

**STAINED GLASS
DOME RESTORATION
GREENE COUNTY COURTHOUSE
JEFFERSON, IA 50129**

PROJECT MANUAL

BBSAE PROJECT: 16012

FOR BID: AUGUST 15, 2016

 **BROOKS BORG SKILES**
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STAINED GLASS DOME RESTORATION GREENE COUNTY COURTHOUSE

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ADVERTISEMENT FOR BIDS

Board of Supervisors
Greene County Courthouse
114 North Chestnut Street
Jefferson, Iowa, 50129

Brooks Borg Skiles, AE LLP
317 6th Ave., Suite 400
Des Moines, IA 50309

The Greene County Board of Supervisors will receive sealed bids for a Contract to remove, restore, and reinstall stained glass at the dome over the central rotunda of the Greene County Courthouse and restore the dome frame in-place.

Bids shall be on stipulated sum basis; segregated bids will not be accepted.

Bids will be received until **10:00 a.m. on October 3, 2016**, at the office of the County Auditor, Greene County Courthouse, 114 North Chestnut Street, Jefferson, Iowa, 50129.

Bids received after that time will not be considered. Bids will be opened publicly and read aloud.

Bidding Documents will be issued in electronic form as a PDF format file, sent by email, to all prospective bidders requesting them directly from the Architect and who sign a promise to destroy them after the bid if they are not successful in bidding. Drawing may be viewed and hardcopies obtained in the office of Architects. Architect may be contacted electronically at:
wsmith@bbsae.com.

Bid Security in form of certified check, cashier's check, or bid bond payable to order of Greene County will be required to accompany each bid. Amount shall be not less than 5 percent of base bid.

Contractor shall begin Work on this Project no later than **December 1, 2016** and shall complete all Work before **July 1, 2017**.

An out of state bidder, if awarded a contract, will be required to submit evidence of authorization to do business in the State. An unincorporated out of state contractor will be required to furnish evidence of State Department of Revenue's receipt of bond guaranteeing payment of state income taxes on profit from project, for each year during construction.

By virtue of statutory authority, a preference will be given to products and provisions produced or grown within the State of Iowa and to Iowa domestic labor.

A mandatory pre-bid meeting will be held at **11:00 a.m. on September 12, 2016**, to answer questions or discuss matters pertaining to project. Meet at the Courthouse in the Board Room. A mandatory tour of the project site will immediately follow meeting. Interpretations and agreed changes, resulting from meeting, will be included in an Addendum. A signed Site Visit Form will be required to be submitted with the bid. Failure to attend pre-bid meeting and site tour or to submit Site Visit Form may be cause for rejection of bids.

The successful Bidder shall be required to furnish and pay for Certificate of Insurance in the amount of 100 percent of the Contract Sum to be submitted with signed Contract.

The Owner reserves the right to waive irregularities and to reject all bids.

SECTION 00 20 00

INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 GENERAL

- A. To be considered, Bids must be made in accordance with these Advertisement for Bids and these Instructions to Bidder. Failure to comply may be cause for rejection.
- B. Bids are due on or before the date and time specified elsewhere in these Instructions to Bidders and in the Advertisement for Bids. Bidders shall be responsible for the timely delivery of their Bids.
- C. Bids shall be submitted to:
County Auditor
Greene County Courthouse
114 North Chestnut,
Jefferson, Iowa, 50129
Phone: (515)-386-5680
- D. Bid information shall be typewritten or in ink. Errors made in filling out the documents shall be lined-out and corrected, and initialed by the Bidder. The Bid shall include the full legal name and address of the business entity submitting the Bid and the entity's telephone. The Bid shall be signed by an officer of the business entity with authority to bind in a contract. All additional documentation required by the Bidding Requirements to be furnished with the Bid shall accompany the Bid in the manner specified.
- E. Any bid received after the time specified for receipt of bids will not be considered and will be returned unopened. All bids will be time/date stamped by the Greene County Auditor. Telegraphic, telephonic or facsimile bids will not be considered.
- F. When Bid is submitted by mail, enclose the bid form in one sealed envelope addressed to County Auditor, at the mailing address stated above. On the outside of the envelope include the notation "Contains Sealed Bid". Bidder shall assume full responsibility for the timely delivery and receipt of the Bid by the Farm Bureau at the above location.
- G. The Owner reserves the right to waive minor irregularities and informalities, if in the judgment of the Owner, the best interest of the County will be served.
- H. The right is reserved to reject, in whole or part, any or all bids. Bids may be rejected because of faulty specifications, abandonment of the project, insufficient funds, evidence of unfair bidding procedures, failure to provide security when required, financial insolvency of the vendor or if, in the opinion of the County, its best interests will be served. New bids may be requested at a time deemed convenient to the County.

1.2 SCOPE

- A. Project Description: The Project consists of removal, restoration and reinstallation of stained glass at the dome over the central rotunda of the Greene County Courthouse and restoration the dome frame in-place.

1.3 CONTRACT TIME

- A. Bidder accepts that time is of the essence in the performance of this Contract.
- B. Contractor shall begin Work on this Project no later than December 1, 2016 and shall complete all Work before July 1, 2017.

1.4 QUALIFICATION OF BIDDERS

- A. Bidders shall be registered with the Iowa Labor Commissioner as required by Chapter 91-C of the Code of Iowa. Bidder's Iowa Registration Number shall be included as provided for on the Bid Form.
- B. Non-resident corporations submitting bids must be in compliance with Section 490.1501 of the Code of Iowa and legally authorized thereby to carry on such business in the State of Iowa as is required by the Contract Documents.
 - 1. An out-of-state bidder, if awarded a contract, will be required to submit evidence of authorization to do business in the State of Iowa.
- C. An unincorporated out-of-state contractor will be required to furnish evidence of State Department of Revenue's receipt of bond guaranteeing payment of state income taxes on profit from project, for each year during construction.
- D. If requested by the Architect/Engineer, bidders to whom award of a contract is under consideration shall a properly executed AIA Document A305 - Contractor's Qualification Statement.
- E. By virtue of statutory authority, a preference will be given to products and provisions produced or grown within the State of Iowa and to Iowa domestic labor.
- F. Iowa law provides that on public improvements, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country which gives or requires a preference to bidders from that state or foreign country. The preference so allowed shall be equal to the preference given or required by the State or foreign country in which the nonresident bidder is a resident.

1.5 DOCUMENT AVAILABILITY

- A. Bidding Documents will be made available in electronic form as a PDF format file to all prospective bidders who request them directly from the Architect and who sign a promise to destroy them after the bid, if they are not successful in bidding.
 - 1. Electronic files will be issued by email to those requesting them.
 - 2. Architect may be contacted electronically at:
Wayne Smith
Brooks Borg Skiles, Architecture Engineering LLP
317 6th Ave, Suite 400
Des Moines, IA 50309
515-244-7167
wsmith@bbsae.com
- B. Documents may be viewed at either the office of the Architect or of the County Auditor (Greene County Courthouse) during normal business hours.
- C. Hardcopies may be obtained in the office of Architects.

- D. Except for documents issued to Bidders receiving awards, all Bidding Documents (hardcopy or electronic) shall be destroyed or returned to the office of the Architect within 10 days following the due date for receipt of bids.

1.6 QUESTIONS

- A. It is the Owner's intent that all questions on this Project be raised and addressed at the time of the Pre-Bid Conference, with all prospective bidders present. Prior to and following the Pre-Bid Conference, submit questions in writing, including requests for clarification of Bidding Documents, not less than 7 business days prior to date bid is due to Wayne Smith, Brooks Borg Skiles AE LLP, 515-244-7167, wsmith@bbsae.com.
- B. Replies which revise or provide necessary clarifications to the Bidding Documents will be issued as Addenda to the Bidding Documents to all known holders of the Bidding Documents. Addenda will be prepared by Architect, and will become a part of the proposed Construction Documents.
- C. The Architect and the Owner will not be responsible for oral clarifications. Verbal communications are not binding on any party.

1.7 SUBSTITUTIONS

- A. Address requests for substitution directly to the Wayne Smith, Brooks Borg Skiles AE 515-244-7167, wsmith@bbsae.com.
- B. Each request shall clearly describe the product for which approval is sought and shall include all data necessary to demonstrate acceptability, as outlined in Specification Section 01 14 00 - General Requirements, including the form provide as 01 14 01.
- C. The Architect will evaluate the request and will list acceptable products in an Addendum.
- D. Request for substitution will not be considered if received by the Architect later than 7 days before the bid is due.
- E. After the Contract is awarded, substitutions will be considered only under circumstances in which the specified item, or an approved substitute item identified in a subsequent Addendum, is no longer available, as further described in section 01 14 00 – General Requirements.

1.8 PRE-BID CONFERENCE, SITE VISIT AND DUE DATE FOR BIDS

- A. A Pre-Bid Conference is scheduled for 11:00 a.m., Monday, September 12, 2016, to be followed by a tour of construction areas of the project. Conference attendees shall meet at the Board Room at the Greene County Courthouse.
- B. In addition to the Pre-Bid Conference the building may be examined by calling (515)-386-5680 to make an appointment.

1.9 OBLIGATION OF BIDDER

- A. It shall be the responsibility of the Bidder to visit the construction site to verify existing conditions of this Project, where the work is to be done, and to become thoroughly acquainted with the work, and all conditions related to the work. No consideration for revision in the contract price or scope of the project will be given by the Owner for any item that could have been revealed by a thorough on-site examination.

- B. At the time of receipt of Bids, it will be presumed that each bidder has read and is thoroughly familiar with the Drawings, Specifications and other Bidding Documents including all Addenda. Failure of any Bidder to examine any form, instrument, or document shall in no way relieve the Bidder from any obligation with respect to their bid.

1.10 BIDS

- A. Bids shall be due on or before 10:00 a.m., Monday, October 3, 2016 at Office of the County Auditor, Greene County Courthouse, 114 North Chestnut, Jefferson, Iowa, 50129. Bid opening and evaluation will be executed privately shortly thereafter at Owner's convenience.
- B. Bid Security in form of a cashier's check, certified check or bid bond payable to order of Greene County will be required to accompany each bid. Amount shall not be less than 5 percent of base bid.
- C. Documents to include with bid:
 - 1. Bid Form
 - 2. Site Visit Form
 - 3. Documentation as indicated in Section 08 82 02 "Restoration of Stain Glass Domes".
 - 4. Bid Security (in a separate envelop)

1.11 MODIFICATIONS TO BIDS AND BID CLOSING

- A. Bids received prior to the time stated for receipt of bids will be securely kept, unopened. The County will determine when the specified time has arrived. No bid received thereafter will be considered.
- B. With the approval of the Owner, a bid may be withdrawn after opening, only if the bidder provides prompt notification and adequate documentation to the acceptance of the Owner, to show the commission of an honest error that might cause undue financial loss to the bidder.

1.12 BASIS OF CONTRACT AWARD

- A. It is the intent of the Owner to award a contract to the lowest responsible bidder, deemed most capable of completing the Work promptly and in the most professional manner, provided the bid has been submitted in accordance with the requirements of the Bidding Documents and is determined to be compliant with all Bidding Requirements, and does not exceed the funds available for construction.
- B. In evaluating bids, any proposal offered by a bidder for an alternate design, or for materials other than those shown or specified, or approved as a substitute product, for the Base Bid or for Alternate Bid(s) covered by the proposed Construction Documents or called for by any issued Addenda, will NOT be considered in determining the successful bidder. However, the Owner reserves the right to consider any such bidder-proposed alternate designs or materials ("Contractor's Alternate") with the apparent low bidder, after the apparent low bidder is determined in the manner described above.

1.13 COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS

- A. The Contractor is responsible for compliance with all federal, state and local laws regarding construction and labor issues.

1.14 PERFORMANCE BOND & LABOR AND MATERIAL PAYMENT BOND

- A. The Contractor will be required to furnish a Performance Bond and Labor and Material Payment Bond, in the amount of the full Contract Sum, on AIA Form A312.
- B. The bonds shall be issued by a responsible surety company authorized to do business in the State of Iowa. The attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.
- C. The amount of the bonds shall be increased to cover additions made to the Contract during execution of the Work.
- D. The cost of the bonds shall be included in the proposed Contract Sum.

1.15 INSURANCE

- A. Contractor shall provide Insurance as specified in the Document 00 73 00 – Supplementary Conditions.

1.16 FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR

- A. The Agreement for the Work will be written on 2007 edition of AIA Document A105, Standard Form of Agreement Between Owner and Contractor for a Small Project where the basis of payment is a Stipulated Sum with Owner initiated amendments incorporated as included in the Project Manual.

1.17 EXECUTION OF CONTRACT

- A. Contract documents shall mean and include the following:
 - 1. Contract: AIA-A105 - 2007, as modified herein and as further amended in the Supplementary Conditions. (Available for examination upon request at the office of the Architect.)
 - 2. Document 00 73 00 - Supplementary Conditions (modifying or supplementing AIA-A105 – 2007).
 - 3. Performance and Payment Bonds.
 - 4. Specifications (Div. 1-33 of Project Manual).
 - 5. Drawings.
 - 6. Numbered Addenda issued after initial publication of Bid Documents.
 - 7. Numbered Modifications (Change Orders and Architect's Supplemental Instructions or Instructions to Contractor) issued after Contract is signed.
- B. Final Documents consist of:
 - 1. Architect's Certificate of Substantial Completion.
 - 2. Contractor's Affidavit of Payment of Debts & Claims (AIA G706).
 - 3. Contractor's Affidavit of Release of Liens (AIA G706A).
 - 4. Consent of Surety to Final Payment (AIA G707).
 - 5. Lien Waivers from contractor, sub-contractors and suppliers.
 - 6. Warranties.
 - 7. Operation and Maintenance Manuals.
 - 8. Contractor's Marked-up As-Built Drawings and other Record Documents.
 - 9. Certifications from material producers of non-asbestos content in materials produced or manufactured and provided for the project under this Contract.

END OF SECTION

SECTION 00 20 01

SITE VISIT FORM

THIS IS TO CERTIFY THAT:

(insert name of person making the visit; may be hand printed, but must be legible)

Visited the Greene County Courthouse and examined the rotunda dome, including the conditions above the dome on

DATE: _____

Visit was certified by:

(Signature of Architect or Owner)

**SITE VISIT FORM MUST BE SIGNED BY OWNER OR ARCHITECT/ENGINEER
AND MUST BE SUBMITTED WITH BID**

BID FORM
For CONSTRUCTION CONTRACT
STAINED GLASS DOME RESTORATION
GREENE COUNTY COURTHOUSE
114 NORTH CHESTNUT
JEFFERSON, IOWA, 50129
GREENE COUNTY BOARD OF SUPERVISORS

All blanks on this form are to be completed in ink or typewritten. Only bids on this form or an exact copy of this form will be accepted. Bid form shall be signed by an officer of the firm with authority to bind in a contract and submitted to:

Board of Supervisors
Greene County Courthouse
114 North Chestnut Street
Jefferson, Iowa, 50129

Note: The following documents are to be completed and be submitted with the bid. Failure to do so may result in the disqualification of your bid:

1. Bid Form – Document 00 40 00
2. Site Visit Form
3. Documentation as indicated in Section 08 82 02 "Restoration of Stain Glass Domes".
4. Bid Security (Submit in a separate envelop).

The undersigned Bidder, in response to your solicitation for bids for construction of the above named project, having examined the Drawings, Specifications, and other Bidding Documents dated **August 15, 2016**, and Addenda issued and acknowledged below as received, and having visited the project site and being familiar with all the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes and agrees to furnish all labor, materials, equipment and supplies to perform all work to construct the project in strict accordance with the proposed Contract Documents, within the time specified therein and at the prices stated below. Bid amounts include all expenses incurred in performing the work required under the proposed Contract Documents, of which this bid is a part.

Bidder acknowledges receipt of the following Addenda, which are a part of the Bidding Documents and for which any affect on cost of the Work is included in the bid amounts indicated:

Number _____

Dated: _____

BASE BID:

Base Bid Total _____ Dollars (\$_____.00)

Amounts shall be indicated in both words and figures. In case of discrepancy, the amount indicted in words shall govern.

CONTRACT COMPLETION:

Bidder hereby certifies: a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; b) that the Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; c) that the Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and d) that the Bidder has not sought by collusion to obtain any advantage over any other bidder or over the Owner.

Bidder agrees that this bid shall remain valid and shall not be withdrawn for a period of thirty (30) calendar days after the date for receipt of bids.

Bidder agrees that if written notice of acceptance of this bid is mailed, electronically communicated, or delivered to the undersigned within thirty (30) days after the date in which bids are due, or at any time thereafter before it is withdrawn in writing, the undersigned will sign and return the Contract Agreement, prepared in accord with the Bidding Documents and this bid as accepted; and will also provide proof of insurance coverage and any required surety bonds.

Bidder agrees that once an agreement is signed, the undersigned will diligently pursue the Work described in the proposed Contract Documents and substantially complete all Work no later the date indicated in the Bidding Documents.

Bidder understands that the Owner reserves the right to reject any or all bids, and to waive irregularities or informalities and enter into a contract for the Work, as the Owner deems to be in its best interest.

Notice of acceptance of this Bid, or request for additional information by the Owner, may be addressed to the undersigned at the address set forth below:

Name of Firm: _____

Date: _____

Signature of Bidder

Title

Typed or Printed Name of Signer

Business Address: _____

Telephone Number: _____. FAX Number: _____.

Email Address: _____

Federal Tax Identification Number: _____.

Iowa Contractor Registration Number _____

SECTION 00 52 00

OWNER – CONTRACTOR AGREEMENT

1.1 AGREEMENT

AIA Document A105-2007- Standard Form of Agreement Between Owner and Contractor For Small Projects where the basis is a Stipulated Sum. A sample of the typical AIA Document A105-2007 as used by the Owner is included after this page.

1.2 SUPPLEMENTARY CONDITIONS

Document 00 73 00 – SUPPLEMENTARY CONDITIONS, bound in this Project Manual, further expand and amend the standard form, AIA Document A105-2007 – Standard Form of Agreement Between Owner and Contractor For Small Projects for this construction contract by providing provisions that amend or supplement the standard form agreement and its modifications.

END OF SECTION

DOCUMENT 00 73 00

SUPPLEMENTARY CONDITIONS

ARTICLE 1 - INTENT OF SUPPLEMENTARY CONDITIONS:

- A. These Supplementary Conditions amend the Standard Form of Agreement Between Owner and Contactor For a Residential or Small Commercial Project where the Basis of Payment is a Stipulated Sum, AIA Document A105-2007 (Agreement), and other provisions of the Contract Documents, by supplementing and otherwise revising certain terms and conditions of the standard form Agreement as indicated below. The flowing amendments that are specific to the Agreement shall be understood to provide additions, deletions, and modifications that supplement, and are in addition to, other revisions made within the text of the standard form Agreement. All provisions of the standard form Agreement that are not so amended in these Supplementary Conditions, or otherwise amended within the text of the Agreement shall remain in full force and effect.

ARTICLE 2 - INSURANCE AND BONDS (Modifies Article 5 – Insert the following:)

- A. Insurance Requirements: The Contractor shall maintain in effect, with insurance companies of recognized responsibility, at its expense, insurance covering its work of the type and in amounts require by this Contract. The Contractor's insurance, shall among other things, insure against any loss or damage resulting from the Contractor's performance of this Contract. All such insurance policies shall remain in full force and effect for the entire life of this Contract and shall not be cancelled or changed except after thirty (30) days written notice to the Owner.
- B. Amount of Insurance Required: Unless otherwise requested by the Owner, the Contractor shall, at its sole cost, cause to be issued and maintained during the entire term of the Contract not less than the insurance coverage set forth below, each naming Greene County (Owner) as additional insured or loss payee, as applicable.

TYPE OF INSURANCE	LIMIT	AMOUNT
General Liability, Bodily Injury and Property Damage (including contractual liability)	General Aggregate	\$2 Million
	Product Liability/ Comprehensive Aggregate	\$1 Million
	Personal Injury	\$1 Million
	Each Occurrence	\$1 Million
Auto Liability (including any auto, hired auto and non-owned autos).	Combined Single Limit	\$1 Million
Excess Liability, Umbrella Form	Each Occurrence	\$1 Million
	Aggregate	\$2 Million
Worker's Compensation and Employer Liability	As required by Iowa law.	As required by Iowa law.
Cargo Insurance (for dome transport) replacement cost	Aggregate	\$150,000

- C. Certificates of Coverage: Certificates of the insurance and the amounts described under "Amounts of Insurance Required" shall be submitted to the Owner before starting any construction activities and shall be subject to approval by the Owner. The Contractor shall

provide certificates for the insurance required. The insurer shall state in the certificates that no cancellation of the insurance will be made without at least thirty (30) days prior written notice to the Contractor. Upon receipt of any notice of cancellation or alteration, the Contractor shall, within ten (10) days, procure other policies of insurance, similar in all respects to the policies about to be cancelled or altered and, if the Contractor fails to provide, procure and deliver acceptable policies of insurance, or satisfactory evidence thereof, in accordance with the terms herein, at the Owners option, the Owner may obtain such insurance at the cost and expense of the Contractor without need of any notice to the Contractor and charge the Contractor for the cost thereof.

- D No Limit of Liability: Acceptance of the Insurance certificates by the Owner shall not act to relieve the Contractor of any obligation under this Contract. Only companies authorized to transact business in the State of Iowa shall issue the required insurance policies and certificates. It shall be the responsibility of the Contractor to keep the respective insurance policies and coverages current and in force during the life of this Agreement.
- E Completed Operations Liability Insurance: The Contractor shall maintain completed operations liability insurance for not less than five (5) years after Substantial Completion of the Work.
- F Builder's Risk Insurance: The Contractor shall purchase and maintain builder's risk insurance as follows:
1. The Contractor shall purchase and maintain builder's risk property insurance to the full replacement cost value of the entire Work at the site. This insurance shall include the interests of the Owner, the Contractor, the Subcontractors and Sub-subcontractors of the Work and shall provide all risk coverage against loss by physical damage including, without duplication of coverage, fire, extended coverage, theft, vandalism and malicious mischief. If not covered under the all risk insurance or otherwise provided in the Contract Documents, the Contractor shall procure and maintain similar property insurance on portions of the Work stored off the site or in transit when it is the agreement of the Owner that such portions of the Work are to be included in an Application for Payment.
 2. If, by terms of the builder's risk property insurance, there is a deductible amount, in the event of a loss covered by the insurance which loss was not attributable to the Contractor's fault or neglect, the Owner shall be responsible for the deductible amount in an amount not to exceed One Thousand Dollars (\$1000.00) per claim or incident. The contractor shall be responsible for the full deductible amount if the loss was attributable to the Contractor's fault or neglect or the fault or neglect of a Subcontractor, Sub-subcontractor or other person for whom the Contractor is responsible.
 3. The Contractor shall obtain a waiver of the right of subrogation as to its Subcontractors and Sub-subcontractors from the property insurance carriers.
 4. Any loss insured under this Section is to be adjusted by the Contractor with the insurance carriers and made payable to the Contractor as trustee for the insureds, as their interests may appear. The Owner shall be entitled to participate in the adjustment process. The Contractor shall pay each Subcontractor a just share of any insurance monies received by the Contractor and, by appropriate agreement, written where legally required for validity, shall require each Subcontractor to make payments in a similar manner to its Sub-subcontractors.
- G Performance Bond and Payment Bond: Contractor shall provide performance and payment bonds as follows:
1. The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising thereunder. The amount of each bond shall be equal to one hundred percent (100%) of the Contract Sum. Bonds may be obtained through the Contractor's usual source and the cost thereof shall be included in the Contract Sum.
 2. The Contractor shall deliver the required bonds to the Owner no later than ten (10) days following the date the Contract is entered into, but not later than the start of construction

- in any event.
3. The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.
 4. The Bonding Company, Sureties and any reinsuring companies shall be listed in the current Department of Treasury Circular No. 570 with the underwriting limitation equal to or greater than the penal sum of the bonds to be furnished.

ARTICLE 3 - CONTRACTOR (Modifies Article 8)

- A Under 8.1.1 add the following paragraph as
- 8.1.1.1 Contactor acknowledges and agrees that the Contract Documents are adequate and sufficient to provide for completion of the Work, and will include all work, whether or not specifically shown or described, which reasonably may be inferred to be required for completion of the Work, in accordance with applicable laws, codes and professional standards.
- B Under 8.1.2 add the following paragraph as
- 8.1.2.1 In case of inconsistency between Drawing and Specification or within either document, not clarified by addendum, request interpretation from the Architect. The Architect's interpretation shall be considered final.
- C Under 8.4.1 add the following paragraph as
- 8.4.1.1 After the Contract has been executed, the Owner and the Architect will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Section 01 14 00)
- D Under 8.5, make the current paragraph 8.5.1 and add the following paragraph as
- 8.5.2 The Contractor shall also replace or repair to the satisfaction of the Owner any and all damage done to the building or its contents or to work of other trades as a result of work performed by him in fulfilling this warranty or correction of work. Note: This warranty shall survive termination of the Contract.
- E Under 8.6, add the following subparagraphs:
- 8.6.1 Contractor is not exempted from paying Iowa Sales and/or Use Taxes. The Owner will obtain rebate on taxes paid by the Contractor on certain products or items. Provide administrative assistance and cooperation to the Owner
- 8.6.2 Upon completion of the Contract, but before final payment, the Contractor shall furnish to the Owner for review, in duplicate, a certified statement on Iowa Department of Revenue Tax Form 35 002a (07/01/13) (sample included in this Project Manual as Document 007301) of all Iowa Sales and/or Use Taxes paid by him on materials incorporated in the project in the execution of the Contract; stating the purchase order number to which it applies, name and address of material suppliers, type of material purchased, total price, amount of Sales and Use Tax paid, and to whom paid and when. Completed forms shall be provided by the Contractor and all subcontractors and material suppliers for taxes they paid. For clarity, materials shall be referred to by their commonly used name. Use of the word "miscellaneous" in combination with the generic term "materials" shall be avoided. More definitive descriptions shall be used. Final payment cannot be made to the Contractor until the submitted forms have been approved by the Owner as part of the documents required for submission at time of Project closeout, and approved by the Department of Revenue and Finance as submitted.
- F Under 8.7, add the following:

No building permit is required for the Work of this Project.

G Under 8.9, add the following subsection:

8.9.1 All on-site work shall be done during normal business hours and with an authorized representative of the Owner present.

8.9.2 Contractor shall coordinate with the Owner to avoid conflicts with the Owner's normal work activities in the building.

ARTICLE 4 - PAYMENTS AND COMPLETION (Modifies Article 12)

A Under 12.2 add the following paragraph as

12.2.3 Applications shall be notarized and supported by such data substantiating the Contractor's right to payment as the Owner or the Architect may require, including, but not limited to, receipts, releases, waivers of mechanics liens and any other information required by the Contract Documents.

B Under 12.4 add the following paragraph:

12.4.5 At each pay request until the final pay request, the Owner will pay the amount of the work completed by the Contractor and approved by the Architect less 5 percent retention.

C Under 12.5 add the following paragraph as

12.5.3 Owner will retain double monetary value of items listed as incomplete or requiring correction and unsettled claims.

ARTICLE 5 - PROTECTION OF PERSONS AND PROPERTY (Modifies Article 13)

A Make the current paragraph 13.1 and add the following paragraphs as

13.2 The Contractor shall exercise at all times, the protection of all persons and property. Serving as employer, the Contractor shall comply with all requirements of the Occupational Safety and Health Act of 1970, rules and regulations of the Iowa Bureau of Labor, and all other applicable state laws and building and construction codes. It is the Contractor's responsibility to enforce all regulations that apply to this project.

13.3: No hazardous materials are known to be present in those portions of the building in which the Work is planned to be executed. In the event that the Contractor, a subcontractor, or an employee of the Contractor or a subcontractor should encounter materials that are suspected to be hazardous, the Contractor shall immediately cease operations in the affected area and notify the Architect and the Owner's Representative. No work shall proceed until approved methods of neutralizing the hazards are agreed to (and, if necessary, permits are obtained); and the Owner has abated the hazards.

13.4 The Contractor will not be reimbursed for a reasonable delay in work caused by an hazardous materials during Construction.

13.5 The Contractor is required to provide the Architect and Owner's Representative a certification from product manufacturers that all new materials and products furnished and installed in this project are free of asbestos.

13.6 The Contractor shall submit to the Owner's representative, prior to commencement of work on site, one copy of Material Safety Data Sheets of hazardous substances to be stored on or used on the Owner's premises in performance of this Contract. The Contractor shall also maintain copies of MSDS sheets for substances on site in a designated MSDS binder available for public inspection during normal working hours. Hazardous substances shall be any substance which is covered by the Emergency Planning and Community Right-To-Know Act, 42 U.S.C. 11022 and 11044

ARTICLE 6 - MISCELLANEOUS PROVISIONS (Modifies Article 15)

- A Add 15.4 – EQUAL OPPORTUNITY and add the following paragraphs as
- 15.4.1 The Contractor and the Contractor's Subcontractors shall not discriminate against any employee or applicant for employment because of race, color, sex or nation of origin. Such action shall include, but is not 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.
- 15.5.1 The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.
- 15.4.1 The Contractor and the Contractor's Subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, or national origin.
- B Add 15.4 - Recording and Preserving Historical Finds
- 15.4 All items having apparent historical or archeological interest that are discovered in the course of construction activities must be carefully preserved. The Contractor shall leave the find undisturbed and shall immediately report the find to the Owner so that the proper authority may be notified

ARTICLE 7 - TERMINATION OF CONTRACT

- A Add 16.4 'PUBLIC CONTRACT TERMINATION' and the following subparagraphs
- 16.4.1 Provisions of law as contained in Chapter 573A of the Code of Iowa, current edition, (which pertains to termination of contracts for construction of public improvements when work thereon is stopped because of a national emergency) shall apply to and be a part of this Contract and binding upon all parties hereto, including Subcontractors and Sureties
- 16.4.2 Notwithstanding any other provisions of this Contract, if funds anticipated for the continued fulfillment of this Contract are at any time not forthcoming or insufficient, either through the failure of the Owner to appropriate funds or discontinuance or material alteration of the program under which funds are provided, then the Owner shall have the right to terminate this Contract without penalty by giving not less than seven (7) days written notice. If an appropriation to cover the costs of this Contract becomes available within sixty (60) days subsequent to termination under this clause, Owner agrees to re-enter a contract with the terminated Contractor under the same provisions, terms, and conditions as the original award

END OF DOCUMENT 00 73 00

SECTION 01 10 00

SUMMARY

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Project Identification: Stained Glass Dome Restoration, Greene County Courthouse. (Also referred to as "Greene County Courthouse Dome Restoration", and "the Project")
 - 1. Project Location: Greene County Courthouse, 114 North Chestnut Street, Jefferson, Iowa, 50129.
- B. Owner: Greene County, referred to in the documents as Owner or the County.
 - 1. Owner's Representative: Wade Weiss, County Engineer.
- C. Architect: Brooks Borg Skiles Architecture Engineering LLP referred to in the documents as Architect, Engineer, Architect/Engineer or Design Professional.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
 - 1. Removal, restoration, and reinstallation of stained glass at the dome over the central rotunda of the Greene County Courthouse and restoration of the dome frame in-place.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract based on a stipulated sum.

1.3 PROJECT SCHEDULE

- A. Work shall not begin on the no later than December 1, 2016 except as specifically authorized in writing by the Owner.
- B. All work shall be completed no later than July 1, 2017.

1.4 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or other work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before work under this Contract begins.
 - 1. Owner will remove or relocate stored items in the work area in the attic to provide Contractor access to the Work.

1.5 ACCESS TO SITE AND COORDINATION WITH OCCUPANTS

- A. Owner and the Public will be actively using the Courthouse during construction. Cooperate with the Owner and coordinate activities when requested.
 - 1. Schedule all Work in the Courthouse or on the Courthouse grounds with the Owner at least 24 hours in advance.
 - 2. Coordinate with Owner to maintain security. No one is to be working in the building without the Owner's knowledge.
 - 3. Coordinate with Owner for path to be used through the building for employees and for transport of materials.
 - 4. Coordinate with Owner for locations and installation (by Contractor) of all protection devices.
 - 5. Coordinate with Owner for use of the site.
- B. Driveways, Walkways and Entrances: Keep driveways, parking lots, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials except as designated by the Owner.
- C. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
 - 2. All on-site personnel shall be at least 21 years of age.
 - 3. Owner shall have a complete list of all contractors (companies) working on the site.
- D. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify Architect and Owner not less than five days in advance of proposed utility interruptions (if any).
 - 2. Obtain Owner's written permission before proceeding with utility interruptions (if any).

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 14 00

GENERAL REQUIREMENTS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- 1.01__SECTION INCLUDES
- 1.02__SCHEDULE OF VALUES
- 1.03__APPLICATIONS FOR PAYMENT
- 1.04__CHANGE PROCEDURES
- 1.05__COORDINATION
- 1.06__UNANTICIPATED UTILITY LINES
- 1.07__DEMOLITION, CUTTING AND PATCHING AND ALTERATIONS
- 1.08__ANCHORING
- 1.09__CONFERENCES
- 1.10__PROGRESS MEETINGS
- 1.11__SUBMITTAL PROCEDURES
- 1.12__SUBMITTALS FOR REVIEW
- 1.13__CONSTRUCTION SCHEDULES
- 1.14__QUALITY ASSURANCE/CONTROL
- 1.15__REFERENCES
- 1.16__INSPECTIONS, SAMPLING, AND TESTS
- 1.17__SECURITY
- 1.18__TEMPORARY FACILITIES AND CONTROLS
- 1.19__PARKING
- 1.20__PROGRESS CLEANING
- 1.21__PRODUCTS
- 1.22__TRANSPORTATION, HANDLING, STORAGE AND PROTECTION
- 1.23__PRODUCT OPTIONS
- 1.24__SUBSTITUTIONS
- 1.25__DEMONSTRATION AND INSTRUCTIONS
- 1.26__PROJECT RECORD DOCUMENTS
- 1.27__FINAL CLEANING
- 1.28__CLOSE OUT DOCUMENTS
- 1.29__CONTRACT CLOSEOUT PROCEDURES

1.02 SCHEDULE OF VALUES

- A. Submit schedule in a computer generated printout which follows the format used in the AIA Form G703 (attached).
 - 1. Divide work in to line items which can be measured and billed conveniently on a monthly basis
- B. Submit Schedule of Values electronically to Owner and Architect no later than one week before the first request for payment.
- C. Update Schedule of values at each submission of request for payment by indicating modifications in individual items and additions or subtractions made through Change Orders (COs) or Construction Change Directive (CCDs). Place COs and CCDs at the end of the Schedule of values.

1.03 APPLICATIONS FOR PAYMENT

- A. Submit three copies of each application on in a computer generated printout which follows the format used in the AIA Form G702 (attached at end of this section).
- B. Content and Format:
 - 1. Utilize order in the Schedule of Values for listing items in Application for Payment.
 - 2. CCDs may be included in the request for payment once they have been signed by all parties.
 - 3. COs may be included in the request for payment once they have been signed by all parties. When a CO is added which contains previously authorized CCDs, the CCDs included in the CO must be removed from the Schedule of Values or listed as a sub-item to the CO.
- C. When payment is requested for products stored off-site, submit "bill of sale" or other documentation, satisfactory to the Owner, to establish the Owner's title to products and submit proof of insurance coverage protecting the Owner's interests.
- D. Payment Period: Monthly.

1.04 CHANGE PROCEDURES

- A. The Architect/Engineer may initiate Instructions to Contractor (ITC) describing clarifications or modifications to the Contract Documents. If the Contractor believes a modification requires additional fee or time, Contractor shall prepare and submit a price quotation. Proposals by the Contractor shall include all related items including modifications to other Work resulting from the proposed change. If Contractor does not indicate that a change in cost or time is required within 14 calendar days after receiving an ITC, it shall indicate that the Contractor accepts that change as no cost / no time change.
- B. The Contractor may propose a change by submitting a request for change to the Architect/Engineer, describing the proposed change and its full effect on the Work, with a statement of the reason for the change, and the effect on the Contract Sum Price and Contract Time with full documentation, and a statement of the effect on the rest of the Work.
- C. Construction Change Directive may be issued by the Architect/Engineer, based on agreement of all parties, when it is important that work proceed on an item or work before a Change Order can be fully processed.
- D. Final Change Order package will be prepared by the Architect/Engineer and submitted to the Owner and Contractor for review and approval.
- E. Include the following cost in proposals for change:
 - 1. Costs of labor, including social security, old age and unemployment insurance, fringe benefits required by agreement or custom, and workers' compensation insurance;
 - 2. Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
 - 3. Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
 - 4. Costs of premiums for all bonds and insurance, permit fees, and sales, use or similar taxes related to the Work; and
 - 5. Additional costs of supervision and field office personnel directly attributable to the change.

- F. In all Change Orders or Construction Change Directives, the allowance for Overhead and profit to be included in the total cost to the Owner shall not exceed the following amounts:
1. For the Contractor, for any Work performed by the Contractor's own forces, fifteen percent (15%) of the cost and five percent (5%) on work deleted from the Contract.
 2. For the Contractor, for Work performed by his Subcontractor, five percent (5%) of the amount due the Subcontractor
 3. For each Subcontractor, or Sub-subcontractor involved, for any Work performed by such contractor's own forces, fifteen percent (15%) of the cost and five percent (5%) on work deleted from the Contract.
 4. For each Subcontractor, for Work performed by his Sub-subcontractors, five percent (5%) of the amount due the Sub-subcontractor.
 5. Total percentage mark up for Contractor, sub-contractor and all sub-subcontractor shall not exceed 20% on any single Change Order.
- G. Contractor shall provide any documentation of the Work in any change requests as requested by the Architect.

1.05 COORDINATION

- A. Coordinate scheduling, submittals, and Work of the various Sections of the Project Manual and as described on the Drawings to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate work of all subcontractors and sub-subcontractors.
- C. Coordinate with other entities contracted by the Owner for related work. See Section 01 10 00 "Summary" for additional information.

1.06 UNANTICIPATED UTILITY LINES

- A. Should utility lines be encountered that are not indicated, advise Owner immediately.
- B. Rectify damage to or repair accidentally damaged or broken utility lines immediately under direction of Owner.

1.07 DEMOLITION, CUTTING AND PATCHING AND ALTERATIONS

- A. Cutting
1. Cut in-place construction by methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 2. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping.
 3. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces (after verifying conditions on the concealed side).
 4. Cut holes and slots neatly to size required with minimum disturbance of adjacent surfaces.
 5. Temporarily cover openings when not in use.
 6. Cut no utilities without specific, written authorization from the Owner. Cap or otherwise seal off cut utility pipe, ducts and conduits.
- B. Patching
1. Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work.

2. Proceed with patching as soon as possible after construction operations requiring cutting are complete.
3. Patch with durable seams that are as invisible as practicable.
4. Provide materials and comply with installation requirements specified in other Sections, where applicable.
5. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
6. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - a. Where a patch occurs, refinish the entire surface to a point where the surface changes such as at a corner, a joint, a change in plane or a change in material or color.
 - b. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken area containing the patch, after the patched area has received primer and second coat.
 - c. Where removal of walls or partitions extends one finished area into another, patch and repair floor, wall and ceiling surfaces in the new space to provide an even surface of uniform color and appearance. Remove existing floor, wall and ceiling coverings and replace with new materials, if necessary to achieve uniform color and appearance.
7. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
8. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
9. Restore damaged pipe covering to its original condition.

1.08 ANCHORING

- A. Do not anchor new items or new construction to existing construction in a way that will place an excessive load on the existing construction.
- B. Plaster and Gypsum Board
 1. Do not anchor anything directly to gypsum board or plaster; always anchor to the framing system or substrate to which the gypsum board or plaster is anchored.
- C. Hollow Masonry
 1. Do not anchor anything weighing more than 1 pound or capable of resulting in pressure being applied of more than 3 pounds in any direction to the face of hollow masonry.
 2. Where loads heavier than those listed above must be anchored to hollow masonry, provide one of the following:
 - a. Set anchor into solid mortar joints where possible.
 - b. Set anchor into core that has been grouted solid at the core where the anchor is set, and at least one core above and two cores below.
 - c. Provide a system that engages both walls of the hollow masonry unit and provides a rigid spacer/brace in the core between the walls similar to Hilti HIT HY 20 for Masonry Construction.
 3. Under no circumstances use impact driven fasteners on hollow masonry unless the cores are grouted solid.
- D. If existing surface does not provide the necessary backing, open the gypsum board or plaster or masonry wall and provide additional blocking or grouting and repair the surface to existing.

1.09 CONFERENCES

- A. Owner will schedule a preconstruction site mobilization conference after Notice of Award for all affected parties.
- B. If required to verify or resolve issues arising during the construction, Contractor shall convene a conference at project site of all parties involved. Record minutes and distribute to all parties including the Owner and A/E.

1.10 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum three-week intervals. Teleconference is acceptable for meetings when construction is not occurring on site.
- B. Preside at meetings, record minutes, and distribute copies within two days to those affected by decisions made.

1.11 SUBMITTAL PROCEDURES

- A. Transmit each submittal with a Submittal Transmittal Form containing name of Project and submittal number.
- B. Number the submittal forms in sequence. Resubmittals to have original number with R# suffix.
- C. Identify Project, Contractor, subcontractor or supplier. Identify pertinent Specification Section number, as appropriate.
- D. Sign (not initialed), certifying that review, verification of products required, field dimensions, adjacent construction work, and coordination of information, is in accordance with requirements of the Work and Contract Documents.
- E. Schedule submittals to expedite the Project, and deliver to Architect/Engineer, with copy of transmittals to the Owner. Coordinate submission of related items.
- F. Clearly mark the portion of the submitted documents which are to be reviewed. If submitted product data contains multiple products and there is no indication of which are to be used on the Project, the Architect reserves the right to return the submittal without review.
- G. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed Work.
- H. Format: Where possible, all submittals shall be made electronically in the form of "PDF" files. Submittals must be clear and readable. Poor quality copies may be returned without review.
- I. Shop Drawings, Product Data, and Samples:
 - 1. Electronic Submittals: Submit digital copy by email with copy of transmittal to Owner. One digital copy will be returned with comments.
 - 2. "Hard Copy" Submittals: Submit four copies, two of which will be returned to the Contractor with corrections marked.

1.12 SUBMITTALS FOR REVIEW

- A. Architect/Engineer review is for general conformance with design concept and Contract Documents. Markings or comments shall not be construed as releasing Contractor from

compliance with Contract Documents. Contractor is responsible for details and accuracy, for confirming and correlating quantities and dimensions, for selection of fabrication processes, for technique of assembly, and for performing Work in a safe manner.

B. Procedure:

1. After Architect/Engineer review of submittal, at least one returned copy will have required corrections marked.
2. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with comments and indications.
3. Revise and resubmit as required, identifying changes made since previous submittal. Clearly identify any unrequested changes on all submittals and resubmittals.

C. The Architect will use the following marking system for indicating disposition of reviews. See review stamp on the sample Submittal Review/ Comment Form at the end of this section.

1. Submittals marked "APPROVED" or "FURNISH AS CORRECTED" shall be considered reviewed and approved by the Owner as noted in accordance with the requirements of Contract Documents. Resubmittal is not necessary.
2. Submittals marked with "REVISE AND RESUBMIT" have been reviewed and are considered not approved and subject to notes and markings indicating required revisions. The extent of information to be resubmitted will be specified in the attached notes. The Contractor shall process returned reviewed submittals marked "REVISE AND RESUBMIT" and shall resubmit with requested information or corrections until an approval rating is achieved as indicated in Subparagraph 1 above.
3. Submittals marked with "REJECTED" are not considered to meet Project Requirements.
4. Submittals marked with "NOT REVIEWED" are considered for information only. The Architect neither approves nor disapproves the submittal.

1.13 CONSTRUCTION SCHEDULES

- A. Submit an initial Draft Construction Schedule at least 3 days before the Pre-Construction Conference. Submit copies to the Owner and to the Architect/Engineer.
- B. At the Pre-Construction Conference the Owner and Contractor will discuss scheduling differences and develop a revised Initial Construction Schedule.
- C. Within 5 days after the Pre-Construction Conference, the Contractor will submit a revised Initial Construction Schedule. Submit copies to the Owner and to the Architect/Engineer.
- D. Construction Schedule shall be in the form of a bar graph (Gantt Chart) and shall be computer generated. Each task shall include start date, end date and number of days. Required relationships to other tasks shall be shown. Tasks greater than 2 weeks shall be subdivided into smaller tasks.
- E. Maintain construction schedule and provide revised schedules at Progress Meetings as needed to maintain Owner and Architect informed as to progress. Indicate estimated percentage of completion for each item of Work at each submission.

1.14 QUALITY ASSURANCE/CONTROL

- A. Monitor material suppliers', fabricators', and subcontractors' quality control and workmanship to produce work of specified quality.

- B. Comply fully with manufacturer's instructions and Contract Documents. Should instructions conflict with Contract Documents or deviate from good construction practice, request clarification from Architect/Engineer before proceeding.
- C. Comply with specified standards as a minimum quality for the Work. When more than one specified requirement applies or when additional codes apply, the Contractor shall comply with higher standard or those that are applicable.
- D. Secure products in place with positive anchorage devices designed and sized to withstand foreseeable stresses and vibration without physical distortion or disfigurement.

1.15 REFERENCES

- A. Conform to reference standard by date of issue current as of date of Contract Documents, except when a specific date is specified or established by applicable code or stated in these Contract Documents.
- B. Should specified reference standard conflict with Contract Documents, request clarification from Architect/Engineer before proceeding.
- C. The Contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.16 INSPECTIONS, SAMPLING, AND TESTS

- A. The Owner reserves the right to employ a testing agency to test any part of the construction.

1.17 SECURITY

- A. Take measures to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.

1.18 TEMPORARY FACILITIES AND CONTROLS

- A. Provide for temporary utilities as required for execution of Work.
 - 1. Contractor may connect to existing building electrical service. Coordinate with the Owner to verify location and size of service available. Provide and protect all temporary extension cable.
 - 2. Contractor may use existing building toilet rooms. Verify with Owner which rooms may be used. Contractor shall clean toilet rooms when dirtied by use of Contractor's personnel.
- B. Provide for storage and security of tools and materials delivered to the site but not yet installed.
 - 1. Coordinate with the Owner for use of portions of the site outside those areas directly affected by the Work.
 - 2. Coordinate all usage of the site with the Owner's representative, including scheduling all deliveries.
- C. Barriers
 - 1. Provide barriers to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations and demolition.

2. Provide protection barriers as required to protect building occupants and users from construction operations.
3. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
4. Coordinate location, installation and removal of barriers with Owner.

1.19 PARKING

- A. No designate parking spaces will be provided. Contractor to use public parking space on the street and conform to traffic and parking laws.
- B. Do not obstruct the normal use of the parking lot by Owner and the public.

1.20 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Clean all areas for which the Contractor is responsible on a daily basis.
- C. Areas outside primary construction area, which become dirtied by construction operations, must be cleaned immediately.

1.21 PRODUCTS

- A. Definitions:
 1. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying, and erection of the Work. Products may also include existing materials or components authorized for reuse.
 2. Furnish: To supply and deliver, unload, inspect for damage (same as supply).
 3. Install: To unpack, assemble, erect, apply, place, connect, finish, cure, protect, clean, and ready for use.
 4. Provide: To furnish or supply, plus install.
 5. Supply: To supply and deliver, unload, inspect for damage (same as furnish).
- B. Do not use materials and equipment removed from existing premises or other previously used products, except as specifically identified or allowed by the Contract Documents.
- C. Use interchangeable components of the same manufacturer for similar components.

1.22 TRANSPORTATION, HANDLING, STORAGE AND PROTECTION

- A. Transport, handle, store and protect products in accordance with manufacturer's instructions and generally accepted historic rehabilitation construction practices.

1.23 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options allowed. No substitutions allowed after Bid period, except under conditions specified herein.

- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a pre-bid request for substitution within time limits established in Instructions to Bidders for any manufacturer not named.
- D. "Similar To" or "Equal To" indicate an example product that meets specifications. "Basis of Design" indicates applicable characteristics of named product were used to design systems. In either case Contractor may propose any product that has the same or similar characteristics. A formal substitution is not required, but submittals must include sufficient data to show that the product has the same or similar characteristics to the products so indicated. The Architect/Engineer may reject any product, which, in his/her opinion, is not sufficiently similar to the indicated product.

1.24 SUBSTITUTIONS

- A. Instructions to Bidders specify time for submitting requests for Substitutions during the bidding period.
- B. Subsequent to bidding, substitutions will be considered only as an included part of a Change Order when a product becomes unavailable or not practical due to no fault of Contractor or the substitution is substantially to Owner's advantage (equal product for less cost or higher quality product at no change in Contract Sum).
- C. For each request for substitution, prepare a copy of the Substitution Request Form found at the end of this section.
- D. By submitting a request for substitution the Contractor:
 - 1. represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
 - 2. represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;
 - 3. certifies that the cost data presented is complete and includes all related costs under this Contract except the Architect's redesign costs and waives all claims for additional costs related to the substitution which subsequently become apparent;
 - 4. will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects; and
 - 5. represents that the substitution will not adversely affect the construction schedule.
- E. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- F. Substitutions made on submittals (without previous approval) will not be considered.

1.25 DEMONSTRATION AND INSTRUCTIONS

- A. Provide instruction to the Owner's personnel on maintenance requirements. Owner shall be allowed to videotape all training.

1.26 PROJECT RECORD DOCUMENTS

- A. Maintain at location where working (whether on site or in the studio), one set of Contract Documents, one set of shop drawings, and one set of manufacturer's installation instructions to be utilized as Record Documents.
- B. Record actual revisions to the Work. Record information concurrent with construction progress.

- C. Specifications: Legibly mark and record at each Product Section (or on Drawings where specification appear on the Drawings) a description of actual Products installed.
- D. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction.
- E. Submit Record Documents to Architect/Engineer with final Application for Payment.

1.27 FINAL CLEANING

- A. Execute final cleaning prior to substantial completion inspection.
- B. Dismantle and remove from the site all temporary barriers, closures and other temporary structures or materials.
- C. Remove waste and surplus materials, rubbish, and construction facilities from the site.
- D. Final cleaning must follow all procedure requirements indicated for Progress Cleaning.

1.28 CLOSE OUT DOCUMENTS

- A. See Section 08 82 02 "Restoration of Stained Glass Domes" for requirements for record documents to be submitted.

1.29 CONTRACT CLOSEOUT PROCEDURES

- A. Substantial Completion
 - 1. Submit with request for substantial completion inspection:
 - a. List of incomplete work, value of incomplete work, and reasons for being incomplete.
 - 2. If Work is found accepted, Architect/Engineer will provide a certification of substantial completion accompanied by a Punchlist showing items not yet completed or not yet completed satisfactorily. Omission of an item from the Punchlist does not relieve Contractor from the requirement to completely conform to the Contract Documents.
- B. Final Inspection
 - 1. Do not request a Final Inspection until all construction requirements of the Project have been met in conformance with the Contract Documents.
 - 2. Prior to requesting final inspection and final payment, as required by General Conditions, complete the following:
 - a. Submit copy of final punchlist of work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance.
 - b. Submit Project Record Documents.
 - c. Submit proof, satisfactory to Owner, that fees and similar obligations of Contractor have been paid.
 - d. Submit proof to the Owner that all keys borrowed during the course of the project have been returned.
 - e. Deliver tools, spare parts, extra stocks of materials (if any), and similar physical items to Owner.
 - f. Copy of photos, drawings and other documentation as indicated in Section 08 82 02 "Restoration of Stained Glass Domes".
 - 3. Submit the following to the Architect/Engineer with request for final inspection:
 - a. Written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's and Owner's Representative's inspection.

- b. Written certification from product manufacturers stating that no asbestos containing materials have been installed in the Project. Statements are required from each manufacturer supplying materials installed on this job including those installed by all sub-contractor and sub-subcontractor.
 - 4. Coordinate schedule of final inspection so that all parties required to view and approve the Work are present.
- C. Complete items of work determined by Architect/Engineer's final inspection to be incomplete or unacceptable and request additional inspections as necessary.
- D. Reinspection Costs: Should the Owner or the Architect/Engineer be required to perform additional Final Inspections because of failure of work to comply with Contract Documents, Contractor shall compensate Owner and/or Architect/Engineer for additional services. Owner may deduct the cost of the inspections from final payment to Contractor.
- E. Final Acceptance and Payment
 - 1. Submit after final inspection and acceptance:
 - a. Final Application for Payment, identifying total adjusted Contract Sum, previous payments, and amount remaining due.
 - b. AIA Forms G706 -Contractor's Affidavit of Payment of Debts and Claims, G706A - Contractor's affidavit of Release of Liens, and G707 -Consent of Surety to Final Payment. Owner reserves the right to reject all forms that have been modified or to which conditions have been added.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SUBSTITUTION REQUEST FORM

TO: ATTN: Wayne Smith
Brooks Borg Skiles, Architecture Engineering LLP
317 6th Avenue, Suite 400
Des Moines, IA 50309
Phone: 515-244-7167

wsmith@bbsae.com (Fax: 515-244-7167)

PROJECT: Greene County Courthouse Dome Restoration

Project Number: 16012

We hereby submit for your consideration the following product as substitution for the specified item for the above project:

DRAWING NO. _____ DRAWING NAME _____

SPEC. SECT.	SPEC. NAME	ARTICLE/PARAGRAPH	SPECIFIED ITEM
_____	_____	_____	_____

Proposed Substitution: _____

Attach complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation.

Submit, with request, all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.
(Complete all items on the back of this sheet).

CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE

The undersigned states that the function, appearance, and quality are equivalent or superior to the specified item.

Submitted by:

Signature Title

Firm

Address

Telephone FAX Number Date

Signature shall be by person having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will result in retraction of approval.

For Use by Owner's Representative or Owner:

Accepted Not Accepted

Accepted as Noted Received Too Late

By _____ Date _____

Fill in Blanks Below:

- A. Reason for Request: _____

_____.
- B. Does the substitution affect dimensions shown on Drawings? Yes _____ No _____
If yes, clearly indicate changes:

- C. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution? Yes _____ No _____
If no, fully explain: _____

- D. What effect does substitution have on other Contracts or other trades?

- E. What effect does substitution have on construction schedule?

- F. Manufacturer's warranties of the proposed and specified items are:
_____ Same _____ Different (Explain on Attachment)
- G. Itemized comparison of specified item(s) with the proposed substitution.
List significant variations:

- H. Accurate cost data comparing proposed substitution with product specified:

- I. Designation of maintenance services and sources:

(ATTACH ADDITIONAL SHEETS IF REQUIRED)

PROJECT: Greene County Courthouse Dome Restoration

BBSAE PROJ. No.: 16012

SUBMITTAL NUMBER:

SPECIFICATION

SECTION:

DESCRIPTION:

REVIEWED BY:

Primary:

Secondary:

DATE ROUTED:

NUMBER OF COPIES ROUTED:

 **BROOKS BORG SKILES**
ARCHITECTURE ENGINEERING LLP

☐ Approved

☐ Revise and Resubmit

☐ Furnish as Corrected

☐ Rejected

☐ Not Reviewed

Date: _____ By: _____

Architect/Engineer review is for general conformance with design concept and Contract Documents. Markings or comments shall not be construed as releasing Contractor from compliance with Contract documents. Contractor is responsible for details and accuracy, for confirming and correlating quantities and dimensions, for selection of fabrication processes, for technique of assembly and for performing work in a safe manner.

COMMENTS:

1.

SECTION 08 82 02

RESTORATION OF STAINED GLASS DOMES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes repair and restoration of stained glass dome:
 - 1. Verification and documentation of existing conditions.
 - 2. Provision of temporary onsite protection
 - 3. Removal and transportation of existing panels or sections of stained glass.
 - 4. Refurbishing of the stained glass pieces.
 - 5. Re-leading stained glass and reassembly of sections.
 - 6. Preparation of steel frame surfaces to receive refurbished and re-leaded stained glass dome panels.
 - 7. Transportation and installation of refurbish stained glass dome sections.

1.2 ADMINISTRATIVE REQUIREMENTS

- A. Coordinate all onsite activities with the County including time and path of all access into and through the premises.
- B. Preconstruction Conference: Conduct conference at Project site.
- C. Obtain approval of work plan before initiating Work onsite.

1.3 ACTION SUBMITTALS

- A. Work Plan: Provide a written work plan detailing the following
 - 1. Protections to be constructed / installed below and around dome to protect occupants of the building and building materials and surfaces from damage as a result of the Work described in the Section.
 - 2. Safety precautions to be taken to protect those doing the Work of the Section.
 - 3. Procedures to be used to document existing conditions including configuration of the dome and to identify each piece of stained glass.
 - 4. Procedures to be used to remove, package and transport stained glass to the studio where they will be refurbished.
 - 5. Procedures to be used in cleaning and refurbishing stained glass pieces.
 - 6. Procedures for preparing the existing frame of the dome in the building to receive the refurbished dome parts.
 - 7. Procedures to be used in reassembling and re-leading the stained glass pieces into transportable sections including how the correct configuration of the dome will be maintained.
 - 8. Procedures for reinstalling the dome sections.
 - 9. Also include a timeline indicating when temporary protections will be installed and removed from the existing building and when the Contractor will be working within the courthouse building.
- B. Product Data: For each type of product to be used including:
 - 1. Cleaning materials.
 - 2. Leading materials

3. Related materials including putties, cements, caulks and sealers
4. Painting and coating materials.

C. **CERTIFICATION OF EXPERIENCE (TO BE SUBMITTED WITH BID FORM):**

1. Description of restoration specialist's experience (as described under Quality Assurance).
2. List of five examples of similar project completed within 200 miles of Jefferson with contact information (as described under Quality Assurance).

1.4 CLOSEOUT SUBMITTALS

- A. Deliver to the Owner a complete package of patterns, rubbing, photographs and related notes made before removal, during refurbishing and after reinstallation.

1.5 SCOPE OF WORK

- A. It is the purpose of this section to describe the intention of the Owner in regard to the Work and general quality anticipated. The objectives listed below must be achieved, however the Contractor may propose alternate means of accomplishing the same objectives in their Work Plan. Once approved the Work Plan will describe final Scope of Work.

B. Anticipated Scope of Work:

1. Provide a drape of heavy canvas tarp or similar below the dome and related work area to prevent any dirt and objects from falling on those below including providing any scaffolding, framing or other devices as necessary to support and anchor the drape.
2. Produce a detailed "Map" of the existing dome using photographs or other approved means, clearly delineating each section. Note each instance of anomaly.
3. Construct molds of wood or similar materials of the exact curvature and configuration of the dome to be later used in off-site studio.
4. Tag each section of stained glass to identify its location in map.
5. Remove and crate stained glass panels and stow properly ensuring no further damage during travel to the studio.
6. Following receipt in studio and uncrating, take additional photographs of each section prior to their disassembly.
7. Make rubbings of each section denoting each section's location on the Map and indicating any anomalies and breaks noted on the pattern made.
8. Number each glass piece corresponding to its location on the rubbing such that when rebuilt each piece shall be in its original location within the stained-glass panel.
9. Clean each glass piece of any perimeter glazing putty and surface residue prior to its being rebuilt using deionized water and cleaning materials that will not damage the colored glass.
10. Reassemble cleaned glass into curved panels using new lead came.
11. Clean and prepare surfaces of steel fins and secondary supports that are soldered to the came. Re-solder to panels and then coat with zinc rich primer.
12. Clean, prepare and paint existing steel frame (in situ) as specified herein.
13. Reinstall stained glass sections to form the dome and provide additional reinforcement steel as necessary to ensure that the dome does not sag.
14. After reinstallation, the perimeter joints (including between sections) shall be sealed using polyurethane primer and polyurethane sealer.
15. After installation is complete, photograph of the completed dome from above and below, after removing temporary protections.

- C. Recycle lead and other materials that are removed and not reused in the Project.

- D. Owner may require review of installed work by an independent agent before approving final payment.

1.6 QUALITY ASSURANCE

- A. Stained Glass Restoration Specialist: All Work shall be executed by or under the direct supervision of a person with documented experience of not less than 10 years working on traditional stained glass installation and restoration and able to provide evidence of not less than 5 examples of rehabilitation of a similar level of difficulty including at least one large, free-spanning dome and must have shop where the Work will be executed located not more than 200 miles from the Greene County Courthouse.
- B. All Work shall conform to requirements of OSHA and other federal, state and local requirements for safety of workers and the public including fall prevention and fall arrest protection.
- C. Contractor shall take care to prevent any further damage to the any part of the stained glass dome or the surrounding surfaces and materials.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Came: Lead Came: Formed of "restoration lead" as defined by ASTM B29 and of profiles to exactly match original profiles.
- B. Glass:
 - 1. Reuse existing color glass, unless existing is so damaged that it cannot be repaired.
 - 2. If replacement is required, provide industry best match. Verify color match with diffused sun passing through the glass.
- C. Glazing and Glass Repair Materials:
 - 1. Use materials that will not damage glass or came.
 - 2. Use only materials that have a record of successful use in restoration of stained glass.
 - 3. All materials exposed in final installation to visually match existing.
- D. Solder: 60/40 (tin/lead) or 50/50.
- E. Cleaning Materials:
 - 1. Deionized water.
 - 2. Baking soda.
 - 3. All other cleaners shall be tested and approved before use.
- F. Painting Materials for Exposed Steel Frame:
 - 1. Primer: As recommended by the finish paint manufacturer. (May be a first coat of epoxy if recommended).
 - 2. Intermediate Coat: Water based epoxy cycloaliphatic amine: Water Based Tile Clad Epoxy Primer, Series B73, by Sherwin Williams or equal.
 - 3. Finish Coat: (Gloss): Acrylic urethane: Pro Industrial Water Based Acrolon 100, Series B65, by Sherwin Williams or equal.
- G. Paint for Concealed Steel Fins and Supports:
 - 1. Epoxy Zinc-Rich Primer: Complying with MPI#20. Color black or gray.

- H. Non-Soldered Joint Sealant:
 - 1. Provide polyurethane primer as recommended by sealer manufacturer
 - 2. Sealant: S, NS, 25, NT: Single-component, nonsag, nontraffic-use, plus 25 percent and minus 25 percent movement capability, urethane joint sealant; ASTM C 920, Type S, Grade NS, Class 25, Use NT.
 - a. At the Contractors option the sealant may be two-part or one-part.
- I. Colors: Colors for all paints, caulks, sealers of other materials that will exposed in the final installation shall be approved in writing by the Architect.

2.2 SHOP FABRICATION

- A. All soldering to be "hot soldering" (solder to be fully melted).
- B. Curved panels shall be assembled over molds or similar devices to exactly match their and configuration in the steel frame of the dome. Curved panels shall NOT be formed flat.
- C. Grout each piece of glass with glazing compound mix.
- D. Any excess stained-glass putty shall be cleaned and each piece of each section polished prior to installation

PART 3 - EXECUTION

3.1 GENERAL

- A. Package and protect completed panels as necessary to ensure their safe travel from the studio to the site and into position in the dome. Curved pieces shall be supported as necessary to maintain their curve during transport.
- B. Install each panel in its original location.
- C. Final installation shall be firmly seated and free of "rattle".

END OF SECTION

APPENDIX

AIA G702 (Example)

AIA G703 (Example)

Form 35-002a (07/21/15) Contractor's Statement (for Taxes)

Application and Certificate for Payment

TO OWNER:

PROJECT: 1303 I-Camp Dodge Barracks

APPLICATION NO: 001

Distribution to:

FROM CONTRACTOR:

VIA ARCHITECT:

PERIOD TO:
CONTRACT FOR:
CONTRACT DATE:
PROJECT NOS:

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:

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.....\$0.00
2. NET CHANGE BY CHANGE ORDERS.....\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2).....\$0.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703).....\$0.00
5. RETAINAGE:

- a. 0 % of Completed Work
(Column D + E on G703): \$0.00)= \$0.00
- b. 0 % of Stored Material
(Column F on G703): \$0.00)= \$0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703).....\$0.00

6. TOTAL EARNED LESS RETAINAGE.....\$0.00
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....\$0.00
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE.....\$0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6).....\$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

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:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect'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.....\$0.00
(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.)

ARCHITECT: 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.

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER:
APPLICATION DATE:
PERIOD FROM:
TO:

In tabulations below, amounts are stated to the nearest dollar.

Use column I on Contracts where variable retainage for line items may apply.

A ITEM No.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D PREVIOUS APPLICATIONS	E WORK COMPLETED THIS APPLICATION		F STORED MATERIALS (not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE
				WORK IN PLACE	% (G/C)				
1	Supervision								
2	Office Equipment/Supplies								
3	Surveying & Layout								
4	Temporary Protection								
5	Clean-Up								
6	Warehouse Service/Trucking								
7	General Site Equipment								
8	Insurance & Bonds								
9	Building Permit Fee								
10	Electronic Project Management								
11	Misc. Concrete								
12	Rough Carpentry								
13	Finish Carpentry								
14	Building Insulation								
15	Doors & Windows								
16	Aluminum Entrances								
17	Drywall								
18	Ceramic Tile								
19	Acoustical Ceiling								
20	Carpeting								
21	Painting								
22	Fire Protection								
23	Toilet Accessories								
24	Window Treatments								
25	Elevators								
26	Mechanical								
27	Sprinkler								
28	Electrical								
29	Fixed Fee								
	Totals								



Contractor's Name: _____
Address: _____
City, State, ZIP: _____
Iowa Sales or Use Tax Permit Number (if any): _____
SSN or FEIN: _____
Project Description: _____
Is your contract written? Yes ☐, No ☐ If yes, date signed: ____/____/____

Name of government unit, private nonprofit education institution, nonprofit museum, business in economic development area, rural water district, or Habitat for Humanity: _____
Address: _____
City, State, ZIP: _____
If contract is not directly with above name, who is your contract directly with? _____

INCLUDE ONLY BUILDING MATERIALS THAT BECOME PART OF REAL PROPERTY. See instructions on reverse side.

A Name, City, and State of Material Supplier	B Type of Building Material	C Purchase Price	D Amount of Iowa Sales/Use Tax	E Did Supplier Collect Iowa Sales/ Use Tax? (Yes/No) If "No", Who Paid the Tax? When?	F Amount of Iowa Local Option Tax	G County Number Where Iowa Local Option Was Paid
Total (provide the totals for columns C, D and F)						

Subscribed and sworn to by _____ before me
on this _____ day of _____ 20 ____
Notary Public in and for _____ County
of Iowa.

I, "Contractor", _____ state that his statement is made pursuant to section 423.4, Code of Iowa, that all statements made herein, are true and accurate to the best of my knowledge and belief; that all of the tangible personal property described herein became an integral part of the project herein described, and sales or use tax was paid to Iowa as shown.

Signature: _____ Title: _____

Instructions

This Contractor's Statement must be prepared and sworn to by each general contractor, special contractor, or subcontractor who fulfills a contract or subcontract pertaining to a project that is sponsored by agencies or instrumentalities of the federal, state, county, municipal governments, private nonprofit educational institutions, nonprofit museums, businesses in economic development areas, rural water districts, or Habitat for Humanity. Upon completion of the contract, this form must be presented to that sponsor so they may file for a tax refund in accordance with section 423.4, Iowa Code, as amended.

The Iowa Department of Revenue may require additional information.

Contractor:

Forward this statement to the sponsor (governmental unit, private nonprofit educational institution, nonprofit museum, business in economic development area, rural water district, or Habitat for Humanity). Do not send it to the Iowa Department of Revenue.

Sponsor:

This statement must be attached to the Construction Contract Claim for Refund (35-003). Both forms must be filed before the Department can process your claim. **File using this form.** Substitutes or photocopies will not be accepted. The claim for refund must be filed within one year of the final settlement date of the contract.

Columns A through E must be completed. If local option sales tax was paid on the purchase price, complete columns A through G.

A. Name, City, and State of Material Supplier

Enter "out of stock" or "inventory in column A for materials that the contractor has manufactured or has in inventory, making the contractor the material supplier.

B. Type of Building Material

Be specific. Only the items that become an integral part of the structure should be listed. The following is a nonexclusive list of items that should not be included on this form: Equipment rental, machinery, equipment, tools, utilities, warning lights, barricades, portable toilets, forms, stakes, scaffolding, dynamite, lodging, fuel, and labor.

C. Purchase Price

Cost of material shown in column B. Do not include transportation charges, delivery charges, or hauling charges. Do not include sales/use or local option sales tax in this column.

D. Amount of Iowa Sales / Use Tax

Compute on the purchase price recorded in column C. Do not include local option sales tax in column D. Invoices may be requested to verify amounts.

E. Did Supplier Collect Iowa Sales / Use Tax?

If the answer is "No", include who paid the tax, the date the tax was paid, and the Iowa permit number under which it was remitted. If no Iowa tax was paid, please explain why not and/or to which state the tax was paid.

F. Amount of Iowa Local Option Tax

In addition to the state sales and use tax in column D, there may be purchases that were subject to local option tax. Enter the amount of local option tax in column F. Do not include local option tax in column D entry.

G. County Number Where Iowa Local Option Was Paid

Number of the county for which local option sales tax was paid. See the list below.

IOWA COUNTIES AND COUNTY NUMBERS

County Numbers 01 to 25	County Numbers 26 to 50	County Numbers 51 to 75	County Numbers 76 to 99
01-ADAIR	26-DAVIS	51-JEFFERSON	76-POCAHONTAS
02-ADAMS	27-DECATUR	52-JOHNSON	77-POLK
03-ALLAMAKEE	28-DELAWARE	53-JONES	78-POTTAWATTAMIE
04-APPANOOSE	29-DES MOINES	54-KEOKUK	79-POWESHIEK
05-AUDUBON	30-DICKINSON	55-KOSSUTH	80-RINGGOLD
06-BENTON	31-DUBUQUE	56-LEE	81-SAC
07-BLACK HAWK	32-EMMET	57-LINN	82-SCOTT
08-BOONE	33-FAYETTE	58-LOUISA	83-SHELBY
09-BREMER	34-FLOYD	59-LUCAS	84-SIOUX
10-BUCHANAN	35-FRANKLIN	60-LYON	85-STORY
11-BUENA VISTA	36-FREMONT	61-MADISON	86-TAMA
12-BUTLER	37-GREENE	62-MAHASKA	87-TAYLOR
13-CALHOUN	38-GRUNDY	63-MARION	88-UNION
14-CARROLL	39-GUTHRIE	64-MARSHALL	89-VAN BUREN
15-CASS	40-HAMILTON	65-MILLS	90-WAPELLO
16-CEDAR	41-HANCOCK	66-MITCHELL	91-WARREN
17-CERRO GORDO	42-HARDIN	67-MONONA	92-WASHINGTON
18-CHEROKEE	43-HARRISON	68-MONROE	93-WAYNE
19-CHICKASAW	44-HENRY	69-MONTGOMERY	94-WEBSTER
20-CLARKE	45-HOWARD	70-MUSCATINE	95-WINNEBAGO
21-CLAY	46-HUMBOLDT	71-O'BRIEN	96-WINNESHIEK
22-CLAYTON	47-IDA	72-OSCEOLA	97-WOODBURY
23-CLINTON	48-IOWA	73-PAGE	98-WORTH
24-CRAWFORD	49-JACKSON	74-PALO ALTO	99-WRIGHT
25-DALLAS	50-JASPER	75-PLYMOUTH	

DRAWINGS

A-1 - SITE PLAN, TITLE

A-2 - BASEMENT & FIRST FLOOR PLANS

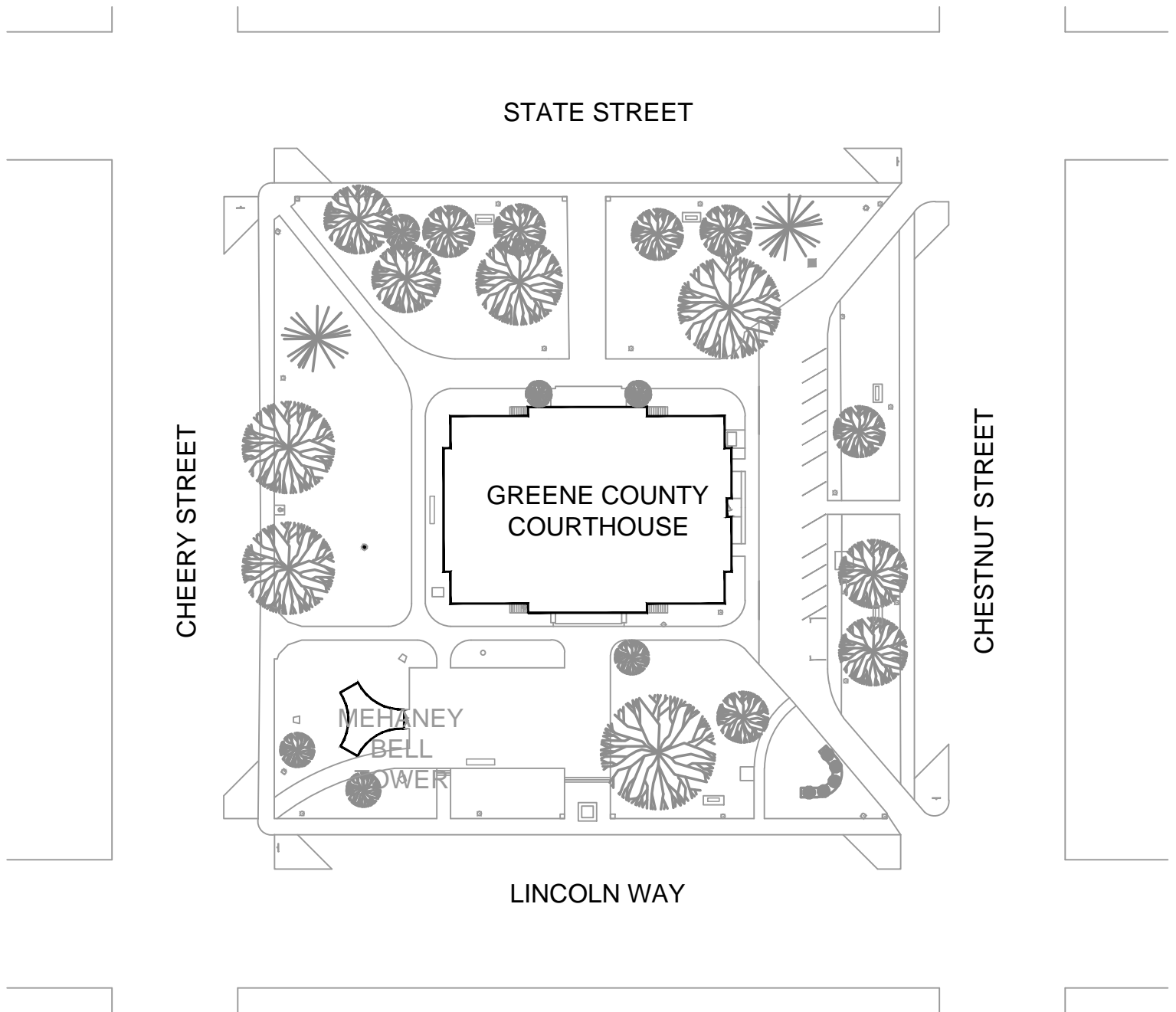
A-3 - SECOND & THIRD FLOOR PLANS

A-4 - ATTIC AND ROOF PLANS

A-5 - DOME PLAN AND SECTION

A-6 - ORIGINAL BUILDING SECTION

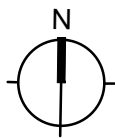
A-7 - PHOTOGRAPHS



1

SITE PLAN

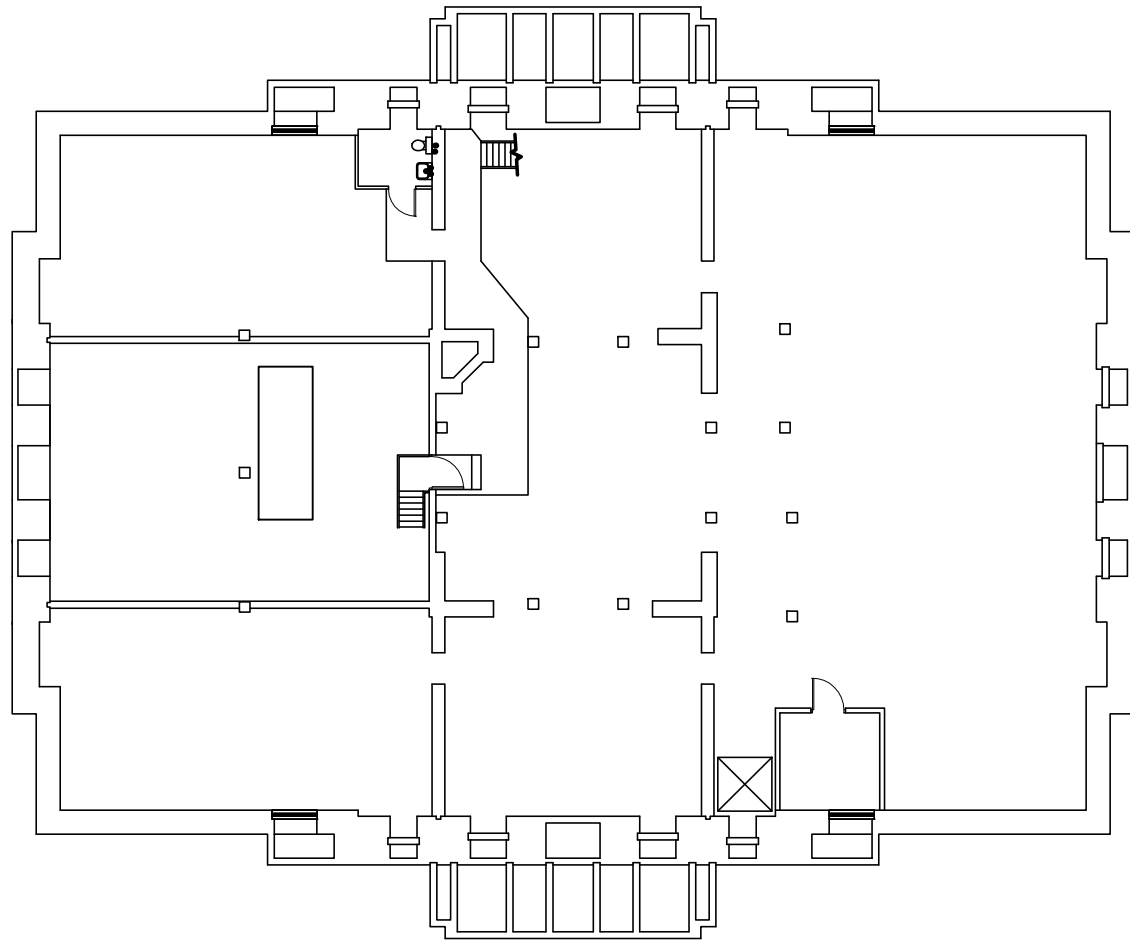
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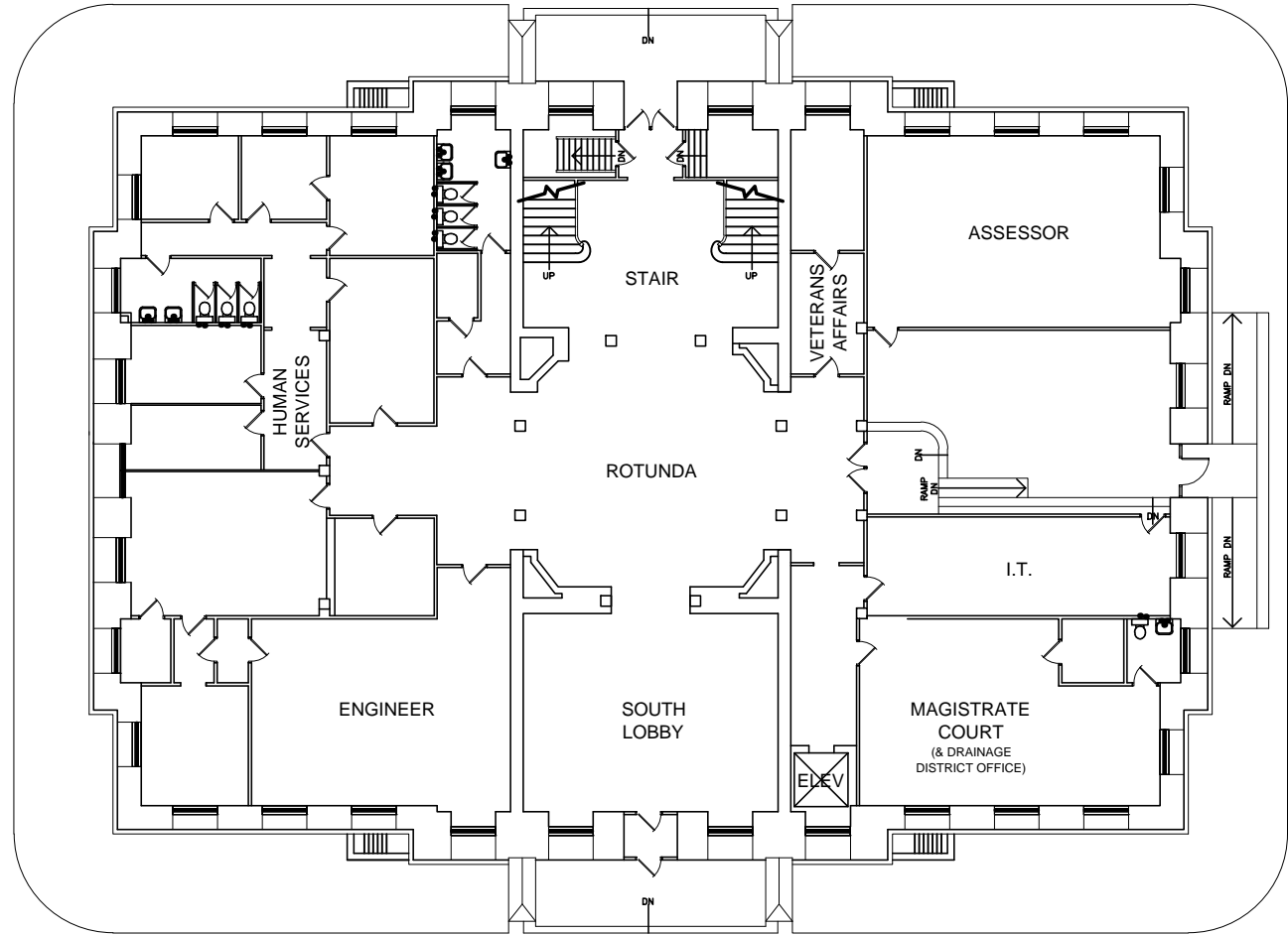
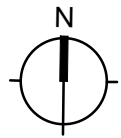
STAINED GLASS DOME RESTORATION GREENE COUNTY COURTHOUSE

DRAWING INDEX

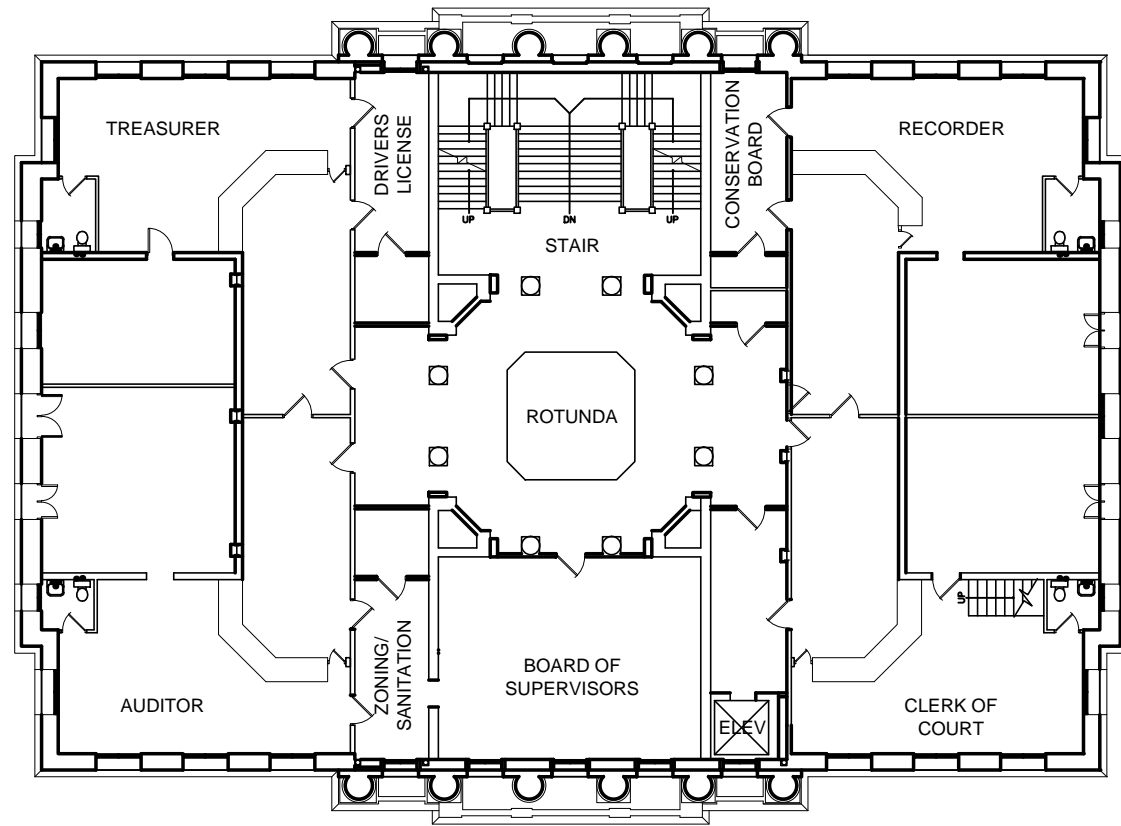
- A-1 - SITE PLAN, TITLE
- A-2 - BASEMENT & FIRST FLOOR PLANS
- A-3 - SECOND & THIRD FLOOR PLANS
- A-4 - ATTIC AND ROOF PLANS
- A-5 - DOME PLAN AND SECTION
- A-6 - ORIGINAL BUILDING SECTION
- A-7 - PHOTOGRAPHS



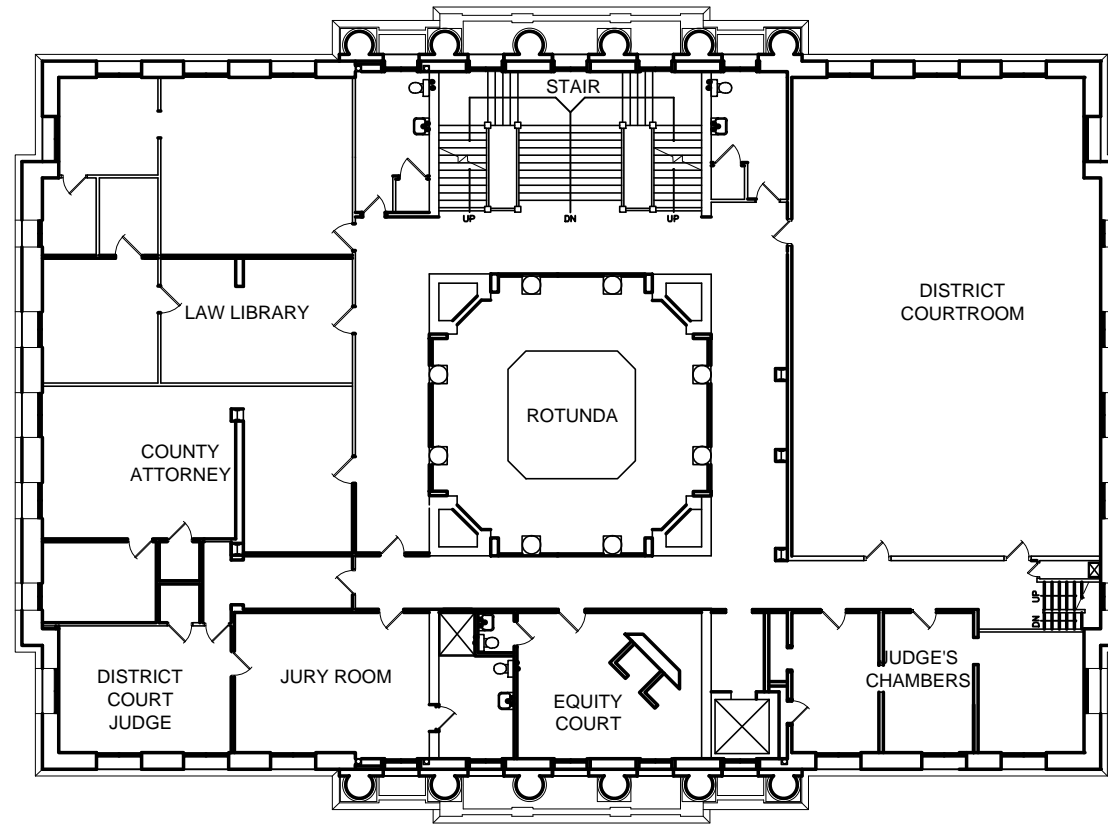
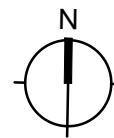
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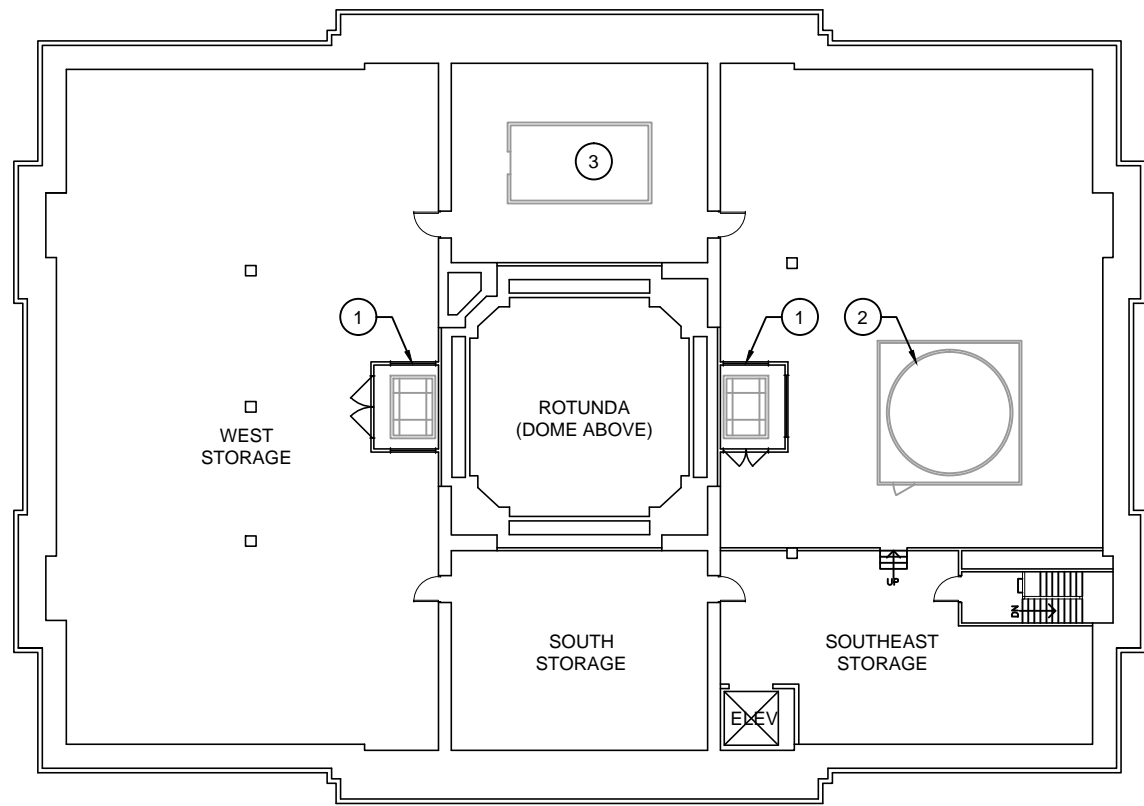
2 FIRST FLOOR PLAN
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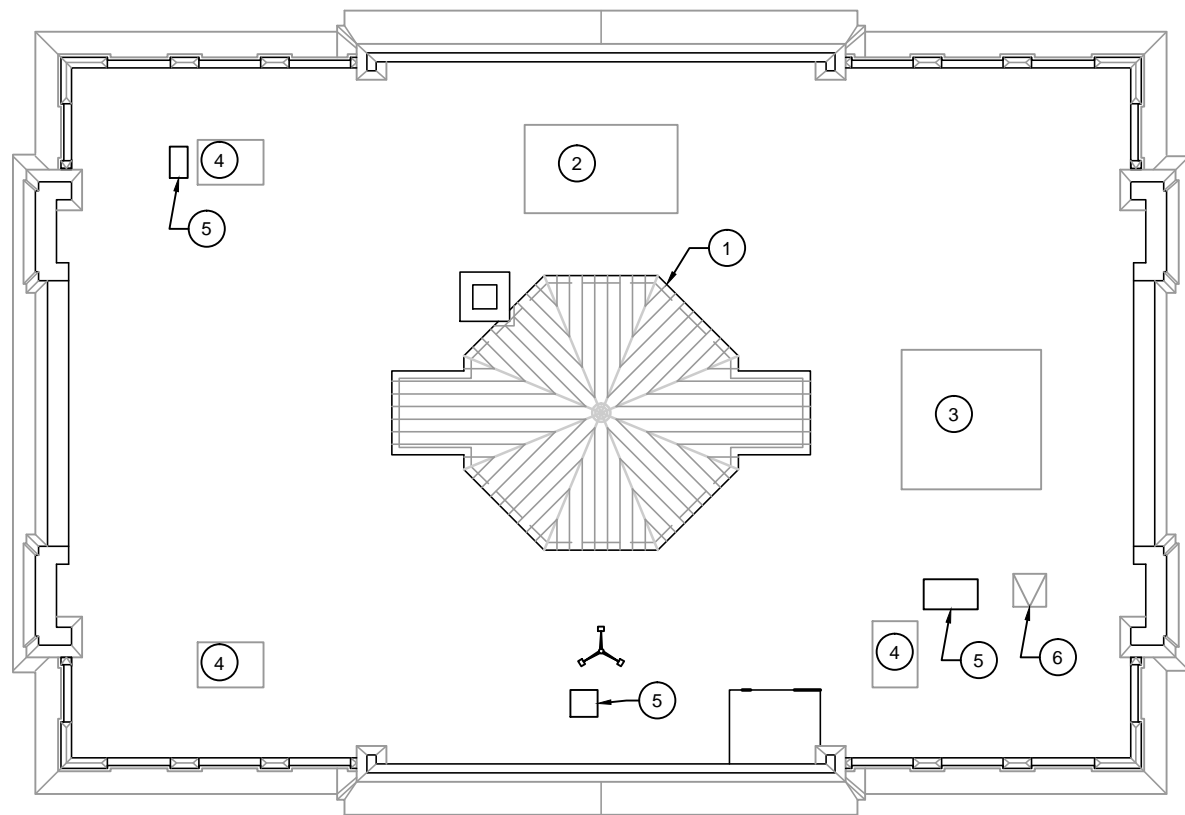
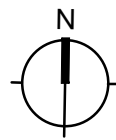
1 SECOND FLOOR PLAN
SCALE: 3/64" = 1" - 0"



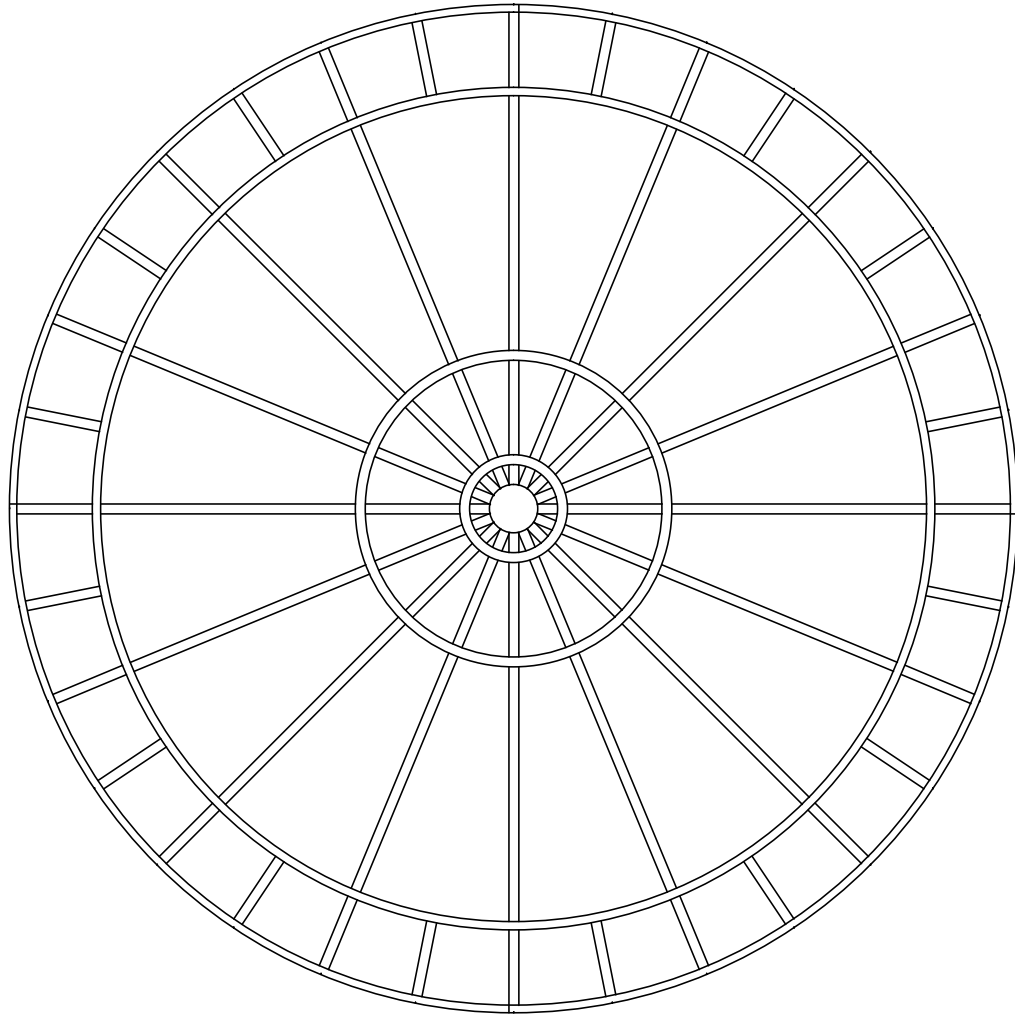
3 THIRD FLOOR PLAN
SCALE: 3/64" = 1" - 0"



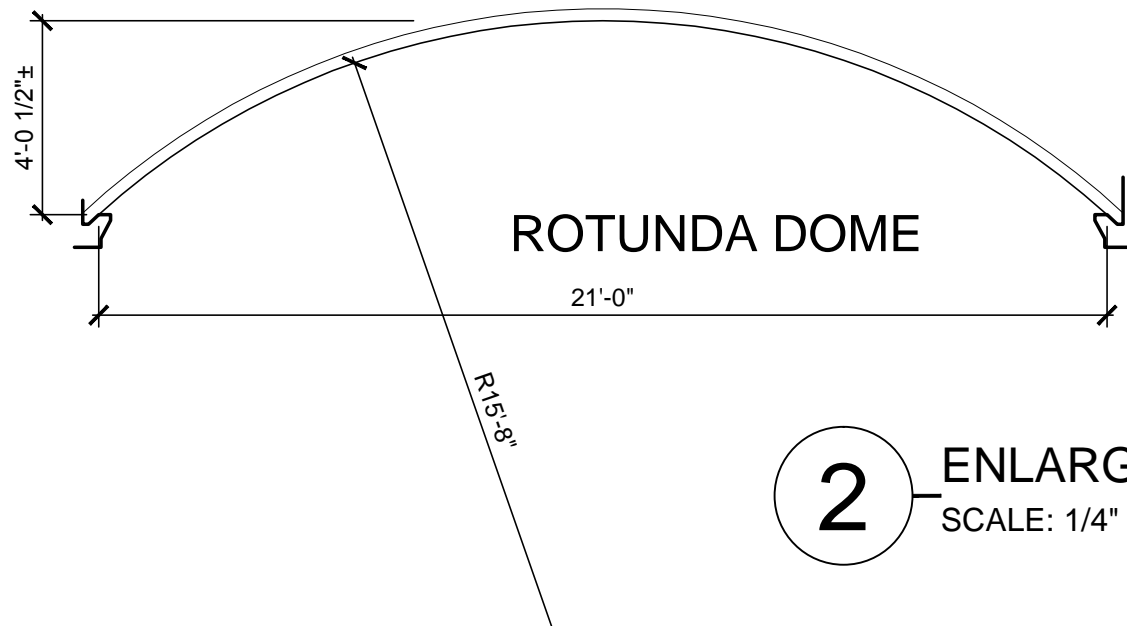
1 ATTIC FLOOR PLAN
SCALE: 3/64" = 1" - 0"



3 ROOF PLAN
SCALE: 3/64" = 1" - 0"



1 ENLARGED DOME PLAN
SCALE: 1/4" = 1' - 0"



2 ENLARGED DOME SECTION
SCALE: 1/4" = 1' - 0"

ROTUNDA DOME

TOTAL DOME

- FLAT AREA = 346.36 SF
- SURFACE AREA = 397.68 SF
- MULTIPLIER = 1.148

INDIVIDUAL PANELS

- LARGE "TRIANGLE" FLAT AREA = 11.26 X16 =180.16 SF
- SMALL "TRIANGLE" FLAT AREA = 1.2164 x 16 = 19.46 SF
- PERIMETER PANEL FLAT AREA = 2.6219 x 32 = 83.90 SF



ORIGINAL 1915 BUILDING DRAWING FOR REFERENCE ONLY
 • LONGITUDINAL SECTION •
 ON LINE A-A, LOOKING NORTH
 Scale: 1/8" = 1'-0"



DOME FROM ABOVE



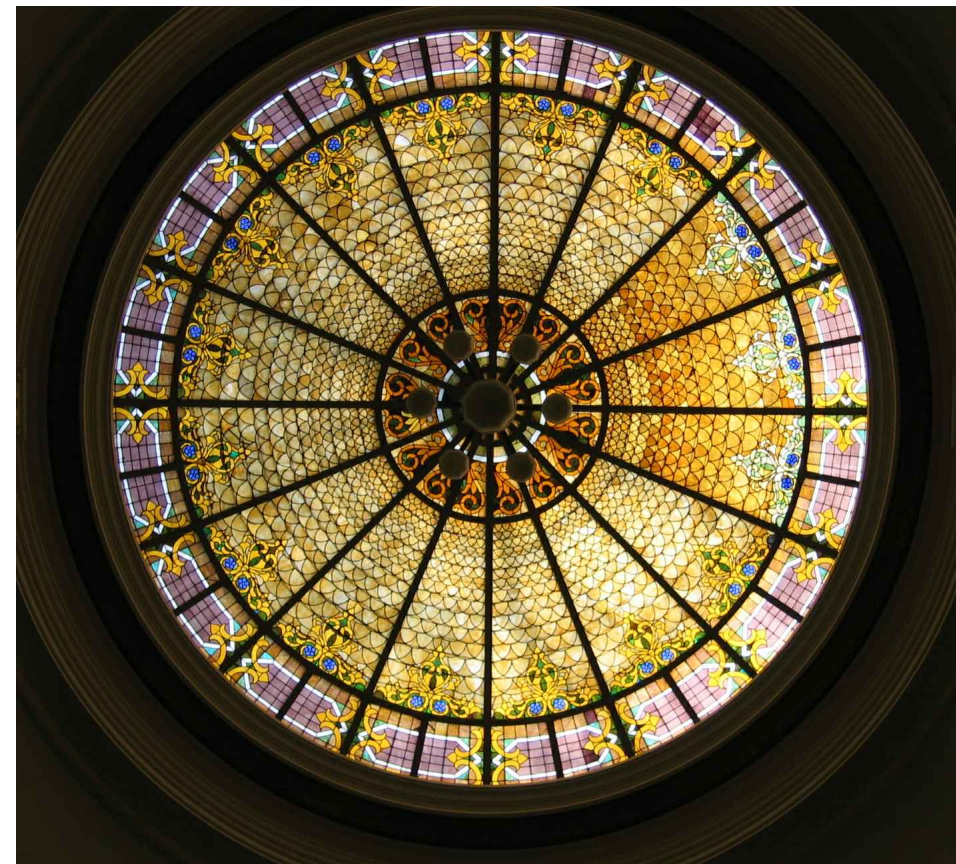
DOME AND ROTUNDA AREA



DOME DETAIL



DOME & SKYLIGHT



DOME FROM BELOW

