

ADDENDUM No. 3

Date December 15, 2014,

City of Austin

Project Name Chilled Water Piping Construction on Customers Distribution Sites

C.I.P. No. 7190.006

This Addendum forms a part of Contract and clarifies, corrects or modifies original Bid Documents, dated October 27, 2014. Acknowledge receipt of this addendum in space provided on bid form. Failure to do so may subject bidder to disqualification.

A. Project Manual Revisions:

Sections 00610 02/23/10 Performance Bond

"Replace Section 00610 Performance Bond in its Addendum No. 3"

Sections 00620 02/23/10 Payment Bond

"Replace Section 00620 Payment Bond in its Addendum No. 3"

Sections 00020 06/12/14 REV 08/20/14 Invitation for Bids

"Replace Section 00020 Invitations for Bid in its Addendum No. 3"

Sections 01300 04/22/13 Submittals

"Replace Section 01300 Submittals in its Addendum No. 3"

B. Drawing Revisions:

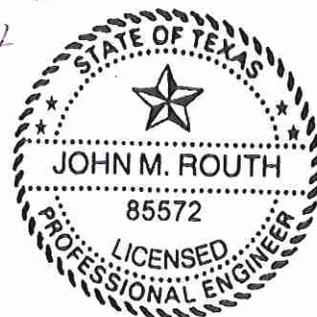
"NONE"

This addendum consists of 1 page(s)/sheet(s).

Approved by OWNER

Approved by ENGINEER/ARCHITECT

END





Bidding Requirements, Contract Forms and Conditions of the Contract
PERFORMANCE BOND
Section 00610

STATE OF TEXAS
COUNTY OF _____

Bond No. _____
C.I.P. ID No. _____

Project Name _____

Know All Men By These Presents: That _____
of the City of _____, County of _____, and
State of _____, as Principal, and _____, a
solvent company authorized under laws of the State of Texas to act as surety on bonds for
principals, are held and firmly bound unto _____
(OWNER), in the penal sum of _____

_____ U.S. Dollars (\$ _____ U.S.) for
payment whereof, well and truly to be made, said Principal and Surety bind themselves and their
heirs, administrators, executors, successors and assigns, jointly and severally, by these presents:

Conditions of this Bond are such that, whereas, Principal has entered into a certain written contract
with OWNER, dated the _____ day of _____, _____, which
Agreement is hereby referred to and made a part hereof as fully and to the same extent as if
copied at length herein.

Now, therefore, the condition of this obligation is such, that if said Principal shall faithfully perform
said Agreement and shall in all respects duly and faithfully observe and perform all and singular
covenants, conditions and agreements in and by said contract agreed and covenanted by Principal
to be observed and performed, and according to true intent and meaning of said Agreement hereto
annexed, then this obligation shall be void; otherwise to remain in full force and effect. If OWNER
notifies Principal and Surety the OWNER is considering declaring Principal in default, Surety agrees
to meet with OWNER and Principal no later than fifteen days after receipt of such notice to discuss
methods of performing the Work of the Contract.

Provided, however, that this bond is executed pursuant to provisions of Chapter 2253, Texas
Government Code as amended and all liabilities on this bond shall be determined in accordance
with provisions of said Article to same extent as if it were copied at length herein.

Surety, for value received, stipulates and agrees that no change in Contract Time or Contract
Amount shall in anywise affect its obligation on this bond, and it does hereby waive notice of any
such change in Contract Time or Contract Amount.

In witness whereof, said Principal and Surety have signed and sealed this instrument this
_____ day of _____, _____.

Principal
By _____
(Signature)
Title _____
Address _____

Surety
By _____
(Signature)
Title _____
Address _____

Telephone _____ Fax _____

E-Mail Address _____

Name and address of Resident Agent of Surety:

Note: Bond shall be issued by a solvent Surety company authorized to do business in Texas, and shall meet any other requirements established by law or by OWNER pursuant to applicable law. A copy of surety agent's "Power of Attorney" must be attached hereto.

END

Bidding Requirements, Contract Forms and Conditions of the Contract
PAYMENT BOND
 Section 00620

STATE OF TEXAS
 COUNTY OF _____

Bond No. _____
 C.I.P. ID No. _____

Project Name _____

Know All Men By These Presents: That _____
 of the City of _____, County of _____, and
 State of _____, as Principal, and _____, a
 solvent company authorized under laws of the State of Texas to act as surety on bonds for
 principals, are held and firmly bound unto _____
 (OWNER), and all Subcontractors, workers, laborers, mechanics and suppliers as their interests
 may appear, all of whom shall have right to sue upon this bond in the penal sum of _____ U.S.

Dollars (\$ _____ U.S.) for payment whereof, well and truly to be made, said
 Principal and Surety bind themselves and their heirs, administrators, executors, successors and
 assigns, jointly and severally, by these presents:

Conditions of this Bond are such that, whereas, Principal has entered into a certain written contract
 with OWNER, dated the _____ day of _____, _____, which
 Agreement is hereby referred to and made a part hereof as fully and to the same extent as if
 copied at length herein.

Now, therefore, condition of this obligation is such, that if the said Principal shall well and truly pay
 all Subcontractors, workers, laborers, mechanics, and suppliers, all monies to them owing by said
 Principals for subcontracts, work, labor, equipment, supplies and materials done and furnished for
 the construction of improvement of said Agreement, then this obligation shall be and become null
 and void; otherwise to remain in full force and effect.

Provided, however, that this bond is executed pursuant to provisions of Chapter 2253, Texas
 Government Code as amended and all liabilities on this bond shall be determined in accordance
 with provisions of said Article to same extent as if it were copied at length herein.

Surety, for value received, stipulates and agrees that no change in Contract Time or Contract
 Amount shall in anywise affect its obligation on this bond, and it does hereby waive notice of any
 such change in Contract Time or Contract Amount.

In witness whereof, said Principal and Surety have signed and sealed this instrument this
 _____ day of _____, _____.

Principal

By _____
 (Signature)

Title _____

Address _____

Surety

By _____
 (Signature)

Title _____

Address _____

Telephone _____ Fax _____

E-Mail Address _____

Name and address of Resident Agent of Surety:

Note: Bond shall be issued by a solvent Surety company authorized to do business in Texas, and shall meet any other requirements established by law or by OWNER pursuant to applicable law. A copy of surety agent's "Power of Attorney" must be attached hereto.

END

Bidding Requirements, Contract Forms and Conditions of the Contract
INVITATION FOR BIDS
Section 00020-IDIQ

Following is a summary of information for this Project. Bidder is cautioned to refer to other sections of the Project Manual, Drawings and Addenda (Bid Documents) for further details.

The City of Austin, hereafter called OWNER, is requesting sealed written Bids for furnishing all labor, materials, equipment, supervision, and incidentals, and for performing all Work required for the following Project:

**CHILLED WATER PIPING CONSTRUCTION ON CUSTOMERS
DISTRIBUTION SITES**

Located at: Various locations to be determined

CIP ID#3060-1107-0126

IFB# CLMC511

The Work generally consists of providing the following services, including but not limited to:

- The Work consists of Provision of chilled water piping and appurtenances on customer distribution sites to serve Austin Energy customers with District Energy chilled water. Work will entail provision so mechanical , electrical, controls work as required to extend Austin Energy chilled water to customers , including piping, piping supports and appurtenances, heat exchangers, butterfly and ball valves, drain lines, insulation, air releases, controls (including but not limited to flow meters, flow control valves, pressure transmitters, temperature sensors, controllers and enclosures, wiring, conduit, and tubing), assisting Owner's chemical testing company, and coordination with Austin Energy representatives and customer side contractor.

This contract is an Indefinite Delivery, Indefinite Quantity (IDIQ) CONTRACT. The project documents consist of all the applicable City of Austin standard details and specifications with the understanding that full design documents will not be provided for each work assignment.

Each separate sub-project location will be issued under a work assignment given to the contractor. The contractor is required to meet the Owner in the field, within three days of notification from the Owner. The final scope of the work assignment will be determined at that time and, if additional details are desired, the Contractor must request them at that time.

The Contract will be for an initial **24-month period, with three possible 12-month** Contract extensions, or until all available funding is exhausted. Extension of the Contract is at the mutual agreement of both the OWNER and the CONTRACTOR. If the CONTRACTOR chooses not to renew, a hold over period of up to 120 calendar days may be implemented by the OWNER to allow for re-bidding. The OWNER reserves the right not to offer an extension.

Subject to the further approval of the Austin City Council, the total Contract Amount will not exceed **\$6,000,000.00** for the initial two year Contract Term, which may be extended subject to the availability of funding. The Contractor will base its bid amount on the CONTRACTOR's unit prices and the estimated quantities of Work set forth in the Bid Form, which will only be used for the purpose of the comparison and evaluation of Bids. The Owner will subsequently issue Work Order Assignments based on the Owner's needs and not in accordance with the estimated quantities contained in the Bid documents up to the aggregated Contract Amount of **\$6,000,000.00**, subject to further appropriations.

Each work assignment must be finally completed within the duration established by the OWNER for each assignment. The OWNER will consult with the CONTRACTOR on each work assignment duration, but the OWNER will have the ultimate discretion on the duration of the work assignment,

Bidding Requirements, Contract Forms and Conditions of the Contract
INVITATION FOR BIDS
Section 00020-IDIQ

which shall not be unreasonably determined. Work must be continuous on each assignment.

The unit prices bid by the successful bidder shall remain firm throughout the initial **24-month period** of the Contract. Bid prices may be adjusted for Contract extensions on the basis of an increase or decrease of the existing prices upwards or downwards in accordance with the 20 City average Engineers New Record Construction Cost Index (CCI) (at the time of the notice of contract extension) divided by the current area CCI at the time of bid. The adjusted prices will be included in a change order and will remain firm throughout the Contract extension period. Upon receipt of the notice of the exercise of the option for an additional contract term by the Owner, the Contractor must request a Bid price adjustment in writing or the then current Bid prices will remain in force and effect.

Bid Documents may be obtained at One Texas Center, 505 Barton Springs Road, Ste. 1045 (Front Desk), Austin, TX 78704. Copies will be available in CD format at no cost.

At the time Bid Documents are obtained, Bidder must provide a working e-mail address, so that they will receive any addenda or clarification issued by the Owner.

Sealed Bids will be received at the Contract Management Department, 105 W. Riverside Dr., Suite 210, Austin, Texas 78704 and then publicly opened and read aloud in the **SUITE 210 Conference Room**.

ALL BIDS ARE DUE PRIOR TO (Austin time) 9:00 a.m. on December 22, 2014.

ALL COMPLIANCE PLANS ARE DUE PRIOR TO (Austin time) 1:00 p.m. on December 22, 2014.

BIDS WILL BE OPENED AT (Austin time) 1:00 p.m. on December 22, 2014.

ALL BIDS AND COMPLIANCE PLANS NOT RECEIVED PRIOR TO THE DATE AND TIME SET FORTH ABOVE WILL NOT BE ACCEPTED FOR CONSIDERATION. The time stamp clock in **SUITE 210** is the time of record and is verified with www.time.gov, the official U.S. time.

All CONTRACTORS must be registered to do business with OWNER prior to submission of a Bid. All Subcontractors must be registered with the OWNER prior to execution of a contract. Prime Contractors are responsible for ensuring that their Subcontractors are registered as vendors with the City of Austin. Registration can be done through the OWNER's on-line Vendor Registration system. Log onto <https://www.ci.austin.tx.us/vss/Advantage> and follow the directions.

All City procurements are subject to the City's Minority-Owned and Women-Owned Business Enterprise Procurement Program found at Chapter 2-9-A of the City Code, as amended. The Program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) or Disadvantaged Business Enterprises (DBEs) full opportunity to participate in all City contracts. Goals for MBE/WBE or DBE participation are stated for each solicitation. Information on achieving the goals or documenting good faith efforts to achieve the goals are contained in the MBE/WBE Procurement Program Package or DBE Procurement Program Package attached to the solicitation. When goals are established, Bidders are required to complete and return the MBE/WBE or DBE Compliance Plan with their Bid. If a Compliance Plan is not submitted prior to the date and time set forth in the solicitation, the Bid will not be accepted for consideration. (See Section 00820 for MBE/WBE requirements on "no goal" solicitations.)

Bidding Requirements, Contract Forms and Conditions of the Contract
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All Bids shall be accompanied by an acceptable Bid guaranty in an amount of not less than five percent (5%) of the total Bid, as specified in Section 00100, Instructions to Bidders.

Performance and payment bonds for the initial two year term of the Contract shall be executed on forms furnished by OWNER in the amount of **\$6,000,000.00**. Each bond shall be issued in an amount of one hundred percent (100%) of the Contract Amount by a solvent surety company authorized to do business in the State of Texas, and shall meet any other requirements established by law or by OWNER pursuant to applicable law. In the event that the Contract is renewed for additional one year terms, a new bond or rider to the then existing bond in the full amount of the total Contract Amount must be provided for the additional term(s).

Minimum insurance requirements are specified in Section 00810, Supplemental General Conditions.

Minimum wage rates have been established and are specified in Section 00830, Wage Rates and Payroll Reporting.

Contract Time is of the essence and all Work Assignments shall be completed within date specified in the Notice to Proceed, in accordance with the Bid Form, Section 00300U. The Contract duration shall be for **24-month period, with three possible 12-month** extensions, or until all available funding is exhausted. Work under this Contract will be issued as individual Work Assignments, as defined within Supplemental General Conditions, Section 00810. In addition, Work to be performed is generally outlined herein in the Summary of Work, Section 01010. Work duration and definitions of substantial and/or final completion will be specific to each Work Assignments. Failure by the CONTRACTOR to satisfy the substantial/final completion requirements of any Work Assignments may be cause to stop issuance of further Work Assignments. The CONTRACTOR shall note that there may be multiple individual Work Assignments active at any given time.

Work contained within individual Work Assignments will vary based on the scope of Work. An individual Work Assignments may define a substantial completion date, after which liquidated damages will be assessed until substantial completion is achieved, in accordance with the Bid Form, Section 00300U. If a substantial completion date is defined, final completion shall be achieved within 30 Calendar Days after substantial completion of the Work indicated in the Work Assignments. Liquidated damages are **Seven Hundred and Ninety Five Dollars (\$795.00)** per Calendar Day for failure to substantially complete the work and **Six Hundred and Sixty Three Dollars (\$663.00)** per Calendar Day for failure to achieve final completion within 30 Calendar Days after substantial completion, in accordance with the Bid Form, Section 00300U.

In addition, the CONTRACTOR will be required to have someone available and on-call at all times during the Contract to provide emergency on-call services as discussed in Section 01010, Summary of Work - Emergency Response & Section 01100, "Special Project Procedures".

Repairs, including emergency response times. A CONTRACTOR who fails to meet the emergency response obligations of this Contract may be found in breach of this Contract.

OWNER reserves the right to reject any or all Bids and to waive any minor informality in any Bid or solicitation procedure (a minor informality is one that does not affect the competitiveness of the Bid).

A **mandatory** Pre-Bid Conference will be held on **November 13, 2014 at 1:00 p.m.** (Austin time) at **721 Barton Springs , Suite 130 Austin, Texas 78704 Austin, Texas**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

The Contractor prepares submittals. Drawings and general provisions of Contract, including Section 00700, "General Conditions"; Section 00810, "Supplemental General Conditions"; Division 1 requirements and City of Austin Technical Specifications and Special Provisions thereto, should be used as the related documents for this requirement. Attachment 1 lists the submittals that have been identified for this project.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:
1. Contractor's construction schedule.
 2. Submittal schedule.
 3. Shop drawings.
 4. Product data.
 5. Quality assurance and quality control submittals, including calculations, mix designs and substantiating test results.
- B. Administrative Submittals: Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
1. Permits.
 2. Applications for Payment.
 3. Performance and Payment bonds.
 4. Insurance certificates.
 5. Monthly Subcontractors expense report.
 6. Non-use of asbestos affidavits
- C. Related Sections: The following Sections contain requirements that relate to this Section:
1. Section 00700, "General Conditions"; Section 00810, "Supplemental General Conditions"; and/or Division 1, Section 01025, "Measurement and Payment" specifies requirements for submittal of the Schedule of Values.
 2. Division 1, Section 01200, "Project Meetings" specifies requirements for submittal and distribution of meeting and conference minutes.
 3. Section 00700, "General Conditions"; Section 00810, "Supplemental General Conditions"; and/or Division 1, Section 01700, "Contract Close-out" specifies requirements for submittal of Project Record Documents and warranties at project close-out.
 4. Section 00700, "General Conditions" Article 6.2.4 specifies requirements for Substitutes and "Approved Equal" Items.

PART 2 - PRODUCTS - not used

PART 3 - EXECUTION

3.1 SUBMITTAL PROCEDURES

Contractor shall be responsible for the following:

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals or resubmittals concurrently.
 - a. The E/A reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
 - 3. Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals.
 - a. Allow fourteen (14) calendar days for initial review. Allow additional time if the Engineer must delay processing to permit coordination with subsequent submittals.
 - b. If an Intermediate submittal is necessary, process the same as the initial submittal.
 - c. Allow fourteen (14) calendar days for processing each resubmittal.
 - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the E/A sufficiently in advance of the Work to permit processing.
- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
 - 1. Provide a space approximately 4 inches by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
 - 2. Include the following information on the label for processing and recording action taken.
 - a. Project name.
 - b. Date.
 - c. Name and address of the Contractor's Engineer.
 - d. Name and address of the Contractor.
 - e. Name and address of the subcontractor.
 - f. Name and address of the supplier.
 - g. Name of the manufacturer.
 - h. Number and title of appropriate Specification Section.
 - i. Drawing number and detail references, as appropriate.
- C. All submittals must be submitted electronically in pdf format.
 - 1. With the exception of cover sheets or sheets with original signatures, FDF documents submitted must be "searchable", converted from their native application directly to Acrobat. Scans of paper documents are not acceptable.
 - 2. Once approved, submit up to three paper copies for owner's records.

3. Additional paper copies may also be submitted if Contractor requires them for his records.
 4. All products being proposed must be clearly and unambiguously indicated on submittals pages using arrows, highlighting, or other clear indication.
 5. For submittals in which equipment/materials for more than one building is included, all sections and pages must be clearly identified as to which building it applies.
 6. **Submittals which do not meet these requirements will be rejected.**
- D. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the E/A through the Owner's Representative using a transmittal form (An example Transmittal Form is provided at the end of this section). The E/A will not accept submittals received from sources other than the Contractor.
1. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.
 2. Number transmittals in sequence for each Series of the Specifications thus: x-xxx. The number after the dash indicates the Section of the Specifications, and the number before the dash is the sequence number of the transmittal. For example, the first item submitted related to Specification Item No. 506, "Manholes" would be labeled **1-506**, the second item submitted would be labeled **2-506**, etc. If the submittal item relates to a Special Provision or Special Specification, use **SP506** or **SS5061**, for example, to indicate the applicable Specification Section. Identify resubmittals with a letter of the alphabet following the original sequence number, using "A" for the first resubmittal, "B" for the second resubmittal, etc. For example, the first resubmittal of the second item submitted for Specification SP506 would be labeled **2A-SP506**.

3.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Construction Schedule: As described in Section 2.4.2 of Section 00700 "General Conditions", prepare a fully developed Contractor's construction schedule ("Baseline Schedule") using Microsoft Project® software unless otherwise approved by Owner's Representative. Submit Baseline Schedule prior to or at the preconstruction conference, and submit updated schedules as specified by the E/A, usually at each regularly scheduled Project Meeting and with each pay application.
1. Detail each significant construction activity and use a weekly timeframe for the schedule. Use the same breakdown of units of the Work as indicated in the "Schedule of Values."
 2. With each update, revise task completion percentage and mark completed tasks.
 3. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
 4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically the critical path items and the sequences necessary for completion of related portions of the Work.
 5. Indicate the phases of work in which subcontractors will be participating. Subcontractors shall be indicated by name.

6. Coordinate the Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other schedules.
 7. Indicate substantial completion in advance of the date established for Final Completion to allow time for the E/A's procedures necessary for certification of Substantial and Final Completion.
- B. Work Stages: Indicate important stages of construction for each major portion of the Work, including submittal review, testing, and installation.
 - C. Cost Correlation: Within the Baseline Schedule, provide cost information indicating planned and actual costs. On the appropriate task line(s), show dollar volume of Work performed as of the dates used for preparation of applications for payment. Refer to Section 00700, "General Conditions", Article 14 Payment to Contractor and Completion for cost reporting and payment procedures.
 - D. Distribution: Following response to the Baseline Schedule submittal, distribute electronic copies to the E/A, subcontractors, suppliers, and other parties required to comply with scheduled dates. Keep a copy at the Project Site at all times.
 1. When revisions are made, distribute 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 construction activities.
 - E. Schedule Updating: Revise the schedule after each meeting, event, or activity where revisions have been recognized or made and as requested by the E/A. Issue the updated schedule concurrently with the report of each meeting, or as requested by the E/A.

3.3 SUBMITTAL SCHEDULE

- A. Concurrently with the development of the Contractor's Construction Schedule, prepare a complete schedule of submittals. Submit the initial Submittal Schedule along with the Construction Schedule, at, or prior to, the Pre-construction Conference.
 1. Coordinate Submittal Schedule with the list of subcontractors, Schedule of Values, and the list of products as well as the Contractor's Construction Schedule.
 2. Prepare the schedule in chronological order. Provide the following information:
 - a. Scheduled date for the first submittal.
 - b. Related Section number or Specification number.
 - c. Submittal category (Shop Drawings, Product Data, Calculations, Test Results, or Samples).
 - d. Name of the subcontractor.
 - e. Description of the part of the Work covered.
 - f. Scheduled date for resubmittal.
 - g. Scheduled date for completion of the E/A's review.
- B. Distribution: Following Owner's response to the initial submittal, print and distribute copies to the Owner's Representative, E/A, Owner, subcontractors, suppliers, and other parties required to comply with submittal dates indicated. Keep copies at the Project Site at all times.
 1. When revisions are made, distribute 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 construction activities.
- C. Schedule Updating: Revise the schedule after each meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting, or as requested by the E/A.

3.4 CONSTRUCTION SEQUENCE PLANS

The Contractor is required to submit construction sequence plans to the City at, or prior to, the pre-construction conference for approval. The Project shall be divided into phases according to the sequence of construction given in the Drawings and traffic control plans. The Contractor shall arrange his/her work schedule to complete all Work on each phase, including street repair, any valve casting or manhole adjustments, and street overlay before moving on to the next work area.

3.5 SHOP DRAWINGS

- A. Submit newly prepared information drawn accurately to scale. Highlight, circle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
- B. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Include the following information:
 - 1. Dimensions;
 - 2. Identification of products and materials included by sheet and detail number;
 - 3. Compliance with specified standards;
 - 4. Notation of coordination requirements; and
 - 5. Notation of dimensions established by field measurement.
 - 6. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 inches by 11 inches but no larger than 24 inches by 36 inches. Drawings will be provided in 3D autocad and in 3D PDF format.
 - 7. Do not use Shop Drawings without an appropriate stamp indicating action taken.

3.6 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, applicable certifications and performance curves.
 - 1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:
 - a. Manufacturer's printed recommendations;
 - b. Compliance with trade association standards;
 - c. Compliance with recognized testing agency standards;
 - d. Application of testing agency labels and seals;
 - e. Notation of dimensions verified by field measurement; and
 - f. Notation of coordination requirements.
 - 2. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
 - 3. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation until a copy of the final submission of Product Data is in the Installer's possession.
 - b. Do not permit use of unmarked copies of Product Data in connection with construction.

3.8 QUALITY ASSURANCE AND QUALITY CONTROL SUBMITTALS

- A. Submit quality assurance and quality control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, materials test results, field testing and inspection reports, and other quality-control submittals as required under other Sections of the Specifications.
- B. Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a certification from the manufacturer or responsible Engineer certifying compliance with specified requirements.
 - 1. Signature: Certification shall be signed by an officer of the corporation or other individual authorized to sign documents on behalf of the company.
- C. Calculations: When required in the technical specification, calculations shall be prepared and stamped by a Professional Engineer registered in the State of Texas.
- D. Concrete, Controlled Low Strength Material, Asphalt Stabilized Base and Hot Mix Asphaltic Concrete Mix Designs and Substantiating Test Data: Requirements for submittal of mix designs and substantiating test data are specified in the applicable Technical Specification Section. Each separate batch plant supplying ASB, HMAC and/or concrete shall submit mix designs to the Owner's Representative for review.

3.9 TECHNICAL SUBMITTALS REQUIRED

- A. Technical submittals required include, but are not limited to, the following list. This list is provided as an aid to the Contractor, but is not intended to be all inclusive. The Contractor shall refer to the Technical Specifications for additional requirements.
 - 1. Construction work schedule
 - 2. Certificates of compliance with regulatory authorities and organizations as called for individual specifications sections.
 - 3. Shop drawings, coordinated with owner's contractor, to indicate entirety of layout, Austin Energy and Owner's sides, of heat exchangers, piping and supports, valves, instrumentation devices, etc.
 - 4. Pipe and pipe fittings.
 - 5. Valves, strainers, related accessories
 - 6. Pipe and equipment insulation
 - 7. Pipe and equipment identification
 - 8. Pipe supports
 - 9. Heat exchangers
 - 10. Hydronic accessories, including air release valves, thermometers, pressure gauges, pressure/temperature test ports, pipe hangers and support structures, tubing, etc.
 - 11. Control devices, including flow meters, flow control valves, temperature sensors, and pressure sensors
 - 12. Cleaning and Flushing Plan.

3.10 ENGINEER/ARCHITECT'S ACTION

- A. Except for submittals, for the record, or for information where action and return is not required, the E/A will review each submittal, mark to indicate action taken, and return within the time frame specified in Paragraph 3.1.A.3.

1. Compliance with specified characteristics is the Contractor's responsibility.
- B. Action Stamp: The E/A will stamp each submittal with a uniform, action stamp. The E/A will mark the stamp appropriately to indicate the action taken, as follows:
 1. "Reviewed": the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
 2. "Reviewed with Comments": the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
 3. "Revise and Resubmit" or "Rejected": do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations and resubmit without delay. Repeat if necessary to obtain different action mark.
 - a. Do not use, or allow others to use, submittals marked "Revise and Resubmit" or "Rejected" at the Project Site or elsewhere where Work is in progress.
 4. Other Action: Where a submittal is for information, or for record purposes, or for special processing, or for other activity, the E/A will return the submittal marked "Record Copy", "Action Not Required" or "No Action Taken."
- C. Unsolicited Submittals: The E/A will return unsolicited submittals to the sender without action.

3.11 PREPARATION AND SUBMITTAL OF CONSTRUCTION RECORD DRAWINGS

The Owner's Representative and the Contractor's Superintendent will each maintain a set of bluelines noting any changes in ink during construction of the Project. The Owner's Representative and the Contractor's Superintendent will compare bluelines at least weekly (at a time mutually acceptable to both) to exchange information and compare notes to ensure all items installed and changes are documented. The following is a recommended minimum of items to be noted:

GENERAL

1. Notes should be sufficiently clear to allow a draftsman to easily make the necessary changes without the need for field checks and interpretation.
2. One complete set of Construction Record bluelines will be submitted prior to the final pay request and forwarded to the Owner.

3.12 CONSTRUCTION DIARIES

The Contractor shall prepare a daily construction diary recording as a minimum the following information concerning events at the site and submit duplicate copies to the Owner's Representative at weekly intervals. The copies are to be signed by the project Superintendent as defined in Section 00700, Article 6.1.2.

1. Work performed;
2. Approximate count of Contractor's personnel, by classification, on the site;
3. List by classification, of all Subcontractors, personnel and any professionals on the site that day;
4. List of all equipment on the site by make and model;
5. High and low temperatures together with general weather conditions;
6. Start time and finish time of day's work;
7. Accidents and / or unusual events;
8. Meetings and significant decisions made;
9. Stoppages, delays, shortages and / or losses;
10. Meter readings and / or similar recordings;
11. Emergencies procedures that may have been needed;

12. Orders and requests of governing authorities;
13. Change Orders received and implemented;
14. Services connected and / or disconnected;
15. Installed equipment and / or system tests and / or startups and results;
16. Partial completions and / or occupancies; and
17. Date of substantial completion certified.

Shop Drawing Transmittal

Month XX, 2008

Transmittal No. _____
Previous Transmittal No. _____
Previous Submittal Date _____

City of Austin
Construction Inspection Division
Public Works Department
P.O. Box 1088
Austin, Texas 78767

Project Name: Austin Lakeside Drive

Attention: Owner's Representative

Enclosed are nine (9) copies of the following items for your review:

<u>Item No.</u>	<u>Description</u>	<u>Submittal Type</u>	<u>Specification Section</u>	<u>Subcontractor/Supplier</u>
1.	6" DI Pipe	Product Data	510	ABC Company
2.	8" Resilient Seat Gate Valve	Product Data	511	DEF Company

NOTE: Item 1 above contains a deviation from the Specifications as indicated on the item

Submitted by: _____

XYZ Company
101 Ranch Road 2974
Austin, Texas 78759

END

