

END OF SECTION 01 12 00-01A

EXHIBIT D.1 - SPECIFIC SCOPE OF WORK

14A Elevators

SPECIFIC SCOPE OF WORK
A. General Scope Requirements: The provisions outlined in the General Scope of Work shall apply to all items of this section. All work shall be in accordance with the schedule. B. Specific Scope: This work shall include all labor, supervision, material, tools, equipment, shop drawings, submittals, layout, unloading, scaffolding, ladders, hoisting, transportation, taxes, permits, engineering, support functions, insurance, bonds, and any other items or services necessary for and reasonably incidental to the proper execution and completion of the work, whether temporary or permanent, in accordance with all drawings, specifications, addenda, general conditions, requirements, and other related documents as indicated herein. The scope of work shall include but not be limited to the following specific scope of work: (All work shall be furnished and installed unless noted otherwise herein.)

SPECIFICATION SECTIONS
Prepared by: ABHA / BSA+A dated March 25, 2026 This work primarily includes but is not limited to the following specification sections as well as related work specified or shown elsewhere in the contract documents. The exception to this is when the note “As Applicable” follows a technical specification section. In that case, other units of work, as defined by the Scope, may also have some responsibility for that particular section. General Conditions, Supplementary Conditions, General Requirements and General Scope Items apply to each and all of the Individual Units of Work.

Section	Description	Responsibility
Division 00	Procurement and Contracting Requirements	In Its Entirety
Division 01	General Requirements	In Its Entirety
Division 03	Concrete	For Coordination
Division 04	Masonry	As Applicable
04 20 00	Unit Masonry	As Applicable
Division 05	Steel	As Applicable
05 12 00	Structural Steel	As Applicable
Division 14	Conveying Equipment	In Its Entirety
14 20 13	Hydraulic Holeless Passenger Elevator	In Its Entirety
14 42 16	Vertical Wheelchair Lifts	In Its Entirety
Division 22	Plumbing	For Coordination
Division 23	HVAC	For Coordination
Division 26	Electrical	For Coordination
Division 28	Electronic Safety & Security	For Coordination

ITEM #:	SPECIFIC SCOPE ITEMS:
14A-01	Include 100% Payment and Performance Bond in the base bid.
14A-02	This contractor to provide the complete elevator system and installation required for the elevators shown in the contract documents. Including but not limited to: steel-framed car enclosures, wall panels, roof, access doors, power door operators, subfloor, exhaust fan, handrails, electronics, key cabinet, etc.
14A-03	This Contractor shall be responsible for obtaining and coordinating the necessary licenses, permits, and inspections required to put the elevators and lift into service. Contractor must advise in writing in advance of dates and times of inspections and tests that are to be performed on the elevators. Provide copies of all reports to the CM. Any retesting necessary due to work by this Contractor shall be paid by this Contractor. Provide an operator during all elevator testing and inspections
14A-04	This contractor to provide shop drawings showing elevator pit dimensions and details no later than 2 weeks after notice to proceed.
14A-05	This contractor to provide detailed shop drawing of elevator shafts and all neccessay coponents no later than 4 weeks after notice to proceed. This includes the vertical chair lift shop drawings.
14A-06	Hoist beams will be provided by the steel contractor. The elevator contractor to provide detailed shop drawings of hoist beam and any other supports for embeds. The installation of the hoist beam will be by the mason.
14A-07	Provide elevator door sill support angles and/or any other embeds to cast in place concrete contractor and/or masonry contractor for installation. This contractor to provide detailed shop drawing and layout of all locations and shall be responsible for verifying layout is correct. Include any grouting of sills as required.
14A-08	This contractor responsible for following all OSHA & WT safety policies during constrution.
14A-09	Before permitting use of elevator, this contrator to perform acceptance tests as required and recommended by ASME A17.1 and governing regulations and agencies.
14A-10	Remove all protective coverings from finished surfaces upon completion of installation.
14A-11	This contractor to provide the complete enclosed vertical wheelchair lift.
14A-12	Provide vertical wheelchair lift shop drawings showing rough opening

14A-13	Each elevator shall have keyed card reader override, corbin russwin to match ASD specification. Reference specifications for details.
14A-14	This contractor to shall inspect hoist ways, pits, and machines rooms prior to installtion to verify dimensions and supporting structures. Notify Whiting-Turner of any discrepancies. Failure to notify WT shall constitute acceptance of the existing conditions and corrective measures shall be the responsibility of this contractor.
14A-15	Provide floor protection and blankets to protect walls of each elevator cab.
14A-16	Coorindate all battery lowering requirements with electrician and fire alarm contractor.
14A-17	Power will be suppllied by electrical contractor. Elevator contractor to provide electrical tie-in,
14A-18	Safety barricades or cables shall be provided by others but maintained by this subcontractor when working in and around shaft openings.
14A-19	Commissioning Authority work shall be done under a separate contract. This contract is responsible to complete all start-up checklists and pre-functional testing requirements. Must have personnel onsite to assist the commissioning authority with all functional performance testing.

ALTERNATE:	ALTERNATE DESCRIPTION (SPEC SECTION: 01 23 00 - Alternates)
ALT #1	Delete High School Gym Track
ALT #2	Wrestling Room in Lieu of Auxiliary Gymnasium
ALT #3	Solid Plastic Toilet Partitions
ALT #4	Markerboards at Front of Classrooms
ALT #5	Basis of Design Brick Veneer
ALT #6	Cast Stone in Lieu of Calcium Silicate Masonry
ALT #7	Mechanical Piping Alternate Materials
ALT #8	Domestic Water Piping Alternate Materials
ALT #9	Fire Protection Piping Alternate Materials
ALT #10	Scenic Projectors
ALT #11	Greenhouse

WORK BY OTHERS:

SECTION 14 20 13**HYDRAULIC HOLELESS PASSENGER ELEVATORS****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Complete elevator systems and installation.

1.02 RELATED SECTIONS

- A. Section 05 12 00 - Structural Steel Framing: Includes hoistway framing, overhead hoist beams, and rail supports.
- B. Section 05 50 00 - Metal Fabrications: Includes elevator pit ladder and sill supports.
- C. Section 09 21 16 - Gypsum Board Assemblies: Gypsum shaft walls.
- D. Section 09 65 00 - Resilient Flooring: Floor finish in car.
- E. Section 10 4400 - Fire Protection Specialties: Fire extinguisher in elevator machine room.
- F. Division 21 - Fire Suppression Sprinklers: Sprinkler heads in hoistway.
- G. Division 22 - Plumbing Equipment: elevator sump equipment.
- H. Division 26 - Electrical service for elevators to and including shunt trip, breaker, disconnect switches at machine room door.
- I. Division 27 - Voice and Data Communicatoin Cabling for telephone service to elevators.
- J. Division 28: "Fire Alarm" for heat detectors in shafts and machine rooms to disconnect power from elevator equipment before sprinkler activation and for connection to elevator controllers.
- K. Division 28: "Access Control" for card readers at elevator call stations.

1.03 PRICE AND PAYMENT PROCEDURES

- A. See Section 01 23 00 - Alternates, for alternates affecting the work of this section.

1.04 REFERENCES

- A. All current applicable codes including IBC, NFPA 101 and ANSI A117.1/ADAAG and State ADA requirements.
- B. ASME A17.1 - Safety Code for Elevators and Escalators; The American Society of Mechanical Engineers, current edition adopted by Authority Having Jurisdiction.
- C. ASME A17.2 - Guide for Inspection of Elevators, Escalators, and Moving Walks; The American Society of Mechanical Engineers, current edition adopted by Authority Having Jurisdiction.
- D. DSFPR Part 5, Chapter 1, Section I-15.1*: All passenger elevators in a building shall be provided with a cab sized to accommodate an ambulance cot 24 inches by 76 inches in its horizontal open position.
 - 1. * the words "to accommodate" in this context is intended to mean the cot is in the horizontal position and shall travel in to the elevator without having to modify the position. Additionally once the cot is in place in the cab, there should be room for at least two (2) EMS attendants.

1.05 SUBMITTALS

- A. See Division 1 for submittal procedures.
- B. Submit shop drawings. Indicate the following information:
 - 1. Locations of machine room equipment: driving machines, controllers, governors and other component.

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2. Hoistway components: Car, counterweight, sheaves, machine and sheave beams, guide rails, buffers, ropes, and other components.
 3. Rail bracket spacing; maximum loads imposed on guide rails requiring load transfer to building structural framing.
 4. Individual weight of principal components; load reaction at points of support.
 5. Clearances and over-travel of car and counterweight.
 6. Location and sizes of access doors, doors, and frames.
 7. Applicable seismic design data.
 8. Interface with building security system.
 9. Electrical characteristics and connection requirements.
 - C. Show arrangement of equipment in machine room so equipment can be removed for repairs or replaced without disturbing other components. Arrange equipment for clear passage through access door.
 - D. Submit product data. Provide data on the following items:
 1. Signal and operating fixtures, operating panels, indicators.
 2. Cab design, dimensions, layout, and components.
 3. Cab and hoistway door and frame details.
 4. Electrical characteristics and connection requirements.
 - E. Samples: For initial selection, submit samples from manufacturer's standard selection. For verification, submit two samples, 3" square of sheet material or 4" length of running trim illustrating cab interior finishes, cab and hoistway door and frame finishes, and handrail material and finish.
 - F. Manufacturer Certificates: Signed by elevator manufacturer certifying that hoistway, pit, and machine room layout and dimensions, as shown on Drawings, and electrical service, as shown and specified, are adequate for elevator system being provided.
 - G. Maintenance Data. Include:
 1. Parts catalog with complete list of equipment replacement parts; identify each entry with equipment description and identifying code.
 2. Technical information for servicing operating equipment.
 3. Legible schematic of hydraulic piping and wiring diagrams of installed electrical equipment and changes made in the Work. List symbols corresponding to identity or markings on machine room and hoistway apparatus.
 - H. Maintenance Tools and Diagnostic Equipment:
 1. It is the intent of this specification to allow for the Owner's non-proprietary maintenance of elevators and equipment.
 2. Where specialized diagnostic tools or equipment are required in order to maintain elevator and elevator equipment, provide these tools and equipment to the Owner at project closeout.
 3. Include diagnostic software, access codes, passwords and other proprietary information as necessary in order to interface with elevator equipment.
- 1.06 QUALITY ASSURANCE
- A. Perform Work in accordance with applicable code and as supplemented in this section.
 - B. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum ten years documented experience.
 - C. Installer Qualifications: Company specializing in performing the work of this section and approved by elevator equipment manufacturer.
 - D. Source Limitations: Obtain elevators through one source from a single manufacturer.

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1. Provide major elevator components, including pump-and-tank units, plunger-cylinder assemblies, controllers, signal fixtures, door operators, car frames, cabs, and entrances, manufactured by a single manufacturer
2. Where required to meet non-proprietary maintenance requirements, alternative manufacturers will be considered provided the basis-of-design manufacturer requirements are met.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle materials, components and equipment in manufacturer's protective packaging.
- B. Store materials, components, and equipment off of ground, under cover, and in a dry location. Handle according to manufacturer's written recommendations to prevent damage, deterioration, or soiling.

1.08 COORDINATION

- A. Coordinate installation of sleeves, block outs, and items that are embedded in concrete or masonry for elevator equipment. Furnish templates and installation instructions and deliver to Project site in time for installation.
- B. Coordinate sequence of elevator installation with other work to avoid delaying the Work.
- C. Coordinate locations and dimensions of other work relating to hydraulic elevators including pit ladders, sumps, and floor drains in pits; entrance subsills; and electrical service, electrical outlets, lights, and switches in pits and machine rooms.

1.09 PRE-INSTALLATION MEETING

- A. Review schedule of installation, installation procedures and conditions, and coordination with related work.

1.10 WARRANTY

- A. See Division 1 Section - Closeout Procedures, for additional warranty requirements.
- B. Provide full parts and labor warranty for period specified below.
 1. Warranty Period: Two (2) years from date of Substantial Completion.

1.11 MAINTENANCE SERVICE

- A. Owner/User training: Provide digital video recorded training session for routine maintenance. Recording (DVD) shall be given to Owner.
- B. Provide service and maintenance of elevator system and components for two (2) years from Date of Substantial Completion. Provide service during normal working hours.
- C. Continuing Maintenance Proposal: Provide a continuing maintenance proposal from Installer to Owner, in the form of a standard one-year; two-year & five-year maintenance agreement, starting on date initial maintenance service is concluded. State services, obligations, conditions, and terms for agreement period and for future renewal options.
- D. Perform maintenance work using competent and qualified personnel under the supervision and in the direct employ of the elevator manufacturer or original installer.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Product: Holeless hydraulic passenger elevator, 3500 lb capacity, of minimum dimensions to meet gurney transportation requirements.
 1. Acceptable Manufacturers:

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- a. Basis of Design: Delaware Elevator: /www.delawareelevator.com/
- b. Canton Elevator: www/moen.nidec.com/elevators/Canton-Elevator-and-Architectural-Products
- c. Kencor Elevator: www/kencorelevator.com/
- d. Substitutions: See Section 016000.
2. All operating components to be manufactured by same entity, unless otherwise indicated.
 - a. Where required to meet non-proprietary maintenance requirements, alternative manufacturers will be considered provided the basis-of-design manufacturer requirements are met.

2.02 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with ASME A17.1, applicable local codes, and authorities having jurisdiction (AHJ).
- B. Accessibility Requirements: Comply with ADA Standards.
- C. Perform structural steel design, fabrication, and installation in accordance with AISC 360.
- D. Comply with seismic design requirements in accordance with ASME A17.1, applicable local codes, and authorities having jurisdiction (AHJ).
 1. Complying with Elevator Safety Requirements for Seismic Risk Zone in accordance with ASME A17.1, ASCE 7 and other related requirements.
 - a. Project Seismic Risk: Zones 0 and 1.
- E. Perform welding of steel in accordance with AWS D1.1/D1.1M.
- F. Fabricate and install door and frame assemblies in accordance with NFPA 80 and in compliance with requirements of authorities having jurisdiction.
- G. Perform electrical work in accordance with NFPA 70.

2.03 ELEVATORS

- A. Elevator Number: Elev. Nos. E1, E2, E3, E4
 1. Type: Holeless, beside-the-car, single-acting, dual cylinder.
 2. Rated Load 3500 lb
 3. Rated Speed: 125 fpm.
 4. Configuration, Openings, and Travel: Refer to Drawings.
 5. Operation System: Selective Collective
 6. Additional controls: Restricted use.
 - a. Provide provisions for card reader access control at each elevator landing.
 - b. See Division 28 for Access Control requirements.
 - c. Coordinate key card operations with Owner.
 7. Power Supply: 480 volt, 3 phase, 60 Hz.
 - a. Motor Rating: 40 horsepower.
 8. Auxiliary Operations:
 - a. Battery-powered lowering.
 9. Elevator Pit Depth: 60 inch.
 10. Overhead Clearance at Top Floor: 152 inch.
 11. Travel Distance: As indicated on drawings.
 12. Number of Stops: As indicated on drawings.
 13. Number of Openings:
 - a. Elevators E1, E2, E4: 2 Front.
 - b. Elevator E3: (3) Front.
 14. Hydraulic Equipment Location: As indicated on drawings

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2.04 CAR ENCLOSURE

- A. General: Provide steel-framed car enclosures with non-removable wall panels, with car roof, access doors, power door operators, and ventilation.
 - 1. Provide standard railings complying with ASME A17.1 on car tops where required by ASME A17.1.
- B. Canopy: 14 gauge steel, powder coated.
 - 1. Emergency exit: Provide as required by code.
- C. Ceiling:
 - 1. Downlight ceiling, #4 Stainless Steel, LED lighting.
- D. Front Return Wall(s): 16 gauge #4 Stainless Steel.
- E. Transom: 16 gauge #4 Stainless Steel.
- F. Subfloor: Underlayment grade, exterior plywood, 5/8-inch (16-mm) nominal thickness.
- G. Floor Finish:
 - 1. Floor prepared to receive resilient tile (specified in Division 9 Section "Resilient Floor Tile").
- H. Car Fixtures: Satin stainless steel, No. 4 finish
- I. Car Door(s): #5WL Textured stainless steel clad.
- J. Car Sill(s): Extruded aluminum, with grooved surface.
- K. Ventilation: Two-speed exhaust fan in car canopy controlled by key switch in car operating panel.
- L. Side Walls and Rear Wall:
 - 1. Plastic laminate on cold-rolled galvanized steel wall panels with stainless steel vertical panel binders.
 - 2. Reveals: Black powder coat.
 - 3. Color/Pattern as selected by Architect.
- M. Base:
 - 1. Stainless steel, recessed.
- N. Handrail(s): #4 Stainless Steel ½"x 1 ½"
- O. Infrared curtain unit (ICU) door protection.
- P. Additional Requirements:
 - 1. Provide inspection certificate in each car, mounted under acrylic cover with frame made from satin stainless steel, No. 4 finish
 - 2. Provide blanket hooks and two complete sets of full-height protective blankets.

2.05 HOISTWAY ENTRANCES

- A. General: Provide manufacturer's standard horizontal-sliding, door-and-frame hoistway entrances complete with track systems, hardware, sills, and accessories. Provide frame size and profile to coordinate with hoistway wall construction.
- B. Materials and Fabrication: Provide manufacturer's standards, but not less than the following:
 - 1. Stainless-Steel Frames: Formed from stainless-steel sheet, satin finish.
 - 2. Stainless-Steel Doors: Flush, hollow-metal construction; fabricated from stainless-steel sheet, 5WL textured finish..
 - 3. Sight Guards: Provide sight guards on doors matching door edges.
 - 4. Sills: Extruded aluminum, with grooved surface.
 - 5. Non-shrink, Nonmetallic Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout complying with ASTM C 1107.

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2.06 COMPONENTS

A. Elevator Equipment:

1. Motors, Hydraulic Equipment, Controllers, Controls, Buttons, Wiring, Devices, and Indicators: Comply with NFPA 70.
2. Guide Rails, Cables, Buffers, Attachment Brackets and Anchors: Design criteria for components includes safety factors in accordance with applicable requirements of Elevator Code, ASME A17.1.
3. Buffers:
 - a. Spring type for elevators with speed less than or equal to 200 fpm.

B. Electrical Equipment:

1. Motors: NEMA MG 1.
2. Boxes, Conduit, Wiring, and Devices: As required by NFPA 70.
3. Include wiring and connections to elevator devices remote from hoistway and between elevator machine room. Provide additional components and wiring to suit machine room layout. See Section 26 05 83.

2.07 OPERATION CONTROLS

A. Elevator Controls: Provide landing operating panels and landing indicator panels.

1. Car Control Stations: Provide manufacturer's standard recessed car control stations. Mount in return panel adjacent to car door, unless otherwise indicated.
 - a. Mark buttons and switches with standard identification for required use or function that complies with ASME A17.1. Use both tactile symbols and Braille.
 - b. Provide "No Smoking" sign matching car control station, either integral with car control station or mounted adjacent to it, with text and graphics as required by authorities having jurisdiction.
2. Car Position Indicator: Provide digital-type car position indicator, located above car door or above car control station. Also provide audible signal to indicate to passengers that car is stopping at floor served.
 - a. Include travel direction arrows if not provided in car control station.
3. Hall Push-Button Stations: Provide one hall push-button station at each landing.
 - a. Provide manufacturer's standard vandal-resistant recessed units with exposed face plates.
 - b. Provide provisions for card reader at each push button station. Card readers shall be provided by Division 28 contractor.
 - c. Landing Indicator Panels: Illuminating.
4. Comply with ADA Standards for elevator controls.

B. Interconnect elevator control system with building fire alarm and card access systems.

C. Door Operation Controls:

1. Program door control to open doors automatically when car arrives at floor landing.
2. Render "Door Close" button inoperative when car is standing at dispatch landing with doors open.
3. Door Safety Devices: Moveable, retractable safety edges, quiet in operation; equipped with infrared light curtain.

D. Two-Way Emergency Visual Communication System: Provide system that complies with ASME A17.1 and the U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA), Accessibility Guidelines for Buildings and Facilities (ADAAG)."

1. On activation, system dials pre-programmed number of monitoring station and identifies elevator location to monitoring station.

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2. System shall provide audio and visual communication without using a handset and provides visible indication when system has been activated and when monitoring station has responded.
 3. System may utilize common cab components (such as Position Indicators or Door Open/Door Close buttons) where allowed by the AHJ and approved by the Owner.
 4. System shall be contained in flush-mounted cabinet, with identification, instructions for use, and battery backup power supply.
 - E. Provide "Firefighter's Emergency Operation" in accordance with ASME A17.1, applicable building codes, and authorities having jurisdiction (AHJ).
 1. Designated Landing: Main Lobby.
- 2.08 OPERATION CONTROL TYPE
- A. Selective Collective Automatic Operation Control: Applies to car in single elevator shaft.
 1. Refer to description provided in ASME A17.1.
 2. Automatic operation by means of one button in the car for each landing served and by "UP" and "DOWN" buttons at the landings.
 3. Stops are registered by momentary actuation of landing car buttons without consideration of the number of buttons actuated or the sequence buttons are actuated, but the stops are made in the order that landings are reached in each direction of travel.
 4. All "UP" landing calls are made when car is traveling in the up direction.
 5. All "DOWN" landing calls are made when car is traveling in the down direction.
 6. Uppermost and lowermost calls are answered as soon as they are reached without consideration of the car travel direction.
- 2.09 EMERGENCY POWER (BATTERY LOWERING)
- A. Arrange elevator operation to operate under emergency power when normal power supply fails.
 - B. Emergency Power Supply: Self-contained battery power.
 - C. Upon transfer to emergency power, advance elevator to a pre-selected landing, stop car, open doors, disable operating circuits, and hold in standby condition.
- 2.10 MACHINE ROOM FITTINGS
- A. Wall-Mounted Frames: Glazed with clear plastic; sized as required. Provide one for master electric and hydraulic schematic and one for lubrication chart. Install charts.
 - B. Key Cabinet: Wall-mounted, lockable, keyed to building keying system, for control/operating panel keys.
 1. Provide two extra control/operating panel keys.
- 2.11 MATERIALS
- A. Rolled Steel Sections, Shapes, Rods: ASTM A36/A36M.
 - B. Steel Sheet: ASTM A1008/A1008M, Designation CS (commercial steel), with matte finish.
 - C. Sheet Steel: Hot-dipped galvanized steel sheet, ASTM A653/A653M, with G90/Z275 coating.
 - D. Stainless Steel Sheet: ASTM A666/A666M, Type 304; No. 4 Brushed finish and 5WL finish, as indicated.
 - E. Stainless Steel Bars, Shapes and Moldings: ASTM A276/A276M, Type 304.
 - F. Extruded Aluminum: ASTM B221 (ASTM B221M), natural anodized finish unless otherwise indicated.
 - G. Plywood: PS 1, Structural I, Grade C-D or better, sanded.
 - H. Resilient Flooring: Resilient base and Resilient flooring, see Section 09 65 00.

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- I. Plastic Laminate: NEMA LD 3, Type HGS, color as selected by Architect from manufacturer's standard line of colors.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify that hoistway, pit, and machine room are ready for work of this section.
- C. Verify hoistway shaft and openings are of correct size and within tolerance.
- D. Verify location and size of machine foundation and position of machine foundation bolts.
- E. Verify that electrical power is available and of the correct characteristics.

3.02 PREPARATION

- A. Arrange for temporary electrical power for installation work and testing of elevator components.

3.03 INSTALLATION

- A. Install system components. Connect equipment to building utilities.
- B. Provide conduit, boxes, wiring, and accessories.
- C. Mount machines on vibration and acoustic isolators, on bed plate and concrete pad. Place on structural supports and bearing plates. Securely fasten to building supports. Prevent lateral displacement.
- D. Accommodate equipment in space indicated.
- E. Install guide rails using threaded bolts with metal shims and lock washers under nuts. Compensate for expansion and contraction movement of guide rails.
- F. Accurately machine and align guide rails. Form smooth joints with machined splice plates.
 1. Coordinate installation in hoistway wall construction.
- G. Install hoistway door sills, frames, and headers in hoistway walls. Grout sills in place. Set entrances in vertical alignment with car openings and aligned with plumb hoistway lines.
- H. Structural Metal Surfaces: Clean surfaces of rust, oil or grease; wipe clean with solvent; prime two coats.
- I. Machine Room Components: Clean and degrease; prime one coat, finish with one coat of enamel.
- J. Adjust equipment for smooth and quiet operation.

3.04 ERECTION TOLERANCES

- A. Guide Rail Alignment: Plumb and parallel to each other in accordance with ASME A17.1.
- B. Cab Movement on Aligned Guide Rails: Smooth movement, with no objectionable lateral or oscillating movement or vibration.

3.05 FIELD QUALITY CONTROL

- A. Acceptance testing:
 1. Acceptance Testing: On completion of elevator installation and before permitting use (either temporary or permanent) of elevators, perform acceptance tests as required and recommended by ASME A17.1 and by governing regulations and agencies.
 2. Advise Owner, Architect, and authorities having jurisdiction in advance of dates and times tests are to be performed on elevators.
- B. Demonstration:
 1. Check operation of elevator with Owner's personnel present and before date of Substantial Completion. Determine that operation systems and devices are functioning properly.

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2. Check operation of elevator with Owner's representative present not more than one month before end of warranty period. Determine that operation systems and devices are functioning properly.
- C. Testing and inspection by regulatory agencies will be performed at their discretion.
 1. Schedule tests with agencies and notify Owner and Architect.
 2. Obtain permits required to perform tests.
 3. Document regulatory agency tests and inspections in accordance with the requirements of Division 1 Section - Quality Requirements.
 4. Perform tests required by regulatory agencies.
 5. Furnish test and approval certificates issued by authorities having jurisdiction.
- 3.06 ADJUSTING
 - A. Adjust for smooth acceleration and deceleration of car so not to cause passenger discomfort.
 - B. Adjust automatic floor leveling feature at each floor to achieve 1/4 inch from flush.
- 3.07 CLEANING AND PROTECTION
 - A. Remove protective coverings from finished surfaces.
 - B. Clean surfaces and components ready for inspection.
 - C. Do not permit construction traffic within cab after cleaning.
- 3.08 CLOSEOUT ACTIVITIES
 - A. See Section 01 78 00 - Closeout Submittals for closeout submittals.
 - B. See Section 01 79 00 - Demonstration and Training for additional requirements.
 - C. Training: Train Owner's personnel on cleaning and operation and maintenance of system.
 1. Use operation and maintenance manual as training reference, supplemented with additional training materials as required.
 2. Provide minimum of two hours of training.
 3. Instructor: Manufacturer's training personnel.
 4. Location: At project site, unless noted otherwise.
- 3.09 MAINTENANCE
 - A. See Section 01 70 00 - Execution and Closeout Requirements for additional requirements relating to initial maintenance service.
 - B. Provide Initial Maintenance Contract of elevator system and components in accordance with ASME A17.1 and requirements as indicated for 2 years from Date of Substantial Completion.
 - C. Perform maintenance contract services using competent and qualified personnel under the supervision and direct employ of the elevator manufacturer or original installer.
 - D. Maintenance contract services shall not be assigned or transferred to any agent or other entity without prior written consent of Owner.
 - E. Examine system components periodically.
 - F. Include systematic examination, adjustment, and lubrication of elevator equipment.
 - G. Maintain and repair or replace parts, whenever required, using parts produced by original equipment manufacturer.
 - H. Perform work without removing cars from use during peak traffic periods.
 - I. Provide emergency call back service during regular working hours throughout period of this maintenance contract.
 - J. Maintain an adequate stock of parts for replacement or emergency purposes, and have personnel available to ensure the fulfillment of this maintenance contract without unreasonable loss of time.

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END OF SECTION

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ALLOWANCE AUTHORIZATION

Project: Summit Campus Middle & High School

Architect: ABHA|BSA+A

Project No. SCMHS-BP02A

Contractor:

AAA No.:

Initiation Date:

The Allowance is allocated as follows:

Total original Contract Allowance was:	\$
Amount of Contract Allowance Access previously authorized:	\$
Adjusted Contract Allowance prior to this authorization is:	\$
The amount of available Allowance will Decrease by this Access Authorization:	\$
The remaining Contract Allowance, after this Access Authorization will be:	\$

Recommended by:
Architect

By (Signature): _____
Date: _____

Accepted by:
Contractor

By (Signature): _____
Date: _____

Approved by:
Owner

By (Signature): _____
Date: _____

**SECTION 01 23 00
ALTERNATES****PART 1 GENERAL****1.01 SECTION INCLUDES**

- A. Description of Alternates.
- B. Procedures for pricing Alternates.
- C. Documentation of changes to Contract Sum and Contract Time.

1.02 BASE BID

- A. The Base Bid shall consist of all work shown or specified in the Contract Documents, exclusive of any Additive Alternates specified herein.
 - 1. Acceptance of an Additive Alternate will incorporate the work described in the alternate and increase the Contract Sum accordingly.
- B. The Base Bid shall include all work in any Subtractive Alternates specified herein.
 - 1. Acceptance of a Subtractive Alternate will delete the work described in the alternate and decrease the Contract Sum accordingly.

1.03 ACCEPTANCE OF ALTERNATES

- A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.
- B. Coordinate related work and modify surrounding work to integrate the Work of each Alternate.

1.04 SCHEDULE OF ALTERNATES

- A. The description of Alternates contained herein is in summary form. Detailed requirements for materials and execution shall be as specified in other Sections and as shown on Drawings.
- B. Alternate No. 1 - Delete High School Gym Track:
 - 1. State in the Bid Form the amount to be deducted from the Base Bid amount for deleting the running track at the second level of the High School Gym.
 - 2. Description: Revisions generally include but are not limited to deletion of:
 - a. Floor framing, slab and decking
 - b. Track finish
 - c. Glass railing systems
 - d. Stairs L1 and L2
 - e. Elevator No. 4
 - f. Revisions to bleacher configuration
 - 3. Refer to Drawings for Base Bid and Alternate configurations.
- C. Alternate No. 2 - Wrestling Room in lieu of Auxiliary Gymnasium:
 - 1. State in the Bid Form the amount to be deducted from the Base Bid amount for providing High School Wrestling Room in lieu of Auxiliary Gym.
 - 2. Description: Revisions generally include but are not limited to:
 - a. Wrestling Room in lieu of Auxiliary Gymnasium
 - b. Revised gymnasium equipment
 - c. Revised mechanical and electrical systems.
 - d. Revised flooring and finishes.
 - 3. Refer to Drawings for Base Bid and Alternate configurations.
- D. Alternate No. 3 - Solid Plastic Toilet Partitions:
 - 1. State in the Bid Form the amount to be added to or deducted from the Base Bid amount for providing solid plastic toilet partitions.in lieu of stainless steel toilet partitions.

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2. Note that configurations, compartment and door sizes, and hardware are the same for Base Bid and Alternate..
3. See Section 10 21 13 for more information.
- E. Alternate No. 4 - Markerboards at Front of Classrooms.:
 1. State in the Bid Form the amount to be deducted from the Base Bid amount for providing standard markerboards in lieu of glass markerboards at front of classrooms.
 2. Description: Provide standard markerboards in lieu of glass markerboards at fronts of classrooms. Refer to drawings for locations, quantities, and sizes. .
 3. See sheets A-001, Floor Plans, and Interior Elevations for additional information.
 4. See Section 10 11 01 for more information.
- F. Alternate No. 5 - Basis of Design Brick Veneer:
 1. State in the Bid Form the amount to be added to or deducted from the Base Bid amount for providing the Basis of Design manufacturer and products for brick units..
 2. Under the Base Bid, any listed approved manufacturer/product may be used..
 3. See Section 04 20 00 for more information.
- G. Alternate No. 6 - Cast Stone in Lieu of Calcium Silicate Masonry:
 1. State in the Bid Form the amount to be added to or deducted from the Base Bid amount for providing cast stone in lieu of Calcium Silicate Masonry Units.
 2. Description: At all locations where Calcium Silicate Masonry Units Are shown, provide cast stone units matching dimensions and configuration.
 3. See Sections 04 72 00 and 04 73 13 for more information.
- H. Alternate No. 7 - Mechanical Piping Alternate Materials:
 1. State in the Bid Form the amount to be added to or deducted from the Base Bid amount for providing steel or copper pipe materials for mechanical piping as indicated, in lieu of Basis of Design materials
 2. Description: In lieu of the basis of design PP-RCT Nupi product, the material used throughout for heating / cooling system piping shall be steel or copper pipe as indicated in specification.
 3. Under the Base Bid, all project heating / cooling system piping shall be NUPI Americas NIRON Clima PP-RCT, or approved equal. This shall include all fittings by the same mfr. .
 4. Hangars and supplemental supports for both Base Bid and Alternate products shall be as specified, and meet the requirements of the piping materials used.
 5. See Section 230205 for additional information regarding Base Bid materials.
 6. See Section 230210 for additional information regarding Alternate materials.
- I. Alternate No. 8 - Domestic Water Piping Alternate Materials:
 1. State in the Bid Form the amount to be added to or deducted from the Base Bid amount for providing copper pipe materials for domestic water piping as indicated, in lieu of Basis of Design materials
 2. Description: In lieu of the basis of design PP-RCT Nupi product, the material used throughout for domestic water piping shall be copper pipe as indicated in specification.
 3. Under the Base Bid, all project domestic water piping shall be NUPI Americas NIRON Clima PP-RCT, or approved equal. This shall include all fittings by the same mfr. .
 4. See Section 220121 for additional information regarding Base Bid materials.
 5. See Section 220120 for additional information regarding Alternate materials.
- J. Alternate No. 9 - Fire Protection Piping Alternate Materials:
 1. State in the Bid Form the amount to be added to or deducted from the Base Bid amount for providing steel pipe materials for fire protection piping as indicated, in lieu of Basis of Design materials

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2. Description: In lieu of the basis of design CPVC, all fire protection piping materials throughout the facility shall be scheduled steel pipe. .
 3. Under the Base Bid, fire protection piping shall be CPVC rated for fire protection use, up to the allowable 3” diameter. Traditional steel piping shall be used for all line above 3” diameter. Any project area with exposed fire protection piping including standpipes and any piping run within open structure without ceiling shall be traditional steel piping. This shall include mechanical spaces as well occupied spaces. Refer to the specifications for additional details. .
 4. Hangars and supplemental supports for both Base Bid and Alternate products shall be as specified, and meet the requirements of the piping materials used.
 5. See Sections 210172 and 210170 for additional information regarding Base Bid materials.
 6. See Section 210170 for additional information regarding Alternate materials.
- K. Alternate No. 10 - Scenic Projectors:
1. State in the Bid Form the amount to be added to the Base Bid amount for providing Scenic Projectors at the Stage.
 2. Description: At Stage B127, provide scenic projectors, projection surface, and associated rigging, electrical, and audiovisual infrastructure. .
 3. Refer to drawings for more information. .
 4. See Section 274117 for additional information.
- L. Alternate No. 11 - Greenhouse:
1. State in the Bid Form the amount to be deducted from the Base Bid amount for deleting the Greenhouse structure as shown at the Agriculture Building.
 2. Description: Delete complete Greenhouse as shown, including, but not limited to, foundations/floor slab, structure, exterior cladding, equipment, finishes, and associated mechanical, electrical, and plumbing systems..
 3. Under the Base Bid, Greenhouse.
 4. Refer to drawings for more information..
 5. See Section 133413.13 for specifications information for the greenhouse.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

Alternates		01 23 00 - 3
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SECTION 01 25 00 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 01 21 00 "Allowances" for products selected under an allowance.
 - 2. Section 01 23 00 "Alternates" for products selected under an alternate.
 - 3. Section 01 60 00 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 REFERENCES

- A. Construction Specifications Institute (CSI)
 - 1. CSI Form 1.5C: Substitution Request During the Bidding/Negotiating Stage
 - 2. CSI Form 13.1A, Substitution Request After the Bidding/Negotiating Phase
- B. ICC Evaluation Service (ICC-ES).

1.4 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required to meet other Project requirements but may offer advantage to Contractor or Owner.

1.5 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:

- a. For submission during the Bidding Phase
 - 1) Use CSI Form 1.5C.
 - 2) Attach form to a Request for Information (RFI) dedicated to the substitution request.
- b. For submission after the Bidding Phase: 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. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
- h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
- j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
- k. Cost information, including a proposal of change, if any, in the Contract Sum.
- l. 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.
- m. 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 (7) days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within fifteen (15) days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later.
 - a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.6 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.

1.7 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. During the Bidding Phase

1. **Substitution requests both for cause and for convenience shall be accepted.**
2. Attach substitution request to a written Request for Information (RFI) dedicated solely to the substitution request.
3. Submit RFI at least ten (10) days before the due date for bids. This requirement may be changed at the prebid meeting.
4. Architect's response
 - a. Architect shall respond to the RFI through the issuance of an addendum to the contract documents.
 - b. If the submittal conditions specified below are not satisfied, Architect shall take no action on the request except to record noncompliance with those condition in its RFI response.

B. After the Bidding Phase

1. Substitution requests shall be accepted only for cause. **Substitution requests for convenience shall not be accepted.**
2. Submit substitution request immediately on discovery of need for change, but not later than fifteen (15) days prior to time required for preparation and review of related submittals.
3. If the submittal conditions specified below are not satisfied, Architect will return requests without action except to record noncompliance with those conditions.

C. Substitutions for Cause

1. Submittal Conditions: Architect will consider request for substitution submitted by Bidder or Contractor when the following conditions are satisfied:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution provides sustainable design characteristics that specified product provided.
 - c. Substitution request is fully documented and properly submitted.
 - 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.

D. Substitutions for Convenience

1. Submittal Conditions: Architect will consider request for substitution submitted by Bidder 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 provides sustainable design characteristics that specified product provided.
 - e. Substitution request is fully documented and properly submitted.
 - f. Requested substitution will not adversely affect Contractor's construction schedule.
 - g. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - h. Requested substitution is compatible with other portions of the Work.

- i. Requested substitution has been coordinated with other portions of the Work.
- j. Requested substitution provides specified warranty.
- k. 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 01 25 00

SECTION 01 25 01 – CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

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

1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions" or comparable form.

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Construction Manager will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Construction Manager are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Construction Manager.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Division 1 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

- C. Proposal Request Form: Use AIA Document G709 or approved comparable forms for Proposal Requests.

1.4 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, CMa will issue a Change Order for signatures of Architect, Owner, CMa, and Contractor on AIA Document G731 or comparable form.
- B. Refer to contract change order form appended to this specification section.

1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Construction Manager may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 25 01

SECTION 01 26 50
CHANGE ORDER REQUEST SUBMISSION FORMAT

The following is a general listing of requirements relating to change order work. Refer to the Contract, General Conditions, Supplementary Conditions, General Scope, and Specification for full requirements.

1. Refer to the Supplementary General Conditions for the Allowable overhead and profit Mark-ups.
2. Any proposed change order / request for the project must be submitted in the format example shown in this specification section.
3. All labor and material costs must be separated with their applicable mark-ups detailed.
4. Whiting-Turner, the Owner, or the Architect may request additional breakdown information, back-up, etc., at their discretion at any time.
5. Each price submitted must include the following:
 - a. Detailed description of the issue.
 - b. Location in the building.
 - c. Reason why it's extra
 - d. Drawing, Specification or other documentation references.
 - e. RFI reference
 - f. Submittal reference
 - g. WT price request reference
6. For price requests or time and material work, obtain approval from the Whiting-Turner project manager in writing prior to proceeding with the extra work.
7. Notify Whiting-Turner in writing immediately (with 24 hours) upon discovering an extra work issue.
8. Any work authorized to proceed on a time and material basis must have the T+M tickets signed daily by Whiting-Turner.
9. Extra work prices or unsigned T+M tickets forwarded after the work is completed will not be accepted.
10. For emergency work that may impact the schedule, verbal cost budgets must be submitted immediately. The work may be authorized to proceed at the Whiting-Turner project manager's and/or owner's discretion.
11. Return extra work price requests in 5 days. Finalize T+M tickets in 5 days.
12. Any item of extra work that cannot be agreed upon at a fixed price will be performed on a time and material basis that is not to exceed an agreed upon budget.

Labor Bill Rates & Change Request Submission Formats

A. Labor Billing Rate Calculation – Example

Base Rate	\$17.40
Fringe Benefits *@% of base rate	<u>8.53</u>
Subtotal Rate	\$25.93
Insurance& taxes ** @% of subtotal rate	<u>9.07</u>
Subtotal - Labor Rate	\$35.00
Overhead & Profit @ 15%***	<u>5.25</u>
Total – Hourly Billing Rate	\$40.25

NOTE:

- * The fringe benefit includes health, welfare or retirement benefits, vacation, holiday or sick leave pay.
- ** The insurance and taxes include employer payment for unemployment insurance, worker's compensation, FICA, Bonds, Gross Receipts, etc.
- *** Allowable mark-up will decrease on a scale based on the total amount of the proposed change. Refer to the supplementary general conditions for additional information. This note is typical for all of the examples above and below.

B. Change Directive Calculation

1. Trade Contractor

Labor Billing Rate\$35/hr x 50 hrs	\$1,750.00
Fee (overhead & profit) @15%***	<u>262.50</u>
Subtotal Labor	\$2,012.50
Material or Equipment	\$2,000.00
Fee (overhead & profit) @15%***	<u>300.00</u>
Subtotal Material	\$2,300.00
Total Costs	\$4,312.50

2. Subcontractor / Trade Contractor

Sub- Labor Billing Rate \$35/hr x 50hrs	\$1,750.00
Fee (sub overhead & profit) @15%***	<u>265.50</u>
Subtotal-Labor	\$2,012.50
Sub-Material or Equipment	\$2,000.00
Fee (sub overhead & profit) @15%***	<u>300.00</u>
Subtotal-Material	\$2,300.00
Total Costs-Subcontractor	\$4,312.50
Fee payable to contractor	
Subcontractor Labor and Material	\$4,312.50
Contractor overhead & profit @ 5%	<u>215.62</u>
Total Costs	\$4,528.12

3. Sub-Subcontractor / Subcontractor / Trade Contractor

Sub-subcon. Labor Billing Rate \$35/hr x 50hrs	\$1,750.00
Fee (overhead & profit) @15%***	<u>262.50</u>
Subtotal- Labor	\$2,012.50
Sub-subcon. Material or Equipment	\$2,000.00
Fee (overhead & profit) @15%***	<u>300.00</u>
Subtotal-Material	\$2,300.00
Total Costs – Sub-subcontractor	\$4,312.50
Fee payable to Sub-Contractor	
Sub-subcontractor Labor and Material	\$4,312.50
Subcontractor overhead & profit @5%	<u>215.63</u>
Total Costs – Subcontractor	\$4,528.13
Fee payable to Trade Contractor	
Subcontractor Labor and Material	\$4,528.13
Contractor overhead & profit @5%	<u>226.41</u>
Total Costs	\$4,754.54

END OF SECTION

SECTION 01 29 00 – PAYMENT PROCEDURES

1. The following documents are included in section 006200:
 - A. AIA Document G732, Application and Certification for Payment, Construction Manager as Advisor Edition
 - B. AIA Document G703, Continuation Sheet
2. A **PENCIL** (Proof) copy of the proposed Application for Payment must be submitted by the 20th of the month to the WT Project Manager.
3. Upon approval of the Pencil copy by the WT Project Manager, **Email** Application for Payment to WT PM. Must be submitted by the 25th of the month.
4. Typical errors on invoice submissions are as follows. Please review this list prior to submitting your invoice. Invoices with errors will be returned. Typical errors:
 - A. AIA forms used must be the correct documents.
 - B. AIA forms must be original documents, not copies.
 - C. Invoice should reference the School District's Purchase Order number.
 - D. Math is incorrect.
 - E. Invoice is not notarized .
 - F. Schedule of Values needs to be approved in advance prior to submission of invoice. It should be broken down by phases, floors, areas, systems, materials, labor, allowances, alternates, etc.
 - G. Schedule of Values must list a line item for close-out documents: (As-Built, Warranties, Operations and Maintenance Manuals, Training Sessions, AIA close-out documents, etc.)
 - i. \$2,500 minimum, OR
 - ii. 3% of total contract amount, which ever is greater.
 - H. Retainage amount is incorrect. Should be 5%.
 - I. Amount billed does not match work in place on site (obtain WT's prior approval)
 - J. Invoice is addressed improperly, should be addressed to:
Appoquinimink School District
118 S. Sixth Street,
Odessa, DE 19730
(But delivered to Whiting-Turner)
 - K. Insurance certificate has expired. Current insurance must be on file.
 - L. Trade Contractor's Partial Release of Liens not attached.
 - M. Invoice is billing for stored materials, copies of shipping receipts, invoices, and an insurance certificate for the building which houses the materials must be attached.
 - N. Invoice is billing for extra work that has not yet appeared on an AIA G732 Change Order.
 - O. Second tier Contractors / Suppliers Partial Release not attached .
 - P. Daily field reports or Safety meeting minutes have not been forwarded to the WT superintendent.
 - Q. Copies of Certified payroll reports have not been submitted.
 - R. Punchlist is not complete (applicable at end of project).
 - S. Close out documents not received or incomplete (applicable at end of project).

END OF SECTION 01 29 00

SECTION 01 30 00 ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Electronic document submittal service.
- C. Submittals for review, information, and project closeout.
- D. Number of copies of submittals.
- E. Requests for Interpretation (RFI) procedures.
- F. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 60 00 - Product Requirements: General product requirements.
- B. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- C. Section 01 77 50-Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 70 00 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.

1.04 PROJECT COORDINATOR

- A. Project Coordinator: Construction Manager.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for site access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities. Responsibility for providing temporary utilities and construction facilities is identified in Section 01 10 00 - Summary.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Architect through the Project Coordinator:
 - 1. Requests for Information.
 - 2. Shop drawings, product data, and samples.
 - 3. Test and inspection reports.
 - 4. Design data.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format, as appropriate to the document, and transmitted via an Internet-based submittal

service that receives, logs and stores documents, provides electronic stamping and signatures, and notifies addressees via email.

1. Besides submittals for review, information, and closeout, this procedure applies to Requests for Interpretation (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, Contractor's correction punchlist, and any other document any participant wishes to make part of the project record.
2. Contractor and Architect are required to use this service.
3. It is Contractor's responsibility to submit documents in allowable format.
4. Subcontractors, suppliers, and Architect's consultants will be permitted to use the service at no extra charge.
5. Users of the service need an email address, internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com), unless such software capability is provided by the service provider.
6. Paper document transmittals will not be reviewed; emailed electronic documents will not be reviewed.
7. All other specified submittal and document transmission procedures apply, except that electronic document requirements do not apply to samples or color selection charts.

3.02 REQUESTS FOR INFORMATION (RFI)

A. Definition: A request seeking one of the following:

1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
2. A resolution to an issue which has arisen due to field conditions and affects design intent.

B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.

C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.

1. Prepare a separate RFI for each specific item.
 - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
 - b. Do not forward requests which solely require internal coordination between subcontractors.
2. Prepare using software provided by the Electronic Document Submittal Service.
3. Combine RFI and its attachments into a single electronic file. PDF format is preferred.

D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.

1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
2. Unacceptable Uses for RFIs: Do not use RFIs to request the following:
 - a. Approval of submittals (use procedures specified elsewhere in this section).
 - b. Approval of substitutions (see Section - 01 60 00 - Product Requirements)
 - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).

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- d. Different methods of performing work than those indicated in the Contract Drawings and Specifications (comply with provisions of the Conditions of the Contract).
 3. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
 4. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.
 - E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
 1. Official Project name and number, and any additional required identifiers established in Contract Documents.
 2. Owner's, Architect's, and Contractor's names.
 3. Discrete and consecutive RFI number, and descriptive subject/title.
 4. Issue date, and requested reply date.
 5. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
 6. Annotations: Field dimensions and/or description of conditions which have engendered the request.
 7. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
 - F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
 - G. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.
 1. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
- 3.03 SUBMITTAL SCHEDULE
- A. Submit to Architect for review a schedule for submittals in tabular format.
 1. Submit at the same time as the preliminary schedule.
 2. Format schedule to allow tracking of status of submittals throughout duration of construction.
 3. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.
 4. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.
 - a. For assemblies, equipment, systems comprised of multiple components and/or requiring detailed coordination with other work, allow for additional time to make corrections or revisions to initial submittals, and time for their review.

3.04 SUBMITTALS FOR REVIEW

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

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1. Product data.
2. Shop drawings.
3. Samples for selection.
4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

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 Architect's knowledge as contract administrator or for Owner.

3.06 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 78 00 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Bonds.
 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.07 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.08 SUBMITTAL PROCEDURES

- A. General Requirements:
 1. Use a separate transmittal for each item.
 2. Transmit using approved form.
 3. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.

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4. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 5. 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.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
 6. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
 - a. Upload submittals in electronic form to Electronic Document Submittal Service website.
 7. Schedule submittals to expedite the Project, and coordinate submission of related items.
 8. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
 9. Provide space for Contractor and Architect review stamps.
 10. When revised for resubmission, identify all changes made since previous submission.
 11. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
 12. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.
 13. Submittals not requested will be recognized, and will be returned "Not Reviewed",
- B. Product Data Procedures:
1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Do not reproduce Contract Documents to create shop drawings.
 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Samples Procedures:
1. Transmit related items together as single package.
 2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.
- ### 3.09 SUBMITTAL REVIEW
- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
- D. Architect's and consultants' actions on items submitted for review:
1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.

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- 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
- c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 - 1) Resubmit corrected item, with review notations acknowledged and incorporated. Resubmit separately, or as part of project record documents.
2. Not Authorizing fabrication, delivery, and installation:
 - a. "Revise and Resubmit".
 - 1) Resubmit revised item, with review notations acknowledged and incorporated.
 - b. "Rejected".
 - 1) Submit item complying with requirements of Contract Documents.
- E. Architect's and consultants' actions on items submitted for information:
 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION

SECTION 01 31 00 – PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination Drawings.
 - 2. Project meetings.
- B. See Division 1 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.2 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
 - 4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Schedule.
 - 2. Preparation of the Schedule of Values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Pre-installation conferences.
 - 7. Project closeout activities.
 - 8. Startup and adjustment of systems.
 - 9. Project closeout activities.

1.3 SUBMITTALS

- A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.
1. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
 - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - b. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
 2. Sheet Size: At least 8-1/2 by 11 inches but no larger than 30 by 40 inches.
 3. Number of Copies: Submit three opaque copies of each submittal. Architect will return one copy.
 4. Refer to individual Sections for Coordination Drawing requirements for Work in those Sections.

1.4 PROJECT MEETINGS

- A. General: Coordinate, schedule and conduct meetings and conferences at Project site with the Construction Manager.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Construction Manager, Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Construction Manager, Owner and Architect, within three days of the meeting.
- B. Pre-installation Conferences: Conduct a pre-installation conference at Project site before each construction activity that requires coordination with other construction.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Construction Manager and Architect of scheduled meeting dates.
 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. The Contract Documents.
 - b. Options.
 - c. Related requests for interpretations (RFIs).
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.

- i. Possible conflicts.
 - j. Compatibility problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written recommendations.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- C. Progress Meetings: Conduct progress meetings at regular intervals.
 1. Attendees: In addition to representatives of Construction Manager, Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Provide digital and hard copies of the construction schedule to the Construction Manager on a monthly basis unless indicated otherwise within the Construction Documents.
 - b. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - c. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Off-site fabrication.

- 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Work hours.
 - 10) Hazards and risks.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.
 - 15) Requests for interpretations (RFIs).
 - 16) Status of proposal requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
3. Minutes: Record the meeting minutes.
 4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

SECTION 01 31 10 – PROJECT COORDINATION

1.01 **PROJECT COORDINATION**

- A. Every Trade Contractor shall be responsible for the coordination of the progress of their work with the progress of all other Trade Contractor's work.
- B. In as much as Project completion within the time limit is dependent upon cooperation of those engaged therein, it is imperative that each Trade Contractor perform his work at such time and in such a manner as not to delay or otherwise interfere with work progress of other Trade Contractors. If any Trade Contractor's work depends upon proper execution or results of another Trade Contractor's work, the former shall inspect the work and report any defects therein to the Construction Manager.
- C. Trade Contractors shall afford each other every reasonable opportunity for installation of their work and shall work in conjunction with each other in order to facilitate proper and intelligent execution of work.
- D. Plans are generally diagrammatic, and each Trade Contractor shall coordinate his work with the work of others, so that interference between mechanical and electrical work and architectural and structural work does not occur. Each Trade Contractor shall furnish and install offsets, bends, turns, and the like in connection with his work to avoid interference with work of other Trade Contractors, to conceal work where required, and to secure necessary clearance and access for operation and maintenance. In case of interference or lack of clearance and access, the Construction Manager will be notified immediately, and shall, in turn, notify the Architect. The Architect will decide which work shall be relocated, regardless of which was installed first.
- E. Systems Coordination Drawings
 - 1. Systems Coordination Drawings are required from the Mechanical, Electrical, Fire Protection, and General Trade Contractors with the lead role assigned to the Mechanical Trade Contractor.
 - 2. The Mechanical Trade Contractor shall prepare 1/4" = 1 ft. scale Reproducible Systems Coordination Drawings for all areas with piping and ductwork. At critical areas of coordination (risers/shafts, mechanical, electrical and communications rooms), larger scale drawings may be required as determined by all Trade Contractors. Drawings to indicate spatial relationship of all HVAC piping and ductwork.
 - 3. The Mechanical Trade Contractor shall prepare and submit, to the Construction Manager, a regularly updated schedule indicating the development and review of these drawings with other Trade Contractors. The drawing development and review schedule must follow the project construction schedule.
 - 4. The Mechanical Trade Contractor shall provide the Reproducible Systems Coordination Drawings to other Trade Contractors for their input and review. The routing is as follows: HVAC, Fire Protection, Plumbing, Electrical, and General Works with the drawings being returned to the Mechanical (HVAC) Trade Contractor.

5. Each Trade Contractor will add the work of his Contract on the System Coordination Drawings to avoid interferences. All piping, equipment, light fixtures, sprinkler heads and in-ceiling equipment, such as rolling gates, must be shown on these drawings to include elevations and dimensions. Trade Contractors shall also consider future access for maintenance clearances required around equipment. If there are items on the systems coordination drawings which modify the design of the contract drawings, each Trade Contractor must highlight these areas by clouding, numbering, and referencing them to the affected contract drawings to allow proper review by each Trade Contractor and the Architect/Engineer.
6. Prior to forwarding the Systems Coordination Drawings to the next Trade Contractor, an approval stamp, initialed and dated, should be affixed by the reviewing Trade Contractor. This approval shall signify that the Trade Contractor will install his work accordingly.
7. During the Systems Coordination Drawing process, the Construction Manager will conduct regularly scheduled meetings. Each Trade Contractor is required to attend these meetings. The Construction Manager is responsible for recording and distributing meeting minutes to all Trade Contractor and the Architect/Engineer. The purpose of the meetings will be to review and discuss interferences and conflicts which required modifications to the Systems Coordination Drawings. All resolutions of interferences and conflicts which required modifications, shall be initialed by the appropriate Trade Contractors on the Systems Coordination Drawings. Conflicts that result after the coordination drawings are signed-off will be the responsibility of the Contractor who installed the work improperly. Coordination participants that fail to cooperate in the coordination Drawings effort, will be responsible for all costs incurred for adjustments to the work made necessary to accommodate installations. Coordination drawings shall be updated on a periodic basis and shall reflect all changes. At each meeting, the Trade Contractors will review and update the Systems Coordination Drawing Schedule.
8. Once reviewed and approved by each Trade Contractor, the Mechanical Trade Contractor will prepare the Final Reproducible Systems Coordination Drawings with the work of all trades included. Submit the Reproducible drawings along with five (5) prints to the Construction Manager who will forward to the Architect for his review.
9. The Mechanical Trade Contractor shall indicate any unresolved conflicts or interferences on the Systems Coordination Drawings. Those should be delineated by clouding, number and referencing to the affected contract drawings.
10. The Architect will review and return to the Construction Manager. The Construction Manager will distribute the number of drawings to the Trade Contractors for installation of their work.
11. The Systems Coordination Drawings DO NOT REPLACE ANY SHOP DRAWINGS FABRICATION AND LAYOUT DRAWINGS REQUIRED BY SPECIFICATION SECTIONS.

1.02 FIELD ENGINEERING

A. Inspection:

1. Each Trade Contractor shall verify locations of survey control points prior to starting work. Promptly notify Construction Manager of any discrepancies discovered.
2. The Trade Contractor shall verify all measurements of the building and shall be responsible for the correctness of same. No extra charge or compensation will be allowed on account of differences between actual dimensions and the measurements indicated on the drawings; any difference which may be found should be submitted to the Architect for consideration before proceeding with the work.

B. Survey Requirements: The Construction Manager shall secure a professional engineer or surveyor licensed in the State of Delaware to perform the following:

1. Verify grades, lines, levels, locations and dimensions as indicated. Report any errors or inconsistencies in the above, before commencing work.
2. Exercise care in laying out work to keep within lot and property lines. Be responsible for encroachments on rights or property of public or surrounding property owners.
3. Locate and layout building or facilities according to the drawings with respect to their location on property and elevation in relation to grade.
4. Provide and maintain well-built batter boards at corners (if applicable). Establish and safeguard benchmarks in at least two (2) widely separated places. As work progresses, establish benchmarks at each level. Give exact levels of various floors.
5. Maintain complete, accurate log of control and survey work as it progresses.

C. Construction Layout:

The Sitework Trade Contractor shall be responsible to perform the layout and elevations required to complete his work.

Each Trade Contractor shall layout the remainder of his own work and be responsible for all lines, levels, grades, elevations, and measurements.

1.03 TESTS

A. The Construction Manager has employed and will pay for the services of a testing agency to perform the following tests and inspection (field):

Soil compaction
Concrete
Steel
Masonry

B. Tests, other than those required by the Specifications to be performed by Construction

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Manager required by any law, ordinance, rule, regulation or order of any public authority having jurisdiction, shall be made at such time and in such manner as the public authority may require. Each Trade Contractor responsible for that Specification Section shall be solely responsible for such tests.

- C. Special tests may be ordered by the Architect in accordance with the General Conditions. Where specifications require testing by an independent testing laboratory, the Construction Manager shall be responsible for selection of the testing laboratory. The Construction Manager shall be responsible for the scheduling of all tests. Test reports should be given to the Construction Manager with copies for the Owner and Architect/Engineer.
- D. All costs of testing required by the Contract Documents shall be borne by the Trade Contractor except costs of special tests which shall be paid for as stipulated in the General Conditions or Specifications.

1.04 TRADE CONTRACTOR'S OBLIGATIONS

- A. The Trade Contractor must assume all risks and bear any loss occasioned by neglect or accident during the progress of the work until same shall have been completed and accepted by the Owner. The Trade Contractor agrees to indemnify, defend and save harmless the Owner, Architect, and Construction Manager from all suits and losses or injury to persons or property received or sustained from the Trade Contractor or his agents in the performance of the work under the progress of construction and make good all damage that may consequence the work herein specified. He must also assume all blame or loss by reason of neglect or violation of local or state laws, ordinances and regulations, encroachments upon neighbors, or from any other cause.
- B. The work, in every respect, shall be under the care of the Trade Contractor and at his risk. He shall properly safeguard against any or all injury or damage to the public, to any property, materials, or things, except where stipulated otherwise in the Specifications, and also be responsible for any such damage or injury from his undertaking of this work to any person or persons or thing connected therewith. He shall indemnify and save harmless the Owner, Architect, and Construction Manager from all claims, suits, damages, actions of law, in equity or otherwise (including the costs of defense thereof which shall be assumed by the Trade Contractor) or any kind whatsoever in connection with this work and agreement and shall, if required, show evidence of settlement of any such action before final payment is made hereunder by the Owner.

1.05 ALLOCATION OF WORK

- A. Sleeves, Hangers, and Inserts:
 - 1. Each Trade Contractor shall furnish sleeves and inserts required to accommodate his work, together with instructions regarding their placement and location in the structure. Sleeves and inserts shall be furnished promptly in accordance with the established construction schedule so that they may be built-in as construction progresses.
 - 2. Trade Contractors to furnish all embeds, sleeves, inserts, etc., that are to be cast in concrete or built in masonry to the appropriate Trade Contractor for installation.

3. Each Trade Contractor shall furnish and install all hangers required to accommodate his work.

B. Chases and Recesses:

Each Trade Contractor shall provide all blockouts in his work shown on the Contract Documents and having either or both dimensions greater than 10". Any openings with dimensions smaller than 10" or not shown and required by Trade Contractor shall be the responsibility of the Trade Contractor to make provisions for. Each Trade Contractor shall provide chases and recesses as shown on the Contract Documents required to accommodate the work or the other Trade Contractors. It is the responsibility of the Trade Contractors requiring openings, chases, etc., of a Trade Contractor, to furnish information regarding the size and location promptly in accordance with the established construction schedule, so that they may be built-in as construction progresses and avoid delays. Failure to provide the information promptly will result in the responsible Trade Contractor incurring any costs associated with the delay.

Trade Contractors shall cooperate fully with each other in the performance of above work, as cutting and patching of new work is neither contemplated nor will it be tolerated.

C. Sealing of Penetrations:

Each Trade Contractor shall be responsible to seal his own penetrations in walls, floors, and ceilings, using fire resistant, smoke resistant, or acoustical materials, as required, to achieve ratings as indicated.

D. Equipment Foundations:

The Concrete Contractor shall provide all foundations and housekeeping pads for equipment furnished under his contract and all interior/exterior foundations and housekeeping pads indicated on the Contract Documents (Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical) for equipment provided by other Trade Contractors. All other foundations, equipment, and housekeeping pads not shown, but required, shall be by the Trade Contractor requiring the same.

Each Trade Contractor shall furnish anchor bolts and other accessories required to anchor his equipment in place, together with instructions regarding their placement and location in the foundation. Anchor bolts and other accessories shall be furnished promptly in accordance with the established construction schedule so that they may be built-in as construction progresses.

E. Roofing Penetrations:

All roofing work shall be performed by the Roofing Trade Contractor, including patching penetrations made by the Electrical, Plumbing, and HVAC Trade Contractors. Cutting of roof openings, structural reinforcement, roof curbs, and counterflashing, shall be provided and installed by each Trade Contractor whose work penetrates the roofing surface, including all additional blocking.

1.06 CORING, CUTTING AND PATCHING

- A. Responsibility: A Trade Contractor requiring the cutting of openings in new work, or in the existing work installed by others shall have such openings cut and patched by the trade which installed the original work, and such cutting and patching shall be at the expense of the Trade Contractor requiring the opening.
- B. Approval: Approval to do such cutting and patching shall be received from the Architect through the Construction Manager prior to proceeding with the work.
- C. Inspection:
1. Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
 2. After uncovering, inspect conditions affecting performance of work.
- D. Preparation:
- Provide supports to assure structural integrity of surroundings, devices, and methods, to protect other portions of Project from damage.
- Provide protection from elements for areas which may be exposed by uncovering work; maintain excavations free of water.
- E. Performance:
- Execute work by methods to avoid damage to other work and which provide proper surfaces to receive patching and finishing.
- Employ original installer to perform cutting and patching for weather-exposed and moisture-resistant elements and sight-exposed surfaces.
- Restore work with new products in accordance with requirements to Contract Documents.
- Fit work tightly to pipes, sleeves, ducts, conduit and other penetrations through surfaces.
- At penetrations of fire-rated wall, ceiling or floor construction, completely seal voids with fire-resistant materials as required to achieve fire-rating indicated.
- Where fire protection materials are damaged or removed, reapply fire protection materials to achieve a rating equivalent to existing construction or as noted.
- Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.
- F. Access Doors and Panels

Access doors and panels, SHOWN ON ANY DRAWING, shall be furnished and installed by the Drywall Contractor.

Access doors and panels, NOT SHOWN ON DRAWINGS, but required by the Specifications to access concealed valves, dampers, traps, devices, etc., shall be furnished by the Trade Contractor requiring the same for installation by the Drywall Contractor.

G. Final Cleaning

Final cleaning shall be performed by Construction Manager. Daily cleaning will be by the Trade Contractor(s) and their subcontractor(s).

END OF SECTION 01 31 10

SECTION 01 32 00 – CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Construction Schedule.
 - 2. Submittals Schedule.
 - 3. Daily construction reports.
 - 4. Field condition reports.

1.2 SUBMITTALS

- A. Submittals Schedule: Submit three copies of schedule. Arrange the following information in a tabular format:
 - 1. Scheduled date for first submittal.
 - 2. Specification Section number and title.
 - 3. Submittal category (action or informational).
 - 4. Name of subcontractor.
 - 5. Description of the Work covered.
 - 6. Scheduled date for Architect's final release or approval.
- B. Contractor's Construction Schedule: Submit two opaque copies of initial schedule, large enough to show entire schedule for entire construction period and a copy of the digital file on CD.
- C. Daily Construction Reports: Submit two copies at weekly monthly intervals.
- D. Field Condition Reports: Submit two copies at time of discovery of differing conditions.

1.3 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittals Schedule, progress reports, payment requests, and other required schedules and reports.
 - 1. Secure time commitments for performing critical elements of the Work from parties involved.
 - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 SUBMITTALS SCHEDULE

- A. Preparation: Submit a schedule of submittals to Construction Manager, arranged in chronological order by dates required by construction schedule. Include time required for review, re-submittal, ordering, manufacturing, fabrication, and delivery when establishing dates.
 - 1. Coordinate Submittals Schedule with list of subcontracts, the Schedule of Values, and Contractor's Construction Schedule.
 - 2. Submit concurrently with the first complete submittal of Contractor's Construction Schedule.

2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for commencement of the Work to date of Substantial Completion.
 - 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities: Treat each story or separate area as a separate numbered activity for each principal element of the Work. Comply with the following:
 - 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
 - 2. Procurement Activities: Include procurement process activities for long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 - 3. Submittal Review Time: Include review and resubmittal times indicated in Division 1 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with Submittals Schedule.
 - 4. Startup and Testing Time: Include not less than 10 days for startup and testing.
 - 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
- C. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and Final Completion
- D. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using fragnets to demonstrate the effect of the proposed change on the overall project schedule.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (GANTT CHART)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for commencement of the Work unless otherwise indicated. Base schedule on the Preliminary Construction Schedule and whatever updating and feedback was received since the start of Project.

- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. For construction activities that require 3 months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

2.4 REPORTS

- A. Daily Construction Reports: Prepare and issue a daily construction report recording the following information concerning events at Project site to the Construction Manager:
 - 1. List of subcontractors at Project site.
 - 2. Equipment at Project site.
 - 3. Material deliveries.
 - 4. High and low temperatures and general weather conditions.
 - 5. Accidents.
 - 6. Stoppages, delays, shortages, and losses.
 - 7. Meter readings and similar recordings.
 - 8. Orders and requests of authorities having jurisdiction.
 - 9. Services connected and disconnected.
 - 10. Equipment or system tests and startups.
- B. Field Condition Reports: Immediately on discovery of a difference between field conditions and the Contract Documents, prepare and submit to Construction Manager a detailed report. Submit with a request for interpretation on CSI Form 13.2A or comparable form approved by Architect. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule to Construction Manager one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Construction Manager, Architect and Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01 32 00

SECTION 01 32 10 – CONSTRUCTION SCHEDULE

PART 1 - GENERAL

1.1 Construction Schedule

1. The following Schedule is applicable to all bidders. The durations in the schedule are based on 5 day work weeks.
2. The Construction Schedule as approved by the Construction Manager and Owner will be an integral part of the Contract, and will establish interim work completion dates for the various activities.
3. The Construction Schedule may vary in accordance with construction conditions. Each Trade Contractor shall delay or expedite material and equipment deliveries, and modify the required labor forces to accommodate these varying conditions.
4. Work is to commence upon receipt of the Letter of Authorization to proceed.
5. Within fifteen (15) days after receipt of a “Letter of Authorization to proceed”, each trade Contractor shall submit a detailed preliminary Construction Schedule to the Construction Manager. The schedule will include breakdowns of total man days of field labor into major categories of work, time estimates of various categories of work, and the crew size for each category.
6. Each Trade Contractor shall organize his Construction Schedule per Phase, Building, Area, and/or Floor as required by the Construction Manager.
7. Each Trade Contractor shall be responsible for participating in pull-planning sessions with WT
8. The Construction Manager shall schedule a meeting with the Trade Contractor to receive the contents of each Trade Contractor’s preliminary Construction Schedule, coordinate the sequence of work, and make all revisions required. The Construction Manager shall have the final authority concerning the sequence of work and durations of each activity. Each Trade Contractor shall revise his schedule in accordance with that meeting and submit his schedule to the Construction Manager for approval. The Construction Manager will then develop the Project Construction Schedule. Each Trade Contractor shall schedule and perform his work in accordance with the Construction Manager’s Project Construction Schedule.
9. The Schedule shall be the basis for the dates to start and complete work for various portions of each contract, and to complete work (including changes) for the Project. It shall be the duty of the Trade Contractor to conform to the approved Schedule and to arrange his work in such a manner that it will be installed in accordance with the Schedule.
10. Each Trade Contractor shall submit two (2) copies of an updated Construction Schedule comparing the original schedule to actual work in progress and projected work along with the preliminary application for payment.
11. A representative of each Trade Contractor shall meet with the Construction Manager and furnish to him information necessary for such re-evaluating and updating and, if applicable, information with regard to changes in the work and the Trade Contractor’s proposed effort to overcome any delays incurred.
12. Should any work not be started or completed within five (5) days of the stated scheduled date, the Construction Manager shall have the right to order the Trade Contractor to expedite start and completion of the work by whatever means the Construction Manager deems appropriate and necessary, without additional compensation to the Trade Contractor.
13. Should any work fall to ten (10) or more days behind schedule, the Construction Manager shall have the right to perform the work or have the work performed by whatever method the Construction Manager deem appropriate.

14. Costs incurred by the Construction Manager in connection with “maintaining the Construction Schedule” under this section shall be reimbursed to the Construction Manager by the Trade Contractor.
15. It is expressly understood and agreed that failure by the Construction Manager to exercise the option to either order the Trade Contractor to expedite work, or to expedite the work by other means, shall not be considered precedent-setting for any other activities.
16. The following Construction Schedule is critical to the successful completion of the Project and is an integral portion of the Construction Documents. The Construction Schedule may vary in accordance with the construction conditions. The Trade Contractor shall delay or expedite his material and equipment deliveries and modify the required work forces to accommodate these varying conditions. The attached schedule is a milestone schedule with durations that portions of the project must be completed in. A more detailed construction schedule will be generated after all contracts have been awarded. By submitting a bid, each Trade Contractor is acknowledging that they can complete this work within the durations outlined in the milestone schedule.
17. The schedule is of the essence on this project and each contractor is responsible for completion of its work in coordination with the work of all other contractors within the required sequence and time frame so that the established schedule is met. Each contractor agrees to provide sufficient labor crew size, equipment and/or work overtime, weekends, or shiftwork as necessary to meet the activity durations on this schedule.
18. The attached schedule includes “estimated” start dates for the construction activities. In the interest of the overall project, W-T reserves the right to alter the sequencing of activities in order to accommodate project conditions and/or Owner requirements. It is understood that the contractor shall be obligated to complete its activities within the specified duration regardless of the actual start date.
19. All submittals and shop drawings must be submitted within a minimum of **two (2) weeks** of the notice to proceed with this subcontract, or the dates indicated on the schedule or scope of work, whichever occurs first. All expediting of materials and equipment to meet this schedule is the responsibility of the contractor. Contractor to pay for any quick ship charges if necessary.
20. All work, or applicable portions of the work, shall be sufficiently complete for Owner’s use and occupancy and all required approvals and permits for use and occupancy shall have been issued by the appropriate authorities by the established “Date of Substantial Completion” of the work, or applicable portion thereof.
21. All punchlist work and project closeout documentation shall be completed and approved by the Owner and Architect by the “Date of Final Completion”: which shall be no later than 21 days after the Date of Substantial Completion. Any uncompleted punchlist items after this date will be completed by Whiting-Turner and backcharged to the appropriate contractor or vendor. Final invoices will not be processed until final completion of the work and certification of same by the Owner and Architect.
22. If a contractor misses any portion of a workday due to weather, manpower, or scheduling conflicts, they must make-up this lost time on Saturday of the same week. If two or more days are lost in the same work week, the contractor shall work the immediate Saturday and the Saturday(s) of the following week(s) to make up those lost days.
23. Sundays are not regular work days. Approval must be obtained from Whiting-Turner prior to working. It is expected that contractors will work Saturdays, Sundays, and overtime when days are lost during the week.
24. Failure to properly man the project during normal week days may result in charges for CM supervision on weekends, at the discretion of the CM.
25. The contractor must schedule their work forces to work on all available work at a given time. Therefore, if an area of the building is ready for the contractor’s work to begin or continue,

the contractor must have manpower onsite working. Contractors will not have the “entire” work area at one time.

26. Each contractor must request information or clarifications in a timely manner, at least two weeks prior to needing the information, so that the time required to receive the clarification does not impact the work. No delays will be accepted related to this issue.
27. Each contractor is required to include in their bid the necessary overtime costs if they are needed to meet the schedule durations in this section.

2.1 Time of Completion

1. The Trade Contractor shall commence work upon receipt of a Letter of Authorization to proceed from either Appoquinimink School District or The Whiting-Turner Contracting Company.
2. All work shall be 100 percent (100%) complete and sequenced per the attached schedule unless agreed upon by the Construction Manager prior to the executing of the contract.
3. Work can be completed on Saturdays and Sundays and at extended hours during the week. The Owner shall not be responsible for additional costs for overtime.
4. Normal work hours shall be from 7:00 a.m. to 3:30 p.m., Monday to Friday, and 8:00 a.m. to 4:30 pm on Saturday, when applicable. Work may be completed beyond these hours, as approved by the Construction Manager.
5. Weather Delays: The project substantial completion date, shall only be adjusted due to weather conditions if there are delays above and beyond the following “Adverse Day” allowances based on a seven day work week:
 - A. January (12), February (10), March (5), April (5), May (4), June (2), July (4), August (3 days), September (4 days), October (3 days), November (2 days), and December (6 days). These “Adverse Days” are based on the following reference: State of Delaware Department of Transportation’s Standard: “763508 Project Control System.”
 - B. Delays requested due to weather must be related to the critical path activity as indicated on the Contractor’s Project Schedule.
 - C. Delays due to weather must be reported by the contractor on the day they occur in a written report.
 - D. Any day lost during the week must be made up the same week by overtime and /or weekend work. If the weather is bad on the make-up day, the lost day must be made up the following week.
 - E. The allowance days listed above carry over to the next month if they are not used. Therefore, if only 1 allowance day is used in November, there are (7) days in December. Therefore, there is a total of 60 allowance days in a year.

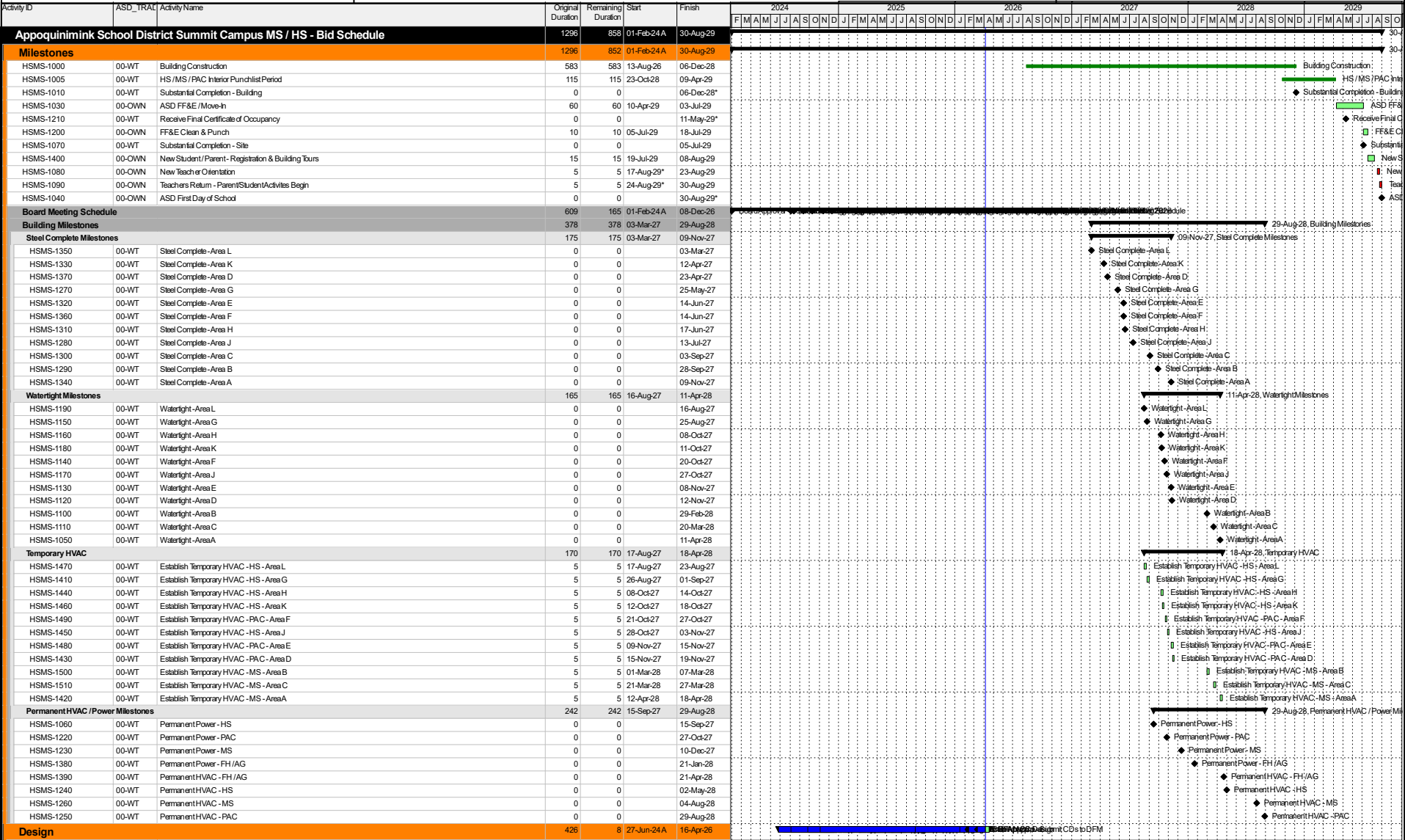
3.1 See attached Project Schedule

1. Appendix A – Overall Building Break Out
2. Appendix B – Slab-on-Grade Area Plan
3. Appendix C – Exterior Elevations Plan
4. Appendix D – Roofing Key Plan

END OF SECTION 01 32 10

Appoquinimink School District Summit Campus MS / HS - Bid Schedule

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Remaining Level of Effort Actual Level of Effort Actual Work

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Remaining Level of Effort
 Actual Level of Effort
 Actual Work

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 Remaining Level of Effort
 Actual Level of Effort
 Actual Work

Appoquinimink School District Summit Campus MS / HS - Bid Schedule
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Activity ID	ASD_TRACK	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024	2025	2026	2027	2028	2029																													
							F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
DIV 09C - Flooring			105	105	06-Jul-26	02-Dec-26																																			
Subcontractor Prepare & Submit			10	10	06-Jul-26	17-Jul-26																																			
SUBM-6970	09C	Submit for Approval - Resilient Flooring Product Data	10	10	06-Jul-26	17-Jul-26																																			
SUBM-6980	09C	Submit for Approval - Resilient Flooring Shop Drawings	10	10	06-Jul-26	17-Jul-26																																			
SUBM-6990	09C	Submit for Approval - Resilient Flooring Sample	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7000	09C	Submit for Approval - Resilient Athletic Flooring Product Data	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7010	09C	Submit for Approval - Resilient Athletic Flooring Sample	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7110	09C	Submit for Approval - Tile Carpeting Product Data	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7120	09C	Submit for Approval - Tile Carpeting Shop Drawings	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7130	09C	Submit for Approval - Tile Carpeting Sample	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7140	09C	Submit for Approval - Sheet Carpeting Product Data	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7150	09C	Submit for Approval - Sheet Carpeting Shop Drawings	10	10	06-Jul-26	17-Jul-26																																			
SUBM-7160	09C	Submit for Approval - Sheet Carpeting Sample	10	10	06-Jul-26	17-Jul-26																																			
WT Review & Submit			5	5	13-Oct-26	19-Oct-26																																			
SUBM-9250	00-WT	WT Review - Resilient Flooring Product Data	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9260	00-WT	WT Review - Resilient Flooring Shop Drawings	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9270	00-WT	WT Review - Resilient Flooring Sample	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9280	00-WT	WT Review - Resilient Athletic Flooring Product Data	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9290	00-WT	WT Review - Resilient Athletic Flooring Sample	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9390	00-WT	WT Review - Tile Carpeting Product Data	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9400	00-WT	WT Review - Tile Carpeting Shop Drawings	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9410	00-WT	WT Review - Tile Carpeting Sample	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9420	00-WT	WT Review - Sheet Carpeting Product Data	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9430	00-WT	WT Review - Sheet Carpeting Shop Drawings	5	5	13-Oct-26	19-Oct-26																																			
SUBM-9440	00-WT	WT Review - Sheet Carpeting Sample	5	5	13-Oct-26	19-Oct-26																																			
Design Team Review & Approve			10	10	20-Oct-26	02-Nov-26																																			
SUBM-10930	00-DES	A/E Review & Approve - Resilient Flooring Product Data	10	10	20-Oct-26	02-Nov-26																																			
SUBM-10940	00-DES	A/E Review & Approve - Resilient Flooring Shop Drawings	10	10	20-Oct-26	02-Nov-26																																			
SUBM-10950	00-DES	A/E Review & Approve - Resilient Flooring Sample	10	10	20-Oct-26	02-Nov-26																																			
SUBM-10960	00-DES	A/E Review & Approve - Resilient Athletic Flooring Product Data	10	10	20-Oct-26	02-Nov-26																																			
SUBM-10970	00-DES	A/E Review & Approve - Resilient Athletic Flooring Sample	10	10	20-Oct-26	02-Nov-26																																			
SUBM-11070	00-DES	A/E Review & Approve - Tile Carpeting Product Data	10	10	20-Oct-26	02-Nov-26																																			
SUBM-11080	00-DES	A/E Review & Approve - Tile Carpeting Shop Drawings	10	10	20-Oct-26	02-Nov-26																																			
SUBM-11090	00-DES	A/E Review & Approve - Tile Carpeting Sample	10	10	20-Oct-26	02-Nov-26																																			
SUBM-11100	00-DES	A/E Review & Approve - Sheet Carpeting Product Data	10	10	20-Oct-26	02-Nov-26																																			
SUBM-11110	00-DES	A/E Review & Approve - Sheet Carpeting Shop Drawings	10	10	20-Oct-26	02-Nov-26																																			
SUBM-11120	00-DES	A/E Review & Approve - Sheet Carpeting Sample	10	10	20-Oct-26	02-Nov-26																																			
Fabricate & Deliver			20	20	03-Nov-26	02-Dec-26																																			
SUBM-12280	09C	Fabricate & Deliver - Resilient Flooring	15	15	03-Nov-26	23-Nov-26																																			
SUBM-12290	09C	Fabricate & Deliver - Resilient Athletic Flooring	20	20	03-Nov-26	02-Dec-26																																			
SUBM-12330	09C	Fabricate & Deliver - Tile Carpeting	10	10	03-Nov-26	16-Nov-26																																			
SUBM-12340	09C	Fabricate & Deliver - Sheet Carpeting	10	10	03-Nov-26	16-Nov-26																																			
DIV 09D - Tile			40	40	06-Jul-26	28-Aug-26																																			
Subcontractor Prepare & Submit			10	10	06-Jul-26	17-Jul-26																																			
SUBM-6860	09D	Submit for Approval - Tiling Product Data	10	10	06-Jul-26	17-Jul-26																																			
SUBM-6870	09D	Submit for Approval - Tiling Shop Drawings	10	10	06-Jul-26	17-Jul-26																																			
SUBM-6880	09D	Submit for Approval - Tiling Samples	10	10	06-Jul-26	17-Jul-26																																			
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Activity ID	ASD_TRAJ	Activity Name	Original Duration	Remaining Duration	Start	Finish	2024					2025					2026					2027					2028					2029																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
							F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M

Appoquinimink School District Summit Campus MS / HS - Bid Schedule
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[illegible]

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 Remaining Level of Effort
 Actual Level of Effort
 Actual Work

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[illegible]

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								F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D													
Area 8 (Field 8 & Inner Loop)								03-Nov-27, Area 8 (Field 8 & Inner Loop): ULAP Update & DNREC Preconstruction Meeting Install Area 8 E&S Controls Strip Topsoil Bulk Grading Spread Topsoil Temporary Seed & Stabilization																																																																							
Site-8000								10-Apr-29, Site-8000: ULAP Update & DNREC Preconstruction Meeting																																																																							
Site-8010								Install Remaining Site Lighting																																																																							
Site-8020								Install building perimeter curb																																																																							
Site-8030								Prep Inner Loop Roads and Parking																																																																							
Site-8040								Cut in Speed Bumps																																																																							
Site-8050								Final Paving - Outer Loop & Parking Lots																																																																							
Site-9000								Install Site Light Poles & Fixtures																																																																							
Site-9010								Inner Loop Storm Pipe & Structures																																																																							
Site-9020								Install Inner Loop Curbs																																																																							
Site-9030								Base Pave Inner Loops & Parking																																																																							
Site-9070								Install Fencing																																																																							
Site-9090								Install Post & Cable Baricades																																																																							
Site-9100								Signage, Parking Bumpers & Striping - Outer Loop & Parking Lots																																																																							
Site-9120								Prep for Concrete and Asphalt Sidewalks																																																																							
Site-9130								Install Concrete Sidewalks																																																																							
Site-9140								Install Asphalt Sidewalks																																																																							
Site-9110								Install Bollards, Bike Racks and Site Furnishings																																																																							
Site-9180								Spring Break 2028-2029 (Tentative)																																																																							
Site-9190								Final Paving, Striping & Signage - Inner Loop & Parking																																																																							
HS Courtyards								05-May-28, HS Courtyards: Survey & Layout Courtyard Import & Export Materials for Courtyard Subgrade Install Courtyard Subdrainage System Install Courtyard Base Course Materials Install Concrete Paving Install Asphalt Paving with Thermoplastic Surface Install Rubber Playground Surfacing Install Plantings Install Fencing & Gates Install Synthetic Surf Surfacing Install Natural Stone Boulders and Site Furnishing Items																																																																							
MS Courtyards								26-Jul-28, MS Courtyards: Survey & Layout Courtyard Import & Export Materials for Courtyard Subgrade Install Courtyard Subdrainage System Install Courtyard Base Course Materials Install C/P Concrete Stage Install Concrete Paving Install Asphalt Paving with Thermoplastic Surface Install Plantings Install Synthetic Surf Surfacing Install Natural Stone Boulders and Site Furnishing Items																																																																							
Athletics								21-Dec-27, Field 1 - Varsity Softball Field Grade for Field Construct Softball Field Dugouts, Batting Cages, Fencing & Backstops																																																																							
Field 2 - Varsity Stadium								04-Apr-29, Field 2: Home Bleacher Footings Visitor Bleacher Footings Visitor Bleacher Structure Visitor Bleacher Decking & Seating Visitor Bleacher Rails & Detailing																																																																							

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[illegible]

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