

**PROJECT MANUAL FOR
OLD CORA COURTHOUSE
(Texas Preservation Trust Fund Grant)
101 W. CENTRAL AVENUE
COMANCHE, TEXAS**

February 8, 2023

KOMATSU ARCHITECTURE, ARCHITECTS

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SECTION 00400
CONTRACT AGREEMENT

Contract Form will be the American Institute of Architects “Standard Form of Agreement between Owner and Contractor”, AIA Document A-101, 2017 Edition **as amended** by Owner. Copies of the Contract Form are on file in the office of the Architect and may be viewed there.

END OF SECTION 00400 – CONTRACT AGREEMENT

SECTION 00500
THE AMERICAN INSTITUTE OF ARCHITECTS
GENERAL CONDITIONS OF THE CONTRACT
FOR CONSTRUCTION

Articles 1 through 14 of the General Conditions of the Contract for Construction, AIA Document A201 - 2017 Edition, **as revised by Owner**, inclusive of the referenced conditions are hereby made a part of the Contract Documents, the same as if printed in full and bound into each and every separate set. The General Conditions and all modifications listed hereinafter shall apply to the General Contract and all subcontracts.

The General Conditions Documents may be reviewed in the office of the Architect or may be purchased from the following places:

The American Institute of Architects
1735 New York Avenue NW
Washington, DC 20006

Texas Society of Architects
114 W. 7th Street Suite 1400
Austin, Texas 78701

AIA Fort Worth Chapter
1425 Eighth Avenue, Suite 100
Fort Worth, Texas 76104

AIA Dallas Chapter
2811 McKinney Avenue Suite 20
Dallas, Texas 75204-2537

END OF GENERAL CONDITIONS

EXHIBIT "A"
Insurance Requirements

(1) General Requirements.

Contractor shall carry insurance in the types and amounts indicated below for the duration of the Contract, which shall include items owned by Owner in the care, custody and control of Contractor prior to and during construction and warranty period.

Contractor must complete and forward the Certificate of Insurance to Owner before the Contract is executed as verification of coverage required below. Contractor shall not commence Work until the required insurance is obtained and until such insurance has been reviewed by Owner. Approval of insurance by Owner shall not relieve or decrease the liability of Contractor hereunder and shall not be construed to be a limitation of liability on the part of Contractor. Contractor must also complete and forward the Certificate of Insurance to Owner whenever a previously identified policy period has expired as verification of continuing coverage.

Contractor's insurance coverage is to be written by companies licensed to do business in the State of Texas at the time the policies are issued and shall be written by companies with A.M. Best ratings of A-VII or better.

All endorsements naming the Owner as additional insured, waivers, and notices of cancellation endorsements as well as the Certificate of Insurance shall indicate: Owner, and the address set forth for Owner in the Agreement.

The "other" insurance clause shall not apply to the Owner where the Owner is an additional insured shown on any policy. It is intended that policies required in the Contract, covering both Owner and Contractor, shall be considered primary coverage as applicable.

If insurance policies are not written for amounts specified below, Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

Owner shall be entitled, upon request and without expense, to receive certified copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties hereto or the underwriter on any such policies.

Owner reserves the right to review the insurance requirements set forth during the effective period of this Contract and to make reasonable adjustments to insurance coverage, limits, and exclusions when deemed necessary and prudent by Owner based upon changes in statutory law, court decisions, the claims history of the industry or financial condition of the insurance company as well as Contractor. Provided, however, in event of any such adjustments by Owner, Contractor shall be entitled to a Change Order for any increased costs Contractor incurs as a result of such adjustments.

Contractor shall not cause any insurance to be canceled nor permit any insurance to lapse during the term of the Contract or as required in the Contract.

Contractor shall be responsible for premiums, deductibles and self-insured retentions, if any, stated in policies. All deductibles or self-insured retentions shall be disclosed on the Certificate of Insurance.

Contractor shall provide Owner thirty (30) days written notice of erosion of the aggregate limits below occurrence limits for all applicable coverages indicated within the Contract.

If Owner owned property is being transported or stored off-site by Contractor, then the appropriate property policy will be endorsed for transit and storage in an amount sufficient to protect Owner's property.

The insurance coverages required under this contract are required minimums and are not intended to limit the responsibility or liability of Contractor.

(2) Business Automobile Liability Insurance. Provide coverage for all owned, non-owned and hired vehicles. The policy shall contain the following endorsements in favor of Owner or such alternate endorsement designations as Owner may hereafter specify:

- a) Waiver of Subrogation endorsement TE 2046A;
- b) 30 day Notice of Cancellation endorsement TE 0202A; and
- c) Additional Insured endorsement TE 9901 B.

Provide coverage in the following types and amounts:

A minimum combined single limit of \$500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence and at least \$100,000 property damage liability each accident.

(3) Workers' Compensation And Employers' Liability Insurance. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Section 401). Contractor shall assure compliance with this Statute by submitting two (2) copies of a standard certificate of coverage (e.g. ACCORD form) to Owner for every person providing services on the Project as acceptable proof of coverage. The Certificate of Insurance must be presented as evidence of coverage for Contractor. Workers' Compensation Insurance coverage written by the Texas Workers Compensation Fund is required, unless Owner agrees otherwise in writing. Contractor's policy shall apply to the State of Texas and include these endorsements in favor of Owner:

- a) Waiver of Subrogation, form WC 420304; and
- b) 30 day Notice of Cancellation, form WC 420601.

The minimum policy limits for Employers' Liability Insurance coverage shall be as follows: Contractor to submit standard maintained Company policy limits (Certificate of Insurance) for Owner/County review, acceptance, and approval

\$ TBD bodily injury per accident, \$TBD bodily injury by disease policy limit and \$TBD bodily injury by disease each employee.

(4) Commercial General Liability Insurance. The Policy shall contain the following provisions:

- a) Blanket contractual liability coverage for liability assumed under the Contract and all contracts relative to this Project.
- b) Completed Operations/Products Liability for the duration of the warranty period.
- c) Explosion, Collapse and Underground (X, C & U) coverage.
- d) Independent Contractors coverage.
- e) Aggregate limits of insurance per project, endorsement CG 2503.
- f) Owner listed as an additional insured, endorsement CG 2010.
- g) 30 day notice of cancellation in favor of Owner, endorsement CG 0205.
- h) Waiver of Transfer of Recovery Against Others in favor of Owner, endorsement CG 2404.

Provide coverages A&B with minimum limits as follows:

A combined bodily injury and property damage limit of \$2,000,000 per occurrence.

(5) Builders' Risk Insurance. Contractor shall maintain Builders' Risk Insurance on an all risk physical loss form in the full value of the Contract Sum as the same may be adjusted by Change Order. Coverage shall continue until the Work is accepted by Owner. Owner shall be a loss payee on the policy. If off site storage is permitted, coverage shall include transit and storage in an amount sufficient to protect property being transported or stored. The insurance shall include coverage for loss of use of Owner's property due to fire or other hazards covered by such insurance.

(6) Umbrella Excess Liability Coverage in an amount of not less than TBD (\$), combined single limit bodily injury/property damage with coverage to be in excess of the employer's liability, commercial general liability, and automobile liability insurance required above for each occurrence and in the aggregate. Owner shall be listed as an additional insured. A waiver of subrogation endorsement shall be obtained in favor of Owner, and a 30 day notice of cancellation endorsement in favor of the Owner.

Subcontractor Insurance Requirements:

(1) Unless waived by Owner, the following forms of insurance are the minimum coverage requirements to be furnished by all Subcontractors, and deductibles shall not exceed ten thousand dollars (\$10,000). The Contractor has the option to require higher limits of liability from designated Subcontractors in the form of primary or excess liability coverage. To be approved by Owner/County

- a) Workers' compensation insurance to cover full liability under Workers' Compensation Laws of the State of Texas with employer's liability coverage in limit not less than Contractor's standard coverage (\$).
- b) Commercial general liability insurance coverage shall be on an "occurrence" basis and shall insure the Subcontractor against claims related to Work performed under the Subcontract for bodily injury, including death of any person other than the Trade Contractor's employees, and property damage for injury to or destruction of tangible property, other than the Work itself. The policy shall contain the personal injury and broad form property damage endorsements modified as set forth below, and the policy exclusions pertaining to loss by explosion, collapse or

underground damage. Owner and Contractor are to be named as additional insured. The policy shall include the following Overages and limits:

- (i) Completed operations liability
- (ii) Contractual liability insuring the indemnification agreement contained in the Trade Contract
- (iii) Personal injury liability with employee's exclusion deleted
- (iv) Broad form property damage extended to apply to completed operations
- (v) Automobile liability insuring Trade Contractor for operations of all owned, hired and non-owned vehicles
- (vi) Limits of liability shall not be less than:
 - (A) Bodily injury, except automobile:
 - (I) \$ each occurrence
 - (II) \$ aggregate
 - (B) Property damage, except automobile:
 - (I) \$ each occurrence
 - (II) \$ aggregate
 - (C) Bodily injury: Automobile
 - (I) \$ each person
 - (II) \$ each occurrence
 - (D) Property damage: Automobile
 - (I) \$ each occurrence
 - (E) Umbrella excess liability \$

(2) All policies are to be written through a company duly authorized to transact that class of insurance in the State of Texas, with an A.M. Best Rating of A-VII or better.

(3) Any of such insurance policies may be written in combination with any of the others, where legally permitted, but none of the specified limits may be lowered thereby.

(4) Contractor's Subcontracts shall provide for reasonable indemnification of the Owner and the Architect for adequate insurance coverage, and contain such other clauses as may be required to fully protect Owner and Contractor's interests.

END OF SECTION 00500 - GENERAL CONDITIONS

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SECTION 00605

CONTRACTUAL COMPLIANCE REQUIREMENTS

PART 1 – GENERAL

- 1.1. The following contractual requirements shall apply to all contracts and agreements for materials, labor, and construction work done for the project. In case of any noted conflicts it shall immediately be brought to the attention of the Owner and Architect.
- 1.2. These requirements are in effect upon the awarding of the project to the successful proposer.
 - A. The contractor, within seven days of the awarding of the contract, shall furnish in writing the names of the superintendent and project manager that will be assigned to the project.
 1. The Owner and/or Architect reserve the right to object to or request the removal of an individual assigned to the project.
 2. The Owner and/or Architect reserve the right to request that an individual be replaced at any time during the project when there is a reasonably valid reason to do so.
 3. The contractor may not remove or replace any approved project personnel without 30 days written notice and the approval of the Owner and the Architect.
 4. The contractor shall submit the name and qualifications for the proposed replacement individual for review and approval by the Owner or Architect prior to removal of the current individual being replaced.
 - B. The contractor shall furnish in writing to the Owner and Architect, within a reasonable amount of time after award of the contract and prior to the preconstruction meeting, a list of all Subcontractors and suppliers proposed for each principal scope of work.
 1. The Owner or Architect may in writing express reasonable objection to any proposed person or entity.
 2. The contractor shall submit another qualified subcontractor or supplier to the Owner or Architect for approval.
 3. The contractor may not remove or replace any approved subcontractor without first notifying the Owner and Architect and providing the name and qualifications of the replacement.
 - C. Items below apply to and become a part of terms and conditions of any subsequent contract unless superseded by any attached terms and supplemental conditions or specifications in which case attached condition will prevail. Any exceptions must be in writing. Successful offeror must comply with the following federal or state laws.
 1. Texas Labor Code; Title 2, Subtitle A, Chapter 21: Employment Discrimination.
 2. Occupational Safety and Health Administration (OSHA). Current OSHA regulations are recognized as the law in Texas.

END OF SECTION 00605 – CONTRACTUAL COMPLIANCE REQUIREMENTS

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SECTION 00610
WAGE RATES

- A. Comanche County requires that all contractors comply with all federal, state, and local laws including Government Code, Title 10, Subtitle F, Chapter 2258 which requires that the contractor pay not less than the Prevailing Wage Scale. This does not prohibit the payment to a worker for an amount greater than the general prevailing wage rate.
- B. Contractors shall comply with all aspects of , Government Code, Title 10, Subtitle F, Chapter 2258 including keeping records on the name and occupation of each worker employed by the contractor or any subcontractor and the actual wages paid to each worker for each calendar day or portion thereof.
- C. The Federal minimum wage rate is adopted by Texas by reference; any changes affecting the federal minimum wage will automatically be in effect for the Texas minimum wage for all intended purposes.

END OF SECTION 00610 - WAGE RATES

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SECTION 01010
SUMMARY OF WORK

PART 1- GENERAL

1.1 SCOPE:

- A. The work included in this project is for the furnishing of all labor, materials, services, equipment, and appliances required in conjunction with or properly incidental to the TPTF Grant Funding for the Old Cora Log Courthouse - Comanche, Texas as indicated on the drawings and as specified in the specifications prepared by Komatsu Architecture, Inc., 3880 Hulen Street, Suite 300, Fort Worth, Texas 76107.
- B. Section includes, but is not limited to:
 - 1. Project synopsis.

1.2 SCOPE SYNOPSIS

- A. Consistent with the provisions of the Contractor contract provisions, General Conditions and the requirements of the balance of the contract documents, the descriptive synopsis of the work included in this Section is provided.
- B. The Old Cora Log Courthouse projects includes repairs and stabilization to a previously restored log structure. The project will be partially funded and reviewed by the Texas Historical Commission. All repairs and restoration work must follow the Secretary of the Interior Standards for Restoration and National Park Service Preservation Brief #26: The Preservation and Repair of Historic Log Buildings. Log deterioration is located on the north façade. Approximately one-half of the existing logs require dutchman style repairs and/or complete replacement. All deteriorated logs must be repaired. Full replacement will only be considered where the integrity of the wood has been compromised. All loose or deteriorated chinking and daubing will be removed down to a stable layer and replaced in kind. The northeast door and associated frame will be repaired and stabilize. Two holes at the exterior covered-porch flooring will be replaced in kind.
- C. The Architect has reflected the current state of the building and needed repairs based on visual observation completed in June of 2022. The deterioration of the log structure is progressing rapidly, therefore the Contractor must field verify the conditions prior to start of project to ensure that all needed repairs are undertaken. The Contractor will ensure that the north elevation is in stable, secure condition upon completion of project.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01010 - SUMMARY OF WORK

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SECTION 01027
PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Provisions established within General and Supplementary Conditions of the Contract, Division 1 - General Requirements, and the Drawings are collectively applicable to this Section.

1.2 SECTION INCLUDES

- A. Procedures for preparation and submittal of Applications for Payment.

1.3 SCHEDULE OF VALUES

- A. Format and Content
1. AIA G703 Continuation Sheet of Application and Certificate for Payment, Construction Manager's standard electronic media printout will be considered, or Owner approved substitute form containing same information.
 2. Use Table of Contents of Project Manual as basis of format for listing costs of Work.
 3. List installed value of components parts of Work in sufficient detail to serve as basis for computing values for progress payments.
 - a. List separately:
 - 1) General Conditions
 - 2) Bonds and Insurance
 - 3) Site mobilization costs,
 4. For items on which payment will be requested for stored materials, break down value into:
 - a. Cost of materials, delivered, and unloaded.
 - b. Total installed values.
 5. For each line item that has a value in excess of \$25,000, break down the costs to list major products or operations under each item.
 6. List each Alternate selected as a separate line item.
 7. Total of costs listed in Schedule shall equal the Contract Sum.
- B. Review Procedures
1. After initial review by Architect, revise and resubmit if required.
 2. Revise next Application for Payment when a Change Order is issued. List each Change Order as a new line item.
- C. Record Drawings
1. Provide a half size copy of all record drawings and specification sheets updated from the previous month. The current sheets must be up to date with field changes in order for the payment application to be processed.

1.4 PREPARATION OF APPLICATIONS

- A. Type required information or use media-driven printout:
1. AIA Document G702 - Application and Certificate for Payment, supported by AIA Document G703 - Continuation Sheet. The Contractor's standard electronic format will be considered for use; Contractor to submit same prior to Pre-Construction Conference. The form will be reviewed at the Pre-construction Conference.
 2. Execute certification by signature of an individual authorized to sign legal documents on behalf of the Contractor.
 3. Use data on accepted Schedule of Values. Provide dollar value in each column for each line item for portion of Work performed and for stored products.
 4. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
 5. Prepare Application for Final Payment as specified in Section 01700.

1.5 SUBMITTAL PROCEDURES

- A. Draft Payment Applications
1. Submit the draft monthly application for payment, including any required sub contractor pay applications and paid receipts, to the Architect *
 - a. Prior to the monthly Owner's progress meeting;
 - b. By the 25th of the month;
 - c. At the Owner's progress meeting.
 2. Jointly review the draft application on site with the Architect (architect's representative), Owner's Representative and a Representative of the Contractor.
 3. Make corrections, if necessary, and submit required number of notarized copies of the corrected Final Payment Applications to the Architect at least five (5) days prior to the first Commissioner's Court of each month (2nd Monday of each month) for approval at Commissioner's Court.
 4. Incomplete or incorrectly executed payment applications will be returned without action and will need to be resubmitted the following month.
- B. Waivers of Mechanics Lien
1. With each application for payment, submit waivers of mechanics liens from all major subcontractors and suppliers for construction period covered by previous application.
 2. Submit partial waivers on each item for amount requested, prior to deduction for retainage, on each item.
- C. Provide paid receipts:
1. For material or equipment being billed for, and
 2. For material or equipment in storage.
- D. Submit one additional copy of each certified and executed set of Applications for Payment including all backup materials to the Owner. The Owner will transmit this copy to the Texas Historical Commission Authorized Representative together with any substantiating materials after payment has been made. The THC will review the certified payment applications and may request additional clarification from the Owner/Architect.

- E. Submit under transmittal letter specified in Section 01300 - Required Submittals.
- F. Payment Period: Submit on a monthly basis.
- G. Submit waivers and release of liens with each application for payment.
- H. Record Drawings: Provide a half size copy of all record drawings and specification sheets updated from the previous month. The current sheets must be up to date with field changes in order for the payment application to be processed.

1.6 SUBSTANTIATING DATA

- A. When substantiating information is required, submit data justifying line item amounts in question. On allowance items, submit actual invoice from supplier of product or service.
- B. Provide one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.
- C. Subcontractors are to submit applications of AIA G702 and G703 forms, or Owner approved substitute form containing same information.

1.7 RECORD DOCUMENTS

- A. Owner's approval of an application for payment may be contingent upon the Contractor keeping the record set of documents up-to-date. Make current record documents available for Owner's review at each site visit.

1.8 INITIAL APPLICATION FOR PAYMENT

- A. Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - 1. List of Contractor's staff, their positions and contact information
 - 2. List of Contractor's principal consultants and contact information
 - 3. List of subcontractors including contact information
 - 4. List of principal suppliers and fabricators
 - 5. Schedule of major products
 - 6. Schedule of Values
 - 7. Construction Progress Schedule (preliminary if not final)
 - 8. Approved Submittal Log
 - 9. Copy of building permit (if required)
 - 10. Certificates of insurance and insurance policies
 - 11. Copies of any other permits or authorizations from governing authorities for the performance of the Work. (if required)
 - 12. Other items required by Owner or Architect.

1.9 FINAL APPLICATION FOR PAYMENT

- A. Required administrative actions and submittals which precede or coincide with submittal of final payment request.
 - 1. Completion of Project Closeout requirements
 - 2. Completion of items specified for completion after Substantial Completion

3. Assurance that any unsettled claims will be settled.
4. Assurance that Work not completed and accepted will be completed without undue delay.
5. Final Cleaning.
6. Removal of temporary facilities and services.
7. Removal of surplus materials, rubbish and similar elements.
8. Consent of Surety to Final Payment.
9. Final Release of Liens.
10. All additional requirements in Section 01700, Project Closeout.
11. Any additional requirements as might be listed in any of the Contract Documents.
12. Other items as may be required by Owner or Architect.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01027 – PAYMENT PROCEDURES

SECTION 01027
PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Provisions established within General and Supplementary Conditions of the Contract, Division 1 - General Requirements, and the Drawings are collectively applicable to this Section.

1.2 SECTION INCLUDES

- A. Procedures for preparation and submittal of Applications for Payment.

1.3 SCHEDULE OF VALUES

- A. Format and Content
 - 1. AIA Application and Certificate for Payment form shall be used.
- B. Review Procedures
 - 1. After initial review by Architect, revise and resubmit if required.
 - 2. Revise next Application for Payment when a Change Order is issued. List each Change Order as a new line item.
- C. Record Drawings
 - 1. Provide a half size copy of all record drawings and specification sheets updated from the previous month. The current sheets must be up to date with field changes in order for the payment application to be processed.

1.4 PREPARATION OF APPLICATIONS

- A. Type required information or use media-driven printout:
 - 1. AIA Document G702 - Application and Certificate for Payment, supported by AIA Document G703 - Continuation Sheet. The Contractor's standard electronic format will be considered for use; Contractor to submit same prior to Pre-Construction Conference. The form will be reviewed at the Pre-construction Conference.
 - 2. Execute certification by signature of an individual authorized to sign legal documents on behalf of the Contractor.
 - 3. Use data on accepted Schedule of Values. Provide dollar value in each column for each line item for portion of Work performed and for stored products.
 - 4. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
 - 5. Prepare Application for Final Payment as specified in Section 01700.

1.5 SUBMITTAL PROCEDURES

- A. Draft Payment Applications
 1. Submit the draft monthly application for payment, including any required sub contractor pay applications and paid receipts, to the Architect *
 - a. Prior to the monthly Owner's progress meeting;
 - b. By the 25th of the month;
 - c. At the Owner's progress meeting.
 2. Jointly review the draft application on site with the Architect (architect's representative), Owner's Representative and a Representative of the Contractor.
 3. Make corrections, if necessary, and submit required number of notarized copies of the corrected Final Payment Applications to the Architect at least five (5) days prior to the first Commissioner's Court of each month (2nd Monday of each month) for approval at Commissioner's Court.
 4. Incomplete or incorrectly executed payment applications will be returned without action and will need to be resubmitted the following month.

- B. Waivers of Mechanics Lien
 1. Submit waivers of mechanics liens from subcontractors and suppliers (form can be provided).

- C. Provide paid receipts copies for all material and equipment with Application for Payment.

- D. Submit one additional copy of each certified and executed set of Applications for Payment including all backup materials to the Owner. The Owner will transmit this copy to the Texas Historical Commission Authorized Representative together with any substantiating materials after payment has been made. The THC will review the certified payment applications and may request additional clarification from the Owner/Architect.

- E. Submit under transmittal letter specified in Section 01300 - Required Submittals.

- F. Payment Period: Submit on a bi-weekly basis (15th and 30th) of each month.

- G. County will withhold 10% of each Application for Payment as Retainage, payable upon Owner's acceptance of the completed project.

- H. Final Payment – requires Owner acceptance of:
 - a. Final Cleanup
 - b. Removal of temporary facilities, materials, trash, etc.
 - c. Final Release of Liens form from all Contractor participants.

1.6 SUBSTANTIATING DATA

- A. When substantiating information is required, submit data justifying line item amounts in question. On allowance items, submit actual invoice from supplier of product or service.

- B. Provide one copy of data with cover letter for each copy of submittal. Show Application number and date, and line item by number and description.

- C. Subcontractors are to submit applications of AIA G702 and G703 forms, or Owner approved substitute form containing same information.

1.7 RECORD DOCUMENTS

- A. Owner's approval of an application for payment may be contingent upon the Contractor keeping the record set of documents up-to-date. Make current record documents available for Owner's review at each site visit.

1.8 INITIAL APPLICATION FOR PAYMENT

- A. Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 1. List of Contractor's staff , their positions and contact information
 2. List of Contractor's principal consultants and contact information
 3. List of subcontractors including contact information
 4. List of principal suppliers and fabricators
 5. Schedule of major products
 6. Schedule of Values
 7. Construction Progress Schedule (preliminary if not final)
 8. Approved Submittal Log
 9. Copy of building permit (if required)
 10. Certificates of insurance and insurance policies
 11. Copies of any other permits or authorizations from governing authorities for the performance of the Work. (if required)
 12. Other items required by Owner or Architect.

1.9 FINAL APPLICATION FOR PAYMENT

- A. Required administrative actions and submittals which precede or coincide with submittal of final payment request.
 1. Completion of Project Closeout requirements
 2. Completion of items specified for completion after Substantial Completion
 3. Assurance that any unsettled claims will be settled.
 4. Assurance that Work not completed and accepted will be completed without undue delay.
 5. Final Cleaning.
 6. Removal of temporary facilities and services.
 7. Removal of surplus materials, rubbish and similar elements.
 8. Consent of Surety to Final Payment.
 9. Final Release of Liens.
 10. All additional requirements in Section 01700, Project Closeout.
 11. Any additional requirements as might be listed in any of the Contract Documents.
 12. Other items as may be required by Owner or Architect.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01027 – PAYMENT PROCEDURES

SECTION 01035
MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Provisions established within General and Supplementary Conditions of the Contract, Division 1 - General Requirements, and the Drawings are collectively applicable to this Section.
- B. Related Sections:
 - 1. Division 1 Section 01027 "Payment Procedures"
 - 2. Division 1 Section 01300 "Submittal Procedures"
 - 3. Division 1 Section 01605 "Products and Substitutions"

1.2 SECTION INCLUDES

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

1.3 MINOR CHANGES IN THE WORK

- A. Minor changes must be authorized by the Architect. If there is a cost change – plus or minus credit for the Owner, this must be provided in writing for the Architect's consent and Owner's approval before the change is made.

1.4 CHANGE ORDER PROPOSAL REQUESTS

- A. Owner-Initiated Proposal requests: The Architect will issue a detailed description of proposed changes in the Work that will require adjustment to the Contract Sum or Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal requests issued by the Architect are for information only. Do not consider them as an instruction either to stop work in progress or to execute the proposed change.
 - 2. Within 14 days of receipt of a proposal request, submit an estimate of cost necessary to execute the change to the Architect for the Owner's review.
 - a. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include a statement indicating the effect the proposed change in the Work will have on the contract time.
- B. Contractor-Initiated Proposals: When latent or unforeseen conditions require modifications to the Contract, the Contractor may propose changes by submitting a request for a change to the Architect.
 - 1. Include a statement outlining the 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 Contract Time.
 - 2. Include a list of quantities of products required and unit costs, with the total amount of purchases to be made. Where requested, furnish survey data to substantiate quantities.
 - 3. Indicate Applicable delivery charges, equipment rental, and amounts of trade discounts.
 - 4. Comply with requirements in Section "Products and Substitutions" if the proposed change

requires substitution of one product or system for a product or system specified.

- C. Proposal Request Form: Use AIA Document G709 for Change Order Proposal Requests or Architect approved Change Order Proposal Request form.

1.5 CHANGE CONSTRUCTION DIRECTIVE

- A. Construction Change Directive: When the Owner and the Contractor disagree on the terms of a Proposal Request, the Architect may issue a Construction Change Directive on AIA Form G714. The Construction Change Directive instructs the Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 - 1. The Construction Change Directive contains a complete description of the change in the Work. It also designates the method to be followed to determine change in the Contract Sum or 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 the change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

1.6 CHANGE ORDER PROCEDURES

- A. Upon the Owner's approval of a Proposal Request, the Architect will issue a Change Order for signatures of the Owner and the Contractor on AIA Form G701.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01035 – MODIFICATION PROCEDURES

SECTION 01120
RECONSTRUCTION PROJECT PROCEDURES

PART 1 - GENERAL

1.1 SECTION INCLUDES:

- A. Products and installation for patching and extending Work to existing structure.
- B. Transition and adjustments to existing structure.
- C. Repair of damaged surfaces, finishes, and cleaning of existing.

PART 2 - PRODUCTS

2.1 PRODUCTS FOR PATCHING AND EXTENDING WORK

- A. New Materials: As specified in product sections; match existing Products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing Products where necessary, referring to existing Work as a standard.

PART 3 – EXECUTION

3.1 EXAMINATION:

- A. Verify that demolition is complete, and areas are ready for installation of new Work.
- B. Beginning of restoration Work means acceptance of existing conditions.

3.2 PREPARATION:

- A. Cut, move, or remove items as necessary for access to alterations and renovation Work. Replace and restore at completion.
 - 1. The foregoing means that the Contractor/sub-contractor shall be responsible for removing any construction, assemblies, etc. that is in the way of executing the work as prescribed on the drawings unless some other disposition of those elements has been prescribed in the drawings.
 - 2. Any items removed per the above shall then be reinstalled, reattached, or otherwise restored to their original position and condition as encountered prior to the initiation and execution of the prescribed work.
- B. Remove unsuitable material not marked for salvage, such as rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.
- C. Remove debris and abandoned items from area and from concealed spaces.

- D. Prepare surface and remove surface finishes to provide for proper installation of new work and finishes.
- E. Close openings in exterior surfaces to protect existing work and salvage items from weather and extremes of temperature and humidity.

3.3 INSTALLATION

- A. Coordinate work of alterations and renovations to expedite completion and to accommodate Owner occupancy.
- B. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring Products and finishes to original condition.
- C. Refinish visible existing surfaces to remain to specified condition for each material, with a neat transition to adjacent finishes.
- D. In addition to specified installation of equipment and fixtures restore existing plumbing, heating, ventilation, and electrical, systems to full operational condition.
- E. Install Products as specified in individual sections.

3.4 TRANSITIONS

- A. Where new Work abuts or aligns with existing, perform a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
- B. When finished surfaces are cut so that a smooth transition with new Work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect/Engineer.

3.5 REPAIR OF DAMAGED SURFACES

- A. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections.
- B. Repair substrate prior to patching finish.

3.6 FINISHES

- A. Finish surfaces as specified in individual Product sections.
- B. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

3.7 CLEANING

- A. In addition to cleaning specified in Section 01710 clean repaired areas of work.

END OF SECTION 01120 – RECONSTRUCTION PROJECT PROCEDURES

SECTION 01205
QUALITY CONTROL

PART 1 - GENERAL

1.1 SCOPE OF WORK

- A. Definitions: Specific quality control requirements for the work are indicated throughout the contract documents. In particular, quality control provisions for manufactured products are specified in individual work sections and are not repeated herein. The requirements of this section are primarily related to performance of the work beyond furnishing of manufactured products. The term "Quality Control" includes, but is not necessarily limited to, inspection, testing, and associated requirements.

1.2 LIMITATIONS FOR USE OF SITE

- A. General: In addition to site utilization limitations and requirements, coordinate with Owner to administer allocation of available space equitably among entities needing access and space, so as to produce best overall efficiency in performance of total work of project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site. Coordinate with Owner regarding usage of streets surrounding and adjacent to Courthouse Square.
- B. Waste Materials: Dispose of organic and hazardous materials off the site on a daily basis. All waste disposals shall be performed in a lawful manner.
- C. Contractor/sub-contractor shall confine his operations at the site to areas designated by the Owner's Representative. Contractor/sub-contractor shall coordinate with Owner regarding use of site/Courthouse square with other entities on temporary as-needed basis during the duration of the Project.
- D. Contractor/sub-contractor shall conduct his construction and clean-up operations in such a manner as to prevent the dissemination of wind-blown materials and debris to other portions of the site.

1.3 TRADESPERSONS AND WORKMANSHIP STANDARDS

- A. General: Instigate and maintain procedures to ensure that persons performing work at site are skilled, and knowledgeable in methods and craftsmanship needed to produce required quality levels for workmanship in completed work. Remove and replace work which does not comply with workmanship standards as specified and as recognized in the construction industry for applications required. Remove and replace other work damaged or deteriorated by faulty workmanship or its replacement.

1.4 INSPECTIONS, TESTS AND REPORTS

- A. General: No failure of test agencies to perform results shall relieve contractor/sub-contractor of responsibility for fulfillment of requirements of contract documents. Required inspection and testing services are intended to assist in determination of probable compliance of work with requirements, but do not relieve contractor/sub-contractor of responsibility for compliance, or for general fulfillment of requirements of contract documents. Specified inspections and tests are not

intended to limit contractor/sub-contractor's quality control program. Afford reasonable access to agencies performing tests and inspections. All costs for testing services required during the course of construction shall be paid by the Owner. The selection of testing agency or agencies shall be by the Owner. The contractor/sub-contractor shall be responsible for coordinating the testing procedures with the work as it progresses. Refer to Section 01605 - Products and Substitutions for requirements concerning asbestos.

- B. Qualification of Testing Agencies: Independent testing laboratories specializing in required services shall comply with "Recommended Requirements for Independent Laboratory Qualification" by ACIL.

PART 2 - PRODUCTS (Not Applicable)

PART 3 –EXECUTION

3.1 COORDINATION OF TEST AGENCY WORK

- A. Coordination: Afford access and reasonable time in construction sequence for inspections and tests to be performed. Cooperate with agencies and provide incidental labor and services needed for the removal and delivery of test samples, for inspections, and taking measurements.
- B. Test Agency Responsibilities: Test agencies are not authorized to change or negotiate requirements of contract documents. Each agency shall coordinate its assigned work with construction schedule as maintained by contractor/sub-contractor, and shall perform its work promptly so as not to delay the work.
 - 1. Report: The testing agency shall prepare reports of inspections and laboratory tests, including analysis and interpretation of test results, where applicable. Testing agency shall submit one copy of all tests and inspection reports to the contractor/sub-contractor, two copies to the Architect, and one copy to the Owner. Reports shall be submitted to all parties concerned immediately upon completion of the inspection or test.

3.2 GENERAL INSTALLATION PROVISIONS

- A. Installer's Inspection of Conditions: Require installer of each major unit of work to inspect substrate to receive work, and conditions under which work will be performed, and to report to the Contractor/sub-contractor, in writing, unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to installer.
- B. Manufacturer's Instructions: Where installations include manufactured products, comply with manufacturer's applicable instructions and recommendations for installation, to extent these are more explicit or more stringent than requirements in contract documents.
- C. Inspect each item of material or equipment immediately prior to installation, and reject damaged and defective items.
- D. Provide attachment and connection devices and methods for securing work properly as it is installed, true to line and level, and within recognized industry tolerances. Allow for expansion and building movement. Provide uniform joint widths in exposed work, organized for best possible visual effect. Refer questionable visual effect choices to Architect for final decision.
- E. Recheck measurements and dimensions of the work, as an integral step of starting each installation.

- F. Install work during conditions of temperature, humidity, exposure, forecast weather, and status of project completion which will ensure best possible results for each unit of work, in coordination with entire work. Isolate each unit of work from non-compatible work, as required to prevent deterioration.
- G. Coordinate enclosure (closing-in) of work with required inspections and tests, so as to minimize necessity of uncovering work for that purpose.
- H. Mounting Heights: Where mounting heights are not indicated, mount individual units of work at industry-recognized standard mounting heights for applications required. Refer questionable mounting height choices to Architect/Engineer for final decision.
- I. All requirements for installations of all fixtures, components and assemblies shall conform to the requirements of the Texas Accessibility Standards (TAS) as promulgated by the Texas Department of Licensing and Regulation (TDLR). The Contractor/sub-contractor shall be responsible for ensuring that the correction location and installation of fixtures, components and assemblies fully conforms to these requirements where pertinent and addressed by the Standards.

3.3 CLEANING AND PROTECTION

- A. General: During handling and installation of work at project site, clean and protect work in progress, and adjoining work, on a basis of perpetual maintenance. Apply suitable protective covering on newly installed work where reasonably required to ensure freedom from damage or deterioration at time of substantial completion; otherwise, clean and perform maintenance on newly installed work as frequently as necessary through remainder of construction period. Adjust and lubricate operable components to ensure operational ability without damaging effects.
- B. Limiting Exposures of Work: To extent possible through reasonable control and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging, or otherwise deleterious exposures during construction period. Where applicable, such exposures include, but are not necessarily limited to, static loading, dynamic loading, internal pressures, external pressures, high or low temperatures, thermal shock, high or low humidity, air contamination or pollution, water, ice, solvents, chemicals, light, radiation, puncture, abrasion, heavy traffic, soiling bacteria, insect infestation, combustion, electrical current, high speed operation, improper lubrication, unusual wear, misuse, incompatible interface, destructive testing, misalignment, excessive weathering, unprotected storage, improper shipping/handling, theft, and vandalism.
- C. Protection of Structure: To the greatest extent possible, all materials shall be stored at ground level until such time as they are incorporated into the building construction.
- D. Protection of Site: No personnel or vehicular traffic shall be allowed within the fenced areas under the drip lines of the trees. See the notes on the plans. The contractor/sub-contractor is hereby notified that no use of these areas is allowed. If due to mismanagement of the site by the contractor/sub-contractor and use of these areas occurs, the contractor/sub-contractor shall be completely liable for the safety and health of the trees on the site.

END OF SECTION 01205 – QUALITY CONTROL

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SECTION 01300
SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

- A. Refer to Bidding Requirements, General Conditions of the Contract for Construction, Supplementary Conditions, and Division One sections for specifications on administrative, non-work-related submittals. Such submittals include, but are not limited to, the following:
- B. Refer to the General Conditions of the Contract for Construction and Supplementary Conditions for basic procedures for submittal handling.
- C. Refer to applicable specification section for specific submittal requirements of individual units of the work.

1.2 DEFINITIONS

- A. General: Non administrative submittals including shop drawings, product data, samples, and miscellaneous work-related submittals are to amplify, expand, and coordinate the information contained in the Contract Documents.
 - 2. Product data includes standard printed information on manufactured products that has not been specially prepared for this project, including, but not limited to, the following:
 - a. Manufacturer's product specifications and installation instructions.
 - b. Standard color charts.
 - c. Catalog cuts.
 - d. Roughing-in diagram and templates.
 - e. Standard wiring diagrams.
 - f. Printed performance curves.
 - g. Operational range diagrams.
 - h. Mill reports.
 - i. Standard product operating and maintenance manuals.
 - 3. Samples are physical examples of work, including, but not limited to, the following:
 - a. Partial sections of manufactured or fabricated work.
 - b. Small cuts or containers of materials.
 - c. Complete units of repetitively used materials.
 - d. Swatches showing color, texture, and pattern.
 - e. Color range sets.
 - f. Units of work to be used for independent inspection and testing.
 - g. Mock-ups and special forms of samples, which are too large or otherwise inconvenient for handling in the manner specified for transmittal of sample submittals.
 - 4. Miscellaneous submittals are work-related, non-administrative submittals, including, but not limited to, the following:
 - a. Specially prepared and standard printed warranties.
 - b. Maintenance agreements.
 - c. Survey data and reports.
 - d. Testing and certification reports.
 - e. Record drawings.
 - f. Field measurement data.

- g. Operating and maintenance manuals.
- h. Keys and other security protection devices.
- i. Maintenance tools and spare parts.
- j. Overrun stock.

1.3 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate the preparation and processing of submittals with the performance of the work. Coordinate each separate submittal with other submittals and related activities such as testing, purchasing, fabrication, delivery, and similar activities that require sequential activity.
 - 1. Coordinate with the submittal of different units of inter-related work so that one submittal will not be delayed by the Architect/Engineer's need to review a related submittal. The Architect/Engineer reserves the right to withhold action on any submittal requiring coordination with other submittals until related submittals are forthcoming.
 - 2. The contractor shall coordinate all related trades, materials, and products between submittals to assure the afore mentioned items are compatible regardless of conflicts found within the construction documents. Added cost will not be awarded for purchase or re-installation of non-compatible products or materials submitted in separate submittal packages and not pre coordinated and checked for compatibility by the Contractor. The Contractor shall coordinate all products, materials, and trades for each assembly prior to issuing submittals for said items to the Architect, Owner, or THC.

- B. Scheduling: After development and acceptance of the Contractor's Construction Schedule, prepare a complete schedule of submittals. In each appropriate administrative submittal, such as the Progress Schedule, show the principal work-related submittals and time requirements for coordination of submittal activity with related work.

- C. Submittal Requirements: The following information and procedures are required for each submittal for proper processing and recording of action taken.
 - 1. Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to the Architect/Engineer, and to other destinations, by use of a transmittal form. Submit under Architect accepted form transmittal letter.
 - 2. Identify Project by title and number.
 - 3. Identify Contractor, subcontractor or supplier.
 - 4. Identify Drawing sheets and detail numbers, and Specification number, as appropriate.
 - 5. Identify Work and product by Specification section and Article number.
 - 6. Provide complete submittals for each specified product, system or equipment. Partial or incomplete submittals will be returned.
 - a. Deliver submittals to the Architect's office. Submittals will be accepted only by the Contractor unless extenuating circumstances exist and then only with prior review by the Architect. Submittals received from sources other than the Contractor will be returned to the sender "without action" at contractors expense.
 - 7. Submit product data, shop drawings, samples, calculations, certificates, manufacturer's instructions, and other items requested within each specification section.
 - 8. Number submittals using Specification section number and unique numeric reference number. For example, Specification Section – 08710-01 would be the first submittal for that Specification Section, 08710-02 would be the next one and so on.
 - 9. Each item or Article number to be assigned its own submittal number. Do not combine under one submittal number.
 - 10. Add a letter designation, i.e., "A", "B", "C", to the sequence number for each resubmittal of the same data.

11. Apply/affix Contractor's stamp or permanent label. Sign or initial and date certifying that a thorough review, verification of products, field dimensions, adjacent construction Work, and coordination of information, is in accordance with requirements of Work and Contract Documents.
12. **Submittals will be returned at contractor's expense without processing if they have not been reviewed and stamped by the Contractor for coordination of work and conformance with the Drawings and Specifications prior to submission to the Architect. If they are not initialed or signed by the designated authorized person, if they are not dated, if they are not properly numbered, or if it becomes evident that they have not been properly reviewed, they will be immediately returned without being processed. Delays resulting there from will not be the responsibility of the Architect.**
13. Clearly identify on submittals, or in writing at the time of submission, deviations in submittals from requirements of the Contract Documents.
14. Do not perform Work on any element requiring submittal and review of shop drawings, product data, samples, or other similar submittals until respective submittal has been returned after being reviewed by Architect, Consultants and/or THC Representative.
15. Maintain in the field office a copy of the submittal schedule, a log of the current status of each and a copy of all returned submittals.
16. Architect and/or Owner are not responsible for delays to work schedule and will not approve schedule extensions if submitted items require less than the allotted review time due to contractors late submission, submittal rejection(s) or other unanticipated events.

D. Product Data: General information includes manufacturer's standard printed recommendations for application and use, compliance with recognized standards of trade associations and testing agencies, and the application of their labels and seals (if any), special notation of dimensions which have been verified by way of field measurement, and special coordination requirements for interfacing the material, product, or system with other work.

1. Preparation: Collect data into a single submittal for each unit of work or system. Mark each copy to show choices and options applicable; mark out information that is not applicable.
2. Submittals: Except as otherwise specified in individual sections, submit six copies of each; three copies will be returned.
 - a. Do not submit product data or allow its use on the project until compliance with the requirements of the contract documents has been confirmed by the Contractor.
 - b. Distribution: Furnish copies of product data to field personnel, subcontractors, suppliers, fabricators, manufacturers, installers, governing authorities and others as required for proper performance of the work. Show distribution on transmittal form.
 - c. Installation Copy: Do not proceed with installation of materials, products and systems until a copy of product data applicable to the installation is in the possession of the installer. Do not permit the use of unmarked copies of product data in connection with the performance of the work.
 - d. It is the Contractor's responsibility to provide the Owner with a full set of submittals.
 - e. It is the Contractor's responsibility to mark and maintain one copy as the "Record Document".
 - f. Submittal via email transmission:
 - a. Where submittal requires only product data, documentation may be printed or scanned to a .pdf file and one copy transmitted via email to the appropriate parties. One scanned or printed to .pdf version of commentary will be emailed back to the contractor.

- b. Include a pdf transmittal with the submittal.
- E. Samples: Not later than 30 days following award of contract, submit all samples required for the Architect/Engineer and THC Representative's visual review of kind, color, pattern, texture, and for quality control comparison, including generic description of the sample, the sample source or the product name or manufacturer, and compliance with governing regulations and recognized standards. In addition, indicate availability limitations, sizes, delivery time, and similar limiting characteristics. Label each sample with identification required for transmittal letter with full Project information.
1. Refer to individual work sections of these specifications for additional sample requirements, which may be intended for examination or testing of additional characteristics. Compliance with other required characteristics is the exclusive responsibility of the Contractor. Such compliance is not considered in the Architect/Engineer's review and "Action" indication on sample submittals.
 2. Preparation: Provide samples that are physically identical with the proposed material or product to be incorporated in the work. For the Architect/Engineer's initial selection of color, texture and pattern, submit a full set of available choices. For the Architect/Engineer's verification of color, texture and pattern selection, submit items as specified in each individual section. Where variations in color, pattern, or texture are inherent in the sample, submit items as specified in each individual section. Prepare samples to match the Architect/Engineer's sample where so specified.
 3. Submittal: Submit four sets of samples; two sets will be returned.
 - a. Distribution: Maintain one set of samples at the project site throughout the course of performing the work.
 4. Mock-ups and similar samples specified in individual work sections are special types of samples. Comply with sample submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.
 - a. Contractor shall notify Architect when mockups are to be ready for viewing within sufficient time for Architect to coordinate with the Texas Historical Commission Authorized Representative to also review.
 - b. Onsite constructed mockups, either stand alone or incorporated as part of the building, shall be viewed by both the Architect/Engineer and the Texas Historical Commission Authorized Representative.
 - c. The Contractor shall at the earliest stage of the construction completely finish out a typical space to include all masonry patching, repointing, cleaning; restoration and/or reconstruction of windows, doors, frames, and other woodwork to fully illustrate the range of finishes to be anticipated and in accordance with the Contract Documents. Include any additional elements that are to be incorporated in the Work.
- F. Miscellaneous Submittals:
1. Inspection and Test Reports: Classify each inspection and test report as being either "shop drawings" or "product data" and process accordingly. Unless otherwise specified in individual sections, provide four copies of reports; one copy will be returned.
 2. Warranties: Refer to section "Products and Substitutions" for specific general requirements on warranties. In addition to copies desired for the Contractor's use, furnish two executed copies of such warranties. Provide two additional copies where required for maintenance manuals. No copies will be returned.
 3. Closeout Submittals: Refer to section "Project Closeout" and to individual sections of these specifications for specific submittal requirements of project closeout information, materials, tools, and similar items

- a. Record Documents: Furnish one (1) set of original print documents as maintained on the project site and one (1) set of reproduced documents indicating the same information.
- b. Operating and Maintenance Data: Furnish two bound copies of operating data and maintenance manuals, if applicable.
- c. Materials and Tools: Refer to individual sections of these specifications for quantities of spare parts, extra and overrun stock, maintenance tools and devices, keys, and similar physical units to be submitted, if applicable.
- d. Distribution: Deliver first to the Architect to check for compliance; Contractor will deliver final copies to the Owner.

1.4 CONTRACTOR ACTION

- A. Review, approve, and stamp all items prior to submission to Architect.
- B. Stamp must indicate that Contractor has:
 - 1. Verified all field dimensions and quantities.
 - 2. Verified all field construction criteria, materials, catalog numbers, and similar data.
 - 3. Reviewed and coordinated all submittal data with requirements of the work and contract documents.
 - 4. Certified that submittals comply with Contract Documents.
- C. Reproduce and distribute submittals receiving “No Exceptions Taken” or “Exceptions as Noted”.
- D. Resubmit items indicated as “Revise and Resubmit”.
 - 1. Provide print of previous drawing with re-submission for comparison.
 - 2. Add letter suffix to previous transmittal number to indicate re-submission.
- E. Submittals not following these procedures will be returned as “Not Reviewed”, “Revise and Resubmit” at contractor’s expense.

1.5 ARCHITECT/ENGINEER’S ACTION

- A. General: Except for record and Owner data, the Architect/Engineer will review each submittal, mark with appropriate “Action”, and return within indicated time period.
 - 1. Action Stamp/Submittal Cover: The Architect/Engineer will provide Submittal Review Cover, appropriately marked and executed to indicate next action.
 - 2. Review by Architect/Engineer: For any single item, the Architect/Engineer will review the original submittal and, if necessary, one revised submittal without cost to the Contractor. However, should a revised submittal be so incomplete or inaccurate, in the judgment of the Architect/Engineer, as to require further corrections and resubmittals, the cost of reviewing the subsequent resubmittals will be billed to the Contractor by the Architect/Engineer.
 - 3. Submittal comments by the Architect/Engineer: The Architect/Engineer will respond with the following categories and/or verbiage:
 - a. Returned without comment: The Architect/Engineer has reviewed the submittal and found no issues with the submitted data.
 - b. Returned with comment: The Architect/Engineer has reviewed the submittal and found issues requiring commentary. The contractor shall review said submittal comments and take the appropriate action to correct or satisfy the issues.

- c. Revise and resubmit: The Architect/engineer has determined the submittal to be insufficient to proceed with installing the subject product. The contractor shall make the appropriate corrections and resubmit a complete package.
 - d. Submit specific item: The Architect/Engineer has determined the contractor is required to submit specific missing or additional information to complete the review of the submittal package.
 - e. Not Subject to Review: The Architect/Engineer has determined that the information submitted is not required to be reviewed and will be returned or filed with no action taken.
- B. Submittal Review and responsibility by Architect/Engineer and Contractor: Submittal reviews are a cursory check of the contractor's interpretation of the contract documents and comments will be made accordingly. In no way does the final review of a submittal by the Owner, Architect or Engineer, constitute an "approval" of flawed submittals indicating inferior products, incorrect products or construction methods not seen by the reviewer. Contractors are solely responsible to provide equal or exceeding quality products and installation to those shown in the contract documents. The Owner reserves the right to with hold payment for any products or workmanship of inferior quality even if it was depicted in the submittal package and reviewed by any of the above mentioned parties. Such mentioned items will be deemed deviations or substitutions requiring the appropriate submittal form and therefore in violation of section 1300.1.6 rendering the submittal invalid.
- 1. Architect's review is not conducted for purpose of determining accuracy and completeness of items such as dimensions and quantities, which remain the responsibility of the contractor.
 - 2. Architect's review of submittal does not relieve Contractor of the responsibility for deviations from Contract Document requirements, unless Architect is informed in writing of deviations and specific approval is received in writing from Architect for such deviation.
 - 3. Architect's review and acceptance of submittals does not indicate acceptance of changes in Contract time or cost.

1.6 DEVIATIONS AND SUBSTITUTIONS:

- A. Deviations: The contractor shall alert the submittal reviewer of any products or installation methods not consistent with that depicted within the contract documents with the appropriate deviations form. Such information and form related to the deviation will be included with the related submittal and relevant information highlighted for the Architect/Engineer to easily decipher and review for adequacy.
- B. Substitutions: The contractor shall alert the submittal reviewer of any specified products requiring substitution with the appropriate substitutions form. Such information and form related to the substitution will be included with the related submittal and relevant information highlighted for the Architect/Engineer to easily decipher and review for adequacy.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01300 – SUBMITTAL PROCEDURES

SECTION 01350
SPECIAL PROCEDURES

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. The Old Cora Log Courthouse is an historic building. The property is listed as a Registered Texas Historic Landmark. The General Contractor and all sub-contractors shall take special precautions to protect all surfaces from damage caused by any operations under this contract. Similarly, the General Contractor and sub-contractors shall be fully responsible for all personnel on the site in terms of protecting and maintaining the historic integrity of the Project property.

- 1. This program is being administered under the auspices of the Texas Preservation Trust Fund grant program as managed by the Texas Historical Commission (THC). The THC is providing partial funding for the Project and will review and have authority over restoration work as applicable.
 - a. Texas Historical Commission
P. O. Box 12276 (78711)
108 W. 16th, 2nd Floor.(78701)
Austin, Texas (see zip above) 512/463-6094
- 2. Unless noted otherwise, or otherwise directed, the contractor/subcontractor is to consider all structures on the site as historic.
- 3. The project is a restoration project; do not disturb sound materials or assemblies found on site unless specifically directed by the construction documents to remove, demolish, or otherwise alter. Original elements to be removed salvaged, and reused/reinstalled shall be removed carefully, labeled as to location of origin, and safely stored until time of reinstallation.
- 4. All procedures, methods and operations used in the work shall conform to the *Secretary of the Interior Standards for the Treatment of Historic Properties* as promulgated by the Texas Historical Commission for the Texas Historic Courthouse Preservation Program (THCPP).
- 5. The Contractor shall immediately notify the Owner and Architect upon discovery of heretofore unknown historic conditions, assemblies, or materials.

B. DEFINITIONS

- 1. Pursuant to the historic nature of this project, the following definitions of terms are offered here as defined by the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995 edition, or as revised)).
 - a. **Restoration.** Means the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restored period.
 - b. **Reconstruction.** Means the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape,

- building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.
 - c. **Preservation.** Means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property.
 - d. **Rehabilitation.** Means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
 - 2. In addition to the above definitions:
 - a. In Kind / Match Existing: Provide new materials to match the visible existing materials under consideration to the closest extent possible.
 - b. Match Original: similar to Match Existing but specifically directed toward documented materials or assemblies identified as original to the building, either observation of extant evidence or ascertained through records, photographs or other documentation. Original materials are those installed in the building at the time of its initial (original) construction or at the time established as the restoration era.
- C. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures of the work relative to the historic nature of the building and the site.
 - 2. General protection requirements.
 - 3. Special protection requirements.
 - 4. Special procedures related to discovery of historic or archeological findings.
 - 5. Special site access requirements:
 - a. Public access during the project.
 - b. Maintenance of required exits from the building throughout the project.
 - c. Provision of temporary accessibility measures for the handicapped.
 - 6. Special site security measures:
 - a. Site security fence,
 - b. Special measures for public safety.
 - 7. Special site landscaping coordination measures.
- D. Each contractor/subcontractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to contractor/subcontractors who have expertise in special areas.
- E. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 1 Section "Construction Progress Documentation" for preparing and submitting the contractor/subcontractor's Construction Schedule.
 - 2. Division 1 Section "Project Closeout" for coordinating Contract closeout.

1.3 COORDINATION

- A. Coordination: Each Contractor/subcontractor shall coordinate its construction operations with those of other contractor /subcontractors and entities to ensure efficient and orderly installation of each part of the Work relative to the special procedures outlined in this section. Each contractor/subcontractor shall coordinate its operations with operations, included in different Sections, which depend on each other for proper installation,

connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 2. Coordinate installation of different components with other contractor/subcontractors to ensure maximum accessibility for required maintenance, service, and repair.
 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. If necessary, 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, special notifications regarding the historic or archeological nature of the work, or of the findings as defined.
1. Prepare similar memoranda for Owner and separate Contractor/subcontractors if coordination of their Work is required.

1.4 SPECIAL ADMINISTRATIVE PROCEDURES:

- A. In the event that features, materials, or artifacts, either architectural or archeological in nature are discovered or uncovered during the execution of the work, proceed accordingly:
1. Halt work in the immediate area; do not disturb the area of the discovery until the Owner or the Owner's representative has had the opportunity to observe, review, and evaluate the found materials.
 2. The Owner reserves the right to document, or have documented by a qualified professional, the location, surrounding conditions, and any other pertinent circumstances relative to the found materials.
 3. Any time lost due to the intervening procedures noted above being implemented shall be a condition for which the time of the contract may be extended. The contractor/subcontractor shall initiate documentation procedures immediately upon the uncovering or discovery event, and shall maintain said documentation pertinent to the specific issue regarding the uncovered or discovered materials.
 4. All costs for the excavation or further uncovering of the uncovered or discovered materials shall be borne by the Owner.
 5. All costs for the salvaging of uncovered or discovered materials shall be borne by the Owner.
 6. All costs for the documentation of the uncovered or discovered materials or related conditions shall be borne by the Owner.
 7. The Owner reserves the right to retain possession and ownership of the objects, artifacts, and historically or archeologically significant materials, other than normal building or site construction materials, discovered throughout the project.

1.5 SPECIAL OPERATIONAL PROCEDURES:

- A. Protection Issues: Protect all existing finishes, features, components, assemblies of an architectural or historic nature designated to remain in place, to be reused, or to be removed, stored, labeled, and reused.

- B. Salvage Issues: All existing features, components, assemblies noted to be removed and delivered to the Owner shall be carefully removed as to avoid any damage, safely stored on site until the Owner can remove from the site.

- C. General Protection Procedures Issues: exercise extreme caution in removing historic elements or removing items, materials, etc. from historic substrates that are scheduled to remain.
 - 1. Unbolt any originally bolted connections.
 - 2. Unscrew any originally screwed connections.
 - 3. Do not pry apart members whose finish will thereby be damaged by chipping, crazing, flaking, or cracking, or whose structural integrity will thereby be impaired or compromised.
 - 4. Do not remove nails from the finished or exposed side of woodwork. Drive nails through or pull from the back so that the head does not splinter the finished face.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION 01350 – SPECIAL PROCEDURES

SECTION 01700
PROJECT CLOSEOUT

PART 1 - GENERAL

1.1 PROJECT CLOSEOUT

- A. The Contractor shall give the Owner, the Architect, and the Texas Historical Commission Authorized Representative at least ten days' advance notice of the date when the work will be substantially complete and ready for inspection.
 - 1. The Texas Historical Commission Authorized Representative shall be invited to attend the review of the project upon notification to the Architect of Substantial Completion status. The THC Authorized Representative shall advise the Architect and Owner on matters of completion of the project in terms of satisfaction of the requirements of the Texas Historical Commission
- B. If, in the opinion of the Owner, THC, and Architect, the project is indeed substantially complete, he will then schedule a walk through inspection to take place within ten days following receipt of the contractor's notification.
- C. The contractor will inspect the project for compliance with the requirements of the Contract Documents. He will prepare a "punch list" of all deficiencies and submit to the Architect a comprehensive list of those items to be completed or corrected. This list is made a matter of record and serves as a guide for the contractor when correcting the deficiencies.
- D. The "punch list" will be provided to the Owner, Architect and the THC for review seven days prior to the final walk-through date. The Owner's representative along with the Architect or Architect's Representative will verify all punch list items are completed and add any additional items found during this walk-through period. The delivery of the punch list to the contractor shall not be construed as an acceptance of work not performed nor shall the "punch list" be construed as limiting the work to be performed pursuant to the Contract.
- E. Additional deficiencies which may be discovered subsequently by the Architect or Owner's Representative shall be corrected in accordance with the terms of the Contract.
- F. The Contractor's attention is directed to the General Conditions of the Contract for Construction and Supplementary Conditions for correction of defective work and additional closeout instructions.
- G. Final Inspection will be made by the Architect and Owner within ten days after receipt of contractor's written notice that all deficiencies have been corrected, and that all work required as a part of the Contract has been completed.
- H. Final reimbursement to the County for Grant eligible work performed by the Contractor on the Project is contingent on the receipt of the Project Closeout submittals required from the Contractor. The County will withhold final payment in the amount of 5% retainage should the Contractor not provide the Project Closeout submittals required.

1.2 MANUALS

- A. Deliver to the Owner upon substantial completion of the work two copies of maintenance and instruction manuals for all operating equipment items incorporated in this work, if applicable. The maintenance and instruction manuals shall include copies of all warranties and guarantees referred to below, and manufacturer's data reports.
- B. The contractor will provide documentation that the Owner or the Owner's Representative has been briefed on the operations of any equipment items incorporated into this work; the instruction manual has been reviewed and the contact information provided in the event there is any equipment failure.

1.3 WARRANTIES AND GUARANTEES

- A. All original written warranties and guarantees required by the various sections of the specifications shall be compiled by the contractor into a single bound volume, indexed and catalogued for reference and retrieval. This bound volume shall be delivered to the Owner upon substantial completion of the work.
- B. Together with the warranties and guarantees, the contractor shall furnish a complete list of subcontractors, material suppliers, and special fabricators for the mechanical and electrical portions of the work. This list shall include the company name, address, and telephone number, the name of the person to contact, and a list of the items furnished by each subcontractor, material supplier, and fabricator.

1.4 PROJECT RECORD DOCUMENTS

- A. In addition to requirements in General Conditions, maintain at the site one record copy of:
 - 1. Contract Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Field test records.
 - 7. Inspection certificates.
 - 8. Manufacturer's certificates.
- B. Keep Record Documents and samples available for inspection by Architect.
- C. Record information on a set of full-size blackline opaque drawings, and in a copy of the Project Manual.
- D. Document completed work. Changes and modifications are to be accurately posted to the hard copy of documents as they occur; make daily entries. Do not postpone these operations to the end of the Project.

1.5 COMPLETION REPORT

- A. The Texas Historical Commission requires a completion report following approval of the final inspection. Architect and Contractor will coordinate to complete the required document.

- B. Contractor shall take professional quality photographs of the work progress to accompany each monthly application for payment. Architect and THC representative are to approve locations of where progress photographs are to be taken.
- C. Additionally, the contractor shall take photographs during the following phases of construction to adequately document the progress of the work:
 - a. Conditions prior to commencement of work or demolition,
 - b. Major construction events
 - c. The project upon substantial completion
- D. The photographs should be submitted to the Architect in digital .jpeg format, minimum resolution 1600x1200 or better. Each .jpeg should be probably labeled with the name of project, date, and location.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 CLEANING

- A. In addition to removal of debris and cleaning specified in other sections, clean interior and exterior exposed-to-view surfaces.
- B. Remove temporary protection and labels not required to remain.
- C. Clean finishes free of dust, stains, films and other foreign substances.
- D. Clean transparent and glossy materials to a polished condition; remove foreign substances.
- E. Polish reflective surfaces to a clear shine.
- F. Clean surfaces of equipment; remove excess lubrication.
- G. Maintain cleaning until Final Completion.
- H. Remove waste, foreign matter, and debris from roofs, gutters, area ways, and drainage systems.
- I. Remove waste, debris, and surplus materials from site. Clean grounds. Remove stains, spills, and foreign substances from paved areas and sweep clean. Rake clean other exterior surfaces.

END OF SECTION 01700 - PROJECT CLOSEOUT

SECTION 06910
WOOD LOG STRUCTURE RESTORATION

PART 1 - GENERAL

1.1 SECTION INCLUDES:

- A. Log structure restoration including:
 - 1. Floor repair and replacement.
 - 2. Log repair and replacement.
 - 3. Chinking and daubing repair and replacement.
 - 4. Wood door repair and replacement

1.2 RELATED SECTIONS:

- A. None

1.3 SUBMITTALS:

- A. Product Data: Submit manufacturer's product data sheets for each product.
- B. Samples: Submit following samples for Architect's review and acceptance.
 - 1. One oak log to match existing with information on source of logs for replacement.
 - 2. Sample cut square nail.
 - 3. Chinking and Daubing mixture to match existing.

1.4 QUALITY ASSURANCE:

- A. Restorer qualifications:
 - 1. Minimum of 10 years' experience in work of this section.
 - 2. Successful completion of minimum 2 projects of similar nature and scope within the past 8 years.
- B. Field Samples:
 - 1. Construct a 4 ft. length sample of replacement log with chinking and daubing.
 - 2. Construct a field sample of wood repair on similar wood.
 - 3. After approval, samples will be used as standard to judge quality and workmanship of completed work.

1.5 COORDINATION:

- A. Coordinate wood log structure restoration work with other restoration work.

PART 2 - PRODUCTS

2.1 MATERIALS:

- A. New Replacement Logs:
 - 1. Oak logs to match existing in kind, hand hewn at the site, max 19% moisture content
 - 2. Hand hew logs using a sharp broad axe as follows:
 - a. Mark center line and hew lines with chalk along length of log; distance between hew lines shall equal width of existing logs.
 - b. Score log across grain nearly to depth of chalk line.
 - c. Cut free bulk of waste wood between notches.
 - d. After this roughing-out stage, rescore log and then carefully hew to final dimensions, working first along one chalk line and then the other.
 - e. Hand hew wall logs on two sides.

- B. Log Restoration:
 - 1. Inspect logs for dry-rot and other deteriorations.
 - 2. Replace rotted and deteriorated portions of logs and missing portions of logs as required. Retain salvageable material to largest extent possible. Use replacement logs scarf-joined to remaining portions of log. Carefully fit logs at scarf joint to produce hairline joint between old and replacement logs. Reinforce joint with concealed wood pins/fiber glass rebar and epoxy adhesive.
 - 3. Clean logs thoroughly removing dirt, grime, and other foreign matter.

- C. Epoxy Wood Consolidant: LiquidWood by Abatron, Inc.
- D. Epoxy Structural Adhesive Putty: WoodEpoxy by Abatron, Inc.
- E. Chinking Materials:
 - 1. Mesh: Flat expanded, diamond shaped mesh, fabricated from cold rolled steel, 3.4 lbs/sq. yd., galvanized finish.
 - 2. Nails: Galvanized cut square nails, Common 6d, N-1 Galv. By Tremont Nail Co.
 - 3. Wooden Wedges: Scrap Oak from hewn logs.
- F. Daubing Materials:
 - 1. Portland Cement: ASTM C150, Type II, White non-staining.
 - 2. Sand: ASTM C144, local Leon River source.
 - 3. Lime: ASTM C207, Type S.
 - 4. Binder: Excelsior or hog bristle
 - 5. Water: Potable.

- G. Mixes:
 - 1. Scratch Coat (Daubing):
 - 1 part White Portland Cement
 - 3 – 5 parts sand.
 - 2. Daubing Finish Coat:
 - ¼ part White Portland Cement
 - 1 part lime
 - 4 parts sand
 - ¼ part binder
 - 3. Sand: ASTM C144, local Leon

- B. Nails: Size and type required for each condition. Use hot dip galvanized nails for exterior applications.

PART 3 - EXECUTION

3.1 FLOOR REPAIR AND REPLACEMENT:

- A. Replace exterior porch flooring at locations indicated on A1.01 Floor Plan.
 - 1. Install new floor plank to match existing in kind.
 - 2. Trim to length to fit into existing space.
 - 3. Install floor planks with replacement square cut nails.
 - 4. Install floor planks in as near original condition as possible, free of defects.

- B. Thoroughly clean floor planks free of dirt, dust, grease or other foreign substances. Apply a clear finish of a 1:3 ration mix of boiled linseed oil and mineral spirits. Allow to dry before allowing foot traffic on flooring.

3.2 LOG REPAIR AND REPLACEMENT:

- A. Repair deteriorated but salvageable portions of logs using the wood splicing or wood epoxy/consolidant methods described in Preservation Brief #26.
 - 1. Wood Splicing (dutchman) Repair
 - 1. For severe deterioration where decay runs deep – Room the full depth of the segment to sound wood. Use scarf or half lap joints. Replace with new segment to match existing. Secure segment with angled lag screws or bolts through the upper and lower surfaces. Conceal with daubing.
 - 2. For shallow depth decay – Cut log back to sound depth. Splice in a half-log face. Adhere with epoxy, screws or bolts.
 - 3. For log crowns – Cut back to sound wood. Install new crown to match existing. Insert new crown with fiberglass or aluminum reinforcement rods. Epoxy can also be used. Place long lag screws angled through the underside of the crown into the log above.
 - 2. Epoxy/consolidant repair
 - 1. Apply epoxy only on bottom surfaces that will be concealed by chinking and daubing.
 - 2. Coat deteriorated wood with epoxy wood consolidant and allow to dry. Apply by brush.
 - 3. Fill voids in wood using structural adhesive putty applied by spatula or trowel. Allow to dry, then sand smooth and shape to fit contour of log.

- B. Logs that are totally rotted, deteriorated, and structurally compromised shall be replaced in their entirety using methods described in Preservation Brief #26.
 - 1. Replace with new hand-hewn logs. Replacement areas shall match adjacent logs in size, texture, and workmanship.
 - 2. Install with hair line joints between new and existing portions.

3.3 CHINKING AND DAUBING REPLACEMENT:

- A. Where cracked, deteriorated, compromised, or missing, carefully remove existing chinking and daubing in a manner to prevent damage to existing log surfaces.

- B. Install new chinking and daubing on interior and exterior face of joints between logs of the log structures.
 - 1. Install galvanized diamond metal lath in joints between logs. Install wood wedges behind lath at joints over 2-1/2 in. width.

 - 2. Install galvanized nails at 1' – 0" o.c. at top and bottom of joints.

3. Apply scratch coat of daubing mix, approximately ½ inch thick, completely embedding lath. Allow to cure 7 days before proceeding. Keep moist to prevent cracking.
4. Apply finish coat, approximately ½ inch thick, to profile indicated; recessed slightly from log above and flushed with log below, forming a drip as detailed.
5. Do not allow daubing mixture to stain face of logs.
6. Finish daubing tight and smooth.

3.4 WOOD DOOR REPAIR AND REPLACEMENT

- A. Severe damage/deterioration/missing components and/or fabric:
 1. Remove the affected material in such a manner as to minimize damage to any adjacent fabric and/or surfaces.
 2. Fit new components or portions of components to exactly match the existing profiles and lines:
 - a. New wood dutchman patches shall provide full thickness of the adjacent surrounding existing component being patched.
 3. All joinery shall achieve a hairline joint; glue and nail all components.
 4. Feather new materials into existing; sand smooth any cut ends and edges.
 5. Cut square any holes or other apertures in wood to ensure hairline fit of wood dutchman patches.
 6. Match wood grain character of new dutchman to existing adjacent wood. Note: slight variation will be acceptable.
 7. Severe damage or deterioration:
 - a. Extensive areas of moisture or insect damage exceeding 3/4" in any direction.
- B. Moderate damage or deterioration:
 1. Remove affected material to a point where existing material is sound.
 2. Apply consolidant to areas affected by deterioration. Consolidant is not to be used where exposed surfaces require repairs and patching.
 3. Apply patching compounds only after consolidant has properly and adequately cured to not adversely affect the patching compound. Embed matching wood in patching compounds as applicable to reduce the area of patching.
 4. After patching compound has cured, smooth surface to match adjacent surface.
 5. Moderate damage: minor gouges, breaks not exceeding 3/4" in any direction.
- C. Minor damage or deterioration:
 1. Treat areas with consolidants per manufacturer's directions as needed.
 2. Small incidental wear items related to normal patterns of daily usage (i.e., cupping where repeated contact with hands, etc. has occurred will be acceptable "patina" of wear.

END OF SECTION 06910 - PROJECT RECORD DOCUMENTS