permits required to install a basketball court, pickleball court, sand volleyball court, and sidewalk at the north physical fitness area of the camp. Courts will be utilized by students, transient units, staff, and Military Veterans staying on the camp. Contractor will also be required to locate underground utilities, grub the construction area to a minimum 6" depth, place culvert to install sidewalk, install courts with surrounding grade sloping away, add topsoil and grade for water drainage, reseed using hydroseeding to the spec provided.

A Pre-Bid Meeting and Walk-Through will be held at Camp Ashland Building 28 at 1:00 pm on 10/2/2024 . This Pre-Bid Meeting and Walk-Through is not mandatory for all Bidders.

Proposals must be submitted to the **Construction & Facilities Management Office (CFMO), Nebraska Army National Guard, 2433 NW 24th Street, Lincoln, Nebraska 68524** *before* 1:30 pm on 10/16/2024 and then opened publicly and read aloud at 2:00 pm .

The Nebraska Army National Guard Construction and Facilities Management Office Contracts Officer for this project is:

**Mr. Keith Brocksmith**  
**(402) 309-8473**  
**keith.d.brocksmith.nfg@army.mil**

## NOTICE TO BIDDERS

The Nebraska Army National Guard Construction and Facilities Management Office Project Manager for this project is:

**Mr. Richard McDermott**

**O: (402) 309-8470, M: (832) 368-8905**

**richard.l.mcdermott3.nfg@army.mil**

Plans and Specifications may be examined at:

Lincoln Builder's Bureau, 5910 S. 58th Street, Suite C, Lincoln, NE 68516

Omaha Builder's Exchange, 4255 S 94th Street, Omaha, NE 68127

CFMO Nebraska Army National Guard, 2433 NW 24th Street, Lincoln, NE 68524

Digital Copies of Plans and Specifications may be obtained for a small fee from:  
A&D Technical Supply, 1822 N Street, Lincoln, NE 68508, (402) 474-5454.  
Plans can be downloaded digitally. Contractors are responsible to print their own paper plans if desired (<http://adtechplans.com/view/default.aspx>).

Address for Bids mailed to this office:

**Nebraska Army National Guard  
Construction and Facility Management Office  
NGNE-FMO-CMB/Mr. Keith Brocksmith  
2433 NW 24th Street  
Lincoln, NE 68524-1801**

Bids may be delivered in person to this location:

**Construction and Facility Management Office, Room 3106  
Joint Force Headquarters Building, 3rd Floor  
2433 NW 24th Street  
Lincoln, NE 68524-1801  
(402) 309-8450**

*(located on the Nebraska National Guard's Lincoln Air Base)*

**NOTICE:** Bids submitted verbally, by email or fax are NOT ACCEPTABLE.


## NOTICE TO BIDDERS


Bidders attending the Bid Opening or Pre-Bid Meeting and Walk-Through must contact the Nebraska Army National Guard, Construction and Facility Management Office Military Contracts Officer to coordinate entry on to Lincoln Air Base. Bidders must provide a valid government issued identification card prior to entering the base and should allow extra time to process through base security. All personnel and vehicles entering the base are subject to search.

Each Bidder must submit a Bid Bond (AIA A310—Bid Bond), or certified or cashier's check, with their bid in an amount equal to five percent (5%) of the base bid. Bids received without the prescribed bid security will be rejected.

Bidders may not withdraw their bids for a period of at least sixty (60) days after the scheduled closing time for the receipt of the bids.

The Nebraska Military Department, State of Nebraska reserves the right to reject any or all bids and re-advertise for bids; and further reserves the right to waive any informality or irregularity. Execution of this project is subject to the availability of funds.

  
CHRISTOPHER J. WESKAMP  
COL, LG, CFMO NE ARNG

  
CRAIG W. STRONG  
Major General, The Adjutant General

END OF NOTICE TO BIDDERS

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## INSTRUCTIONS TO BIDDERS

1. Bid Security
2. Plans and Contract Documents
3. Working Conditions
4. Pre-bid Meeting Attendance Registration
5. Drug Free Work Place Policy
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## INSTRUCTIONS TO BIDDERS

**1. BID SECURITY** Each proposal must be accompanied by a Bid Bond (AIA A310—Bid Bond) or a bid deposit in the form of a certified or cashiers' check in the sum of five (5%) percent of the proposal, as a guarantee of good faith, made payable to the **Nebraska Military Department, State of Nebraska, 2433 NW 24th Street, Lincoln, NE 68524-1801**, which will be retained by and may be forfeited to the Nebraska Military Department, State of Nebraska, as liquidated damage if such proposal is accepted, the Contract awarded, and the Bidder fails to enter into a contract in form prescribed, with a satisfactory surety bond, within sixty (60) days after such award is made.

The bid deposit of all except the three (3) lowest Bidders may be returned within three (3) business days after the opening of bids. The bid deposit of the three (3) lowest Bidders may be returned within two (2) business days after the executed contract and required bonds have been formally approved by the Nebraska Military Department, State of Nebraska. Bid Bond documents will be returned only upon request of the Bidder.

**2. PLANS AND CONTRACT DOCUMENTS** Plans and Specifications (including Notice to Bidders; Instructions to Bidders; General Conditions (AIA A201-General Conditions of the Contract for Construction); Supplementary Conditions, Addendums; the Proposal; and Proposed Contract, all made a part of this contract, are on file at the public locations listed in the Notice to Bidders. They are also on file at: **Construction and Facility Management Office, Suite 3100, Nebraska Army National Guard, 2433 NW 24th Street, Lincoln, NE 68524-1801**, however access arrangements must be made with the Contracting Officer. The Nebraska Military Department requires Contractors to use the following AIA documents during the contract period (unauthorized reproductions will be rejected as nonconforming):

- A201—2007 General Conditions of the Contract for Construction
- A310—2010 Bid Bond
- A312—2010 Performance Bond and Payment Bond
- G702—1992 Application and Certificate for Payment
- G703—1992 Continuation Sheet
- G704—2000 Certificate of Substantial Completion
- G706—1994 Contractor's Affidavit of Payment of Debts and Claims
- G706A—1994 Contractor's Affidavit of Release of Liens
- G707—1994 Consent of Surety to Final Payment

**3. WORKING CONDITIONS** Bidders are required to inform themselves fully on the conditions relating to construction and labor under which the work will be or is now being performed, and the Bidder must employ, so far as possible, such methods and means in the carrying out of their work as will not cause any interruption or interference with any other contractor.

**4. PRE-BID MEETING ATTENDANCE REGISTRATION** For projects that specify a Mandatory Pre-Bid Meeting and Walk-Through (as noted on the Notice to Bidders), Proposals will only be accepted from those Bidders who register their attendance at this

## INSTRUCTIONS TO BIDDERS

meeting by completing all of the required information on the Pre-Bid Meeting Registration Sheet at the meeting.

**5. DRUG FREE WORK PLACE POLICY** The Bidder certifies that as a condition of the Contract, neither the Bidder nor any employee of the Bidder will engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity covered by this Contract. The Nebraska Military Department, State of Nebraska reserves the right to request a copy of the Contractor's Drug Free Work Place policy. The Bidder further agrees to include and enforce their Drug Free Work Place policy in all subcontracts for services required under this Contract. A copy of this policy on company letterhead must be submitted to the Nebraska Military Department, State of Nebraska prior to signing the Contract.

**6. OPEN COMPETITION** Whenever in these specifications a material or article is specified by using the specific description or name of a proprietary product or the name of a manufacturer or vendor, rather than by using descriptive detail of substance and function, any article which the Nebraska Military Department, State of Nebraska decides will perform the duties imposed adequately and to the same effectiveness, will be acceptable as a substitute in lieu of the material or article so specified.

**7. INTERPRETATION OF CONTRACT DOCUMENTS** If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the plans, specifications, or other proposed contract documents, they may submit a written request for an interpretation thereof by the consulting Architect or Engineer or the Construction and Facilities Maintenance Office, Nebraska Military Department, State of Nebraska, whichever has prepared the documents. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Nebraska Military Department, State of Nebraska will not be responsible for any other explanation or interpretations of the proposed documents. No such Addendum will be issued during the five (5) days immediately preceding the bid date.

**8. PROPOSAL FORM** All proposals must be submitted on forms furnished by the Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska, and must be legibly written in ink or type with original ink signatures (pencil or stamp signatures or copies of signed proposals are unacceptable). Proposal Forms are provided in the Project Manual. No alteration in proposals by erasure, interlineations or insertions will be permitted.

**9. FILING OF PROPOSALS** Each proposal must be enclosed in a sealed envelope endorsed "**Proposal for Name of Project, Bid Date and Name of Bidder**" on the outside of the envelope and filed with the **Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska, located in Suite 3100 of 2433 NW 24th Street Lincoln, NE 68524-1801**, prior to the time set for the submission of bids as listed in the Notice to Bidders. No bid will be considered which has not been

## INSTRUCTIONS TO BIDDERS

filed with the Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska before the time set in the Notice to Bidders. No Bidder may submit more than one proposal.

**10. SIGNATURE OF BIDDERS** Each proposal must be signed in ink with the full name of each person, firm or corporation interested in it, together with their business address or place of residence. Bids signed for a partnership will be signed in the firm name by at least one of the partners or in the firm name by an attorney-in-fact. If signed by an attorney-in-fact, attach to the Proposal a copy of the power of attorney evidencing authority to sign the bid, executed by the partners.

Bids signed for a corporation will include the correct corporate name and signature of the president or other authorized officer of the corporation manually written below the corporation name following the words: "By \_\_\_\_\_."

**11. WITHDRAWAL OF BIDS** Any Bidder may withdraw their Proposal at any time prior to the scheduled time for receipt of bids as detailed in the Notice to Bidders. In submitting the Proposal, the Bidder agrees that the Proposal may not be withdrawn during the period of sixty (60) days following the date of opening of the bids.

**12. ACCEPTANCE OF BIDS** The Nebraska Military Department, State of Nebraska, reserves the right to waive any technicalities or informalities in bids and to accept or reject any or all bids when the Nebraska Military Department, State of Nebraska, considers it to be for the best interest of the Nebraska Military Department, State of Nebraska.

Where Bidders attempt to condition their bids by stipulations not contained in the Proposed Contract documents, such bids may be disregarded as not responsive to the terms of the Proposed Contract.

**13. ALTERNATE PROPOSALS** All Alternate Bid Items, when requested in the Proposal, will be subject to the acceptance or rejection of the Nebraska Military Department, State of Nebraska until sixty (60) days after the Bidder has informed the Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska in writing they are withdrawing the alternate proposals.

**14. BASIS OF AWARD OF CONTRACTS** The Nebraska Military Department, State of Nebraska, will not award the Contract to any Bidder who does not furnish upon request satisfactory evidence that they have the necessary ability and experience in work of this character, and necessary financial resources, to perform all work and enable them to execute the same successfully and promptly and complete it within the time required in the Contract.

Contract award, if made, will be to the responsible Bidder submitting the lowest acceptable bid.

## INSTRUCTIONS TO BIDDERS

Upon completion of the selection of Alternate Bid Items, the Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska will notify the lowest acceptable Bidder and begin preparing the contract. The term "lowest acceptable bid" is defined as the lowest most responsible Bidder offering the lowest total price for the combination of Base Bid and any Alternate Bid Items selected by the Nebraska Military Department, State of Nebraska. Participating Bidders will have five (5) business days from Bid Opening or Notice of Disqualification, whichever is later, to file a protest/grievance.

**15. WHEN AWARD EFFECTIVE** The Contract will be deemed as having been awarded when formal written Notice of Award is duly served upon the intended awardee by the Nebraska Military Department, State of Nebraska and both parties have signed the Contract.

**16. FORMAL CONTRACT AND CONTRACT SECURITY** The successful Bidder will be required to enter into a formal contract with the Nebraska Military Department, State of Nebraska. Form of contract will be same as the Proposed Contract included in the Project Manual.

The successful Bidder must furnish a Certificate of Insurance and a Surety Bond in an amount at least equal to one hundred (100%) percent of the Contract price as security for the faithful performance of the Contract and for the payment of all persons performing labor and furnishing material in connection with the Contract. The Surety Bond to be executed by an acceptable surety company or companies authorized to execute surety bonds in the State of Nebraska. Form of performance and payment bonds will be AIA A312—Performance Bond and Payment Bond.

**17. TIME OF COMPLETION** The Bidder will commence work under the Contract within ten (10) days after signing of contract by both parties and receipt of a Notice to Proceed. The Bidder must fully complete all work within the time listed in the Proposal and made part of the Contract.

**18. NUMBER OF COUNTERPARTS OF CONTRACT AND BOND REQUIRED** There will be executed one (1) copy of the AIA A312—Performance Bond and Payment Bond, one (1) copy of the Certificate of Insurance, and three (3) copies of the Contract for Construction.

**19. NON-RESIDENT CONTRACTORS—REGISTRATION** Non-resident firms must comply with the registration requirements and payment of fees to the Tax Commissioner of the State of Nebraska as defined in Sections 77-3101 through 77-3112, Revised Reissued Statutes of Nebraska.

**20. FAIR LABOR STANDARDS** The Proposal and the Contract contain a statement that the Bidder is complying with, and will continue to comply with, fair labor standards in the pursuit of their business and in the execution of the work contemplated in this proposal.

## INSTRUCTIONS TO BIDDERS

Fair labor standards will be construed to mean such a scale of wages and conditions of employment as are paid and maintained by at least fifty (50%) percent of the contractors in the area in the same business or specialty as the contractor filing this proposal.

**21. EXEMPTION FROM PAYMENT OF NEBRASKA SALES/USE TAX** This Project will be bid sales tax exempt. The Bidder is exempt from payment of the Nebraska Sales/Use Tax under the regulations of the Nebraska Department of Revenue Act of 1967. The Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska will issue a Nebraska Department of Revenue Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption—Form 13 and a Purchasing Agent Appointment and Delegation of Authority for Sale and Use Tax— Form 17 to the Bidder to be used for this project.

**22. GRIEVANCE AND PROTEST PROCEDURES** Administrative procedures for filing grievance or protest by a vendor relating to the contract award are as follows.

The protest shall be submitted in writing within five (5) days after the decision is made to award. It is the responsibility of the vendor to track progress of the procurement process. Grievances or protests will be submitted in writing to the Contracts Business Manager, Construction and Facilities Management Office, Nebraska Military Department, State of Nebraska, 2433 NW 24th Street Lincoln, NE 68524-1801. The letter will state the Project name and specific grievance or protest. The Contracts Business Manager will respond to the grievance or protest within fourteen (14) days. If the response from the Contracts Business Manager is not satisfactory to the Bidder, they may submit a grievance or protest letter to The Adjutant General, Nebraska Military Department, State of Nebraska, 2433 NW 24th Street Lincoln, NE 68524-1801. A meeting may be scheduled with the Bidder and The Adjutant General to discuss the grievance or protest. A written response with the final decision of The Adjutant General will be sent to the vendor.

END OF INSTRUCTIONS TO BIDDERS

**PROPOSAL**

from: \_\_\_\_\_ (contractor)

**TO: Craig W. Strong**  
**Major General, The Adjutant General**  
**Military Department, State of Nebraska**  
**C/O Construction & Facilities Management Office (CFMO)**  
**2433 NW 24th Street**  
**Lincoln, NE 68524-1801**

The undersigned, being familiar with local conditions affecting the cost of the work, and the Proposed Contract documents, including the Advertisement for Bids, Notice to Bidders, Instructions to Bidders, Proposal, Proposed Contract, Contract, Performance And Payment Bond, Form of Appointment of Purchasing Agent, Form of Exempt Sales/Use Tax Certificate, General Conditions, Supplemental Conditions, and Specifications and Plans all on file in the **Construction & Facilities Management Office, Nebraska Army National Guard, 2433 NW 24th Street, Lincoln, Nebraska 68524-1801**, hereby proposes to furnish all plant, equipment, transportation, materials, tools, labor and skills necessary and required to perform all work as described in the Proposed Contract Documents entitled:

**Camp Ashland Training Site (CATS) North MWR Courts**

at

**220 County Rd A, Ashland, NE, 68003**

**SCOPE OF WORK:**

The project includes all labor, equipment, tools, materials, travel, licenses, and permits required to install a basketball court, pickleball court, sand volleyball court, and sidewalk at the north physical fitness area of the camp. Courts will be utilized by students, transient units, staff, and Military Veterans staying on the camp. Contractor will also be required to locate underground utilities, grub the construction area to a minimum 6" depth, place culvert to install sidewalk, install courts with surrounding grade sloping away, add topsoil and grade for water drainage, reseed using hydroseeding to the spec provided.

# PROPOSAL

In accordance with the Proposed Contract documents including the following **Addenda** issued and attached:

Addendum #\_\_\_\_, dated: \_\_\_\_\_, Bidder's acknowledgement: \_\_\_\_\_

Addendum #\_\_\_\_, dated: \_\_\_\_\_, Bidder's acknowledgement: \_\_\_\_\_

For the contract sum of:

**Base Bid:** \_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter base bid amount in both words and numerals)*

For the following **Alternate Bid Items:**

Alternate Bid Item #1:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #2:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #3:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #4:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #5:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #6:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

**ABI LIST CONTINUED ON NEXT PAGE**

# PROPOSAL

Alternate Bid Item #7:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #8:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #9:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #10:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

Alternate Bid Item #11:

\_\_\_\_\_ \$ \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals)*

For the following **Unit Price Items** to add or delete the following work:

Unit Price Item #1:

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals) (enter price per unit of measure in numerals)*

Unit Price Item #2:

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals) (enter price per unit of measure in numerals)*

Unit Price Item #3:

\_\_\_\_\_ \$ \_\_\_\_\_ / \_\_\_\_\_  
*(Bidder will enter bid amount in both words and numerals) (enter price per unit of measure in numerals)*

For the base bid and all items above, the amount shown in words will govern.

The undersigned agrees to complete all work within \_\_\_\_\_ **calendar days** following the award of the Contract.

# PROPOSAL

The undersigned states that they are complying with, and will continue to comply with, fair labor standards in the pursuit of their business and in the execution of the Contract.

The undersigned acknowledges having reviewed provisions outlined for exemption of payment of sales taxes to the State of Nebraska and also understands the requirements for registration of any and all non-resident contractors and subcontractors with the Nebraska Department of Revenue.

Bid security in the amount of \$\_\_\_\_\_ as described in the Instructions to Bidders is required and is attached to this Proposal. In submitting this bid, the Bidder understands the Nebraska Military Department, State of Nebraska reserves the right to reject any or all bids, waive informalities and that this bid may not be withdrawn during the period of sixty (60) days following the scheduled closing time for receipt of the bids.

\_\_\_\_\_  
*Name of Firm*

An Individual                    (    )  
A Co-Partnership            (    )  
A Corporation                 (    )  
A LLC Corporation            (    )

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal Signature*

\_\_\_\_\_  
*Printed Name of Principal*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP Code*

\_\_\_\_\_  
*Phone #*

\_\_\_\_\_  
*FAX #*

\_\_\_\_\_  
*e-mail address*

\_\_\_\_\_  
*Raised or Embossed Corporate Seal and  
State of Incorporation*

NOTE: If Bidder is a partnership,  
list the names of all partners below:

\_\_\_\_\_  
*Printed Name and Title of Partner*

\_\_\_\_\_  
*Printed Name and Title of Partner*

\_\_\_\_\_  
*Printed Name and Title of Partner*

# NEBRASKA MILITARY DEPARTMENT

## CATS TRAINING SITE NORTH MWR COURTS



PROJECT NO. 3 1 0 9 0 7 1 6

## **SPECIFICATIONS & DRAWINGS**

Nebraska Army National Guard  
Construction and Facilities Management Office  
2433 NW 24<sup>th</sup> Street  
Lincoln, Nebraska 68524  
September 12, 2024

## **SCOPE OF WORK**

The project includes all labor, equipment, tools, materials, travel, licenses, and permits required to install a basketball court, pickleball court, sand volleyball court, and sidewalk at the north physical fitness area of the camp. Courts will be utilized by students, transient units, staff, and Military Veterans staying on the camp. Contractor will also be required to locate underground utilities, grub the construction area to a minimum 6" depth, place culvert to install sidewalk, install courts with surrounding grade sloping away, add topsoil and grade for water drainage, reseed using hydroseeding to the spec provided

## **PROJECT LOCATION**

**CAMP ASHLAND, NEBRASKA**

## **SPECIFICATIONS AND TABLE OF CONTENTS**

### **DIVISION 01 – GENERAL REQUIREMENTS**

01 1000	SUMMARY
01 2000	PRICE AND PAYMENT PROCEDURES
01 2300	ALTERNATES
01 3000	ADMINISTRATIVE REQUIREMENTS
01 6000	PRODUCT REQUIREMENTS
01 7400	CLEANING REQUIREMENTS
01 7800	CLOSEOUT SUBMITTALS

### **DIVISION 03 – CONCRETE**

03 1000	CAST IN PLACE CONCRETE
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### **DIVISION 32 – EXTERIOR IMPROVEMENTS**

32 2000	TURF AND GRASSES
---------	------------------

## **PLANS & DETAILS**

PLAN IN PDF FORMAT

## SECTION 01 1000

### SUMMARY

#### PART 1 GENERAL

##### 1.01 RELATED DOCUMENTS

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

##### 1.02 SECTION INCLUDES

- A. Project information.
- B. Work covered by Contract Documents.
- C. Coordination with occupants.
- D. Work restrictions.
- E. Specification and drawing conventions.

##### 1.03 PROJECT INFORMATION

- A. Project Identification: CATS North MWR Courts
- B. Owner: Nebraska Army National Guard
- C. Project Manager: Richard McDermott

##### 1.04 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of the following:
  - 1. Install Sidewalk, Basketball, Pickleball, Sand Volleyball Courts
    - a. Grub the designated area to a minimum 6" depth
    - b. Place culvert, lay sidewalk.
    - c. Install courts to where grading will slope away.
    - d. Add topsoil to area and grade for water drainage
  - e. Reseed by hydroseeding
- B. Type of Contract
  - 1. Project will be constructed under a single prime contract.

##### 1.05 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, except for areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
  - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
  - 2. Provide not less than 72 hours notice to Owner of activities that will affect Owner's operations.

##### 1.06 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated.
  - 1. Weekend Hours: Must be approved by Owner in advance.

2. Hours for Utility Shutdowns: Coordinate with Owner 72 hours prior to any shutdowns.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
  1. Notify Owner not less than three days in advance of proposed utility interruptions.
  2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
  1. Notify Owner not less than two days in advance of proposed disruptive operations.
  2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- F. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.
  1. Coordinate with the Owner's Representative to comply with EAL requirements to access the installation where the project is located.
  2. Maintain the list of approved screened personnel with Owner's representative.

#### **1.07 SPECIFICATION AND DRAWING CONVENTIONS**

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall", "shall be", or "shall comply with" depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on the Drawings are described in detail in the Specifications. One or more of the following are used on the Drawings to identify materials and products:
  1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.
  3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Division numbers found in this Project Manual.

**PART 2 PRODUCTS (Not Used)**

**PART 3 EXECUTION (Not Used)**

**END OF SECTION**

**SECTION 01 2000**

**PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Schedule of Values.
- B. Application for Progress Payments.
- C. Change Orders.

**1.02 SCHEDULE OF VALUES**

- A. Present required information in typewritten form.
- B. Form: AIA G703 - Application and Certificate for Payment Continuation Sheet. Contractor's standard form or electronic media printout will be considered.

**1.03 APPLICATIONS FOR PROGRESS PAYMENTS**

- A. Present required information in typewritten form.
- B. Form: AIA G702 - Application and Certificate for Payment and Continuation Sheet including AIA G703 continuation sheets when required.
- C. Execute certification by signature of authorized officer and Notary Public stamp with signature.

**1.04 CHANGE ORDERS**

- A. Changes in the work shall be as established in the Contract Documents. The following fees will be used for lump sum pricing and actual cost pricing of additions and deletions to the Work included in the Bid, namely:

	Not To Exceed
1. To Subcontractor for work performed by their own forces	10%
2. To Subcontractor for work performed by other than their own forces.	5%
3. To Subcontractor for materials supplied by Subcontractor's material supplier's own forces.	10%
4. To Subcontractor for materials supplied by Subcontractor's material supplier using other than the material supplier's own forces.	5%

Fee includes general requirements, all supervision, overhead and profit.

**END OF SECTION**

## SECTION 01 2300

### ALTERNATES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

Administrative and procedural requirements for alternates.

##### 1.02 DEFINITIONS

- A. Alternates: An amount proposed by bidders 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 alternates into the Work. No other adjustments are made to the Contract Sum.
    - a. Deductive Alternate Bid Items:
      - 1) Cost of each alternate is included in Base Bid.
      - 2) At Owner's discretion, the scope of work and associated cost for each alternate may be deducted from the contract.
    - b. Additive Alternate Bid Items:
      - 1) Cost of each alternate is **not** included in Base Bid.
      - 2) At Owner's discretion, the scope of work and associated cost for each alternate may be added to the contract.

##### 1.03 PROCEDURES

- A. Coordination: Modify 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 modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

#### PART 2 PRODUCTS (Not Used)

#### PART 3 EXECUTION

##### 3.01 SCHEDULE FOR DEDUCTIVE ALTERNATE BID ITEMS:

- A. See **ADMINISTRATIVE SPECIFICATIONS** - Proposal – Pages P-1 through P-4.

##### 3.02 SCHEDULE FOR ADDITIVE ALTERNATE BID ITEMS:

- A. See **ADMINISTRATIVE SPECIFICATIONS** - Proposal – Pages P-1 through P-4.

END OF SECTION

**SECTION 01 3000**  
**ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Project Coordination.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for Review, Procedures, Information, and Project Closeout.

**1.02 PROJECT COORDINATION**

**Richard McDermott**

**402-309-8470**

**Richard.I.mcdermott3.nfg@army.mil**

- A. Cooperate with the Project Manager in allocation of mobilization areas of site for field offices and sheds, for General Contractor access, traffic, and parking facilities.
- B. During construction, coordinate use of site and facilities through the Project Manager.
- C. Comply with Project Manager's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- D. Comply with instructions of the Project Manager for use of temporary utilities and construction facilities.
- E. Coordinate field engineering and layout work under instructions of the Project Manager.
- F. Make the following types of submittals to the Project Manager:
  - 1. Requests for interpretation.
  - 2. Requests for substitution.
  - 3. Shop drawings, product data and samples.
  - 4. Test and inspection reports.
  - 5. Manufacturer's instructions and field reports.
  - 6. Applications for payment and change order requests.
  - 7. Progress schedules.
  - 8. Coordination drawings.
  - 9. Closeout submittals.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PRECONSTRUCTION MEETING**

- A. Project Manager will schedule a meeting after Notice of Award.
- B. Attendance Required:
  - 1. Owner.

2. Contractor and Sub-Contractors.

C. Agenda:

1. Execution of Owner-Contractor Agreement.
2. Submission of executed bonds and insurance certificates.
  
3. Submission of list of Subcontractors, list of Products, schedule of values and progress schedule.
4. Designation of personnel representing the parties to Contract.
5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders and Contract closeout procedures.
6. Scheduling.

D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Owner, participants and those affected by decisions made.

### **3.02 PROGRESS MEETINGS**

A. Schedule and administer meetings throughout progress of the Work at maximum bi-weekly intervals.

B. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, as appropriate to agenda topics for each meeting.

C. Agenda:

1. Review minutes of previous meetings.
2. Review of Work progress.
3. Field observations, problems, and decisions.
4. Identification of problems which impede planned progress.
5. Review of submittals schedule and status of submittals.
6. Maintenance of progress schedule.
7. Corrective measures to regain projected schedules.
8. Planned progress during succeeding work period.
9. Maintenance of quality and work standards.
10. Effect of proposed changes on progress schedule and coordination.
11. As-Built construction documents to be reviewed by General Contractor and Project Manager.

D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Owner, participants and those affected by decisions made.

### **3.03 CONSTRUCTION PROGRESS SCHEDULE**

A. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

B. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.

1. Include written certification that major contractors have reviewed and accepted proposed schedule.

C. Within 10 days after joint review, submit complete schedule.

D. Submit updated schedule with each Application for Payment.

### **3.04 SUBMITTALS FOR REVIEW**

A. When the following are specified in individual sections, submit them for review:

1. Product data.
  2. Shop drawings.
  3. Samples for selection.
  4. Samples for verification.
- B. Submit to Project Manager for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- C. Samples will be reviewed only for aesthetic, color, or finish selection.

### **3.05 SUBMITTALS FOR INFORMATION**

- A. When the following are specified in individual sections, submit them for information:
1. Design data.
  2. Certificates.
  3. Test reports.
  4. Inspection reports.
  5. Manufacturer's instructions.
  6. Manufacturer's field reports.
  7. Other types indicated.
- B. Submit for Project Manager's knowledge as contract administrator or for Owner. No action will be taken.
- C. Documents for Project Closeout: As required by Division 01, Closeout Submittals.
- D. Samples: Submit two samples to be retained by Project Manager and additional samples to be returned to Contractor, as determined by Contractor.
1. Retained samples will not be returned to Contractor.
- E. Submittal Procedures:
1. Transmit each submittal with AIA Form G810.
  2. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
  3. Identify Project, Contractor, Subcontractor or supplier, pertinent drawing and detail number, and specification section number, as appropriate on each copy.
  4. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
  5. Deliver submittals to Project Manager at business address.
  6. Schedule submittals to expedite the Project and coordinate submission of related items.
  7. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
  8. Identify variations from Contract Documents and Product or system limitations, which may be detrimental to successful performance of the completed Work.
  9. Provide space for Contractor and Project Manager review stamps.
  10. When revised for resubmission, identify all changes made since previous submission.
  11. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
  12. Submittals not requested will not be recognized or processed.

### **3.06 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. When the following are specified in individual sections, submit them at project closeout:
1. Project record documents.
  2. Operation and maintenance data.
  3. Warranties.
  4. Bonds.

5. Other types as indicated.

- B. Submit Two copies for Owner's benefit after project completion.
- C. Project closeout documents will be professionally bound in three-ring locking binders with dividing tabs, labeled for each section.

**END OF SECTION**

## SECTION 01 3216

### CONSTRUCTION PROGRESS DOCUMENTATION

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Submittals.
- B. Preliminary schedule.
- C. Content.
- D. Construction progress schedule, bar chart type.
- E. Review and Evaluation of Schedule.

##### 1.02 SUBMITTALS

- A. Within 10 days after date of Notice to Proceed, submit preliminary schedule.
- B. Within 15 days after joint review, submit complete schedule.
- C. Submit under transmittal letter form specified in Section 01 3000.

#### PART 2 PRODUCTS - NOT USED

#### PART 3 EXECUTION

##### 3.01 PRELIMINARY SCHEDULE

- A. Prepare preliminary schedule in the form of a horizontal bar chart.

##### 3.02 CONTENT

- A. Show complete sequence of construction by activity, critical path, with dates for beginning and completion of each element of construction.
- B. Identify each item by specification section number.
- C. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
- D. Provide legend for symbols and abbreviations used.

##### 3.03 BAR CHARTS

- A. Include a separate bar for each major portion of Work or operation.
- B. Identify the first workday of each week.

##### 3.04 REVIEW AND EVALUATION OF SCHEDULE

- A. Participate in joint review and evaluation of schedule with Project Manager at each pay application submittal.
- B. Evaluate project status to determine work behind schedule and work ahead of schedule.
- C. After review, revise as necessary as result of review and resubmit within 10 days.

**END OF SECTION**

## SECTION 01 6000

### PRODUCT REQUIREMENTS

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Submittals.
- B. New products and Product options.
- C. Substitution procedures.
- D. Storage and protection.

##### 1.02 SUBMITTALS

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.
- D. Indicate utility and electrical characteristics, utility connection requirements and location of utility outlets for service for functional equipment and appliances.

#### PART 2 PRODUCTS

##### 2.01 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by the Contract Documents.

##### 2.02 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

#### PART 3 EXECUTION

##### 3.01 SUBSTITUTION PROCEDURES

- A. The materials, products and equipment described in the Bidding documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.
- B. No substitution will be considered unless written request for approval has been received by the Project Manager/Engineer at least **seven calendar days** prior to the date for receipt of Bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, which show in comparative form how the proposed substitution meets the standards listed of the specified product. A statement setting forth changes in other materials, equipment or other portions of the Work including changes in the work of other contracts that incorporation of the proposed substitution would require shall be included. The

burden of proof of the merit of the proposed substitution is upon the proposer. It is the submitter's responsibility (not the Project Manager's) to research the performance standards of the specified product and present sufficient comparative evidence for the Project Manager to render a decision. The Project Manager's approval or disapproval of a proposed substitution shall be final. **Note: All requests must be submitted on Substitution Request Form and emailed to the Project Manager.**

- C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. **(See Substitution Form following this Section).**
- D. A request for substitution constitutes a representation that the submitter:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  - 2. Will provide the same warranty for the substitution as for the specified product.
  - 3. Will coordinate installation and make changes to other Work, which may be required for the work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extension, which may subsequently become apparent.
- E. If the Project Manager approves a proposed substitution prior to receipt of Bids; such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.
- F. The Project Manager will notify Contractor in writing (e-mail) of decision to accept or reject request.
- G. No substitutions will be considered after the Contract award.

### **3.02 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- F. Prevent contact with material that may cause corrosion, discoloration, or staining.
- G. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- H. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.



## SECTION 01 7400

### CLEANING REQUIREMENTS

#### PART 1 - GENERAL

##### 1.01 SECTION INCLUDES

- A. Quality assurances.
- B. Materials.
- C. Cleaning during construction.
- D. Cleaning for Contract Completion review and final acceptance of the Work.

##### 1.02 QUALITY ASSURANCE

- A. Cleaning and Disposal Requirements, General: Contractor shall conduct cleaning and disposal operations in compliance with all applicable codes, ordinances, and regulations, including environmental protection laws, rules, and practices.

#### PART 2 - PRODUCTS

##### 2.01 MATERIALS

- A. Cleaning Agents and Materials: Contractor shall use only those cleaning agents and materials which will not create hazards to health or property, and which will not damage or degrade surfaces. Contractor shall:
  - 1. Use only those cleaning agents, materials and methods recommended by manufacturer of the material to be cleaned.
  - 2. Use cleaning materials only on surfaces recommended by cleaning agent manufacturer.

#### PART 3 - EXECUTION

##### 3.01 CLEANING DURING CONSTRUCTION

- A. Garbage Control: Contractor shall control accumulation of debris, waste materials and rubbish. Periodically, Contractor shall dispose of debris, waste, and rubbish off-site in a legal manner.
- B. Cleaning, General: Contractor shall clean sidewalks, driveways, and streets frequently to maintain public thoroughfares free of dust, debris and other contaminants.
- C. Parking Area Cleaning: Contractor shall keep parking areas clear of construction debris, especially debris hazardous to vehicle tires.
- D. Thoroughfare Clearing and Cleaning: Contractor shall keep site access ways, parking areas and building access and exit facilities clear of mud, soiling and debris. Contractor shall:
  - 1. Remove mud, soil and debris and dispose in a manner which will not be injurious to persons, property, plant materials and site.
  - 2. Comply with runoff control requirements stated above and as required by governing authorities having jurisdiction.
- E. Cleaning Frequency: At a minimum, Contractor shall clean Work areas daily.
- F. Failure to Clean: Should cleaning by Contractor not be sufficient or acceptable to Project Manager, especially regarding paths of travel, Owner may engage cleaning service to perform cleaning and deduct costs for such cleaning from sums owed to Contractor.

### **3.02 CONTRACT COMPLETION REVIEW CLEANING, GENERAL**

- A. Contract Completion Review Cleaning, General: Contractor shall execute a thorough cleaning prior to Contract Completion review by Project Manager. Contractor shall complete final cleaning before submitting the final Application for Payment. Contractor shall:
  - 1. Conduct cleaning in compliance with regulations of authorities having jurisdiction and industrial safety standards for cleaning.
  - 2. Clean the site, including landscape development areas, of rubbish, litter as. Sweep paved areas broom clean; remove stains, spills, and other foreign deposits.
- B. Waste Disposal, Contractor shall:
  - 1. Remove waste materials from the site and conduct disposal in a lawful manner.
  - 2. Do not burn waste materials.
  - 3. Do not bury debris or excess materials on the Owners property.
  - 4. Do not discharge volatile, harmful or hazardous materials into drainage systems.

### **3.03 EXTERIOR CLEANING**

- A. Building Exterior Cleaning: Contractor shall clean exterior of adjacent facilities where construction activities have caused soiling and accumulation of dust and debris. Contractor shall:
  - 1. Remove labels that are not permanent labels.
  - 2. Wash down exterior surfaces to remove dust.
  - 3. Clean exterior surfaces of mud and other soiling.
  - 4. Clean exterior side of windows, storefronts and curtainwalls, including window framing.
  - 5. Site Cleaning: Contractor shall broom clean exterior paved surfaces. Contractor shall rake clean other surfaces of the grounds. Contractor shall:
  - 6. Wash down and scrub where necessary all paving soiled as a result of construction activities. Thoroughly remove mortar droppings, paint splatters, stains, and adhered soil.
  - 7. Remove from the site all construction waste, unused materials, excess soil and other debris resulting from the Work. Legally dispose of waste.

### **3.04 CLEANING INSPECTION**

- A. Cleaning Inspection: Prior to Final Payment or acceptance by Owner for partial occupancy or beneficial use of the premises, Contractor and Project Manager shall jointly conduct an inspection of interior and exterior surfaces to verify that entire Work is acceptably clean.
- B. Inadequate Cleaning: Should final cleaning be inadequate, as determined by Project Manager, and Contractor fails to correct conditions, Owner may engage cleaning service under a separate contract and deduct those costs from Contract Sum.

**END OF SECTION**

## SECTION 01 7800

### CLOSEOUT SUBMITTALS

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Submittals.
- B. Project Record Documents.
- C. Operation and Maintenance Data.
- D. Warranties and bonds.
- E. Project Closeout Checklist.

##### 1.02 SUBMITTALS

- A. Project Record Documents: Submit documents to Project Manager with claim for final Application for Payment.
  - 1. Provide 3 sets professionally bound in three-ring locking binders with dividing labeled for each section.
- B. Operation and Maintenance Data:
  - 1. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 2. Submit three sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
  - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten days after acceptance.
  - 2. Make other submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.

#### PART 2 PRODUCTS - NOT USED

#### PART 3 EXECUTION

##### 3.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents to be reviewed on a monthly basis at project meeting; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Changes made by Addenda and modifications.
- F. Record Drawings: Legibly mark each item to record actual construction including:
  - 1. Field changes of dimension and detail.
  - 2. Details not on original Contract drawings.

### **3.02 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material and Finish:
  - 1. Product data, with catalog number, size, composition, and color and texture designations.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

### **3.03 WARRANTIES AND BONDS**

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.

**3.04 CLOSEOUT DOCUMENTATION SUMMARY**

**Project Name:**

**Date:**

**Project Number:**

Document Description	Submitted	Completed	Comments
Punch List Inspection <b>All Inclusive</b> or individual as below			
Punch List Inspection <b>Interior</b>			
Punch List Inspection <b>Exterior</b>			
G704 Certificate of Substantial Completion			
G706 Contractor's Affidavit of Payment of Debts and Claims			
G706A Contractor's Affidavit of Release of Liens Listing			
G706A Lien Waivers from Major Subcontractors			
G707 Consent of Surety to Final Payment			
Operation & Maintenance Manuals			
1354 Documentation Form for Real Property Division			
As-Built (Record) Drawings Hard Copy (2 Full Size)			
As-Built (Record) Drawings, Electronic File Transfer (1 Each)			
Building Warranty			
Owner Training			

**END OF SECTION**

## SECTION 03 1000

### CAST-IN-PLACE CONCRETE

#### PART 1 GENERAL

##### SECTION INCLUDES

- A. Quality assurance Slabs on grade
- B. Materials.
- C. Installation.

##### 1.02 QUALITY ASSURANCE FOR SLABS ON GRADE

- A. Cold-Weather Placement: Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions or low temperatures. Do not place concrete against frozen forms or forms that have ice on them.
  - 1. The following requirements shall govern the placement of concrete when the ambient temperature is less than 40°F (5°C) for three consecutive days:
    - The temperature of the concrete shall not be less than 50°F (10°C) immediately after being placed.
    - The Contractor shall furnish heating equipment and/or enclose and protect the mow strip and post footing in such a way that the concrete and air surrounding it shall be maintained at a temperature between 50°F (10°C) and 100°F (38°C) for the first 72 hours after the concrete has been placed, and at a temperature between 40°F (5°C) and 100°F (38°C) for the next 48 hours. The temperature of the air surrounding the concrete shall be gradually reduced to the outside air temperature at a rate not faster than 5°F/h (2.8°C/h).
    - Do not place concrete on frozen sub-grade or on sub-grade containing frozen materials.
- B. Hot-Weather Placement:
  - 1. Maintain concrete temperature below 90° at time of placement. Chilled mixing may be used to control temperature.
  - 2. Using water, fog-spray forms, steel reinforcement and sub-grade just before placing concrete. Keep sub-grade uniformly moist without standing water, soft spots, or dry areas.

#### PART 2 PRODUCTS

##### 2.01 MATERIALS

- A. If form release agents are used, it must be a form release agent that does not adversely affect or stain the concrete finish.
- B. All concrete shall be a minimum of 3000 psi concrete mix ratio.
- C. Use #4 fiberglass reinforcing bar for the slab construction.

## **PART 3 EXECUTION**

### **3.01 INSTALLATION**

- A. The subgrade and base shall be fully and properly compacted.
- B. The running track, that completely encircles the work area, must be protected and undamaged by this project. Contractor must protect all existing elements and restore to an "as before" condition if damaged.
- C. Contractor to provide concrete compression strength test report
- D. Reinforcement bars shall be placed on 2' centers each way throughout the slabs on grade and sidewalks.
- E. Each court shall have a one inch wide, pinned expansion joint at center court and control joints cut every 10' to make 10' x 10' panels.
- F. All expansion joints shall have backer rod and polyurethane sealant applied to seal the joints. All cut control joints shall be sealed with polyurethane sealant.
- G. Place reinforcement bars on chairs so that there will be a clear distance of two inches between the reinforcement and sub-grade and or form work. Bar lap shall be 24" for a typical #4 rebar.
- H. Slabs shall have a power trowel finish added to the surface.
- I. Adequate and suitable means for removing the forms without injury to the surfaces or edges of the finished concrete must be provided.
- J. Cleanup shall follow the work progressively and final clean-up shall follow immediately behind the finishing. The Contractor shall remove from the site of the work all equipment, tools and discarded materials, and other construction items. The entire right-of-way or easement shall be left in a finished and neat condition.
- K. Cleanup shall be considered as incidental to the completion of grading. In areas where sodding or seeding is proposed, the top 4" of the surface shall be clean earth material free of rocks and concrete slag greater than 1 inch in diameter.
- L. Sod or seed areas that were disturbed during the construction process as per section 32 2000 of this project manual.

**END OF SECTION**

## SECTION 32 2000

### TURF AND GRASSES

#### PART 1 GENERAL

##### 1.01 SUMMARY

- A. Seed any and all lawn areas disturbed during the construction process and as indicated on drawings.
- B. All excess soil materials shall be removed from job site by the contractor.

##### 1.02 SECTION INCLUDES

- A. Definitions.
- B. Submittals.
- C. Delivery, storage, and handling.
- D. Maintenance Service.
- E. Seed
- F. Inorganic soil amendments.

##### 1.03 DEFINITIONS

- A. Duff Layer: The surface layer of native topsoil that is composed of mostly decayed leaves, twigs and detritus.
- B. Finish Grade: Elevation of finished surface of planting soil.
- C. Manufactured Topsoil: Soil produced off-site by homogeneously blending mineral soils or sand with stabilized organic soil amendments to produce topsoil or planting soil.
- D. Pesticide: A substance or mixture intended for preventing, destroying, repelling, or mitigating a pest. This includes insecticides, miticides, herbicides, fungicides, rodenticides and molluscicides. It also includes substances or mixtures intended for use as a plant regulator, defoliant or desiccant.
- E. Pests: Living organisms that occur where they are not desired or that cause damage to plants, animals, or people. These include insects, mites, grubs, mollusks (snails and slugs), rodents (gophers, moles, and mice), unwanted plants (weeds), fungi, bacteria and viruses.
- F. Planting Soil: Standardized topsoil; existing, native surface topsoil; existing, in-place surface soil; imported topsoil; or manufactured topsoil that is modified with soil amendments and perhaps fertilizers to produce a soil mixture best for plant growth.
- G. Subgrade: Surface or elevation of subsoil remaining after excavation is complete or top surface of a fill or backfill before planting soil is placed.
- H. Subsoil: All soil beneath the topsoil layer of the soil profile and typified by the lack of organic matter and soil organisms.
  - 1. Surface Soil: Whatever soil is present at the top layer of the existing soil profile at the Project site. In undisturbed areas, the surface soil is typically topsoil, but in disturbed areas such as urban environments, the surface soil can be subsoil.

##### 1.04 SUBMITTALS

- A. General: Submit according to the Conditions of the Contract and Division 1 Specification Sections.

- B. Product Data: For each type of product indicated.
- C. Certification of grass seed and sod.
  - 1. Certification of each seed mixture for turfgrass.
- D. Product certificates.

#### **1.05 DELIVERY, STORAGE AND HANDLING**

- A. Seed and Other Packaged Materials: Deliver packaged materials in original, unopened containers showing weight, certified analysis, name and address of manufacturer, and indication of conformance with state and federal laws, as applicable.

#### **1.06 MAINTENANCE SERVICE**

- A. Initial Turf Maintenance Service: Provide full maintenance by skilled employees of landscape Installer. Maintain as required in Part 3. Begin maintenance immediately after each area is planted and continue until acceptable turf is established but for not less than the following periods:
  - 1. Seeded Turf: 60 days from date of planting completion.
    - a. When initial maintenance period has not elapsed before end of planting season, or if turf is not fully established, continue maintenance during next planting season.

### **PART 2 PRODUCTS**

#### **2.01 SEED**

- A. Grass Seed: Fresh, clean, dry, new-crop seed complying with AOSA's "Rules for Testing Seeds" for purity and germination tolerances.
- B. Grass-Seed Mix: Proprietary seed mix as follows:
  - 1. Products: Subject to compliance with requirements, provide the following:
    - a. Turfgrass Seed Mix - Proportioned by weight as follows:
      - 1) 80 percent Tall Fescue.
      - 2) 20 percent Fine-Leaf Perennial Ryegrass

#### **2.02 INORGANIC SOIL AMENDMENTS**

- A. Lime: ASTM C 602, agricultural liming material containing a minimum of 80 percent calcium carbonate equivalent and as follows:
  - 1. Class: T, with a minimum of 99 percent passing through No. 8 sieve and a minimum of 75 percent passing through No. 60 sieve.
  - 2. Class: O, with a minimum of 95 percent passing through No. 8 sieve and a minimum of 55 percent passing through No. 60 sieve.
- B. Sulfur: Granular, biodegradable, containing a minimum of 90 percent sulfur, and with a minimum of 99 percent passing through No. 6 sieve and a maximum of 10 percent passing through No. 40 sieve.
- C. Iron Sulfate: Granulated ferrous sulfate containing a minimum of 20 percent iron and 10 percent sulfur.
- D. Aluminum Sulfate: Commercial grade, unadulterated.
- E. Perlite: Horticultural perlite, soil amendment grade.
- F. Agricultural Gypsum: Minimum 90 percent calcium sulfate, finely ground with 90 percent passing through No. 50 sieve.
- G. Sand: Clean, washed, natural or manufactured and free of toxic materials.
- H. Diatomaceous Earth: Calcined, 90 percent silica, with approximately 140 percent water absorption capacity by weight.

- I. Zeolites: Mineral clinoptilolite with at least 60 percent water absorption by weight.

## **2.03 ORGANIC SOIL AMENDMENTS**

- A. Compost: Well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8; moisture content 35 to 55 percent by weight; 100 percent passing through 1-inch sieve; soluble salt content of 5 to 10 Decisiemens/m; not exceeding 0.5 percent inert contaminants and free of substances toxic to plantings.
- B. Sphagnum Peat: Partially decomposed sphagnum peat moss, finely divided or of granular texture, with a pH range of 3.4 to 4.8.
- C. Muck Peat: Partially decomposed moss peat, native peat, or reed-sedge peat, finely divided or of granular texture, with a pH range of 6 to 7.5, and having a water-absorbing capacity of 1100 to 2000 percent.
- D. Wood Derivatives: Decomposed, nitrogen-treated sawdust, ground bark, or wood waste; of uniform texture and free of chips, stones, sticks, soil or toxic materials.
- E. Manure: Well-rotted, un-leached, stable or cattle manure containing not more than 25 percent by volume of straw, sawdust, or other bedding materials; free of toxic substances, stones, sticks, soil, weed seed and material harmful to plant growth.

## **2.04 FERTILIZERS**

- A. Bonemeal: Commercial, raw or steamed, finely ground; a minimum of 1 percent nitrogen and 20 percent phosphoric acid.
- B. Superphosphate: Commercial, phosphate mixture, soluble; a minimum of 20 percent available phosphoric acid.
- C. Commercial Fertilizer: Commercial-grade complete fertilizer of neutral character, consisting of fast- and slow-release nitrogen, 50 percent derived from natural organic sources of urea formaldehyde, phosphorous, and potassium in the following composition:
  - 1. Composition: 1 lb/1000 sq. ft. of actual nitrogen, 4 percent phosphorous, and 2 percent potassium, by weight.
- D. Slow-Release Fertilizer: Granular or pelleted fertilizer consisting of 50 percent water-insoluble nitrogen, phosphorus, and potassium in the following composition:
  - 1. Composition: 20 percent nitrogen, 10 percent phosphorous, and 10 percent potassium, by weight.

## **2.05 PLANTING SOILS**

- A. Planting Soil: ASTM D 5268 topsoil, with pH range of 6.0 to 7.5, a minimum of 5 percent organic material content. Imported topsoil or manufactured topsoil from off-site sources; do not obtain from agricultural land, bogs or marshes. Verify suitability of soil to produce viable planting soil. Clean soil of roots, plants, sod, stones, clods, clay lumps, pockets of coarse sand, concrete slurry, concrete layers or chunks, cement, plaster, building debris, and other extraneous materials harmful to plant growth. Submit testing laboratory certified analysis of proposed topsoil to Engineer.

## **2.06 MULCHES**

- A. Straw Mulch: Provide air-dry, clean, mildew and seed-free, salt hay or threshed straw of wheat, rye, oat or barley.
- B. Sphagnum Peat Mulch: Partially decomposed sphagnum peat moss, finely divided or of granular texture, and with a pH range of 3.4 to 4.8.
- C. Muck Peat Mulch: Partially decomposed moss peat, native peat, or reed-sedge peat, finely divided or of granular texture, with a pH range of 6 to 7.5, and having a water-absorbing capacity of 1100 to 2000 percent.

- D. Compost Mulch: Well-composted, stable, and weed-free organic matter, pH range of 5.5 to 8; moisture content 35 to 55 percent by weight; 100 percent passing through 1-inch sieve; soluble salt content of 2 to 5 Decisiemens/m; not exceeding 0.5 percent inert contaminants and free of substances toxic to plantings. Mulch matting such as jute or excelsior blanket, wheat straw, oat straw or wood chips 8-12 ton per acre shall be used on slopes greater than 4:1, contractor shall mechanically crimp materials into the slope.

## **2.07 PESTICIDES**

- A. General: Pesticide, registered and approved by EPA, acceptable to authorities having jurisdiction, and of type recommended by manufacturer for each specific problem and as required for Project conditions and application. Do not use restricted pesticides unless authorized in writing by authorities having jurisdiction.

## **PART 3 EXECUTION**

### **3.01 TURF AREA PREPARATION**

- A. Newly Graded Sub-grades: Loosen sub-grade to a minimum depth of 6 inches. Remove stones larger than 1 inch in any dimension and sticks, roots, rubbish, and other extraneous matter and legally dispose of them off Owner's property.
  - 1. Apply superphosphate fertilizer directly to sub-grade before loosening.
  - 2. Thoroughly blend planting soil off-site before spreading or spread topsoil, apply soil amendments and fertilizer on surface and thoroughly blend planting soil.
  - 3. Spread planting soil to a depth of 6 inches but not less than required to meet finish grades after light rolling and natural settlement. Do not spread if planting soil or sub-grade is frozen, muddy, or excessively wet.
    - a. Reduce elevation of planting soil to allow for soil thickness of sod.
- B. Unchanged Sub-grades: If turf is to be planted in areas unaltered or undisturbed by excavating, grading, or surface-soil stripping operations, prepare surface soil as follows:
  - 1. Remove existing grass, vegetation and turf. Do not mix into surface soil.
  - 2. Loosen surface soil to a depth of at least 6 inches. Apply soil amendments and fertilizers according to planting soil mix proportions and mix thoroughly into top 6 inches of soil. Till soil to a homogeneous mixture of fine texture.
    - a. Apply superphosphate fertilizer directly to surface soil before loosening.
  - 3. Remove stones larger than 1 inch in any dimension and sticks, roots, trash and other extraneous matter.
  - 4. Legally dispose of waste material, including grass, vegetation and turf, off Owner's property.
- C. Finish Grading: Grade planting areas to a smooth, uniform surface plane with loose, uniformly fine texture. Grade to within plus or minus 1/2 inch of finish elevation. Roll and rake, remove ridges and fill depressions to meet finish grades. Limit finish grading to areas that can be planted in the immediate future.
- D. Moisten prepared area before planting if soil is dry. Water thoroughly and allow surface to dry before planting. Do not create muddy soil.
- E. Before planting, obtain Architect's acceptance of finish grading; restore planting areas if eroded or otherwise disturbed after finish grading.

### **3.02 SEEDING**

- A. Hydroseeding: A hydroseeding process is the preferable sowing method. Immediately clean any overspray from walls, walks and other surfaces.
- B. Do not broadcast or drop seed when wind velocity exceeds 5 mph. Evenly distribute seed by sowing equal quantities in two directions at right angles to each other. Do not seed against existing trees. Limit extent of seed to outside edge of planting saucer.
- C. Sow seed at a total rate of 2 lbs. /1 000 sq. ft.

- D. Rake seed lightly into top 1/8 inch of soil, roll lightly, and water with fine spray.
- E. Protect seeded areas with slopes not exceeding 1:6 by spreading straw mulch. Spread uniformly at a minimum rate of 1 ½ tons/acre to form a continuous blanket 1-1/2 inches in loose thickness over seeded areas. Spread by hand, blower, or other suitable equipment.
  - 1. Anchor straw mulch by crimping into soil with suitable mechanical equipment.
- F. Protect seeded areas from hot, dry weather or drying winds by applying straw within 24 hours after completing seeding. Soak areas, scatter straw uniformly at one and a half tons per acre.

### **3.03 TURF MAINTENANCE**

- A. Maintain and establish turf by watering, fertilizing, weeding, mowing, trimming, replanting, and performing other operations as required to establish healthy, viable turf. Roll, re-grade, and replant bare or eroded areas and re-mulch to produce a uniformly smooth turf. Provide materials and installation the same as those used in the original installation.
- B. Mow turf as soon as top growth is tall enough to cut. Repeat mowing to maintain height appropriate for species without cutting more than 1/3 of grass height. Remove no more than 1/3 of grass-leaf growth in initial or subsequent mowing.
- C. Apply pesticides and other chemical products and biological control agents in accordance with authorities having jurisdiction and manufacturer's written recommendations. Coordinate applications with Owner's operations and others in proximity to the Work. Notify Owner before each application is performed.

### **3.04 SATISFACTORY TURF**

- A. Turf installations shall meet the following criteria as determined by Engineer:
  - 1. Satisfactory Seeded Turf: At end of maintenance period, a healthy, uniform, close stand of grass has been established, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. and bare spots not exceeding 5 by 5 inches.
- B. Use specified materials to reestablish turf that does not comply with requirements and continue maintenance until turf is satisfactory.

### **3.05 PLANTING SCHEDULING**

- A. Planting shall only occur when existing and forecasted weather conditions permit. Plant schedules shall be as follows:
  - 1. Spring planting is to be May 15<sup>th</sup> – June 30<sup>th</sup> for cool and warm season grasses with mulch mat.
  - 2. Fall planting is to be September 1<sup>st</sup> – October 15<sup>th</sup> for cool season grasses with mulch mat.
  - 3. Dormant planting is to be November 1<sup>st</sup> – December 15<sup>th</sup> with mulch mat.

**END OF SECTION**

## **PART 3 EXECUTION (additional notes & responses to questions)**

### **3.01 INSTALLATION**

- A. Contractor shall locate and document all utilities on the construction site.
- B. The subgrade and base shall be fully and properly compacted.
- C. Contractor must protect all existing elements and restore to an "as before" condition if damaged. The running track, in particular, that completely encircles the work area, must be protected and undamaged by this project.
- D. Contractor to provide concrete compression strength test report
- E. Reinforcement bars shall be placed on 2' centers each way throughout the slabs on grade and sidewalks.
- F. Each court shall have a one inch wide, pinned expansion joint at center court and control joints cut every 10' to make 10' x 10' panels.
- G. All expansion joints shall have backer rod and polyurethane sealant applied to seal the joints. All cut control joints shall be sealed with polyurethane sealant.
- H. Place reinforcement bars on chairs so that there will be a clear distance of two inches between the reinforcement and sub-grade and or form work. Bar lap shall be 24" for a typical #4 rebar.
- I. Slabs shall have a power trowel finish added to the surface.
- J. Adequate and suitable means for removing the forms without injury to the surfaces or edges of the finished concrete must be provided.
- K. Cleanup shall follow the work progressively and final clean-up shall follow immediately behind the finishing. The Contractor shall remove from the site of the work all equipment, tools and discarded materials, and other construction items. The entire right-of-way or easement shall be left in a finished and neat condition.
- L. Cleanup shall be considered as incidental to the completion of grading. In areas where sodding or seeding is proposed, the top 4" of the surface shall be clean earth material free of rocks and concrete slag greater than 1 inch in diameter.
- M. Sod or seed areas that were disturbed during the construction process as per section 32 2000 of this project manual.