



# NOTICE OF MEETING

The regular meeting of the Incline Village General Improvement District will be held starting at **6:00 p.m.** on **September 2, 2021** at 893 Southwood Boulevard, Incline Village, Nevada and via Livestream/Zoom.

Public comment is allowed and the public is welcome to make their public comment either via e-mail (please send your comments to [info@ivgid.org](mailto:info@ivgid.org) by 4:00 p.m. on September 2, 2021) or via telephone (the telephone number will be posted to our website on the day of the meeting). The meeting will be available for viewing at <https://livestream.com/accounts/3411104>.

**In addition, if a member of the public wishes to hear, observe, participate in and provide public comment at the meeting, using Livestream/Zoom, they may do so by coming to the Boardroom at 893 Southwood Boulevard, Incline Village, Nevada. A notification of this attendance would be greatly appreciated by telephoning the District Clerk at (775) 832-1207 or sending an e-mail to [info@ivgid.org](mailto:info@ivgid.org). We appreciate your help with this process. (Reference is made to Assembly No. 253)**

A. PLEDGE OF ALLEGIANCE\*

B. ROLL CALL OF TRUSTEES\*

C. INITIAL PUBLIC COMMENTS\* - *Unless otherwise determined, the time limit shall be three (3) minutes for each person wishing to make a public comment. Unless otherwise permitted by the Chair, no person shall be allowed to speak more than once on any single agenda item. Not to include comments on General Business items with scheduled public comment. The Board of Trustees may address matters brought up during public comment at the conclusion of the comment period but may not deliberate on any non-agendized item.*

D. APPROVAL OF AGENDA (*for possible action*)

*The Board of Trustees may make a motion for a flexible agenda which is defined as taking items on the agenda out of order; combining agenda items with other agenda items; removing items from the agenda; moving agenda items to an agenda of another meeting, or voting on items in a block.*

**-OR-**

*The Board of Trustees may make a motion to accept and follow the agenda as submitted/posted.*

E. REVIEW OF THE LONG RANGE CALENDAR (*for possible action*) – **page 4**

F. REPORTS TO THE BOARD\* - Reports are intended to inform the Board and/or the public.

1. Verbal report from Audit Committee Chairman Raymond Tulloch about their August 18, 2021 meeting

G. CONSENT CALENDAR (*for possible action*) (In cooperation with the Chair, the General Manager may schedule matters for consideration on a Consent Calendar. The Consent Calendar may not include changes to budget, user rates or taxes, adoption or amendment of ordinances, or any other action which is subject to a public hearing. Each consent item shall be separately listed on the agenda, under the heading of "Consent Calendar". A memorandum containing all relevant information will be included in the packet materials for each Consent Calendar item. The memorandum should include the justification as a consent item in the Background Section. Any member of the Board may request the removal of a particular item from the Consent Calendar and that the matter shall be removed and addressed in the General Business section of the meeting. A unanimous affirmative vote shall be recorded as a favorable motion and approval of each individual item included on the Consent Calendar.)

1. Review, discuss, and possibly authorize Additional Services Amendment #2 for the Effluent Pond Lining Project – 2599SS2010 – Fund: Utility; Division: Sewer; Vendor: Jacobs Engineering, Inc., in the amount of \$425,339.00 for the Effluent Pond Lining Project - Phase II Pond Lining Preliminary and Final Design Professional Services, plus up to approximately 10% contingency (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 5 - 23**

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## Incline Village General Improvement District

*Incline Village General Improvement District is a fiscally responsible community partner which provides superior utility services and community oriented recreation programs and facilities with passion for the quality of life and our environment while investing in the Tahoe basin.*

893 Southwood Boulevard, Incline Village, Nevada 89451 • (775) 832-1100 • FAX (775) 832-1122

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# NOTICE OF MEETING

Agenda for the Board Meeting of September 2, 2021 - Page 2

2. Review, discuss and possibly approve a Professional Services Contract for Public Utility Rate Study for Provision of Water and Sewer Services; Vendor: HDR Engineering, Inc.; Amount: \$74,935; Fund 200 (Utilities) (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 24 - 61**
3. Review, discuss, and possibly authorize or approve a construction contract for the Mountain Golf Course Cart Path Replacement Phase I Project - 3241LI2001 - Fund: Community Services; Division: Mountain Golf; Vendor: F. W. Carson Co., in the amount of \$357,138.80; plus 10% contingency (Requesting Staff Member: Director of Public Works Brad Underwood) – **pages 62 - 307**
4. Authorization to Transact Under Blanket Purchase Orders for Fiscal Year 2021/22, Pursuant to NRS 332.115 and Board Policy 3.1.0 (Requesting Staff Member: Director of Finance Paul Navazio) – **pages 308 - 330**
5. Review, discuss, and possibly authorize a purchase contract in the amount of \$87,545.08 for the purchase of 40 Verkada Security Cameras and their associated licenses; FY2021/22 CIP Project – Security Cameras (CIP#1213CE2105); Vendor: SHI; Fund: General Fund; Division: Administration – Information Services (Requesting Staff Member: Director of Information Technology Mike Gove) – **pages 321 - 326**

## H. GENERAL BUSINESS (*for possible action*)

1. Review, discuss and possibly approve an agreement for media buying services for 2021/22; Venues: Diamond Peak, Championship Golf Course, Mountain Golf Course, Facilities; Vendor: EXL Media; Agreement Amount: Up to \$201,500 in paid media spending, \$10,000 in trade media spending, and up to \$53,500 in agency fees – a grand total of up to \$265,000 (Requesting Staff Member: Director of Golf/Community Services Darren Howard) – **pages 327 - 336**
2. Review, discuss, and possibly provide direction on next steps to further discuss and/or recommended revisions to Policy 16.1.1 Recreation Roll Policy (Requesting Staff Member: District General Manager Indra Winquest) – **pages 337 - 386**
3. Review, discuss, and potentially approve a scope of work for special legal counsel related to the beach deed and authorize the General Manager to execute a contract with counsel not-to-exceed \$25,000 (Requesting Staff Member: District General Counsel Joshua Nelson) – **pages 387 - 388**
4. Review, discuss, and potentially approve a scope of work to review and update IVGID policies related to Dillon's Rule (Requesting Staff Member: District General Counsel Joshua Nelson) – **pages 389 - 390**
5. Review, discuss and possibly approve the District's Strategic Plan for 2021-2023 (Requesting Staff Member: District General Manager Indra Winquest) – **pages 391 - 455**
6. Policy 15.1.0: Accounting, Auditing and Financial Reporting, Audit Committee
  - (a) Review, discuss and possibly adopt recommendations for changes to Board Policy 15.1.0 as recommended by the Audit Committee (Requesting Audit Committee Member: Audit Committee Chairman Raymond Tulloch) – **pages 456 - 485**



# NOTICE OF MEETING

Agenda for the Board Meeting of September 2, 2021 - Page 3

- (b) Review, discuss and provide direction on possible revisions as recommended to Board Policy 15.1.0 – Audit Committee (Requesting Trustee: Board Chairman Tim Callicrate) – **pages 486 - 511**
  
- 7. Audit Committee: Discuss and possibly appoint a Trustee to the Audit Committee (Requesting Trustee: Board Chairman Tim Callicrate) – **page 512**
  
- 8. Discussion regarding framework for a future Board training; discussion will be led by Board Chairman Tim Callicrate
  
- I. MEETING MINUTES *(for possible action)*
  - 1. Meeting Minutes of August 10, 2021 – **page 513 - 557**
  
- J. FINAL PUBLIC COMMENTS\* - Limited to a maximum of three (3) minutes in duration.
  
- K. ADJOURNMENT *(for possible action)*

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## CERTIFICATION OF POSTING OF THIS AGENDA

I hereby certify that on or before Monday, August 30, 2021 at 9:00 a.m., a copy of this agenda (IVGID Board of Trustees Session of September 2, 2021) was delivered to the post office addressed to the people who have requested to receive copies of IVGID's agendas; copies were e-mailed to those people who have requested; and a copy was posted, physically or electronically, at the following locations in accordance with Assembly Bill 253:

- 1. IVGID Anne Vorderbruggen Building (893 Southwood Boulevard, Incline Village, Nevada; Administrative Offices)
- 2. IVGID's website ([www.yourtahoeplace.com/Board of Trustees/Meetings and Agendas](http://www.yourtahoeplace.com/Board of Trustees/Meetings and Agendas))
- 3. State of Nevada public noticing website (<https://notice.nv.gov/>)

/s/ Susan A. Herron, CMC

Susan A. Herron, CMC

District Clerk (e-mail: [sah@ivgid.org](mailto:sah@ivgid.org)/phone # 775-832-1207)

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**Board of Trustees:** *Tim Callicrate - Chairman, Matthew Dent, Sara Schmitz, Kendra Wong, and Michaela Tonking.*

**Notes:** *Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Those items followed by an asterisk (\*) are items on the agenda upon which the Board of Trustees will take no action. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1100 at least 24 hours prior to the meeting. **IVGID'S agenda packets are available at IVGID's website, [www.yourtahoeplace.com](http://www.yourtahoeplace.com); go to "Board Meetings and Agendas".***

DATE	DAY OF THE WEEK	TIME	LOCATION	TYPE OF MEETING - 2021	COMPLETED MEMORANDUMS WITH ALL BACK UP MATERIALS FOR AGENDA ITEMS FROM BOARD MEMBERS/STAFF DUE DATES	ITEMS SLATED FOR CONSIDERATION
TBD	TBD	TBD		Special Board Meeting		GM's Ordinance 7 Committee recommendations
09/15	Wednesday	6 p.m.		Regular Board Meeting	09/06/2021 8 a.m.	General Manager Performance Review and Review of Goals for FY 2020/2021 Public Records Update (in GM report) Carryover Request (Navazio) 4 <sup>th</sup> Quarter and Year-End Financial Report (Navazio) Popular Report (Navazio)
09/30	Thursday	6 p.m.		Regular Board Meeting	09/21/2021 8 a.m.	Effluent Pipeline Project – Contract Amendment with HDR Utility Fund analysis (Navazio) Board Policies/Practices review and/or status report (Navazio) Award a contract to purchase Golf Carts (Championship Course)
10/13	Wednesday	6 p.m.		Regular Board Meeting	10/04/2021 8 a.m.	Public Records Update (in GM report)
10/26	Tuesday	6 p.m.		Regular Board Meeting	10/19/2021 8 a.m.	
11/10	Wednesday	6 p.m.		Regular Board Meeting	11/01/2021 8 a.m.	Public Records Update (in GM report) 1 <sup>st</sup> Quarter Budget Update (Navazio) Pricing Policy discussion (Navazio/Wong)
12/08	Wednesday	6 p.m.		Regular Board Meeting	11/29/2021 8 a.m.	Public Records Update (in GM report) Golf Season Wrap Update (Howard) Key Rates (Golf and Facilities)
				<b>2022</b>		
01/12	Wednesday					
01/26	Wednesday					
02/09	Wednesday					
02/23	Wednesday					
03/09	Wednesday					
03/30	Wednesday					

<i>Items sitting in the parking lot (to be discussed but (a) not yet scheduled for a specific Regular Board Meeting) or (b) a future Board not on this calendar</i>
Revisions to Ordinance 7 (allow 45 days ahead of action)
Tyler Technologies project status report will be in the General Manager's report – To be determined
Possible discussion on IVGID needs as it relates to potential land use agreement with DPSEF (Request by Trustee Schmitz – 01/18/2021)
Develop a policy and criteria for Professional Services (see Moss Adams 1 Report) (Request by Trustee Schmitz – 03/10/2021; asked again on 4/29/2021)
Framework for pricing across the District (Request by Trustee Schmitz – 03/10/2021)
Tax implications for benefits for employees (Request by Trustee Schmitz – 03/10/2021 – District General Counsel Nelson is working on an opinion)
Review of service levels – Golf will be coming first – date to be determined
Discussion, by the Board of Trustees, what they want to see in the Staff submitted memorandums (Request by Trustee Schmitz – 04/29/2021)
Trustee Tonking asked for a Policy 3.1.0 review (5/26/2021)
Next step on Diamond Peak parking lot/Ski Way
Incline Beach House – revisit where we have been, revisit financing options and how does the Board want to move forward (tentative)
Easement for Alibi Ale Works

\*Budget approval is required after the third Monday however whatever date is selected, a 10-day notice must be given. Must accomplished no later than June 1, 2022.



## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
District General Manager

**FROM:** Brad Underwood, P.E.  
Director of Public Works

**SUBJECT:** Review, discuss, and possibly authorize Additional Services Amendment #2 for the Effluent Pond Lining Project – 2599SS2010 – Fund: Utility; Division: Sewer; Vendor: Jacobs Engineering, Inc., in the amount of \$425,339.00 for the Effluent Pond Lining Project - Phase II Pond Lining Preliminary and Final Design Professional Services, plus up to approximately 10% contingency.

**DATE:** September 2, 2021

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### **I. RECOMMENDATION**

That the Board of Trustees moves to:

1. Authorize Additional Services Addendum #2 for the Effluent Pond Lining Project – 2599SS2010 – Fund: Utility; Division: Sewer; Vendor: Jacobs Engineering, Inc. in the amount of \$425,339.00 for the Effluent Pond Lining Project - Phase II Pond Lining Preliminary and Final Design Professional Services.
2. Authorize Staff to execute change orders for additional work not anticipated at this time of up to approximately 10% of the contract; up to the amount of \$40,000.00.
3. Authorize Staff to execute the contract documents.

### **II. BACKGROUND**

At the July 13, 2021 IVGID Board of Trustees meeting, the Board approved utilization of Mill Creek Pond #2 for effluent storage and authorized Staff to enter into a no cost additional services amendment for Phase I professional design services with Jacobs Engineering. Staff has also requested Jacobs Engineering provide a detailed scope of work and cost proposal for Phase II Preliminary and

## Final Design professional services (Attachment A) for the Effluent Pond Lining Project 2599SS2010.

The Incline Village General Improvement District (IVGID or District) operates a wastewater collection, treatment, and effluent export system that serves the communities of Incline Village and Crystal Bay, Nevada and the Nevada State Parks (Sand Harbor, Spooner and Memorial Point) located at Lake Tahoe. A required component of the Nevada Department of Environmental Protection (NDEP) operating permit is to have an emergency effluent storage basin that is lined to protect groundwater.

Currently IVGID has two (2) storage basins and a 500,000-gallon effluent storage tank adjacent to the WRRF. Both basins are unlined and are not to be utilized in an emergency situation due to recent changes from the NDEP. The storage tank is considered undersized for anticipated emergency needs. Due to the lack of available effluent storage at the WRRF, the District is not able to conduct planned maintenance of the effluent export system, which puts the District at risk of a discharge of effluent to the waters of Lake Tahoe in the event of a significant emergency.

IVGID's design consultant, Jacobs Engineering, analyzed the available storage sizes of each storage basin. It has been determined that lining Mill Creek Pond #2 will provide ample storage for an emergency situation as well as provide a four-day construction window for the Phase II Effluent Export Pipeline Replacement Project. This could lead to reduced construction costs to allow work to continue for a longer period without having to put the system online for pumping. The lining may also eliminate the need to re-treat this effluent through the Plant, speeding recovery from an emergency.

The following work has been completed to date:

- In September 2018, Jacobs prepared the WRRF Effluent Storage Alternative Analysis Memorandum.
- Granite Construction, CMAR Contractor, has reviewed Jacobs WRRF Alternative Analysis Memorandum, provided the District with a Findings Memorandum and recommended that the District contract with Jacobs to proceed with Phase I – Pond Lining Alternative Analysis design professional services.
- Jacobs Engineering participated in a partnering meeting to establish a team environment and develop a work plan with dates for deliverables.
- Jacobs Engineering performed a single-day site visit to evaluate existing conditions, obtain site soil samples, and collect measurements pertaining to the project.

The following work is remaining under Phase I and is scheduled to be complete at the end of August 2021:

- General project criteria. Criteria considerations include confirmation of the minimum effluent storage volume, spoil decant facility requirements, maintenance access, effluent hydraulics associated with the pond, and pond lining design life.
- Provide an updated opinion of probable construction cost for HDPE and shotcrete lining alternatives.
- Analyze pond lining requirements with Granite and IVGID, based on project criteria as well as anticipated ongoing maintenance costs.
- Prepare conceptual (30%) design exhibits to support alternatives analysis and cost estimating, to be utilized for permitting with NDEP.

Staff has requested that Jacobs provide their design services in phases and provide a detailed description of personnel and associated hours. Phase II Preliminary and Final Design Services are detailed in Jacobs Engineering's Scope of Work (Attachment A). A summary of the proposed work is as follows:

- Provide a current topographic survey and boundary survey. The survey information IVGID currently has is over 15 years old, and the design will require a greater level of accuracy.
- Preparation of preliminary 60% design drawings and specifications to include pond grading and associated details, geotechnical lining design, mechanical engineering for the pump and pipeline design, electrical design for the pumps, SCADA design, and structural design of pump connection/deployment system.
- Preparation of final design drawings and specifications.
- Project Management, including attending collaborative project meetings with IVGID, Granite, HDR, and permitting agencies, and QA/QC review of all design materials.

Phase III is anticipated to cover engineering services during construction. The Board of Trustees will be presented with the phased design contracts for approval as the work progresses. Phase II services are to be completed by April 2022.

Staff continues to pursue funding from US Army Corps of Engineers under Section 595. Staff is coordinating with Jacobs Engineering to provide the US Army Corps of Engineers with an updated scope of work based on Phase I analysis.

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

### **III. BID RESULTS**

This item is not subject to competitive bidding within the meaning of Nevada Revised Statute (NRS) 332.115 as described in subsection (b) Professional Services.

Additionally, per NRS 625.530, selection of a professional engineer or registered architect to perform work on public works projects (where the complete project costs exceed \$35,000) is to be made solely on the basis of the competence and qualifications of the engineer or architect and not on the basis of competitive fees.

Jacobs Engineering was awarded Phase I – Pond Lining Alternative Analysis design professional services.

### **IV. FINANCIAL IMPACT AND BUDGET**

Funding exists within the FY 2021-22 CIP Budget for the Effluent Pond Lining Project #2599SS2010 (see attached data sheet – Attachment B). Staff is requesting approval in the amounts of \$425,339.00 for the Jacobs Additional Services Amendment and an additional \$40,000 in contingency for staff to manage should unknown additional services be required. Approving these amounts and the \$36,000 awarded for Phase I work, results in a total of \$501,339 thus far being allocated from the \$1,550,000 project budget.

Engineering Staff time will also be billed to the project to manage the design and bidding phase of the project.

### **V. ALTERNATIVES**

None proposed.

### **VI. BUSINESS IMPACT**

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

### **VII. COMMENT**

This contract has been reviewed and approved by District General Counsel Joshua Nelson

Attachments:

- A – Short Form Agreement (Jacobs Proposal Attached)
- B – 2599SS2010 CIP Data Sheet



**ADDITIONAL SERVICES ADDENDUM #2**  
**to SHORT FORM AGREEMENT DATED JUNE 9, 2021**  
**between**  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**  
**and**  
**JACOBS ENGINEERING GROUP, INC.**  
**for PROFESSIONAL SERVICES**

This Addendum, dated TBD, shall amend the referenced Agreement to include the following project with relevant description, compensation, and schedule addressed herein.

**PROJECT DESCRIPTION**

Consultant shall perform preliminary and final design engineering services, as described in Attachment A, Consultant's proposal, "Effluent Pond Lining Final Design – Phase 2," dated August 23, 2021, for Owner's effluent export storage pond located on Sweetwater Road.

**PAYMENT TO CONSULTANT**

Payment to be in accordance with Section 4, Payment to Consultant, of the Short Form Agreement, as follows:

1. Compensation must be billed on a Time and Materials basis.
2. All invoices and correspondence are to reference Purchase Order TBD.
3. Total Not to Exceed amount of this work will be **Four Hundred Twenty-Five Thousand, Three Hundred Thirty-Nine Dollars (\$425,339.00)**.

**PERIOD OF SERVICE**

Services shall begin on or about September 13, 2021 and be substantially completed by April, 2022.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year first written above.

**OWNER:**  
**INCLINE VILLAGE G. I. D.**

**CONSULTANT:**  
**JACOBS ENGINEERING GROUP**

**The undersigned has read, reviewed and agrees to this document.**

By:

\_\_\_\_\_  
Brad B. Underwood, P. E.  
Director of Public Works

\_\_\_\_\_  
Date

By:

\_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
Date

OWNER'S Address for Giving Notice:

**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Division

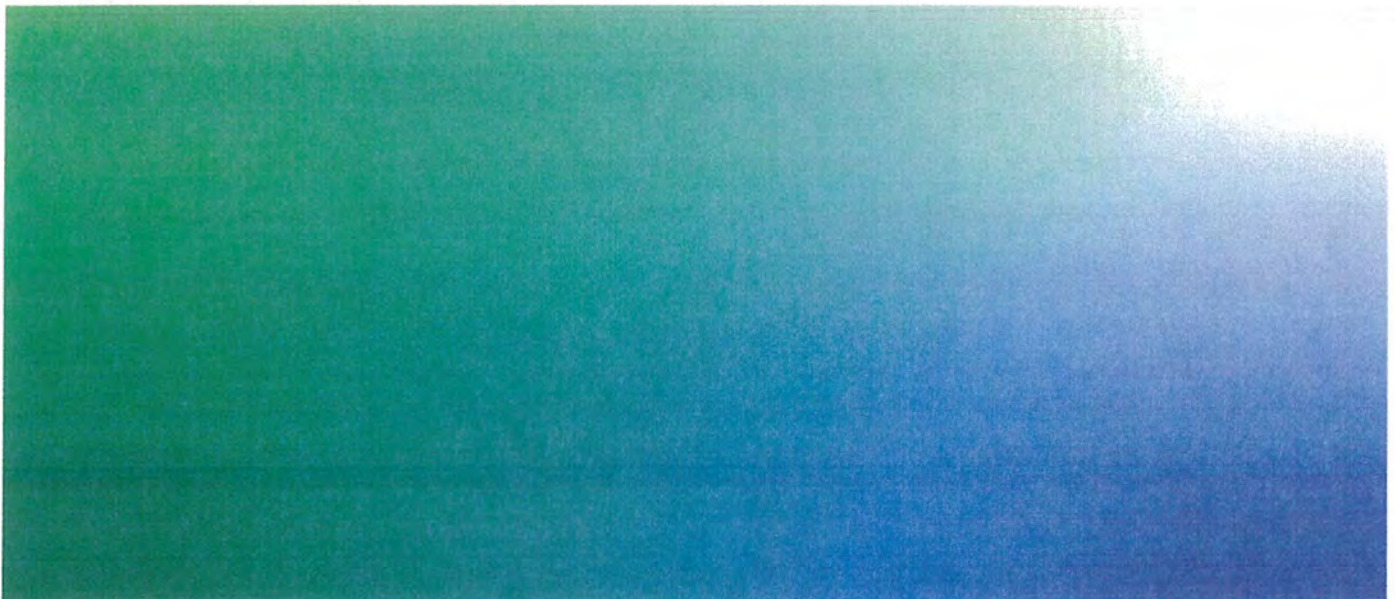
CONSULTANT'S Address for Giving Notice:

**Jacobs Engineering Group**  
50 West Liberty St., Ste. 205  
Reno, Nevada 89501



# **Incline Village General Improvement District Effluent Pond Lining Final Design – Phase 2**

**August 23, 2021**



# Incline Village General Improvement District Effluent Pond Lining Final Design

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This is an agreement for professional services between Jacobs Engineering Group Inc. (Jacobs or Engineer) and Incline Village General Improvement District (IVGID or Owner).

## Background and Project Need

IVGID owns and operates two existing effluent ponds adjacent to the Water Resource Reclamation Facility (WRRF) that is occasionally utilized to temporarily store plant effluent for brief durations. The existing basins have a storage capacity of approximately 2 million gallons (MG) and 15 MG and is presently unlined. Lining of one of the ponds will allow IVGID to actively reincorporate the pond into their wastewater treatment and effluent management practices and comply with current regulations. Additionally, it is likely the effluent pond will be intermittently utilized during required construction improvements to IVGID's effluent export pipeline.

IVGID has selected Granite Construction (Granite) as the construction manager at-risk (CMAR) to construct the effluent pond lining.

## Scope of Professional Services

Engineer will provide the professional engineering services in the three phases:

- Phase 1 – Pond lining alternative analysis
- Phase 2 – Preliminary and final design
- Phase 3 – Engineering services during construction.

This Agreement authorizes time and material services for Phase 2 only. Approved and amended services for Phase 1 are currently in progress. Detailed tasks for Phase 2 Preliminary and Final Design are included for review and approval. Draft services for Phases 3 are presented herein for planning purposes but are subject to revisions resulting from Phase 1 findings including criteria verification and the selected best value pond lining alternate and Phase 2 final design. It is anticipated the scope and budget for Phase 3 will be authorized by future IVGID Board action. Engineer shall not perform unauthorized services without written approval by IVGID.



## Phase 1 – Pond Lining Analysis – Addendum #1 7/14/2021 – FYI ONLY

Engineer will assess previously identified alternates to the pond lining to include review of current products, technologies, and construction methodologies. Engineer will collaborate with IVGID and the CMAR (Granite Construction) to identify additional alternates that may be appropriate to study (if any). Engineer will provide recommended best value alternative for IVGID. Specific tasks and assumptions are presented below.

- Engineer will participate in a partnering meeting to establish the Team environment and work plan. It is assumed that two Jacobs team members will attend the partnering meeting in-person at IVGID. Additional staff can participate remotely, as needed. – COMPLETE 6/16/2021
- Engineer will work with IVGID to establish and confirm general project criteria. Criteria considerations include confirmation of the minimum effluent storage volume, spoil decant facility requirements, maintenance access, effluent hydraulics associated with the pond, and pond lining design life. – In progress
- Engineer will perform a single-day site visit conducted by three team members to evaluate existing conditions and collect measurements pertaining to this project. It is anticipated that supplemental survey and a geotechnical test pit will be required but that survey, the test pit, onsite observations, and the associated documentation of findings will be performed in Phase 2. – COMPLETE 6/29/2021
- Engineer will update opinions of probable construction cost for HDPE and shotcrete lining alternatives. Engineer will coordinate candidate pond lining requirements with Granite and IVGID based on established project criteria. Engineer will include anticipated ongoing maintenance costs in the analysis based on industry information and input from IVGID and Granite. Technical Memo will discuss NDEP permitting and preference in pond lining alternatives with final recommendation for permit application and preliminary design.

### **Engineer will prepare conceptual (30%) design exhibits to support alternatives analysis and cost estimating. Deliverables**

Engineer will prepare and submit the following deliverables:

- Draft design criteria and pond lining analysis and exhibits – Anticipated 7/30/2021
- Final design criteria and pond lining analysis and exhibits – Anticipated 8/31/2021

### **Schedule**

Phase 1 notice to proceed (NTP) is anticipated in June 2021 and the period of performance will extend 12 weeks after NTP. The Phase 1 work plan and project delivery schedule will be developed at the partnering meeting with IVGID and Granite.

### **Budget**

Phase 1 time and materials budgetary amount of \$36,000 is hereby established for services in this Agreement. Engineer will make reasonable efforts to complete the work within the noted budgets and will keep Owner informed of progress toward that end so that the budgets or work effort can be adjusted if found necessary. Engineer will give prompt notice

to Owner whenever Engineer observes or becomes aware of any significant development that affects the scope or timing of Engineer’s services.

Task	Budget
Project Initiation and Partnering Meeting	\$6,500
Project Criteria and Design Coordination	\$11,500
Pond Lining Analysis TM and Exhibits	\$14,500
Project Management and Quality Control	\$3,500
<b>Total</b>	<b>\$36,000</b>

## Phase 2 – Preliminary and Final Design-Revised for Review 7/30/21

Engineer will perform preliminary and final design services and will prepare plans and specifications for the anticipated lining of Pond 2 and associated improvements. Additionally, Engineer will collaborate with IVGID and Granite to obtain environmental permits for this project as described herein.

Following is a brief project description resulting on findings and outcomes from Phase 1 to date:

- Pond 2 will be double-lined with geomembrane/HDPE or equivalent in accordance with Nevada Department of Environmental Protection (NDEP) Guidance WTS-37 requirements, providing up to approximately 6 million gallons of effluent storage capacity.
- A temporary pump station will be deployed at Pond 2. The temporary pump station will have remote control and monitoring using the existing WRRF SCADA system.
- A Permanent Bypass buried pipeline will be designed and constructed from Pond 2 to the existing 16-inch effluent discharge pipeline, which conveys effluent from the WRRF effluent storage tank to Spooner Pump Station. The permanent bypass pipeline will have bidirectional flow providing for conveyance of effluent in and out of Pond 2.
- Improvements at both Pond 1 and the existing pump station at Pond 2 are not planned for this project.
- National Environmental Policy Act (NEPA) documentation is required for U.S. Army Corps of Engineers (USACE) funding and will be completed by others.

Topographic Survey, Preliminary and Final Design scope are defined in the sections below:

### Task 1: Topographic Survey

Historic mapping and topographic survey information is available from previous projects and has been reviewed by the team. The existing information is 15 years old and may be lacking information relevant to today’s conditions at the site, including width and elevation

at the dam crest, sedimentation in the pond and location of existing utilities. The task described assumes a full topographic survey will be completed and delivered in lieu of utilizing the outdated information available.

Engineer will perform the following tasks:

- Control Survey Monuments – Recover and confirm existing on-site control or establish new on-site control monuments suitable for the work described herein.
- Perform a planimetric and topographic survey covering the Mapping Limits area shown below. The estimated acreage is +/-11 acres. This task will include tying in the legacy features (if they still exist) from historical project mapping and legacy control/benchmarks to relate them to the coordinate system and vertical datum specified herein.
  - Horizontal – Horizontal control will be based on the North American Datum of 1983 (NAD83) horizontal datum. Delivered coordinates (x, y) will be provided in the Nevada State Plane Coordinate System, West Zone, U.S. Survey Feet, current adjustment.
  - Vertical - Elevation data (z-coordinates) will be based on the Lake Tahoe Datum as used in previous plant improvement projects. A conversion to the North American Vertical Datum of 1988 (NAVD88) will be provided and all elevations will be reported in U.S. Survey Feet.
- Provide a planimetric and topographic map and digital terrain model (DTM) covering the Mapping Limits shown below:



- Measure location of subsurface paint markings and potholes for existing utilities.

- Research and provide boundary and property line information including easements and prepare a final boundary map.
- Provide a Surveyor's Report to document the surveys performed.

### **Assumptions**

- Existing topographic survey files are outdated and do not reflect current conditions for design and construction.
- Granite and/or IVGID will request utility locate and will pothole existing utilities prior to field survey activity.

### **Deliverables**

Engineer will prepare and submit the following:

- Planimetric and topographic map and digital terrain model (DTM) of the final survey limits and boundary information
- Surveyor's Report to document the survey performed.

## **Task 2: Preliminary Design**

Engineer will perform preliminary design to define required construction improvements associated with the best value pond liner resulting from Phase 1 design criteria and the project definition prepared 7/16/2021. Specific tasks and assumptions are presented below:

### **Pond 2 Lining Design**

- Engineer will prepare for and participate in up to three meetings with permitting agencies to collaborate on achieving success in the permitting process.
- Civil engineering and grading design will be developed commensurate with the best value alternative selected in Phase 1.
- Existing hydrology and hydraulics of Pond 2 will be reviewed with proposed lining considered to confirm compliance with the dam design intent.
- Design of pond lining grading, access and material will meet NDEP WTS-37 design recommendations for effluent storage as determined in Phase 1.
- Leak detection sump system will be designed per NDEP WTS-37 recommendations for a double-lined pond.
- The proposed leak detection sump system and bypass pipeline will not require any conduits or penetrations through the existing dam
- Construction and permanent access routes and security will be coordinated with IVGID and Granite.

### **Mill Creek No. 2 Dam Improvements**

This scope assumes that the lining design and the repairs/restoration of the dam can be completed with minor earthwork, and that no detailed review of embankment settlement, stability, or seepage conditions will be performed.



- The following identified items will be inherently mitigated with the pond lining design:
  - Vegetation removal on the upstream side and within the reservoir and necessary for pond grading and lining.
  - Access restriction and prevention of inappropriate uses will be mitigated with the installation of required perimeter fencing.
  - Existing rip rap will be unnecessary at the low-level outlet with addition of HDPE liner.
  - The low-level outlet structure will be improved, including reinstallation of the trash rack, with the pond lining.
- The following identified issues as recommended in the July 27, 2021 inspection summary by Nevada Department of Conservation and Natural Resources, are NOT included in this scope of services and should be completed under a separate contract or by IVGID:
  - Concrete dental work to fill cavities/spalling on the primary and low-level outlet
  - Minor grading of the crest to provide uniform crest width and elevation (it is not known if the dam was built with uneven crest or if it has been eroded to its current state)
  - Repair erosion on the dam slopes/abutments
  - 
  - A rodent control program will be developed prior to construction and maintained by IVGID.
  - Sediment buildup on the liner will be monitored by IVGID by visual inspections and no monitoring system will be designed

### **Bypass Pipeline Design**

- Design of a Permanent bypass pipeline with bi-directional flow from Pond 2 improvements to existing 16" effluent discharge via IVGID approved alignment.
- Pipeline capacity, size and connection details will be identified and verified.
- Existing utilities will be located and identified via potholing during topographic survey.

### **Pond 2 Temporary Pump Station**

- Electrical requirements will be confirmed. It is presently assumed power supply at existing pump station at Pond 2 is sufficient for temporary pump, but electrical routing from WRRF may be required.
- Temporary pump capacity will be determined with assumption of maximum capacity of 2300 gpm at Spooner Pump Station.
- Pump configuration, submersible or floating, and deployment system will be conceptually designed in conjunction with the pond lining system in collaboration with IVGID and CMAR. Engineer will define pump performance requirements and prepare conceptual engineer drawings presenting configuration and layout. Procurement and detailing will be performed by others.

- SCADA connections and configuration will be designed for temporary pump communication with existing effluent storage tank, Spooner Pump Station, and available for future use of temporary pump.

### Assumptions

- Two site visits by up to 3 staff members are assumed for the preliminary design phase.
- Jacobs Internal Discipline Quality Control (QC) review will be completed prior to Client deliverable.
- Engineer will prepare and deliver 60% design drawings and technical specifications in electronic PDF format.
- IVGID and Granite will have two weeks to review and provide input on the 60% design drawings and then a Team workshop will be held to discuss and adjudicate the comments.
- Granite will be involved in throughout the design process for constructability review and value engineering.
- Engineer will provide quantities as requested but no formal cost estimate for design. Cost estimation will be completed by Granite.

### Deliverables

Engineer will prepare and submit the following:

- 60% design drawings and technical specifications. An anticipated final sheet list is listed below:
  - Cover
  - Abbreviations
  - General Civil
  - General Structural
  - General Mechanical
  - General Electrical
  - Overall Site Plan and Survey Control
  - Civil Pond Area Plan 1
  - Civil Pond Area Plan 2
  - Civil Pond Sections 1
  - Civil Pond Sections 2
  - Civil Details 1
  - Civil Details 2
  - Pond Lining Plan
  - Pond Lining Sections 1
  - Pond Lining Sections 2
  - Pond Lining Details 1
  - Pond Lining Details 2
  - Pond Lining Details 3
  - Structural Plan
  - Structural Details 1
  - Structural Details 2
  - Pipeline Plan & Profile 1
  - Pipeline Plan and Profile 2
  - Pipeline Details 1
  - Mechanical Pump Station Plan
  - Mechanical Pump Station Section
  - Mechanical Details 1
  - Electrical Site Plan
  - I&C SCADA Details 1
  - I&C SCADA Details 2
  - Electrical Single Line/Panel
  - Standard Details 1
  - Standard Details 2
  - Standard Details 3

### Task 3: Final Design

Engineer will prepare final design plans and specifications for pond lining and associated project improvements defined in Phase 1 and Preliminary Engineering.

- Engineer will prepare a set of 90% design drawings and specifications and a final set of Contract Documents. Jacobs Internal Discipline Quality Control (QC) review will be completed prior to Client deliverable.
- Plans and specifications will be signed and sealed by professional engineers licensed in the State of Nevada.

The sheet list finalized during preliminary design will be advanced for final design. Any design items identified with 60% Design review that may be out of scope will be reviewed and included in a scope and cost amendment as needed. Additional sheets will be considered as necessary.

#### Deliverables

Engineer will prepare and submit the following:

- 90% design drawings and technical specifications submitted electronically in PDF format
- Contract Documents comprising final (100%) design drawings and specifications submitted electronically in PDF format

### Task 4: Project Management

Project and Design Management will include internal and external kickoff meeting, recurring internal and external design meetings, progress reporting and invoicing to the Client, overall team coordination and management and change management.

### Phase 2 Schedule

A preliminary schedule has been developed based on initial Project Partnering meeting with Granite and IVGID and is attached. It is anticipated that the general period of performance for Phase 2 will be September 2021 through April 2022.

### Phase 2 Budget

The assumed level of effort and budget for Phase 2 is attached and will be amended during the design phase, if needed.

Task	Budget
Task 1: Topographic Survey	\$25,377
Task 2: Preliminary Design	\$243,194
Task 3: Final Design	\$125,608
Task 4: Project Management	\$23,960

Task	Budget
Expenses	\$7,200
<b>Subtotal</b>	<b>\$425,339</b>

## Phase 3 – Engineering Services During Construction - TBD

Engineer will continue Team collaboration and provide professional services during the construction phase. It is assumed that construction management will be provided by others. Engineering services during construction will include assistance with construction administration including the following activities:

- Participation in biweekly construction progress meetings
- Review and responses to up to 20 shop drawing submittals
- Review and responses to up to 15 requests for information or clarification (RFIs)
- Periodic site visits to observe and document pond lining construction activities. Budget includes two 2-day site visits.
- CMAR will provide red-line markups representing as-constructed conditions. Engineer will prepare record drawings upon construction completion.

### Deliverables

Engineer will prepare and submit the following:

- Responses to shop drawing submittals and RFIs
- Record drawings submitted electronically in PDF format

### Schedule

A schedule has not yet been determined and will be informed by Phase 1, Preliminary Design, and Final Design. However, it is anticipated that the general period of performance for Phase 3 will be May 2022 through December 2022.

### Budget

A budget has not yet been developed and will be informed by results from Phase 1, Preliminary Design, and Final Design.

## Compensation

Compensation by IVGID to Engineer will be as follows:

### Cost Reimbursable Per Diem (Time and Expense)

For services defined in this Task Order, at the Per Diem Rates referenced below, plus Direct Expenses, plus a service charge of 10 percent of Direct Expenses and 10 percent of subcontracts and outside services, plus applicable sales, use, value added, business transfer, gross receipts, or other similar taxes.



## **Per Diem Rates**

Per Diem Rates are those hourly rates charged for work performed on the Project by Engineer's employees of the indicated classifications. These rates are subject to revision for other projects and annual calendar year adjustments; include all allowances for salary, overheads, and fees; but do not include allowances for Direct Expenses, subcontracts, and outside services.

## **Direct Expenses**

Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, and supplies; (2) Engineer's current standard rate charges for reproduction services; and (3) Engineer's standard project charges for special health and safety requirements of OSHA.

## **Renegotiation of Compensation**

The estimate is based on the assumptions listed in this Agreement and timely completion of the Project. Engineer is not obligated to incur costs beyond the indicated budgets, as may be adjusted, and Owner is not obligated to pay Engineer beyond these limits. If the Project progresses under different conditions than the assumptions listed in this Agreement or if project timing deviates from the assumed schedule for causes beyond Engineer's control, Engineer reserves the right to request renegotiation of those portions of the fee affected by the time change.

It is agreed that the Engineer cannot be responsible for delays occasioned by factors beyond Engineer's control, or factors which would not reasonably have been foreseen at the time this Agreement was executed.

## **Invoicing**

Amount invoiced each month will be based on time and expenses expended to date. Invoices shall be accompanied by a listing of charges that make up the invoice total, including employee names, billing rates, and hours of project staff, plus direct expenses.

**Effluent Pond Lining Final Design - Phase 2**  
Jacobs Level of Effort

8/23/2021

Category	Hours by Position																Estimated Labor Hours	Estimated Labor Subtotal	Estimated O/Cs/ Expenses	Budget Subtotal						
	PM/Civil Engineer Ashley Kellogg	Design Manager Yevko Howard	Lining/ Geotech. Engineer Mark Twede	Civil Engineer Travis Howard	CAD Design Technicians TBD [All Disciplines]	Structural Engineer Sean Troyen	Mech. Engineer Bill Missin	Conveyance Engineer Jordan Vazquez	I&C/SCADA Design Derek Johnson	Electrical Engineer Craig Curworth	Quality Control TBD [All Disciplines]	Geotechnical Review/Dam Specialist Dean Harris	Survey PM Hilana Breake	Survey Staff Ethan Hoops	Survey Staff George Willis	Admin./ Dec. Processing Alicia Diana Dore										
<b>2021 Hourly Rate:</b>	\$178	\$178	\$195	\$178	\$109	\$178	\$178	\$178	\$178	\$178	\$219	\$219	\$178	\$91	\$109	\$219	\$78									
<b>Task:</b>																										
Topographic Survey	8	0	0	8	0	0	0	0	0	0	0	0	44	104	46	1		211	\$	25,177	\$	6,000	\$	31,177		
Topographic Survey	8			8									36	80	30	1				\$	20,025					
Boundary Survey													8	24	16					\$	5,352					
Preliminary I&M Design Drawings and Specs	102	15	178	160	418	180	110	122	100	90	52	16	0	0	0	0	40	1515	\$	241,194	\$	750	\$	241,894		
Civil - Pond Grading and Details	80	5		150	80						8									\$	52,302					
Geotechnical - Lining	5		160		20						0	16								\$	37,774					
Mechanical - Pumps and pipeline	5			80		100	100				8									\$	46,562					
Electrical - Pump service	5			80						80	8									\$	25,602					
I&C - SCADA design	5			80					80		8									\$	23,422					
Structural - Pond pump connection	5			80	80						8									\$	27,382					
Site Visit	12		12					12	12											\$	8,748	\$	700			
QA/QC and Review Meetings	10	5	6	10	10	10	10	10	8	10	12	0					40			\$	24,562					
Final Design Drawings and Specs	80	15	70	70	150	48	68	88	66	48	30	16	0	0	0	0	40	705	\$	125,608	\$	500	\$	126,108		
Civil - Pond Grading and Details	60	5		60	60						5									\$	29,885					
Geotechnical - Lining	5		60		10						0	16								\$	17,184					
Mechanical - Pumps and pipeline	5			40		60	60				5									\$	27,705					
Electrical - Pump service	5			10						40	5									\$	10,135					
I&C - SCADA design	5			10					40		5									\$	10,135					
Structural - Pond pump connection	5			10	40						5									\$	10,135					
QA/QC and Review Meetings	20	5	10	10	10	8	8	8	6	8	5	0					40			\$	20,749					
Project Management	90	20									20									130	\$	23,940	\$		\$	23,940
<b>Total</b>	<b>280</b>	<b>90</b>	<b>248</b>	<b>218</b>	<b>540</b>	<b>148</b>	<b>178</b>	<b>190</b>	<b>146</b>	<b>138</b>	<b>102</b>	<b>32</b>	<b>44</b>	<b>104</b>	<b>46</b>	<b>1</b>	<b>80</b>	<b>2625</b>	<b>\$</b>	<b>418,139</b>	<b>\$</b>	<b>-7,200</b>	<b>\$</b>	<b>425,339</b>		



## Project Summary

<b>Project Number:</b>	2599SS2010
<b>Title:</b>	Effluent Pond Lining Project
<b>Project Type:</b>	D - Capital Improvement - Existing Facilities
<b>Division:</b>	99 - General Administration - Sewer
<b>Budget Year:</b>	2022
<b>Finance Options:</b>	
<b>Asset Type:</b>	SS - Sewer System
<b>Active:</b>	No

<b>Project Description</b>				
Line the 2.4 million gallon effluent storage pond at the Water Resource Recovery Facility (WRRF) with reinforced concrete or the combination of concrete and shotcrete lining as recommended in the WRRF Effluent Storage Alternative Analysis Memorandum, prepared by Jacobs Engineering, dated September 2018.				
<b>Project Internal Staff</b>				
The engineering division will support this project. Outside consultants will be used for design and management. The project will be publicly advertised in accordance with NRS 338.				
<b>Project Justification</b>				
The effluent pond is a 2.4 million gallon effluent storage basin located directly adjacent to the Water Resource Recovery Facility (WRRF). This storage basin was designed to provide automated and passive back-up effluent storage in the event the Plant's 500,000-gallon effluent storage tank fills to capacity. As a condition of IVGID's current operating permit with the Nevada Department of Environmental Protection (NDEP), IVGID is no longer permitted to utilize this storage basin for effluent storage due to it being unlined. Lining the pond will allow IVGID to return the pond into the operating plan with NDEP and provide greater protection to Lake Tahoe.				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2022				
Carry Forward from FYE 6.30.2021 from CIP 2524SS1010 Effluent Pipeline Project	1,550,000	0	1,550,000	
<b>Year Total</b>	<b>1,550,000</b>	<b>0</b>	<b>1,550,000</b>	
	<b>1,550,000</b>	<b>0</b>	<b>1,550,000</b>	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2020	Jul 1, 2020	Jun 30, 2023	Engineering Manager	

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
District General Manager

**FROM:** Brad Underwood, P.E.  
Director of Public Works

**SUBJECT:** Review, discuss and possibly approve a Professional Services Contract for Public Utility Rate Study for Provision of Water and Sewer Services; Vendor: HDR Engineering, Inc.; Amount: \$74,935; Fund 200 (Utilities)

**DATE:** September 2, 2021

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### **I. RECOMMENDATION**

That the Board of Trustees makes a motion to:

1. Authorize a Professional Services Contract for a Public Utility Rate Study for Provision of Water and Sewer Services; HDR Engineering, Inc.; Amount: \$74,935; Fund 200 (Utilities).
2. Authorize Staff to execute the contract documents.

### **II. BACKGROUND**

The last approved rate increase was passed by the Board of Trustees on April 10, 2019. At their meeting of February 26, 2020, the Board of Trustees reviewed and discussed the District's 2020 Utility Rate Study and further approved a motion to set the required public hearing for April 14, 2020. At the conclusion of the public hearing, the Board considered public testimony, as well as the impacts of the emerging COVID-19 pandemic, and the Board collectively decided to defer the proposed 2020/21 utility rate increase to a future date.

At the January 13, 2021 Board of Trustees meeting, the Board considered options relative to implementing utility rate increases to support ongoing operations and capital program requirements. The options included resuming the process for implementing the originally proposed 2020/21 utility rates or deferring action, pending completion of a utility rate study. The Board did not select to resume the process of the originally proposed 2020/21 utility rate increase. The preference was to proceed with a third party rate analysis. In order to achieve the Board's preference, funds were added to the sewer and water operating budgets for FY 2021/22 to hire a consultant to perform a rate analysis for utility operations and capital program requirements.

On July 9, 2021 the Request for Proposals (RFP) was published. The District received three (3) proposals from vendors by the submittal deadline on July 29, 2021. The selection committee evaluated the proposals received and interviewed two (2) of the candidates. After

completing interviews, HDR Engineering, Inc. was selected as the most qualified consultant to perform the Scope of Work for the District.

The Public Utility Rate Study for Provision of Water and Sewer Services is intended to establish 5-year water and sewer utility rates for all customer types. Their findings will be documented in a final written report and presentation to the Board of Trustees. The full scope of work is attached for reference.

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

### **III. BID RESULTS**

This item was competitively bid through a Request for Proposals process. Bids were received from HDR Engineering Inc., Farr West Engineering, and Hansford Economic Consulting, LLC. HDR Engineering was selected as the most qualified candidate, through a weighted evaluation process, and is being proposed for award of the contract.

### **IV. FINANCIAL IMPACT AND BUDGET**

The recommendation included in this agenda item would result in expenditure of up to \$74,935 in support of the proposed contract. Funding is provided in the adopted FY2021/22 sewer and water operating budgets for this purpose within the Utility Fund (Fund 200).

### **V. ALTERNATIVES**

Not award contract for Public Utility Rate Study Proposal and use current internal rate model to perform analysis for utility operations and capital program requirements.

### **VI. COMMENT**

This contract has been reviewed and approved by District General Counsel Joshua Nelson

### **VII. BUSINESS IMPACT**

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

Attachments:

HDR Engineering Inc. Short Form Agreement which includes:

- ✓ Scope of Work
- ✓ Schedule
- ✓ Cost Proposal

**SHORT FORM AGREEMENT**  
between  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**  
and  
**HDR ENGINEERING, INC.**  
for  
**PROFESSIONAL SERVICES**

This Agreement is made as of Date between **INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT (IVGID)**, hereinafter referred to as "Owner," and **HDR ENGINEERING, INC.**, hereinafter referred to as "Consultant." Owner intends to complete the Project(s) as described in Attachment A, Consultant's Scope of Work and Proposed Work Schedule, and as amended from time to time, hereinafter referred to as the "Project."

**1.0 BASIC SERVICES**

The Consultant shall perform the following tasks and additional services as may be included from time to time by Additional Services Addendums (ASAs) to this Agreement in accordance with Paragraph 4.2, Additional Services:

Basic Services are as described in Attachment A, the original Request for Proposals dated July 9, 2021 together with Attachment B, Consultant's Scope of Work. Services essentially consist of professional services in connection with the study of utility rates for the Incline Village General Improvement District (IVGID or District).

All documentation, drawings, reports and invoices submitted for this project will include IVGID Purchase Order Number TBD.

**2.0 OWNER'S RESPONSIBILITIES**

Owner shall do the following in a timely manner so as not to delay the services of Consultant:

- 2.1** Designate in writing a person to act as Owner's representative with respect to services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define Owner's policies and decisions with respect to Consultant's services for the Project.
- 2.2** Assist Consultant by placing at Consultant's disposal existing data, plans, reports and other information known to, in possession of, or under control of Owner which are relevant to the execution of Consultant's duties on the Project. Also, provide all criteria and full information as to Owner's requirements for the Project, including design criteria, objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

### 3.0 PERIODS OF SERVICE

3.1 **General.** The provisions of Section 3 and the various rates of compensation for Consultant's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the Services contained herein. Consultant's obligation to render services hereunder will extend for a period which may reasonably be required for the performance of Consultant's services and required extensions thereto. If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided and if such dates are exceeded through no fault of Consultant, all rates, measures, and amounts of compensation provided herein shall be subject to equitable adjustment pursuant to Section 5.9.

3.2 Consultant agrees to exercise diligence in the performance of its services consistent with the agreed upon schedule, which is based upon an anticipated completion date of no later than **December 31, 2021**, subject, however, to the exercise of the generally accepted standard of care for performance of services.

### 4.0 PAYMENT TO CONSULTANT

#### 4.1 **Methods of Payment for Services and Expenses of Consultant**

##### Compensation Terms Defined

"Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in reconnection with the Project, including, but not limited to subconsultants or subconsultant costs, transportation and subsistence incidental thereto, obtaining bids or proposals from Consultant(s), toll telephone calls, express mail and telegrams, reproduction of Reports, Drawings, Specifications, Bidding Documents, and similar Project-related items in addition to those required under Section 1. In addition, Reimbursable Expenses will also include expenses incurred for main frame computer time and other highly specialized equipment, including photographic production.

Basis and Amount of Compensation for Basic Services. Compensation shall be as indicated in Attachment A, with a total amount of **Seventy-Four Thousand, Nine Hundred Thirty-Five Dollars (\$74,935.00)**, to be billed on a time and materials basis. In no event shall compensation for any Activity identified in Attachment A exceed the amount set forth in the attachment.

#### 4.2 **Basis and Amount of Compensation for Additional Services**

Compensation for additional services shall be on the basis agreed upon at the time of request for additional services. The estimated amount of additional services will be determined at the time the additional services are requested.



### **4.3 Intervals of Payments**

Payments to Consultant for Basic and Additional Services rendered and Reimbursable Expenses incurred shall be made once every month by Owner. Consultant's invoices will be submitted once every month and will be based upon total services completed at the time of billing. Owner shall make prompt payments in response to Consultant's invoices. Invoices shall be sent to [invoices@ivqid.org](mailto:invoices@ivqid.org) with a copy sent to [RLR@ivqid.org](mailto:RLR@ivqid.org).

### **4.4 Other Provisions Concerning Payments**

If Owner fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's statement, the amounts due Consultant will be increased at the rate of one percent (1%) per month from date of Owner's receipt of invoice.

If the Project is suspended or abandoned in whole or in part for more than 90 days, Consultant shall be compensated for all services performed prior to receipt of written notice from the Owner of such suspension or abandonment, together with Reimbursable Expenses then due.

If any items in any invoices submitted by Consultant are disputed by Owner for any reason, including the lack of supporting documentation, Owner may temporarily delete the disputed item and pay the remaining amount of the invoice. Owner shall promptly notify Consultant of the dispute and request clarification and/or remedial action. After any dispute has been settled, Consultant shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice.

## **5.0 GENERAL CONSIDERATIONS**

### **5.1 Termination**

This Agreement may be terminated in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party. However, no termination for default may be initiated unless the other party is given a ten (10) calendar day cure period after written notice (delivery by certified mail, return receipt requested) of intent to terminate.

This Agreement may be terminated in writing (delivered by certified mail, return receipt requested) by Owner for its convenience.

Upon any termination, Consultant shall (1) promptly discontinue all Services affected (unless a termination notice from Owner directs otherwise); and (2) deliver or otherwise make available to Owner upon full payment for services rendered to the date of termination, all documents, data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by Consultant in performing this Agreement, whether such materials are completed or in process. All payments due Consultant at termination shall be made by Owner.



## 5.2 Ownership of Documents

The original documents, plans, electronic files, studies or reports prepared under this Agreement, for which the Owner pays compensation to the Consultant, except for working notes and internal documents, shall become and remain the property of the Owner, and upon payment of said compensation, shall be surrendered to the Owner upon the completion of the Work under this Agreement or on the completion of specific phases of the Work, if requested by the Owner. All deliverables in Attachment A shall be provided to Owner regardless of whether requested by Owner. The Consultant may retain copies of said work in their files, but such work shall not be released to any other party or reused by the Consultant without the express written consent of the Owner. Reuse of any of these drawings, specifications or other work products of the Consultant by the Owner for other than the specific project covered in this Agreement without the written permission of the Consultant shall be at the Owner's risk, provided that the Consultant shall not be liable for any claims or damages arising out of such unauthorized reuse by the Owner or by other's actions through the Owner.

## 5.3 Insurance

All certificates shall provide for a minimum written notice of thirty (30) days to be provided to District in the event of material change, termination or non-renewal by either Contractor or carrier.

### Professional Liability Insurance:

Consultant shall maintain professional liability insurance for protection against claims arising out of performance of services under this Agreement caused by negligent acts, errors, or omissions for which "PROFESSIONAL SERVICES" is legally liable for a period of five (5) years thereafter, if available and reasonably affordable. The professional liability policy shall provide a minimum coverage of \$1,000,000 per claim/annual aggregate. Consultant shall maintain the existing retroactive date on all future policies with the same insurance company and attempt to do so if Consultant changes insurance companies. In the event that Consultant goes out of business during the instant period, Consultant shall purchase, at the request of Owner, an extended reporting period.

Should Consultant's normal professional liability coverage be less than the minimum required amount, Consultant may purchase project insurance or obtain a rider on his normal policy in an amount sufficient to bring Consultant's coverage up to minimum requirements.

### Commercial Insurance:

Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees, or subcontractors. Contractor shall purchase General Liability, Auto Liability, Workers' Compensation, and Professional Liability Insurance (if applicable) coverage as required.

### General Liability:

Contractor shall purchase General Liability including appropriate Auto Liability with a \$1,000,000 combined single limit per occurrence, for bodily injury, personal injury and property damage. Contractor shall have a Certificate of Insurance issued to the INCLINE VILLAGE GENERAL

IMPROVEMENT DISTRICT naming it as additional insured, and indicating coverage types, amounts and duration of the policy.

Workman's Compensation:

It is understood and agreed that there shall be no Industrial Insurance coverage provided for the Contractor or any Subcontractor by the District; and in view of NRS 616.280 and 617.210 requiring that Contractor comply with the provisions of Chapters 616 and 617 of NRS, Contractor shall, before commencing work under the provisions of this Agreement, furnish to the District a Certificate of Insurance from an admitted insurance company in the State of Nevada.

**5.4 Controlling Law**

This Agreement is to be governed by and construed in accordance with the Laws of the State of Nevada.

**5.5 Successors and Assigns**

The parties hereby bind their respective partners, successors, executors, administrators, legal representatives, and, to the extent permitted by this section 5.5, their assigns, to the terms, conditions, and covenants of this Agreement.

Neither Owner nor Consultant shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent professional associates, subconsultants, and consultants as Consultant may deem appropriate to assist in the performance of Services.

Except as may be expressly stated otherwise in this Agreement, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner and Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Consultant and not for the benefit of any other party.

**5.6 Dispute Resolution**

This Agreement to engage in alternate dispute resolution ("ADR") pursuant to NRS 338.150 and any other Agreement or consent to engage in ADR entered into in accordance herewith as provided in this Section 5.6 will be specifically enforceable under the prevailing Nevada law in the Second Judicial District Court of the State of Nevada in and for the County of Washoe, if the parties mutually agree to such ADR. Any mediation shall occur in Incline Village, Washoe County, Nevada. The mediation shall be conducted through the American Arbitration Association (AAA) and be governed by the AAA's Mediation Procedures.

The mediator is authorized to conduct separate or ex parte meetings and other communications with the parties and/or their representatives, before, during and after any scheduled mediation

conference. Such communications may be conducted via telephone, in writing, via email, online, in person or otherwise.

Owner and Consultant are encouraged to exchange all documents pertinent to the relief requested. The mediator may request the exchange of memorandum on all pertinent issues. The mediator does not have the authority to impose a settlement on the parties but such mediator will attempt to help Owner and Consultant reach a satisfactory resolution of their dispute. Subject to the discretion of the mediator, the mediator may make oral or written recommendations for settlement to a party privately, or if the parties agree, to all parties jointly.

Owner and Consultant shall participate in the mediation process in good faith. The mediation process shall be concluded within sixty (60) days of a mediator being assigned.

In the event of a complete settlement of all or some issues in dispute is not achieved within the scheduled mediation session(s), the mediator may continue to communicate with the parties, for a period of time, in an ongoing effort to facilitate a complete settlement. Any settlement agreed upon during mediation shall become binding if within thirty (30) days after the date that any settlement agreement is signed, either the Owner or Consultant fails to object or withdraw from the agreement. If mediation shall be unsuccessful, either Owner or Consultant may then initiate judicial proceedings by filing suit. Owner and Consultant will share the cost of mediation equally unless agreed otherwise.

## **5.7 Equal Employment and Non-Discrimination**

In connection with the Services under this Agreement, Consultant agrees to comply with the applicable provisions of State and Federal Equal Opportunity statutes and regulations.

## **5.8 Indemnification and Legal Fees**

Consultant agrees to defend, indemnify and hold harmless the public body, and the employees, officers and agents of Owner from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees and costs, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the alleged negligence, alleged negligent errors, alleged negligent omissions, recklessness or intentional misconduct of the Consultant or the employees or agents of Consultant in the breach of performance of the contract. If the insurer by which the Consultant is insured against professional liability does not so defend Owner and the employees, officers and agents of Owner and the Consultant is adjudicated to be liable by a trier of fact, the trier of fact shall award reasonable attorney's fees and costs to be paid to Owner by the Consultant in an amount which is proportionate to the liability of the design Consultant. As used in this section, "agents" means those persons who are directly involved in and acting on behalf of Owner or Consultant, as applicable, in furtherance of the contract or the public work to which the contract pertains.

As respects all acts or omissions which do not arise directly out of the performance of professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, Consultant agrees to indemnify, defend (at Owner's option), and hold harmless Owner, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, or liability arising out of any acts or omissions of Consultant (or Sub-contractor, if any) while acting under the terms of this Agreement; excepting those which arise out of the negligence, errors, omissions, recklessness or intentional misconduct of the employees, officers or agents of Owner.

The obligations of each indemnifying party hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section. The indemnification shall not be diminished or limited in any way to the total limits of insurance required in this contract or otherwise available to the indemnifying party. If the liability is asserted by an employee of an indemnifying party, the indemnification herein is not limited to damages, compensation or benefits payable by or for the indemnifying party under worker's compensation acts, disability benefit acts or other employee benefit acts. Each indemnifying party shall be permitted to participate, if it chooses, in the defense of any action claiming liability, even if the indemnified party is indemnified hereunder. Either party may set off any of its rights under this subsection against any consideration it provides under this agreement. The obligations to indemnify and save harmless herein survive the expiration or termination of this Agreement.

The prevailing party in any litigation between Owner and Consultant regarding this Agreement shall be entitled to recover its reasonable attorneys' fees and costs. The hourly rate for such fees shall not exceed the rate paid by Owner.

## **5.9 Changes and Modifications**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless approved by both parties in a written amendment to this Agreement. Such amendment shall be authorized and signed in the same manner as this Agreement.

## **5.10 Licenses**

Consultant shall have a Washoe County business license, and all appropriate Consultant's licenses and certifications for the services to be performed.

## **5.11 Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

## **5.12 Waiver**

One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

## **5.13 Extent of Agreement**

This Agreement, including all Attachments, and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by Owner with respect to the Project or Consultant's services.

**5.14** Neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; and/or cost of

capital) arising out of, resulting from, or in any way related to the Project, the work or this Agreement from any cause or causes, including but not limited to any such damages caused by negligence, errors or omissions, strict liability or breach of contract.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and date of the year first set forth above.

**OWNER:**  
**INCLINE VILLAGE G. I. D.**  
**Agreed to:**

**CONTRACTOR:**  
**HDR Engineering, Inc.**  
**Agreed to:**

By: \_\_\_\_\_  
Brad B. Underwood, P. E.  
Director of Public Works

By: \_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Print or Type Name and Title*

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

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

**Reviewed as to Form:**

\_\_\_\_\_  
Joshua Nelson  
District General Counsel

If Contractor is a corporation, attach evidence of authority to sign.

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

Owner's address for giving notice:  
**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Division

Contractor's address for giving notice:  
**HDR Engineering, Inc.**  
2365 Iron Point Road, Suite 300  
Folsom, California 95630

**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**  
REQUEST FOR PROPOSALS (RFP)  
A PUBLIC UTILITY RATE STUDY FOR PROVISION OF  
WATER AND SEWER SERVICES

July 9, 2021

**BACKGROUND INFORMATION**

The Incline Village General Improvement District (IVGID) wishes to retain the services of a qualified consulting resource with 5 years of relevant and documented experience in water and sewer utility rate studies and models. The consultant will provide professional services in connection with the study of utility rates for the Incline Village General Improvement District (IVGID or District). IVGID anticipates selecting a firm and making final Contract Award by our Board of Trustees on or around August 25, 2021.

The District owns, operates and maintains the following water and sewer system infrastructure to meet or exceed Federal EPA and State of Nevada regulations. The District has a comprehensive preventative maintenance program as part of its asset management program for all of the pipes, pumps, motors, valves, generators, instruments and other equipment and appurtenances. This will be a professional services contract in the State of Nevada. No engineering services as defined by Nevada Revised Statute 625 are anticipated.

**Water System**

- Ultraviolet & ozone water treatment plant able to treat up to 8.5 million gallons daily
- 100 miles of water mains between 4" to 24"
- 753 fire hydrants, 12 IVGID fire hydrants, and 106 private fire hydrants
- 2,031 gate valves
- 13 potable water tanks providing 7 million gallons of storage
- 13 water pumping stations with 26 pressure zones
- Service connections to over 4,440 water meters

**Sewer System**

- 105 Miles of gravity lines and 14 miles of sewer force mains between 6" to 24"
- 1,926 sewer manholes
- 20 sewer pump stations
- A wastewater treatment plant able to treat up to 2.1 million gallons daily
- 20 Miles of effluent pipeline to Carson Valley
- A 900-acre wetland site located in the Carson Valley for effluent water

**Season/Service Period**

- Water and sewer distribution and treatment is staffed and operated 24/7.
- Administration and customer service hours are weekdays, 8 a.m. to 4:30 p.m., excluding holidays.



## Water and Sewer Service Measures

- The District reads over 4,440 water meters and prepares utility bills monthly for the various customer classes (i.e. residential, multi-family, commercial, IVGID, etc.). Water and sewer production and staffing levels are also maintained.

This Request for Proposals (RFP) describes the rate study objectives, and includes an outline of the scope of services to be completed. The proposed schedule is preliminary and subject to modification. RFP submittal requirements are outlined, and the selection process is described.

Current rate information is available on the District webpage:

<https://www.yourtahoeplace.com/public-works/rates-billing/about-rates-billing>

## **GENERAL INFORMATION**

1. IVGID invites qualified firms to submit proposals for the **Public Utility Rate Study for the Provision of Water and Sewer Services**. Proposals shall be submitted in accordance with the documents and requirements as set forth in this RFP. The Contract that will result from this RFP will include what is indicated in the Proposal Format section of this RFP.
2. A District Review and Selection Committee will evaluate the proposals submitted.
3. During evaluation, the District Review and Selection Committee reserves the right, where it may serve the District's best interest, to request additional information or clarification from the Proposer, or to allow corrections of errors or omissions. Oral interviews **may** be conducted by the District Review and Selection Committee for the Consultants who submit a Proposal and were short listed. If interviews are held, only the firm(s) whose proposals most closely meet the District's requirements will be interviewed.
4. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the resultant contract between IVGID and the selected firm.
5. The use of the terms "firm," "proposer," and "consultant" refer to Proposer with certified personnel, doing business in the United States and with business license paid to Washoe County after selection of the firm. With this type of project, the District may accept one or more firms teaming up for joint venture with a Nevada-based firm to prepare the required services, but the District will recognize such a consortium as a single entity only with one juridical personality.
6. There is no expressed or implied intent or obligation for IVGID to reimburse responding firms for any expenses incurred in preparing proposals, as well as, travel expenses during interviews (if required) in response to this RFP.
7. IVGID shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

## **PROJECT STUDY OBJECTIVES**

A rate model will be prepared. Services will include redrafting of Water and Sewer Ordinances, the Schedule of Service Charges addressing rates, and a public hearing.

The rate study to be prepared as part of this work effort is intended to establish 5-year water and sewer utility rates for all customer types that will achieve the following objectives:

1. Provide cost-of-service analyses that identify both the direct and indirect cost of providing water and sewer services with established and anticipated standards and regulations.
2. Ensure that the revenues generated by the utility rates are adequate to maintain operations at current service levels over the five-year planning horizon for the rate study, and incorporate, where appropriate, recommendations from the District's recently completed Utilities Management Review and Asset Assessment.
3. Address the funding for capital programs in the maintenance of infrastructure by incorporating reasonable projections for facility replacement within the revenue requirements and rate calculations.
4. Provide recommendation alternatives based on cash funding versus bond funding of capital expenditures.
5. Evaluate and select a rate structure, or modification to the District's current rate structure, that will continue to encourage water conservation, ensure that rate structures fairly distribute the cost of services across categories of users, are easy for customers to understand, and phase rate increases to minimize rate change impacts.
6. Incorporate policies with respect to adequate reserves for operations, rate stabilization, future treatment requirements, and capital improvements.
7. Provide comparative benchmarking analysis of proposed water and sewer user rates (to include additional fees shown on IVGID's fee schedule) with other area water and sewer service providers to ensure accurate like for like comparison.

## **RFP DOCUMENTS**

A complete copy of this RFP, together with a ZIP file of PDFs for the prior 5 years of District rate studies, may be obtained at the District's Planet Bids website, <https://www.planetbids.com/portal/portal.cfm?CompanyID=30437>.

## **SCOPE OF WORK**

1. Conduct an in-person kickoff meeting with IVGID Administrative staff to review background information, including but not limited to:
  - Regulatory requirements, bond covenants, and other contractual requirements;
  - Operational and capital improvement needs;
  - Historical revenues, usage, expenses, debt service requirements, reserve policies, billing and collection procedures, rates and charges, and customer information;
  - Projected revenues, usage, expenses, debt service, reserve policies, billing and collection procedures, rates and charges, and customer information;
  - Findings from Utilities Management Review & Asset Management Assessment;
  - District Master Plan; and



- Other applicable information, as deemed necessary by the consultant and/or IVGID to fully inform the consultant of the District's current financial situation, rate and fee structure, and ability to finance capital projects.
- 2. During the course of the study schedule, one (1) additional in-person meeting may be required with District staff, in addition to the kick-off meeting. Any additional meetings needed will be conducted via teleconferencing.
- 3. Develop a financial model for the District's utility operations, taking into account factors such as capital improvement program, operating costs, regulatory changes and other issues that may affect the financial integrity of the District. Prepare financial cash flows, long-range forecasts and projections to span ten years. Review with District staff for agreement on assumptions, interpretation of data and completeness of approach. Electronic files of the worksheets generated for these forecasts shall be provided to the District for future reference and use.
- 4. Review current billing policies, processes, procedures, and bill format versus industry benchmarks and best practices.
- 5. Review and design, as necessary, rate structures, fees and any other service charges needed for IVGID to meet current and five-year CIP goals, debt service, and operational expenses.
- 6. The recommended rate structure(s) shall be planned for a period of at least five (5) years.
- 7. Develop the corresponding rate model and provide in electronic format to the District for future use.
- 8. Evaluate utility ordinance language addressing rates, and redraft the Ordinance as necessary to meet the final recommendations.
- 9. Perform an analysis of the various reserves, restricted account and fund balances, and make recommendations for appropriate levels.
- 10. Evaluate the existing District connections, retroactive capital improvements, capacity, connection, inspection fees, and other miscellaneous charges and provide recommendations.
- 11. Ensure any proposed rate structure can be handled by the District's existing billing system.
- 12. In the event that significant rate changes are necessary, provide implementation strategies to reduce adverse impact on specific consumer groups (i.e. full-time versus part-time residential users). The benefits of any proposed modifications shall be weighed against the financial impacts on ratepayers.
- 13. Provide a detailed project schedule, including milestones, major activities, and deliverables for all aspects of the project.
- 14. Provide monthly progress reports to accompany each invoice.
- 15. Prepare and present a preliminary report with sufficient detail to define the alternative rate structures, supported by a rate model, for staff review and comment. The detail will encompass the present rate structure, timing of future increases, capital improvement funding, and reserve balances. The Director of Public Works must accept the preliminary rate study prior to the public process.

16. Prepare a final draft report, with recommendations and five-year financial forecast, and develop necessary materials for presentation to the District's Board of Trustees. Attendance by Consultant will be required at a Board of Trustees meeting to present findings and rate recommendations.
17. Submit all reports and models electronically using Microsoft Office and PDF formats.

### **STUDY ELEMENTS**

In making rate structure recommendations, the final report shall explicitly include the following elements and analyses, as well as any other elements generally included or required by industry standard:

1. A brief physical description of the District's utility system;
2. Current and potential service area description, including population characteristics;
3. Overview of financial operations over the last five years;
4. Annual operating income, rate of return, and cash flow targets;
5. Annual contingency account balances and level of liquidity;
6. Recommendations for changes to billing policies and practices, if any;
7. Comprehensive Summary of Rate and Fee Structure(s): Assess performance of each alternative rate structure and provide recommendation of the optimal rate structure;
8. Local rate comparisons; and
9. Supporting data.

### **OWNER RESPONSIBILITIES**

1. Detailed information regarding its operations, locations, facilities, etc.
2. Documentation and commentary regarding current assets.
3. Customer data, billing and usage information.
4. Financial data of budget revenues and expenditures, and capital improvement plan.
5. Existing debt schedules.
6. Current Utilities Management Review & Asset Assessment report.
7. District reserve policies.
8. District Master Plan.
9. Any other data deemed necessary and that the District has available.
10. Project management support.

## SCHEDULE

### RFP Phase

Release of RFP	July 9, 2021
Question Submittal Deadline	July 22, 2021 @ 4:00 p.m.
RFP Submittal Deadline	July 29, 2021 @ 4:00 p.m.
Shortlist Notification	August 5, 2021
Selection/Notification	August 12, 2021
Anticipated IVGID Board Award	August 25, 2021

### Work Phase - Anticipated Dates

Award Professional Services Contract	August 26, 2021
Notice to Proceed	August 30, 2021
Start of Analysis	September 1, 2021
Anticipated Project Analysis Completion	November 10, 2021

## PROPOSAL FORMAT

Proposal shall include a title page showing the RFP subject, the firm's name, address, telephone number and e-mail of a contact person. The Proposal must be received on or before the date and time set for receipt of proposals.

Proposals shall be clear, straightforward, and not exceed thirty (30) pages in length, minimum 11-point font on 8.5x11 paper if printed out, including resumes. Company brochures can be provided as an appendix to the 30 pages referenced above but shall not exceed four (4) pages.

Consultant will be selected through a qualifications-based selection process, based on the criteria below. Project experience with IVGID is not required.

1. Transmittal Letter with Consultant's name, general introduction, specified years in professional service, brief statement that the proposer's understanding of the services to be performed, a positive commitment to perform the service within the time period, principal-in-charge, address, and telephone number.

2. Experience of the Consultant

Describe the experience and qualifications of the Consultant in providing services for similar projects. The selected Consultant will be required to have a complete understanding and expertise in industry (AWWA) standard procedures. Provide a list of not less than three (3) and no more than six (6) client references for which services similar to those outlined in this RFP have recently been provided. For each project listed, provide:

- Description of the project including project owner, location and scope.
- Project's original contract value, final contract value, and reason for variance.
- Project's start date, projected completion date, completion date, and reason for variance.
- Project contact name, phone number and email address, for potential reference follow-up by IVGID.

### 3. Experience of Key Personnel

Describe the experience and qualifications in providing services for similar projects of the project team expected to be assigned to this project. For each key person identified, list their length of time with the firm. Discuss the availability of key personnel with respect to current and projected workloads. Provide a project team organization chart demonstrating how the team will work together. If sub-consultants are to be part of the team, provide similar information for their team members and how they fit into the organization chart.

### 4. Project Understanding and Approach

Describe your firm's understanding of the District's need for this project, including important considerations such as project issues and challenges. Describe the team's approach to the project, including important considerations such as scope, schedule, and budget. Provide a detailed schedule that incorporates target dates and deliverables through final approval of recommended rates.

### 5. Technical Capacity

Consultant demonstrates that the knowledge, skills and abilities to perform the specifications of the RFP exist within its organization.

### 6. Cost Proposal – Not included in page count

As part of the Cost Proposal, firms should provide a **detailed scope of work, resource levels, the cost/billing rates** to be charged to the District, and a **not to exceed proposed project cost**. The Cost Proposal shall also identify direct labor costs and expenses, including travel and other direct expenses.

Rates by Partner, Supervisory and Staff: The cost proposal shall include detailed information regarding the estimated number of hours to be dedicated to the District's engagement, delineated by staffing level and the hourly rate of each.

The Cost Proposal and scope of work may be subject to negotiation, in order to meet the District's requirements and budgets.

## SELECTION CRITERIA

The District will rank the Consultants based on the Proposals received; this may include formal interview(s) of the most qualified candidates. The District may conduct a due diligence review on the Consultant receiving the highest evaluation.

The District will enter into negotiations with the most qualified Consultant and execute a Professional Services Agreement upon completion of negotiation of fees, contract terms, and District Board of Trustees approval. If an acceptable agreement cannot be reached with the highest ranked Consultant, the District shall proceed to negotiate with the next highest ranked Firm and so on until an acceptable agreement is negotiated or the District, in its sole discretion, elects to terminate the solicitation.

## SAMPLE PROFESSIONAL SERVICES AGREEMENT

A sample copy of the District's standard Professional Services Agreement is included with this RFP as Attachment 1. Although contract modifications may be included within the

proposal, please be advised that as a general rule, the District does not make but minor modifications.

## **QUESTIONS AND CONTACTS**

All questions should be directed through the District's Planet Bids portal. For assistance with Planet Bids or downloading of documents, contact:

Ronnie Rector, Public Works Contracts Administrator  
Phone: 775-832-1267  
Email: [rlr@ivgid.org](mailto:rlr@ivgid.org)

Questions regarding the requested services or the contents of this RFP must be submitted through Planet Bids by 4:00 p.m. on July 22, 2021. All questions will be answered and copies of both the question and answer will be posted on the Planet Bids site and emailed to all parties registered within Planet Bids for this RFP.

## **SUBMITTAL**

Interested parties shall electronically submit a pdf file of their Proposal by no later than 4:00 p.m. July 29, 2021, through Owner's Planet Bids website, <https://www.planetbids.com/portal/portal.cfm?CompanyID=30437>, and will be subject to the terms, conditions and scope of services herein stipulated and/or attached hereto. Planet Bids will automatically refuse any proposals submitted after this time.

Confidentiality: All documents and other information submitted in response to this RFP, including, without limitation, a Proposal, are confidential and will not be disclosed until notice of intent to award the contract is issued.

SHORT FORM AGREEMENT  
between  
INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT  
and  
X  
for  
PROFESSIONAL SERVICES

This Agreement is made as of DATE between INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT (IVGID), hereinafter referred to as "Owner," and X, hereinafter referred to as "Consultant." Owner intends to complete the Project(s) as described in Attachment A. Consultant's Scope of Work and Proposed Work Schedule, and as amended from time to time, hereinafter referred to as the "Project."

#### 1.0 BASIC SERVICES

The Consultant shall perform the following tasks and additional services as may be included from time to time by Additional Services Addendums (ASAs) to this Agreement in accordance with Paragraph 4.2, Additional Services:

Basic Services are as described in Attachment A, essentially consisting of short project description.

All documentation, drawings, reports and invoices submitted for this project will include IVGID Purchase Order Number TBD.

#### 2.0 OWNER'S RESPONSIBILITIES

Owner shall do the following in a timely manner so as not to delay the services of Consultant:

- 2.1 Designate in writing a person to act as Owner's representative with respect to services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, and interpret and define Owner's policies and decisions with respect to Consultant's services for the Project.
- 2.2 Assist Consultant by placing at Consultant's disposal existing data, plans, reports and other information known to, in possession of, or under control of Owner which are relevant to the execution of Consultant's duties on the Project. Also, provide all criteria and full information as to Owner's requirements for the Project, including design criteria, objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.

#### 3.0 PERIODS OF SERVICE

3.1 **General.** The provisions of Section 3 and the various rates of compensation for Consultant's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the Services contained herein. Consultant's obligation to render services hereunder will extend for a period which may reasonably be required for the performance of Consultant's services and required extensions thereto. If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided and if such dates are exceeded through no fault of Consultant, all rates, measures, and amounts of compensation provided herein shall be subject to equitable adjustment pursuant to Section 5.9.

3.2 Consultant agrees to exercise diligence in the performance of its services consistent with the agreed upon schedule, which is based upon an anticipated completion date of no later than DATE, subject, however, to the exercise of the generally accepted standard of care for performance of services.

#### 4.0 PAYMENT TO CONSULTANT

##### 4.1 Methods of Payment for Services and Expenses of Consultant

###### Compensation Terms Defined

"Reimbursable Expenses" shall mean the actual expenses incurred directly or indirectly in connection with the Project, including, but not limited to subconsultants or subconsultant costs, transportation and subsistence incidental thereto, obtaining bids or proposals from Consultant(s), toll telephone calls, express mail and telegrams, reproduction of Reports, Drawings, Specifications, Bidding Documents, and similar Project-related items in addition to those required under Section 1. In addition, Reimbursable Expenses will also include expenses incurred for main frame computer time and other highly specialized equipment, including photographic production.

Basis and Amount of Compensation for Basic Services. Compensation shall be as indicated in Attachment A, with a total amount of X Dollars (\$X), to be billed on a time and materials basis as indicated in Attachment "A" or as a fixed fee based on percentage complete measured against the estimated time schedule set forth in Attachment A. In no event shall compensation for any Activity identified in Attachment A exceed the amount set forth in the attachment. The fixed fee shall include Reimbursable Expenses, and Consultant shall not request or receive any additional payments for such expenses.

##### 4.2 Basis and Amount of Compensation for Additional Services

Compensation for additional services shall be on the basis agreed upon at the time of request for additional services. The estimated amount of additional services will be determined at the time the additional services are requested.



#### 4.3 Intervals of Payments

Payments to Consultant for Basic and Additional Services rendered and Reimbursable Expenses incurred shall be made once every month by Owner. Consultant's Invoices will be submitted once every month and will be based upon total services completed at the time of billing. Owner shall make prompt payments in response to Consultant's invoices. Invoices shall be sent to [invoices@ivqid.org](mailto:invoices@ivqid.org) with a copy sent to [RLR@ivqid.org](mailto:RLR@ivqid.org).

#### 4.4 Other Provisions Concerning Payments

If Owner fails to make any payment due Consultant for services and expenses within 30 days after receipt of Consultant's statement, the amounts due Consultant will be increased at the rate of one percent (1%) per month from date of Owner's receipt of invoice.

If the Project is suspended or abandoned in whole or in part for more than 90 days, Consultant shall be compensated for all services performed prior to receipt of written notice from the Owner of such suspension or abandonment, together with Reimbursable Expenses then due.

If any items in any invoices submitted by Consultant are disputed by Owner for any reason, including the lack of supporting documentation, Owner may temporarily delete the disputed item and pay the remaining amount of the invoice. Owner shall promptly notify Consultant of the dispute and request clarification and/or remedial action. After any dispute has been settled, Consultant shall include the disputed item on a subsequent regularly scheduled invoice or on a special invoice.

### 5.0 GENERAL CONSIDERATIONS

#### 5.1 Termination

This Agreement may be terminated in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party. However, no termination for default may be initiated unless the other party is given a ten (10) calendar day cure period after written notice (delivery by certified mail, return receipt requested) of intent to terminate.

This Agreement may be terminated in writing (delivered by certified mail, return receipt requested) by Owner for its convenience.

Upon any termination, Consultant shall (1) promptly discontinue all Services affected (unless a termination notice from Owner directs otherwise); and (2) deliver or otherwise make available to Owner upon full payment for services rendered to the date of termination, all documents, data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by Consultant in performing this Agreement, whether such materials are completed or in process. All payments due Consultant at termination shall be made by Owner.

#### 5.2 Ownership of Documents

**Alternate** - The original documents, plans, electronic files, studies or reports prepared under this Agreement, for which the Owner pays compensation to the Consultant, except for working notes and internal documents, shall become and remain the property of the Owner, and upon payment of said compensation, shall be surrendered to the Owner upon the completion of the Work under this Agreement or on the completion of specific phases of the Work, if requested by the Owner. All deliverables in Attachment A shall be provided to Owner regardless of whether requested by Owner. The Consultant may retain copies of said work in their files, but such work shall not be released to any other party or reused by the Consultant without the express written consent of the Owner. Reuse of any of these drawings, specifications or other work products of the Consultant by the Owner for other than the specific project covered in this Agreement without the written permission of the Consultant shall be at the Owner's risk, provided that the Consultant shall not be liable for any claims or damages arising out of such unauthorized reuse by the Owner or by other's actions through the Owner.

**Alternate** for architectural services contracts: Drawings and specifications remain the property of the Consultant. Copies of the drawings and specifications retained by Owner may be utilized only for his/her use and for occupying the project for which they were prepared, and not for the construction of any other project.

#### 5.3 Professional Liability Insurance

Consultant shall maintain professional liability insurance for protection against claims arising out of performance of services under this Agreement caused by negligent acts, errors, or omissions for which "PROFESSIONAL SERVICES" is legally liable for a period of five (5) years thereafter, if available and reasonably affordable. The professional liability policy shall provide a minimum coverage of \$1,000,000. Consultant shall maintain the existing retroactive date on all future policies with the same insurance company and attempt to do so if Consultant changes insurance companies. In the event that Consultant goes out of business during the instant period, Consultant shall purchase, at the request of Owner, an extended reporting period.

Should Consultant's normal professional liability coverage be less than the minimum required amount, Consultant may purchase project insurance or obtain a rider on his normal policy in an amount sufficient to bring Consultant's coverage up to minimum requirements.

#### 5.4 Controlling Law

This Agreement is to be governed by and construed in accordance with the Laws of the State of Nevada.

#### 5.5 Successors and Assigns

The parties hereby bind their respective partners, successors, executors, administrators, legal representatives, and, to the extent permitted by this Section 5.5, their assigns, to the terms, conditions, and covenants of this Agreement.

Neither Owner nor Consultant shall assign, sublet, or transfer any rights under or interest in this Agreement (including, but without limitation, monies that may become due or



monies that are due) without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law.

Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent professional associates, subconsultants, and consultants as Consultant may deem appropriate to assist in the performance of Services.

Except as may be expressly stated otherwise in this Agreement, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Owner and Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Consultant and not for the benefit of any other party.

#### 5.6 Dispute Resolution

This Agreement to engage in alternate dispute resolution ("ADR") pursuant to NRS 338.150 and any other Agreement or consent to engage in ADR entered into in accordance herewith as provided in this Section 5.6 will be specifically enforceable under the prevailing Nevada law in the Second Judicial District Court of the State of Nevada in and for the County of Washoe. Any dispute arising under this contract will be sent to mediation. Any mediation shall occur in Incline Village, Washoe County, Nevada. The mediation shall be conducted through the American Arbitration Association (AAA) and be governed by the AAA's Mediation Procedures.

The mediator is authorized to conduct separate or ex parte meetings and other communications with the parties and/or their representatives, before, during and after any scheduled mediation conference. Such communications may be conducted via telephone, in writing, via email, online, in person or otherwise.

Owner and Consultant are encouraged to exchange all documents pertinent to the relief requested. The mediator may request the exchange of memorandum on all pertinent issues. The mediator does not have the authority to impose a settlement on the parties but such mediator will attempt to help Owner and Consultant reach a satisfactory resolution of their dispute. Subject to the discretion of the mediator, the mediator may make oral or written recommendations for settlement to a party privately, or if the parties agree, to all parties jointly.

Owner and Consultant shall participate in the mediation process in good faith. The mediation process shall be concluded within sixty (60) days of a mediator being assigned.

In the event of a complete settlement of all or some issues in dispute is not achieved within the scheduled mediation session(s), the mediator may continue to communicate with the parties, for a period of time, in an ongoing effort to facilitate a complete settlement. Any settlement agreed upon during mediation shall become binding if within thirty (30) days after the date that any settlement agreement is signed, either the Owner or Consultant fails to object or withdraw from the agreement. If mediation shall be unsuccessful, either Owner or Consultant may then initiate judicial proceedings by filing suit. Owner and Consultant will share the cost of mediation equally unless agreed otherwise.

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#### 5.7 Equal Employment and Non-Discrimination

In connection with the Services under this Agreement, Consultant agrees to comply with the applicable provisions of State and Federal Equal Opportunity statutes and regulations.

#### 5.8 Indemnification and Legal Fees

Consultant agrees to defend, indemnify and hold harmless the public body, and the employees, officers and agents of Owner from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees and costs, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the Consultant or the employees or agents of Consultant in the breach of performance of the contract. If the insurer by which the Consultant is insured against professional liability does not so defend Owner and the employees, officers and agents of Owner and the Consultant is adjudicated to be liable by a trier of fact, the trier of fact shall award reasonable attorney's fees and costs to be paid to Owner by the Consultant in an amount which is proportionate to the liability of the design Consultant. As used in this section, "agents" means those persons who are directly involved in and acting on behalf of Owner or Consultant, as applicable, in furtherance of the contract or the public work to which the contract pertains.

As respects all acts or omissions which do not arise directly out of the performance of professional services, including but not limited to those acts or omissions normally covered by general and automobile liability insurance, Consultant agrees to indemnify, defend (at Owner's option), and hold harmless Owner, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, or liability arising out of any acts or omissions of Consultant (or Sub-contractor, if any) while acting under the terms of this Agreement; excepting those which arise out of the negligence, errors, omissions, recklessness or intentional misconduct of the employees, officers or agents of Owner.

The obligations of each indemnifying party hereunder shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section. The indemnification shall not be diminished or limited in any way to the total limits of insurance required in this contract or otherwise available to the indemnifying party. If the liability is asserted by an employee of an indemnifying party, the indemnification herein is not limited to damages, compensation or benefits payable by or for the indemnifying party under worker's compensation acts, disability benefit acts or other employee benefit acts. Each indemnifying party shall be permitted to participate, if it chooses, in the defense of any action claiming liability, even if the indemnified party is indemnified hereunder. Either party may set off any of its rights under this subsection against any consideration it provides under this agreement. The obligations to indemnify and save harmless herein survive the expiration or termination of this Agreement.

The prevailing party in any litigation between Owner and Consultant regarding this Agreement shall be entitled to recover its reasonable attorneys' fees and costs. The hourly rate for such fees shall not exceed the rate paid by Owner.

SFA – Company Name

Title of Project

SFA-5

**5.9 Changes and Modifications**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless approved by both parties in a written amendment to this Agreement. Such amendment shall be authorized and signed in the same manner as this Agreement.

**5.10 Licenses**

Consultant shall have a Washoe County business license, and all appropriate Consultant's licenses and certifications for the services to be performed.

**5.11 Severability**

In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

**5.12 Waiver**

One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

**5.13 Extent of Agreement**

This Agreement, including all Attachments, and any and all amendments, modifications, and supplements duly executed by the parties in accordance with this Agreement, govern and supersede any and all inconsistent or contradictory terms, prior oral or written representations or understandings, conditions, or provisions set forth in any purchase orders, requisition, request for proposal, authorization of services, notice to proceed, or other form or document issued by Owner with respect to the Project or Consultant's services.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and date of the year first set forth above.

**OWNER:**  
**INCLINE VILLAGE G. I. D.**  
**Agreed to:**

**CONTRACTOR:**  
**Agreed to:**

By: \_\_\_\_\_  
Brad B. Underwood, P. E.  
Director of Public Works

By: \_\_\_\_\_  
*Signature of Authorized Agent*  
\_\_\_\_\_  
*Print or Type Name and Title*

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

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

**Reviewed as to Form:**

\_\_\_\_\_  
Joshua Nelson  
District General Counsel

If Contractor is a corporation, attach evidence of authority to sign.

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

Owner's address for giving notice:  
**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Div.  
Phone

Contractor's address for giving notice:

## Scope of Services

### Task 1. Initial Project Kick-Off Meeting

**Task Objective:** Bring the HDR project team and IVGID management and staff together at the start of the project to make sure that the parties have a mutual understanding of the goals, objectives, issues, and concerns related to the study.

**Task Approach:**

- ✓ Schedule an initial project meeting at IVGID's office.

**Expected IVGID Staff Support:**

- ✓ Have their key management/project team members attend a two-hour kick-off meeting
- ✓ Confirm IVGID's goals and objectives for the study.
- ✓ Review and provide background on IVGID's financial policies, financial background, Utilities Management Review & Asset Management Assessment, and Master/Capital Plans.

**Deliverables:**

- ✓ Summary memo outlining the study objectives, issues, and concerns.
- ✓ Face-to-face meeting to get the study off to a positive start.

**Key Issues Associated with Task 1:** The initial project meeting is important to the overall success of the study since it provides a key foundation for the rate study process (project team coordination). This meeting allows both parties to discuss in detail the overall goals and objectives for the water and sewer rate study, and at the same time discuss issues and concerns that either party may have. It is proposed that the initial project meeting be approximately two hours in length. The initial project meeting will be held at IVGID's office.

### Task 2. Written Data Request

**Task Objective:** Provide a written data request detailing the data and information required for the study.

**Task Approach:**

- ✓ Provide a detailed written data request to IVGID, segregated by utility.
- ✓ Identify and quickly resolve problem areas.

**Expected IVGID Staff Support:**

- ✓ Gather the data requested in the written data request provided by HDR.
- ✓ Discuss data constraints or outstanding data needs with HDR.

**Deliverables:**

- ✓ An initial written data request to IVGID and identification of data constraints.
- ✓ Documentation of data received and outstanding data needs.



**Key Issues Associated with Task 2:** HDR will provide a written data request to IVGID prior to the initial project meeting so that it can be discussed at the meeting and problem areas quickly resolved. The data and information requested for this study should be, for the most part, readily available information (e.g., financial, statistical, customer). HDR will review the data and information and will provide IVGID with documentation of the data received along with further questions or clarifications.

**Task 3. Review of IVGID’s Financial/Rate Policies and Other Relevant Documents**

**Task Objective:** Review IVGID’s existing financial/rate setting policies to determine the financial planning criteria to be used in developing IVGID’s rate study. In addition, review other relevant information and documents (e.g., facility/master/capital improvement plans).

**Task Approach:**

- ✓ Review the existing written financial/rate setting policies of IVGID’s utilities.
- ✓ As appropriate, discuss and recommend reserve funding levels based upon customary industry practices.
- ✓ Review other planning documents relevant to this study.

**Expected IVGID Staff Support:**

- ✓ Provide a copy of IVGID’s existing written, or unwritten, financial policies and planning/CIP documents.
- ✓ As needed, respond to questions concerning the data and information provided.

**Deliverables:**

- ✓ A review of IVGID’s existing written financial/rate setting policies.
- ✓ Review of other relevant financial and planning documents.
- ✓ Provide a summary memo confirming current policies and noting additional policies for IVGID to consider.

**Key Issues Associated with Task 3:** As a part of this task, HDR will review IVGID’s existing written financial policies. We will familiarize ourselves with IVGID’s policies and planning criteria, and, as appropriate, provide recommendations for additional policies or possible modifications to the existing policies. This will include items such as target ending reserve levels, adequate funding of renewal, and replacement needs. It is important to understand that this task is not developing a specific set of written financial or rate setting policies for IVGID. Rather, this task is intended to gain an understanding of the level of written policy direction already provided within the financial planning and rate setting process.

**Task 4. Revenue Requirement Analysis (Water and Sewer)**

**Task Objective:** Using a “generally accepted” rate-setting methodology, develop a revenue requirement analysis for each utility for a projected 10-year period, with a focus on the first 5 years. The revenue requirement analyses will establish the cost-based ‘level’ of revenue to be collected from rates (O&M and capital). Using IVGID’s capital improvement plans, a capital funding plan will be developed to maximize funds available for capital projects while minimizing overall rate impacts. If necessary, a plan to transition rates to cost-based levels will be

developed. The analysis will also examine key financial performance indicators such as debt service coverage and reserve levels.

**Task Approach:**

- ✓ Utilize the current budget for each utility and a “cash basis” methodology to accumulate costs.
- ✓ Develop a financial/rate model to project revenues and expenditures (operating and capital costs) for a 10-year period, with the focus on the next 5-year period.
- ✓ Develop a capital funding plan for IVGID’s water and sewer CIP and evaluate the financial/rate impacts of different CIP funding sources. Incorporate into the capital funding plan a consistent annual funding source for renewal and replacement capital projects.
- ✓ Utilize IVGID’s financial policies and financial planning criteria (e.g., reserves, DSC) and recent utility review/benchmarking.
- ✓ If needed, develop a rate transition plan to smoothly adjust the overall levels of rate revenues.

**Expected IVGID Staff Support:**

- ✓ Provide as-needed assistance to clarify IVGID’s data and information.
- ✓ Provide as-needed data refinements or additional data.
- ✓ Attend a 3- to 4-hour project meeting/video conference to review the draft revenue requirement analysis.
- ✓ Provide input for alternative scenarios to be reviewed (developed).

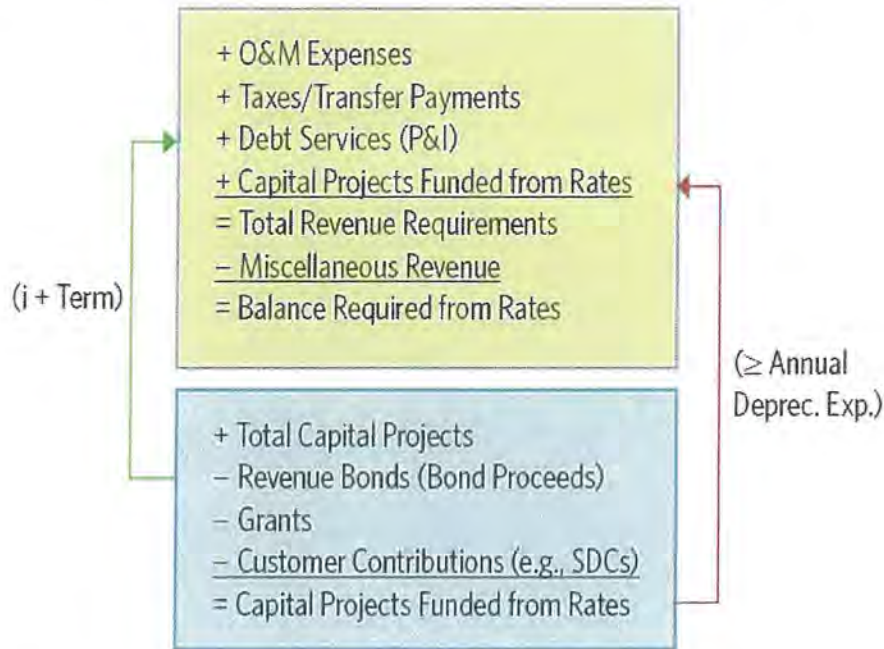
**Deliverables:**

- ✓ A water and sewer revenue requirement analysis for a projected 10-year period, with the focus on the first 5 years, that considers the necessary operating and capital needs of each utility.
- ✓ A capital financing plan within the revenue requirement analysis, utilizing IVGID’s capital improvement plans which attempts to maximize capital expenditures while minimizing the rate impacts to customers over time.
- ✓ If needed, a rate transition plan to “phase in” needed rate adjustments.
- ✓ Recommendations regarding key financial indicators (e.g., debt service coverage, capital funding/replacement through rates, reserve levels).
- ✓ One 3- to 4-hour meeting to review draft results of the revenue requirements.

**Key Issues Associated with Task 4:** The revenue requirement analysis is the first major analytical portion of the comprehensive rate study process. This task considers the prudent and proper funding for O&M and capital expenditures and evaluates the need for rate adjustments over the time period selected. The various analytical steps are described below.

*TIME PERIOD*—The financial model and revenue requirement analysis for each utility will be developed for a 10-year projected time period, with a focus on the first 5 years.

**REVENUE REQUIREMENT METHODOLOGY**—A “cash basis” methodology will be used for each utility. As shown in Figure 1 in the upper yellow box, a “cash basis” revenue requirement methodology sums operation and maintenance expenses, taxes/transfer payments, debt service



**FIGURE 1: Cash Basis Revenue Requirement and Capital Planning Methodology**

(P+I), and capital projects funded from rates. This produces the total revenue requirement. The total revenue requirement, minus miscellaneous revenues, produces the balance of funds required from rates. Stated another way, the balance of funds from rates represents an adequate level of rate revenues to meet the operating and capital needs of the utility.

**ACCUMULATION OF REVENUES AND EXPENSES**—Revenue requirements are composed of two major types of expenses or costs: operating costs and capital costs. Operating costs are generally projected from historical or budgeted costs, using escalation factors for future costs, and adjusted for known changes in operations (e.g., changes in levels of service/personnel, operating costs, growth/expansion). HDR will begin with IVGID’s current adopted water and sewer budget and project costs into the future using escalation factors for the various types of costs that IVGID incurs (e.g., labor, benefits, electricity, chemicals). Operating costs will also be analyzed and adjusted for changes in service levels or customer growth.

The starting point for projecting capital expenditures will be IVGID’s capital improvement plans for each utility. In the financial planning process, consideration must be given to maximizing the capital improvement expenditures, while minimizing rates to the utility’s customers. A more detailed view of the basic framework used to analyze capital improvement funding is shown below in Figure 2.



**Figure 2. Overview of the Methodology for Developing a Capital Funding Plan**

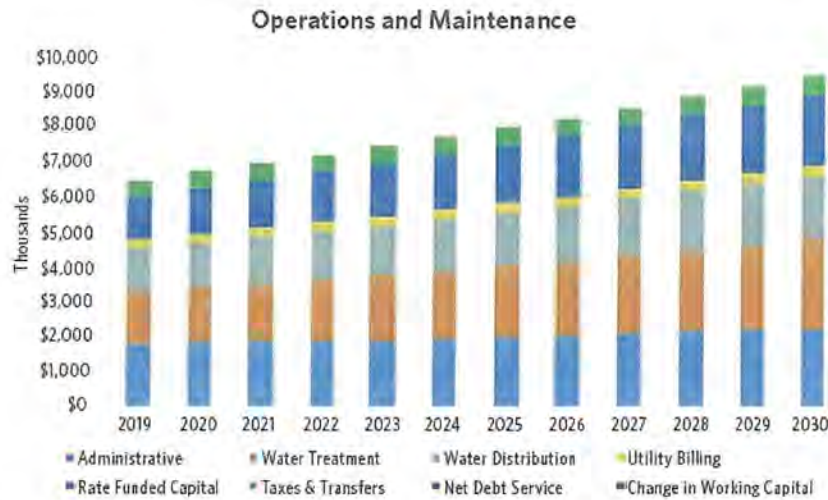
- + **Total Capital Projects (From Water and Sewer Capital Improvement Plans):**
  - ✓ Renewal and Replacement Capital Projects
  - ✓ Legally Mandated (Regulatory) Capital Projects
  - ✓ System Growth and Expansion Capital Projects
  
- **Outside Funding Sources:**
  - ✓ Capital Reserves
  - ✓ Grants
  - ✓ Low-Interest Loans (State and/or Federal)
  - ✓ Connection Fees/Contributed Capital
  - ✓ Borrowed Funds/Long Term Debt (e.g., Low-Interest Loans, Revenue Bond)
  
- = **Capital Projects Financed with Rate Revenues (≤ Depreciation Expense)**

The capital (improvement) funding plan is developed on a year-by-year basis for the projected 10-year period. The capital projects are listed by year with the estimated (planned) outside funding sources for each project. The balance of projects not funded by the available sources of funds must be financed from a combination of long-term debt and rates (or deferred). It is the balancing of the use of long-term debt to the impact upon rates that is critical to the analysis. The above framework provides the proper approach to evaluate the financial/rate implications of the planned capital improvements. HDR will work closely with IVGID to evaluate the current levels of funding for replacement capital and develop a long-term plan to increase funding to appropriate and adequate levels.

*FINANCIAL PLANNING CRITERIA*—HDR will develop the revenue requirement analyses to be consistent with IVGID’s financial policies (See Task 3), current rate (bond) covenants, industry customary practices and reflect the District’s recently completed utility review/benchmarking study. HDR will use financial targets based upon either IVGID’s current written policies, or absent clear policy direction, industry customary practices.

*SUMMARIZE THE RESULTS AND DEVELOP RATE TRANSITION PLAN*—The revenue requirement analysis is designed to provide an understanding of the total costs to operate each utility from year to year. While the analysis is very detailed, an important step is to summarize those results and findings into an easy to understand format. HDR will develop summary tables for the revenue requirement analysis that should provide easy to understand findings and results (Figure 3).





**FIGURE 3:** HDR rate models clearly display the costs and rate impacts of various operating and capital components.

Another important element of the study is the potential need for a rate transition plan. If needed, HDR will develop a rate transition plan to smoothly transition the rates over time, given the various funding requirements and constraints of the analysis. IVGID, within their RFP, suggested establishing rates for up to a 5-year period. In HDR’s experience, 5 years is typically the longest time period for which utilities establish and adopt rates.

*INTERNAL REVIEW MEETING(S)*—As the study progresses, HDR will meet with IVGID project team to review the draft results of the revenue requirement analyses. The objective of the internal review meeting is to provide IVGID with an understanding of the overall methodology, while reviewing the various key inputs and assumptions of the analysis. In this way, IVGID staff will clearly understand the approach and methodology used by HDR to develop the analysis, and gain IVGID staff confirmation of the key inputs and assumptions. Based on input from IVGID project team, the revenue requirements will be finalized.

**Task 5. Cost of Service Analysis (Water and Sewer)**

**Task Objective:** Using generally accepted methodologies, and IVGID’s specific and unique water and sewer system and customer characteristics, equitably distribute the water and sewer revenue requirement to the various customer classes of service (e.g., residential, commercial) and develop cost-based average unit costs for the eventual purpose of designing proposed rates. The cost of service analysis should provide both fixed and variable (consumption) average unit costs, which are the starting point for designing final proposed rate designs.

**Task Approach:**

- ✓ Utilize generally accepted water and sewer cost of service methodologies to equitably distribute IVGID’s revenue requirement to IVGID’s various customer classes of service.
- ✓ Summarize the results of the analysis and develop average unit costs.

**Expected IVGID Staff Support:**

- ✓ Discuss IVGID's water and sewer system and facilities.
- ✓ Attend a half-day meeting/video conference to review the draft results of the cost of service analysis.
- ✓ Review the key assumptions and results of the water and sewer cost of service analysis.

**Deliverables:**

- ✓ An equitable allocation of IVGID's test period water and sewer revenue requirements.
- ✓ Average unit costs (e.g., \$/customer/month, \$/1,000 gallons, \$/lb TSS and BOD).
- ✓ Meeting/video conference to review the draft final cost of service summary and recommendations.

**Key Issues Associated with Task 5:** In simplified terms, a cost of service analysis equitably distributes the revenue requirement between the various customer classes of service. The basis for establishing rates that are fair, equitable, and defensible has traditionally been cost of service principles and methodologies. Generally accepted cost of service methodologies are discussed in detail within the AWWA M-1 Manual, *Principles of Utility Rates, Fees and Charges* and the Water Environment Federation's Manual of Practice No. 27, *Financing and Charges for Wastewater Systems*. IVGID has noted that they have used the "commodity/demand" method in the past to establish their water rates.

Within a cost of service analysis, the revenue requirements are functionalized, allocated and distributed to the various customer classes of service (e.g., residential, commercial). The basic steps of a water and/or sewer cost of service analysis is described in more detail below.

*FUNCTIONALIZATION*—The preliminary arrangement of costs according to functions performed by the water or sewer system. For a water utility, the major functions are usually defined as source of supply, treatment, pumping, transmission, and distribution. For a sewer utility, the major functions are usually defined as collection, pumping and treatment. A utility's chart of accounts (i.e., accounting/budgeting system) typically provides functionalized data.

*ALLOCATION*—The process of allocating the functionalized costs to the various types of cost components or a water utility, these generally include commodity (total flow), demand (peak use), public fire protection, and customer-related cost components. For a sewer utility, these generally include flow, strength (total suspended solids and biochemical oxygen demand) and customer-related cost components. In the allocation process, each functionalized cost is assigned to a cost component based upon the reason why the cost was incurred (e.g., to meet a flow/volume requirement).

*DISTRIBUTION*—Given the allocation of costs to the various cost components, they are equitably distributed to the various customer classes of service using prescribed distribution techniques. For example, water commodity costs are equitably distributed on the basis of the total annual consumptive use for each class of service.

Provided below is a discussion of the major steps associated with the cost of service analysis.

*Step 1. Selection of Test Period*—A cost of service analysis typically reviews a one-year period to establish cost-based rates. For cost of service purposes, allocating the water and sewer 2022 revenue requirement would appear to be appropriate.

*Step 2. Selection of the Method to Accumulate Costs*—The “cash basis” revenue requirement developed in Task 4 will be equitably distributed within the cost of service analysis.

*Step 3. Functionalization and Allocation of Expenses*—Functionalization refers to the arrangement of the water and sewer cost data into its basic cost categories. Given functionalized water and sewer costs, the costs are then allocated to their various cost components based upon the reason why the cost was incurred. For example, allocation determines whether a specific water cost was incurred to meet a commodity, demand, customer, or fire protection-related need. For the sewer costs, they may be allocated to the cost components of volume (flow), strength (BOD, TSS), or a customer-related need. The allocation of IVGID’s water and sewer costs will be based upon generally accepted cost of service techniques and the specific system characteristics of IVGID’s water and sewer systems.

The basis for establishing rates that are fair, equitable, and defensible has traditionally been cost of service principles and methodologies.

*Step 4. Determination of Classes of Service*—IVGID currently serves residential and commercial customers, including IVGID facilities and snowmaking. As a part of this task/step, HDR will review with IVGID the issue of the classes of service to be used in this analysis.

*Step 5. Review of Customer Consumptive/Volumetric Use*—An important objective of the cost of service is to equitably distribute the costs to each class of service. In other words, consumption and flow-related costs should be equitably distributed between the various classes of service based upon the total annual consumptive use (water) or flow contributions (sewer) of each class of service. HDR will work with IVGID to review historical billing data and develop equitable distribution factors.

Finally, the cost basis for a tiered water rate structure is typically justified by the peak capacity patterns of the high-use customers. That is, their average use to peak use is typically higher than customers in lower tiers, thus they should be distributed a greater proportion of demand/capacity-related costs. This in turn produces a higher average unit cost for the upper tiers. As a part of this evaluation of customer consumption patterns, HDR will review in detail the peak capacity usage characteristics by tier size.

*Step 6. Distribution of Expenses*—The next step is to distribute each of the allocated costs to the various customer classes of service using distribution factors. HDR will develop water and sewer distribution factors that are “equitable” to customers, and which rely upon IVGID-specific data whenever possible.

*Step 7. Summary of the Cost of Service*—From the above process, a summary page of the water and sewer cost of service study is developed. The summary page compares the difference between the current level of rate revenues received from each class of service, and the equitably distributed cost of service for each class. This provides an understanding of the relationship between the costs each customer class of service places on the system and the



revenues received from the customers. From this summary, a determination can be made as to the revenue/rate adjustments, by class of service, which are reflective of cost responsibility.

*Step 8. Development of Average Unit Costs*—The cost of service provides the allocation of costs to each class of service, but it also provides average unit costs, or cost-based rates (e.g., \$/customer month, \$/HCF, \$/pound of BOD or TSS). These cost-based rates are used as the starting point for the development of the final proposed water and sewer rates. Average unit costs also provide IVGID with an understanding of the cost/rate relationship between fixed and variable costs.

*INTERNAL REVIEW MEETING(S)*—As the study progresses, HDR will meet IVGID project team to review the draft results of the cost of service analyses. The objective of the internal review meeting is to provide IVGID with an understanding of the overall methodology, while reviewing the various key inputs and assumptions of the analysis. In this way, IVGID staff will clearly understand the approach and methodology used by HDR to develop the analysis, and gain IVGID staff confirmation of the key inputs and assumptions. Based on input from IVGID project team, the cost of service will be finalized.

From the cost of service analysis above, IVGID will have a far better understanding of the cost-basis for the water and sewer rates to be developed in Task 6.

### **Task 6. Development of the Water and Sewer Rate Designs**

**Task Objective:** Utilize the cost information developed as a part of the previous tasks to develop water and sewer rate design alternatives, for a 5-year period. As appropriate, develop rate structure alternatives to address IVGID’s rate design goals and objectives, while providing rates which recover the cost of providing service. Develop bill comparisons for each rate design to demonstrate the potential bill impacts from a change in a rate structure or the level of the rates. Compare and contrast IVGID’s present and proposed rates to neighboring utilities.

**Task Approach:**

- ✓ Utilize the results of the water and sewer revenue requirement analysis and cost of service analysis to establish the overall level of revenue adjustments to IVGID’s water and sewer rates.
- ✓ Review IVGID’s rate design goals and objectives (e.g., revenue stability, ease of administration, ease of customer understanding, conservation/efficient use, encourage economic development).
- ✓ Review current billing policies and practices to industry customary practices.
- ✓ Review IVGID’s existing water and sewer rate structures and discuss with IVGID potential alternatives.
- ✓ Develop water and sewer rate design alternatives that meet IVGID’s objectives and are cost-based and equitable. Rates should be developed for a 5-year period.
- ✓ Develop customer bill comparisons to demonstrate the potential bill impacts over varying levels of usage.
- ✓ Compare and contrast IVGID’s present and proposed water and sewer rates to neighboring utilities.

- ✓ Review ordinance language regarding rates and provide suggested markup language for the proposed rates.

**Expected IVGID Staff Support:**

- ✓ Discuss IVGID's rate design goals and objectives and discuss potential rate structure alternatives.
- ✓ Review rate designs for appropriateness, provide direction for preferred alternatives.
- ✓ Confirm that rate design alternatives are compatible with the IVGID's current billing system.
- ✓ Provide a suggested list of suggested neighboring utilities for comparative purposes.

**Deliverables:**

- ✓ Review of IVGID's current water and sewer rates, along with billing policies and practices.
- ✓ Development of proposed water and sewer rates for a 5-year period (annual adjustments).
- ✓ Collaborate with District staff on the compatibility of rate design alternatives with the District's current billing system.
- ✓ Bill comparisons and graphs for the developed rate design alternatives.
- ✓ Bill comparisons to neighboring utilities.
- ✓ Review ordinance language regarding utility rates and provide suggested markup language for the proposed rates.

**Key Issues Associated with Task 6:** The development of proposed water and sewer rate designs is the final analytical task of the comprehensive rate study process. IVGID currently has a single water and sewer rate structure that is differentiated by meter size. The rate structures contain a base charge and a consumption (usage) charge.

IVGID has indicated that the water rates must continue to encourage conservation. HDR will work with IVGID to better understand their specific rate design goals and objectives for this task. HDR will review the current rate structures and evaluate them against industry customary practices and current trends. IVGID's water and sewer rates are contemporary in their structure, but HDR believes they could be summarized and communicated in a clearer fashion. As a part of this task, HDR will review the current water and sewer rate structures with IVGID staff and discuss potential alternative rate structures. The developed rate alternatives will be designed to collect the appropriate level of revenue. For each developed rate design alternative, HDR will provide bill comparisons to demonstrate the bill impacts to customers at various levels of consumptive use. Each rate design will be discussed with IVGID staff to review the compatibility with the current billing system. In addition, HDR will provide a bill comparison to neighboring utilities to provide an understanding of the competitiveness of IVGID's present and proposed water and sewer rates. Finally, HDR will discuss the potential impacts from the changes in IVGID's water and sewer rates (e.g., administrative ease, customer understanding, revenue stability, conservation).

At the conclusion of this task, HDR will provide a recommendation on the water and sewer rate structures and recommended rates for adoption. The proposed water and sewer rates will be developed for a 5-year period.

### **Task 7. Review of Current Fees and Charges**

**Task Objective:** Review the current connection, retroactive capital improvement, capacity, inspection, and other fees and provide recommendations.

**Task Approach:**

- ✓ Review and provide recommendations on IVGID's miscellaneous water and sewer fees.
- ✓ Review the miscellaneous fees for appropriateness and reasonableness.
- ✓ As relevant, discuss the current industry policies and trends related to the miscellaneous fees.

**Expected IVGID Staff Support:**

- ✓ Provide a copy of the current miscellaneous fees and the approach to establishing the fees.

**Deliverables:**

- ✓ Provide recommendations on the appropriateness and approach to establishing the current miscellaneous fees.
- ✓ Discuss the current industry policies and trends related to the miscellaneous fees.

**Key Issues Associated with Task 7:** HDR will collaborate with IVGID to review the miscellaneous fees. At this time, the approach will include the fees for retroactive capital improvements, capacity, connection, inspection, and other miscellaneous fees and charges. HDR will review the approach to developing these charges, current industry approaches, and recommend, as necessary, updates to the various fees. The review will also provide IVGID with additional fees that are common in the water and sewer industry.

### **Task 8. Written Report**

**Task Objective:** Provide a written report to summarize the findings, conclusions, and recommendations of the water and sewer rate study.

**Task Approach:**

- ✓ Develop a draft water and sewer report for review and comment by IVGID.
- ✓ Incorporate changes or comments from the draft final report into the final report.
- ✓ Provide a Microsoft Word and Adobe PDF copy of the draft and final report.

**Expected IVGID Staff Support:**

- ✓ Review and comment on the draft written water and sewer report.

**Deliverables:**

- ✓ A draft final and final written water and sewer report.
- ✓ A Microsoft Word and Adobe PDF file of the draft and final written report.

**Key Issues Associated with Task 8:** Upon completion of the technical analyses, HDR will



develop a draft final report. HDR's written reports are intended to be comprehensive in nature and document the activities undertaken as a part of the project, along with our findings, conclusions, and recommendations. Attached to the report will be the exhibits developed as a part of the study (revenue requirements, cost of service, rate design, and miscellaneous fees). IVGID will review the draft final report and provide comments/corrections to HDR. Based upon IVGID feedback, HDR will develop the final water and sewer report.

### **Task 9. Public Presentations**

**Task Objective:** Provide effective public presentations (assumes two meetings) of the findings, conclusions and recommendations of the rate study to IVGID Board of Trustees and the public (ratepayers).

#### **Task Approach:**

- ✓ Develop the presentation materials of the water and sewer rate study
- ✓ HDR's project manager, Shawn Koorn, will attend the public meetings/presentations.

#### **Expected IVGID Staff Support:**

- ✓ Review and comment on the proposed handouts for the public meetings.

#### **Deliverables:**

- ✓ Up to two public presentations to present the finding, conclusions, and recommendations of the rate study.

**Key Issues Associated with Task 9:** To effectively communicate the results of the study, HDR recommends at least two public meetings. This includes a presentation on the results of the study, and the public hearing to establish the final rates. HDR will prepare handouts and Shawn Koorn, HDR's project manager, will be present to provide the presentations. Should additional public meetings or presentations be required, they will be provided on a time and material basis.

### **Task 10. Rate Models**

**Task Objective:** Develop spreadsheet financial/rate models to conduct the study. The water and sewer models will be developed in Microsoft Excel and be non-proprietary. At the conclusion of the study, the models developed as a part of this study will be provided to IVGID for their use.

#### **Task Approach:**

- ✓ Develop a 10-year financial/rate model for the study using Microsoft Excel.
- ✓ Develop the model specifically for IVGID, utilizing their chart of accounts and specific facility information.

#### **Expected IVGID Staff Support:**

- ✓ Review with HDR the requested features of the model.

**Deliverables:**

- ✓ A copy of the computer spreadsheet model(s) used to develop IVGID's rate study.

**Key Issues Associated with Task 10:** HDR will develop financial/rate models for IVGID's water and sewer rate studies based on Microsoft Excel. The model will be specifically developed for IVGID's utilities. Our financial/rate models are designed and intended to be technically sophisticated, yet easy to use and update. At the conclusion of the study, HDR will provide the models to IVGID.

**Task 11. Project Administration/Quality Assurance/Quality Control (QA/QC)**

**Task Objective:** Provide effective project management and administration of the study. Provide QA/QC review and evaluation of the study and technical analyses.

**Task Approach:**

- ✓ Project manager is responsible for project administration and technical analyses.
- ✓ HDR QA/QC procedures and documentation will be used. HDR project manager is responsible for meeting and fulfilling QC requirements.

**Expected IVGID Staff Support:**

- ✓ •IVGID's project manager work closely with HDR's project manager to coordinate the study and address any issues.

**Deliverables:**

- ✓ Project administration – HDR project manager provides updates to IVGID's project manager on the status of the study through monthly progress reports.
- ✓ QA/QC review process provided for the study and technical analyses.

**Key Issues Associated with Task 11:** HDR's project manager is responsible for the overall quality of the study and meeting the expectations of our clients. Our successful projects are accomplished through our project manager's close coordination and communication with clients' project managers. Finally, HDR has a specific and detailed QA/QC process for our projects. This study will be reviewed using HDR's company-wide QA/QC Program. The QA/QC processes and reviews are internally documented.



### Project Time Schedule

As a part of IVGID’s RFP, a general project time schedule was delineated. IVGID has proposed a starting date of September 1, 2021, and an anticipated project completion date (i.e., final report) of November 10, 2021. Given those parameters, HDR developed the proposed project time schedule, delineated by task (Figure 4).

As can be seen from Figure 4, HDR has provided a schedule which complies with IVGID’s schedule for completion of the analyses. A project time schedule of approximately 70 days to conduct the analyses and develop the final written report is an aggressive schedule.

Generally, comprehensive water and sewer rate studies of this complexity require 90 to 120 days to complete. A key input to IVGID’s study is the data and information required before HDR can begin the analysis. The ability to complete IVGID’s study in the requested time frame hinges on IVGID providing the necessary data and information to HDR in a prompt and timely manner. Any delays in providing to HDR this critical data will potentially cause delays in the completion of the study. The proposed schedule also leaves very limited time for internal IVGID review and decision making. However, HDR will be committed to meeting this proposed project time schedule.

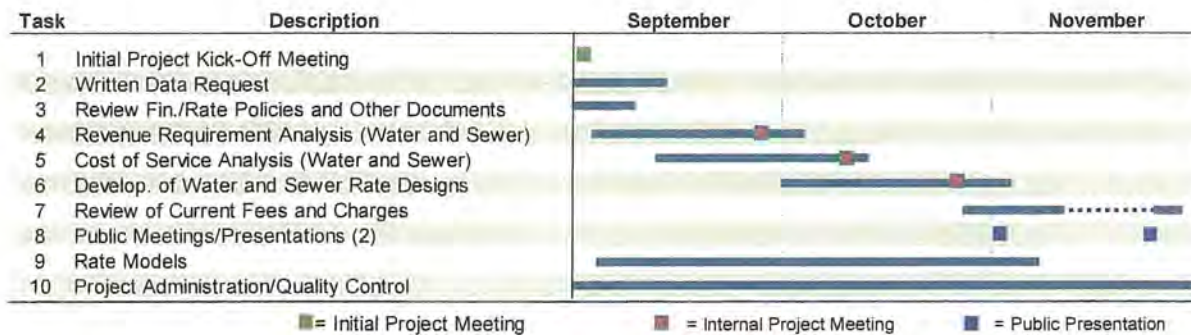


FIGURE 4: Project Schedule



**Cost Proposal**

The estimated project fees were developed based upon the previously discussed scope of services and current 2021 hourly billing rates for each individual.

**Rate Schedule**

For the proposed study, the following hourly billing rates were used to establish the proposed fees for the study. These rates will be in effect through the course of the study (through 2021).

INDIVIDUAL	PROJECT ROLE	HOURLY RATE
Kevin Calderwood	Principal-in-Charge	\$300.00/hour
Shawn Koorn	Project Manager	\$295.00/hour
Tom Gould	QA/QC	\$295.00/hour
Tom Hoffman	Engineering Assistance	\$160.00/hour
Josiah Close	Financial/Rate Analyst	\$165.00/hour

*The billing rates shown above cover payroll cost, employee benefits, and HDR overhead and profit.*

**Expenses**

In-House Expenses

Vehicle Mileage	Current Federal Travel Regulation (FTR)
Black/white Photocopies (per copy)	\$0.05 to \$0.09
Color Copies (per copy)	\$0.15 to \$0.30

*No markup on expenses. Other direct expenses (e.g., parking, mileage, airfare) will be billed at cost.*

**Estimated Project Fee**

The estimated fees have been broken down by tasks identified in Exhibit A – Scope of Services, and include the hourly rates by team member, as well as other direct costs (expenses) anticipated for the water and sewer rate study. Provided on the following page is a summary of the estimated project fees for the scope of services developed for the District.





TASK #	TASK DESCRIPTION	TOTAL
1	Initial Project Kick-Off Meeting	\$2,770
2	Written Data Request	\$1,580
3	Review of IVGID's Financial/Rate Policies/Other Documents	\$1,250
4	Revenue Requirement Analysis (Water and Sewer)	\$17,500
5	Cost of Service Analysis (Water and Sewer)	\$12,900
6	Development of Water and Sewer Rate Designs	\$9,850
7	Review of Current Fees and Charges	\$5,990
8	Written Report	\$5,660
9	Public Meetings/Presentations (2)	\$7,240
10	Rate Models	\$1,580
11	Project Administration/QA/QC	\$5,300
TOTAL LABOR		\$71,620
Plus: EXPENSES		\$3,315
TOTAL LABOR AND EXPENSE COST ESTIMATE		\$74,935

The above fees are based upon the scope of services detailed and discussed above. HDR is willing to negotiate a final fee for the study based on a final scope of services. HDR is willing to enter into a "not to exceed" cost of \$74,935 for the scope of services described in Exhibit A. Should IVGID request additional services under this contract, the services will be provided at the hourly billing rates noted above. Portions of this fee proposal can be expanded or reduced in conformance with scope adjustments and as mutually agreed upon in writing by IVGID and HDR.

### Payment for Services

HDR proposes that fees will be billed monthly on a time-and-material basis in accordance with the unit prices described in the above price proposal. While our services will be billed on a time and material basis, HDR has offered to enter into a "not to exceed" agreement for these services

## MEMORANDUM

**TO:** Board of Trustees

**THROUGH:** Indra Winqest  
General Manager

**FROM:** Brad Underwood, P.E.  
Director of Public Works

**SUBJECT:** Review, discuss, and possibly authorize or approve a construction contract for the Mountain Golf Course Cart Path Replacement Phase I Project - 3241LI2001 - Fund: Community Services; Division: Mountain Golf; Vendor: F. W. Carson Co., in the amount of \$357,138.80; plus 10% contingency.

**DATE:** September 2, 2021

---

### **I. RECOMMENDATION**

That the Board of Trustees moves to:

1. Award a construction contract for the Mountain Golf Course Cart Path Replacement Phase I Project – 3241LI2001 – Fund Community Services; Division: Mountain Golf; Vendor: F. W. Carson Co., in the amount of \$357,138.80.
2. Authorize Staff to execute change orders for additional work not anticipated at this time of up to 10% of the contract; up to the amount of \$35,700.00.
3. Authorize Chair and Secretary to execute the contract with F. W. Carson Co., based on a review by General Counsel and Staff.

### **II. BACKGROUND**

This project is a FY 2021-22 Capital Improvement Project consisting of replacement of the Mountain Golf Course Cart Paths. The Mountain Golf Course has approximately 14,440 linear feet of cart pathway, which equates to approximately 110,000 square feet of pavement. In addition, there is approximately 5,000 linear feet of asphalt curb. The last major path project at the Mountain Golf Course was over 15 years ago. The District has performed replacements at various points each year based on areas of greatest need and within the allotted budget. Due to issues of base material, overgrowth of sod, and intrusion by tree roots and other materials, the current condition assessment of the paths suggests substantial remediation and reconstruction is needed.



On August 21, 2020, IVGID contracted with Lumos and Associates to: Evaluate the pathways and bridges, conduct a geotechnical investigation, and provide a design memorandum with a preliminary cost estimate. In their design memorandum, Lumos and Associates presented two (2) alternatives for pathway reconstruction: Spot repair and full cart path replacement. The Board of Trustees moved forward with full cart path replacement, with a phased approach to design and construction.

Phase I was determined to be cart paths in the area of Holes 3 through 9. Due to increases in construction materials and labor, Phase I was broken into a base bid with alternate bid to ensure the project would be within the FY 2021-22 construction budget. Lumos and Associates prepared the Phase I cart path replacement construction documents that include a base bid (Holes 3 through 5) replacing 15,320 sf (1,915 linear feet x 8 feet wide) and a bid alternate (Holes 6 through 9) replacing an additional 12,888 sf (1,611 linear feet x 8 feet wide) for this phase.

In accordance with Board Policy 3.1.0., 0.15 Consent Calendar, this item is included on the Consent Calendar as it is routine business of the District and within the currently approved District Budget.

### III. BID RESULTS

The District publicly advertised this project for bidding on July 29, 2021 with a bid submittal due date of August 26, 2021, a 4-week bid period. The District advertised the work as required by NRS 338, and posted all construction documents on PlanetBids. Vendors and contractors on PlanetBids can access all of the District's documents at no cost. The online portal also tracks questions, addenda to the documents, plan holders and interested vendors.

The District received and opened two (2) bids. The Engineer's Estimate for the base project was \$350,000 and \$336,000 for the bid alternate. The Engineer's Estimates presented including 15% contingency. The bid results are as follows.

<b>Contractor</b>	<b>Base Bid Amount</b>	<b>Bid Alternate Amount</b>	<b>Total Bid Amount</b>
Cruz Construction	\$364,540.00	\$281,732.00	\$646,272.00
F. W. Carson, Co.	\$203,918.00	\$153,220.80	\$357,138.80

The lowest responsive bidder is F. W. Carson (Attachment A).

District Staff reviewed the bid and available project budget, and checked references for the Contractor. Staff recommends awarding both the Base Bid and Bid Alternate to F. W. Carson for a total amount of \$357,138.80.

If awarded, a Notice to Proceed is expected to be issued on or about September 16, 2021 with work expected to take approximately 20 calendar days. Holes 3 through 9 will not be available for use during construction.

#### IV. FINANCIAL IMPACT AND BUDGET

The Mountain Golf Cart Path Replacement Phase I Project (CIP #3241LI2001) is included in the FY 2021-22 CIP Budget, with a total project budget of \$550,000 (Attachment B).

The table below presents the estimated cost for the Mountain Golf Cart Path Replacement project budget, based on the bids received:

<b>Task</b>	<b>Cost</b>
Design/Permit Fees/Internal Staff	\$65,000
Construction by F. W. Carson Co.	\$357,138.80
Construction Reserves (~10%)	\$35,700
Construction Management	\$40,000
<b>Total</b>	<b>\$497,838.80</b>
Mountain Golf Cart Path Replacement, 3421LI2001	<b>Project Budget</b> \$550,000

Construction reserves are listed at 10% to account for unforeseen conditions during construction such as needing to increase the length of asphalt curb that requires replacement, as an example.

#### V. ALTERNATIVES

Not authorize the construction and defer the Mountain Golf Cart Path Replacement Phase I project.

#### VI. BUSINESS IMPACT

This item is not a "rule" within the meaning of Nevada Revised Statutes, Chapter 237, and does not require a Business Impact Statement.

#### VII. COMMENT

This contract has been reviewed and approved by District General Counsel Joshua Nelson.

Attachments:

- A – Construction Contract with F. W. Carson
- B – CIP 3241LI2001 Data Sheet



## Project Summary

<b>Project Number:</b>	3241LI2001
<b>Title:</b>	Mountain Golf Cart Path Replacement
<b>Project Type:</b>	D - Capital Improvement - Existing Facilities
<b>Division:</b>	41 - Mountain Operations
<b>Budget Year:</b>	2022
<b>Finance Options:</b>	
<b>Asset Type:</b>	LI - Land Improvements
<b>Active:</b>	Yes

<b>Project Description</b>				
The Mountain Golf Course has approximately 14,440 linear feet of cart pathways which equates to 110,000 square feet of pavement. In addition, there are approximately 5,000 linear feet of asphalt curb. The last major path project was over 15 years ago. The District has performed replacements at various points each year based on areas of greatest need and within the allotted budget. Due to issues of the base material, overgrowth of sod, and intrusion by tree roots and other material, the current assessment of the condition of the paths suggests substantial remediation and reconstruction is needed. A design consultant has completed a review of the cart paths and provided recommendations for replacement. In accordance with the recommendation, the cart paths will be reconstructed in a multi-phase, multi-year manner to minimize impacts to users of the facility.				
<b>Project Internal Staff</b>				
Engineering staff will contract with outside civil and geotechnical engineering firms to provide support as necessary throughout the design. The project will be publically bid and constructed by a licensed contractor.				
<b>Project Justification</b>				
Cart paths are to the point where yearly replacement of faulty areas no longer makes financial sense. Condition of paths has become a nuisance for golfers and not within District standards. The District will practice perpetual asset renewal, replacement, and improvement to provide safe and superior long-term utility services and recreation activities. Maintain, renew, expand, and enhance District infrastructure to meet the capacity needs and desires of the community for future generations.				
<b>Forecast</b>				
<b>Budget Year</b>	<b>Total Expense</b>	<b>Total Revenue</b>	<b>Difference</b>	
2022				
Construction	405,000	0	405,000	
Construction Management	40,000	0	40,000	
Construction Reserves	40,000	0	40,000	
Design, Permit Fees, and Internal Services	65,000	0	65,000	
Year Total	550,000	0	550,000	
2023				
Construction	405,000	0	405,000	
Construction Management	40,000	0	40,000	
Construction Reserves	40,000	0	40,000	
Design, Permit Fees, and Internal Services	65,000	0	65,000	
Year Total	550,000	0	550,000	
2024				
Construction	405,000	0	405,000	
Construction Management	40,000	0	40,000	
Construction Reserves	40,000	0	40,000	
Design, Permit Fees, and Internal Services	65,000	0	65,000	
Year Total	550,000	0	550,000	
	1,650,000	0	1,650,000	
<b>Year Identified</b>	<b>Start Date</b>	<b>Est. Completion Date</b>	<b>Manager</b>	<b>Project Partner</b>
2020	Jul 1, 2020	Jun 30, 2023	Director of Golf/Community Services	



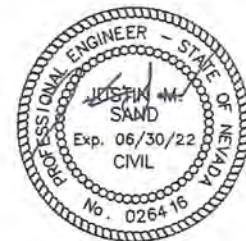
**Contract Documents  
for  
MOUNTAIN GOLF COURSE CART PATH PHASE 1**

IVGID Project Number 2299DI1702  
PWP No. WA-2019-176  
Lumos #10164.001

Issued for Bidding  
**July, 2021**

Prepared for:  
**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT**  
*Public Works Department*

Prepared by:  
**LUMOS & ASSOCIATES**  
*Engineering Division*  
225 Kingsbury Grade, Suite A  
Stateline, Nevada 89449



7/21/21

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LAKE TAHOE OFFICE  
312 Dorla Ct., Suite 202  
Zephyr Cove, NV 89448  
Ph: 775 / 588-6490  
Fax: 775 / 883-7114

**Incline Village GID  
Mountain Golf Course Cart Path Reconstruction – Phase 1**

Incline Village GID Public Works Department  
1220 Sweetwater Road  
Incline Village, Washoe County, NV

IVGID #3241LI2001  
Lumos & Associates #10164.001  
Washoe County #WBLD21-103162

**ADDENDUM #1 – August 24, 2021**

**ITEM NO. 1:** Responses to Bidder Questions

**Question 1:** *What are the requirements of the SWPPP as it relates to the County Building Department?*

Response 1: The proposed area of disturbance is less than one acre. Therefore, a Stormwater Pollution Prevention Plan (SWPPP) and a Dust Control Permit are not required.

**Question 2:** *Is there a plan page or detail for base bid item 3 Temporary Erosion Control?*

Response 2: Due to the short duration of the disturbance, temporary erosion control measures under Base Bid Item #3 only include measures deemed necessary to minimize erosion and track-out during construction operations. This would include measures such as straw wattles around stockpiles, riprap track-out mat if access is proposed across a non-paved area, sweeping of the parking lot as-needed, and related measures. The site will be monitored daily and temporary erosion control measures will be coordinated with the contractor based on construction operations.

**Question 3:** *Base bid item 6 AC Curb – What type of AC curb? A, modified E? Berm mix, not PG64-28? No locations found on plans or quantity?*

Response 3: The Bid Form has been updated to reflect the AC curb to removed and replaced. Proposed AC curb mix material shall be Type 3 AC with 3% air voids, PG64-22 mix. Installation shall be per NDOT Type A curb standard detail per Silver Book. The Bid Form and plan sheets have been updated accordingly and reissued with this Addendum.

**Question 4:** *What is the rated capacity of the bridges at Hole 2 and Hole 4?*

Response 4: The Owner, nor Lumos, has information on load rating for the golf course bridges. Design code requirements in the Tahoe Basin are typically 245 psf. However, we cannot confirm whether or not these bridges were designed and constructed in compliance with that requirement

**Question 5:** *Staging area and access points are mentioned to be recorded by video before construction. Where are the access points and staging area? Can the contractor use the parking lot and maintenance area for stockpiling of materials or staging equipment?*

Response 5: A portion of the parking lot may be used for staging as coordinated with golf course staff. All staging and stockpiling areas will need to be clearly delineated, secured, and fit with appropriate temporary BMP measures.

**This Addendum #1 is hereby made a part of the project requirements and contract documents, and all contract provisions shall apply thereto.**

Be sure to acknowledge this Addendum in your Proposal.

---

**Please sign and submit this page with your bid submittal package to acknowledge receipt of this Addendum.**

Contractor E.W. CARSON CO.

Signature 

Name (Print) TROY CARSON

Date 8/26/21

Attachments: Revised Bid Form dated 8/24/21  
Revised Plan Set with revision date 8/18/21

## ADVERTISEMENT FOR BIDS

Sealed proposals will be received at the offices of the Incline Village General Improvement District (IVGID or District) Public Works Department, located at 1220 Sweetwater Road, Incline Village, Washoe County, Nevada, until **2:00 p.m., August 26, 2021**, at which time they will be publicly opened and read for:

### **Mountain Golf Course Cart Path Reconstruction, Phase 1**

**IVGID Project #: 3241LI2001**

**Lumos Project #10164.001**

The Project includes the following Work:

*The Project is located at 690 Wilson Way, in Incline Village, Washoe County, Nevada. The Base Bid scope of work includes reconstruction of approximately 15,320 SF of existing asphalt pavement and base along a portion of the IVGID Mountain Golf Course cart path. The Alternate Bid Schedule includes an additional 12,888 SF of asphalt pavement and base reconstruction, as well as 3,688 SF of 3" asphalt pavement surface replacement. Associated work also includes an asphalt concrete curb.*

Owner anticipates that the Project's total Base Bid price will be approximately **\$350,000**. The Project has an expected duration of **20 working days, with an anticipated start date of September 16, 2021.**

Bidding Documents, including Plans and Specifications, may be obtained at the Owner's Planet Bids website (<https://www.planetbids.com/portal/portal.cfm?CompanyID=30437>). Prospective Bidders are urged to register with the designated website as a plan holder, even if Bidding Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Bidding Documents will be offered only through the designated website. Neither Owner nor Engineer will be responsible for Bidding Documents, including addenda, if any, obtained from sources other than the designated website.

This is a Prevailing Wage Public Works project. In accordance with the provisions of NRS 338, the IVGID Board of Trustees has ascertained from the Labor Commissioner the general prevailing wage in the locality of the District for each craft and type of workman, and the CONTRACT will contain in express terms the hourly and daily rate of such prevailing wage. *The PWP number for this project is WA-2021-355.*

No proposal will be accepted from a Contractor who is not licensed in accordance with the laws of this State to perform the work herein described. IVGID reserves the right to reject any or all bids pursuant to Nevada Law; to award a contract for less than all the work if funds now available are insufficient for completion of the total project; to waive any informalities or irregularities therein; and/or to award the bid to the lowest responsible bidder. *The Contractor must bid all schedules.*

A **non-mandatory pre-bid conference** will be held on **August 3, 2021 at 10:00 a.m. at the project site**. All potential bidders are urged to attend.

All questions and RFIs should be directed through the District's Planet Bids portal. For assistance with Planet Bids or downloading of documents, contact the IVGID Engineering office at 775-832-1267.

# INSTRUCTIONS TO BIDDERS

## ARTICLE 1—DEFINED TERMS

- 1.01 Terms used in these Instructions to Bidders have the meanings indicated in the General Conditions and Supplementary Conditions. Additional terms used in these Instructions to Bidders have the meanings indicated below:
- A. *Issuing Office*—The office from which the Bidding Documents are to be issued, and which registers plan holders.

## ARTICLE 2—BIDDING DOCUMENTS

- 2.01 Bidder shall obtain a complete set of Bidding Requirements and proposed Contract Documents (together, the Bidding Documents). See the Agreement for a list of the Contract Documents. It is Bidder's responsibility to determine that it is using a complete set of documents in the preparation of a Bid. Bidder assumes sole responsibility for errors or misinterpretations resulting from the use of incomplete documents, by Bidder itself or by its prospective Subcontractors and Suppliers.
- 2.02 Bidding Documents are made available for the sole purpose of obtaining Bids for completion of the Project, and permission to download or distribution of the Bidding Documents does not confer a license or grant permission or authorization for any other use. Authorization to download documents, or other distribution, includes the right for plan holders to print documents solely for their use and the use of their prospective Subcontractors and Suppliers, provided the plan holder pays all costs associated with printing or reproduction. Printed documents may not be re-sold under any circumstances.
- 2.03 Owner has established a Bidding Documents Website as indicated in the Advertisement or invitation to bid. Owner recommends that Bidder register as a plan holder with the Issuing Office at such website, and obtain a complete set of the Bidding Documents from such website. Bidders may rely that sets of Bidding Documents obtained from the Bidding Documents Website are complete, unless an omission is blatant. Registered plan holders will receive Addenda issued by Owner.
- 2.04 Plan rooms (including construction information subscription services, and electronic and virtual plan rooms) may distribute the Bidding Documents, or make them available for examination. Those prospective bidders that obtain an electronic (digital) copy of the Bidding Documents from a plan room are encouraged to register as plan holders at the Bidding Documents Website. Owner is not responsible for omissions in Bidding Documents or other documents obtained from plan rooms, or for a Bidder's failure to obtain Addenda from a plan room.
- 2.05 *Electronic Documents*
- A. When the Bidding Requirements indicate that electronic (digital) copies of the Bidding Documents are available, such documents will be made available to the Bidders as Electronic Documents in the manner specified above.
1. Bidding Documents will be provided in Adobe PDF (Portable Document Format) (.pdf) that is readable by Adobe Acrobat Reader Version XI Standard or later. It is the intent of the Engineer and Owner that such Electronic Documents are to be exactly representative of the paper copies of the documents. However, because the Owner and

Engineer cannot totally control the transmission and receipt of Electronic Documents nor the Contractor's means of reproduction of such documents, the Owner and Engineer cannot and do not guarantee that Electronic Documents and reproductions prepared from those versions are identical in every manner to the paper copies.

- B. Unless otherwise stated in the Bidding Documents, the Bidder may use and rely upon complete sets of Electronic Documents of the Bidding Documents, described in Paragraph 2.05.A above. However, Bidder assumes all risks associated with differences arising from transmission/receipt of Electronic Documents versions of Bidding Documents and reproductions prepared from those versions and, further, assumes all risks, costs, and responsibility associated with use of the Electronic Documents versions to derive information that is not explicitly contained in printed paper versions of the documents, and for Bidder's reliance upon such derived information.

### **ARTICLE 3—QUALIFICATIONS OF BIDDERS**

3.01 To demonstrate Bidder's qualifications to perform the Work, after submitting its Bid and within 48 hours of Owner's request, Bidder must submit the following information:

- A. Written evidence establishing its qualifications such as financial data, previous experience, and present commitments.
- B. A written statement that Bidder is authorized to do business in the state where the Project is located, or a written certification that Bidder will obtain such authority prior to the Effective Date of the Contract.
- C. Washoe County Business License prior to commencing construction.
- D. Such licenses as may be required by the laws of the State of Nevada for the performance of work specified in the Contract Documents. Such licenses are required at the time of submitting bid. One time raise in licensing monetary limits shall be approved by the State of Nevada prior to the time of submitting bid and shall be submitted with the bid.
- E. Each Bidder submitting a Bid Proposal to the Owner on a public work project whose estimated cost exceeds \$250,000 is responsible for ascertaining whether the Bidder intends to utilize the referenced statute for five percent (5%) preference and is also eligible for the bidder preference and other matters relating thereto provided in NRS Chapter 338.0117. The Bidder claiming the bid preference shall submit with their Bid Form:
  - 1. Certificate of Eligibility: A valid "Certificate of Eligibility" issued by the State of Nevada Contractor's Board, and
  - 2. Public Works Bidder's Preference Affidavit: A fully-executed copy of the Public Works Bidder's Preference Affidavit as proof of the Contractor's compliance with the provisions of NRS 338.

Failure to submit the Certificate of Eligibility and Affidavit with your Bid shall result in a waiver of any Bidder preference.

3.02 *Bid Form:*

- A. Bidder is to submit the following information with its Bid, to demonstrate Bidder's qualifications to perform the Work. Bids without such documentation included will be deemed Non-Responsive:



1. A list of all first-tier subcontractors, equipment, and materials suppliers that will supply more than five percent (5%) of the bid amount. If the Contractor intends to self-perform any portion of the Work exceeding five percent (5%) of the Bid Amount, the Contractor must also include the Contractor's name and identify the labor or portion of the Work the Contractor will self-perform in the list, as required by NRS 338.141.
  2. Within two (2) hours after the opening of Bids, those bidders submitting the three lowest Bids must submit the names of each first-tier subcontractor, equipment and material supplier that will supply more than 1% of the bid amount, or Fifty Thousand Dollars (\$50,000), whichever is greater. If the Contractor intends to self-perform any portion of the Work exceeding one percent (1%) of the Bid Amount or Fifty Thousand Dollars (\$50,000), whichever is greater, the Contractor must also include the Contractor's name and identify the labor or portion of the Work the Contractor will self-perform in the list, as required by NRS 338.141.
  3. A list of similar projects previously completed by Bidder, including contact person with their telephone number and email, and the date the project was completed.
    - a. Contractor is required to have successfully performed three (3) projects of similar scope within the last five (5) years, including a minimum project total cost of \$350,000, contract time of 15 to 30 days, and preferably work performed in the Lake Tahoe basin.
  4. Work history of Job Foreman/Superintendent.
    - a. Contractor is required to staff project with a Job Foreman/Superintendent with minimum of five (5) years' experience with similar project work and five (5) projects within five (5) years greater than \$350,000.
  5. Bidder's state or other contractor license number, if applicable.
- 3.03 A Bidder's failure to submit required qualification information within the times indicated will result in the Bid being deemed Non-Responsive.
- 3.04 No requirement in this Article 3 to submit information will prejudice the right of Owner to seek additional pertinent information regarding Bidder's qualifications.

#### ARTICLE 4—PRE-BID CONFERENCE

- 4.01 A **non-mandatory pre-bid conference** will be held at the time and location indicated in the Advertisement or invitation to bid. Representatives of Owner and Engineer will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference; however, attendance at this conference is not required to submit a Bid.
- 4.02 Information presented at the pre-bid conference does not alter the Contract Documents. Owner will issue Addenda to make any changes to the Contract Documents that result from discussions

at the pre-bid conference. Information presented, and statements made at the pre-bid conference will not be binding or legally effective unless incorporated in an Addendum.

**ARTICLE 5—SITE AND OTHER AREAS; EXISTING SITE CONDITIONS; EXAMINATION OF SITE; OWNER’S SAFETY PROGRAM; OTHER WORK AT THE SITE**

5.01 *Site and Other Areas*

- A. The Site is identified in the Bidding Documents. By definition, the Site includes rights-of-way, easements, and other lands furnished by Owner for the use of the Contractor. Any additional lands required for temporary construction facilities, construction equipment, or storage of materials and equipment, and any access needed for such additional lands, are to be obtained and paid for by Contractor.

5.02 *Existing Site Conditions*

A. *Subsurface and Physical Conditions; Hazardous Environmental Conditions*

1. The Supplementary Conditions identify the following regarding existing conditions at or adjacent to the Site:
  - a. Those reports of explorations and tests of subsurface conditions at or adjacent to the Site that contain Technical Data.
  - b. Those drawings known to Owner of existing physical conditions at or adjacent to the Site, including those drawings depicting existing surface or subsurface structures at or adjacent to the Site (except Underground Facilities), that contain Technical Data.
  - c. Reports and drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site.
  - d. Technical Data contained in such reports and drawings.
2. Owner will make copies of reports and drawings referenced above available to any Bidder on request. These reports and drawings are not part of the Contract Documents, but the Technical Data contained therein upon whose accuracy Bidder is entitled to rely, as provided in the General Conditions, has been identified and established in the Supplementary Conditions. Bidder is responsible for any interpretation or conclusion Bidder draws from any Technical Data or any other data, interpretations, opinions, or information contained in such reports or shown or indicated in such drawings.
3. If the Supplementary Conditions do not identify Technical Data, the default definition of Technical Data set forth in Article 1 of the General Conditions will apply.
4. *Geotechnical Baseline Report/Geotechnical Data Report*: If necessary to the Work, the Bidding Documents will contain a Geotechnical Baseline Report (GBR) and Geotechnical Data Report (GDR).
  - a. As set forth in the Supplementary Conditions, the GBR describes certain select subsurface conditions that are anticipated to be encountered by Contractor during construction in specified locations (“Baseline Conditions”). The GBR is a Contract Document.

- b. The Baseline Conditions in the GBR are intended to reduce uncertainty and the degree of contingency in submitted Bids. However, Bidders cannot rely solely on the Baseline Conditions. Bids should be based on a comprehensive approach that includes an independent review and analysis of the GBR, all other Contract Documents, Technical Data, other available information, and observable surface conditions. Not all potential subsurface conditions are baselined.
  - c. Nothing in the GBR is intended to relieve Bidders of the responsibility to make their own determinations regarding construction costs, bidding strategies, and Bid prices, nor of the responsibility to select and be responsible for the means, methods, techniques, sequences, and procedures of construction, and for safety precautions and programs incident thereto.
  - d. As set forth in the Supplementary Conditions, the GDR is a Contract Document containing data prepared by or for the Owner in support of the GBR.
- B. *Underground Facilities:* Underground Facilities are shown or indicated on the Drawings, pursuant to Paragraph 5.05 of the General Conditions, and not in the drawings referred to in Paragraph 5.02.A of these Instructions to Bidders. Information and data regarding the presence or location of Underground Facilities are not intended to be categorized, identified, or defined as Technical Data.

### 5.03 *Other Site-related Documents*

- A. In addition to the documents regarding existing Site conditions referred to in Paragraph 5.02.A, the following other documents relating to conditions at or adjacent to the Site are known to Owner and made available to Bidders for reference:
  - 1. None

Owner will make copies of these other Site-related documents available to any Bidder on request.
- B. Owner has not verified the contents of these other Site-related documents, and Bidder may not rely on the accuracy of any data or information in such documents. Bidder is responsible for any interpretation or conclusion Bidder draws from the other Site-related documents.
- C. The other Site-related documents are not part of the Contract Documents.
- D. Bidders are encouraged to review the other Site-related documents, but Bidders will not be held accountable for any data or information in such documents. The requirement to review and take responsibility for documentary Site information is limited to information in (1) the Contract Documents and (2) the Technical Data.

### 5.04 *Site Visit and Testing by Bidders*

- A. It is recommended that Bidder visit the Site and become familiar with and satisfy Bidder as to the general, local and Site conditions that may affect cost, progress, and performance of the Work.
- B. Bidder is not required to conduct any subsurface testing, or exhaustive investigations of Site conditions.
- C. On request, and to the extent Owner has control over the Site, and schedule permitting, the Owner will provide Bidder general access to the Site to conduct such additional examinations, investigations, explorations, tests, and studies as Bidder deems necessary for

preparing and submitting a successful Bid. Owner will not have any obligation to grant such access if doing so is not practical because of existing operations, security or safety concerns, or restraints on Owner's authority regarding the Site. Bidder is responsible for establishing access needed to reach specific selected test sites.

- D. Bidder must comply with all applicable Laws and Regulations regarding excavation and location of utilities, obtain all permits, and comply with all terms and conditions established by Owner or by property owners or other entities controlling the Site with respect to schedule, access, existing operations, security, liability insurance, and applicable safety programs.
- E. Bidder must fill all holes and clean up and restore the Site to its former condition upon completion of such explorations, investigations, tests, and studies.

5.05 *Owner's Safety Program*

- A. Site visits and work at the Site may be governed by an Owner safety program. If an Owner safety program exists, it will be noted in the Supplementary Conditions.

5.06 *Other Work at the Site*

- A. Reference is made to Article 8 of the Supplementary Conditions for the identification of the general nature of other work of which Owner is aware (if any) that is to be performed at the Site by Owner or others (such as utilities and other prime contractors) and relates to the Work contemplated by these Bidding Documents. If Owner is party to a written contract for such other work, then on request, Owner will provide to each Bidder access to examine such contracts (other than portions thereof related to price and other confidential matters), if any.

**ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS**

6.01 *Express Representations and Certifications in Bid Form, Agreement*

- A. The Bid Form that each Bidder will submit contains express representations regarding the Bidder's examination of Project documentation, Site visit, and preparation of the Bid, and certifications regarding lack of collusion or fraud in connection with the Bid. Bidder should review these representations and certifications, and assure that Bidder can make the representations and certifications in good faith, before executing and submitting its Bid.
- B. If Bidder is awarded the Contract, Bidder (as Contractor) will make similar express representations and certifications when it executes the Agreement.

**ARTICLE 7—INTERPRETATIONS AND ADDENDA**

- 7.01 Owner on its own initiative may issue Addenda to clarify, correct, supplement, or change the Bidding Documents.
- 7.02 Bidder shall submit all questions about the meaning or intent of the Bidding Documents to Engineer through Owner's Planet Bids website.
- 7.03 Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda delivered to all registered plan holders. Questions received less than seven days prior to the date for opening of Bids may not be answered.

- 7.04 Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the Contract Documents unless set forth in an Addendum that expressly modifies or supplements the Contract Documents.

#### **ARTICLE 8—BID SECURITY**

- 8.01 A Bid must be accompanied by bid security made payable to Owner in an amount of five percent (5%) of Bidder's maximum Bid price (determined by adding the base bid and all alternates) and in the form of a bid bond issued by a surety meeting the requirements of Paragraph 6.01 of the General Conditions. Such bid bond will be issued in the form included in the Bidding Documents.
- 8.02 The Bid security of the apparent Successful Bidder will be retained until Owner awards the contract to such Bidder, and such Bidder has executed the Contract, furnished the required Contract security, and met the other conditions of the Notice of Award, whereupon the Bid security will be released. If the Successful Bidder fails to execute and deliver the Contract and furnish the required Contract security within 15 days after the Notice of Award, Owner may consider Bidder to be in default, annul the Notice of Award, and the Bid security of that Bidder will be forfeited, in whole in the case of a penal sum bid bond, and to the extent of Owner's damages in the case of a damages-form bond. Such forfeiture will be Owner's exclusive remedy if Bidder defaults.
- 8.03 The Bid security of other Bidders that Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of 7 days after the Effective Date of the Contract or 61 days after the Bid opening, whereupon Bid security furnished by such Bidders will be released.
- 8.04 Bid security of other Bidders that Owner believes do not have a reasonable chance of receiving the award will be released within 7 days after the Bid opening.

#### **ARTICLE 9—CONTRACT TIMES**

- 9.01 The number of days within which, or the dates by which, the Work is to be (a) substantially completed and (b) ready for final payment, and (c) Milestones (if any) are to be achieved, are set forth in the Agreement.
- 9.02 Provisions for liquidated damages, if any, for failure to timely attain a Milestone, Substantial Completion, or completion of the Work in readiness for final payment, are set forth in the Agreement.

#### **ARTICLE 10—SUBSTITUTE AND "OR EQUAL" ITEMS**

- 10.01 The Contract for the Work, as awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents without consideration during the bidding and Contract award process of possible substitute or "or-equal" items. In cases in which the Contract allows the Contractor to request that Engineer authorize the use of a substitute or "or-equal" item of material or equipment, application for such acceptance may not be made to and will not be considered by Engineer until after the Effective Date of the Contract.
- 10.02 All prices that Bidder sets forth in its Bid will be based on the presumption that the Contractor will furnish the materials and equipment specified or described in the Bidding Documents, as

supplemented by Addenda. Any assumptions regarding the possibility of post-Bid approvals of “or-equal” or substitution requests are made at Bidder’s sole risk.

#### **ARTICLE 11—SUBCONTRACTORS, SUPPLIERS, AND OTHERS**

- 11.01 If the Instructions to Bidders require the identity of certain Subcontractors, Suppliers, individuals, or entities to be submitted to Owner in advance of a specified date prior to the Effective Date of the Agreement, the apparent Successful Bidder, and any other Bidder so requested, shall submit to Owner a list of all such Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work for which such identification is required.
- 11.02 If requested by Owner, such list must be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor or Supplier. If Owner or Engineer, after due investigation, has reasonable objection to any proposed Subcontractor or Supplier, Owner may, before the Notice of Award is given, request apparent Successful Bidder to submit an acceptable substitute, in which case apparent Successful Bidder will submit a substitute, Bidder’s Bid price will be increased (or decreased) by the difference in cost occasioned by such substitution, and Owner may consider such price adjustment in evaluating Bids and making the Contract award.
- 11.03 If apparent Successful Bidder declines to make any such substitution, Owner may award the Contract to the next lowest Bidder that proposes to use acceptable Subcontractors and Suppliers. Declining to make requested substitutions will constitute grounds for forfeiture of the Bid security of any Bidder. Any Subcontractor or Supplier, so listed and against which Owner or Engineer makes no written objection prior to the giving of the Notice of Award will be deemed acceptable to Owner and Engineer subject to subsequent revocation of such acceptance as provided in Paragraph 7.07 of the General Conditions.
- 11.04 Contractor shall not be required to employ any Subcontractor, Supplier, individual or entity against whom Contractor has reasonable objection.

#### **ARTICLE 12—PREPARATION OF BID**

- 12.01 The Bid Form is included with the Bidding Documents.
- A. All blanks on the Bid Form must be completed in ink and the Bid Form signed in ink. Erasures or alterations must be initialed in ink by the person signing the Bid Form. A Bid price must be indicated for each section, Bid item, alternate, adjustment unit price item, and unit price item listed therein.
- B. If the Bid Form expressly indicates that submitting pricing on a specific alternate item is optional, and Bidder elects to not furnish pricing for such optional alternate item, then Bidder may enter the words “No Bid” or “Not Applicable.”
- 12.02 If Bidder has obtained the Bidding Documents as Electronic Documents, then Bidder shall prepare its Bid on a paper copy of the Bid Form printed from the Electronic Documents version of the Bidding Documents. The printed copy of the Bid Form must be clearly legible, printed on 8½ inch by 11-inch paper and as closely identical in appearance to the Electronic Document version of the Bid Form as may be practical. The Owner reserves the right to accept Bid Forms which nominally vary in appearance from the original paper version of the Bid Form, providing that all required information and submittals are included with the Bid.



- 12.03 A Bid by a corporation must be executed in the corporate name by a corporate officer (whose title must appear under the signature), accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown.
- 12.04 A Bid by a partnership must be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership must be shown.
- 12.05 A Bid by a limited liability company must be executed in the name of the firm by a member or other authorized person and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown.
- 12.06 A Bid by an individual must show the Bidder's name and official address.
- 12.07 A Bid by a joint venture must be executed by an authorized representative of each joint venturer in the manner indicated on the Bid Form. The joint venture must have been formally established prior to submittal of a Bid, and the official address of the joint venture must be shown.
- 12.08 All names must be printed in ink below the signatures.
- 12.09 The Bid must contain an acknowledgment of receipt of all Addenda, the numbers of which must be filled in on the Bid Form.
- 12.10 Postal and e-mail addresses and telephone number for communications regarding the Bid must be shown.
- 12.11 The Bid must contain evidence of Bidder's authority to do business in the state where the Project is located, or Bidder must certify in writing that it will obtain such authority within the time for acceptance of Bids and attach such certification to the Bid.
- 12.12 If Bidder is required to be licensed to submit a Bid or perform the Work in the state where the Project is located, the Bid must contain evidence of Bidder's licensure, or Bidder must certify in writing that it will obtain such licensure within the time for acceptance of Bids and attach such certification to the Bid. Bidder's state contractor license number, if any, must also be shown on the Bid Form.

**ARTICLE 13—BASIS OF BID**

- 13.01 The basis of Bid is set in Section 3 – Bid Form. Description of the various basis of Bid are as follows:
  - A. If Bid is Lump Sum
    - 1. Bidders must submit a Bid on a lump sum basis as set forth in the Bid Form.
  - B. If bid is a Base Bid with Alternates
    - 1. Bidders must submit a Bid on a lump sum basis for the base Bid and include a separate price for each alternate described in the Bidding Documents and as provided for in the Bid Form. The price for each alternate will be the amount added to or deleted from the base Bid if Owner selects the alternate.
    - 2. In the comparison of Bids, alternates will be applied in the same order of priority as listed in the Bid Form.
  - C. If bid is a Unit Price

1. Bidders must submit a Bid on a unit price basis for each item of Work listed in the unit price section of the Bid Form.
2. The "Bid Price" (sometimes referred to as the extended price) for each unit price Bid item will be the product of the "Estimated Quantity," which Owner or its representative has set forth in the Bid Form, for the item and the corresponding "Bid Unit Price" offered by the Bidder. The total of all unit price Bid items will be the sum of these "Bid Prices"; such total will be used by Owner for Bid comparison purposes. The final quantities and Contract Price will be determined in accordance with Paragraph 13.03 of the General Conditions.
3. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

#### **ARTICLE 14—SUBMITTAL OF BID**

- 14.01 The unbound copy of the Bid Form is to be completed and submitted with the Bid security and the other documents required to be submitted under the terms of Article 2 of the Bid Form.
- 14.02 A Bid must be received no later than the date and time prescribed and at the place indicated in the Advertisement or invitation to bid and must be enclosed in a plainly marked and sealed opaque envelope with the Project title, and, if applicable, the designated portion of the Project for which the Bid is submitted, the name and address of Bidder, and must be accompanied by the Bid security and other required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid must be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED." A mailed Bid must be addressed to the location designated in the Advertisement.
- 14.03 The Bidder assumes the sole responsibility for timely delivery of its Bid, regardless of the method of delivery. Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the Bidder unopened.

#### **ARTICLE 15—MODIFICATION AND WITHDRAWAL OF BID**

- 15.01 An unopened Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder.
- 15.02 If a Bidder wishes to modify its Bid prior to Bid opening, Bidder must withdraw its initial Bid in the manner specified in Paragraph 15.01 and submit a new Bid prior to the date and time for the opening of Bids.
- 15.03 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, the Bidder may withdraw its Bid,

and the Bid security will be returned. Thereafter, if the Work is rebid, the Bidder will be disqualified from further bidding on the Work.

#### **ARTICLE 16—OPENING OF BIDS**

- 16.01 Bids will be opened at the time and place indicated in the advertisement or invitation to bid and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base Bids and major alternates, if any, will be made available to Bidders after the opening of Bids.
- 16.02 All Bids will remain subject to acceptance for forty-five (45) days after the day of the Bid opening, but Owner may, in its sole discretion, release any Bid and return the Bid security prior to the end of this period.

#### **ARTICLE 17—EVALUATION OF BIDS AND AWARD OF CONTRACT**

- 17.01 Owner reserves the right to reject any or all Bids pursuant to Nevada state law, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner also reserves the right to waive all minor Bid informalities not involving price, time, or changes in the Work.
- 17.02 Owner will reject the Bid of any Bidder that Owner finds, after reasonable inquiry and evaluation, to not be responsible.
- 17.03 If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Bidding Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, whether in the Bid itself or in a separate communication to Owner or Engineer, then Owner will reject the Bid as nonresponsive.
- 17.04 If Owner awards the contract for the Work, such award will be to the responsible Bidder submitting the lowest responsive Bid.
- 17.05 *Evaluation of Bids*
  - A. In evaluating Bids, Owner will consider whether the Bids comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Bid Form or prior to the Notice of Award.
  - B. If the Unit Bid Item prices and/or schedule of values of a prospective Bidder's Bid are obviously unbalanced, either in excess or below the reasonable cost analysis values, the Bid may be rejected. All bids with separately-priced line items shall be analyzed to determine if the prices are unbalanced. A Bid may be rejected if Owner determines that the lack of balance poses an unacceptable risk to Owner. A Bid with unbalanced pricing may increase performance risk and could result in payment of unreasonably high prices. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more bid items is significantly over- or understated, as indicated by the application of cost or price analysis techniques. The greatest risks associated with unbalanced pricing occur when:
    - 1. Overpricing of startup work, mobilization, or early items of work ("front-end loading") would cause a Bidder to receive substantial up-front payment;
    - 2. Base quantities and option quantities are separate line items;
    - 3. The quantities as bid are incorrect and the contract cost will be increased when quantities are corrected; and/or

4. On items when the quantities may vary, if the anticipated variation in quantity would result in the lower Bidder not remaining as the low bidder.
- C. More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.
- D. In evaluating bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data as may be requested in the Bid Form or prior to the Notice of Award.
- E. In evaluating whether a Bidder is responsible, Owner will consider the qualifications of the Bidder and may consider the qualifications and experience of Subcontractors and Suppliers proposed for those portions of the Work for which the identity of Subcontractors and Suppliers must be submitted as provided in the Bidding Documents.
- F. Owner may conduct such investigations as Owner deems necessary to establish the responsibility, qualifications, and financial ability of Bidders and any proposed Subcontractors or Suppliers.
- G. If the Contract is to be awarded, Owner will award the Contract to the Bidder whose Bid is in the best interest of the Project.
- H. Owner reserves the right to reduce the Scope of Work up to twenty-five percent (25%) of the total Bid price by deleting items and/or reducing the Scope of Work without invalidating the Bid, if necessary, to reduce the cost of the project to within the Engineer's Estimate and/or Owner's budget.
- I. Any Bidder which submitted a Bid to Owner may protest the recommendation of award in accordance with procedures as set forth in NRS 338.

#### **ARTICLE 18—BONDS AND INSURANCE**

- 18.01 Article 6 of the General Conditions, as may be modified by the Supplementary Conditions, sets forth Owner's requirements as to performance and payment bonds and insurance. When the Successful Bidder delivers the executed Agreement to Owner, it must be accompanied by one (1) copy of each of the required bonds and insurance documentation.
- 18.02 Article 8, Bid Security, of these Instructions, addresses any requirements for providing bid bonds as part of the bidding process.

#### **ARTICLE 19—SIGNING OF AGREEMENT**

- 19.01 When Owner issues a Notice of Award to the Successful Bidder, it will be accompanied by the required number of unexecuted counterparts of the Agreement along with the other Contract Documents as identified in the Agreement. Within 15 days thereafter, Successful Bidder must execute and deliver the required number of counterparts of the Agreement and any bonds and insurance documentation required to be delivered by the Contract Documents to Owner. Within 20 days thereafter, Owner will deliver one fully executed counterpart of the Agreement to

Successful Bidder, together with printed and electronic copies of the Contract Documents as stated in Paragraph 2.02 of the General Conditions.

#### **ARTICLE 20—SALES AND USE TAXES**

20.01 Owner is exempt from Nevada state sales and use taxes on materials and equipment to be incorporated in the Work (Exemption No. 88-760004K). Per Section 15, Chapter 338 of the NRS, each contractor, subcontractor and other person who provides labor, equipment, materials, supplies or services for the Work will comply with the requirements of all applicable state and local laws, including, without limitation, any applicable licensing requirements and requirements for the payment of sales and use taxes on equipment, materials and supplies provided for the Work. Said taxes must not be included in the Bid. Refer to Paragraph SC-7.10 of the Supplementary Conditions for additional information.

#### **ARTICLE 21—NEVADA REVISED STATUTES**

21.01 Each and every provision of Chapters 332, 338 and 339 of the Nevada Revised Statutes (NRS) and other laws required to be inserted in these Contract Documents shall be deemed to be inserted herein, and the Contract Documents shall be read and enforced as though they are included herein.

21.02 In accordance with NRS 338, the Successful Contractor shall report the name and address of each subcontractor to the Owner and Washoe County Labor Commissioner if the estimated total price of the Contract exceeds \$100,000.

21.03 Bidder's attention is directed to Chapter 527, Statutes of Nevada 2019, enacted by the Nevada Legislature by passage of Senate Bill 207, an act relating to apprentices, requiring contractor and subcontractors to comply with certain requirements relating to the use of apprentices on public works projects. *The two lowest responsive bidders will be required to fill out and submit a copy of the project Workforce Checklist, a sample copy of which follows this Section.*

#### **ARTICLE 22—HISTORICAL AND ARCHAEOLOGICAL**

22.01 If, during the course of construction, evidence of deposits of historical or archaeological interest is found, the Contractor shall cease operation(s) affecting the find and shall notify the Owner. No further disturbance of the deposits shall ensue until the Owner has notified the Contractor that he may proceed.

#### **ARTICLE 23—SAFETY AND HEALTH REGULATIONS FOR CONSTRUCTION**

23.01 These construction documents are to be governed at all times by applicable provisions of the Federal Law, including but not limited to the latest amendment of the following:

- A. Williams-Steiger Occupational Safety and Health Act of 1970, Public Law 94-596
- B. Part 1910 -- Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations
- C. Part 1926 -- Safety and Health Regulations for Construction, Chapter XVII of Title 29, Code of Federal Regulations.

#### **END OF INSTRUCTIONS**

## **SECTION 3 - BID FORM – REVISED 8/24/21 (ADDENDUM #1)**

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

### **ARTICLE 1—OWNER AND BIDDER**

1.01 This Bid is submitted to:

Incline Village General Improvement District  
Public Works Department  
1220 Sweetwater Road  
Incline Village NV 89451  
775-832-1267

1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

### **ARTICLE 2—ATTACHMENTS TO THIS BID**

2.01 The following documents are submitted with and made a condition of this Bid:

- A. Required Bid security;
- B. List of Proposed Subcontractors;
- C. List of Proposed Suppliers;
- D. Evidence of authority to do business in the state of Nevada, or a written covenant to obtain such authority within the time for acceptance of Bids;
- E. Contractor's license number as evidence of Bidder's State Contractor's License, or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
- F. Required Bidder Qualification Statement with supporting data; and
- G. Completed Bid Form



**BASIS OF BID—UNIT PRICES**

3.01 Bidder will complete the Work in accordance with the Contract Documents for the following Unit Price(s):

**BASE BID - UNIT PRICE SCHEDULE**

Item No.	Description	Unit	Quantity	Unit Price	Total Price
1	Mobilization/Demobilization	LS	1	\$ 25,000	\$ 25,000
2	Pre-construction Video	LS	1	\$ 1,900	\$ 1,900
3	Temporary Erosion Control	LS	1	\$ 10,200	\$ 10,200
4	Full Depth AC Pavement & Base Removal (Existing AC Pavement Removal, Subgrade Excavation, Off-Haul)	SF	15,320	\$ 4.30	\$ 65,876
5	New Full-Depth AC Pavement Section (3" AC Pavement, 4" Type 2 Aggregate Base, Compaction, Grading)	SF	15,320	\$ 5.90	\$ 90,388
6	Remove AC Curb	LF	192	\$ 11.00	\$ 2,112
7	AC Curb, Type 3, 3% Air Void, PG64-22	LF	402	\$ 21.00	\$ 8,442
<b>TOTAL BASE BID IN NUMBERS:</b>					\$ 203,918
<b>TOTAL BASE BID IN WORDS:</b>					
<i>Two hundred three thousand nine hundred eighteen.</i>					

*Quantities are not guaranteed. Final Payment will be based upon actual quantity of work performed.*

**ALTERNATE BID - UNIT PRICE SCHEDULE**

Item No.	Description	Unit	Quantity	Unit Price	Total Price
7	Full Depth AC Pavement & Base Removal (Existing AC Pavement Removal, Subgrade Excavation, Off-Haul)	SF	12,888	\$ 4.30	\$ 55,418.40
8	Remove Asphalt Surface	SF	3,688	\$ 2.80	\$ 10,326.40
9	New Full-Depth AC Pavement Section (3" AC Pavement, 4" Type 2 Aggregate Base, Compaction, Grading)	SF	12,888	\$ 5.70	\$ 73,461.60
10	New 3" Asphalt Surface	SF	3,688	\$ 3.80	\$ 14,014.40
TOTAL BID, WITH ALTERNATE, IN NUMBERS:					\$ 357,138.80
TOTAL BID, WITH ALTERNATE, IN WORDS:					Three hundred fifty seven thousand one hundred thirty eight and eighty cents

H. Bidder acknowledges that:

1. Each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. Estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

**ARTICLE 3—<sup>s</sup>TIME OF COMPLETION**

- 3.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 3.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 4—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

- 4.01 *Bid Acceptance Period*
  - A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.
- 4.02 *Instructions to Bidders*
  - A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

4.03 *Receipt of Addenda*

A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
1 (ONE)	8/24/21

**ARTICLE 5—BIDDER’S REPRESENTATIONS AND CERTIFICATIONS**

5.01 *Bidder’s Representations*

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder’s (Contractor’s) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies

between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.

10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

**5.02 Bidder's Certifications**

**A. The Bidder certifies the following:**


1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
  - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
  - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
  - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
  - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.



BIDDER hereby submits this Bid as set forth above:

Bidder:

F.W. CARSON CO.  
(typed or printed name of organization)

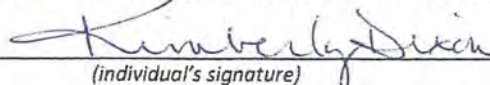
By:   
(individual's signature)

Name: TROY CARSON  
(typed or printed)

Title: V.P.  
(typed or printed)

Date: 8/26/21  
(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: Kimberly Dixon   
(individual's signature)

Name: Kimberly Dixon  
(typed or printed)

Title: Project Administrator / Nevada Notary Public  
(typed or printed)

Date: 8/26/21  
(typed or printed)

Address for giving notices:

1064 TAHOE BLVD, INCLINE VILLAGE NV 89451

Bidder's Contact:

Name: TROY CARSON  
(typed or printed)

Title: V.P.  
(typed or printed)

Phone: 775 831 5008

Email: troy @ fw carson co . com

Address: 1064 Tahoe Blvd. Incline Village NV 89451

Bidder's Contractor License No.: (if applicable) 0044726



**ADDITIONAL INFORMATION REQUIRED AT BID**  
**Reference Instructions to Bidders Section 2**

List five (5) similar projects completed by Contractor within the last 5 years:

Contact Name & Phone No.	Description of Work	Date Complete	Cost
See Attached		See Attached	
"		"	"
"		"	"
"		"	"
"		"	"

**Work Experience:** List years of experience with similar projects, project descriptions, locations and costs, for proposed Job Foreman/ Superintendent:

Forman/Super's Name	Title	Years' Experience	
Chris Hamlin	Foreman	23	
Name & Location of Project	Description	Project Cost	Date Completed
See Attached	—————→		
"	"	"	"
"	"	"	"
"	"	"	"

**NRS 338.141: List of Subcontractors and Contractor Self Performance Exceeding Five Percent (5%) of Bid Amount**

List below the name, address and contractor's or business license number of each first tier subcontractor, equipment or materials supplier who will provide labor, equipment or supplies on the project for which the subcontractor or supplier will be paid an amount exceeding five percent (5%) of the contractor's base bid. For each subcontractor/ supplier listed, also describe the kind of work, equipment or materials the subcontractor/ supplier will provide. (Use an additional sheet, if necessary.)

Prime Contractor's Name, Address & Phone No. <i>F.W. Carson Co. 1064 Tahoe Blvd. Incline Village NV 89451 775 831 5008</i>	Nevada Contractor License No./License Limit <i>0044726 - Unlimited</i>
Kind of Work/Supplies	% of Work/Supplies
Description of work being self-performed by Contractor: <i>Demolition, grading, paving, all work not otherwise specifically listed herein</i>	<i>100%</i>

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

**NRS 338.141: List of Subcontractors and Contractor Self Performance Exceeding One Percent (1%) of Bid Amount or \$50,000, whichever is greater (Two Hour List)**

List below the name, address and contractor's or business license number of each first tier subcontractor, equipment or materials supplier who will provide labor, equipment or supplies on the project for which the subcontractor or supplier will be paid an amount exceeding one percent (1%) of the contractor's base bid. For each subcontractor/ supplier listed, also describe the kind of work, equipment or materials the subcontractor/ supplier will provide. (Use an additional sheet, if necessary.)

Prime Contractor's Name, Address & Phone No.	Nevada Contractor License No./License Limit
F.W. Carson Co. 1064 Tahoe Blvd. Incline Village NV 89451	0044726 - Unlimited
Kind of Work/Supplies	% of Work/Supplies
Description of work being self-performed by Contractor: Demo, grading, paving. All other work not otherwise specifically listed herein.	100%

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies

Subcontractor or Supplier Name, Address & Phone No.	Nevada Contractor License No./License Limit
Kind of Work/Supplies	% of Work/Supplies





PUBLIC WORKS BIDDERS PREFERENCE AFFIDAVIT

I, Troy Carson, on behalf of F.W. Carson Co ("Contractor"), hereby certify and affirm under penalty of perjury, for purposes of qualifying for a preference in bidding under Nevada Revised Statutes Chapter 338 on Project No. WA-2019-176, Project Name Mountain Golf Course Cart Path Phase I ("Project"), that the following requirements will be adhered to, documented and attained for the duration of the Project:

1. At least fifty percent (50%) of workers employed on the Project (including Subcontractors) hold a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles;
2. All vehicles used primarily for the Project will be (a) registered and (where applicable) partially apportioned to Nevada; or (b) registered in Nevada;
3. At least fifty percent (50%) of the design professionals who work on the Project (including subcontractors) hold a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles;
4. The Contractor shall maintain and make available for inspection within Nevada all payroll records related to this Project.

Contractor recognizes and accepts that failure to comply with the requirements herein shall be a material breach of the contract and entitle the Incline Village General Improvement District ("Authority") to liquidated damages in the amount set by statute. In addition, the Contractor recognizes and accepts that failure to comply with any requirements herein may lose its certification for preference in bidding for five (5) years and/or the ability to bid on any contracts for public works for one (1) year pursuant to NRS Chapter 338.

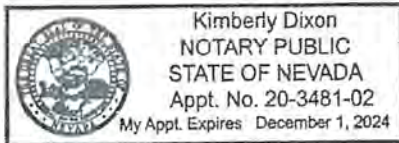
Signature: [Handwritten Signature]

Print Name: Troy Carson

Title: V.P. Date: 8/26/21

State of Nevada )  
 )ss.  
County of Washoe )

This instrument was acknowledged before me on 26<sup>th</sup> day of August, 2021, by Troy Carson (name of person making statement).



[Handwritten Signature]  
Notary Signature

NOTARY STAMP



**SPECIAL MEETING OF SHAREHOLDERS AND BOARD OF DIRECTORS  
OF  
F. W. CARSON CO.**

A special meeting of the Shareholders and Board of Directors of F. W. CARSON CO. was held on October 14, 2003. BARBARA CARSON and RIAN SMITH were present and waived notice of the meeting. BARBARA CARSON was selected to serve as Chairman and Secretary of the meeting.

The Chairman indicated that the special meeting was called because of the death of FRED W. CARSON on October 5, 2003. There was a need to elect replacement officers of the corporation. With FRED'S passing BARBARA CARSON is now the sole officer, director and shareholder of F. W. CARSON CO.

The following persons were nominated as officers of the corporation and accepted their positions as follows:

President	BARBARA CARSON
Vice President	RIAN SMITH
Second Vice President	TROY CARSON
Secretary	BARBARA CARSON
Treasurer	BARBARA CARSON

BARBARA CARSON and RIAN SMITH were authorized to be signatories for the accounts of the corporation.

It was noted that when TODD CARSON reaches the age of eighteen he will be invited to become an officer of the corporation.

There being no further business to come before the Board, the special meeting was declared adjourned.

DATED: October 14, 2003.

  
\_\_\_\_\_  
BARBARA CARSON  
Secretary of the Meeting



## NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NEVADA, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150  
2310 CORPORATE CIRCLE, SUITE 200, HENDERSON, NEVADA, 89074, (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1110

### CERTIFICATE OF ELIGIBILITY PER NRS 338.147 and NRS 338.1389

CERTIFICATE NUMBER: BPC-03-01-02-0240

F W CARSON CO (HEREIN THE "GENERAL CONTRACTOR") NEVADA STATE CONTRACTORS' LICENSE NUMBER: 0044726 ORIGINAL ISSUE DATE: 07/01/1997 BUSINESS TYPE: CORPORATION CLASSIFICATION: A-GENERAL ENGINEERING MONETARY LICENSE LIMIT: UNLIMITED STATUS: ACTIVE, IS HEREBY ISSUED THIS CERTIFICATE BY THE NEVADA STATE CONTRACTORS' BOARD, BASED UPON THE INFORMATION CONTAINED IN THE STATEMENT OF COMPLIANCE WITH NEVADA REVISED STATUTES (NRS) 338.147 AND NRS 338.1389 AND THE AFFIDAVIT OF CERTIFIED PUBLIC ACCOUNTANT SUBMITTED TO THE NEVADA STATE CONTRACTORS BOARD AS PROOF OF CONTRACTOR'S COMPLIANCE WITH THE PROVISIONS OF NRS 338.147 AND NRS 338.1389. IN ACCORDANCE WITH THE PROVISIONS OF NRS 338.147(3), THE ABOVE-NAMED GENERAL CONTRACTOR AND A CERTIFIED PUBLIC ACCOUNTANT HAVE SUBMITTED FULLY EXECUTED AND NOTARIZED SWORN AFFIDAVITS AS PROOF OF PREFERENTIAL BIDDER STATUS, UNDER PENALTY OF PERJURY, CERTIFYING THAT THE GENERAL CONTRACTOR IS QUALIFIED TO RECEIVE A PREFERENCE IN BIDDING AS SET FORTH IN NRS 338.147 AND NRS 338.1389 AND OTHER MATTERS RELATING THERETO.

THIS CERTIFICATE OF ELIGIBILITY IS ISSUED ON AUGUST 1, 2021 AND EXPIRES ON JULY 31, 2022, UNLESS SOONER REVOKED OR SUSPENDED BY THE NEVADA STATE CONTRACTORS BOARD.



Nancy Mathias  
NANCY MATHIAS, LICENSING ADMINISTRATOR      7/29/2021 DATE  
FOR MARGI A. GREIN, EXECUTIVE OFFICER

The Nevada State Contractors Board assumes no liability or responsibility for the accuracy or validity of the information contained in the Contractors Statement of Compliance or the Affidavit of Certified Public Accountant as Proof of Contractors Compliance with the Provisions of NRS 338.147 and NRS 338.1389. The above-named General Contractor shall bear the responsibility to ascertain the accuracy and validity of the affidavits provided to support the issuance of this certificate.

Southern Nevada Office  
2310 Corporate Circle, Suite 200  
Henderson, Nevada 89074  
(702) 486-1100

Northern Nevada Office  
5390 Kietzke Lane, Suite 102  
Reno, Nevada 89511  
(775) 688-1141

# STATE CONTRACTORS BOARD

The Nevada State Contractors Board certifies that

**F W CARSON CO**

Licensed since July 01, 1997

License No. **0044726**

Is duly licensed as a contractor in the following classification(s):

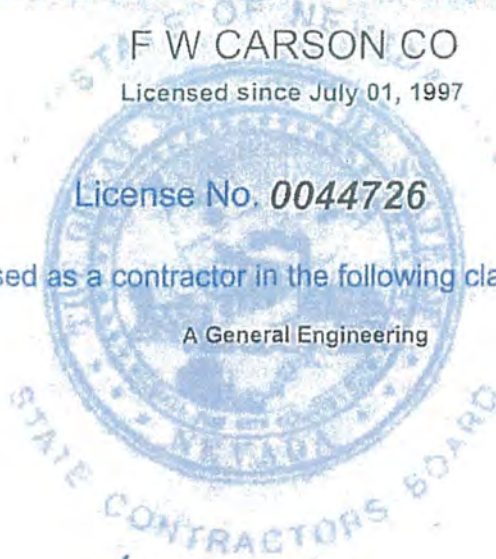
**PRINCIPALS:**

BARBARA CARSON, President, QI  
RIAN CARSON, Vice President, QI  
TROY CARSON, Vice President, QI

A General Engineering

LIMIT: Unlimited

EXPIRES: 07/31/2022



*Kurt Ay*  
\_\_\_\_\_  
Chair, Nevada State Contractors Board



**STATE OF NEVADA  
CONTRACTORS LICENSE**

THIS IS TO CERTIFY THAT THE COMPANY LISTED BELOW IS LICENSED IN THE STATE OF NEVADA FOR THE CLASSIFICATION(S) SHOWN:

F W CARSON CO  
1064 TAHOE BLVD  
INCLINE VILLAGE, NV 89451

LIC. NO.  
0044726

EXPIRES:  
07/31/2022

LIMIT: Unlimited

Class: A

**STATE OF NEVADA  
STATE CONTRACTORS BOARD**  
5390 Kietzke Lane, Suite 102, Reno, Nevada 89511  
2310 Corporate Circle, Suite 200, Henderson, Nevada 89074

**POCKET CARD RE-ORDER FORM**

Enclosed is \$ \_\_\_\_\_ to cover the cost of \_\_\_\_\_ additional pocket cards at ten dollars (\$10.00) each.

Firm Name \_\_\_\_\_

License No. \_\_\_\_\_

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

F W CARSON CO  
1064 TAHOE BLVD  
INCLINE VILLAGE, NV 89451

**LICENSE NUMBER**

W020976A-LIC

**LICENSE TYPE**

General Business License

**LICENSE - NOT TRANSFERRABLE**  
POST IN A CONSPICUOUS PLACE



**YEAR LICENSE VALID**

Expires on 09/30/2021

**LICENSE FEE PAID**

THIS CERTIFIES THAT  
IN THE NAME OF  
LOCATED AT

This license cannot be transferred or assigned. It is valid only for the licensee and location shown below.

F. W. CARSON CO  
Fred Carson  
1064 TAHOE BLVD, INCLINE VILLAGE, NV

F. W. CARSON CO  
Fred Carson  
1064 TAHOE BLVD

INCLINE VILLAGE, NV 89451

This license certifies that the name above has paid the required fees to the license collector of Washoe County and is hereby authorized to conduct business and is subject to the provisions of law.





GENERAL ENGINEERING CONTRACTORS

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**Reference - Major Projects**

2016-2021

**Legacy Trail – Brockway Road Multi-Use Trail Connector – Public Sector**

Owner: Town of Truckee, CA – POC: Jessica Thompson – (530)582-2938

10183 Truckee Airport Road Truckee, CA 96161

Project Manager: Kaveh Mansoor / Project Foreman: Chris Hamlin / Super: Doug Whipple

Scope: Construction of an asphalt paved multi-use trail including grading, storm drain improvements, rock & concrete retaining walls, sidewalks, railings and striping & signage

Final Contract \$ 2,270,490.00 Start Date:6/7/21 Finish Date: Projected – 9/23/21

**Mammoth Elementary School Addition/Modernization - Public Sector**

Owner: Mammoth Unified School District

1500 Meridian Blvd. Mammoth Lakes, CA 93546

Subcontractor to SierraCon – Josh Merkow [jmerkow@sierracon.biz](mailto:jmerkow@sierracon.biz) (530) 307-8898

Project Manager: Andy Good / Project Foremen: Chris Hamlin, Rodney Murray & Rigo Barajas

Superintendent: Troy Carson

Scope: Earthwork for a new addition, including site utilities, base & paving

Final Contract \$1,919,050.00 Start Date: 5/19/20 Finish Date: Projected - 8/13/21

**Mammoth Middle School Classroom Addition – Public Sector**

Owner: Mammoth Unified School District

1600 Meridian Blvd. Mammoth Lakes, CA 93546

Subcontractor to SierraCon – Bridgette Toy [btoy@sierracon.biz](mailto:btoy@sierracon.biz) (650-576-1114)

Project Manager: Andy Good / Project Foremen: Rodney Murray & Rigo Barajas

Superintendent: Troy Carson

Scope: BMP's, site demolition, excavation / backfill, aggregate base, vapor barrier, underground utilities and asphalt paving & base

Final Contract \$262,220.00 Start Date: 6/21/21 Finish Date: Projected - 8/20/21





## GENERAL ENGINEERING CONTRACTORS

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### **Nevada SR-88 Box Culvert Project – Public Sector**

Owner: Douglas County Public Works

P.O. Box 218 Minden, NV 89423

Contact: Reid Kaiser, P.E., Transportation Manager (775) 337-4704 / (775) 229-5509 [reid.kaiser@hdrinc.com](mailto:reid.kaiser@hdrinc.com)

Project Manager: Kyle LaFave / Traffic Control Construction Manager: Matt Mangalin

Project Foremen: Chris Hamlin, Rodney Murray, Rigo Barajas

Construction Manager: Doug Whipple / Superintendent: Troy Carson

Scope: Installation of 4 cell 14' x 6' x 76' precast box culvert, construction of a new flow channel, utility relocation, headwall construction, dewatering, 165 feet of pavement repair, grading, paving, SWPPPs, traffic control

Final Contract \$970,631.90

Start Date: 4/5/21

Finish Date: Projected – 6/1/21

### **580 Edgewood Pump House**

Owner: The Cherif A. Bondjakdji Trust

580 Edgewood Dr. Stateline, NV 89449

Sub to Covenant Builders – Scott Hamann – [covenantbuilders1@hotmail.com](mailto:covenantbuilders1@hotmail.com) – (775) 741-1892

Project Manager/Superintendent: Troy Carson / Project Foremen: Sean Quinn

Scope: Temp BMP's, tree removal, grading, partial utilities, base under the curb & gutter, curb & gutter, gravel cap and rock walls

Final Contract \$343,003

Start Date: 4/27/21

Finish Date: 6/29/21

### **Hyatt Regency Lake Tahoe Outdoor Grill Project – Private Sector**

Owner: Hyatt Equities

Owner: Hyatt Equities

998 Lakeshore Blvd. Incline Village, NV

Sub to SierraCon - Josh Merkow [jmerkow@sierracon.biz](mailto:jmerkow@sierracon.biz) (530) 307-8898

Project Manager: Andy Good / Project Foreman: Rigo Barajas / Superintendent: Troy Carson

Scope: Demolition, earthwork, underground utilities, structural excavation and base prep

Final Contract \$386,301.00

Start Date: 4/26/21

Pause Date: 6/4/21

Scheduled Re-Start Date: 9/7/21

Projected Finish Date: 10/15/21



GENERAL ENGINEERING CONTRACTORS

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**Hyatt Regency Lake Tahoe – Electrical Trench & Backfill / Lone Eagle & Cottages BMP Retrofit**  
Private Sector

Owner: Hyatt Equities

998 Lakeshore Blvd. Incline Village, NV

Sub to SierraCon - Josh Merkow [jmerkow@sierracon.biz](mailto:jmerkow@sierracon.biz) (530) 307-8898

Project Manager: Andy Good / Project Foreman: Chris Hamlin / Superintendent: Troy Carson

Scope: Electrical excavation and backfill

Final Contract \$719,884.00 Start Date: 5/10/19 Finish Date: 10/31/19

**Squaw Creek Townhomes – Phase 2A Infrastructure** - Private Sector

Owner: Squaw Creek Associates, LLC.

400 Squaw Creek Road Olympic Valley, CA

Contact person: Kaveh Mansoor - [kaveh@spectrum-cm.com](mailto:kaveh@spectrum-cm.com) – (530) 386-6349

Project Managers: Andy Good/Kyle LaFave Project Foreman: Rigoberto Barajas

Superintendent: Troy Carson

Scope: Realigning the service road for future townhomes including pavement removal, water, sewer, electrical & communication facilities, storm drain, temporary BMPs, concrete headwall, site grading, rockery wall, concrete curb, asphalt paving, striping, site restoration and temporary erosion control

Final Contract \$3,461,636.00 Start Date: 5/14/19 Finish Date: 5/2020

**580 Edgewood Dr. Phase 1 - Caretakers Quarters** - Private Sector

Owner: The Cherif A. Bondjakdji Trust

580 Edgewood Dr. Stateline, NV

Sub to Clark & Sullivan – Jarrett Rosenau – [Jarrett@clarksullivan.com](mailto:Jarrett@clarksullivan.com) – (775) 355-8500

Project Manager: Andy Good / Project Foreman: Chris Hamlin / Superintendent: Troy Carson

Scope: Install underground booster pump, fire service connection, PI & FDC, asphalt paving at the Caretaker's Quarters and from Sta.0+00 – 6+92 and grading at the USFS road

Final Contract \$309,945.00 Start Date: 6/7/19 Finish Date: 11/16/19





GENERAL ENGINEERING CONTRACTORS

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**Sierra Star – Sitework - Private Sector**

Owner: Tower, LLC

1135 Lakeshore Blvd. Incline Village, NV 89451

Sub to Crestwood Con. – Robert Ellis – [Robert@crestwoodconstruction.com](mailto:Robert@crestwoodconstruction.com) (916) 367-1336

Project Manager: Andy Good / Project Foreman: Chris Hamlin / Superintendent: Troy Carson

Scope: Cut & cap utilities including street cut permit. Landscape T&M and utilities to main house

Final Contract \$1,246,284.06      Start Date: 4/23/18      Finish Date: 10/6/19

**580 Edgewood Dr. Phase 1c.2, 1d.4-1e - 2018 - Private Sector**

Owner: The Cherif A. Bondjakdji Trust

580 Edgewood Dr. Stateline, NV

Sub to Clark & Sullivan – Jarrett Rosenau – [Jarrett@clarksullivan.com](mailto:Jarrett@clarksullivan.com) – (775) 355-8500

Project Manager: Andy Good / Project Foreman: Chris Hamlin / Superintendent: Troy Carson

Scope: Underground utilities, base under concrete and asphalt paving & slurry seal

Final Contract \$879,748.00      Start Date: 6/11/18      Finish Date: 10/5/18

**580 Edgewood Dr. Phase 1c.1, 1d.1-d3 (partial) - 2017 - Private Sector**

Owner: The Cherif A. Bondjakdji Trust

580 Edgewood Dr. Stateline, NV

Sub to Clark & Sullivan – Jarrett Rosenau – [Jarrett@clarksullivan.com](mailto:Jarrett@clarksullivan.com) – (775) 355-8500

Project Manager: Andy Good / Project Foreman: George Shaw / Superintendent: Troy Carson

Scope: SWPPP Maintenance, earthwork, demo, sewer (to Sta. 9+00), rip rap, rock walls & utilities (Hubbard to Edgewood).

Final Contract \$604,073.00      Start Date: 7/10/17      Finish Date: 10/13/17

**Donner Trail Elementary School - Public Sector**

Owner: Tahoe Truckee Unified School District

52755 Donner Pass Rd. Truckee, CA

Sub to Reyman Brothers – Liz Callender – [ecallender@reymanbrothers.com](mailto:ecallender@reymanbrothers.com) (775) 356-0150

Project Manager: Andy Good / Project Foreman: Chris Hamlin / Superintendent: Troy Carson

Scope: BMPs, demolition, earthwork, underground utilities, structural excavation, base under the slab on grade, site concrete and base & paving.

Final Contract \$232,474.50      Start Date: 6/29/17      Finish Date: 4/5/18



GENERAL ENGINEERING CONTRACTORS

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**Rideout Elementary School – Tahoe Lake Interim Housing - Public Sector**

Owner: Truckee Tahoe Unified School District

740 Timberland Lane Tahoe City, CA

Sub to Allegro General Contractors – Bill Roberts – [allegro@tellis.net](mailto:allegro@tellis.net) (530) 546-9344

Project Manager: Andy Good / Project Foreman: Todd Carson / Superintendent: Troy Carson

Scope: BMPs, demolition, earthwork / grading, base pads, structural excavation, base under the site concrete, base under the asphalt paving, asphalt paving, seal coat, permanent BMPs and gas trenching.

Final Contract \$280,917.50                      Start Date: 4/27/17      Finish Date: 8/6/17

**IVGID Public Works Storage Building - Public Sector**

Owner: Incline Village General Improvement District

893 Southwood Blvd. Incline Village, NV 89451

Sub to Geney / Gassiot – Mari Tilzey - [mari@ganeygassiot.com](mailto:mari@ganeygassiot.com) (775) 747-2200

Project Manager: Andy Good / Project Foreman: Chris Hamlin / Superintendent: Troy Carson

Scope: Mobilization, BMPs, demolition, earthwork, underground utilities, structural excavation, base under the slab on grade, base under the site concrete, boulder barriers, excavate & backfill for oil tank and re-vegetation.

Final Contract \$509,399.72                      Start Date: 6/5/17      Finish Date: 5/9/18

**TMWA Chalk Bluff Storage Pond - Public Sector**

Owner: Truckee Meadows Water Authority

P.O. Box 30013 Reno, NV 89520

General - Superintendent: Troy Carson [troy@fwcarsonco.com](mailto:troy@fwcarsonco.com) (530) 214-6273

Scope: Construction of a new storage pond

Final Contract \$404,252.95                      Start Date: 10/12/16      Finish Date: 12/14/16

**Squaw Valley Community Park Pickleball Courts - Public Sector**

Owner: Placer County

100 Squaw Valley Road Olympic Valley, CA

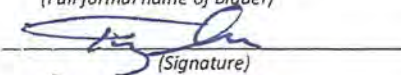
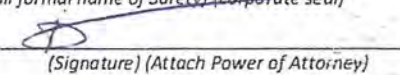

General - Superintendent: Troy Carson [troy@fwcarsonco.com](mailto:troy@fwcarsonco.com) (530) 214-6273

Scope: Construct three (3) new Pickleball courts

Final Contract \$232,681.00                      Start Date: 7/11/16      Finish Date: 8/23/16



### SECTION 4 - BID BOND

<b>Bidder</b> Name: F.W. Carson Co.  Address (principal place of business): 1064 Tahoe Blvd. Incline Village, NV 89451	<b>Surety</b> Name: The Ohio Casualty Insurance Company  Address (principal place of business): 175 Berkeley St., Boston, MA 02116
<b>Owner</b> Name: <b>Incline Village GID</b>  Address (principal place of business): <b>Public Works Department</b> 1220 Sweetwater Road Incline Village, NV 89451 775-832-1267	<b>Bid</b>  Project (name and location): <b>IVGID Mountain Golf Course Cart Path</b> <b>Reconstruct Phase 1</b> 687 Wilson Way Incline Village, NV 89451  Bid Due Date: <b>Aug. 26, 2021</b>
<b>Bond</b> Bond Amount: Five Percent of Total Amount Bid ***** (5% of Bid) Date of Bond: August 23, 2021	
Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.	
<b>Bidder</b> F.W. Carson Co. <i>(Full formal name of Bidder)</i>	<b>Surety</b> The Ohio Casualty Insurance Company <i>(Full formal name of Surety) (Corporate seal)</i>
By:  <i>(Signature)</i>	By:  <i>(Signature) (Attach Power of Attorney)</i>
Name: <u>Troy Carson</u> <i>(Printed or typed)</i>	Name: <u>Dona Lisa Buschmann</u> <i>(Printed or typed)</i>
Title: <u>V.P.</u>	Title: <u>Attorney in Fact</u>
Attest:  <i>(Signature)</i>	Attest: <u>SEE ATTACHED</u> <i>(Signature)</i>
Name: <u>Kimberly Dixon</u> <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: <u>Project Administrator</u>	Title: _____
Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.	



1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder any difference between the total amount of Bidder's Bid and the total amount of the Bid of the next lowest, responsible Bidder that submitted a responsive Bid, as determined by Owner, for the work required by the Contract Documents, provided that:
  - 1.1. If there is no such next Bidder, and Owner does not abandon the Project, then Bidder and Surety shall pay to Owner the bond amount set forth on the face of this Bond, and
  - 1.2. In no event will Bidder's and Surety's obligation hereunder exceed the bond amount set forth on the face of this Bond.
  - 1.3. Recovery under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
  - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
  - 3.2. All Bids are rejected by Owner, or
  - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions will not in the aggregate exceed 120 days from Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond must be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

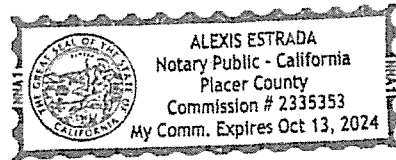
State of California  
County of Placer)

On August 23, 2021 before me, Alexis Estrada, Notary Public  
(insert name and title of the officer)

personally appeared Dona Lisa Buschmann,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.



Signature *Alexis E.* (Seal)



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205493-977442

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Alexis Estrada, Dona Lisa Buschmann, Edward D. Johnson, J. Buschmann, Jana B. Pilgard, Julie A. Shiroma, Kathy Rangel, Lisa Bracero, Maggie Bender-Johnson, Robert D. Laux, Stephen D. Bender

all of the city of Sacramento state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 28th day of April, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature]
David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-632-8240 or email HOSUR@libertymutual.com

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 28th day of April, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 23rd day of August, 2021.



By: [Signature]
Renee C. Llewellyn, Assistant Secretary

## SECTION 3a - BID ITEM CLARIFICATION SUMMARY

### 1. **Mobilization and Demobilization (LS)**

- Mobilization consists of preparatory work and operations for movement of personnel, equipment and incidentals to the site for the beginning of work.
- Demobilization consists of work and operations necessary for movement of personnel, equipment and incidentals from the site upon completion of project improvements.
- All incidental work including providing and maintaining traffic control for the project.
- Provision of and installation of Project Construction Sign.
- Misc. Items not included in other bid items but called out on the Drawings.
- Payment for mobilization/demobilization will be made as follows:
  - When 5% of the total original Contract amount is earned from other bid items, 50% of the amount of bid for mobilization/demobilization will be paid.
  - When 10% of the total original Contract amount is earned from other bid items, 90% of the amount bid for mobilization/ demobilization will be paid.
  - Upon completion of all work on the project, including completion of punch list work and submittal of record drawings by the Contractor, 100% of the mobilization/demobilization item will be paid.

### 2. **Pre-construction Video (LS)**

This lump sum bid item includes furnishing all labor, materials, traffic control, tools, and equipment required to record and provide pre-construction video documentation of the existing conditions of the entire work area, staging area, and access points to the site. The video shall be provided in a digital format that is coordinated with the owner.

### 3. **Temporary Erosion Control (LS)**

This lump sum item includes the installation and maintenance of all temporary erosion control required to maintain compliance with permitting agencies. Payment for this item also includes any adjustments to erosion control measure required by permitting agencies.

### 4. **Full Depth AC Pavement & Base Removal (SF)**

This per square foot bid item includes furnishing all labor, materials, traffic control, tools, and equipment required to complete the removal of asphalt pavement, aggregate base, and subgrade. This bid item consists of, but is not limited to, the following:

- Removal of the existing asphalt section, underlying aggregate base and/or subgrade to a depth required for installation of the proposed pavement section to not impede drainage.
- Re-grading of subgrade material to provide the section shown on the Drawings.
- Compaction of subgrade.
- Removal and off haul of excess materials.

**5. New Full-Depth AC Pavement (3" AC Pavement, 4" Type 2 Aggregate Base) (SF)**

This per square foot bid item includes furnishing all labor, materials, traffic control, tools, and equipment required to install the proposed asphalt concrete (AC) pavement section. This bid item consists of, but is not limited to, the following:

- Installation and compaction of new AC and aggregate base material as shown on the Drawings and per Orange Book standards.
- Off-haul of excess material.

**6. AC Curb (LS)**

This lump sum bid item includes furnishing all labor, materials, traffic control, tools, and equipment required to install the proposed asphalt concrete (AC) curb at the locations identified on the Drawings.

This bid item consists of, but is not limited to, the following:

- Installation and compaction of new AC curb and aggregate base material as shown on the Drawings and per Orange Book standards.
- Off-haul of excess material.

**7. Full Depth AC Pavement & Base Removal (SF)**

- (Description per Item 4 above)

**8. Remove Asphalt Surface (SF)**

This per square foot bid item includes furnishing all labor, materials, traffic control, tools, and equipment required to complete the asphalt pavement surface removal. This bid item consists of, but is not limited to, the following:

- Removal of the existing asphalt pavement section, underlying aggregate base and/or subgrade to a depth required for installation of the proposed pavement section.
- Re-grading of aggregate base and/or subgrade material to allow for the top of asphalt to promote positive drainage.
- Compaction of existing base and/or subgrade material.
- Removal and off haul of excess materials.

**9. New Full-Depth AC Pavement (3" AC Pavement, 4" Type 2 Aggregate Base) (SF)**

- (Description per Item 5 above)

**10. New 3" Asphalt Surface (SF)**

This per square foot bid item includes furnishing all labor, materials, traffic control, tools, and equipment required to install the proposed asphalt concrete (AC) pavement section. This bid item consists of, but is not limited to, the following:

- Re-grading and compaction of existing aggregate base material as shown on the Drawings and per Orange Book standards.
- Installation and compaction of new 3" asphalt surface pavement.
- Off-haul of excess material.



**SECTION 5**  
**AGREEMENT BETWEEN OWNER AND CONTRACTOR**  
**FOR CONSTRUCTION CONTRACT**

This Agreement is by and between the **Incline Village General Improvement District** (“Owner”) and **F. W. Carson Co.** (“Contractor”). This Agreement will be effective on **TBD**, which is the Effective Date of the Contract. Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

Owner and Contractor hereby agree as follows:

**ARTICLE 1—WORK**

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

*The Work is located at 690 Wilson Way, Incline Village, Washoe County Nevada. The Base Bid scope of work includes reconstruction of approximately 15,320 SF of existing asphalt pavement and base along a portion of the IVGID Mountain Golf Course cart path. The Alternate Bid Schedule includes an additional 12,888 SF of asphalt pavement and base reconstruction, as well as 3,688 SF of 3” asphalt pavement surface replacement. Associated work also includes an asphalt concrete curb.*

**ARTICLE 2—THE PROJECT**

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows:

Mountain Golf Course Cart Path Reconstruction – Phase 1

**ARTICLE 3—ENGINEER**

- 3.01 The part of the Project that pertains to the Work has been designed by Lumos & Associates.
- 3.02 The Owner has retained Lumos & Associates (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

**ARTICLE 4—CONTRACT TIMES**

- 4.01 *Time is of the Essence*
- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.
- B. The OWNER anticipates issuing the Notice to Proceed on or about **September 16, 2021.**

4.02 *Contract Times: Dates*

- A. The Work will be substantially complete on or before **October 15, 2021**, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before **October 30, 2021**.

4.05 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. *Substantial Completion:* Contractor shall pay Owner **\$800** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
  2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **\$800** for each day that expires after such time until the Work is completed and ready for final payment.
  3. Liquidated damages for failing to timely attain Substantial Completion, and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

**ARTICLE 5—CONTRACT PRICE**

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:

- A. For all Work other than Unit Price Work, a lump sum of **Thirty-Seven Thousand One Hundred Dollars (\$37,100.00)**.

All specific cash allowances are included in the above price in accordance with Paragraph 13.02 of the General Conditions.

- B. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work as shown on the Bid Form. The total estimated cost of Unit Price Work is **Three Hundred Twenty Thousand Thirty-Eight Dollars and Eighty cents (\$320,038.80)**.

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

- C. For all Work, at the prices stated in Contractor's Bid, included as part of this Contract, the total estimated Contract Price is **Three Hundred Fifty-Seven Thousand One Hundred Thirty-Eight Dollars and Eighty Cents (\$357,138.80)**.

## **ARTICLE 6—PAYMENT PROCEDURES**

### *6.01 Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

### *6.02 Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment, as recommended by Engineer, on or about the first day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.

- 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.

- a. Ninety-five percent (95%) of the value of the Work completed (with the balance being retainage).

- 1) If 50 percent or more of the Work has been completed, as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage.

- b. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to ninety-seven and one-half percent (97.5%) of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

### *6.03 Final Payment*

- A. Upon final completion and acceptance of the Work, and as recommended by Engineer, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

### *6.04 Consent of Surety*

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

6.05 *Interest*

- A. All amounts not paid when due will bear interest at the rate of six percent (6%) per annum.

**ARTICLE 7—CONTRACT DOCUMENTS**

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
1. This Agreement.
  2. Contractor's Bid dated **August 26, 2021**.
  3. Bonds:
    - a. Performance bond (together with power of attorney).
    - b. Payment bond (together with power of attorney).
  4. General Conditions.
  5. Supplementary Conditions.
  6. Specifications as listed in the table of contents of the project manual (copy of list attached).
  7. Drawings (not attached but incorporated by reference) consisting of 10 sheets with each sheet bearing the following general title: **Mountain Golf Course Cart Path – Phase 1**.
  8. Addenda Number 1.
  9. Exhibits to this Agreement (enumerated as follows):
    - a. Documentation submitted by Contractor prior to Notice of Award
    - b. For all projects over \$100,000, State of Nevada Prevailing Wage Rates, Washoe County, current edition as of Award date of project.
  10. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
    - a. Notice to Proceed.
    - b. Work Change Directives.
    - c. Change Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

## ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

### 8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
  2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
  4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
  5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
  6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
  7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
  8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
  9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
  10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.



11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
  1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
  2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
  4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Standard General Conditions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are EJCDC® C-700, Standard General Conditions for the Construction Contract (2018), published by the Engineers Joint Contract Documents Committee, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

**OWNER:**

**INCLINE VILLAGE G. I. D.**

Agreed to:

\_\_\_\_\_  
Tim Callicrate, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sara Schmitz, Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Reviewed as to Form:**

\_\_\_\_\_  
Joshua Nelson  
District Legal Counsel

\_\_\_\_\_  
Date

OWNER'S address for giving notice:

**INCLINE VILLAGE G. I. D.**  
893 Southwood Boulevard  
Incline Village, Nevada 89451  
775-832-1267- Engineering Division

**CONTRACTOR:**

**F. W. CARSON CO.**

Agreed to:

By: \_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Print or Type Name and Title*

\_\_\_\_\_  
Date

If CONTRACTOR is a Corporation, attach evidence of authority to sign.

CONTRACTOR'S address for giving notice:

**F. W. Carson Co.**  
1064 Tahoe Boulevard  
Incline Village, Nevada 89451  
775-831-5008

**END OF AGREEMENT**

## PERFORMANCE BOND

<p><b>Contractor</b></p> <p>Name: _____</p> <p>Address (<i>principal place of business</i>): _____</p>	<p><b>Surety</b></p> <p>Name: _____</p> <p>Address (<i>principal place of business</i>): _____</p>
<p><b>Owner</b></p> <p>Incline Village General Improvement District</p> <p>Mailing address (<i>principal place of business</i>): Public Works Division; 1220 Sweetwater Road; Incline Village, NV 89451</p>	<p><b>Contract</b></p> <p>Description (<i>name and location</i>): Mountain Golf Course Cart Path – Phase 1</p> <p>Contract Price: _____</p> <p>Effective Date of Contract: _____</p>
<p><b>Bond</b></p> <p>Bond Amount: _____</p> <p>Date of Bond: _____ <i>(Date of Bond cannot be earlier than Effective Date of Contract)</i></p> <p>Modifications to this Bond form: <input type="checkbox"/> None <input type="checkbox"/> See Paragraph 16</p>	
<p>Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Performance Bond, do each cause this Performance Bond to be duly executed by an authorized officer, agent, or representative.</p>	
Contractor as Principal	Surety
_____ <i>(Full formal name of Contractor)</i>	_____ <i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature)(Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
<p><i>Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.</i></p>	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.
2. If the Contractor performs the Construction Contract, the Surety and the Contractor shall have no obligation under this Bond, except when applicable to participate in a conference as provided in Paragraph 3.
3. If there is no Owner Default under the Construction Contract, the Surety's obligation under this Bond will arise after:
  - 3.1. The Owner first provides notice to the Contractor and the Surety that the Owner is considering declaring a Contractor Default. Such notice may indicate whether the Owner is requesting a conference among the Owner, Contractor, and Surety to discuss the Contractor's performance. If the Owner does not request a conference, the Surety may, within five (5) business days after receipt of the Owner's notice, request such a conference. If the Surety timely requests a conference, the Owner shall attend. Unless the Owner agrees otherwise, any conference requested under this Paragraph 3.1 will be held within ten (10) business days of the Surety's receipt of the Owner's notice. If the Owner, the Contractor, and the Surety agree, the Contractor shall be allowed a reasonable time to perform the Construction Contract, but such an agreement does not waive the Owner's right, if any, subsequently to declare a Contractor Default;
  - 3.2. The Owner declares a Contractor Default, terminates the Construction Contract and notifies the Surety; and
  - 3.3. The Owner has agreed to pay the Balance of the Contract Price in accordance with the terms of the Construction Contract to the Surety or to a contractor selected to perform the Construction Contract.
4. Failure on the part of the Owner to comply with the notice requirement in Paragraph 3.1 does not constitute a failure to comply with a condition precedent to the Surety's obligations, or release the Surety from its obligations, except to the extent the Surety demonstrates actual prejudice.
5. When the Owner has satisfied the conditions of Paragraph 3, the Surety shall promptly and at the Surety's expense take one of the following actions:
  - 5.1. Arrange for the Contractor, with the consent of the Owner, to perform and complete the Construction Contract;
  - 5.2. Undertake to perform and complete the Construction Contract itself, through its agents or independent contractors;
  - 5.3. Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and a contractor selected with the Owners concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 7 in excess of the Balance of the Contract Price incurred by the Owner as a result of the Contractor Default; or
  - 5.4. Waive its right to perform and complete, arrange for completion, or obtain a new contractor, and with reasonable promptness under the circumstances:
    - 5.4.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, make payment to the Owner; or
    - 5.4.2 Deny liability in whole or in part and notify the Owner, citing the reasons for denial.
6. If the Surety does not proceed as provided in Paragraph 5 with reasonable promptness, the Surety shall be deemed to be in default on this Bond seven days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy available to the Owner. If the Surety proceeds as provided in Paragraph 5.4, and the Owner refuses the payment, or the Surety has denied liability, in whole or in part, without further notice, the Owner shall be entitled to enforce any remedy available to the Owner.
7. If the Surety elects to act under Paragraph 5.1, 5.2, or 5.3, then the responsibilities of the Surety to the Owner will not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner

to the Surety will not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication for:

- 7.1. the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
  - 7.2. additional legal, design professional, and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 5; and
  - 7.3. liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.
8. If the Surety elects to act under Paragraph 5.1, 5.3, or 5.4, the Surety's liability is limited to the amount of this Bond.
  9. The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price will not be reduced or set off on account of any such unrelated obligations. No right of action will accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.
  10. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.
  11. Any proceeding, legal or equitable, under this Bond must be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and must be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this paragraph are void or prohibited by law, the minimum periods of limitations available to sureties as a defense in the jurisdiction of the suit will be applicable.
  12. Notice to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears.
  13. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted therefrom and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.
  14. Definitions
    - 14.1. *Balance of the Contract Price*—The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made including allowance for the Contractor for any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.
    - 14.2. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.
    - 14.3. *Contractor Default*—Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.
    - 14.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.
    - 14.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.
  15. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.
  16. Modifications to this Bond are as follows: None [**Describe modification or enter "None"**]



## SECTION 7 - PAYMENT BOND

<b>Contractor</b> Name: Address <i>(principal place of business)</i> :	<b>Surety</b> Name: Address <i>(principal place of business)</i> :
<b>Owner: Incline Village General Improvement District</b> Mailing address <i>(principal place of business)</i> : Public Works Department; 1220 Sweetwater Road, Incline Village, NV 89451	<b>Contract</b> Description <i>(name and location)</i> : Mountain Golf Course Cart Path – Phase 1  Contract Price: Effective Date of Contract:
<b>Bond</b> Bond Amount: Date of Bond: <i>(Date of Bond cannot be earlier than Effective Date of Contract)</i> Modifications to this Bond form: <input type="checkbox"/> None <input type="checkbox"/> See Paragraph 18	
Surety and Contractor, intending to be legally bound hereby, subject to the terms set forth in this Payment Bond, do each cause this Payment Bond to be duly executed by an authorized officer, agent, or representative.	
Contractor as Principal	Surety
<i>(Full formal name of Contractor)</i>	<i>(Full formal name of Surety) (corporate seal)</i>
By: _____ <i>(Signature)</i>	By: _____ <i>(Signature)(Attach Power of Attorney)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
Attest: _____ <i>(Signature)</i>	Attest: _____ <i>(Signature)</i>
Name: _____ <i>(Printed or typed)</i>	Name: _____ <i>(Printed or typed)</i>
Title: _____	Title: _____
<i>Notes: (1) Provide supplemental execution by any additional parties, such as joint venturers. (2) Any singular reference to Contractor, Surety, Owner, or other party is considered plural where applicable.</i>	

1. The Contractor and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to the Owner to pay for labor, materials, and equipment furnished for use in the performance of the Construction Contract, which is incorporated herein by reference, subject to the following terms.
2. If the Contractor promptly makes payment of all sums due to Claimants, and defends, indemnifies, and holds harmless the Owner from claims, demands, liens, or suits by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, then the Surety and the Contractor shall have no obligation under this Bond.
3. If there is no Owner Default under the Construction Contract, the Surety's obligation to the Owner under this Bond will arise after the Owner has promptly notified the Contractor and the Surety (at the address described in Paragraph 13) of claims, demands, liens, or suits against the Owner or the Owner's property by any person or entity seeking payment for labor, materials, or equipment furnished for use in the performance of the Construction Contract, and tendered defense of such claims, demands, liens, or suits to the Contractor and the Surety.
4. When the Owner has satisfied the conditions in Paragraph 3, the Surety shall promptly and at the Surety's expense defend, indemnify, and hold harmless the Owner against a duly tendered claim, demand, lien, or suit.
5. The Surety's obligations to a Claimant under this Bond will arise after the following:
  - 5.1. Claimants who do not have a direct contract with the Contractor
    - 5.1.1. have furnished a written notice of non-payment to the Contractor, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were, or equipment was, furnished or supplied or for whom the labor was done or performed, within ninety (90) days after having last performed labor or last furnished materials or equipment included in the Claim; and
    - 5.1.2. have sent a Claim to the Surety (at the address described in Paragraph 13).
  - 5.2. Claimants who are employed by or have a direct contract with the Contractor have sent a Claim to the Surety (at the address described in Paragraph 13).
6. If a notice of non-payment required by Paragraph 5.1.1 is given by the Owner to the Contractor, that is sufficient to satisfy a Claimant's obligation to furnish a written notice of non-payment under Paragraph 5.1.1.
7. When a Claimant has satisfied the conditions of Paragraph 5.1 or 5.2, whichever is applicable, the Surety shall promptly and at the Surety's expense take the following actions:
  - 7.1. Send an answer to the Claimant, with a copy to the Owner, within sixty (60) days after receipt of the Claim, stating the amounts that are undisputed and the basis for challenging any amounts that are disputed; and
  - 7.2. Pay or arrange for payment of any undisputed amounts.
  - 7.3. The Surety's failure to discharge its obligations under Paragraph 7.1 or 7.2 will not be deemed to constitute a waiver of defenses the Surety or Contractor may have or acquire as to a Claim, except as to undisputed amounts for which the Surety and Claimant have reached agreement. If, however, the Surety fails to discharge its obligations under Paragraph 7.1 or 7.2, the Surety shall indemnify the Claimant for the reasonable attorney's fees the Claimant incurs thereafter to recover any sums found to be due and owing to the Claimant.
8. The Surety's total obligation will not exceed the amount of this Bond, plus the amount of reasonable attorney's fees provided under Paragraph 7.3, and the amount of this Bond will be credited for any payments made in good faith by the Surety.
9. Amounts owed by the Owner to the Contractor under the Construction Contract will be used for the performance of the Construction Contract and to satisfy claims, if any, under any construction performance bond. By the Contractor furnishing and the Owner accepting this Bond, they agree that all funds earned by the Contractor in the performance of the Construction Contract are dedicated to satisfying obligations of the Contractor and Surety under this Bond, subject to the Owner's priority to use the funds for the completion of the work.
10. The Surety shall not be liable to the Owner, Claimants, or others for obligations of the Contractor that are unrelated to the Construction Contract. The Owner shall not be liable for the payment of any costs or expenses of any Claimant under this Bond, and shall have under this Bond no obligation to make payments to or give notice on behalf of Claimants, or otherwise have any obligations to Claimants under this Bond.
11. The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders, and other obligations.
12. No suit or action will be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Paragraph 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract,

whichever of (1) or (2) first occurs. If the provisions of this paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit will be applicable.

13. Notice and Claims to the Surety, the Owner, or the Contractor must be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, will be sufficient compliance as of the date received.
14. When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement will be deemed deleted here from and provisions conforming to such statutory or other legal requirement will be deemed incorporated herein. When so furnished, the intent is that this Bond will be construed as a statutory bond and not as a common law bond.
15. Upon requests by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.
16. Definitions
  - 16.1. *Claim*—A written statement by the Claimant including at a minimum:
    - 16.1.1. The name of the Claimant;
    - 16.1.2. The name of the person for whom the labor was done, or materials or equipment furnished;
    - 16.1.3. A copy of the agreement or purchase order pursuant to which labor, materials, or equipment was furnished for use in the performance of the Construction Contract;
    - 16.1.4. A brief description of the labor, materials, or equipment furnished;
    - 16.1.5. The date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
    - 16.1.6. The total amount earned by the Claimant for labor, materials, or equipment furnished as of the date of the Claim;
    - 16.1.7. The total amount of previous payments received by the Claimant; and
    - 16.1.8. The total amount due and unpaid to the Claimant for labor, materials, or equipment furnished as of the date of the Claim.
  - 16.2. *Claimant*—An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials, or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of this Bond is to include without limitation in the terms of "labor, materials, or equipment" that part of the water, gas, power, light, heat, oil, gasoline, telephone service, or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials, or equipment were furnished.
  - 16.3. *Construction Contract*—The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.
  - 16.4. *Owner Default*—Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.
  - 16.5. *Contract Documents*—All the documents that comprise the agreement between the Owner and Contractor.
17. If this Bond is issued for an agreement between a contractor and subcontractor, the term Contractor in this Bond will be deemed to be Subcontractor and the term Owner will be deemed to be Contractor.
18. Modifications to this Bond are as follows: None [Describe modification or enter "None"]

**SECTION 6 - APPLICATION AND CERTIFICATION FOR PAYMENT**

PAGE ONE OF

PAGES

**TO OWNER:**

Incline Village G. I. D., Engineering Dept.  
1220 Sweetwater Road, Incline Village, NV  
775-832-1267

**PROJECT:** Mountain Golf  
Course Cart Path Restoration,  
Phase I

**APPLICATION NO:**

**PERIOD TO**

**Distribution to:**

OWNER  
 ARCHITECT  
 CONTRACTOR  
 ENGINEER

**FROM CONTRACTOR:**

**P.O. Number**

CIP Number 3241LI1903

PWP WA-2021-355

**CONTRACT DATE:**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		\$	-
2. Net change by Change Orders		\$	-
3. CHANGE IN UNIT PRICE QUANTITIES		\$	-
4. CONTRACT SUM TO DATE (Line 1 ± 3)	\$	\$	-
5. TOTAL COMPLETED & STORED TO DATE (Column G on G703)		\$	-
6. RETAINAGE:			
a. <u>5</u> (Column D + E on G703)	\$	-	
b. _____ (Column F on G703)	\$	-	
Total Retainage (Lines 5a + 5b or Total in Column I of G703)		\$	-
7. TOTAL EARNED LESS RETAINAGE (Line 5 Less Line 6 Total)		\$	-
8. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		\$	-
9. CURRENT PAYMENT DUE		\$	-
10. BALANCE TO FINISH, INCL. RETAINAGE (Line 4 less Line 7)		\$	-

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

**CONTRACTOR:**

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

State of: \_\_\_\_\_ County of: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_  
Notary Public:  
My Commission expires:

**ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... \$ -

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*  
OWNER:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by OWNER:	\$ -	\$ -
Total approved this Month:	\$ -	\$ -
<b>TOTALS:</b>	\$ -	\$ -
<b>NET CHANGES by Change Order:</b>	\$ -	-

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# STANDARD GENERAL CONDITIONS OF THE CONSTRUCTION CONTRACT

## ARTICLE 1—DEFINITIONS AND TERMINOLOGY

### 1.01 *Defined Terms*

- A. Wherever used in the Bidding Requirements or Contract Documents, a term printed with initial capital letters, including the term's singular and plural forms, will have the meaning indicated in the definitions below. In addition to terms specifically defined, terms with initial capital letters in the Contract Documents include references to identified articles and paragraphs, and the titles of other documents or forms.
1. *Addenda*—Written or graphic instruments issued prior to the opening of Bids which clarify, correct, or change the Bidding Requirements or the proposed Contract Documents.
  2. *Agreement*—The written instrument, executed by Owner and Contractor, that sets forth the Contract Price and Contract Times, identifies the parties and the Engineer, and designates the specific items that are Contract Documents.
  3. *Application for Payment*—The document prepared by Contractor, in a form acceptable to Engineer, to request progress or final payments, and which is to be accompanied by such supporting documentation as is required by the Contract Documents.
  4. *Bid*—The offer of a Bidder submitted on the prescribed form setting forth the prices for the Work to be performed.
  5. *Bidder*—An individual or entity that submits a Bid to Owner.
  6. *Bidding Documents*—The Bidding Requirements, the proposed Contract Documents, and all Addenda.
  7. *Bidding Requirements*—The Advertisement or invitation to bid, Instructions to Bidders, Bid Bond or other Bid security, if any, the Bid Form, and the Bid with any attachments.
  8. *Change Order*—A document which is signed by Contractor and Owner and authorizes an addition, deletion, or revision in the Work or an adjustment in the Contract Price or the Contract Times, or other revision to the Contract, issued on or after the Effective Date of the Contract.
  9. *Change Proposal*—A written request by Contractor, duly submitted in compliance with the procedural requirements set forth herein, seeking an adjustment in Contract Price or Contract Times; contesting an initial decision by Engineer concerning the requirements of the Contract Documents or the acceptability of Work under the Contract Documents; challenging a set-off against payments due; or seeking other relief with respect to the terms of the Contract.
  10. *Claim*
    - a. A demand or assertion by Owner directly to Contractor, duly submitted in compliance with the procedural requirements set forth herein, seeking an adjustment of Contract Price or Contract Times; contesting an initial decision by Engineer concerning the



- requirements of the Contract Documents or the acceptability of Work under the Contract Documents; contesting Engineer's decision regarding a Change Proposal; seeking resolution of a contractual issue that Engineer has declined to address; or seeking other relief with respect to the terms of the Contract.
- b. A demand or assertion by Contractor directly to Owner, duly submitted in compliance with the procedural requirements set forth herein, contesting Engineer's decision regarding a Change Proposal, or seeking resolution of a contractual issue that Engineer has declined to address.
  - c. A demand or assertion by Owner or Contractor, duly submitted in compliance with the procedural requirements set forth herein, made pursuant to Paragraph 12.01.A.4, concerning disputes arising after Engineer has issued a recommendation of final payment.
  - d. A demand for money or services by a third party is not a Claim.
11. *Constituent of Concern*—Asbestos, petroleum, radioactive materials, polychlorinated biphenyls (PCBs), lead-based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to Laws and Regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.
  12. *Contract*—The entire and integrated written contract between Owner and Contractor concerning the Work.
  13. *Contract Documents*—Those items so designated in the Agreement, and which together comprise the Contract.
  14. *Contract Price*—The money that Owner has agreed to pay Contractor for completion of the Work in accordance with the Contract Documents.
  15. *Contract Times*—The number of days or the dates by which Contractor shall: (a) achieve Milestones, if any; (b) achieve Substantial Completion; and (c) complete the Work.
  16. *Contractor*—The individual or entity with which Owner has contracted for performance of the Work.
  17. *Cost of the Work*—See Paragraph 13.01 for definition.
  18. *Drawings*—The part of the Contract that graphically shows the scope, extent, and character of the Work to be performed by Contractor.
  19. *Effective Date of the Contract*—The date, indicated in the Agreement, on which the Contract becomes effective.
  20. *Electronic Document*—Any Project-related correspondence, attachments to correspondence, data, documents, drawings, information, or graphics, including but not limited to Shop Drawings and other Submittals, that are in an electronic or digital format.
  21. *Electronic Means*—Electronic mail (email), upload/download from a secure Project website, or other communications methods that allow: (a) the transmission or communication of Electronic Documents; (b) the documentation of transmissions, including sending and receipt; (c) printing of the transmitted Electronic Document by the

recipient; (d) the storage and archiving of the Electronic Document by sender and recipient; and (e) the use by recipient of the Electronic Document for purposes permitted by this Contract. Electronic Means does not include the use of text messaging, or of Facebook, Twitter, Instagram, or similar social media services for transmission of Electronic Documents.

22. *Engineer*—The individual or entity named as such in the Agreement.
23. *Field Order*—A written order issued by Engineer which requires minor changes in the Work but does not change the Contract Price or the Contract Times.
24. *Hazardous Environmental Condition*—The presence at the Site of Constituents of Concern in such quantities or circumstances that may present a danger to persons or property exposed thereto.
  - a. The presence at the Site of materials that are necessary for the execution of the Work, or that are to be incorporated into the Work, and that are controlled and contained pursuant to industry practices, Laws and Regulations, and the requirements of the Contract, is not a Hazardous Environmental Condition.
  - b. The presence of Constituents of Concern that are to be removed or remediated as part of the Work is not a Hazardous Environmental Condition.
  - c. The presence of Constituents of Concern as part of the routine, anticipated, and obvious working conditions at the Site, is not a Hazardous Environmental Condition.
25. *Laws and Regulations; Laws or Regulations*—Any and all applicable laws, statutes, rules, regulations, ordinances, codes, and binding decrees, resolutions, and orders of any and all governmental bodies, agencies, authorities, and courts having jurisdiction.
26. *Liens*—Charges, security interests, or encumbrances upon Contract-related funds, real property, or personal property.
27. *Milestone*—A principal event in the performance of the Work that the Contract requires Contractor to achieve by an intermediate completion date, or by a time prior to Substantial Completion of all the Work.
28. *Notice of Award*—The written notice by Owner to a Bidder of Owner's acceptance of the Bid.
29. *Notice to Proceed*—A written notice by Owner to Contractor fixing the date on which the Contract Times will commence to run and on which Contractor shall start to perform the Work.
30. *Owner*—The individual or entity with which Contractor has contracted regarding the Work, and which has agreed to pay Contractor for the performance of the Work, pursuant to the terms of the Contract.
31. *Progress Schedule*—A schedule, prepared and maintained by Contractor, describing the sequence and duration of the activities comprising Contractor's plan to accomplish the Work within the Contract Times.
32. *Project*—The total undertaking to be accomplished for Owner by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the Work to be performed under the Contract Documents is a part.

33. *Resident Project Representative*—The authorized representative of Engineer assigned to assist Engineer at the Site. As used herein, the term Resident Project Representative (RPR) includes any assistants or field staff of Resident Project Representative.
34. *Samples*—Physical examples of materials, equipment, or workmanship that are representative of some portion of the Work and that establish the standards by which such portion of the Work will be judged.
35. *Schedule of Submittals*—A schedule, prepared and maintained by Contractor, of required submittals and the time requirements for Engineer’s review of the submittals.
36. *Schedule of Values*—A schedule, prepared and maintained by Contractor, allocating portions of the Contract Price to various portions of the Work and used as the basis for reviewing Contractor’s Applications for Payment.
37. *Shop Drawings*—All drawings, diagrams, illustrations, schedules, and other data or information that are specifically prepared or assembled by or for Contractor and submitted by Contractor to illustrate some portion of the Work. Shop Drawings, whether approved or not, are not Drawings and are not Contract Documents.
38. *Site*—Lands or areas indicated in the Contract Documents as being furnished by Owner upon which the Work is to be performed, including rights-of-way and easements, and such other lands or areas furnished by Owner which are designated for the use of Contractor.

See SC-1.01

39. *Specifications*—The part of the Contract that consists of written requirements for materials, equipment, systems, standards, and workmanship as applied to the Work, and certain administrative requirements and procedural matters applicable to the Work.
40. *Subcontractor*—An individual or entity having a direct contract with Contractor or with any other Subcontractor for the performance of a part of the Work.
41. *Submittal*—A written or graphic document, prepared by or for Contractor, which the Contract Documents require Contractor to submit to Engineer, or that is indicated as a Submittal in the Schedule of Submittals accepted by Engineer. Submittals may include Shop Drawings and Samples; schedules; product data; Owner-delegated designs; sustainable design information; information on special procedures; testing plans; results of tests and evaluations, source quality-control testing and inspections, and field or Site quality-control testing and inspections; warranties and certifications; Suppliers’ instructions and reports; records of delivery of spare parts and tools; operations and maintenance data; Project photographic documentation; record documents; and other such documents required by the Contract Documents. Submittals, whether or not approved or accepted by Engineer, are not Contract Documents. Change Proposals, Change Orders, Claims, notices, Applications for Payment, and requests for interpretation or clarification are not Submittals.
42. *Substantial Completion*—The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the Work (or a specified part thereof) is sufficiently complete, in accordance with the Contract Documents, so that the Work (or a specified part thereof) can be utilized for the purposes for which it is intended.

The terms “substantially complete” and “substantially completed” as applied to all or part of the Work refer to Substantial Completion of such Work.

43. *Successful Bidder*—The Bidder to which the Owner makes an award of contract.
44. *Supplementary Conditions*—The part of the Contract that amends or supplements these General Conditions.
45. *Supplier*—A manufacturer, fabricator, supplier, distributor, or vendor having a direct contract with Contractor or with any Subcontractor to furnish materials or equipment to be incorporated in the Work by Contractor or a Subcontractor.
46. *Technical Data*
  - a. Those items expressly identified as Technical Data in the Supplementary Conditions, with respect to either (1) existing subsurface conditions at or adjacent to the Site, or existing physical conditions at or adjacent to the Site including existing surface or subsurface structures (except Underground Facilities) or (2) Hazardous Environmental Conditions at the Site.
  - b. If no such express identifications of Technical Data have been made with respect to conditions at the Site, then Technical Data is defined, with respect to conditions at the Site under Paragraphs 5.03, 5.04, and 5.06, as the data contained in boring logs, recorded measurements of subsurface water levels, assessments of the condition of subsurface facilities, laboratory test results, and other factual, objective information regarding conditions at the Site that are set forth in any geotechnical, environmental, or other Site or facilities conditions report prepared for the Project and made available to Contractor.
  - c. Information and data regarding the presence or location of Underground Facilities are not intended to be categorized, identified, or defined as Technical Data, and instead Underground Facilities are shown or indicated on the Drawings.
47. *Underground Facilities*—All active or not-in-service underground lines, pipelines, conduits, ducts, encasements, cables, wires, manholes, vaults, tanks, tunnels, or other such facilities or systems at the Site, including but not limited to those facilities or systems that produce, transmit, distribute, or convey telephone or other communications, cable television, fiber optic transmissions, power, electricity, light, heat, gases, oil, crude oil products, liquid petroleum products, water, steam, waste, wastewater, storm water, other liquids or chemicals, or traffic or other control systems. An abandoned facility or system is not an Underground Facility.
48. *Unit Price Work*—Work to be paid for on the basis of unit prices.
49. *Work*—The entire construction or the various separately identifiable parts thereof required to be provided under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction; furnishing, installing, and incorporating all materials and equipment into such construction; and may include related services such as testing, start-up, and commissioning, all as required by the Contract Documents.
50. *Work Change Directive*—A written directive to Contractor issued on or after the Effective Date of the Contract, signed by Owner and recommended by Engineer, ordering an addition, deletion, or revision in the Work.

## 1.02 Terminology

- A. The words and terms discussed in Paragraphs 1.02.B, C, D, and E are not defined terms that require initial capital letters, but, when used in the Bidding Requirements or Contract Documents, have the indicated meaning.
- B. *Intent of Certain Terms or Adjectives:* The Contract Documents include the terms “as allowed,” “as approved,” “as ordered,” “as directed” or terms of like effect or import to authorize an exercise of professional judgment by Engineer. In addition, the adjectives “reasonable,” “suitable,” “acceptable,” “proper,” “satisfactory,” or adjectives of like effect or import are used to describe an action or determination of Engineer as to the Work. It is intended that such exercise of professional judgment, action, or determination will be solely to evaluate, in general, the Work for compliance with the information in the Contract Documents and with the design concept of the Project as a functioning whole as shown or indicated in the Contract Documents (unless there is a specific statement indicating otherwise). The use of any such term or adjective is not intended to and shall not be effective to assign to Engineer any duty or authority to supervise or direct the performance of the Work, or any duty or authority to undertake responsibility contrary to the provisions of Article 10 or any other provision of the Contract Documents.
- C. *Day:* The word “day” means a calendar day of 24 hours measured from midnight to the next midnight.
- D. *Defective:* The word “defective,” when modifying the word “Work,” refers to Work that is unsatisfactory, faulty, or deficient in that it:
  - 1. does not conform to the Contract Documents;
  - 2. does not meet the requirements of any applicable inspection, reference standard, test, or approval referred to in the Contract Documents; or
  - 3. has been damaged prior to Engineer’s recommendation of final payment (unless responsibility for the protection thereof has been assumed by Owner at Substantial Completion in accordance with Paragraph 15.03 or Paragraph 15.04).
- E. *Furnish, Install, Perform, Provide*
  - 1. The word “furnish,” when used in connection with services, materials, or equipment, means to supply and deliver said services, materials, or equipment to the Site (or some other specified location) ready for use or installation and in usable or operable condition.
  - 2. The word “install,” when used in connection with services, materials, or equipment, means to put into use or place in final position said services, materials, or equipment complete and ready for intended use.
  - 3. The words “perform” or “provide,” when used in connection with services, materials, or equipment, means to furnish and install said services, materials, or equipment complete and ready for intended use.
  - 4. If the Contract Documents establish an obligation of Contractor with respect to specific services, materials, or equipment, but do not expressly use any of the four words “furnish,” “install,” “perform,” or “provide,” then Contractor shall furnish and install said services, materials, or equipment complete and ready for intended use.

- F. *Contract Price or Contract Times*: References to a change in “Contract Price or Contract Times” or “Contract Times or Contract Price” or similar, indicate that such change applies to (1) Contract Price, (2) Contract Times, or (3) both Contract Price and Contract Times, as warranted, even if the term “or both” is not expressed.
- G. Unless stated otherwise in the Contract Documents, words or phrases that have a well-known technical or construction industry or trade meaning are used in the Contract Documents in accordance with such recognized meaning.

## ARTICLE 2—PRELIMINARY MATTERS

### 2.01 *Delivery of Performance and Payment Bonds; Evidence of Insurance*

- A. *Performance and Payment Bonds*: When Contractor delivers the signed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner the performance bond and payment bond (if the Contract requires Contractor to furnish such bonds).
- B. *Evidence of Contractor’s Insurance*: When Contractor delivers the signed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner, with copies to each additional insured (as identified in the Contract), the certificates, endorsements, and other evidence of insurance required to be provided by Contractor in accordance with Article 6, except to the extent the Supplementary Conditions expressly establish other dates for delivery of specific insurance policies.
- C. *Evidence of Owner’s Insurance*: After receipt of the signed counterparts of the Agreement and all required bonds and insurance documentation, Owner shall promptly deliver to Contractor, with copies to each additional insured (as identified in the Contract), the certificates and other evidence of insurance required to be provided by Owner under Article 6.

See SC-2.01

### 2.02 *Copies of Documents*

- A. Owner shall furnish to Contractor four printed copies of the Contract (including one fully signed counterpart of the Agreement), and one copy in electronic portable document format (PDF). Additional printed copies will be furnished upon request at the cost of reproduction.

See SC-2.02

- B. Owner shall maintain and safeguard at least one original printed record version of the Contract, including Drawings and Specifications signed and sealed by Engineer and other design professionals. Owner shall make such original printed record version of the Contract available to Contractor for review. Owner may delegate the responsibilities under this provision to Engineer.

### 2.03 *Before Starting Construction*

- A. *Preliminary Schedules*: Within 10 days after the Effective Date of the Contract (or as otherwise required by the Contract Documents), Contractor shall submit to Engineer for timely review:
  1. a preliminary Progress Schedule indicating the times (numbers of days or dates) for starting and completing the various stages of the Work, including any Milestones specified in the Contract;
  2. a preliminary Schedule of Submittals; and



3. a preliminary Schedule of Values for all of the Work which includes quantities and prices of items which when added together equal the Contract Price and subdivides the Work into component parts in sufficient detail to serve as the basis for progress payments during performance of the Work. Such prices will include an appropriate amount of overhead and profit applicable to each item of Work.

2.04 *Preconstruction Conference; Designation of Authorized Representatives*

- A. Before any Work at the Site is started, a conference attended by Owner, Contractor, Engineer, and others as appropriate will be held to establish a working understanding among the parties as to the Work, and to discuss the schedules referred to in Paragraph 2.03.A, procedures for handling Shop Drawings, Samples, and other Submittals, processing Applications for Payment, electronic or digital transmittals, and maintaining required records.
- B. At this conference Owner and Contractor each shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit and receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party.

2.05 *Acceptance of Schedules*

- A. At least 10 days before submission of the first Application for Payment a conference, attended by Contractor, Engineer, and others as appropriate, will be held to review the schedules submitted in accordance with Paragraph 2.03.A. No progress payment will be made to Contractor until acceptable schedules are submitted to Engineer.
  1. The Progress Schedule will be acceptable to Engineer if it provides an orderly progression of the Work to completion within the Contract Times. Such acceptance will not impose on Engineer responsibility for the Progress Schedule, for sequencing, scheduling, or progress of the Work, nor interfere with or relieve Contractor from Contractor's full responsibility therefor.
  2. Contractor's Schedule of Submittals will be acceptable to Engineer if it provides a workable arrangement for reviewing and processing the required submittals.
  3. Contractor's Schedule of Values will be acceptable to Engineer as to form and substance if it provides a reasonable allocation of the Contract Price to the component parts of the Work.
  4. If a schedule is not acceptable, Contractor will have an additional 10 days to revise and resubmit the schedule.

2.06 *Electronic Transmittals*

- A. Except as otherwise stated elsewhere in the Contract, the Owner, Engineer, and Contractor may send, and shall accept, Electronic Documents transmitted by Electronic Means.
- B. If the Contract does not establish protocols for Electronic Means, then Owner, Engineer, and Contractor shall jointly develop such protocols.
- C. Subject to any governing protocols for Electronic Means, when transmitting Electronic Documents by Electronic Means, the transmitting party makes no representations as to long-term compatibility, usability, or readability of the Electronic Documents resulting from the

recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the Electronic Documents.

### ARTICLE 3—CONTRACT DOCUMENTS: INTENT, REQUIREMENTS, REUSE

#### 3.01 *Intent*

- A. The Contract Documents are complementary; what is required by one Contract Document is as binding as if required by all.
- B. It is the intent of the Contract Documents to describe a functionally complete Project (or part thereof) to be constructed in accordance with the Contract Documents.
- C. ~~Unless otherwise stated in the Contract Documents, if there is a discrepancy between the electronic versions of the Contract Documents (including any printed copies derived from such electronic versions) and the printed record version, the printed record version will govern.~~

See SC-3.01

- D. The Contract supersedes prior negotiations, representations, and agreements, whether written or oral.
- E. Engineer will issue clarifications and interpretations of the Contract Documents as provided herein.
- F. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and Contractor, which agree that the Contract Documents will be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- G. Nothing in the Contract Documents creates:
  - 1. any contractual relationship between Owner or Engineer and any Subcontractor, Supplier, or other individual or entity performing or furnishing any of the Work, for the benefit of such Subcontractor, Supplier, or other individual or entity; or
  - 2. any obligation on the part of Owner or Engineer to pay or to see to the payment of any money due any such Subcontractor, Supplier, or other individual or entity, except as may otherwise be required by Laws and Regulations.

#### 3.02 *Reference Standards*

##### A. *Standards Specifications, Codes, Laws and Regulations*

- 1. Reference in the Contract Documents to standard specifications, manuals, reference standards, or codes of any technical society, organization, or association, or to Laws or Regulations, whether such reference be specific or by implication, means the standard specification, manual, reference standard, code, or Laws or Regulations in effect at the time of opening of Bids (or on the Effective Date of the Contract if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.
- 2. No provision of any such standard specification, manual, reference standard, or code, and no instruction of a Supplier, will be effective to change the duties or responsibilities of Owner, Contractor, or Engineer from those set forth in the part of the Contract

Documents prepared by or for Engineer. No such provision or instruction shall be effective to assign to Owner or Engineer any duty or authority to supervise or direct the performance of the Work, or any duty or authority to undertake responsibility inconsistent with the provisions of the part of the Contract Documents prepared by or for Engineer.

### 3.03 *Reporting and Resolving Discrepancies*

#### A. *Reporting Discrepancies*

1. *Contractor's Verification of Figures and Field Measurements:* Before undertaking each part of the Work, Contractor shall carefully study the Contract Documents, and check and verify pertinent figures and dimensions therein, particularly with respect to applicable field measurements. Contractor shall promptly report in writing to Engineer any conflict, error, ambiguity, or discrepancy that Contractor discovers, or has actual knowledge of, and shall not proceed with any Work affected thereby until the conflict, error, ambiguity, or discrepancy is resolved by a clarification or interpretation by Engineer, or by an amendment or supplement to the Contract issued pursuant to Paragraph 11.01.
2. *Contractor's Review of Contract Documents:* If, before or during the performance of the Work, Contractor discovers any conflict, error, ambiguity, or discrepancy within the Contract Documents, or between the Contract Documents and (a) any applicable Law or Regulation, (b) actual field conditions, (c) any standard specification, manual, reference standard, or code, or (d) any instruction of any Supplier, then Contractor shall promptly report it to Engineer in writing. Contractor shall not proceed with the Work affected thereby (except in an emergency as required by Paragraph 7.15) until the conflict, error, ambiguity, or discrepancy is resolved, by a clarification or interpretation by Engineer, or by an amendment or supplement to the Contract issued pursuant to Paragraph 11.01.
3. Contractor shall not be liable to Owner or Engineer for failure to report any conflict, error, ambiguity, or discrepancy in the Contract Documents unless Contractor had actual knowledge thereof.

#### B. *Resolving Discrepancies*

1. Except as may be otherwise specifically stated in the Contract Documents, the provisions of the part of the Contract Documents prepared by or for Engineer take precedence in resolving any conflict, error, ambiguity, or discrepancy between such provisions of the Contract Documents and:
  - a. the provisions of any standard specification, manual, reference standard, or code, or the instruction of any Supplier (whether or not specifically incorporated by reference as a Contract Document); or
  - b. the provisions of any Laws or Regulations applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract Documents would result in violation of such Law or Regulation).

### 3.04 *Requirements of the Contract Documents*

- A. During the performance of the Work and until final payment, Contractor and Owner shall submit to the Engineer in writing all matters in question concerning the requirements of the Contract Documents (sometimes referred to as requests for information or interpretation—RFIs), or relating to the acceptability of the Work under the Contract Documents, as soon as

possible after such matters arise. Engineer will be the initial interpreter of the requirements of the Contract Documents, and judge of the acceptability of the Work.

- B. Engineer will, with reasonable promptness, render a written clarification, interpretation, or decision on the issue submitted, or initiate an amendment or supplement to the Contract Documents. Engineer's written clarification, interpretation, or decision will be final and binding on Contractor, unless it appeals by submitting a Change Proposal, and on Owner, unless it appeals by filing a Claim.
- C. If a submitted matter in question concerns terms and conditions of the Contract Documents that do not involve (1) the performance or acceptability of the Work under the Contract Documents, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, then Engineer will promptly notify Owner and Contractor in writing that Engineer is unable to provide a decision or interpretation. If Owner and Contractor are unable to agree on resolution of such a matter in question, either party may pursue resolution as provided in Article 12.

#### 3.05 *Reuse of Documents*

- A. Contractor and its Subcontractors and Suppliers shall not:
  - 1. have or acquire any title to or ownership rights in any of the Drawings, Specifications, or other documents (or copies of any thereof) prepared by or bearing the seal of Engineer or its consultants, including electronic media versions, or reuse any such Drawings, Specifications, other documents, or copies thereof on extensions of the Project or any other project without written consent of Owner and Engineer and specific written verification or adaptation by Engineer; or
  - 2. have or acquire any title or ownership rights in any other Contract Documents, reuse any such Contract Documents for any purpose without Owner's express written consent, or violate any copyrights pertaining to such Contract Documents.
- B. The prohibitions of this Paragraph 3.05 will survive final payment, or termination of the Contract. Nothing herein precludes Contractor from retaining copies of the Contract Documents for record purposes.

### **ARTICLE 4—COMMENCEMENT AND PROGRESS OF THE WORK**

#### 4.01 *Commencement of Contract Times; Notice to Proceed*

- A. The Contract Times will commence to run on the 30th day after the Effective Date of the Contract or, if a Notice to Proceed is given, on the day indicated in the Notice to Proceed. A Notice to Proceed may be given at any time within 30 days after the Effective Date of the Contract. ~~In no event will the Contract Times commence to run later than the 60th day after the day of Bid opening or the 30th day after the Effective Date of the Contract, whichever date is earlier.~~

See SC-4.01

#### 4.02 *Starting the Work*

- A. Contractor shall start to perform the Work on the date when the Contract Times commence to run. No Work may be done at the Site prior to such date.

#### 4.03 *Reference Points*

- A. ~~Owner shall provide engineering surveys to establish reference points for construction which in Engineer's judgment are necessary to enable Contractor to proceed with the Work.~~ Contractor shall be responsible for laying out the Work, shall protect and preserve the established reference points and property monuments, and shall make no changes or relocations without the prior written approval of Owner. Contractor shall report to Engineer whenever any reference point or property monument is lost or destroyed or requires relocation because of necessary changes in grades or locations, and shall be responsible for the accurate replacement or relocation of such reference points or property monuments by professionally qualified personnel.

See SC-4.03

#### 4.04 *Progress Schedule*

- A. Contractor shall adhere to the Progress Schedule established in accordance with Paragraph 2.05 as it may be adjusted from time to time as provided below.
1. Contractor shall submit to Engineer for acceptance (to the extent indicated in Paragraph 2.05) proposed adjustments in the Progress Schedule that will not result in changing the Contract Times.
  2. Proposed adjustments in the Progress Schedule that will change the Contract Times must be submitted in accordance with the requirements of Article 11.
- B. Contractor shall carry on the Work and adhere to the Progress Schedule during all disputes or disagreements with Owner. No Work will be delayed or postponed pending resolution of any disputes or disagreements, or during any appeal process, except as permitted by Paragraph 16.04, or as Owner and Contractor may otherwise agree in writing.

See SC-4.04

#### 4.05 *Delays in Contractor's Progress*

- A. If Owner, Engineer, or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, then Contractor shall be entitled to an equitable adjustment in Contract Price or Contract Times.
- B. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delay, disruption, or interference caused by or within the control of Contractor. Delay, disruption, and interference attributable to and within the control of a Subcontractor or Supplier shall be deemed to be within the control of Contractor.
- C. If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Owner, Contractor, and those for which they are responsible, then Contractor shall be entitled to an equitable adjustment in Contract Times. Such an adjustment will be Contractor's sole and exclusive remedy for the delays, disruption, and interference described in this paragraph. Causes of delay, disruption, or interference that may give rise to an adjustment in Contract Times under this paragraph include but are not limited to the following:
1. Severe and unavoidable natural catastrophes such as fires, floods, epidemics, and earthquakes;

2. Abnormal weather conditions;
  3. Acts or failures to act of third-party utility owners or other third-party entities (other than those third-party utility owners or other third-party entities performing other work at or adjacent to the Site as arranged by or under contract with Owner, as contemplated in Article 8); and
  4. Acts of war or terrorism.
- D. Contractor's entitlement to an adjustment of Contract Times or Contract Price is limited as follows:
1. Contractor's entitlement to an adjustment of the Contract Times is conditioned on the delay, disruption, or interference adversely affecting an activity on the critical path to completion of the Work, as of the time of the delay, disruption, or interference.
  2. Contractor shall not be entitled to an adjustment in Contract Price for any delay, disruption, or interference if such delay is concurrent with a delay, disruption, or interference caused by or within the control of Contractor. Such a concurrent delay by Contractor shall not preclude an adjustment of Contract Times to which Contractor is otherwise entitled.
  3. Adjustments of Contract Times or Contract Price are subject to the provisions of Article 11.
- E. Each Contractor request or Change Proposal seeking an increase in Contract Times or Contract Price must be supplemented by supporting data that sets forth in detail the following:
1. The circumstances that form the basis for the requested adjustment;
  2. The date upon which each cause of delay, disruption, or interference began to affect the progress of the Work;
  3. The date upon which each cause of delay, disruption, or interference ceased to affect the progress of the Work;
  4. The number of days' increase in Contract Times claimed as a consequence of each such cause of delay, disruption, or interference; and
  5. The impact on Contract Price, in accordance with the provisions of Paragraph 11.07.
- Contractor shall also furnish such additional supporting documentation as Owner or Engineer may require including, where appropriate, a revised progress schedule indicating all the activities affected by the delay, disruption, or interference, and an explanation of the effect of the delay, disruption, or interference on the critical path to completion of the Work.
- F. Delays, disruption, and interference to the performance or progress of the Work resulting from the existence of a differing subsurface or physical condition, an Underground Facility that was not shown or indicated by the Contract Documents, or not shown or indicated with reasonable accuracy, and those resulting from Hazardous Environmental Conditions, are governed by Article 5, together with the provisions of Paragraphs 4.05.D and 4.05.E.
- G. Paragraph 8.03 addresses delays, disruption, and interference to the performance or progress of the Work resulting from the performance of certain other work at or adjacent to the Site.



**ARTICLE 5—SITE; SUBSURFACE AND PHYSICAL CONDITIONS; HAZARDOUS ENVIRONMENTAL CONDITIONS**

**5.01** *Availability of Lands*

- A. Owner shall furnish the Site. Owner shall notify Contractor in writing of any encumbrances or restrictions not of general application but specifically related to use of the Site with which Contractor must comply in performing the Work.
- B. Upon reasonable written request, Owner shall furnish Contractor with a current statement of record legal title and legal description of the lands upon which permanent improvements are to be made and Owner's interest therein as necessary for giving notice of or filing a mechanic's or construction lien against such lands in accordance with applicable Laws and Regulations.
- C. Contractor shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.

**5.02** *Use of Site and Other Areas*

**A.** *Limitation on Use of Site and Other Areas*

- 1. Contractor shall confine construction equipment, temporary construction facilities, the storage of materials and equipment, and the operations of workers to the Site, adjacent areas that Contractor has arranged to use through construction easements or otherwise, and other adjacent areas permitted by Laws and Regulations, and shall not unreasonably encumber the Site and such other adjacent areas with construction equipment or other materials or equipment. Contractor shall assume full responsibility for (a) damage to the Site; (b) damage to any such other adjacent areas used for Contractor's operations; (c) damage to any other adjacent land or areas, or to improvements, structures, utilities, or similar facilities located at such adjacent lands or areas; and (d) for injuries and losses sustained by the owners or occupants of any such land or areas; provided that such damage or injuries result from the performance of the Work or from other actions or conduct of the Contractor or those for which Contractor is responsible.

See SC -5.02

- 2. If a damage or injury claim is made by the owner or occupant of any such land or area because of the performance of the Work, or because of other actions or conduct of the Contractor or those for which Contractor is responsible, Contractor shall (a) take immediate corrective or remedial action as required by Paragraph 7.13, or otherwise; (b) promptly attempt to settle the claim as to all parties through negotiations with such owner or occupant, or otherwise resolve the claim by arbitration or other dispute resolution proceeding, or in a court of competent jurisdiction; and (c) to the fullest extent permitted by Laws and Regulations, indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, from and against any such claim, and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any claim or action, legal or equitable, brought by any such owner or occupant against Owner, Engineer, or any other party indemnified hereunder to the extent caused directly or indirectly, in whole or in part by,

or based upon, Contractor's performance of the Work, or because of other actions or conduct of the Contractor or those for which Contractor is responsible.

- B. *Removal of Debris During Performance of the Work:* During the progress of the Work the Contractor shall keep the Site and other adjacent areas free from accumulations of waste materials, rubbish, and other debris. Removal and disposal of such waste materials, rubbish, and other debris will conform to applicable Laws and Regulations.
- C. *Cleaning:* Prior to Substantial Completion of the Work Contractor shall clean the Site and the Work and make it ready for utilization by Owner. At the completion of the Work Contractor shall remove from the Site and adjacent areas all tools, appliances, construction equipment and machinery, and surplus materials and shall restore to original condition all property not designated for alteration by the Contract Documents.
- D. *Loading of Structures:* Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the Work or adjacent structures or land to stresses or pressures that will endanger them.

#### 5.03 *Subsurface and Physical Conditions*

- A. *Reports and Drawings:* The Supplementary Conditions identify:
  - 1. Those reports of explorations and tests of subsurface conditions at or adjacent to the Site that contain Technical Data;
  - 2. Those drawings of existing physical conditions at or adjacent to the Site, including those drawings depicting existing surface or subsurface structures at or adjacent to the Site (except Underground Facilities), that contain Technical Data; and
  - 3. Technical Data contained in such reports and drawings.
- B. *Underground Facilities:* Underground Facilities are shown or indicated on the Drawings, pursuant to Paragraph 5.05, and not in the drawings referred to in Paragraph 5.03.A. Information and data regarding the presence or location of Underground Facilities are not intended to be categorized, identified, or defined as Technical Data.
- C. ~~*Reliance by Contractor on Technical Data:* Contractor may rely upon the accuracy of the Technical Data expressly identified in the Supplementary Conditions with respect to such reports and drawings, but such reports and drawings are not Contract Documents. If no such express identification has been made, then Contractor may rely upon the accuracy of the Technical Data as defined in Paragraph 1.01.A.46.b.~~

See SC-5.03

- D. *Limitations of Other Data and Documents:* Except for such reliance on Technical Data, Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, with respect to:
  - 1. The completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto;

2. Other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings;
3. The contents of other Site-related documents made available to Contractor, such as record drawings from other projects at or adjacent to the Site, or Owner's archival documents concerning the Site; or
4. Any Contractor interpretation of or conclusion drawn from any Technical Data or any such other data, interpretations, opinions, or information.

See SC-5.03

5.04 *Differing Subsurface or Physical Conditions*

A. ~~*Notice by Contractor:* If Contractor believes that any subsurface or physical condition that is uncovered or revealed at the Site:~~

- ~~1. is of such a nature as to establish that any Technical Data on which Contractor is entitled to rely as provided in Paragraph 5.03 is materially inaccurate;~~
- ~~2. is of such a nature as to require a change in the Drawings or Specifications;~~
- ~~3. Differs materially from that shown or indicated in the Contract Documents; or~~
- ~~4. Is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents;~~

~~then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 7.15), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except with respect to an emergency) until receipt of a written statement permitting Contractor to do so.~~

See SC-5.04

- B. *Engineer's Review:* After receipt of written notice as required by the preceding paragraph, Engineer will promptly review the subsurface or physical condition in question; determine whether it is necessary for Owner to obtain additional exploration or tests with respect to the condition; conclude whether the condition falls within any one or more of the differing site condition categories in Paragraph 5.04.A; obtain any pertinent cost or schedule information from Contractor; prepare recommendations to Owner regarding the Contractor's resumption of Work in connection with the subsurface or physical condition in question and the need for any change in the Drawings or Specifications; and advise Owner in writing of Engineer's findings, conclusions, and recommendations.
- C. *Owner's Statement to Contractor Regarding Site Condition:* After receipt of Engineer's written findings, conclusions, and recommendations, Owner shall issue a written statement to Contractor (with a copy to Engineer) regarding the subsurface or physical condition in question, addressing the resumption of Work in connection with such condition, indicating whether any change in the Drawings or Specifications will be made, and adopting or rejecting Engineer's written findings, conclusions, and recommendations, in whole or in part.

- D. *Early Resumption of Work*: If at any time Engineer determines that Work in connection with the subsurface or physical condition in question may resume prior to completion of Engineer's review or Owner's issuance of its statement to Contractor, because the condition in question has been adequately documented, and analyzed on a preliminary basis, then the Engineer may at its discretion instruct Contractor to resume such Work.
- E. *Possible Price and Times Adjustments*
1. Contractor shall be entitled to an equitable adjustment in Contract Price or Contract Times, to the extent that the existence of a differing subsurface or physical condition, or any related delay, disruption, or interference, causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
    - a. Such condition must fall within any one or more of the categories described in Paragraph 5.04.A;
    - b. With respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraph 13.03; and,
    - c. Contractor's entitlement to an adjustment of the Contract Times is subject to the provisions of Paragraphs 4.05.D and 4.05.E.
  2. Contractor shall not be entitled to any adjustment in the Contract Price or Contract Times with respect to a subsurface or physical condition if:
    - a. Contractor knew of the existence of such condition at the time Contractor made a commitment to Owner with respect to Contract Price and Contract Times by the submission of a Bid or becoming bound under a negotiated contract, or otherwise;
    - b. The existence of such condition reasonably could have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas expressly required by the Bidding Requirements or Contract Documents to be conducted by or for Contractor prior to Contractor's making such commitment; or
    - c. Contractor failed to give the written notice required by Paragraph 5.04.A.
  3. If Owner and Contractor agree regarding Contractor's entitlement to and the amount or extent of any adjustment in the Contract Price or Contract Times, then any such adjustment will be set forth in a Change Order.
  4. Contractor may submit a Change Proposal regarding its entitlement to or the amount or extent of any adjustment in the Contract Price or Contract Times, no later than 30 days after Owner's issuance of the Owner's written statement to Contractor regarding the subsurface or physical condition in question.
- F. *Underground Facilities; Hazardous Environmental Conditions*: Paragraph 5.05 governs rights and responsibilities regarding the presence or location of Underground Facilities. Paragraph 5.06 governs rights and responsibilities regarding Hazardous Environmental Conditions. The provisions of Paragraphs 5.03 and 5.04 are not applicable to the presence or location of Underground Facilities, or to Hazardous Environmental Conditions.

5.05 *Underground Facilities*

- A. *Contractor's Responsibilities:* Unless it is otherwise expressly provided in the Supplementary Conditions, the cost of all of the following are included in the Contract Price, and Contractor shall have full responsibility for:
1. reviewing and checking all information and data regarding existing Underground Facilities at the Site;
  2. complying with applicable state and local utility damage prevention Laws and Regulations;
  3. Verifying the actual location of those Underground Facilities shown or indicated in the Contract Documents as being within the area affected by the Work, by exposing such Underground Facilities during the course of construction;
  4. coordination of the Work with the owners (including Owner) of such Underground Facilities, during construction; and
  5. the safety and protection of all existing Underground Facilities at the Site, and repairing any damage thereto resulting from the Work.

- B. *Notice by Contractor:* If Contractor believes that an Underground Facility that is uncovered or revealed at the Site was not shown or indicated on the Drawings, or was not shown or indicated on the Drawings with reasonable accuracy, then Contractor shall, promptly after becoming aware thereof and before further disturbing conditions affected thereby or performing any Work in connection therewith (except in an emergency as required by Paragraph 7.15), notify Owner and Engineer in writing regarding such Underground Facility.

- C. *Engineer's Review:* Engineer will:

1. promptly review the Underground Facility and conclude whether such Underground Facility was not shown or indicated on the Drawings, or was not shown or indicated with reasonable accuracy;
2. identify and communicate with the owner of the Underground Facility; prepare recommendations to Owner (and if necessary issue any preliminary instructions to Contractor) regarding the Contractor's resumption of Work in connection with the Underground Facility in question;
3. obtain any pertinent cost or schedule information from Contractor; determine the extent, if any, to which a change is required in the Drawings or Specifications to reflect and document the consequences of the existence or location of the Underground Facility; and
4. advise Owner in writing of Engineer's findings, conclusions, and recommendations.

During such time, Contractor shall be responsible for the safety and protection of such Underground Facility.

- D. *Owner's Statement to Contractor Regarding Underground Facility:* After receipt of Engineer's written findings, conclusions, and recommendations, Owner shall issue a written statement to Contractor (with a copy to Engineer) regarding the Underground Facility in question addressing the resumption of Work in connection with such Underground Facility, indicating whether any change in the Drawings or Specifications will be made, and adopting or rejecting Engineer's written findings, conclusions, and recommendations in whole or in part.

- E. *Early Resumption of Work*: If at any time Engineer determines that Work in connection with the Underground Facility may resume prior to completion of Engineer's review or Owner's issuance of its statement to Contractor, because the Underground Facility in question and conditions affected by its presence have been adequately documented, and analyzed on a preliminary basis, then the Engineer may at its discretion instruct Contractor to resume such Work.
- F. *Possible Price and Times Adjustments*
1. Contractor shall be entitled to an equitable adjustment in the Contract Price or Contract Times, to the extent that any existing Underground Facility at the Site that was not shown or indicated on the Drawings, or was not shown or indicated with reasonable accuracy, or any related delay, disruption, or interference, causes an increase or decrease in Contractor's cost of, or time required for, performance of the Work; subject, however, to the following:
    - a. With respect to Work that is paid for on a unit price basis, any adjustment in Contract Price will be subject to the provisions of Paragraph 13.03;
    - b. Contractor's entitlement to an adjustment of the Contract Times is subject to the provisions of Paragraphs 4.05.D and 4.05.E; and
    - c. Contractor gave the notice required in Paragraph 5.05.B.
  2. If Owner and Contractor agree regarding Contractor's entitlement to and the amount or extent of any adjustment in the Contract Price or Contract Times, then any such adjustment will be set forth in a Change Order.
  3. Contractor may submit a Change Proposal regarding its entitlement to or the amount or extent of any adjustment in the Contract Price or Contract Times, no later than 30 days after Owner's issuance of the Owner's written statement to Contractor regarding the Underground Facility in question.
  4. The information and data shown or indicated on the Drawings with respect to existing Underground Facilities at the Site is based on information and data (a) furnished by the owners of such Underground Facilities, or by others, (b) obtained from available records, or (c) gathered in an investigation conducted in accordance with the current edition of ASCE 38, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, by the American Society of Civil Engineers. If such information or data is incorrect or incomplete, Contractor's remedies are limited to those set forth in this Paragraph 5.05.F.

5.06 *Hazardous Environmental Conditions at Site*

~~A. *Reports and Drawings*: The Supplementary Conditions identify:~~

- ~~1. Those reports known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site;~~
- ~~2. Drawings known to Owner relating to Hazardous Environmental Conditions that have been identified at or adjacent to the Site; and~~
- ~~3. Technical Data contained in such reports and drawings.~~



~~B. *Reliance by Contractor on Technical Data Authorized:* Contractor may rely upon the accuracy of the Technical Data expressly identified in the Supplementary Conditions with respect to such reports and drawings, but such reports and drawings are not Contract Documents. If no such express identification has been made, then Contractor may rely on the accuracy of the Technical Data as defined in Paragraph 1.01.A.46.b. Except for such reliance on Technical Data, Contractor may not rely upon or make any claim against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, with respect to:~~

- ~~1. the completeness of such reports and drawings for Contractor's purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences and procedures of construction to be employed by Contractor, and safety precautions and programs incident thereto;~~
- ~~2. Other data, interpretations, opinions, and information contained in such reports or shown or indicated in such drawings; or~~
- ~~3. Any Contractor interpretation of or conclusion drawn from any Technical Data or any such other data, interpretations, opinions or information.~~

See SC-5.06

- C. Contractor shall not be responsible for removing or remediating any Hazardous Environmental Condition encountered, uncovered, or revealed at the Site unless such removal or remediation is expressly identified in the Contract Documents to be within the scope of the Work.
- D. Contractor shall be responsible for controlling, containing, and duly removing all Constituents of Concern brought to the Site by Contractor, Subcontractors, Suppliers, or anyone else for whom Contractor is responsible, and for any associated costs; and for the costs of removing and remediating any Hazardous Environmental Condition created by the presence of any such Constituents of Concern.
- E. If Contractor encounters, uncovers, or reveals a Hazardous Environmental Condition whose removal or remediation is not expressly identified in the Contract Documents as being within the scope of the Work, or if Contractor or anyone for whom Contractor is responsible creates a Hazardous Environmental Condition, then Contractor shall immediately: (1) secure or otherwise isolate such condition; (2) stop all Work in connection with such condition and in any area affected thereby (except in an emergency as required by Paragraph 7.15); and (3) notify Owner and Engineer (and promptly thereafter confirm such notice in writing). Owner shall promptly consult with Engineer concerning the necessity for Owner to retain a qualified expert to evaluate such condition or take corrective action, if any. Promptly after consulting with Engineer, Owner shall take such actions as are necessary to permit Owner to timely obtain required permits and provide Contractor the written notice required by Paragraph 5.06.F. If Contractor or anyone for whom Contractor is responsible created the Hazardous Environmental Condition in question, then Owner may remove and remediate the Hazardous Environmental Condition, and impose a set-off against payments to account for the associated costs.
- F. Contractor shall not resume Work in connection with such Hazardous Environmental Condition or in any affected area until after Owner has obtained any required permits related thereto, and delivered written notice to Contractor either (1) specifying that such condition

- and any affected area is or has been rendered safe for the resumption of Work, or (2) specifying any special conditions under which such Work may be resumed safely.
- G. If Owner and Contractor cannot agree as to entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times, as a result of such Work stoppage, such special conditions under which Work is agreed to be resumed by Contractor, or any costs or expenses incurred in response to the Hazardous Environmental Condition, then within 30 days of Owner's written notice regarding the resumption of Work, Contractor may submit a Change Proposal, or Owner may impose a set-off. Entitlement to any such adjustment is subject to the provisions of Paragraphs 4.05.D, 4.05.E, 11.07, and 11.08.
- H. If, after receipt of such written notice, Contractor does not agree to resume such Work based on a reasonable belief it is unsafe, or does not agree to resume such Work under such special conditions, then Owner may order the portion of the Work that is in the area affected by such condition to be deleted from the Work, following the contractual change procedures in Article 11. Owner may have such deleted portion of the Work performed by Owner's own forces or others in accordance with Article 8.
- I. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to a Hazardous Environmental Condition, provided that such Hazardous Environmental Condition (1) was not shown or indicated in the Drawings, Specifications, or other Contract Documents, identified as Technical Data entitled to limited reliance pursuant to Paragraph 5.06.B, or identified in the Contract Documents to be included within the scope of the Work, and (2) was not created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 5.06.I obligates Owner to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- J. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the failure to control, contain, or remove a Constituent of Concern brought to the Site by Contractor or by anyone for whom Contractor is responsible, or to a Hazardous Environmental Condition created by Contractor or by anyone for whom Contractor is responsible. Nothing in this Paragraph 5.06.J obligates Contractor to indemnify any individual or entity from and against the consequences of that individual's or entity's own negligence.
- K. The provisions of Paragraphs 5.03, 5.04, and 5.05 do not apply to the presence of Constituents of Concern or to a Hazardous Environmental Condition uncovered or revealed at the Site.

## ARTICLE 6—BONDS AND INSURANCE

### 6.01 *Performance, Payment, and Other Bonds*

- A. Contractor shall furnish a performance bond and a payment bond, each in an amount at least equal to the Contract Price, as security for the faithful performance and payment of Contractor's obligations under the Contract. These bonds must remain in effect until one year after the date when final payment becomes due or until completion of the correction period specified in Paragraph 15.08, whichever is later, except as provided otherwise by Laws or Regulations, the terms of a prescribed bond form, the Supplementary Conditions, or other provisions of the Contract.
- B. Contractor shall also furnish such other bonds (if any) as are required by the Supplementary Conditions or other provisions of the Contract.
- C. All bonds must be in the form included in the Bidding Documents or otherwise specified by Owner prior to execution of the Contract, except as provided otherwise by Laws or Regulations, and must be issued and signed by a surety named in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Department Circular 570 (as amended and supplemented) by the Bureau of the Fiscal Service, U.S. Department of the Treasury. A bond signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority must show that it is effective on the date the agent or attorney-in-fact signed the accompanying bond.
- D. Contractor shall obtain the required bonds from surety companies that are duly licensed or authorized, in the state or jurisdiction in which the Project is located, to issue bonds in the required amounts.
- E. If the surety on a bond furnished by Contractor is declared bankrupt or becomes insolvent, or the surety ceases to meet the requirements above, then Contractor shall promptly notify Owner and Engineer in writing and shall, within 20 days after the event giving rise to such notification, provide another bond and surety, both of which must comply with the bond and surety requirements above.
- F. If Contractor has failed to obtain a required bond, Owner may exclude the Contractor from the Site and exercise Owner's termination rights under Article 16.
- G. Upon request to Owner from any Subcontractor, Supplier, or other person or entity claiming to have furnished labor, services, materials, or equipment used in the performance of the Work, Owner shall provide a copy of the payment bond to such person or entity.
- H. Upon request to Contractor from any Subcontractor, Supplier, or other person or entity claiming to have furnished labor, services, materials, or equipment used in the performance of the Work, Contractor shall provide a copy of the payment bond to such person or entity.

### 6.02 *Insurance—General Provisions*

- A. Owner and Contractor shall obtain and maintain insurance as required in this article and in the Supplementary Conditions.

See SC-6.02

- B. All insurance required by the Contract to be purchased and maintained by Owner or Contractor shall be obtained from insurance companies that are duly licensed or authorized in the state or jurisdiction in which the Project is located to issue insurance policies for the required limits and coverages. Unless a different standard is indicated in the Supplementary Conditions, all companies that provide insurance policies required under this Contract shall have an A.M. Best rating of A-VII or better.
- C. Alternative forms of insurance coverage, including but not limited to self-insurance and "Occupational Accident and Excess Employer's Indemnity Policies," are not sufficient to meet the insurance requirements of this Contract, unless expressly allowed in the Supplementary Conditions.
- D. Contractor shall deliver to Owner, with copies to each additional insured identified in the Contract, certificates of insurance and endorsements establishing that Contractor has obtained and is maintaining the policies and coverages required by the Contract. Upon request by Owner or any other insured, Contractor shall also furnish other evidence of such required insurance, including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, full disclosure of all relevant exclusions, and evidence of insurance required to be purchased and maintained by Subcontractors or Suppliers. In any documentation furnished under this provision, Contractor, Subcontractors, and Suppliers may block out (redact) (1) any confidential premium or pricing information and (2) any wording specific to a project or jurisdiction other than those applicable to this Contract.
- E. Owner shall deliver to Contractor, with copies to each additional insured identified in the Contract, certificates of insurance and endorsements establishing that Owner has obtained and is maintaining the policies and coverages required of Owner by the Contract (if any). Upon request by Contractor or any other insured, Owner shall also provide other evidence of such required insurance (if any), including but not limited to copies of policies, documentation of applicable self-insured retentions (if allowed) and deductibles, and full disclosure of all relevant exclusions. In any documentation furnished under this provision, Owner may block out (redact) (1) any confidential premium or pricing information and (2) any wording specific to a project or jurisdiction other than those relevant to this Contract.
- F. Failure of Owner or Contractor to demand such certificates or other evidence of the other party's full compliance with these insurance requirements, or failure of Owner or Contractor to identify a deficiency in compliance from the evidence provided, will not be construed as a waiver of the other party's obligation to obtain and maintain such insurance.
- G. In addition to the liability insurance required to be provided by Contractor, the Owner, at Owner's option, may purchase and maintain Owner's own liability insurance. Owner's liability policies, if any, operate separately and independently from policies required to be provided by Contractor, and Contractor cannot rely upon Owner's liability policies for any of Contractor's obligations to the Owner, Engineer, or third parties.
- H. Contractor shall require:
  - 1. Subcontractors to purchase and maintain worker's compensation, commercial general liability, and other insurance that is appropriate for their participation in the Project, and to name as additional insureds Owner and Engineer (and any other individuals or entities

identified in the Supplementary Conditions as additional insureds on Contractor's liability policies) on each Subcontractor's commercial general liability insurance policy; and

2. Suppliers to purchase and maintain insurance that is appropriate for their participation in the Project.
- I. If either party does not purchase or maintain the insurance required of such party by the Contract, such party shall notify the other party in writing of such failure to purchase prior to the start of the Work, or of such failure to maintain prior to any change in the required coverage.
- J. If Contractor has failed to obtain and maintain required insurance, Contractor's entitlement to enter or remain at the Site will end immediately, and Owner may impose an appropriate set-off against payment for any associated costs (including but not limited to the cost of purchasing necessary insurance coverage), and exercise Owner's termination rights under Article 16.

See SC-6.02

- K. Without prejudice to any other right or remedy, if a party has failed to obtain required insurance, the other party may elect (but is in no way obligated) to obtain equivalent insurance to protect such other party's interests at the expense of the party who was required to provide such coverage, and the Contract Price will be adjusted accordingly.
- L. Owner does not represent that insurance coverage and limits established in this Contract necessarily will be adequate to protect Contractor or Contractor's interests. Contractor is responsible for determining whether such coverage and limits are adequate to protect its interests, and for obtaining and maintaining any additional insurance that Contractor deems necessary.
- M. The insurance and insurance limits required herein will not be deemed as a limitation on Contractor's liability, or that of its Subcontractors or Suppliers, under the indemnities granted to Owner and other individuals and entities in the Contract or otherwise.
- N. All the policies of insurance required to be purchased and maintained under this Contract will contain a provision or endorsement that the coverage afforded will not be canceled, or renewal refused, until at least 10 days prior written notice has been given to the purchasing policyholder. Within three days of receipt of any such written notice, the purchasing policyholder shall provide a copy of the notice to each other insured and Engineer.

#### 6.03 Contractor's Insurance

- A. *Required Insurance:* Contractor shall purchase and maintain Worker's Compensation, Commercial General Liability, and other insurance pursuant to the specific requirements of the Supplementary Conditions.

See SC-6.03

- B. *General Provisions:* The policies of insurance required by this Paragraph 6.03 as supplemented must:
  1. include at least the specific coverages required;
  2. be written for not less than the limits provided, or those required by Laws or Regulations, whichever is greater;

3. remain in effect at least until the Work is complete (as set forth in Paragraph 15.06.D), and longer if expressly required elsewhere in this Contract, and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work as a warranty or correction obligation, or otherwise, or returning to the Site to conduct other tasks arising from the Contract;
  4. apply with respect to the performance of the Work, whether such performance is by Contractor, any Subcontractor or Supplier, or by anyone directly or indirectly employed by any of them to perform any of the Work, or by anyone for whose acts any of them may be liable; and
  5. include all necessary endorsements to support the stated requirements.
- C. *Additional Insureds*: The Contractor's commercial general liability, automobile liability, employer's liability, umbrella or excess, pollution liability, and unmanned aerial vehicle liability policies, if required by this Contract, must:
1. include and list as additional insureds Owner and Engineer, and any individuals or entities identified as additional insureds in the Supplementary Conditions;
  2. include coverage for the respective officers, directors, members, partners, employees, and consultants of all such additional insureds;
  3. afford primary coverage to these additional insureds for all claims covered thereby (including as applicable those arising from both ongoing and completed operations);
  4. not seek contribution from insurance maintained by the additional insured; and
  5. As to commercial general liability insurance, apply to additional insureds with respect to liability caused in whole or in part by Contractor's acts or omissions, or the acts and omissions of those working on Contractor's behalf, in the performance of Contractor's operations.

See SC-6.03

#### 6.04 *Builder's Risk and Other Property Insurance*

- A. ~~*Builder's Risk*: Unless otherwise provided in the Supplementary Conditions, Contractor shall purchase and maintain builder's risk insurance upon the Work on a completed value basis, in the amount of the Work's full insurable replacement cost (subject to such deductible amounts as may be provided in the Supplementary Conditions or required by Laws and Regulations). The specific requirements applicable to the builder's risk insurance are set forth in the Supplementary Conditions.~~

See SC-6.04

- B. *Property Insurance for Facilities of Owner Where Work Will Occur*: Owner is responsible for obtaining and maintaining property insurance covering each existing structure, building, or facility in which any part of the Work will occur, or to which any part of the Work will attach or be adjoined. Such property insurance will be written on a special perils (all-risk) form, on a replacement cost basis, providing coverage consistent with that required for the builder's risk insurance, and will be maintained until the Work is complete, as set forth in Paragraph 15.06.D.



- C. *Property Insurance for Substantially Complete Facilities:* Promptly after Substantial Completion, and before actual occupancy or use of the substantially completed Work, Owner will obtain property insurance for such substantially completed Work, and maintain such property insurance at least until the Work is complete, as set forth in Paragraph 15.06.D. Such property insurance will be written on a special perils (all-risk) form, on a replacement cost basis, and provide coverage consistent with that required for the builder's risk insurance. The builder's risk insurance may terminate upon written confirmation of Owner's procurement of such property insurance.
- D. *Partial Occupancy or Use by Owner:* If Owner will occupy or use a portion or portions of the Work prior to Substantial Completion of all the Work, as provided in Paragraph 15.04, then Owner (directly, if it is the purchaser of the builder's risk policy, or through Contractor) will provide advance notice of such occupancy or use to the builder's risk insurer, and obtain an endorsement consenting to the continuation of coverage prior to commencing such partial occupancy or use.
- E. *Insurance of Other Property; Additional Insurance:* If the express insurance provisions of the Contract do not require or address the insurance of a property item or interest, then the entity or individual owning such property item will be responsible for insuring it. If Contractor elects to obtain other special insurance to be included in or supplement the builder's risk or property insurance policies provided under this Article 6, it may do so at Contractor's expense.

6.05 *Property Losses; Subrogation*

- A. The builder's risk insurance policy purchased and maintained in accordance with Article 6 (or an installation floater policy if authorized by the Supplementary Conditions), will contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any insureds thereunder, or against Engineer or its consultants, or their officers, directors, members, partners, employees, agents, consultants, or subcontractors.
  - 1. Owner and Contractor waive all rights against each other and the respective officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from any of the perils, risks, or causes of loss covered by such policies and any other property insurance applicable to the Work; and, in addition, waive all such rights against Engineer, its consultants, all individuals or entities identified in the Supplementary Conditions as builder's risk or installation floater insureds, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, under such policies for losses and damages so caused.
  - 2. None of the above waivers extends to the rights that any party making such waiver may have to the proceeds of insurance held by Owner or Contractor as trustee or fiduciary, or otherwise payable under any policy so issued.
- B. Any property insurance policy maintained by Owner covering any loss, damage, or consequential loss to Owner's existing structures, buildings, or facilities in which any part of the Work will occur, or to which any part of the Work will attach or adjoin; to adjacent structures, buildings, or facilities of Owner; or to part or all of the completed or substantially completed Work, during partial occupancy or use pursuant to Paragraph 15.04, after Substantial Completion pursuant to Paragraph 15.03, or after final payment pursuant to

Paragraph 15.06, will contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any insureds thereunder, or against Contractor, Subcontractors, or Engineer, or the officers, directors, members, partners, employees, agents, consultants, or subcontractors of each and any of them, and that the insured is allowed to waive the insurer's rights of subrogation in a written contract executed prior to the loss, damage, or consequential loss.

1. Owner waives all rights against Contractor, Subcontractors, and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, for all losses and damages caused by, arising out of, or resulting from fire or any of the perils, risks, or causes of loss covered by such policies.
- C. The waivers in this Paragraph 6.05 include the waiver of rights due to business interruption, loss of use, or other consequential loss extending beyond direct physical loss or damage to Owner's property or the Work caused by, arising out of, or resulting from fire or other insured peril, risk, or cause of loss.
- D. Contractor shall be responsible for assuring that each Subcontract contains provisions whereby the Subcontractor waives all rights against Owner, Contractor, all individuals or entities identified in the Supplementary Conditions as insureds, the Engineer and its consultants, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, for all losses and damages caused by, arising out of, relating to, or resulting from fire or other peril, risk, or cause of loss covered by builder's risk insurance, installation floater, and any other property insurance applicable to the Work.

6.06 *Receipt and Application of Property Insurance Proceeds*

- A. Any insured loss under the builder's risk and other policies of property insurance required by Article 6 will be adjusted and settled with the named insured that purchased the policy. Such named insured shall act as fiduciary for the other insureds, and give notice to such other insureds that adjustment and settlement of a claim is in progress. Any other insured may state its position regarding a claim for insured loss in writing within 15 days after notice of such claim.
- B. Proceeds for such insured losses may be made payable by the insurer either jointly to multiple insureds, or to the named insured that purchased the policy in its own right and as fiduciary for other insureds, subject to the requirements of any applicable mortgage clause. A named insured receiving insurance proceeds under the builder's risk and other policies of insurance required by Article 6 shall maintain such proceeds in a segregated account, and distribute such proceeds in accordance with such agreement as the parties in interest may reach, or as otherwise required under the dispute resolution provisions of this Contract or applicable Laws and Regulations.
- C. If no other special agreement is reached, Contractor shall repair or replace the damaged Work, using allocated insurance proceeds.

## ARTICLE 7—CONTRACTOR'S RESPONSIBILITIES

### 7.01 *Contractor's Means and Methods of Construction*

- A. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.
- B. If the Contract Documents note, or Contractor determines, that professional engineering or other design services are needed to carry out Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures, or for Site safety, then Contractor shall cause such services to be provided by a properly licensed design professional, at Contractor's expense. Such services are not Owner-delegated professional design services under this Contract, and neither Owner nor Engineer has any responsibility with respect to (1) Contractor's determination of the need for such services, (2) the qualifications or licensing of the design professionals retained or employed by Contractor, (3) the performance of such services, or (4) any errors, omissions, or defects in such services.

### 7.02 *Supervision and Superintendence*

- A. Contractor shall supervise, inspect, and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents.
- B. At all times during the progress of the Work, Contractor shall assign a competent resident superintendent who will not be replaced without written notice to Owner and Engineer except under extraordinary circumstances.

### 7.03 *Labor; Working Hours*

- A. Contractor shall provide competent, suitably qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. Contractor shall maintain good discipline and order at the Site.
- B. Contractor shall be fully responsible to Owner and Engineer for all acts and omissions of Contractor's employees; of Suppliers and Subcontractors, and their employees; and of any other individuals or entities performing or furnishing any of the Work, just as Contractor is responsible for Contractor's own acts and omissions.
- C. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site will be performed during regular working hours, Monday through Friday. Contractor will not perform Work on a Saturday, Sunday, or any legal holiday. Contractor may perform Work outside regular working hours or on Saturdays, Sundays, or legal holidays only with Owner's written consent, which will not be unreasonably withheld.

See SC 7.03

### 7.04 *Services, Materials, and Equipment*

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the

performance, testing, start up, and completion of the Work, whether or not such items are specifically called for in the Contract Documents.

- B. All materials and equipment incorporated into the Work must be new and of good quality, except as otherwise provided in the Contract Documents. All special warranties and guarantees required by the Specifications will expressly run to the benefit of Owner. If required by Engineer, Contractor shall furnish satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment.
- C. All materials and equipment must be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable Supplier, except as otherwise may be provided in the Contract Documents.

See SC-7.04

#### 7.05 "Or Equals"

- A. *Contractor's Request; Governing Criteria:* Whenever an item of equipment or material is specified or described in the Contract Documents by using the names of one or more proprietary items or specific Suppliers, the Contract Price has been based upon Contractor furnishing such item as specified. The specification or description of such an item is intended to establish the type, function, appearance, and quality required. Unless the specification or description contains or is followed by words reading that no like, equivalent, or "or equal" item is permitted, Contractor may request that Engineer authorize the use of other items of equipment or material, or items from other proposed Suppliers, under the circumstances described below.
  - 1. If Engineer in its sole discretion determines that an item of equipment or material proposed by Contractor is functionally equal to that named and sufficiently similar so that no change in related Work will be required, Engineer will deem it an "or equal" item. For the purposes of this paragraph, a proposed item of equipment or material will be considered functionally equal to an item so named if:
    - a. in the exercise of reasonable judgment Engineer determines that the proposed item:
      - 1) is at least equal in materials of construction, quality, durability, appearance, strength, and design characteristics;
      - 2) will reliably perform at least equally well the function and achieve the results imposed by the design concept of the completed Project as a functioning whole;
      - 3) has a proven record of performance and availability of responsive service; and
      - 4) is not objectionable to Owner.
    - b. Contractor certifies that, if the proposed item is approved and incorporated into the Work:
      - 1) there will be no increase in cost to the Owner or increase in Contract Times; and
      - 2) the item will conform substantially to the detailed requirements of the item named in the Contract Documents.
- B. *Contractor's Expense:* Contractor shall provide all data in support of any proposed "or equal" item at Contractor's expense.

- C. *Engineer's Evaluation and Determination*: Engineer will be allowed a reasonable time to evaluate each "or-equal" request. Engineer may require Contractor to furnish additional data about the proposed "or-equal" item. Engineer will be the sole judge of acceptability. No "or-equal" item will be ordered, furnished, installed, or utilized until Engineer's review is complete and Engineer determines that the proposed item is an "or-equal," which will be evidenced by an approved Shop Drawing or other written communication. Engineer will advise Contractor in writing of any negative determination.
- D. *Effect of Engineer's Determination*: Neither approval nor denial of an "or-equal" request will result in any change in Contract Price. The Engineer's denial of an "or-equal" request will be final and binding, and may not be reversed through an appeal under any provision of the Contract.
- E. *Treatment as a Substitution Request*: If Engineer determines that an item of equipment or material proposed by Contractor does not qualify as an "or-equal" item, Contractor may request that Engineer consider the item a proposed substitute pursuant to Paragraph 7.06.

7.06 *Substitutes*

- A. *Contractor's Request; Governing Criteria*: Unless the specification or description of an item of equipment or material required to be furnished under the Contract Documents contains or is followed by words reading that no substitution is permitted, Contractor may request that Engineer authorize the use of other items of equipment or material under the circumstances described below. To the extent possible such requests must be made before commencement of related construction at the Site.
  - 1. Contractor shall submit sufficient information as provided below to allow Engineer to determine if the item of material or equipment proposed is functionally equivalent to that named and an acceptable substitute therefor. Engineer will not accept requests for review of proposed substitute items of equipment or material from anyone other than Contractor.
  - 2. The requirements for review by Engineer will be as set forth in Paragraph 7.06.B, as supplemented by the Specifications, and as Engineer may decide is appropriate under the circumstances.
  - 3. Contractor shall make written application to Engineer for review of a proposed substitute item of equipment or material that Contractor seeks to furnish or use. The application:
    - a. will certify that the proposed substitute item will:
      - 1) perform adequately the functions and achieve the results called for by the general design;
      - 2) be similar in substance to the item specified; and
      - 3) be suited to the same use as the item specified.
    - b. will state:
      - 1) the extent, if any, to which the use of the proposed substitute item will necessitate a change in Contract Times;
      - 2) whether use of the proposed substitute item in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract

with Owner for other work on the Project) to adapt the design to the proposed substitute item; and

- 3) whether incorporation or use of the proposed substitute item in connection with the Work is subject to payment of any license fee or royalty.
  - c. will identify:
    - 1) all variations of the proposed substitute item from the item specified; and
    - 2) available engineering, sales, maintenance, repair, and replacement services.
  - d. will contain an itemized estimate of all costs or credits that will result directly or indirectly from use of such substitute item, including but not limited to changes in Contract Price, shared savings, costs of redesign, and claims of other contractors affected by any resulting change.
- B. *Engineer's Evaluation and Determination:* Engineer will be allowed a reasonable time to evaluate each substitute request, and to obtain comments and direction from Owner. Engineer may require Contractor to furnish additional data about the proposed substitute item. Engineer will be the sole judge of acceptability. No substitute will be ordered, furnished, installed, or utilized until Engineer's review is complete and Engineer determines that the proposed item is an acceptable substitute. Engineer's determination will be evidenced by a Field Order or a proposed Change Order accounting for the substitution itself and all related impacts, including changes in Contract Price or Contract Times. Engineer will advise Contractor in writing of any negative determination.
- C. *Special Guarantee:* Owner may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute.
- D. *Reimbursement of Engineer's Cost:* Engineer will record Engineer's costs in evaluating a substitute proposed or submitted by Contractor. Whether or not Engineer approves a substitute so proposed or submitted by Contractor, Contractor shall reimburse Owner for the reasonable charges of Engineer for evaluating each such proposed substitute. Contractor shall also reimburse Owner for the reasonable charges of Engineer for making changes in the Contract Documents (or in the provisions of any other direct contract with Owner) resulting from the acceptance of each proposed substitute.
- E. *Contractor's Expense:* Contractor shall provide all data in support of any proposed substitute at Contractor's expense.
- F. *Effect of Engineer's Determination:* If Engineer approves the substitution request, Contractor shall execute the proposed Change Order and proceed with the substitution. The Engineer's denial of a substitution request will be final and binding, and may not be reversed through an appeal under any provision of the Contract. Contractor may challenge the scope of reimbursement costs imposed under Paragraph 7.06.D, by timely submittal of a Change Proposal.

#### 7.07 Concerning Subcontractors and Suppliers

- A. Contractor may retain Subcontractors and Suppliers for the performance of parts of the Work. Such Subcontractors and Suppliers must be acceptable to Owner. The Contractor's retention of a Subcontractor or Supplier for the performance of parts of the Work will not relieve



Contractor's obligation to Owner to perform and complete the Work in accordance with the Contract Documents.

See SC-7.07

- B. Contractor shall retain specific Subcontractors and Suppliers for the performance of designated parts of the Work if required by the Contract to do so.
- C. Subsequent to the submittal of Contractor's Bid or final negotiation of the terms of the Contract, Owner may not require Contractor to retain any Subcontractor or Supplier to furnish or perform any of the Work against which Contractor has reasonable objection.
- D. Prior to entry into any binding subcontract or purchase order, Contractor shall submit to Owner the identity of the proposed Subcontractor or Supplier (unless Owner has already deemed such proposed Subcontractor or Supplier acceptable during the bidding process or otherwise). Such proposed Subcontractor or Supplier shall be deemed acceptable to Owner unless Owner raises a substantive, reasonable objection within 5 days.
- E. Owner may require the replacement of any Subcontractor or Supplier. Owner also may require Contractor to retain specific replacements; provided, however, that Owner may not require a replacement to which Contractor has a reasonable objection. If Contractor has submitted the identity of certain Subcontractors or Suppliers for acceptance by Owner, and Owner has accepted it (either in writing or by failing to make written objection thereto), then Owner may subsequently revoke the acceptance of any such Subcontractor or Supplier so identified solely on the basis of substantive, reasonable objection after due investigation. Contractor shall submit an acceptable replacement for the rejected Subcontractor or Supplier.
- F. If Owner requires the replacement of any Subcontractor or Supplier retained by Contractor to perform any part of the Work, then Contractor shall be entitled to an adjustment in Contract Price or Contract Times, with respect to the replacement; and Contractor shall initiate a Change Proposal for such adjustment within 30 days of Owner's requirement of replacement.
- G. No acceptance by Owner of any such Subcontractor or Supplier, whether initially or as a replacement, will constitute a waiver of the right of Owner to the completion of the Work in accordance with the Contract Documents.
- H. On a monthly basis, Contractor shall submit to Engineer a complete list of all Subcontractors and Suppliers having a direct contract with Contractor, and of all other Subcontractors and Suppliers known to Contractor at the time of submittal.
- I. Contractor shall be solely responsible for scheduling and coordinating the work of Subcontractors and Suppliers.
- J. The divisions and sections of the Specifications and the identifications of any Drawings do not control Contractor in dividing the Work among Subcontractors or Suppliers, or in delineating the Work to be performed by any specific trade.
- K. All Work performed for Contractor by a Subcontractor or Supplier must be pursuant to an appropriate contractual agreement that specifically binds the Subcontractor or Supplier to the applicable terms and conditions of the Contract for the benefit of Owner and Engineer.

- L. Owner may furnish to any Subcontractor or Supplier, to the extent practicable, information about amounts paid to Contractor for Work performed for Contractor by the Subcontractor or Supplier.
- M. Contractor shall restrict all Subcontractors and Suppliers from communicating with Engineer or Owner, except through Contractor or in case of an emergency, or as otherwise expressly allowed in this Contract.

7.08 *Patent Fees and Royalties*

- A. Contractor shall pay all license fees and royalties and assume all costs incident to the use in the performance of the Work or the incorporation in the Work of any invention, design, process, product, or device which is the subject of patent rights or copyrights held by others. If an invention, design, process, product, or device is specified in the Contract Documents for use in the performance of the Work and if, to the actual knowledge of Owner or Engineer, its use is subject to patent rights or copyrights calling for the payment of any license fee or royalty to others, the existence of such rights will be disclosed in the Contract Documents.
- B. To the fullest extent permitted by Laws and Regulations, Owner shall indemnify and hold harmless Contractor, and its officers, directors, members, partners, employees, agents, consultants, and subcontractors, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device specified in the Contract Documents, but not identified as being subject to payment of any license fee or royalty to others required by patent rights or copyrights.
- C. To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents.

7.09 *Permits*

- A. Unless otherwise provided in the Contract Documents, Contractor shall obtain and pay for all construction permits, licenses, and certificates of occupancy. Owner shall assist Contractor, when necessary, in obtaining such permits and licenses. Contractor shall pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of the submission of Contractor's Bid (or when Contractor became bound under a negotiated contract). Owner shall pay all charges of utility owners for connections for providing permanent service to the Work.

See SC-7.09

7.10 *Taxes*

- A. Contractor shall pay all sales, consumer, use, and other similar taxes required to be paid by Contractor in accordance with the Laws and Regulations of the place of the Project which are applicable during the performance of the Work.

7.11 *Laws and Regulations*

- A. Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work. Neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.
- B. If Contractor performs any Work or takes any other action knowing or having reason to know that it is contrary to Laws or Regulations, Contractor shall bear all resulting costs and losses, and shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them, from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such Work or other action. It is not Contractor's responsibility to make certain that the Work described in the Contract Documents is in accordance with Laws and Regulations, but this does not relieve Contractor of its obligations under Paragraph 3.03.
- C. Owner or Contractor may give written notice to the other party of any changes after the submission of Contractor's Bid (or after the date when Contractor became bound under a negotiated contract) in Laws or Regulations having an effect on the cost or time of performance of the Work, including but not limited to changes in Laws or Regulations having an effect on procuring permits and on sales, use, value-added, consumption, and other similar taxes. If Owner and Contractor are unable to agree on entitlement to or on the amount or extent, if any, of any adjustment in Contract Price or Contract Times resulting from such changes, then within 30 days of such written notice Contractor may submit a Change Proposal, or Owner may initiate a Claim.

See SC-7.11

7.12 *Record Documents*

- A. Contractor shall maintain in a safe place at the Site one printed record copy of all Drawings, Specifications, Addenda, Change Orders, Work Change Directives, Field Orders, written interpretations and clarifications, and approved Shop Drawings. Contractor shall keep such record documents in good order and annotate them to show changes made during construction. These record documents, together with all approved Samples, will be available to Engineer for reference. Upon completion of the Work, Contractor shall deliver these record documents to Engineer.

7.13 *Safety and Protection*

- A. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Such responsibility does not relieve Subcontractors of their responsibility for the safety of persons or property in the performance of their work, nor for compliance with applicable safety Laws and Regulations.

- B. Contractor shall designate a qualified and experienced safety representative whose duties and responsibilities are the prevention of Work-related accidents and the maintenance and supervision of safety precautions and programs.
- C. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
  - 1. all persons on the Site or who may be affected by the Work;
  - 2. all the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
  - 3. other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and Underground Facilities not designated for removal, relocation, or replacement in the course of construction.
- D. All damage, injury, or loss to any property referred to in Paragraph 7.13.C.2 or 7.13.C.3 caused, directly or indirectly, in whole or in part, by Contractor, any Subcontractor, Supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, shall be remedied by Contractor at its expense (except damage or loss attributable to the fault of Drawings or Specifications or to the acts or omissions of Owner or Engineer or anyone employed by any of them, or anyone for whose acts any of them may be liable, and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor or any Subcontractor, Supplier, or other individual or entity directly or indirectly employed by any of them).
- E. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall erect and maintain all necessary safeguards for such safety and protection.
- F. Contractor shall notify Owner; the owners of adjacent property; the owners of Underground Facilities and other utilities (if the identity of such owners is known to Contractor); and other contractors and utility owners performing work at or adjacent to the Site, in writing, when Contractor knows that prosecution of the Work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property or work in progress.
- G. Contractor shall comply with the applicable requirements of Owner's safety programs, if any. Any Owner's safety programs that are applicable to the Work are identified or included in the Supplementary Conditions or Specifications.

See SC-7.13

- H. Contractor shall inform Owner and Engineer of the specific requirements of Contractor's safety program with which Owner's and Engineer's employees and representatives must comply while at the Site.
- I. Contractor's duties and responsibilities for safety and protection will continue until all the Work is completed, Engineer has issued a written notice to Owner and Contractor in accordance with Paragraph 15.06.C that the Work is acceptable, and Contractor has left the Site (except as otherwise expressly provided in connection with Substantial Completion).

- J. Contractor's duties and responsibilities for safety and protection will resume whenever Contractor or any Subcontractor or Supplier returns to the Site to fulfill warranty or correction obligations, or to conduct other tasks arising from the Contract Documents.

7.14 *Hazard Communication Programs*

- A. Contractor shall be responsible for coordinating any exchange of safety data sheets (formerly known as material safety data sheets) or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.

7.15 *Emergencies*

- A. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor is obligated to act to prevent damage, injury, or loss. Contractor shall give Engineer prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused by an emergency, or are required as a result of Contractor's response to an emergency. If Engineer determines that a change in the Contract Documents is required because of an emergency or Contractor's response, a Work Change Directive or Change Order will be issued.

7.16 *Submittals*

A. *Shop Drawing and Sample Requirements*

1. Before submitting a Shop Drawing or Sample, Contractor shall:
  - a. review and coordinate the Shop Drawing or Sample with other Shop Drawings and Samples and with the requirements of the Work and the Contract Documents;
  - b. determine and verify:
    - 1) all field measurements, quantities, dimensions, specified performance and design criteria, installation requirements, materials, catalog numbers, and similar information with respect to the Submittal;
    - 2) the suitability of all materials and equipment offered with respect to the indicated application, fabrication, shipping, handling, storage, assembly, and installation pertaining to the performance of the Work; and
    - 3) all information relative to Contractor's responsibilities for means, methods, techniques, sequences, and procedures of construction, and safety precautions and programs incident thereto;
  - c. confirm that the Submittal is complete with respect to all related data included in the Submittal.
2. Each Shop Drawing or Sample must bear a stamp or specific written certification that Contractor has satisfied Contractor's obligations under the Contract Documents with respect to Contractor's review of that Submittal, and that Contractor approves the Submittal.
3. With each Shop Drawing or Sample, Contractor shall give Engineer specific written notice of any variations that the Submittal may have from the requirements of the Contract Documents. This notice must be set forth in a written communication separate from the

Submittal; and, in addition, in the case of a Shop Drawing by a specific notation made on the Shop Drawing itself.

B. *Submittal Procedures for Shop Drawings and Samples:* Contractor shall label and submit Shop Drawings and Samples to Engineer for review and approval in accordance with the accepted Schedule of Submittals.

1. *Shop Drawings*

- a. Contractor shall submit the number of copies required in the Specifications.
- b. Data shown on the Shop Drawings must be complete with respect to quantities, dimensions, specified performance and design criteria, materials, and similar data to show Engineer the services, materials, and equipment Contractor proposes to provide, and to enable Engineer to review the information for the limited purposes required by Paragraph 7.16.C.

2. *Samples*

- a. Contractor shall submit the number of Samples required in the Specifications.
- b. Contractor shall clearly identify each Sample as to material, Supplier, pertinent data such as catalog numbers, the use for which intended and other data as Engineer may require to enable Engineer to review the Submittal for the limited purposes required by Paragraph 7.16.C.

3. Where a Shop Drawing or Sample is required by the Contract Documents or the Schedule of Submittals, any related Work performed prior to Engineer's review and approval of the pertinent submittal will be at the sole expense and responsibility of Contractor.

C. *Engineer's Review of Shop Drawings and Samples*

1. Engineer will provide timely review of Shop Drawings and Samples in accordance with the accepted Schedule of Submittals. Engineer's review and approval will be only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, comply with the requirements of the Contract Documents, and be compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents.
2. Engineer's review and approval will not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions or programs incident thereto.
3. Engineer's review and approval of a separate item as such will not indicate approval of the assembly in which the item functions.
4. Engineer's review and approval of a Shop Drawing or Sample will not relieve Contractor from responsibility for any variation from the requirements of the Contract Documents unless Contractor has complied with the requirements of Paragraph 7.16.A.3 and Engineer has given written approval of each such variation by specific written notation thereof incorporated in or accompanying the Shop Drawing or Sample. Engineer will document any such approved variation from the requirements of the Contract Documents in a Field Order or other appropriate Contract modification.



5. Engineer's review and approval of a Shop Drawing or Sample will not relieve Contractor from responsibility for complying with the requirements of Paragraphs 7.16.A and B.
6. Engineer's review and approval of a Shop Drawing or Sample, or of a variation from the requirements of the Contract Documents, will not, under any circumstances, change the Contract Times or Contract Price, unless such changes are included in a Change Order.
7. Neither Engineer's receipt, review, acceptance, or approval of a Shop Drawing or Sample will result in such item becoming a Contract Document.
8. Contractor shall perform the Work in compliance with the requirements and commitments set forth in approved Shop Drawings and Samples, subject to the provisions of Paragraph 7.16.C.4.

*D. Resubmittal Procedures for Shop Drawings and Samples*

1. Contractor shall make corrections required by Engineer and shall return the required number of corrected copies of Shop Drawings and submit, as required, new Samples for review and approval. Contractor shall direct specific attention in writing to revisions other than the corrections called for by Engineer on previous Submittals.
2. Contractor shall furnish required Shop Drawing and Sample submittals with sufficient information and accuracy to obtain required approval of an item with no more than two resubmittals. Engineer will record Engineer's time for reviewing a third or subsequent resubmittal of a Shop Drawing or Sample, and Contractor shall be responsible for Engineer's charges to Owner for such time. Owner may impose a set-off against payments due Contractor to secure reimbursement for such charges.
3. If Contractor requests a change of a previously approved Shop Drawing or Sample, Contractor shall be responsible for Engineer's charges to Owner for its review time, and Owner may impose a set-off against payments due Contractor to secure reimbursement for such charges, unless the need for such change is beyond the control of Contractor.

*E. Submittals Other than Shop Drawings, Samples, and Owner-Delegated Designs*

1. The following provisions apply to all Submittals other than Shop Drawings, Samples, and Owner-delegated designs:
  - a. Contractor shall submit all such Submittals to the Engineer in accordance with the Schedule of Submittals and pursuant to the applicable terms of the Contract Documents.
  - b. Engineer will provide timely review of all such Submittals in accordance with the Schedule of Submittals and return such Submittals with a notation of either Accepted or Not Accepted. Any such Submittal that is not returned within the time established in the Schedule of Submittals will be deemed accepted.
  - c. Engineer's review will be only to determine if the Submittal is acceptable under the requirements of the Contract Documents as to general form and content of the Submittal.
  - d. If any such Submittal is not accepted, Contractor shall confer with Engineer regarding the reason for the non-acceptance, and resubmit an acceptable document.

2. Procedures for the submittal and acceptance of the Progress Schedule, the Schedule of Submittals, and the Schedule of Values are set forth in Paragraphs 2.03, 2.04, and 2.05.
- F. Owner-delegated Designs: Submittals pursuant to Owner-delegated designs are governed by the provisions of Paragraph 7.19.

**7.17 Contractor's General Warranty and Guarantee**

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Engineer is entitled to rely on Contractor's warranty and guarantee.
- B. Owner's rights under this warranty and guarantee are in addition to, and are not limited by, Owner's rights under the correction period provisions of Paragraph 15.08. The time in which Owner may enforce its warranty and guarantee rights under this Paragraph 7.17 is limited only by applicable Laws and Regulations restricting actions to enforce such rights; provided, however, that after the end of the correction period under Paragraph 15.08:
  1. Owner shall give Contractor written notice of any defective Work within 60 days of the discovery that such Work is defective; and
  2. Such notice will be deemed the start of an event giving rise to a Claim under Paragraph 12.01.B, such that any related Claim must be brought within 30 days of the notice.
- C. Contractor's warranty and guarantee hereunder excludes defects or damage caused by:
  1. abuse, or improper modification, maintenance, or operation, by persons other than Contractor, Subcontractors, Suppliers, or any other individual or entity for whom Contractor is responsible; or
  2. normal wear and tear under normal usage.
- D. Contractor's obligation to perform and complete the Work in accordance with the Contract Documents is absolute. None of the following will constitute an acceptance of Work that is not in accordance with the Contract Documents, a release of Contractor's obligation to perform the Work in accordance with the Contract Documents, or a release of Owner's warranty and guarantee rights under this Paragraph 7.17:
  1. Observations by Engineer;
  2. Recommendation by Engineer or payment by Owner of any progress or final payment;
  3. The issuance of a certificate of Substantial Completion by Engineer or any payment related thereto by Owner;
  4. Use or occupancy of the Work or any part thereof by Owner;
  5. Any review and approval of a Shop Drawing or Sample submittal;
  6. The issuance of a notice of acceptability by Engineer;
  7. The end of the correction period established in Paragraph 15.08;
  8. Any inspection, test, or approval by others; or
  9. Any correction of defective Work by Owner.

- E. If the Contract requires the Contractor to accept the assignment of a contract entered into by Owner, then the specific warranties, guarantees, and correction obligations contained in the assigned contract will govern with respect to Contractor's performance obligations to Owner for the Work described in the assigned contract.

#### 7.18 *Indemnification*

- A. To the fullest extent permitted by Laws and Regulations, and in addition to any other obligations of Contractor under the Contract or otherwise, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them, from losses, damages, costs, and judgments (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) arising from third-party claims or actions relating to or resulting from the performance or furnishing of the Work, provided that any such claim, action, loss, cost, judgment or damage is attributable to bodily injury, sickness, disease, or death, or to damage to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable.
- B. In any and all claims against Owner or Engineer, or any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, by any employee (or the survivor or personal representative of such employee) of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work, or anyone for whose acts any of them may be liable, the indemnification obligation under Paragraph 7.18.A will not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any such Subcontractor, Supplier, or other individual or entity under workers' compensation acts, disability benefit acts, or other employee benefit acts.

See SC-7.18

#### 7.19 *Delegation of Professional Design Services*

- A. Owner may require Contractor to provide professional design services for a portion of the Work by express delegation in the Contract Documents. Such delegation will specify the performance and design criteria that such services must satisfy, and the Submittals that Contractor must furnish to Engineer with respect to the Owner-delegated design.
- B. Contractor shall cause such Owner-delegated professional design services to be provided pursuant to the professional standard of care by a properly licensed design professional, whose signature and seal must appear on all drawings, calculations, specifications, certifications, and Submittals prepared by such design professional. Such design professional must issue all certifications of design required by Laws and Regulations.
- C. If a Shop Drawing or other Submittal related to the Owner-delegated design is prepared by Contractor, a Subcontractor, or others for submittal to Engineer, then such Shop Drawing or other Submittal must bear the written approval of Contractor's design professional when submitted by Contractor to Engineer.

- D. Owner and Engineer shall be entitled to rely upon the adequacy, accuracy, and completeness of the services, certifications, and approvals performed or provided by the design professionals retained or employed by Contractor under an Owner-delegated design, subject to the professional standard of care and the performance and design criteria stated in the Contract Documents.
- E. Pursuant to this Paragraph 7.19, Engineer's review, approval, and other determinations regarding design drawings, calculations, specifications, certifications, and other Submittals furnished by Contractor pursuant to an Owner-delegated design will be only for the following limited purposes:
  - 1. Checking for conformance with the requirements of this Paragraph 7.19;
  - 2. Confirming that Contractor (through its design professionals) has used the performance and design criteria specified in the Contract Documents; and
  - 3. Establishing that the design furnished by Contractor is consistent with the design concept expressed in the Contract Documents.
- F. Contractor shall not be responsible for the adequacy of performance or design criteria specified by Owner or Engineer.
- G. Contractor is not required to provide professional services in violation of applicable Laws and Regulations.

**ARTICLE 8—OTHER WORK AT THE SITE**

**8.01 *Other Work***

- A. In addition to and apart from the Work under the Contract Documents, the Owner may perform other work at or adjacent to the Site. Such other work may be performed by Owner's employees, or through contracts between the Owner and third parties. Owner may also arrange to have third-party utility owners perform work on their utilities and facilities at or adjacent to the Site.
- B. If Owner performs other work at or adjacent to the Site with Owner's employees, or through contracts for such other work, then Owner shall give Contractor written notice thereof prior to starting any such other work. If Owner has advance information regarding the start of any third-party utility work that Owner has arranged to take place at or adjacent to the Site, Owner shall provide such information to Contractor.
- C. Contractor shall afford proper and safe access to the Site to each contractor that performs such other work, each utility owner performing other work, and Owner, if Owner is performing other work with Owner's employees, and provide a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such other work.
- D. Contractor shall do all cutting, fitting, and patching of the Work that may be required to properly connect or otherwise make its several parts come together and properly integrate with such other work. Contractor shall not endanger any work of others by cutting, excavating, or otherwise altering such work; provided, however, that Contractor may cut or alter others' work with the written consent of Engineer and the others whose work will be affected.

- E. If the proper execution or results of any part of Contractor's Work depends upon work performed by others, Contractor shall inspect such other work and promptly report to Engineer in writing any delays, defects, or deficiencies in such other work that render it unavailable or unsuitable for the proper execution and results of Contractor's Work. Contractor's failure to so report will constitute an acceptance of such other work as fit and proper for integration with Contractor's Work except for latent defects and deficiencies in such other work.
- F. The provisions of this article are not applicable to work that is performed by third-party utilities or other third-party entities without a contract with Owner, or that is performed without having been arranged by Owner. If such work occurs, then any related delay, disruption, or interference incurred by Contractor is governed by the provisions of Paragraph 4.05.C.3.

#### 8.02 *Coordination*

- A. If Owner intends to contract with others for the performance of other work at or adjacent to the Site, to perform other work at or adjacent to the Site with Owner's employees, or to arrange to have utility owners perform work at or adjacent to the Site, the following will be set forth in the Supplementary Conditions or provided to Contractor prior to the start of any such other work:
  - 1. The identity of the individual or entity that will have authority and responsibility for coordination of the activities among the various contractors;
  - 2. An itemization of the specific matters to be covered by such authority and responsibility; and
  - 3. The extent of such authority and responsibilities.
- B. Unless otherwise provided in the Supplementary Conditions, Owner shall have sole authority and responsibility for such coordination.

#### 8.03 *Legal Relationships*

- A. If, in the course of performing other work for Owner at or adjacent to the Site, the Owner's employees, any other contractor working for Owner, or any utility owner that Owner has arranged to perform work, causes damage to the Work or to the property of Contractor or its Subcontractors, or delays, disrupts, interferes with, or increases the scope or cost of the performance of the Work, through actions or inaction, then Contractor shall be entitled to an equitable adjustment in the Contract Price or the Contract Times. Contractor must submit any Change Proposal seeking an equitable adjustment in the Contract Price or the Contract Times under this paragraph within 30 days of the damaging, delaying, disrupting, or interfering event. The entitlement to, and extent of, any such equitable adjustment will take into account information (if any) regarding such other work that was provided to Contractor in the Contract Documents prior to the submittal of the Bid or the final negotiation of the terms of the Contract, and any remedies available to Contractor under Laws or Regulations concerning utility action or inaction. When applicable, any such equitable adjustment in Contract Price will be conditioned on Contractor assigning to Owner all Contractor's rights against such other contractor or utility owner with respect to the damage, delay, disruption, or interference that is the subject of the adjustment. Contractor's entitlement to an adjustment of the Contract Times or Contract Price is subject to the provisions of Paragraphs 4.05.D and 4.05.E.

- B. Contractor shall take reasonable and customary measures to avoid damaging, delaying, disrupting, or interfering with the work of Owner, any other contractor, or any utility owner performing other work at or adjacent to the Site.
  - 1. If Contractor fails to take such measures and as a result damages, delays, disrupts, or interferes with the work of any such other contractor or utility owner, then Owner may impose a set-off against payments due Contractor, and assign to such other contractor or utility owner the Owner's contractual rights against Contractor with respect to the breach of the obligations set forth in this Paragraph 8.03.B.
  - 2. When Owner is performing other work at or adjacent to the Site with Owner's employees, Contractor shall be liable to Owner for damage to such other work, and for the reasonable direct delay, disruption, and interference costs incurred by Owner as a result of Contractor's failure to take reasonable and customary measures with respect to Owner's other work. In response to such damage, delay, disruption, or interference, Owner may impose a set-off against payments due Contractor.
- C. If Contractor damages, delays, disrupts, or interferes with the work of any other contractor, or any utility owner performing other work at or adjacent to the Site, through Contractor's failure to take reasonable and customary measures to avoid such impacts, or if any claim arising out of Contractor's actions, inactions, or negligence in performance of the Work at or adjacent to the Site is made by any such other contractor or utility owner against Contractor, Owner, or Engineer, then Contractor shall (1) promptly attempt to settle the claim as to all parties through negotiations with such other contractor or utility owner, or otherwise resolve the claim by arbitration or other dispute resolution proceeding or at law, and (2) indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against any such claims, and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such damage, delay, disruption, or interference.

## ARTICLE 9—OWNER'S RESPONSIBILITIES

### 9.01 *Communications to Contractor*

- A. Except as otherwise provided in these General Conditions, Owner shall issue all communications to Contractor through Engineer.

### 9.02 *Replacement of Engineer*

- A. Owner may at its discretion appoint an engineer to replace Engineer, provided Contractor makes no reasonable objection to the replacement engineer. The replacement engineer's status under the Contract Documents will be that of the former Engineer.

### 9.03 *Furnish Data*

- A. Owner shall promptly furnish the data required of Owner under the Contract Documents.

### 9.04 *Pay When Due*

- A. Owner shall make payments to Contractor when they are due as provided in the Agreement.



9.05 *Lands and Easements; Reports, Tests, and Drawings*

- A. Owner's duties with respect to providing lands and easements are set forth in Paragraph 5.01.
- B. Owner's duties with respect to providing engineering surveys to establish reference points are set forth in Paragraph 4.03.
- C. Article 5 refers to Owner's identifying and making available to Contractor copies of reports of explorations and tests of conditions at the Site, and drawings of physical conditions relating to existing surface or subsurface structures at the Site.

9.06 *Insurance*

- A. Owner's responsibilities, if any, with respect to purchasing and maintaining liability and property insurance are set forth in Article 6.

9.07 *Change Orders*

- A. Owner's responsibilities with respect to Change Orders are set forth in Article 11.

9.08 *Inspections, Tests, and Approvals*

- A. Owner's responsibility with respect to certain inspections, tests, and approvals is set forth in Paragraph 14.02.B.

9.09 *Limitations on Owner's Responsibilities*

- A. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.

9.10 *Undisclosed Hazardous Environmental Condition*

- A. Owner's responsibility in respect to an undisclosed Hazardous Environmental Condition is set forth in Paragraph 5.06.

9.11 *Evidence of Financial Arrangements*

- A. Upon request of Contractor, Owner shall furnish Contractor reasonable evidence that financial arrangements have been made to satisfy Owner's obligations under the Contract (including obligations under proposed changes in the Work).

9.12 *Safety Programs*

- A. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed.
- B. Owner shall furnish copies of any applicable Owner safety programs to Contractor.

See SC-9.12

## ARTICLE 10—ENGINEER’S STATUS DURING CONSTRUCTION

### 10.01 *Owner’s Representative*

- A. Engineer will be Owner’s representative during the construction period. The duties and responsibilities and the limitations of authority of Engineer as Owner’s representative during construction are set forth in the Contract.

### 10.02 *Visits to Site*

- A. Engineer will make visits to the Site at intervals appropriate to the various stages of construction as Engineer deems necessary in order to observe, as an experienced and qualified design professional, the progress that has been made and the quality of the various aspects of Contractor’s executed Work. Based on information obtained during such visits and observations, Engineer, for the benefit of Owner, will determine, in general, if the Work is proceeding in accordance with the Contract Documents. Engineer will not be required to make exhaustive or continuous inspections on the Site to check the quality or quantity of the Work. Engineer’s efforts will be directed toward providing for Owner a greater degree of confidence that the completed Work will conform generally to the Contract Documents. On the basis of such visits and observations, Engineer will keep Owner informed of the progress of the Work and will endeavor to guard Owner against defective Work.
- B. Engineer’s visits and observations are subject to all the limitations on Engineer’s authority and responsibility set forth in Paragraph 10.07. Particularly, but without limitation, during or as a result of Engineer’s visits or observations of Contractor’s Work, Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor’s means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work.

### 10.03 *Resident Project Representative*

- A. If Owner and Engineer have agreed that Engineer will furnish a Resident Project Representative to represent Engineer at the Site and assist Engineer in observing the progress and quality of the Work, then the authority and responsibilities of any such Resident Project Representative will be as provided in the Supplementary Conditions, and limitations on the responsibilities thereof will be as provided in the Supplementary Conditions and in Paragraph 10.07.
- B. If Owner designates an individual or entity who is not Engineer’s consultant, agent, or employee to represent Owner at the Site, then the responsibilities and authority of such individual or entity will be as provided in the Supplementary Conditions.

### 10.04 *Engineer’s Authority*

- A. Engineer has the authority to reject Work in accordance with Article 14.
- B. Engineer’s authority as to Submittals is set forth in Paragraph 7.16.
- C. Engineer’s authority as to design drawings, calculations, specifications, certifications and other Submittals from Contractor in response to Owner’s delegation (if any) to Contractor of professional design services, is set forth in Paragraph 7.19.
- D. Engineer’s authority as to changes in the Work is set forth in Article 11.

E. Engineer's authority as to Applications for Payment is set forth in Article 15.

10.05 *Determinations for Unit Price Work*

A. ~~Engineer will determine the actual quantities and classifications of Unit Price Work performed by Contractor as set forth in Paragraph 13.03.~~ See SC-10.05

10.06 *Decisions on Requirements of Contract Documents and Acceptability of Work*

A. Engineer will render decisions regarding the requirements of the Contract Documents, and judge the acceptability of the Work, pursuant to the specific procedures set forth herein for initial interpretations, Change Proposals, and acceptance of the Work. In rendering such decisions and judgments, Engineer will not show partiality to Owner or Contractor, and will not be liable to Owner, Contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

10.07 *Limitations on Engineer's Authority and Responsibilities*

- A. Neither Engineer's authority or responsibility under this Article 10 or under any other provision of the Contract, nor any decision made by Engineer in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by Engineer, will create, impose, or give rise to any duty in contract, tort, or otherwise owed by Engineer to Contractor, any Subcontractor, any Supplier, any other individual or entity, or to any surety for or employee or agent of any of them.
- B. Engineer will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Engineer will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- C. Engineer will not be responsible for the acts or omissions of Contractor or of any Subcontractor, any Supplier, or of any other individual or entity performing any of the Work.
- D. Engineer's review of the final Application for Payment and accompanying documentation, and all maintenance and operating instructions, schedules, guarantees, bonds, certificates of inspection, tests and approvals, and other documentation required to be delivered by Contractor under Paragraph 15.06.A, will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspections, tests, and approvals, that the results certified indicate compliance with the Contract Documents.
- E. The limitations upon authority and responsibility set forth in this Paragraph 10.07 also apply to the Resident Project Representative, if any.

See SC-10.07

10.08 *Compliance with Safety Program*

- A. While at the Site, Engineer's employees and representatives will comply with the specific applicable requirements of Owner's and Contractor's safety programs of which Engineer has been informed.

## ARTICLE 11—CHANGES TO THE CONTRACT

### 11.01 *Amending and Supplementing the Contract*

- A. The Contract may be amended or supplemented by a Change Order, a Work Change Directive, or a Field Order.
- B. If an amendment or supplement to the Contract includes a change in the Contract Price or the Contract Times, such amendment or supplement must be set forth in a Change Order.
- C. All changes to the Contract that involve (1) the performance or acceptability of the Work, (2) the design (as set forth in the Drawings, Specifications, or otherwise), or (3) other engineering or technical matters, must be supported by Engineer's recommendation. Owner and Contractor may amend other terms and conditions of the Contract without the recommendation of the Engineer.

See SC-11.07

### 11.02 *Change Orders*

- A. Owner and Contractor shall execute appropriate Change Orders covering:
  - 1. Changes in Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive;
  - 2. Changes in Contract Price resulting from an Owner set-off, unless Contractor has duly contested such set-off;
  - 3. Changes in the Work which are: (a) ordered by Owner pursuant to Paragraph 11.05, (b) required because of Owner's acceptance of defective Work under Paragraph 14.04 or Owner's correction of defective Work under Paragraph 14.07, or (c) agreed to by the parties, subject to the need for Engineer's recommendation if the change in the Work involves the design (as set forth in the Drawings, Specifications, or otherwise) or other engineering or technical matters; and
  - 4. Changes that embody the substance of any final and binding results under: Paragraph 11.03.B, resolving the impact of a Work Change Directive; Paragraph 11.09, concerning Change Proposals; Article 12, Claims; Paragraph 13.02.D, final adjustments resulting from allowances; Paragraph 13.03.D, final adjustments relating to determination of quantities for Unit Price Work; and similar provisions.
- B. If Owner or Contractor refuses to execute a Change Order that is required to be executed under the terms of Paragraph 11.02.A, it will be deemed to be of full force and effect, as if fully executed.

### 11.03 *Work Change Directives*

- A. A Work Change Directive will not change the Contract Price or the Contract Times but is evidence that the parties expect that the modification ordered or documented by a Work Change Directive will be incorporated in a subsequently issued Change Order, following negotiations by the parties as to the Work Change Directive's effect, if any, on the Contract Price and Contract Times; or, if negotiations are unsuccessful, by a determination under the terms of the Contract Documents governing adjustments, expressly including Paragraph 11.07 regarding change of Contract Price.

- B. If Owner has issued a Work Change Directive and:
  - 1. Contractor believes that an adjustment in Contract Times or Contract Price is necessary, then Contractor shall submit any Change Proposal seeking such an adjustment no later than 30 days after the completion of the Work set out in the Work Change Directive.
  - 2. Owner believes that an adjustment in Contract Times or Contract Price is necessary, then Owner shall submit any Claim seeking such an adjustment no later than 60 days after issuance of the Work Change Directive.

11.04 *Field Orders*

- A. Engineer may authorize minor changes in the Work if the changes do not involve an adjustment in the Contract Price or the Contract Times and are compatible with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such changes will be accomplished by a Field Order and will be binding on Owner and also on Contractor, which shall perform the Work involved promptly.
- B. If Contractor believes that a Field Order justifies an adjustment in the Contract Price or Contract Times, then before proceeding with the Work at issue, Contractor shall submit a Change Proposal as provided herein.

11.05 *Owner-Authorized Changes in the Work*

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work. Changes involving the design (as set forth in the Drawings, Specifications, or otherwise) or other engineering or technical matters will be supported by Engineer's recommendation.
- B. Such changes in the Work may be accomplished by a Change Order, if Owner and Contractor have agreed as to the effect, if any, of the changes on Contract Times or Contract Price; or by a Work Change Directive. Upon receipt of any such document, Contractor shall promptly proceed with the Work involved; or, in the case of a deletion in the Work, promptly cease construction activities with respect to such deleted Work. Added or revised Work must be performed under the applicable conditions of the Contract Documents.
- C. Nothing in this Paragraph 11.05 obligates Contractor to undertake work that Contractor reasonably concludes cannot be performed in a manner consistent with Contractor's safety obligations under the Contract Documents or Laws and Regulations.

11.06 *Unauthorized Changes in the Work*

- A. Contractor shall not be entitled to an increase in the Contract Price or an extension of the Contract Times with respect to any work performed that is not required by the Contract Documents, as amended, modified, or supplemented, except in the case of an emergency as provided in Paragraph 7.15 or in the case of uncovering Work as provided in Paragraph 14.05.C.2.

11.07 *Change of Contract Price*

- A. The Contract Price may only be changed by a Change Order. Any Change Proposal for an adjustment in the Contract Price must comply with the provisions of Paragraph 11.09. Any Claim for an adjustment of Contract Price must comply with the provisions of Article 12.
- B. An adjustment in the Contract Price will be determined as follows:

1. Where the Work involved is covered by unit prices contained in the Contract Documents, then by application of such unit prices to the quantities of the items involved (subject to the provisions of Paragraph 13.03);
  2. Where the Work involved is not covered by unit prices contained in the Contract Documents, then by a mutually agreed lump sum (which may include an allowance for overhead and profit not necessarily in accordance with Paragraph 11.07.C.2); or
  3. Where the Work involved is not covered by unit prices contained in the Contract Documents and the parties do not reach mutual agreement to a lump sum, then on the basis of the Cost of the Work (determined as provided in Paragraph 13.01) plus a Contractor's fee for overhead and profit (determined as provided in Paragraph 11.07.C).
- C. *Contractor's Fee*: When applicable, the Contractor's fee for overhead and profit will be determined as follows:
1. A mutually acceptable fixed fee; or
  2. If a fixed fee is not agreed upon, then a fee based on the following percentages of the various portions of the Cost of the Work:
    - a. For costs incurred under Paragraphs 13.01.B.1 and 13.01.B.2, the Contractor's fee will be 15 percent;
    - b. For costs incurred under Paragraph 13.01.B.3, the Contractor's fee will be 5 percent;
    - c. Where one or more tiers of subcontracts are on the basis of Cost of the Work plus a fee and no fixed fee is agreed upon, the intent of Paragraphs 11.07.C.2.a and 11.07.C.2.b is that the Contractor's fee will be based on: (1) a fee of 15 percent of the costs incurred under Paragraphs 13.01.B.1 and 13.01.B.2 by the Subcontractor that actually performs the Work, at whatever tier, and (2) with respect to Contractor itself and to any Subcontractors of a tier higher than that of the Subcontractor that actually performs the Work, a fee of 5 percent of the amount (fee plus underlying costs incurred) attributable to the next lower tier Subcontractor; provided, however, that for any such subcontracted Work the maximum total fee to be paid by Owner will be no greater than 27 percent of the costs incurred by the Subcontractor that actually performs the Work;
    - d. No fee will be payable on the basis of costs itemized under Paragraphs 13.01.B.4, 13.01.B.5, and 13.01.C;
    - e. The amount of credit to be allowed by Contractor to Owner for any change which results in a net decrease in Cost of the Work will be the amount of the actual net decrease in Cost of the Work and a deduction of an additional amount equal to 5 percent of such actual net decrease in Cost of the Work; and
    - f. When both additions and credits are involved in any one change or Change Proposal, the adjustment in Contractor's fee will be computed by determining the sum of the costs in each of the cost categories in Paragraph 13.01.B (specifically, payroll costs, Paragraph 13.01.B.1; incorporated materials and equipment costs, Paragraph 13.01.B.2; Subcontract costs, Paragraph 13.01.B.3; special consultants costs, Paragraph 13.01.B.4; and other costs, Paragraph 13.01.B.5) and applying to each such cost category sum the appropriate fee from Paragraphs 11.07.C.2.a through 11.07.C.2.e, inclusive.



#### 11.08 *Change of Contract Times*

- A. The Contract Times may only be changed by a Change Order. Any Change Proposal for an adjustment in the Contract Times must comply with the provisions of Paragraph 11.09. Any Claim for an adjustment in the Contract Times must comply with the provisions of Article 12.
- B. Delay, disruption, and interference in the Work, and any related changes in Contract Times, are addressed in and governed by Paragraph 4.05.

#### 11.09 *Change Proposals*

- A. *Purpose and Content:* Contractor shall submit a Change Proposal to Engineer to request an adjustment in the Contract Times or Contract Price; contest an initial decision by Engineer concerning the requirements of the Contract Documents or relating to the acceptability of the Work under the Contract Documents; challenge a set-off against payment due; or seek other relief under the Contract. The Change Proposal will specify any proposed change in Contract Times or Contract Price, or other proposed relief, and explain the reason for the proposed change, with citations to any governing or applicable provisions of the Contract Documents. Each Change Proposal will address only one issue, or a set of closely related issues.

#### B. *Change Proposal Procedures*

1. *Submittal:* Contractor shall submit each Change Proposal to Engineer within 30 days after the start of the event giving rise thereto, or after such initial decision.
2. *Supporting Data:* The Contractor shall submit supporting data, including the proposed change in Contract Price or Contract Time (if any), to the Engineer and Owner within 15 days after the submittal of the Change Proposal.
  - a. Change Proposals based on or related to delay, interruption, or interference must comply with the provisions of Paragraphs 4.05.D and 4.05.E.
  - b. Change proposals related to a change of Contract Price must include full and detailed accounts of materials incorporated into the Work and labor and equipment used for the subject Work.

The supporting data must be accompanied by a written statement that the supporting data are accurate and complete, and that any requested time or price adjustment is the entire adjustment to which Contractor believes it is entitled as a result of said event.

3. *Engineer's Initial Review:* Engineer will advise Owner regarding the Change Proposal, and consider any comments or response from Owner regarding the Change Proposal. If in its discretion Engineer concludes that additional supporting data is needed before conducting a full review and making a decision regarding the Change Proposal, then Engineer may request that Contractor submit such additional supporting data by a date specified by Engineer, prior to Engineer beginning its full review of the Change Proposal.
4. *Engineer's Full Review and Action on the Change Proposal:* Upon receipt of Contractor's supporting data (including any additional data requested by Engineer), Engineer will conduct a full review of each Change Proposal and, within 30 days after such receipt of the Contractor's supporting data, either approve the Change Proposal in whole, deny it in whole, or approve it in part and deny it in part. Such actions must be in writing, with a copy provided to Owner and Contractor. If Engineer does not take action on the Change

Proposal within 30 days, then either Owner or Contractor may at any time thereafter submit a letter to the other party indicating that as a result of Engineer's inaction the Change Proposal is deemed denied, thereby commencing the time for appeal of the denial under Article 12.

5. *Binding Decision*: Engineer's decision is final and binding upon Owner and Contractor, unless Owner or Contractor appeals the decision by filing a Claim under Article 12.
- C. *Resolution of Certain Change Proposals*: If the Change Proposal does not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters, then Engineer will notify the parties in writing that the Engineer is unable to resolve the Change Proposal. For purposes of further resolution of such a Change Proposal, such notice will be deemed a denial, and Contractor may choose to seek resolution under the terms of Article 12.
- D. *Post-Completion*: Contractor shall not submit any Change Proposals after Engineer issues a written recommendation of final payment pursuant to Paragraph 15.06.B.

#### 11.10 *Notification to Surety*

- A. If the provisions of any bond require notice to be given to a surety of any change affecting the general scope of the Work or the provisions of the Contract Documents (including, but not limited to, Contract Price or Contract Times), the giving of any such notice will be Contractor's responsibility. The amount of each applicable bond will be adjusted to reflect the effect of any such change.

## ARTICLE 12—CLAIMS

### 12.01 *Claims*

- A. *Claims Process*: The following disputes between Owner and Contractor are subject to the Claims process set forth in this article:
  1. Appeals by Owner or Contractor of Engineer's decisions regarding Change Proposals;
  2. Owner demands for adjustments in the Contract Price or Contract Times, or other relief under the Contract Documents;
  3. Disputes that Engineer has been unable to address because they do not involve the design (as set forth in the Drawings, Specifications, or otherwise), the acceptability of the Work, or other engineering or technical matters; and
  4. Subject to the waiver provisions of Paragraph 15.07, any dispute arising after Engineer has issued a written recommendation of final payment pursuant to Paragraph 15.06.B.
- B. *Submittal of Claim*: The party submitting a Claim shall deliver it directly to the other party to the Contract promptly (but in no event later than 30 days) after the start of the event giving rise thereto; in the case of appeals regarding Change Proposals within 30 days of the decision under appeal. The party submitting the Claim shall also furnish a copy to the Engineer, for its information only. The responsibility to substantiate a Claim rests with the party making the Claim. In the case of a Claim by Contractor seeking an increase in the Contract Times or Contract Price, Contractor shall certify that the Claim is made in good faith, that the supporting data are accurate and complete, and that to the best of Contractor's knowledge

and belief the amount of time or money requested accurately reflects the full amount to which Contractor is entitled.

- C. *Review and Resolution*: The party receiving a Claim shall review it thoroughly, giving full consideration to its merits. The two parties shall seek to resolve the Claim through the exchange of information and direct negotiations. The parties may extend the time for resolving the Claim by mutual agreement. All actions taken on a Claim will be stated in writing and submitted to the other party, with a copy to Engineer.
- D. *Mediation*
  - 1. At any time after initiation of a Claim, Owner and Contractor may mutually agree to mediation of the underlying dispute. The agreement to mediate will stay the Claim submittal and response process.
  - 2. If Owner and Contractor agree to mediation, then after 60 days from such agreement, either Owner or Contractor may unilaterally terminate the mediation process, and the Claim submittal and decision process will resume as of the date of the termination. If the mediation proceeds but is unsuccessful in resolving the dispute, the Claim submittal and decision process will resume as of the date of the conclusion of the mediation, as determined by the mediator.
  - 3. Owner and Contractor shall each pay one-half of the mediator's fees and costs.
- E. *Partial Approval*: If the party receiving a Claim approves the Claim in part and denies it in part, such action will be final and binding unless within 30 days of such action the other party invokes the procedure set forth in Article 17 for final resolution of disputes.
- F. *Denial of Claim*: If efforts to resolve a Claim are not successful, the party receiving the Claim may deny it by giving written notice of denial to the other party. If the receiving party does not take action on the Claim within 90 days, then either Owner or Contractor may at any time thereafter submit a letter to the other party indicating that as a result of the inaction, the Claim is deemed denied, thereby commencing the time for appeal of the denial. A denial of the Claim will be final and binding unless within 30 days of the denial the other party invokes the procedure set forth in Article 17 for the final resolution of disputes.
- G. *Final and Binding Results*: If the parties reach a mutual agreement regarding a Claim, whether through approval of the Claim, direct negotiations, mediation, or otherwise; or if a Claim is approved in part and denied in part, or denied in full, and such actions become final and binding; then the results of the agreement or action on the Claim will be incorporated in a Change Order or other written document to the extent they affect the Contract, including the Work, the Contract Times, or the Contract Price.

## **ARTICLE 13—COST OF THE WORK; ALLOWANCES; UNIT PRICE WORK**

### **13.01 *Cost of the Work***

- A. *Purposes for Determination of Cost of the Work*: The term Cost of the Work means the sum of all costs necessary for the proper performance of the Work at issue, as further defined below. The provisions of this Paragraph 13.01 are used for two distinct purposes:
  - 1. To determine Cost of the Work when Cost of the Work is a component of the Contract Price, under cost-plus-fee, time-and-materials, or other cost-based terms; or

2. When needed to determine the value of a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price. When the value of any such adjustment is determined on the basis of Cost of the Work, Contractor is entitled only to those additional or incremental costs required because of the change in the Work or because of the event giving rise to the adjustment.
- B. *Costs Included:* Except as otherwise may be agreed to in writing by Owner, costs included in the Cost of the Work will be in amounts no higher than those commonly incurred in the locality of the Project, will not include any of the costs itemized in Paragraph 13.01.C, and will include only the following items:
1. Payroll costs for employees in the direct employ of Contractor in the performance of the Work under schedules of job classifications agreed upon by Owner and Contractor in advance of the subject Work. Such employees include, without limitation, superintendents, foremen, safety managers, safety representatives, and other personnel employed full time on the Work. Payroll costs for employees not employed full time on the Work will be apportioned on the basis of their time spent on the Work. Payroll costs include, but are not limited to, salaries and wages plus the cost of fringe benefits, which include social security contributions, unemployment, excise, and payroll taxes, workers' compensation, health and retirement benefits, sick leave, and vacation and holiday pay applicable thereto. The expenses of performing Work outside of regular working hours, on Saturday, Sunday, or legal holidays, will be included in the above to the extent authorized by Owner.
  2. Cost of all materials and equipment furnished and incorporated in the Work, including costs of transportation and storage thereof, and Suppliers' field services required in connection therewith. All cash discounts accrue to Contractor unless Owner deposits funds with Contractor with which to make payments, in which case the cash discounts will accrue to Owner. All trade discounts, rebates, and refunds and returns from sale of surplus materials and equipment will accrue to Owner, and Contractor shall make provisions so that they may be obtained.
  3. Payments made by Contractor to Subcontractors for Work performed by Subcontractors. If required by Owner, Contractor shall obtain competitive bids from subcontractors acceptable to Owner and Contractor and shall deliver such bids to Owner, which will then determine, with the advice of Engineer, which bids, if any, will be acceptable. If any subcontract provides that the Subcontractor is to be paid on the basis of Cost of the Work plus a fee, the Subcontractor's Cost of the Work and fee will be determined in the same manner as Contractor's Cost of the Work and fee as provided in this Paragraph 13.01.
  4. Costs of special consultants (including but not limited to engineers, architects, testing laboratories, surveyors, attorneys, and accountants) employed or retained for services specifically related to the Work.
  5. Other costs consisting of the following:
    - a. The proportion of necessary transportation, travel, and subsistence expenses of Contractor's employees incurred in discharge of duties connected with the Work.
    - b. Cost, including transportation and maintenance, of all materials, supplies, equipment, machinery, appliances, office, and temporary facilities at the Site, which are

consumed in the performance of the Work, and cost, less market value, of such items used but not consumed which remain the property of Contractor.

- 1) In establishing included costs for materials such as scaffolding, plating, or sheeting, consideration will be given to the actual or the estimated life of the material for use on other projects; or rental rates may be established on the basis of purchase or salvage value of such items, whichever is less. Contractor will not be eligible for compensation for such items in an amount that exceeds the purchase cost of such item.

c. *Construction Equipment Rental*

- 1) Rentals of all construction equipment and machinery, and the parts thereof, in accordance with rental agreements approved by Owner as to price (including any surcharge or special rates applicable to overtime use of the construction equipment or machinery), and the costs of transportation, loading, unloading, assembly, dismantling, and removal thereof. All such costs will be in accordance with the terms of said rental agreements. The rental of any such equipment, machinery, or parts must cease when the use thereof is no longer necessary for the Work.
- 2) Costs for equipment and machinery owned by Contractor or a Contractor-related entity will be paid at a rate shown for such equipment in the equipment rental rate book specified in the Supplementary Conditions. An hourly rate will be computed by dividing the monthly rates by 176. These computed rates will include all operating costs.
- 3) With respect to Work that is the result of a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price ("changed Work"), included costs will be based on the time the equipment or machinery is in use on the changed Work and the costs of transportation, loading, unloading, assembly, dismantling, and removal when directly attributable to the changed Work. The cost of any such equipment or machinery, or parts thereof, must cease to accrue when the use thereof is no longer necessary for the changed Work.

- d. Sales, consumer, use, and other similar taxes related to the Work, and for which Contractor is liable, as imposed by Laws and Regulations.
- e. Deposits lost for causes other than negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, and royalty payments and fees for permits and licenses.
- f. Losses and damages (and related expenses) caused by damage to the Work, not compensated by insurance or otherwise, sustained by Contractor in connection with the performance of the Work (except losses and damages within the deductible amounts of builder's risk or other property insurance established in accordance with Article 6), provided such losses and damages have resulted from causes other than the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable. Such losses include settlements made with the written consent and approval of Owner. No such losses, damages, and expenses will be included in the Cost of the Work for the purpose of determining Contractor's fee.

- g. The cost of utilities, fuel, and sanitary facilities at the Site.
- h. Minor expenses such as communication service at the Site, express and courier services, and similar petty cash items in connection with the Work.
- i. The costs of premiums for all bonds and insurance that Contractor is required by the Contract Documents to purchase and maintain.

C. *Costs Excluded*: The term Cost of the Work does not include any of the following items:

1. Payroll costs and other compensation of Contractor's officers, executives, principals, general managers, engineers, architects, estimators, attorneys, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks, and other personnel employed by Contractor, whether at the Site or in Contractor's principal or branch office for general administration of the Work and not specifically included in the agreed upon schedule of job classifications referred to in Paragraph 13.01.B.1 or specifically covered by Paragraph 13.01.B.4. The payroll costs and other compensation excluded here are to be considered administrative costs covered by the Contractor's fee.
2. The cost of purchasing, renting, or furnishing small tools and hand tools.
3. Expenses of Contractor's principal and branch offices other than Contractor's office at the Site.
4. Any part of Contractor's capital expenses, including interest on Contractor's capital employed for the Work and charges against Contractor for delinquent payments.
5. Costs due to the negligence of Contractor, any Subcontractor, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied, and making good any damage to property.
6. Expenses incurred in preparing and advancing Claims.
7. Other overhead or general expense costs of any kind and the costs of any item not specifically and expressly included in Paragraph 13.01.B.

D. *Contractor's Fee*

1. When the Work as a whole is performed on the basis of cost-plus-a-fee, then:
  - a. Contractor's fee for the Work set forth in the Contract Documents as of the Effective Date of the Contract will be determined as set forth in the Agreement.
  - b. for any Work covered by a Change Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price on the basis of Cost of the Work, Contractor's fee will be determined as follows:
    - 1) When the fee for the Work as a whole is a percentage of the Cost of the Work, the fee will automatically adjust as the Cost of the Work changes.
    - 2) When the fee for the Work as a whole is a fixed fee, the fee for any additions or deletions will be determined in accordance with Paragraph 11.07.C.2.
2. When the Work as a whole is performed on the basis of a stipulated sum, or any other basis other than cost-plus-a-fee, then Contractor's fee for any Work covered by a Change



Order, Change Proposal, Claim, set-off, or other adjustment in Contract Price on the basis of Cost of the Work will be determined in accordance with Paragraph 11.07.C.2.

- E. *Documentation and Audit:* Whenever the Cost of the Work for any purpose is to be determined pursuant to this Article 13, Contractor and pertinent Subcontractors will establish and maintain records of the costs in accordance with generally accepted accounting practices. Subject to prior written notice, Owner will be afforded reasonable access, during normal business hours, to all Contractor's accounts, records, books, correspondence, instructions, drawings, receipts, vouchers, memoranda, and similar data relating to the Cost of the Work and Contractor's fee. Contractor shall preserve all such documents for a period of three years after the final payment by Owner. Pertinent Subcontractors will afford such access to Owner, and preserve such documents, to the same extent required of Contractor.

### 13.02 Allowances

- A. It is understood that Contractor has included in the Contract Price all allowances so named in the Contract Documents and shall cause the Work so covered to be performed for such sums and by such persons or entities as may be acceptable to Owner and Engineer.
- B. *Cash Allowances:* Contractor agrees that:
  - 1. the cash allowances include the cost to Contractor (less any applicable trade discounts) of materials and equipment required by the allowances to be delivered at the Site, and all applicable taxes; and
  - 2. Contractor's costs for unloading and handling on the Site, labor, installation, overhead, profit, and other expenses contemplated for the cash allowances have been included in the Contract Price and not in the allowances, and no demand for additional payment for any of the foregoing will be valid.
- C. *Owner's Contingency Allowance:* Contractor agrees that an Owner's contingency allowance, if any, is for the sole use of Owner to cover unanticipated costs.
- D. Prior to final payment, an appropriate Change Order will be issued as recommended by Engineer to reflect actual amounts due Contractor for Work covered by allowances, and the Contract Price will be correspondingly adjusted.

### 13.03 Unit Price Work

- A. Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, initially the Contract Price will be deemed to include for all Unit Price Work an amount equal to the sum of the unit price for each separately identified item of Unit Price Work times the estimated quantity of each item as indicated in the Agreement.
- B. The estimated quantities of items of Unit Price Work are not guaranteed and are solely for the purpose of comparison of Bids and determining an initial Contract Price. Payments to Contractor for Unit Price Work will be based on actual quantities.
- C. Each unit price will be deemed to include an amount considered by Contractor to be adequate to cover Contractor's overhead and profit for each separately identified item.
- D. Engineer will determine the actual quantities and classifications of Unit Price Work performed by Contractor. Engineer will review with Contractor the Engineer's preliminary determinations on such matters before rendering a written decision thereon (by recommendation of an Application for Payment or otherwise). Engineer's written decision

thereon will be final and binding (except as modified by Engineer to reflect changed factual conditions or more accurate data) upon Owner and Contractor, and the final adjustment of Contract Price will be set forth in a Change Order, subject to the provisions of the following paragraph.

E. *Adjustments in Unit Price*

1. Contractor or Owner shall be entitled to an adjustment in the unit price with respect to an item of Unit Price Work if:
  - a. the quantity of the item of Unit Price Work performed by Contractor differs materially and significantly from the estimated quantity of such item indicated in the Agreement; and
  - b. Contractor's unit costs to perform the item of Unit Price Work have changed materially and significantly as a result of the quantity change.
2. The adjustment in unit price will account for and be coordinated with any related changes in quantities of other items of Work, and in Contractor's costs to perform such other Work, such that the resulting overall change in Contract Price is equitable to Owner and Contractor.
3. Adjusted unit prices will apply to all units of that item.

**ARTICLE 14—TESTS AND INSPECTIONS; CORRECTION, REMOVAL, OR ACCEPTANCE OF DEFECTIVE WORK**

14.01 *Access to Work*

- A. Owner, Engineer, their consultants and other representatives and personnel of Owner, independent testing laboratories, and authorities having jurisdiction have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access and advise them of Contractor's safety procedures and programs so that they may comply with such procedures and programs as applicable.

14.02 *Tests, Inspections, and Approvals*

- A. Contractor shall give Engineer timely notice of readiness of the Work (or specific parts thereof) for all required inspections and tests, and shall cooperate with inspection and testing personnel to facilitate required inspections and tests.
- B. Owner shall retain and pay for the services of an independent inspector, testing laboratory, or other qualified individual or entity to perform all inspections and tests expressly required by the Contract Documents to be furnished and paid for by Owner, except that costs incurred in connection with tests or inspections of covered Work will be governed by the provisions of Paragraph 14.05.
- C. If Laws or Regulations of any public body having jurisdiction require any Work (or part thereof) specifically to be inspected, tested, or approved by an employee or other representative of such public body, Contractor shall assume full responsibility for arranging and obtaining such inspections, tests, or approvals, pay all costs in connection therewith, and furnish Engineer the required certificates of inspection or approval.

- D. Contractor shall be responsible for arranging, obtaining, and paying for all inspections and tests required:
1. by the Contract Documents, unless the Contract Documents expressly allocate responsibility for a specific inspection or test to Owner;
  2. to attain Owner's and Engineer's acceptance of materials or equipment to be incorporated in the Work;
  3. by manufacturers of equipment furnished under the Contract Documents;
  4. for testing, adjusting, and balancing of mechanical, electrical, and other equipment to be incorporated into the Work; and
  5. for acceptance of materials, mix designs, or equipment submitted for approval prior to Contractor's purchase thereof for incorporation in the Work.

Such inspections and tests will be performed by independent inspectors, testing laboratories, or other qualified individuals or entities acceptable to Owner and Engineer.

- E. If the Contract Documents require the Work (or part thereof) to be approved by Owner, Engineer, or another designated individual or entity, then Contractor shall assume full responsibility for arranging and obtaining such approvals.
- F. If any Work (or the work of others) that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Engineer, Contractor shall, if requested by Engineer, uncover such Work for observation. Such uncovering will be at Contractor's expense unless Contractor had given Engineer timely notice of Contractor's intention to cover the same and Engineer had not acted with reasonable promptness in response to such notice.

#### 14.03 *Defective Work*

- A. *Contractor's Obligation:* It is Contractor's obligation to assure that the Work is not defective.
- B. *Engineer's Authority:* Engineer has the authority to determine whether Work is defective, and to reject defective Work.
- C. *Notice of Defects:* Prompt written notice of all defective Work of which Owner or Engineer has actual knowledge will be given to Contractor.
- D. *Correction, or Removal and Replacement:* Promptly after receipt of written notice of defective Work, Contractor shall correct all such defective Work, whether or not fabricated, installed, or completed, or, if Engineer has rejected the defective Work, remove it from the Project and replace it with Work that is not defective.
- E. *Preservation of Warranties:* When correcting defective Work, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.
- F. *Costs and Damages:* In addition to its correction, removal, and replacement obligations with respect to defective Work, Contractor shall pay all claims, costs, losses, and damages arising out of or relating to defective Work, including but not limited to the cost of the inspection, testing, correction, removal, replacement, or reconstruction of such defective Work, fines levied against Owner by governmental authorities because the Work is defective, and the costs of repair or replacement of work of others resulting from defective Work. Prior to final payment, if Owner and Contractor are unable to agree as to the measure of such claims, costs,

losses, and damages resulting from defective Work, then Owner may impose a reasonable set-off against payments due under Article 15.

#### 14.04 *Acceptance of Defective Work*

- A. If, instead of requiring correction or removal and replacement of defective Work, Owner prefers to accept it, Owner may do so (subject, if such acceptance occurs prior to final payment, to Engineer's confirmation that such acceptance is in general accord with the design intent and applicable engineering principles, and will not endanger public safety). Contractor shall pay all claims, costs, losses, and damages attributable to Owner's evaluation of and determination to accept such defective Work (such costs to be approved by Engineer as to reasonableness), and for the diminished value of the Work to the extent not otherwise paid by Contractor. If any such acceptance occurs prior to final payment, the necessary revisions in the Contract Documents with respect to the Work will be incorporated in a Change Order. If the parties are unable to agree as to the decrease in the Contract Price, reflecting the diminished value of Work so accepted, then Owner may impose a reasonable set-off against payments due under Article 15. If the acceptance of defective Work occurs after final payment, Contractor shall pay an appropriate amount to Owner.

#### 14.05 *Uncovering Work*

- A. Engineer has the authority to require additional inspection or testing of the Work, whether or not the Work is fabricated, installed, or completed.
- B. If any Work is covered contrary to the written request of Engineer, then Contractor shall, if requested by Engineer, uncover such Work for Engineer's observation, and then replace the covering, all at Contractor's expense.
- C. If Engineer considers it necessary or advisable that covered Work be observed by Engineer or inspected or tested by others, then Contractor, at Engineer's request, shall uncover, expose, or otherwise make available for observation, inspection, or testing as Engineer may require, that portion of the Work in question, and provide all necessary labor, material, and equipment.
  1. If it is found that the uncovered Work is defective, Contractor shall be responsible for all claims, costs, losses, and damages arising out of or relating to such uncovering, exposure, observation, inspection, and testing, and of satisfactory replacement or reconstruction (including but not limited to all costs of repair or replacement of work of others); and pending Contractor's full discharge of this responsibility the Owner shall be entitled to impose a reasonable set-off against payments due under Article 15.
  2. If the uncovered Work is not found to be defective, Contractor shall be allowed an increase in the Contract Price or an extension of the Contract Times, directly attributable to such uncovering, exposure, observation, inspection, testing, replacement, and reconstruction. If the parties are unable to agree as to the amount or extent thereof, then Contractor may submit a Change Proposal within 30 days of the determination that the Work is not defective.

#### 14.06 *Owner May Stop the Work*

- A. If the Work is defective, or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, then Owner may order Contractor to stop the Work,

or any portion thereof, until the cause for such order has been eliminated; however, this right of Owner to stop the Work will not give rise to any duty on the part of Owner to exercise this right for the benefit of Contractor, any Subcontractor, any Supplier, any other individual or entity, or any surety for, or employee or agent of any of them.

**14.07 Owner May Correct Defective Work**

- A. If Contractor fails within a reasonable time after written notice from Engineer to correct defective Work, or to remove and replace defective Work as required by Engineer, then Owner may, after 7 days' written notice to Contractor, correct or remedy any such deficiency.
- B. In exercising the rights and remedies under this Paragraph 14.07, Owner shall proceed expeditiously. In connection with such corrective or remedial action, Owner may exclude Contractor from all or part of the Site, take possession of all or part of the Work and suspend Contractor's services related thereto, and incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere. Contractor shall allow Owner, Owner's representatives, agents and employees, Owner's other contractors, and Engineer and Engineer's consultants access to the Site to enable Owner to exercise the rights and remedies under this paragraph.
- C. All claims, costs, losses, and damages incurred or sustained by Owner in exercising the rights and remedies under this Paragraph 14.07 will be charged against Contractor as set-offs against payments due under Article 15. Such claims, costs, losses and damages will include but not be limited to all costs of repair, or replacement of work of others destroyed or damaged by correction, removal, or replacement of Contractor's defective Work.
- D. Contractor shall not be allowed an extension of the Contract Times because of any delay in the performance of the Work attributable to the exercise by Owner of Owner's rights and remedies under this Paragraph 14.07.

**ARTICLE 15—PAYMENTS TO CONTRACTOR; SET-OFFS; COMPLETION; CORRECTION PERIOD**

**15.01 Progress Payments**

- A. *Basis for Progress Payments:* The Schedule of Values established as provided in Article 2 will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to Engineer. Progress payments for Unit Price Work will be based on the number of units completed during the pay period, as determined under the provisions of Paragraph 13.03. Progress payments for cost-based Work will be based on Cost of the Work completed by Contractor during the pay period.
- B. *Applications for Payments*
  - 1. At least 20 days before the date established in the Agreement for each progress payment (but not more often than once a month), Contractor shall submit to Engineer for review an Application for Payment filled out and signed by Contractor covering the Work completed as of the date of the Application and accompanied by such supporting documentation as is required by the Contract Documents.
  - 2. If payment is requested on the basis of materials and equipment not incorporated in the Work but delivered and suitably stored at the Site or at another location agreed to in writing, the Application for Payment must also be accompanied by: (a) a bill of sale, invoice, copies of subcontract or purchase order payments, or other documentation

establishing full payment by Contractor for the materials and equipment; (b) at Owner's request, documentation warranting that Owner has received the materials and equipment free and clear of all Liens; and (c) evidence that the materials and equipment are covered by appropriate property insurance, a warehouse bond, or other arrangements to protect Owner's interest therein, all of which must be satisfactory to Owner.

3. Beginning with the second Application for Payment, each Application must include an affidavit of Contractor stating that all previous progress payments received by Contractor have been applied to discharge Contractor's legitimate obligations associated with prior Applications for Payment.
4. The amount of retainage with respect to progress payments will be as stipulated in the Agreement.

C. *Review of Applications*

1. Engineer will, within 10 days after receipt of each Application for Payment, including each resubmittal, either indicate in writing a recommendation of payment and present the Application to Owner, or return the Application to Contractor indicating in writing Engineer's reasons for refusing to recommend payment. In the latter case, Contractor may make the necessary corrections and resubmit the Application.
2. Engineer's recommendation of any payment requested in an Application for Payment will constitute a representation by Engineer to Owner, based on Engineer's observations of the executed Work as an experienced and qualified design professional, and on Engineer's review of the Application for Payment and the accompanying data and schedules, that to the best of Engineer's knowledge, information and belief:
  - a. the Work has progressed to the point indicated;
  - b. the quality of the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, the results of any subsequent tests called for in the Contract Documents, a final determination of quantities and classifications for Unit Price Work under Paragraph 13.03, and any other qualifications stated in the recommendation); and
  - c. the conditions precedent to Contractor's being entitled to such payment appear to have been fulfilled in so far as it is Engineer's responsibility to observe the Work.
3. By recommending any such payment Engineer will not thereby be deemed to have represented that:
  - a. inspections made to check the quality or the quantity of the Work as it has been performed have been exhaustive, extended to every aspect of the Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to Engineer in the Contract; or
  - b. there may not be other matters or issues between the parties that might entitle Contractor to be paid additionally by Owner or entitle Owner to withhold payment to Contractor.



4. Neither Engineer's review of Contractor's Work for the purposes of recommending payments nor Engineer's recommendation of any payment, including final payment, will impose responsibility on Engineer:
  - a. to supervise, direct, or control the Work;
  - b. for the means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto;
  - c. for Contractor's failure to comply with Laws and Regulations applicable to Contractor's performance of the Work;
  - d. to make any examination to ascertain how or for what purposes Contractor has used the money paid by Owner; or
  - e. to determine that title to any of the Work, materials, or equipment has passed to Owner free and clear of any Liens.
5. Engineer may refuse to recommend the whole or any part of any payment if, in Engineer's opinion, it would be incorrect to make the representations to Owner stated in Paragraph 15.01.C.2.
6. Engineer will recommend reductions in payment (set-offs) necessary in Engineer's opinion to protect Owner from loss because:
  - a. the Work is defective, requiring correction or replacement;
  - b. the Contract Price has been reduced by Change Orders;
  - c. Owner has been required to correct defective Work in accordance with Paragraph 14.07, or has accepted defective Work pursuant to Paragraph 14.04;
  - d. Owner has been required to remove or remediate a Hazardous Environmental Condition for which Contractor is responsible; or
  - e. Engineer has actual knowledge of the occurrence of any of the events that would constitute a default by Contractor and therefore justify termination for cause under the Contract Documents.

*D. Payment Becomes Due*

1. Ten days after presentation of the Application for Payment to Owner with Engineer's recommendation, the amount recommended (subject to any Owner set-offs) will become due, and when due will be paid by Owner to Contractor.

*E. Reductions in Payment by Owner*

1. In addition to any reductions in payment (set-offs) recommended by Engineer, Owner is entitled to impose a set-off against payment based on any of the following:
  - a. Claims have been made against Owner based on Contractor's conduct in the performance or furnishing of the Work, or Owner has incurred costs, losses, or damages resulting from Contractor's conduct in the performance or furnishing of the Work, including but not limited to claims, costs, losses, or damages from workplace injuries, adjacent property damage, non-compliance with Laws and Regulations, and patent infringement;

- b. Contractor has failed to take reasonable and customary measures to avoid damage, delay, disruption, and interference with other work at or adjacent to the Site;
  - c. Contractor has failed to provide and maintain required bonds or insurance;
  - d. Owner has been required to remove or remediate a Hazardous Environmental Condition for which Contractor is responsible;
  - e. Owner has incurred extra charges or engineering costs related to submittal reviews, evaluations of proposed substitutes, tests and inspections, or return visits to manufacturing or assembly facilities;
  - f. The Work is defective, requiring correction or replacement;
  - g. Owner has been required to correct defective Work in accordance with Paragraph 14.07, or has accepted defective Work pursuant to Paragraph 14.04;
  - h. The Contract Price has been reduced by Change Orders;
  - i. An event has occurred that would constitute a default by Contractor and therefore justify a termination for cause;
  - j. Liquidated or other damages have accrued as a result of Contractor's failure to achieve Milestones, Substantial Completion, or final completion of the Work;
  - k. Liens have been filed in connection with the Work, except where Contractor has delivered a specific bond satisfactory to Owner to secure the satisfaction and discharge of such Liens; or
  - l. Other items entitle Owner to a set-off against the amount recommended.
2. If Owner imposes any set-off against payment, whether based on its own knowledge or on the written recommendations of Engineer, Owner will give Contractor immediate written notice (with a copy to Engineer) stating the reasons for such action and the specific amount of the reduction, and promptly pay Contractor any amount remaining after deduction of the amount so withheld. Owner shall promptly pay Contractor the amount so withheld, or any adjustment thereto agreed to by Owner and Contractor, if Contractor remedies the reasons for such action. The reduction imposed will be binding on Contractor unless it duly submits a Change Proposal contesting the reduction.
  3. Upon a subsequent determination that Owner's refusal of payment was not justified, the amount wrongfully withheld will be treated as an amount due as determined by Paragraph 15.01.D.1 and subject to interest as provided in the Agreement.

15.02 *Contractor's Warranty of Title*

- A. Contractor warrants and guarantees that title to all Work, materials, and equipment furnished under the Contract will pass to Owner free and clear of (1) all Liens and other title defects, and (2) all patent, licensing, copyright, or royalty obligations, no later than 7 days after the time of payment by Owner.

15.03 *Substantial Completion*

- A. When Contractor considers the entire Work ready for its intended use Contractor shall notify Owner and Engineer in writing that the entire Work is substantially complete and request that Engineer issue a certificate of Substantial Completion. Contractor shall at the same time

submit to Owner and Engineer an initial draft of punch list items to be completed or corrected before final payment.

- B. Promptly after Contractor's notification, Owner, Contractor, and Engineer shall make an inspection of the Work to determine the status of completion. If Engineer does not consider the Work substantially complete, Engineer will notify Contractor in writing giving the reasons therefor.
- C. If Engineer considers the Work substantially complete, Engineer will deliver to Owner a preliminary certificate of Substantial Completion which will fix the date of Substantial Completion. Engineer shall attach to the certificate a punch list of items to be completed or corrected before final payment. Owner shall have 7 days after receipt of the preliminary certificate during which to make written objection to Engineer as to any provisions of the certificate or attached punch list. If, after considering the objections to the provisions of the preliminary certificate, Engineer concludes that the Work is not substantially complete, Engineer will, within 14 days after submission of the preliminary certificate to Owner, notify Contractor in writing that the Work is not substantially complete, stating the reasons therefor. If Owner does not object to the provisions of the certificate, or if despite consideration of Owner's objections Engineer concludes that the Work is substantially complete, then Engineer will, within said 14 days, execute and deliver to Owner and Contractor a final certificate of Substantial Completion (with a revised punch list of items to be completed or corrected) reflecting such changes from the preliminary certificate as Engineer believes justified after consideration of any objections from Owner.
- D. At the time of receipt of the preliminary certificate of Substantial Completion, Owner and Contractor will confer regarding Owner's use or occupancy of the Work following Substantial Completion, review the builder's risk insurance policy with respect to the end of the builder's risk coverage, and confirm the transition to coverage of the Work under a permanent property insurance policy held by Owner. Unless Owner and Contractor agree otherwise in writing, Owner shall bear responsibility for security, operation, protection of the Work, property insurance, maintenance, heat, and utilities upon Owner's use or occupancy of the Work.
- E. After Substantial Completion the Contractor shall promptly begin work on the punch list of items to be completed or corrected prior to final payment. In appropriate cases Contractor may submit monthly Applications for Payment for completed punch list items, following the progress payment procedures set forth above.
- F. Owner shall have the right to exclude Contractor from the Site after the date of Substantial Completion subject to allowing Contractor reasonable access to remove its property and complete or correct items on the punch list.

#### 15.04 *Partial Use or Occupancy*

- A. Prior to Substantial Completion of all the Work, Owner may use or occupy any substantially completed part of the Work which has specifically been identified in the Contract Documents, or which Owner, Engineer, and Contractor agree constitutes a separately functioning and usable part of the Work that can be used by Owner for its intended purpose without

significant interference with Contractor's performance of the remainder of the Work, subject to the following conditions:

1. At any time, Owner may request in writing that Contractor permit Owner to use or occupy any such part of the Work that Owner believes to be substantially complete. If and when Contractor agrees that such part of the Work is substantially complete, Contractor, Owner, and Engineer will follow the procedures of Paragraph 15.03.A through 15.03.E for that part of the Work.
2. At any time, Contractor may notify Owner and Engineer in writing that Contractor considers any such part of the Work substantially complete and request Engineer to issue a certificate of Substantial Completion for that part of the Work.
3. Within a reasonable time after either such request, Owner, Contractor, and Engineer shall make an inspection of that part of the Work to determine its status of completion. If Engineer does not consider that part of the Work to be substantially complete, Engineer will notify Owner and Contractor in writing giving the reasons therefor. If Engineer considers that part of the Work to be substantially complete, the provisions of Paragraph 15.03 will apply with respect to certification of Substantial Completion of that part of the Work and the division of responsibility in respect thereof and access thereto.
4. No use or occupancy or separate operation of part of the Work may occur prior to compliance with the requirements of Article 6 regarding builder's risk or other property insurance.

#### 15.05 *Final Inspection*

- A. Upon written notice from Contractor that the entire Work or an agreed portion thereof is complete, Engineer will promptly make a final inspection with Owner and Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work, or agreed portion thereof, is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

#### 15.06 *Final Payment*

##### A. *Application for Payment*

1. After Contractor has, in the opinion of Engineer, satisfactorily completed all corrections identified during the final inspection and has delivered, in accordance with the Contract Documents, all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, annotated record documents (as provided in Paragraph 7.12), and other documents, Contractor may make application for final payment.
2. The final Application for Payment must be accompanied (except as previously delivered) by:
  - a. all documentation called for in the Contract Documents;
  - b. consent of the surety, if any, to final payment;
  - c. satisfactory evidence that all title issues have been resolved such that title to all Work, materials, and equipment has passed to Owner free and clear of any Liens or other title defects, or will so pass upon final payment.

- d. a list of all duly pending Change Proposals and Claims; and
  - e. complete and legally effective releases or waivers (satisfactory to Owner) of all Lien rights arising out of the Work, and of Liens filed in connection with the Work.
3. In lieu of the releases or waivers of Liens specified in Paragraph 15.06.A.2 and as approved by Owner, Contractor may furnish receipts or releases in full and an affidavit of Contractor that: (a) the releases and receipts include all labor, services, material, and equipment for which a Lien could be filed; and (b) all payrolls, material and equipment bills, and other indebtedness connected with the Work for which Owner might in any way be responsible, or which might in any way result in liens or other burdens on Owner's property, have been paid or otherwise satisfied. If any Subcontractor or Supplier fails to furnish such a release or receipt in full, Contractor may furnish a bond or other collateral satisfactory to Owner to indemnify Owner against any Lien, or Owner at its option may issue joint checks payable to Contractor and specified Subcontractors and Suppliers.
- B. *Engineer's Review of Final Application and Recommendation of Payment:* If, on the basis of Engineer's observation of the Work during construction and final inspection, and Engineer's review of the final Application for Payment and accompanying documentation as required by the Contract Documents, Engineer is satisfied that the Work has been completed and Contractor's other obligations under the Contract have been fulfilled, Engineer will, within 10 days after receipt of the final Application for Payment, indicate in writing Engineer's recommendation of final payment and present the final Application for Payment to Owner for payment. Such recommendation will account for any set-offs against payment that are necessary in Engineer's opinion to protect Owner from loss for the reasons stated above with respect to progress payments. Otherwise, Engineer will return the Application for Payment to Contractor, indicating in writing the reasons for refusing to recommend final payment, in which case Contractor shall make the necessary corrections and resubmit the Application for Payment.
- C. *Notice of Acceptability:* In support of its recommendation of payment of the final Application for Payment, Engineer will also give written notice to Owner and Contractor that the Work is acceptable, subject to stated limitations in the notice and to the provisions of Paragraph 15.07.
- D. *Completion of Work:* The Work is complete (subject to surviving obligations) when it is ready for final payment as established by the Engineer's written recommendation of final payment and issuance of notice of the acceptability of the Work.
- E. *Final Payment Becomes Due:* Upon receipt from Engineer of the final Application for Payment and accompanying documentation, Owner shall set off against the amount recommended by Engineer for final payment any further sum to which Owner is entitled, including but not limited to set-offs for liquidated damages and set-offs allowed under the provisions of this Contract with respect to progress payments. Owner shall pay the resulting balance due to Contractor within 30 days of Owner's receipt of the final Application for Payment from Engineer.

#### 15.07 *Waiver of Claims*

- A. By making final payment, Owner waives its claim or right to liquidated damages or other damages for late completion by Contractor, except as set forth in an outstanding Claim,

appeal under the provisions of Article 17, set-off, or express reservation of rights by Owner. Owner reserves all other claims or rights after final payment.

- B. The acceptance of final payment by Contractor will constitute a waiver by Contractor of all claims and rights against Owner other than those pending matters that have been duly submitted as a Claim, or appealed under the provisions of Article 17.

#### 15.08 *Correction Period*

- A. If within one year after the date of Substantial Completion (or such longer period of time as may be prescribed by the Supplementary Conditions or the terms of any applicable special guarantee required by the Contract Documents), Owner gives Contractor written notice that any Work has been found to be defective, or that Contractor's repair of any damages to the Site or adjacent areas has been found to be defective, then after receipt of such notice of defect Contractor shall promptly, without cost to Owner and in accordance with Owner's written instructions:
  - 1. correct the defective repairs to the Site or such adjacent areas;
  - 2. correct such defective Work;
  - 3. remove the defective Work from the Project and replace it with Work that is not defective, if the defective Work has been rejected by Owner, and
  - 4. satisfactorily correct or repair or remove and replace any damage to other Work, to the work of others, or to other land or areas resulting from the corrective measures.
- B. Owner shall give any such notice of defect within 60 days of the discovery that such Work or repairs is defective. If such notice is given within such 60 days but after the end of the correction period, the notice will be deemed a notice of defective Work under Paragraph 7.17.B.
- C. If, after receipt of a notice of defect within 60 days and within the correction period, Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or repaired or may have the rejected Work removed and replaced. Contractor shall pay all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others). Contractor's failure to pay such costs, losses, and damages within 10 days of invoice from Owner will be deemed the start of an event giving rise to a Claim under Paragraph 12.01.B, such that any related Claim must be brought within 30 days of the failure to pay.
- D. In special circumstances where a particular item of equipment is placed in continuous service before Substantial Completion of all the Work, the correction period for that item may start to run from an earlier date if so provided in the Specifications.
- E. Where defective Work (and damage to other Work resulting therefrom) has been corrected or removed and replaced under this paragraph, the correction period hereunder with respect to such Work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.

- F. Contractor's obligations under this paragraph are in addition to all other obligations and warranties. The provisions of this paragraph are not to be construed as a substitute for, or a waiver of, the provisions of any applicable statute of limitation or repose.

## ARTICLE 16—SUSPENSION OF WORK AND TERMINATION

### 16.01 *Owner May Suspend Work*

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 90 consecutive days by written notice to Contractor and Engineer. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times directly attributable to any such suspension. Any Change Proposal seeking such adjustments must be submitted no later than 30 days after the date fixed for resumption of Work.

### 16.02 *Owner May Terminate for Cause*

- A. The occurrence of any one or more of the following events will constitute a default by Contractor and justify termination for cause:
  - 1. Contractor's persistent failure to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable materials or equipment, or failure to adhere to the Progress Schedule);
  - 2. Failure of Contractor to perform or otherwise to comply with a material term of the Contract Documents;
  - 3. Contractor's disregard of Laws or Regulations of any public body having jurisdiction; or
  - 4. Contractor's repeated disregard of the authority of Owner or Engineer.
- B. If one or more of the events identified in Paragraph 16.02.A occurs, then after giving Contractor (and any surety) 10 days' written notice that Owner is considering a declaration that Contractor is in default and termination of the Contract, Owner may proceed to:
  - 1. declare Contractor to be in default, and give Contractor (and any surety) written notice that the Contract is terminated; and
  - 2. enforce the rights available to Owner under any applicable performance bond.
- C. Subject to the terms and operation of any applicable performance bond, if Owner has terminated the Contract for cause, Owner may exclude Contractor from the Site, take possession of the Work, incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere, and complete the Work as Owner may deem expedient.
- D. Owner may not proceed with termination of the Contract under Paragraph 16.02.B if Contractor within 7 days of receipt of notice of intent to terminate begins to correct its failure to perform and proceeds diligently to cure such failure.
- E. If Owner proceeds as provided in Paragraph 16.02.B, Contractor shall not be entitled to receive any further payment until the Work is completed. If the unpaid balance of the Contract Price exceeds the cost to complete the Work, including all related claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects,



attorneys, and other professionals) sustained by Owner, such excess will be paid to Contractor. If the cost to complete the Work including such related claims, costs, losses, and damages exceeds such unpaid balance, Contractor shall pay the difference to Owner. Such claims, costs, losses, and damages incurred by Owner will be reviewed by Engineer as to their reasonableness and, when so approved by Engineer, incorporated in a Change Order. When exercising any rights or remedies under this paragraph, Owner shall not be required to obtain the lowest price for the Work performed.

- F. Where Contractor's services have been so terminated by Owner, the termination will not affect any rights or remedies of Owner against Contractor then existing or which may thereafter accrue, or any rights or remedies of Owner against Contractor or any surety under any payment bond or performance bond. Any retention or payment of money due Contractor by Owner will not release Contractor from liability.
- G. If and to the extent that Contractor has provided a performance bond under the provisions of Paragraph 6.01.A, the provisions of that bond will govern over any inconsistent provisions of Paragraphs 16.02.B and 16.02.D.

#### 16.03 *Owner May Terminate for Convenience*

- A. Upon 7 days' written notice to Contractor and Engineer, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for (without duplication of any items):
  - 1. completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
  - 2. expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses; and
  - 3. other reasonable expenses directly attributable to termination, including costs incurred to prepare a termination for convenience cost proposal.
- B. Contractor shall not be paid for any loss of anticipated profits or revenue, post-termination overhead costs, or other economic loss arising out of or resulting from such termination.

#### 16.04 *Contractor May Stop Work or Terminate*

- A. If, through no act or fault of Contractor, (1) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (2) Engineer fails to act on any Application for Payment within 30 days after it is submitted, or (3) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon 7 days' written notice to Owner and Engineer, and provided Owner or Engineer do not remedy such suspension or failure within that time, terminate the contract and recover from Owner payment on the same terms as provided in Paragraph 16.03.
- B. In lieu of terminating the Contract and without prejudice to any other right or remedy, if Engineer has failed to act on an Application for Payment within 30 days after it is submitted, or Owner has failed for 30 days to pay Contractor any sum finally determined to be due, Contractor may, 7 days after written notice to Owner and Engineer, stop the Work until payment is made of all such amounts due Contractor, including interest thereon. The

provisions of this paragraph are not intended to preclude Contractor from submitting a Change Proposal for an adjustment in Contract Price or Contract Times or otherwise for expenses or damage directly attributable to Contractor's stopping the Work as permitted by this paragraph.

## **ARTICLE 17—FINAL RESOLUTION OF DISPUTES**

### **17.01 *Methods and Procedures***

- A. *Disputes Subject to Final Resolution:* The following disputed matters are subject to final resolution under the provisions of this article:
  - 1. A timely appeal of an approval in part and denial in part of a Claim, or of a denial in full, pursuant to Article 12; and
  - 2. Disputes between Owner and Contractor concerning the Work, or obligations under the Contract Documents, that arise after final payment has been made.
- B. *Final Resolution of Disputes:* For any dispute subject to resolution under this article, Owner or Contractor may:
  - 1. elect in writing to invoke the dispute resolution process provided for in the Supplementary Conditions;
  - 2. agree with the other party to submit the dispute to another dispute resolution process; or
  - 3. If no dispute resolution process is provided for in the Supplementary Conditions or mutually agreed to, give written notice to the other party of the intent to submit the dispute to a court of competent jurisdiction.

See SC-17.02

## **ARTICLE 18—MISCELLANEOUS**

### **18.01 *Giving Notice***

- A. Whenever any provision of the Contract requires the giving of written notice to Owner, Engineer, or Contractor, it will be deemed to have been validly given only if delivered:
  - 1. in person, by a commercial courier service or otherwise, to the recipient's place of business;
  - 2. by registered or certified mail, postage prepaid, to the recipient's place of business; or
  - 3. by e-mail to the recipient, with the words "Formal Notice" or similar in the e-mail's subject line.

### **18.02 *Computation of Times***

- A. When any period of time is referred to in the Contract by days, it will be computed to exclude the first and include the last day of such period. If the last day of any such period falls on a Saturday or Sunday or on a day made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation.

18.03 *Cumulative Remedies*

- A. The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

18.04 *Limitation of Damages*

- A. With respect to any and all Change Proposals, Claims, disputes subject to final resolution, and other matters at issue, neither Owner nor Engineer, nor any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, shall be liable to Contractor for any claims, costs, losses, or damages sustained by Contractor on or in connection with any other project or anticipated project.

18.05 *No Waiver*

- A. A party's non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Contract.

18.06 *Survival of Obligations*

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion, and acceptance of the Work or termination of the Contract or of the services of Contractor.

18.07 *Controlling Law*

- A. This Contract is to be governed by the law of the state in which the Project is located.

18.08 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party to this Contract of any rights under or interests in the Contract will be binding on the other party without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract.

18.09 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

18.10 *Headings*

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions.

**END OF GENERAL CONDITIONS**

## SECTION 10 - SUPPLEMENTARY CONDITIONS

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These Supplementary Conditions amend or supplement EJCDC® C-700, Standard General Conditions of the Construction Contract (2018). The General Conditions remain in full force and effect except as amended.

The terms used in these Supplementary Conditions have the meanings stated in the General Conditions. Additional terms used in these Supplementary Conditions have the meanings stated below, which are applicable to both the singular and plural thereof.

The address system used in these Supplementary Conditions is the same as the address system used in the General Conditions, with the prefix "SC" added—for example, "Paragraph SC-4.05."

## Article 1—DEFINITIONS AND TERMINOLOGY

SC-1.01. Renumber Paragraph 1.01.A.38 to 1.01.A.38.a, and add the following new paragraph:

- A. 1.01.A.38.b. Specialist—The term Specialist refers to a person, partnership, firm, or corporation of established reputation (or if newly organized, whose personnel have previously established a reputation in the same field), which is regularly engaged in, and which maintains a regular force of workers skilled in either (as applicable) manufacturing or fabricating items required by the Contract Documents, or otherwise performing Work required by the Contract Documents. Where the Specifications require the installation by a Specialist, that term shall also be deemed to mean either the manufacturer of the item, a person, partnership, firm, or corporation licensed by the manufacturer, or a person, partnership, firm, or corporation who will perform the Work under the manufacturer's direct supervision.

## Article 2—PRELIMINARY MATTERS

### 2.01 *Delivery of Bonds and Evidence of Insurance*

SC-2.01 Delete Paragraphs 2.01.B. and C. in their entirety and insert the following in their place:

- B. *Evidence of Contractor's Insurance:* When Contractor delivers the signed counterparts of the Agreement to Owner, Contractor shall also deliver to Owner copies of the policies (including all endorsements, and identification of applicable self-insured retentions and deductibles) of insurance required to be provided by Contractor in this Contract. Contractor may block out (redact) any confidential premium or pricing information contained in any policy or endorsement furnished under this provision.

### 2.02 *Copies of Documents*

SC-2.02 Amend Paragraph 2.02.A. to read as follows:

Owner shall furnish to Contractor hard copies of the Contract Documents as are reasonably necessary, with a maximum of five (5) sets, for execution of the work. Additional copies will be furnished, upon request, at the cost of production.

## Article 3—CONTRACT DOCUMENTS: INTENT, REQUIREMENTS, REUSE

### 3.01 *Intent*

SC-3.01 Delete Paragraph 3.01.C in its entirety.

**Article 4—COMMENCEMENT AND PROGRESS OF THE WORK**

4.01 *Commencement of Contract Times; Notice to Proceed*

SC-4.01. Delete the third sentence of Paragraph 4.01.A in its entirety.

4.03 *Reference Points*

SC-4.03. Delete the first sentence of Paragraph 4.03.A in its entirety.

4.04 *Progress Schedule*

SC-4.04. Add the following new paragraphs to the end of Paragraph 4.04.B:

4.04.C. The Contractor shall submit a construction schedule within ten (10) days of Notice of Award. Thereafter, the Contractor shall submit an updated construction schedule every month.

4.04.D. Contractor shall comply with the requirements of Washoe County Development Code Division 4, Article 414, "Noise and Lighting Standards" in the performance of the Work. However, NO equipment operation, including "warm up," shall occur prior to 8:00 a.m. nor after 7:00 p.m. No work allowed on Saturdays, Sundays, and holidays recognized by Owner. The Engineer shall have final say as to the adequacy of the equipment for other than day use, and no additional payment shall be made to Contractor for the rental of equipment to meet these limitations.

**Article 5—SITE, SUBSURFACE AND PHYSICAL CONDITIONS, HAZARDOUS ENVIRONMENTAL CONDITIONS**

5.02 *Use of Site and Other Areas*

SC-5.02. Add the following language to the end of Paragraph 5.02.A.1:

Contractor shall not enter upon nor use property not under Owner control until appropriate easements have been executed and a copy is on file at the Site.

5.03 *Subsurface and Physical Conditions*

SC-5.03. Delete Paragraph 5.03.C in its entirety and insert the following in its place:

5.03.C Those reports known to Owner of explorations and tests of subsurface conditions at or adjacent to the Site is as follows:

5.03.C.1. No subsurface explorations and/or tests have been performed. The Contractor shall have full responsibility with respect to subsurface conditions at the sites.



SC-5.03 Add the following new paragraphs immediately after Paragraph 5.03.D:

5.03.E. Contractor may examine copies of reports and drawings identified immediately above that were not included with the Bidding Documents at 1220 Sweetwater Road, Incline Village, NV during regular business hours, or may request copies from Engineer at the cost of reproduction.

5.03.F. The Contractor shall verify the locations and dimensions of all existing equipment and structures, whether shown on the plans or not, and shall have full responsibility with respect to physical conditions in or relating to such structures and equipment.

5.03.G. Contractor is advised that the Lake Tahoe basin is known for large rocks and boulders buried under the surface, and it is common to find boulders within the work area.

#### 5.04 *Differing Subsurface or Physical Conditions*

SC-5.04 Delete Paragraph 5.04.A in its entirety and insert the following in its place:

5.04.A. Notice by Contractor: If Contractor believes that any subsurface condition that is uncovered or revealed at the Site differs materially from conditions ordinarily encountered in the Tahoe Basin and generally recognized as inherent in work of the character provided for in the Contract Documents; then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface conditions or performing any Work in connection therewith (except in an emergency as required by Paragraph 7.15), notify Owner and Engineer in writing about such condition. Contractor shall not further disturb such condition or perform any Work in connection therewith (except with respect to an emergency) until receipt of a written statement permitting Contractor to do so. Owner shall issue a written statement to Contractor regarding the subsurface or physical condition in question, addressing the resumption or continuation of Work in connection with such condition, indicating whether any change in the Drawings or Specifications will be made. Contractor shall not be entitled to any adjustment in the Contract Price or Contract Times with respect to a subsurface or physical condition if:

5.04.A.2.a. Contractor knew of the existence of such condition at the time Contractor made a commitment to Owner with respect to Contract Price and Contract Times by becoming bound under a negotiated contract, or otherwise; or

5.04.A.2.b. The existence of such condition reasonably could have been discovered or revealed as a result of any examination, investigation, exploration, test, or study of the Site and contiguous areas expressly required by the Contract Documents to be conducted by or for Contractor prior to Contractor's making such commitment; or

5.04.A.2.c. Contractor failed to give the written notice as required by SC-5.04.A.

#### 5.06 *Hazardous Environmental Conditions*

SC-5.06. Delete Paragraphs 5.06.A and Paragraph 5.06.B in their entirety and insert the following in their place:

5.06.A. No reports or drawings related to Hazardous Environmental Conditions are known to Owner.

5.06.B. Not used.

### Article 6—**BONDS AND INSURANCE**

#### 6.02 *Insurance—General Provisions*

SC-6.02. Add the following new paragraph immediately after Paragraph 6.02.A:

6.02.A.1. Surety and insurance companies from which the bonds and insurance for this Project are purchased shall have an A.M. Best's rating of no less "A (FSC-VII)."

SC-6.02. Add the following new paragraph immediately after Paragraph 6.02.J:

6.02.K. Contractor shall furnish properly executed certificates of insurance to Owner prior to commencement of Work under this agreement. Such certificates shall: clearly evidence all coverage required herein, including specific evidence of an endorsement naming Owner and Engineer as an additional insured, as well as all exclusions to the policies; indicate whether coverage provided is on a claims-made or occurrence basis; provide that such insurance shall not be materially changed, terminated or allowed to expire except on 30 days prior written notice to Owner; and be forwarded to: IVGID Engineering Division, 1220 Sweetwater Road, Incline Village, NV 89451. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its officers, employees or volunteers.

### 6.03 *Contractor's Insurance*

SC-6.03. Add the following new paragraphs immediately following Paragraph 6.03.A:

6.03.A.1. Workman's Compensation: It is understood and agreed that there shall be no Industrial Insurance coverage provided for the Contractor or any Subcontractor by the District; and in view of NRS 616.280 and 617.210 requiring that Contractor comply with the provisions of Chapters 616 and 617 of NRS, Contractor shall, before commencing work under the provisions of this Agreement, furnish to the District a Certificate of Insurance from an admitted insurance company in the State of Nevada.

6.03.A.2. General Liability: Contractor shall purchase General Liability including appropriate Auto Liability with a \$2,000,000 combined single limit per occurrence, for bodily injury, personal injury and property damage.

6.03.A.3. Commercial Insurance: Contractor shall procure and maintain for the duration of the Contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees, or subcontractors. Contractor shall purchase General Liability, Auto Liability, Workers' Compensation, and Professional Liability Insurance (if applicable) coverage as required. Contractor shall have a Certificate of Insurance issued to the Incline Village General Improvement District naming it as additional insured, indicating coverage types amounts and duration of the policy. All certificates shall provide for a minimum written notice of thirty (30) days to be provided to District in the event of material change, termination or non-renewal by either Contractor or carrier.

SC-6.03. Add the following new paragraph immediately following Paragraph 6.03.C:

6.03.D. Deductible and/or Self-Insured Retention (SIR)

1. Any deductible and/or SIR must be declared to and approved by the Owner. The District reserves the right to request additional documentation (financial or otherwise) prior to giving its approval of the deductible and/or SIR and prior to executing the underlying Agreement. Any changes to the deductible and/or SIR made during the term of this Agreement or during the term of any policy, just be approved by the Owner prior to the change taking effective.

6.04 *Builder's Risk and Other Property Insurance*

SC-6.04 Delete Paragraph 6.04.A and insert the following in its place:

- A. Contractor shall purchase and maintain builder's risk insurance upon the Work on a completed value basis, in the amount of the Work's full insurable replacement cost (subject to such deductible amounts as may be provided in the Supplementary Conditions or required by Laws and Regulations).

Article 7—**CONTRACTOR'S RESPONSIBILITIES**

7.03 Add the following after paragraph 7.03.C:

7.03.D **Working Hours.** Working hours shall be limited to 8:00 a.m. to 5:30 p.m. Monday through Friday unless otherwise directed by Owner. No equipment operation, including "warm up", refueling or maintenance, shall occur outside these hours. Contractor shall not permit the performance of work outside these hours without Owner's written consent given after prior written notice to Engineer.

CONTRACTOR shall comply with all local and regional Noise Ordinances in the performance of the work. The ENGINEER shall have final say as to the adequacy of the equipment for other than day use and no additional payment shall be made to CONTRACTOR for the rental of equipment to meet these limitations.

Documented instances of noise producing activities by the CONTRACTOR outside of the permitted working hours shall result in a written warning for the first offense and a \$500 penalty for each subsequent offense.

7.04 *Services, Materials, and Equipment*

SC-7.04. Add the following new paragraph to the end of Paragraph 7.04.C:

7.03.D. Any materials or work not meeting Contract requirements shall be resubmitted to the Engineer or reconstructed at the Contractor's expense. Contractor is to be aware of District's Ordinance 1, the Solid Waste Ordinance, and pay specific attention to Section 4.5, Dumpster Use, Location and Enclosure. Any construction dumpster on the job site that is not properly enclosed shall be a fully locking roll-top, and is to remain locked and secured at all times.

7.07 *Services, Materials, and Equipment*

SC-7.07. Add the following language at the end of Paragraph 7.07.A:

Contractor shall perform a minimum of 50 percent of the onsite labor with its own employees.

7.09 *Permits*

SC-7.09. Add the following new paragraph to the end of Paragraph 7.09.A:

7.09.B. All permits, licenses, and inspection fees necessary for prosecution and completion of the work shall be secured and paid for by the Contractor, unless otherwise specified:

1. The CONTRACTOR shall conduct all Work in accordance with the Tahoe Regional Planning Agency (TRPA) Code of Ordinances, whether shown on the plans or not. If the CONTRACTOR fails to follow any requirements which result in a penalty by TRPA to the

OWNER, the CONTRACTOR shall be responsible for any costs associated with the penalty.

2. Contractor shall be responsible for dust control throughout all phases of construction. All local ordinances regarding dust control shall be complied with, including the Washoe County Health Department requirements. The responsibility of obtaining the regulations and requirements, including obtaining a Dust Control Permit, if required, and full compliance with such ordinances is solely that of the Contractor.

#### 7.11 *Laws and Regulations*

SC-7.11. Add the following new paragraph(s) immediately after Paragraph 7.11.C:

7.11.D. While not intended to be inclusive of all Laws or Regulations for which Contractor may be responsible under Paragraph 7.11, the following Laws or Regulations are included as mandated by statute or for the convenience of Contractor:

##### 7.11.D.1. Prevailing Wage Rates:

7.11.D.1.a. Pursuant to NRS 338.020, hourly and daily rate of wages must not be less than prevailing wage in Washoe County. The most current schedule of prevailing wage rates as of contract award date, as determined by the Labor Commission of the State of Nevada, is included herein and shall be posted onsite.

##### 7.11.D.2. Fair Employment Practices:

7.11.D.2.a. Pursuant to NRS 338.125, in connection with performance of Work under these Contract Documents, Contractor agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation, or age. Such agreement shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

7.11.D.2.b. Contractor further agrees to insert this provision in all subcontracts thereunder except subcontracts for standard commercial supplies or raw materials.

7.11.D.2.c. Any violation of such provision by a Contractor shall constitute a material breach of Contract.

##### 7.11.D.3. Preferential Employment:

7.11.D.3.a. Pursuant to NRS 338.130, Contractor shall give preference in hiring, the qualifications of the applicants being equal: (a) First: To honorably discharged soldiers, sailors, and marines of the United States who are citizens of the State of Nevada; and (b) Second: To other citizens of the State of Nevada.

7.11.D.3.b. If the provisions of NRS 338.130 are not complied with by Contractor, Contract shall be void, and any failure or refusal to comply with any of the provisions of this section shall render any such Contract void.

##### 7.11.D.4, SB 207, Apprenticeship Utilization Act

Contractor shall comply with Chapter 527, Statutes of Nevada 2019, enacted by the Nevada Legislature by passage of Senate Bill 207, which requires contractor and subcontractors to comply

with certain requirements relating to the use of apprentices on public works projects. The Prime Contractor will be liable for any subcontractor non-compliance.

7.11.E. The Contractor shall submit all certified payroll payrolls electronically via the internet into the Owner's contracted tracking system LCPtracker. This requirement will apply to every lower-tier subcontractor and vendor required to provide certified payroll reports by NRS 338.010 to 338.090 inclusive. Upon issuance of the Notice to Proceed, the Owner will provide the Contractor with the website addresses and a Login Identification with a password to access the payroll system. The Contractor is responsible for the set-up of access to the payroll system to their subcontractors. Training to utilize the system is available on the LCPtracker website.

### 7.13 *Safety and Protection*

SC-7.13. Add the following new paragraph immediately after 7.13.G:

7.13.G.1. The following Owner safety program(s) are applicable to the Work:

1. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work to be performed under this Agreement. The Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury, or loss to:
  - a. All employees and all other persons who may be affected by the operations of this Agreement.
  - b. All materials and equipment whether in storage on or off the construction site.
  - c. Other property at the construction site or adjacent to the construction site, including but not limited to trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
2. The Contractor shall comply with all applicable laws, ordinances, rules, regulations, and others of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. The Contractor shall erect and maintain, as required by existing conditions and progress on the project, all necessary safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent utilities. Contractor shall comply with OSHA's Hazard Communication Standards.
3. The Contractor shall designate a responsible member of his/her organization at the construction site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated in writing by the Contractor to the Owner.
4. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with any confined space entries to be performed during completion of work under this Agreement. Contractor responsibilities include but are not limited to:

- a. Review and be familiar with the Owner's online written Confined Space program.
- b. Review documented information about Owner's confined spaces in which entry is intended. This information includes identified hazards for each permit-required confined space. The Contractor shall be responsible for performing their own hazard assessment prior to any confined space entry.
- c. Contractor shall have their own confined space entry program. Upon request of the Owner, Contractor will provide a statement confirming they are in compliance with their confined space entry program including requirements for confined space training for employees associated with the Work.
- d. Be responsible for following all confined space requirements established by the provisions in CFR 1910.146 and its chapters.
- e. Coordinate entry operations with the Owner when employees from the Contractor will be working in or near confined spaces.
- f. Debrief the Owner on any hazards confronted or created at the completion of entry operations.
- g. Place signs stating, "Danger, Follow Confined Space Entry Procedures Before Entering" at each confined space to be entered. The Contractor shall never leave a confined space open or unattended.

#### 7.18 *Indemnification*

SC-7.18. Add the following new paragraph immediately after Paragraph 7.18.B:

7.18.C. The Contractor agrees to hold harmless, indemnify and defend Owner, his employees, agents, consultants, or representatives from any loss or liability, financial or otherwise resulting from any claim, demand, suit, action or cause of action based on bodily injury, including death, or property damage, including damage to Contractor's property caused by any action, either direct or passive, the omission, failure to act, or negligence on the part of the Contractor, his employees, agents, representatives or subcontractors arising out of the performance of work under these Contract Documents by the Contractor, or by others under the direction or supervision of the Contractor.

In determining the nature of the claim against Owner, the incident underlying the claim shall determine the nature of the claim, notwithstanding the form of the allegations against Owner.

In the event of a claim or lawsuit against Owner, Contractor shall reimburse Owner for cost of Owner's personnel in defending such actions. Reimbursement for the time spent by such personnel shall be the rate charged for such services by the private sector.

#### Article 8—OTHER WORK AT THE SITE

No suggested Supplementary Conditions in this Article.

## Article 9—OWNER'S RESPONSIBILITIES

### 9.12 *Owner's Site Representative*

SC-9.12 Add the following new paragraphs immediately after Paragraph 9.12 of the General Conditions:

### 9.13 *Owner as Resident Project Representative*

9.13.A. Owner may furnish Project representation during the construction period. The duties, responsibilities, and limitations of authority specified for Engineer in Article 10, Engineer's Status During Construction, and elsewhere in the Contract Documents will be those of Owner.

9.13.B. In addition to the Resident Project Representative which may be furnished by Engineer, Owner may furnish an Owner's Site representative to assist Engineer. The responsibilities, authorities, and limitations of authority of Owner's Site representative will be as specified for Engineer's Resident Project Representative.

## Article 10—ENGINEER'S STATUS DURING CONSTRUCTION

### 10.05 Determinations for Unit Price Work

SC-10.05. Delete Paragraph 10.05 in its entirety and replace it with the following paragraph:

10.05. The Engineer will have the authority to determine the actual quantities and classifications of the items of Unit Price Work performed by the Contractor, and the written decisions of the Engineer on such matters will be final, binding on the Owner and Contractor, and not subject to appeal (except as modified by the Engineer to reflect changed factual conditions).

### 10.07 Limitations on Engineer's Authority and Responsibilities

SC-10.07. Add the following new paragraph immediately after Paragraph 10.07.E:

10.07.F. Contractors, Subcontractors, Suppliers, and others on the Project, or their sureties, shall maintain no direct action against Engineer, its officers, employees, affiliated corporations, and subcontractors, for any Claim arising out of, in connection with, or resulting from the engineering services performed. Only the Owner will be the beneficiary of any undertaking by Engineer.

## Article 11—CHANGES TO THE CONTRACT

### 11.07 *Change of Contract Price*

SC-11.07. Add the following new paragraph immediately after Paragraph 11.07.C:

11.07.D. In the event Contractor submits request for additional compensation as a result of a change or differing Site conditions, or as a result of delays, acceleration, or loss of productivity, Owner reserves right, upon written request, to audit and inspect Contractor's books and records relating to the Project. Upon written request for an audit, Contractor shall make its books and records available within 14 days of request. Owner shall specifically designate identity of auditor. As part of audit, Contractor shall make available its books and records relating to the Project, including but not limited to Bidding Documents, cost reports, payroll records, material invoices, subcontracts, purchase orders, daily timesheets, and daily diaries. Audit shall be limited to those cost items which are sought by Contractor in a change order or claim submission to Owner.



Article 12—**CLAIMS**

No suggested Supplementary Conditions in this Article.

Article 13—**COST OF WORK; ALLOWANCES, UNIT PRICE WORK**

No suggested Supplementary Conditions in this Article.

Article 14—**TESTS AND INSPECTIONS; CORRECTION, REMOVAL, OR ACCEPTANCE OF DEFECTIVE WORK**

No suggested Supplementary Conditions in this Article.

Article 15—**PAYMENTS TO CONTRACTOR, SET OFFS; COMPLETIONS; CORRECTION PERIOD**

No suggested Supplementary Conditions in this Article.

Article 16—**SUSPENSION OF WORK AND TERMINATION**

No suggested Supplementary Conditions in this Article.

Article 17—**FINAL RESOLUTIONS OF DISPUTES**

17.02 *Arbitration*

SC-17.02. Add the following new paragraph immediately after Paragraph 17.01.

SC-17.02.A. All matters subject to final resolution under this Article will be decided by arbitration in accordance with the rules of NRS, subject to the conditions and limitations of this paragraph. This agreement to arbitrate and any other agreement or consent to arbitrate entered into will be specifically enforceable under the prevailing law of any court having jurisdiction.

SC-17.02.B. The demand for arbitration will be filed in writing with the other party to the Contract and with the selected arbitrator or arbitration provider, and a copy will be sent to Engineer for information. The demand for arbitration will be made within the specific time required in this Article, or if no specified time is applicable within a reasonable time after the matter in question has arisen, and in no event shall any such demand be made after the date when institution of legal or equitable proceedings based on such matter in question would be barred by the applicable statute of limitations. The demand for arbitration should include specific reference to Paragraph SC-17.02.D below.

SC-17.02.C. No arbitration arising out of or relating to the Contract shall include by consolidation, joinder, or in any other manner any other individual or entity (including Engineer, and Engineer's consultants and the officers, directors, partners, agents, employees or consultants of any of them) who is not a party to this Contract unless:

SC-17.02.C.1. the inclusion of such other individual or entity is necessary if complete relief is to be afforded among those who are already parties to the arbitration; and

SC-17.02.C.2. such other individual or entity is substantially involved in a question of law or fact which is common to those who are already parties to the arbitration and which will arise in such proceedings.

SC-17.02.D. The award rendered by the arbitrator(s) shall be consistent with the agreement of the parties, in writing, and include a concise breakdown of the award, and a written explanation of the award specifically citing the Contract provisions deemed applicable and relied on in making the award.

SC-17.02.E. The award will be final. Judgment may be entered upon it in any court having jurisdiction thereof, and it will not be subject to modification or appeal, subject to provisions of the Laws and Regulations relating to vacating or modifying an arbitral award.

SC-17.02.F. The fees and expenses of the arbitrators and any arbitration service shall be shared equally by Owner and Contractor.

#### Article 18—**MISCELLANEOUS**

No suggested Supplementary Conditions in this Article.

**END OF SUPPLEMENTARY CONDITIONS**

## **SECTION 11 SPECIAL CONDITIONS**

### **ARTICLE 1—PERMITS**

#### **1.01 Washoe County Grading Permit**

The Contractor shall comply with all permit conditions of the Washoe County Grading Permit. This permit has been applied for by the Owner, but will need to be picked up by the Contractor prior to commencing work.

***END OF SECTION 11***

# STATE OF NEVADA

STEVE SISOLAK  
GOVERNOR

TERRY REYNOLDS  
DIRECTOR

SHANNON M. CHAMBERS  
LABOR COMMISSIONER



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## 2021 PREVAILING WAGE RATES WASHOE COUNTY

DATE OF DETERMINATION: October 1, 2020

APPLICABLE FOR PUBLIC WORKS PROJECTS OVER \$100,000 BID/AWARDED  
OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021\*

Pursuant to Nevada Revised Statutes (NRS) section 338.030(9)(a), "If the contract for a public work: (a) Is to be awarded pursuant to a competitive bidding process, the prevailing wages in effect at the time of the opening of the bids for a contract for a public work must be paid until the completion or termination of the contract or for the 36 months immediately following the date on which the bids were opened, whichever is earlier." For contracts not awarded pursuant to competitive bidding, please see NRS section 338.030(9)(b). However, if a project exceeds 36 months new wage rates may apply pursuant to NRS section 338.030(9)(10). Prevailing Wage Rates may be adjusted based on Collective Bargaining Agreements (CBA's) and adjustments to those agreements. (See NRS 338.030)

**As Amendments/Revisions are made to the wage rates, these will be posted on the website for each respective Region. Please review regularly for any Amendments/Changes that are posted or contact our offices directly for further assistance.**

AIR BALANCE TECHNICIAN  
ALARM INSTALLER  
BOILERMAKER  
BRICKLAYER  
CARPENTER  
CEMENT MASON  
ELECTRICIAN-COMMUNICATION TECH.  
ELECTRICIAN-LINE  
ELECTRICIAN-NEON SIGN  
ELECTRICIAN-WIREMAN  
ELEVATOR CONSTRUCTOR  
FENCE ERECTOR  
FLAGPERSON  
FLOOR COVERER  
GLAZIER  
HIGHWAY STRIPER  
HOD CARRIER-BRICK MASON  
HOD CARRIER-PLASTERER TENDER  
IRON WORKER  
LABORER  
LUBRICATION AND SERVICE ENGINEER  
(MOBILE AND GREASE RACK)

MECHANICAL INSULATOR  
MILLWRIGHT  
OPERATING ENGINEER  
OPERATING ENG. STEEL  
FABRICATOR/ERECTOR  
OPERATING ENGINEER-PILEDRIIVER  
PAINTER  
PILEDRIIVER (NON-EQUIPMENT)  
PLASTERER  
PLUMBER/PIPEFITTER  
REFRIGERATION  
ROOFER (Does not include sheet metal roofs)  
SHEET METAL WORKER  
SOIL TESTER (CERTIFIED)  
SOILS AND MATERIALS TESTER  
SPRINKLER FITTER  
SURVEYOR (NON-LICENSED)  
TAPER  
TILE /TERRAZZO WORKER/MARBLE MASON  
TRAFFIC BARRIER ERECTOR  
TRUCK DRIVER  
WELL DRILLER

**Nevada Revised Statutes (NRS) 338.010(21) “Wages” means:**

- a) The basic hourly rate of pay; and
- b) The amount of pension, health and welfare, vacation and holiday pay, the cost of apprenticeship training or other similar programs or other bona fide fringe benefits which are a benefit to the workman.

**NRS 338.035** Discharge of part of obligation of contractor or subcontractor engaged on public work to pay wages by making certain contributions in name of workman.

“Bona fide fringe benefit” means a benefit in the form of a contribution that is made not less frequently than monthly to an independent third party pursuant to a fund, plan or program: (a) Which is established for the sole and exclusive benefit of a worker and his or her family and dependents; and (b) For which none of the assets will revert to, or otherwise be credited to, any contributing employer or sponsor of the fund, plan or program. The term includes, without limitation, benefits for a worker that are determined pursuant to a collective bargaining agreement and included in the determination of the prevailing wage by the Labor Commissioner pursuant to NRS 338.030.

Please see NRS 338.010 for further details on “Bona fide fringe benefits” and reporting requirements and exceptions.

**Job Descriptions for Recognized Classes of Workmen**

Regarding job descriptions for public works projects, please take notice of the following:

1. The job description links have been redacted to include ONLY the scope of work for the craft.
2. Pursuant to NAC 338.0095(1)(a), "A workman employed on a public work must be paid based on the type of work that the workman actually performs on the public work and in accordance with the recognized class of the workman."
3. The work description for a particular class is not intended to be jurisdictional in scope.
4. Any person who believes that a type of work is not classified, or who otherwise needs clarification pertaining to the recognized classes or job descriptions, shall contact the Labor Commissioner, in writing, for a determination of the applicable classification and pay rate for a particular type of work.
5. The job descriptions set forth or referenced herein supersede any and all descriptions previously agreed upon by the Labor Commissioner in any settlement agreements or stipulations arising out of contested matters.
6. The following specific provisions, where applicable, shall prevail over any general provisions of the job descriptions:
  - Amendments to the prevailing wage determinations;
  - Group Classifications and/or descriptions recognized by the Labor Commissioner and included with wage determinations for a particular type of work in a particular county.

**Zone Rates**

The zone rate has been added to each applicable craft.

**Premium Pay**

Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.

**PREVAILING WAGE RATES INCLUDE THE BASE RATE AS WELL AS ALL APPLICABLE FRINGES**

<b>CRAFT</b>	<b>RATE</b>	<b>Union or Non-union Rate</b>
<b>AIR BALANCE TECHNICIAN</b>		Union
Air Balance Technician-Journeyman		66.45
Air Balance Technician-Foreman		70.28
Air Balance Technician-General Foreman		74.10
<p>See AIR BALANCE TECHNICIAN JOB DESCRIPTION</p> <p><b>ADD ZONE RATE</b>                      In addition to AIR BALANCE rates add the applicable amounts per hour, calculated based on a road from the courthouse in Reno, Nevada:</p> <p>Zone 1- 1 to 75 miles                      \$0.00 (including the City of Fallon and the Fallon Naval Air Base)                      Zone 2- 75 to 100 miles                      \$5.00                      Zone 3- over 100 miles                      \$10.00 the employee shall be provided reasonable lodging and meal expenses.</p> <p><b>ADD PREMIUM PAY</b></p> <p>All hourly rates are subject to Over Time (One and one half 1 ½) of the Regular rate:</p> <ol style="list-style-type: none"> <li>For all hours worked over Eight (8) Hours in one day or shift.</li> <li>For the first Eight (8) Hours work on Saturday.</li> </ol> <p>All hourly rates are subject to Double Time of the Regular Rate:</p> <ol style="list-style-type: none"> <li>For all hours worked over Ten (10) Hours in one day or shift.</li> <li>For all hours worked over Eight (8) Hours on Saturday.</li> <li>For all hours worked on Sunday, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, and Christmas Day.</li> </ol>		
<b>ALARM INSTALLER</b>		Non-Union
Alarm Installer		32.77
<p><b>ALARM INSTALLER</b>                      Includes but is not limited to:</p> <ol style="list-style-type: none"> <li>Installing or testing electrical protective signaling systems used to provide notification of fire, burglary or other irregularities on the premises of the subscriber of the system;</li> <li>Installing of wiring and signaling units;</li> <li>Repairing electrical protective signaling systems</li> <li>Starting up, programming and documenting systems;</li> </ol>		
<b>BOILERMAKER</b>		Non-Union
Boilermaker		67.92
<b>BOILERMAKER</b>		

Includes but is not limited to:

1. Constructing, assembling, maintaining and repairing stationary steam boilers and boiler house auxiliaries;
2. Aligning structures or plate sections to assemble boiler frame tanks or vats;
3. Assisting in the testing of assembled vessels, directing cleaning of boilers and boiler furnaces;
4. Inspecting and repairing boiler fittings, including, without limitation, safety valves, regulators, automatic-control mechanisms, water columns and auxiliary machines.

<b>BRICKLAYER</b>	Non-Union
Bricklayer-Journeyman	39.38
Bricklayer-Foreman	39.38
Bricklayer-General Foreman	39.38

**BRICKLAYER**, includes but is not limited to:

1. Laying materials, including without limitation, brick, structural tile and blocks of concrete, cinder, glass, gypsum and terra cotta, but not including stone, to construct or repair walls, partitions, arches, sewers, and other structures;
2. Laying and aligning bricks, blocks or tiles to build or repair structures for high temperature equipment, including, without limitation, cupola, kilns, ovens and furnaces; and
3. Fastening or fusing brick or other building materials to structures with wire clamps, anchor holes, torches or cement.
4. Pointing-cleaning-caulking of all types of masonry; caulking of window frames encased in masonry on brick, stone or cement structures, including grinding and cutting out on such work and sand blasting, steam cleaning and gunite work.
5. Pointing, cleaning and weatherproofing of buildings, grain elevators and chimneys built of stone, brick or concrete, including grinding and cutting out, sand blasting and gunite work on the same.

<b>CARPENTER</b>	Union
Carpenter-Journeyman	51.26
Carpenter-Foreman	54.56
Carpenter-General Foreman	58.19

See CARPENTER JOB DESCRIPTION

**ADD ZONE RATE**  
 (Building and Heavy Highway and Dam Construction)  
 In addition to CARPENTER rates add the applicable amounts per hour, calculated from the Washoe County Courthouse:

Zone 1-	0 to 75 miles	\$0.00 (Road miles from the Washoe County Courthouse)
Zone 2-	75-150 miles	\$4.00
Zone 3-	150-300 miles	\$5.00
Zone 4-	over 300 miles	\$6.00

**ADD PREMIUM PAY**

Any work performed over eight (8) hours per day and on Saturdays shall be compensated at time and



one-half (1-1/2x) the appropriate hourly rate. All work performed on Sundays, holidays and over twelve (12) hours in one (1) day shall be compensated at two times (2x) the appropriate hourly rate.

<b>CEMENT MASON</b>	Union
Cement Mason-Journeyman	45.12
Cement Mason-Foreman	48.37

See CEMENT MASON JOB DESCRIPTION

**ADD ZONE RATE**

In addition to CEMENT MASON rates add the applicable amounts per hour, calculated from the Reno Post Office, 50 So. Virginia St., Reno, Nevada:

Zone 1-	0-90 miles	\$0.00
Zone 2-	91 miles and over	\$6.00

**ADD PREMIUM PAY**

**OVERTIME** – Any worked performed over eight (8) hours per day shall be compensated at time and one half the hourly rate. All work performed after twelve (12) consecutive hours shall be paid at double the hourly rate. All worked performed on Saturdays shall be compensated at time and one half the hourly rate. All Sunday and Holiday work shall be paid for at double time.

<b>ELECTRICIAN-COMMUNICATION TECHNICIAN</b>	Union
Communication Installer	38.52
Communication Technician	42.50
Senior Technician	45.59

See ELECTRICIAN-COMMUNICATION TECH JOB DESCRIPTION

**ADD ZONE RATE**

In addition to Electrician Communication Tech rates add the applicable amounts per hour, calculated from the Washoe County Courthouse:

Zone 1-	0-70 miles	\$0.00
Zone 2-	71-90 miles	\$5.00
Zone 3 -	91 miles and over	\$7.00

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift.
2. For the first eight (8) hours worked on Saturday

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over eight (10) hours in one day or shift.
2. For any hours worked on Sunday
3. For any hours worked on Holidays

**Shift Rates**

1. Swing shift to be paid at seventeen-point three (17.3) percent the regular straight time rate for hours between 4:30 p.m. and 1:00 a.m.
2. Graveyard shift to be paid at thirty-one-point four (33.4) percent the regular straight time rate for hours between 12:30 a.m. and 9:00 a.m.
3. Shifts are established for at least five (5) consecutive days or double the regular straight time rate shall be paid.

**\*\*Note – Double the straight time rate is the max rate paid. (No pyramiding of overtime rates)**

<b>ELECTRICIAN-LINE</b>	Union
Electrician-Groundman	42.28
Electrician-Lineman	64.02
Electrician-Foreman	70.19
Electrician-General Foreman	76.56
Heavy Equipment Operator	52.19

See ELECTRICIAN LINEMAN JOB DESCRIPTION

**ADD PREMIUM PAY**

Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.

<b>ELECTRICIAN-NEON SIGN</b>	Union
Electrician-Neon Sign	54.44

**ELECTRICIAN-NEON SIGN**, includes but is not limited to:

1. Installing, servicing and repairing plastic, neon and illuminated signs;
2. Ascending ladders or operating hydraulic or electric hoist to install, service, or examine sign to determine cause of malfunction;
3. Wiring, rewiring or removing defective parts and installing new parts using electrician's tools;
4. Removing sign or part of sign for repairs, such as structural fabrication, scroll repair, or transformer repair;

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift, either before or after the shift.
2. For up to 8 hours worked on Saturday from midnight to midnight.

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over eleven (11) hours in one day or shift, Monday thru Friday.
2. For all hours worked in excess of 8 hours on Saturday, Sundays or Holidays.

**SHIFT DIFFERENTIAL**

Second Shift (Swing) will be an additional \$0.75 cents per hour.

Third Shift (Graveyard) will be an additional \$1.00 per hour.

**HIGH TIME (Working at heights)**

1. All employees working at height of 65 feet and subject to a direct fall shall be paid an additional \$2.25 per hour in addition to their normal rate for a minimum of 2 hours.

2. All employees working at height of 125 feet or when repelling below 65 feet shall be paid an additional \$3.25 per hour in addition to their normal rate for a minimum of 4 hours.

**FOREMAN**

1. First employee on the job must have a CDL and Welder certification and shall be paid \$1.00 per hour in addition to their normal rate of pay.
2. When supervising (5) or more workers shall be paid an additional \$1.25 per hour.

<b>ELECTRICIAN-WIREMAN</b>	Union
Wireman	61.64
Cable Splicer	65.91
Wireman-Foreman	65.91
Wireman-General Foreman	70.18

See ELECTRICIAN-WIREMAN JOB DESCRIPTION

**ADD ZONE RATE**

In addition to Electrician rates add the applicable amounts per hour, calculated from the Washoe County Courthouse:

Zone 1-	0-70 miles	\$0.00
Zone 2-	71-90 miles	\$8.00
Zone 3 -	91 miles and over	\$10.00

**ADD PREMIUM PAY**

Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift.
2. For the first eight (8) hours worked on Saturday

Double the regular straight time hourly rate shall be paid for all time:

3. For all hours worked over ten (10) hours in one day or shift.
4. For any hours worked on Sunday
5. For any hours worked on Holidays

**Shift Rates**

1. Swing shift to be paid at seventeen-point three (17.3) percent the regular straight time rate for hours between 4:30 p.m. and 1:00 a.m.
2. Graveyard shift to be paid at thirty-one-point four (33.4) percent the regular straight time rate for hours between 12:30 a.m. and 9:00 a.m.
3. Shifts are established for at least five (5) consecutive days or double the regular straight time rate shall be paid.

\*\*Note – Double the straight time rate is the max rate paid. (No pyramiding of overtime rates)

<b>ELEVATOR CONSTRUCTOR</b>	Union
Elevator Constructor-Journeyman Mechanic	110.13
Elevator Constructor-Mechanic in Charge	119.55

**ELEVATOR CONSTRUCTOR**, includes but is not limited to:

1. Assembling, installing, repairing and maintaining electric and hydraulic freight and passenger elevators, escalators and dumbwaiters;
2. Cutting prefabricated sections of framework, rails and other elevator components to specified dimensions, using acetylene torch, power saw, and disc grinder;
3. Installing cables, counterweights, pumps, motor foundations, escalator drives, guide rails, elevator cars, and control panels, using hand tools;

**ADD PREMIUM PAY**

Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.

**FENCE ERECTOR**

Non-Union

Fence Erector

44.68

**FENCE ERECTOR**

Includes but is not limited to:

1. Erecting or repairing chain link, wooden, tortoise, wire/wire mesh, or temporary fencing;
2. Mixing and pouring concrete around bases of posts and tamping soil into post hole to embed post;
3. Digging post holes with a spade, post hole digger or power-driven auger;
4. Aligning posts through the use of lines or by sighting;
5. Verifying vertical alignment of posts with a plumb bob or spirit level;

**FLAGPERSON**

Union

Flagperson

39.06

**FLAG PERSON**, includes but is not limited to:

1. Directing movement of vehicular traffic through construction projects;
2. Distributing traffic control signs and markers along site in designated pattern;
3. Informing drivers of detour routes through construction sites;

**ADD LABORER ZONE RATE**

(Highway and Dam Construction only)

In addition to LABORER rates add the applicable amounts per hour, calculated based on a road miles from either the Carson City Courthouse or the Washoe County Courthouse:

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	300 miles and over	\$6.00

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift.
2. For any hours worked on Saturday from mid night to midnight.

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over twelve (12) hours in one day or shift.
2. For any hours worked on Sunday from midnight to midnight.
3. For any hours worked on holidays from midnight to midnight.

<b>FLOOR COVERER</b>	Union												
Floor Coverer-Journeyman	46.44												
Floor Coverer-Foreman	48.76												
See FLOOR COVERER JOB DESCRIPTION													
<p><b>ADD PREMIUM PAY</b>  Shift work  1. \$2.00 per hour will be added to the taxable net wage to shift schedule of hours worked between 6:00 p.m. and 6:00 a.m. The Union must be notified in advance before utilizing shift work on a particular job.</p> <p>One and one half (1 ½) time -shall be calculated using one (1) hour of the taxable net wage and one half (1/2) the base wage (Article 23, section 5), to be paid for all time:</p> <ol style="list-style-type: none"> <li>1. For all hours worked over ten (10) hours in one day or shift.</li> <li>2. For any hours worked on Saturday from midnight to midnight</li> </ol> <p>Double time -shall be calculated using one (1) hour of the taxable net wage and one (1) of the base wage (Article 23, section 5), to be paid for all time:</p> <ol style="list-style-type: none"> <li>1. For any hours worked on Sunday from midnight to midnight</li> <li>2. For any hours worked on holidays from midnight to midnight</li> </ol>													
<b>GLAZIER</b>	Non-Union												
Glazier Journeyman	23.90												
<p><b>GLAZIER</b>  Includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Installing, setting, cutting, preparing, or removal of glass, or materials used in lieu thereof, including, without limitation, in windows, doorways, showers, bathtubs, skylights and display cases;</li> <li>2. Installing glass on surfaces, including, without limitation, fronts of buildings, interior walls and ceilings;</li> <li>3. Installing pre-assembled framework for windows and doors designed to be fitted with glass panels, including stained glass windows by using hand tools;</li> <li>4. Loading and arranging of glass on trucks at the site of the public work;</li> </ol>													
<b>HIGHWAY STRIPER</b>	Union												
Highway Striper	44.68												
See HIGHWAY STRIPER JOB DESCRIPTION													
<p><b>ADD LABORER ZONE RATE</b>  (Highway and Dam Construction only)  In addition to LABORER rates add the applicable amounts per hour, calculated based on a road miles from either the Carson City Courthouse or the Washoe County Courthouse:</p> <table> <tr> <td>Zone 1-</td> <td>0 to 75 miles</td> <td>\$0.00</td> </tr> <tr> <td>Zone 2-</td> <td>75 to 150 miles</td> <td>\$4.00</td> </tr> <tr> <td>Zone 3-</td> <td>150 to 300 miles</td> <td>\$5.00</td> </tr> <tr> <td>Zone 4-</td> <td>300 miles and over</td> <td>\$6.00</td> </tr> </table>		Zone 1-	0 to 75 miles	\$0.00	Zone 2-	75 to 150 miles	\$4.00	Zone 3-	150 to 300 miles	\$5.00	Zone 4-	300 miles and over	\$6.00
Zone 1-	0 to 75 miles	\$0.00											
Zone 2-	75 to 150 miles	\$4.00											
Zone 3-	150 to 300 miles	\$5.00											
Zone 4-	300 miles and over	\$6.00											

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

- 3. For all hours worked over eight (8) hours in one day or shift.
- 4. For any hours worked on Saturday from midn ight to midnight.

Double the regular straight time hourly rate shall be paid for all time:

- 4. For all hours worked over twelve (12) hours in one day or shift.
- 5. For any hours worked on Sunday from midnight to midnight.
- 6. For any hours worked on holidays from midnight to midnight.

**HOD CARRIER-BRICK MASON TENDER**

Union

Brick Mason-Journeyman

41.98

Brick Mason-Foreman

42.38

See HOD CARRIER-BRICK MASON TENDER JOB DESCRIPTION

**ADD ZONE RATE**

In addition to Hod Carrier Brick Mason Tender rates add the applicable amounts per hour, calculated based on road miles from the Washoe County Courthouse:

- Zone 1- 35 to 75 miles \$1.25
- Zone 2- 76 miles and over \$7.50

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

- 1. For all hours worked over eight (8) hours in one day or shift.
- 2. For any hours worked on Saturday from midn ight to midnight.

Double the regular straight time hourly rate shall be paid for all time:

- 1. For all hours worked over twelve (12) hours in one day or shift.
- 2. For any hours worked on Sunday from midnight to midnight.
- 3. For any hours worked on holidays from midnight to midnight.

**HOD CARRIER-PLASTERER TENDER**

Union

Plasterer Tender-Journeyman

42.77

Plasterer Tender-Gun Tender

43.77

Plasterer Tender-Foreman

44.13

See HOD CARRIER-PLASTERER JOB DESCRIPTION

**ADD ZONE RATE**

In addition to Hod Carrier Plasterer rates add the applicable amounts per hour, calculated based on road miles from So. Virginia St., Reno, Nevada:

- Zone 1 1-70 miles \$0.00
- Zone 2 70 miles and over \$8.00

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

- 1. For all hours worked over eight (8) hours in one day or shift.
- 2. For any hours worked on Saturday from midn ight to midnight.

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over twelve (12) hours in one day or shift.
2. For any hours worked on Sunday from midnight to midnight.
3. For any hours worked on holidays from midnight to midnight.

<b>IRON WORKER</b>	Union
Ironworker-Journeyman	74.49
Ironworker-Foreman	78.59
Ironworker-General Foreman	83.10

See IRON WORKER JOB DESCRIPTION

**ADD ZONE RATE**

In addition to Iron Worker rates add the applicable amounts per day, calculated based on a road mile from the Reno City Hall.

Zone 1- 60 - 75 Miles	\$3.13
Zone 2- 75 - 100 Miles	\$6.26
Zone 3- 100 miles and over	\$7.50

**SEE AMENDMENT 1 FOR TRAVEL REIMBURSEMENT**

Travel Reimbursement First Day In/ Last Day Out

Zone 1 - 60 - 75 Miles	\$25.00
Zone 2- 75 - 100 Miles	\$50.00
Zone 3- 100 miles and over	\$60.00

Each additional 50 miles \$25.00

**ADD PREMIUM PAY**

One and one half (1X) the regular straight time hourly rate shall be paid:

1. For the first two (2) hours worked in excess of eight (8) on a regular workday Monday-Friday
2. For the first eight (8) hours on Saturday

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over ten (10) hours in one day or shift.
2. For any hours worked on Sunday.
3. For all hours worked over eight (8) on Saturday
4. For all hours worked on Holidays

**Shift Pay**

1. 2nd shift add 6% of hourly wage
2. 3rd shift add 13% of hourly wage
3. Dedicated shift add 6% of hourly wage

<b>LABORER</b>	Union
<u>SEE GROUP CLASSIFICATIONS</u>	
Landscaper	36.77
Furniture Mover	38.27
Group 1	41.93
Group 1A	39.06
Group 2	42.03



Group 3	42.18
Group 4	42.43
Group 4A	44.93
Group 5	42.73
Group 6	
Nozzlemen, Rodmen	41.73
Gunmen, Materialmen	42.13
Reboundmen	41.78
Gunite Foremen	42.83

See LABORER JOB DESCRIPTION

**ADD ZONE RATE**

**LABORER (Highway and Dam Construction only)**

In addition to LABORER rates add the applicable amounts per hour, calculated based on a road miles from either the Carson City Courthouse or the Washoe County Courthouse:

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	300 miles and over	\$6.00

**LABORER (Building Construction)**

In addition to LABORER rates add the applicable amounts per hour, calculated based on road miles from either the Carson City Courthouse or the Washoe County Courthouse:

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	300 miles and over	\$6.00

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift.
2. For any hours worked on Saturday from mid ight to midnight.

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over twelve (12) hours in one day or shift.
2. For any hours worked on Sunday from midnight to midnight.
3. For any hours worked on holidays from midnight to midnight.

<b>LUBRICATION AND SERVICE ENGINEER (MOBILE AND GREASE RACK)</b>	Union
Lubrication and Service Engineer (mobile and grease rack)	62.81

**ADD ZONE RATE**

In addition to: **LUBRICATION AND SERVICE ENGINEER (MOBILE AND GREASE RACK)** rates add the applicable amounts per hour calculated based on a road miles from the Carson City Courthouse or Washoe County Courthouse.

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	301 miles and over	\$6.00

**ADD PREMIUM PAY**

1. One and one-half (1-1/2) times the applicable straight-time rate for the day, shift, work, equipment and classification shall be paid for all work (including repair work and field survey work) performed on Saturday and before a shift begins and after it ends, except when operating equipment servicing a craft that is receiving double time on commercial building construction, in which case double time shall be paid.

2. Overtime. The following rates shall apply on Sundays and holidays and all work before a shift begins and after it ends:

Holidays. Double the applicable straight-time rate shall be paid for all work (including repair, maintenance and field survey work) performed on Sundays and the following holidays: New Year's Day (January 1); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (1st Monday in September); Nevada Admission Day (last Friday in October); Thanksgiving Day (4th Thursday in November); the day after Thanksgiving Day; and Christmas Day (December 25). Holidays falling on Sunday shall be observed on the following Monday. Holiday hours shall be reckoned on the same basis as Sunday hours.

Saturday Shift Period. On any shift, Saturday shall be the twenty-four-hour period commencing at 12:00 midnight Friday.

Sunday Shift Period. On any shift, Sunday shall be the twenty-four-hour period commencing at 12:00 midnight Saturday.

3. For hours worked in excess of (12) on any such workday, an Employee shall be paid two (2) times the regular straight-time rate of pay for each hour so worked.

<b>MECHANICAL INSULATOR</b>	Union
Mechanical Insulator-Mechanic	67.85
Mechanical Insulator-Foreman	71.85
Mechanical Insulator-General Foreman	73.85

**MECHANICAL INSULATOR**, includes but is not limited to:

1. Covering and lining structures with cork, canvas, tar paper, magnesia and related materials;
2. Installing blown-on insulation on pipe and machinery;
3. Lining of mechanical room surfaces and air handling shafts;
4. Filling and damming of fire stops and penetrations including, but not limited to, electrical and mechanical systems;
5. Foam applications for the purpose of thermal, acoustical, or fire protective purposes, including RTV foams or equivalents, applied to mechanical or electrical systems;
6. Duct lining and duct wrapping, direct application and installation of fire protection of grease ducts, exhaust systems, or any other ductwork for acoustical or thermal purposes;
7. Insulation of field joints on pre-insulated underground piping and the pouring of Gilsilite or its equivalent;
8. The application of material, including metal and PVC jacketing, on piping, fittings, valves, flanges,

boilers, ducts, plenums, flues, tanks, vats, equipment and any other hot or cold surface for the purpose of thermal control;

**ADD ZONE RATE**

In addition to MECHANICAL INSULATOR rates add the applicable amounts per hour, calculated based on a radius figured from Reno City Hall:

Zone 1-	0-20 miles	\$1.25
Zone 2-	21-40 miles	\$2.50
Over	40 miles	\$10.63

**ADD PREMIUM PAY**

Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.

<b>MILLWRIGHT</b>	Union
Millwright-Journeyman	66.36
Millwright-Welder	67.36
Millwright-Foreman	70.23
Millwright-General Foreman	74.49

**See MILLWRIGHT JOB DESCRIPTION**

**ADD ZONE RATE**

In addition to MILLWRIGHT rates, add the applicable amounts per hour, calculated on road miles from the Washoe County Courthouse:

Zone 1-	1 to 15 miles	\$0.00
Zone 2-	15 to 35 miles	\$2.50
Zone 3-	over 35 miles	\$4.25

**ADD PREMIUM PAY**

First two (2) hours outside the regular constituted shift shall be at the rate of time and one-half (1½X).

Saturdays up to the first ten (10) hours shall be at the rate of time and one-half (1½X). All additional hours and Sundays and holidays shall be the rate of double time (2X). When working on Sundays and holidays, there will be one dollar and fifty cents (\$1.50) per hour additional paid to Pension Annuity.

<b>OPERATING ENGINEER</b>	Union
<u>SEE GROUP CLASSIFICATIONS</u>	
Group 1	57.79
Group 1A	60.55
Group 2	61.08
Group 3	61.35
Group 4	62.09
Group 5	62.39
Group 6	62.56
Group 7	62.81
Group 8	63.40

Group 9	63.72
Group 10	64.07
Group 10A	64.26
Group 11	64.50
Group 11A	66.14
Group 11B	66.95
Foreman	66.14
Add 12.5% to base rate for "Special" shift	

**OPERATING ENGINEER**, includes but is not limited to:

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement.

**ADD ZONE RATE**

In addition to: **OPERATING ENGINEER** rates add the applicable amounts per hour calculated based on a road miles from the Carson City Courthouse or Washoe County Courthouse

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	301 miles and over	\$6.00

**ADD PREMIUM PAY**

1. One and one-half (1-1/2) times the applicable straight-time rate for the day, shift, work, equipment and classification shall be paid for all work (including repair work and field survey work) performed on Saturday and before a shift begins and after it ends, except when operating equipment servicing a craft that is receiving double time on commercial building construction, in which case double time shall be paid.

2. Overtime. The following rates shall apply on Sundays and holidays and all work before a shift begins and after it ends:

Holidays. Double the applicable straight-time rate shall be paid for all work (including repair, maintenance and field survey work) performed on Sundays and the following holidays: New Year's Day (January 1); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (1st Monday in September); Nevada Admission Day (last Friday in October); Thanksgiving Day (4th Thursday in November); the day after Thanksgiving Day; and Christmas Day (December 25). Holidays falling on Sunday shall be observed on the following Monday. Holiday hours shall be reckoned on the same basis as Sunday hours.

Saturday Shift Period. On any shift, Saturday shall be the twenty-four-hour period commencing at 12:00 midnight Friday.

Sunday Shift Period. On any shift, Sunday shall be the twenty-four-hour period commencing at 12:00 midnight Saturday.

3. For hours worked in excess of 12) on any such work day, an Employee shall be paid two (2) times the regular straight-time rate of pay for each hour so worked.



<b>OPERATING ENGINEER-STEEL FABRICATOR &amp; ERECTOR</b>	Union
<u>SEE GROUP CLASSIFICATIONS</u>	
Group 1	73.09
Group 1 Truck Crane Oiler	66.92
Group 1 Oiler	64.96
Group 2	71.58
Group 2 Truck Crane Oiler	66.67
Group 2 Oiler	64.75
Group 3	70.34
Group 3 Truck Crane Oiler	66.45
Group 3 Oiler	64.53
Group 3 Hydraulic	66.12
Group 4	68.61
Group 5	67.51
Add 12.5% to base rate for "Special" Shift	

**OPERATING ENGINEER**, included but is not limited to:

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement.

**ADD ZONE RATE**

In addition to: **OPERATING ENGINEER-STEEL FABRICATOR & ERECTOR** rates add the applicable amounts per hour calculated based on a road miles from the Carson City Courthouse or Washoe County Courthouse

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	301 miles and over	\$6.00

**ADD PREMIUM PAY**

1. One and one-half (1-1/2) times the applicable straight-time rate for the day, shift, work, equipment and classification shall be paid for all work (including repair work and field survey work) performed on Saturday and before a shift begins and after it ends, except when operating equipment servicing a craft that is receiving double time on commercial building construction, in which case double time shall be paid.

2. Overtime. The following rates shall apply on Sundays and holidays and all work before a shift begins and after it ends:

Holidays. Double the applicable straight-time rate shall be paid for all work (including repair, maintenance and field survey work) performed on Sundays and the following holidays: New Year's Day (January 1); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (1st Monday in September); Nevada Admission Day (last Friday in October); Thanksgiving Day (4th Thursday in November); the day after Thanksgiving Day; and Christmas Day (December 25). Holidays falling on Sunday shall be observed on the following Monday. Holiday hours shall be reckoned on the same basis

as Sunday hours.

Saturday Shift Period. On any shift, Saturday shall be the twenty-four-hour period commencing at 12:00 midnight Friday.

Sunday Shift Period. On any shift, Sunday shall be the twenty-four-hour period commencing at 12:00 midnight Saturday.

3. For hours worked in excess of 12) on any such work day, an Employee shall be paid two (2) times the regular straight-time rate of pay for each hour so worked

<b>OPERATING ENGINEER -PILEDRIIVER</b>	Union
<u>GROUP CLASSIFICATIONS</u>	
Group 1	72.56
Group 1 Truck Crane Oiler	67.10
Group 1 Oiler	65.18
Group 2	71.02
Group 2 Truck Crane Oiler	66.89
Group 2 Oiler	64.98
Group 3	69.57
Group 3 Truck Crane Oiler	66.67
Group 3 Oiler	64.75
Group 4	68.06
Group 5	66.95
Group 6	65.84
Group 7	64.88
Group 8	63.92
Add 12.5% to base for "Special" Shift	

**OPERATING ENGINEER**, includes but is not limited to:

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement.

**ADD ZONE RATE**

In addition to: **OPERATING ENGINEER PILEDRIVER** rates add the applicable amounts per hour calculated based on a road miles from the Carson City Courthouse or Washoe County Courthouse:

Zone 1-	0 to 75 miles	\$0.00
Zone 2-	75 to 150 miles	\$4.00
Zone 3-	150 to 300 miles	\$5.00
Zone 4-	301 miles and over	\$6.00

**ADD PREMIUM PAY**

1. One and one-half (1-1/2) times the applicable straight-time rate for the day, shift, work, equipment and classification shall be paid for all work (including repair work and field survey work) performed on Saturday and before a shift begins and after it ends, except when operating equipment servicing a craft that is receiving double time on commercial building construction, in which case double time shall be paid.

2. Overtime. The following rates shall apply on Sundays and holidays and all work before a shift begins and after it ends:

Holidays. Double the applicable straight-time rate shall be paid for all work (including repair, maintenance and field survey work) performed on Sundays and the following holidays: New Year's Day (January 1); Memorial Day (last Monday in May); Independence Day (July 4); Labor Day (1st Monday in September); Nevada Admission Day (last Friday in October); Thanksgiving Day (4th Thursday in November); the day after Thanksgiving Day; and Christmas Day (December 25). Holidays falling on Sunday shall be observed on the following Monday. Holiday hours shall be reckoned on the same basis as Sunday hours.

Saturday Shift Period. On any shift, Saturday shall be the twenty-four-hour period commencing at 12:00 midnight Friday.

Sunday Shift Period. On any shift, Sunday shall be the twenty-four-hour period commencing at 12:00 midnight Saturday.

3. For hours worked in excess of 12) on any such workday, an Employee shall be paid two (2) times the regular straight-time rate of pay for each hour so worked.

<b>PAINTER</b>	Union
Brush/Roller Painter	43.14
Spray Painter/Paperhanger	44.63
Sandblaster	44.68
Structural Steel & Steeplejack	44.68
Swing Stage	45.14
Special Coating Application-Brush	45.19
Special Coating Application-Spray	45.19
Special Coating Application-Spray Steel	45.19
Foreman	\$1.00 above highest Journeyman

See PAINTER JOB DESCRIPTION

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift unless the Union is notified when four (4) tens (10's) are instituted.
2. For any hours worked on Saturday from midnight to midnight
3. For any work performed in excess of the regular work week of forty (40) hours.

Double the regular straight time hourly rate shall be paid for all time:

1. For any hours worked on Sunday from midnight to midnight
2. For any hours worked on holidays from midnight to midnight

<b>PILEDRIIVER</b>	Union
Piledriver-Journeyman	51.76
Piledriver-Welder	52.76
Piledriver-Foreman	55.11
Piledriver-General Foreman	58.80



Tender	55.11												
Stand-By Diver	56.11												
Diver-Diving (Wet Pay)	93.96												
<p><b>PILED RIVER</b>, includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Operating pile drivers mounted on skids, barge, crawler, treads or locomotive crane to drive piling as foundations for structures including, without limitation, buildings, bridges and piers;</li> <li>2. Barking, shoeing, splicing, form building, heading, centering, placing, driving, staying, framing, fastening, automatic pile threading, pulling and/or cutting off of piling;</li> <li>3. Fabricating, forming, handling and setting of all such pre-cast, pre-stressed and post-stressed shapes that are an integral part of docks, piers, wharves, bulkheads, jetties, and similar structures;</li> </ol> <p><b>ADD ZONE RATE</b> In addition to PILED RIVER rates add the applicable amounts per hour, calculated from the Washoe County Courthouse:</p> <table> <tr> <td>Zone 1-</td> <td>0 to 75 miles</td> <td>\$0.00 (Road miles from the Washoe County Courthouse)</td> </tr> <tr> <td>Zone 2-</td> <td>75-150 miles</td> <td>\$4.00</td> </tr> <tr> <td>Zone 3-</td> <td>150-300 miles</td> <td>\$5.00</td> </tr> <tr> <td>Zone 4</td> <td>over 300 miles</td> <td>\$6.00</td> </tr> </table> <p><b>ADD PREMIUM PAY:</b></p> <p>First two (2) hours outside the regular constituted shift shall be at the rate of time and one-half (1½X).</p> <p>Saturdays up to the first ten (10) hours shall be at the rate of time and one-half (1½X). All additional hours and Sundays and holidays shall be the rate of double time (2X). When working on Sundays and holidays, there will be one dollar and fifty cents (\$1.50) per hour additional paid to Pension Annuity.</p>		Zone 1-	0 to 75 miles	\$0.00 (Road miles from the Washoe County Courthouse)	Zone 2-	75-150 miles	\$4.00	Zone 3-	150-300 miles	\$5.00	Zone 4	over 300 miles	\$6.00
Zone 1-	0 to 75 miles	\$0.00 (Road miles from the Washoe County Courthouse)											
Zone 2-	75-150 miles	\$4.00											
Zone 3-	150-300 miles	\$5.00											
Zone 4	over 300 miles	\$6.00											
<b>PLASTERER</b>	Union												
Plasterer - Journeyman	46.82												
Plasterer - Foreman	49.97												
<p>See PLASTERER JOB DESCRIPTION</p> <p><b>ADD ZONE RATES</b> In addition to PLASTERER rates add the applicable amounts per hour, calculated from the South Virginia and Mill Street, Reno, Nevada:</p> <table> <tr> <td>Zone 1-0-70 miles</td> <td>\$0.00</td> </tr> <tr> <td>Zone 2-70 miles and over</td> <td>\$8.00</td> </tr> </table> <p><b>ADD PREMIUM PAY</b></p> <p><b>OVERTIME</b> – Any worked performed over eight (8) hours per day shall be compensated at time and one half the hourly rate. All Sunday and Holiday work shall be paid for at double time.</p> <p><b>NOZZLE MAN</b> – Nozzle man shall receive an additional \$1.50 per hour. <b>FIRST ROD MAN</b> – First Rod Man shall receive an additional \$1.50 per hour.</p>		Zone 1-0-70 miles	\$0.00	Zone 2-70 miles and over	\$8.00								
Zone 1-0-70 miles	\$0.00												
Zone 2-70 miles and over	\$8.00												
<b>PLUMBER/PIPEFITTER</b>	Union												
Plumber/Pipefitter-Journeyman	61.15												

Plumber/Pipefitter-Foreman	65.10												
Plumber/Pipefitter-General Foreman	69.39												
<p>See PLUMBER/PIPEFITTER JOB DESCRIPTION</p> <p><b>ADD ZONE RATE</b>  In addition to: PLUMBER/PIPEFITTER rates add the applicable amounts per statute air mile radius from the Nevada freeway interchange of Interstate 80 and 580.</p> <table> <tr> <td>Zone 1-</td> <td>0 to 75 miles</td> <td>\$0.00</td> </tr> <tr> <td>Zone 2-</td> <td>over 75 miles</td> <td>\$8.00</td> </tr> </table> <p>A separate free zone will be established for employees permanently residing and working within a seventy-five (75) statute air mile radius of the Elko, Nevada Post Office.</p> <table> <tr> <td>Zone 1-</td> <td>0 to 75 miles</td> <td>\$0.00</td> </tr> <tr> <td>Zone 2-</td> <td>over 75 miles</td> <td>\$8.00</td> </tr> </table> <p><b>ADD PREMIUM PAY</b>  Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.</p>		Zone 1-	0 to 75 miles	\$0.00	Zone 2-	over 75 miles	\$8.00	Zone 1-	0 to 75 miles	\$0.00	Zone 2-	over 75 miles	\$8.00
Zone 1-	0 to 75 miles	\$0.00											
Zone 2-	over 75 miles	\$8.00											
Zone 1-	0 to 75 miles	\$0.00											
Zone 2-	over 75 miles	\$8.00											
<b>REFRIGERATION</b>	Union												
Refrigeration	55.34												
<p>See REFRIGERATION JOB DESCRIPTION</p> <p><b>ADD PREMIUM PAY</b>  Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.</p>													
<b>ROOFER (Does not include sheet metal roofs)</b>	Non-Union												
Roofer	32.63												
<p><b>ROOFER</b></p> <p>Includes but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Installing and covering roofs and structures with slate, asphalt, wood and other related materials, other than sheet metal, by using brushes, knives, punches, hammers and other tools;</li> <li>2. Spraying roofs, sidings and walls with material to bind, seal, insulate or soundproof sections of a structure;</li> <li>3. Installation of all plastic, slate, slag, gravel, asphalt and composition roofing, and rock asphalt mastic when used for damp and waterproofing;</li> <li>4. Installation of all damp resisting preparations when applied on roofs with mop, three-knot brush, roller, swab or spray system;</li> <li>5. All types of preformed panels used in waterproofing;</li> <li>6. Handling, hoisting and storing of all roofing, damp and waterproofing materials;</li> <li>7. The tear-off and/or removal of roofing and roofing materials;</li> </ol>													
<b>SHEET METAL WORKER</b>													

	Union
Sheet Metal Worker-Journeyman	66.45
Sheet Metal Worker-Foreman	70.28
Sheet Metal Worker-General Foreman	74.10
<p>See SHEET METAL WORKER JOB DESCRIPTION</p> <p><b>ADD ZONE RATE</b>  In addition to SHEET METAL rates add the applicable amounts per hour, calculated based on a road from the courthouse in Reno, Nevada:</p> <p>Zone 1- 1 to 75 miles \$0.00 (including the City of Fallon and the Fallon Naval Air Base)  Zone 2- 75 to 100 miles \$5.00  Zone 3- over 100 miles \$10.00 the employee shall be provided reasonable lodging and meal expenses.</p> <p><b>ADD PREMIUM PAY</b>  All hourly rates are subject to Over Time (One and one half 1 ½) of the Regular rate:</p> <ol style="list-style-type: none"> <li>For all hours worked over Eight (8) Hours in one day or shift.</li> <li>For the first Eight (8) Hours work on Saturday.</li> </ol> <p>All hourly rates are subject to Double Time of the Regular Rate:</p> <ol style="list-style-type: none"> <li>For all hours worked over Ten (10) Hours in one day or shift.</li> <li>For all hours worked over Eight (8) Hours on Saturday.</li> <li>For all hours worked on Sunday, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, and Christmas Day.</li> </ol>	
<b>SOIL TESTER (CERTIFIED)</b>	Non-Union
Soil Tester (Certified)	41.59
<b>SOILS AND MATERIALS TESTER</b>	Non-Union
Soils and Materials Tester	41.59
<b>SPRINKLER FITTER</b>	Non-Union
Sprinkler Fitter -Journeyman	26.27
<p><b>SPRINKLER FITTER</b>  Includes but is not limited to:  Installing, dismantling, maintaining, repairing, adjusting and correcting all fire protection and fire control systems, including the installation of piping or tubing, appurtenances and equipment pertaining thereto, including both overhead and underground water mains, fire hydrants, and hydrant mains, standpipes and hose connection to sprinkler systems, sprinkler tank heaters, air lines and thermal systems used in connection with sprinkler and alarm systems.</p>	
<b>SURVEYOR</b>	Non-Union
Surveyor	37.64

**SURVEYOR**, includes but is not limited to:

1. Planning ground surveys designed to establish base lines, elevation and other geodetic measurements;
2. Compiling data relevant to the shape, contour, gravitation, location, elevation and dimension of land and land features on or near the surface of the Earth for engineering, map making, mining, land evaluation, construction and other purposes;
3. Surveying bodies of water to determine navigable channels and to secure data for construction of breakwaters, piers and other marine structures;
4. Computing data necessary for driving and connecting underground passages, underground storage and volume of underground deposits.

<b>TAPER</b>	Union
Taper	46.99
Taper-Foreman (Up to 7)	50.67
Taper-Foreman (More than 8)	51.67

See TAPER JOB DESCRIPTION

**ADD PREMIUM PAY**

One and one half (1 ½) the regular straight time hourly rate shall be paid:

1. For all hours worked over eight (8) hours in one day or shift unless the Union is notified when four (4) tens (10's) are instituted.
2. For any hours worked on Saturday from midnight to midnight

Double the regular straight time hourly rate shall be paid for all time:

1. For any hours worked on Sunday from midnight to midnight
2. For any hours worked on holidays from midnight to midnight

<b>TILE SETTER/TERRAZZO WORKER/MARBLE MASON-FINISHER</b>	Union
Tile, Terrazzo and Marble Finisher –Journeyman	29.32
Tile, Terrazzo and Marble Finisher –Foreman	30.57
Tile, Terrazzo and Marble Finisher –General Foreman	32.32

See TILE SETTER/TERRAZZO WORKER/MARBLE MASON-FINISHER JOB DESCRIPTION

**ADD PREMIUM PAY**

Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.

<b>TILE SETTER/TERRAZZO WORKER/MARBLE MASON</b>	Union
Tile Setter-Journeyman	39.12
Tile Setter-Foreman	40.37
Tile Setter-General Foreman	42.12

Terrazzo/Marble Mason-Journeyman	40.62												
Terrazzo/Marble Mason-Foreman	41.87												
Terrazzo/Marble Mason-General Foreman	43.62												
<p>See TILE/TERRAZZO WORKER/MARBLE MASON JOB DESCRIPTION</p> <p><b>ADD ZONE RATE</b>  In addition to TILE SETTER/TERRAZZO WORKER/MARBLE MASON rates add the applicable amounts per hour, calculated based on a road miles of over fifty (50) miles from the Washoe County Courthouse in Reno, Nevada:</p> <table> <tr> <td>Zone 1-</td> <td>0-50 Miles</td> <td>\$0.00</td> </tr> <tr> <td>Zone 2-</td> <td>50-75 Miles</td> <td>\$3.75</td> </tr> <tr> <td>Zone 3-</td> <td>Over 75 Miles</td> <td>\$8.13</td> </tr> </table> <p><b>ADD PREMIUM PAY</b>  Premium pay for hours worked in excess of a shift of 8 hours or 12 hours or such other time increment set forth in the Collective Bargaining Agreement or on a weekend or holiday.</p>		Zone 1-	0-50 Miles	\$0.00	Zone 2-	50-75 Miles	\$3.75	Zone 3-	Over 75 Miles	\$8.13			
Zone 1-	0-50 Miles	\$0.00											
Zone 2-	50-75 Miles	\$3.75											
Zone 3-	Over 75 Miles	\$8.13											
<b>TRAFFIC BARRIER ERECTOR</b>	Union												
Traffic Barrier Erector	41.93												
<p><b>TRAFFIC BARRIER ERECTOR</b>, includes but is not limited to:  Erects or places instruments to provide directional assistance to traffic on or near the public works construction project.</p> <p><b>ADD LABORER ZONE RATE</b>  (Highway and Dam Construction only)  In addition to LABORER rates add the applicable amounts per hour, calculated based on a road miles from either the Carson City Courthouse or the Washoe County Courthouse:</p> <table> <tr> <td>Zone 1-</td> <td>0 to 75 miles</td> <td>\$0.00</td> </tr> <tr> <td>Zone 2-</td> <td>75 to 150 miles</td> <td>\$4.00</td> </tr> <tr> <td>Zone 3-</td> <td>150 to 300 miles</td> <td>\$5.00</td> </tr> <tr> <td>Zone 4-</td> <td>300 miles and over</td> <td>\$6.00</td> </tr> </table> <p><b>ADD PREMIUM PAY</b>  One and one half (1 ½) the regular straight time hourly rate shall be paid:</p> <ol style="list-style-type: none"> <li>1. For all hours worked over eight (8) hours in one day or shift.</li> <li>2. For any hours worked on Saturday from midn ight to midnight.</li> </ol> <p>Double the regular straight time hourly rate shall be paid for all time:</p> <ol style="list-style-type: none"> <li>1. For all hours worked over twelve (12) hours in one day or shift.</li> <li>2. For any hours worked on Sunday from midnight to midnight.</li> <li>3. For any hours worked on holidays from midnight to midnight.</li> </ol>		Zone 1-	0 to 75 miles	\$0.00	Zone 2-	75 to 150 miles	\$4.00	Zone 3-	150 to 300 miles	\$5.00	Zone 4-	300 miles and over	\$6.00
Zone 1-	0 to 75 miles	\$0.00											
Zone 2-	75 to 150 miles	\$4.00											
Zone 3-	150 to 300 miles	\$5.00											
Zone 4-	300 miles and over	\$6.00											
<b>TRUCK DRIVER</b>	Non-Union												
<b><u>Dump Trucks (Single or Multiple Units Including Semi's &amp; Double Transfer Units),  Dumpcretes and Bulk Cement Spreader)</u></b>													
Under 4 yds. (water level)	26.90												

4 yds. & under 8 yds. (water level)	26.90
8 yds. & under 18 yds. (water level)	26.90
18 yds. & under 25 yds. ( water level)	26.90
25 yds. & under 60 yds. (water level)	26.90
60 yds. & under 75 yds. (water level)	26.90
75 yds. & under 100 yds. (water level)	26.90
100 yds. & under 150 yds.(water level)	26.90
150 yds. & under 250 yds. ( water level)	26.90
250 yds. & under 350 yds. (water level)	26.90
350 yds. & over (water level)	26.90
<b>Transit Mix</b>	
Under 8 yds.	26.90
8 yds. & including 12 yds.	26.90
Over 12 yds.	26.90
<b>Transit Mix (Using Boom)</b>	
Transit mix with boom shall receive 16 cents per hour above the appropriate yardage classification rate of pay when such boom is used	26.90
<b>Water &amp; Jetting Trucks</b>	
Up to 2,500 gallons	26.90
2,500 gallons & over	26.90
DW 20's & 21's & other similar Cat type, Terry Cobra LeTourneau pulls, Tournerocker, Euclid, & similar type equipment when pulling Aqua/Pak, Water Tank Trailers, & Fuel, and/or Grease Tank Trailer, or other miscellaneous Trailers, (except as defined under "Dump Trucks")	26.90
Heavy Duty Transport (High Bed)	26.90
Heavy Duty Transport(Gooseneck low bed)	26.90
Tiltbed or Flatbed Pull Trailers	26.90
Bootman, Comb. Bootman & Road Oiler	26.90
Flat Rack (2 or 3 axle unit)	26.90
<b>Bus &amp; Manhaul Drivers</b>	
Up to 18,000 lbs. (single unit)	26.90
18,000 lbs. & over (single unit)	26.90
Helicopter Pilot (transporting men/materials)	26.90
Lift Jitneys	26.90
<b>Winch Truck &amp; "A" Frame Drivers</b>	
Up to 18,000 lbs.	26.90
18,000 lbs. and over	26.90
Warehousemen Spotter	26.90
Warehouse Clerk	26.90
Tire Repairmen	26.90
Truck Repairmen	26.90

Pick Up Truck & Pilot Cars (Jobsite)	26.90
Pick Up Truck & Pilot Cars (Over the road)	26.90
Truck Oil Greaser	26.90
Fuel Truck Driver	26.90
Fuel Man & Fuel Island Man	26.90
Oil Tanker	26.90
Oil Tanker with Pup	26.90
Foreman	26.90
<b>TRUCK DRIVER</b> Includes but is not limited to: Driving a tractor trailer combination or a truck to transport goods or materials at the site of a public work or between sites of a public work. (Also, see descriptions listed with Truck Driver rates, if any.)	
<b>WELL DRILLER</b>	Non-Union
Well Driller	30.35
<b>WELL DRILLER</b> , includes but is not limited to: 1. Setting, operating or tending to portable drilling rig machinery and related equipment to drill wells; 2. Extending stabilizing jackscrews to support and level a drilling rig; 3. Installing water well pumps; 4. Drillings wells for industrial water supplies, irrigation water supplies or water supplies for any other purpose; dewatering or other similar purposes; exploration; hole drilling for geologic and hydrologic information; and core drilling for geologic information.	

## GROUP CLASSIFICATIONS

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### LABORER, includes but is not limited to:

#### Group 1

- All cleanup work of debris, grounds, and building including windows and tile
- Dumpmen or Spotter (other than asphalt)
- Handling and Servicing of Flares, Watchmen
- General Laborer
- Guideposts and Highway Signs
- Guardrail Erection and Dismantling
- Limber, Brushloader and Piler
- Pavement Marking and Highway Striping
- Traffic Control Supervisor

#### Group 2

- Choker setter or Rigger (clearing work only) Pittsburgh



- Chipper and similar type brush shredders
- Concrete worker (wet or dry) all concrete work not listed in Group 3
- Crusher or Grizzly Tender
- Greasing Dowels
- Guinea Chaser (Stakemen)
- Panel Forms (wood or metal) handling, cleaning and stripping of Loading and unloading, (Carrying and handling of all rods and material for use in reinforcing concrete
- Railroad Trackmen (maintenance, repair or builders)
- Sloper
- Semi-Skilled Wrecker (salvaging of building materials other than those listed in Group 3)

### **Group 3**

- Asphalt Workers (Ironers, Shovelers, Cutting Machine)
- Buggymobile
- Chainsaw, Faller, Logloader and Bucker
- Compactor (all types)
- Concrete Mixer under 1/2 yard
- Concrete Pan Work (Breadpan type), handling, cleaning\stripping
- Concrete Saw, Chipping, Grinding, Sanding, Vibrator
- Cribbing, Shoring, Lagging, Trench Jacking, Hand-Guided Lagging Hammer
- Curbing or Divider machine
- Curb Setter (precast or cut)
- Ditching Machine (hand-guided)
- Drillers Helper, Chuck Tender
- Form Raiser, Slip Forms
- Grouting of Concrete Walls, Windows and Door Jams
- Headerboardmen
- Jackhammer, Pavement Breaker, Air Spade
- Mastic Worker (wet or dry)
- Pipewrapper, Kettlemen, Potmen, and men applying asphalt, creosote and similar type materials
- All Power Tools (air, gas, or electric), Post Driver
- Riprap-Stonepaver and RockSlinger, including placing of sack concrete wet or dry
- Rototiller
- Rigging and Signaling in connection with Laborers' work
- Sandblaster, Potmen, Gunmen or Nozzlemen
- Vibra-screed
- Skilled Wrecker (removing and salvaging of sash, windows, doors, plumbing and electrical fixtures)

### **Group 4**

- Burning and Welding in connection with Laborers' work
- Joy Drill Model TWM-2A, Gardner Denver Model DN143 and similar type drills (in accordance with Memorandum of Understanding between Laborers and Operating Engineers dated at Miami, Florida, Feb. 3, 1954) and Track Drillers, Diamond Core Drillers, Wagon Drillers, Mechanical Drillers on Multiple Units
- High scalers
- Concrete pump operator

- Heavy Duty Vibrator with Stinger 5" diameter or over
- Pipelayer, Caulker and Bander
- Pipelayer-waterline, Sewerline, Gasoline, Conduit
- Cleaning of Utility Lines
- Slip Lining of Utility Lines (including operation of Equipment)
- TV Monitoring and Grouting of Utility Lines
- Asphalt Rakers

**Group 4A**

- Foreman

**Group 5**

- Construction Specialists
- Blasters and Powdermen, all work of loading, placing, and blasting of all powder and explosives of any type, regardless of method used for such loading and placing  
Asbestos removal
- Lead abatement
- Hazardous waste
- Material removal

**Group 6**

- Gunit Foremen, Nozzlemen, Rodmen, Gunmen, Materialmen, Reboundmen

**OPERATING ENGINEER, includes but is not limited to:**

**Group 1**

- Engineer Assistant

**Group 1A**

- Heavy Duty Repairman Helper
- Oiler
- Parts man

**Group 2**

- Compressor Operator
- Material Loader and/or Conveyor Operator (handling building materials)
- Pump Operator

**Group 3**

- Bobcat or similar loader, 1/4 cu. yd. or less
- Concrete Curing Machines (streets, highways, airports, canals)
- Conveyor Belt Operator (tunnel)
- Forklift (under 20)
- Engine Generating Plant (500 K.W.)
- Mixer Box Operator (concrete plant)
- Motorman
- Rotomist Operator
- Oiler (truck crane)

#### **Group 4**

- Concrete Mixer Operator, Skip type
- Dinky Operator
- Forklift (20' or over) or Lumber Stacker
- Ross Carrier
- Skip Loader Operator (under one (1) cu. yd.)
- Tie Spacer

#### **Group 5**

- Concrete Mixers (over one (1) cu. yd.)
- Concrete Pumps or Pumpcrete Guns
- Elevator and Material Hoist (one (1) drum)
- Groundman for Asphalt Milling and similar

#### **Group 6**

- Auger type drilling equipment up to and including 30 ft. depth digging capacity M.R.C.
- Boom Truck or Dual-Purpose a-Frame Truck
- B.L.H. Lima Road Pactor or similar
- Chip Box Spreader (Flaherty type or similar)
- Concrete Batch Plant (wet or dry)
- Concrete Saws (highways, streets, airports, canals)
- Locomotives (over thirty (30) tons)
- Maginnis International Full Slab Vibrator (airports, highways, canals and warehouses)
- Mechanical Finishers (concrete) (Clary, Johnson, Bidwell Bridge Deck or similar types)
- Mechanical Burn, Curb and/or Curb and Gutter Machine (concrete or asphalt)
- Pavement Breaker, Truck Mounted, with compressor combination
- Pavement Breaker or Tamper (with or without compressor combination)
- Power Jumbo Operator (setting slip-forms, etc., in tunnels)
- Roller Operator (except asphalt)
- Self-Propelled Tape Machine
- Self-Propelled Compactor (single engine)
- Self-Propelled Power Sweeper Operator
- Slip-Form Pump (power-driven by hydraulic, electric, air, gas, etc. lifting device for concrete forms)
- Small Rubber-Tired Tractors
- Snooper Crane, Paxton-Mitchell or similar
- Stationary Pipe Wrapping, Cleaning and Bending Machine Operator

#### **Group 7**

- Auger type drilling equipment over 30 ft. depth digging capacity M.R.C.
- Compressor (over 2)
- Concrete Conveyor or Concrete Pump, truck or equipment mounted (any assistance required shall be performed by an Assistant to Engineer) Boom length to apply Concrete Conveyor, Building Site
- Drilling and Boring Machine, vertical and horizontal (not to apply to waterliners, wagon drills or jack hammers)
- Crusher Plant Engineer
- Generators

- Kolman Loader
- Material Hoist (two (2) or more drums)
- Mine or Shaft Hoist
- Pipe Bending Machines (pipeline only)
- Pipe Cleaning Machines (tractor-propelled and supported)
- Pipe Wrapping Machines (tractor-propelled and supported)
- Portable Crushing and Screening Plants
- Post Driller And/Or Driver
- Pumps (over 2)
- Screedman (except asphaltic or concrete paving)
- Self-Propelled Boom-Type Lifting Device (center mount) (on ten (10) ton capacity or less)
- Slusher Operator
- Surface Heater and Planer Operator
- Trenching Machine (maximum digging capacity three (3) ft. depth) (Any assistance in the operation, if needed, shall be performed by an Assistant to Engineer)
- Truck-Type Loader
- Welding Machines (gasoline or diesel)

#### **Group 8**

- Asphalt Plant Engineer
- Asphalt Milling Machine
- Cast-In-Place Pipe-Laying Machine
- Combination Slusher and Motor Operator
- Concrete Batch Plant (multiple units)
- Dozer Operator
- Drill Doctor
- Elevating Grader Operator
- Grooving and Grinding Machine (highways)
- Ken Seal Operator
- Loader (up to and including two and one-half (2 1/2) cu. yds)
- Mechanical Trench Shield
- Mechanical Finishers or Spreader Machine (asphalt, Barber-Greene or similar)
- Mixermobile
- Push Cats
- Road Oil Mixing Machine Operator Wood-Mixer (and other similar Pugmill equipment)
- Roller Operator (asphalt)
- Rubber-Tired Earthmoving Equipment (up to and including thirty-five (35) cu. yds. "struck " M.R.C., Euclids, T-Pulls, DW10, 20, 21 and similar)
- Screedman (Barber-Greene and similar) (asphaltic or concrete paving)
- Self-Propelled Compactors with Dozer; Hyster 450, Cat 825 or similar
- Sheepfoot
- Small Tractor (with boom)
- Soil Stabilizer (P & H or equal)
- Timber Skidder (rubber-tired) or similar equipment
- Tractor-Drawn Scraper
- Tractor Operator
- Tractor-Mounted Compressor Drill Combination
- Trenching Machine Operator (over three (3) feet depth)

- Tri-Batch Paver
- Tunnel Badger or Tunnel Boring Machine Operator
- Tunnel Mole Boring Machine
- Vermeer T-600b Rock Cutter

#### **Group 9**

- Chicago Boom
- Combination Backhoe and Loader (up to and including 3/8 cu. yd.)
- Combination Mixer and Compressor (gunite)
- Heavy Duty Repairman and/or Welder
- Lull Hi-Lift (twenty (20) feet or over)
- Mucking Machine
- Sub-Grader (Gurries or other types)
- Tractor (with Boom) (D6 or larger)
- Track-Laying-Type Earthmoving Machine (single engine with tandem scrapers)

#### **Group 10**

- Boom-Type Backfilling Machine
- Bridge Crane
- Cary-Lift or similar
- Chemical Grouting Machine
- Derricks (two (2) Group 10 Operators required when swing engine remote from hoist)
- Derrick Barges (except excavation work)
- Euclid Loader and similar types
- Heavy Duty Rotary Drill Rigs
- Lift-Slab (Vagtborg and similar types)
- Loader (over two and one-half (2 1/2 cu. yds. up to and including four (4) cu. yds.)
- Locomotive (over one hundred (100) tons, single or multiple units)
- Multiple-Engine Earthmoving Machines (Euclid Dozers, etc.)
- Pre-Stress Wire Wrapping Machine
- Rubber-Tired Scraper, Self-Loading
- Single-Engine Scraper (over thirty-five (35) cu. yds.)
- Shuttle Car (Reclaim Station)
- Train Loading Station
- Trenching Machine multi-engine with sloping attachments (Jefco or similar)
- Vacuum Cooling Plant
- Whirley Crane (up to and including twenty-five (25) tons)

#### **Group 10A**

- Backhoe-Hydraulic (up to and including one (1) cu. yd.)
- Backhoe (up to and including one (1) cu. yd.) (Cable)
- CMI Dual Lane Auto-Grader SP30 or similar type
- Cranes (not over twenty-five (25) tons) (hammerhead and gantry)
- Finish Blade
- Gradalls (up to and including one (1) cu. yd.)
- Motor Patrol Operator
- Power Shovels, Clamshells, Draglines, Cranes (up to and including one (1) cu. yd.)
- Rubber-Tired Scraper, Self-Loading (twin engine)

- Self-Propelled Boom-Type Lifting Device, center mount (over 10 tons up to and including 25 tons)

### **Group 11**

- Automatic Asphalt or Concrete Slip-Form Paver
- Automatic Railroad Car Dumper
- Canal Trimmer
- Cary Lift, Campbell or similar type
- Cranes (over twenty-five (25) tons)
- Euclid Loader when controlled from the Pullcat
- Gradesetter, Grade Checker
- Highline Cableway Operator
- Loader (over four (4) cu. yds. up to and including twelve (12) cu. yds.)
- Multi-Engine Earthmoving Equipment (up to and including seventy-five (75) cu. yds. struck m.r.c.)
- Multi-Engine Scrapers (when used to Push Pull)
- Power Shovels, Clamshells, Draglines, Backhoes Gradalls (over one (1) cu. yd. and up to and including seven (7) cu. yds. m.r.c.)
- Self-Propelled Boom-Type Lifting Device (center mount) (over 25 tons m.r.c.)
- Self-Propelled Compactor (with multiple-propulsion power units)
- Single-Engine Rubber-Tired Earthmoving Machine, with Tandem Scraper
- Slip-Form Paver (concrete or asphalt)
- Tandem Cats and Scraper
- Tower Crane Mobile (including Rail Mount)
- Truck Mounted Hydraulic Crane when remote control equipped (over 10 tons up to and including 25 tons)
- Universal Liebherr and Tower Cranes (and similar types)
- Wheel Excavator (up to and including seven hundred fifty (750) cu. yds. per hour)
- Whirley Cranes (over twenty-five (25) tons)

### **Group 11A**

- Band Wagons (in conjunction with Wheel Excavators)
- Operator of Helicopter when used in construction work)
- Loader (over twelve (12) cu. yds.)
- Multi-Engine Earthmoving Equipment (over seventy-five (75) cu. yds. "struck" m.r.c.)
- Power Shovels, Clamshells, Draglines, Backhoes, and Gradalls (over seven (7) cu. yds. m.r.c.)
- Remote-Controlled Earth Moving Equipment
- Wheel Excavator (over seven hundred fifty (750) cu. yds. per hour)

### **Group 11B**

- Holland Loader or similar or Loader (over 18 cu. yds.)

---

## **OPERATING ENGINEERS - Steel Fabricator & Erector**

### **Group 1**

- Cranes over 100 tons
- Derrick over 100 tons
- Self-Propelled Boom Type Lifting Devices over 100 tons

**Group 2**

- Cranes over 45 tons up to and including 100 tons
- Derrick, 100 tons and under
- Self-Propelled Boom Type Lifting Device, over 45 tons
- Tower Crane

**Group 3**

- Cranes, 45 tons and under
- Self-Propelled Boom Type Lifting Device, 45 tons and under

**Group 4**

- Chicago Boom
- Forklift, 10 tons and over
- Heavy Duty Repairman/Welder

**Group 5**

- Boom Cat
- 

**OPERATING ENGINEER -PILEDRIIVER**

**Group 1**

- Derrick Barge Pedestal mounted over 100 tons
- Clamshells over 7 cu. yds.
- Self-Propelled Boom Type Lifting Device, over 100 tons
- Truck Crane or Crawler, land or barge mounted over 100 tons

**Group 2**

- Derrick Barge Pedestal mounted 45 tons up to and including 100 tons
- Clamshells up to and including 7 cu. yds.
- Self-Propelled Boom Type Lifting Device over 45 tons
- Truck Crane or Crawler, land or barge mounted, over 45 tons up to and including 100 tons

**Group 3**

- Derrick Barge Pedestal mounted under 45 tons
- Self-Propelled Boom Type Lifting Device 45 tons and under
- Skid/Scow Piledriver, any tonnage
- Truck Crane or Crawler, land or barge mounted 45 tons and under

**Group 4**

- Assistant Operator in lieu of Assistant to Engineer
- Forklift, 10 tons and over
- Heavy Duty Repairman/Welder

**Group 5**

No current classification

**Group 6**

- Deck Engineer



**Group 7**

No current classification

**Group 8**

- Deckhand
  - Fireman
-



State of Nevada Department of Business & Industry

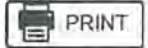
# Office of the Labor Commissioner

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## 2020-2021 PREVAILING WAGE RATE AMENDMENT 1

### Amendment 1

- AMENDMENT 1
- Classification – Ironworker (Travel reimbursement removed)
- County – ALL REGIONS
- Effective – October 1, 2020

The following represents the amended wage rates.

<b>IRON WORKER</b>	Union
Ironworker-Journeyman	74.49
Ironworker-Foreman	78.59
Ironworker-General Foreman	83.10

See IRON WORKER JOB DESCRIPTION

#### ADD ZONE RATE

In addition to Iron Worker rates add the applicable amounts per day, calculated based on a road mile from the Las Vegas City Hall.

Zone 1- 60 - 75 Miles	\$3.13
Zone 2- 75 - 100 Miles	\$6.26
Zone 3- 100 miles and over	\$7.50

#### ADD PREMIUM PAY

One and one half (1X) the regular straight time hourly rate shall be paid:

1. For the first two (2) hours worked in excess of eight (8) on a regular workday Monday-Friday
2. For the first eight (8) hours on Saturday

Double the regular straight time hourly rate shall be paid for all time:

1. For all hours worked over ten (10) hours in one day or shift.
2. For any hours worked on Sunday.
3. For all hours worked over eight (8) on Saturday
4. For all hours worked on Holidays

#### Shift Pay

1. 2nd shift add 6% of hourly wage
2. 3rd shift add 13% of hourly wage
3. Dedicated shift add 6% of hourly wage

## Project Workforce Checklist

Contract No.: \_\_\_\_\_ Project Name: \_\_\_\_\_

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

Craft/Trade	More than 3 Employees Anticipated?			Anticipate Needing Waiver?	
	Yes	No	N/A	Yes	No
<b>Air Balance Technician</b>	Yes	No	N/A	Yes	No
<b>Alarm Installer</b>	Yes	No	N/A	Yes	No
<b>Bricklayer</b> , can also include tile setter, terrazzo workers and marble masons.	Yes	No	N/A	Yes	No
<b>Carpenter</b> , can also include cement masons, floor coverer, millwright and piledriver (non-equipment), plasterers and terrazzo workers.	Yes	No	N/A	Yes	No
<b>Cement Mason (See Laborers)</b>	Yes	No	N/A	Yes	No
<b>Electrician</b> , includes communication technician, line, neon sign and wireman. Can also include alarm installer.	Yes	No	N/A	Yes	No
<b>Elevator Constructor</b>	Yes	No	N/A	Yes	No
<b>Floor Coverer</b>	Yes	No	N/A	Yes	No
<b>Glazier (see also Painters and Allied Trades)</b>	Yes	No	N/A	Yes	No
<b>Hod Carrier (See Laborers)</b> , includes brick-mason tender and plaster tender.	Yes	No	N/A	Yes	No
<b>Iron Worker</b> , can also include fence erectors (steel/iron)	Yes	No	N/A	Yes	No
<b>Laborer</b> , can also include brick mason tender, cement mason, fence erector (non-steel/iron), flag person, highway striper, landscaper, plastic tender, and traffic barrier erector	Yes	No	N/A	Yes	No
<b>Lubrication and Service Engineer</b>	Yes	No	N/A	Yes	No
<b>Mechanical Insulator</b>	Yes	No	N/A	Yes	No
<b>Millwright</b>	Yes	No	N/A	Yes	No
<b>Operating Engineer</b> , can also include equipment greaser, piledriver, soils and material tester, steel fabricator/erector (equipment) and surveyor (non-licensed) and well driller.	Yes	No	N/A	Yes	No
<b>Painters and Allied Trades</b> , can also include glaziers, floor coverers, and tapers.	Yes	No	N/A	Yes	No
<b>Pile Driver (non-equipment)</b>	Yes	No	N/A	Yes	No
<b>Plasterer</b>	Yes	No	N/A	Yes	No
<b>Plumber/Pipefitter</b>	Yes	No	N/A	Yes	No

\*This is intended as a "Sample Form" only and is not an official or approved form of the Office of the Labor Commissioner. \*



## APPRENTICESHIP UTILIZATION ACT – SENATE BILL 207 (2019)

The Legislature hereby finds and declares that: 1. A skilled workforce in construction is essential to the economic well-being of this State; 2. Apprenticeship programs are a proven method of training a skilled workforce in construction; and 3. Requiring the use of apprentices on the construction of public works will ensure the availability of a skilled workforce in construction in the future for this State.

Sec. 1.7. 1. Notwithstanding any other provision of this chapter and except as otherwise provided in this section, a contractor or subcontractor engaged in vertical construction who employs a worker on a public work pursuant to NRS 338.040 shall use one or more apprentices for at least 10 percent of the total hours of labor worked for each apprenticed craft or type of work to be performed on the public work for which more than three workers are employed.

2. Notwithstanding any other provision of this chapter and except as otherwise provided in this section, a contractor or subcontractor engaged in horizontal construction who employs a worker on a public work pursuant to NRS 338.040 shall use one or more apprentices for at least 3 percent of the total hours of labor worked for each apprenticed craft or type of work to be performed on the public work for which more than three workers are employed.

**Horizontal Construction** NRS 338.010 - Subdivision 13. “Horizontal Construction” means the construction of any fixed work, including any irrigation, drainage, water supply, flood control, harbor, railroad, highway, tunnel, airport or airway, sewer, sewage disposal plant or water treatment facility and any ancillary vertical components thereof, bridge, inland waterway, pipeline for the transmission of petroleum or any other liquid or gaseous substance, pier, and work incidental thereto. The term does not include vertical construction, the construction of any terminal or other building of an airport or airway, or the construction of any other building.

**Vertical Construction** NRS 338.010 - Subdivision 24. “Vertical Construction” means the construction or remodeling of any building, structure or other improvement that is predominantly vertical, including, without limitation, a building, structure or improvement for the support, shelter and enclosure of persons, animals, chattels or movable property of any kind, and any improvement appurtenant thereto.

**Complex or Hazardous Work** - The Labor Commissioner will view complex and hazardous work to include, but not be limited to, work performed on a public work project that is traditionally not performed by Apprentices pursuant to their Apprentice Agreement, Collective Bargaining Agreement, and/or any other written justification demonstrating that the work to be performed should not be performed by Apprentices.

A Public Body/Awarding Body, upon the request of a contractor or subcontractor, **MAY** submit a request for a modification or waiver of the percentage of hours of labor of one or more apprentices prior to (1) the bid advertisement; (2) the bid opening; or (3) the award of the contract if, “Good Cause” exists. The Labor Commissioner may also grant a waiver from the requirements of SB 207 after work on the public work has commenced.

Sample Forms and information on SB 207 can be found at:

[http://labor.nv.gov/Apprenticeship\\_Utilization\\_Act/Apprenticeship\\_Utilization\\_Act/](http://labor.nv.gov/Apprenticeship_Utilization_Act/Apprenticeship_Utilization_Act/)

Additional information on Public Works Projects and Prevailing Wages by region can be found at [www.labor.nv.gov](http://www.labor.nv.gov) or by following the links below.

[http://labor.nv.gov/PrevailingWage/Public\\_Works\\_Prevailing\\_Wages/](http://labor.nv.gov/PrevailingWage/Public_Works_Prevailing_Wages/)

<http://labor.nv.gov/uploadedFiles/labornvgov/content/home/features/PWP%20Handbook%20June%202019.pdf>



## GUIDELINES FOR AWARDING BODIES AND CONTRACTORS/SUBCONTRACTORS

1. Senate Bill 207 applies to Public Works Projects (NRS 338.010 – Subdivision 23) over \$100,000. (Exemptions may apply – See NRS sections 338.011 and 338.090.)
2. For each Public Works Project (PWP) Bid Advertisement, Bid Opening, and Contract, the Public Body/Awarding Body should include the requirements of Senate Bill 207. The Public Body/Awarding Body should also determine if the PWP requires the performance of uniquely complex or hazardous work.
3. Contractors/Subcontractors should determine if they can meet the Apprentice % requirements set forth in SB 207 or need to request Apprentices from a Registered Apprenticeship Program. Contractors/Subcontractors can request Apprentices using the Apprentice Request Form or request Apprentices in writing from a Registered Apprenticeship Program. *(Written documentation will be required by the Labor Commissioner if a Request for Waiver is submitted.)*
4. If the Apprentice Request is approved and Apprentices are dispatched, an Apprentice Agreement may need to be executed between the Registered Apprenticeship Program and the Contractor/Subcontractor.
5. Apprentice Issues - Issues and/or complaints regarding the qualifications and/or work of an Apprentice that is dispatched should be directed to the Registered Apprenticeship Program or the State of Nevada Apprenticeship Council. Please follow link <http://owinn.nv.gov/Apprenticeship/AboutSAC/>.
6. A Request for Waiver **MAY** be submitted by the **PUBLIC BODY/AWARDING BODY** to the Office of the Labor Commissioner if: (1) No Registered Apprentice Programs exist in the jurisdiction for the craft/type of work required for the PWP; (2) A request for Apprentices was denied or not acted upon within 5 business days; or (3) The PWP requires the performance of uniquely complex or hazardous work.
7. **ONLY THE PUBLIC BODY/AWARDING BODY CAN SUBMIT A REQUEST FOR WAIVER. REQUESTS FOR WAIVERS SHOULD BE SUBMITTED AS SOON AS POSSIBLE.**
8. Within 15 days of receipt of the Request for Waiver, the Office of the Labor Commissioner will issue a Decision/Determination granting or denying the Request for Waiver on the form that was submitted.
9. The Public Body/Awarding Body, Contractor, or Subcontractor can appeal the Decision/Determination within 10 days of issuance.
10. The Public Body/Awarding Body shall monitor the PWP consistent with the laws and regulations set forth in Nevada Revised Statutes (NRS) section 338 and Nevada Administrative Code (NAC) section 338. If a Waiver has not been granted the Public Body/Awarding Body shall ensure that certified payroll reports and any other required documentation are submitted and maintained demonstrating compliance with SB 207.

### **For additional information please contact us at:**

Office of the Labor Commissioner  
1818 College Parkway, Suite 102  
Carson City, NV 89706 775-684-1890

[AUA@labor.nv.gov](mailto:AUA@labor.nv.gov)

Office of the Labor Commissioner  
3300 W. Sahara Avenue, Suite 225  
Las Vegas, NV 89102 702-486-2650

[AUA@labor.nv.gov](mailto:AUA@labor.nv.gov)

TOLL FREE: 1-800-992-0900 Ext. 4850 - [www.labor.nv.gov](http://www.labor.nv.gov)

# ADDITIONAL CONDITIONS TECHNICAL SPECIFICATIONS

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## **ADDITIONAL CONDITIONS**

### **AC1 SUMMARY OF WORK**

The Work to be done under these Specifications shall include the installation of all Contractor furnished materials and equipment necessary for, or incidental, to the transportation and delivery and installation of the proposed Work on the Plans and as specified herein for construction.

The work shall also include all incidental, accessory, and/or supplemental work necessary for a complete and usable system.

### **AC2 LOCATION OF PROJECT**

This work shall be constructed at the Incline Village Mountain Golf Course, located at **690 Wilson Way, Incline Village, NV 89451.**

### **AC3 STANDARD SPECIFICATIONS**

By reference the "STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION" (Orange Book) as adopted by Washoe County, City of Sparks, City of Reno, Carson City and Douglas County are included in these Contract Documents as if included in part or whole.

### **AC4 CONTRACT CORRELATION**

In the event that the terms, provisions, conditions, specifications or requirements contained in one contract document should conflict with those contained in another contract document, then such conflict shall be resolved in accordance with the following order of precedence:

- A. Change Orders.
- B. Addenda.
- C. Special Provisions.
- D. The Plans.
- E. The General Provisions.
- F. The OWNER-CONTRACTOR Agreement.
- G. Standard Details for Public Works Construction, as adopted by Douglas County.

Specifications shall take precedence over notes on drawings. Large-scale drawings shall take precedence over smaller scale drawings.



## **SECTION 01012 – PRESERVATION, RESTORATION AND CLEANUP**

### **PART 1 – GENERAL**

#### **1.1 PRE-WORK SITE INSPECTION**

- A. Prior to any work commencing on site, including any setting up of equipment or staging areas, Contractor shall provide video documentation of the pre-construction condition of the project area.

#### **1.2 ROADS AND STREETS**

- A. At all times during the work, keep the premises clean and orderly, and upon completion of the work, repair all damage caused by equipment and leave the project free from all rubbish and excess material of any kind.
- B. Thoroughly clean all spilled dirt, gravel, or other material caused by the construction activities from all roads and streets at the end of each day.

**— END SECTION 01012 —**

**SECTION 01060 – CODES, PERMITS, AND PREVENTION OF ENVIRONMENTAL POLLUTION**

**PART 1 – GENERAL**

**1.1 CITY, COUNTY, AND STATE LAWS**

- A. The contractor shall comply with the requirements of all city, county, state and federal laws, whether or not stated herein, having specific control over this type of construction and operation.

**1.2 FEDERAL, STATE AND LOCAL POLLUTION CONTROL REGULATIONS**

- A. Meet all federal, state, and local pollution control regulations for all work performed under this contract. No lime, wet concrete, petroleum products, silt, organic material, or other deleterious materials are allowed to fall, flow, leach, or otherwise enter public waters.
- B. Observe all statutes, ordinances, and regulations pertaining to the prevention of environmental pollution and the preservation of public natural resources. All such statutes, ordinances, regulations, or portions thereof pertaining to work performed under this contract are hereby incorporated with and made a part of this contract.
- C. The Contractor shall be aware of these provisions and coordinate with the specific controlling agencies.
- D. The Contractor shall furnish all bonds and insurance required by the controlling agencies and shall, if requested, pay for any inspections and testing accomplished or furnished by them.

**1.3 PERMITS**

- A. The Owner will pay for the following permits:
  - 1. Washoe County Building Permit - Grading Application

These permits will be applied for by the Owner. The Contractor shall be responsible for picking up permits from Owner or City.

- B. A copy of these permits, if available, can be reviewed by the Contractor at the Engineer's or Owner's office prior to the bid closing date. The Contractor shall be aware of the conditions of these permits, and shall comply with their conditions, and any other regulations of the above agencies for any other agencies having jurisdiction over this type of work.
- C. The Contractor shall obtain the following permits:

1. All permits required by regulatory agencies not identified above, if any, including but not limited to project SWPPP, Dust Control, etc.
- D. The Contractor shall furnish all bonds and insurance required by the controlling agencies, and shall, if requested, pay for any inspection and testing accomplished or furnished by them.
- E. All work performed within the jurisdiction of the controlling agencies, such as river banks and public waters, including restoration of surfaces, opening and closing of excavations and other work which could affect the hydraulics or fish life of the receiving waters, shall conform to the requirements and regulations of the various controlling agencies, and shall be subject to their approval. The Contractor shall coordinate all work with the controlling agencies.

#### **1.4 STATE AND FEDERAL SAFETY REQUIREMENTS**

- A. The Contractor shall include in the work all components and features required for both state and federal safety regulations. Such components and features shall include, but not be specifically limited to, any and all protective devices, guards, restraints, locks, latches, shoring, switches, and other safety provisions that may be required or necessitated by state and federal safety regulations. The Contractor shall determine the specific requirements for safety provisions and shall cause inspections and reports by the appropriate safety authorities to be conducted to insure compliance with the intent of the regulations.
- B. The Contractor shall perform all work in accordance with state and federal safety regulations. Any and all safety procedures and equipment shall be followed and utilized as may be required. All costs for components and features required to meet state and federal safety regulations shall be incidental to performance of the work.

— END SECTION 01060 —

## **SECTION 01150 – MEASUREMENT AND PAYMENT**

### **PART 1 – APPLICATIONS FOR PAYMENT**

#### **1.1 SUMMARY**

- A. General work included in this Section:
  - 1. Measurement and Payment.

#### **1.2 GENERAL**

- A. Submit Applications for Payment to Engineer in accordance with the schedule established by conditions of the Contract and Agreement between Owner and Contractor.
- B. Additional requirements specified elsewhere.
  - 1. Progress payments, retainages, and final payment: Conditions of the Contract and Agreement.
  - 2. Schedule of Values: Bid Form.

#### **1.3 FORMAT AND DATA REQUIRED**

- A. Submit applications per EJDC form C-620 "Contractor's Application for Payment." Electronic copy of form to be provided by Engineer to Contractor for use in submitting payments associated with this Contract.
- B. Provide itemized data on continuation sheet.
  - 1. Format, schedules, line items, and values: Those of the Schedule of Values.

#### **1.4 PREPARATION OF APPLICATION FOR EACH PROGRESS PAYMENT**

- A. Application form:
  - 1. Fill in required information, including that for Change Orders executed prior to the date of submittal application.
  - 2. Fill in summary of dollar values to agree with the respective totals indicated on the continuation sheets.
  - 3. Execute certification with the signature of a responsible officer of the Contractor's firm.
- B. Continuation Sheets:
  - 1. Fill in total list of all scheduled component items of work with item number and the scheduled dollar value for each item.
  - 2. Fill in the dollar value in each column for each scheduled line item when work has been performed or products stored.
    - a. Round off values to the nearest dollar.

- C. List each Change Order executed prior to the date of submission at the end of the continuation sheets.
  - 1. List by Change Order number and description, as for an original component item of work.

#### **1.5 SUBSTANTIATING DATA FOR PROGRESS PAYMENTS**

- A. When Owner or Engineer requires substantiating data, Contractor shall submit suitable information, with a cover letter identifying:
  - 1. Project.
  - 2. Application number and date.
  - 3. Detailed list of enclosures.
  - 4. For stored products:
    - a. Item number and identification as shown on application.
    - b. Description of specific material.
- B. Submit one copy of data and cover letter for each copy of the application.

#### **1.6 PREPARATION OF APPLICATION FOR FINAL PAYMENT**

- A. Fill in application form as specified for progress payments.

#### **1.7 SUBMITTAL PROCEDURE**

- A. Submit Application for Payment to Engineer as described in General Conditions.
- B. Number: One original plus two copies of each application.
- C. When Engineer finds the application properly completed and correct, he will transmit a Certificate of Payment to the Owner.

**— END SECTION 01150 —**

## **SECTION 01300 - SUBMITTAL PROCEDURES**

### **PART 1 – GENERAL**

#### **1.1 SUMMARY**

- A. All equipment and materials shall be submitted to the Engineer for approval prior to purchase. The information that is required to be submitted shall include, but not be limited to, drawings, specifications, descriptive data, certificates and samples as required by the Engineer.
- B. Related Sections:
  - 1. General Conditions.
  - 2. Supplementary Conditions.

#### **1.2 CONTRACTOR'S RESPONSIBILITY**

- A. The Contractor shall be held responsible for the accuracy and completeness of each submittal. Prior to submitting any submittal for review, the Contractor shall review the submittal, indicate any deviations from the Contract Documents, cross out any information that does not directly relate to the item being submitted and sign the document certifying it has been reviewed by his Company.

#### **1.3 TRANSMITTAL PROCEDURE**

- A. The Contractor shall submit a minimum of four (4) copies of each submittal (unless additional copies are desired by the Contractor). In lieu of hard copies, the Contractor may submit electronic versions of all submittals and shop drawings for review. Electronic return of submittals will be the standard for all electronic version submittals. If no hard copies are submitted, no hard copies will be returned to the Contractor. The submittal will be reviewed for completeness and certified by the Engineer with one of the following.
  - 1. Reviewed
  - 2. Revise and Resubmit
  - 3. Rejected.
  - 4. Furnish as Corrected
- B. If the Engineer finds the submittal in substantial compliance with the specification, he will certify the submittal "Reviewed". In this event, the Contractor may begin to implement the work method or incorporate the material or equipment covered by the submittal.
- C. If the Engineer marks the submittal "Furnish as Corrected", the Contractor may begin implementing the work method or incorporating the material and equipment covered by the submittal with the noted corrections.
- D. If the Engineer finds the submittal is not within the requirements of the specifications, it will be marked "Rejected" or "Revise and Resubmit" and

annotated as to why it was not approved. The Contractor must then revise his submittal to meet specifications and resubmit for approval.

- E. Only one hard copy of each submittal will be returned to the Contractor, unless submittals are made electronically. If the Contractor desires additional hard copies of reviewed submittals he shall provide them to the Engineer.
- F. Allow seven working (7) days for the Engineer's initial review of each submittal. Where processing must be delayed to permit coordination with subsequent submittals, allow additional time. The Engineer will advise the Contractor promptly when a submittal being processed must be delayed for any reason.

**— END SECTION 01300 —**



## **SECTION 01310 - CONSTRUCTION SCHEDULES**

### **PART 1 – GENERAL**

#### **1.1 SUMMARY**

- A. General work included in this Section:
  - 1. Construction schedules.

#### **1.2 CONSTRUCTION SCHEDULES: GENERAL**

- A. Prepare and submit to the Engineer estimated progress schedules for the Work, with sub-schedules of related activities that are essential to its progress.
- B. The Contractor shall submit revised progress schedules based upon revisions in the progress and/or scheduling of Work, or as required by the Engineer.
- C. Owner may require Contractor to add to his plant, equipment, or construction forces, as well as increase working hours if operations fall behind schedule at any time during the construction period.

#### **1.3 FORM OF SCHEDULES**

- A. Prepare schedules in the form of a horizontal bar chart:
  - 1. Provide separate horizontal bar for each trade or operation.
  - 2. Horizontal time scale: Identify the first work day of each week.
  - 3. Scale and spacing: To allow space for notations and future revisions.
  - 4. Minimum sheet size: 8.5" x 11".
- B. Format of listings:
  - 1. The chronological order of the start of each item of work.

#### **1.4 CONTENT OF SCHEDULES**

- A. Show on construction progress schedule:
  - 1. The complete sequence of construction by activity.
  - 2. The dates for the beginning and completion of each major element of construction.
  - 3. Show for submittal schedules for shop drawings and product data.
  - 4. The dates for Contractor's submittals.
  - 5. The dates that submittals will be required from Engineer.

- B. Product delivery schedules:
  - 1. Show the delivery dates for all major items of materials and equipment.

### **1.5 PROGRESS REVISIONS**

- A. Indicate progress of each activity to date of submission.
- B. Show changes occurring since previous submission of schedule:
  - 1. Major changes in scope.
  - 2. Activities modified since previous submission.
  - 3. Revised projections of progress and completion.
  - 4. Other identifiable changes.
- C. Provide a narrative report as needed to define:
  - 1. Problem areas, anticipated delays, and the impact on the schedule.
  - 2. Corrective action recommended, and its effect.
  - 3. The effect upon the schedule of other activities.

### **1.6 SUBMISSIONS**

- A. Submit initial schedules by the time of the preconstruction meeting.
- B. Submit revised progress schedules with each Application of Payment, or as required by the Engineer.
- C. The Contractor shall provide four copies of the schedule with each submittal (the option of electronic submittal of the schedule is also available).
- D. The Engineer shall review and comment on the submittal within seven days. If required, the Contractor shall resubmit within seven days after return of the review copy.

**— END SECTION 01310 —**

## SECTION 01340 - SHOP DRAWINGS

### PART 1 – GENERAL

#### 1.1 SUMMARY

- A. General:
  - 1. This Section addresses submittal requirements for shop drawings, samples, and operation and maintenance materials.

#### 1.2 SUBMITTALS: GENERAL

- A. Transmit all submittals to:
  - Lumos & Associates
  - P.O. Box 3570, 225 Kingsbury Grade
  - Stateline, NV 89449
  - Phone: (775) 588-6490
  - Fax: (775) 883-7114
  - Attn: Justin Sand
- B. All submittals shall contain a cover sheet or cover letter clearly representing the purpose and the item(s) submitted.
- C. Submittal information defining equipment and materials shall be specific to the products proposed. Generalized product information that does not clearly define specific equipment or materials to be used will be rejected. Submittals shall contain the manufacturer's recommendations for installation, where applicable or required.
- D. All shop drawings and material and equipment submittals shall contain an approval stamp from the Contractor.
  - 1. The stamp shall state that "[*Contractor name*] has examined and verified all field dimensions and measurements, field construction criteria, materials, and similar data, and that the Contractor has checked with the requirements of the Work and Contract Documents."
  - 2. All transmittals shall be made by the Contractor. Transmittals received from subcontractors and suppliers will receive no action.
- E. The submittal of shop drawings and samples shall comply with Section 7.16 of the General Conditions.
- F. Each transmittal shall contain two copies of a transmittal cover sheet clearly indicating the following:
  - 1. The Project Name.
  - 2. The Owner.

3. The Engineer.
  4. Date transmitted.
  5. The transmittal identification number for each item.
  6. A description of each item.
  7. Action requested.
- G. The Contractor shall submit a sample of the proposed transmittal cover sheets to the Engineer for comment, prior to submittal proceedings.

### **1.3 SHOP DRAWINGS SUBMITTALS**

- A. The requirements for shop drawing transmittals are as follows:
1. Cover sheets shall contain the information depicted in Section 1.2F.
  2. Each item transmitted shall be numbered consecutively beginning with "1".
  3. Resubmittals shall retain the original transmittal number, but be accompanied with a suffix letter starting with letter "A".
  4. Each transmittal cover sheet shall contain items within only one Specification Section or construction detail.
  5. Submit four copies of the submittal materials for the Engineer, plus the number of copies required by the Contractor – as an alternative submittals can be submitted through Newforma Project Management electronically. If done electronically the contractor is responsible for printing out their own copies.
  6. The first page of each item's submittal materials shall contain a 2" x 3" clear space for the Engineer's stamp.
  7. The Contractor's marks shall be on each copy of the transmittal.
  8. The contents of transmittals shall be coordinated and identified so that all items can be easily verified by the Engineer.
  9. Provide sufficient information together with technical cuts and technical data to allow an evaluation to be made to determine that the item is in compliance with the Contract Documents.
  10. Wherever possible, submit product data information on 8½" x 11" sheets.
  11. Indicate exact item or model, and all proposed items on product information sheets.
  12. Submittal information shall include legible scale details, sizes, dimensions, performance characteristics, capacities, test data, installation instructions, storage and handling instructions, color charts, layout drawings, parts catalogs, rough-in diagrams, wiring diagrams, controls, weights, and other pertinent data.
  13. If proposed products deviate from the specifications or drawings in any way, clearly note and justify the deviation, in detail, in a supplemental letter to the submittal. If an explanation is not provided, the shop drawing will be returned without action.

#### **1.4 SAMPLE SUBMITTALS**

- A. Identify the sample as to manufacturer, item, use, type, project designation, tag number, specification section or drawing detail, color, texture, finish, and other pertinent data.
- B. Include specific installation and application instructions.
- C. Provide the Contractor's stamp of approval on samples as an indication of his checking and verification of dimensions and coordination with interrelated work.

#### **1.5 OPERATION AND MAINTENANCE MANUALS AND EQUIPMENT MAINTENANCE SUBMITTALS**

- A. Operation and Maintenance Manuals are required for:
  - 1. Major equipment.
  - 2. Equipment with electric motors.
  - 3. Specialized equipment including control valves, instrumentation, control systems, meters, recorders, variable frequency drives, transmitters, etc.
- B. Transmittals for Operation and Maintenance Manuals shall be identified with consecutive numbers, starting with "1". The prefix OM shall be provided for the transmittal of O&M Manuals (i.e. "OM - #").
- C. Submit three (3) hard copies and one electronic copy of the Operation and Maintenance Manual.
- D. An acceptable O&M submittal will be retained by the Engineer. The transmittal cover sheet will be returned with a request for three additional copies.
- E. Deficient submittals will be returned along with the transmittal sheet. The deficient areas will be noted.
- F. O&M Manuals shall include, but are not necessarily limited to the following:
  - 1. Equipment function, normal operating characteristic, and limiting operations.
  - 2. Assembly, disassembly, installation, alignment, adjustment, and checking instructions.

3. Operating instructions for start-up, routine and normal operations, regulation and control, shutdown, and emergency conditions.
4. Lubrication and maintenance instructions.
5. A guide to "troubleshooting".
6. Parts list and predicted life of parts subject to wear.
7. Outline, cross-section, and assembly drawings.
8. Engineering data.
9. Electrical diagrams, including elementary diagrams and interconnection diagrams.
10. Test data and performance curves.
11. A list of recommended spare parts.
12. Copies of installation instructions, parts lists or other documents packed with equipment when it is delivered.
13. Equipment record sheets recommended by the manufacturer.

## **PART 2 – EXECUTION**

### **2.1 SUBMITTALS: APPROVAL OR REJECTION**

- A. Submittals shall be reviewed for completeness and shall receive one of the following actions:
  1. "Reviewed".
  2. "Revise and Resubmit".
  3. "Rejected".
  4. "Furnish as Corrected"
- B. If the Engineer finds the submittal in substantial compliance with the Contract Documents, he will stamp the item submittal as "Reviewed". The Contractor may begin to implement the work method or incorporate the products for shop drawings and sample submittals that are stamped as "Approved".
- C. If the Engineer marks the submittal as "Furnish As Corrected", the Contractor may begin implementing the work method or incorporating the material and equipment covered by the submittal with the noted corrections.
- D. If the Engineer finds the submittal is not within the requirements of the Contract Documents, it will be marked "Revise and Resubmit" or "Rejected" and annotated as to why it was not approved. The Contractor shall revise the submittal to be in compliance with the Contract Documents as resubmit for approval.
  1. Resubmittal shall be identified with the original identification number and shall include a suffix in accordance with Section 1.3A.

- E. Transmittals that are not stamped by the Contractor in accordance with Section 1.2 D will not be reviewed and will be returned with no action.
- F. Transmittals that are "Reviewed" or "Furnish as Corrected" will be distributed to the Owner's field personnel. If for any reason the Contractor resubmits an approved item, the Contractor shall assure that previously approved documents are superseded by the resubmittal.

Transmittals that are "Rejected" or "Revise and Resubmit" will not be distributed. One copy of the transmittal will be marked up and returned to the Contractor.

**— END SECTION 01340 —**



## **SECTION 01550 – CONSTRUCTION TRAFFIC CONTROL**

### **PART 1 – GENERAL**

#### **1.1 DESCRIPTION OF WORK**

- A. The work to be performed in accordance with this section includes providing flagging services and pilot vehicles, furnishing, controlling, maintaining, moving, and removing barricades, warning signs, lights, signals, and pavement markings as required to provide safe and efficient vehicular and pedestrian passage through the work zone.

This consists of all work related to traffic control, including but not limited to: 1) preparation and submittal of traffic control plans; 2) providing traffic control during the project for all operations within the project area; and, 3) notification of residents and businesses that will have limited access during the work.

#### **1.2 QUALITY ASSURANCE**

- A. Related Documents:
1. MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION (MUTCD).
  2. Nevada Department of Transportation (NDOT) Standard Specifications for Road and Bridge Construction, latest edition.
  3. NDOT Signing and Marking Standard Drawings.
  4. NDOT Construction Standard Drawings.

#### **1.3 SUBMITTALS**

- A. Traffic control plan. A separate plan shall be submitted for each construction area.
- The CONTRACTOR shall comply with the approved traffic control plan at all times. If an alternate traffic control plan is requested by the CONTRACTOR, the CONTRACTOR must prepare the necessary plans, submit to the necessary agency or agencies for approval, receive approval in writing, and provide ENGINEER with a copy of the approval before working in areas associated with the modified traffic control plan.
- B. Schedule. Provide complete traffic control plan schedule showing dates and times for traffic control changes that will be performed in conjunction with the work schedule.
- C. Responsible Employee(s). Provide the name(s) and after hours phone number(s) for the employee(s) responsible for implementation and maintenance of the traffic control plan to the OWNER and local law enforcement agency. The employee(s) shall be available at all times to make necessary changes and/or repairs to the traffic control facilities as required to maintain safe traffic control in and around construction areas.

## **PART 2 – MATERIALS**

### **2.1 GENERAL**

- A. All products, procedures and facilities shall be per MUTCD latest edition. All traffic control devices shall be high intensity.

### **2.2 SIGNS, BARRICADES, CHANNELIZING DEVICES AND LIGHTING DEVICES**

- A. MUTCD, part VI. Lighted barricades shall be properly maintained.

### **2.3 FLAGMEN**

- A. Competent, trained, and supplied with a combination STOP/SLOW sign, orange vest, and orange hard hat. Provide adjacent barricading devices where required. Flagmen shall be certified as required by State law and/or local codes and ordinances.

## **PART 3 – EXECUTION**

### **3.1 GENERAL**

- A. Provide adequate protection of all vehicular and pedestrian traffic and workmen through any and all portions of the construction zone where the construction operations interfere with, obstruct, or create a hazard to the normal movement of traffic.
  1. Where possible, two (2) lanes of traffic shall remain open at all times unless otherwise indicated.
  2. During Emergency situations, the OWNER may provide traffic control. The cost of any traffic control provided by the OWNER shall be borne by the CONTRACTOR.
  3. In the event that any employees of the OWNER are required to correct, repair, or modify any in-place traffic control by the CONTRACTOR, it shall be the responsibility of the CONTRACTOR to reimburse the OWNER for any incurred costs.
- B. The Contractor shall at all times during construction provide for public access by permitting traffic to pass through the construction area as specified herein. The Contractor shall refer to the appropriate sections of the Manual on Uniform Traffic Control Devices (MUTCD), the "Guidelines for Traffic Control in Work Zones", and the State of Nevada Department of Transportation (NDOT) "Standard Specifications for Road and Bridge Construction" for traffic control provisions and the installation of all traffic control devices (The most restrictive specification shall govern).
  1. It is the intention of this section to set forth the basic provisions for traffic control in the work area and the Contractor shall note that nothing in these Conditions shall be construed as relieving the Contractor from its

responsibility as provided in said NDOT Standard Specifications or as required by the NDOT Occupancy Permit, if needed.

2. In addition, the Contractor shall, within or adjacent to the limits of the work, supplement additional warning and directional signs if requested by the Engineer.
  3. The Contractor, at its own expense, shall furnish and maintain all lights, signs, barricades or other devices necessary for the protection of public traffic. The Contractor shall install standard traffic control devices in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the "Guidelines for Traffic Control in Work Zones".
  4. In addition, the Contractor shall at all times during construction and non-construction hours be responsible for installation and maintenance of all traffic control devices necessary for the protection of public traffic, providing flaggers as necessary, scheduling and expediting the work to cause the least inconvenience to the public, and patrolling the work area as required to ensure that all devices are in place, clean and properly displayed at all times.
  5. Night flaggers shall wear reflectorized material and the flagger stations shall be illuminated so that the flaggers can be seen by the public traffic being controlled. Additionally, all traffic control devices shall be reflectorized.
  6. The Contractor's vehicles shall be parked as far off the edge of the pavement as possible to insure the safe passage of public traffic.
  7. All costs associated with accommodating public traffic, furnishing flaggers, installing, maintaining and removing signs, barricades and other facilities for the safety and direction of public traffic through and around the Project site shall be considered as included in the prices paid for the various contract items and no additional compensation will be allowed.
  8. The Contractor shall erect and maintain temporary fences, bridges, railings, and barriers, and take all other necessary precautions and place proper guards for the prevention of accidents. He shall establish and maintain suitable and sufficient lights and other signals and shall indemnify and save harmless the Owner, Engineer, its officers, agents, and employees from all damages and costs to which they may be put by reason of injury to person or property resulting from the Contractor's negligence or carelessness in the performance of the work or in guarding the same, or from any improper materials, implements, or appliances used in its *construction*, or by or on account of any act of omission of the Contractor or his agents. Contractor shall be responsible for providing portable sanitation facilities at the project site.
- C. Closures of streets in order to facilitate construction will be permitted, in some cases, provided that:
1. The Contractor submits and receives approval from the Engineer for his traffic control plan.
  2. The Contractor notifies the Owner in writing at least 10 days prior to the proposed closure of his intent to close the road.

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3. The road closure shall be permitted only during the hours of 8 AM – 5 PM.
4. The detour sign shall be covered when the road closure is not in effect.
5. The Contractor shall allow residents access to and from their driveways during road closures and shall minimize delays in accommodating the resident's needs.

**3.2 PUBLIC NOTIFICATION**

- A. Contractor shall notify the following agencies of any traffic delays or road closures 48 hours in advance of the work:
- |   |              |
|---|--------------|
| 1. Nevada Highway Patrol                    | 775 687-5300 |
| 2. Washoe County Sheriff                    | 775 328-3001 |
| 3. Washoe County School District            | 775 348-0200 |
| 4. Truckee Meadows Fire Protection District | 775 326-6000 |

**3.3 TRAFFIC CONTROL DEVICES**

- A. Place all necessary traffic control devices before any work is started. Move devices as necessary to keep up with the advancing operation. Place devices at the locations indicated on the traffic plan and in accordance with plan details and the MUTCD and as specified herein. Maintain devices; keep free from dirt, mud and roadway grime. Promptly replace all damaged devices.

**3.4 FLAGMEN**

- A. Locate flagmen as indicated on the traffic control plan. Provide flagmen where traffic is required to stop and/or slow. Provide additional flagmen as required for site-specific traffic control conditions.

**3.5 STOPPING TRAFFIC**

- A. Traffic shall not be stopped and held longer than absolutely necessary. Traffic shall not be stopped long enough to interrupt traffic at the nearest intersection or longer than 5 minutes unless otherwise approved by the OWNER.

**3.6 ADJUSTMENT TO THE TRAFFIC CONTROL PLAN**

- A. At any time, the OWNER may request that adjustments be made to the traffic control plan layout or signage. The CONTRACTOR shall immediately make all adjustments and provide all signage required. No additional compensation or payments will be made for adjustments to the traffic control plan.

**END SECTION – 01550**

## SECTION 01610 - DELIVERY, STORAGE, AND HANDLING

### PART 1 – GENERAL

#### 1.1 SUMMARY

- A. This Section includes:
  - 1. Scheduling of product delivery.
  - 2. Packaging of products for delivery.
  - 3. Protection of products from damage for:
    - a. Handling.
    - b. Exposure to element or harsh environments.
- B. Payment:
  - 1. No payment will be made to Contractor for equipment or materials not properly stored and insured or without approved shop drawings.
  - 2. Previous payments for items will be deducted from subsequent progress estimates if proper storage procedures are not observed.

#### 1.2 DELIVERY

- A. Scheduling:
  - 1. Schedule delivery of products or equipment as required to allow timely installation and to avoid prolonged storage.
- B. Packaging:
  - 1. Deliver products or equipment in manufacturer's original unbroken cartons or other containers designed and constructed to protect the contents from physical or environmental damage.
- C. Identification:
  - 1. Clearly and fully mark and identify as to manufacturer, item, and installation location.
- D. Protection and Handling:
  - 1. Provide manufacturer's instructions for storage and handling.

### PART 2 – EXECUTION

#### 2.1 PROTECTION, STORAGE AND HANDLING

- A. Manufacturer's instruction:
  - 1. Protect all products or equipment in accordance with manufacturer's written directions.
    - a. Store products or equipment in location to avoid physical damage to items while in storage.
    - b. Handle products or equipment in accordance with manufacturer's recommendations and instructions.

2. Protect equipment from exposure to elements and keep thoroughly dry.

## **2.2 FIELD QUALITY CONTROL**

- A. Inspect deliveries:
  1. Inspect all products or equipment delivered to the site prior to unloading. Reject all products or equipment that are damaged, used, or in any other way unsatisfactory for use on the project.
- B. Provide temporary storage facilities, as required, for the protection of stored materials.
- C. Monitor storage area:
  1. Monitor storage area to ensure suitable temperature and moisture conditions are maintained.

**— END SECTION 01610 —**

## **SECTION 01710 - CLEANING**

### **PART 1 – GENERAL**

#### **1.1 SUMMARY**

- A. Section includes:
  - 1. Intermediate and final cleaning of Work not including cleaning of systems specified elsewhere.

#### **1.2 STORAGE AND HANDLING**

- A. Store cleaning products and cleaning wastes in containers specifically designed for those materials.

#### **1.3 SCHEDULING**

- A. Schedule cleaning operations so that dust and other contaminants disturbed by cleaning process will not fall on newly painted surfaces.

### **PART 2 – PRODUCTS**

#### **2.1 MATERIALS**

- A. Cleaning agents:
  - 1. Compatible with surface being cleaned.
  - 2. New and uncontaminated.
  - 3. For manufactured surfaces use cleaning materials recommended by the manufacturer.

### **PART 3 – EXECUTION**

#### **3.1 CLEANING – GENERAL**

- A. Prevent accumulation of wastes that create hazardous conditions.
- B. Conduct cleaning and disposal operations to comply with laws and safety orders of governing authorities.
- C. Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary drains or sewers.
- D. Dispose of degradable debris and non-degradable debris at an approved solid waste disposal site.
- E. On completion of work, leave area in a clean, natural looking condition. Remove all signs of temporary construction activities incidental to construction of required permanent Work.
- F. Do not burn on-site.



### 3.2 INTERIOR CLEANING

- A. Cleaning during construction:
  - 1. Keep work areas clean so as not to hinder health, safety or convenience of personnel at the project site.
  - 2. As a minimum, dispose of waste materials, debris, and rubbish on a weekly basis.
  - 3. Vacuum clean interior areas when ready to receive finish painting. Continue vacuum cleaning on an as-needed basis, until substantial completion.
  
- B. Final Cleaning:
  - 1. Remove grease, mastic, adhesives, dust, dirt, stains, labels, and other foreign materials from sight-exposed surfaces.
  - 2. Wipe all lighting fixture reflectors, lenses, lamps and trims clean.
  - 3. Polish glossy surfaces to a clear shine.
  - 4. Ventilation systems:
    - a. Clean permanent filters and replace disposable filters if units were operated during construction.
    - b. Clean ducts, blowers and coils if units were operated without filters during construction.
  - 5. Replace all burned out lamps.
  - 6. Broom clean and/or mop floor areas.

### 3.3 EXTERIOR CLEANING

- A. Cleaning during construction:
  - 1. Construction debris:
    - a. Confine in strategically located container(s).
    - b. Cover containers to prevent blowing of debris.
    - c. Haul containers from site a minimum of once per week.
  - 2. Dispose debris to container(s) daily.
  - 3. Take special precautions to dispose of loose debris under windy or adverse weather conditions.
  - 4. Vegetation on the project site will shall be maintained and trimmed as necessary.
  - 5. Soils, sand, and gravel shall be removed from paved and sidewalk areas, as necessary, to prevent muddy, dusty, or nuisance conditions. Materials shall not be flushed into storm sewer systems.
  
- B. Final cleaning:
  - 1. Remove trash and debris containers from site.
  - 2. Clean paved roadways.

### 3.4 FIELD QUALITY CONTROL

- A. Routine monitoring of site conditions shall be conducted by the field representative. Deviations from requirements shall be promptly rectified by the Contractor.

- B. The project superintendent is expected to control conditions that may result in creating nuisance conditions within the developed residential neighborhood.

— END SECTION 01710 —

## SECTION 01900 – MOBILIZATION/DEMOBILIZATION

### PART 1 – General

#### 1.1 SCOPE

- A. Mobilization shall consist of preparatory work and operation, including but not limited to, those tasks necessary for the movement of personnel, equipment, supplies, and incidentals to and from the site, for the establishment of offices, buildings and other facilities necessary for work on the project; for premiums on bonds and insurance for the project and for all other work and operations which must be performed or costs incurred before beginning production work on the various contract items.

Demobilization at the finish of the job shall include the removal of all construction equipment, restoration of the site, and removal of all miscellaneous construction debris.

#### 1.2 SUBMITTALS

- A. The CONTRACTOR shall provide a notice to all affected residents and businesses. The CONTRACTOR shall submit a sample of the notice to the Owner for review and approval prior to, but no later than, the time of the preconstruction conference. It shall provide the following information:

PROJECT NAME: Mountain Golf Course Cart Paths, Phase 1  
ENGINEER'S NAME: Lumos & Associates.  
PROJECT ENGINEER's Contact - 883-7077  
CONTRACTOR's Name –  
CONTRACTOR's Contact –  
CONTRACTOR's Phone# -

Brief description of work, and Tentative Schedule with estimated completion date.

The notice is to be distributed at least 1 Week prior to any construction activities.

The CONTRACTOR shall prepare and distribute revised notices to residents if there are revisions to the construction schedules.

- B. The CONTRACTOR shall provide one (1) copy to the ENGINEER of any written agreements with a property OWNER for the areas used for material and equipment storage or staging if located on private property.
- C. A copy of the approved Notice shall be provided to the Owner at their office.
- D. A copy of the approved Notice shall be provided to the ENGINEER.

## **PART 2 – PRODUCTS**

### **2.1 GENERAL**

- A. Materials shall consist of equipment, buildings, and tools necessary to move to the project site to perform work.

## **PART 3 – EXECUTION**

### **3.1 GENERAL**

- A. Setting up of offices, and the use of private property for storage or work area shall be executed in a legal manner in accordance with local and state codes and ordinances.
- B. Remove all equipment, offices, materials and facilities used for the construction of the PROJECT upon PROJECT completion. Leave areas used in a condition as good as or better than when encountered.

**END SECTION – 01900**

## **SECTION 02200 - EARTHWORK**

### **PART 1 – GENERAL**

#### **1.1 WORK RELATED**

- A. Work included in this section shall include furnishing of all materials and labor necessary to complete Earthwork as indicated, specified herein or on the Plans. The work of this section includes, but is not necessarily limited to, the following:
1. Stripping and clearing.
  2. Scarifying and re-compaction of native soils.
  3. Excavation for footings.
  4. Engineered fill and backfill.
  5. Base fill under slabs on grade.
  6. Finish site grading.
  7. Temporary site drainage.
  8. Dust control.
  9. Quality control.

#### **1.2 CONTRACTOR'S RESPONSIBILITY**

- A. The CONTRACTOR shall attentively examine the site in such a manner that he can confirm existing surface conditions with those presented in the Soils Report included with the contract documents. He shall satisfy himself that the quality and quantity of exposed materials and subsurface soil or rock deposits have been satisfactorily represented by the Civil Engineers' drawings. Any discrepancy that may be of prior knowledge to the CONTRACTOR or that is revealed through his investigations shall be made available to the OWNER. The selection of equipment for use of the project and the order of work will similarly be his responsibility such that the requirements included in the following sections have been met.

#### **1.3 REFERENCE STANDARDS**

- A. Standard Specifications: Standard Specifications for Public Works Construction as adopted by Douglas County (Orange Book) most recent edition.

ASTM D2922 – Compaction Testing in Place by Nuclear Methods.  
ASTM D1557 – Moisture Density Relationship of Compacted Soils.

- B. Where referred to herein, relative compaction shall mean the in-place dry density of soil expressed as a percentage of maximum dry density of the same material, as determined by ASTM D1557 Moisture Density Relationship Test Procedure. Optimum moisture content shall mean the moisture content corresponding to maximum dry density as determined above.

#### **1.4 QUALITY CONTROL**

- A. CONTRACTOR shall retain and pay a qualified testing laboratory to test all fill or backfill materials to be used by the CONTRACTOR during construction.
- B. CONTRACTOR shall retain and pay a qualified testing technician to test compaction of sub-grade and fill materials as directed by the OWNER's representative. Frequency of testing shall be in conformance with Orange Book requirements.
- C. When compacted soils and materials fail to meet the requirements of the specifications, the CONTRACTOR shall pay for any and all retesting of said compacted soils and materials.
- D. If, during the progress of work, tests indicate that compacted materials do not meet specified requirements, or if materials display any adverse conditions, i.e. pumping, excessive or insufficient water content, excessive debris, poor or improper gradation etc. or if materials are determined by the ENGINEER or Technician to be different than those specified, CONTRACTOR shall remove, replace and retest materials and work at no cost to the OWNER.

#### **1.5 SUBMITTALS**

- A. Test Reports: CONTRACTOR shall submit current test reports on all fill or backfill materials for approval, at least 14 days prior to the start of work.

#### **1.6 SITE CONDITIONS**

- A. Information presented in the Contract Documents regarding existing site conditions is believed to be correct, but is not guaranteed. CONTRACTOR shall visit the site for the necessary information and data regarding present ground levels, conditions of the property, location and size of obstructions, and location of adjacent streets, utilities, etc.
- B. CONTRACTOR shall assume all responsibility for damage to buildings, utilities, streets, etc., that may be caused by his work. CONTRACTOR shall refer to drawings and confer with OWNER for the location of existing utilities, etc.

#### **1.7 PROTECTION**

- A. CONTRACTOR shall protect existing streets, utilities, benchmarks, buildings and other features or facilities on or adjacent to the site from damage from the work of this section where such items are to remain. Any damage to the above shall be immediately repaired by the CONTRACTOR in a manner approved by the OWNER's representative.
- B. The CONTRACTOR shall provide, install, and maintain all barricades, shoring, bracing, etc., as required by Federal and State and local codes.

## **1.8 UTILITY SERVICES**

- A. When encountered in the work, the CONTRACTOR shall perform the following:
  - 1. Protect existing active sewer, water, electric, gas, telephone or other utility services or underground improvements. If existing active services are not indicated, but are encountered, request instructions from the OWNER's representative. Do not proceed until instructions are obtained.

## **1.9 DUST ABATEMENT**

- A. CONTRACTOR shall take adequate measures at all times during construction to abate dust on the site. Provide watering from trucks, sprinklers, hoses or the like at sufficiently frequent intervals to preclude dust.

## **1.10 EXCAVATION VARIATIONS**

- A. CONTRACTOR shall notify the OWNER's representative immediately if abnormal or questionable soil conditions are encountered, and shall not proceed with the work until so directed by the OWNER's representative. Procedures are as follows:
  - 1. Additional Excavation: When soil nature is such that good bearing cannot be found at sub-grade levels indicated, additional excavation to good bearing soil may be necessary. Should additional excavation be required, it will be ordered in writing. Additional excavation will be paid for at a price negotiated prior to the start of work.
  - 2. Unauthorized Excavation: Where excess or unauthorized excavation takes place beyond indicated lines, CONTRACTOR shall grade and fill to indicated sub-grades in accordance with the provisions of this section at no extra cost to the OWNER or OWNER's representative.

## **PART 2 – PRODUCTS**

### **2.1 CLASS A**

- A. Class A Bedding shall meet requirements of section 200.03.02 of the Standard Specifications for Public Works Construction.

### **2.2 CLASS C**

- A. Class C Backfill shall meet requirements of section 200.03.04 of the Standard Specifications for Public Works Construction.



### **2.3 AGGREGATE BASE**

- A. Aggregate Base shall meet requirements of section 200.01 of the Standard Specifications for Public Works Construction for Type II, Class B, Aggregate Base and Recycled Aggregate Base.

### **2.4 NATIVE BACKFILL**

- A. On-site materials free of organics and debris are allowed. All rocks and cobbles with a diameter greater than 3 inches shall be removed prior to placement of backfill.

## **PART 3 – EXECUTION**

### **3.1 SITE PREPARATION**

- A. CONTRACTOR shall locate all utilities and improvements to remain.

### **3.2 SUB-GRADE SOIL PREPARATION**

- A. Prior to the placement of any compacted backfill, engineered fill, compacted base material, etc., CONTRACTOR shall scarify and moisture condition to within 2% of optimum moisture content, then compact subgrade soils to at least 90% relative density.

### **3.3 EXCAVATION**

- A. CONTRACTOR shall excavate to lines, grades and dimensions indicated or otherwise required to accommodate the work.
- B. Excavation shall extend a sufficient distance from the walls to allow for placing and removal of forms, placing reinforcing, installation of services, and for inspection. Sides of footings must be formed. Remove all loose material immediately before the concrete is placed.

### **3.4 ENGINEERED FILL AND BACKFILL**

- A. CONTRACTOR shall remove water from areas to receive engineered fill and backfill before commencing work and keep areas free of water during filling and compaction. Fill and back-filling operations shall be carried out as follows:
  1. Placement of fill, backfilling or compacting of soils during freezing weather shall not occur except by permission of the ENGINEER or his representative. No backfill or fill materials shall be installed on frozen surfaces, nor shall frozen materials, snow, or ice be placed in any backfill. Provide protection as necessary during freezing weather.
  2. Place all fill material in lifts of not more than 8 inches loose material thickness, moisture condition material to within 2% of optimum moisture content and compact by approved means to 90% relative density.

### **3.5 SLAB BASE**

- A. CONTRACTOR shall: Provide aggregate base compacted to a depth of no less than 6 inches under all concrete slabs-on-grade, vaults, manholes, and concrete site work. Before placing the fill, smooth and level the surface of the existing soil and thoroughly compact as required for engineered fill. Place base material in one lift, moisture condition to within 2% of optimum moisture content and compact to not less than 95% relative density.

### **3.6 COMPACTION**

- A. Compaction as specified shall be obtained using suitable equipment designed for the work specified. The CONTRACTOR shall be responsible for selecting the type of equipment to be used.
- B. Compaction of each layer shall be continuous over the entire area of the fill. Compaction shall be carried out on lifts placed as level as possible. In areas where finished grade exceeds 5:1 slope lifts shall be "staircased" to ensure a level compacting surface.

### **3.7 FINISH GRADING**

- A. The areas within the grading limits shall be graded to the lines and levels shown on the Plans. Finish grade shall be uniform, smooth, and well compacted, free from trash, debris and rocks over two inches in diameter. Finish grades shall not vary more than one inch from indicated elevations.

### **3.8 CLEANUP**

- A. During the progress of the work, the CONTRACTOR shall keep the entire job site in a clean and orderly condition. Excess or unsuitable backfill material, broken pipe, or other waste material shall be removed from the job site within one week. Spillage resulting from hauling operations along or across existing streets or roads shall be removed immediately by the CONTRACTOR. All gutters and roadside ditches shall be kept clean and free from obstructions. Any deviation from this practice shall have prior approval from the OWNER. In area where excessive dust is a nuisance, the CONTRACTOR shall as often as necessary wet down the area to prevent dusty conditions as specified in the Special Conditions. This includes weekends and holidays.
- B. Before final acceptance of the work, the CONTRACTOR shall carefully clean up the work and the premises, remove all temporary structures, such as portable berms, built by or for him, remove all surplus construction materials and rubbish of all kinds from the grounds which he has occupied, and leave them in a neat condition. All drainage ditches shall be restored to their original condition, free of backfill and excavation material, and fully capable of passing storm runoff as in original condition.

- C. Daily cleanup of trash, paper, and small debris subject to movement with winds will be required.

— END SECTION 02200 —



### **3.3 DISPOSAL**

- A. All materials resulting from demolition shall be disposed of in the appropriate manner. Disposal shall meet all state and local codes.

### **3.4 SALVAGE**

- A. Prior to the removal of any piping, structures, pumps, electrical components, or miscellaneous appurtenances, the Project Engineer, an Owner's representative, and the Contractor shall review the items to be removed from the project area and the Project Engineer shall clearly mark each item designated for demolition.
- B. The Owner will identify any items to be salvaged during the walkthrough with the Project Engineer and Contractor. The Contractor shall palletize and stockpile onsite any items designated for salvage by the Owner. The Contractor shall use care when salvaging items for the Owner but shall not be responsible for the replacement of any items accidentally damaged during the salvage operations.
- C. Salvage may include any asphalt grindings or off-haul excess soil. The Owner will notify the Contractor of a location that asphalt grindings or other excess off-haul soil may be disposed of at no additional cost to the Owner, should the Owner desire to retain control and ownership of the grindings or over-haul soil. Should the Owner not desire to retain these materials the Contractor shall disposed of them in an appropriate manner at no cost to the Owner.

### **3.5 CONSTRUCTION METHODS**

- A. Removal of Existing Portland Cement Concrete Curbs, Gutters, Sidewalks, and other pavements. Sawcut concrete to the match-lines as indicated on the plan or as required. Sawcut neat, vertical, true lines in such a manner that the adjoining surface will not be damaged. Sawcut to the full depth of the existing concrete. The existing concrete to be removed shall be disposed off-site in an approved landfill.
- B. Removal of Existing Asphalt Concrete Pavement for Asphalt Concrete Patch Repair. Sawcut asphalt concrete to the match lines shown on the plans, or as required, in accordance with 3.5.A above. Deep milling may also be utilized for asphalt concrete pavement removal in areas where feasible.
- C. Miscellaneous Removals. Perform all miscellaneous removals to construct the new improvements as required.
- D. The demolition of existing utility facilities will need to be coordinated with the Owner to ensure that utility operations are not impacted or are minimized to an extent acceptable to the Owner.

**END SECTION - 02220**

## **SECTION 02221 - TRENCH EXCAVATION, BACKFILLING AND COMPACTION**

### **PART 1 – GENERAL**

#### **1.1 DESCRIPTION**

- A. This section provides addition specifications for materials and work involved in TRENCH EXCAVATION BACKFILLING AND COMPACTION.
- B. Trench excavation shall include the removal of all materials or obstructions of any nature, the installation and removal of all sheeting and bracing and the control of water necessary to construct the work as shown. Unless otherwise indicated on the Plans or permitted by the ENGINEER or his representative, excavation shall be by open cut. Trenching machines may be used, except where their use will result in damage to existing facilities.
- C. Trench excavation work shall be performed in a safe and proper manner with suitable precautions being taken against hazards of every kind. Trench excavations shall provide adequate working space and clearances for the work to be performed therein, and for installation and removal of sheeting and shoring that may be required.
- D. Prior to commencing excavation, the CONTRACTOR shall have materials, labor and equipment on the job site suitable for making emergency repairs to the existing system, should the existing facilities be damaged by the CONTRACTOR's operations.

#### **1.2 RELATED SECTIONS SPECIFIED ELSEWHERE**

- A. Section 2200 – EARTHWORK

#### **1.3 SUBMITTALS**

- A. The CONTRACTOR shall submit testing reports, prepared by a qualified testing laboratory, for all bedding and aggregate base materials, prior to commencement of work, including information on location of the source of material.

### **PART 2 – MATERIALS**

#### **2.1 BEDDING**

- A. The pipe bedding material, within the pipe zone, shall clean, granular material conforming to the following gradation and requirements of Class A Material:

<u>Sieve Size of Opening</u>	<u>Percent Passing</u>
3/8 inch	100
No. 4	90-100
No. 50	10-40
No. 100	3-15
No. 200	0-7

- B. Sieve analysis and a moisture-density curve of bedding material shall be paid for by the CONTRACTOR and a copy of the results provided to the ENGINEER/OWNER before placement commences. In the absence of such excavated select backfill material, suitable bedding material (sand) shall be imported. Sand shall be free from foreign materials such as dirt, clay, rocks, sticks or vegetation.

**2.2 TRENCH BACKFILL**

- A. All trenches shall be backfilled after pipe fittings and appurtenances have been installed, inspected and approved for backfill.
- B. All wood, debris and waste material shall be removed from excavation preparatory to backfilling. Backfill material shall be approved in all cases by the ENGINEER and shall be free of trash, wood, rocks greater than 3" and any other objectionable debris. Backfilling shall include the refilling and compacting of the fill in trenches or excavations up to the subgrade of the roadway or to the existing ground surface. All backfill above the pipe zone shall not exceed 8-inch maximum lifts of loose material and shall be compacted throughout to a minimum of 90% relative density. Backfill under roadways shall be compacted to 95% relative density except where noted in the plans.

**PART 3 – EXECUTION**

**3.1 TRENCH CONFIGURATION AND ALIGNMENT**

- A. Trenches and other excavations shall have the minimum width which the CONTRACTOR can effectively excavate and install the improvements. Excessive widths will not be permitted. Trenches shall have a recommended width between twelve (12) and twenty-four (24) inches greater than the outside diameter of the pipe to be installed. Deviations from this recommended width must be submitted to the ENGINEER in writing for approval.

**3.2 PIPE BEDDING**

- A. Prior to placement of bedding material, the Contractor shall proof-roll to detect the presence of soft or pumping subgrade soils. The Contractor shall stabilize the subgrade with drain rock or crushed rock in accordance with the Plans, or as directed by the Engineer.



- B. The pipe bedding shall be brought to optimum moisture content and compacted to 90% density. The OWNER shall pay for initial compaction tests. All test reports shall be submitted to the OWNER prior to acceptance of the project.

### **3.3 PROCEDURE AT PIPE ZONE**

- A. After center loading the pipe to prevent lateral movement, select granular excavated material, specified under 2.1 - Bedding, shall be placed in the trench simultaneously on each side of the pipe for the full width of the trench in layers not to exceed the spring line of the pipe. Each layer or lift shall be compacted to at least 90% of maximum density evenly, on each side of the pipe throughout the pipe zone. The pipe zone is to extend from bottom of the excavation to 12 inches above the top of the pipe and shall be backfilled with select material as specified herein.

### **3.4 PROCEDURE ABOVE PIPE ZONE**

- A. From 12 inches above the top of pipe to the top of the trench or pavement structure, pipe backfill shall consist of suitable excavation material or Type 2 base materials, and no oil cake, bituminous pavement, concrete, rock or other unacceptable material shall be used in the backfill unless these materials are scattered and do not exceed 2 inches in any dimension. Material of perishable, spongy or otherwise improper nature shall not be used in backfilling and no material greater than 2 inches in any dimension shall be placed within 1 foot of any pipe, manhole or structure.
- B. Backfill above the pipe zone and within street rights-of-way, except State Highways, shall be compacted in accordance with Section 305.14 of the Standard Specifications for Public Works Construction and the Details provided in the plans.

### **3.5 SHEETING AND SHORING**

- A. Excavation for trenches shall be properly and substantially sheeted, braced, and shored as required by OSHA and State Standards. Sheeting, bracing, and shoring shall be designed and built to OSHA standards to withstand all loads that might be caused by earth movement or pressure and shall be rigid, maintaining shape and position under all circumstances.
- B. During backfilling, any shoring shall be carefully removed by the CONTRACTOR in such a manner as will result in a minimum of caving, lateral movement, or flowing of the soil. On approval of the ENGINEER, the CONTRACTOR may leave shoring in place, but in such an event, no payment will be made by the OWNER for such materials left in place. Where trench shoring is left in place, it shall not be braced against the pipe.

### **3.6 DISPOSAL OF EXCESS EXCAVATED MATERIALS**

- A. Disposal of excess excavated material shall be the responsibility of the CONTRACTOR.

### **3.7 BLASTING**

- A. No blasting will be permitted without the approval of the ENGINEER. When blasting is permitted, it shall be done only by skilled operators and under the direction of a competent, properly licensed foreman. Blasting will be permitted only when proper precautions are taken for the protection of persons, the work, and existing structures. Any damage done to persons, private property, the work, or existing structures shall be the responsibility of the CONTRACTOR.
- B. Blasting shall be done with explosives of such power and in such quantities and positions as not to make the excavation unduly large, or to shatter the faces of cuts which are to remain open. Excessive blasting or "overshooting" will not be permitted, and any material outside the authorized cross-section which may be shattered or loosened by blasting shall be removed and replaced with earth as herein specified, at the CONTRACTOR's expense. The ENGINEER shall have authority to require the CONTRACTOR to discontinue any method of blasting which leads to overshooting or is dangerous to the public or destructive to property or to natural features.
- C. Permits for blasting shall be obtained and paid for by the CONTRACTOR.

### **3.8 MAXIMUM LENGTH OF OPEN TRENCH**

- A. Open trench at any one time shall be limited to 300 feet in areas readily accessible to the public; any exception to this requirement shall require the ENGINEER's approval with the strict understanding that no trench will remain uncovered at the end of each working day.
- B. Trenching or excavation shall not be allowed to remain open during the hours of darkness or on weekends, holidays or other periods when work is not in progress. During such periods, trenching or excavations shall be backfilled to the surrounding grade or completely covered with steel plating or other suitable material, such as cold road-mix asphalt pavement. With prior concurrence of the ENGINEER that such measures are impracticable, the CONTRACTOR may erect sound and substantial fencing or barricades completely around the periphery of such trenching or excavations to the satisfaction of the ENGINEER, or install adequate trench plates over all open trenching with the approval of the ENGINEER.

### **3.9 CONTROL OF WATER**

- A. When water is encountered, the CONTRACTOR shall furnish, install, maintain and operate all necessary machinery, appliances, and equipment to keep excavations free from water until the placing of the bedding material, laying and jointing of the pipe, pouring of concrete, and placing of the backfill material has been completed, inspected, and approved and all danger of flotation and other damages are removed. Groundwater pumped from the trench shall be disposed of in such a manner as will not cause injury to public or private property, or constitute a nuisance or menace to the public, and shall be subject to the approval of the ENGINEER.

### **3.10 REPAIRS REQUIRED BY TRENCH SETTLEMENT**

- A. If, at any time during a period of one (1) year dating from the date of final acceptance of the project, there shall be any settlement of the trenches requiring repairs to be made, or should any other defect appear in the system due to negligence or carelessness on the part of the CONTRACTOR, the OWNER will notify the CONTRACTOR to immediately make such repairs as may be deemed necessary at the CONTRACTOR's expense.

### **3.11 SPECIAL FOUNDATION TREATMENT**

- A. Whenever the bottom of the trench is soft, yielding, or in the opinion of the ENGINEER otherwise unsuitable as a foundation for the pipe, the unsuitable material shall be removed and replaced with suitable excavated material or crusher run gravel. Payment of this work will be made only if the bottom of the trench has become unstable due to circumstances beyond the control of the CONTRACTOR.

### **3.12 EROSION CONTROL AND DEWATERING**

- A. Sediment barriers shall be installed across the entire construction right of way at all ditch/drainage crossings where necessary to prevent sediment flow into the flow-way. Removable sediment barriers can be removed during actual construction, but must be re-installed after construction has stopped for the day and/or when heavy precipitation is imminent.
- B. Trench dewatering shall be conducted in a manner that does not cause erosion and does not result in heavily silt-laden water flowing into any wetland. Remove the dewatering structures as soon as possible after the completion of dewatering activities.
- C. The Contractor shall conduct activities in accordance with permitting associated with construction dewatering.

- D. The Contractor shall submit a plan outlining proposed dewatering and erosion control prior to construction/implementation of said activities.
- E. A SWPPP will be prepared in coordination with the low bidder and the ENGINEER. The Contractor shall be the responsible party and shall be responsible for adhering to the requirements of the SWPPP and erosion control plans.

— END SECTION 02221 —



1. The CONTRACTOR is responsible to show damaged utility casings to the ENGINEER prior to construction activities. The Owner will furnish replacement castings to the CONTRACTOR. Therefore, any damaged casings at the end of the project will be considered to be damaged during construction and the CONTRACTOR must replace at his expense.
2. Manhole frames and covers shall be raised to finish grade in accordance with the detail on the Drawings.
3. If the total height of the grade rings (maximum of three) on a manhole is 12-inches or greater when the frame is raised to finish grade, additional grade rings may not be added to bring the frame and cover to finish grade. Either a new barrel section must be added or an extension ring must be set on the existing frame to adjust the cover to finish grade. In the event a barrel section must be added, and no other alternative is available, such work will be paid for as extra work on a time and material basis.
4. Water valve boxes and survey monument wells shall be adjusted to finish grade as detailed on the drawings.
5. The CONTRACTOR shall be responsible for referencing all utility manholes, survey monument wells and water valve boxes prior to resurfacing for relocating after the overlay.
6. New manhole grade rings, barrel sections, and lid frames shall be grouted in place.
7. Survey monument pins shall not be disturbed during construction. If it is anticipated that the pins are to be removed or disturbed in any way the CONTRACTOR shall survey the monuments prior to construction activities. Monuments shall be replaced and verified after construction. Initial and final survey data shall be supplied to the ENGINEER prior to acceptance of the survey monuments.

**END SECTION – 02280**

**Section 02513**  
**ASPHALTIC CONCRETE PAVING**

**ARTICLE 1 - GENERAL**

**1.01 SUMMARY**

- A. General work included in this Section:
  - (1) Temporary patch
  - (2) Subgrade preparation for paving.
  - (3) Asphaltic concrete paving for roads, parking areas and other incidental structures, as indicated in the Contract Documents.
  - (4) Restoration of pavement in streets, driveways, and parking lots.
  - (5) Repair existing pavements, roads, driveways, and curbs that are removed or damaged during construction to their original or better condition.
  - (6) Sand seal.
  - (7) Adjustment of manholes, water valve and sewer cleanout boxes.
  - (8) Application of pavement marking paint.
  
- B. Related Sections include but are not necessarily limited to:
  - (1) Division 0
  - (2) Division 1
  - (3) Section 01026 – Unit Prices
  - (4) Section 02221 – Trenching, Backfilling and Compacting for Utilities
  - (5) Section 02666 – Potable and Fire Water Systems

**1.02 QUALITY ASSURANCE**

- A. Requirements of Regulatory Agencies:

Comply with applicable requirements of Washoe County, Nevada, for work in rights-of-way.
  
- B. Reference Standard:
  - (1) "Standard Specifications for Public Works Construction," (Orange Book) adopted by Washoe County, latest edition.
  - (2) "Standard Specifications for Road and Bridge Construction," (NDOT), published by Nevada Department of Transportation, latest edition.



### 1.03 SUBMITTALS

- A. Product Data:
  - (1) Asphalt mix design for new construction, overlays and patching.
    - a. Asphalt mix design
    - b. Slurry seal mix design
    - c. Testing Laboratory
    - d. Location and source of aggregate
    - e. Supplier, grade of asphalt cement
    - f. Individual and combined aggregate gradations
    - g. Job mix formula
    - h. Aggregate and design mix results and soil analysis
    - i. Complete set of calculations
  - (2) Materials Test Report (including sieve analyses)
    - a. Coarse Aggregate
    - b. Fine Aggregate
- B. Manufacturer's information on materials and application rates and methods of slurry seal.

### 1.04 JOB CONDITIONS

- A. Weather Limitations:
  - (1) Do not apply when underlying surface is muddy, frozen, or wet.
  - (2) Conform to temperature requirements of reference standards and manufacturer's requirements for each type of work to be done.

## ARTICLE 2 - PRODUCTS

### 2.01 MATERIALS

- A. Asphaltic concrete: In accordance with referenced specifications, Drawings, and as described below:
  - (1) County Right-of-Way (ROW) and private property:
    - a. AC20 or AR4000 asphaltic cement in amounts generally between five and seven percent (5% and 7%).
    - b. Aggregates to be Type 3 plant mix per Section 200.02 of Orange Book.
    - c. Mix design subject to approval by ENGINEER. 1.5% hydrate lime to be added to all asphalt concrete. At the CONTRACTOR's option and expense, an anti-stripping agent may be substituted for the hydrated lime. The CONTRACTOR shall provide test results of the aggregate utilizing the Modified Lottman Method showing sixty percent (60%) retained strength.
      - i. Marshall stability (lbs.).....1.500 min.
      - ii. Marshall flow (inches).....0.08 min./0.20 max.

- iii. Percent voids (total mix).....3 to 5 percent
- iv. Percent voids filled w/asphalt.....75 to 85 percent

- B. Temporary Asphalt Concrete material to be per Washoe County Standard.
- C. Aggregate base:
  - (1) Type 2 Class B per Section 200.01 of Orange Book in County ROWs and private property.
  - (2) Type 2 Class B per Section 704 of NDOT Specifications.
- D. Fog Seal: SS-1h per Section 201.04 of Orange Book.
- E. Tack Coat: SS-1h per Section 201.04 of Orange Book.
- F. Slurry Seal: Cold applied composition of refined petroleum asphalt emulsion, fillers and fibers.
  - (1) Emulsified asphalt binder shall conform to Standard Specification for SS-1h.
- G. Sand Seal per Orange Book Section 200.02.04, sand seal aggregate or sand blotter.
- H. Traffic Paint:
  - (1) In County ROW: Per Section 214 of Orange Book.
  - (2) In Highway ROW:
    - a. Temporary Marking Paint per Section 636 of NDOT Specifications.
    - b. Permanent Marking Film:
    - c. 380 Ceramic Bead Tape manufactured by 3M Company.

**2.02 TEMPORARY PAVEMENT CONSTRUCTION**

- A. When permanent pavement is not part of the Contract:
  - (1) In County Right of Way.
  - (2) Temporary pavement to be in place same day as work is completed.
  - (3) Thickness to be same as existing asphalt, or 4" thick, whichever is greater.
  - (4) Temporary pavement to be placed on top of 6" aggregate base, compacted to 95%.
  - (5) CONTRACTOR to maintain temporary pavement until permanent pavement is placed by Washoe County.
  - (6) CONTRACTOR to set valve boxes to finish grade and install concrete collar as specified, according to Washoe County detail on Plans.

**ARTICLE 3 - EXECUTION**

**3.01 TEMPORARY RESURFACING**

- A. Temporarily resurface trench on the same day trench is backfilled.
- B. Per Section 305.16 of Orange Book.

- C. Road to be open to traffic within a couple of hours after backfill.
- D. Place trenchplates as needed.

### **3.02 PAVING CONSTRUCTION**

- A. Construct to line, grade and typical section, as indicated.
- B. County ROW and private properties:
  - (1) Pavement repair will begin no later than seven (7) days after CONTRACTOR has completed the schedule of work.
  - (2) Sawcut existing pavement (full thickness) where delineated by Engineer, and as required in Washoe County Street Cut Permit, a minimum of nine inches (9") undisturbed along the trench alignment. Remove and dispose of material.
  - (3) Sawcut additional pavement areas (full thickness) disturbed during construction as identified by ENGINEER or Washoe County. Example: Rocks intruding into trench. Remove and dispose of material.
  - (4) Repair subgrade as required. Additional pavement areas to be repaired will be excavated to a depth necessary to backfill and compact any voids. Place six inches (6") of aggregate base material and compact to 95%, asphalt to be replaced will match existing thickness within the limits of 4" minimum and 8" maximum.
  - (5) Spread a tack coat uniformly on existing bituminous or concrete surfaces at a rate of 0.05 to 0.10 gallon per cubic yard, in accordance with Section 316 of the Orange Book.
  - (6) Place asphalt surface course on top of concrete sand slurry trench backfill or aggregate base in two-inch (2") minimum lifts, three-inch (3") maximum lifts, in accordance with Section 320 of the Orange Book.
  - (7) After paving is completed, CONTRACTOR will raise to grade and install concrete collars on all valve boxes, meter boxes and ARV boxes, as shown on Details.

### **3.03 CLEAN-UP**

- A. Immediately following sawcut of roadways and driveways, the pavement shall be cleaned of all sawcut, slurry and debris.
- B. After paving, the roadway shall be cleaned from excess asphalt and base materials.

**END OF SECTION 02513**

## SECTION 02710 - AGGREGATE BASE COURSE

### PART 1 – GENERAL

#### 1.1 DESCRIPTION

- A. Description of Work: The work to be performed in accordance with this section includes furnishing, placing, and compacting an aggregate base course to plan grades and cross sections.

This work shall include the furnishing of all labor, tools, equipment, materials and performing all operations required to provide a complete item in accordance with the Project Plans and Specifications.

- B. Related Sections:
- |                            |               |
|----------------------------|---------------|
| 1. Asphalt Concrete Paving | Section 02740 |
| 2. Concrete                | Section 03300 |
- C. Applicable Additional Specifications: SSPWC "Orange Book" Sections 308 – Untreated Base Course and 302 – Subgrade Preparation.

#### 1.2 QUALITY ASSURANCE

- A. Reference Test Standards and Specifications: The publication listed in SSPWC "Orange Book" form a part of this specification to the extent referenced. The publications are referred to in the text by the basic designation only. Compliance sampling and testing during construction will be provided by the Owner per SSPWC Section 336.00.
- B. Frequency of Testing
1. Maximum Dry Density and Optimum Moisture Content, ASTM 1557.
    - a. Contractor shall provide documentation that one test for each different class or type of material has been performed, and
    - b. Contractor shall have one test performed when previous test is suspect, due to subtle changes in the material, as determined by the Engineer.
  2. Density of Soil In-Place by Sand Cone or by Nuclear Methods, ASTM D1556 or D2922 by Owner.
    - a. The Engineer requests a minimum of one test per 500 linear feet of embankment or fill.
    - b. The Engineer may test more frequently.
- C. Testing Tolerances
1. Percent Compaction. Not less than as specified on Plans, these Specifications, or the SSPWC.
  2. In-Place Moisture Content. As required to achieve minimum compaction.

3. Soft or Yielding Surfaces. Regardless of the percent compaction obtained by test, areas which are soft and yield under the load of construction equipment are to be removed and replaced at no additional cost.

### **1.3 SUBMITTALS**

- A. Materials Test Report. Report on maximum dry density, optimum moisture content, gradation, and R-value prior to beginning of construction.

## **PART 2 – MATERIALS**

### **2.1 AGGREGATE BASE**

- A. Aggregate Base shall be free from organic matter and other deleterious substances, and shall be of such nature that it can be compacted readily under watering and rolling to form a firm stable base.
- B. Aggregate shall conform to the grading and quality requirements found in Section 200.01 Type 2, Class B Aggregate Base, or Recycled Aggregate Base.

## **PART 3 – EXECUTION**

### **3.1 PRELIMINARY INVESTIGATION OF THE WORK**

- A. The Contractor is to satisfy himself/herself that all preliminary work including, but not limited to, clearing, grubbing, subgrade preparation and staking has been performed in accordance with these Specifications prior to subgrade preparation.

### **3.2 AGGREGATE BASE PREPARATIONS**

- A. All work shall conform to the following subsections of SECTION 308 – Untreated Base Course, of the SSPWC.
- B. During moisture conditioning of the base material take care so as not to damage the subgrade below. Contractor shall be responsible for over watering of grade during operations.
- C. Deficiencies. Remove and replace deficiencies prior to placement of the pavement. Deficiencies in the base course, covered by asphalt paving or concrete will be removed and replaced at no additional cost to the Owner.
- D. Aggregate base shall be placed to the thickness shown on the drawings.

— END SECTION 02710 —

## SECTION 03300 - CONCRETE

### PART 1 – GENERAL

#### 1.1 DESCRIPTION

- A. This Section covers all the work necessary for the cast-in-place non-reinforced and reinforced concrete work including, but not limited to: furnishing the materials; proportioning, mixing, transporting, placing, compacting, finishing, curing, and protecting the concrete; setting and fastening embedded items; and all incidental and related work.

The CONTRACTOR shall provide all laboratory and field testing of concrete and materials in accordance with this Specification.

- B. Related Sections:  
1. Aggregate Base - Section 02710
- C. Applicable Additional Specifications: SSPWC "Orange Book" Sections 312 – PCC Flatwork, Curbs, Ditches, and Slope Paving.

#### 1.2 QUALITY ASSURANCE

- A. Compliance sampling and testing during construction will be provided by the OWNER per SSPWC Section 336.00.
- B. Testing: The OWNER shall provide testing to determine compliance with the following criteria:
1. Consistency: Tested for slump in accordance with ASTM C143.
  2. Air Content: Determine the percentage of air in accordance with ASTM C231.
  3. Strength: All poured-in-place concrete shall develop a minimum 28-day compressive strength of 4,000 pounds per square inch (PSI) unless otherwise indicated. Take samples for this strength determination at the point of discharge from the ready-mix truck. Obtain a minimum of four (4) test cylinders for each fifty (50) cubic yards of concrete placed or fraction thereof. Test one (1) cylinder at 7 days, and two (2) cylinders at 28 days. Hold the fourth cylinder until the Notice of Completion is given. In the event that the 28-day test fails, the required minimum strength requirement, test the fourth cylinder for compressive strength when directed by the ENGINEER. The ENGINEER may waive concrete cylinder testing requirements for pours less than ten (10) C.Y. for non-structural installations (thrust blocks, etc.). Making and curing the test cylinders shall conform to ASTM C131, and testing shall conform to ASTM C39. Furnish two (2) copies of all test reports to the ENGINEER.
  4. Water Test: Water test gutters having a slope of 0.8 foot per hundred feet or less, or where unusual or special conditions cast

doubt on the capability of the gutters to drain. Establish flow in the length of gutter to be tested by supplying water from a hydrant, tank truck or other source. One hour after the supply of water is shut off, inspect the gutter for evidence of ponding or improper shape. In the event water is found ponded in the gutter to a depth greater than 1/2 inch, or on the adjacent asphalt pavement, the defect or defects shall be corrected in a manner acceptable to the ENGINEER at no additional cost.

C. Tolerances:

1. Tolerances for Formed Surfaces: Conform to ACI 301, Table 4.3.1. and Section 312.10 "Finishing" of the SSPWC.
2. Concrete Quality: Meet or exceed the minimum quality standards as specified.
  - a. Slump. The measured slump shall not exceed the specified design slump by more or less than one inch (1 ").
  - b. Air Content. The measured air content shall range between 4 and 7 percent.
  - c. Compressive Strength - Normal Concrete. The average of the two (2) 28-day compressive strength tests shall not be less than 4,000 PSI. No individual test shall be less than 3,800 PSI.

D. Acceptance

1. Plastic or hardened concrete not meeting acceptable tolerances will be rejected and immediately removed and replaced at the CONTRACTOR's expense.

### 1.3 SUBMITTALS

- A. The following submittals are required in accordance with Section 01340, "Submittals".

Certificates of Compliance:

1. Admixtures
2. Cement
3. Fly Ash
4. Pozzolan
5. Water Stop
6. Reinforcing Steel, or Mesh
7. Fiber Reinforcement

B. Materials Test Reports:

1. Coarse Aggregates
2. Fine Aggregates



- C. Evaporation Retardant
- D. Mix Designs:
  - 1. SSPWC, Section 202. ACI 211 normal weight concrete, including variations for admixtures. Include compressive strength test date and modulus of rupture test data. obtained at the same concrete age which establishes a correlation between the flexural and compressive strength properties of concrete. Establish correlation with statistical procedures outlined by ACI.

## **PART 2 – PRODUCTS**

### **2.1 CONCRETE**

- A. Provide a minimum 28-day comprehensive strength of 4,000 PSI with entrained air ranging from 4 to 7 percent unless otherwise indicated. Use 3/4" inch maximum coarse aggregate, size 67. Provide minimum cement content of 517 pounds per cubic yard. Provide concrete with the minimum required slump to adequately place, densify, and finish. Do not exceed the mix design water cement ratio (W/C) or design slump. Per "Orange Book" concrete in freeze/thaw environments shall have a maximum slump of 4". Min. slump shall be greater than 1". Mix Design shall include microfibers.

### **2.2 CEMENT**

- A. Conform to ASTM C150, Type II or V.

### **2.3 WATER**

- A. Use clear water free from objectionable quantities of organic matter, alkali, acids, oil, silt, and other deleterious substances. Maximum water/cement ratio shall be 0.45.

### **2.4 AGGREGATES**

- A. Coarse Aggregate: Conform to the requirements of ASTM C33, Class Designation 4S, grading size number 67.
- B. Fine Aggregate: Conform to ASTM C33.

### **2.5 ADMIXTURES**

- A. Air Entraining Agent: Comply with ASTM C260.
- B. Accelerating Agents: Comply with ASTM D98.
- C. Water Reducing Agents: Conform to ASTM C494, Type A, D, or E.
- D. Fly Ash and Pozzolan: Comply with ASTM C618, Class N or F. Pozzolan may be used to replace up to 15 percent of the weight of the required

Portland cement. The replacement ratio shall be 1.2 pounds of Pozzolan per pound of Portland cement.

## **2.6 CURING COMPOUND**

- A. The curing compound shall be transparent and not leave an objectionable discoloration or mottling of the concrete. [Per NDOT 702.03.01].

## **2.7 STEEL REINFORCEMENT**

- A. Conform to the requirements of ASTM A615, Grade 60, unless otherwise specified, and deformations shall conform to ASTM A615, A616, or A617 as applicable. All bars shall be round and deformed. Welded wire fabric or mesh shall conform to the requirements of ASTM A185.

## **2.8 FORMS**

- A. Forms shall be constructed of plywood or an approved equal. Plywood for forms shall be of the grade necessary to provide a neat concrete exterior. Forms shall be of the quality and strength required so that the finished concrete will conform to the plan dimensions. Forms shall be watertight and be filleted at all exposed outside corners.
- B. Form clamps or bolts shall be used. Use of tie wire to hold forms in place will not be permitted.
- C. Plywood form panels shall be placed in four (4) foot widths and eight (8) foot lengths where applicable. All form panels shall be placed in a neat symmetrical pattern.

## **2.9 NON-SHRINK GROUT**

- A. Use non-shrink grout where grout is called for on the Drawings. Provide 3,000 PSI non-metallic grout similar to "Embeco" manufactured by Master Builders Company, or an approved equal, and proportioned and placed in accordance with the manufacturer's recommendations.

## **2.10 CURING MATERIALS**

- A. Provide liquid curing compound in conformance with ASTM C309, type 1 D.

## **2.11 JOINT FILLERS**

- A. Comply with ASTM D1751.

## **2.12 EVAPORATION RETARDANT**

- A. Con-film or approved equal. ACI 302.

## **2.13 FIBER REINFORCEMENT**

- A. Comply with ASTM C1116, Type III, Shall be 100% virgin polypropylene fibrillated, MD Graded, fibers containing no reprocessed olefin materials and specifically manufactured to an optimum gradation for use as a concrete secondary reinforcement, and shall be Fibermesh, or other approved material. Application rate shall be a maximum of 1.5 lbs per cubic yard. The 28-day compressive strength of the mix, prior to adding the fibers, shall meet the required strength.

## **PART 3 – EXECUTION**

### **3.1 GENERAL**

- A. Match existing concrete where noted.
- B. Sawcut and remove existing concrete to the lines indicated on the plan in accordance with Section 02220, Demolition and Salvage. Sawcut, remove and replace sections damaged by construction in accordance with these specifications.

### **3.2 BASE PREPARATION**

- A. Subgrade shall be prepared in accordance with Section 02710, Aggregate Base Course.
- B. CONTRACTOR shall verify, and provide as necessary, a minimum base section for the replacement of existing curb & gutter and valley gutter sections.

### **3.3 FORM CONSTRUCTION/REMOVAL**

- A. Unless otherwise approved, use conventional forms to construct concrete curb, gutter, sidewalk and drives. Secure formwork to line and grade. Thoroughly clean forms before each use and apply a light coat of release agent which will not discolor the concrete.
- B. Do not remove front face form before the concrete has taken in initial set and has sufficient strength to carry its own weight. Do not remove gutter forms or rear forms until concrete has reached sufficient strength to prevent damage. Sawcut, remove and replace damaged sections.

### **3.4 STEEL REINFORCEMENT**

- A. Storage: Store steel reinforcement on blocking and under cover to prevent rusting.
- B. Cleaning: Remove all rust, oil, earth, and coatings before positioning the metal reinforcement. Reinspect and clean the reinforcement immediately before placing the concrete.

### **3.6 BACKFILLING**

- A. Concrete curb and gutter shall be backfilled no earlier than four (4) days after concrete placement. Backfill all curb and gutter as shown on the Contract Drawings and prior to constructing tie-in paving.

### **3.7 FINISHING**

- A. Finish all concrete surfaces smooth, straight and defect free. Provide a light broom finish as approved by the ENGINEER on all surfaces. Finish all exposed edges and joints with a 1/2-inch radius tool.
- B. Evaporation Retardant: Protect against loss of moisture from the surface of the concrete by applying an evaporation retardant. Apply per manufacturer's recommendation. Add during finish of concrete. CONTRACTOR is not permitted to use water in the finishing of the concrete.

### **3.8 CONCRETE CURING**

- A. A curing agent shall be applied to each section as it is finished.
- B. Inadvertently Cured Surfaces: Thoroughly clean advertently cured concrete by sandblasting prior to finishing or placing adjacent concrete.
- C. No equipment causing jarring of the concrete shall be permitted adjacent to concrete curbs, gutters, valley gutters, or driveways until the 4<sup>th</sup> day following placement of the concrete. The placement of bituminous pavement adjacent to concrete curbs, gutters, valley gutters, or driveways shall not be permitted until the 7<sup>th</sup> day following the placement of the concrete.

### **3.9 JOINTS**

- A. Expansion Joints: Construct expansion joints in a straight line and vertical plane perpendicular to the longitudinal line, of the sidewalk or curb and gutter, except in cases of curved alignment, when joints will be constructed along the radial lines of the curve. Construct to the full depth and width of the concrete. Match the joints in the adjacent pavement sidewalk or curb and gutter. Expansion joints shall be constructed at intervals not to exceed 40 feet when curb is hand formed, at all radius points, driveways, alley entrances, and adjoining structures.
- B. Contraction Joints: Construct in a straight line and vertical plane perpendicular to the longitudinal line of the sidewalk or curb and gutter, except in cases of curved alignment when joints will be constructed along the radial lines of the curb. Construct to a depth of one (1) inch and at ten (10) foot intervals on side walk widths of five (5) feet and twelve (12) foot intervals on sidewalks of four (4) feet, five (5) feet, or six (6) feet, matching the width of the sidewalk, or as otherwise noted on the plans.

- C. Edges: Shape with a suitable tool so formed as to round the edges to the radius indicated.
- D. Sidewalks. Sidewalks shall have a cross-slope of 1/4 inch per foot or as indicated on the Plans. Unless specified otherwise in the plans, the minimum thickness for concrete walk shall be four (4) inches.

### **3.10 TEMPORARY ACCESS**

- A. Access to driveways/roadways/alleys shall be maintained prior to and after placing concrete curb, gutter, valley gutters, sidewalks, and driveways. Steel plates may be used over valley gutters or driveway sections that are poured to allow for temporary access and must remain in place a minimum 7 days following the placement of concrete. Temporary access shall be maintained until restorations are complete.

### **3.11 DELIVERY TICKETS**

- A. Provide a delivery ticket to the inspector for every load of concrete delivered to the job site. Include the following on the delivery ticket: date, batch time, mix I.D. number, specified strength, air content, job name, water content, and amount of concrete. The tickets are to have the actual batch weights of all aggregates, cement, water, admixtures, and batch plant moisture correction for aggregates. Provide allowance for drum moisture from previous batches. Include the reading of the truck revolution counter at the time of batching.

— END SECTION 03300 —