



**CONTRACT DOCUMENTS AND  
PROJECT SPECIFICATIONS FOR**

**County of San Mateo  
San Mateo Medical Center Signage Refresh Project  
222 W 39<sup>th</sup> Ave San Mateo, CA 94403**

**County Project No. PDP04**

Architect  
Dreyfus and Blackford 575 Sutter Street  
Issued: May 5th 2025





**00 01 03**

**PROJECT DIRECTORY**

**Project Name:** San Mateo Medical Center  
Signage Refresh Project

**Owner:** County of San Mateo  
Project Development Unit

**Owner/SMC's Representative:** Scott Gurley  
County Government Center  
500 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Tel: 480 390 8918  
E-mail: C\_sgurley@smcgov.org

**All bidding inquiries shall be directed only to:** Scott Gurley  
500 County Center, 5th Floor  
Redwood City, CA 94063  
Tel: 480 390 8918  
E-mail: c\_sgurley@smcgov.org

**Design Professionals:** **Architect, Civil & Structural Engineer**  
Dreyfuss and Blackford  
Tel: 415 - 366 - 0468  
Attn: John Zorich

**Electrical Engineer**  
Interface Engineering  
1999 Harrison Street Suite  
550 Oakland CA 94612  
415 489 7240  
Jason Lau, PE, LEED AP

**Structural Engineer**  
SGH Engineering  
1999 Harrison Street Suite  
2400 Oakland CA 94612  
415 489 7240  
Keith D. Palmer PH.D, S.E.



Address for Stop Notices: Scott Gurley  
500 County Center,  
5th Floor Redwood City,  
CA 94063  
Tel: 480 390 8918  
E-mail: [c\\_sgurley@smcgov.org](mailto:c_sgurley@smcgov.org)

Address for Demand for Arbitration: Scott Gurley  
500 County Center, 5th  
Floor Redwood City, CA  
94063  
Tel: 480 390 8918  
E-mail: [c\\_sgurley@smcgov.org](mailto:c_sgurley@smcgov.org)

A copy of the Demand for Arbitration  
must be sent to:

**County of San Mateo**  
County Attorneys Office  
Attn: Brian Wong  
County Government Center  
500 County Center, 5<sup>th</sup>  
Floor Redwood City, CA  
94063

**END OF SECTION 00 01 03**



### Division 00 Procurement and Contracting Requirements

1. 00 00 00 Cover Page
2. 00 01 03 Project Directory
3. 00 11 09 Bidding Calendar
4. 00 11 16 Notice to Contractors
5. 00 21 13 Instructions to Bidders
6. 00 41 13 Bid Form Stipulated Sum Single-Prime Contract & Designated Subcontractor List
7. 00 45 19 Non-Collusion Declaration
8. 00 45 26 Workers Compensation Certification
9. 00 45 29 Jury Service Ordinance & Wage Compensation
10. 00 45 36.01 Equal Employment Opportunity Requirements Certificate of Compliance
11. 00 45 36.02 Equal Employment Opportunity Program Contractor Report Form
12. 00 45 36.03 Equal Employment Opportunity Program Questionnaire
13. 00 45 36.04 County of San Mateo Contractor Declaration Form
14. 00 45 46 Anti-Trust Questionnaire
15. 00 52 13 Agreement Form – Stipulated Sum
16. 00 61 13.13 Performance Bond Form
17. 00 61 13.16 Payment Bond Form
18. 00 61 16 Bid Bond Form
19. 00 62 23 Recycling & Construction Waste Diversion (merge the PDF: SMC Waste Management Plan form)
20. 00 65 36 Warranty (Guarantee) Form
21. 00 72 13 General Conditions
22. 00 73 36 Supplementary Conditions
23. 00 73 73 Supplementary Conditions – Equal Benefits Ordinance
24. 01 35 13.19 Special Project Procedures for San Mateo Medical Center Facility

### Division 01 Processes and Procedures

1. 01010 - Summary of Work
2. 01012 – Partnering
3. 01028 – Change Order Procedure
4. 01040 – Project Coordination
5. 01045 – Cutting and Patching
6. 01100 – Alternatives
7. 01170 – Requests for Information
8. 01200 – Project Meetings
9. 01340 – Shop Drawings
10. 01370 – Schedule of Values
11. 01620 – Storage and Protection
12. 01630 – Product Options and Substitutions
13. 01700 – Contract Closeout



14. 01710 – Cleaning
15. 01720 – Project Record Documents
16. 01730 – Operations and Maintenance Data
17. 01740 – Warranties and Bonds
18. PCRA-RCRA Worksheet
19. 013513.19 – Special Projects Procedures for San Mateo Medical Center



## DOCUMENT 00 11 09

### BIDDING CALENDAR

NOTICE - THIS SUMMARY OF DATES IS FOR INFORMATIONAL PURPOSES ONLY.

The dates and times listed may not be relied upon or enforced. This summary does not form a part of the Contract Documents and does not establish contractual obligations.

NOTICE – THIS IS A SUMMARY ONLY AND DOES NOT LIST ALL DATES, TIMES OR TIME PERIODS CONTAINED IN THE BIDDING AND CONTRACT DOCUMENTS.

All bidders and contractors must refer to the actual documents for all applicable dates, times, and time periods.

<b><u>Signage Refresh Project</u></b>		
<b>Event</b>	<b>Date/Time</b>	<b>Location</b>
Contract Documents Issued for Bid (Released & Available):	May 5th, 2025	<u>Updated link to be posted to drawings package</u>
Mandatory Pre-Bid Conference and Project Site Visit/Job Walk	May 14, 2025	San Mateo Medical Center, 222 West 39 <sup>th</sup> Avenue, San Mateo CA 94403 See Notice to Contractors Document 00 11 16 for instructions to attend. Parking, time, contact
Deadline for Questions – Last Day for prospective Bidders to submit questions, in writing, by email to <u>Authorized Contact Person: c_sgurley@smcgov.org</u>	May 16th, 2025	N/A
Response to Questions – Issue Addendum #1	May 20th, 2025	<u>Updated link will be provided</u>
Bids Due:	May 23rd 2025 2:30PM	See Notice to Contractors Document 00 11 16
Bid Opening Date:	May 23rd, 2025 3:00PM	See Notice to Contractors Document 00 11 16
Bid Evaluation Period:	2 Days	N/A
Issue Notice of Intent to Award:	May 27th, 2025 2:30PM	N/A
Protest Period:	May 30th, 2025 2:30PM	5 Days See Instructions to Bidders Document 00 21 13
Submission to County Board for Approval:	June 10th, 2025	2025 Granicus Approval Schedule
Anticipated Contract Award Date:	June 10th, 2025	2025 Granicus Approval Schedule

END OF DOCUMENT



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**DOCUMENT 00 11 16**

**NOTICE TO CONTRACTORS**

**NOTICE IS HEREBY GIVEN** that the Board of Supervisors of the County of San Mateo, State of California, will receive sealed bids for the following construction contract:

**SIGNAGE REFRESH PROJECT NO. PDP04**  
**SAN MATEO MEDICAL CENTER**  
**SAN MATEO, CA 94403**

Bids shall be received in accordance with the Contract Documents. The Contract Documents may be examined and/or downloaded at the Project Development website **xxx**.

A **Mandatory** Pre-Bid Conference followed by a Project Site Visit/Job Walk is scheduled for **May 14<sup>th</sup> 2025 2:00 PM (Pacific Time)**. The mandatory pre-bid conference will meet at San Mateo Medical Center, outside the main entrance, 222 West 39<sup>th</sup> Avenue, San Mateo CA 94403. Due to the nature of this hospital project, it is mandatory for interested contractors to attend the pre-bid conference and visit the project site to become familiar with project. **Bids will not be accepted from any prime contractor not present at the mandatory pre-bid conference as evidenced on the attendance roster.**

Please review the Project Plans & Specifications in advance of the Mandatory Pre-Bid Conference and Project Site Visit.

Contractors are expected to provide Personal Protective Equipment (PPE) for their personnel, as published by *Order No. c19-5c (Revised) of the Health Officer of the County of San Mateo*. The entire Order shall be followed by all who live and visit San Mateo County. Contractors shall comply with ALL applicable federal, state, and local health orders and ordinances and are required to continue to check for updates to such orders and ordinances.

Questions regarding this project should be directed to the Authorized Contact Person:

Scott Gurley, Project Manager  
Project Development Unit  
500 County Center 5<sup>th</sup> floor,  
Redwood City CA 94063-1665  
Phone: 480 390 8918  
C\_sgurley@smcgov.org



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Bids shall be submitted using forms furnished and bound in the Project Manual of the Construction Documents and in accordance with the Instructions to Bidders Document 00 21 13 and shall be accompanied by a Bid Bond.

Bids shall be sealed and filed with the Project Development unit at 500 County Center 5<sup>th</sup> floor Redwood City CA 94063 and filed Bids shall receive the Clerk's timestamp before **May 23rd, 2025 2:30 (Pacific Time)**. All sealed bids officially received and filed with the Project Development Unit will be opened at 500 County Center Floor 5 Redwood City CA 94063 at the Project Development Unit or at another location as designated by County.

The Project Development Unit of San Mateo, State of California, reserves the right to reject any and all bids, alternate bids, or unit prices and waive any irregularities in any bid received.

No bidder may withdraw his bid for a period of ninety (90) days after the date set for the opening thereof.

Prospective bidders must be fully qualified, licensed, certified, and insured to perform the Work requested for the Project. All work performed must meet all current applicable laws and regulations.

Pursuant to Labor Code Sections 1770, et seq., the Director of the Department of Industrial Relations has determined the general prevailing rate of wages in the County of San Mateo for each craft, classification, or type of workman needed to execute the contract. The prevailing rates so determined are based on an 8-hour day, 40-hour week, except as otherwise noted. Existing agreements between the Building Trades and the Construction Industry groups relative to overtime, holidays and other special provisions shall be recognized. It shall be mandatory upon the Contractor and upon any sub-contractors under him, to pay not less than the said specific rates to all laborers, workmen or mechanics employed by them in the execution of this contract.

Pursuant to State Senate Bill SB 854 (Stat. 2014, Ch. 28), effective January 1, 2015:

- (1) No Contractor or Subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)).
- (2) No Contractor or Subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- (3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. All Contractors and Subcontractors must



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furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement).

Contractor and its subcontractor(s) agree to pay not less than prevailing rates of wages and be responsible for compliance with all the provisions of the California Labor Code, Article 2-Wages, Chapter 1, Part 7, Division 2, section 1770 et seq and section 1810 et seq. A copy of the prevailing wage scale established by the Department of Industrial Relations is on file in the office of the Director of Public Works, and available at [www.dir.ca.gov/DLSR](http://www.dir.ca.gov/DLSR) or by phone at 415-703-4774. California Labor Code section 1776(a) requires each contractor and subcontractor keep accurate payroll records of trades' workers on all public works projects and to submit copies of certified payroll records upon request.

A bid security bond will be required for the faithful performance of the contract in amount of not less than one hundred percent (100%) of the amount of the bid. See Document 00 61 16 Bid Bond.

A payment bond and performance bond will be required pursuant to California Public Contract Code Section 7103 and Section 10221 if a contractor is awarded a contract.

The Work to be performed consists, in general, of providing all labor, materials, tools, appurtenances, and equipment required, as well as any other items and details not mentioned above but required by the Contract Documents and as directed by the Director of Public Works.

The Signage Refresh Project consists of:

Design review process, of documents provided by Engineer(s) and Architect(s) of record, submittal process with HCAI compliant signage, demo of existing signage to be replaced, wall/ceiling patching/painting at removed signage locations, fabrication and installation of new signage refresh package per approved submittals from design team and all required Authority Having Jurisdictions (including signage demo plan and any required temp signage) with structural and electrical attachments as indicated. All work in existing buildings with ongoing hospital operations must be fully coordinated with facility staff and approved daily. **Reference 01 35 13.19 Special Project Procedures** for San Mateo Medical Center Facility. This project requires Contractor to have experience working in an occupied hospital / healthcare facility on Office of Statewide Health Planning and Development (OSHPD) general acute-care hospital OSHPD-1 projects. See Document 00 21 13 Instructions to Bidders.

Project completion 200 calendar days after the Contract Award Date as defined in the Contract Documents.

Liquidated Damages are \$250.00 per calendar day and shall be based on the Contract Time. Pursuant to California Government Code Section 53069.85, Owner may withhold



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Liquidated Damages from payments to the Contractor as such damages accrue, or, at Owner's discretion, withhold Liquidated Damages from any payments due or that become due pursuant to the Contract, including Retention and final payment.

**END OF DOCUMENT 00 11 16**



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Home

## Finding County Center





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## DOCUMENT 00 21 13

### INSTRUCTIONS TO BIDDERS

#### 1. General

- 1.1 Proposals are requested by the San Mateo County Project Development Unit (hereinafter "**Owner**", "**County**" or "**PDU**") for a general construction contract, or work described in general, as set forth in Document 00 1001 (Notice Inviting Proposals), and the following additional terms.
- 1.2 County will receive proposals from either an individual, partnership, joint venture, corporation, association, or other recognized legal entity, that is appropriately licensed in this State.
- 1.3 County will base the selection and award of this contract based on its determination of "lowest responsible bid" according to objective criteria related to the experience of the entity and project personnel, project plan, financial strength of the entity, safety record of the entity, and price.
- 1.3 Before submitting a bid, each Bidder shall attend the mandatory pre-bid conference and visit the project site and evaluate all conditions and limitations involved thereon as no allowance will be made because of the lack of such examination and knowledge.
- 1.4 Contractors shall meet the following qualifications for this project:
  - A. Contractors bidding to the County shall have a minimum five (5) years continuous experience as a prime contractor on Office of Statewide Health Planning and Development (OSHDP) projects in California of comparable quality, size, complexity, and type.
  - B. Contractors bidding to the County shall have completed as the prime three (3) OSHDP projects of comparable quality, size, complexity and type, preferably in an operating facility, and the projects have been closed with OSHDP compliance.
  - C. Contractors bidding to the County shall submit Superintendent's qualifications with a minimum of three (3) years supervising OSHDP projects of comparable quality, size, complexity, and type.
  - D. Subcontractors shall meet the above two requirements in A. and B. as it pertains to their Work.

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- E. Contractor is legally authorized to do business in the State of California.
- F. Within two (2) business days of request by County, Contractor shall submit evidence of compliance to the above qualifications (in A. B., and C.) and a list of all project work performed, both complete and incomplete, within the previous five (5) years including the names and phone numbers of the Owners and Architects.

1.5 Contractors shall meet the following construction requirements:

- A. Permits: All work is subject to inspection and acceptance of the Authority Having Jurisdiction (AHJ).
- B. Differing Site Conditions: Contractor is advised the work will be performed in an existing and actively occupied structure.
- C. Work shall be performed between the construction hours of 7:00AM to 5:00PM PDU verify hours, unless otherwise agreed upon between the County, Contractor and San Mateo Medical Center due to extenuating factors.
- D. Contractor is advised the County intends to maintain active utility operations specific to facility systems during construction. Existing systems and utility outages, and shutdowns shall be approved in advance by the County. Refer to Document 01 35 13.19 Special Project Procedures for San Mateo Medical Center Facility.
- E. Contractor to coordinate with the County regarding providing temporary construction barriers and public wayfinding signage for duration of project.
- F. The San Mateo Medical Center Infectious Control Policy and Procedures pertaining to infection control construction requirements. Refer to Document 01 35 13.19 Special Project Procedures for San Mateo Medical Center Facility.
- G. Schedule: Contractor's attention is directed to the Contract Time and the requirement of the Contractor to achieve substantial completion of the work within said time period. The work shall be completed within Contract Time defined as sufficiently complete in accordance with the Contract Documents (NA for this scope as facility will remain occupied for duration of this scope
- H. Sequence of Construction. Scheduling this work should be contractors means/methods within the constraints of 01 35 13.19 while keeping all construction activities safe from staff/patients/non-construction individuals. Contractor shall be required to schedule and host weekly construction project meetings with County and County's Representatives for the duration of the project. Contractor shall provide meeting agendas 24 hours prior to weekly meetings,

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track meeting action items, issue meeting minutes, and provide updates per Contract Documents. This is in addition to any other referenced or required meetings required in the contract documents.

- J. Contractor's Personnel: Contractor shall submit within ten (10) working days from the execution of the Contract a list of names, addresses, and telephone numbers of key personnel who are to be contacted in case of emergencies on the job during non-working hour, including Saturdays, Sundays, and Holidays. Contractor shall update the list during the project and ensure the latest revision is posted in project office and provided to County Representatives. Contractor is required to respond to such emergency calls within one hour.

All personnel who will have access to the work site may be required to wear photo identification issued by the County at all times. Photo identification will only be issued to each worker after successful completion of a background check clearance from the Sheriff's Office. The County will notify the Contractor within five (5) working days if any workers are deemed acceptable or unacceptable as a result of a background check clearance. The County reserves the right to reject personnel with current parole or probationary status and/or criminal records. County staff reserves the right to request a worker be excused from the job site for not wearing the appropriate photo identification issued by the County. No claims for delays will be allowed for failure on the part of the Contractor to enforce this requirement.

#### 1.6 Contract Documents:

Questions regarding the Contract Documents, such as discrepancies, conflicts, omissions, doubt as to meanings, or regarding scope of work shall be referred to the County Authorized Contact Person. Inquiries must be received by the Authorized Contact Person not later than the deadline for questions per the 00 11 09 specification. Inquiries will be answered in writing to all bidders of record if a response or written clarification is warranted in the opinion of the Owner. The Owner will not be responsible for oral clarifications. Regarding questions on the Contract Documents in the absence of written clarifications, Contractor is instructed to bid the more expensive method or materials.

## 2. Bid Proposals

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- 2.1 Bids shall be submitted in accordance with the Contract Documents. Bid documents shall be submitted on County forms provided in these Contract Documents, and are to be properly and fully completed, including the designation of all subcontractors who will perform work or labor or render service on behalf of Contractor, in an amount in excess of one-half of one percent of the Contractor's total bid. Bidders must complete and submit all of the following documents with their Bid:
1. 1. Document 00 41 13 Bid Form Stipulated Sum Single-Prime Contract & Designated Subcontractor List
  2. Document 00 45 19 - Non-Collusion Declaration
  3. Document 00 45 36.01 – EEO Certification of Compliance & Intent
  4. Document 00 45 36.02 – EEO Program Contractor Report Form
  5. Document 00 45.36.03 - EEO Program Questionnaire
  6. Document 00 45 46 - Anti-Trust Laws Questionnaire
  7. Document 00 61 16 - Bid Bond (Bid Security) Form
- Verify these are the only docs needed at bid. No Workers comp, CoSM declaration, etc from TOC...
- 2.2 No bid will be considered which makes exceptions, changes, or in any manner makes reservations to the terms of the Contract Documents.
- 2.3 Unit Prices on all classes of work as specified or required shall be submitted. Additions to or deductions from the contract sum shall be based on these unit prices. However, none will be acceptable that are above and beyond a fair and just amount and may be subject to third party estimator verification and reasonable adjustment before the signing of the Contract or bid disqualification.
- 2.4 Each bid must give the full business address of the bidder and be signed by the bidder with his usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by any authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the State of incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. Corporations must furnish a Certificate attesting to the existence of the corporation. The name of each person signing shall also be typed or printed below the signature. When

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requested by the Owner, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.

- 2.5 Bids are to be submitted in separate sealed envelopes. Envelopes shall be marked in lower left corner "Bid for" (**San Mateo County Signage Refresh Project**) and "Bid Opening" (**May 23rd, 2025 2:30 PM Pacific Standard Time**).

Deliver all bids to San Mateo County Project Development Unit, 500 County Center Floor 5, Redwood City, California, 94063 for the Clerk's timestamp of receipt before the day of **May 23rd, 2025 2:30 Pacific Standard Time**.

- 2.6 All sealed bids officially received by the County of San Mateo on or before the day of **May 23rd, 2025 2:30PM Pacific Standard Time** and will be opened at 500 County Center 5<sup>th</sup> floor or at another location as designated at that time by the Project Development Unit.

- 2.7 No bid will be considered which is received after the date and time set for the deadline to receive bids as stated herein, as determined by County.

### 3. Bonds and Insurance

- 3.1 Bids shall be accompanied by a cashier's check or a certified check payable to County, or a Bid Bond of not less than ten percent (10%) of the amount of the base Bid, plus all additive alternates as required. Required form of corporate surety, a Bid Bond Form, is provided by County and must be used and fully completed by Bidders choosing to provide a Bid Bond as security. The Surety on Bidder's Bid Bond must be an insurer admitted in the State of California and authorized to issue surety bonds in the State of California. Bids submitted without necessary bid security will be deemed non-responsive and will not be considered.

- 3.2 Two bonds, as itemized below and in the forms presented in these Contract Documents, shall be furnished by the successful Bidder within ten (10) calendar days after notification of award, and by which documents shall be filed with the Project Development Unit, 500 County Center, 5<sup>th</sup> Floor, Redwood City, California Project Development Unit. The bonds shall be in the form of surety bonds issued by corporations duly and legally licensed to transact business in the State of California, satisfactory to the County. Premiums for said bonds shall be paid by the Contractor and maintained at Contractor's expense during the period prescribed herein for the completion of the work to be performed under the contract.

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- 3.3 Performance Bond in amount of 100 percent (100%) of the Contract Amount to insure County during construction and for the guarantee period after completion against faulty or improper materials or workmanship and to assure County of full and prompt performance of Contract.
  - 3.4 Payment Bond in amount of 100 percent (100%) of the Contract Amount in accordance with the laws of the State of California to secure payment of any and all claims for labor and material used or consumed in performance of this Contract.
  - 3.5 Workers' Compensation Insurance, Comprehensive General Liability Insurance, and Motor Vehicle Liability Insurance and evidence thereof shall be furnished to County and shall be maintained by the Contractor as detailed in the General Conditions.
4. Wage Rates
- 4.1 The Director of Industrial Relations has determined the general prevailing rate of wages in the County of San Mateo.
  - 4.2 In accordance with the General Conditions, it shall be mandatory upon the Contractor and Subcontractors to pay not less than the said prevailing wage rates to all laborers, workmen, or mechanics employed by them in the execution of this Contract. When applicable, both Contractor and Subcontractor hereby agree to pay not less than prevailing rates of wages and be responsible for compliance with all the provisions of the California Labor Code, Article 2-Wages, Chapter 1, Part 7, Division 2, Section 1770 et seq and Section 1810 et seq. A copy of the prevailing wage scale established by the Department of Industrial Relations is on file in the office of the Director of Public Works, and available at [www.dir.ca.gov/DLSR](http://www.dir.ca.gov/DLSR) or by phone at 415-703-4774. California Labor Code Section 1776(a) requires each Contractor and Subcontractor keep accurate payroll records of trades workers on all public works projects and to submit copies of certified payroll records upon County's request.
  - 4.3 The Contractor's attention is further directed to the following requirements of State Senate Bill SB 854 (Stat. 2014, Chapter 28), effective January 1, 2015:
    - (1) No Contractor or Subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 (with limited exceptions from this

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requirement for bid purposes only under Labor Code section 1771.1(a)).

- (2) No Contractor or Subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- (3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

4.4 The Contractor is further advised that, pursuant to State Senate Bill SB 854 (Stat. 2014, Chapter 28), effective January 1, 2015, all contractors and subcontractors working on a contract for public work on a public works project (awarded on or after April 1, 2015) must furnish electronic certified payroll records to the Labor Commissioner.

5. Non-Discrimination

5.1 All Contractors with contracts over \$5,000 must comply with the County Ordinance No. 4026, Chapter 2.93 of the County of San Mateo Ordinance Code with respect to the provision on employee benefits. The ordinance mandates that Contractors provide to employees with domestic partners benefits equal to those provided to employees with spouses.

6. Contractor Employee Jury Service Ordinance

6.1 For contracts over \$100,000, Contractor shall comply with the County Ordinance No. 4324, Chapter 2.85 of the County of San Mateo Ordinance Code with respect to provision of jury duty pay to employees. Refer to Document 00 45 29 Jury Service and Wage Compensation.

7. Recycling and Diversion of Debris from Construction and Demolition Ordinance

7.1 All Contractors with demolition contracts exceeding \$5,000 in value; or construction contracts exceeding \$250,000 in value; or construction contracts consisting of at least 2,000 square feet shall comply with the County Ordinance No. 4099, Chapter 4.105 of the County of San Mateo Ordinance Code for with respect to construction and demolition debris. Refer to Document 00 62 63 Recycling and Diversion of Debris from Construction and Demolition.

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## 8 Contractor Selection and Contract Award

- 8.1 Owner may conduct reasonable investigations and reference checks of Proposer and other persons and organizations as Owner deems necessary to assist in the evaluation of any Proposal and to establish Proposer's responsibility, qualifications, financial ability and ability to perform the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time. Submission of a Proposal constitutes Proposer's consent to the foregoing.
- 8.2 Owner shall have the right to consider information provided by sources other than Proposer. Owner shall have the right to communicate directly with Proposer's surety regarding Proposer's bonds.
- 8.3 The County reserves the right to reject any and all bid proposals, to contract work with whomever and in whatever manner, to abandon work entirely, or waiver of any irregularities in receiving bids.
- 8.4 The contract shall be awarded to the "Lowest Responsible Bidder" bidder as interpreted by the County in accordance with the Contract Documents.
- 8.5 Evaluation Factors and Interviews
  - A. The Owner will evaluate each Proposal based upon the following factors, with the maximum number of points allocated to each factor as indicated in the Points Matrix below.

### FACTORS MAXIMUMPOINTS

- 1. Experience and Qualifications 20
- 2. Price 50
- 3. Project Plan 20
- 4. Safety Record and Safety Plan 5
- 5. Financial Strength 5
- TOTAL (Maximum Points) 100

- 9.4 Once a decision has be made to award a contract to a bidder, the County will issue a Notice of Intent to Award to notify all bidders of the selected bidder

DOCUMENT 00 21 13  
INSTRUCTIONS TO BIDDERS



County of San Mateo – Project Development Unit  
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## 10: Protests

Protests that do not comply with the protest procedures outlined below will be rejected.

### 10.1 Protest Eligibility, Format, and Address

(1) Protests or objections may be filed regarding the procurement process, the content of the solicitation, Construction Documents, or any addenda, or contract award.

(2) The County will only review protests submitted by an interested party, defined as an actual or prospective bidder whose direct economic interest could be affected by the County's conduct of the solicitation. Subcontractors do not qualify as interested parties.

(3) Submit protests to the Department of Public Works by registered mail to:

Paul Hundal, Deputy Director  
Project Development Unit  
County of San Mateo  
500 County Center 5<sup>th</sup> Floor  
Redwood City CA 94063

### 10.2 Protest Deadlines

Submit Protests with any supplemental materials by **May 30th, 2025 2:30PM, Pacific Standard Time, (PST)**, as appropriate, on the deadlines set forth below. The date of filing is the date the County receives the protest, unless received after 2:30PM PST, or on other than a Business Day, in which case the date of filing will be the next Business Day. Failure to file by the relevant deadline constitutes a waiver of any protest on those grounds. Supplemental materials filed after the relevant deadline may be rejected by the County.

(1) If relating to the content of the solicitation or to an addendum, file within five (3) Business days after the date the County releases the solicitation or addendum.

DOCUMENT 00 21 13  
INSTRUCTIONS TO BIDDERS



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(2) If relating to any notice of non-responsiveness or non-responsibility, file within five (3) Business Days after the County issues such notice.

(3) If relating to intent to award, file within five Business Days after the County issues notice of Intent to Award. No protests will be accepted once actual award has been made.

### 10.3 Protest Contents

(1) The letter of protest must include all of the following elements:  
a) Detailed grounds for the protest, fully supported with technical data, test results, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and  
b) The law, rule, regulation, ordinance, provision or policy upon which the protest is based, with an explanation of the violation.

(2) Protests that simply disagree with decisions of the Project Development Unit will be rejected.

### 10.4 Reply to Protest

The County will send a written response to the protestor and to any other party named in the protest.

### 10.5 No Stay of Procurement Action during Protest

Nothing in these protest requirements will prevent the County from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

## 11. Public Records

### 11.1 General

(1) All bids, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.

(2) Any contract arising from this solicitation for bids will be public record.

(3) Submission of any materials in response to this solicitation for bids constitutes:



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- a) Consent to the County's release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
- b) Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused any damage by allowing the bid or materials to be inspected; and
- c) Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
- d) Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

## 11.2 Confidential Information

(1) The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer: Proposers are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.

(2) If submitting information protected from disclosure as a trade secret or any other basis, identify each page of such material subject to protection as "CONFIDENTIAL". If requested material has been designated as confidential, the County will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges.

(3) Failure to seek a court order protecting information from disclosure within ten (7) days of the County's notice of the request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold the County harmless for release of such information.

(4) Requests to treat and entire proposal as confidential will be rejected and deemed agreement to County disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.

(5) Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to the County, marked as confidential, and compliant with Government Code Section 6254.7.



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**END OF DOCUMENT 00 21 13**



County of San Mateo – Project Development Unit  
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OSHPD No. 25TMP-006027

**DOCUMENT 00 41 13**

**BID FORM**

**JP Digital Imaging, Inc.**

**(Firm/Company Name)**

- 1. The undersigned Proposer proposes and agrees, if this Proposal is accepted, to enter into an agreement with SAN MATEO COUNTY (Owner) in the form included in the Contract Documents, including Document 00 5213 (Agreement), to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Sum and within the Contract Time indicated in this Proposal and in accordance with all other terms and conditions of the Contract Documents.
- 2. Proposer accepts all of the terms and conditions of the Contract Documents, Document 00 11 16 (Notice Inviting Proposals), and Document 00 21 13 (Instructions for Proposals). This Proposal will remain subject to acceptance for Ninety (90) Days after Proposal opening.
- 3. In submitting this Proposal, Proposer represents that Proposer has examined all of the Contract Documents, performed all required Pre-Proposal Review, received the Pre-Proposal conference minutes (if any), and received the following Addenda:

Addendum Number	Addendum Date	Signature of Proposer
Signage Refresh Package Plans	03/18/2025	Ashley Rose

- 4. Based on the foregoing, Proposer proposes and agrees to fully perform the Work within the time stated and in strict accordance with the Contract Documents for the following sums of money listed in the following Schedule of Proposal Prices:



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### SCHEDULE OF PROPOSAL PRICES

All Cost items, including lump sums and unit prices, must be filled in completely. Cost items are described or referenced in Document 01010 (Summary of Work) or Document 00 2113 (Instructions to bidders). Quote in figures only, unless words are specifically requested. You can download a copy of this Proposal Price Form and the forms in the Appendices in Excel from this link

NO.	COST ITEM	FEE TYPE	PERCENT <sup>c</sup>	DOLLAR AMOUNT
1.	Fee/Profit	Percent	<u>15</u> %	\$ <u>51,860.00</u>
2.	General Conditions (GC)	Not-to-Exceed	<u>          </u> % (Calculated)	\$ <u>                                </u>
3.	General Requirements	Not-to-Exceed	<u>          </u> % (Calculated)	\$ <u>                                </u>
4.	Direct Cost of Construction	Lump Sum	NTE	\$ <u>\$293,878.50</u>
5.	Contingency	Percent	3%	\$ <u>                                </u>
6.	Bonds, Insurance and Taxes	Percent	<u>9.375</u> %	\$ <u>\$18,838.59</u>
<b>Total Proposal Price (Sum of Cost Items 1-6)</b>				Total \$ <u>364,577.09</u>

Total Project Proposal Price:

**\$364,577.09**

(Words)

**Notes:**

- A. Enter Competitively bid dollar values for line items 2 and 3, and 4. Line items 1 and 6 enter competitively bid percentages based on direct cost of contraction. Line item 5 will be calculated on value entered in line item 4.
  - B. Proposers to submit Not-to-Exceed cost for General Conditions (GC) and General Requirements (GRs)
  - C. For Proposing purposes for calculated Cost Item percentages shall be calculated based on the entered Lump Sum/NTE price in line item 4. The reasonableness of the percentages will be considered in assessing the Price. Competitively bid percent for Fee/Profit and BIT to be based on value in line item 4.
5. The undersigned acknowledges that the Lowest Responsible Proposer will be determined as provided in Document 00 2113 (Instructions to bidders).
  6. The undersigned Proposer understands that Owner reserves the right to reject this Proposal, or all Proposals, in its sole discretion without compensation to Proposer.
  7. If written notice of the acceptance of this Proposal, hereinafter referred to as Notice of Award, is mailed or delivered to the undersigned Proposer within the time described undersigned Proposer will execute and deliver the documents required by Document 00 2113 (Instructions to bidders) within the time specified therein.



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8. Notice of Award or request for additional information may be addressed to the undersigned Proposer at the address set forth below.
9. The undersigned Proposer agrees to commence Work under the Contract Documents on the date(s) established in Document 00 7213 (General Conditions) and to complete all Work within the time(s) specified in Document 00 5213 (Agreement).
10. The undersigned Proposer agrees that, in accordance with Document 00 7213 (General Conditions), liquidated damages for failure to complete Work in the Contract (or portions thereof) within the time(s) specified in Document 00 5213 (Agreement) shall be as set forth in 00 5213 (Agreement).
11. The names of all persons interested in the foregoing Proposal as principals are:

**IMPORTANT NOTICE:** If Proposer or other interested person is a corporation, give the legal name of corporation, state where incorporated, and names of president and secretary thereof; if a partnership, give name of the firm and names of all individual co-partners composing the firm; if Proposer or other interested person is an individual, give first and last names in full.

**NAME OF PROPOSER:** JP Digital Imaging, Inc.

licensed in accordance with an act for the registration of Contractors, and with California license number: 971890 Expiration: 04/30/2026.

California

(Place of Incorporation, if Applicable)

James H. Peck

(Principal)

Leslie H. Peck

(Principal)

Ashley Rose

(Principal)

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
(Signature of Proposer)

**NOTE:** If Proposer is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If Proposer is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Address:

JP Digital Imaging, Inc.

230 Polaris Avenue

Mountain View, CA 94034

Contractor's Representative(s):

\_\_\_\_\_  
(Name/Title)



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(Name/Title)

(Name/Title)

Officers Authorized to Sign Contracts

James H. Peck, CEO

(Name/Title)

Leslie H. Peck, Corporate Secretary

(Name/Title)

Ashley Rose, COO

(Name/Title)

Telephone Number(s):

650-965-0803

(Area Code)

(Number)

650-965-0803

(Area Code)

(Number)

Fax Number(s):

(Area Code)

(Number)

(Area Code)

(Number)

Date of Proposal:

05/23/2025



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## **APPENDIX A**

### **SCHEDULE OF RATES FOR PERSONNEL COSTS**

You can download a copy of this form in Excel from this link - <https://goo.gl/i7yx5D>

<b><u>Position</u></b>	<b><u>Staff Name</u></b>	<b><u>Cost per Hour*</u></b>
Principal in Charge	Ashley Rose	\$175
Project Executive/Director	Amanda Jensen	\$150
Operations Manager		
Pre-construction Project Manager		
Pre-construction Project Engineer		
Sr. Estimator		
Estimator	Deeksha Gourav	\$95
BIM Manager		
BIM Engineer		
Scheduler		
Sr. Project Manager	Sonia Perez	\$125
General Superintendent	Jonathon White	\$115
Assistant Project Manager	Carla Anderson	\$95
QA/QC		
Safety Specialist		
Superintendent		
Sr. Project Engineer		
Field Engineer		
Administrative Assistant		
[Please add other position where applicable]		
[Please add other position where applicable]		

*\*Rates include direct costs, without overhead or profit included under Cost Item 2, for salaries and related forms of compensation and employer's costs (including worker's compensation insurance and any other insurance required by law) for labor and personnel costs, of CMR's employees, while performing Work at the Project Site.*

**END OF APPENDIX A**



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## **APPENDIX B\***

### **GENERAL REQUIREMENTS 1 (Not-to-Exceed Amount)**

	<b>General Requirements 1 Job Site Temp Facilities, Utilities &amp; Cleaning</b>	<b>GR1</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
1	Office Trailers (Including Inspectors / Owners)	X				
2	Storage Trailer & Tool Shed	X				
3	Office Furniture and Equip	X				
4	Reproductions/Copy Machine	X				
5	Postage/UPS/FedEx	X				
6	Project Photographs	X				
7	Temporary Toilets	X				
8	Project Sign	X				
9	Telephone Installation	X				
10	Telephone Monthly Charges / Allowance	X				
11	Electric Power Installation	X				
12	Electric Power Monthly Charges / Allowance	X				
13	Water Service – Installation	X				
14	Water Service – Monthly Costs / Allowance	X				
15	Project Management Software	X				
16	Trailer Maintenance	X				
17	Daily Job Site Clean-Up	X				
18	Final Clean	X				
19	Dump Permits and Fees	X				
20	Dust Control	X				
21	Drinking Water/Cooler/Cup	X				
22	Safety/First Aid Supplies	X				
23	Fire Equipment (Office Trailers and Site)	X				
24	Site Security	X				
	<b>GENERAL REQUIREMENTS 1 - NOT TO EXCEED SUBTOTAL</b>					

\*You can download and use the Excel worksheet provided to this RFP



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## **APPENDIX B\* (Continued)**

### **GENERAL REQUIREMENTS 2**

	<b>General Requirements 2 Temporary Utilities, Cleaning &amp; Hoisting</b>	<b>GR2</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
1	Flagman and Traffic Control	TBD				
2	Temporary Road Construction	TBD				
3	Scaffolding	TBD				
4	Temporary Fencing and Enclosures	TBD				
5	Covered Walkways	TBD				
6	Barricades	TBD				
7	Temporary Stairs	TBD				
8	Opening Protection	TBD				
9	Safety Railing & Nets	TBD				
10	Temporary Road Maintenance	TBD				
11	Trash Chute & Hopper	TBD				
12	Trash Removal and Hauling	TBD				
13	SWPP Installation & Maintenance	TBD				
14	SWPP Inspection	TBD				
	<b>Hoisting</b>	<b>GR2</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total</b>
1	Hoist & Tower Rental	TBD				
2	Hoist Landing & Fronts	TBD				
3	Hoist Operator	TBD				
4	Hoist Material Skips/ Hoppers	TBD				
5	Erect & Dismantle Cranes and Hoists	TBD				
6	Crane Rental	TBD				
7	Crane Operators	TBD				
8	Crane Raising/ Jumping Costs	TBD				
9	Temporary Elevator Rental	TBD				
10	Elevator Operation Costs	TBD				
11	Cage Rider at Elevator	TBD				
12	Forklift Rental	TBD				
13	Forklift Operator	TBD				
14	Safety Inspections	TBD				
15	Fuel, Repairs, Maintenance, Service	TBD				

**END OF DOCUMENT 00 4001**



County of San Mateo – Project Development Unit

San Mateo Medical Center (SMMC)

SMMC Signage Refresh Project No. PDP04

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**DOCUMENT 00 45 19**

**NON-COLLUSION DECLARATION**

**TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

**Project:** SMMC Signage Refresh Project  
San Mateo Medical Center, San Mateo, CA 94403

**Project No.:** PDP04

**The undersigned declares:**

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid. The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_date], at \_\_\_\_\_city], \_\_\_\_\_state]."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

(ATTACH NOTARIAL ACKNOWLEDGMENT FOR THE ABOVE SIGNATURE)

DOCUMENT 00 45 19  
NON-COLLUSION DECLARATION



County of San Mateo – Project Development Unit

San Mateo Medical Center (SMMC)

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**END OF DOCUMENT 00 45 19**



County of San Mateo – Project Development Unit  
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**DOCUMENT 00 45 26**

**WORKERS' COMPENSATION CERTIFICATION**

Contract Between County Of San Mateo Project Development Unit (The "County" Or The "Owner") and \_\_\_\_\_ (The "Contractor" Or The "Bidder") for the construction of:

SMMC Signage Refresh Project PDP04 (The "Contract" Or The "Project")

Labor Code §3700 provides:

"Every employer, except the State, and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers, duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to employees."

I am aware of the provisions of §3700 of the Labor Code that require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_  
(Signature of Contractor)

Print Name: \_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Official Title)

(Labor Code §1861 requires that this Contractor certification must be signed and filed by the Contractor with the public agency prior to performing any Work.)

**END OF DOCUMENT 00 45 26**

DOCUMENT 00 45 26  
WORKERS' COMPENSATION CERTIFICATION



County of San Mateo – Project Development Unit  
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SMMC Signage Refresh Project No. PDP04  
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## **DOCUMENT 00 45 29**

### **JURY SERVICE AND WAGE COMPENSATION**

#### **COUNTY OF SAN MATEO CONTRACTOR EMPLOYEE JURY SERVICE ORDINANCE NO. 4324, CHAPTER 2.85**

##### **2.85.010 Definitions**

For the purposes of this chapter:

- (a) "Contract" means a legal agreement between the county and a contractor for public works, consulting, or other services, or for purchase of supplies, material or equipment.
- (b) "Contractor" means a party who enters into a contract with the county for which the contractor receives consideration of \$100,000 or more.
- (c) "Contract Authority" means the Board of Supervisors or the head of the department or agency presenting the proposed contract to the Board of Supervisors.
- (d) "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- (e) "Full time" means 40 hours or more worked per week, or a lesser number of hours if
  - (1) the lesser number is a recognized industry standard as determined by the County Manager, or
  - (2) the contractor has a long standing practice that defines the lesser number of hours as full time. (Ord. 4324, 08/15/06)

##### **2.85.020 Contractor Jury Service Policy**

- (a) A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service.
- (b) At the time of seeking a contract, a contractor shall certify to the County that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract.
- (c) The Board of Supervisors may waive the requirements of this chapter when it determines that it is in the best interests of the County for such reasons as follows:

DOCUMENT 00 45 29  
JURY SERVICE & WAGE COMPENSATION



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
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1. Award of a contract or amendment is necessary to respond to an emergency;
2. The Contractor is a sole source;
3. No compliant contractors are capable of providing goods or services that respond to the County's requirements;
4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
5. The County is purchasing through a cooperative or joint purchasing agreement.

(d) Contractors should submit requests for waivers of the terms of this chapter to the Contract Authority or the County Manager.

(e) The County Manager may reject a contractor's bid or proposal, or terminate a contract, if he determines that the contractor is in violation of the requirements of this chapter or was established, or is being used, for the purpose of evading the intent of this chapter.

(f) No contract shall be executed with a contractor unless such contractor is in compliance with this chapter. (Ord. 4324, 08/15/06)

#### 2.85.030 Powers and duties of the County Manager

The County Manager's office shall have the authority to:

(a) Adopt rules and regulations, in accordance with this chapter and the Ordinance Code of the County of San Mateo, establishing standards and procedures for effectively carrying out this chapter;

(b) Receive notification from employees of contractors regarding violations of this chapter;

(c) Determine and recommend to the Board of Supervisors for final decision the imposition of appropriate sanctions for violation of this chapter by contractors including, but not limited to:

1. Disqualification of the contractor from bidding on or being awarded a County contract for a period of up to 5 years, and
2. Contractual remedies, including, but not limited to termination of contract.

(d) Impose other appropriate contractual sanctions for violations of this chapter;

(e) Allow for remedial action after a finding of noncompliance.

(g) Perform such other duties as may be required or which are necessary to implement the purposes of this chapter. (Ord. 4324, 08/15/06)



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#### 2.85.040 Date of Application

The provisions of this chapter shall apply to any contract awarded or amended on or after September 01, 2005, provided that if the contractor is then signatory to a collective bargaining agreement, this chapter shall only apply to any contract with that contractor which is awarded or amended after the effective date of the next collective bargaining agreement. (Ord. 4324, 08/15/06)

**END OF DOCUMENT 00 45 29**



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**DOCUMENT 00 45 36.01**  
**EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS**  
**CERTIFICATION OF COMPLIANCE**  
**WITH LAWS PROHIBITING DISCRIMINATION**

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED WITH THE BID

We are in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act, Section 503 of the Rehabilitation Act of 1973, and any other federal or state laws relating to equal employment opportunity and the provisions of Title 2, Chapter 2.50 of the San Mateo County Ordinance Code and the Board established guidelines implementing them.

We will not discriminate against any employee or applicant for employment based on race, religion, color, national origin, age, ancestry, physical or mental disability, sexual orientation, or sex. This pertains to the areas of recruitment, hiring, training, upgrading, transfer, compensation, and termination.

**CERTIFICATION OF INTENT**

We will develop and implement, during the course of the work concerned, an Equal Employment Opportunity Program of hiring and employment conducted without regard to race, religion, color, national origin, age, ancestry, physical or mental disability, sexual orientation, or sex of the applicants. With this certification we shall submit any and all information which may be required by the County in connection with this program.

Date: \_\_\_\_\_

Bidder/Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

DOCUMENT 00 45 36.01  
CERTIFICATE OF COMPLIANCE & INTENT



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**END OF DOCUMENT 00 45 36.01**



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DOCUMENT 00 45 36.02

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM  
CONTRACTOR REPORT FORM

THIS FORM MUST BE COMPLETED IN FULL AND SUBMITTED WITH THE BID

Project:  
SMMC Signage Refresh Project

San Mateo Medical Center, San Mateo CA 94403

Project No.: PDP04

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

RACIAL/ETHNIC MAKEUP OF THE COMPANY

Be sure to include the total of all employees in each classification in the first column, not just minorities. Report the number of employees enrolled in formal on-the-job (apprenticeship) training programs in parenthesis ( ) for each classification.

Minority Employees										
Job Classification	Total All Employees	Ethnicity								
		American-Indian or Native Alaskan	Asian	Native Hawaiian or Pacific Islander	Black American or African American	Caucasian	Filipino	Hispanic or Latino (1)	Other (2)	Unidentified (3)



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OSHPD No. 25TMP-006027

Total(s)										
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Ethnicity Notes:

- (1) “Hispanic” includes all persons of Mexican, South and Central American, Puerto Rican, Cuban or Spanish ancestry.
- (2) “Other” includes all others whose origin consists of two or more races other than Hispanic or Latino.
- (3) Use this category for employees who have chosen not to identify any race or ethnicity, including “Other”.

**END OF DOCUMENT 00 45 36.02**



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

**DOCUMENT 00 45.36.03**

**EQUAL EMPLOYMENT OPPORTUNITY PROGRAM  
QUESTIONNAIRE**

THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL BY AN OFFICIAL OF THE  
COMPANY AND SUBMITTED WITH THE BID

Project: SMMC Signage Refresh Project  
San Mateo Medical Center, San Mateo, CA 94403

Project No.: PDP04

Company Name: \_\_\_\_\_

Name of Company Official: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

1.     \_\_\_\_\_ Yes     \_\_\_\_\_ No     Have you read and are you acquainted with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, Section 503 of the Rehabilitation Act of 1973, the California Fair Employment Practices Act and Title 2, Chapter 2.50 of the San Mateo County Ordinance Code?
2.     \_\_\_\_\_ Yes     \_\_\_\_\_ No     Is it the policy of your company to recruit, hire, train, upgrade, transfer, compensate, and discharge without regard to race, religion, color, national origin, age, ancestry, physical or mental disability, sexual orientation, or sex?
3.     \_\_\_\_\_ Yes     \_\_\_\_\_ No     Have you appointed an Equal Employment Opportunity Officer? Give his name, position in the company, office address, and phone number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOCUMENT 00 45 36.03  
EEOP QUESTIONNAIRE



- DOCUMENT 00 45 36.03  
EEOP QUESTIONNAIRE



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

Please list these groups: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. What percentage of your work force is covered by union agreement? \_\_\_\_\_

12. \_\_\_\_\_ Yes \_\_\_\_\_ No Have you advised the labor union and/or worker organization of your company's responsibility under the Equal Employment Opportunity Program?

13. \_\_\_\_\_ Yes \_\_\_\_\_ No Does your company's collective bargaining agreement include a provision for non-discrimination in employment?

14. \_\_\_\_\_ Yes \_\_\_\_\_ No Have you notified all subcontractors submitting bids to you that they will be subject to the same minority employment requirements should you be the successful bidder?

15. Describe any previous experience with Equal Employment Opportunity Programs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

16. State what Equal Employment Opportunity Program you plan to take in connection with this project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DOCUMENT 00 45 36.03  
EEOP QUESTIONNAIRE



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHPD No. 25TMP-006027

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If your company has a written Equal Employment Opportunity Program now in effect, please attach a copy of it.

**END OF DOCUMENT 00 45.36.03**



**DOCUMENT 00 45 36.04**

**County of San Mateo  
Contractor's Declaration Form**

**I. CONTRACTOR INFORMATION**

Contractor Name:		Phone:	
Contact Person:		Fax:	
Address:		Number of employees:	

**II. EQUAL BENEFITS** (check one or more boxes)

*Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.*

- ☐ Contractor complies with the County's Equal Benefits Ordinance by:
- ☐ offering equal benefits to employees with spouses and employees with domestic partners.
  - ☐ offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- ☐ Contractor does not comply with the County's Equal Benefits Ordinance.
- ☐ Contractor is exempt from this requirement because:
- ☐ Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
  - ☐ Contractor is a party to a collective bargaining agreement that began on \_\_\_\_\_ (date) and expires on \_\_\_\_\_ (date), and intends to offer equal benefits when said agreement expires.

**III. NON-DISCRIMINATION** (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- ☐ No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

**IV. EMPLOYEE JURY SERVICE** (check one or more boxes)

*Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.*

- ☐ Contractor complies with the County's Employee Jury Service Ordinance.
- ☐ Contractor does not comply with the County's Employee Jury Service Ordinance.
- ☐ Contractor is exempt from this requirement because:
- ☐ the contract is for \$100,000 or less.
  - ☐ Contractor is a party to a collective bargaining agreement that began on \_\_\_\_\_ (date) and expires on \_\_\_\_\_ (date), and intends to comply when the collective bargaining agreement expires.
  - ☐ Contractor has no employees.
  - ☐ Contractor has no employees who live in San Mateo County.

**I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name



Date

Title



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHPD No. 25TMP-006027

**DOCUMENT 00 45 46**

**ANTI-TRUST LAWS QUESTIONNAIRE**

**THIS QUESTIONNAIRE MUST BE COMPLETED IN FULL AND SUBMITTED WITH  
THE BID**

Project: SMMC Signage Refresh Project  
San Mateo Medical Center, San Mateo CA 94403

Project No.: PDP04

Company Name: \_\_\_\_\_

In accordance with instructions from the State of California Attorney General's Office, with regard to California and Federal Anti-Trust Laws, answers to the following must be included with the bid.

1. \_\_\_\_\_ Yes \_\_\_\_\_ No Were bid depository of registry services used in obtaining subcontractor bid figures in order to compute your bid?

2. If the answer to No. 1 is "Yes" please list the subcontractors using a bid depository or registry service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Yes \_\_\_\_\_ No Did you have any source of subcontractor's bids other than bid depositories?

4. \_\_\_\_\_ Yes \_\_\_\_\_ No Has any person or group threatened you with subcontractor boycotts, union boycotts, or other sanctions to attempt to convince you to use the services or abide by the rules of one or more bid depositories?

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Nature of the threats: \_\_\_\_\_

Additional comments: \_\_\_\_\_

DOCUMENT 00 45 46  
ANTI-TRUST QUESTIONNAIRE



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

**END OF DOCUMENT 00 45 46**



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

## DOCUMENT 00 52 13

### AGREEMENT FORM

THIS AGREEMENT, entered into this 10th day of JUNE, 2025 by and between the COUNTY OF SAN MATEO, a Political Subdivision of the State of California, hereinafter called the "County", and JP DIGITAL IMAGING INC, hereinafter called the "Contractor".

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, considerations and agreements herein contained, agree as follows:

STATEMENT OF WORK – The Contractor shall furnish all labor, equipment, materials and incidentals and perform all work for:

**SMMC Signage Refresh**

**San Mateo Medical Center, San Mateo CA 94403**

**Project No. PDP04**

in strict accordance with the Contract Documents.

TIME FOR COMPLETION – The work shall be commenced on a date to be specified in the Notice to Proceed issued by the County. Construction shall be completed within **two hundred (200) calendar days** defined as sufficiently complete in accordance with the Contract Documents so the Owner can utilize for its intended use.

COMPENSATION TO BE PAID TO CONTRACTOR – The County will pay and the Contractor will accept in full consideration for the performance of the contract, subject to additions and deductions and procedures for payment as provided therein, the sum of ~~THREE HUNDRED SIXTY FOUR THOUSAND FIVE HUNDRED SEVENTY SEVEN DOLLARS AND NINE CENTS~~ (\$ 364,577.09) which is the Contractor's Bid. The Contract as defined in the General Conditions constitutes the sole agreement of the parties hereto relating to said work and correctly states the rights, duties, and obligations of each party as of the document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing.

PREVAILING WAGE RATES - In accordance with the provisions of Section 1770 of the Labor Code, the Board of Supervisors of the County of San Mateo has ascertained the prevailing rate of wages applicable to the work to be done, which prevailing wage rates have been established as indicated in the Notice to Bidders and are incorporated herein by reference.

The Contractor's attention is further directed to the following requirements of State Senate Bill SB 854 (Stat. 2014, chapter 28), effective January 1, 2015:

DOCUMENT 00 52 13  
AGREEMENT FORM – STIPULATED SUM



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

- (1) No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- (2) No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5.
- (3) This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

IN WITNESS WHEREOF, the parties hereto on the day and year first above written have executed this agreement in three counterparts, each of which shall, without proof or accounting for the other counterparts, be deemed an original thereof.

COUNTY OF SAN MATEO

A Political Sub-Division of the State of California

Attest:




Michael Callagy, County Manager



Clerk of the Board of Supervisors

By   
President, Board of Supervisors

By Ashley Peck Rose  
Contractor

DocuSigned by:  
  
E67013E79DEC423...

Jun-10-2025 | 15:24 PDT COO

Assistant Project Development Unit Director

**END OF DOCUMENT 00 52 13**



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

**DOCUMENT 00 61 13.13**  
**PERFORMANCE BOND FORM**  
**(100% of Contract Price)**

(Note: Bidders must use this form, NOT a surety company form.)

KNOW ALL PERSONS BY THESE PRESENTS:

That WHEREAS, the County of San Mateo, hereinafter designated as the "County," has awarded to JP Digital Imaging Inc (CONTRACTOR'S NAME), hereinafter designated as "Principal," a contract dated JUNE 10, 2025 (CONTRACT AWARD DATE), hereinafter designated as the "Contract," which Contract is by this reference made a part hereof, for the work described as the **SMMC Signage Refresh Project, located at San Mateo Medical Center, 222 West 39<sup>th</sup> Avenue San Mateo, CA 94403, Project No.PDP04.**

And WHEREAS, Principal is required to furnish a bond in connection with the Contract, guaranteeing the faithful performance thereof;

NOW THEREFORE, THESE PRESENTS WITNESSETH:

That the said Principal and the undersigned, (SURETY'S NAME), as corporate Surety, are held and firmly bound unto the County in the sum of

Three Hundred Sixty Four Thousand Five Hundred Seventy Seven Dollars and Nine Cents Dollars (\$364,577.09) lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such, that if the Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term of said Contract and any extensions thereof that may be granted by the County, with or without notice to the Surety, and during the life of any guarantee required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modifications to Surety being hereby waived, on Principal's part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify, defend, protect, and hold harmless the County as stipulated in the Contract, then this obligation shall become and be null and void; otherwise it shall be and remain in full force and effect.

No extension of time, change, alteration, modification, or addition to the Contract, or of the work required thereunder, shall release or exonerate Surety on this

DOCUMENT 00 61 13.13  
PERFORMANCE BOND FORM



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHPD No. 25TMP-006027

bond or in any way affect the obligation of this bond; and Surety does hereby waive  
notice of any such extension of time, change, alteration, modification, or addition.

IN WITNESS WHEREOF, this instrument has been duly executed by the

Principal and Surety this 10TH day of JUNE, 2025.

Ashley Rose

CCIS

Principal

Surety

Signature

Signature

Ashley Rose

David Neeley

Printed Name

Printed Name of California Agent Surety

9848 Business Park Dr, Ste  
H Sacramento, CA 95827

Address of California Agent Surety

1 916-363-2663

Telephone Number of California Agent Surety

(Affix Corporate Seal)

NOTE: Notary acknowledgement for Surety signatures and Surety's Power of Attorney and Certificate of Authority for Surety must be attached. The California Department of Insurance must authorize the Surety to be an admitted surety insurer.

**END OF DOCUMENT 00 61 13.13**



**DOCUMENT 00 61 13.16**

**PAYMENT BOND FORM**

Contractor's Labor & Material Payment Bond  
(100% of Contract Price)

(Note: Bidders must use this form, NOT a surety company form.)

KNOW ALL PERSONS BY THESE PRESENTS:

That WHEREAS, the County of San Mateo hereinafter designated as the "County," has awarded to JP Digital Imaging Inc (CONTRACTOR NAME) hereinafter designated as the "Principal," a contract dated JUNE 10, 2025 (CONTRACTOR AWARD DATE) hereinafter designated as the "Contract," which Contract is by this reference made a part hereof, for the work described as the SMMC Signage Refresh Project, **located at San Mateo Medical Center, 222 West 39<sup>th</sup> Avenue San Mateo, CA 94403 , Project No. PDP04.**

And WHEREAS, pursuant to law, the Principal is required, before entering upon the performance of the work, to file a good and sufficient bond with the body by whom the Contract is awarded to secure the claims to which reference is made in Sections 9550 to 9566 and 9100 to 9364 both inclusive, of the Civil Code of California.

NOW THEREFORE, THESE PRESENTS WITNESSETH:

JP Digital Imaging, Inc.

That the said Principal and the undersigned \_\_\_\_\_,  
(Surety's Name)

as corporate Surety, are held and firmly bound unto all laborers, material men and other persons referred to in said statutes in the sum of

Three Hundred Sixty Four Thousand Five Hundred Seventy Seven Dollars and Nine Cents Dollars (\$ 364,577.09 )

lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, or assigns, jointly and severally, by these presents.

The condition of this obligation is that if the above bonded Principal, contractor, person, company or corporation, or his or its sub-contractor, fails to pay any claimant name in Section 9100 of the Civil Code of the State of California, or amounts due under the Unemployment Insurance Code, with respect to work or labor performed by any such claimant, that the Surety on this bond will pay the same, in an amount not exceeding the aggregate sum specified in this bond, and also, in case suit is brought upon this bond, a reasonable attorney's fee, which shall be awarded by the court to the prevailing party in said suit, and attorney's fees to be taxed as costs in said suit.

DOCUMENT 00 61 13.16  
PAYMENT BOND FORM



It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Section 9100 to 9364 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

This bond is executed and filed to comply with the provisions of the act of Legislature of the State of California as designated in the Civil Code, Sections 9550-9566 inclusive, and all amendments thereto.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

And the said Surety, for value received, hereby stipulates and agrees that no change will be made which increases the total Contract price more than twenty percent (20%) in excess of the original Contract price without notice to the Surety, then, this obligation to be void, otherwise to remain in full force and virtue.

Correspondence relating to this bond shall be sent to the Surety at the address set forth below.

IN WITNESS WHEREOF, this instrument has been duly executed by the

Principal and Surety this 10TH day of JUNE, 2025.

JP Digital Imaging, Inc.

CCIS

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Signature

Ashley Rose

\_\_\_\_\_  
Signature

David Neeley

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name of California Agent Surety  
9848 Business Park Dr, Ste  
H Sacramento, CA 95827

\_\_\_\_\_  
Address of California Agent Surety  
916-363-2663

\_\_\_\_\_  
Telephone Number of California Agent Surety

(Affix Corporate Seal)

**NOTE:** Notary acknowledgement for Surety signatures and Surety's Power of Attorney and Certificate of Authority for Surety must be attached. The California Department of Insurance must authorize the Surety to be an admitted surety insurer.

**END OF DOCUMENT 00 61 13.16**

DOCUMENT 00 61 13.16  
PAYMENT BOND FORM



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

**DOCUMENT 00 62 23**

**RECYCLING AND DIVERSION OF DEBRIS FROM CONSTRUCTION AND  
DEMOLITION**

**UNDER THE**

**COUNTY OF SAN MATEO, ORDINANCE NO. 4099, CHAPTER 4.105**

**AND THE**

**COUNTY OF SAN MATEO WASTE MANAGEMENT PLAN FORM**

**4.105.010 Definitions**

For purposes of this chapter, the following definitions apply:

(a) “Construction and demolition debris” means and includes:

1. Discarded materials generally considered to be not water soluble and non-hazardous in nature, including but not limited to steel, copper, aluminum, glass, brick, concrete, asphalt material, pipe, gypsum, wallboard, and lumber from the construction or destruction of a structure as part of a construction or demolition project or from the renovation of a structure and/or landscaping, including rocks, soils, tree remains, trees, and other vegetative matter that normally results from land clearing, landscaping and development operations for a construction project;
2. Remnants of new materials, including but not limited to: cardboard, paper, plastic, wood, and metal scraps from any construction and/or landscape project.

(b) “Contractor” means any person or entity holding, or required to hold, a contractor’s license of any type under the laws of the State of California, or who performs (whether as contractor, subcontractor, owner-builder, or otherwise) any construction, demolition, remodeling, renovation, or landscaping service relating to buildings or accessory structures in the unincorporated area of San Mateo County.

(c) “Covered Project” means and includes any project which consists of one or more of the following:



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
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1. Demolition work only, where the cost of the work exceeds \$5,000 as determined by the Building Official;
  2. The renovation, remodel or addition to an existing structure, or the construction of a new structure where the cost of the work exceeds \$250,000, as determined by the Building Official;
  3. Commercial, residential, or multi-family residential development, and any new structure that is equal to or greater than 2,000 square feet.
- (d) "Designated recyclable and reusable materials" means and includes:
1. Inert solids
  2. Wood materials, including any and all dimensional lumber, fencing or construction wood that is not chemically treated, creosoted, CCA pressure treated, contaminated or painted;
  3. Vegetative materials, including trees, tree parts, shrubs, stumps, logs, brush or any other type of plants that are cleared from a site for construction or other use;
  4. Metals, including all metal scrap such as, but not limited to, pipes, siding, window frames, door frames and fences;
  5. Roofing materials including wood shingles and shakes as well as asphalt, stone and slate based roofing material;
  6. Salvageable materials and structures, including, but not limited to doors, windows, fixtures, hardwood flooring, sinks, bathtubs and appliances;
  7. Any other materials that the Building Official determines can be diverted due to the identification of a recycling facility, reuse facility, or market accessible from the County.
- (e) "Inert solids" includes asphalt, concrete, rock, stone, brick, sand, soil and fines;
- (f) "Salvage" means the controlled removal of materials from a covered project, for the purpose of reuse or storage for later reuse;
- (g) "Structure" means anything constructed or erected. (Ord. 4099, 02/26/02)

#### 4.105.020 Deconstruction and Salvage and Recovery



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

(a) Contractors are encouraged to make every structure planned for demolition available for deconstruction, salvage, and recovery prior to demolition; and to recover the maximum feasible amount of salvageable designated recyclable and reusable materials prior to demolition.

(b) Recovered and salvaged designated recyclable and reusable materials from the deconstruction phase shall be counted towards the diversion requirements of this chapter. (Ord. 4099, 02/26/02)

#### 4.105.030 Diversion Requirements

(a) One hundred percent (100%) of inert solids, and at least sixty five percent (65%) of the remaining construction and demolition debris tonnage shall be diverted.

(b) For each covered project, the diversion requirements of this chapter shall be met by submitting and following a “Waste Management Plan” that includes the following:

1. Deconstructing and salvaging all or part of the structure as practicable.  
AND

2. Directing one hundred percent (100%) of inert solids to reuse or recycling facilities approved by the County. AND

3. Either:

a. Taking all mixed construction and demolition debris to the Mixed Construction and Demolition Debris Recycling facilities approved by the County and taking all sorted or crushed construction and demolition debris to approved facilities; OR

b. Source separating non-inert materials, such as cardboard and paper, wood, metals, green waste, new gypsum wallboard, tile, porcelain fixtures, and other easily recycled materials, and directing them to recycling facilities approved by the County and taking the remainder (but no more than 50% by weight or yardage) to a facility for disposal. In this option, calculations must be provided to show that 50% of construction and demolition debris (in addition to 100% of inert solids) has been diverted. (Ord. 4099, 02/26/02)

#### 4.105.040 Information Required Before Issuance of Permit:

Every contractor shall submit a properly completed Waste Management Plan on a form prescribed by the County, as an integral part of the building or demolition

DOCUMENT 00 62 23

RECYCLING/CONSTRUCTION WASTE MANAGEMENT & FORM



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHPD No. 25TMP-006027

permit application process for a covered project. The Waste Management Plan shall indicate the intended salvage, reuse, and recycling facilities, chosen from a list of facilities approved by the County, for all construction and/or demolition debris from the project. Approval of alternative facilities or special salvage or reuse options may be requested of the Building Official. Approval by the Building Official, or designee, of the Waste Management Plan as complying with this chapter shall be a condition precedent to the issuance of any building or demolition permit for a covered project. (Ord. 4099, 02/26/02)

#### 4.105.050 Administrative Fee

As a condition precedent to the issuance of any building or demolition permit for a covered project, the applicant shall pay to the County a fee as established by resolution to compensate the County for all expenses incurred in administering this chapter. (Ord. 4099, 02/26/02)

#### 4.105.060 Reporting

(a) No later than thirty (30) days following the completion of a demolition project or construction project, the contractor shall, as a condition of final approval and for issuance of any certificate of occupancy, submit documentation to the County that demonstrates compliance with the requirements of this chapter.

(b) The documentation shall consist of photocopies of receipts and weight tags or other records of measurement or equivalent documentation from recycling companies, deconstruction contractors, and landfill and disposal companies. The contractor's approved Waste Management Plan shall be completed by recording and confirming the type of debris diverted and the facilities to which it was taken. The contractor shall sign the completed Waste Management Plan form to certify its accuracy as part of the documentation of compliance.

(c) Progress reports during construction may be required.

(d) All documentation submitted pursuant to this section is subject to verification by the County.

(e) It is unlawful for any person to submit documentation to the County under this section which that person knows to contain any false statements, including but not limited to false statements regarding tonnage of materials recycled or diverted, or to submit any false or fraudulent receipt or weight tag or other record of measurement. (Ord. 4099, 02/26/02)

#### 4.105.070 Penalties and Enforcement



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHPD No. 25TMP-006027

(a) Each violation of the provisions of this chapter shall constitute a misdemeanor and shall be punishable by imprisonment in the county jail for up to six (6) months, or by a fine of up to one thousand dollars (\$1,000), or both. Each day that a violation continues shall be deemed a new and separate offense.

(b) The Building Official shall have the authority to enforce this chapter as specified in section 9021 of the San Mateo County Building Regulations, including but not limited to the authority to order that work be stopped where any work is being done contrary to the provisions of this chapter. (Ord. 4099, 02/26/02)

**END OF DOCUMENT 00 62 23**

**See the next page for “The County of San Mateo Waste Management Plan”  
fillable form.**



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

**DOCUMENT 00 65 36**  
**WARRANTY FORM**

(Contractor's or Subcontractor's own letterhead)

**WARRANTY GUARANTEE FOR THE:**

Project Name: SMMC Signage Refresh Project Project No.: PDP04  
Project/Facility Address: San Mateo Medical Center, 222 West 39<sup>th</sup> Avenue, San Mateo CA 94403

We, JP Digital Imaging Inc (Contractor's name) hereby guarantees  
(Scope of Contractor's Work ) SMMC Signage Refresh Package which Contractor has  
installed for the County of San Mateo for the above project  
beginning Final Completion for 1 year(s) in accordance with the Contract Documents.

We agree to repair or replace to the satisfaction of the Owner any and all such work that may prove defective in workmanship or materials within that period, ordinary wear and tear and unusual abuse or neglect excepted, together with all other Work which may be damaged or displaced in connection with such Work. This Warranty includes labor and materials.

In the event of our failure to comply with the above-mentioned conditions within seven (7) calendar days after being notified in writing, we collectively and separately do hereby authorize the Owner to proceed to have the defects repaired and made good at our expense, and will pay the costs and charges therefore immediately upon demand.

I hereby certify that I am authorized to sign this document.

Date \_\_\_\_\_  
(Signature of Contractor)

\_\_\_\_\_  
Print Name and Title

Date \_\_\_\_\_  
(Signature of Subcontractor)



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. 25TMP-006027

---

Print Name and Title  
(Subcontractor must co-sign with Contractor)

Representative(s) to be contacted for service subject to terms of Contract:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

**END OF DOCUMENT 00 65 36**



County of San Mateo – Project Development Unit  
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#### **1 THE CONTRACT**

##### **1.1 CONTRACT DESCRIPTION**

The Contract Documents form the entire Contract between the Contractor and the Owner. The Contract supersedes prior negotiation and representations, either written or oral.

##### **1.2 CONTRACT DOCUMENTS**

- A. The Contract Documents consist of the Notice to Contractors, Instructions to Bidders, Agreement, General Conditions, Special Provisions, Supplementary Conditions, Specifications, Drawings, Addenda, Revisions, Construction Change Directives, Change Orders (including Unilateral Change Orders), RFI Responses approved by owner, and other documents listed in the Agreement or included in the Project Manual, County provided templates and written interpretations and instruction when issued in accordance with the provisions herein.
- B. The Contract Documents are complementary and what is required by anyone shall be as binding as if required by all. The Contract Documents are not necessarily complete in every detail. The Contract is to include all labor, materials, equipment, incidentals and other items as necessary for the proper execution and completion of the work as specified or reasonably inferable as being necessary to produce the intended results in accordance with high quality industry standards. All incidental work or items required to complete the Work but not shown on the drawings or specifications are included in the scope of work provided by contractor. Incidental work shall be treated as if fully described in Specifications and shown on Drawings, and the expense of incidental work shall be included in price in the Proposal and in the Contract Sum. Contractor to full review plans and specifications and provide any needed clarification requests to ensure a full buyout during the bidding phase of the project.
- C. An item designated by reference to the number, symbol, or title of a specific standard such as a commercial standard, a Federal Specification, a Trade Association Standard or other similar standard, shall comply with the requirements in the latest revision thereof and any amendments or supplement thereto in effect on the date of the bid. The standards referred to shall have full force and effect as though included in the Specifications.
- D. The Contractor may at his expense, reproduce the Drawings and Specifications as

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needed. All Drawings and Specifications and copies thereof are the property of the Owner. They are not to be used on other projects.

- E. For convenience, the Specifications may be arranged in sections and the Drawings may be arranged by system or otherwise. Such separation shall not be considered as the limit of Work required of any separate trade. The terms and conditions of such limitations are wholly between the Contractor and his Subcontractors.
- F. In general, the Drawings will indicate dimensions, position, quantity and type of construction; and the Specifications will indicate quality and method. Work indicated in one but not the other shall be furnished as though fully set forth in both. Work not specifically marked, specified, or detailed shall be the same as similar work that is marked, specified, or detailed.
- G. The Project Manual is a collection of documents assembled for the convenience of the parties and usually includes, but is not limited to, the Notice to Contractors, Instructions to Bidders, General Conditions, Supplementary General Conditions, Special Provisions, Bid Documents, Agreement, and Specifications.

### 1.3 ERROR IN THE DOCUMENTS

- A. Should an error or conflict appear in the Contract Documents, or a conflict with the documents and actual conditions, the Contractor shall notify the Owner, Owner's Representative, and Architect in writing at once, and the Architect will provide a response and/or issue instructions. If the Contractor proceeds with the work without a written response/instructions, he shall make good any resulting unacceptable work or consequences.
- B. Whenever the documents could be construed to be ambiguous or conflicting at the time of Bid, the Contractor is deemed to have included the cost of the more expensive material, method, or requirement in the Contract Amount. All clarifications needed to provide full and accurate pricing for the Work are due during Pre-bid review.
- C. Figured dimensions shall govern over scaling and large scale details shall govern over smaller scale details.

### 1.4 SEPARATE CONTRACTS

- A. The Owner reserves the right to let other contracts in connection with this Project. Contractor shall afford other County contractor(s) reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate his work with theirs as required by the Owner.



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- B. If any part of Contractor's Work depends for proper execution or results upon the work of another contractor, the Contractor shall inspect and measure the work of other contractor and promptly report to the Owner all defects or discrepancies that render it unsuitable for such proper execution or results. Contractor's action of proceeding with his work shall constitute his acceptance of the prior work as fit and proper for the reception of his work.
- C. The Contractor and its respective Subcontractors shall repair any damage he may do to another County contractor's work to the Owner's satisfaction and at their own cost.

## 1.5 CONTRACT TERMINATIONS

### A. Owner's Right to Terminate Contract for Cause

If Contractor should be adjudged as bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver by the Surety should be appointed on account of his insolvency, or if he should fail to supply enough properly skilled workmen or materials to maintain the schedule, or if he should fail to diligently and expeditiously prosecute the Work, or if he should fail to commence the Work on the Project site per the Owner's Notice to Proceed, or if he should fail to make prompt payments to Subcontractors or for materials or labor, or persistently disregard laws, ordinances or the instructions of the Owner or Architect, or otherwise breach any provision of the Contract between the Contractor and Owner, the Owner may without prejudice to any right or remedy the Owner may have and after giving the Contractor seven (7) calendar days written notice, terminate the Contract or terminate the Contractor's right to proceed with the Work and take possession of the premises and of all materials, tools and equipment thereon and finish the Work by whatever method the Owner may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Amount shall not exceed the expense of finishing the Work, including compensation for additional managerial and administrative services, such excess amount of the Contract shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Owner.

### B. Owner's Right to Terminate Contract for Convenience

The Owner reserves the right to terminate this contract at any time. Contractor shall be compensated on the basis of the reasonable value of the portion of Work completed as prorated against the Contract Amount or shown as a separate price and the cost incurred for portions of the Work performed but not completed. The total payments to contractor shall not exceed the Contract Amount.

### C. Contractor's Right to Terminate Contract

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Except as provided by paragraph 1.5.D Emergency Termination, if the Work should be stopped by the Owner, or an order of the court, or other public authority for a period of six months, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon twenty-one (21) days written notice to the Owner, terminate this Contract and recover from the Owner the amount owed under the Contract for the portion of Work, if any, which was completed.

#### D. Emergency Termination

This Contract is subject to termination as provided by Section 4410 and 4411 of the Public Contracts Code of the State of California, being portions of the Emergency Termination of Public Contracts Act of 1949. Said Sections read as follows:

"Sec. 4410. TERMINATION OF CONTRACT FOR PUBLIC WORK IN EVENT OF NATIONAL EMERGENCY. In the event a national emergency occurs, and public work, being performed by Contract, is stopped, directly or indirectly, because of the freezing or diversion of materials, equipment, or labor, as the result of an order or of a proclamation of the President of the United States, or of an order of any federal authority, and the circumstances or conditions are such that it is impracticable within a reasonable time to proceed with a substantial portion of the Work, then the public agency and the Contractor may, by written agreement, terminate said Contract."

"Sec. 4411. INCLUSION OF TERMS AND CONDITIONS OF TERMINATION OF CONTRACT IN AGREEMENT: COMPENSATION TO CONTRACTOR. Such an agreement shall include the terms and conditions of the termination of the Contract and provision for the payment of compensation or money, if any, which either party shall pay to the other or any other person, under the facts and circumstances in the case."

"Compensation to the Contractor shall be determined on the basis of the reasonable value of the Work done, including preparatory Work. As an exception to the foregoing, in the case of any fully completed separate item or portion of the work for which there is a separate Contract price, the Contract price shall control. The parties may in any other case adopt the Contract price as the reasonable value of the Work or any portions thereof."

#### 1.6 ALLOWANCES

- A. The Contractor shall include in the Contract Amount all allowances stated in the Contract Documents. Items or services covered by these allowances shall be



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supplied as the Owner may direct.

- B. Allowances for material and equipment shall cover the cost to the Contractor, less any applicable trade discount, delivered at the site, and all applicable taxes. The Contractor's costs for freight / transport to site, unloading and handling on the site, labor, installation costs, overhead, profit and other expenses required to complete the Work shall be included in the Contract Amount and not in the allowance.
- C. Whenever the cost of the material, equipment or service is more than or less than the allowance, the Contract Amount shall be adjusted by the procedure in Section 2, Contract Modifications.

## 1.7 DISPUTES

Should any dispute including breach, arise out of or relate to this Contract the Contractor shall continue to perform the Work in accordance with the Contract Documents and the Owner and Contractor agree to pursue resolution of the disagreement by whatever means available. Neither a dispute resolution process, the resolution, nor lack of resolution shall delay, hinder, or alter the completion of the Work in accordance with the undisputed portion of the Contract Documents and in accordance with the Owner's direction to Contractor regarding disputed portions of the Contract.

## 1.8 SEVERABILITY

In the event that any provision or any part of a provision of this Contract shall be finally determined to be superseded, invalid, illegal or otherwise unenforceable pursuant to applicable laws by an authority having jurisdiction, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provisions or parts of provisions of this Contract, which shall remain in full force and effect as if the unenforceable provision or part were deleted.

## 1.9 HEADINGS

The headings of any section or provision of this Contract are for convenience only and shall not be deemed to limit, restrict or alter the content, meaning or effect thereof.

## 2 CONTRACT MODIFICATIONS

### 2.1 MODIFICATION DOCUMENTS

- A. The Owner, without invalidating the Contract and without consent of surety, may accomplish changes in the Work within the general scope of the Contract



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consisting of additions, deletions, additional instructions, or other revisions, to the Contract Documents, and where applicable, the Contract Amount and/or the Contract Time being equitably adjusted accordingly. All such changes in the Work may be accomplished by Owner's Instructions, Architect's Supplemental Instructions, a Construction Change Directive, a Change Order (including a Unilateral Change Order), as may be applicable in accordance with the provisions of the Contract. The Contract Amount and/or the Contract Time may be changed only by a Change Order. Contractor agrees to promptly proceed with changes in the Work according to the respective form of documentation issued. All changes to the Work and all Contractor requests for additional compensation shall be resolved in accordance with this Section 2, Contract Modifications.

- B. A Change Order is a written and signed order from the Owner ordering a change in the Work. Upon receipt of a Change Order (or prior as directed by owner to proceed on time and material), the Contractor shall promptly proceed with the Work as changed. The Contractor will not delay the Work for any reason. Within ten (10) working days after receiving a Change Order and prior to or simultaneously with proceeding with the change in the Work, Contractor shall advise the Owner and Architect of Contractor's inability to proceed with the Work, and shall state in writing. Proceeding with the Work as changed without submitting a notice to Owner or Owner's Representative indicates Contractor's full acceptance of the Change Order including the Contract Amount and/or Contract Time.
- C. The signature of the Owner and Contractor on the Change Order Request indicates their final and conclusive acceptance of the stated terms and provisions as full compensation for the change to the Work. In the event the Owner and Contractor do not agree upon an adjustment to the Contract Amount and/or Contract Time resulting in a Change Order, the Owner may issue a Unilateral Change Order. A Unilateral Change Order is signed by the Owner and issued to the Contractor authorizing an adjustment in the Contract Amount and/or Contract Time as the Owner deems equitable. A Unilateral Change Order does not require the Contractor's signature, but may be signed by the Contractor and returned to the Owner.
- D. If Contractor is in disagreement with the terms or provisions of a Unilateral Change Order, the Contractor shall give the Owner and Architect written notice of his disagreement, the basis thereof, and supporting documentation within ten (10) working days of receiving the Unilateral Change Order. Such notice of disagreement does not excuse performance by the Contractor of all obligations under the Contract Documents and the Contractor shall proceed with the Work including the Work involved with the disagreement. Failure to present such notice of disagreement constitutes a waiver by the Contractor of any entitlement to additional cost or time, or subsequent claim.

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- E. The Owner is the only entity to have the authority to issue Owner's instructions or Architect's Supplemental Instructions respectively to the Contractor which may require minor changes in the Work not involving an adjustment in the Contract Amount or an extension of Contract Time. If Contractor believes an adjustment of Contract Amount or Contract Time is justified, Contractor shall not incur additional cost or delay and notify the Owner or Architect in writing within 24 hours of upon receipt.
- F. A Construction Change Directive is a written document signed by the Owner and issued to the Contractor to perform as specified. The Contractor shall immediately comply with and perform to the Construction Change Directive. If the Contractor believes an adjustment of Contract Amount or Contract Time is justified, a request may be submitted in accordance with Section 2.4, Contractor Claims. If the Owner concurs with the Contractor a Change Order will be issued.
- E. Formal modification to the contractors scope of work will be issued via a Contractual Amendment

## 2.2 VERBAL INSTRUCTIONS

Contractors shall not act or rely upon verbal instructions. If a verbal instruction is provided on site to the Contractor, Contractor shall document such verbal instruction through a confirming RFI. No work will be accepted by the Owner that differs from the Contract Documents as modified in writing and approved by the County.

## 2.3 METHOD OF DETERMINING ADJUSTMENT

- A. An adjustment to the Contract Amount or Contract Time pursuant to a Change Order resulting from a Construction Change Directive, Claim, or other provision herein shall be determined in one or more of the following ways at the Owners discretion.
  - 1 By negotiation based upon Contractor's estimate. The estimate shall include quantities of materials and man hours, and a breakdown of cost showing labor, materials, profit, overhead, and all other items of cost. Labor rates for Change Orders shall be agreed upon between the Owner and the Contractor withing thirty (30) calendar days of Contract Award date General requirements, labor burden, project supervision, project management and facilities are not allowed. Overhead and profit shall not exceed the percentages specified in the Contract Documents.
  - 2. By unit prices stated in the Contract or subsequently agreed upon.
  - 3. By acceptance of a lump sum price proposal of Subcontractor to



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4. By determination of the Owner and issued unilaterally by a Unilateral Change Order.
- B. If the adjustment is not determined by the above methods prior to the Contractor starting Work pursuant to the Change Order, Contractor shall proceed with the Work and keep daily accurate records of the labor hours, materials, and other items of cost used in the performance of the changed Work. Copies of the records shall be given to the Owner or Owner's Representative daily. Contractor shall present at such time and in such form as Owner may prescribe, an itemized accounting together with appropriate supporting data as may be required by Owner to fully substantiate the cost of the changed Work. Owner shall consider such accounting in its determination of equitable adjustment. Overhead and profit shall not exceed the percentages specified in the Contract Documents.
- C. Extension of Contract Time will be granted only to the extent that the time required to complete the Work as changed or delayed extends the schedule critical path beyond the contract completion date. If changes or delays do not extend the critical path of the schedule beyond the contract completion date, there will be no contractor entitlement to extended or additional home office expenses. Float, as used in this agreement, is the sum of the amount of time available to a task before the task becomes critical and the amount of time between the scheduled completion date and the contract completion date. Float may be used in the order needed by either the Owner or the Contractor.

## 2.4 CONTRACTOR CLAIMS AND DISPUTES

- A. If the Contractor wishes to request an adjustment in the Contract Amount or Contract Time, other than pursuant to a Change Order or Construction Change Directive, Contractor shall give the Owner and Architect a written Notice of Claim within 5 working days of contractor's first knowledge of change event.
- B. Contractor shall file with the Owner any written Claim, including the documents necessary to substantiate it, on or before Substantial Completion, but no later than the day of Contractor's submittal of final payment on the Contract.
- C. The Notice of Claim shall be given by the Contractor to the Owner before conditions occur which are the basis for the Claim, except in an emergency endangering life or property in which case the Contractor should proceed in accordance with Section 6.7, Emergencies. Failure to present such Notice of Claim constitutes a waiver of such Claim.
- D. Notices for claims or disputes are valid only if written and shall be a document issued for the sole purpose of notification and titled clearly "Notice of (specify

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category i.e., delay) Claim.” A separate written notice is required for each subject and issue.

- E. Written notice shall be deemed to have been duly served if delivered in person to the individual to whom it is addressed, or if sent by certified mail to the address specified in the Contract Documents as may be revised in writing.
- F. The Contractor shall continue to perform its Work under the Contract and shall not cause a delay in the Work during any dispute, claims definition, negotiation, mediation, or arbitration proceeding, except by written agreement by the Owner.
- G. The adjustment to the Contract Amount or Contract Time, if any, as the result of a settled claim, shall be determined and issued in accordance with this Section 2, Contract Modifications.
- H. All procedures for Claims and Disputes resolution shall be duly processed pursuant to the California Public Contract Code, Division 2, Part 1, Chapter 9 Sections 9201 – 9204.
- I. The attention of the Contractor is drawn to Government Code Section 12650, et seq. regarding penalties for false claims.

## 2.5 DELAYS BEYOND CONTRACTOR'S CONTROL

- A. If the Contractor is delayed at any time in the progress of the Work by acts or neglect of the Owner or by any separate contractor employed by Owner, or by labor disputes, fire, unusual delays in transportation, unusually adverse weather conditions, unavoidable casualties or by any other unforeseeable cause of delay beyond the Contractor's control, which the Owner decides justifies the delay, then the Contract Time may be extended for such reasonable time as the Owner in his discretion may decide. Contractor's Claim for extension of Contract Time shall be made in writing to the Owner in accordance with Section 2.4, Contractor Claims. Only one Claim is necessary in the case of continuing delay.
- B. Unusually adverse weather conditions for the purposes of this Project are agreed to be work days lost from weather or the effects of weather greater than the number of lost days specified in Section 7.5, Schedule.

## 2.6 HIDDEN CONDITIONS

Should concealed or unknown conditions be encountered in the performance of the Work below the surface of the ground or in an existing structure be at variance with the conditions indicated by the Contract Documents, or differ materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract, the Contract Amount and/or Contract Time

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shall be equitable adjusted as provided herein upon Claim by Owner or Contractor.  
 Contractor Claims shall be in accordance with Section 2.4, Contractor Claims.

## 2.7 HAZARDOUS MATERIALS

Asbestos or other hazardous material may be present in County buildings or on County property. Asbestos is typically in the form of pipe lagging, fire proofing, floor tiles, mastic, and plaster. Soil may be contaminated by petroleum products or other substances. In the event any suspected asbestos or other hazardous material is encountered during construction that may be disturbed by the Work, the Contractor shall stop immediately and notify the County. The Contractor and all Subcontractors shall instruct their employees of the type and location of the most likely forms of hazardous material to be encountered and of the procedure to be taken if encountered. Contractor will be responsible for the mitigation and abatement of the hazardous material upon authorization of Owner. All Claims for adjustment in time or money shall be processed in accordance with Section 2.6, Hidden Conditions.

## 2.8 OVERHEAD AND PROFIT

- A. Adjustments to the Contract Amount due to changes in the Work or any other reason, shall include overhead and profit as follows:
1. Contractor's overhead and profit on the direct cost of Work (labor, material, and equipment) performed by its own forces and all Subcontractors shall be a total sum not exceeding twenty percent (20%) in aggregate of such costs.
  2. Contractor's overhead and profit on the direct cost of Work (labor, material, and equipment) performed by Subcontractors shall be a total sum not exceeding ten percent (10%).
  3. Subcontractor's overhead and profit on the direct cost of the Work (labor, material, and equipment) performed by Subcontractor shall be a total amount not exceeding fifteen percent (15%). Subcontractor overhead and profit will be allowed for one tier only.
  4. Bonds and Insurance shall not exceed one percent (1%) of the sum of the direct cost of the work, the Subcontractor's overhead and profit, and the Contractor's overhead and profit.
  5. Changes to the Work ordered by the Architect or Owner which decrease the Contract Amount shall include overhead and profit in accordance with the above provisions. Value engineering revisions initiated by the Contractor and accepted by Owner which decrease the Contract Amount shall be at



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cost only.

6. The “direct cost of the Work” is considered to be the cost of labor, material, and equipment incorporated into the on-site construction. Supervision and administration of the work, changes, or claims shall not be included in direct cost including project management, estimating, change documentation, fees, tolls, and the like.
7. The following constitutes charges that are deemed included in overhead and profit for all Contract Modifications, including Force-Account Work or CCD Work, whether incurred by CMR, Subcontractors, or suppliers, and neither CMR nor any Subcontractor may invoice or receive payment for these costs separately:
  1. Drawings and other printed documents: field drawings. Shop Drawings, etc., including submissions of drawings
  2. Routine field inspection of Work proposed
  3. General Superintendence
  4. General administration and preparation of cost proposals, schedule analysis, change orders and other supporting documentation as necessary
  5. Computer services
  6. Reproduction services
  7. Salaries of project Architect/Engineer, superintendent, timekeeper, storekeeper and secretaries
  8. Janitorial services
  9. Temporary on-Site facilities:
    - a. Offices
    - b. Telephones
    - c. Plumbing
    - d. Electrical: Power, lighting
    - e. Platforms
    - f. Fencing, etc.
    - g. Water
  10. Home office expenses
  11. Insurance, Bond premiums and Taxes
  12. Commissions
  13. Procurement and use of vehicles and fuel used coincidentally in Work otherwise included in the Contract Documents
  14. Surveying
  15. Estimating
  16. Protection of Work
  17. Handling and disposal fees
  18. Final cleanup
  19. All incidental Work associated with the change
  20. All required Project management responsibilities

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21. All on-site services, reflected in the Staffing Plan or otherwise
22. Monthly reporting and scheduling;
23. General administration and preparation of cost proposals, schedule analysis, change orders and other supporting documentation as necessary;
24. Salaries of project superintendent, project engineers, project managers, safety manager, other manager, timekeeper, and secretaries;
25. All cost estimates and updates thereto
26. Development, validation and updates to the project schedule
27. Estimating
28. Office supplies
29. All fees including travel/toll fees.
30. All office equipment
31. All protection for adjacent work or of existing work
32. Incidental work

## 2.9 MAINTAIN RECORDS

Contractor and Subcontractor shall maintain records, in accordance with generally accepted accounting principles, relating to costs of changes to the Work or Claims for 4 years after the final completion. The Owner will have the right to audit these records at any time up to 4 years after completion of the Project and recover from the Contractor or Subcontractor any amount paid but not substantiated by audit.

## 2.10 PROPOSAL REQUESTS

Contractor is required to provide preliminary estimates using their best judgment of time and cost impact of potential changes to the Project as requested by the Architect and/or Owner. Estimates shall be provided to the Architect and Owner within 5 working days of receiving the Proposal Request. Contractor will be responsible for any cost increase or schedule impact resulting from Contractor's failure to respond within the allowed time.

## 3 CONTRACTOR

### 3.1 DEFINITIONS

- A. The term Contractor, as used herein, is the person or organization identified as such in the Agreement, and is referred to as if singular and masculine and includes his authorized representatives.
- B. The term Subcontractor, as used herein, includes only those persons or



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organizations having a direct Contract with the Contractor to perform a portion of Contractor's Work.

### 3.2 GENERAL

- A. Contractor agrees to perform all Work required by the Contract Documents.
- B. All Work shall be done in accordance with the best practices of the various trades and/or suppliers and highest industry standards.
- C. The Contractor shall keep on the Project site during the progress of the Work a competent superintendent satisfactory to the Owner. The Superintendent shall not be changed except with the consent of the Owner. The Superintendent shall represent the Contractor and all directions given to him shall be as binding as if given to the Contractor.
- D. It is the Contractor's responsibility to diligently prosecute the Work, using his best skills and attention, and the most appropriate techniques and equipment that are required to provide a finished product in compliance with the Contract requirements. Contractor shall insure that no Work is done that does not comply with the Contract Documents.
- E. The Contractor shall schedule, attend, and host a preconstruction meeting, weekly progress meetings and other meetings as necessary to accomplish the Work and administer the provisions of the Contract. Contractor is responsible for providing all meeting agendas 24 hours prior to meeting and issue meeting minutes within 24 hours after meeting has completed.
- F. Contractor shall submit to Owner a daily record of Contractor's activity. Such record shall be delivered to Owner's Representative daily for previous day's activity and shall include Project name, date, weather, names of Subcontractors, count of personnel by company, material deliveries, description and location of activity and events. Digital copy is acceptable if posted daily in a shared file location typed in PDF format and OCR'd. The record of daily activity shall not be used as a Notice to Owner.

### 3.3 SUBCONTRACTS

- A. The Contractor shall not be permitted to substitute any person or organization for any Subcontractor, person or organization listed by him in his bid without the prior, written consent of the Owner, as provided for in the California Public Contract Code, Division 2, Part 1, Chapter 4, Section 4017.
- B. In addition to the information required in Division 00 Bidding Documents regarding Subcontractors, the Contractor, after execution of the Contract but prior to

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execution of a subcontract, shall submit the following information on each Subcontractor: name, address, and nature of Subcontractor's work, Subcontract Amount, copy of executed sub-contract, pre-bid and bid documentation and all other information the Owner deems relevant. The Contractor shall not Contract with any such proposed Subcontractor or entity to whom the Owner objects.

- C. Contractor shall bind every Subcontractor and every Subcontractor agrees to be bound by the terms of the Contract Documents insofar as applicable to their portions of the Work. The Contractor shall be responsible for the acts and omissions of Subcontractors.
- D. Contractor agrees to pay to each Subcontractor promptly upon receiving payment from Owner.
- E. Neither the acceptance of the Subcontractor nor any other act of the Owner, nor anything contained in any contract document is to be construed as creating any contractual relation between the Owner and any Subcontractor.
- F. All executed contracts and sub-contract, regardless of tier, will be provide to the county at time they are fully executed.

### 3.4 PERSONNEL AND LABOR POLICY

- A. Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ any unfit person or anyone not skilled in the work assigned to them. The Contractor shall be responsible to the Owner for the acts and omissions of its employees and other persons performing work for the Contractor.
- B. No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under this Contract on the basis of their race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical ability, or veteran's status. Contractor shall ensure full compliance with federal, state and local laws, directives and executive orders regarding non-discrimination for all employees and subcontractors under this Contract.

Violation of the non-discrimination provisions of this Contract shall be considered a breach of this Contract and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to: i) termination of this Contract; ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 5 years; iii) liquidated damages of \$2,500 per violation; iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

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To effectuate the provisions of this paragraph, the County Manager shall have the authority to: i) examine Contractor's employment records with respect to compliance with this paragraph; ii) set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contract between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment Housing Commission or any other entity charged with the investigation of allegations within 30 calendar days of such filing, provided that within such 30 calendar days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of its response to the complaint when filed.

For contracts over \$5,000, with respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse. See Document 00 7373 Supplemental Conditions, Equal Benefits Compliance Ordinance No. 4324, Chapter 2.84.

- C. Contractor shall ensure equal employment opportunity based on objective standards of recruitment, selection, promotion, classification, compensation, performance evaluations, and management relations, for all employees working on the Project. Contractor's affirmative action policies shall be made available to Owner upon request. See Document 00 45 36.01 Equal Opportunity Requirements, Certification of Compliance with Laws Prohibiting Discrimination.
- D. It is the policy of the Owner that Contractors on public Projects employ their workers from the local labor market whenever possible. Consistent with that policy, the Contractor is requested to employ his workers from the local labor market. Local labor market within the meaning of this section is defined as the labor market within the geographical confines of the County of San Mateo, State of California.
- E. The Contractor shall forfeit, , as per the San Mateo County Office of Labor Standards and Enforcement (OLSE) and/or the State of California Department of Industrial Relations (DIR) penalties for each laborer, workman, or mechanic employed in the execution of the Contract by Contractor, or by any Subcontractor under Contractor, upon any of the Work performed for the Contract, for each calendar day during which said laborer, workman, or mechanic is required or permitted to labor more than eight (8) hours in violation of the provisions of the

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California Labor Code, Division 2, Part 7, Chapter 1, Article 3, Section 1810.

- F. Apprenticeship Program: Contractor shall comply with the provision of California Labor Code, Division 2, Part 7, Chapter 1, Article 2, Section 1777.5.
- G. The Contractor shall comply with the provisions of the California Labor Code, Division 2, Part 7, Chapter 1, Article 2, Section 1776, and the regulations implementing it in Title 8 of the California Administrative Code. The Contractor shall be responsible for compliance by his Subcontractors. A certified copy of all weekly payroll records shall be furnished upon request of the Owner, the Division of Labor Standards Enforcement, or the Division of Apprenticeship Standards of the Department of Industrial Relations.
- H. Payrolls shall contain the full name, address, and social security number of each employee, his correct classification, rate of pay, daily and weekly number of hours worked, itemized deductions made and actual wages paid. They shall also indicate apprentices and ratio of apprentices to journeymen.
- I. The penalties specified in Subdivision (h) of Labor Code Section 1776 for noncompliance with the provisions of Section 1776 may be deducted by the County from any moneys due or which may become due to the Contractor.

#### 4 OWNER

##### 4.1 DEFINITION

The Owner is the person or organization identified as such in the Agreement and is referred to as if singular in number and includes their authorized representatives. The Owner may be the County of San Mateo, sometimes referred to as "The County".

##### 4.2 GENERAL

- A. The Owner may furnish information after the bid date and not included in the Contract Documents in the form of drawings, reports, survey data, utility locations, plans of existing facilities and such other information. This information is not part of the Contract Documents.
- B. The Owner shall receive copies of all correspondence, notices, approved shop drawings, test reports and such material pertinent to the Contract. The Owner shall have access to the Work at all times.



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#### 4.3 THE DIRECTOR OF PROJECT DEVELOPMENT UNIT

The Director of Project Development Unit for the County of San Mateo or his duly appointed representative is the duly appointed agent for the Owner and as such is empowered to act for the Owner in all matters as stated in the Contract Documents or as provided by law.

#### 4.4 OWNER'S CONSTRUCTION MANAGER

- A. The Owner may engage a Construction Manager as an Owner's Representative for the Project. The Owner's Construction Manager shall receive copies of all communications and documentation regarding the Project, have full access to the Work, and be kept informed of all actions taken by the Contractor. Owners Construction Manager shall be interpreted as an interchangeable entity with the Owner.

### 5 ARCHITECT

#### 5.1 DEFINITION

For the purpose of this Contract, the Architect is identified in the Project Manual. The term "Architect" is the individual, partnership, corporation, joint venture, or any combination thereof, who will have the rights and authority assigned to the Architect in the Construction Documents. The Term Architect means the County's Architect on this Project or the Architect's authorized representatives and consultants. Nothing contained in the Contract Documents shall create any contractual relationship between the Architect and the Contractor.

#### 5.2 GENERAL

- A. The Architect and the Construction Manager will provide general administration of the Contract between Owner and Contractor.
- B. The Architect will have authority to act on behalf of the Owner to the extent provided in the Contract Documents. The Owner's instructions to the Contractor may be issued through the Architect.
- C. The Architect shall at all times have access to the Work. The Contractor shall provide facilities for such access so the Architect may perform his functions under the Contract Documents. The Architect will make periodic visits to the site to familiarize himself with the progress and quality of the work and to determine if the work is proceeding in accordance with the Contract Documents. Architect will endeavor to guard the Owner against defects and deficiencies in the Work.

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Architect will provide final approval that all work installed is in strict conformance with the intent of the design of the Work.

- D. The Architect will be the interpreter of the requirements of the Contract Documents and the judge of the Contractor's performance thereunder. The Architect will, within 5) working days, render interpretations or answers to questions submitted by Contractor. All interpretations and decisions of the Architect shall be consistent with the intent of the Contract Documents. In Architect's capacity as interpreter and judge he will exercise his best efforts to insure faithful performance by all parties of the Contract. The Architect's decision in matters relating to esthetic effect will be final.
- E. The Architect will review submittals, samples, (these are not in the scope for GNU or DB, operation and maintenance manual and other documents required by the Contract.

## 6 PERFORMANCE OF THE WORK

### 6.1 DEFINITION

- A. The term "Work" as used herein is all of the Contractors obligations under the Contract including, but not limited, to providing all labor, material, equipment and services indicated by the Contract Documents, as-built drawings, punchlist, inspections and approvals required or necessary for occupancy, inspection approval, project closeout and guarantees.
- B. The term "Project" is the total construction planned or contemplated by the Owner of which the Work may be the whole or a part. The Owner may perform or contract for other work on the Project site during the progress of the Work.

### 6.2 GENERAL

- A. The Contractor shall provide, maintain and remove upon completion of the Work, all tools, machinery, equipment, temporary rigging, scaffolding, hoisting equipment, rubbish chutes, barricades around openings and excavation, ladders between floors, fences around buildings, and all other items as required for safe completion of the Work, whether specifically designated or not and shall conform to all requirements in regard to operation, safety, and fire hazards of State and local authorities and of underwriters.
- B. Deliver all materials and equipment in the manufacturer's original sealed, labeled containers and protect items against moisture, rust, dust, tampering, or damage.
- C. Place all materials and equipment orders in time to avoid job delay or hindrance. Schedule deliveries to coincide with the construction schedule so that materials

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and equipment are promptly installed upon delivery.

- D. Except as specifically noted otherwise, the installation and/or maintenance directions provided by the manufacturer shall be followed for all materials and equipment.
- E. All materials and equipment shall be new, unless specifically marked otherwise.
- F. All materials and equipment not conforming to the Contract Documents shall be rejected and shall be immediately removed from the site of the Work.
- G. All utilities and services required by the Contractor including electrical power, water, temporary telephones, temporary sanitary facilities, parking, material storage, and temporary heat as required for the proper installation of materials and the completion of the Work shall be provided by Contractor.
- H. Shut down of utilities for any reason or duration shall be subject to approval by the Owner. The Owner requires a minimum notice per Document 01 35 13.19 Special Project Procedures for a utility shut down. When shut-downs of 30 minutes or more are required, the Contractor shall provide alternate service for normal occupancy requirements. Utility shut-downs shall be scheduled during non-business hours or as specifically approved by Owner.
- I. Prior to ordering materials, the Contractor shall verify all measurements, material handling pathway and logistical dimensions at the site and shall be held responsible for their accuracy. No extra compensation will be allowed for any cost incurred due to differences between actual measurements and the dimensions shown on the Drawings. Contractor is responsible for verifying all field conditions and reporting any/all discrepancies to owner/architect prior to procuring or installing material.
- J. Fences, office facilities, enclosures, storage sheds, etc., required by the Contractor in the performance of the Work shall be located where approved by the Owner.
- K. The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unreasonably encumber the site with any materials or equipment. Contractor to provide site logistics plan for review showing all operation areas at the site
- L. During the progress of the Work, Contractor shall keep the premises orderly and safe and free from accumulation of waste materials and rubbish.
- M. At the completion of the Work, and during daily execution of the Work Contractor shall remove all waste, surplus materials, and rubbish and shall clean all surfaces,

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removing all extraneous paint, mortar, dust, and stains, leaving the Work bright, clean and polished.

- N. The project is not exempt from any Federal, State or local taxes.
- O. Royalty and License Fees incidental to the use of any patented material, device or process shall be paid by the Contractor and in the event of a Claim of alleged infringement of patent rights, the Contractor shall save the Owner free and harmless from loss on account thereof; and also defend, at his own expense, all suits that may be brought in such connection.
- P. Contractor shall continuously maintain adequate protection of all Work and shall protect the Owner's property from damage or loss arising in connection with this Contract.
- Q. Precaution shall be exercised at all times for the protection of persons (including Contractor's and Owner's employees) and property. The safety provisions of applicable laws, building and construction codes shall be observed. Machinery, equipment and all hazards shall be guarded or eliminated in accordance with the safety provisions of the latest safety orders of the State of California: California Code of Regulations, Title 8, Construction Safety Orders (see Department of Industrial Relations at: <https://dir.ca.gov>), the California Occupational Safety and Health Administration (CAL/OSHA) Safety Orders (at <https://dir.ca.gov/dosh/>),
- R. All materials and workmanship shall be subject to inspection, examination, test, and acceptance by the Owner at all times during manufacture and construction and at all places where such manufacture and construction occurs.

### 6.3 EXISTING CONDITIONS

- A. The Contractor by executing the Contract represents that he has visited the site and familiarized himself with the local conditions under which the Work is to be performed and has correlated his site observations with the requirements of the Contract Documents.
- B. The contractor shall carefully study and compare the Contract Documents and existing conditions and dimensions and the connection of the Work to existing conditions and shall report to the Architect any error, conflict, inconsistency, omission, or any variance with laws, ordinances, codes, rules or regulations bearing on the Work. Contractor shall report such conditions to the Architect in writing at such time as to allow at least five (5) working days for a response with no delay to the Work. All necessary changes shall be accomplished in accordance with Section 2, Contract Modifications.



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#### 6.4 ADJACENT FACILITIES

- A. The Contractor shall provide adequate protection for all parts of the Project site, and adjacent property, its improvements and its occupants throughout the Work. All damage done to existing property shall be repaired or replaced at the Contractor's expense and determined to be acceptable by the Architect and Owner.
- B. Work shall be executed in careful, orderly manner, with the least possible disturbance to public and occupants of the area.
- C. The Owner will continue to use adjacent areas of the facilities. Contractor shall take care to disrupt the Owner as little as possible. Contractor shall provide legal and safe access to all facilities at all times. In order to facilitate use of adjacent facilities Owner may order Contractor to alter or temporarily cease operations.

#### 6.5 PERMITS

- A. It shall be the responsibility of the Owner to obtain and pay for all permits, licenses, certificates, approvals, utility connections and services necessary for the proper execution and completion of the Work.
- B. All fees which are for temporary approvals or services, such as those which are necessary for construction procedures, shall be paid by the Contractor.
- C. In the event the Special Provisions require the Owner to pay any fee, the Contractor shall notify the Owner in writing, twenty (20) working days in advance of a required fee payment. These, and all owner required events, must be included in the contractors project schedule and clearly identified as an owner activity.
- D. It is the policy of the County to cooperate with State, County and City officials in regard to the construction of this Project, and it is the responsibility of the Contractor and all his Subcontractors to meet the requirements of government officials having responsibility for inspecting or observing construction by taking out permits for the Work, calling for inspections and adhering to safety practices in accordance with standard practice. In the case of conflict of any of these provisions, the Owner shall be notified. The term Inspector means a Public Building Construction Inspector or an individual performing the inspection as required by building codes or jurisdiction.

#### 6.6 LAWS

- A. The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the Work. If the Contractor performs

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any Work contrary to such laws, ordinances, rules and regulations, he shall bear all costs and delays arising therefrom.

- B. Owner and Contractor have all rights provided by law not specifically waived by this Contract.

## 6.7 EMERGENCIES

- A. In an emergency affecting the safety of life, the Work, or property, the Contractor, without special instruction or authorization from the Owner, is hereby permitted to act, at his discretion, to prevent such threatened loss or injury; he shall so act without appeal if so instructed or authorized. Any compensation, claimed by the Contractor on account of emergency work, beyond Contractor's contractual obligations, shall be determined by agreement. The Contractor shall immediately notify the Owner in writing.
- B. In an emergency affecting the safety of life, the Work, or property or if an unsafe condition exists, the Owner may, but is not obligated, take measures to mitigate the condition. Such measures may include expending labor or material, engaging other contractors, entering the Project site utilizing materials, equipment, or facilities of Contractor. The Owner's actions may be performed immediately and without notice to Contractor. Contractor shall pay Owner for all costs which are attributable to Contractor.

## 6.8 SUBMITTALS

- A. Submittals include, but are not limited to shop drawings, product data, maintenance information, samples, manufactures instructions, certifications, reports, warranties and similar documents or items which demonstrate the way the Contractor proposes to perform the Work to the information in the Contract Documents. Contractor shall review the entire Contract Documents for other provisions relating to submittals and individual submittal requirements, if any.
- B. The Contractor shall review, stamp with his approval and submit to the Architect in orderly sequence so as to cause no delay in his Work or in the work of any other contractor, all submittals required by the Contract. Submittals shall be properly identified with specification section. At the time of submission, the Contractor shall note in writing any deviation in the submittals from the requirements of the Contract Documents. By approving and submitting shop drawings and samples, the Contractor thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalogue numbers and similar data, and that he has checked and coordinated each shop drawing and sample with the requirements of the Work and of the Contract Documents. Contractor submittal stamp must include this language and Contractor signature.



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- C. The Architect will review submittals for conformance with the designed concept and with the information given in the Contract Documents. A minimum of (ten) 10 working days is required for each submittal review. The Architect's review will not relieve the Contractor of responsibility for complying with the Contract Documents. If a submittal is required to be resubmitted, the time and cost of resubmission is the responsibility of the Contractor. Resubmitted submittals are required to be fully complete packages and not submitted as portions or piecemealed re-submissions. Submittals provided by contractor must be fully OCR'd and fully searchable PDF documents.
- D. All submittals, reports, schedules, plans, documents, inspections, test reports etc to be provided in a Project Management Software provided by Contractor for use of tracking Work, similar to Procore. Contractor to provide full access and licenses for Owner and team members use.
- E. Contractor shall familiarize themselves in the preconstruction period so as to start submission of the shop drawing and product data submittals within 10 working days of NTP

## 6.9 SUBSTITUTIONS

- A. The intent of the Specifications is to specify high grade equipment and materials appropriate for the Project. It is not the intent of the Specifications to exclude or limit the products of any responsible manufacturer, except when the Owner has adopted a specific system or product which will be noted, "No Substitutions Allowed", or similar language. Where equipment, material, or process is specified by trade name or by patentee, manufacturer or dealer, it shall mean the specified item or product. No substitution shall be made by the Contractor without written approval of the Architect. The Architect shall be the sole judge of a Contractor proposed substitution. See Division 01 for Substitution requirements. The Architect's refusal to approve a substitution shall not effect the progress of the Work and is not grounds for a Claim against the Owner.
- B. The Contractor shall pay a \$200, lump sum, for the Architect's time to review substitution requests. Payment is to be included with the substitution request package.

## 6.10 CORRECTING WORK

- A. The Contractor shall promptly correct all Work rejected by the Owner or Architect, whether observed before or after the Notice of Completion and whether or not fabricated, installed or completed. The Contractor shall not receive a time extension for correcting such rejected Work. All such defective or non-conforming Work shall be corrected to comply with the Contract Documents without cost to the Owner. The Contractor shall bear the cost of making good all Work of separate



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- contractors which may be destroyed or damaged by such removal or correction.
- B. If any Work should be covered before it is inspected, the Contractor at his expense, must uncover the Work for inspection and then replace the Work.
  - C. If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents, or fails to perform any provisions of the Contract Documents, the Owner may, after seven (7) working days written notice to the Contractor and without prejudice to any other remedy Owner may have, and without Contract termination or ordering the Contractor to stop Work make good such deficiencies in any manner the Owner deems expedient. In such case an adjustment to the Contract shall be made in accordance with Section 2, Contract Modifications, deducting from the payment then or thereafter due the Contractor, the cost of correcting such deficiencies, including the cost of additional services made necessary by such default, neglect or failure.
  - D. If the Owner deems it not expedient to correct Work damaged or not done in accordance with the Contract Documents, a deduction from the Contract price shall be made.
  - E. If the Contractor fails to correct defective Work or fails to supply materials or equipment in accordance with the Contract Documents, the Owner may order the Contractor to stop the Work or any portion thereof until the cause of such order for the Work has been eliminated. Contractor shall not receive a time extension or compensation as a result of stopping Work as required by this provision.

#### 6.11 TESTING

- A. The Owner will provide for testing of materials or workmanship as required by these Specifications. The Contractor shall coordinate and schedule tests directly with the testing firm and include these testing activities in the project schedule. The costs of tests on materials at the Project site will be borne by the Owner, except for retesting, as specified below, the material required for testing, and the Contractor's labor required to facilitate the test or delayed by the test, which the Contractor shall furnish. The Contractor will cooperate with the Owner's testing representative in the taking of test Samples. The Contractor shall pay for all tests which are not performed at the job site.
- B. Required tests are specified elsewhere in the Specifications.
- C. Should the results of any required tests fail to meet the requirements of the Contract Documents, Contractor shall either correct the unacceptable condition or furnish new materials, as directed by the Owner or as required to pass required test. Additional tests shall be made at the Contractor's expense until the materials are found to meet the requirements of the Contract Documents.



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- D. Should the results of any soil compaction tests fail to meet the requirements of the Specifications, Contractor shall recondition and/or recompact the fill, and additional tests shall be made at the Contractor's expense until the compaction is found to meet the requirements of the Specifications.
- E. Testing or inspection services required outside of regular working hours shall be paid for by the Contractor.
- F. When existing building systems such as fire alarms, fire sprinkler systems, smoke detectors, halon systems, etc., are modified by the Work, the Contractor shall test the entire system at the completion of the Work and demonstrate to the Owner that the system is functioning correctly and reliably.

#### 6.12 RECORD DOCUMENTS

- A. The Contractor shall maintain at the site record documents consisting of all Drawings, Specifications, addenda, approved shop drawings and samples, Change Orders, Construction Change Directives, instructions from the Architect, and other documents relating to the Project. All record documents shall be marked legibly by the Contractor to record all changes to the Work, field measurements, actual conditions, and adjustments made during construction.
- B. Upon completion of the Work, Contractor shall transfer all record document information to a clean set of Drawing and Specifications and electronic media compatible with the Owner's software and deliver them to the Architect. CAD documents shall be in sheet format. Contractor shall provide any explanation or clarification of the record documents requested by Owner or Architect.

#### 6.13 OPERATING AND MAINTENANCE MANUALS

Assemble and bind two (2) hardcopy sets and one (1) electronic PDF file fully searchable and OCR'd, clearly categorized according to the Project Specifications, of all guarantees, certificates, warranties, operating instructions, as-built specification, and maintenance manuals into clearly organized files with an index, a list of Subcontractors and suppliers including their names, addresses, and phone numbers and present to Architect at the completion of the Work. Prior to the final submission, provide draft Operation and Maintenance Manual with only proposed organization and indexing referenced above for Owner review and adjustment to organization if needed. Provide draft organization package within 30 days of Notice to Proceed.

#### 6.14 TRAINING TO OWNER/OWNER'S REPRESENTATIVE

Contractor shall provide training to the Owner and Owner's representatives for all



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operating systems, features, and equipment. Training shall be sufficient to explain and demonstrate the location, function, and operation and shall be a minimum of four (4) hours for each item of Work. Training shall be given by a person familiar with the Project. Operation and Maintenance manuals must be available to the Owner prior to training and referenced during the training. Contractor to provide Owner with videos taken of the training(s), particularly of systems such as fire alarm, HVAC, and building management system(s). Contractor and Owner shall agree which systems will require videos of training.

## 7 TIME

### 7.1 DEFINITION OF OFFICIAL DATES

- A. The Contract Time is the period of time indicated in the Agreement for achieving completion of the Work. Time is of the essence for the Contract. The term day as used in reference to Contract Time shall mean calendar day.
- B. The Notice to Proceed from the Owner shall establish the official date the Work may commence and the start of the Contract Time.
- C. The date of Substantial Completion of the Work is the date established by the Architect. The date of beneficial occupancy or acceptance of the Work may be determined by the Owner but not effect the Contract Time or terms of the Agreement.
- D. The date of Final Completion is the date established by the Architect after Substantial Completion when the Work is complete in every detail. Retention may be withheld until after Final Completion.

### 7.2 SUBSTANTIAL COMPLETION

- A. Substantial Completion is the stage in the progress of the Work when the entire Work, or a designated portion thereof, is sufficiently complete in accordance with the Contract Documents to allow the Owner to use and occupy the entire Work or portion as intended. Prior to Substantial Completion the Contractor shall have inspected the Work, completed corrective measures, obtained all approvals necessary for occupancy, placed into operation all equipment and systems, and obtained the Architects concurrence that Substantial Completion of the Work has been achieved.
- B. When the Contractor considers that the Work, or designated portion thereof, is substantially complete, the Contractor shall provide a written notice to the Architect and Owner in which the Contractor certifies that the Work or portion is Substantially Complete, lists all remaining incomplete deficiencies of the Work,

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and requests inspection and acceptance. The failure to include any items on such list does not alter the responsibility of the Contractor to complete the Work in accordance with the Contract Documents.

- C. Upon receiving notice in accordance with paragraph 7.2.B, the Architect and/or Owner will review the Work or designated portion thereof. If the Architect determines the Work or portion is substantially complete, the Architect will establish a date of Substantial Completion. If the Architect determines the Work or portion is not Substantially Complete the Contractor will be notified. Contractor is required to initiate re-inspections by providing notice in accordance with Section 7.2B and reimburse the Owner for the cost of the reinspection.
- D. The guarantee period, and associated warranty period(s), shall begin on the date of Final Completion.
- E. Any Work used by Contractor prior to Substantial Completion shall be made new as of the date of Substantial Completion. Such Work may include lights, filters and systems or equipment requiring periodic maintenance.

### 7.3 LIQUIDATED DAMAGES

- A. Should the Work not be Substantially Complete, as defined herein, and within the Contract Time, damages will be sustained by the Owner. The Owner may impose liquidated damages to portions of the Work. As it may be extremely difficult, not feasible, or may be impracticable to use County resources to determine the amount of actual damage the County may suffer should Contractor fail to complete the work within the time specified, it is understood and agreed the Contractor shall pay the Owner as fixed and liquidated damages, and not a penalty, the amount set forth in the Agreement for each calendar day of delay in completion. Contractor and its surety shall be liable for the amount thereof pursuant to Government code Section 53069.85. It is therefore agreed that the Contractor will pay the Owner the amount specified in the Notice to Contractors Document 00 11 16, as and for the Owner's liquidated damages. The liquidated damages amount covers Owner's damages only and is not in lieu of the indemnification obligations set forth separately in Section 9 nor shall these liquidated damages cover damages, including delay damages, claimed by third parties. Third parties shall include other contractors working on the Project. In the event the Contractor fails to make such payment, the Owner may deduct the amount thereof from any money due or that may become due to the Contractor under the Contract and should the balance due under the Contract not be sufficient to cover the amount owed, the Owner shall have the right to recover the balance from the Contractor, or from the Contractor's sureties.
- B. The Owner may impose liquidated damages to portions of the Work.

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## 7.4 SCHEDULE

A. Contractor shall submit to the Owner and Architect a schedule for the Work.

The schedule shall be a series of tasks representing the Contractor's plan for performing the Work including all activities both onsite and offsite, submittal due dates, submittal review periods, material purchasing, lead or fabrication times, a period for punchlist and corrections, final inspection and approvals, and other events or activities having an effect on the progress or completion of the Work. For each task, the schedule shall show the duration, the starting and finish dates, predecessors, successors, and the average manpower and equipment planned. The schedule shall be submitted in bar chart and pert chart format and with a separate task list showing all data in spreadsheet format. No single task on the schedule may exceed two weeks in duration.

### (1) PRELIMINARY SCHEDULE

#### A. Submission

1. Submit the Preliminary Contract Schedule to Owner either within 5 working days after receipt of Notice of Award and/or with the Agreement.
2. Within 5 working days after receipt of the Preliminary Schedule, Owner will notify Contractor of its acceptance of, or its review comments about, the schedule so that appropriate adjustments may be made by Contractor in the development of the Baseline Schedule.

#### B. Form

1. Prepare the Preliminary Schedule in sufficient detail to demonstrate preliminary planning for the Work and to represent a practical plan to complete the Work within the Contract Time
2. Identify the following milestone events on the Preliminary Schedule:
  - Mobilization
  - Temp plan approval
  - Demolition
  - Utilities Shutdowns
  - Exterior Work
  - Rough Framing
  - Interior Partitions



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Rough-Outs (Mechanical, Plumbing, Electrical and Fire Alarm,  
Fire Sprinklers)  
Trimming  
Electrical  
Interior Drywall  
Finishes  
Painting  
Signage  
Agencies' Inspections  
Substantial Completion  
Beneficial Occupancy  
Punchlist  
Project Closeout  
Final Completion

3. Identify all holidays and non-working days on the Preliminary Schedule.

C. Activities

1. Identify all Work activities which constitute the critical path, including any known material and equipment lead times.
2. Shutdowns for all utilities as determined from listing provided by Owner's Representative as part of Contract Documents.

(2) SCHEDULE

A. Submission

1. Submit the Schedule, also known as the Baseline Schedule, in the form and having general content acceptable to Owner and shall be based on the review and comments to or acceptance of the Preliminary Schedule, within five (5) working days following Owner's written acceptance of the Preliminary Schedule.
2. Owner, with Owner's Representative will determine acceptability of the Schedule within five (5) working days after its receipt.
3. No Application for Payment will be processed nor shall any progress payment become due until the Baseline Schedule is accepted by Owner in writing.

B. Form

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1. The Schedule shall be suitable for monitoring progress of the Work, in sufficient detail to demonstrate adequate planning for the Work, and shall represent a practical plan to complete the Work within the Contract Time.
2. Identify the milestone events as indicated above including additional milestones identified by Owner upon review of the Preliminary Schedule.
3. Identify all holidays and non-working days on the Schedule.
4. If the Schedule is shown on more than one (1) sheet, provide a summary sheet.

C. Activities

1. Identify all Work activities in correct sequence for the completion of the Work. Work activities shall include the following:
  - a. Major Contractor-furnished equipment, materials, and building elements, lead times, and scheduled activities requiring submittals or Owner's prior approval.
  - b. Show dates for the submission, review, and approval of each submittal. Dates shall be shown for the procurement, fabrication, delivery, and installation of major equipment, materials, and building elements, and for scheduled activities designated by Owner.
  - c. For Submittals, a minimum of ten (10) working days shall be allotted in the Schedule for the Architect to review each submittal.
  - e. Scheduled overtime Work if required by Contract Documents.
  - f. Dates Contractor requests designated working spaces, storage areas, access, and other facilities to be provided by Owner.
  - g. Dates Contractor requests orders and decisions from Owner on designated items.
  - h. Dates Contractor requests Owner-furnished equipment.
  - i. Dates Contractor requests Owner-furnished utilities.
  - j. Connection and relocation of existing utilities.



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k. Connecting to or penetrating existing structures.

l. Scheduled inspections as required by Codes, or as otherwise specified.

2. Identify all Work activities that constitute the critical path.

3. Critical Work activities are defined as Work activities which, if delayed or extended, will delay the scheduled completion of one or more of the milestones specified in this Section or the scheduled completion of the Work, or both. All other Work activities are defined as non-critical Work activities and are considered to have float.

4. Float is defined as the time that a non-critical Work activity can be delayed or extended without delaying the scheduled completion of milestones specified in this Section or the scheduled completion of the Work, or both. Neither Contractor nor Owner shall have an exclusive right to the use of float. The party using float shall document the effect on the updated Schedule.

5. Delays of any non-critical Work activity shall not be the basis for an extension of Contract Time until the delays consume the float associated with that non-critical Work activity and cause the Work activity to become critical.

6. The presentation of each Work activity on the Schedule shall include a brief description of the Work activity, the duration of the Work activity in days, and a responsibility code identifying the organization or trades performing the Work activity.

7. See 8.2 Contract Amount Breakdown – Schedule of Values for requirements to establish costs for each Work activity of the Schedule which cumulatively equal the total Contract amount.

### (3) PROGRESS SCHEDULE

A. Updating the Schedule provides the Owner with a schedule of the progress of the work (Progress Schedule). The Contractor must submit Progress Schedule(s) prepared in accordance with the requirements of the Contract Documents.

B. Updating

1. Review the Schedule with Owner once each week to incorporate in the Progress Schedule all changes in the progress, sequences, and scope of Work activities.

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2. Prepare and submit to Owner an updated Schedule, as the Progress Schedule, once each month, or as mutually agreed.

a. A Progress Schedule shall accurately represent the as-built condition of all completed and in-progress Work activities as of the date submitted.

b. The Progress Schedule shall incorporate all changes mutually agreed upon by Contractor and Owner during preceding periodic reviews and all changes resulting from Change Orders, Field Orders and Amended Construction Documents.

c. Contractor shall perform the Work in accordance with the updated Schedule. Contractor may change the Project Schedule to modify the order or method of accomplishing the Work only with prior agreement by Owner.

3. Contractor shall submit the updated Schedule, as the Progress Schedule, in the form acceptable to Owner, at least five (5) working days prior to submitting the Application for Payment. Contractor will provide a written progress report of the Schedule to the Owner in a format approved by Owner.

4. Owner's Representative will determine acceptability of each Progress Schedule within five (5) working days after its receipt.

5. No Applications for Payment will be processed nor shall any progress payments become due until updated Progress Schedules are accepted by Owner.

6. The accepted Progress Schedule shall be the Schedule of record for the period it is current, shall be in compliance with the Contract Documents, and shall be the basis for the Owner's approval of the Contractor's monthly (or as mutually agreed) payment requests during that period.

7. The Owner's review and acceptance of the Contractor's updated Progress Schedule is for compliance with the requirements of the Contract Documents only. Review and acceptance by the Owner of the Contractor's Progress Schedule(s) does not mean approval of the sequence or duration of the tasks shown, and does not relieve the Contractor of any of the Contractor's responsibility for the accuracy or feasibility of the Schedule, or of the Contractor's



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obligation to meet the milestone dates established in the Schedule and the date of contract completion to the Contract Time.

8. The Owner's review and acceptance of the Contractor's Progress Schedule does not expressly or implicitly warrant, acknowledge, or admit the reasonableness of the logic, durations, cost, manpower or equipment loading indicated in the Progress Schedule.

9. The Owner review and acceptance of the contractors progress schedule does not imply approval of any costs associated with delay, acceleration, productivity, sequencing, etc. Any impact related to progress schedule impacts will be reviewed for entitlement at time of submission of Time Impact Analysis with additional cost impacts and all required back up documentation. Contractor shall not be entitled to any time extension or compensation, however, for any delays caused to the extent of Contractor's failure to perform its obligations under the Contract Documents, or during periods of delay concurrently caused by Contractor.

(4) 3-WEEK LOOK AHEAD SCHEDULE

- A. During the course of construction, Contractor shall provide a 3-week schedule at each construction meeting referred to as a 3-week look ahead schedule. This schedule shall indicate the construction schedule activities for that time period. This schedule shall identify any critical items impacting the Schedule or progress and any items requiring additional Work or Time.
- B. The Contractor shall carry on with the Work, for the construction of the various elements of the project concurrently, to the extent reasonable, and shall not defer construction of any portion of the work in favor of any other portion without the express written approval of the Owner.
- B. The Schedule may be revised as required by the progress and conditions of the Work, change orders and all other factors that could influence the date of Substantial Completion and/or Contract Time.
- C. Contractor shall post the current Schedule on the Project site in a location readily accessible to the Owner and Architect.
- D. Weather delays shall be allowed for in the Contractor's Schedule. Additional time



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will be granted for adverse weather to the extent the number of scheduled work days lost due to weather.

## 7.6 DETERMINATION OF WEATHER DELAYS

- A. Except for rain, if weather conditions are the basis for delays for continuing or completion of the Work or any designated portion of the Work, Contractor must substantiate that the weather conditions were abnormal, based on the climatologically data for the immediate preceding 10-year period. The Contractor must establish that the adverse weather conditions could not have been reasonably anticipated to constitute a weather delay.
- B. When the amount of rain is considered to be abnormal, additional rain days will be allowed and extensions to the Contract Time(s) will be granted where the condition of the site (exterior or interior location) or access to the site as determined by the Owner, is such that Contractor can perform no Work identified on the current version of the Progress Schedule in effect at the time the delay occurred. Rainfall will be considered unusually severe only when the Days of Rain (defined as more than one-tenth (1/10th) of an inch of rain per day) in any month exceed the number of allowed rain days per month.
- C. No Contract Time extension for rain will be allowed for any month until the established number of allowed rain days for the that month have been exceeded. The allowable rain days per month for this Project are as follows:

January: 0  
February: 0  
March: 2  
April: 2  
May: 2  
June: 0  
July: 0  
August: 0  
September: 0  
October: 2  
November: 2  
December: 2

- D. Contractor must exercise due diligence in protecting the Work and the Work site from the adverse impacts of weather by:



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1. Taking appropriate preventative actions before anticipated inclement weather to protect the Work and Work site from the potential adverse effects of the weather;
2. Taking corrective action during the inclement weather to protect the Work and Work site from the actual and potential adverse effects of the inclement weather; and
3. Taking correction action after the inclement weather to remedy, prevent, and/or mitigate the negative impacts of the adverse weather on the Work and the Work site.

## 7.7 DELAY AND TIME EXTENSIONS

A. The Owner will consider extensions to the Contract Time for the following reasons only if they affect the Critical Path of the Official Progress Schedule.

1. Acts of God (as defined in PCC 7105 (b) (2)) or of the public enemy, acts of Government, fires, floods, epidemics, quarantine restrictions, sanctioned strikes, freight embargoes, unusually severe weather, or delays of Subcontractors or Suppliers arising from unforeseeable causes beyond the control and without the fault or negligence of both Contractor and such Subcontractors or Suppliers.
2. Delays in progress due to an act of neglect by Owner only for the amount of delay time that occurs after Contractor has notified Owner in writing and the Owner has had a reasonable time to respond to the notification.
3. An Approved Change Order that extends the Contract Time.

B. Within twenty-four (24) hours from the beginning of any critical path delay to the current updated Schedule, Contractor must notify Owner in writing of the causes of delay.

C. Within ten (10) working days from the end of any critical path delay to the Schedule, Contractor must submit two (2) hard copies and electronic data files of all supporting information to validate the impact of the delay on the Contract Time.

D. The Owner will ascertain the facts and the extent of the delay and adjust the Contract Time for completing the Work when, in Owner's judgment, the facts justify an adjustment. Owner's determination is final and conclusive.

E. Delay and Contractor's entitlement for delay will be determined as follows:

1. The following definitions apply to a Delay and Time Extension:



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a. ***“Excusable Delay”*** means any delay in the Work caused by conditions beyond the control and without the fault or negligence of the Contractor.

b. ***“Excusable Non-Compensable Delay”*** means any Excusable Delay not solely the responsibility of the Contractor, such as, earthquake, fire, flood, and inclement weather conditions that caused a delay of Work on the critical path of the Schedule. The financial inability of the Contractor or any Subcontractor, Sub-subcontractor or Supplier, or the default of any Subcontractor, Sub-subcontractor or Supplier is not a condition beyond the Contractor’s control. An Excusable Non-Compensable Delay may entitle the Contractor to an extension of the Contract Time, but will not entitle the Contractor to any adjustment of the Contract Sum.

c. ***“Excusable Compensable Delay”*** means any Excusable Delay caused by a delay of the Work on the critical path of the Schedule for which the Owner is solely responsible and which delay is unreasonable given the circumstances and not within the contemplation of the parties. An Excusable Compensable Delay may entitle the Contractor to an extension of the Contract Time and an adjustment of the Contract Sum. For the sake of clarity, owners sole responsibility does not apply to actions of the AHJs, including HCAI, IORs, Special Inspectors, or the San Mateo County Building/Planning Department or Public Works.

d. ***“Non-Excusable Delay”*** means any delay in the Work resulting from causes within the control of the Contractor or due to the fault or negligence of the Contractor or its Subcontractors or Suppliers. A Non-excusable Delay shall not entitle the Contractor to an extension of the Contract Time or an adjustment of the Contract Sum.

2. Whenever the Contractor foresees any delay in the prosecution of the Work, the Contractor must notify the Owner in writing of the potential delay. Such notification must specify with detail the cause asserted by the Contractor for the potential delay and provide a description of the anticipated effect of the potential delay on the most recent updated Schedule including identification of the activity numbers of the affected activities. Failure of the Contractor to submit such a notice after recognition of any incident or event giving rise to the potential delay will constitute a waiver by the Contractor of any request for extension of the



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Contract Time, and no extension of the Contract Time will be granted as a consequence of such delay.

3. Within twenty-four (24) hours from the beginning of any critical path delay to the Progress Schedule, Contractor must submit written notice to the Owner of the delay. The notice must include identification of the affected activities, evidence of the cause of the delay, and within ten (10) working days of the end of the critical path delay, Contractor must submit a Time Impact Analysis per F. Time Impact Analysis.

4. Owner has no obligation to consider any request for extension to the Contract Time unless the Contractor satisfies the requirements set forth in the Contract Documents for providing notice of potential delay and submission of a Time Impact Analysis establishing the impact of the delay on the critical path of the latest Progress Schedule.

5. Owner is not responsible to the Contractor for any constructive acceleration due to Contractor's failure to comply with the submission and justification requirements of the Contract Documents for Contract Time extension requests. The Contractor's failure to perform in accordance with the latest Progress Schedule shall not be excused because the Contractor has submitted Contract Time extension requests, unless and until Owner approves such requests.

6. Extension to the Contract Time will not be allowed for delays on paths of activities containing Total Float Time per the latest Progress Schedule, providing such delay does not exceed the Total Float Time(s) on paths of activities on the latest Progress Schedule.

7. Any extension of Contract Time granted the Contractor pursuant to this section, does not constitute a waiver by Owner of, nor a release of the Contractor from, the Contractor's obligation to perform the Work within the Contract Time specified by the Contract Documents, as modified by the particular extension in question. Owner's decision to grant an extension of the Contract Time due to one circumstance set forth in one request, shall not be construed as a grant of an extension for any other circumstance or the same circumstance occurring at some other time, and shall not be viewed by the Contractor as a precedent for any other request for extension of the Contract Time.

8. If Owner orders the Contractor to suspend Work pursuant to the Contract Documents, the Contractor will not be entitled to any extension of the Contract Time, damages resulting from the suspension, unless the



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Contractor can establish that the suspension was Ordered without reasonable justification.

#### F. Time Impact Analysis

1. The time impact analysis must provide information justifying the request for extension of the Contract Time and stating the extent of the adjustment requested for the alleged delay. Time impact analysis must be in form and content acceptable to the Owner and include, but not be limited to, the following:

- a. Time impact analyses must be based on analyzing the Progress Schedule in effect at the time the alleged delay or impact first occurred.
- b. The Contractor must present fragmentary Critical Path Method (CPM) type network windows (fragments) in time scaled precedent format, illustrating how Contractor proposes to incorporate the alleged delay into the Progress Schedule in effect at the time the alleged delay or impact first occurred.
- c. The Contractor must identify the activities that are proposed to be amended due to the alleged delay.
- d. The Contractor must identify the preceding and succeeding activities in the Official Progress Schedule to which the fragment(s) is to be connected.

#### H. Concurrent Delays

1. If an Excusable Non-Compensable Delay and an Excusable Compensable Delay operate to concurrently delay completion of the Work, the maximum extension of the Contract Time will be the number of Calendar Days from the commencement of the first delay to the cessation of the delay which ends last. Any adjustment of the Contract Sum will be in accordance with changes in the Work, and will be based only on the number of days of Excusable Compensable Delay, less the duration of the concurrence.
2. If a Non-Excusable Delay operates to concurrently delay completion of the Work with an Excusable Non-Compensable Delay, the maximum extension of the Contract Time will be the number of days of concurrent delay plus the non-concurrent portion of the Excusable Non-Compensable Delay. The entire delay is non-compensable.



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3. If a Non-Excusable Delay operates to concurrently delay completion of the Work with an Excusable Compensable Delay the maximum extension of the Contract Time will be the number of days of concurrent delay plus the non-concurrent portion of the Excusable Compensable Delay. Any adjustment of the Contract Sum will be in accordance with changes in the Work, and will be based only on the non-concurrent portion of the Excusable Compensable Delay.

4. Where the period of concurrent delay is sixty (60) calendar days or longer, the Owner will pay 50% of labor and material cost escalations experienced as a result of the concurrent delay following Contractor's demonstration of the cost escalations to the reasonable satisfaction of Owner.

## 8 PAYMENTS

### 8.1 CONTRACT AMOUNT

The Contract Amount as stated in the Agreement, including adjustments authorized under the terms of the Contract, is the total amount payable by the Owner to the Contractor for the complete Work.

### 8.2 CONTRACT AMOUNT BREAKDOWN – SCHEDULE OF VALUES

The Contractor shall, before the first application for payment, submit to the Architect and the Owner a Schedule of Values document which is a dollar value amount breakdown for the entire scope the Work of the Contract divided into categories so as to facilitate certification of completed Work for payment. The Schedule of Values shall be in such form as may be agreed upon by the parties and supported by such evidence as to its correctness that may allow the Architect and/or Owner's Representative to certify progress payments corresponding to the percentage of completed Work.

Schedule of values must break out each scope of work as awarded to sub-contractors and any individual self-perform scopes of work. Each sub-contractor scope of work must be broken down to show pre-construction coordination/submittals, work on site, and closeout as separate line items costs.

Schedule of values must show separate line items for individual soft costs including insurance, contractor fee, Bonds, taxes, contingency and any allowances.



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### 8.3 PROGRESS PAYMENTS

- A. The Owner shall make progress payments to the Contractor for labor and materials incorporated into the Work as called for by the Contract Documents and approved Change Orders. Not more often than once each month and on a day of each month agreed upon between the Owner and the Contractor, the Contractor shall submit to the Owner and the Architect, through the Owner's Representative, an application for payment consisting of a Certificate of Payment, a calculation of completed Work based on the approved payment breakdown and, if required by Owner, receipts, releases, or other evidence showing the Contractor's payments for materials, labor, Subcontractors, and any such information as the Owner may require. Payment shall not be owed if the application does not conform to these requirements.
- B. Payment for materials stored on site which have not been permanently incorporated into the Work is at the discretion of the Owner. Payment for materials stored off-site, whether or not specially fabricated for the Project, can be made only when payment for such materials has been previously approved by the Owner and shown on the approved payment breakdown and such payment shall be conditional upon submission by the Contractor of a Bill of Sale in a form acceptable to the Owner or other such evidence as is required by the Owner to establish the Owner's title to such material. All materials stored off-site shall be stored in a bonded warehouse at no additional expense to the Owner.
- C. The Contractor shall present the application for payment, as required herein, to the Architect for approval using the Owner's previously approved Schedule of Values. The Architect will review and adjust the Certificate of Payment to such amount as he decides is properly due and deliver it to the Owner for payment.
- D. The Owner will retain five (5) percent of the amount of each payment due the Contractor until after the date of Owner's Certificate of Project Completion has been accepted by the County.
- E. No Certificate of Payment issued nor payment made to the Contractor nor partial or entire use of occupancy of the Work by the Owner shall be an acceptance of any Work not in accordance with the Contract Documents.
- F. The Contractor shall not assign any monies due or to become due hereunder without the written consent of the Owner and of all sureties executing bonds on behalf of the Contractor in connection with this Contract.

### 8.4 OWNER'S FAILURE TO ISSUE PAYMENT

Should the County fail to issue a progress payment to the Contractor for properly

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submitted, undisputed and approved amounts owed under the Contract within 30 calendar days, then the Owner shall pay interest to the Contractor equivalent to the legal rate set forth in subdivision (a) of Section 685.010 of the Code of Civil Procedure. Refer to the California Public Contract Code, Division 2, Part 2, Chapter 1, Article 8, Section 102.5 and other applicable sections. Contractor may, upon written notice to the Owner and provided the Owner does not pay the Contractor per the terms agreed to between the Owner and Contractor, stop Work only until Contractor receives the progress payment amount owed.

## 8.5 PAYMENTS WITHHELD

- A. The Owner may withhold payment, on account of subsequently discovered information, nullify the whole or a part of any progress payment or retention payment to such extent as may be necessary to protect the Owner from loss on account of:
1. Defective Work.
  2. Third party claims or reasonable evidence indicating probable filing of third- party claims.
  3. Failure of the Contractor to make payments to Subcontractors or for material, labor or equipment.
  4. The Owner's doubt that the Work can be completed for the unpaid portion of the Contract Amount.
  5. Damage to another contractor's work.
  6. Damage to Owner's property.
  7. Failure to pay fees in accordance with the Contract Documents.
  8. Owner's cost of correcting deficiencies in the Work or undertaking any Work.
  9. Liquidated damages or anticipated liquidated damages.
  10. Any amount owed to Owner or claimed by Owner.
  11. Contractor's failure to deliver as-built drawings, guarantees, operating manuals or other documents.
  12. Failure by Contractor to fulfill any Contract requirement.



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## 8.6 FINAL PAYMENT AND RETENTION PAYMENT

- A. The final payment shall be the one made in response to the Contractor's one hundred percent (100%) complete application for payment which will bring the total paid to date to the Contractor to ninety-five percent (95%) of the Contract Amount. Contractor's acceptance of the final payment shall constitute a waiver of all claims by Contractor except those previously made in writing.
- B. The Owner is entitled to retain five percent (5%) of the amount of each payment due Contractor, as Retention, until at least sixty (60) calendar days after the date of recording the Notice of Completion, as per California Public Contract Code, Division 2, Part 1, Chapter 7, Section 7107.
- C. As a prerequisite to the release of retention, Contractor shall sign a Release of Liens in a form prescribed by Owner.
- D. Contractor shall not be paid interest on retention.

## 9 INSURANCE

### 9.1 HOLD HARMLESS/INDEMNIFICATION

- A To the full extent permitted by law, CONTRACTOR shall indemnify and save harmless the COUNTY, its officers, employees, and servants from all claims, suits, or actions of every name, kind, and description, brought for, or on account of: (A) injuries to or death of any person, including CONTRACTOR, its officers, employees and servants, or (B) damage to any property of any kind whatsoever and to whomsoever belonging, (C) any sanctions, penalties or claims of damages resulting from CONTRACTOR'S failure to comply with applicable laws, or (D) any other loss or cost resulting from the CONTRACTOR'S negligent or reckless acts or omissions or willful misconduct in connection with the performance of any work required of CONTRACTOR or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the COUNTY has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.
- B The duty of CONTRACTOR to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
- C. The obligations set forth in this section shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.

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- A. The Contractor shall not commence Work at the project site under this Contract until all required insurance has been obtained and such insurance has been approved by the Owner. The Contractor shall furnish the Owner with Certificates of Insurance evidencing the required coverage in the bidding phase, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Contract. Certificates of Insurance shall be filed with the Owner within ten (10) calendar days after award of the Contract. These certificates shall specify or be endorsed to provide that thirty (30) calendar days notice must be given, in writing, to the Owner of any pending change in the limits of liability or of any cancellation or modification of the policy.
- B. The Contractor shall have in effect during the entire life of this Contract Workers Compensation and Employers Liability Insurance providing full statutory coverage; and in case any work is sublet, the Contractor shall require all Subcontractors similarly to provide Workers Compensation and Employers Liability Insurance to full statutory limits of the California Labor Code. In signing this Contract, the Contractor makes the following certification, required by Section 1861 of the Labor Code:

"I (Contractor Name/Company), am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I (Contractor Name/Company) will comply with such provisions before commencing the performance of the work of this Contract".

- C. The Contractor shall take out and maintain during the term of this Contract such Bodily Injury Liability and Property Damage Liability Insurance as shall protect Contractor and any Subcontractor performing Work covered by this Contract, from any and all Claims for damages for bodily injury, including accidental death, as well as any and all Claims for property damage including third party property damage to include coverage on property in the care, custody and control of the Contractor, which may arise from the Contractor's operations under this Contract, whether such operations be by Contractor or by any Subcontractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount specified below. Such insurance shall include:

1. Comprehensive Commercial or General Liability Insurance
  - a. \$1,000,000 Bodily Injury/Property Damage Each Occurrence
  - b. \$2,000,000 Product/Completed Operations Aggregate
  - c. \$2,000,000 General Aggregate
  - d. \$50,000 Fire Damage Legal Liability
  - e. \$5,000 Medical Payments

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- f. Coverage shall include but not be limited to the following supplementary coverages:  
 Contractual Liability to cover liability assumed under the Agreement; Product and Completed Operations Liability Insurance;  
 Broad Form Property Damage Liability Insurance;  
 Explosion, collapse and underground hazards (deletion of the X, C, U exclusions) if such exposure exists; and  
 Independent Contractors.
  2. Motor Vehicle/Automobile Liability Insurance: \$1,000,000 Combined Single Limit.
  3. Workers' Compensation and Employer's Liability Insurance, Workers' Compensation Insurance Statutory benefits as provided by the California statute and Employer's Liability Limits as follows:
    - a. \$1,000,000 Bodily Injury with Accident – Each Accident
    - b. \$1,000,000 Bodily Injury by Disease – Policy Limit
    - c. \$1,000,000 Bodily Injury by Disease – Each Employee
- D. The Owner and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to the Owner, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the Owner or its officers, agents? and employees have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.
- E. The Owner shall purchase and maintain at Owner's expense All Risk Property Insurance or Builder's Risk Insurance, excluding Earthquake and Flood coverage, in an amount covering all work and materials in the Contract, including that of Subcontractors, in an amount equal to the Contract Amount including adjustments. Subcontractors shall be included as insureds and the Owner shall be named as a Loss Payee as its interests may appear. Said insurance shall be maintained in complete coverage throughout the duration of the Contract until the one (1) year after the Completion Date of the Project.

### 9.3 FAILURE TO PROVIDE INSURANCE

If Contractor fails to provide insurance as required herein, the Owner, at its option, may take out and maintain such insurance as the Owner deems in its best interest and charge the cost thereof to the Contractor, which may be at a higher cost.

## 10 GUARANTEES

### 10.1 REQUIRED GUARANTEES

- A. In addition to guarantees required elsewhere in the Contract Documents, the

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Contractor shall guarantee all of the Work, and each Subcontractor shall guarantee his own Work, against defective material or faulty workmanship for a minimum of one (1) year after the date of Final Completion. All guarantees must be submitted in triplicate to the Architect on the Contractor's own letterhead in the form prescribed by Owner.

- B. In addition to the requirements of paragraph 10.1.A, all standard manufacturer warranties shall be passed to the Owner which may extend the warranty period beyond one (1) year.
- C. The date of guarantee and all warranties for the Work shall commence upon the Owner's agreed Final Completion Date,
- D. In addition to the guarantees and warranties required by the Contract Documents, the Owner has all rights and remedies provided by law including those pertaining to latent defects.

## 10.2 REPAIR OF GUARANTEED WORK

- A. If repairs are required in connection with guaranteed Work, the Contractor shall promptly upon receipt of written notice from the Owner, and without expense to the Owner:
  - 1. Place in satisfactory condition in every detail all of such guaranteed Work;
  - 2. Make good all damage to the building, site, equipment, furniture, or contents which, in the opinion of the Owner, is the result of work not in accordance with the terms of the Contract Documents or disturbed in the process of correcting guaranteed Work.
- B. If the Contractor disturbs any work guaranteed under another contract in fulfilling the requirements herein he shall restore such disturbed work to a condition satisfactory to the Owner and guarantee such restored work to the same extent as it was guaranteed under the Contract.
- C. A new full term guarantee period shall apply to repaired work upon completion of repairs.
- D. If Contractor fails to proceed to comply with the terms of the guarantee to make repairs of defective work within seven (7) calendar days of Notice from Owner, the Owner may remedy the Contractor's failure by whatever means the Owner deems expedient. The Owner may, at any time, take measures to mitigate damage or reduce undesirable effects of defective work. All costs expended by Owner pursuant to this Section shall be paid by Contractor.



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**END OF DOCUMENT 00 72 13**



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## **DOCUMENT 00 73 36**

### **SAN MATEO COUNTY SUPPLEMENTARY GENERAL CONDITIONS EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FOR MINORITY EMPLOYMENT**

#### **1. STATEMENT OF INTENT**

It is the intent of the Board of Supervisors of the County of San Mateo to prohibit and eliminate employment discrimination and to further the opportunities for minority persons to be gainfully employed in the performance of County building contracts. The Bidder's attention is directed to all the provisions set forth herein. The Board of Supervisors has by Ordinance No. 2174 added Title 2, Chapter 2.50 to Division II of the San Mateo County Ordinance Code prohibiting discrimination in employment and providing for an Equal Employment Opportunity Program by Contractors doing business with the County of San Mateo. The following provisions are a part of the contract documents.

#### **2. LOWEST RESPONSIBLE BIDDER**

Award of contract to the low bidder shall not be made until the requirements set forth in these Supplementary General Conditions have been complied with and reviewed by the County Compliance Officer and a satisfactory Equal Employment Opportunity Program as submitted by the low bidder has been accepted.

A. Criteria for Determining Lowest Bidder. Criteria to determine the acceptability of bids on construction contracts requiring public bidding and involving an expenditure of \$5,000.00 or more shall include but not be limited to the following:

1. Criteria of Compliance with Federal and State Laws. Each bidder shall submit with his bid a certification that he is in compliance with the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1973, the California Fair Employment Practices Act and any other Federal or State Laws and regulations relating to Equal Employment Opportunities and the provisions of this article and the Board established guidelines implementing them. See report form entitled "Certification of Compliance with Laws Prohibiting Discrimination" bound herein after Form of Proposal.
2. Certification of Intent to Develop and Implement an Equal Employment Opportunity Program. Each bidder shall submit with

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his bid a certification that he will develop, implement and maintain, during the course of work concerned, an affirmative action program in employment conducted without regard to race, religion, color, national origin, ancestry, physical or mental disability, or sex of the applicants. With this certification he shall submit any and all information which may be required by the County in connection with this program. As used in this Article, the term "minority" or "minority group" pertains to Latinos, Asians and Pacific Islanders, African Americans, American Indians, and women (regardless of her race or ethnicity). See report form entitled "Certification of Intent" bound herein after Form of Proposal.

3. Compliance by Subcontractors. The provision of this Section apply to any subcontractor engaged by the successful bidder, and each successful bidder shall notify his subcontractors of their obligations under the provisions of this Section.

### 3. PENALTIES FOR NON-COMPLIANCE WITH THE PROVISIONS OF THIS SECTION

- A. Any bidder who fails to submit a proposed Equal Employment Opportunity Program or who is unable to make the certifications required in this Section of the Supplementary General Conditions may be disqualified from consideration for the award of the contract.
- B. If, after an award is made, the Contractor is found by the County or by a Federal or State agency empowered to make such findings to be in substantial or material violation of the Fair Employment Practices Act of the State of California, the Equal Employment Opportunity Requirement of Executive Order 11246, Title VII of the Civil Rights Act of 1964, Section 503 of the Rehabilitation Act of 1973, or of the provisions of this Section, he may be found to be in material breach of his contract, and the County shall have the power to cancel the contract in whole or in part, or alternatively, to deduct for each working day during which the Contractor is found to have been in such non-compliance, two (2) percent of the total amount payable to the Contractor.

### 4. WAIVER OF COMPLIANCE

In the event that the requirements of this ordinance are found to work an undue hardship upon a low bidder, said bidder shall submit evidence of such hardship to the Board of Supervisors and shall petition the Board for a waiver of these requirements. This waiver shall only be granted by the Board of Supervisors and shall become an integral part of the contract.



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## 5. DEFINITIONS

- A. Equal Employment Opportunity Program. Equal Employment Opportunity Program is a set of specific and result oriented procedures to which a Contractor commits himself in order to achieve equal employment opportunity.
- B. Compliance Officer. A Compliance Officer is the County official designated by the County Manager to represent him in the administration of these guidelines and in the enforcement of the provisions of Title 2, Chapter 2.50 of the County Ordinance Code.

## 6. CERTIFICATION OF COMPLIANCE AND INTENT

Every bidder shall submit with his bid a Certificate of Compliance with laws prohibiting discrimination and a Certification of Intent to implement an equal employment opportunity program on a form furnished by the County, as required by Title 2, Chapter 2.50 of the County Ordinance Code.

## 7. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

In addition to furnishing the Certification of Compliance, each Contractor will submit his Equal Employment Opportunity Program with his bid.

The EEO shall contain the following information:

- A. Analysis of current work force:
  - 1. Total number of employees
  - 2. Numerical racial breakdown of employees by job classification
  - 3. Information on apprentices

These figures will provide the base by which the Contractor's EEO will be evaluated. Factors to be considered both in the original statistics and in any plans for future employment will include the percentage of minority population in San Mateo County, the availability of minority construction workers and the present minority representation in the various construction trades.

- B. The equal employment opportunity actions the Contractor has taken or will take to insure equal employment opportunity. These shall include:
  - 1. Recruiting and hiring minority persons. If non-union personnel are employed this would involve employment advertising through

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sources which serve areas of minority population. These include local minority newspapers, referral agencies, high schools, vocational schools, and community groups. Specific information on these sources may be obtained from the Compliance Officer. Union employees will be recruited in accordance with applicable labor agreements. The Contractor will seek to have included or will reaffirm clauses in all labor agreements prohibiting discrimination based on race, religion, color, national origin, age, ancestry, physical or mental handicap, or sex. Assistance for admission into the craft of minorities over the traditional apprenticeship age is also suggested. The Contractor will support Bay Area Construction Opportunity Program or similar groups as recruiting sources and will urge all labor organizations with which he has agreements to use BACOP.

2. Providing adequate opportunity for the upgrading or further training of all employees to insure equal opportunity in advancement and promotion. This might include a counseling service, information and assistance with night classes, or special career-directed program information.
  3. Appointing an Equal Employment Opportunity Coordinator - full time or as an additional duty. He will have the responsibility of administering an active program, informing company personnel and union representatives of this company policy and advising all subcontractors of their obligation to this program.
  4. Establishing or maintaining an apprenticeship or training program designed to insure hiring of additional minority employees in the journeyman or skilled classes, if possible. The Contractor is urged to support the Joint Apprenticeship Committee on this trade.
  5. Selecting minority subcontractor or subcontractors who are known for their ongoing program of apprenticeship for minorities. This includes advising minority contractor associations of bids for subcontractors. Joint ventures with minority subcontractors are encouraged.
- C. The EEO should state any previous experience the Contractor has had with similar plans and result of that effort. Any current equal employment opportunity plans should be described in detail and a copy attached, if printed plan is available. The Compliance Office will review the EEO submitted by each bidder in order to determine whether the program submitted complies with Title 2, Chapter 2.50 of the County Ordinance Code and these guidelines.

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The EEO as submitted will be kept on file by the Compliance Officer. If the Contractor bids for other county contracts, he may refer to the EEO on file and state any changes, but will not be required to refile his program.

The Compliance Officer may request additional information from the bidder and will be available to answer questions relative to the guidelines and to advise those seeking assistance of resources known to him. He will not be responsible for the service or lack of service rendered by the resources recommended, nor will he develop an EEO for any bidder, or serve as a recruiter for any bidder.

Bidders may revise their EEO after consultation prior to award of contract. Deficiencies will be discussed and appropriate remedies suggested. If bidders withdraw their EEO for revision, their revised program must be submitted by a date established by the Compliance Officer.

The Compliance Officer will determine whether the low bidder's EEO is acceptable and will report to the appropriate county department. The EEO's of each subcontractor of the low bidder will also be evaluated by the Compliance Officer.

## 8. INCLUSION OF EEO AND CERTIFICATIONS

Upon award of the contract by the Board of Supervisors, the EEO and Certifications for the prime contractor and all subcontractors, which have been approved and accepted by the County, will become an integral part of the contract and subject to the provisions thereof.

## 9. PERFORMANCE OF CONTRACTOR

- A. The Contractor will post, in conspicuous places available to employees and applicants for employment, notices to be provided by the County, stating that the Contractor is obliged to comply with the provisions of these guidelines and Title 2, Chapter 2.50 of the County Ordinance Code. These notices will also be sent to all union and employee organizations and other recruiting sources providing employees to the Contractor.
- B. All announcements of job openings will include the statement: "An Equal Opportunity Employer".
- C. The Contractor will make written Progress Reports on a form provided by the County to illustrate the effectiveness of his EEO at intervals established by the County.



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- D. The Compliance Officer will monitor the performance of the EEO until completion of the contract and will report the progress of the Contractor in living up to his EEO to the County Manager.
- E. The Contractor shall permit, during Contractor's normal business hours and at Contractor's place of business, access by the County to his records of employment, employment advertisements, application forms and other data and records pertaining to Contractor's employment practices, for the purpose of determining whether Contractor is complying with the Non-Discrimination and Equal Employment Opportunity rules of the County.

10. PERFORMANCE OF SUBCONTRACTORS

- A. All subcontractors listed in a general Contractor's bid are subject to all the provisions of these guidelines and Title 2, Chapter 2.50 of the County Ordinance Code.
- B. All subcontractors will file their Certifications of Compliance and Intent and their EEO with the Equal Employment Coordinator of the prime Contractor for transmittal to the County, after award of the contract has been made.

END OF DOCUMENT



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### **SUPPLEMENTARY CONDITIONS**

#### **COUNTY OF SAN MATEO EQUAL BENEFITS COMPLIANCE ORDINANCE NO. 4324, CHAPTER 2.84**

##### **2.84.010 Definitions**

For the purposes of this chapter:

(a) "Contract" means a legal agreement between the County and a Contractor for public works, consulting, or other services, or for purchase of supplies, material or equipment for which the consideration is in excess of \$5,000.

(b) "Contractor" means a party who enters into a Contract with the County.

(c) "Contract Awarding Authority" means the Board of Supervisors or the individual authorized by the Board of Supervisors to enter into Contracts on behalf of the County.

(d) "Domestic Partner" means any person who is registered as a domestic partner with the Secretary of State, State of California registry or the registry of the state in which the employee is a resident.

(e) "Employee Benefits" means the provision of any benefit other than pension and retirement benefits provided to spouses of employees or provided to an employee on account of the employee's having a spouse, including but not limited to bereavement leave; disability, life, and other types of insurance; family medical leave; health benefits; membership or membership discounts; moving expenses; vacation; travel benefits; and any other benefits given to employees, provided that it does not include benefits to the extent that the application of the requirements of this chapter to such benefits may be preempted by federal or state law. (Ord. 4324, 08/15/06)

##### **2.84.020 Discrimination in the provision of benefits prohibited**

(a) No Contractor on a County Contract shall discriminate in the provision of Employee Benefits between an employee with a domestic partner and an employee with a spouse, subject to the following conditions:

1. In the event that the Contractor's actual cost of providing a particular benefit for the domestic partner of an employee exceeds that of providing it for the spouse of an employee, or the Contractor's actual cost of providing a particular benefit to the spouse of an employee exceeds that of providing it for the domestic partner of an employee, the Contractor shall not be deemed to discriminate in the provision of Employee Benefits if the Contractor conditions providing such benefit upon the employee's agreement to pay the excess costs.



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2. The Contractor shall not be deemed to discriminate in the provision of Employee Benefits if, despite taking reasonable measures to do so, the Contractor is unable to extend a particular employee benefit to domestic partners, so long as the Contractor provides the employee with a cash payment equal to the Contractor's cost of providing the benefit to an employee's spouse.

(b) The Board of Supervisors may waive the requirements of this Chapter when it determines that it is in the best interests of the County. The County Manager may waive the requirements of this chapter for Contracts not needing the approval of the Board of Supervisors where waiver would be in the best interests of the County for such reasons as follows:

1. Award of a Contract or amendment is necessary to respond to an emergency;
2. The Contractor is a sole source;
3. No compliant Contractors are capable of providing goods or services that respond to the County's requirements;
4. The requirements are inconsistent with a grant, subvention or agreement with a public agency;
5. The County is purchasing through a cooperative or joint purchasing agreement.

(c) Contractors should submit requests for waivers of the terms of this Chapter to the Contract Awarding Authority for that Contract, or in the case of Contracts approved by the Board, the County Manager.

(d) The Contract Awarding Authority, or in the case of Contracts approved by the Board, the County Manager, may reject an entity's bid or proposals, or terminate a Contract, if the Contract Awarding Authority determines that the entity was set up, or is being used, for the purpose of evading the intent of this Chapter.

(e) No Contract Awarding Authority shall execute a Contract with a Contractor unless such Contractor has agreed that the Contractor will not discriminate in the provision of Employee Benefits as provided for in this Chapter. (Ord. 4324, 08/15/06)

#### 2.84.030 Application of Chapter

The requirements of this Chapter shall only apply to those portions of a Contractor's operations that occur (a) within the County; (b) on real property outside of the County if the property is owned by the County or if the County has a right to occupy the property, and if the Contractor's presence at that location is connected to a Contract with the County; and (c) elsewhere in the United States where work related to a County Contract is being performed. The requirements of this Chapter shall not apply to subcontracts or subcontractors of any contract or Contractor. (Ord. 4324, 08/15/06)

#### 2.84.040 Powers and duties of the County Manager

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The County Manager's office shall have the authority to:

(a) Adopt rules and regulations, in accordance with this Chapter and the Ordinance Code of the County of San Mateo, establishing standards and procedures for effectively carrying out this Chapter.

(b) Receive notification from employees of Contractors regarding violations of this Chapter.

(c) Determine and recommend to the Board of Supervisors for final decision the imposition of appropriate sanctions for violation of this Chapter by Contractors including, but not limited to:

1. Disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 5 years; and;
2. Contractual remedies, including, but not limited to termination of contract;
3. Liquidated damages in the amount of \$2,500;

(d) Examine Contractors' benefit programs covered by this chapter;

(e) Impose other appropriate contractual and civil remedies and sanctions for violations of this chapter;

(f) Allow for remedial action after a finding of non-compliance, as specified by rule;

(g) Perform such other duties as may be required or which are necessary to implement the purposes of this Chapter. (Ord. 4324, 08/15/06)

#### 2.84.050 Date of Application

The provisions of this Chapter shall apply to any Contract awarded or amended on or after July 01, 2001, provided that if the Contractor is then signatory to a collective bargaining agreement, this Chapter shall only apply to any Contract with that Contractor which is awarded or amended after the effective date of the next collective bargaining agreement. (Ord. 4324, 08/15/06)

END OF DOCUMENT



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## DOCUMENT 01 35 13.19

### SPECIAL PROJECT PROCEDURES FOR SAN MATEO MEDICAL CENTER FACILITY

#### PART 1 - GENERAL

##### 1.1 RELATED DOCUMENTS

1.1.1 Section 00 72 13 General regarding utility interruptions, County occupancy, Contractor's use of premises, and work restrictions, project coordination.

1.1.2 Section 01010 regarding summary of work

##### 1.2 SUMMARY

1.2.1 Prior to the start of a project, the Contractor shall comply with the Contract Documents (Drawings and Specifications) Drawings and must obtain approval from the County's Representative for any and all necessary arrangements for routing of workers, equipment, and material to the job location, schedule for elevator usage; and procedures in clean and sterile areas. In addition, the Contractor shall become familiar with applicable San Mateo Medical Center (SMMC or Facility) policies and procedures and comply with the following for the duration of the Project. The Contractor's Quality Control or Safety Manager shall designate a person responsible for assuring the implementation of environmental controls needed for environmental control and mitigation.

##### 1.3 SUBMITTALS

1.3.1 Contractor's Medical Safety and Infection Control Program: Within fifteen (15) business days after Notice to Proceed with the first phase of Work, but not less than ten (10) business days before gaining access to the site to start Work, Contractor shall submit its written program with detailed outline of procedures for complying with County's and San Mateo Medical Center's policies and requirements. **Program compliance shall be included in the Contractor's schedule durations and all costs associated shall be included.**

1.3.1.1 Enforcement of the protocols and procedures contained in the Medical Safety and Infection Control Program shall be implemented through measures incorporated into the Contractor's Quality Control Plan.

1.3.1.2 Contractor and Subcontractors shall, at their own expense, provide all necessary Personal Protective Equipment (PPE) which shall vary in type

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(for example: durable or disposable, construction grade or medical grade) to be worn and used by their employees, as per the requirements of Cal/OSHA and the San Mateo Medical Center policy. **No PPE will be provided by the County or the San Mateo Medical Center facility.**

1.3.1.1.1 Refer to Cal/OSHA Interim Guidelines for General Industry on 2019 Novel Coronavirus Disease (COVID-19).

1.3.1.1.2 Refer to California Code of Regulations, Title 8, Section 5199, the Aerosol Transmissible Diseases (ATD) standard. Refer to Aerosol Transmissible Diseases Model Exposure Control Plan.

1.3.1.1.3 Should there be conflicts between current construction practices and requirements under Cal/OSHA and the San Mateo Medical Center policies, the stricter measure shall be followed and used by Contractor and Subcontractors to protect their employees.

1.3.1.3 The Contractor shall revise and resubmit their Medical Safety and Infection Control Program for the Project to address changes requested by the County.

#### 1.4 COMMUNICATION, COORDINATION AND PLANNING

1.4.1 The Contractor shall comply with supplemental instructions from the County concerning the SMMC medical safety and infection control. When necessary to prevent unsafe incidents, supplemental instructions may include work stoppages to reschedule and/or redirect the Work.

#### 1.5 TRAINING

1.5.1 Provide training and orientation on infection control and Facility procedures for all personnel employed by the Contractor, subcontractors, and any other personnel entering the Facility in support of the Contractor.

#### 1.6 UTILITY INTERRUPTIONS AND PRIOR NOTIFICATION

1.6.1 Shutdown or interruption of water, chilled water, steam, electrical services, natural gas, compressed air, vacuum, oxygen, nitrous oxide, or any utility system requires written notice a minimum of ten (10) Business Days in advance to County's Representative. Contractor is not authorized to interrupt utility services without this advance notification and the prior approval of the County's Representative.

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1.6.2 See PART 3 – EXECUTION, for UTILITY SYSTEM SHUTDOWN NOTICE form.

## 1.7 ENVIRONMENTAL CONTROLS

1.7.1 Noise: All work shall be performed with a minimum of noise or disruption to normal activities in the surrounding areas. In and around patient care areas, extraordinary care and concern must be exercised. If nursing department staff, medical staff, or administrative staff indicates a problem due to these conditions, the activity must be stopped until the County's Representative is contacted and satisfactory arrangements are determined. Contractor will give a ten (10) Day notice for any work to be done outside the hours of 7am and 5pm.

During the construction extraordinary care and concern must be exercised to not disrupt the patient population. The Contractor shall develop a Workplan, for the County's approval, which demonstrates noise considerations for the patients' sleep period and the ongoing function of the facility. The following noise control procedures shall be employed:

- 1.7.1.1 Maximum increase in noise shall be limited to approximately 15db over ambient and shall not exceed regulatory standards for noise.
- 1.7.1.2 The on-site construction supervisor shall have the responsibility and authority to receive and resolve noise complaints. A clear appeal process shall be established prior to construction commencement that will allow for resolution of noise problems that cannot be immediately solved by the site supervisor.
- 1.7.1.3 All noise-producing project equipment and vehicles using internal combustion engines shall be equipped with mufflers, air-inlet silencers where appropriate, and any other shrouds, shields, or other noise-reducing features in good operating condition that meet or exceed original factory specification. Mobile or fixed "package" equipment (e.g., arc-welders, air compressors) shall be equipped with shrouds and noise control features that are readily available for that type of equipment.
- 1.7.1.4 All mobile or fixed noise-producing equipment used on the project, which is regulated for noise output by a local, state, or federal agency, shall comply with such regulation while in the course of project activity.
- 1.7.1.5 Electrically powered equipment instead of pneumatic or internal combustion powered equipment shall be used, where feasible and needed to control excessive noise.

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- 1.7.1.6 Material stockpiles and mobile equipment staging, parking, and maintenance areas shall be located as far as practicable from noise-sensitive receptors.
- 1.7.1.7 Construction site and access road speed limits shall be established and enforced during the construction period.
- 1.7.1.8 The hours of material transport shall be restricted to the periods and days permitted by both this contract and local noise or other applicable ordinance.
- 1.7.1.9 The use of noise producing signals, including horns, whistles, alarms, and bells shall be for safety warning purposes only.
- 1.7.1.10 No project related public address or music system shall be audible at any adjacent noise-sensitive receptor.
- 1.7.2 Dust: Dust control is a critical activity given the proximity of construction to Facility operations. The Contractor shall prepare a submittal that identifies source air pollution and related pollution reduction measures. The following dust control measures shall be employed:
  - 1.7.2.1 Implement fugitive dust control measures as provided in Bay Area Air Quality Management District (BAAQMD).
  - 1.7.2.2 Develop a staging area, vehicle and truck routes, and a daily meeting to assure all applicable control measures are established for that particular workday.
  - 1.7.2.3 Dust barriers shall be provided by the Contractor as necessary to contain dust within the construction site.
- 1.7.3 Demolition: The Contractor shall plan the demolition activities to minimize environmental impacts on facility operations in accordance with Sections 024119 Selective Demolition. The Contractor has the option of recycling demolished building material, but must do so in compliance with these Contract Documents and OSHPD or other Regulations. In addition to the above mitigation measures, the following applies to demolition activities:
  - 1.7.3.1 Provide the County's Representative with ten (10) Day advance written notice of which building areas will be demolished next, so that they take the necessary steps to prevent airborne contaminants from entering nearby buildings/areas.

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- 1.7.3.2 Identify the material that are recyclable and if possible, send to recycling facility.
- 1.7.3.3 All surface area of structures shall be saturated with water prior to start of demolition.
- 1.7.3.4 Waste and debris may be segregated, processed, and recycled to minimize waste volume and number of trips. If not possible to segregate, then procedure acceptable to County of San Mateo to Contractor's Waste Management Plan will be allowed.
- 1.7.4 Odors: When odors are a concern, arrangements shall be made by the Contractor for their containment or control. Where this is not feasible, specific arrangements should be made to minimize the disturbance of normal Facility activities. Where controllable, fumes and odors shall not be allowed to migrate to occupied areas. The Contractor shall immediately notify the County's Representative. If necessary, Facilities Management and Engineering personnel shall modify adjacent air circulation systems as deemed necessary during the construction period.
- 1.7.5 Vibrations: The impacts of vibration for facility replacement and renovation activities will be limited. The most sensitive area will be surgeries and MRIs within 200 feet of construction. If vibration becomes an impact to facility operations, the Contractor shall stop operations, reschedule and/or implement the following with the approval of the County Representative:
  - 1.7.5.1 Route heavily loaded trucks and equipment away from the most sensitive medical facilities if possible.
  - 1.7.5.2 Select demolition methods not involving impact, where practicable
  - 1.7.5.3 Avoid vibratory rollers and packers near vibration-sensitive areas.
- 1.7.6 Environmental Mitigation Measures: Questions about which items are applicable to the Contractor shall be directed to the County's Representative.
- 1.8 SHIPMENTS AND MATERIALS
  - 1.8.1 Equipment and materials shall not be shipped to the Facility unless specific arrangements are made for receipt and acceptance of these items. When such shipments are authorized, they are the total responsibility of the Contractor. The placement of such materials shall be limited to the specific lay-down and staging areas as defined in the Contractor's Construction Logistic Plan established for the project unless approved in advance by the



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County Project Manager. The County accepts no responsibility for the receipt, storage, or protection of the Contractor's materials and equipment.

## 1.9 SALVAGE AND DISPOSAL

1.9.1 All existing property of the Facility that is removed from the construction site and has been identified to be salvaged by the County shall be delivered to a secure site as specified by the County's Representative.

1.9.2 Construction debris, or material that has no redeemable value, is to be placed in Contractor-furnished refuse bins for safe and legal removal from the premises. Facility refuse bins may not be utilized unless so authorized by the County.

## 1.10 PARKING

1.10.1 The County's Representative will meet with the Contractor to determine parking requirements.

1.10.2 The primary parking and storage area shall be designated areas.

1.10.3 The County's Representative will notify SMMC Plant & Engineering Department of parking area proposed to be used by construction personnel if at variance with this procedure.

1.10.4 Contractor and related personnel shall park in authorized areas only.

1.10.5 Parking in staff and visitor parking spaces is prohibited.

## 1.11 SANITARY

1.11.1 Contractor shall provide temporary toilet facilities adjacent to all projects. The Contractor will not be allowed to use the Facility restroom facilities whether in existing facilities or those being constructed.

1.11.2 Contractor shall submit proposed location of temporary toilet(s) to the County's Representative for approval.

1.11.3 Construction personnel will not be allowed to use restroom facilities for personal or equipment clean-up.

1.11.4 Sanitary Facilities shall be in accordance with OSHA regulations.



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## 1.12 CAFETERIA AND FOOD

1.12.1 Construction personnel will not be allowed access to the Facility cafeteria.

1.12.2 Construction personnel shall police their own areas. All cups, cans, paper, wrappers, and discarded food must be placed in trash receptacles at the end of each break.

1.12.3 Contractors shall submit the proposed location of any break and eating areas, which shall be outside of the area under construction or Project boundaries, to the County's Representative for approval.

1.12.4 Construction personnel are not allowed to have food within the facilities, whether those facilities exist or are under construction.

## 1.13 BADGES

1.13.1 Badges shall be worn by all of the Contractor's personnel and all of their subcontractors' personnel.

1.13.2 Special badges shall be issued to construction personnel to identify management positions and when the term of construction exceeds six months.

## 1.14 PHONES

1.14.1 No cellular telephones shall be operated in staff's work areas.

1.14.2 Construction personnel shall pay for separate phone services. Pay phones are not available for Contractor use. Pay phones on site are to be reserved for staff, patients and their families.

## 1.15 SMOKING AND TOBACCO

1.15.1 Smoking is not permitted indoors.

1.15.2 Smoking is not permitted within the facilities under construction.

1.15.3 Smoking is permitted in designated areas. Contractor to contact the County Project Manager for approved smoking areas.

1.15.4 All ashes and cigarette butts must be deposited in approved receptors.

1.15.5 No chewing tobacco or spitting of tobacco is permitted.



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## 1.16 ELEVATORS

1.16.1 The County Project Manager will inform the Contractor as to which elevators will be available for use.

## 1.17 SECURITY

1.17.1 All personnel must obey and act immediately upon any request by security.

1.17.2 A list of emergency phone numbers will be provided by the SMMC Plant & Engineering Department.

## 1.18 SAFETY

### 1.18.1 General

1.18.1.1 Watch for visitors and staff.

1.18.1.2 Work only where there is a positive barrier separation between construction activities and others.

1.18.1.3 Clean up all areas immediately in occupied areas.

1.18.1.4 Do not drape cords across corridors. All cords must be attached to the ceiling or taped to the floor (use tape with non-marring adhesive).

1.18.1.5 Maintain a minimum of 8'-0" clear within all corridors.

1.18.1.6 Do not leave materials or equipment in the corridor.

1.18.2 Safety equipment and consideration should include, but are not limited to:

1.18.2.1 Anyone known to be under the influence of alcohol or drugs shall be dismissed from the Project at once and not be allowed to return.

1.18.2.2 Offensive language is not permitted in any area where it may be overheard by staff or visitors.

1.18.2.3 Provide adequate emergency first aid equipment.

1.18.2.4 Post location and emergency phone numbers for local medical care.

1.18.2.5 Monitor safe ladder usage.



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- 1.18.2.6 Provide exhaust controls for equipment.
- 1.18.2.7 Monitor noise levels and establish safe limitations.
- 1.18.2.8 Ensure adequate ventilation for air contaminants.
- 1.18.2.9 Insist on personal protective equipment (PPE), such as hard hats, safety shoes, and eye, ear, and face protection equipment.
- 1.18.2.10 Safety nets, belts, and lifelines shall be used, as appropriate.
- 1.18.2.11 Provide adequate emergency fire protection equipment.
- 1.18.2.12 Post location and emergency phone numbers for local fire departments.
- 1.18.2.13 Provide safe storage for all flammable and combustible materials.
- 1.18.2.14 Insist on safe and proper use of hand power tools and electrical drop cords.
- 1.18.2.15 Operation of cranes, derricks, and hoists should be in accordance with manufacturer's recommendations and appropriate ANSI and Cal/OSHA regulations.
- 1.18.2.16 All construction operations and personnel are subject to CAL-OSHA and the SMMC Environmental Health & Safety regulations.
- 1.18.2.17 Provide adequate barricades and safety lighting at all open trenches adjacent to public access (must accommodate proper warning for blind persons).
- 1.18.2.18 Properly fence or barricade entire confines of project site so as to avoid public access or unauthorized personnel.
- 1.18.2.19 All wall, floor, and ceiling penetrations shall be sealed to maintain fire and smoke ratings in accordance with CBC, NFPA 99 and *Life Safety Code*.
- 1.18.2.20 All emergency exit passages must be maintained free of obstructions.
- 1.18.2.21 Provide barricades and containment barriers in accordance with the scope of Work of the Construction Documents (Drawings and Specifications).

1.18.3 Fire Prevention During Welding, Cutting, and Other Hot Work

- 1.18.3.1 All hot work shall be in accordance with the Facility's requirements and procedures in this Section.

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- 1.18.3.2 Hot work includes welding, heat treating grinding, thawing pipe, powder-driven fasteners, hot riveting, and similar applications producing a spark, flame, or heat.
- 1.18.3.3 Hot work shall be performed in a designated area that is approved for hot work by the County's Representative.
- 1.18.3.4 The Contractor shall ensure that only approved apparatus, such as torches, manifolds, regulators, or pressure-reducing valves, and acetylene generators, are used.
- 1.18.3.5 The Contractor shall ensure that all individuals involved in hot work are:
  - 1.18.3.5.1 Trained in the safe operation of their equipment and the safe use of the process.
  - 1.18.3.5.2 Have an awareness of the inherent risks involved and understand the emergency procedures in the event of a fire.
  - 1.18.3.5.3 Are aware if any special risks, such a flammable materials or hazardous conditions at the hot work site.
- 1.18.3.6 See PART 3 – EXECUTION, for HOT WORK PROCEDURE.

#### 1.18.4 Emergency Codes Procedures

- 1.18.4.1 Emergency Codes are announced over the public address system. Any and all times that a Code is announced:
  - 1.18.4.1.1 Do not use the elevators.
  - 1.18.4.1.2 Quickly remove all equipment and obstructions from corridors and doorways.
  - 1.18.4.1.3 Maintain these conditions until "code clear" is announced.

#### 1.18.5 Alarms

- 1.18.5.1 Fire alarm signals are initiated manually or automatically through smoke and heat sensing devices.
- 1.18.5.2 Construction activities often create dust or smoke, which will activate the fire alarm system. Prior to conducting any work, notify the County Project Manager of the scope of work, the duration and location of the work, and

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determine if the work will create dust or smoke. If the work will create dust or smoke, proceed as follows:

1.18.5.2.1 For localized operations, cover the smoke detector with a dust cover approved by the County Project Manager and Regulatory Agency. Remove promptly when work is complete.

1.18.5.2.2 For larger areas, the detection system must be disabled. This is to be done only by the Facility's Engineering staff. Even though the system is disabled, dust covers must be installed on all area smoke detectors.

1.17.5.2.1.1 Contractor shall provide a continuous fire-watch until the system is restored.

1.17.5.2.1.2 Remove dust covers promptly when work is complete.

1.17.5.2.1.3 Detection system shall be restored to proper working order prior to releasing the fire-watch

1.17.5.3 See PART 3 – EXECUTON for FIRE WATCH PROTOCOL/PROCEDURE.

#### 1.18.6 Interim Life Safety Measures

1.18.6.1 Interim Life Safety Measures (ILSMs) are a series of 11 administrative actions required to temporarily compensate for the significant hazards posed by existing NFPA 101 (current year) *Life Safety Code (LSC)* deficiencies or construction activities. Implementation of ILSM is required in or adjacent to all construction areas and throughout buildings with existing *LSC* deficiencies. ILSMs apply to all personnel (including construction workers), must be implemented upon project development, and must be continuously enforced through construction and project completion. ILSMs are intended to provide a level of life-safety comparable to that described in Chapters 1-7, 31 of NFPA 101, and the applicable occupancy chapters of the *LSC*. Each ILSM action must be documented through written policies and procedures of SMMC.

1.18.6.2 See PART 3 – EXECUTION for SMMC ISLM Policy and Procedures

1.18.6.3 The Contractor must maintain the ILSM Daily Monitoring Form on site for inspection by Environmental Health and Safety (EH&S) and submit it to the County and Alameda County Engineering Department monthly and provide a complete set compiled as a report at each project close-out.

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1.18.6.4 Fire Drills shall be conducted in the construction zones and areas adjacent to the construction zones.

1.18.7 Infection Control

1.18.7.1 Infection control is critical in all facility areas. Dust in ceilings and dust potentially entrained into buildings, as well as construction debris, can contain fungal spores or bacteria which, if inhaled by staff or visitors, can cause pneumonia and even death. Construction, demolition, remodeling and landscaping activities in and around hospitals have been implicated as a risk factor for certain nosocomial infections in patients, especially those who are immunosuppressed or immunocompromised patients. Inadvertent exposures to environmental pathogens (e.g., *Aspergillus* spp. *Ad Legionella* spp.) or airborne pathogens (e.g., *Mycobacterium tuberculosis* and varicella-zoster virus) can result in adverse patient outcomes and cause illness among health care workers. The most notable organism is aspergillus, a fungus ubiquitous in ceiling and wall spaces where dust has accumulated. Activities that disturb accumulation of dust may cause fungal spores to become airborne, inhaled by the susceptible individual, and cause disease.

1.18.7.2 Patients most at risk include those with congenital or acquired immunodeficiency, premature neonates and those receiving immunosuppressive therapy.

1.18.7.3 Activities that disturb the environment where settled dust is found may cause spores to become airborne and increase risk for nosocomial infection. Activities include:

1.18.7.3.1 Demolition, construction activities, grading, excavation, landscaping or remodeling,

1.18.7.3.2 Exposure of ceiling spaces, pipe chases, etc. and/or

1.18.7.3.3 Storage and removal of uncovered or partially covered debris from construction areas.

1.18.7.4 See PART 3 - INFECTION CONTROL, for Policy and Procedures.

1.18.8 Project Inspector

1.18.8.1 Provision of inspectors by the County, if any, or by Office of Statewide Health Planning and Development (OSHPD) (HCAI). Fire Marshal, or

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other Regulatory Agency pursuant to provisions of this section shall be subject to following:

1.18.8.1.1 Contractor shall allow inspectors full access to project at all times Work is in progress.

1.18.8.1.2 Contractor shall not take any direction, approvals or disapprovals from inspectors.

1.18.8.1.3 Contractor shall not rely on inspectors to ensure Work is completed in accordance with Contract documents.

1.18.8.2 Acts or omissions of any inspector (including, without limitation, inspector's failure to observe or report deficiencies in Contractor's Work) shall not relieve Contractor from its responsibility to complete Work in accordance with Contract Documents.

#### 1.18.9 Directory For Assistance

1.18.9.1 A list of emergency phone numbers will be provided by the SMMC Facilities Plant & Engineering Department.

## **PART 2 - PRODUCTS**

Not used.

## **PART 3 - EXECUTION**

### **3.1 INTERIM LIFE SAFETY MEASURES (ILSM) POLICY AND PROCEDURES**

#### **3.1.1 PURPOSE**

To define the Interim Life Safety Measures (ILSMs) implemented to protect occupants during periods when the Life Safety Code is not met or during periods of construction.

#### **3.1.2 POLICY**

San Mateo Medical Center will institute and document Interim Life Safety Measures to temporarily compensate for hazards posed to buildings and grounds during construction and at any time there is a deficiency in meeting the Life Safety Code. The deficiencies are evaluated using the ILSM Evaluation Criteria documents. ILSMs are proactive administrative actions that are special measures to compensate for increased life safety risk. These measures may include deficiencies identified by authorities having jurisdiction during inspections.

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3.1.2.1 The ILSMs which are to be implemented are described below, and may not be limited to:

1. Ensuring free and unobstructed exits. Staff receive additional information and communication when alternative exits are designated. The hospital will post signage identifying the location of all alternative exits to everyone affected.
2. Buildings or areas under construction must maintain escape routes for construction workers at all times. Means of exiting construction areas are inspected daily.
3. Ensuring free and unobstructed access to emergency services and for fire, police, and other emergency forces.
4. Ensuring fire alarm, detection, and suppression systems are in good working order. A temporary but equivalent system must be provided when any fire system is impaired.
5. Temporary systems must be inspected and tested monthly. The completion date of the tests will be documented.
6. Ensuring temporary partitions are smoke tight and built of noncombustible or limited combustible materials that will not contribute to the development or spread of fire.
7. Ensure additional fire-fighting equipment is available and if welding, or braising, obtain a hot permit from SMMC Facilities Plant & Engineering.
8. Provide additional training on fire-fighting equipment. Providing additional training to those who work in the hospital on the use of fire-fighting equipment.
9. Developing and enforcing storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.
10. Conducting a minimum of two fire drills per shift per quarter. Fire drills shall be conducted in the construction zones and areas adjacent to construction zones.
11. Increasing surveillance of buildings, grounds, and equipment with special attention to excavations, construction areas, construction storage, and field offices.
12. Training of relevant staff to compensate for impaired structural or compartmentalization features of fire safety.
13. Conducting organization wide education safety programs to promote awareness of fire-safety building deficiencies, construction hazards, and ILSMs.
14. The hospital (usually PBX or Facilities) notifies the fire department or the off-site monitoring company and initiates a fire watch when a fire alarm is out of service for more than 4 hours in a 24-hour period and/or when a fire sprinkler system is out of order more than 10 hours in a 24-hour period in an occupied building. Notifications and fire watch times will be documented. Additional details on what is entailed in fire watch protocols is included in the Fire Watch Policy.

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15. The Interim Life Safety Measure (ILSM) policy will include criteria for evaluation when and to what extent SMMC follows special measures to compensate for increased life safety risk.

### 3.1.3 PROCEDURE

Each of the above 15 Interim Life Safety Measures will be implemented as per the following procedure:

3.1.3.1 If exits are compromised, alternate exits will be identified and then signs will be installed to guide visitors and staff alongside the safest route. Provide “No Exit” signs and provide new evacuation maps.

3.1.3.2 Special emphasis will be given in these areas to ensure free access to all.

3.1.3.2.1 A temporary, but equivalent system shall be provided when any fire system is impaired. Temporary system must be inspected and tested monthly. Documentation of Contractor’s temporary fire system equivalent plan and inspecting and testing reports are to be submitted to the Chief of Plant & Engineering.

3.1.3.2.2 Inspector of record to ensure compliance and document. Notification is given to all construction personnel before starting the project(s) or the Work.

3.1.3.2.3 Additional fire extinguishers to be placed in the compromised area by Facilities Plant and Engineering and staff training to be done at the time of delivery and as needed.

3.1.3.2.4 Notification of applicable measures will be given to all construction personnel before starting project(s) or the work. The SMMC’s Chief of Plant & Engineering, Safety Officer, and Security Office will perform additional monitoring in construction and adjacent areas.

3.1.3.2.5 All major projects will have additional surveillance and monitoring of affected areas with emphasis on excavations, pedestrian and vehicle traffic flow, equipment and supply storage areas. Excavations are to be barricaded and well lit at night. Construction areas must be cleaned up each day.

3.1.3.2.6 Notification shall be given to the Chief of Plant & Engineering or their designees and the Safety Officer on any compartmental deficiencies. Staff training will be performed as needed.

3.1.3.2.7 The staff will be kept current on any affected ILSM’s and associated actions through email and/or at the appropriate meetings.

### 3.1.4 DOCUMENTS/FORMS

3.1.4.1 Attachment 1 – INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX FOR EXISTING SIGNIFICANT LSC DEFICIENCIES OR

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#### CONDITIONS

3.1.4.2 Attachment 2 – INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX KEY

3.1.4.3 Attachment 3 – INTERIM LIFE SAFETY MEASURES EVALUATION  
CRITERIA

3.1.4.4 Attachment 4 – INTERIM LIFE SAFETY DAILY MONITORING

3.1.4.5 Attachment 5 – CONTRACTOR CHECKLIST FOR RELATED INTERIM LIFE  
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3.1.4.5.1 The Contractor must maintain originals or copies of the Interim Life Safety Daily Monitoring Form on site for inspection by the Safety Officer and submit it to the County or County's Representative and the Plant and Engineering Department monthly and provide a complete set compiled as a report at each project phase completion or project close-out.

### 3.2 UTILITY SYSTEM SHUTDOWNS

#### 3.2.1 DOCUMENTS/FORMS

3.2.1.1 Attachment 6 – UTILITY SYSTEM SHUT DOWN NOTICE

### 3.3 LIFE SAFETY – ABOVE CEILING WORK

#### 3.3.1 PURPOSE

To ensure the safety of our patients, staff and visitors during above ceiling work and to meet regulatory requirements.

#### 3.3.2 POLICY

San Mateo Medical Center is required by the 2012 Life Safety Code to ensure penetrations in fire and smoke partitions are sealed and to properly support wires above ceiling spaces. The penetrations and improperly supported wires are the result of utilities such as conduit, pipe, duct work, communication lines and television lines being installed without being properly supported.

#### 3.3.3 PROCEDURE

3.3.2.1 An Above Ceiling Work Permit (see attached permit) is required for any work performed other than by SMMC Facilities Plant & Engineering personnel above the

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ceiling level within the main building at San Mateo Medical Center, and must be secured prior to beginning any work. The permit may be secured from the Facilities Plant & Engineering Department.

3.2.2.2 The permit must be completely filled out by the person requesting the permit and authorized by the Chief of Plant & Engineering or his designee. The permit must be in the possession of the person(s) performing the work at all times while work is under way.

3.2.2.3 The person performing the work must notify the appropriate inspector prior to the commencement of work, before any work is concealed and after the work is completed. Work may not proceed until the inspections are complete.

3.2.2.4 Prior to beginning of any work, the area must be inspected by the persons desiring or performing the work and the appropriate inspector. Any pre-existing conditions should be noted on the permit.

3.2.2.5 All penetrations and attachments must be made in accordance with the California Building Code (CBC), the current Life Safety Code (as adopted by OSHPD), and the UL Fire Resistance directory.

3.2.2.6 Supporting work from the ceiling grid is prohibited.

3.2.2.7 For safety and security purposes, any and all tools or other sharp objects should be in the possession of the workers at all times and/or locked/secured.

3.2.2.8 Infection Control must be consulted separately for an Infection Control Risk Assessment (ICRA) and permit. See 3.6 INFECTION CONTROL.

### 3.3.3 DOCUMENTS/FORMS

#### 3.3.1 Attachment 7 – ABOVE-CEILING WORK PERMIT

## 3.4 LIFE SAFETY – HOT WORK

### 3.4.1 PURPOSE

To define the steps that should be taken to issue a hot work permit to lessen the possibility of accidental fires in or around the hospital.

### 3.4.2 PROCEDURE

3.4.2.1 The Facilities Chief of Plant & Engineering or his designated Supervising Stationary Engineer shall be solely responsible for issuing “hot work” permits to outside contractors and County Crafts personnel. The permit must be issued prior to the start of the work and returned to the Chief or Supervising Stationary Engineer to determine if the area is free from combustible or hazardous materials and that adjacent equipment and operations are considered safe from any effects of the work.



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3.4.2.2 Before a “hot work” permit is issued, the work shall be surveyed by the Chief of Plant & Engineering or the Supervising Stationary Engineer to determine if the area is free from combustible or hazardous materials and that adjacent equipment and operations are considered safe from any effects of the work.

3.4.2.3 All job sites involving “hot work” shall have a portable fire extinguisher of appropriate size and type at hand in the event an accidental fire is started. If the Chief of Plant & Engineering or the Supervising Stationary Engineer deems it necessary, a separate fire watch shall be maintained during the course of any “hot work”

3.4.2.4 The Chief of Plant & Engineering or the Supervising Stationary Engineer shall write on the back of the permit any special conditions that must be met before the work proceeds. The permit is to be displayed in an open and prominent location at the job site.

3.4.2.5 No “hot work” shall be performed on natural gas or oxygen lines unless the lines have been isolated, purged, and inspected by the Supervising Stationary Engineer and a permit has been issued for the work.

4.4.2.6 During the course of all maintenance and contractor work, the job site shall be kept free of combustible material when “hot work” is in progress. This includes volatile and hazardous liquids which when in the presence of heat will give off combustible or toxic vapors.

4.4.2.7 No welding or flame cutting of ventilation ducts shall be permitted under any circumstances.

### 3.4.3 DOCUMENTS/FORMS

#### 3.4.3.1 Attachment 8 – HOT WORK PERMIT

## 3.5 LIFE SAFETY – FIRE WATCH PROTOCOL

### 3.5.1 PURPOSE

To initiate appropriate action to ensure the safety and well being of the patients, residents, staff and visitors in the event of the Fire Alarm and/or Sprinkler System compromise or malfunction. Once the fire alarm and/or sprinkler system malfunction has been detected, the Fire Marshal and Facilities Chief of Plant & Engineering and/or the Supervising Stationary Engineer will be notified. The Supervising Stationary Engineer will immediately begin investigation and repair of the malfunction.

### 3.5.2 POLICY

The Fire Watch Protocol will be initiated when indicated according to the Interim Life Safety Measure (ILSM) policy designed to address identified Life Safety Code deficiencies that cannot be immediately corrected or during periods of construction. ILSM are essential when a fire alarm system is out of service more than 4 hours in a 24-

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hour period and/or when a fire sprinkler system is out of order more than 10 hours in a 24-hour period. The SMMC Safety Officer or designee, Chief of Plant & Engineering or designee and the local Fire Marshal/Fire Department will be notified by PBX.

Upon detection of a Fire Alarm and/or Sprinkler System malfunction, the Fire Impairment Coordinator (a Facility Engineer), or as designated by the Facilities Chief of Plant & Engineering, will immediately begin an investigation and take action to repair.

This policy is applicable to all SMMC facilities including off-site clinics.

### 3.5.2 PROCEDURE

#### 3.5.2.1 Monitoring

Every hour, the designated person on duty will monitor the building by walking the unoccupied and occupied areas to check for the following conditions and complete the Fire Watch Log. The designated person/personnel may include Security, Facilities Plant & Engineering, qualified Contractor, and/or SMMC Nursing Supervisor Staff that are knowledgeable and trained to perform fire watch functions . Areas include:

1. Hallways, patient/resident rooms, mechanical/electrical spaces, roofs and unoccupied spaces are free of fire hazards, combustibles or any other conditions that could develop into a fire hazard.
2. Minimum clearances are maintained on hallways and exit pathways.
3. Fire Extinguishers are full and dates are current.
4. Malfunctioning equipment and supplies are out of service and labeled.
5. Resident smoking confined to the smoking patio only and adherence to County/hospital smoking policy.
6. Walls checked for hot spots
7. All areas checked for signs of smoke and/or combustion

3.5.2.2 The Fire Watch Protocol will be maintained until the Fire Marshal has given clearance.

### 3.5.3 DOCUMENTS/FORMS

#### 3.5.3.1 Attachment 9 – FIRE WATCH LOG

## 3.6 INFECTION CONTROL

### 3.6.1 GENERAL REQUIREMENTS

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- 3.6.1.1 The Contractor shall prepare an Infection Control Plan for the entire construction project. The Facility's Infection Control Risk Policy and Procedures requires an Infection Control Risk Assessment (ICRA) to be completed for each OSHPD project (and as required for each phase of a project). The Contractor must meet, at a minimum, the Infection Control requirements of SMMC in these specifications, but not less than current code regulations and OSHPD requirements.
- 3.6.1.2 Infection Control will participate in project kick off meeting that includes infection control practitioners/staff. Infection Control department personnel will participate in infection control risk assessment(s) for the preparation of the Infection Control Plan. Infection Control will be concerned or involved with:
  - 3.6.1.2.1 Relocation decisions regarding patient care areas, storage areas, etc.
  - 3.6.1.2.2 Storage of moveable or modular equipment.
  - 3.6.1.2.3 Staff and patient traffic patterns for the duration of the project.
  - 3.6.1.2.4 Construction waste containment, transport and disposal. Accommodation of personal protection equipment (PPE).
  - 3.6.1.2.5 Number and placement of (temporary) hand washing facilities.
  - 3.6.1.2.6 Water supply and plumbing.
  - 3.6.1.2.7 Air handling systems.
  - 3.6.1.2.8 Surfaces than can be effectively cleaned (in clinical areas).
- 3.6.1.2 The Contractor shall implement the conditions of approval identified through the ICRA Permit issued by the Infection Control Officer. The Contractor shall incorporate these requirements into their Quality Control Plan.
- 3.6.1.3 The Facility's Infection Control Officer may modify infection control requirements based on health and medical safety needs. Any modification does not relieve the Contractor of compliance with proper control procedures. The Facility's Infection Control, or the Owner's Representative, will have the authority to stop work immediately should a clear infection control related violation be observed during performance of the Work.
- 3.6.1.4 Based on the degree of risk and the type of work to be performed, ICRA conditions of approval may include, but are not limited to, the following construction requirements:

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- 3.6.1.4.1 Before any construction on project site begins, all workers who will be working on site shall attend a mandatory meeting held by the Infection Control Officer or their authorized staff, for training and instruction on precautions to be taken. Contractor is responsible for making sure that all workers and Subcontractors receive the training.
- 3.6.1.4.2 Medical waste removal. Prior to the start of the construction, hospital personnel must remove any medical waste, including sharps containers, from the areas to be renovated or constructed. Infection control department will be notified immediately if unexpected medical waste is found in the construction area.
- 3.6.1.4.3 Develop and implement an appropriate airborne testing program for fungi and respirable dust including baseline, during construction, and post-construction measurements. All samples will be submitted to an independent laboratory accredited by the American Industrial Hygiene Association (AIHA) under the Environmental Microbiology Laboratory Accreditation Program (EMLAP).
- 3.6.1.4.4 Disturbed or removed materials shall be cautiously removed, contained and immediately removed to the Contractor's rubbish containment area.
- 3.6.1.4.5 Traffic control of construction in public areas. Designated entry and exits will be identified for the project and hours for construction will be determined. All egress paths will be free of construction equipment and debris. Only designated elevators will be used for construction activities during scheduled times.
- 3.6.1.4.6 In areas undergoing or potentially affected by construction, renovation, excavation, grading or landscaping activities:

#### HVAC and MEP Systems

- 3.6.1.4.4.1 The existing supply ductwork serving the space shall be partially restricted to reduce the incoming air, as necessary. Temporary filter(s) shall be installed on the ducted returns to collect dust particles from the construction area(s). The overall construction space shall be placed under a negative pressure, when feasible, to minimize contaminating the adjacent areas. Filter media

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are to be changed by the Contractor as required to maintain negative pressure. Pressure relationships will be checked and logged daily by the Contractor.

3.6.1.4.4.2 Maintain negative air pressure within work site utilizing HEPA-equipped air filtration units. Negative air pressure within the construction zone shall cause no disruption of the air systems of the adjacent areas, depending on project location.

3.6.1.4.4.3 Constant negative pressure, if required within the construction zone, will be monitored with an alarm device, which will be maintained and monitored by construction personnel. Optimally, construction zone air will be exhausted directly with no potential for re-circulation. If an existing exhaust system cannot be located and a tie into re-circulated air system is necessary, a pre-filter and high efficiency filter (95%) will be used prior to exhaust to prevent contamination of the duct. Ventilation filters will be changed as needed. Industrial grade HEPA equipped air filtration machines capable of filtering 300-800 CFM of an air flow into construction area not less than 100 FPM at barricade entrances with doors fully open. HEPA equipment shall run continuously.

3.6.1.4.4.4 Use wet method to control dust while cutting.

3.6.1.4.4.5 Control moisture of materials during the construction process.

3.6.1.4.4.6 Seal unused doors with non-marring duct tape.

3.6.1.4.4.7 Isolate HVAC system in work area to prevent contamination of duct system.

#### Barriers

3.6.1.4.4.8 Complete all critical barriers before construction begins.

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- 3.6.1.4.4.9 Seal holes, pipes, conduits, and punctures prior to the start of work.
- 3.6.1.4.4.10 Barriers must be installed whenever a worker must crawl into or place equipment through any ceiling space in staff or public areas.
- 3.6.1.4.4.11 Barriers must be completely sealed from floor to ceiling to prevent dust from seeping into staff and public areas. The seals must be maintained throughout the construction period.
- 3.6.1.4.4.12 When openings are made into existing ceilings, provide fire retardant, dust-tight polyethylene covering sealed at edges to enclose and dust. Provide thorough cleaning of existing surfaces that become exposed to dust before County's room occupation.
- 3.6.1.4.4.13 Whenever access panels are opened for Work above ceilings, provide a polyethylene shroud, fitted tight, taped to floor and ceiling enclosing ladder and sealing off opening. All polyethylene shall be fire retardant. (Example: a "control cube" containment barrier).
- 3.6.1.4.4.14 Ceiling access panels must be closed when unattended. Any ceiling access panel opened for investigation beyond contained barriers or construction area shall be closed immediately.
- 3.6.1.4.4.15 Ceiling tiles that are removed must be covered over with plastic and sealed until replaced.
- 3.6.1.4.4.16 Construct an anteroom for cleaning equipment and clothing using a HEPA-equipped vacuum cleaner that all personnel are required to pass through as they enter and leave the work area. Alternatively, personnel can wear cloth or paper coveralls that are removed each time they leave the work area. Wet mop or HEPA vacuum the anteroom daily.

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- 3.6.1.4.4.17 During demolition, dust-producing work, or work in the ceiling, disposable shoe covers and coveralls must be worn and removed in the anteroom when leaving the work area.
- 3.6.1.4.4.18 Dust will be kept to a minimum by frequent wet-mopping and placing door mats at entrances. Adhesive walk-off mats shall be a minimum size of 24 inches by 36 inches. Adhesive mats shall be changed daily, or as necessary, to prevent accumulation of dust.
- 3.6.1.4.4.19 Carpets at barricade entrances shall be vacuumed daily using a HEPA filter equipped vacuum cleaner.
- 3.6.1.4.4.20 Dust tracked outside of barriers shall be removed immediately. Cleaning outside barriers will be with a HEPA filter equipped vacuum cleaner.
- 3.6.1.4.4.21 Direct construction and debris traffic away from staff and public areas.
- 3.6.1.4.4.22 Debris shall be removed outside of normal work hours. Debris shall be transported in tightly covered containers to contain dust.
- 3.6.1.4.4.23 Removal of construction barriers and ceiling protection shall be done carefully, outside of normal work hours to minimize spreading of dirt and debris associated with construction. Vacuum and clean all surfaces free of dust after removal.
- 3.6.1.4.4.24 Wipe horizontal surfaces with a Facility-approved disinfectant.
- 3.6.1.4.4.25 Remove blockage and filters from air vents.
- 3.6.1.4.7 Problems or questions regarding construction activities should be directed to the County's Representative.

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- 3.6.1.4.8 If any pre-existing microbiological growth is noted during construction activities, the Facility's Infection Control Officer or the County's Representative must be notified immediately prior to any disturbance of the material.
- 3.6.1.4.9 During any of the construction activities described above, Contractor must implement an infection compliance monitoring program to ensure compliance with the Infection Control Plan.
- 3.6.1.4.10 If portable infectious material containment cubes are to be used, a monitoring, maintenance and servicing protocol must be included in the ICRA.
- 3.6.1.4.11 The Facility's Infection Control Officer or the County's Representative have authority to immediately stop work at any time if it is determined that activities or conditions or other emergency situations exist that could impact the health of staff and visitors in the Facility.
- 3.6.1.4.12 The Facility's Infection Control Officer or the County's Representative have authority to stop work at any time if it is believed or determined that work is not being performed according to these specifications or applicable regulations. The stoppage of work shall continue until conditions have been corrected and corrective steps have been taken to the satisfaction of the County. Standby time required for resolving deficiencies shall be at the Contractor's expense.
- 3.6.1.5 The Contractor shall notify the County's Representative, Facilities Plant & Engineering, Environmental Health & Safety, and Infection Control before work begins on any construction projects adjacent to staff and visitor areas to establish all necessary and appropriate protective measures to minimize or eliminate risk of nosocomial infections. County and Contractor will develop a method of procedure (MOP) for such notifications.
- 3.6.1.6 The U.S. Department of Health and Human Services, Centers for Disease Control, (CDC) has published *Guidelines for Environmental Infection Control in Health-Care Facilities*. The Table 1 and Table 2 below, which are taken from the CDC guidelines, list the types of measures that are typically taken to implement infection control programs. These are guidelines to assist the Contractor in their Infection Control Plan submittal as noted in paragraph 3.6.1.1.

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**Table 1: Strategies to Reduce Dust & Moisture Intrusion During External Demolition & Construction  
(Adapted from CDC Guidelines Table 8)**

<b>Item</b>	<b>Recommendation</b>
Dust-generating Equipment	Prior to placing dust-generating equipment, evaluate the location to ensure that dust produced by the equipment will not enter any hospital building through open doorways or windows, or through ventilation air intakes.
Construction Materials Storage	Locate this storage away from the facility and ventilation air intakes.
Adjacent Air Intakes	Seal off affected intakes, if possible. Take no action without the approval of County Representative.
Environment	Determine how environmental issues may affect the project such as prevailing winds and outdoor temperatures.
HVAC Systems	Determine location of air intakes for the hospital. Consult with the Facilities Plant & Engineering Department about pressure differentials and air recirculation options; Facilities Plant & Engineering Department shall be responsible to keep the existing building air pressure positive to outside air. Contractor shall assist in determining pressure requirements. Pressure gradients between clean/dirty areas must meet current requirements. (e.g. 0.01 inches of water)
Filters	Facilities Plant & Engineering Department shall ensure that existing building filters are properly installed: <ul style="list-style-type: none"> <li>Contractor shall record status of existing building filters prior to beginning work.</li> <li>Contractor shall change temporary and roughing filters frequently to prevent dust build-up on high-efficiency filters.</li> </ul>
Windows	Locate any potential infiltration points pre-construction such as windows and doors. Seal and caulk to prevent entry of airborne fungal spores.
Doors	When construction activities may impact a nearby building or when working in an existing building, keep doors closed as much as possible; do not prop open; seal and caulk unused doors (i.e., those that are not designated as emergency exits). Use mats with tacky surfaces at outside entrances.
Water Utilities	Note location relative to construction area to prevent intrusion of dust into water systems. <sup>1</sup>
Medical Gas Piping	Ensure that these lines/pipes are insulated during periods of vibration. Isolate as much as practical.
Rooftops	Temporarily close off during active demolition/construction sites; avoid rooftops.
Dust Generation	Provide methods (e.g., misting the area with water) to minimize dust.
Immunocompromised Patients	Contractor shall coordinate work with the County to allow staff and patients to: <ul style="list-style-type: none"> <li>use walk-ways protected from demolition/ construction sites;</li> <li>avoid outside areas close to these sites; avoid rooftops.</li> </ul>
Pedestrian Traffic	Close off entry ways as needed to minimize dust intrusion.

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Truck Traffic	Reroute, if possible, or arrange for frequent street cleaning.
Education	Encourage reporting of hazardous or unsafe incidents associated with construction. Educate staff and construction workers about the importance of adhering to infection control measures during the project.

<sup>1</sup> Contamination of water pipes during demolition activities has been associated with health-care-associated transmission of Legionella.



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**Table 2 – Infection Control Measures for Internal Construction & Repair Projects (Adapted from CDC Guidelines Table 9)**

<b>Item</b>	<b>Recommendation</b>
Prepare for the Project	Use a multi-disciplinary team approach to incorporate infection control into the project. Conduct the risk assessment and a preliminary walk-through with project managers and staff.
Educate staff and construction workers*	Educate staff and construction workers about the importance of adhering to infection control measures during the project. Provide educational materials in the language of workers. Include language in the construction contract requiring construction workers and subcontractors to participate in infection control training.
Issue Hazard & Warning Notices	Post signs to identify construction areas and potential hazards. Mark detours requiring pedestrians to avoid the work area.
Identify Services and/or Utilities	Determine which essential services or utilities could be affected that are necessary for the delivery of patient care in the short or long term.
Relocate High-Risk Patients as Needed, If work is in or Adjacent to a PE	Identify activities occurring in sensitive areas (e.g. Surgery, Oncology, Intensive Care) and Identify target patient populations for relocation based on the risk assessment. Arrange for the transfer in advance to avoid delays. At-risk patients should wear protective respiratory equipment (e.g., a high-efficiency mask) when outside their Protective Environment (PE) rooms.
Establish Alternate Traffic Patterns for Staff, Patients, Visitors & Construction Workers	Determine appropriate alternate routes from the risk assessment. Designate areas (e.g., hallways, elevators, and entrances/exits) for construction worker use. Do not transport patients on the same elevator with construction materials and debris.
Erect Appropriate Barrier Containment	Use fire retardant prefabricated plastic units or plastic sheeting for short-term projects that will generate minimal dust. Use durable rigid barriers for ongoing, long-term projects.
Establish Proper Ventilation / Remodel Construction	Shut off return air vents, if possible, and seal around grilles. Exhaust air and discharge to the outside, if possible. If re-circulated air from the construction zone is unavoidable, use a pre-filter and a HEPA filter before the air returns to the HVAC system. When vibration-related work is being done that may dislodge dust in the ventilation system or when modifications are made to ductwork serving occupied spaces, install filters on the supply air grilles temporarily. Set pressure differentials so that the contained work area is under negative pressure. Use air flow monitoring devices to verify the direction of the air pattern. Monitor temperature, air changes per hour (ACH), and humidity levels (humidity levels should be <65%). Use portable, industrial grade HEPA filters in the adjacent area and/or the construction zone for additional ACH.

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Item	Recommendation
	<p>Exhaust air and dust to the outside, if possible*. Keep windows closed, if possible.</p>
Control Solid Debris	<p>When replacing filters, place the old filter in a bag prior to transport and dispose as a routine solid waste. Clean the construction zone daily or more often, as needed. Designate a removal route for small quantities of solid debris. Designate an elevator for construction crew use*. Mist debris and cover disposal carts before transport (i.e., leaving the construction zone). Use window chutes and negative pressure equipment for removal of larger pieces of debris while maintaining pressure differentials in the construction zone. Schedule debris removal to periods when patient exposure to dust is minimal.</p>
Control Water Damage	<p>Make provisions for dry storage of building materials. Do not install wet, porous building materials (i.e., sheet rock). Replace water-damaged porous building materials if they cannot be completely dried out within 72 hours.</p>
Control Dust in Air and on Surfaces	<p>Monitor the construction area daily for compliance with the infection-control plan. Protective outer clothing for construction workers shall be removed before entering clean areas. Use mats with tack surfaces within the construction zone at the entry; cover sufficient area so that both feet make contact with the mat while walking through the entry. Construct an anteroom as needed where coveralls can be donned and removed*. Clean the construction zone and all areas used by construction workers with a wet mop. If the area is carpeted, vacuum daily with a HEPA-filter equipped vacuum. Provide temporary essential services (e.g., toilets) and worker conveniences (e.g., vending machines) in the construction zone as appropriate. Damp-wipe tools if removed from the construction zone or left in the area. Ensure that construction barriers remain well sealed; use particle sampling as needed. Ensure that the clinical laboratory is free from dust contamination.</p>
Complete the Project	<p>Flush the main water system to clear dust-contaminated lines. Terminally clean the construction zone before the construction barriers are removed. Check for visible mold/mildew and eliminate if present. Verify appropriate ventilation parameters for the new area as needed. Do not accept ventilation deficiencies, especially in special care areas. Clean or replace HVAC filters using proper dust-containment procedures. Remove the barriers and clean the area of any dust generated during this work. Ensure that the designated air balances in the operating rooms (OR) and protective environments (PE) are achieved before occupancy. Commission the space as indicated especially in the OR and PE, ensuring that the room's required engineering specifications are met.</p>

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Item	Recommendation
	Ensure that the building envelope has been protected at all times from moisture intrusion during construction. <i>(Example: roof or wall penetrations for MEP)</i>

\*SMMC specific requirement(s).

### 3.6.2 PURPOSE

1. To ensure a safe environment for patients, visitors, hospital staff/personnel, healthcare workers, and construction personnel.
2. To prevent the acquisition of health-acquired infections in, patients, visitors, hospital staff/personnel, healthcare workers, and construction personnel during hospital renovation or construction activities.

### 3.6.3 POLICY

- 3.6.3.1 To ensure a safe environment at SMMC, planning for new construction or renovation must be reviewed by the hospital Infection Control (includes: Infection Control Committee and its Infection Control Manager and its Infection Control Practitioners) as planning commences for a project in or adjacent to patient care areas.
- 3.6.3.2 Infection Control will participate as needed with the construction project planning to review traffic flow pattern, waste disposal, required barriers, etc., as designated by the Infection Control Risk Assessment (ICRA).
- 3.6.3.3 SMMC requires all contractors, subcontractors, material suppliers, vendors, employees, or agents to be bound by these same requirements. Before any on-site construction begins, a pre-construction meeting will be held and instruction on all requirements and expectations regarding infection control in the construction area will be communicated.
- 3.6.3.4 HEPA equipped air filtration machines, not less than 100 FPM shall provide airflow into construction areas at barricade entrances with doors fully open. HEPA equipped air filtration machines shall be connected to normal power and shall run continuously.
- 3.6.3.5 SMMC Facilities Plant and Engineering or Infection Control may modify performance requirements for certain activities. Modifications made by SMMC do not relieve the Contractor of compliance with proper infection control procedures.

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- 3.6.3.6 Facilities Plant and Engineering or designee will routinely monitor construction/renovation areas.
- 3.6.3.7 Infection Control will monitor construction areas periodically. Environmental monitoring will be performed by SMMC if appropriate. The Infection Control will monitor biological counts in the vicinity of the construction area or Work on an as needed basis. Whenever safe levels are exceeded, the County Representative will be notified to correct conditions immediately. Failure of Contractor to correct such deficiencies may result in a fine of \$500 issued to contractor by SMMC, and/or fine issued by other regulatory agencies.
- 3.6.3.8 All work shall be stopped on the project whenever a hazardous infection control deficiency exists.
- 3.6.3.9 Infection Control will offer education on health hazards of fungal spores to project managers and department managers/staff.
- 3.6.3.10 An Infection Control Permit is required for Class III or higher procedures and any activity in a group 4 Infection Control Group.
- 3.6.3.11 Facilities Plant and Engineering Department will confirm specified air velocity whenever barricades are erected or modified on an “as needed” basis. Plant and Engineering Department will make sure air quality is monitored “as needed” throughout the project.
- 3.6.3.12 Contractors entering sterile/invasive procedure areas will be provided with a disposable jump suit, head covering and shoe coverings, which must be removed prior to exiting the work area.

#### 3.6.4 AUTHORITY

- 3.6.4.1 The SMMC Chief of Plant & Engineering, and/or Infection Control Officer has the authority to stop work of any project when a breach of the Infection Control policy and procedures for construction has been detected.

#### 3.6.5 DEFINITIONS AND CRITERIA

##### 3.6.5.1 Construction activity types.

The construction activity types are defined by the amount of dust generated, the duration of the activity, and the amount of shared HVAC systems. Contact Safety Department,

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Plant Operations Department, and Infection Control Department if any activity is questionable under these guidelines.

Type A – Inspections and Non-Invasive Activities: Includes, but is not limited to, removal of ceiling tiles for visual inspection limited to 1 tile per 50 square feet, painting (but not sanding), wall covering, electrical trim work, minor plumbing and activities which do not generate dust or require cutting of walls or access to ceilings other than for visual inspection.

Type B – Small scale, short duration activities which create minimal dust: Includes, but is not limited to, installation of telephone and computer cabling, access to chase spaces, cutting of walls or ceiling where dust migration can be controlled.

Type C – Any work which generates a moderate to high level of dust or requires demolition or removal of any fixed building components or assemblies: Includes, but is not limited to, sanding of wall for painting or wall coverings, removal of floor coverings, ceiling tiles and casework, new wall construction, minor ductwork or electrical work above ceilings, major cabling activities, and any activity which cannot be completed within a single work shift.

Type D – Major demolition and construction projects: Includes, but is not limited to, activities which require consecutive work shifts, heavy demolition or removal of a complete ceiling system and new construction.

3.6.5.2 Infection Control Risk Groups. See Table 3A. below.

**Table 3A – Infection Control Risk Groups.**

<b>GROUP 1 LOWEST</b>	<b>GROUP 2 MEDIUM</b>	<b>GROUP 3 MEDIUM-HIGH</b>	<b>GROUP 4 HIGHEST</b>
1. Office areas 2. Engineering 3. Environmental Services 4. Medical Records	1. All other patient care units (e.g., ultrasound, rehabilitation) 2. Admitting 3. Cafeteria 4. Laboratory	1. ED/Urgent Care 2. Radiology/MRI 3. PACU 4. Nuclear Medicine 5. Admission/discharge units 6. EKG, EEG, RT 7. Dialysis, 8. Wound Care 9. Central supply 10. Lab 11. Pediatrics,	1. Surgery 2. Cardiac catheterization 3. Intensive Care Units 4. Oncology 5. Anesthesia 6. Endoscopy 7. Pharmacy admixture 8. Radiation therapy

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		12. Med Surg 13. Rehab Services – P.T.	9. Sterile processing
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3.6.5.3 Construction Activity/Infection Control Matrix. Infection Control consultation is required when the construction activity and risk level indicates that Class III and Class IV infection control procedures are necessary. See Table 3B below.

**Table 3B – Construction Activity/Infection Control Matrix.**

<b>CONSTRUCTION ACTIVITY →</b>				
<b>RISK LEVEL ↓</b>	<b>TYPE “A”</b>	<b>TYPE “B”</b>	<b>TYPE “C”</b>	<b>TYPE “D”</b>
<b>Group 1</b>	<b>I</b>	<b>II</b>	<b>II</b>	<b>III/IV</b>
<b>Group 2</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>Group 3</b>	<b>I</b>	<b>III</b>	<b>III/IV</b>	<b>IV</b>
<b>Group 4</b>	<b>III</b>	<b>III/IV</b>	<b>III/IV</b>	<b>IV</b>

3.6.5.4 Required Infection Control Construction Procedures by Class. Detailed descriptions of required infection control measures to be performed for Class I, Class II, Class III and Class IV. See Table 3C below.

**Table 1B – Infection Control Construction Procedures by Class.**

<b>Infection Control Construction Procedures by Class (Class I, Class II, Class III, Class IV)</b>	
<b>Class I</b>	<ol style="list-style-type: none"> <li>1. Execute work by methods to minimize raising dust from construction operations.</li> <li>2. Immediately replace any ceiling tile displaced for visual inspection</li> <li>3. Minor demolition for remodeling.</li> </ol>



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Class II	<ol style="list-style-type: none"> <li>1. Provides active means to prevent airborne dust from dispersing into atmosphere.</li> <li>2. Water-mist work surfaces to control dust while cutting.</li> <li>3. Seal unused doors with duct tape.</li> <li>4. Block off and seal air vents.</li> <li>5. Wipe surfaces with disinfectant.</li> <li>6. Contain construction waste before transport in tightly covered containers.</li> <li>7. Wet mop and/or vacuum with HEPA-filtered vacuum before leaving work area.</li> <li>8. Place adhesive dust walk off mats at outside of entrance to and inside of exit from work area.</li> <li>9. Remove or isolate HVAC system in areas where work is being performed.</li> </ol>
Class III	<ol style="list-style-type: none"> <li>1. Obtain infection control permit before construction begins.</li> <li>2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system.</li> <li>3. Complete all critical barriers or implement control cube method before construction begins.</li> <li>4. Maintain negative air pressure within work site using HEPA-filtered air filtration units.</li> <li>5. Do not remove barriers from work area until complete project is thoroughly “terminal” cleaned by Environmental Services Department.</li> <li>6. Vacuum work area with HEPA-filtered vacuums.</li> <li>7. Wet mop with disinfectant.</li> <li>8. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.</li> <li>9. Contain construction waste before transport in tightly covered containers.</li> <li>10. Cover transport receptacles or carts. Tape covering. Clean cart wheels before transport/exiting construction area.</li> <li>11. Remove or isolate HVAC system in areas where work is being performed.</li> </ol>
Class IV	<ol style="list-style-type: none"> <li>1. Obtain infection control permit before construction begins.</li> <li>2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system.</li> <li>3. Complete all critical barriers or implement control cube method before construction begins.</li> <li>4. Maintain negative air pressure within work site using HEPA-filtered air filtration units.</li> <li>5. Seal holes, pipes, conduits, and punctures appropriately.</li> <li>6. Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving the work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.</li> <li>7. All personnel entering the work site are required to wear shoe covers. Shoe covers must be changed each time workers exit the work area.</li> <li>8. Do not remove barriers from work area until completed project is thoroughly “terminal” cleaned by the Environmental Services Department.</li> <li>9. Vacuum work area with HEPA-filtered vacuums.</li> <li>10. Wet mop with disinfectant.</li> <li>11. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.</li> <li>12. Contain construction waste in tightly covered containers before transporting.</li> <li>13. Cover transport receptacles or carts. Tape covering.</li> <li>14. Remove or isolate HVAC system in areas where work is being done.</li> </ol>



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### 3.6.6 PROCEDURES

#### 3.6.6.1 ICRA Permits

- 3.6.6.1.1 To determine requirements of an ICRA permit for a construction area, refer to the approved Infection Control Plan. Perform a ICRA (review Table 1A/1B/1C, Table 2, Table 3).
- 3.6.1.1.2 An ICRA Construction Permit is required for all Infection Control Risk Groups. For construction activities determined by to be in Group 3 or 4, a meeting to review the construction activity with Infection Control shall be performed prior to submitting the ICRA Construction Permit documentation to Infection Control for approval.
- 3.6.1.1.3 Complete ICRA Construction Permit form and attach a description of additional procedures to be followed, including a plan of locations of containment barriers and indicate clearance in corridors as necessary. Submit with a project Method of Procedure document.
- 3.6.1.1.4 Obtain approved ICRA Construction Permit before beginning any demolition or construction Work.
- 3.6.1.1.5 ICRA Construction Permit to be displayed ate entrance to work area during entire construction period.
- 3.6.1.1.6 Return original ICRA Construction Permit to Infection Control after completion of work. Make a color copy/PDF document for project records/documentation.
- 3.6.1.1.7 Attachment 10 – ICRA CONSTRUCTION PERMIT
- 3.6.1.1.7 Attachment 11 – INTERIM SAFETY INFECTION CONTROL DAILY MONITORING

#### 3.6.6.2 Compliance and Monitoring

- 3.6.6.2.1 Facilities Plant and Engineering will conduct periodic checks on ICRA Construction Permit areas as necessary and will observe or measure the integrity of containment barriers or barricade walls, barrier alarms (as required), environmental controls, noise, traffic control, water supply and levels, air supply and levels,

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contractor personnel with proper personal protective equipment (PPE) and levels of dust in area and on construction personnel.

3.6.6.2.1.1 Infection Control may require specific personal protective equipment, including protective face shield, gloves and N-95 respirators to be utilized as appropriate for the task at hand.

3.6.6.2.1 Infection Control will also make periodic visits and review for compliance with ICRA Permit.

### 3.6.6.3 Cleaning

3.6.6.3.1 Contractor to use cleaning and disinfection products approved by Infection Control.

3.6.6.3.2 Contractor to perform final cleaning of construction, and additional cleaning as required by Punchlist and/or OSHPD inspections.

3.6.6.3.3 SMMC Environmental Services will be responsible for routine cleaning of adjacent areas and for the terminal cleaning and disinfection of the construction area or zone prior to the opening of the newly renovated or construction area to occupants

### 3.6.6.4 Completion

3.6.6.4.1 After completion of construction, ventilation will meet project specifications to OSHPD requirements.

3.6.6.4.2 Filters will be visually inspected for plugging or leakage.

3.6.6.4.3 Water supply lines will be flushed before placing newly completed construction are into service/operation. Infection Control Department and Facilities Plant & Engineering Department must be notified of flushing schedule/activity.

3.6.6.4.4 Certification that water supply lines have been disinfected in accordance to OSHPD regulations is required, and such certification shall be submitted to Infection Control and Facilities Plant & Engineering.



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### 3.7 CONTRACTOR PRE-CONSTRUCTION

3.7.1 Prior to the start of construction, and in coordination with preparing Contractor's Medical Safety and Infection Control Program, and all other requirements of this section, Contractor shall perform a survey to evaluate the construction conditions pertaining to the scope of the Work.

#### 3.7.2 DOCUMENTS/FORMS

##### 3.7.2.1 Attachment 12 – CONTRACTOR PRE-CONSTRUCTION RISK ASSESSMENT SURVEY

### 3.8 PROJECT METHOD OF PROCEDURE

3.8.1 Any work to be performed outside of the Contractor's work area, or outside of the normal work hours, or impacting the facilities operations, will require coordination with SMMC via the project's Method of Procedure (MOP) process.

3.8.2 See Attachment 13 for the Project Method of Procedure Form.

3.8.3 The specific work procedure described on the MOP form shall be developed by the Contractor for each event as described in 3.8.1, and shall be submitted to the County's Construction Manager for review and to obtain acceptance and signatures by SMMC.

3.8.4 The Department of Public Works Capital Projects and SMMC Facilities Plant & Engineering reserves the right to require revisions to the MOP form, and the information contained therein, from time to time as appropriate to meet the needs of the project and or facility operational procedures.

3.8.5 MOPs must be submitted by the contractor to the County Representative at least 72 hours prior to proposed start of work.

3.8.6 Work on the activities described in the MOP shall not commence without prior signatory approval by the County Project Manager, and by which SMMC Facilities Plant and Engineering has secured the project work site at 72 hours prior to the proposed start of work.

3.8.7 Appropriate Contractor personnel shall maintain a presence during implementation of the work described in the MOP, whether the work to be implemented is by Contractor's own forces or by those of its Subcontractor personnel. Contractor personnel shall accompany workers and remain present from the beginning of the work until its completion.

## PART 4 – DOCUMENTS AND FORMS

### Attachment 1 – INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX FOR EXISTING SIGNIFICANT LSC DEFICIENCIES OR CONDITIONS

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Attachment 2 – INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX KEY

Attachment 3 – INTERIM LIFE SAFETY MEASURES EVALUATION CRITERIA

Attachment 4 – INTERIM LIFE SAFETY DAILY MONITORING

Attachment 5 - CONTRACTOR CHECKLIST FOR RELATED INTERIM LIFE SAFETY  
MEASURES AT THE SMMC FACILITY

Attachment 6 – UTILITY SYSTEM SHUT DOWN NOTICE

Attachment 7 – ABOVE-CEILING WORK PERMIT

Attachment 8 – HOT WORK PERMIT

Attachment 9 – FIRE WATCH LOG

Attachment 10 – ICRA CONSTRUCTION PERMIT

Attachment 11 – INTERM SAFETY INFECTION CONTROL DAILY MONITORING

Attachment 12 – CONTRACTOR PRE-CONSTRUCTION RISK ASSESSMENT SURVEY

Attachment 13 – PROJECT METHOD OF PROCEDURE (MOP) FORM



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**Attachment 1**  
**INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX**  
**FOR EXISTING SIGNIFICANT LSC DEFICIENCIES OR CONDITIONS**

<i>Life Safety Code (LSC) deficiencies or conditions can result from planned or unplanned maintenance/testing, renovations, and/or construction. Below are several such issues, not to be considered and all-inclusive list.</i>														
<b>Existing Significant Life Safety Code (LSC) Deficiencies or Conditions:</b>	ILSM #1	ILSM #2	ILSM #3	ILSM #4	ILSM #5	ILSM #6	ILSM #7	ILSM #8	ILSM #9	ILSM #10	ILSM #11	ILSM #12	ILSM #13	ILSM #14
Impaired fire or smoke compartments (non-latching doors, unprotected barrier penetrations, etc.)												X		
Fire alarm system impaired (or out of service) > 4 hours													X	X
Sprinkler system impaired (or out of service) > 10 hours													X	X
Hazardous use areas not properly separated from corridors									X					
Accumulation of combustibles and/or materials									X		X			
Obstructed fire exit or fire exit discharge (to include stairs)	X	X											X	
Excessive travel distance to an approved exit (or lack of two remote exits)	X									X				
Temporary relocation of exits to accommodate work	X	X	X			X							X	
Major renovation of an occupied floor	X	X				X						X		
Activity involving ignition sources such as welding and/or torching							X	X	X					
Exterior construction work including	X		X						X					

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adding an addition to an existing structure														
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END OF DOCUMENT

## Attachment 2 INTERIM LIFE SAFETY MEASURES (ILSM) MATRIX KEY

ILSM # 1	Ensuring Egress	Provide and maintain alternative egress routes and exits, install temporary EXIT signage and provide 'alternate exit' training.
ILSM # 2	Maintaining escape routes in construction areas	Ensure escape routes are unobstructed at all times. Inspect on a daily basis.
ILSM # 3	Emergency forces access	Ensure exterior building access points are unobstructed, maintain primary and/or alternate vehicular access and notify emergency response agencies when alternative access points are required.
ILSM # 4	Ensuring operational life safety systems	Provide a temporary but equivalent fire alarm system when any fire system is impaired. Inspect and test temporary systems monthly.
ILSM # 5	Temporary systems inspected and tested monthly.	Document inspections and retain records on file.
ILSM # 6	Temporary construction partitions	Temporary barriers must be smoke tight or made of non-combustible or limited combustible materials that will not contribute to the development or spread of fire.
ILSM # 7	Additional fire fighting equipment	Ensure additional firefighting equipment is available. Contractor is responsible in construction areas.
ILSM # 8	Additional fire equipment training	Provide additional fire equipment training.
ILSM # 9	Controlling combustible loading	Monitor debris removal to maintain the lowest possible fire loading.
ILSM # 10	Conducting 2 fire drills per shift in all areas	Conduct 1 additional fire drills per shift per quarter.
ILSM # 11	Conducting 2 fire drills per shift in local area	Conduct 1 additional fire drills per shift per quarter
ILSM # 12	Increased hazard surveillance	Increase hazard surveillance of buildings, grounds and equipment including excavations, construction areas, staging areas, storage areas, field offices, etc.
ILSM # 13	Conducting organizational training on life safety	Conduct safety education programs to promote awareness of construction hazards, building deficiencies and temporary measures.
ILSM # 14	Implement Fire Watch and notify emergency forces	Conduct hourly fire watch per Fire Watch Protocol. Notify the fire department (directly or

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		via PBX > off-site monitoring company). Required when fire alarm is out of service more than 4 hours in a 24-hour period in an occupied building and/or a sprinkler system is impaired for more than 10 hours in a 24-hour period.
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END OF DOCUMENT

### Attachment 3 INTERIM LIFE SAFETY MEASURES EVALUATION CRITERIA

Date of Survey:

Scope of Work:

Project Location:

Project Name:

Project Manager:

Facility Manager's Signature:

	QUESTIONS	YES	NO	N/A
1.	Will existing exit egress routes from occupied areas remain unchanged/impaired/blocked?			
2.	Will exit stairs remain unobstructed and fire separated?			
3.	Will existing corridor width be reduced?			
4.	Will the construction site require tailored traversing of egress to provide emergency exiting?			
5.	Will the construction area require additional exit routes?			
6.	Will fire and smoke compartments remain intact and unchanged?			
7.	Will fire alarm system remain functional and unchanged?			
8.	Will fire suppression systems remain functional and unimpaired?			
9.	Will a hot work permit be necessary for heat-producing activities that could be sources of ignition?			
10.	Will construction area be separated by noncombustible smoke tight partitions?			

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11.	Will there be an increase in debris, trash, and/or combustible fire load?			
12.	Will additional fire-fighting equipment be available in the construction area?			
13.	Will construction workers be trained in the Facilities fire plan?			
14.	Will construction workers be trained in the use of fire extinguishers?			
15.	Will access to the Emergency Department be unobstructed?			
16.	Will emergency access for the local fire department remain unobstructed?			
17.	Will special training to compensate for structural, compartment, or code deficiencies be needed?			
18.	Other			
<b>Is an Interim Life Safety Measures Plan required?</b>				

END OF DOCUMENT

#### Attachment 4 INTERIM LIFE SAFETY DAILY MONITORING

Date of Survey	
Inspector*	
Area Surveyed	
Project Number	
Project Name	
<small>*The inspector shall be determined prior to or at the onset of the project. The designated individual may vary based on the work being done, scope, and complexity of the project and may also vary throughout the project.</small>	

	YES	NO	N/A
<b>A. EXITS</b>			
1. Do exits provide free and unobstructed egress?			
2. Did personnel receive training for alternative exits?			
3. Are means of egress in construction area inspected daily?			
4. Is there free and unobstructed access to Emergency Department/Services and for emergency forces?			
<b>B. FIRE EQUIPMENT</b>			
1. Are fire alarms, detection, and suppression systems in an operational function?			
2. Are fire alarms, detection, and suppression systems impaired?			
3. Have training and additional fire equipment been provided for personnel?			
<b>C. FIRE SYSTEM</b>			
1. Power properly secured at the end of each workday?			
2. Is there evidence of smoking?			
3. Are construction areas free of storage and housekeeping materials, food,			

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food waste, and debris for daily operations to reduce flammable and combustible fire load of the building?			
<b>D. GENERAL SAFETY</b>			
1.. Are hand and safety rails in place and in good condition?			
2.. Are extension cords grounded and in good condition?			
3. Are power tools in good condition?			
4. Are hard hats used regularly?			
5. Are cutting and welding operations properly conducted?			
6. Are all construction activities conducted in a safe manner?			
7. Does all scaffolding comply with OSHA requirements (1926.421)?			
8. Are employees trained in fall hazards in work areas near roof edge?			

Comments: \_\_\_\_\_

County Representative/Construction Manager: \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

County Project Manager \_\_\_\_\_ Date \_\_\_\_\_

Sent to Safety Officer: \_\_\_\_\_ Date \_\_\_\_\_

END OF DOCUMENT

### Attachment 5

## CONTRACTOR CHECKLIST FOR RELATED INTERIM LIFE SAFETY MEASURES AT THE SAN MATEO MEDICAL CENTER (SMMC) FACILITY

1. Introduction to Facilities Plant & Engineering Procedures & Contact Numbers
2. Exits/Evacuation Procedure
3. Emergency Codes
4. Fire Alarm Procedure
5. Location of Fire Extinguishers
7. Emergency Phone Number
8. SMMC Smoking Policy

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END OF DOCUMENT

**Attachment 6**  
**DEPARTMENT OF PUBLIC WORKS**  
**SAN MATEO MEDICAL CENTER FACILITIES PLANT & ENGINEERING DEPARTMENT**  
**PHONE: (650) 573 2529 FAX: (650) 573 2027**

**UTILITY SYSTEM SHUTDOWN NOTICE**  
**MUST BE SUBMITTED AT LEAST 3 DAYS (72 HOURS) PRIOR TO SHUTDOWN**

<b>System:</b>
<b>Location/Building:</b>
<b>Reason for Shutdown:</b>

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<b>Date &amp; Time of Work To Be Performed:</b>
<b>Areas Affected:</b>
<b>System Shutdown Sequence:</b>
<b>Name &amp; Contact Info of Person Requesting:</b>
<b>Name &amp; Contact Info of Responsible Person/Contractor:</b>
<b>Name of Engineering Staff Assigned:</b> <b>Shutdown Approved By:</b> <b>Chief of Plant &amp; Engineering:</b> <b>Supervising Stationary Engineer:</b>
<b>Notifications Made to the Departments:</b> <b>Email(s):</b> <b>Shutdown Notice Posted:</b>

**Note: Fire Alarm System Shutdown should be coordinated with PBX and Cal-Security. Keller Center to be notified before any strobes and chimes are tested.**

END OF DOCUMENT

**Attachment 7**  
**SAN MATEO MEDICAL CENTER**  
**ABOVE-CEILING WORK PERMIT**

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

**Department/Company** \_\_\_\_\_

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Phone \_\_\_\_\_ Fax \_\_\_\_\_

Location \_\_\_\_\_ Room Number \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Wiring to be installed or modified:**

Communication \_\_\_\_\_

Door Control \_\_\_\_\_

Fiber Optic \_\_\_\_\_

Fire Alarm \_\_\_\_\_

Security \_\_\_\_\_

Telephone \_\_\_\_\_

Other \_\_\_\_\_

Electric low or high Voltage \_\_\_\_\_

HVAC \_\_\_\_\_

Television \_\_\_\_\_

**How work will be supported:**

Deck \_\_\_\_\_

Existing Casework \_\_\_\_\_

Existing piping or conduit rack \_\_\_\_\_

New pipe or conduit rack \_\_\_\_\_

Existing Cable Tray \_\_\_\_\_

New cable tray \_\_\_\_\_

Wall \_\_\_\_\_

Other \_\_\_\_\_

**Will any penetration modifications be made to the visible ceiling or walls:**

Yes \_\_\_\_\_

No \_\_\_\_\_

Describe: \_\_\_\_\_

Start Date \_\_\_\_\_ Time \_\_\_\_\_ Completion Date \_\_\_\_\_ Time \_\_\_\_\_

Authorized to Proceed \_\_\_\_\_ Date \_\_\_\_\_

Interim Inspection \_\_\_\_\_ Date \_\_\_\_\_

Final Inspection \_\_\_\_\_ Date \_\_\_\_\_

END OF DOCUMENT

**Attachment 8  
HOT WORK PERMIT**

(SEE ATTACHED EXAMPLE SMMC HOT WORK PERMIT)

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**Attachment 9**  
**FIRE WATCH LOG**

Date	Time	Location	Comments	Signature



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END OF DOCUMENT

### Attachment 10

INFECTION CONTROL RISK ASSESSMENT (ICRA) CONSTRUCTION PERMIT					
Project No.			Permit No:		
Location of Construction:			Project Start Date:		
Project Coordinator			Estimated Duration:		
Contractor Performing Work			Permit Expiration Date:		
Supervisor:			Telephone:		
YES	NO	CONSTRUCTION ACTIVITY	YES	NO	INFECTION CONTROL RISK GROUP
		TYPE A: Inspection, non-invasive activity			GROUP 1: Least Risk
		TYPE B: Small scale, short duration, moderate to high levels			GROUP 2: Medium Risk
		TYPE C: Activity generates moderate to high levels of dust, requires greater than 1 work shift for completion			GROUP 3: Medium/High Risk
		TYPE D: Major duration and construction activities Requiring consecutive work shifts			GROUP 4: Highest Risk
CLASS I		1. Execute work by methods to minimize raising dust from construction operations. 2. Immediately replace any ceiling tile displaced for visual inspection. 3. Minor Demolition for Remodeling.			
CLASS II		1. Provides active means to prevent air-borne dust from dispersing into atmosphere 2. Water mist work surfaces to control dust while cutting. 3. Seal unused doors with duct tape. 4. Block off and seal air vents. 5. Wipe surfaces with disinfectant. 6. Contain construction waste before transport in tightly covered containers. 7. Wet mop and/or vacuum with HEPA filtered vacuum before leaving work area. 8. Place adhesive dust walk-off mats at outside entrance and inside exit from work area. 9. Remove or isolate HVAC system in areas where work is being performed.			
CLASS III		1. Obtain infection control permit before construction begins. 2. Isolate HVAC system in area where work is being done to prevent contamination of the duct system. 3. Complete all critical barriers or implement control cube method before construction begins. 4. Vacuum work with HEPA filtered vacuums. 5. Wet mop with disinfectant. 6. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction. 7. Contain construction waste before transport in tightly covered containers. 8. Cover transport receptacles or carts. Tape covering. 9. Remove or isolate HVAC system in areas where work is being performed.			
Date		4. Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.			
Initial		5. Do not remove barriers from work area until complete project is thoroughly cleaned by the Contractor. (Prior to occupancy area shall be "terminal" cleaned by Environmental Services).			

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Class IV	<ol style="list-style-type: none"> <li>Obtain infection control permit before construction begins.</li> <li>Isolate HVAC system in area where work is being done to prevent contamination of duct system.</li> <li>Complete all critical barriers or implement control cube method before construction begins.</li> <li>Maintain negative air pressure within work site utilizing HEPA equipped air filtration units.</li> <li>Seal holes, pipes, conduits, and punctures appropriately.</li> <li>Construct anteroom and require all personnel to pass through this room so they can be vacuumed using a HEPA vacuum cleaner before leaving work site or they can wear cloth or paper coveralls that are removed each time they leave the work site.</li> <li>All personnel entering work site are required to wear shoe covers. Shoe covers must be changed each time workers exit the construction area.</li> </ol>	<ol style="list-style-type: none"> <li>Do not remove barriers from work area until completed project is thoroughly cleaned by the Contractor. (Prior to occupancy area shall be “terminal” cleaned by the Environmental Services).</li> <li>Vacuum work area with HEPA filtered vacuums.</li> <li>Wet mop with disinfectant.</li> <li>Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.</li> <li>Contain construction waste before transport in tightly covered containers.</li> <li>Cover transport receptacles or carts. Tape covering.</li> <li>Remove or isolate HVAC system in areas where work is being performed.</li> </ol>
Date		
Initial		
Additional Requirements:		
_____ Date Initials	12 Hour uninterrupted exchange required	_____ Exceptions/Additions to this permit Date Initials are noted by attached memoranda
Permit Request By:		Permit Authorized By:
Date:		Date:
Re-Occupancy Approval Date /Signature/Title:		

END OF DOCUMENT



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### Attachment 11 INTERIM SAFETY INFECTION CONTROL DAILY MONITORING

	YES	NO	N/A
1. No construction activity takes place within 25 feet of existing fresh air intakes?			
2. Materials used (i.e., fire retardants) comply with necessary safety regulations.			
3. Monitoring of impervious construction barriers to verify negative pressure.			
4. Demonstrated compliance with traffic patterns.			
5. Demonstrated compliance with appropriate use of cover garbs when outside construction area.			
6. Demonstrated use of appropriate equipment to prevent airborne particulate matter/debris; this includes HEPA filtration units, HEPA vacuum equipment, and continuous use of exhaust fans.			
7. Ducts remain sealed/capped.			
8. Doors are closed and gaskets/hardware are intact.			
9. Methods of debris transport are monitored and found to be consistent with processed designed to minimize airborne particulate matter/debris.			
10. All windows and doors remain closed to prevent circulation of dust/debris.			
11. Carpet or adhesive strips, (e.g. sticky mats) are clean and available at doorways for shoe dust collection.			
12. Areas are found to be cleaned at the end of each day.			
13. No signs of water leakage.			
11. No signs of pests.			

**Additional Comments**

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County Representative/Construction Manager \_\_\_\_\_ Date \_\_\_\_\_

County Project Manager \_\_\_\_\_ Date \_\_\_\_\_

Sent to Infection Control \_\_\_\_\_ Date \_\_\_\_\_

END OF DOCUMENT

### Attachment 12

## CONTRACTOR PRE-CONSTRUCTION RISK ASSESSMENT SURVEY

**Contractor to survey with Owner and/or Owner's Representative**

Date of Survey:
Scope of Work:
Area Surveyed:
Project Name:
Surveyors:

	QUESTIONS	YES	NO	N/A
1.	Will construction affect exit routes around construction site?			
2.	Are any of the following environmental hazards present?			
	A. Asbestos			
	B. Hazardous Materials (Chemicals, Radiation, Biohazards, etc.)			
	C. Confined Spaces			
	D. Other			
3.	Will any of the following systems be affected?			
	A. Fire Alarm			
	B. Sprinkler			
	C. Electrical			
	D. Water			
	E. Medical Gases			

DOCUMENT 01 35 13.19  
PROCEDURES FOR SMMC FACILITY



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	F. HVAC			
	G. Dust Control Measures			
	H. Wall/ceiling cutting& patching			
4.	Do exits provide free and unobstructed egress?			
5.	Will personnel receive additional training? If yes, When:			
6.	Is there unobstructed access to fire extinguisher's/fire alarms/phones?			
7.	Have all contractors been instructed on the "No Smoking Policy"?			
8.	Do additional fire drills need to be conducted? If no, see below			
9.	Are temporary partitions smoke tight/noncombustible/appropriately rated?			
10.	Are construction personnel trained and fire equipment available?			
11.	Will construction generate noise that exceeds the usual ambient noise levels?			
12.	Will construction and equipment installation generate any vibrations that affect patient sensitive areas/equipment?			

END OF DOCUMENT

### Attachment 13 PROJECT METHOD OF PROCEDURE (MOP) FORM

MOP Title: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Project Number: \_\_\_\_\_

Contractor: \_\_\_\_\_ Subcontractor: \_\_\_\_\_

Date of Work: \_\_\_\_\_ to \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ **Critical Path Schedule Item:** No \_\_\_\_\_ Yes \_\_\_\_\_

Start Date per Schedule: \_\_\_\_\_ Duration \_\_\_\_\_

Completion of prior MOP's required before proceeding: No \_\_\_\_\_ Yes \_\_\_\_\_  
 If Yes, which MOP/MOP's \_\_\_\_\_ MOP scheduled completion: \_\_\_\_\_

Facility Support Required: No \_\_\_\_\_ Yes \_\_\_\_\_

If Yes, staff size/expertise \_\_\_\_\_ Duration \_\_\_\_\_

Fall Protection Measures Req.: No \_\_\_\_\_ Yes \_\_\_\_\_

If Yes, type: OH ladder work, lift equipment, scaffolding, other: \_\_\_\_\_

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Dust Protection/Filter Protection:    No \_\_\_\_\_    Yes \_\_\_\_\_    Security Required:        No \_\_\_\_\_    Yes \_\_\_\_\_

Flagperson Required:        No \_\_\_\_\_    Yes \_\_\_\_\_

Utility Shut Down Required:        No \_\_\_\_\_    Yes \_\_\_\_\_  
If Yes, Facility Systems Affected \_\_\_\_\_ Length of shut down \_\_\_\_\_

Utility/Systems contingency/backup plan: If required attach written plan and sequence of operations.

Fire Watch Req.:    No \_\_\_\_\_    Yes \_\_\_\_\_  
Proper Advance Notice Provided. (72 hours minimum required):    No \_\_\_\_\_    Yes \_\_\_\_\_  
If No Explain special circumstances \_\_\_\_\_.

Logistics plan for protection barriers/security/safety measures/ access attached:

Access area blocked or inaccessible \_\_\_\_\_ duration \_\_\_\_\_

Risk Level to Operating Facility:    Low \_\_\_\_\_    Medium \_\_\_\_\_    High \_\_\_\_\_

Deliveries Req.:    No \_\_\_\_\_    Yes \_\_\_\_\_  
If yes, size of truck \_\_\_\_\_    Frequency of deliveries \_\_\_\_\_

Contract Work:    No \_\_\_\_\_    Yes \_\_\_\_\_

C.O. Work:        No \_\_\_\_\_    Yes \_\_\_\_\_    If Yes, C.O. # \_\_\_\_\_

PROJECT METHOD OF PROCEDURE (MOP) FORM, CONT.

Description of Work: Detail work durations for specific steps/scope of work.
Attach corresponding SMMC forms for the Work :



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<i>CM/PM will contact the duty engineer prior to the start of work and after completion of work.</i>		
<b>Project Observation (Name/Number):</b>		
<b>Area Affected:</b>		
Inspections		
Overtime inspection costs associated with the scope of work outlined above shall be borne by:		
County/DPW _____	Contractor _____	No Overtime Inspection Required _____
Safety Measures		
Hot Work Permit Required: Yes _____ Not Required _____		
Special Safety Required: Yes _____ Not Required _____ If YES Explain: _____		
Submitted By:		
Contractor Manager/Superintendent:	Date:	Cell Phone #
Recommended By:		Approved By:
IOR:	Date:	Cell Phone #
Construction Manager:	Date:	Cell Phone #
Approved By:		
Facility Plant & Engineering:	Date:	Cell Phone #
Facility Safety:	Date:	Cell Phone #
Facility Security:	Date:	Cell Phone #
County of San Mateo, DPW Capital Projects:	Date:	Cell Phone #
*By signing above, signatory warrants and represents that he/she executed this MOP in his/her authorized capacity and that by		

DOCUMENT 01 35 13.19  
PROCEDURES FOR SMMC FACILITY

(03-31-2020) (052720)



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his/her signature on this MOP, he/she or the entity upon behalf of which he/she acted, executed this MOP.

END OF DOCUMENT

**END OF DOCUMENT 01 35 13.19**



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## **SECTION 01010**

### **SUMMARY OF THE WORK**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. San Mateo Medical Center Signage Refresh Project includes removal of existing signage, patching, painting, ceiling repair (ACT and GWB ceilings) fabrication, procurement, and installation of new signage package. Shop drawings will require architect and HACi review where applicable.
- B. San Mateo Medical Center is an open and operational Medical Facility and protection from active Medical Center operations is a key component to the project.
- C. Detailed coordination with County PDU, facility operations staff, design team, and HCAI are a priority of the scope of work.
- D. Contractor will be required to review plans and specifications and provide submittals as well as work plans that are compliant with all applicable codes.
- E. It is the expectation of the County that the removal of existing signage and installation of new replacement signage will be executed so as not to require any temporary signage.
- F. All signs on the signage refresh plans should be interpreted as replacement signs with an existing associated sign to be removed in the Medical Center.
- G. Please refer to Request for Proposal dated May 5, 2025 for additional details scope of work relating to this contract.

**END OF SECTION**



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## **SECTION 01028**

### **CHANGE ORDER PROCEDURES**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Make such changes in the Work, in Contract Sum, in Contract Time of Completion, or any combination thereof, as are described in written Change Orders signed by Owner and issued after execution of the Contract, in accordance with provisions of this Section.
- B. Related work:
  - 1. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to the Work of this Section.
  - 2. Changes in the Work are described further in the General Conditions.
  - 3. All changes in scope of Work
    - a. From time to time during progress of the Work the Owner representative, Architect, or other AHJ may issue supplemental instructions, clarifications, or directives on which interpret the Contract Documents or order minor changes in the Work without change in Contract Sum or Contract Time. Such communications may be referenced as Change Events. Only owner may initiate or Approve Changes to the Work.
    - b. Should the Contractor consider that, or any items referenced in the 00 72 13 – 2 Contract Modifications, a change in Contract Sum or Contract Time, they shall immediately notify the Owner in writing and submit an itemized and signed Potential Change Order (PCO) proposal on contractor letter head with County template cover to the Owner Representative with all required back up for all associated labor, material, equipment, incidentals, including overall costs of mark up as agreed to for Contractor and all Sub tier sub-contractors including time impacts immediately and before proceeding with the Work unless otherwise directed to proceed by Owner as provided in 00 72 13.
    - c. If the PCO proposal is found to be satisfactory and in proper order, the Contractor will provide signed PCOs in a Change Order Request (COR). Change Order Requests may include multiple approved PCOs. Contractor signed Change Order Requests, once executed by Owner, become Owner Change Order. Owner will compile all fully

#### **CHANGE ORDER PROCEDURES**



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executed OCOs and provide a County Executive Approved Contract Amendment. Once Contractor receives Owner Executed Amendment, Contractor is approved to add the change order to the Schedule of Values and bill for Work on a percent complete basis.

4. Request for Proposal (RFP):
  - a. From time to time during progress of the Work the Owner Representative may issue a Request for Proposal(RFP) for an itemized quotation for changes in the Contract Sum and/or Contract Time incidental to proposed modifications to the Contract Documents.
  - b. This will not be a Change Order, and will not be a direction to proceed with the changes described therein. Pricing for RFPs will be fully complete and submitted within Ten (10) working days of RFP distribution. Costs associated with creating Potential Change Orders are included in the base bid and not eligible for submission whether PCO is approved or not.

## **1.2 QUALITY ASSURANCE**

- A. Include within the Contractor's quality assurance program such measures as are needed to assure familiarity of the Contractor's staff and employees with these procedures for processing Change Order data.

## **1.3 COST AND IMPACT TRACKING**

- A. Maintain a "Cost Register Log of RFPs PCOs, supplemental instructions, CCDs, Unilateral Change Orders Change Orders, Amendments, work in progress associated with Time and Material and all other cost related items", digitally and at the job site, accurately reflecting current status of all pertinent data, and provided weekly to Owner. The Cost Register to include all ROMs, final pricing, final impacts and potential impacts to both cost and time.

## **1.4 PROCESSING REQUESTS FOR PROPOSALS AND CONTRACT MODIFICATIONS**

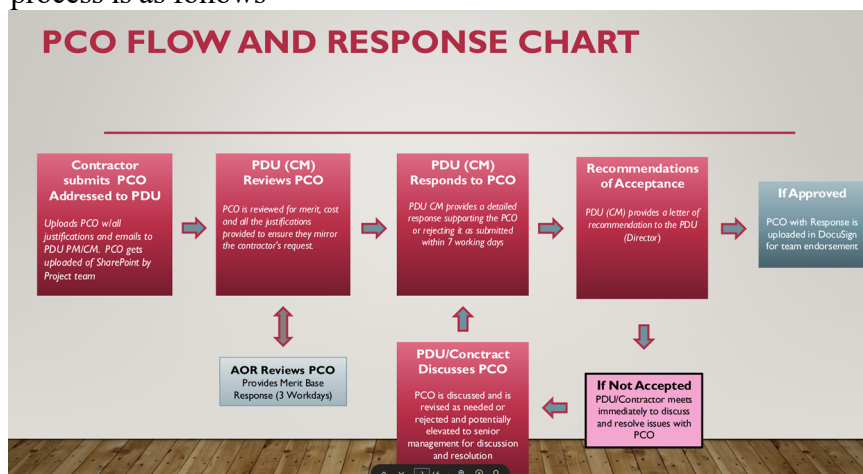
- A. Contractor shall make written reply to the Owner in response to each Request for Proposal (RFP) or Change Event within Ten (10) Working Days . This response will be titled Potential Change Order (PCO) and numbered sequentially.
  1. State proposed change in the Contract Sum, if any.
  2. State proposed change in the Contract Time of Completion, if any.
  3. Clearly describe other changes in the Work, if any, required by the proposed change or desirable therewith.



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4. Include full backup data such as subcontractors' letter of proposal or similar information.
5. Submit this response in single copy.
6. All back up to be signed copies including sub-contract pricing
7. Include Owner Change Template Documentation on Top of Contractor submission
8. Submission will follow Owner Naming Conventions
9. All submissions to be fully searchable documents, OCR'd without flattening or modifying PDFs in anyway.
10. Contractor agrees to continue to prosecute all Work to meet the project schedule concurrent with county change processing process unless otherwise clarified by Owner.

- B. When cost or credit for the change has been agreed upon by the Owner and the Contractor, or the Owner has directed that cost or credit be determined in accordance with provisions of the General Conditions, the Owner Representative will issue a Change Order and an Amendment to the Contractor. Workflow of approved change process is as follows



## 1.5 PROCESSING CHANGE ORDER REQUESTS

- A. Change Order Requests, Owner Change Orders, and Amendments will be numbered in sequence, Identified with the Owner Naming Convention, Signed and dated.
1. The Change Order Request will describe the change(s), will refer to the Potential Change Order Number(s), and will be signed by Contractor. The Change Order Request will be submitted with all executed Potential Change Orders included as back up to the Change Order Request.
  2. The Owner representative will issue the counter signed Changer Order Request formally making this document an Owner Change Order to the Contractor.



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3. The Owner will concurrently issue the executed Owner Change Order to the County Executive Team for Processing of Amendment. Once Amendment is executed, Owner will provide Amendment to Contractor to add to SOV for billing on PCT complete.

**END OF SECTION**



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## **SECTION 01040**

### **PROJECT COORDINATION**

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#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

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

##### **1.2 SUMMARY**

- A. This Section specifies administrative and supervisory requirements necessary for Project coordination including, but not necessarily limited to:
  - 1. Coordination.
  - 2. Administrative and supervisory personnel.
  - 3. Contractor's Quality Assurance Program.
  - 4. Manufacturer's Field Services.
  - 5. General installation provisions.
  - 6. Cleaning and protection.
- B. Progress meetings, coordination meetings and pre-installation conferences.

##### **1.3 COORDINATION**

- A. Coordination: Coordinate all activities for contractor to complete the Work within the agree upon cost and schedule and to assure efficient and orderly installation of each part of the Work. Coordinate construction operations included under different Sections of the Specifications that are dependent upon each other for proper installation, connection, and operation.
  - 1. Where installation of one part of the Work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
  - 2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
  - 4. Verify that anchorage, blocking, joining and other detailing are provided as required.

**PROJECT COORDINATION**

**01040 - 1**



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5. Do not obstruct spaces required by Code in front of construction, access doors and equipment.
- B. Existing facilities: The existing facilities, will continue to be in operation during the construction period. The Contractor shall schedule and arrange the Work to provide minimum inconvenience to Hospital and Clinics staff and other personnel. Keep all corridors and areas adjacent to and leading from the area clean and free of debris at all times. Reference 01 35 13.19 for specific requirements.
- C. Work outside the contract Work limits:
  1. Obtain written approval from County of San Mateo Project Development Unit, Hospital and Clinics notification as required per 01 35 13.19 in advance when scheduling Work outside the contract Work limits.
  2. Provide an estimate of time needed to perform Work outside the contract Work limits.
- D. Where necessary, prepare memoranda for distribution to each party involved outlining special procedures required for coordination. Include such items as required notices, reports, and attendance at meetings.
  1. Prepare similar memoranda for the Owner and separate contractors where coordination of their Work is required.
- E. Shutdowns:
  1. Plan the Work to minimize shutdown time of any service. The Contractor shall request approval of a utility or equipment shutdown in writing to Project Development Unit, Hospital and Clinics not less than fourteen working days before the time that the shutdown is desired.
  2. Should Owner's operations be such that the request shutdown must be delayed in excess of three working days from the receipt of Contractor's written request, Contractor will be required to perform Work during overtime hours because no Contract Time Extension can be granted.
  3. Operation of existing valves, switches, etc., to affect service shutdown will be done by Hospital and Clinics personnel.
- F. Do not cover any piping, wiring, ducts, etc., until properly inspected and approved by appropriate agencies and until proper certification has been issued.
- G. Neither the presence of the Owner Representative nor any of his consultants, at the jobsite shall relieve the Contractor from their responsibility to control and supervise the performance of the Work, and the manner in which it is safely accomplished by the Contractor's workers.
- H. The Contractor shall immediately after the award of Contract, submit for approval his list of subcontractors with addresses, the business and home (for emergency) phone numbers of mechanical, plumbing and electrical contractors.



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- I. Mechanical, plumbing, electrical and IT coordination:
  - 1. Cutting, capping and reconnecting utility systems inside and outside the Project site shall be performed by the Contractor. Contractor shall be responsible for coordination with Hospital and Clinics for Work that will be performed in other areas of the facility.
  - 2. Work out all "tight" conditions involving Work of various Sections of the Specification in advance of installation. If necessary, and before Work proceeds in these areas, prepare supplementary drawings for review showing all Work in "tight" areas. Provide supplementary drawings, additional Work necessary to overcome "tight" conditions, at no increase in Contract Sum.
  - 3. Locate any concealed utilities prior to cutting into or removing any existing conditions to avoid damage.
- J. Work performed during other than normal working hours, and Work performed on weekends or holidays shall be scheduled five working days in advance with Project Development Unit, Hospital and Clinics project representative.
- K. Cooperate with Hospital and Clinics if ongoing construction activity becomes objectionable by its longevity or by overlapping into an activity started later by Hospital and Clinics. It is understood and agreed that both parties shall cooperate so that neither will be unduly inconvenienced by this requirement.
- L. Contractor is responsible for providing access to all equipment specified for the Project.
- M. Contractor shall obtain field measurements required for the accurate fabrication and installation of the Work included in this Contract. Exact measurements are the Contractor's responsibility.
- N. Contractor shall obtain or furnish templates, patterns and setting instructions as required for the installation of all Work. All dimensions shall be verified in the field.
- O. Administrative procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of schedules.
  - 2. Installation and removal of temporary facilities.
  - 3. Delivery and processing of submittals.
  - 4. Progress meetings.
  - 5. Inspector of Record and Area Compliance Officer inspections.
  - 6. Project close-out activities.



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## 1.4 SUBMITTALS

- A. Shop Drawings: Prepare and submit shop drawings immediately upon issuance of NTP for all installation of products and materials
  - 1. Show the interrelationship of all components either existing or new.
    - a. Coordinated information indicating locations and elevations of fire protection piping, HVAC ductwork, plumbing, piping, electrical, structural and low voltage rough-in and fixtures as applicable.
    - b. All other work areas where congestion might necessitate a change in the ceiling heights, lighting and diffuser locations, structure or finishes.
    - c. Indicate sizes, locations, elevations, of materials to be installed
    - d. Indicate and detail all attachment methods
  - 2. Indicate required installation sequences.
  - 3. Full floor above ceiling coordination:
    - a. Include relation to all structural elements. Include seismic bracing locations for all required items. Coordinate seismic bracing to prevent structural member overloading.
    - b. Make final coordinated shop drawings as composite showing all the above mentioned trades' Work together on one sheet for each area. In addition to plan view, indicate heights to clarify clearances from structure and from each other. Use partial sections where necessary. Submit to Architect prior to fabrication.
    - c. Submit drawings for the following areas:
      - 1) All areas receiving signage
  - 4. Note that Contract Drawings shall not be considered as fabrication or installation drawings. In some cases they only indicate intent; they may be diagrammatic, and they may show only typical conditions; they do not indicate every item required to complete the Work.
- B. Prepare coordination drawings in sufficient time to allow for review by all trades involved and correction (if required) by the Contractor, so as not to delay the Work.
- C. The Owner Representative will not review or approve the coordination drawings; this is the Contractor's responsibility under the Contract.
- D. No work affected by the coordination drawings shall be started until the drawings have been reviewed and accepted by the affected trades, architect, and AHJs as applicable.



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- F. The coordination drawings shall use a common architectural layout as a background. The drawings shall be prepared at the same scale to permit overlaying on light tables, shall be clearly dimensioned and shall show the work of all the trades, correctly scaled, in affected areas.
- G. Coordination drawings shall be keyed and cross-referenced to the Contract Drawings.
- H. The original coordination drawings shall be prepared on sheets or same size as the Contract Drawings.
- I. All dimensions shall be verified in the field, whenever possible.
- J. Deviations from the Contract Document shall be clouded or circled, approval requested in writing and the reasons for the deviations so noted.
- K. Provide demolition plan of all signs to be replaced including patch plan for walls and ceiling. Include above ceiling access plan for attachments
- L.

## **1.5 CONTRACTOR'S QUALITY ASSURANCE PROGRAM**

- A. Assign a qualified staff member to assure quality from suppliers, manufacturers, products, services, site conditions, and workmanship, as required to produce Work of specified quality. Quality assurance responsibilities shall include:
  - 1. Review all completed and in-progress Work daily and include the following in daily log:
    - a. Listing of deficiencies requiring correction, responsibilities for corrective action, time allowed for correction, and time of completed corrections.
  - 2. Where coordination problems are identified, call special project meetings to resolve misunderstandings.
  - 3. Insure removal and replacement of Work which does not comply with the standards specified and as recognized in construction industry for applications indicated.
- B. Pre-installation conferences: Comply with the requirements of Division 1, to insure coordination and interfacing of the various portions of the Work with each other.
- C. Inspection of conditions: Require the installer of each major unit of Work to inspect substrates to receive Work, and the conditions under which the Work is to be performed. The beginning of the Work shall indicate acceptance of substrate and conditions.



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- D. Field measurements: Verify in field, all designed locations, sizes, and attachment methods are constructable prior to submission of shop drawings. Include any deviations needed in written request for modification stating the field condition requiring deviation for approval. Recheck measurements and dimensions of Work, as integral step for starting each installation.
- E. When specified in the individual Specification Sections that installation procedures shall be in accordance with the Manufacturer's recommendations, keep at the jobsite a current copy of the Manufacturer's installation instructions available for review during all related work, preparation work, and the installation of the work
- F. Maintain a copy in the Contractor's field office of the edition of the California Building Code under which the Work is being performed.

## **1.6 MANUFACTURER'S FIELD SERVICES**

- A. When specified in the individual Specification Sections, require the manufacturer or supplier to have qualified personnel provide on-site observations and recommendations.
  - 1. Observe field conditions, including conditions of surfaces and installation.
  - 2. Observe quality of workmanship.
  - 3. Provide recommendations to assure acceptable installation and workmanship.
  - 4. Validate the quality of workmanship and materials when required by manufacturers warranty.
  - 5. Where required, start, test, and adjust equipment as applicable.
- B. Representative shall submit written report to the Owner Representative listing observations and recommendations.

## **PART 2 - PRODUCTS**

(Not Applicable).

## **PART 3 - EXECUTION**

### **3.1 GENERAL INSTALLATION PROVISIONS**

- A. Inspection of conditions: Require the installer of each major component to inspect both the substrate and conditions under which Work is to be performed. Do not proceed until unsatisfactory conditions have been corrected in an acceptable manner.



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- B. Manufacturer's instructions: Comply with manufacturer's installation instructions and recommendations, to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in Contract Documents.
- C. Inspect materials or equipment immediately upon delivery. Report the inspection results in daily report with photos of materials delivered. Any materials delivered and inspected at delivery are not to be allowed on job site.. Reject damaged and defective items.
- D. Provide attachment and connection devices and methods necessary for securing Work. Secure Work true to line and level. Where required for material performance, allow for expansion and building movement when fastening to substrates.
- E. Visual effects: Provide uniform joint widths in exposed Work. Locate joints in exposed Work as indicated on Drawings. Changes in joint locations requires written approval.
- F. Recheck measurements and dimensions, before starting each installation.
- G. Install each component during weather conditions and Project status that will ensure the best possible results. Isolate each part of the completed construction from incompatible material as necessary to prevent deterioration.
- H. Coordinate temporary enclosures with required inspections and tests, to minimize the necessity of uncovering completed construction for that purpose.
- I. Mounting heights: Mounting heights shown comply with ADA and CCR Title 24 requirements. Modifications will not be allowed. For heights/locations not shown, request clarification from the Architect.
- J. Mechanical and electrical drawings are schematic in routing and location of pipes, ducts and wiring. Conceal pipes, ducts and wiring in finished areas unless otherwise indicated or not possible because of Project conditions; coordinate locations of fixtures and outlets with finish elements such as casework, accessories, fabric panels, etc.

### **3.2 CLEANING AND PROTECTION**

- A. During handling and installation, clean and protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.



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- B. Clean and maintain completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- C. Limiting exposures: Supervise construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period. Where applicable, such exposures include, but are not limited to, the following:
  - 1. Excessive static or dynamic loading.
  - 2. Excessive internal or external pressures.
  - 3. Excessively high or low temperatures.
  - 4. Thermal shock.
  - 5. Excessively high or low humidity.
  - 6. Air contamination or pollution.
  - 7. Water or ice.
  - 8. Solvents.
  - 9. Chemicals.
  - 10. Light.
  - 11. Radiation.
  - 12. Puncture.
  - 13. Abrasion.
  - 14. Heavy traffic.
  - 15. Soiling, staining and corrosion.
  - 16. Bacteria.
  - 17. Rodent and insect infestation.
  - 18. Combustion.
  - 19. Electrical current.
  - 20. High speed operation.
  - 21. Improper lubrication.
  - 22. Unusual wear or other misuse.
  - 23. Contact between incompatible materials.
  - 24. Destructive testing.
  - 25. Misalignment.
  - 26. Excessive weathering.
  - 27. Unprotected storage.
  - 28. Improper shipping or handling.
  - 29. Theft.
  - 30. Vandalism.
- D. Reference 0 35 13.19 for additional requirements

**END OF SECTION**



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## SECTION 01045

### CUTTING AND PATCHING

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#### PART 1 - GENERAL

##### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for cutting, fitting, and patching of items which are part of new work required to complete the Work of the Contract or to:
1. Make its several parts fit together properly;
  2. Uncover portions of the Work to provide for installation of ill-timed work;
  3. Remove and replace defective work;
  4. Remove and replace work not conforming to requirements of the Contract Documents;
  5. Remove samples of installed work as specified for testing;
  6. Provide routine penetrations of nonstructural surfaces for installation of piping and electrical conduit;
  7. Patch and repair fireproofing damaged after installation of other Work;
  8. Remove and finish construction at connections to other structures;
  9. Patch exploratory holes created prior to this Contract;
  10. Verify and check all areas to be cut and patched and coordinate the Work of the various trades involved.
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.
- C. Refer to other Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work. Specific attention to be paid to **01 35 13.19 special project procedures for San Mateo Medical Center**.
- D. In the Project Record File, fully describe circumstances relating to cutting and patching, including reasons for problem and solutions to problems.

##### 1.2 SUBMITTALS

- A. Cutting and patching proposal: Submit a written request to owners designated project manager as noted in 01 35 13.19 of executing any cutting or alteration which affects:
1. Work of Hospital and Clinics and/or any separate contractor;



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2. Structural value or integrity of any element of the Project;
  3. Integrity or effectiveness of weather-exposed or moisture-resistant elements or systems;
  4. Efficiency, operational life, maintenance, or safety of operational elements;
  5. Visual qualities of sight-exposed elements.
- B. Where approval of procedures for cutting and patching is required before proceeding:
1. Submit a proposal describing procedures well in advance of the time cutting and patching will be performed and request approval to proceed.
  2. Include the following information, as applicable, in the proposal:
    - a. Identification of the Work;
    - b. Describe the extent of cutting and patching required and how it is to be performed; indicate why it cannot be avoided;
    - c. Describe anticipated results in terms of changes to existing construction; include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements;
    - d. Scope of cutting, patching, or alteration;
    - e. Trades who will execute the work;
    - f. Products proposed for use;
    - g. Extent of refinishing to be done;
    - h. Effect on work of Owner or any separate contractor;
    - i. Written permission of any separate contractor whose work will be affected;
    - j. Indicate dates when cutting and patching is to be performed;
    - k. List utilities that will be disturbed or affected, including those that will be relocated and those that will be temporarily out-of-service; indicate how long service will be disrupted;
    - l. Where cutting and patching involves addition of reinforcement to structural elements, submit details and engineering calculations to show how reinforcement is integrated with the original structure.
  3. Should conditions of Work or schedule indicate a change of products from original installation, submit request for substitution as specified in Section 01630.
  4. Approval by the Owner Representative to proceed with cutting and patching does not waive the Owner Representative's right to later require complete removal and replacement of a part of the Work found to be unsatisfactory.

### **1.3 QUALITY ASSURANCE**

- A. Requirements for structural Work:
1. Do not cut and patch structural elements in a manner that would reduce their load-carrying capacity or load-deflection ratio;



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2. Obtain approval of the cutting and patching proposal before cutting and patching the following structural elements:
  - a. Foundation construction;
  - b. Structural concrete;
  - c. Piping, ductwork, vessels and equipment;
- B. Operational and safety limitations:
  1. Do not cut and patch operating elements or safety related components in a manner that would result in reducing their capacity to perform as intended, or result in increased maintenance, or decreased operational life or safety;
  2. Obtain approval of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:
    - a. Primary operational systems and equipment;
    - b. Air or smoke barriers;
    - c. Fire protection systems;
    - d. Noise and vibration control elements and systems;
    - f. Control systems;
    - h. Communication systems;
    - i. Electrical wiring systems;
- C. Visual requirements:
  1. Do not cut and patch construction exposed on the exterior or in occupied spaces, in a manner that would, in the Owner Representative opinion, reduce the building's aesthetic qualities, or result in visual evidence of cutting and patching;
  2. Remove and replace Work cut and patched in a visually unsatisfactory manner;
  3. If possible retain the original installer or fabricator to cut and patch the following categories of exposed Work or, if it is not possible to engage the original installer or fabricator, engage another recognized experienced and specialized firm:
    - a. Matched-veneer woodwork;
    - b. Preformed metal panels;
    - c. Window wall system;
    - d. Acoustical ceilings;
    - e. Carpeting;
    - f. Aggregate wall coating;
    - g. Wall covering;
    - h. HVAC enclosures, cabinets or covers.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**



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- A. Use materials that are identical to existing materials
  - 1. If identical materials are not available or cannot be used where exposed surfaces are involved, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect.
  - 2. Use materials whose installed performance will equal or surpass that of existing materials.
- B. Provide new materials for cutting and patching unless otherwise indicated.

## **PART 3 - EXECUTION**

### **3.1 INSPECTION**

- A. Before cutting existing surfaces, examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed.
- B. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.
- C. Before proceeding, meet at the site with parties involved in cutting and patching, including mechanical and electrical trades.
  - 1. Review areas of potential interference and conflict.
  - 2. Coordinate procedures and resolve potential conflicts before proceeding.

### **3.2 PREPARATION**

- A. Provide temporary support of Work to be cut.
- B. Protection:
  - 1. Protect existing construction during cutting and patching to prevent damage.
  - 2. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Until provisions have been made to bypass them, take all precautions necessary to avoid cutting existing pipe, conduit, or ductwork serving the building but scheduled to be removed or relocated.

### **3.3 PERFORMANCE**

- A. General:
  - 1. Employ skilled workmen to perform cutting and patching;



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2. Proceed with cutting and patching at the earliest feasible time and complete without delay;
  3. Cut existing construction to provide for installation of other components or performance of other construction activities and the subsequent fitting and patching required to restore surfaces to their original condition.
- B. Cutting:
1. Cut existing construction using methods least likely to damage elements to be retained or to damage adjoining construction.
  2. Where possible, review proposed procedures with the original installer; comply with the original installer's recommendations;
  3. In general:
    - a. Where cutting is required use hand or small power tools designed for sawing or grinding, not hammering and chopping;
    - b. Cut holes and slots neatly to size required to minimum disturbance of adjacent surfaces;
    - c. Temporarily cover openings when not in use;
  4. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces;
  5. Where services are shown or required to be removed, relocated, or abandoned, by-pass utility services such as pipe or conduit before cutting:
    - a. Cut-off pipe or conduit in walls or partitions to be removed;
    - b. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.
- C. Patch with durable seams that are as invisible as possible:
1. Comply with specified tolerances;
  2. Where feasible, inspect and test patched areas to demonstrate integrity of the installation;
  3. Restore exposed finishes of patched areas and extend finish restoration into retrained adjoining construction in a manner that will eliminate evidence of patching and refinishing;
  4. Where removal of walls or partitions extends one finished area into another:
    - a. Patch and repair floor and wall surfaces in the new space to provide an even surface of uniform color and appearance;
    - b. Remove existing floor and wall coverings and replace with new materials, if necessary to achieve uniform color and appearance;
    - c. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken surface containing the patch, after the patched area has received primer and second coat;

### 3.4 CLEANING



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- A. Thoroughly clean areas and spaces where cutting and patching is performed or used as access:
1. Remove completely paint, mortar, oils, putty and items of similar nature;
  2. Thoroughly clean piping, conduit and similar features before painting or other finishing is applied;
  3. Restore damaged pipe covering to its original condition.

**END OF SECTION**



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## **SECTION 01100**

### **ALTERNATIVES**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. To enable the Owner to compare total costs where alternative materials and methods might be used, Alternatives have been established as described on the Drawings and/or in this Section of these Specifications.
- B. Related work:
  - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 1 of these Specifications.
  - 2. Materials and methods to be used in the Base Bid and in the Alternatives also may be described on the Drawings and/or in pertinent other Sections of these Specifications.
  - 3. Method for stating the proposed Contract Sum is shown on the Bid Form.

##### **1.2 SUBMITTALS**

- A. All Alternatives described in this Section are required to be reflected on the Bid Form as submitted by the bidder.
- B. Do not submit alternatives other than as described in this Section, except as provided for "substitutions" under Section 01630 of these Specifications.

##### **1.3 DELIVERY, STORAGE, AND HANDLING**

- A. If the Owner elects to proceed on the basis of one or more of the described Alternatives, make modifications to the Work required in providing the selected Alternative or Alternatives to the approval of the Owner Representative and at no additional cost to the Owner except as proposed on the Bid Form.

##### **1.4 ADVANCE COORDINATION**



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- A. Immediately after award of the Contract, or as soon thereafter as the Owner has made a decision on which if any of the Alternatives will be selected, thoroughly and clearly advise necessary personnel and suppliers as to the nature of Alternatives selected by the Owner.

## **PART 2 - PRODUCTS**

Not Applicable

**END OF SECTION**



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## **SECTION 01170**

### **REQUESTS FOR INFORMATION**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section describes procedures for requesting information other than that shown in the Contract Documents, and discusses conditions under which such requests will be considered.
- B. Related work:
  - 1. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to the work of this Section.

##### **1.2 REQUESTS FOR INFORMATION**

- A. Assumption of prior knowledge:
  - 1. Instructions to Bidders for this Work state requirements that, prior to submitting a bid, bidders become thoroughly familiar with proposed Contract Documents and that they request and secure clarification of all matters on which there may be any question as to design intent.
  - 2. Reasons for these requirements include the Owner's wish:
    - a. That bidders have complete and adequate knowledge of the proposed Work in order to propose a fair and proper bid price;
    - b. To avoid unnecessary requests for information during progress of the Work; and
    - c. To discourage frivolous requests for information while encouraging acquisition of complete familiarity with the Drawings, Specifications, and other Documents of the Contract.
- B. However, the Owner Representative recognize that data may inadvertently have been omitted from the Contract Documents or require clarification of alleged conflict of data, and the following procedures are established for requesting such data.



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C. Procedures:

1: Whenever Contractor requires information regarding the Project or Contract Documents, or receives a request for information from a Subcontractor, Contractor may prepare and deliver an RFI to Owner. Contractor shall use RFI format provided by Owner and submit to Architect and Owner concurrently via email. Contractor shall reference each RFI to an activity of Progress Schedule and shall note time criticality of the RFI, indicating time within which a response is required. Contractor's failure to reference RFI to an activity on the Progress Schedule and note time criticality on the RFI shall constitute Contractor's waiver of any claim for time delay or interruption to the Work resulting from any delay in responding to the RFI.

2. Contractor shall distribute response to all appropriate Subcontractors.

3. If Contractor is satisfied with the response and does not request change in Contract Sum or Contract Time, then the response shall be executed without a change.

4. If Contractor believes the response is incomplete, Contractor shall issue another RFI (with the same RFI number with the letter "A" indicating it is a follow-up RFI) to Owner clarifying original RFI. Additionally, Owner may return RFI requesting additional information should original RFI be inadequate in describing condition.

5. If Contractor believes that the response results in change in Contract Sum or Contract Time, Contractor shall notify Owner with the issuance of a Potential Change Order.

6. Contractor shall be responsible for its costs to implement and administer RFIs throughout the Contract duration. Regardless of the number of RFIs submitted, Contractor shall not be entitled to additional compensation for the effort required to submit the RFIs. Contractor shall be responsible for both Owner and its Architects'/Engineers' administrative costs for answering RFIs where the answer could reasonably be found by reviewing the Contract Documents, as determined by Owner; at Owner discretion, such costs may be deducted from progress payments or final payment.

D. Within 14 calendar days, the Owner Representative will respond to the Request for Information.

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- a. Should the information be missing, or require clarification, the Owner Representative will respond by giving the proper information to the Contractor.
  - b. Should the information already be clearly shown in the Contract Documents, the Owner Representative will so advise the Contractor by stating the location of the requested information and the Owner may deduct the sum of One Hundred Dollars (\$100.00) from the Contract Sum, not as a penalty but as reimbursement for the Owner Representative's time and effort devoted to research and handling.
- E. The Contractor shall maintain a log of Requests For Information, and shall submit a current copy with each application for progress payment, and/or at the job meeting.

**END OF SECTION**



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## **SECTION 01340**

### **SHOP DRAWINGS/CAD FILES, PRODUCT DATA, AND SAMPLES**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including:
  - 1. Shop Drawings & CAD files;
  - 2. Product Data;
  - 3. Samples.
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 01 Specification Sections, apply to this Section.
- C. Administrative submittals:
  - 1. Refer to other Division 00 01 Sections and other Contract Documents for requirements for administrative submittals.
  - 2. Such submittals include, but are not limited to:
    - a. Permits;
    - b. Applications for payment;
    - c. Performance and payment bonds;
    - d. Insurance certificates;
    - e. List of subcontractors.

##### **1.2 SUBMITTAL PROCEDURES**

- A. Coordination:
  - 1. Coordinate preparation and processing of submittals with performance of construction activities;
  - 2. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay;
  - 3. Comply with Submittal Schedule required in Division 00 01.
  - 4. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity;
  - 5. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
  - 6. Submittal log:
    - a. Maintain an accurate submittal log for the duration of the Work, showing current status of all submittals at all times;



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- b. Make the submittal log available to the Owner representative for review upon request.
- B. The Owner Representative reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing:
  1. Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for resubmittals. Submittals requiring HCAI review and approval may be broken out into separate submittal to allow for separate release of non-HCAI signage.
  2. Allow ten working days for initial review;
  3. Allow additional time if processing must be delayed to permit coordination with subsequent submittals;
  4. The Owner Representative will promptly advise the Contractor when a submittal being processed must be delayed for coordination;
  5. Shop drawings / CAD files:
    - a. Ten days will be required for the review of shop drawings.
    - b. For each sheet over 36 received in a week, additional time will be required for review time;
    - c. The Owner Representative will advise the Contractor of additional time required. Assume longer review for submittals needing HCAI review.
  6. If an intermediate submittal is necessary, process the same as the initial submittal;
  7. Allow ten working days for reprocessing each submittal;
  8. No extension of Contract Time will be authorized because of failure to transmit submittals to the Owner Representative sufficiently in advance of the Work to permit processing.
- D. Reimbursement of review costs:
  1. The Owner Representative will review the initial submittal and one resubmittal at the Owner's Representative cost;
  2. For submittals in excess of the one resubmittal, the Contractor shall reimburse the Owner for additional services required by these additional resubmittals.
- E. Place a permanent label or title block on each submittal for identification:
  1. On the label or title block, indicate the name of the entity that prepared each submittal;
  2. Provide a space approximately 4" x 5" on the label, or beside the title block on Shop Drawings, to record the Contractor's review and approval markings and the action taken;



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3. Include the following information on the label for processing and recording action taken:
  - a. Job name;
  - b. Date;
  - c. Name and address of Architect;
  - d. Name and address of Contractor;
  - e. Name and address of subcontractor;
  - f. Name and address of supplier;
  - g. Name of manufacturer;
  - h. Number and title of appropriate Specification Section;
  - i. Drawing number and detail references, as appropriate.Confirmation that the submittal has been reviewed and the content is aligned with the requirements of the contract.
- F. Submittal transmittal:
  1. Package each submittal appropriately for transmittal and handling;
  2. Transmit each submittal from Contractor to Owner representative using a transmittal form;
  3. Submittals received from sources other than the Contractor will be returned without action;
  4. On the transmittal:
    - a. Record relevant information and requests for data;
    - b. On the form, or separate sheet, record deviations from Contract Documents requirements, including minor variations and limitations;
    - c. Include Contractor's certification that information complies with Contract Document requirements;
  5. Transmittal form:
    - a. For transmittal of submittals, use a copy of the sample form included at the end of this Section;
    - b. List submittal number on each submittal;
    - c. Send submittals separately based on Specification Division and Section numbers, with transmittal form for each submittal;
    - d. Identify each proper Section number followed by sequential submittal number;
- G. Resubmittals:
  1. After the Owner Representative review of submittal, revise and resubmit as required;
  2. Identify changes made since previous submittal by clouding changes.

### **1.3 SHOP DRAWINGS / CAD FILES**

- A. General:
  1. All Shop Drawings which show plan layout information must be prepared using AutoCad R2006 or other Owner approved CAD software. Example:



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- HVAC plan layouts, sprinkler layouts, smoke detection system layouts, pneumatic tube layouts, modification and/or additions to the existing structural framing system and/or shear walls, etc. Submit newly prepared information, provide both prints and CAD files, drawn to accurate scale:
2. Highlight, encircle, or otherwise indicate deviations from the Contract Documents;
  3. Do not reproduce Contract Documents or copy standard information as the basis of Shop drawings / CAD files;
  4. Standard information prepared without specific reference to the Work will not be considered Shop drawings / CAD files.
- B. Shop drawings / CAD files:
1. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings;
  2. Include the following information:
    - a. Dimensions;
    - b. Identification of products and materials included;
    - c. Compliance with specified standards;
    - d. Notation of coordination requirements;
    - e. Notation of dimensions established by field measurement;
  3. Except for templates, patterns and similar full-size drawings, submit Shop Drawings on sheets as least 8-1/2" x 11" but no larger than 36" x 48";
  4. Submit one correctable translucent reproducible print and two blueline or blackline prints for the Architect's review; the reproducible print will be returned;
  5. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction;
  6. Deviations from Contract Documents require clear indication on the submittal and specific written acceptance by the Owner Representative of the noted deviation.
- C. Coordination drawings may be required if so called for in Division of these Specifications.
- D. Provide structural attachment details where required by a licensed structural engineer with applicable stamp.

#### **1.4 PRODUCT DATA**

- A. Product Data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves.
- B. Collect Product Data into a submittal for each element of construction of system.



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- C. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as Shop Drawing:
  - 1. Identify each item by specific reference to Section, Article, Paragraph, and subparagraph number;
  - 2. Mark each copy to show applicable choices and options;
  - 3. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information;
  - 4. Include the following information:
    - a. Manufacturer's printed recommendations;
    - b. Compliance with recognized trade association standards;
    - c. Compliance with recognized testing agency standards;
    - d. Application of testing agency labels and seals;
    - e. Notation of dimensions verified by field measurement;
    - f. Notation of coordination requirements.
- D. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
- E. Submittals:
  - 1. Submit three copies of each required submittal: two to the Owner Representative
  - 2. The Owner representative will retain one, and will return the other marked with action taken and corrections or modifications required;
  - 3. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal;
  - 4. Assume a full size hard copy set is required for HCAi submission in addition to digital drawing submission.
  - 5. Distribution:
    - a. Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities;
    - b. Show distribution on transmittal forms.
- F. Do not proceed with installation until an applicable copy of Product Data is in the installer's possession.
- G. Do not permit use of unmarked copies of Product Data in connection with construction.

## **1.5 SAMPLES**

- A. Required Samples:



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1. Samples are required only for substitutions (alternate manufacturers) and for custom fabricated items, unless specifically required by the individual Section:
  2. Where specified item is being provided, no Samples will be reviewed;
  3. Where specified item is no longer available, manufacturer's catalog numbers vary from those specified, or where custom colors require evaluation, Samples are required.
- B. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed.
- C. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.
- D. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated:
1. Prepare Samples to match the Architect's Sample;
  2. Include the following:
    - a. Generic description of the Sample;
    - b. Sample source;
    - c. Product name or name of manufacturer;
    - d. Compliance with recognized standards;
    - e. Availability and delivery time.
- E. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
- F. Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than three), that show approximate limits of the variations.
- G. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.
- H. Refer to other Sections for Samples to be returned to the Contractor for incorporation in the Work:
1. Such Samples must be undamaged at time of use;
  2. On the transmittal, indicate special requests regarding disposition of Sample submittals.



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- I. When individual Sections or signage drawings call for Samples to allow selection of color, pattern, texture, or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.
- J. Preliminary submittals will be reviewed and returned with the Owner Representative mark indicating selection and other action.
- K. When required by individual Specification Section:
  - 1. For standard manufactured items and for initial selection of custom colors and finishes, submit one Sample to the Owner;
  - 2. Submit two Samples for custom fabricated items;
  - 3. When color/finish Sample is approved, furnish one additional Sample of approved color/finish for Contractor's use;
  - 4. One of the custom fabricated Samples will be returned with the Owner Representative comments;
  - 5. For single Samples retained by the Owner Representative, photographs of problem areas will be returned with the Owner Representative comments for Contractor's action.
- L. At the job site, maintain sets of Samples for custom fabricated items, as returned, for quality comparisons throughout the course of construction:
  - 1. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal;
  - 2. Sample sets may be used to obtain final acceptance of the construction associated with each set.
- M. When necessary for Contractor's convenience, prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work; show distribution on transmittal forms.
- N. Field Samples specified in individual Sections are special types of Samples:
  - 1. Field Samples are full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged;
  - 2. Comply with submittal requirements to the fullest extent possible;
  - 3. Process transmittal forms to provide a record of activity.

## **1.6 OWNER REPRESENTATIVE ACTION**

- A. Where action and return is required or requested, the Owner Representative will review each submittal, mark to indicate action taken, and return promptly:
  - 1. Compliance with specified characteristics is the Contractor's responsibility;
  - 2. Submittals made for record, information or similar purposes do not require the Owner Representative action and will not be returned;



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3. Review of each submittal by the Owner Representative will be limited to original submittal plus one resubmittal with corrections;
  4. Partial submittals will not be reviewed or returned, unless authorized by prior arrangement.
- B. Action stamp:
1. The owner representative will stamp each submittal with a uniform, self-explanatory action stamp;
  2. The stamp will be appropriately marked, as follows, to indicate the action taken:
    - a. Final unrestricted release:
      - (1) Where submittals are marked "No Exception Taken," that part of the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents;
      - (2) Final acceptance will depend upon that compliance.
    - b. Final-but-restricted release:
      - (1) When submittals are marked "Make Correction Noted," that part of the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents;
      - (2) Final acceptance will depend on that compliance.
    - c. Returned for resubmittal:
      - (1) When submittal is marked "Revise and Resubmit" or "Rejected," do not proceed with that part of the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity;
      - (2) Revise or prepare a new submittal in accordance with the notations;
      - (3) Resubmit without delay;
      - (4) Repeat if necessary to obtain a different action mark.
- C. Where a submittal is primarily for information or record purposes, special processing or other activity, the submittal will be returned, marked "Action Not Required."
- D. All resubmittals shall be entire package resubmittals with modifications highlighted on transmittal.

PART 2 – PRODUCTS (Not applicable)

PART 3 – EXECUTION (Not applicable)

**END OF SECTION**

**SHOP DRAWINGS/CAD FILES, PRODUCT DATA,  
AND SAMPLES 01340 - 8**



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## **SECTION 01370**

### **SCHEDULE OF VALUES**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Provide a detailed breakdown of the agreed Contract Sum showing values allocated to each of the various parts of the Work, as specified herein and in other provisions of the Contract Documents.
- B. Related work:
  - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions, and Sections in Division 00 01 of these Specifications.
  - 2. Preparation and submittal of a schedule of values is required by the General Conditions.
  - 3. Schedule of values is required to be compatible with the "continuation sheet" accompanying applications for payment, as described in Sections in Division 1 of these Specifications.

##### **1.2 SUBMITTALS**

- A. Prior to first application for payment, submit a proposed schedule of values to the Owner Representative. Use a copy of the "Schedule of Values" form at the end of this section.
  - 1. Meet with the Owner Representative and determine additional data, if any, required to be submitted.
  - 2. Secure the Owner Representative approval of the schedule of values prior to submitting first application for payment.
  - 3. Provide breakdown of pre-construction, coordination, submittals, and closeout from cost of work on site.
  - 4. Once schedule of values has been agreed to, no format changes will be permitted unless directed or approved by owner.

##### **1.3 QUALITY ASSURANCE**

- A. Use required means to assure arithmetical accuracy of the sums described.



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- B. Provide fully executed copies of all subcontracts and/or other data acceptable to project costs to the Owner representative, substantiating the sums described as soon as they are executed.

**END OF SECTION**



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## **SECTION 01620**

### **STORAGE AND PROTECTION**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Protect products scheduled for use in the Work by means including, but not necessarily limited to, those described in this Section.
- B. Related work:
  - 1. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 01 Specification Sections, apply to the work of this Section.
  - 2. Additional procedures also may be prescribed in other Sections of these Specifications.

##### **1.2 QUALITY ASSURANCE**

- A. Include within the Contractor's quality assurance program such procedures as are required to assure full protection of work and materials.

##### **1.3 MANUFACTURERS' RECOMMENDATIONS**

- A. Except as otherwise approved by the Owner Representative, determine and comply with manufacturers' recommendations on product handling, storage, and protection.

##### **1.4 PACKAGING**

- A. Deliver products to the job site in their manufacturer's original container, with labels intact and legible.
  - 1. Maintain packaged materials with seals unbroken and labels intact until time of use.
  - 2. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with material meeting the specified requirements, at no additional cost to the Owner.
- B. The Owner Representative may reject as non-complying such material and products that do not bear identification satisfactory to the Owner Representative as to manufacturer, grade, quality, and other pertinent information.



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## **1.5 PROTECTION**

- A. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.
- B. Provide protection for finished floor surfaces in traffic areas prior to allowing equipment or materials to be moved over such surfaces.
- C. Maintain finished surfaces clean, unmarred, and suitably protected until accepted by the Owner.

## **1.6 REPAIRS AND REPLACEMENTS**

- A. In event of damage, promptly make replacements and repairs to the approval of the Owner Representative and at no additional cost to the Owner.
- B. Additional time required to secure replacements and to make repairs will not be considered by the Owner Representative to justify an extension in the Contract Time of Completion.

**END OF SECTION**



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## **SECTION 01630**

### **PRODUCT OPTIONS AND SUBSTITUTIONS**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for handling requests for substitutions made after award of the Contract.
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 -01 Specification Sections, apply to this Section.

##### **1.2 DEFINITIONS**

- A. Definitions used in this Article are not intended to change or modify the meaning of other terms used in the Contract Documents.
- B. "Substitutions":
  - 1. Requests for changes in products, materials, equipment, and methods of construction required by Contract Documents proposed by the Contractor after award of the Contract are considered requests for "substitutions."
  - 2. The following are not considered substitutions:
    - a. Substitutions requested by Bidders during the bidding period, and accepted prior to award of Contract will be covered by Addendum (such items are considered as included in the Contract Documents and are not subject to requirements specified in this Section for substitutions);
    - b. Revisions to Contract Documents requested by the Owner;
    - c. Specified options of products and construction methods included in Contract Documents;
    - d. The Contractor's determination of and compliance with governing regulations and orders issued by governing authorities.

##### **1.3 SUBMITTALS**

- A. Comply with pertinent provisions of Section 01340.
- B. Substitution request submittal:



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1. Within 15 days after Award of Contract or Notice to Proceed, submit to the Owner Representative a list of substitutions proposed.
  - a. Requests received more than 30 days after commencement of the Work may be considered or rejected at the discretion of the Owner Representative;
  - b. No extensions or delay claims will be allowed due to substitutions;
2. Submit three copies of each request for substitution for consideration;
3. Submit requests in the form specified and in accordance with procedures required for Change Order proposals;
4. Identify the product, or the fabrication or installation method to be replaced in each request:
  - a. Include related Specification Section, Article number, Paragraph number, subparagraph number, and Drawing number or numbers;
  - b. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
    - (1) Product Data, including Drawings and descriptions of products, fabrication and installation procedures;
    - (2) Samples, where applicable or requested;
    - (3) A detailed comparison of significant qualities of the proposed substitution with those of the Work specified;
    - (4) Significant qualities may include elements such as size weight, durability, performance and visual effect;
    - (5) Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the Owner and separate contractors, that will become necessary to accommodate the proposed substitution;
    - (6) A statement indicating the substitution's effect on the Contractor's construction schedule compared to the schedule without approval of the substitution;
    - (7) Indicate the effect of the proposed substitution on overall Contract Time;
    - (8) Cost information, including the proposed net change, if any, in the Contract Sum;
    - (9) Certification by the Contractor that the substitution proposed is equal to or better in every significant respect to that required by the Contract Documents, and that it will perform adequately in the application indicated;
    - (10) Include the Contractor's waiver of rights to additional payment or time, which may subsequently become necessary because of the failure of the substitution to perform adequately.
5. Owner Representative action:

## **PRODUCT OPTIONS AND SUBSTITUTIONS**



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- a. Owner Representative will base decision on applicability of substitution request on material provided by Contractor;
  - b. Incomplete documentation will be cause for rejection;
  - c. Within two weeks of receipt of the Contractor's request, which shall include all information and documentation, the Owner Representative will notify the Contractor of acceptance or rejection of the proposed substitution;
6. If a decision on use of a proposed substitute cannot be made or obtained within the time allocated, use the product specified by name;
  7. Acceptance will be in the form of a Change Order.

## **PART 2 - PRODUCTS**

### **2.1 BASIS OF CONTRACT**

- A. Bids shall be based on one of the specified products. If substitutions are rejected, specified products shall be used.
- B. Bidders shall not use a product contemplated for substitution to establish bidder's bid proposal price.
  1. Bids shall be based on any one of the specified products;
  2. If substitutions are rejected, specified products shall be used at no change in cost to the Owner.
- C. Where one product only is named followed by "No substitutions":
  1. Such designation has been made in order to match existing products exactly or to otherwise suit the Owner's purposes;
  2. In these instances, only the specified product may be used.

### **2.2 SUBSTITUTIONS**

- A. Conditions:
  1. The Contractor's substitution request will be received and considered when one or more of the following conditions are satisfied, as determined by the Owner representative; otherwise requests will be returned without action except to record noncompliance with these requirements:
    - a. Extensive revisions to Contract Documents are not required;
    - b. Proposed changes are in keeping with the general intent of Contract Documents;
    - c. The request is timely, fully documented and properly submitted;
    - d. The specified product or method of construction cannot be provided within the Contract Time (the request will not be considered if the product or method cannot be provided as a result of failure to pursue the Work promptly or coordinate activities properly);

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- e. The specified product or method of construction cannot receive necessary approval by a governing authority, and the requested substitution can be approved;
  - f. A substantial advantage is offered the Owner, in terms of cost, time, energy conservation, or other considerations of merit, after deducting offsetting responsibilities the Owner may be required to bear (additional responsibilities for the Owner may include additional compensation to the Architect for redesign and evaluation services, increased cost of other construction by the Owner or separate contractors, and similar considerations);
  - g. The specified product or method of construction cannot be provided in a manner that is compatible with other materials, and where the Contractor certifies that the substitution will overcome the incompatibility;
  - h. The specified product or method of construction cannot be coordinated with other materials, and where the Contractor certifies that the proposed substitution can be coordinated;
  - i. The specified product or method of construction cannot provide a warranty required by the Contract Documents and where the Contractor certifies that the proposed substitution provide the required warranty.
- B. The Contractor's submittal and Owner representative acceptance of Shop Drawings, Product Data, or Samples that relate to construction activities not complying with the Contract Documents does not constitute an acceptable or valid request for substitution, nor does it constitute approval.
- C. Substitutions will not be considered for acceptance when:
- 1. They are indicated or implied on submittals without a formal request from the Contractor;
  - 2. They are requested directly by a subcontractor or supplier;
  - 3. Acceptance will require substantial revision of the Contract Documents.
- D. Substitute products shall not be ordered without written acceptance of the substitution by the Owner Representative.
- E. Requests for substitutions constitute a representation that the Contractor:
- 1. Has investigated proposed substitution and determined it meets or exceeds, in all respects, the requirements of the Contract Documents;
  - 2. Will provide same warranty for substitution as for specified product;
  - 3. Will coordinate installation and make other changes which may be required for Work to be complete in all respect;
  - 4. Waives claims for additional costs which subsequently become apparent.

## 2.3 SUBSTITUTION REQUEST FORM

### PRODUCT OPTIONS AND SUBSTITUTIONS



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- A. Provide the information contained on the following pages for each item of substitution.
- B. Copy the form on Contractor's letterhead, and provide a complete response.
- C. Substitution requests without this supporting data will not be considered.
- D. Incomplete data will be cause for rejection of proposed substitutions.
- E. Send completed forms to the Owner Representative at the address listed. On the envelope, list the name of the Work as shown in the Contract.

**END OF SECTION**



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## **SECTION 01700**

### **CONTRACT CLOSEOUT**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for Contract closeout, including but not necessarily limited to:
  - 1. Inspection procedures;
  - 2. Project Record Document submittal;
  - 3. Operating and maintenance manual submittal;
  - 4. Submittal of warranties;
  - 5. Final cleaning.
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 -01 Specification Sections, apply to the work of this Section.
- C. Closeout requirements for specific construction activities may be included in appropriate Sections in Divisions 2 through 48.

##### **1.2 SUBSTANTIAL COMPLETION**

- A. Preliminary procedures:
  - 1. Before requesting inspection for certification of Substantial Completion, complete the following, and list exceptions in the request:
    - a. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100% completion for the portion of the Work claimed as substantially complete;
    - b. Include supporting documents for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum;
    - c. If 100% completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete;
    - d. Advise Owner of pending insurance change-over requirements;



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- e. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents;
- f. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, operating certificates and similar releases;
- g. Deliver tools, spare parts, extra stock, and similar items;
- h. Make final change-over of permanent locks and transmit keys to the Owner;
- i. Advise the Owner's personnel of change-over in security provision;
- j. Complete start-up testing of systems, and instruction of the Owner's operating and maintenance personnel;
- k. Discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups, and similar elements;
- l. Complete final clean up requirements, including touch-up painting;
- m. Touch-up and otherwise repair and restore marred exposed finishes.

B. Inspection procedures:

- 1. Upon receipt of a request for inspection, the Owner Representative will either proceed with inspection or advise the Contractor of unfilled requirements.
- 2. The Owner Representative will prepare the Certificate of Substantial Completion following inspection, or advise the Contractor on construction that must be completed or corrected before the certificate will be issued.
- 3. The Owner representative will repeat inspection once when requested to determine that the Work has been substantially completed.
- 4. Results of the completed inspection will form the basis of requirements for final acceptance.
- 5. Reimbursement:
  - a. The Contractor shall pay Owner's costs for additional professional services required to the Owner's consultants where more than two substantial completion inspections are required.
  - b. Such costs include the professionals' time and direct expenses.

### **1.3 FINAL ACCEPTANCE**

A. Preliminary procedures:

- 1. Before requesting final inspection for certification of final acceptance and final payment, complete the following, and list exceptions in the request.
  - a. Submit the final payment request with releases and supporting documentation not previously submitted and accepted;
  - b. Include certificates of insurance for products and completed operations where required;
  - c. Submit an updated final statement, accounting for final additional changes to the Contract Sum;



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- d. Submit a certified copy of the Owner Representative final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Owner Representative.
  - e. Retention will not be released until Final Acceptance has been approved.
  - f. Retention requires a stand alone pay application with a cover letter requesting the retention release, SOV/AIA documentation, all completed inspections over the life of the project, All as-built, Operations and Maintenance, Warranties, punch list closeout, and verification all stop notices are cleared.
- B. Reinspection procedure:
- 1. The Owner Representative will reinspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Owner Representative.
  - 2. Upon completion of reinspection, the Owner Representative will prepare a certificate of final acceptance, or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
  - 3. If necessary, reinspection will be repeated with Contractor reimbursing Owner Representative and its consultants at their usual billing rates.

#### **1.4 RECORD DOCUMENT SUBMITTALS**

- A. General: Comply with the requirements of Section 01720.
- B. Maintenance Manuals: Comply with the requirements of Section 01730.

### **PART 2 - PRODUCTS**

(Not applicable)

### **PART 3 - EXECUTION**

#### **3.1 CLOSEOUT PROCEDURES**

- A. Operating and maintenance instructions:
  - 1. Arrange for each installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance.



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2. If installers are not experienced in procedures, provide instruction by manufacturer's representatives.
  3. Include a detailed review of the following items:
    - a. Maintenance manuals;
    - b. Record Documents;
    - c. Spare parts and materials;
    - d. Tools;
    - e. Lubricants;
    - f. Fuels;
    - g. Identification systems;
    - h. Control sequences;
    - i. Hazards;
    - j. Cleaning;
    - k. Warranties and Bonds;
    - l. Maintenance agreements and similar continuing commitments.
- B. As part of instruction for operating equipment, demonstrate the following procedures:
1. Start-up;
  2. Shut down;
  3. Emergency operations;
  4. Noise and vibration adjustments;
  5. Safety procedures;
  6. Economy and efficiency adjustments;
  7. Effective energy utilization.

### **3.2 FINAL CLEANING**

- A. General cleaning during construction is required by the General Conditions and included in Section 01710 of these Specifications.
- B. Where extra materials of value remaining after completion of associated Work have become the Owner's property, arrange for disposition of these materials as directed.

**END OF SECTION**



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## **SECTION 01710**

### **CLEANING**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. Throughout the construction period, maintain the buildings and site in a standard of cleanliness as described in this Section.
- B. Related work:
  - 1. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 01 Specification Sections, apply to the work of this Section.
  - 2. In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

##### **1.2 QUALITY ASSURANCE**

- A. Conduct daily inspection, and more often if necessary, to verify that requirements for cleanliness are being met.
- B. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.
- C. ILS requirements:
  - 1. Prior to commencing the Work, secure and study a current copy of requirements established by San Mateo Medical Center Infectious Control Policy and Interim Life Safety Procedures;
  - 2. Throughout progress of the Work, comply with those standards.

#### **PART 2 - PRODUCTS**

##### **2.1 CLEANING MATERIALS AND EQUIPMENT**

- A. Provide required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.

##### **2.2 COMPATIBILITY**



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- A. Use only the cleaning materials and equipment which are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

## **PART 3 - EXECUTION**

### **3.1 PROGRESS CLEANING**

- A. General:
1. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing required protection of materials.
  2. Do not allow accumulation of scrap, debris, waste material, and other items not required for construction of this Work.
  3. Daily, and more often if necessary, completely remove all scrap, debris, and waste material from the job site.
  4. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.
  5. The Owner's refuse bins may be utilized only when so authorized by the San Mateo Medical Center.
- B. Site:
1. Daily, and more often if necessary, inspect the site and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
  2. Weekly, and more often if necessary, inspect all arrangements of materials stored on the site. Restack, tidy, or otherwise service arrangements to meet the requirements of subparagraph 3.1-A-1 above.
  3. Maintain the site in a neat and orderly condition at all times.
- C. Structures:
1. Daily, and more often if necessary, inspect the structures and pick up all scrap, debris, and waste material. Remove such items to the place designated for their storage.
  2. Daily, and more often if necessary, sweep interior spaces clean.
    - a. "Clean," for the purpose of this subparagraph, shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and a hand-held broom.
  3. As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using equipment and materials required to achieve the necessary cleanliness.
  4. Following the installation of finish floor materials, clean the finish floor daily (and more often if necessary) at all times while work is being performed in the space in which finish materials are installed.



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- a. "Clean," for the purpose of this subparagraph, shall be interpreted as meaning free from foreign material which, in the opinion of the Architect, may be injurious to the finish floor material.

### **3.2 FINAL CLEANING**

- A. "Clean," for the purpose of this Article, and except as may be specifically provided otherwise, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners using commercial quality building maintenance equipment and materials.
- B. Prior to completion of the Work, remove from the job site all tools, surplus materials, equipment, scrap, debris, and waste. Conduct final progress cleaning as described in Article 3.1 above.
- C. Site:
  1. Unless otherwise specifically directed by the Owner Representative, broom clean paved areas on the site and public paved areas adjacent to the site.
  2. Completely remove resultant debris.
- D. Structures:
  1. Exterior:
    - a. Visually inspect exterior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
    - b. Remove all traces of splashed materials from adjacent surfaces.
    - c. If necessary to achieve a uniform degree of cleanliness, hose down the exterior of the structure.
    - d. In the event of stubborn stains not removable with water, the Architect may require light sandblasting or other cleaning at no additional cost to the Owner.
  2. Interior:
    - a. Visually inspect interior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
    - b. Remove all traces of splashed material from adjacent surfaces.
    - c. Remove paint droppings, spots, stains, and dirt from finished surfaces.
  3. Glass: Clean inside and outside.
  4. Polished surfaces: To surfaces requiring routine application of buffed polish, apply the polish recommended by the manufacturer of the material being polished.
- E. Schedule final cleaning as approved by the Owner Representative to accept a completely clean Work.



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### **3.3 CLEANING DURING OWNER'S OCCUPANCY**

- A. Should the Owner occupy the Work or any portion thereof prior to its completion by the Contractor and acceptance by the Owner, responsibilities for interim and final cleaning shall be as determined by the Owner Representative in accordance with the General Conditions of the Contract.

**END OF SECTION**



## **SECTION 01720**

### **PROJECT RECORD DOCUMENTS**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for Project Record File Documents.
- B. The Contractor shall submit Project Record Documents including:
  - 1. Marked-up copies of Contract Drawings;
  - 2. Marked-up copies of Shop Drawings;
  - 3. Shop Drawing CAD files corrected to show all changes on the marked-up Shop Drawings layout plans;
  - 4. Corrected Owner master CAD files and/or new CAD files.
  - 5. Newly prepared Drawings;
  - 6. Mark-up copies of Specifications, Addenda and Change Orders;
  - 7. Marked-up Product Data submittals;
  - 8. Summary record of materials used in the Work, a sample form follows this section;
  - 9. Field records for variable and concealed conditions;
  - 10. Record information on Work that is recorded only schematically;
  - 11. Copies of Change Orders, submittals, substitutions, warranties, and other forms that are part of this Work;
  - 12. Coordination drawings if the drawings were required by Section 01040;
  - 13. Letter of transmittal, showing:
    - a. Owner project number;
    - b. Owner project name;
    - c. Itemized list of drawings transmitted;
    - d. Itemized list of specifications, manuals, balance reports, and similar items;
    - e. Identification of the lead design professional;
    - f. Notation of typical drawing size and type of media;
    - g. Identification of project location
- C. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to the work of this Section.



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- D. Specific record copy requirements that expand requirements of this Section may be included in individual Sections of Divisions 2 through 48.
- E. General Contract closeout requirements are included in Section 01700 of these Specifications.
- F. General requirements for submittal of Project Record Documents are included in Section 01340 of these Specifications.
- G. Post changes and modifications to the Documents as they occur.
  - 1. Do not wait until the end of construction;
  - 2. The Project Management Team will periodically review Record Documents to assure compliance with this requirement;
  - 3. Monthly progress payments will not be made unless Record Documents are up to date.
- H. Maintenance of Documents and Samples:
  - 1. Store Record Documents and Samples apart from Contract Documents used for construction;
  - 2. Do not permit Project Record Documents to be used for construction purposes;
  - 3. Maintain Record Documents in good order, and in a clean, dry, legible condition;
  - 4. Make Documents and Samples available at all times for inspection by the Project Management Team.
- I. Before the record documentation is accepted, the Contractor shall update all project names and project numbers, wherever they appear on the documents, to reflect the exact name and number of the project at the time of closeout. All information transmitted as "as built" shall be stamped as such.
- J. Include in the Contract Sum all costs associated with the production of Project Record Documents.

## **1.2 RECORD DRAWINGS**

- A. Mark-up procedure:
  - 1. During the construction period, maintain a set of blackline prints of Contract Drawings and Shop Drawings for Project Record Document purposes.
  - 2. Mark these Drawings to indicate the actual installation where the installation varies appreciably from the installation shown originally.
  - 3. Give particular attention to information on concealed elements which would be difficult to identify or measure and record later.
  - 4. Items required to be marked include but are not limited to:
    - a. Dimensional changes to the Drawings;
    - b. Revisions to details shown on the Drawings;



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- c. Depths of foundations below the first floor;
    - d. Locations and depths of underground utilities;
    - e. Revisions to routing of piping and conduits;
    - f. Revisions to electrical circuitry;
    - g. Actual equipment locations;
    - h. Duct size and routing;
    - i. Locations of concealed internal utilities;
    - j. Changes made by Change Order;
    - k. Details not on original Contract Drawings;
  5. Mark completely and accurately record prints of Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions.
  6. Where Shop Drawings are marked, show cross reference on Contract Drawings location.
  7. Mark record sets with red erasable colored pencil; use other colors to distinguish between changes for different categories of the Work at the same location.
  8. Mark important additional information which was either shown schematically or omitted from original Drawings.
  9. Note construction change directive numbers, alternate numbers, Change Order numbers and similar identification.
  10. Responsibility for mark-up:
    - a. Where feasible, the individual or entity who obtained record data, whether the individual or entity is the installer, subcontractor, or similar entity, shall prepare the mark-up on Record Drawings;
    - b. Accurately record information in an understandable drawing technique.
    - c. Record the data as soon as possible after it has been obtained.
    - d. In the case of concealed installations, record and check the mark-up prior to concealment.
- B. Preparation of reproducible drawings:
1. Immediately prior to inspection for certification of Substantial Completion, review completed marked-up Record Drawings with the Architect.
  2. When authorized, prepare a full set of corrected reproducible Contract Drawings and Shop Drawings.
    - a. Incorporate changes and additional information previously marked on print sets.
    - b. Erase, redraw, and add details and notations where applicable.
    - c. Identify and date each Drawing; include the printed designation "PROJECT RECORD DRAWINGS" in a prominent location on each Drawing.
  3. Refer instances of uncertainty to the Architect for resolution.
  4. Contractor shall purchase one set of reproducibles made from the original Contract Drawings.
    - a. Architect will make originals available to Contractor's printing agency for this purpose.



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- b. All printing and reproductions required are the Contractor's responsibility.
  - 5. Review of reproducibles:
    - a. Before copying and distributing, submit corrected reproducibles and the original marked-up prints to the Architect for review.
    - b. When acceptable, the Owner Representative will initial and date each reproducible, indicating acceptance of general scope of changes and additional information recorded, and of the quality of drafting.
    - c. Reproducibles and the original marked-up prints will be returned to Contractor for organizing into sets, printing, binding and final submittal.
- C. Copies and distribution:
  - 1. After completing the preparation of reproducible Record Drawings, print three blue-line or blackline prints of each Drawing, whether or not changes and additional information were recorded.
  - 2. Organize the copies into manageable sets, binding each set with durable paper cover sheets, with appropriate identification, including titles, dates and other information on cover sheets.
  - 3. Organize and bind original marked-up set of prints that were maintained during the construction period in the same manner.
  - 4. Organize record reproducibles into sets matching the print sets.
    - a. Place these sets in durable tube-type Drawing containers with end caps.
    - b. Mark the end cap of each container with suitable identification.
  - 3. Submit the marked-up record set, three copy sets, and reproducibles to the Owner Representative.
- D. Newly prepared Record Drawings:
  - 1. Where new Drawings are required by a Change Order issued as a result of acceptance of an alternate, substitution, or other modification, and the Owner representative determines that neither the original Contract Drawings nor Shop Drawings are suitable to show the actual installation, prepare new drawings instead of following procedures specified for preparation of Record Drawings
  - 2. Consult with the Owner Representative for the proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction.
  - 3. When completed and accepted, integrate newly prepared Drawings with procedures specified for organizing, copying, binding and submittal of record Drawings.

### **1.3 RECORD CAD FILES**

- A. Using the corrected information obtained from the field mark-ups, update and submit the CAD files created for the Shop Drawing CAD file submittals. Submit



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CAD standards information, CAD symbols library, font files, etc. as required by Owner for all the CAD files provided.

- B. Sprinkler, pneumatic tube, nurse call, paging, and smoke detection system CAD files:
  - 1. Using the corrected information obtained from the field mark-ups, update and submit the CAD files created for the Shop Drawing CAD file submittals.
  - 2. Update the Owner's master CAD files, or when master CAD files do not exist obtain the Owner's CAD file backgrounds and insert the newly created plan layouts, device locations, and/or diagrams into appropriate location on the backgrounds. Comply with Owner's CAD standards when updating master CAD files.

#### **1.4 RECORD SPECIFICATIONS**

- A. During the construction period, maintain one copy of the Project Specifications, including Addenda and modifications issued, for Project Record Document purposes.
- B. Mark the Specifications to indicate the actual installation where the installation varies substantially from that indicated in Specifications and modifications issued.
  - 1. Note related Project Record Drawing information, where applicable.
  - 2. Give particular attention to substitutions, selection of product options, and information on concealed installations that would be difficult to identify or measure and record later.
  - 3. In each Specification Section where products, materials or units of equipment are specified or scheduled, mark the copy with the proprietary name and model number of the product furnished.
  - 4. Record the name of the manufacturer, supplier, and installer, and other information necessary to provide a record of selections made and to document coordination with record Product Data submittals and maintenance manuals.
  - 5. Note related record Product Data, where applicable.
  - 6. For each principal product specified, indicate whether record Product Data has been submitted in maintenance manual instead of submitted as record Product Data.
- C. Upon completion of mark-up, submit Record Specifications to the Architect for Owner's records.

#### **1.5 RECORD PRODUCT DATA**

- A. During the construction period, maintain one copy of each Product Data submittal for Project Record Document purposes.



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1. Mark Product Data to indicate the actual product installation where the installation varies substantially from that indicated in Product Data submitted.
  2. Include significant changes in the product delivered to the site, and changes in manufacturer's instructions and recommendations for installation.
  3. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  4. Note related Change Orders and mark-up of record Drawings, where applicable.
- B. Upon completion of mark-up, submit a complete set of record Product Data to the Architect for the Owner's records.
- C. Where record Product Data is required as part of maintenance manuals, submit marked-up Product Data as an insert in the manual, instead of submittal as record Product Data.

#### **1.6 RECORD SAMPLE SUBMITTAL**

- A. Immediately prior to date of Substantial Completion, meet the Project Management Team at the site to determine which of the Samples maintained during the construction period shall be transmitted to Owner for record purposes.
- B. Comply with the Owner Representative instructions for packaging, identification marking, and delivery to Owner's Sample storage space.
- C. Dispose of other Samples in manner specified for disposal of surplus and waste materials.

#### **1.7 MAINTENANCE MANUAL SUBMITTAL**

- A. Comply with requirements of Section 01730.

**END OF SECTION**



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## **SECTION 01730**

### **OPERATION AND MAINTENANCE DATA**

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#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for operating and maintenance manuals including the following:
  - 1. Preparation and submittal of operating and maintenance manuals for building operating systems or equipment;
  - 2. Preparation and submittal of instruction manuals covering the care, preservation and maintenance of architectural products and finishes;
  - 3. Instruction of the Owner's operating personnel in operation and maintenance of building systems and equipment.
- B. Related work:
  - 1. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 01 Specification Sections, apply to the work of this Section;
  - 2. Special operating and maintenance data requirements for specific pieces of equipment or building operating systems are included in appropriate Sections of Divisions 2 through 16;
  - 3. Preparation of Shop Drawings and Product Data are included in Section 01340;
  - 4. General closeout requirements are included in Section 01700;
  - 5. General requirements for submittal of Project Record Documents are included in Section 01720;
- C. Review complete Contract Documents to coordinate requirements for the Work of this Section and to provide complete operation and maintenance data covering the Work of this Contract.

##### **1.2 QUALITY ASSURANCE**

- A. Maintenance manual preparation:
  - 1. In preparation of maintenance manuals, use personnel thoroughly trained and experienced in operation and maintenance of the equipment or system involved.



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2. Where written instructions are required, use personnel skilled in technical writing to the extent necessary for communication of essential data.
  3. Where Drawings or diagrams are required, use draftspersons capable of preparing Drawings clearly in an understandable format.
- B. For instruction of the Owner's operating and maintenance personnel, use experienced instructors thoroughly trained and experienced in the operation and maintenance of the building equipment or system involved.

### **1.3 SUBMITTALS**

- A. Comply with the following schedule for submittal of operating and maintenance manuals:
1. First submittal:
    - a. Submit one copy of data in final form at least 15 working days before Substantial Completion;
    - b. This copy will be returned within 15 working days after Substantial Completion, with comments.
  2. Second submittal:
    - a. After final inspection, make corrections or modifications to comply with the Owner's comments;
    - b. Submit the specified number of copies of each approved manual to the Owner Representative within 15 days of receipt of the Owner Representative comments.
- B. Form of submittal:
1. Prepare operating and maintenance manuals in the form of an instructional manual for use by the Owner's operating personnel;
  2. Organize into suitable sets of manageable size;
  3. Where possible, assemble instructions for similar equipment into a single binder.
  4. Binders:
    - a. For each manual, provide heavy-duty, commercial quality, durable 3-ring vinyl covered loose-leaf binders, in thickness necessary to accommodate contents, maximum of 1-1/2" thickness per volume, sized to receive 8-1/2" by 11" paper;
    - b. Provide a clear plastic sleeve on the spine, to hold labels describing the contents;
    - c. Provide pockets in the covers to receive folded sheets;
    - d. Where two or more binders are necessary to accommodate data, correlate data in each binder into related groupings in accordance with the Project Manual table of contents;
    - e. Cross-reference other binders where necessary to provide essential information for proper operation or maintenance of the piece of equipment or system;



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- f. Identify each binder on the front and spine, with the typed or printed title "OPERATION AND MAINTENANCE MANUAL," title or name of the Work, and subject matter covered;
  - g. Indicate the volume number for multiple volume sets of manuals.
5. Dividers:
  - a. Provide heavy paper dividers with celluloid covered tabs for each separate Section;
  - b. Mark each tab to indicate contents;
  - c. Provide a typed description of the product and major parts of equipment included in the Section on each divider.
6. Provide protective transparent plastic jackets designed to enclose diagnostic software for computerized electronic equipment.
7. Where written text material is required as part of the manual use the manufacturer's standard printed material or, if it is not available, specially prepared data, neatly typewritten, on 8-1/2" by 11", 20 pound white bond paper.
8. Drawings:
  - a. Where drawings or diagrams are required as part of the manual, provide reinforced punched binder tabs on the drawings and bind in with the text;
  - b. Where oversize drawings are necessary, fold the drawings to the same size as the text pages and use as a fold-out;
  - c. If drawings are too large to be used practically as a fold-out, place the drawing, neatly folded, in the front or rear pocket of the binder;
  - d. Insert a typewritten page indicating the drawing title, description of contents and drawing location at the appropriate location in the manual.

#### **1.4 MANUAL CONTENT**

- A. In each manual include information specified in the individual Specification Section, and the following information for each major component of building equipment and its controls:
  1. General system or equipment description;
  2. Design factors and assumptions;
  3. Copies of applicable Shop Drawings and Product Data;
  4. System or equipment identification, including:
    - a. Name of manufacturer;
    - b. Model number;
    - c. Serial number of each component;
  5. Operating instructions;
  6. Emergency instructions;
  7. Wiring diagrams;
  8. Inspection and test procedures;

#### **OPERATION AND MAINTENANCE DATA**



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9. Maintenance procedures and schedules;
  10. Precautions against improper use and maintenance;
  11. Copies of warranties;
  12. Repair instructions including spare parts listing;
  13. Sources of required maintenance materials and related services;
  14. Manual index.
- B. Organize each manual into separate Sections for each piece of related equipment.
- C. As a minimum each manual shall contain a title page, a table of contents, copies of Product Data, supplemented by drawings and written text, and copies of each Warranty, Bond, and service contract issued.
1. Provide a title page in a transparent plastic envelope as the first sheet of each manual, and containing the following information:
    - a. Subject matter covered by the manual;
    - b. Name and address of the Work;
    - c. Date of submittals;
    - d. Name, address, and telephone number of Contractor;
    - e. Name and address of the Architect;
    - f. Cross reference to related systems in other operating and maintenance manuals.
  2. After the Title Page, include a typewritten table of contents for each volume, arranged systematically according to the Project Manual format.
    - a. Include a list of each product included, identified by product name or other appropriate identifying symbol and indexed to the content of the volume.
    - b. Where more than one volume is required to accommodate data for a particular system, provide a comprehensive table of contents for all volumes in each volume of the set.
  3. General information:
    - a. Provide a general information section immediately following the table of contents, listing each product included in the manual, identified by product name.
    - b. Under each product, list the name, address, and telephone number of the subcontractor or installer, and the maintenance contractor.
    - c. Clearly delineate the extent of responsibility of each of these entities.
    - d. In addition, list a local source for replacement parts and equipment.
  4. Product Data:
    - a. Where manufacturer's standard printed data is included in the manuals, include only sheets that are pertinent to the part or product installed.
    - b. Mark each sheet to identify each part or product included in the installation.



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- c. Where more than one item in a tabular format is included, identify each item, using appropriate references from the Contract Documents.
  - d. Identify data that is applicable to the installation and delete references to information that is not applicable.
- 5. Written text:
  - a. Where manufacturer's standard printed data is not available, and information is necessary for proper operation and maintenance of equipment or systems, or it is necessary to provide additional information to supplement data included in the manual, prepare written text to provide necessary information.
  - b. Organize the text in a consistent format under separate headings for different procedures.
  - c. Where necessary, provide a logical sequence of instruction for each operating or maintenance procedure.
- 6. Drawings:
  - a. Provide specially prepared drawings where necessary to supplement manufacturer's printed data to illustrate the relationship of component parts of equipment or systems, or to provide control or flow diagrams.
  - b. Coordinate these drawings with information contained in Project Record Drawings to assure correct illustration of the complete installation.
  - c. Do not use original Project Record Documents as part of the Operating and Maintenance Manuals.
- 7. Warranties, Bonds and service contracts:
  - a. Provide a copy of each Warranty, Bond, or service contract in the appropriate manual for the information of the Owner's operating personnel.
  - b. Provide written data outlining procedures to be followed in the event of product failure.

## **1.5 MATERIAL AND FINISHES MAINTENANCE MANUAL**

- A. Submit three copies of each manual on material and finishes, in final form, to the Owner Representative for distribution; provide one section for architectural products, including applied materials and finishes, and a second for products designed for moisture-protection and products exposed to the weather.
- B. Refer to individual Specification Sections for additional requirements on care and maintenance of materials and finishes.
- C. Architectural products:

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1. Provide manufacturer's data and instructions on care and maintenance of architectural products, including applied materials and finishes.
  2. Provide complete information, including the following, as applicable:
    - a. Manufacturer's catalog number;
    - b. Size;
    - c. Material composition;
    - d. Color;
    - e. Texture;
    - f. Reordering information for specially manufactured products.
  3. Care and maintenance instructions:
    - a. Provide information on care and maintenance, including manufacturer's recommendations for types of cleaning agents to be used and methods of cleaning;
    - b. Provide information regarding cleaning agents and methods that could prove detrimental to the product;
    - c. Include manufacturer's recommended schedule for cleaning and maintenance.
- D. Moisture-protection and weather-exposed products:
1. Provide complete manufacturer's data with instructions on inspection, maintenance and repair of products exposed to the weather or designed for moisture-protection purposes.
  2. Provide manufacturer's data giving detailed information, including the following, as applicable:
    - a. Applicable standards;
    - b. Chemical composition;
    - c. Installation details;
    - d. Inspection procedures;
    - e. Maintenance information;
    - f. Repair procedures.
- E. Provide complete manufacturer's data with instructions on flame spread maintenance.

## **1.6 EQUIPMENT AND SYSTEMS MAINTENANCE MANUAL**

- A. Submit three copies of each completed manual on equipment and systems, in final form, to the Architect for distribution.
1. Provide separate manuals for each unit of equipment, each operating system, and each electric and electronic system.
  2. Refer to Specification Sections for additional requirements on operating and maintenance of the various pieces of equipment and operating systems.
- B. Equipment and systems:

## **OPERATION AND MAINTENANCE DATA**



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1. Provide the following information for each piece of equipment, each building operating system, and each electric or electronic system.
2. Provide a complete description of each unit and related component parts, including:
  - a. Equipment or system function;
  - b. Operating characteristics;
  - c. Limiting conditions;
  - d. Performance curves;
  - e. Engineering data and tests;
  - f. Complete nomenclature and number of replacement parts.
3. For each manufacturer of a component part or piece of equipment provide:
  - a. Printed operating and maintenance instructions;
  - b. Assembly drawings and diagrams required for maintenance;
  - c. List of items recommended to be stocked as spare parts.
4. Provide information detailing essential maintenance procedures, including:
  - a. Routine operations;
  - b. Trouble-shooting guide;
  - c. Disassembly, repair and reassembly;
  - d. Alignment, adjusting and checking.
5. Provide information on equipment and system operating procedures, including:
  - a. Start-up procedures;
  - b. Equipment or system break-in;
  - c. Routine and normal operating instructions;
  - d. Regulation and control procedures;
  - e. Instructions on stopping;
  - f. Shut-down and emergency instructions;
  - g. Summer and winter operating instructions;
  - h. Required sequences for electric or electronic systems;
  - i. Special operating instructions.
6. Provide a schedule of routine servicing and lubrication requirements, including a list of required lubricants for equipment with moving parts.
7. Provide a description of the sequence of operation and as-installed control diagrams by the control manufacturer for systems requiring controls.
8. Provide each subcontractor's coordination drawings.
  - a. Provide as-installed color coded piping diagrams, where required for identification.
9. Provide charts of valve tag numbers, with the location and function of each valve.
10. For electric and electronic systems, provide complete circuit directories of panelboards, including:
  - a. Electric service;
  - b. Controls;
  - c. Communication.

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## **1.7 INSTRUCTIONS OF THE OWNER'S PERSONNEL**

- A. Comply with the requirements of Section 01700.

## **PART 2 - PRODUCTS**

(Not applicable)

## **PART 3 - EXECUTION**

(Not applicable)

**END OF SECTION**



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## **SECTION 01740**

### **WARRANTIES AND BONDS**

---

#### **PART 1 - GENERAL**

##### **1.1 SUMMARY**

- A. This Section specifies general administrative and procedural requirements for Warranties and Bonds required by the Contract Documents, including manufacturers' standard warranties on products and special warranties.
  - 1. Refer to the General Conditions for terms of the Contractor's special warranty of workmanship and materials.
  - 2. General closeout requirements are included in Section 01700.
  - 3. Specific requirements for warranties for the Work, and products and installation that are specified to be warranted, are included in the individual Sections of Divisions 2 through 48.
  - 4. Warranty periods specified begin upon issuance of Final Completion
- B. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 00 01 Specification Sections, apply to the work of this Section.
- C. Manufacturer's disclaimers and limitations on product warranties do not relieve the Contractor of the warranty on the Work that incorporates the products, nor does it relieve suppliers, manufacturers, and/or subcontractors required to countersign special warranties with the Contractor.
- D. The warranties specified in the individual Specification Sections shall be in addition to and not a limitation of other rights the Owner may have against the Contractor under the Contract Documents.

##### **1.2 DEFINITIONS**

- A. Standard product warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to the Owner.
- B. Special warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for the Owner.



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### **1.3 WARRANTY REQUIREMENTS**

- A. When correcting warranted Work that has failed, remove and replace other Work that has been damaged as a result of such failure or that must be removed and replaced to provide access for correction of warranted Work.
- B. Reinstatement of Warranty:
  - 1. When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement.
  - 2. The reinstated warranty shall be equal to the original warranty with an equitable adjustment for depreciation.
- C. Replacement cost:
  - 1. Upon determination that Work covered by a warranty has failed, replace and rebuild the Work to an acceptable condition complying with requirements of Contract Documents.
  - 2. The Contractor is responsible for the cost of replacing or rebuilding defective Work regardless of whether the Owner has benefited from use of the Work through a portion of its anticipated useful service life.
- D. Owner's recourse:
  - 1. Written warranties made to the Owner are in addition to implied warranties, and shall not limit the duties, obligations, rights, and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Owner can enforce such other duties, obligations, rights, or remedies.
  - 2. The Owner reserves a right to reject warranties and to limit selections to products with warranties not in conflict with requirements of the Contract Documents.
  - 3. Warranty items will be responded to by contractor within 72 hours of notification
- E. The Owner reserves a right to refuse to accept Work where a special warranty, certification, or similar commitment is required on such Work or part of the Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

### **1.4 SUBMITTALS**

- A. Submit written warranties to the Architect prior to the date certified for Substantial Completion.
  - 1. If the Architect's Certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial



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- Completion for the Work, or a designated portion of the Work, submit written warranties upon request of the Architect.
2. When a designated portion of the Work is completed and occupied or used by the Owner during the construction period, by separate agreement with the Contractor, submit properly executed warranties to the Architect within 15 calendar days of completion of that designated portion of the Work.
- B. Submitting special warranties:
1. When a special warranty is required to be executed by the Contractor, or the Contractor and a subcontractor, supplier or manufacturer, prepare a written document that contains appropriate terms and identification, ready for execution by the required parties.
  2. Submit a draft to the Owner through for approval prior to final execution.
- C. Forms for special warranties are included at the end of this Section.
1. Prepare a written document utilizing the appropriate form, ready for execution by the Contractor, or the Contractor and subcontractor, supplier or manufacturer.
  2. Submit a draft to the Owner for approval prior to final execution.
  3. Refer to individual Sections of Divisions 2 through 48 for specific content requirements, and particular requirements for submittal of special warranties.
- D. Form of submittal:
1. At Final Completion, compile two copies of each required warranty and bond properly executed by the Contractor, or by the Contractor, subcontractor, supplier, or manufacturer.
  2. Organize the warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- E. Bind Warranties and Bonds in heavy-duty, commercial quality, durable 3-ring vinyl-covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2" by 11" paper.
1. Binders:
    - a. Provide heavy paper dividers with plastic covered tabs for each separate warranty;
    - b. Mark the tab to identify the product or installation;
    - c. Provide a typed description of the product or installation, including the name of the product, and the name, address and telephone number of the installer;
    - d. Identify each binder on the front and the spine with the typed or printed title "WARRANTIES AND BONDS," title or name of the Work, and the name of the Contractor.
  2. When operating and maintenance manuals are required for warranted construction, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.



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## **PART 2 - PRODUCTS**

(Not applicable)

## **PART 3 - EXECUTION**

(Not applicable)

(Guaranty-Warranty form follows this page)



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**GUARANTEE-WARRANTY FOR  
SAN MATEO MEDICAL CENTER**

We hereby warrant and the General Contractor and/or Material Manufacturer guaranty that the (name of product, equipment or system):

\_\_\_\_\_

which we have installed in the (name and location of Work):

\_\_\_\_\_

has been done in accordance with the Contract Documents and that the Work as installed will fulfill the requirements of the guaranty-warranty included in the Specifications. We agree to repair or replace any or all of our Work, together with any other adjacent work which may be displaced by so doing, that may prove to be defective in its workmanship or material within a period of \_\_\_\_\_ years from the date of acceptance of the Work by the Owner, without any expense whatsoever to the Owner, ordinary wear and tear and unusual abuse or neglect excepted.

In the event of our failure to comply with the above mentioned conditions within sixty days after being notified in writing by the Owner, we collectively or separately do hereby authorize the Owner to proceed to have said defects repaired and made good at our expense, and we will honor and pay the costs and charges therefore upon demand.

Signed \_\_\_\_\_ Countersigned \_\_\_\_\_  
Subcontractor General Contractor

Countersigned \_\_\_\_\_  
Material Manufacturer

NOTE: Review the individual Specification Sections for additional wording required with specific warranties.

**END OF SECTION**



Policy: Infection Prevention for Construction, Demolition, General Maintenance and Remediation.....Cont'd.

# ATTACHMENT F: Infection Control Permit: to be completed after completing the PCRA-ICRA Worksheet

Project Name:	ICRA Number:
Requested by:	Project Start Date:
Location of Work Activity:	Anticipated Completion Date:
Estimated Duration:	Permit Expiration Date:
Foreman/Supervisor:	Phone:
Contractor Performing Work:	Phone:
Approving Authority:	Phone:

Please note that the above signature is approval of the work activity as described and assessed documented here. **Should the scope of work change or the discovery of additional toxic or biological substances. STOP WORK and seek additional approval and guidance before proceeding.**

<b>1. Type of Activity: select one</b>		<b>Explain this reasoning for this assessment</b>			
Type A: Non-invasive					
Type B: Small-scale, short duration					
Type C: Large-scale, longer duration					
Type D: Major demolition, construction					
<b>2. Patient Risk Area: select one</b>		<b>Describe key patient risks</b>			
Low: Non-patient care areas					
Medium: Patient care support areas					
High: Patient care areas					
Highest: Invasive, sterile, or highly compromised care					
<b>3. Class of Precautions: circle one</b>		<div style="background-color: red; color: white; padding: 10px; text-align: center;"> Classes of Precautions falling in a RED section require an Infection Prevention Permit. </div>			
	Type A		Type B	Type C	Type D
Low	I		II	II	III
Medium	I		II	III	IV
High	I		III	IV	V
Highest	III		IV	V	V

Exceptions/Additions to this permit

Date and Initials are noted by attached memoranda

Detailed Plan of ICRA Controls for this Project: See attachments D and E for guidance						
Determined Class of Precautions to Apply (circle one):		I	II	III	IV	V
Controls required for this project:	Specifications/Materials	Verification method and frequency				

ILSMA Completed. If necessary, an ILSM Plan is in place. Circle One:	Yes	No
--	-----	----

Initials		Date:	
Permit Requested by:		Date:	
Permit Authorized by:		Date:	
Approval Signature:		Date:	





## SMMC Signage Refresh Package Site Walk Follow Up

**From** Scott Gurley <c\_sgurley@smcgov.org>

**Date** Fri 5/16/2025 7:13 AM

**To** mtorrez@ellissigns.com <mtorrez@ellissigns.com>; tbrown@arrowsigncompany.com <tbrown@arrowsigncompany.com>; deeksha@jpdigital.com <deeksha@jpdigital.com>; maulik@jpdigital.com <maulik@jpdigital.com>; sbennett@arrowsigncom.com <sbennett@arrowsigncom.com>; eborges@ellissigns.com <eborges@ellissigns.com>

**Cc** Paul Hundal <ahundal@smcgov.org>; Michael Coles <c\_mcoles@smcgov.org>; CEO\_pdu\_invoices <pdu\_invoices@smcgov.org>; Zulma Singer <zsinger@smcgov.org>

Team,

Thank you for taking the time to attend the San Mateo Medical Center Signage Re-fresh Package Pre-Bid walk. Below are the list of questions and responses from our walk which will be posted to the project RFP portal and distributed in **Addendum on May 20<sup>th</sup> 2025**. Please let me know if there are any missing items we discussed.

Also, today is the final day for bidders to submit questions! These must be posted through the RFP portal.

SMMC Signage Refresh Pre-Bid Walk 5/14/2025 Questions:

Q1: Who is the AHJ/IOR for this scope?

Answer: The AHJ overseeing the installation of this scope is HCAi. Awarded bidder will be required to coordinate and schedule all inspections with HCAi directly including any temporary enclosures. Please reference following specifications for AHJ and inspection requirements

00 72 13 - 6.1,

00 72 13 - 6.5.D,

00 72 13 - 7.4.A.2.c.1.I

01 35 13.19 - 3.6.5.1 Type A

01040 - 1.3.O

Q2: What is the signage scope budget

Answer: \$350k



Q3: Are temporary signs required

Answer: It is the counties desire to limit a need for full temporary signage package between removal of existing signs and installation of new signs. At locations where existing signage is adhered to the wall, and removal will require damage, temporary signs will be required at regulatory locations such as fire life safety signs or emergency egress signs. Additional detail will be provided on this approach in Addendum 1. Bidders are to include Add alternate and unit pricing for temporary signs as separate line item. Demo, patch, ceiling repair and paint is included in the bid package for this scope. Locations where sign removal causes damage, immediately patch and paint to start drying process.

Q4: Is this a prevailing wage job

Answer: Yes. Please reference following specifications on this item

00 11 16

00 21 13 - 4.0

00 45 36.03

Q5: What is the duration of the project.

Answer: Please reference 00 11 16 for duration of 200 calendar days after the contract award date.

Q6: Will the hospital remain operational during the scope.

Answer: Yes, please reference 01 35 13.19 for special project procedures for San Mateo Medical Facility for work requirements.

Q7: What are the daily work hours

Answer: Please reference 01 35 13.19 for hours of operation in which work can be performed. 7AM and 5PM Monday – Friday. Work outside of these hours can be completed only after approval from the county of San Mateo

Q8: Can existing supports be used to avoid removal and unnecessary demo.

Answer: Specific installation re-using in place support infrastructure may be used if approved by the designer of record and HCAi. This should be RFI'd in the shop drawing creation phase on a case-by-case basis. For bidding purposes, assume new supports are needed due to different sign scope and potential increases in weight.

Q9: Are there any additional scope items to be issued?

Answer: Yes. In the forthcoming addendum, the county will include the exterior monument sign at the 3rd floor parapet façade for the new San Mateo Medical Center Campus sign. Additionally, any required modifications to the current signage package required by current HCAi review will be included in the addendum. This scope will include power and support framing for exterior monument sign.

10: Are unit rates to be included in the proposal?

Answer: Yes. Please reference following specifications for this requirement

00 21 13 – 2.3



00 4001 GR 1

00 4002 GR2

Please provide all pricing detail required and summarized on the 00 4001 schedule of proposal prices form with the unit rate documentation as back up.

Best,

Scott Gurley  
Project Development Unit  
Senior Project Manager  
C\_sgurley@smcgov.org  
480 390 8918  
500 County Center Floor 5  
Redwood City California 94063

**We Moved!**

 [555 County Center, 2<sup>nd</sup> Floor, Redwood City, CA 94063](#)



**NEW Address**

 [500 County Center, 5<sup>th</sup> Floor, Redwood City, CA 94063](#)



**PROJECT DEVELOPMENT UNIT**  
**COUNTY OF SAN MATEO**



## SMMC Signage Refresh Signage RFP Addendum 1

Date: May 20, 2025

001: Regarding WF.03, could you please confirm whether the icon is directly printed on acrylic or if the icon is made of acrylic itself?

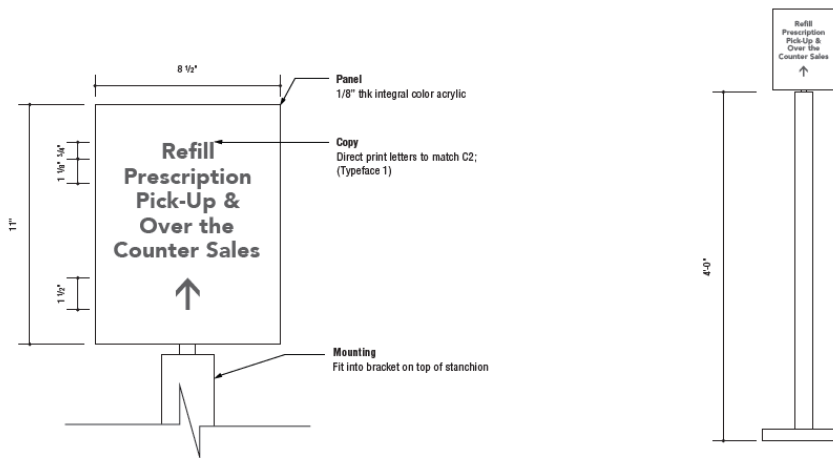
Icon should be printed white, direct to disc surface. Disc shall be single piece of 1/4" thick Acrylic, all surfaces painted color spec'd per department/zone.



1 FRONT VIEW  
Scale: 1 1/2" = 1'

002: For INF.05, is there an existing sign of this type that we could see? Also, is the print single-sided or double-sided?

This sign type is not programmed in this project. Recommend fabricator to omit.



1 FRONT VIEW  
Scale: 3" = 1'

2 ELEVATION  
Scale: 1" = 1'

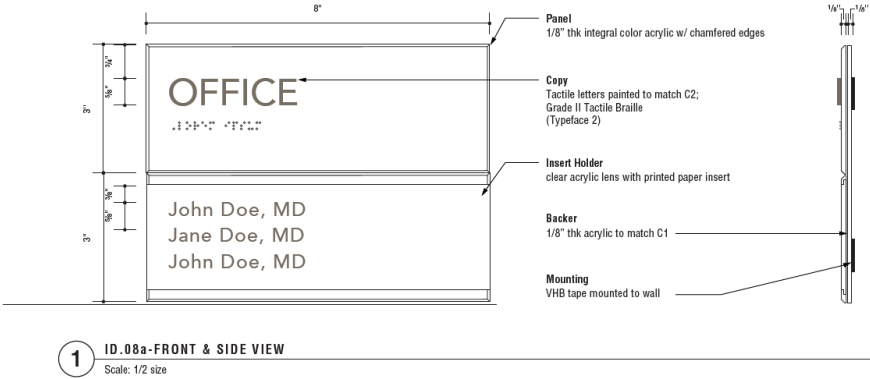
003: Also for the sign, ID.08 - The design specified is a little problematic, the keepers for the pocket lense are too small and would probably fail.

Can we price out a standard pocket sign that is tried and true that would probably need to be painted on the 2<sup>nd</sup> surface to work though.



See attached ID.08 shop drawing that was done for the Link Bldg. No issue w/ minor fabricator modifications, so long as sign appears visually same to as drawn / as exist in link building, and sign accepts same insert size as spec'd

ID.08



For Exterior monument sign, please reference Exterior sign plan with associated structural parapet details for attachment and route for conduit/wiring to the power source and lighting control panel.

004: Is there a formate or a cost sheet that bidders should use to submit cost?

Yes, reference 00 4001 in the RFP specifications for format belos and provide additional unit pricing back up per 00 21 13 2.3 for labor, materials, and equipment.

SCHEDULE OF PROPOSAL PRICES				
All Cost items, including lump sums and unit prices, must be filled in completely. Cost items are described or referenced in Document 01010 (Summary of Work) or Document 00 2113 (Instructions to bidders). Quote in figures only, unless words are specifically requested. You can download a copy of this Proposal Price Form and the forms in the Appendices in Excel from this link				
NO.	COST ITEM	FEE TYPE	PERCENT <sup>c</sup>	DOLLAR AMOUNT
1.	Fee/Profit	Percent	_____ %	\$ _____
2.	General Conditions (GC)	Not-to-Exceed	_____ % (Calculated)	\$ _____
3.	General Requirements	Not-to-Exceed	_____ % (Calculated)	\$ _____
4.	Direct Cost of Construction	Lump Sum	NTE	\$ _____
5.	Contingency	Percent	3%	\$ _____
6.	Bonds, Insurance and Taxes	Percent	_____ %	\$ _____
Total Proposal Price (Sum of Cost Items 1-6)				Total \$ _____

Total Project Proposal Price:

All previously posted RFI / Question responses on the RFP portal are hereby included in the RFP addendum 1.



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHPD No. **S250663-41-00**

**DOCUMENT 00 61 16**

**BID BOND**

**(Bid Security Form)**

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned,

\_\_\_\_\_, as Principal  
("Principal"),

and \_\_\_\_\_, as Surety  
("Surety"), are hereby held and firmly bound unto the County of San Mateo in the State  
of California, as represented by the County Board of Supervisors, hereinafter called the  
"Owner" in the sum of

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)  
lawful money of the United States of America, for payment of which sum, well and truly  
to be made, we hereby jointly and severally bind ourselves, our heirs, executors,  
administrators, successors, and assigns.

The condition of the above obligation is such that, whereas the Principal has submitted  
to the County a certain Bid, attached hereto and hereby made a part hereof, to enter  
into a contract in writing for the SMMC Signage Refresh Project, San Mateo Medical  
Center, San Mateo, CA 94403, Project No. PDP04 in strict accordance with the  
Contract Documents.

NOW, THEREFORE,

- a. If said Bid shall be rejected, or, in alternate
- b. If said Bid shall be accepted and the Principal shall execute and deliver a  
contract in the Form of Agreement attached hereto and shall execute and deliver  
Performance and Payment Bonds in the Forms attached hereto (all properly completed  
in accordance with said Bid), and shall in all other respects perform the agreement  
created by the Acceptance of said Bid.

Then, this obligation shall be void; otherwise, the same shall remain in force and  
effect, it being expressly understood and agreed that the liability of the Surety for any  
and all default of the Principal hereunder shall be the amount of this obligation as herein  
stated.

The Surety, for value received, hereby stipulates and agrees that the obligation  
of said Surety and its bond shall be in no way affected or impaired by any extension of  
the time within which the County may accept such Bid and said Surety does hereby

DOCUMENT 00 61 16  
BID BOND FORM



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. S250663-41-00

waive notice of such extension.

IN WITNESS WHEREOF, the above-bounden parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

In presence of:

\_\_\_\_\_  
(Individual Principal) (Affix  
Corporate  
Seal)

(Business Address)

By \_\_\_\_\_

Attest:

\_\_\_\_\_  
(Corporate Principal)

\_\_\_\_\_  
(Business Address)

(Affix  
Corporate  
Seal)

By \_\_\_\_\_

Attest:

\_\_\_\_\_  
(Corporate Surety)

\_\_\_\_\_  
(Business Address)

(Affix  
Corporate  
Seal)

By \_\_\_\_\_

The rate or premium on this bond is \_\_\_\_\_ per thousand.



County of San Mateo – Project Development Unit  
San Mateo Medical Center (SMMC)  
SMMC Signage Refresh Project No. PDP04  
OSHDP No. S250663-41-00

Total amount of premium charge, \$ \_\_\_\_\_  
(The above must be filled in by Corporate Surety.)

(Note: If Bidder is providing a bid bond as its bid security, Bidder must use this form,  
NOT a surety company form.)

Bidder must attach Power of Attorney and Certificate of Authority for Surety and a  
Notarial Acknowledgement for all Surety's signatures. The California Department of  
Insurance must authorize the Surety to be an admitted Surety Insurer.

**END OF DOCUMENT 00 61 16**





**Submittal No.: 10.03 - 101413 - 0**  
**Due Date: 1/8/2020**

**SMC-222 W 39th Av**

222 W 39th Ave  
 San Mateo, CA 94403

**TrueBeck Construction Project # 418010**

**10-Nursing Wing - OSHPD: H180066-41-00**

*Date:* December 20, 2019

*Description:* **NW Structural Signage Plans & Calcs**

*Quantity:*

*Discipline:* Structural

*Subcontractor:* JP Digital

*Package Notes:*

*Reviewer's General Comments:*

This review and notations noted during this review does not in any way relieve the subcontractor or supplier of their responsibilities for compliance with the contract documents. Deviations/variances, if allowed, must be clearly identified and requested to be considered. Also, the subcontractor or supplier is responsible for verification and accuracy of the details, quantities and dimensions, coordination of their equipment, materials and installation with all affected work and related subcontractors/suppliers, particularly with specific emphasis on deviations/variations.

12/20/2019

**Date**

**Reviewer Signature**

**Date**



**PLAN VIEW**

Diagram illustrating the Plan View of a sign structure, showing the arrangement of components and fastenings:

- (E) WALL FINISH
- 1
- 2
- 3" MIN. TYP.
- SIGN BACKING, BY OTHERS
- FASTEN STRAP TO STUDS W/ (2) #12 SMS, EA. STUD. STRAP TO SPAN (2) STUDS MINIMUM
- FASTEN SIGN BACKING TO STRAP W/ #12 SMS @ 8" O.C.
- 3" x 16 GA STEEL STRAP, LENGTH TO MATCH WIDTH OF SIGN (-3" ON EA. END)

SIGNAGE MOUNTING - PLAN  
VIEW 3" =

# DESIGN CRITERIA

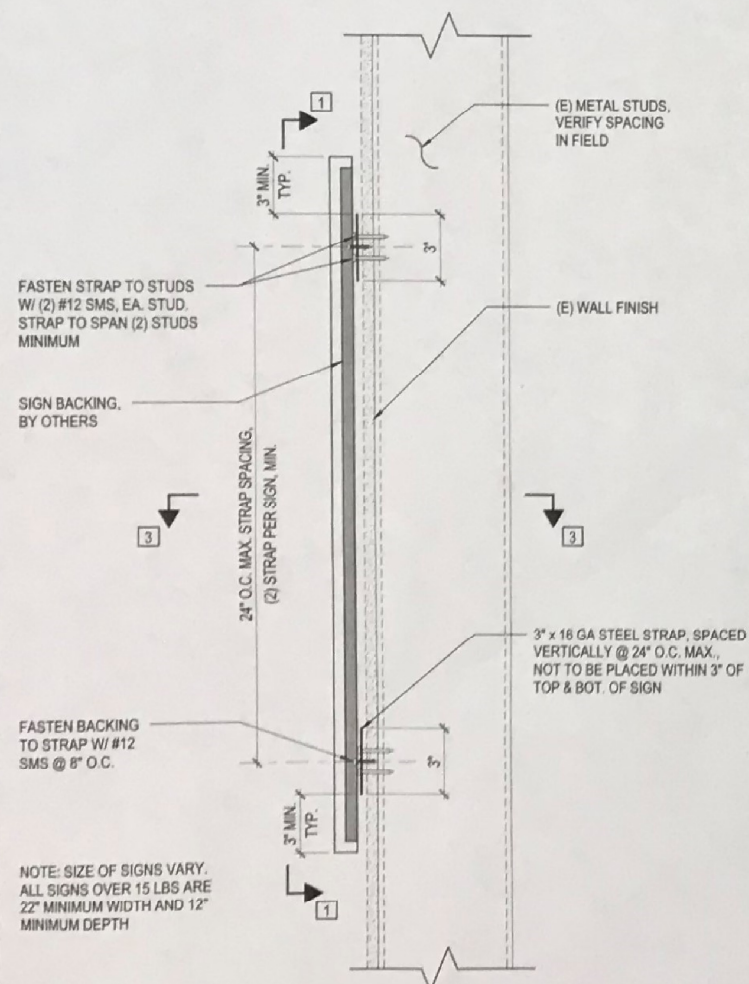
1. OSHPD NONSTRUCTURAL PERFORMANCE CATEGORY (NPC): 2
2. DEAD LOADS:
  - A. SIGNAGE: **SIGNS > 15 LBS (UP TO 100LBS)**
3. SEISMIC DESIGN PARAMETERS:
  - A. RISK CATEGORY: IV
  - B. SEISMIC DESIGN CATEGORY: F
  - C. SEISMIC IMPORTANCE FACTOR:  **$I_e = 1.50$**
  - D. LATITUDE: **37.53127 NORTH**
  - E. LONGITUDE: **122.29929 WEST**
  - F. SITE CLASS: D
  - G. MAPPED MCE ACCELERATIONS:
    - **$S_s = 1.984$**
    - **$S_1 = 0.932$**
  - H. SITE COEFFICIENT AT SHORT PERIOD:
    - **$F_a = 1.00$**
    - **$F_v = 1.50$**
1. ADJUSTED MCE SPECTRAL RESPONSE ACCELERATION PARAMETERS:
  - **$S_{DS} = 1.322$**
  - **$S_{D1} = 0.932$**
4. STRUCTURAL RESPONSE MODIFICATION FACTORS:
  - A. SIGNAGE
    - a.  **$I_p = 1.50$  (IMPORTANCE FACTOR)**
    - b.  **$a_p = 2.5$  (SIGNAGE)**
    - c.  **$R_p = 3.0$  (SIGNAGE)**
    - d.  **$z/h = 1.0$  (WORST CASE SCENARIO)**
    - e.  **$F_p = 1.98^*$  SEISMIC WEIGHT**

1. GALVANIZED SHEET STEEL SHALL CONFORM TO ASTM A653, STRUCTURAL QUALITY, WITH A MINIMUM YIELD STRENGTH OF 33 KSI FOR 43 MILS (18 GA) AND THINNER AND ASTM A653, STRUCTURAL QUALITY, WITH A MINIMUM YIELD STRENGTH OF 50 KSI FOR 54 MILS (16 GA) AND THICKER. HOT DIPPED CARBON SHEET AND STRIP STEEL USED IN THE FABRICATION OF COLD-FORMED MEMBERS SHALL CONFORM TO ASTM A1011 WITH A RUST INHIBITIVE COATING.
2. METAL FRAMING SHALL BE PER ICC-ES NO. 4943P. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AGENCY APPROVAL FOR ANY SUBSTITUTIONS.

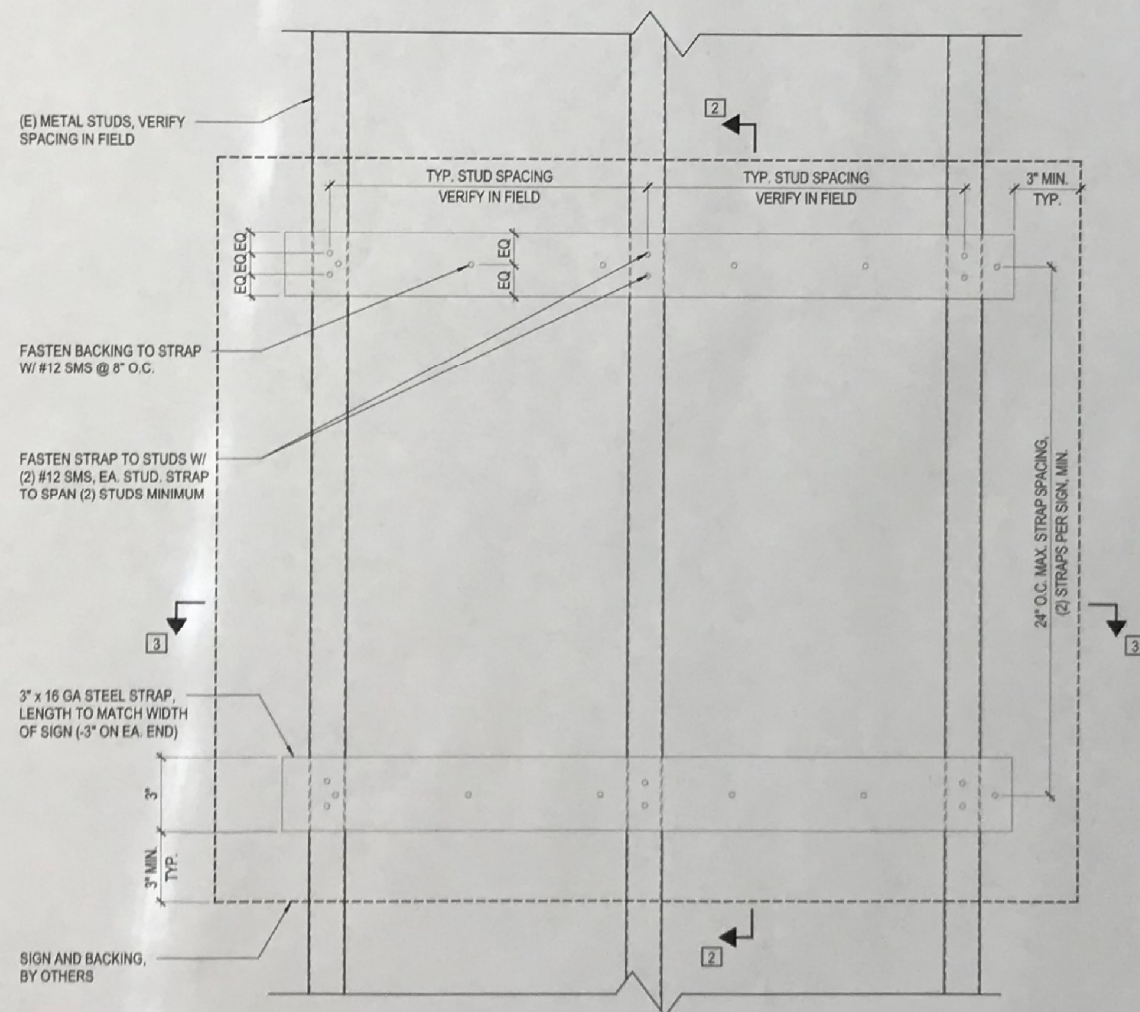
SHEET LIST	
	Sheet Name
\$0.0	STRUCTURAL NOTES AND DETAILS

1. GOVERNING CODES: ALL CONSTRUCTION SHALL CONFORM TO CALIFORNIA CODE OF REGULATIONS, TITLE 24: CALIFORNIA BUILDING STANDARDS CODE:
  - 2016 CALIFORNIA BUILDING CODE (CBC)
  - 2016 CALIFORNIA RESIDENTIAL CODE (CRC)
  - 2016 CALIFORNIA PLUMBING CODE (CPC)
  - 2016 CALIFORNIA ELECTRIC CODE (CEC),
  - 2016 CALIFORNIA MECHANICAL CODE (CMC)
  - 2016 CALIFORNIA ENERGY CODE (CEC)
2. THE NOTES ON THE STRUCTURAL PLANS SHALL TAKE PRECEDENCE OVER THESE NOTES.
3. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE BEFORE COMMENCING WORK AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER OF RECORD.
4. OMISSIONS OR CONFLICTS BETWEEN VARIOUS ELEMENTS OF THE DRAWINGS, NOTES, AND DETAILS SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD AND RESOLVED BEFORE PROCEEDING WITH THE WORK.
5. DETAILS SHOWN SHALL BE INCORPORATED INTO THE PROJECT AT ALL APPROPRIATE LOCATIONS WHETHER SPECIFICALLY CALLED OUT OR NOT.
6. THE CLIENT/Clients REPRESENTATIVE MUST SUBMIT IN **WRITING** FOR ANY INQUIRIES OR MODIFICATION REQUESTS FOR THE PLANS AND SPECIFICATIONS. SHOP DRAWINGS SUBMITTED TO THE ENGINEER OF RECORD FOR REVIEW DO NOT CONSTITUTE "IN WRITING" UNLESS IT IS CLEARLY NOTED THAT SPECIFIC CHANGES ARE BEING REQUESTED.
7. UNLESS SPECIFICALLY SHOWN ON THESE PLANS, NO STRUCTURAL MEMBER SHALL BE CUT, DRILLED, OR NOTCHED WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE ENGINEER OF RECORD.
8. CONSTRUCTION METHOD AND PROJECT SAFETY: THE CONTRACT DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE AND DO NOT INDICATE METHODS, PROCEDURES OR SEQUENCE OF CONSTRUCTION. TAKE NECESSARY PRECAUTIONS TO MAINTAIN AND INSURE THE INTEGRITY OF THE STRUCTURE DURING CONSTRUCTION. HC STRUCTURAL ENGINEERING WILL NOT ENFORCE SAFETY MEASURES OR REGULATIONS. CONTRACTOR SHALL DESIGN, CONSTRUCT AND MAINTAIN ALL SAFETY DEVICES, INCLUDING SHORING AND BRACING, AND SHALL BE SOLELY RESPONSIBLE FOR CONFORMING TO ALL LOCAL, STATE AND FEDERAL SAFETY AND HEALTH STANDARDS, LAWS AND REGULATIONS.

AB	ANCHOR DOLT	KP	KING POST
ADDL	ADDITIONAL	LDGR	LEDGER
ALT	ALTERNATE	LG	LONG
BLKG	BLOCKING	LTWT	LIGHT WEIGHT
BM	BEAM	MAX	MAXIMUM
BRG	BEARING	MTL	METAL
BTWN	BETWEEN	MF	MOMENT FRAME
BOT	BOTTOM	MFR	MANUFACTURER
CJ	CONSTRUCTION JOINT	MIN	MINIMUM
CL	CENTER LINE	MISC	MISCELLANEOUS
CLR	CLEAR	MSC	NOT TO SCALE
COL	COLUMN	OC	ON CENTER
CONC	CONCRETE	OMF	ORDINARY MOMENT FRAME
CONN	CONNECTION	OWJ	OPEN WEB JOIST
CONST	CONSTRUCTION	OWSJ	OPEN WEB STEEL JOIST
CONT	CONTINUOUS	PAR	PARALLEL
DBL	DOUBLE	PERP	PERPENDICULAR
DF	DOUGLAS FIR LARCH	PL	PLATE
DP	DEEP	PTDF	PRESSURE TREATED DOUGLAS FIR
DIA	DIAMETER	PW	PUDDLE WELD
DIM	DIMENSION	REF	REFERENCE
E	EXISTING	REINF	REINFORCEMENT
EA	EACH	REQ'D	REQUIRED
EF	EACH FACE	RF	ROOF
EL	ELEVATION	SAD	SEE ARCHITECTURAL DRAWINGS
ELEV	ELEVATOR	SMD	SEE MECHANICAL DRAWINGS
EMBED	EMBEDMENT	SC	SLIP CRITICAL
EN	EDGE NAIL	SCHED	SCHEDULE
EQ	EQUAL OR EQUIVALENT	SIM	SIMILAR
ES	EACH SIDE	SMF	SPECIAL MOMENT FRAME
EW	EACH WAY	SMS	SHEET METAL SCREW
EXT	EXTERIOR	SQ	SQUARE
FDN	FOUNDATION	STD	STANDARD
FF	FINISHED FLOOR	T&B	TOP & BOTTOM
FJ	FLOOR JOIST	T&G	TONGUE & GROOVE
FOC	FACE OF CONCRETE	THK	THICKNESS/THICK
FOS	FACE OF STUD	TN	TOENAIL
FRMG	FRAMING	TO	TOP OF
FTG	FOOTING	TOs	TOP OF STEEL
GA	GAUGE	TRI	TRIPLE
GALV	GALVANIZED	TYP	TYPICAL
GR	GRADE	UON	UNLESS OTHERWISE NOTED
HDR	HEADER	VERT	VERTICAL
HGR	HANGER	VIF	VERIFY IN FIELD
HORIZ	HORIZONTAL	WI	WITH
INT	INTERIOR	W/O	WITHOUT
JT	JOINT	WF	WIDE FLANGE



### SIGNAGE MOUNTING SECTION VIEW



### SIGNAGE MOUNTING - ELEVATION VIEW



**HC STRUCTURAL ENGINEERING INC.**  
DESIGN | ENGINEERING | CONSTRUCTION

650-557-4333  
[www.hcsonline.com](http://www.hcsonline.com)

1660 South Amphlett Blvd., Suite 205  
San Mateo, California 94402

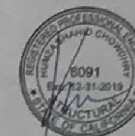
THESE PLANS ARE THE PROPERTY OF HC STRUCTURAL  
ENGINEERING, INC. FOR THE EXPRESS USE ON THIS  
PROJECT. ANY REPRODUCTION OR USE OF THIS  
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CONSENT OF HC STRUCTURAL ENGINEERING, INC. IS A  
VIOLATION OF COPYRIGHT LAW AND THE VIOLATOR MAY  
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Phone  
Fax  
e-mail

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Address  
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Phone  
Fax  
e-mail

Consultant  
Address  
Address  
Phone  
Fax  
e-mail

APPROVAL STAMP

[illegible]

MEDICAL CENTER  
CAMPUS - NURSING  
WING SIGNAGE

222 W 39TH AVENUE, SAN MATEO, CA

## STRUCTURAL NOTES AND DETAILS

Project number	2019 - 09
Date	11-21-2019
Drawn by	JG
Checked by	HSC

\$0.0

Scale As indicated

100





November 25, 2019

Project Address:  
San Mateo Medical Center  
222 W 39<sup>th</sup> Avenue  
San Mateo, CA 94403

## STRUCTURAL CALCULATIONS SAN MATEO MEDICAL CENTER – NURSING SIGNAGE

Seismic Design Maps .....	1 - 2
Sign Mounting Analysis.....	3 - 5
Screw Capacities .....	6 - 8





Search Information

Address:222 W 39th Ave, San Mateo, CA 94403, USA

Coordinates:37.53126820000001, -122.29929820000001

Elevation:ft

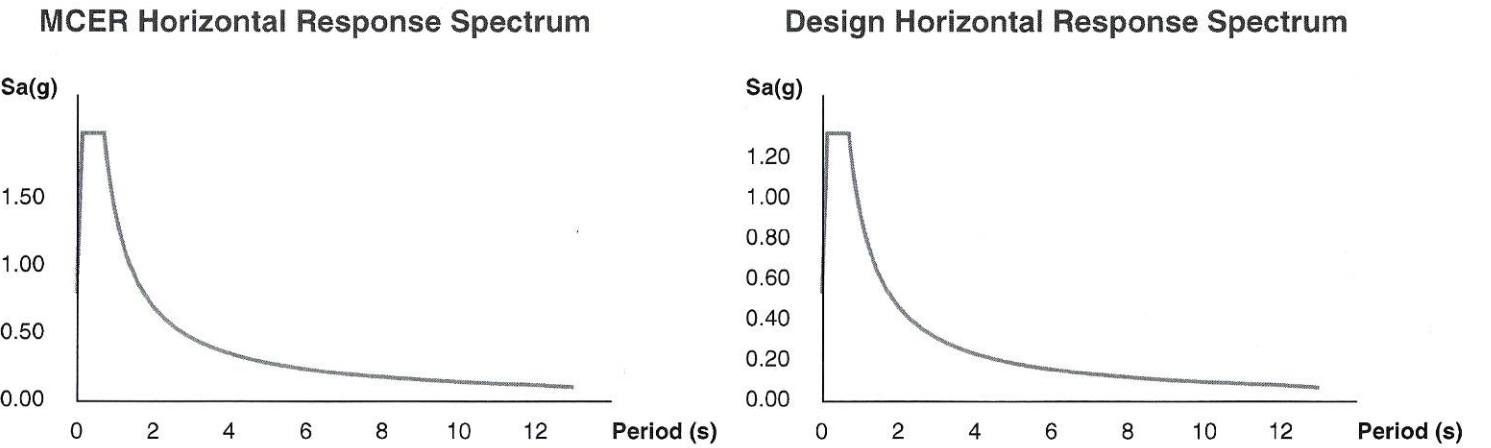
Timestamp:2019-11-25T19:28:39.981Z

Hazard Type:Seismic

Reference Document:ASCE7-10

Risk Category:IV

Site Class:D



Basic Parameters

Name	Value	Description
$S_S$	1.984	MCE <sub>R</sub> ground motion (period=0.2s)
$S_1$	0.932	MCE <sub>R</sub> ground motion (period=1.0s)
$S_{MS}$	1.984	Site-modified spectral acceleration value
$S_{M1}$	1.398	Site-modified spectral acceleration value
$S_{DS}$	1.322	Numeric seismic design value at 0.2s SA
$S_{D1}$	0.932	Numeric seismic design value at 1.0s SA

Additional Information

Name	Value	Description
SDC	F	Seismic design category
$F_a$	1	Site amplification factor at 0.2s
$F_v$	1.5	Site amplification factor at 1.0s
	0.947	Coefficient of risk (0.2s)



CR<sub>S</sub>

CR <sub>1</sub>	0.904	Coefficient of risk (1.0s)
PGA	0.778	MCE <sub>G</sub> peak ground acceleration
F <sub>PGA</sub>	1	Site amplification factor at PGA
PGA <sub>M</sub>	0.778	Site modified peak ground acceleration
T <sub>L</sub>	12	Long-period transition period (s)
SsRT	2.46	Probabilistic risk-targeted ground motion (0.2s)
SsUH	2.598	Factored uniform-hazard spectral acceleration (2% probability of exceedance in 50 years)
SsD	1.984	Factored deterministic acceleration value (0.2s)
S1RT	1.058	Probabilistic risk-targeted ground motion (1.0s)
S1UH	1.171	Factored uniform-hazard spectral acceleration (2% probability of exceedance in 50 years)
S1D	0.932	Factored deterministic acceleration value (1.0s)
PGAd	0.778	Factored deterministic acceleration value (PGA)

*The results indicated here DO NOT reflect any state or local amendments to the values or any delineation lines made during the building code adoption process. Users should confirm any output obtained from this tool with the local Authority Having Jurisdiction before proceeding with design.*

## Disclaimer

Hazard loads are provided by the U.S. Geological Survey [Seismic Design Web Services](#).

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Client: San Mateo Medical Center - Signage  
 Job Address: 222 W 39th Avenue, San Mateo, CA 94403  
 Item: Seismic Anchorage Calculations



**HC** STRUCTURAL  
ENGINEERING INC.

STRUCTURAL CALCULATIONS

Date: 11/25/2019  
 By: JG  
 Chkd: HSC

## 1) Seismic Design Category

Project Location: 222 W 39th Avenue, San Mateo, CA 94403  
 Latitude: 37.531268 Longitude: -122.2993

Soil Classification: D  
 Risk Category: IV  
 OSHPD Nonstructural Performance Category: 2

Proposed Use: Clinical Services and Outpatient Rehabilitation Per CBC Section 3418A.4

Ss=	1.984	g	
S1=	0.932	g	
Fa=	1.000		Table 1613A.5.3(1)
Fv=	1.500		Table 1613A.5.3(2)
SMS=	1.984	g	(Equation 16A-36)
SM1=	1.398	g	(Equation 16A-37)
SDS=	1.323	g	(Equation 16A-38)
SD1=	0.932	g	(Equation 16A-39)

Seismic Design Category (SDC):

**F**



Client: San Mateo Medical Center - Signage  
 Job Address: 222 W 39th Avenue, San Mateo, CA 94403  
 Item: Seismic Anchorage Calculations



STRUCTURAL  
ENGINEERING INC.

STRUCTURAL CALCULATIONS

Date: 11/25/2019  
 By: JG  
 Chkd: HSC

## 2) Seismic Loading Calculations

### Nursing Wing Signage

Load Case: Ground Floor

Z: 720 (in, height in structure of point of attachment of component with respect to the base)

h: 720 (in, average roof height of structure with respect to the base, enter 1 if unknown)

Sign Weight: 100 (lbs, largest sign weight is 85 lbs, for CONSERVATIVE calculation purposes sign weight will be taken as 100 lbs)

Seismic Force		
$S_{DS}$ =	1.323	
$I_p$ =	1.5	(Importance Factor)
$a_p$ =	2.5	(Signs & Billboards)
$R_p$ =	3.0	(Signs & Billboards)
$z/h$ =	1.00	(Ground Floor) (signs occur at various locations, CONSERVATIVE assumption of $z/h=1.00$ )
$F_p$ =	1.98	W
$F_{p,min}$ =	0.60	W
$F_{p,max}$ =	3.17	W
Use $F_p$ =	1.98	W
$F_p$ =	198	lb



Client: San Mateo Medical Center - Signage  
 Job Address: 222 W 39th Avenue, San Mateo, CA 94403  
 Item: Seismic Anchorage Calculations



**HC** STRUCTURAL  
 ENGINEERING INC.

STRUCTURAL CALCULATIONS

Date: 11/25/2019  
 By: JG  
 Chkd: HSC

### 3) Shear and Pullout Loading

#### Nursing Wing Signage

#### Shear Check:

16 GA Strap to Stud: (2) #12 SMS @ 16" o.c.	minimum two straps	(4) screws in shear
Sign backing to Strap: #12 SMS @ 8" o.c.	minimum two straps	(6) screws in shear

**Conservative Loading: Fp (above) = 198 lbs (applied in any direction)**

#12 SMS to 16 Gauge Steel Thickness:  lbs (\* 0.8)  lbs / screw  
 (capacity from following page / 3.0)

Shear Capacity (vertical):  lbs

Shear Demand (vertical): Seismic Fp Force:  lbs

Demand - Capacity Ratio: DCR:

Hilti Self-Drilling Screw Shear Capacity:

lbs

For ASD / 3.0

lbs

(see following pages)

Assuming minimum 18 Gauge Studs

#### Withdrawal Check:

16 GA Strap to Stud: (2) #12 SMS @ 16" o.c.	minimum two straps (top strap only considered)	min (4) screws in withdrawal
Sign backing to Strap: #12 SMS @ 8" o.c.	minimum two straps (top strap only considered)	min (3) screws in withdrawal

198 lbs Tension (due to Fp force) +

Max. tension load due to moment: 100 lbs weight \* (1.5" moment arm) /  
 (3" minimum moment arm couple distance) = Additional 50 lbs

(1" moment arm = 1/2 max thickness of sign)

(3" couple distance = min center-to-center strap spacing)

**Total Pullout Force: 248 lbs**

#12 SMS to 16 Gauge Steel Thickness:  lbs (\* 0.85)  lbs / screw

Tension Capacity (assuming only top strap):  lbs

Total Pullout Force (Seismic Fp Force + Moment from Gravity):  lbs  
 (assumes all the most conservative dimensions for strap spacing and sizes)

Demand - Capacity Ratio: DCR:

Hilti Self-Drilling Screw Pullout Capacity:

lbs

For ASD / 3.0

lbs

(see following pages)

Assuming minimum 18 Gauge Studs



## Self-Drilling Screws 3.6.2

### 3.6.2.1 Product Description

Hilti self-drilling screws are designed to drill their own hole in steel base materials up to 1/2" thick. These screws are available in a variety of head styles, thread lengths and drill-flute lengths for screw diameters #6 through 1/4". Hilti self-drilling screws meet ASTM C1513, ASTM C954 and SAE J78 standards, as applicable.

#### Product Features:

- Hex head for metal-to-metal applications
- Flush head for wood-to-metal applications
- For metal from 0.035" to 0.500" thick
- Winged reamers for wood over 1/2" thick
- Stitch screws for light gauge metal-to-metal
- Sealing screws for water resistant fastenings

#### 3.6.2.1 Product Description

#### 3.6.2.2 Material Specifications

#### 3.6.2.3 Technical Data

#### 3.6.2.4 Installation Instructions

#### 3.6.2.5 Ordering Information



### 3.6.2.2 Material Specifications

Material	ASTM A510 Grade 1018-1022
Heat Treatment	Case hardened and tempered <ul style="list-style-type: none"> <li>• Sizes 8, 10 and 12: 0.004" to 0.009" case depth</li> <li>• Size 1/4": 0.005" to 0.011" case depth</li> </ul>
Plating	Refer to Section 3.6.2.5 for screw coating information.

#### Listings/Approvals

ICC-ES (International Code Council)  
ESR-2196  
COLA (City of Los Angeles)  
RR 25678



**Warning:** Because of the potential for delayed hydrogen assisted stress corrosion cracking, many hardened steel fasteners are not recommended for use with dissimilar metals or chemically treated wood when moisture may be present or in corrosive environments. For further information, contact Hilti Technical Support at 1-877-749-6337.

ICC-ES ESR-2196, provides IBC recognition of Hilti's Self-Drilling Screw fasteners for most common applications (e.g. CFS connections, gypsum to CFS, etc.), including HWH, HHWH, PPH, PPFH, PBH, PWH, PTH, PPCH, TPCH and PPTH head style screws.

### 3.6.2.3 Technical Data

#### Ultimate Tensile Strengths – Pullout (Tension), lb (kN)<sup>1,2,3,4,5,6,7</sup>

Screw Designation	Nominal Diameter in.	Thickness of steel member not in contact with the screw head, ga (in.)					
		20 (0.036)	18 (0.048)	16 (0.060)	14 (0.075)	12 (0.105)	10 (0.135)
#6	0.138	190 (0.85)	250 (1.11)	320 (1.42)	395 (1.76)	555 (2.47)	715 (3.18)
#7	0.151	210 (0.93)	275 (1.22)	345 (1.53)	435 (1.93)	605 (2.69)	780 (3.47)
#8	0.164	225 (1.00)	300 (1.33)	375 (1.67)	470 (2.09)	660 (2.94)	845 (3.76)
#10	0.190	260 (1.16)	350 (1.58)	435 (1.93)	545 (2.42)	765 (3.40)	980 (4.36)
#12	0.216	295 (1.31)	395 (1.76)	495 (2.20)	620 (2.76)	870 (3.87)	1120 (4.98)
1/4 in.	0.250	345 (1.53)	460 (2.05)	575 (2.56)	715 (3.18)	1000 (4.45)	1290 (5.74)

- 1 The lower of the ultimate pullout, pullover, and tension fastener strength of screw should be used for design.
- 2 Load values based upon calculations done in accordance with Section E4 of the AISI S100.
- 3 AISI S100 recommends a safety factor of 3.0 be applied for allowable strength design, a  $\Phi$  factor of 0.5 be applied for LRFD design or a  $\Phi$  factor of 0.4 be applied for LSD design.
- 4 ANSI/ASME standard screw diameters were used in the calculations and are listed in the tables.
- 5 The screw diameters in the table above are available in head styles of pan, hex washer, pancake, flat, wafer and bugle.
- 6 The load data in the table is based upon sheet steel with  $F_u = 45$  ksi. For  $F_u = 55$  ksi steel, multiply values by 1.22. For  $F_u = 65$  ksi steel, multiply values by 1.44.
- 7 Refer to Section 3.6.2.5 to ensure drilling capacities.



## 3.6.2 Self-Drilling Screws

### Ultimate Tensile Strengths – Pullover (Tension), lb (kN)<sup>1,2,3,4,5,6,7</sup>

Screw Designation	Washer or Head Diameter in.	Thickness of steel member in contact with the screw head, ga (in.)						
		22 (0.030)	20 (0.036)	18 (0.048)	16 (0.060)	14 (0.075)	12 (0.105)	10 (0.135)
Hex Washer Head (HWH)								
#8	0.335	675 (3.00)	815 (3.63)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)
#10	0.399	805 (3.58)	970 (4.31)	1290 (5.74)	1370 (6.09)	1370 (6.09)	1370 (6.09)	1370 (6.09)
#12-14	0.415	835 (3.71)	1010 (4.49)	1340 (5.96)	1680 (7.47)	2100 (9.34)	2325 (10.34)	2325 (10.34)
#12-24	0.415	835 (3.71)	1010 (4.49)	1340 (5.96)	1680 (7.47)	2100 (9.34)	2940 (13.08)	3780 (16.81)
1/4 in.	0.500	1010 (4.49)	1220 (5.43)	1620 (7.21)	2030 (9.03)	2530 (11.25)	3540 (13.75)	4560 (20.28)
Phillips Pan Head (PPH)								
#7	0.303	615 (2.74)	735 (3.27)	980 (4.36)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)
#8	0.311	630 (2.80)	755 (3.36)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)
#10	0.364	740 (3.29)	885 (3.94)	1180 (5.25)	1370 (6.09)	1370 (6.09)	1370 (6.09)	1370 (6.09)
Phillips Truss Head (PTH)								
#8	0.433	875 (3.89)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)	1000 (4.45)
#10	0.411	830 (3.69)	1000 (4.45)	1330 (5.92)	1390 (6.18)	1390 (6.18)	1390 (6.18)	1390 (6.18)
Phillips Pancake Head (PPCH)								
#10, #12	0.409	830 (3.69)	995 (4.43)	1325 (5.89)	1370 (6.09)	1370 (6.09)	1370 (6.09)	1370 (6.09)
Phillips Flat Truss Head (PFTH)								
#10	0.364	740 (3.29)	885 (3.94)	1180 (5.25)	1475 (6.56)	1840 (8.18)	2170 (9.65)	2170 (9.65)

1. The lower of the ultimate pullout, pullover, and tension fastener strength of screw should be used for design.
2. Load values based upon calculations done in accordance with Section E4 of the AISI S100.
3. AISI S100 recommends a safety factor of 3.0 be applied for allowable strength design, a  $\Phi$  factor of 0.5 be applied for LRFD design or a  $\Phi$  factor of 0.4 be applied for LSD design.
4. ANSI/ASME standard screw head diameters were used in the calculations and are listed in the tables.
5. Phillips Bugle Head (PBH) and Phillips Wafer Head (PWH) styles are not covered by this table because they are not intended for attachment of steel to steel.
6. The load data in the table is based upon sheet steel with  $F_u = 45$  ksi. For  $F_u = 55$  ksi steel, multiply values by 1.22. For  $F_u = 65$  ksi steel, multiply values by 1.44.
7. Refer to Section 3.6.2.5 for drilling capacities.

### Nominal Ultimate Fastener Strength of Screw

Screw Designation	Nominal Diameter (in.)	Nominal Fastener Strength	
		Tension, $P_{ts}$ lb (kN) <sup>1</sup>	Shear, $P_{ss}$ lb (kN) <sup>2,3,4</sup>
#6-20	0.138	1000 (4.45)	890 (3.96)
#7-18	0.151	1000 (4.45)	890 (3.96)
#8-18	0.164	1000 (4.45)	1170 (5.20)
#10-12	0.190	2170 (9.65)	1645 (7.32)
#10-16	0.190	1370 (6.09)	1215 (5.40)
#10-18	0.190	1390 (6.18)	1645 (7.32)
#12-14	0.216	2325 (10.34)	1880 (8.36)
#12-24	0.216	3900 (17.35)	2285 (10.16)
1/4 in.	0.250	4580 (20.37)	2440 (10.85)

1. The lower of the ultimate pullout, pullover, and tension fastener strength of screw should be used for design. The Pullout and Pullover tables in this section have already been adjusted where screw strength governs.
2. The lower of the ultimate shear fastener strength and shear bearing should be used for design. The Shear Bearing table in this section has already been adjusted where screw strength governs.
3. AISI S100 recommends a safety factor of 3.0 be applied for allowable strength design, a  $\Phi$  factor of 0.5 be applied for LRFD design or a  $\Phi$  factor of 0.4 be applied for LSD design.
4. When the distance to the end of the connected part is parallel to the line of the applied force the allowable shear fastener strength must be reduced for end distance, when necessary, in accordance with E4.3.2 of Appendix A of AISI S100.

### Torsional Strength<sup>1,2</sup>

Size	Min. Torsional Strength in-lb (Nm)
6-20	24 (2.7)
7-18	38 (4.3)
8-18	42 (4.8)
10-12	61 (6.9)
10-16	61 (6.9)
10-18	61 (6.9)
10-24	65 (7.3)
12-14	92 (10.4)
12-24	100 (11.3)
1/4-14	150 (17.0)
1/4-20	156 (17.6)

1. Based on screw only. Does not consider base material limitations.
2. Values in table are ultimate torsional strengths. To obtain maximum setting torque, multiply values in table by 0.66.



## Self-Drilling Screws 3.6.2

### Ultimate Shear Strengths – Bearing (Shear), lb (kN)<sup>1,2,3,4,5,6,7</sup>

Screw Designation	Nominal Diameter in.	Thickness of steel member in contact with screw head ga (in.)	Thickness of steel member not in contact with the screw head, ga (in.)				
			20 (0.036)	18 (0.048)	16 (0.060)	14 (0.075)	≥ 12 (0.105)
#7	0.151	20 (0.036)	500 (2.22)	660 (2.94)	660 (2.94)	660 (2.94)	660 (2.94)
		18 (0.048)	500 (2.22)	660 (2.94)	880 (3.91)	880 (3.91)	880 (3.91)
		≥ 16 (0.060)	500 (2.22)	660 (2.94)	890 (3.96)	890 (3.96)	890 (3.96)
#8	0.164	20 (0.036)	525 (2.34)	715 (3.18)	715 (3.18)	715 (3.18)	715 (3.18)
		18 (0.048)	525 (2.34)	805 (3.58)	955 (4.25)	955 (4.25)	955 (4.25)
		≥ 16 (0.060)	525 (2.34)	805 (3.58)	1120 (4.98)	1170 (5.20)	1170 (5.20)
#10-12	0.190	20 (0.036)	565 (2.51)	830 (3.69)	830 (3.69)	830 (3.69)	830 (3.69)
		18 (0.048)	565 (2.51)	865 (3.85)	1110 (4.94)	1110 (4.94)	1110 (4.94)
		16 (0.060)	565 (2.51)	865 (3.85)	1210 (5.38)	1390 (6.18)	1390 (6.18)
		≥ 14 (0.075)	565 (2.51)	865 (3.85)	1210 (5.38)	1645 (7.32)	1645 (7.32)
#10-16	0.190	20 (0.036)	565 (2.51)	830 (3.69)	830 (3.69)	830 (3.69)	830 (3.69)
		18 (0.048)	565 (2.51)	865 (3.85)	1110 (4.94)	1110 (4.94)	1110 (4.94)
		≥ 16 (0.060)	565 (2.51)	865 (3.85)	1210 (5.38)	1215 (5.40)	1215 (5.40)
#10-18	0.190	20 (0.036)	565 (2.51)	830 (3.69)	830 (3.69)	830 (3.69)	830 (3.69)
		18 (0.048)	565 (2.51)	865 (3.85)	1110 (4.94)	1110 (4.94)	1110 (4.94)
		16 (0.060)	565 (2.51)	865 (3.85)	1210 (5.38)	1390 (6.18)	1390 (6.18)
		≥ 14 (0.075)	565 (2.51)	865 (3.85)	1210 (5.38)	1645 (7.32)	1645 (7.32)
#12-14	0.216	20 (0.036)	600 (2.67)	930 (4.14)	945 (4.20)	945 (4.20)	945 (4.20)
		18 (0.048)	600 (2.67)	925 (4.11)	1260 (5.60)	1260 (5.60)	1260 (5.60)
		16 (0.060)	600 (2.67)	925 (4.11)	1290 (5.74)	1570 (6.98)	1570 (6.98)
		≥ 14 (0.075)	600 (2.67)	925 (4.11)	1290 (5.74)	1800 (8.00)	1880 (8.36)
#12-24	0.216	20 (0.036)	600 (2.67)	930 (4.14)	945 (4.20)	945 (4.20)	945 (4.20)
		18 (0.048)	600 (2.67)	925 (4.11)	1260 (5.60)	1260 (5.60)	1260 (5.60)
		16 (0.060)	600 (2.67)	925 (4.11)	1290 (5.74)	1570 (6.98)	1570 (6.98)
		14 (0.075)	600 (2.67)	925 (4.11)	1290 (5.74)	1800 (8.00)	1970 (8.76)
		≥ 12 (0.090)	600 (2.67)	925 (4.11)	1290 (5.74)	1800 (8.00)	2285 (10.16)
1/4 in.	0.250	20 (0.036)	645 (2.87)	1020 (4.54)	1090 (4.85)	1090 (4.85)	1090 (4.85)
		18 (0.048)	645 (2.87)	995 (4.43)	1400 (6.23)	1460 (6.49)	1460 (6.49)
		16 (0.060)	645 (2.87)	995 (4.43)	1390 (6.18)	1820 (8.10)	1820 (8.10)
		14 (0.075)	645 (2.87)	995 (4.43)	1390 (6.18)	1940 (8.63)	2280 (10.14)
		≥ 12 (0.090)	645 (2.87)	995 (4.43)	1390 (6.18)	1940 (8.63)	2440 (10.85)

- 1 The lower of the ultimate shear bearing and shear fastener strength of screw should be used for design.
- 2 Load values based upon calculations done in accordance with Section E4 of AISI S100.
- 3 AISI S100 recommends a safety factor of 3.0 be applied for allowable strength design, a  $\Phi$  factor of 0.5 be applied for LRFD design or a  $\Phi$  factor of 0.4 be applied for LSD design.
- 4 ANSI/ASME standard screw diameters were used in the calculations and are listed in the tables.
- 5 Load values in table are for Hex Washer Head (HWH and HHWH), Phillips Pan Head (PPH), Phillips Truss Head (PTH), Phillips Pancake Head (PPCH), and Phillips Flat Truss Head (PFTH) style screws. Phillips Bugle Head (PBH) and Phillips Wafer Head (PWH) styles are not covered by this table because they are not intended for attachment of steel to steel.
- 6 The load data in the table is based upon sheet steel with  $F_u = 45$  ksi. For  $F_u = 55$  ksi steel, multiply values by 1.22. For  $F_u = 65$  ksi steel, multiply values by 1.44.
- 7 Refer to Section 3.6.2.5 to ensure drilling capacities.

### 3.6.2.4 Installation Instructions

For general discussion of Hilti screw fastener installation, reference Section 3.6.1.7.

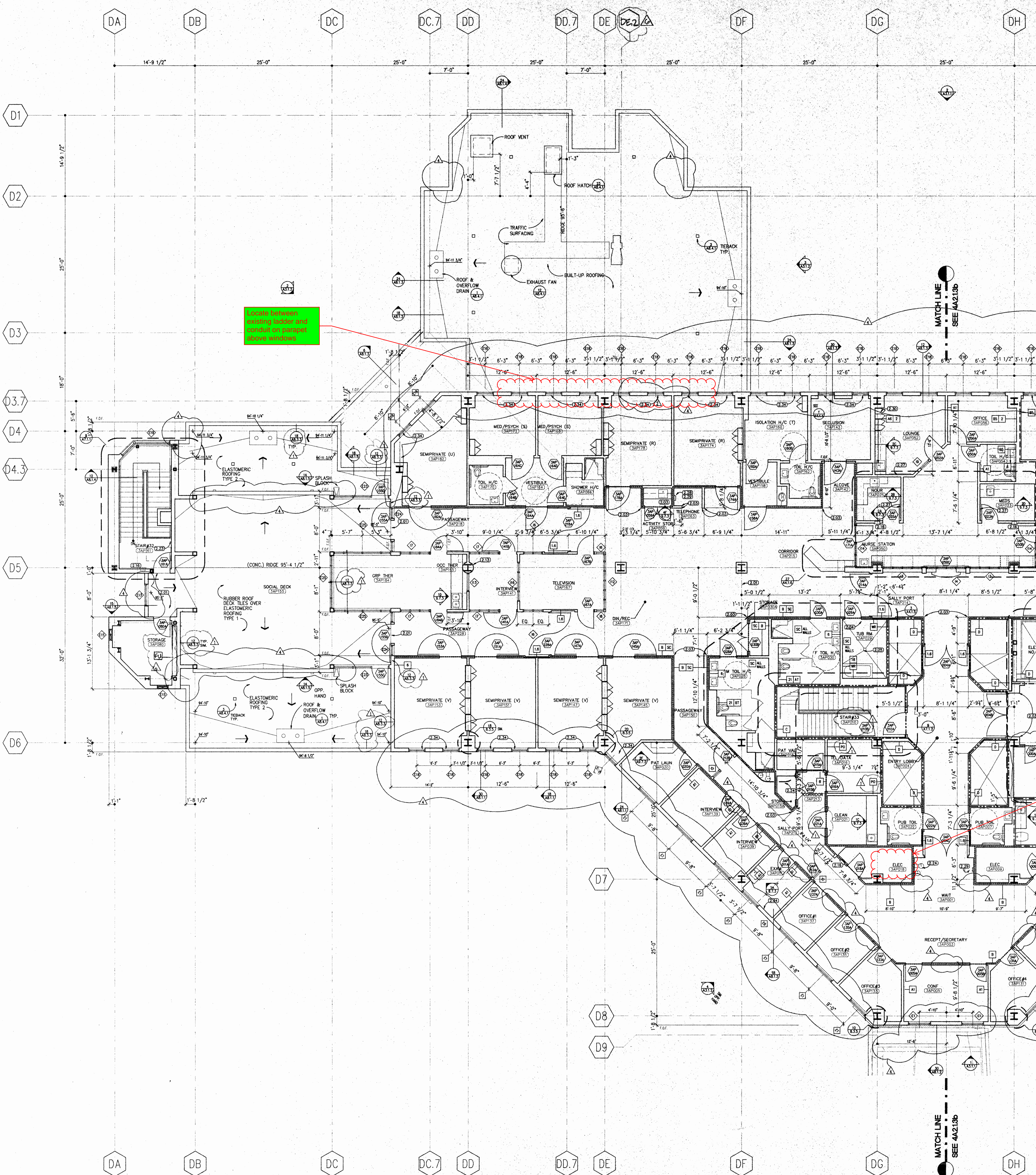
For allowable diaphragm shear loads and stiffness values for steel roof or floor deck utilizing Hilti self-drilling screws as frame or sidelap fasteners, reference Section 3.5 and

download Hilti's Profis DF software at [www.us.hilti.com/decking](http://www.us.hilti.com/decking) (US), or [www.hilti.ca](http://www.hilti.ca) (Canada).

To estimate the number of sidelap screws on a steel roof or floor deck project, reference Section 3.5.1.6.

**Warning:** Because of the potential for delayed hydrogen assisted stress corrosion cracking, many hardened steel fasteners are not recommended for use with dissimilar metals or chemically treated wood when moisture may be present or in corrosive environments. For further information, contact Hilti Technical Support at 1-877-749-6337.





### SHEET NOTES

1. SEE FIRE PROTECTION PLANS TO COORDINATE FIRE RATED CONSTRUCTION.
2. INTERIOR PARTITIONS ARE TYPE A UNLESS OTHERWISE SHOWN. SEE DWG. A5.1.0 FOR PARTITION TYPES.
3. SEE DWG. A5.0.1 FOR STANDARD LOCATIONS AND MOUNTING HEIGHTS OF FIXTURES, EQUIPMENT AND ACCESSORIES.
4. SEE DETAIL 8 (A5.1.2) FOR TYPICAL FURRING AROUND INTERIOR COLUMNS.
5. VERIFY REQUIRED CLEARANCE OF ALL PRE-MANUFACTURED ITEMS PRIOR TO FRAMING.
6. NOT USED.
7. DIMENSION LINES SHOW FACE OF STUD, U.O.N.
8. FOR ROOM FINISHES SEE FINISH PLANS.
9. REFER TO 4-SERIES DRAWINGS FOR ENLARGED PLANS.
10. SEE NORTH ADDITION DRAWINGS FOR SEISMIC JOINT DETAILS @ LINE C1.
11. FOR BACKING PLATES & ANCHORAGE DETAILS FOR EQUIPMENT, SEE EQUIPMENT SCHEDULE IN SPECIFICATIONS.
12. NURSING WING ONLY: FOR PATIENT ROOM ENLARGED PLANS SEE A4.1.1 THRU A4.1.4. ROOM TAGS IDENTIFY PATIENT ROOM TYPES - I.E., DENOTES PATIENT ROOM TYPE 'A'.
13. ELEVATIONS NOTED AT TOP OF CONCRETE.
14. SEE MECHANICAL, PLUMBING AND ELECTRICAL DRAWINGS FOR EQUIPMENT PAD REQUIREMENTS.

### FIRE RATED TAPES

- 1 HOUR AREA SEPARATION (45 MIN. DOOR)
- 1 HOUR OCCUPANCY SEPARATION (60 MIN. DOOR)
- 1 HOUR CORRIDOR (20 MIN. DOOR)
- 1 HOUR SMOKE COMPARTMENT (20 MIN. DOOR)
- 2 HOUR CONSTRUCTION (1-1/2 HOUR DOOR)
- 2 HOUR AREA SEPARATION (1-1/2 HOUR DOOR)
- 2 HOUR OCCUPANCY SEPARATION (1-1/2 HOUR DOOR)
- 4 HOUR AREA SEPARATION (3 HOUR DOOR)

### KEY NOTES

- 2.01 FLOORING CHANGE
- 2.02 NOT USED
- 2.03 CORNER GUARD SEE DETAIL 28 (A5.0.1)
- 2.04 RECESS FLOOR SLAB
- 2.05 RECESSED SLAB @ HANDICAPPED SHOWER
- 2.06 EDGE OF CONCRETE SLAB
- 2.07 GUARD RAIL
- 2.08 ADJUSTABLE SHELVING - FULL HEIGHT.
- 2.09 2-1/4" GROMMET @ 2'-0" O.C. - LENGTH OF COUNTER
- 2.10 SKYLIGHT
- 2.11 LADDER
- 2.12 COILING DOOR
- 2.13 COLUMN COVER
- 2.14 ALIGN FACE OF FINISH
- 2.15 LINE OF SOFFIT ABOVE
- 2.16 FIRE EXTINGUISHER CABINET, REFER TO 25 (A5.0.1) FOR HEIGHTS
- 2.17 BUMPER GUARD/HANDRAIL THIS WALL. SEE 28 (A5.0.1)
- 2.18 OPERABLE PARTITION
- 2.19 RECESSED FLOOR MAT
- 2.20 SEISMIC JOINT
- 2.21 LINE OF FLOOR ABOVE
- 2.22 FIRE VALVE ASSEMBLY
- 2.23 STANDPIPE
- 2.24 ELECTRIC WATER COOLER, REFER TO 24 (A5.0.1)
- 2.25 FLOOR DRAIN - SEE PLUMBING DWGS.
- 2.26 FIRE CONTROL PANEL
- 2.27 MARKER BOARD SUPPORT RAIL
- 2.28 PUBLIC TELEPHONE, N.I.C., REFER TO 9 (A5.0.1)
- 2.29 PUBLIC TELEPHONE W/TOD ADAPTER, N.I.C., REFER TO 9 (A5.0.1)
- 2.30 LOCKERS
- 2.31 PAPER TOWEL DISPENSER/RECEPTACLE (PTD/R)
- 2.32 PNEUMATIC TUBE STATION, (N.I.C.) COORDINATE REQUIREMENTS WITH OWNER'S VENDOR
- 2.33 CONCRETE PAD
- 2.34 SECURITY SCREEN IN STEEL WINDOW FRAME.
- 2.35 MIRRORING WALL
- 2.36 FLOOR SINK - SEE PLUMBING DRAWINGS

**The Ratcliff Architects**  
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Emeryville, CA 94608  
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Tel: (510) 652-1972  
Fax: (510) 652-6654

Structural Engineer  
**DASSE Design Inc.**  
33 New Montgomery Street, Suite 850  
San Francisco, CA 94105  
Tel: (415) 243-8400  
Fax: (415) 243-9165

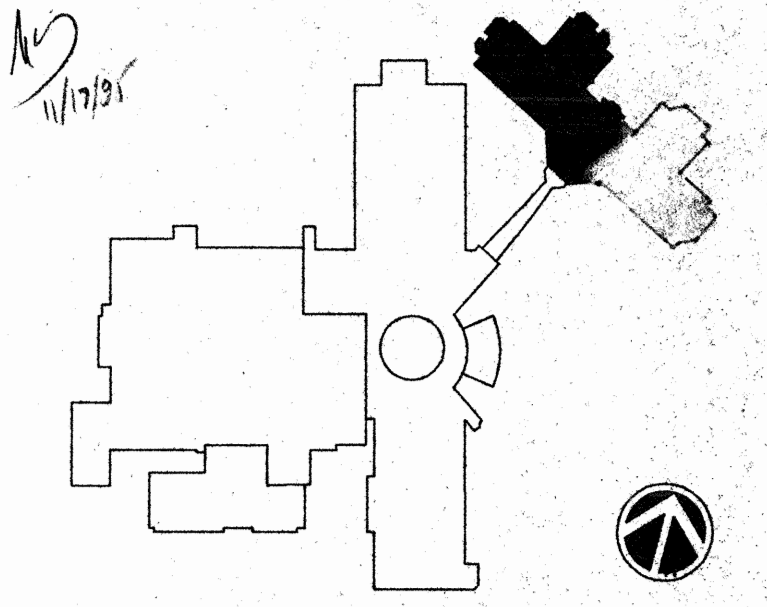
Mechanical/Electrical/Plumbing  
**Ted Jacob Engineering Group, Inc.**  
1763 Broadway  
Oakland, CA 94612  
Tel: (510) 763-4880  
Fax: (510) 763-5099

Code/Fire Consultant  
**Schirmer Engineering Corporation**  
2325 Clayton Road  
Concord, CA 94520-2104  
Tel: (510) 827-5858  
Fax: (510) 827-8997

No.	Date	Revision	By
1	07/25/95	ADDENDUM NO. 1	
2	08/09/95	ADDENDUM NO. 2	
3	09/22/95	ADDENDUM NO. 5	
4	12/14/95	REVISION REQUEST 2	

This Document Has Been Reviewed  
In Accordance With The  
Requirements Of Title 24 C.C.R.  
Office of Statewide Health Planning  
and Development.  
Reviewer \_\_\_\_\_ Date \_\_\_\_\_

OSHPD NOS.:  
NURSING WING: HS930434-41  
County NO. 570A-0031239  
The Ratcliff Architects Project No.: 92031



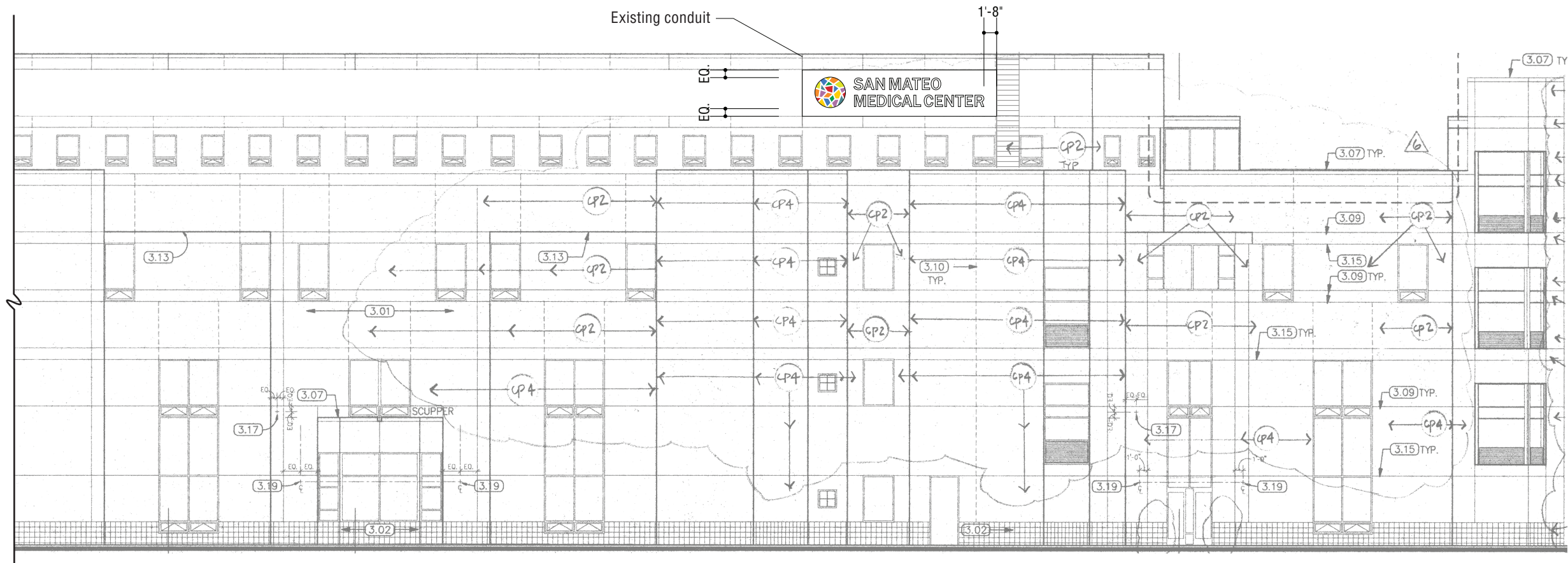
## SAN MATEO COUNTY HEALTH CENTER NURSING WING

Drawing  
**THIRD FLOOR PLAN  
AREA A**

Scale: 1/8" = 1'-0" Drawn: SGP Checked: JM

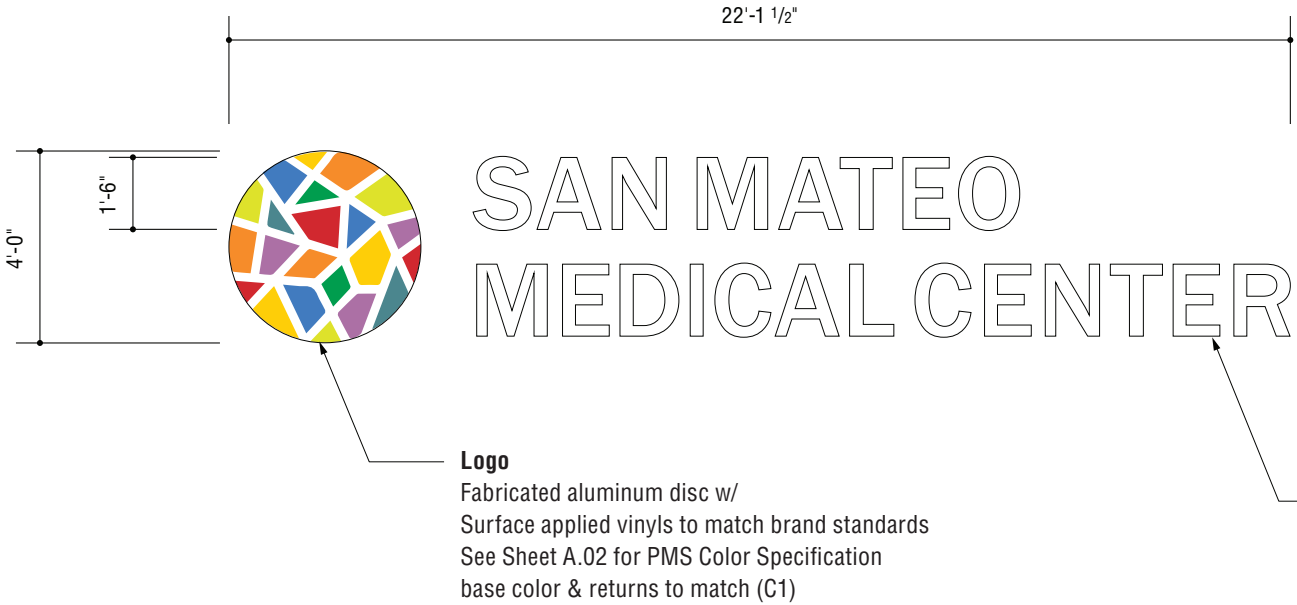
Drawing No.:  
**4A2.13a**  
Date: 26 JUNE 1995





3 PARTIAL NORTHEAST ELEVATION VIEW

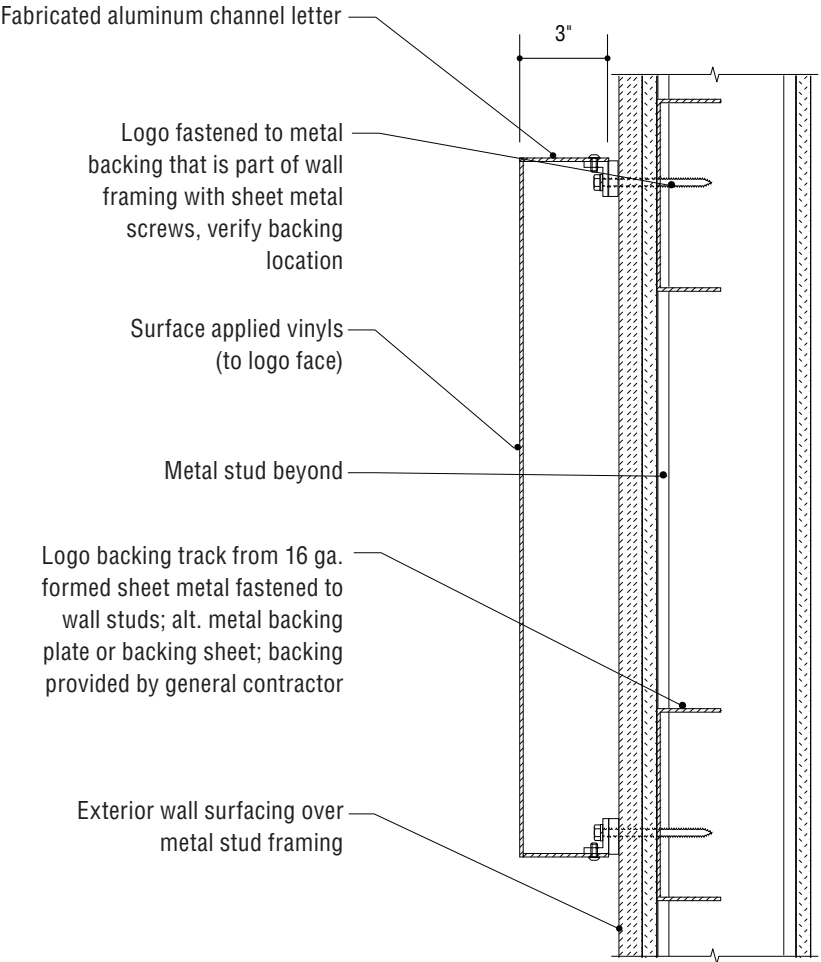
Scale: 1/16" = 1'-0"



1 FRONT VIEW

Scale: 1/4" = 1'-0"

**General Installation Note**  
All mounting hardware shall meet, or exceed, OSHPD Standards for waterproofing and structural support licensed architect or engineer to confirm final install conditions



2 TYPICAL SECTION VIEW

No Scale:

Prepared By:



3478 Buskirk Avenue, Suite 265  
Pleasant Hill, CA 94523  
925-444-2020

gnugroup.com

Program Location:



222 W 39th Ave,  
San Mateo, CA 94403

## DESIGN INTENT

*Do Not Use As Fabrication Drawing*

Revisions / Bulletins:

01.	040825	DL
01.	042425	DL

Checked by:

Approval:

Program Number:	Drawn By:
25-440	DL
Original Issue:	Scale:
3.21.2025	As Noted

Title:  
**ID.01**  
**Skyline Identification**

Sheet:

1.02





Prepared By:



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Program Location:



222 W 39th Ave,  
San Mateo, CA 94403

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*Do Not Use As Fabrication Drawing*

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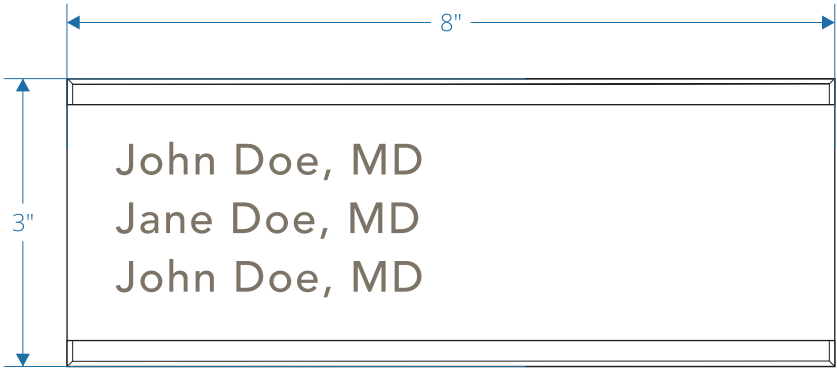
Approval:

Program Number: 25-440	Drawn By: DL
Original Issue: 3.21.2025	Scale: As Noted

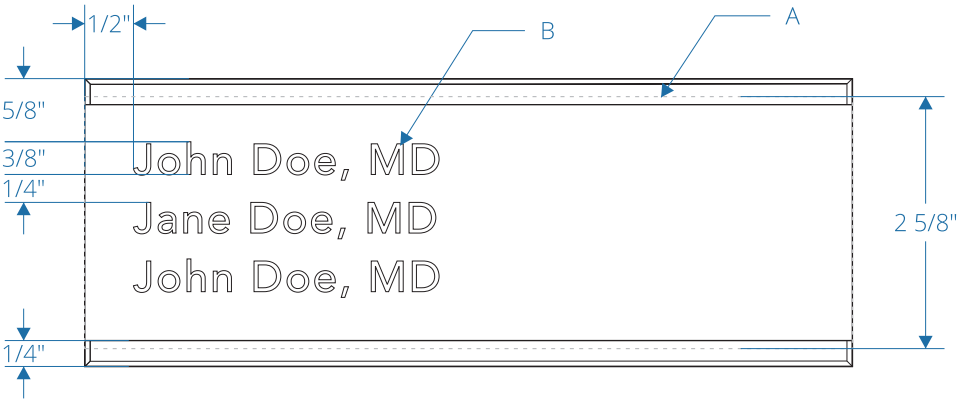
Title:  
**ID.01**  
**Skyline Identification**  
**Mock Up**

Sheet: **1.03**

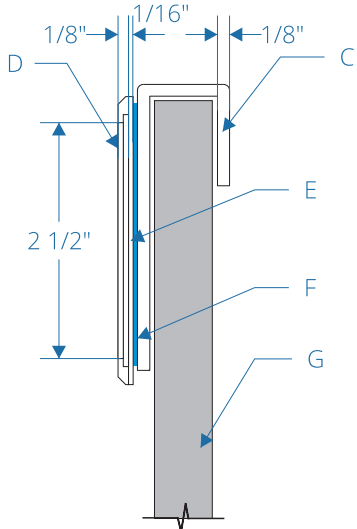




**1** FRONT VIEW  
scale: 6"=1'-0"



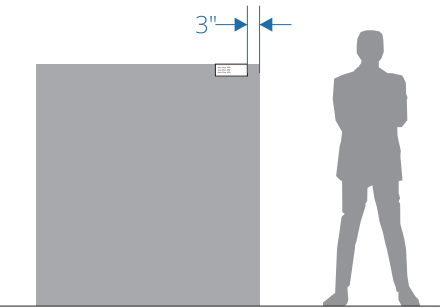
**2** FRONT VIEW - DETAIL  
scale: 6"=1'-0"



**3** SIDE VIEW - DETAIL  
scale: 6"=1'-0"

DESCRIPTION QTY: 10

- A.** 1/8" thick clear non-glare acrylic (M1) with beveled edge, face & returns painted (C1) White except for window to reveal printed paper insert
- B.** Printed paper insert, lettering color (C2) PMS 404. Font: Avenir Medium
- C.** 1/8" thick heat-formed clear acrylic hanger (Mounting to cubicle partition TBD with architect prior to fabrication)
- D.** Unpainted clear window reveal
- E.** 1/16" thick acrylic (M1) backer panel affixed to front panel with adhesive
- F.** Mount to hanger with VHB tape
- G.** Cubicle partition



**4** INSTALL ELEVATION  
Scale: 1/4"=1'-0"