

**SELECTIVE DEMOLITION FOR:**

**255 HAMILTON St.**

**Rochester, New York 14620**



**ROCHESTER**  
Housing Authority

675 West Main St.  
Rochester, NY 14611

**Single Prime Contract**



**Architect's Project No. 2-26**

**January 28, 2026**



Peter L. Morse  
& Associates  
Architects A.I.A.

**Peter L. Morse & Associates – Architects AIA**  
311 Alexander Street – Suite 215 Rochester, NY 14604  
Ph. (585) 530-2230 Fax: (585) 530-3302 email peterlmorse@aol.com

**SECTION 000100**

**Table of Contents**  
**Demolition Phase for 255 Hamilton St., Rochester NY 14620**  
**Rochester Housing Authority**

DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

	Cover
000100	Table of Contents
000115	List of Drawings

DIVISION 01 - GENERAL REQUIREMENTS

011000	Summary of the Work
012200	Unit Prices
012600	Contract Modification
012900	Payment Procedures
013100	Project Management and Coordination
013300	Demolition Progress Documentation
014000	Quality Requirements
017329	Cutting and Patching
017423	Post Demolition Cleaning

DIVISION 02 – EXISTING CONDITIONS

024119	Selective Demolition
028003	Disposal of Non-Hazardous Waste.

**END OF TABLE OF CONTENTS**

**SECTION 000115**

**LIST OF DRAWINGS**

**1.01 DRAWINGS**

- A. The Contract Drawings, which accompany this Project Manual and form a part of the Contract Documents, are listed below

**1.01 DRAWINGS**

- A. **CONTRACT DRAWINGS:** The Contract Drawings which accompany this Project Manual and form a part of the Contract Documents are listed by number below:

T-1 TITLE SHEET  
A-00 DEMOLITION PLAN - BASEMENT  
A-01 DEMOLITION PLAN - FIRST FLOOR  
A-02 DEMOLITION PLAN - SECOND FLOOR  
A-03 DEMOLITION PLAN - ATTIC  
A-41 BUILDING SECTIONS  
A-42 BUILDING SECTIONS

**END OF LIST**

## SECTION 011000

### SUMMARY OF THE WORK

#### 1.01 GENERAL

#### 1.02 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including the General and Supplementary Conditions apply to this Section.

#### 1.03 SUMMARY

- B. This Section includes the following: Selective demolition in preparation of renovations to existing double house at 255 Hamilton St., Rochester, NY 14620
  - 1. Demolition work covered by the Contract Documents.
  - 2. Type of the Contract.
  - 3. Work phases.
  - 4. Work under other contracts.
  - 5. Products ordered in advance.
  - 6. Use of premises.
  - 7. Owner's occupancy requirements.
  - 8. Work restrictions.
  - 9. Specification formats and conventions.

#### 1.04 WORK COVERED BY CONTRACT DOCUMENTS

- C. Project Identification:
  - 1. Owner: Rochester Housing Authority
  - 2. Project Location: 255 Hamilton St., Rochester, NY 14620
  - 3. Owner's Representative: James Senger – Project Manager, RHA.
- D. Architect: Peter L. Morse & Associates – Architects AIA
- E. In paragraph and first subparagraph below, include an abbreviated summary of the Work for Project described above. See Evaluations.
- F. The Work consists of the following:
  - 1. The Work includes
    - a. Complete interior gut work per specs, with preservation of existing incoming electrical, plumbing, with modifications for new connections as noted on plans.

## **SECTION 011000**

### **SUMMARY OF THE WORK**

#### **1.2 TYPE OF CONTRACT**

- A. Project will be constructed under a single contract.
  - 1. Demolition will be delivered under a single contract.

#### **1.3 WORK PHASES**

- A. Before commencing Work of each phase, submit a schedule showing the sequence, commencement and completion dates.

#### **1.4 WORK UNDER OTHER CONTRACTS**

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.

#### **1.5 USE OF PREMISES**

- A. General: Contractor shall have full use of premises for construction operations, including use of Project site, during construction period. Contractor's use of premises is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  - 1. Limits: Confine constructions operations to fifty feet around the perimeter of the work area.
  - 2. Owner Occupancy: Allow for RHA's and the Architect's representative inspection of Project site. Keep general public away from the Project site by securing the site with temporary fencing.
  - 3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances.
- C. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

## **SECTION 011000**

### **SUMMARY OF THE WORK**

#### **1.6 OWNER'S OCCUPANCY REQUIREMENTS**

- A. Cooperate with RHA during demolition operations for inspections of the work.
  - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from RHA and authorities having jurisdiction.
  - 2. Provide not less than 24 hours' notice to RHA of activities that will affect RHA operations.

#### **1.7 WORK RESTRICTIONS**

- A. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 7 a.m. to 5 p.m., Monday through Friday except otherwise indicated.
  - 1. Weekend Hours: With RHA approval.
  - 2. Early Morning Hours: 7 am.
  - 3. Hours for Utility Shutdowns: as necessary.
- B. Existing Utilities: Disconnect utilities serving facilities occupied by RHA or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  - 1. Notify the RHA representative not less than four days in advance of proposed utility interruptions.
  - 2. Do not proceed with utility interruptions without their written permission.

#### **1.8 SPECIFICATION FORMATS AND CONVENTIONS**

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "MasterFormat" numbering system.
  - 1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
  - 2. Division 1: Section 1 in Division 1 govern the execution of the Work of all Sections in the Specifications.
- B. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate.

## **SECTION 011000**

### **SUMMARY OF THE WORK**

Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.

- a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.

### **1.9 MISCELLANEOUS PROVISIONS**

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 011000**

## SECTION 012200

### UNIT PRICES

#### PART 1 - GENERAL

##### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

##### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for unit prices. Unit prices are for uncovered work, or additional work required to complete the demolition.
- B. Related Sections include the following:
  - 1. Division <Insert Division number> Section "<Insert Section title>" for procedures for measurement and payment for <Insert unit-price item>.

End

## SECTION 012600

### CONTRACT MODIFICATION PROCEDURES

#### SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

##### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. Section includes 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 similar form.

##### 1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect 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. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request or 7 days, when not otherwise specified, 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.
    - e. Quotation Form: Use forms acceptable to Architect.
- B. Contractor-Initiated Work Change Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
  - 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.

## SECTION 012600

### CONTRACT MODIFICATION PROCEDURES

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 this section if the proposed change requires substitution of one product or system for product or system specified.
7. Work Change Proposal Request Form: Use form acceptable to Architect.

#### 1.4 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on a RHA form.

#### 1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on an RHA Change Order Form. 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 012600**

## SECTION 012900

### PAYMENT PROCEDURES

#### SECTION 012900 - PAYMENT PROCEDURES

##### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

##### 1.2 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
  - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
    - a. Application for Payment forms with continuation sheets.
    - b. Submittal schedule.
    - c. Items required to be indicated as separate activities in Contractor's construction schedule.
  - 2. Submit the schedule of values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial RHA Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
  - 1. Identification: Include the following Project identification on the schedule of values:
    - a. Project name and location.
    - b. Name of Architect.
    - c. Architect's project number.
    - d. Contractor's name and address.
    - e. Date of submittal.
  - 2. Arrange schedule of values consistent with format of a RHA Document.
  - 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
    - a. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
  - 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
  - 5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
  - 6. Provide separate line items in the schedule of values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
  - 7. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
    - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.

## SECTION 012900

### PAYMENT PROCEDURES

8. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

#### 1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
  1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Application for Payment Forms: Use RHA Document as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. RHA will return incomplete applications without action.
  1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
  2. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
- E. Transmittal: Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
  1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- F. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
  1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
  2. When an application shows completion of an item, submit conditional final or full waivers.
  3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
  4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- G. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
  1. List of subcontractors.
  2. Schedule of values.
  3. Contractor's construction schedule (preliminary if not final).
  4. Submittal schedule (preliminary if not final).
  5. List of Contractor's staff assignments.
  6. Copies of building permits.

**SECTION 012900**

**PAYMENT PROCEDURES**

7. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
  8. Certificates of insurance and insurance policies.
- H. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
  2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- I. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
  2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
  3. Updated final statement, accounting for final changes to the Contract Sum.
  4. AIA Document G706-1994, "Contractor's Affidavit of Payment of Debts and Claims."
  5. AIA Document G706A-1994, "Contractor's Affidavit of Release of Liens."
  6. AIA Document G707-1994, "Consent of Surety to Final Payment."
  7. Evidence that claims have been settled.
  8. Final liquidated damages settlement statement.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 012900**

## SECTION 013100

### PROJECT MANAGEMENT AND COORDINATION

#### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Requests for Information (RFIs).
  - 2. Project meetings.

##### 1.2 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

##### 1.3 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.

##### 1.4 GENERAL COORDINATION PROCEDURES

- 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 to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

## SECTION 013100

### PROJECT MANAGEMENT AND COORDINATION

- C. 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 demolition 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.

#### 1.5 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified. RFIs shall be submitted through Procore Construction Management System.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following: The information shall be delivered on Procore Construction Management System.
1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Architect.
  6. RFI number, numbered sequentially.
  7. RFI subject.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  12. Contractor's signature.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: Procore Construction Management Systems.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
    - a. Requests for approval of submittals.

## SECTION 013100

### PROJECT MANAGEMENT AND COORDINATION

- b. Requests for approval of substitutions.
  - c. Requests for coordination information already indicated in the Contract Documents.
  - d. Requests for adjustments in the Contract Time or the Contract Sum.
  - e. Requests for interpretation of Architect's actions on submittals.
  - f. Incomplete RFIs or inaccurately prepared RFIs.
2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
  3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.

### 1.6 PROJECT MEETINGS

- A. General: RHA and or Architect will schedule and conduct meetings and conferences at Project site unless otherwise indicated.
  1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
  2. Agenda: The Owner or Architect will prepare the meeting agenda and distribute the agenda to all invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned.
- B. Preconstruction Conference: RHA will schedule and conduct a preconstruction conference before starting construction, at a time convenient to RHA and Architect.
  1. Attendees: Authorized representatives of RHA Contractor Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Critical work sequencing and long-lead items.
    - c. Designation of key personnel and their duties.
    - d. Procedures for processing field decisions and Change Orders.
    - e. Procedures for RFIs.
    - f. Procedures for testing and inspecting.
    - g. Procedures for processing Applications for Payment.
    - h. Distribution of the Contract Documents.
    - i. Submittal procedures.
    - j. Preparation of record documents.
    - k. Use of the premises.
    - l. Work restrictions.
    - m. Working hours.
    - n. Responsibility for temporary facilities and controls.
    - o. Procedures for disruptions and shutdowns.

## SECTION 013100

### PROJECT MANAGEMENT AND COORDINATION

- p. Parking availability.
  - q. Office, work, and storage areas.
  - r. Equipment deliveries and priorities.
  - s. First aid.
  - t. Security.
  - u. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Progress Meetings: The Owner or Architect will conduct progress meetings at regular intervals.
- 1. Attendees: In addition to representatives of 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 meeting 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. 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.
    - b. Review present and future needs of each entity present, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Access.
      - 4) Site utilization.
      - 5) Temporary facilities and controls.
      - 6) Progress cleaning.
      - 7) Quality and work standards.
      - 8) Status of correction of deficient items.
      - 9) Field observations.
      - 10) Status of RFIs.
      - 11) Status of proposal requests.
      - 12) Pending changes.
      - 13) Status of Change Orders.
      - 14) Pending claims and disputes.
      - 15) Documentation of information for payment requests.
  - 3. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION (Not Used)**

**END OF SECTION 013100**

## SECTION 013300

### DEMOLITION PROGRESS DOCUMENTATION

#### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
  - 1. Contractor's construction schedule.
  - 2. Construction schedule updating reports.
  - 3. Site condition reports.

##### 1.2 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:
  - 1. Procore Construction Management Systems.
- B. Contractor's Schedule: Initial schedule, of size required to display entire schedule for entire DEMOLITION period.
- C. DEMOLITION Schedule Updating Reports: Submit with Applications for Payment.
- D. Site Condition Reports: Submit at time of discovery of differing conditions.

##### 1.3 COORDINATION

- A. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
  - 1. Secure time commitments for performing critical elements of the Work from entities involved.
  - 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

#### PART 2 - PRODUCTS

##### 2.1 CONTRACTOR'S DEMOLITION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for the Notice to Proceed to date of final 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 separate area as a separate numbered activity for each main element of the Work. Comply with the following:
  - 1. Activity Duration: Define activities so no activity is longer than 10 days, unless specifically allowed by The Rochester Housing Authority.

## SECTION 013300

### DEMOLITION PROGRESS DOCUMENTATION

2. Submittal Review Time: Include review and re-submittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
3. Startup and Testing Time: Include no fewer than 10 days for startup and testing.
4. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's and Rochester Housing Authority's administrative procedures necessary for certification of Substantial Completion.
5. Punch List and Final Completion: Include not more than 5 days for completion of punch list items and final completion.

#### 2.2 CONTRACTOR'S DEMOLITION SCHEDULE (GANTT CHART OR SIMILAR)

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, DEMOLITION schedule within 7 days of date established for the Notice to Proceed.
- 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 three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

#### 2.3 REPORTS

- A. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

### PART 3 - EXECUTION

#### 3.1 CONTRACTOR'S DEMOLITION SCHEDULE

- A. Contractor's Construction Schedule Updating: At bi-weekly intervals, update schedule to reflect actual construction progress and activities. Issue schedule 3 days 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 final completion percentage for each activity.
- B. Distribution: Distribute copies of approved schedule to Architect Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
  1. 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 013200

## SECTION 014000

### QUALITY REQUIREMENTS

#### SECTION 014000 - QUALITY REQUIREMENTS

##### PART 1 - GENERAL

##### 1.1 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Source Quality-Control Testing: Tests and inspections that are performed at the source, e.g., plant, mill, factory, or shop.
- D. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- E. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- F. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
  - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade(s).
- G. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

##### 1.2 CONFLICTING REQUIREMENTS

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

##### 1.3 REPORTS AND DOCUMENTS

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

## SECTION 014000

### QUALITY REQUIREMENTS

#### 1.4 QUALITY ASSURANCE

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

#### 1.5 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
  2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities required to verify that the Work complies with requirements, whether specified or not.
1. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
    - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  2. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
  3. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
  4. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
  5. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a manufacturer's representative to observe and inspect the Work. Manufacturer's representative's services include examination of substrates and conditions, verification of materials, inspection of completed portions of the Work, and submittal of written reports.
- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- E. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
  3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.

## SECTION 014000

### QUALITY REQUIREMENTS

4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
  5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
  6. Do not perform any duties of Contractor.
- F. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
  2. Incidental labor and facilities necessary to facilitate tests and inspections.
  3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
  4. Facilities for storage and field curing of test samples.
  5. Delivery of samples to testing agencies.
  6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
  7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

**END OF SECTION 014000**

## SECTION 017329

### CUTTING AND PATCHING

#### PART 1 - GENERAL

##### 1.01 DESCRIPTION

- A. Contractor and their subcontractors shall be responsible for doing his own cutting and patching
- B. Execute cutting, fitting or patching work as required to:
  - 1. Removal of work indicated on plans
  - 3. Remove all defective materials.
  - 4. Remove and replace work not conforming to requirements of Contract Documents.
- C. In addition to Contract Requirements, upon written instructions of Architect:
  - 1. Uncover work to provide for Architect's and RHA's observation of covered work.
  - 2. Remove work to provide for alteration of existing work.
- D. Do not endanger any work by cutting or altering work or any part of it. Keep fire extinguisher on premises during demolition.
- E. Do not cut, or alter work of another contractor, or subcontractor without permission of said contractor or written consent or architect, or unless otherwise noted in the contract documents.

##### 1.02 SUBMITTALS

- A. Prior to cutting which affects structural safety or Project or work of another contractor, submit written notice to architect requesting consent to proceed with cutting, including:
  - 1. Identification of Project
  - 2. Description of affected work.
  - 3. Necessary for cutting.
  - 4. Affect on other work, on structural integrity of Project.
  - 5. Description of proposed work; designate:
    - a. Scope of cutting and patching.
    - b. Extent of refinishing.
- B. Prior to cutting and patching done on instruction of architect, submit cost estimate if work is not a part of the contract agreement.

#### PART 2 - EXECUTION

##### 2.01 INSPECTION

- A. Inspect existing conditions of work, including elements subject to movement or damage during cutting and patching.
- B. After uncovering work, inspect conditions affecting installation of new products.

##### 2.02 PREPARATION

- A. Prior to cutting:
  - 1. Provide shoring, bracing, and support as required to maintain structural integrity of project.
  - 2. Provide protection for other portions of the project.
  - 3. Provide protection from the elements.

**END OF SECTION**

## SECTION 017423

### POST DEMOLITION CLEANING

#### PART 1 GENERAL

##### 1.01 RELATED WORK SPECIFIED ELSEWHERE

- A. Section 017700 Contract Closeout.

#### PART 2 PRODUCTS (Not Used)

#### PART 3 EXECUTION

##### 3.01 PRE-OCCUPANCY CLEANING

1. Trash Removal:
  - a. Collect and remove all refuse, debris, rubbish and trash throughout the second floor and attic of the building. Unless otherwise directed by the RHA all collected matter shall be deposited in dumpsters of sanitation trucks provided by the Contractor, and removed from the site.
  - b. Collect and remove all refuse, debris, rubbish and trash from the interior of the air handling unit enclosures under each window or wherever located. Vacuum the interior of each unit. This will require the removal of cover plates. Personnel will be made available to demonstrate the proper procedure for the removal of the cover plates.
  - d. Supply vents, exhaust grilles and room fan coil units shall be thoroughly vacuumed and cleaned.
2. Wood Doors: Remove all second-floor existing doors, frames and trim, with the exception of the stair hall. That area is to remain as is.
3. Porches/Entrances: Thoroughly sweep, vacuum and wash porches and entrances.
4. Safety Standards: Conform to all Federal, State and Local Codes and Safety Standards and to the best practices of the trade.

**END OF SECTION**

## SECTION 024119

### SELECTIVE DEMOLITION

#### PART 1 - GENERAL

##### 1.1 RELATED DOCUMENTS

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

##### 1.2 SUMMARY

- A. Selective demolition which meets the certification goals as established by the Rochester Housing Authority Program for the individual Project requirements, of the following types.
- B. Section Includes:
  - 1. Demolition and removal of selected portions of building. Demolition includes the specifically the following items.
    - a. Remove all plaster walls and interior trim.
    - b. Remove all cabinets and vanities.
    - c. Remove all plumbing fixtures.
    - d. Remove all light fixtures and cap wires.
    - e. Remove cover plates for all electrical devices. Existing receptacles and switches to remain in place.
  - 2. Protecting existing work to remain.
  - 3. Cleaning soiled materials that are to remain.
  - 4. Disconnecting and capping utilities.
  - 5. Removing debris and equipment.
  - 6. Removal of items indicated on Drawings.

##### 1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site unless indicated to be removed and salvaged or removed and reinstalled.
- B. Existing to Remain: Existing items of construction that are not to be permanently removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

##### 1.4 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.
- B. Ownership of Materials: Except for items or materials indicated to be reused, salvaged, or

## SECTION 024119

### SELECTIVE DEMOLITION

otherwise indicated to remain RHA's property, demolished materials shall become the Contractor's property and shall be removed from the site with further disposing at the Contractor's option.

#### 1.5 INFORMATIONAL SUBMITTALS

- A. Proposed Protection Measures: Submit report, including drawings if required, that indicates the measures proposed for protecting individuals and property, for environmental protection, for dust control and, for noise control. Indicate proposed locations and construction of barriers.
- B. Schedule of Selective Demolition Activities: Indicate the following:
  - 1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's, staff, and clientele on-site operations are uninterrupted.
  - 2. Interruption of utility services. Indicate how long utility services will be interrupted.
  - 3. Coordination for shutoff, capping, and continuation of utility services.
  - 4. Use of elevator and stairs.
- C. Pre-demolition Photographs (or Video): Submit before Work begins. (Required).

#### 1.6 VERIFICATION REVIEW

- A. Providing walk-thru for report for Pre-Renovation for RHA, as a requirement for this project.

#### 1.7 QUALITY ASSURANCE

- A. Carefully perform demolition work, by skilled workers experienced in building demolition procedures, using appropriate tools and equipment. Perform work, at all times, under the direct supervision of a supervisor approved by RHA's Project Manager.
- B. Coordinate demolition with other trades to ensure correct sequence, limits, and methods of proposed demolitions. Schedule work to create least possible inconvenience to the public and to facility operations.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before

## SECTION 024119

### SELECTIVE DEMOLITION

beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.

- B. Standards: Comply with ANSI/ASSE A10.6 and NFPA 241.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Verify that utilities have been disconnected and capped before starting selective demolition operations.
- B. Review record documents of existing construction provided by RHA and the Architect does not guarantee that existing conditions are same as those indicated in record documents.
- C. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
- D. When unanticipated mechanical, electrical, or structural elements that conflict with intended function or design are encountered, investigate and measure the nature and extent of conflict. Promptly submit a written report to Architect.
- E. Survey of Existing Conditions: Record existing conditions by use of measured drawings.

#### 3.2 GENERAL

- A. Protection:
  - 1. Do not begin demolition until safety partitions, barricades, warning signs and other forms of protection are installed.
  - 2. Provide safeguards, including warning signs, lights and barricades, for protection of occupants and the general public during demolition.
  - 3. Provide and maintain fire extinguishers onsite. Comply with requirements of governing authorities.
  - 4. Maintain existing utilities which are to remain in service and project from damage during operations.
- B. Safety: If at any time safety of existing construction appears to be endangered, take immediate measures to correct such conditions; cease operations and immediately notify the Owner Inspector. Do not resume demolition until directed by RHA's Inspector.
- C. Debris Removal: Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grades level.

#### 3.3 PREPARATION

## SECTION 024119

### SELECTIVE DEMOLITION

- A. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  - 1. Comply with requirements for access and protection specified in Section 015000 "Temporary Facilities and Controls."
- B. Temporary Facilities: Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.

#### 3.4 SELECTIVE DEMOLITION, GENERAL

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations.

#### 3.5 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC MATERIALS

- A. Drywall. Remove existing drywall in the second floor of the building.
- B. Doors: Remove all second floor doors. Secure the site at the end of the day.
- C. Plumbing: Remove all plumbing fixtures.

#### 3.6 DISPOSAL OF DEMOLISHED MATERIALS

- A. General: Remove demolished materials from Project site and legally dispose of them in an EPA-approved landfill.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials off RHA's property and legally dispose of them

#### 3.7 CLEANING

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

**END OF SECTION**

## SECTION 028003

### DISPOSAL OF NON-HAZARDOUS WASTE

#### PART 1 GENERAL

##### 1.01 REFERENCES

- A. 6 NYCRR - New York State Codes, Rules, and Regulations.

##### 1.02 DESCRIPTION

- A. Removal of all construction materials.

##### 1.03 SUBMITTALS

- A. Quality Control Submittals:
  - 1. Detailed list of the codes, rules and regulations which are understood to govern the Work. This list must cite specific title, chapter, and section of the citation.
  - 2. Listing of licenses or permits issued by government agencies authorizing the handling of the waste by the qualified Company, transporter, and operator of the disposal facility.
  - 3. Detailed step by step procedure indicating how the Work is to be accomplished. Procedure shall also include information for off-site Work, such as:
    - a. Method of disposal.
    - b. Owner and operator of the disposal facility.
    - c. Location of the disposal facility.
    - d. Method of transporting to the disposal facility.
  - 4. Qualified Company Data:
    - a. Name, address, and telephone number.
    - b. Brochure explaining services offered.
    - c. Experience directly applicable to the required services.
    - d. Type and listing of equipment proposed to be used for the Work.

##### 1.04 QUALITY ASSURANCE

- A. Qualified Company: The Work shall be performed by a qualified Company having at least 3 years experience directly applicable to the services required.
- B. Pre-Work Conference: Before the Work of this Section is scheduled to commence, a conference will be held by RHA Representative at the Site for the purpose of reviewing the Contract Documents, discussing requirements for the Work, and reviewing the Work procedures.

**SECTION 028003**

**DISPOSAL OF NON-HAZARDOUS WASTE**

**1.05 PROJECT CONDITIONS**

- A. Environmental Requirements:
  - 1. Comply with all applicable governmental agency codes, rules, and regulations for handling non-hazardous industrial, commercial and non-industrial waste.

**PART 2 PRODUCTS**

**2.01 MATERIALS FOR USE DURING DISPOSAL PROCEDURE**

- A. Furnish materials which meet all applicable governmental agency codes, rules and regulations.

**PART 3 EXECUTION**

**3.01 PERFORMANCE**

- A. Remove, and dispose of the materials in accordance with all applicable governmental agency codes, rules, and regulations.

**END OF SECTION**