

**CITY OF PLYMOUTH
AGENDA
Regular City Council
Council Chambers
3400 Plymouth Boulevard, Plymouth, MN
June 10, 2025, 7:00 PM**

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PLYMOUTH FORUM** - Individuals may address the council about any item not contained on the regular agenda. A maximum of three minutes is allotted per individual with a total of 15 minutes for the forum. If the full 15 minutes are not needed for the forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the forum, with the exception of referral to staff or commission or committee for future report.
- 4. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**
- 5. APPROVE AGENDA** - Council members may add items to the agenda including items contained in the Council Information Memorandum for discussion purposes or staff direction only. The council will not normally take official action on items added to the agenda.
- 6. CONSENT AGENDA** - These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a council member or individual so requests, in which event the item will be removed from the consent agenda and placed elsewhere on the agenda.
 - 6.1** Adopt proposed minutes
 1. May 27 Special
 2. May 27 Regular
 - 6.2** Approve disbursements
 1. Invoice Expense Distribution
 2. City Council Resolution 2025-159
 - 6.3** Accept financial review for year ending December 31, 2024
 1. Year End Review Memo 2024
 2. Budgeted Funds Comparison 2024
 3. General Fund Budget Comparison by Department
 4. City Council Resolution 2025-160
 5. City Council Resolution 2025-161
 - 6.4** Award contract for lower-level restroom renovation project at City Hall
 1. Contract Documents
 2. Bid Tabulation Sheet
 3. City Council Resolution 2025-162

- 6.5** Approve United States Conference of Mayors travel request
 - 1. City Council Resolution 2025-163
- 6.6** Approve temporary liquor license application of Luce Line Brewing Co., LLC on July 19
 - 1. City Council Resolution 2025-164
- 6.7** Approve wetland replacement plan application for the Station 73 TRIP Project (ST230003)
 - 1. Wetland Impact Map
 - 2. Wetland Mitigation Table
 - 3. City Council Resolution 2025-165
- 6.8** Approve Plymouth portion of PUPS (Pets Under Police Security) facility expansion capital costs
 - 1. Facility Study and Master Plan Presentation
 - 2. Estimated Cost
 - 3. City Council Resolution 2025-166

7. PUBLIC HEARINGS

8. GENERAL BUSINESS

- 8.1** Award contract for the Red Roof Inn demolition (TRN25001)
 - 1. Bid Award Recommendation Letter
 - 2. City Council Resolution 2025-167
- 8.2** Approve council strategic priorities
 - 1. Plymouth Strategic Priorities Presentation
 - 2. Plymouth Strategic Priorities Redlined
 - 3. Plymouth Strategic Priorities
 - 4. City Council Resolution 2025-168
- 8.3** Electric bicycle discussion
 - 1. Presentation

9. REPORTS AND STAFF RECOMMENDATIONS

10. ADJOURNMENT



To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Maria Solano, Deputy City Manager

Item: **Adopt proposed minutes**

1. Action Requested:

Adopt proposed minutes.

2. Background:

Not applicable.

3. Budget Impact:

Not applicable.

4. Attachments:

1. May 27 Special
2. May 27 Regular

Proposed Minutes Special Council Meeting May 27, 2025

Mayor Wosje called a Special Meeting of the Plymouth City Council to order at 5:00 p.m. at Plymouth City Hall, 3400 Plymouth Boulevard, on May 27, 2025.

PLYMOUTH COUNCIL PRESENT: Mayor Wosje, Councilmembers Spoonheim, Gregor, Pointner, Peterson, Aldrich, and Nelson.

PLYMOUTH COUNCIL ABSENT: None.

PLYMOUTH STAFF PRESENT: City Manager Callister, Deputy City Manager Solano, Public Works Director Thompson, Public Safety Director Fadden, Fire Chief Coppa, Community and Economic Development Director Fernelius, Parks and Recreation Director Tomlinson, Human Resources Director Timpone, Deputy Finance Director Vadnais, Planning Manager Sommers, and City Clerk/Administrative Coordinator Gallup.

Presentation by Metropolitan Council on regional housing nexus study

Metropolitan Council representatives provided background information on their Imagine 2050 Housing Policy Plan which includes a regional housing nexus study. Council asked questions and provided feedback.

Strategic priorities discussion

Council discussed and provided feedback on the five strategic priorities that have been identified for 2025-2027, which include City Center reimagined, livable community, environmental stewardship, economic stability and vitality, and operational excellence.

Set future study sessions

The following study sessions were scheduled:

- E-bicycle discussion during the June 10 study session
- Yard waste site management follow-up discussion on July 22 at 5 p.m.
- Council policies review and listening session discussion on July 22 at 6 p.m.

Adjournment

Mayor Wosje adjourned the meeting at 6:54 p.m.

Jodi M. Gallup, City Clerk/Administrative Coordinator

Proposed Minutes Regular City Council Meeting May 27, 2025

Mayor Wosje called a Regular Meeting of the Plymouth City Council to order at 7:00 p.m. in the Council Chambers of City Hall, 3400 Plymouth Boulevard, on May 27, 2025.

COUNCIL PRESENT: Mayor Wosje, Councilmembers Spoonheim, Gregor, Pointner, Peterson, Aldrich, and Nelson.

COUNCIL ABSENT: None.

STAFF PRESENT: City Manager Callister, Deputy City Manager Solano, Public Safety Director Fadden, Fire Chief Coppa, Public Works Director Thompson, Community and Economic Development Director Fernelius, Parks and Recreation Manager Tomlinson, Human Resources Director Timpone, Planning Manager Sommers, City Engineer/Deputy Public Works Director Payne, Transportation Administrator Kasin, City Attorney Brooksbank, and City Clerk/Administrative Coordinator Gallup.

Mayor Wosje expressed his condolences on the passing of former Director of Public Safety Michael Goldstein and honored him with a moment of silence.

Plymouth Forum

Toni Bault, 16817 49th Place N., expressed her concern regarding the potential safety hazard of dying trees around her property.

Scott Johnson, 15420 3rd Avenue N., expressed his concern with street parking on both sides of the road and suggested one sided parking on some of the narrower roads. He also mentioned the non-motorized vehicle signage at the entrances to the Luce Line Trail.

Presentations and Public Information Announcements

(4.1) Oaths of Office for Officers Lauren Irwin, Jacob Andersen, Blane McLaughlin, and Carter Trom, and recognize the promotion of Drew Gilmore to Deputy Police Chief

City Clerk/Administrative Coordinator Gallup and Public Safety Director Fadden presented this item. City Clerk/Administrative Coordinator presented the oath of office to the four new officers, and Public Safety Director Fadden recognized the promotion of Drew Gilmore to the position of Deputy Police Chief.

Approval of Agenda

Motion was made by Councilmember Pointner, and seconded by Councilmember Peterson, to approve the agenda. With all members voting in favor, the motion carried.

Consent Agenda

Motion was made by Councilmember Gregor, and seconded by Councilmember Aldrich, to adopt the Consent Agenda that included the following items:

- (6.1) Council minutes from special and regular meetings of May 13, 2025.
- (6.2) Resolution approving disbursements ending May 16, 2025 (Res2025-145).
- (6.3) Resolution approving an encroachment agreement for a fence on property located at 14750 51st Avenue North (Res2025-146).
- (6.4) Resolution approving temporary liquor license application of Luce Line Brewing Co., LLC on July 2 (Res2025-147), Resolution approving temporary liquor license application of Luce Line Brewing Co., LLC on August 8 (Res2025-148), Resolution approving temporary liquor license application of Luce Line Brewing Co., LLC on August 15-17 (Res2025-149).
- (6.5) Resolution approving conditional use permit for property located at 10760 Highway 55 (2025008) (Res2025-150).
- (6.6) Ordinance amending fees (Ord2025-05), Resolution approving summary publication of Ordinance No. 2025-05 (Res2025-151).
- (6.7) Resolution approving an encroachment agreement for a fence on property located at 16945 47th Avenue North (Res2025-152).
- (6.8) Resolution authorizing the mayor and city manager to execute the livable communities grant amendment on behalf of the city (Res2025-153).
- (6.9) Resolution accepting a donation from the Plymouth Crime and Fire Prevention Fund (Res2025-154).
- (6.10) Ordinance amending chapter 14 entitled Municipal Cemetery of the Plymouth City Code (Ord2025- 06), Resolution approving summary publication of Ordinance No. 2025-06 (Res2025-155).
- (6.11) Resolution approving the financing of a multifamily housing project for Roers Plymouth Apartments, LLC to be located in the city of Plymouth, Hennepin County, State of Minnesota by the issuance of the public finance authority taxable revenue bonds (Res2025-156).

Public Hearings

There were no public hearings.

General Business

(8.1) Accept findings of the Northwest Transit Service Providers Study

Transportation Administrator Kasin presented this item and introduced Stantec Consultant Ella Rasp. She provided an overview of the transit analysis, network strategy development, and recommendations for the next 10 years.

Stantec Consultant Rasp described the increased efficiency of transit and trends moving forward. She provided a timeline for the study, transit growth data, trends of micro transit, and reviewed the engagement strategies. She also briefed the City Council on the service strategies, stating this study focused on less wait time, increased flexibility, and smart solutions to improve rider expectations.

In response to questions from the City Council, Ms. Rasp, Transportation Administrator Kasin, and Public Works Director Thompson provided the following information:

- Will provide alternate services and transportation for community members who may lose their transportation routes
- There is not sufficient data to support transit operation later in the evenings
- Micro transit is a way to help with underperforming routes
- Transfers to micro transit are included in the transit fare
- Will continue to reevaluate services at any time for maximum efficiency
- Noted the possibility of changes due to Metropolitan Council and Bus Rapid Transit funding.

Public Works Director Thompson noted this study will provide the city with a 10-year transit plan.

Transportation Administrator Kasin stated he continues to monitor developments and changes.

Motion was made by Councilmember Pointner, and seconded by Councilmember Spoonheim, to adopt Resolution approving findings of Northwest Transit Service Providers Study (Res2025-157). With all members voting in favor, the motion carried.

(8.2) Award contract and approve supplemental agreement for the Station 73 TRIP Project (ST230003)

Public Works Director Thompson presented this item and described improvements to safety and mobility for pedestrians, bicyclists, motorists, and transit users. He provided the project layout and described the proposed landscaping and amenities.

Public Works Director Thompson reviewed the contractor bids, total cost, and funding sources. He added that the construction will be completed in a phased approach to minimize disruption to traffic and businesses. Detours will be necessary, but frontage roads will remain open.

In response to questions from the City Council, Public Works Director Thomson provided the following information:

- Highway 55 is anticipated to be closed from mid-June through November of this year

- Reimbursement from the federal grant will start coming in as soon as construction begins, and some reimbursement from the state grant has already been received for early expenditures, easements, and acquisitions
- Underpass will contain two box culverts with open air in the middle

Motion was made by Councilmember Spoonheim, and seconded by Councilmember Peterson, to adopt Resolution to designate Eureka Construction, Inc. as the lowest responsible bidder and to execute the contract for the Station 73 Trip Project (ST230003) upon city manager and city engineer approval and approving supplemental agreement for Station 73 Trip Project (ST230003) (Res2025-158). With all members voting in favor, the motion carried.

Reports and Staff Recommendations

There were no reports or staff recommendations.

Adjournment

Mayor Wosje adjourned the regular meeting at 8:38 p.m.

Jodi Gallup, City Clerk/Administrative Coordinator



To: Dave Callister, City Manager

Prepared by: Tammy Geurkink, Accounting Specialist

Reviewed by: Andrea Rich, Finance Director

Item: **Approve disbursements**

1. Action Requested:

Adopt resolution approving disbursements.

2. Background:

Attached are lists of city fund disbursements for the period ending 5/30/2025.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Invoice Expense Distribution
2. City Council Resolution 2025-159

Invoice Expense Distribution for Period Ended 5/30/25 Council Meeting 6/10/25

FUND	100	General Fund	213,866.91
	200	Recreation Fund	16,780.52
	210	Parker's Lake Cemetery Maint	0.00
	215	Destination Marketing Org Fund	3,150.00
	220	Transit System Fund	484,453.25
	234	Economic Development Fund	0.00
	240	Lawful Gambling	0.00
	250	Comm Dev Block Grant Fund	0.00
	254	HRA Section 8 Fund	1,215.00
	254	HAP Check Summary	0.00
	258	HRA General Fund	694.30
	280	Opioid Settlement Fund	0.00
	308	2005A TIF #1-1	0.00
	310	2009A TIF #7-5A Refund 1998A	0.00
	312	2010A GO Open Space	0.00
	314	2012A GO Refunding 2004A	0.00
	315	2015A GO Open Space	0.00
	316	Plymouth Creek Center Bonds	0.00
	400	General Capital Projects Fund	34,545.65
	401	Minnesota State Aid Fund	0.00
	404	Community Improvement	0.00
	405	Park Replacement Fund	35,765.09
	406	Street Reconstruction Fund	0.00
	407	Project Administration Fund	0.00
	408	Park Construction	0.00
	409	Capital Improvement Fund	0.00
	412	Water Sewer Replace	0.00
	413	Improvement Project Construction	1,450,147.94
	417	Project Warranty Repairs	0.00
	418	Utility Trunk System Expansion	0.00
	420	Water Sewer Construction	0.00
	421	ENT-Water Resources Constrctn	0.00
	422	TIF 7-4 PTP Construction	0.00
	423	TIF 7-5 Rottlund (Const)	0.00
	424	TIF 7-6 Berkshire	0.00
	425	TIF Housing Assistance Program	0.00
	426	TIF 7-7 Stonecreek	0.00
	427	TIF 1-1 Shops at Plymth Crk	0.00
	428	TIF 1-2 Vicksburg Commons	0.00
	429	TIF HRA 1-3 Crossroads Station	0.00
	432	TIF 7-8 Quest	0.00
	433	TIF 7-9 Four Seasons	0.00
	434	TIF 7-10 Sands	0.00
	435	Plymouth Creek Center Expansion	0.00
	436	Doran Bassett Creek	0.00
	437	CON - Fire Stations	0.00
	438	TIF 7-12-Prudential/Blvd	2,300.00
	500	Water Fund	250,804.40
	510	Water Resources Fund	94,706.52
	520	Sewer Fund	1,506,283.35
	530	Solid Waste Management Fund	239,453.36
	540	Ice Center Fund	10,190.23
	550	Field House Fund	7,532.41
	600	Central Equipment Fund	243,152.60
	610	Public Facilities Fund	56,989.26
	620	Information Technology Fund	133,271.13
	630	Risk Management Fund	10,489.35
	640	Employee Benefits Fund	33,508.26
	660	Resource Planning	172.00
	700	Parkers's Lake Cemetery	0.00
	800	Investment Trust Fund	0.00
	850	Plymouth Town Square	0.00
	851	Vicksburg Crossing	0.00

Total Invoice Expense Distribution:

4,829,471.53

CITY OF PLYMOUTH

RESOLUTION No. 2025-159

RESOLUTION APPROVING DISBURSEMENTS ENDING MAY 30, 2025

WHEREAS, a list of disbursements for the period ending May 30, 2025 was presented to the City Council for approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the payment of the list of disbursements of the following funds is approved.

US Bank – Check Register

General & Special Revenue	\$ 718,250.68
Construction & Debt Service	\$ 1,522,758.68
Enterprise & Internal Service	\$ 2,586,552.87
Housing Redevelopment	<u>\$ 1,909.30</u>
Check Register Total	\$ 4,829,471.53

US Bank – Housing Assistance Payments

Housing & Redevelopment Authority	\$ <u>0.00</u>
	\$ 0.00

GRAND TOTAL FOR ALL FUNDS \$4,829,471.53

Additionally, the US Bank Check Register amounts split by type of payment follow:

EFT	502,880.66
Check (#175454-175729)	4,326,590.87
Total	\$ 4,829,471.53

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Andrea Rich, Finance Director

Reviewed by: Maria Solano, Deputy City Manager

Item: **Accept financial review for year ending December 31, 2024**

1. Action Requested:

Accept financial results for the year ending 2024 and adopt attached resolution approving transfers between funds and resolution adopting an amended 2024 budget.

2. Background:

Staff provided the attached memo for the financial review for the year ending December 31, 2024.

As a part of the year-end process and closing out fiscal year 2024, transfers need to be authorized and approved by council, along with budget amendments prior to the completion, issuance, and acceptance of the city's annual comprehensive financial report. The city's annual comprehensive financial report will be presented to council on June 24.

3. Budget Impact:

Council to authorize funds that exceeded budgeted expenditures. In addition, transfers as mentioned will need to be authorized by council. Resolutions are attached that will authorize staff to finalize 2024 financial statements.

4. Attachments:

1. Year End Review Memo 2024
2. Budgeted Funds Comparison 2024
3. General Fund Budget Comparison by Department
4. Resolution - Budget Amendment
5. Resolution - Transfers

Memorandum

To: Dave Callister, City Manager

From: Andrea Rich, Finance Director
Ryan Vadnais, Assistant Finance Director

Date: June 10, 2025

Item: Financial Review for year ending December 31, 2024

Section I: Financial Review

The city's auditors, LB Carlson (former Malloy, Montague, Karnowski, Radosevich & Co., P.A.), conducted their preliminary audit work in February followed by the field audit in April and final reporting in May. Auditors will present the results of the audit at the June 24 Council meeting.

To provide a year-end review, revenues and expenditures are compared to the budget as a means of measuring the reflected year's operations. The performance of each fund for the year ending December 31, 2024, is summarized below and departmental summary statements are attached for further review.

Impacting all funds are investment revenue and transfers. Investment revenue is comprised of investment earnings and an accounting adjustment to market value. The city is a conservative investor, according to state statute, and investment earnings remain relatively stable. The adjustment to market value can fluctuate significantly from year to year due to market conditions. This adjustment is reflected in the financial reports, but since the city typically holds the investments until maturity, this will not have a true financial impact unless the investment is sold prior to maturity. The 2024 market value adjustment is \$1 million citywide in comparison to \$3.4 million in 2024.

As part of the budgeting process, a transfer in or out is planned to balance a fund's budget (excluding the General Fund which is balanced by the levy). A transfer in would be an expected use of fund balance and a transfer out would be an expected contribution to fund balance. These balancing transfers are for budget only; for purposes of actual to budget comparison, budgets have been adjusted to exclude the balancing transfer to offer a better comparison.

General Fund

Revenues exceeded projections by \$4.1 million largely due to permit revenues exceeding budgeted amounts by \$2.2 million and an \$850,000 pass through developer application fee for the state's LIHTC (Low Income Housing Tax Credit) program supporting affordable rental housing. Expenditures, before the year end surplus transfer, were \$680,000 under budget largely due to open positions.

After maintaining 40% of the following years' budgeted expenditures in fund balance per policy, the remaining balance of \$4.3 million was transferred to the General Capital Projects Fund to provide funding for future needs. The General Fund fund balance also houses unspent Public Safety Aid of \$2.1 million (the city received \$3.6 million in 2023).

Listed below are the areas that reflect significant variances to budget within the General Fund:

Revenues:

Permits and Licenses were above projections by \$2.2 million and were fairly flat to the prior year. Permits and Licenses revenue is conservatively budgeted due to its uncertainty – timing and value of development/redevelopment. 2024 had 13,326 permits issued for a valuation of \$460.6 million compared to 12,408 permits and a valuation of \$460.7 million in the prior year. Larger projects in 2024 included the Hennepin County expansion (\$30 million), Eagle Brook Church (\$34.5 million and Jett 55 (\$8.8 million).

Intergovernmental Revenues were \$310,000 higher than projected due to a pass-through grant of \$193,000 from Hennepin County to The Boulevard project. Current Intergovernmental Revenue is less than prior year because the city received \$3.6 million in Public Safety Aid in 2023.

Billings to Departments/Transfers In variances offset one another in 2024 due to a change in how the engineering administrative project fee is captured. Approximately \$900,000 is charged to projects for engineering time spent on those projects. In previous years, it fell under Billings to Departments; in 2024, it is under Transfers In.

Other revenue is higher than budgeted and prior year due to the pass through developer application fee of \$850,000 for the state's LIHTC (Low Income Housing Tax Credit) program supporting affordable rental housing. This revenue is offset in other expenditures for the payment to the state.

Expenditures:

Overall, General Fund expenditures came in less than budget by \$680,000, excluding the transfer of surplus funds. This is primarily driven by favorability in salaries and benefits of \$743,000 due to vacant positions and lower spend in contractual services. That favorability was partially offset by the pass through developer application fee of \$850,000 mentioned above (offset in Other revenue).

Contractual Services were below budget primarily due to the elimination of assessing fees from Hennepin County (\$500,000 for the second half of 2024) and less snow plowing expense due to the light snow season.

Capital Improvements exceeded budget by \$428,000 primarily due to police capital (\$183,000) and fire capital in excess of budget (\$100,000). These capital items included patrol rifles and jaws of life and the cost was offset by a transfer in from the Resource Planning fund. Money is set aside annually in the Resource Planning fund to offset larger purchases like this.

Other expenditures is higher than budgeted and prior year due to the pass through developer application fee of \$850,000 for the state's LIHTC (Low Income Housing Tax Credit) program supporting affordable rental housing. This expenditure is offset in other revenue for the application from the developer.

Transfers Out exceeded budget due to surplus transferred to the General Capital Projects Fund.

Other Special Revenue Funds

Recreation: The Recreation Fund ended the year with a loss of \$239,000. Revenue exceed budget by \$128,000; however, expenditures exceeded budget by \$367,000. The increased revenue and expenditures are the result of increased recreational programming and associated costs to run those programs.

Transit: Overall, the Transit Fund ended the year with a gain of \$1.8 million. Revenues exceeded budget by \$1.1 million due to Met Council's allocation of the MVST (Motor Vehicle Sales Tax) to the city and investment income. Expenses approximated budget once the budget is adjusted to remove the budgeted transfer to reserves (representing anticipated surplus).

HRA – Housing Choice Voucher: The Housing Assistance Fund is supported through HUD contributions. Revenues are allotted based on housing voucher activity from the prior year. The net result is similar to budget but revenues and expenditures are higher due to an increase in the number of vouchers.

HRA – General Fund: Revenues exceeded expenditures by \$454,000. This is due to the sale of the Garland Lane properties.

Community Development Block Grant (CDBG): Expenditures are reimbursed by HUD. The CDBG program year (July 1) and the city's fiscal year (January 1) are on different schedules accounting for revenue and expenditure variances. Revenues and expenditures were both under budget by approximately \$150,000.

Destination Marketing Organization (DMO): The primary difference between the budget and actuals for the DMO fund is the timing of establishment of the fund. The DMO fund was established for 2024 and the 2024 budget reflected movement of funds from the Resource Planning fund (Transfer In). In reality, this transfer was performed at the end of 2023.

Enterprise Funds and Internal Service Funds

The budget does not include depreciation but does include anticipated capital related expenditures. Final year-end financial reports reflect capital purchases as a capital asset on the balance sheet and include depreciation within the income statements to reflect costs over the useful life of the asset. This causes discrepancies between budget and actuals.

Capital expenditures fluctuate significantly depending on timing of the completion of the capital project and therefore will skew budget results each year since the capital budget could be in one year and actual expenditures based on project completion could be in another year. Cash flow reserves keep the funds stable due to the capital expenditure fluctuations.

Water Fund: Adjusted revenues were under budget by \$1.3 million due to less water usage. Total water pumped decreased from 3.6 million gallons to 3.0 million gallons or 17%. Water rates increased 8% for 2024. Budget projections vary due to fluctuations in consumption, weather and development growth. Utility rate studies are performed every five years to ensure adequate revenue to cover operating and capital costs.

Water Resources Fund: Adjusted revenues exceeded budget by \$191,000. The increase is due to intergovernmental contributions (\$75,000 state grant for Pike Creek; \$100,000 from Minnehaha Watershed for Maple Creek Stream), favorable investment income partially offset by lower than budget charges for services. Water Resources rates increased 4% for 2024. Adjusted expenses were less than budget due to lower contractual services and personal services.

Sewer Fund: Adjusted revenue ended the year slightly under budget. Utility charges were under budget by \$305,000 but were partially offset by investment income. Sewer rates increased 5.5% for 2024 but the increase in rates was offset by the lower volume.

Solid Waste Fund: Organics recycling began in 2024 but was not in the budget. Due to organics recycling, charges for services and contractual services were higher.

Ice Center Fund: Adjusted bottom line approximately breaks even and approximates budget with a \$73,000 loss. Actuals are slightly better than budget due to favorability in personal services.

Fieldhouse Fund: Overall, the Field House Fund reflects an adjusted year-end loss of \$24,000 compared to a budgeted adjusted loss of \$153,000. Favorability was in contractual services, specifically, utilities.

Central Equipment Fund: The Central Equipment Fund charges other funds to cover the cost of repair and maintenance on the fleet as well as planning for replacement. Overall, the Central Equipment Fund ended the year with an adjusted gain of \$1 million. The net revenue rolls into reserves to fund future capital purchases.

Public Facilities Fund: The Facilities Fund charges other funds to cover the cost of repair and maintenance to the city's buildings. Adjusted gain was \$425,000 which will fund future facility repair and replacement.

Information Technology Fund: The Information Technology Fund ended the year with an adjusted net loss of \$411,000 which is slightly better than the anticipated net loss of \$567,000. Allocations are set to ensure positive cash balances in the internal service funds; however, in any given year, the fund may have a gain or loss depending on the timing of capital replacements.

Risk Management Fund: The fund administers the property, casualty, and self-insured workers' compensation insurance programs. The adjusted net gain approximates the budgeted net gain.

Section II: Year End Transfer Requests and Budget Adjustments

Year-End Transfer Requests: The included transfer resolution lists transfers that are included within the financial reports but need formal Council approval to allow the finance department to move these funds. The resolution identifies which funds are impacted, the amount and the reason for the transfer.

Year-End Budget Adjustments: The city's legal level of budgetary control is at the fund level and monitoring of budgets is maintained at the expenditure category (e.g., contractual services, equipment, etc.). Fund individual line items may overspend budgeted amounts without Council approval as long as the actual fund expenditures do not exceed the total fund budget. The following governmental funds exceeded budgeted expenditures:

- Recreation Fund – due to incremental programming
- Housing Choice Voucher – due to additional vouchers

Staff requests the Council to amend budgets as indicated on the attached resolution.

Section III: Recommendation

Staff recommends the Council approve the transfers discussed under the year-end transfer requests and provide authorization for the Finance Director to move the funds. Staff recommends the Council amend the original budget appropriation as discussed under year-end budget adjustments.

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	8,205,605.00	8,205,605.00	100.00%	8,231,362.00	(25,757.00)	(0.31%)
COSV - Contractual Services	6,681,165.00	5,733,624.87	85.82%	6,026,308.23	(292,683.36)	(4.86%)
CPTL - Capital Improvements	325,000.00	753,327.71	231.79%	244,922.41	508,405.30	207.58%
DUES - Dues and Subscriptions	233,323	151,335	65%	208,666	(57,331)	(27%)
DVMT - Employee Development and Meetings	691,880	669,419	97%	535,950	133,469	25%
EQPT - Equipment	329,000	147,836	45%	201,860	(54,023)	(27%)
MTSU - Materials and Supplies	1,473,130	1,280,605	87%	1,560,370	(279,765)	(18%)
OTHR - Other	1,600,548	2,615,360	163%	1,592,387	1,022,973	64%
PRSV - Personal Services	34,189,332	33,446,229	98%	29,906,383	3,539,847	12%
TRNF - Transfers Out	178,666	4,524,097	2,532%	4,702,113	(178,016)	(4%)
Expenses Total	53,907,649	57,527,440	107%	53,210,320	4,317,119	8%
Revenue						
BILL - Billings to Departments	2,001,562	1,131,757	57%	(1,132,584)	827	(0%)
CHSV - Charges for Services	2,386,370	2,348,452	98%	(2,285,248)	(63,205)	3%
CNTO - Contributions and Donations - Operating	36,300	9,650	27%	(25,500)	15,850	(62%)
FIFO - Fines and Forfeitures	415,000	353,784	85%	(356,927)	3,143	(1%)
GPTX - General Property Taxes	40,878,873	41,153,479	101%	(37,402,355)	(3,751,124)	10%
INGV - Intergovernmental	3,803,534	4,113,258	108%	(7,605,036)	3,491,779	(46%)
INTR - Interest Income	225,500	721,409	320%	(1,230,088)	508,679	(41%)
OTHR - Other	36,500	984,003	2,696%	(112,897)	(871,106)	772%
PTLS - Permits and Licenses	3,693,210	5,844,073	158%	(5,877,665)	33,592	(1%)
SPAS - Special Assessments	10,000	5,330	53%	(5,891)	562	(10%)
TRNF - Transfers In	420,800	1,349,823	321%	(1,020,420)	(329,403)	32%
Revenue Total	53,907,649	58,015,017	108%	(57,054,611)	(960,406)	2%
Net Rev/(Exp)	-	487,577				

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City of Plymouth
General Fund
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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
200 Recreation Fund						
Expenses						
ALLC - Allocations	103,001.00	103,001.00	100.00%	103,001.00	0.00	0.00%
COSV - Contractual Services	885,088.00	982,758.51	111.04%	936,367.31	46,391.20	4.95%
CPTL - Capital Improvements	0.00	26,836.07			26,836.07	
DUES - Dues and Subscriptions	6,162	12,253	199%	6,510	5,743	88%
DVMT - Employee Development and Meetings	18,500	26,337	142%	20,793	5,545	27%
EQPT - Equipment	20,000	9,649	48%	14,416	(4,767)	(33%)
MTSU - Materials and Supplies	128,185	168,120	131%	159,119	9,001	6%
OTHR - Other	85,275	96,240	113%	98,728	(2,488)	(3%)
PRSV - Personal Services	1,853,153	2,113,974	114%	1,872,099	241,875	13%
TRNF - Transfers Out	73,013	0	0%		0	
Expenses Total	3,172,377	3,539,169	112%	3,211,033	328,137	10%
Revenue						
CHSV - Charges for Services	2,169,482	2,278,834	105%	(2,239,400)	(39,433)	2%
CNTC - Contributions and Donations - Capital				(7,500.00)	7,500.00	
CNTO - Contributions and Donations - Operating	19,946	19,439	97%	(23,230)	3,791	(16%)
GPTX - General Property Taxes	973,449	962,616	99%	(930,356)	(32,260)	3%
INGV - Intergovernmental	0	9		(8)	(0)	5%
INTR - Interest Income	0	26,187		(78,217)	52,030	(67%)
OTHR - Other	9,500	13,182	139%	(12,378)	(804)	6%
TRNF - Transfers In				(990)	990	
Revenue Total	3,172,377	3,300,267	104%	(3,292,080)	(8,187)	0%
Excluding budgeted Transfers out to Reserves	-	-				
Adjusted Expenses	3,172,377	3,539,169				
Excluding budgeted Transfer in from Reserves	-	-				
Adjusted Revenue	3,172,377	3,300,267				
Adjusted Net Rev/(Exp)	-	(238,902)				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
220 Transit System						
Expenses						
ALLC - Allocations	127,387.00	127,387.00	100.00%	82,296.00	45,091.00	54.79%
COSV - Contractual Services	4,447,566.00	4,712,970.45	105.97%	4,625,816.53	87,153.92	1.88%
CPTL - Capital Improvements	0.00	70,000.00		24,372.98	45,627.02	187.20%
DUES - Dues and Subscriptions	12,000	10,570	88%	10,540	30	0%
DVMT - Employee Development and Meetings	3,950	0	0%	0	0	
EQPT - Equipment	100,000	34,718	35%	35,985	(1,267)	(4%)
MTSU - Materials and Supplies	408,009	478,841	117%	474,314	4,527	1%
OTHR - Other	52,125	2,758	5%	1,941	818	42%
PRSV - Personal Services	210,092	208,710	99%	192,509	16,201	8%
TRNF - Transfers Out	1,005,490	0	0%		0	
Expenses Total	6,366,619	5,645,954	89%	5,447,774	198,181	4%
Revenue						
CHSV - Charges for Services	372,862	423,230	114%	(383,507)	(39,723)	10%
INGV - Intergovernmental	5,853,657	6,425,692	110%	(6,621,007)	195,315	(3%)
INTR - Interest Income	140,100	638,435	456%	(578,794)	(59,640)	10%
OTHR - Other	0	3		(11)	8	(73%)
TRNF - Transfers In				0	0	
Revenue Total	6,366,619	7,487,359	118%	(7,583,320)	95,961	(1%)
Excluding budgeted Transfers out to Reserves	1,005,490	-				
Adjusted Expenses	5,361,129	5,645,954				
Excluding budgeted Transfer in from Reserves	-	-				
Adjusted Revenue	6,366,619	7,487,359				
Adjusted Net Rev/(Exp)	1,005,490	1,841,405				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
254 HRA Rental Assistance						
Expenses						
ALLC - Allocations	46,252.00	46,252.00	100.00%	24,983.00	21,269.00	85.13%
COSV - Contractual Services	34,450.00	30,769.63	89.32%	46,355.25	(15,585.62)	(33.62%)
DUES - Dues and Subscriptions	500	575	115%	0	575	
DVMT - Employee Development and Meetings	2,150	2,301	107%	572	1,729	302%
MTSU - Materials and Supplies	100	129	129%	129	0	0%
OTHR - Other	3,073,907	3,992,726	130%	3,575,020	417,707	12%
PRSV - Personal Services	203,606	205,486	101%	163,515	41,972	26%
TRNF - Transfers Out	32,420	0	0%		0	
Expenses Total	3,393,385	4,278,239	126%	3,810,573	467,666	12%
Revenue						
INGV - Intergovernmental	3,393,375	4,302,785	127%	(3,998,257)	(304,528)	8%
INTR - Interest Income	10	1,146	11,463%	(25)	(1,121)	4,413%
Revenue Total	3,393,385	4,303,931	127%	(3,998,282)	(305,649)	8%
Excluding budgeted Transfers out to Reserves	32,420	-				
Adjusted Expenses	3,360,965	4,278,239				
Excluding budgeted Transfer in from Reserves	-	-				
Adjusted Revenue	3,393,385	4,303,931				
Adjusted Net Rev/(Exp)	32,420	25,692				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
258 HRA General						
Expenses						
ALLC - Allocations	42,089.00	42,089.00	100.00%	28,408.00	13,681.00	48.16%
COSV - Contractual Services	28,150.00	77,978.53	277.01%	52,192.64	25,785.89	49.41%
DUES - Dues and Subscriptions	1,000	120	12%	1,189	(1,069)	(90%)
DVMT - Employee Development and Meetings	3,300	1,276	39%	294	981	333%
MTSU - Materials and Supplies	500	180	36%	116	64	55%
OTHR - Other	13,575	3,503	26%	3,461	42	1%
PRSV - Personal Services	280,921	217,221	77%	159,056	58,165	37%
TRNF - Transfers Out	376,188	310,000	82%	310,000	0	0%
Expenses Total	745,723	652,368	87%	554,717	97,651	18%
Revenue						
CHSV - Charges for Services	51,900	29,123	56%	(45,475)	16,352	(36%)
GPTX - General Property Taxes	658,823	653,328	99%	(631,181)	(22,148)	4%
INGV - Intergovernmental	0	6		(6)	(0)	5%
INTR - Interest Income	23,000	75,035	326%	(205,282)	130,247	(63%)
OTHR - Other	12,000	348,450	2,904%	(341,880)	(6,570)	2%
Revenue Total	745,723	1,105,943	148%	(1,223,823)	117,881	(10%)
Excluding budgeted Transfers out to Reserves	66,188	-				
Adjusted Expenses	679,535	652,368				
Excluding budgeted Transfer in from Reserves	-	-				
Adjusted Revenue	745,723	1,105,943				
Adjusted Net Rev/(Exp)	66,188	453,575				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
250 Community Dev Block Grant (CDBG)						
Expenses						
ALLC - Allocations	10,349.00	10,349.00	100.00%	6,008.00	4,341.00	72.25%
COSV - Contractual Services	7,250.00	6,495.39	89.59%	6,343.31	152.08	2.40%
DUES - Dues and Subscriptions	0	190		18	173	986%
DVMT - Employee Development and Meetings	1,600	0	0%	0	0	
MTSU - Materials and Supplies	300	131	44%	0	131	
OTHR - Other	457,577	308,144	67%	553,919	(245,775)	(44%)
PRSV - Personal Services	33,979	31,260	92%	17,976	13,284	74%
Expenses Total	511,055	356,569	70%	584,264	(227,694)	(39%)
Revenue						
GPTX - General Property Taxes				0	0	
INGV - Intergovernmental	355,452	346,574	98%	(542,873)	196,299	(36%)
INTR - Interest Income	300	1,474	491%	(2,642)	1,167	(44%)
OTHR - Other	0	230		(40)	(190)	470%
TRNF - Transfers In	155,303	0	0%		0	
Revenue Total	511,055	348,278	68%	(545,555)	197,277	(36%)
Excluding budgeted Transfers out to Reserves	-	-				
Adjusted Expenses	511,055	356,569				
Excluding budgeted Transfer in from Reserves	155,303	-				
Adjusted Revenue	355,752	348,278				
Adjusted Net Rev/(Exp)	(155,303)	(8,291)				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
215 Destination Marketing Org Fund						
Expenses						
COSV - Contractual Services	125,000.00	92,791.43	74.23%	6,500.00	86,291.43	1,327.56%
CPTL - Capital Improvements	0.00	7,846.54			7,846.54	
DUES - Dues and Subscriptions	0	26,464			26,464	
DVMT - Employee Development and Meetings	0	4,676			4,676	
EQPT - Equipment	0	0			0	
MTSU - Materials and Supplies	50,000	9,346	19%		9,346	
OTHR - Other	0	2,982		29	2,953	10,077%
PRSV - Personal Services	121,333	125,026	103%		125,026	
TRNF - Transfers Out	69,547	0	0%		0	
Expenses Total	365,880	269,132	74%	6,529	262,602	4,022%
Revenue						
GPTX - General Property Taxes	0	202,417		(222,851)	20,434	(9%)
INTR - Interest Income	0	22,709		(16,323)	(6,386)	39%
TRNF - Transfers In	365,880	0	0%	(347,818)	347,818	
Revenue Total	365,880	225,126	62%	(586,992)	361,866	(62%)
Excluding budgeted Transfers out to Reserves	69,547	-				
Adjusted Expenses	296,333	269,132				
Excluding budgeted Transfer in from Reserves	365,880	-				
Adjusted Revenue	-	225,126				
Adjusted Net Rev/(Exp)	(296,333)	(44,006)				

Process Status	Posted
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City of Plymouth
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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
500 Water						
Expenses						
ALLC - Allocations	1,558,763.00	1,558,763.00	100.00%	1,632,368.00	(73,605.00)	(4.51%)
COSV - Contractual Services	2,011,600.00	2,000,674.74	99.46%	2,616,525.95	(615,851.21)	(23.54%)
CPTL - Capital Improvements	5,720,000.00	0.00	0.00%	0.00	0.00	
DEPR - Depreciation	0.00	2,904,137.75		3,812,329.14	(908,191.39)	(23.82%)
DUES - Dues and Subscriptions	12,200	9,398	77%	6,076	3,322	55%
DVMT - Employee Development and Meetings	15,500	19,526	126%	18,299	1,227	7%
EQPT - Equipment	15,000	8,437	56%	13,769	(5,333)	(39%)
MTSU - Materials and Supplies	805,250	886,180	110%	1,079,527	(193,347)	(18%)
OTHR - Other	58,050	57,426	99%	56,941	485	1%
PRSV - Personal Services	1,887,586	1,780,767	94%	1,627,783	152,983	9%
TRNF - Transfers Out	40,000	2,117,342	5,293%	2,722,345	(605,003)	(22%)
Expenses Total	12,123,949	11,342,649	94%	13,585,962	(2,243,313)	(17%)
Revenue						
CHSV - Charges for Services	10,550,732	8,941,026	85%	(10,036,286)	1,095,260	(11%)
CNTC - Contributions and Donations - Capital	800,000.00	904,605.99	113.08%	(4,834,430.67)	3,929,824.68	(81.29%)
INGV - Intergovernmental	0	33,664		(25,857)	(7,807)	30%
INTR - Interest Income	48,000	133,224	278%	(208,478)	75,254	(36%)
OTHR - Other	10,000	26,415	264%	(10,367)	(16,048)	155%
TRNF - Transfers In	715,217	333,647	47%	0	(333,647)	
Revenue Total	12,123,949	10,372,581	86%	(15,115,419)	4,742,837	(31%)
Including Depreciation	2,904,138	-				
Excluding budgeted Capital Improvements	5,720,000	-				
Including capital funding	2,076,729	-				
Adjusted Expenses	11,384,816	11,342,649				
Excluding budgeted Transfer in from Reserves	715,217	-				
Including capital funding	333,647					
Adjusted Revenue	11,742,379	10,372,581				
Adjusted Net Rev/(Exp)	357,563	(970,068)				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
510 Water Resources						
Expenses						
ALLC - Allocations	551,277.00	551,277.00	100.00%	424,859.00	126,418.00	29.76%
COSV - Contractual Services	549,760.00	366,499.21	66.67%	260,609.72	105,889.49	40.63%
CPTL - Capital Improvements	1,470,000.00	0.00	0.00%	0.00	0.00	
DEPR - Depreciation	0.00	1,515,183.46		1,323,202.92	191,980.54	14.51%
DUES - Dues and Subscriptions	395,000	374,575	95%	365,882	8,693	2%
DVMT - Employee Development and Meetings	7,700	10,736	139%	5,021	5,715	114%
EQPT - Equipment	23,000	8,301	36%	11,719	(3,418)	(29%)
MTSU - Materials and Supplies	81,750	45,501	56%	57,326	(11,824)	(21%)
OTHR - Other	29,950	32,681	109%	29,843	2,838	10%
PRSV - Personal Services	1,293,275	1,091,520	84%	1,035,982	55,538	5%
TRNF - Transfers Out	1,901,794	1,155,596	61%	364,389	791,207	217%
Expenses Total	6,303,506	5,151,870	82%	3,878,833	1,273,036	33%
Revenue						
CHSV - Charges for Services	5,424,806	5,107,331	94%	(4,901,580)	(205,751)	4%
CNTC - Contributions and Donations - Capital	800,000.00	1,158,719.54	144.84%	(4,776,215.24)	3,617,495.70	(75.74%)
INGV - Intergovernmental	0	202,396		(252,425)	50,029	(20%)
INTR - Interest Income	55,700	374,442	672%	(346,658)	(27,784)	8%
OTHR - Other	23,000	9,983	43%	(20,674)	10,691	(52%)
TRNF - Transfers In				0	0	
Revenue Total	6,303,506	6,852,872	109%	(10,297,552)	3,444,680	(33%)
Including Depreciation	1,515,183	-				
Excluding budgeted Capital Improvements	1,470,000	-				
Including Capital Funding	1,146,396	-				
Excluding budgeted Transfers out to Reserves	1,898,494	-				
Adjusted Expenses	5,596,592	5,151,870				
Including Capital Funding	358,720	-				
Adjusted Revenue	6,662,226	6,852,872				
Adjusted Net Rev/(Exp)	1,065,634	1,701,002				

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City of Plymouth
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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
520 Sewer						
Expenses						
ALLC - Allocations	730,329.00	730,329.00	100.00%	963,694.00	(233,365.00)	(24.22%)
COSV - Contractual Services	8,110,900.00	8,016,271.29	98.83%	7,708,208.96	308,062.33	4.00%
CPTL - Capital Improvements	3,120,000.00	0.00	0.00%	0.00	0.00	
DEPR - Depreciation	0.00	1,707,695.41		1,680,661.91	27,033.50	1.61%
DUES - Dues and Subscriptions	300	0	0%	300	(300)	
DVMT - Employee Development and Meetings	9,000	12,972	144%	11,240	1,731	15%
EQPT - Equipment	7,500	3,335	44%	5,186	(1,851)	(36%)
MTSU - Materials and Supplies	107,200	70,410	66%	60,734	9,676	16%
OTHR - Other	69,700	78,510	113%	73,552	4,958	7%
PRSV - Personal Services	1,068,393	934,603	87%	966,445	(31,842)	(3%)
TRNF - Transfers Out	501,191	438,451	87%	229,475	208,976	91%
Expenses Total	13,724,513	11,992,576	87%	11,699,496	293,079	3%
Revenue						
CHSV - Charges for Services	12,742,513	12,437,808	98%	(11,912,156)	(525,651)	4%
CNTC - Contributions and Donations - Capital	900,000.00	351,331.40	39.04%	(742,848.64)	391,517.24	(52.70%)
INGV - Intergovernmental	33,800	33,508	99%	(136,548)	103,040	(75%)
INTR - Interest Income	38,200	230,589	604%	(252,545)	21,955	(9%)
OTHR - Other	10,000	11,851	119%	(17,850)	5,999	(34%)
TRNF - Transfers In	0	29,376		(104,453)	75,077	(72%)
Revenue Total	13,724,513	13,094,464	95%	(13,166,401)	71,937	(1%)
Including Depreciation	1,707,695	-				
Excluding Budgeted Capital Improvements	3,120,000	-				
Including Capital Funding	435,151	-				
Excluding Budgeted Transfers out to Reserves	491,991	-				
Adjusted Expenses	12,255,368	11,992,576				
Including Capital Funding	(548,669)	-				
Adjusted Revenue	13,175,844	13,094,464				
Adjusted Net Rev/(Exp)	920,476	1,101,888				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
530 Solid Waste Mgmt						
Expenses						
ALLC - Allocations	43,709.00	43,709.00	100.00%	77,299.00	(33,590.00)	(43.45%)
COSV - Contractual Services	1,329,600.00	2,387,829.43	179.59%	1,386,914.55	1,000,914.88	72.17%
DEPR - Depreciation	0.00	5,683.43		10,675.61	(4,992.18)	(46.76%)
DUES - Dues and Subscriptions	400	0	0%	0	0	
DVMT - Employee Development and Meetings	1,050	0	0%	92	(92)	
MTSU - Materials and Supplies	11,700	3,715	32%	7,039	(3,324)	(47%)
OTHR - Other	9,125	15,248	167%	9,127	6,120	67%
PRSV - Personal Services	264,809	198,747	75%	175,849	22,898	13%
TRNF - Transfers Out	283,734	0	0%		0	
Expenses Total	1,944,127	2,654,932	137%	1,666,997	987,935	59%
Revenue						
CHSV - Charges for Services	1,743,502	2,503,672	144%	(1,326,247)	(1,177,425)	89%
INGV - Intergovernmental	163,700	375,344	229%	(165,953)	(209,391)	126%
INTR - Interest Income	9,450	20,018	212%	(25,202)	5,184	(21%)
OTHR - Other	22,500	23,950	106%	(22,621)	(1,329)	6%
PTLS - Permits and Licenses	4,975	4,400	88%	(4,450)	50	(1%)
TRNF - Transfers In				0	0	
Revenue Total	1,944,127	2,927,383	151%	(1,544,473)	(1,382,911)	90%
Including Depreciation	5,683	-				
Excluding budgeted Transfers out to Reserves	283,734	-				
Adjusted Expenses	1,666,076	2,654,932				
Excluding budgeted Transfer in from Reserves	-	-				
Adjusted Revenue	1,944,127	2,927,383				
Adjusted Net Rev/(Exp)	278,051	272,452				

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Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
540 Ice Center						
Expenses						
ALLC - Allocations	250,311.00	250,311.00	100.00%	195,937.00	54,374.00	27.75%
COSV - Contractual Services	771,000.00	691,995.86	89.75%	685,670.44	6,325.42	0.92%
CPTL - Capital Improvements	470,000.00	0.00	0.00%	0.00	0.00	
DEPR - Depreciation	0.00	721,685.69		703,882.78	17,802.91	2.53%
DUES - Dues and Subscriptions	700	1,945	278%	920	1,025	111%
DVMT - Employee Development and Meetings	7,100	8,426	119%	5,197	3,229	62%
EQPT - Equipment	15,000	12,074	80%	33,396	(21,322)	(64%)
MTSU - Materials and Supplies	161,050	194,844	121%	169,225	25,619	15%
OTHR - Other	22,387	34,457	154%	28,741	5,716	20%
PRSV - Personal Services	1,007,778	951,861	94%	893,284	58,577	7%
TRNF - Transfers Out				0	0	
Expenses Total	2,705,326	2,867,600	106%	2,716,253	151,346	6%
Revenue						
CHSV - Charges for Services	2,328,372	2,336,323	100%	(2,249,268)	(87,054)	4%
CNTO - Contributions and Donations - Operating	0	4,355		(25,000)	20,645	(83%)
INTR - Interest Income	8,500	9,036	106%	(29,699)	20,663	(70%)
OTHR - Other	60,000	74,623	124%	(81,306)	6,683	(8%)
TRNF - Transfers In	308,454	370,134	120%	0	(370,134)	
Revenue Total	2,705,326	2,794,470	103%	(2,385,273)	(409,197)	17%
Including Depreciation	721,686	-				
Excluding Budgeted Capital Improvements	470,000	-				
Adjusted Expenses	2,957,012	2,867,600				
Excluding Budgeted Transfer in from Reserves	308,454	-				
Including Capital Funding	370,134	-				
Adjusted Revenue	2,767,006	2,794,470				
Adjusted Net Rev/(Exp)	(190,006)	(73,129)				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
550 Field House						
Expenses						
ALLC - Allocations	137,125.00	137,125.00	100.00%	22,372.00	114,753.00	512.93%
COSV - Contractual Services	179,700.00	92,478.85	51.46%	203,405.25	(110,926.40)	(54.53%)
CPTL - Capital Improvements				0.00	0.00	
DEPR - Depreciation	0.00	101,564.14		100,886.80	677.34	0.67%
DVMT - Employee Development and Meetings	200	200	100%	0	200	
EQPT - Equipment				0	0	
MTSU - Materials and Supplies	8,500	2,811	33%	4,888	(2,077)	(42%)
OTHR - Other	300	265	88%	227	38	17%
PRSV - Personal Services	147,425	146,903	100%	139,079	7,824	6%
Expenses Total	473,250	481,348	102%	470,858	10,490	2%
Revenue						
CHSV - Charges for Services	405,000	377,537	93%	(360,803)	(16,733)	5%
INTR - Interest Income	16,500	64,648	392%	(73,744)	9,096	(12%)
OTHR - Other	0	14,979		(13,759)	(1,221)	9%
TRNF - Transfers In	51,750	0	0%	0	0	
Revenue Total	473,250	457,164	97%	(448,306)	(8,857)	2%
Including Depreciation	101,564	-				
Adjusted Expenses	574,814	481,348				
Excluding Budgeted Transfer in from Reserves	51,750	-				
Adjusted Revenue	421,500	457,164				
Adjusted Net Rev/(Exp)	(153,314)	(24,184)				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
600 Central Equipment						
Expenses						
ALLC - Allocations	211,951.00	211,951.00	100.00%	152,868.00	59,083.00	38.65%
COSV - Contractual Services	126,210.00	175,509.40	139.06%	182,317.64	(6,808.24)	(3.73%)
CPTL - Capital Improvements	3,340,550.00	13,944.85	0.42%	0.00	13,944.85	
DBTI - Debt Service - Interest	0.00	5,783.04		17,726.42	(11,943.38)	(67.38%)
DEPR - Depreciation	0.00	1,781,801.49		1,857,444.38	(75,642.89)	(4.07%)
DUES - Dues and Subscriptions	3,000	2,019	67%	2,450	(431)	(18%)
DVMT - Employee Development and Meetings	2,200	865	39%	1,043	(178)	(17%)
EQPT - Equipment	33,000	19,729	60%	16,338	3,391	21%
MTSU - Materials and Supplies	875,675	899,761	103%	921,470	(21,709)	(2%)
OTHR - Other	31,275	329,378	1,053%	189,024	140,355	74%
PRSV - Personal Services	694,094	643,325	93%	656,070	(12,746)	(2%)
TRNF - Transfers Out				0	0	
Expenses Total	5,317,955	4,084,066	77%	3,996,751	87,315	2%
Revenue						
BILL - Billings to Departments	3,884,232	3,884,232	100%	(3,884,232)	0	0%
CHSV - Charges for Services	20,600	0	0%	(47,245)	47,245	
CNTC - Contributions and Donations - Capital	0.00	271,756.86		(56,549.42)	(215,207.44)	380.57%
INTR - Interest Income	211,583	618,902	293%	(657,277)	38,376	(6%)
OTHR - Other	103,000	296,477	288%	(330,165)	33,688	(10%)
TRNF - Transfers In	1,098,540	51,972	5%	(1,298,831)	1,246,859	(96%)
Revenue Total	5,317,955	5,123,339	96%	(6,274,299)	1,150,960	(18%)
Including Depreciation	1,781,801	-				
Excluding Budgeted Capital Improvements	3,340,550	-				
Adjusted Expenses	3,759,206	4,084,066				
Excluding Budgeted Transfer in from Reserves	1,098,540	-				
Including Capital Funding	271,757					
Adjusted Revenue	4,491,172	5,123,339				
Adjusted Net Rev/(Exp)	731,965	1,039,273				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
610 Public Facilities						
Expenses						
ALLC - Allocations	30,208.00	30,208.00	100.00%	41,026.00	(10,818.00)	(26.37%)
COSV - Contractual Services	2,171,225.00	2,204,837.42	101.55%	1,572,438.23	632,399.19	40.22%
CPTL - Capital Improvements	1,525,000.00	0.00	0.00%	628,367.76	(628,367.76)	
DEPR - Depreciation	0.00	770,357.15		717,458.59	52,898.56	7.37%
DUES - Dues and Subscriptions	1,500	2,347	156%	3,261	(915)	(28%)
DVMT - Employee Development and Meetings	3,500	1,708	49%	580	1,129	195%
EQPT - Equipment	93,000	26,656	29%	37,699	(11,042)	(29%)
MTSU - Materials and Supplies	161,450	135,232	84%	112,565	22,667	20%
OTHR - Other	950	1,366	144%	1,110	256	23%
PRSV - Personal Services	539,378	434,192	80%	376,740	57,452	15%
TRNF - Transfers Out	0	232,052		100,000	132,052	132%
Expenses Total	4,526,211	3,838,957	85%	3,591,246	247,711	7%
Revenue						
BILL - Billings to Departments	3,363,387	3,363,387	100%	(3,365,443)	2,056	(0%)
CNTC - Contributions and Donations - Capital	0.00	287,615.00			(287,615.00)	
INTR - Interest Income	142,059	347,345	245%	(363,763)	16,418	(5%)
OTHR - Other	9,000	16,066	179%	(20,586)	4,520	(22%)
TRNF - Transfers In	1,011,765	250,000	25%	(111,301)	(138,699)	125%
Revenue Total	4,526,211	4,264,413	94%	(3,861,093)	(403,320)	10%
Including Depreciation	770,357	-				
Excluding Budgeted Capital Improvements	1,525,000	-				
Including Capital Funding	232,052	-				
Adjusted Expenses	4,003,620	3,838,957				
Excluding Budgeted Transfer in from Reserves	1,011,765	-				
Including Capital Funding	537,615	-				
Adjusted Revenue	4,052,061	4,264,413				
Adjusted Net Rev/(Exp)	48,441	425,456				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
620 Information Technology						
Expenses						
ALLC - Allocations	40,293.00	40,293.00	100.00%	43,423.00	(3,130.00)	(7.21%)
COSV - Contractual Services	1,795,200.00	1,868,464.08	104.08%	1,655,222.61	213,241.47	12.88%
CPTL - Capital Improvements	370,000.00	(58,440.00)	(15.79%)	0.00	(58,440.00)	
DBTI - Debt Service - Interest	0.00	5,195.52		4,279.54	915.98	21.40%
DEPR - Depreciation	0.00	407,147.10		415,683.08	(8,535.98)	(2.05%)
DUES - Dues and Subscriptions	250	(12,698)	(5,079%)	3,037	(15,735)	(518%)
DVMT - Employee Development and Meetings	20,500	10,349	50%	10,419	(70)	(1%)
EQPT - Equipment	284,200	238,115	84%	309,694	(71,578)	(23%)
MTSU - Materials and Supplies	12,000	11,140	93%	8,479	2,661	31%
OTHR - Other	0	156,378		117,177	39,201	33%
PRSV - Personal Services	1,039,182	948,174	91%	841,497	106,677	13%
TRNF - Transfers Out				130,367	(130,367)	
Expenses Total	3,561,625	3,614,118	101%	3,539,278	74,840	2%
Revenue						
BILL - Billings to Departments	2,809,427	2,808,085	100%	(2,809,427)	1,342	(0%)
CNTC - Contributions and Donations - Capital	0.00	46,350.00		(457,872.87)	411,522.87	(89.88%)
INGV - Intergovernmental	0	9,482		(6,635)	(2,847)	43%
INTR - Interest Income	122,564	255,621	209%	(327,430)	71,809	(22%)
OTHR - Other	0	1,515		35,751	(37,265)	(104%)
TRNF - Transfers In	629,634	82,000	13%	(42,545)	(39,455)	93%
Revenue Total	3,561,625	3,203,052	90%	(3,608,159)	405,107	(11%)
Including Depreciation	407,147	-				
Excluding Budgeted Capital Improvements	370,000	-				
Adjusted Expenses	3,598,772	3,614,118				
Excluding Budgeted Transfer in from Reserves	529,634	-				
Adjusted Revenue	3,031,991	3,203,052				
Adjusted Net Rev/(Exp)	(566,781)	(411,066)				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
630 Risk Management						
Expenses						
ALLC - Allocations	10,965.00	10,965.00	100.00%	14,051.00	(3,086.00)	(21.96%)
COSV - Contractual Services	1,620,252.00	1,764,862.38	108.93%	1,803,696.52	(38,834.14)	(2.15%)
MTSU - Materials and Supplies	300	34	11%	118	(85)	(72%)
OTHR - Other	23,381	27,046	116%	19,520	7,526	39%
PRSV - Personal Services	0	12,368			12,368	
TRNF - Transfers Out	1,986,323	2,403	0%		2,403	
Expenses Total	3,641,221	1,817,677	50%	1,837,386	(19,709)	(1%)
Revenue						
BILL - Billings to Departments	755,811	755,811	100%	(697,269)	(58,542)	8%
INTR - Interest Income	101,455	273,578	270%	(269,603)	(3,975)	1%
OTHR - Other	83,955	151,871	181%	(84,921)	(66,950)	79%
TRNF - Transfers In	2,700,000	2,700,000	100%	0	(2,700,000)	
Revenue Total	3,641,221	3,881,260	107%	(1,051,793)	(2,829,467)	269%
Excluding Budgeted Transfer out to Re	1,986,323	-				
Adjusted Expenses	1,654,898	1,817,677				
Excluding Budgeted Transfer in from F	-	-				
Adjusted Revenue	3,641,221	3,881,260				
Adjusted Net Rev/(Exp)	1,986,323	2,063,583				

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	10 City Administration

**City of Plymouth
General Fund
Dec 2024 YTD**

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	211,791.00	211,791.00	100.00%	258,456.00	(46,665.00)	(18.06%)
COSV - Contractual Services	607,025.00	651,324.03	107.30%	623,592.70	27,731.33	4.45%
DUES - Dues and Subscriptions	97,158	61,948	64%	113,350	(51,401)	(45%)
DVMT - Employee Development and Meetings	104,050	82,914	80%	59,682	23,231	39%
MTSU - Materials and Supplies	4,300	2,228	52%	1,191	1,036	87%
OTHR - Other	620,220	567,735	92%	244,568	323,168	132%
PRSV - Personal Services	872,422	1,433,263	164%	1,202,080	231,183	19%
TRNF - Transfers Out	0	4,325,964		3,210,218	1,115,746	35%
Expenses Total	2,516,966	7,337,167	292%	5,713,137	1,624,030	28%
Revenue						
BILL - Billings to Departments	1,166,562	1,131,757	97%	(1,132,584)	827	(0%)
CHSV - Charges for Services	215,570	245,686	114%	(201,139)	(44,548)	22%
GPTX - General Property Taxes	40,878,873	41,153,479	101%	(37,402,355)	(3,751,124)	10%
INGV - Intergovernmental	0	11,641		(11,640)	(1)	0%
INTR - Interest Income	225,000	721,046	320%	(1,229,373)	508,327	(41%)
OTHR - Other	0	1,871		(638)	(1,233)	193%
SPAS - Special Assessments	0	338		(602)	264	(44%)
TRNF - Transfers In				0	0	
Revenue Total	42,486,005	43,265,818	102%	(39,978,330)	(3,287,488)	8%

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	20 Administrative Services

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	384,543.00	384,543.00	100.00%	332,173.00	52,370.00	15.77%
COSV - Contractual Services	1,646,490.00	1,060,083.71	64.38%	1,397,447.69	(337,363.98)	(24.14%)
DUES - Dues and Subscriptions	59,610	23,004	39%	51,080	(28,076)	(55%)
DVMT - Employee Development and Meetings	28,700	29,858	104%	22,702	7,156	32%
EQPT - Equipment				0	0	
MTSU - Materials and Supplies	21,200	15,191	72%	4,533	10,658	235%
OTHR - Other	9,025	7,735	86%	8,488	(754)	(9%)
PRSV - Personal Services	2,540,146	2,489,438	98%	2,126,774	362,664	17%
TRNF - Transfers Out	8,666	8,666	100%	53,000	(44,334)	(84%)
Expenses Total	4,698,380	4,018,518	86%	3,996,198	22,320	1%
Revenue						
INGV - Intergovernmental	0	67,634			(67,634)	
INTR - Interest Income	500	363	73%	(714)	352	(49%)
OTHR - Other	18,300	46,111	252%	(16,652)	(29,459)	177%
PTLS - Permits and Licenses	254,110	265,100	104%	(263,553)	(1,547)	1%
SPAS - Special Assessments	10,000	4,992	50%	(5,290)	298	(6%)
TRNF - Transfers In	157,000	157,000	100%	(35,000)	(122,000)	349%
Revenue Total	439,910	541,199	123%	(321,209)	(219,990)	68%

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	30 Community Development

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	383,719.00	383,719.00	100.00%	335,543.00	48,176.00	14.36%
COSV - Contractual Services	84,100.00	210,004.91	249.71%	157,365.01	52,639.90	33.45%
DUES - Dues and Subscriptions	10,150	9,481	93%	10,917	(1,436)	(13%)
DVMT - Employee Development and Meetings	23,900	19,266	81%	10,695	8,571	80%
EQPT - Equipment	1,900	1,182	62%	2,322	(1,140)	(49%)
MTSU - Materials and Supplies	8,750	11,626	133%	4,186	7,439	178%
OTHR - Other	75,450	1,148,252	1,522%	535,278	612,974	115%
PRSV - Personal Services	2,862,850	2,771,298	97%	2,400,139	371,159	15%
TRNF - Transfers Out	15,000	15,000	100%	15,000	0	0%
Expenses Total	3,465,819	4,569,829	132%	3,471,445	1,098,384	32%
Revenue						
CHSV - Charges for Services	55,000	159,153	289%	(153,253)	(5,899)	4%
INGV - Intergovernmental	0	352,822		(464,937)	112,115	(24%)
OTHR - Other	2,200	863,032	39,229%	(5,751)	(857,281)	14,906%
PTLS - Permits and Licenses	3,425,100	5,566,269	163%	(5,602,977)	36,708	(1%)
Revenue Total	3,482,300	6,941,275	199%	(6,226,918)	(714,357)	11%

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	40 Parks and Recreation

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	1,827,849.00	1,827,849.00	100.00%	1,820,318.00	7,531.00	0.41%
COSV - Contractual Services	1,599,500.00	1,703,906.75	106.53%	1,525,519.50	178,387.25	11.69%
CPTL - Capital Improvements	290,000.00	434,416.61	149.80%	163,282.46	271,134.15	166.05%
DUES - Dues and Subscriptions	23,850	16,123	68%	19,580	(3,457)	(18%)
DVMT - Employee Development and Meetings	31,225	41,840	134%	31,819	10,021	31%
EQPT - Equipment	26,000	14,665	56%	20,609	(5,944)	(29%)
MTSU - Materials and Supplies	471,200	531,171	113%	510,096	21,075	4%
OTHR - Other	52,475	42,869	82%	35,682	7,188	20%
PRSV - Personal Services	5,005,957	5,077,250	101%	4,321,931	755,319	17%
Expenses Total	9,328,056	9,690,091	104%	8,448,837	1,241,254	15%
Revenue						
CHSV - Charges for Services	1,096,500	969,097	88%	(985,343)	16,246	(2%)
CNTO - Contributions and Donations - Operating	1,300	0	0%	0	0	
INGV - Intergovernmental				(1,565)	1,565	
OTHR - Other	5,000	20,623	412%	(9,668)	(10,955)	113%
PTLS - Permits and Licenses	100	375	375%	(450)	75	(17%)
Revenue Total	1,102,900	990,095	90%	(997,026)	6,931	(1%)

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	50 Police

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	2,415,157.00	2,415,157.00	100.00%	2,452,485.00	(37,328.00)	(1.52%)
COSV - Contractual Services	313,900.00	344,094.17	109.62%	311,170.45	32,923.72	10.58%
CPTL - Capital Improvements	0.00	183,625.15		38,193.42	145,431.73	380.78%
DUES - Dues and Subscriptions	8,350	6,280	75%	3,620	2,660	73%
DVMT - Employee Development and Meetings	351,255	379,811	108%	293,657	86,154	29%
EQPT - Equipment	239,600	68,582	29%	82,890	(14,308)	(17%)
MTSU - Materials and Supplies	262,030	268,813	103%	276,049	(7,236)	(3%)
OTHR - Other	218,528	167,241	77%	139,420	27,821	20%
PRSV - Personal Services	15,212,789	14,578,116	96%	13,257,047	1,321,069	10%
TRNF - Transfers Out	65,000	84,467	130%	1,328,895	(1,244,428)	(94%)
Expenses Total	19,086,609	18,496,187	97%	18,183,427	312,760	2%
Revenue						
CHSV - Charges for Services	168,500	178,310	106%	(148,153)	(30,157)	20%
CNTO - Contributions and Donations - Operating	5,000	4,100	82%	(7,100)	3,000	(42%)
FIFO - Fines and Forfeitures	415,000	353,784	85%	(356,927)	3,143	(1%)
INGV - Intergovernmental	1,944,055	1,623,013	83%	(5,197,136)	3,574,123	(69%)
OTHR - Other	1,000	38,363	3,836%	(44,125)	5,762	(13%)
PTLS - Permits and Licenses	11,400	8,467	74%	(7,770)	(698)	9%
TRNF - Transfers In	186,800	189,520	101%	(96,955)	(92,565)	95%
Revenue Total	2,731,755	2,395,556	88%	(5,858,166)	3,462,609	(59%)

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	(Multiple Items)

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	1,411,339.00	1,411,339.00	100.00%	1,522,396.00	(111,057.00)	(7.29%)
COSV - Contractual Services	159,000.00	134,498.78	84.59%	165,033.63	(30,534.85)	(18.50%)
CPTL - Capital Improvements	35,000.00	135,285.95	386.53%	43,446.53	91,839.42	211.38%
DUES - Dues and Subscriptions	30,455	28,855	95%	4,495	24,361	542%
DVMT - Employee Development and Meetings	127,650	85,291	67%	94,385	(9,094)	(10%)
EQPT - Equipment	51,000	55,214	108%	85,444	(30,230)	(35%)
MTSU - Materials and Supplies	215,600	194,441	90%	243,475	(49,035)	(20%)
OTHR - Other	620,000	676,953	109%	624,641	52,312	8%
PRSV - Personal Services	4,465,361	4,191,026	94%	3,827,679	363,348	9%
TRNF - Transfers Out	90,000	90,000	100%	95,000	(5,000)	(5%)
Expenses Total	7,205,405	7,002,904	97%	6,705,995	296,909	4%
Revenue						
CHSV - Charges for Services	2,400	12,283	512%	(11,430)	(853)	7%
CNTO - Contributions and Donations - Operating	30,000	5,550	19%	(18,400)	12,850	(70%)
INGV - Intergovernmental	677,979	887,546	131%	(846,775)	(40,771)	5%
OTHR - Other	0	5,192		(6,293)	1,101	(17%)
PTLS - Permits and Licenses	500	0	0%	(300)	300	
TRNF - Transfers In	7,000	101,262	1,447%	(54,461)	(46,801)	86%
Revenue Total	717,879	1,011,833	141%	(937,659)	(74,174)	8%

Process Status	Posted
Journal Type	(Multiple Items)
Fiscal Year	Fiscal Calendar 2024
Fiscal Month of Year	(Multiple Items)
Organization Set.Level 2	70 Public Works

City of Plymouth
General Fund
Dec 2024 YTD

Row Labels	Amended Budget - Reporting	Actual Amount - Reporting	Percentage Used w/ Encumbrances	Prev Year Actual Amount	Prev Year Difference - Total	Prev Year Difference - %
100 General Fund						
Expenses						
ALLC - Allocations	1,571,207.00	1,571,207.00	100.00%	1,509,991.00	61,216.00	4.05%
COSV - Contractual Services	2,271,150.00	1,629,712.52	71.76%	1,846,179.25	(216,466.73)	(11.73%)
DUES - Dues and Subscriptions	3,750	5,643	150%	5,623	20	0%
DVMT - Employee Development and Meetings	25,100	30,439	121%	23,009	7,430	32%
EQPT - Equipment	10,500	8,194	78%	10,595	(2,400)	(23%)
MTSU - Materials and Supplies	490,050	257,136	52%	520,840	(263,703)	(51%)
OTHR - Other	4,850	4,575	94%	4,311	264	6%
PRSV - Personal Services	3,229,807	2,905,838	90%	2,770,733	135,105	5%
Expenses Total	7,606,414	6,412,745	84%	6,691,281	(278,536)	(4%)
Revenue						
BILL - Billings to Departments	835,000	0	0%	0	0	
CHSV - Charges for Services	848,400	783,923	92%	(785,930)	2,006	(0%)
INGV - Intergovernmental	1,181,500	1,170,603	99%	(1,082,984)	(87,620)	8%
OTHR - Other	10,000	8,811	88%	(29,771)	20,960	(70%)
PTLS - Permits and Licenses	2,000	3,862	193%	(2,615)	(1,247)	48%
TRNF - Transfers In	70,000	902,041	1,289%	(834,004)	(68,037)	8%
Revenue Total	2,946,900	2,869,240	97%	(2,735,303)	(133,937)	5%

CITY OF PLYMOUTH

RESOLUTION No. 2025-160

RESOLUTION ADOPTING AMENDED 2024 BUDGET

WHEREAS, the city's legal level of budgetary control is at the fund level and monitoring of budgets is maintained at the expenditure category level (e.g., contractual services, equipment, etc.); and

WHEREAS, fund individual line items may overspend budgeted amounts without City Council approval as long as the actual fund expenditures do not exceed the total fund budget; and

WHEREAS, two special revenue funds experienced unanticipated program expenditures not accounted for in the 2024 budget, resulting in increased expenditures; and

WHEREAS, the city council is allowed to amend budgets if appropriations will exceed budget estimates.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the operating budget for the following funds is hereby amended from original amounts to amended amounts as indicated:

	<u>Original</u>	<u>Amended</u>
Recreation fund	\$3,172,377	\$3,539,169
Housing Choice Voucher	\$3,393,385	\$4,278,239

BE IT FURTHER RESOLVED that the amended budget is to be made effective December 31, 2024.

ADOPTED by the City Council on this 10th day of June, 2025.

CITY OF PLYMOUTH

RESOLUTION No. 2025-161

RESOLUTION APPROVING TRANSFER BETWEEN FUNDS

WHEREAS, the City Council has reviewed the financial report for 2024 and recommendation for transfers between funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Finance Director is authorized to transfer the following funds:

From	To	Amount	Transfer Reason
MN State Aid (Revenue source)	Streets	407,580	Construction project
Park Replacement (Revenue source)	General Capital Projects	379,320	Construction project
Street Reconstruction (Revenue source)	Streets	1,531,438	Construction project
Park Dedication (Revenue source)	General Capital Projects	1,982,317	Construction project
Park Dedication (Revenue source)	Streets	12,220	Construction project
Streets	Park Replacement (Revenue source)	8,349	Construction project - cleanup
Streets	Sewer	29,219	Construction project - cleanup
Plymouth Community Center Expansion	General Capital Projects	5,000,000	Repayment of temporary funding (state funds)
Fire Station Construction	General Capital Projects	420,860	Repayment of temporary funding (sales tax reimbursement)
Water	Streets	232,057	Construction project
Water Resources	Streets	42,196	Construction project
Sewer	Streets	5,075	Construction project
Resource Planning	General Fund	103,982	Offset purchase of ballistic door panels, jaws of life, Fire dept new software (Firstdue)
Resource Planning	IT	82,000	New Fire dept software (First Due)
General Fund	Central Equipment	19,467	SWAT vehicle repairs
TIF 1-1 Shops at Plymouth Creek	TIF 1-1 Sps at Plymouth Creek	1,548,196	Combining TIF funds (308 and 427) for TIF 1-1 - cleanup
TIF 7-5A Refunding	TIF 7-5 Rottland	140,540	Combining TIF funds (310 and 423) for TIF 7-5A - cleanup
2015A GO Open Space	General Capital Projects	827	Close debt service - cleanup
General Capital Projects	MN State Aid (Revenue Source)	239,474	Cover temporary negative cash for MSA fund
General Capital Projects	Plymouth Community Center Expansion	48,585	Cover negative cash in PCC and fire station construction funds (state funds not received until 2025)
General Capital Projects	Fire Station Construction	429,934	Cover negative cash in PCC and fire station construction funds (sales tax reimbursement not received until 2025)
Streets	Central Equipment	30,102	Salaries, fuel, machinery costs for Mill & Overlay projects
Risk Management	Central Equipment	2,403	Repairs to unit 6135
General Fund	General Capital Projects	4,325,964	Surplus transfer
	Total	\$ 17,022,105	

BE IT FURTHER RESOLVED that the transfers are to be made effective December 31, 2024, to be reflected in the year-end financial statements for 2024.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Amy Hanson, Facilities and Fleet Manager

Reviewed by: Michael Thompson, Public Works Director

Item: **Award contract for lower-level restroom renovation project at City Hall**

1. Action Requested:

Adopt attached resolution awarding contract for lower-level restroom renovation at City Hall.

2. Background:

The 2025 Capital Improvement Plan includes funding to update and remodel the lower-level restrooms at City Hall. The project will renovate the restrooms located across from the Community and Economic Development Department, as well as the restrooms and locker room near the lower level rear employee entrance.

Improvements to the Community and Economic Development restrooms will include rehab and the addition of fixtures. The lower level rear restrooms will be reconfigured into individual ones, and two of the four will include showers for staff use.

City staff partnered with HJS Architecture for the project design plans and specifications. An invitation for bids was issued on April 10, with a submission deadline of May 9. The project was priced with two options: one with all demolition occurring during standard business hours, and the other taking place after hours in order to minimize noise disruption.

Eight bids were received and staff recommends awarding the contract to the low bidder, Dering Pierson Group, with the option to conduct demolition outside standard business hours.

Construction is anticipated to begin in August and will take approximately 12 weeks to

complete.

3. Budget Impact:

The total project cost based on the low bid by Dering Pierson Group is \$298,200 and includes construction (\$284,000) and contingencies (\$14,200). The project will be funded by the Public Facilities Fund.

4. Attachments:

1. Contract Documents
2. Bid Tabulation Sheet
3. City Council Resolution 2025-162

(CITY HALL Facility – Lower-Level Restroom Renovation) PROJECT CONTRACT AGREEMENT

AGREEMENT made this 10 day of June 2025, by and between the **CITY OF PLYMOUTH**, a Minnesota municipal corporation ("City") and Dering Pierson Group LLC ("Contractor").

IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The Contract consists of the following documents. In the event of conflict among the documents the conflict shall be resolved by the order in which they are listed with the document listed first having the first priority and the document listed last having the last priority: 1) this Project Agreement, 2) Contract Documents, and 3) Contractor's bid.

2. SCOPE OF SERVICES. The City retains Contractor to furnish the services set forth on the attached Exhibits 1 -2. The Contractor agrees to perform the services and act as installer to City Hall Lower-level Restroom Renovation for the City at assigned location. Contractor shall provide all personnel, supervision, services, material, tools, equipment and supplies. The work shall be performed in accordance with this services agreement, Contractor has the proper and necessary qualification, experience, and abilities to provide agreed upon services in Exhibits.

3. COMPENSATION. Contractor shall be paid by the City in accordance with the Contractor's bid. Contractor shall submit monthly invoices and the City shall pay the invoices within thirty-five (35) days of receipt. The fees shall not be adjusted if the estimated hours to perform a task or any other estimate or assumption are exceeded. At completion of the project and at the final payment the Contractor shall provide an IC-134 for itself and sub-contractors.

4. COMPLETION DATE. Contractor shall complete work within negotiated timeline established between City and Contractor which is 12 weeks from the start date of the project. Contract is required to begin the work on or before August 18th, 2025. Once work has commenced Contractor is required to stay through completion.

5. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

6. STANDARD OF CARE. Contractor will provide and install all needed equipment to outlined specification a good and workmanlike manner consistent with industry standards. City shall not be responsible for discovering deficiencies in the Contractor's services.

7. INDEMNIFICATION. The Contractor shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the work or services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

8. INSURANCE. Contractor shall secure and maintain such insurance as will protect Contractor from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability	\$1,000,000 each occurrence/aggregate
Automobile Liability	\$1,000,000 combined single limit
Workers' Compensation	Statutory requirement \$500,000 Bodily Injury by Disease per employee

\$500,000 Bodily Injury by Disease aggregate
\$500,000 Bodily Injury by Accident

Excess/Umbrella Liability \$2,000,000 each occurrence/aggregate

The City shall be named as an additional insured on the general liability and umbrella policies.

Before commencing work the Contractor shall provide the City with a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

9. INDEPENDENT CONTRACTOR. The City hereby retains the Contractor as an independent contractor upon the terms and conditions set forth in this Agreement. The Contractor is not an employee of the City and is free to contract with other entities as provided herein. Contractor shall be responsible for selecting the means and methods of performing the work. Contractor shall furnish any and all supplies, equipment, and incidentals necessary for Contractor's performance under this Agreement. City and Contractor agree that Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's agents or employees are in any manner agents or employees of the City. Contractor shall be exclusively responsible under this Agreement for Contractor's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

10. SUBCONTRACTORS. Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Contractor shall comply with Minnesota Statute § 471.425. Contractor must pay subcontractor for all undisputed services provided by subcontractor within ten days of Contractor's receipt of payment from City. Contractor must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

11. ASSIGNMENT. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

12. WAIVER. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

13. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

14. CONTROLLING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings relate to this Agreement shall be venued in Hennepin County, Minnesota.

15. RECORDS. The Contractor shall maintain complete and accurate records of time and expense involved in the performance of services.

16. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Contractor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained, or disseminated by the Contractor pursuant to this Agreement. Contractor is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Contractor receives a request to release data, Contractor must immediately notify City. City will give Contractor instructions concerning the release of the data to the requesting party before the data is released. Contractor agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers

harmless from any claims resulting from Contractor's officers', agents', city's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

17. NONDISCRIMINATION. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

18. SAVINGS CLAUSE. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

CITY OF PLYMOUTH

BY: _____

Jeff Wosje, Mayor

Date: _____, 2025.

BY: _____

David Callister, City Manager

Dated: _____, 2025.

BY: _____

Its _____

Dated: _____, 2025.



City of Plymouth Contract Documents

Facility Improvements - Lower-Level Restroom Renovation Plymouth City Hall

April 10th, 2025

CONTRACT DOCUMENTS

**City Hall Facility Improvements – Lower-Level Restroom Renovation,
Plymouth City Hall**

PLYMOUTH, MINNESOTA

April 10th 2025

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ADVERTISEMENT FOR BIDS

City Hall Facility Improvements – Lower-Level Restroom Renovation

PLYMOUTH, MINNESOTA

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Plymouth until Friday, May 9th 2025 at 10:00 am at the Plymouth City Hall, located at 3400 Plymouth Boulevard, Plymouth, MN, at which time they will be publicly opened and read aloud, for the furnishing and installation of the Plymouth City Hall Lower-Level Restroom Renovation.

Bids shall be on the forms provided for that purpose and according to the Contract Documents dated April 10, 2025.

Contractors desiring a copy of the Bid Forms and Contract Documents may obtain them from the City of Plymouth Web Site at www.plymouthmn.gov/bids.

There will be a one-time only, MANDATORY informational meeting to allow for site inspections on, April 22nd, 2025 at 1:00pm. This inspection will begin at the Medicine Lake Room of the Plymouth City Hall at 3400 Plymouth Blvd. Plymouth, MN 55447. Bid Forms and Contract Documents may be viewed at the meeting.

Deadline for Questions: April 25th, 2025 12:00pm. Questions to be submitted to Amy Hanson, ae Hanson@plymouthmn.gov. Questions will be responded to by April 29th, 2025.

Bid Security in the amount of 5% of the bid must accompany each bid in accordance with the Instructions to Bidders.

Sealed bids will be received at Plymouth City Hall, 3400 Plymouth Blvd., Plymouth, MN 55447 until 10:00 a.m., May 9th, 2025 at which time bids will be publicly opened, reviewed, and read aloud. Envelopes containing bids must be sealed, marked Plymouth City Hall Lower-Level Restroom Renovation. The name and address of the Bidder must be shown on the outside of the envelope. Bids received after this time will not be accepted and will be returned unopened.

The City of Plymouth reserves the right to reject any or all bids, to waive irregularities and informalities therein and to award the contract in the best interests of the City.

DATED: April 2025

INSTRUCTIONS TO BIDDERS

1. DEFINED TERMS

The term "BIDDER" means one who submits a Bid directly to OWNER, as distinct from a sub bidder, who submits a Bid to a BIDDER. The term "Successful BIDDER" means the lowest, qualified responsible and responsive BIDDER to whom OWNER (on the basis of OWNER'S evaluation as hereinafter provided) makes an award. The term, "Bidding Documents" includes the Advertisement or Invitation to Bid, Instructions to BIDDERS, the Bid Form, and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

2. COPIES OF BIDDING DOCUMENTS

- 2.1 Contractors desiring a copy of the Bid Forms and Contract Documents may obtain them from the City of Plymouth's Engineering Department web site at the following link: www.plymouthmn.gov/bids.
- 2.2 Complete sets of Bidding Documents must be used in preparing Bids; neither OWNER assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- 2.3 OWNER in making copies of Bidding Documents available on the above terms does so only for the purpose of obtaining Bids on the Work and does not confer a license or grant for any other use.

3. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- 3.1 It is the responsibility of each BIDDER before submitting a Bid, to (a) examine the Contract Documents thoroughly, (b) visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work, (c) consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (d) study and carefully correlate BIDDER'S observations with the Contract Documents, and (e) notify OWNER in writing of all conflicts, errors or discrepancies in the Contract Documents.
- 3.2 **THERE WILL BE A ONE-TIME ONLY MANDATORY INFORMATIONAL MEETING TO ALLOW FOR SITE INSPECTIONS ON: (April 22nd, 2025 at 1:00pm)**
Prospective bidders are requested to meet at the Medicine Lake Room in the Plymouth City Hall located at 3400 Plymouth Blvd, Plymouth, MN 55447. The site inspections will allow the prospective proposers to become familiar with all conditions that may affect the performance and cost of the contract. Failure on the part of the contractor to familiarize themselves with all conditions shall not constitute a basis for subsequent contract adjustment.
- 3.3 The submission of a Bid will constitute an incontrovertible representation by BIDDER that BIDDER has complied with every requirement of this Article 3, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents and such means, methods, techniques, sequences or procedures of work as may be indicated in or required by the Contract Documents, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

4. INTERPRETATIONS AND ADDENDA

- 4.1 All questions about the meaning or intent of the Contract Documents are to be made in writing and directed to OWNER. Interpretations or clarifications considered necessary by OWNER in response to such questions will be issued with an Addenda by email, fax or mailed or to all parties recorded by OWNER as having received the Bidding Documents. Questions received less than two days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 4.2 Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER or ARCHITECT.

5. Bid Security

- 5.1 Each Bid must be accompanied by Bid security made payable to Owner in an amount of 5% of the BIDDER'S maximum Bid price and in the form of a certified or bank check or Bid Bond (on form attached, if form is prescribed) issued by a surety meeting the requirements.
- 5.2 The Bid security of the Successful BIDDER will be retained until such BIDDER has executed the Agreement and furnished the required contract security, whereupon the Bid security will be returned. If the Successful BIDDER fails to execute and deliver the Agreement and furnish the required contract security within fifteen days after the Notice of Award, OWNER may annul the Notice of Award and the Bid security of the BIDDER will be forfeited. The Bid security of the three lowest BIDDERS may be retained by the OWNER until the Agreement is signed and submitted with the bonds as set forth in Paragraph 2 of the Bid Form. Bid security of other BIDDERS will be returned within seven days after award of the contract.

6. SUBCONTRACTORS, SUPPLIERS AND OTHERS

- 6.1 No Subcontractors will be allowed without written consent from the City. No CONTRACTOR shall be required to employ any Supplier, other person or organization against whom CONTRACTOR has reasonable objection.

7. BID FORM

- 7.1 The Bid Form is included with the Bidding Documents; additional copies may be obtained from OWNER.
- 7.2 All blanks on the Bid Form must be completed in ink or typed.
- 7.3 Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
- 7.4 Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- 7.5 All names must be typed or printed in ink below the signature.

- 7.6 The Bid shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
- 7.7 The address and telephone number for communications regarding the Bid must be shown.
- 7.8 This project's BID FORM contains three sections; Schedule A, Schedule B and Schedule C. The completion of all sections is required to be an acceptable bid for the project. Bids will be evaluated by the OWNER based on any combination of the schedules.

8. SUBMISSION OF BIDS

Bids shall be submitted at the time and place indicated in the Advertisement or Invitation to Bid and shall be enclosed in an opaque sealed envelope, marked with the Project title (and, if applicable, the designated portion of the Project for which the Bid is submitted) and name and address of the BIDDER and accompanied by the Bid security and other required documents. If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "BID ENCLOSED" on the face of it.

9. MODIFICATION AND WITHDRAWAL OF BIDS

- 9.1 Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.
- 9.2 If, within twenty-four hours after Bids are opened, any BIDDER files a duly signed, written notice with OWNER and promptly thereafter demonstrates to the reasonable satisfaction of OWNER that there was a material and substantial mistake in the preparation of its Bid, that BIDDER may withdraw its Bid and the Bid security will be returned. Thereafter, that BIDDER will be disqualified from further bidding on the Work to be provided under the Contract Documents.

10. OPENING OF BIDS

Bids will be opened and (unless obviously non-responsive) read aloud publicly. An abstract of the amounts of the Bids will be made available to BIDDERS after the opening of Bids.

11. BIDS TO REMAIN SUBJECT TO ACCEPTANCE

All bids will remain subject to acceptance as set forth in Paragraph 2 of the Bid Form, but OWNER may, in its sole discretion, release any Bid and return the Bid security prior to that date.

12. RESPONSIBLE BIDDER EVALUATION

The City will review the qualifications and experience of bidders after bids are opened and before a contract is awarded, to determine if the bidder is "responsible." A "responsible" bidder is a bidder qualified to do the work. This will be determined by assessing the bidder's skill, resources, experience, successful performance of similar contracts (on time and on budget), and all other matters bearing upon the likelihood that the contract will be successfully completed. In all cases where a bidder is unknown or where there are any questions about the qualifications of the bidder, the following information will be required of the apparent low bidder:

You are required to complete and return this questionnaire before the City Council considers awarding you the contract.

- 12.1 Identify all similar public contracts in which you were the contractor. If you have had more than five such contracts, list only the last five contracts, and as to each contract identified provide the following information:

Contract Description:

Date:

Contact Person at City/County/State:

Were change orders in excess of 5% requested? If yes, explain the circumstances.

Were liquidated damages assessed? If yes, explain the circumstances.

Was the contract completed? If no, explain the circumstances.

- 12.2 Describe all arbitration claims and any contract litigation in which you have been a party in the last five years.
- 12.3 Identify all public contracts you have had with the City of Plymouth in the last five years.
- 12.4 In the last five years has a bonding company ever refused to issue you a performance bond? If yes, explain the circumstances.
- 12.5 In the last five years have any claims been filed against a performance or payment bond that you have provided a public entity? If yes, explain the circumstances.
- 12.6 In the last five years, has your firm or any of its owners or employees been fined by a federal or state agency for a contract or workplace matter (such as wage or hour or safety violations), or debarred under Part 29, Title 49 CFR or any other law from submitting bids on public projects? If yes, explain the circumstances.
- 12.7 In the last five years, has your firm or any of its owners or employees been charged or convicted of a crime involving the awarding, bidding or performance of a government contract? If yes, provide full details.

Contractor Verification of Compliance

The undersigned, being first duly sworn, as a responding contractor on the Project, represents and swears as follows:

Now, and at all times during the duration of the Project, the undersigned complies with each of the minimum criteria in Minn. Stat. § 16C.285, Subd. 3, the Responsible Contractor Statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a "responsible contractor" as defined in Minn. Stat. § 16C.285, Subd. 3, renders a bidder ineligible to be awarded a contract or to perform work on the contract.

Upon request, the undersigned will submit copies of the signed verifications of compliance from all subcontractors.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a contract and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certified as true and correct this _____ day of _____.

(name)

(name)

*Resolution No. 2015-016, January 13, 2015
(Supersedes Resolution No. 2004-024, January 13, 2004)*

13. AWARD OF CONTRACT

- 13.1 OWNER reserves the right to reject any and all Bids, to waive any and all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Successful BIDDER, and the right to disregard all nonconforming, nonresponsive, unbalanced or conditional Bids. Also, OWNER reserves the right to reject the Bid of any BIDDER if OWNER believes that it would not be in the best interest of the Project to make an award to that BIDDER, whether because the Bid is not responsive or the BIDDER is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by OWNER. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 13.2 In evaluating Bids, OWNER will consider the qualifications of the BIDDERS, whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- 13.3 OWNER may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the Supplementary Conditions. OWNER also may consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to the Notice of Award.
- 13.4 OWNER may conduct such investigations as OWNER deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of BIDDERS, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to OWNER'S satisfaction within the prescribed time.
- 13.5 If the contract is to be awarded, it will be awarded to the lowest BIDDER whose evaluation by OWNER indicates to OWNER that the award will be in the best interests of the Project.
- 13.6 If the Contract is to be awarded, OWNER will give the Successful BIDDER a Notice of Award within five days after the day of the award.
- 13.7 OWNER reserves the right to determine the successful BIDDER based on a combination of the Base Bid and Alternate Bid. The OWNER will consider the best interest of the project in making this determination.

14. CONTRACT SECURITY

Performance and Payment Bonds are required. When Successful BIDDER delivers the executed Agreement to OWNER, it must be accompanied by the required performance and payment Bonds

15. SIGNING OF AGREEMENT

When OWNER gives a Notice of Award to the Successful BIDDER, it will be accompanied by the required number of unsigned counterparts of the Agreement with all other written Contract Documents attached. Within fifteen days thereafter CONTRACTOR shall sign and deliver the required number of counterparts of the Agreement and attached documents to OWNER with the required Bonds. Within ten days thereafter OWNER shall deliver one fully signed counterpart to

CONTRACTOR. Each counterpart is to be accompanied by a complete set of the Drawings with appropriate identification.

BID FORM

**PROJECT IDENTIFICATION: Lower-Level Restroom Renovation, PLYMOUTH CITY HALL
PLYMOUTH, MINNESOTA**

BIDS TO BE OPENED:	May 9th at 10:00 am
---------------------------	---------------------------------------

THIS BID IS SUBMITTED TO:	CITY OF PLYMOUTH, CITY HALL 3400 PLYMOUTH BOULEVARD PLYMOUTH, MINNESOTA 55447
----------------------------------	--

BID SUBMITTED BY: _____

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and Instructions to BIDDERS, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date

Number

- (b) BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
 - (c) BIDDER has given OWNER written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to BIDDER.
 - (d) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER

BID FORM

4. BIDDER will complete the Work for the following prices:

Price Schedule

Bid Form

Schedule A:

Lum Sum Price \$ _____

Schedule B:

Lump Sum Price with Demolition to be conducted outside,
City Hall Business Hours for 8am-4:30 \$ _____

Projected Timeline:

Estimated weeks for completion _____ wk./s

5. BIDDER agrees that the Work will be substantially complete and completed and ready for final payment on or before those dates indicated in the Agreement

6. The following documents are attached to and made a condition of this BID:

A) Required Bid Security in the form of (Bidder's Bond) (Certified Check)

B) Affidavit of Non-Collusion

Add other documents as pertinent

7. Communications concerning this Bid shall be addressed to the address of BIDDER indicated below.

8. The terms used in this Bid which are defined in the Contract Document and attached Exhibits have the meanings assigned to them in the Contract Document and attached Exhibits.

SUBMITTED on _____, 2025.

By _____
(Name)

(Address)

(Phone Number)

By _____
(Name)

(Address)

(Phone Number)

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

STATE OF _____

COUNTY OF _____

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

- 1) That I am the BIDDER (if the BIDDER is an individual), a partner in the BIDDER (if the BIDDER is a partnership) or an officer or employee of the BIDDER corporation having authority to sign on its behalf (if the BIDDER is a corporation);
- 2) That the attached Bid or Bids have been arrived at by the BIDDER individually and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to Bid designed to limit individual bidding or competition;
- 3) That the contents of the Bid or Bids have not been communicated by the BIDDER or its employees or agents to any person not an employee or agent of the BIDDER or its surety on any bond furnished with the Bid or Bids, and will not be communicated to any such person, prior to any official opening of the Bid or Bids; and
- 4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me _____
(Bidder)

this ____ day of _____, 2025 _____
(Firm making Bid or Bids)

OFFICIAL TITLE: _____

(CITY HALL Facility – Lower-Level Restroom Renovation) PROJECT CONTRACT AGREEMENT

AGREEMENT made this ____ day of _____ 2025, by and between the **CITY OF PLYMOUTH**, a Minnesota municipal corporation ("City") and _____ ("Contractor").

IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. CONTRACT DOCUMENTS. The Contract consists of the following documents. In the event of conflict among the documents the conflict shall be resolved by the order in which they are listed with the document listed first having the first priority and the document listed last having the last priority: 1) this Project Agreement, 2) Contract Documents including Summary of Work & Supplementary Conditions, and 3) Contractor's bid.

2. SCOPE OF SERVICES. The City retains Contractor to furnish the services set forth on the attached Exhibits 1 -2. The Contractor agrees to perform the services and act as installer to CITY HALL Lower-Level Restroom Renovation for the City at assigned location. Contractor shall provide all personnel, supervision, services, material, tools, equipment and supplies. The work shall be performed in accordance of this services agreement, Contractor has the proper and necessary qualification, experience and abilities to provide agreed upon services in Exhibits.

3. COMPENSATION. Contractor shall be paid by the City in accordance with the Contractor's bid. Contractor shall submit monthly invoices and the City shall pay the invoices within thirty-five (35) days of receipt. The fees shall not be adjusted if the estimated hours to perform a task or any other estimate or assumption are exceeded.

4. COMPLETION DATE. Contractor shall complete work within negotiated timeline established between City and Contractor. (Work to be performed between June 2025 and October 2025) Once work has commenced Contractor is required to stay through completion.

5. COMPLIANCE WITH LAWS AND REGULATIONS. In providing services hereunder, Contractor shall abide by all statutes, ordinances, rules and regulations pertaining to the provisions of services to be provided.

6. STANDARD OF CARE. Contractor will provide and install all needed equipment to outlined specification a good and workmanlike manner consistent with industry standards. City shall not be responsible for discovering deficiencies in the Contractor's services.

7. INDEMNIFICATION. The Contractor shall indemnify and hold harmless the City, its officers, agents, and employees, of and from any and all claims, demands, actions, causes of action, including costs and attorney's fees, arising out of or by reason of the execution or performance of the work or services provided for herein and further agrees to defend at its sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising hereunder.

8. INSURANCE. Contractor shall secure and maintain such insurance as will protect Contractor from claims under the Worker's Compensation Acts, automobile liability, and from claims for bodily injury, death, or property damage which may arise from the performance of services under this Agreement. Such insurance shall be written for amounts not less than:

Commercial General Liability \$1,000,000 each occurrence/aggregate

Automobile Liability \$1,000,000 combined single limit

Workers' Compensation	Statutory requirement \$500,000 Bodily Injury by Disease per employee \$500,000 Bodily Injury by Disease aggregate \$500,000 Bodily Injury by Accident
Excess/Umbrella Liability	\$2,000,000 each occurrence/aggregate

The City shall be named as an additional insured on the general liability and umbrella policies.

Before commencing work the Contractor shall provide the City with a certificate of insurance evidencing the required insurance coverage in a form acceptable to City.

9. INDEPENDENT CONTRACTOR. The City hereby retains the Contractor as an independent contractor upon the terms and conditions set forth in this Agreement. The Contractor is not an employee of the City and is free to contract with other entities as provided herein. Contractor shall be responsible for selecting the means and methods of performing the work. Contractor shall furnish any and all supplies, equipment, and incidentals necessary for Contractor's performance under this Agreement. City and Contractor agree that Contractor shall not at any time or in any manner represent that Contractor or any of Contractor's agents or employees are in any manner agents or employees of the City. Contractor shall be exclusively responsible under this Agreement for Contractor's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

10. SUBCONTRACTORS. Contractor shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. Contractor shall comply with Minnesota Statute § 471.425. Contractor must pay subcontractor for all undisputed services provided by subcontractor within ten days of Contractor's receipt of payment from City. Contractor must pay interest of 1.5 percent per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.

11. ASSIGNMENT. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

12. WAIVER. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

13. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

14. CONTROLLING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. All proceedings relate to this Agreement shall be venued in Hennepin County, Minnesota.

15. RECORDS. The Contractor shall maintain complete and accurate records of time and expense involved in the performance of services.

16. MINNESOTA GOVERNMENT DATA PRACTICES ACT. Contractor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data, created, collected, received, stored, used, maintained,

or disseminated by the Contractor pursuant to this Agreement. Contractor is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event Contractor receives a request to release data, Contractor must immediately notify City. City will give Contractor instructions concerning the release of the data to the requesting party before the data is released. Contractor agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Contractor's officers', agents', city's, partners', employees', volunteers', assignees' or subcontractors' unlawful disclosure and/or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

17. NONDISCRIMINATION. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

18. SAVINGS CLAUSE. If a court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

CITY OF PLYMOUTH

BY: _____
Jeff Wosje, Mayor
Date: _____, 2025.

BY: _____
David Callister, City Manager
Dated: _____, 2025.

BY: _____
Its _____
Dated: _____, 2025.

City of Plymouth



City Hall Restroom Renovations

HjS Architecture - Project No. 2003

PROJECT MANUAL BID/PERMIT

December 6th, 2024



HjS ARCHITECTURE

2261 7th Steet NW
New Brighton, MN 55112
Phone: (612) 251-6915
www.hjsarchitecture.com

Contact: Häns J. Schmidt, AIA
Email: hans@hjsarchitecture.com

SECTION 00 0105

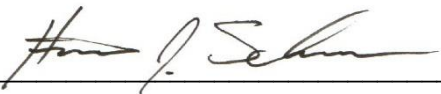
CERTIFICATION PAGE

**PROJECT: City Hall Restroom Renovations
City of Plymouth**

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect or Licensed Professional Engineer under the Laws of the State of Minnesota.

**ARCHITECT OF RECORD:
HjS Architecture**

Print Name: Häns J. Schmidt, AIA

Signature: 

Date: December 6th, 2024

License # 48983

END OF SECTION

SECTION 00 0108
PROJECT DIRECTORY

Proposed Renovation For:
City of Plymouth
City Hall Restroom Renovations

OWNER:
CITY OF PLYMOUTH

3400 Plymouth Blvd.
Plymouth MN 55447

OWNER CONTACT:
Amy Hanson | Fleet and Facilities Manager

Phone: 763.509.5526 (O)
Email: aehanson@plymouthmn.gov

GENERAL CONTRACTOR:
TO BE DETERMINED

ARCHITECT OF RECORD:
HjS Architecture

2261 7th Street NW
New Brighton, MN 55112

Contact:
Häns J. Schmidt, AIA
Phone: 612.251.6915
Email: hans@hjsarchitecture.com

END OF SECTION

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END OF SECTION

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SUMMARY OF WORK AND ALTERNATES

PART 1 GENERAL

1.01 PROJECT

The Project shall consist of:

Plymouth City Hall – Restroom Renovations
Plymouth, MN

1.02 Owner

The Project shall consist of:

City of Plymouth
Plymouth, MN

1.03 Architect

The Architect for the Project is:

HjS Architecture
New Brighton, MN

1.04 PROJECT DESCRIPTION

- A. Project Scope: **This project consists of selective demolition and renovation of one group of existing gendered bathrooms (approx.. 442 sf) and two existing shower / locker rooms (approx.. 345 sf).** The goal of the project is to improve upon accessibility and provide single user shower facilities. Building circulation and the surrounding building elements are existing and outside the scope of the work. Any resulting modification of existing MEP systems required to accommodate, or resulting from, renovations is design-build.
- B. The Work includes construction and completion of the Project as shown on the Drawings and as specified in the Project Manual.
- C. General Contractor under a direct contract with the Owner will complete all Work.
- D. Overall coordination of the Project will be the responsibility of the General Contractor.
- E. The Owner will occupy the adjacent existing facilities and be conducting regular programs during the entire time of the Project, unless coordinated otherwise with the Owner. The Contractor shall take all necessary precautions to maintain the existing Owner's activities and cooperate with the Owner in all construction Work to minimize conflict with Owner program requirements.

1.05 SCOPE

- A. The Contractor shall supply all labor, materials, transportation, apparatus and tools necessary for the entire proper completion of this Work: and shall install, maintain and remove all equipment for the proper execution of the Contract, and shall be responsible for the safe, proper and lawful performance of their equipment, maintenance use of the same, and shall perform in the best manner, and everything properly incidental thereto, as stated in the Contract Documents or reasonably implied therein.

1.06 ALTERNATES

- A. None.

1.07 EXISTING CONSTRUCTION VERIFICATION

- B. Before submitting a bid, the Contractor shall visit the Project site and verify conditions, locations, dimensions of all existing site conditions that pertain to the Project.
- C. The Details shown and the information provided are not represented, or guaranteed, by the Owner and Architect as being accurate as to the actual and present conditions. The Contractor shall verify all conditions at the site and perform all Work necessary to complete the Project under this Contract, regardless of variations that may be found, without additional costs to the Owner, in accordance with the General Conditions and Supplementary General Conditions.

1.08 CONTRACT METHOD

- A. The Owner will award one construction Contract for the Work of the Project, except for the work by the Owner or others.
- B. The term "Contractor" shall mean the General Contractor for the Project.

1.09 WORK BY THE OWNER

- A. The Owner or others will be responsible for providing the following:
 - 1. No items identified at this time.

1.10 WORK BY OTHERS

- A. Cooperate with Owner and Owner's agents to coordinate work related to this Project, if any, to be provided by others. Verify extent and schedule of work by others.

1.11 WORK HOURS

- A. Work shall normally be done during the period from 7:00 A.M. to 5:00 P.M., Monday through Friday, but may also be done during other times if so specified elsewhere in the Contract Documents or with prior approval from the Architect and the Owner.
 - a. The Contractor shall schedule Portions of the work that are anticipated to generate an inordinate amount of noise outside of the normal schedule, including before or after normal worktimes Monday through Friday and Weekends as required. These times shall be coordinated with the Owner.
- B. Work hours and activities shall not conflict with the requirements of the local municipal Noise Ordinances.
- C. Necessary variations from normal work hours shall occur only with the express prior approval of the Architect or the Owner. If any additional costs are incurred by the Owner due to variations from the normal work hours, the Owner shall notify the Contractor of the expected costs and may deduct associated costs from the contract via a Change Order, at the discretion of the Owner.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01 2500

SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUBSTITUTION PROCEDURES

- A. Substitutions include changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- B. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use **CSI Form 13.1A**
 - 2. Submit requests within **30** days after **the Notice to Proceed**.
 - 3. Identify product to be replaced and show compliance with requirements for substitutions. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified, a list of changes needed to other parts of the Work required to accommodate proposed substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
- C. Architect will review proposed substitutions and notify Contractor of their acceptance or rejection by **ASI**. If necessary, Architect will request additional information or documentation for evaluation.
 - 1. Architect will notify Contractor of acceptance or rejection of proposed substitution within seven (7) days of receipt of request.
- D. Do not submit unapproved substitutions on Shop Drawings or other submittals.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2500

SECTION 01 3300

SUBMITTALS AND MOCK-UPS

PART 1 GENERAL

1.01 SUBMITTAL PROCEDURES AND COORDINATION

- A. Coordinate the preparation and processing of submittals with the performance of the Work. Coordinate submittals and related activities such as testing, purchasing, fabrication, delivery and similar activities that require sequential activity. The Architect reserves the right to withhold action on any submittal requiring coordination with other related submittals. Prepare and transmit each submittal to the Architect sufficiently in advance of the scheduled performance of related work and other applicable activities. Allow sufficient time (minimum of 2 weeks) so that the installation will not be delayed as a result of the time required to properly process submittals, including time for resubmittal, if necessary. Advise the Architect on each submittal if the Work would be expedited if processing time could be shortened. No extension of time will be authorized because of the Contractor's failure to transmit submittals to the Architect sufficiently in advance of the Work.
- B. All required non-physical submittal items including, but not necessarily limited to: shop drawings, product data, technical bulletins and warranties shall be submitted electronically by means of a yet-to-be-determined, web-based file sharing system such as a web-based construction management platform or by email. All parties shall agree to the selected file sharing system prior to commencement of submittals

1.02 SUBMITTAL PREPARATION

- A. Mark each submittal with a permanent label for identification. Digital submissions shall include adequate labeling within the file name as well as within the content of the submittal itself. Provide a space on the label for the Contractor's review and approval markings, and a space for the Architect and the Architect's Consultant's/Engineer's "Action" marking.
- B. Package each submittal appropriately for transmittal and handling. Transmit each submittal by use of a transmittal form. Submittals received from sources other than the Contractor will be returned to the sender "without action". Record relevant information and requests for data on the transmittal form. On the transmittal form, or on a separate sheet attached to the form, record deviations from the requirements of the Contract Documents, if any, including minor variations and limitations. Contractor shall certify that the information submitted complies with the requirements of the Contract Documents by placing his stamp of approval on all submittals prior to transmitting them to the Architect. Indicate the name of the firm that prepared each shop drawing and provide appropriate identification in a title block. Provide one electronic copy of each submittal in PDF format (except samples). The Architect will return one electronic copy to the Contractor.

1.03 SHOP DRAWING SUBMITTAL REQUIREMENTS

- A. General: Information required on shop drawings includes dimensions, identification of specific products and materials which are included in the Work, compliance with specified standards and notations of coordination requirements with other work. Provide special notation of dimensions that have been established by field measurement. Highlight, encircle or otherwise indicate deviations from the contract documents on the shop drawings.

- B. Coordinate Drawings: Provide coordination drawings where required for the integration of the Work, including work first shown in detail on shop drawings or product data. Show sequencing and relationship of separate units of work which must interface in a restricted manner to fit in the space provided or function as indicated. Coordination drawings are considered shop drawings and must be definitive in nature.
- C. All interior materials to be submitted prior to review of any interior materials.

1.04 PRODUCT DATA SUBMITTAL REQUIREMENTS

- A. General: Product data includes standard printed information on manufactured products that has not been specially prepared for this project. Information required specifically as product data includes manufacturer's standard printed recommendations for application and use, compliance with recognized standards of trade associations and testing agencies and the application of their labels and seals (if any), special notation of dimensions which have been verified by way of field measurement, and special coordination requirement for interfacing the material, product or system with other work.
- B. Preparation: Mark each copy to show which choices and options are applicable to the project. Where product data has been printed to include information for several similar products, some of which are not required for use on the project, mark the copies to show clearly that such information is not applicable.

1.05 SAMPLE SUBMITTAL REQUIREMENTS

- A. Samples are physical examples of work. Documentation required specifically for sample submittals includes a generic description of the sample, the sample source or the product name or manufacturer, compliance with governing regulations and recognized standards. In addition, indicate limitations in terms of availability, sizes, delivery time, and similar limiting characteristics. Submit samples for the Architect's visual review of general generic kind, color, pattern, and texture, and for a final check of the coordination of these characteristics with other related elements of the Work. Samples are also submitted for quality control comparison of these characteristics between the sample submittal and the actual work as it is delivered and installed. Provide samples that are physically identical with the proposed material or product to be incorporated in the Work. Provide full scale, fully fabricated samples cured and finished in the manner specified. Where variations in color, pattern, or texture are inherent in the material or product represented by the sample, submit multiple units of the sample (not less than three units), that show the approximate limits of variances. Where samples are specified for the Architect's selection of color, texture or pattern, submit a full set of available choices for the material or product.

1.06 MOCK-UPS

- A. Mock-ups are special forms of samples which are too large or otherwise inconvenient for handling in the manner specified for transmittal of sample submittals. Mock-ups and similar samples specified in individual work sections are special types of samples. Comply with sample submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

1.07 MISCELLANEOUS SUBMITTALS

- A. Inspection and Test Reports: Classify each inspection and test report as being either "shop drawings" or "product data" depending on whether the report is specially prepared for the project, or a standard publication of workmanship control testing at the point of production. Process inspection and test reports accordingly.
- B. Warranties: Furnish two executed copies of warranties, bonds or agreements. Provide two additional copies where required for maintenance agreements.
- C. Standards: Where submittal of a copy of standards is indicated, and except where copies of standards are specified as an integral part of a "Product Data" submittal, submit three copies of the standard for the Architect's use. Where workmanship, whether at the project site or elsewhere is governed by a standard, furnish additional copies of the standard to fabricators, installers and others involved in the performance of the Work.
- D. Record Documents: Furnish sets of original documents as maintained by the Contractor on the project site including a copy of approved shop drawings.
- E. Operating and Maintenance Data: Furnish two bound copies of operating data and maintenance manuals.

1.08 ARCHITECT'S ACTION

- A. Action Stamp: The Architect, and the Architect's Consultants/Engineers will stamp each submittal to be returned with a uniform, self-explanatory action stamp, appropriately marked and executed to indicate whether the submittal returned is for unrestricted use, final-but-restricted use (as marked), must be revised and resubmitted (use not permitted) or without action (as explained on the transmittal form). Submittals not required by contract documents will be returned without action.
- B. Returned for Resubmittal: Where the submittal is returned for correction and resubmittal, do not proceed with the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise the submittal or prepare a new submittal in accordance with the Architect's and/or the Architect's Consultants/Engineers notations stating the reasons for returning the submittal; resubmit the submittal without delay. Repeat if necessary to obtain a different action marking. Do not permit submittals with this type of marking to be used at the project site, or elsewhere where work is in progress.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01 6000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Products
- B. Reuse of Existing Materials
- C. Manufacturers' Instructions
- D. Transportation and Handling
- E. Storage and Protection
- F. Extra Materials

1.02 RELATED REQUIREMENTS

- A. Section 01 3300 – Submittals and Mock-ups
- B. Section 01 6200 – Product Options
- C. Section 01 7700 – Closeout Procedures

1.03 PRODUCTS

- A. Products include material, equipment, and systems.
 - a. Product selection involving colors, patterns and textures of finished materials shall be selected by the Architect from the manufacturer's standard colors and patterns, unless otherwise specified.
 - b. Provide products of the same kind, from a single source.
- B. Comply with Specifications and Reference Standards as minimum requirements.
- C. Components required shall be supplied in quantities required by the Drawings and the technical Specification Sections and shall be interchangeable as necessary.

1.04 REUSE OF EXISTING MATERIAL

- B. Except as specifically indicated or specified, materials and equipment removed from the existing facilities or site shall not be used in the Project Work.
- C. For material and equipment specifically indicated or specified to be reused in the Work:
 - a. Use special care in removal, handling, protection, storage and reinstallation, to assure proper function in the completed Work.

- b. Arrange for transportation, storage and handling of products, which require off-site storage, restoration and renovation. Pay all costs for such Work.

1.05 MANUFACTURERS' INSTRUCTIONS

- A. When the Contract Documents require that installation comply with printed Manufacturers' Instructions, obtain and distribute copies of such instructions to parties involved in the installation. When specified, submit copies of Manufacturers' Instructions for approval by the Architect in accordance with Section 01 3300 – Submittals and Mock-ups
- B. Maintain one (1) complete set of Manufacturers' Instructions at the site field office during installation, until Project completion.
- C. Handle, install, connect, clean, condition and adjust products in strict accordance with Manufacturers' Instructions and in conformance with specified requirements.
 - a. Should job conditions or specified requirements conflict with Manufacturers' Instructions, consult with the Architect for further clarifications.
 - b. Do not proceed with such Work without clear direction.
- D. Perform Work in accordance with Manufacturers' Instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by the Contract Documents or the Architect.

1.06 TRANSPORTATION AND HANDLING

- A. Arrange deliveries of products in accordance with Construction Schedules; coordinate to avoid conflict with Work and conditions at the site.
- B. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturers' original containers or packaging, dry, with identifying labels intact and legible.
- C. Upon delivery, promptly inspect shipments to assure that products comply with Contract Document requirements, quantities are correct, and products are undamaged.
- D. Provide equipment and personnel to receive and handle products by methods to prevent soiling or damage.

1.07 STORAGE AND PROTECTION

- A. The Contractor shall store materials in a manner such as to protect them from the elements. Materials shall not be stored directly on the ground, unless explicitly coordinated otherwise with the Owner. Stored materials shall be covered to protect from wind damage or moisture damage. Do not deliver materials to the site until shortly before they are required. Deliver packaged products in their original, unopened containers.
- B. Store products in accordance with Manufacturers' Instructions, with seals and labels intact and legible. Store sensitive products in weather-tight enclosures; maintain within temperature and humidity ranges required by Manufacturers' Instructions.

- C. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
- D. Store loose granular materials on solid surface in a well-drained area; prevent mixing with foreign matter.
- E. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.
- F. Protection after Installation:
 - a. Provide substantial coverings as necessary to protect installed products from damage from traffic, subsequent construction operations, and the elements. Remove when no longer needed.

1.08 EXTRA MATERIALS

- A. The Contractor shall furnish all “extra materials” to the Owner at the end of the Project as may be described in various Sections of the Specifications. Extra materials generally are building components that may need repair or replacement, or unique materials that may be difficult to match in the future.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

**SECTION 01 6116
VOLATILE ORGANIC COMPOUND
(VOC) CONTENT RESTRICTIONS**

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. VOC restrictions for product categories listed below under "DEFINITIONS".
- B. All products of each category that are installed in the project must comply; Owner's project goals do not allow for partial compliance.

1.2 RELATED REQUIREMENTS:

- 1. Section 01 3300 - SUBMITTAL PROCEDURES
- 2. REQUIREMENTS
- 3. Section 01 6000 - PRODUCT REQUIREMENTS

1.3 DEFINITIONS

- A. VOC-Restricted Products: All products of each of the following categories when installed or applied on-site in the building interior:
 - 1. Adhesives, sealants, and sealer coatings.
 - 2. Carpet.
 - 3. Carpet tile.
 - 4. Resilient floor coverings.
 - 5. Paints and coatings.
 - 6. Insulation.
 - 7. Gypsum board.
 - 8. Acoustical ceilings and panels.
 - 9. Cabinet work.
 - 10. Wall coverings.
- B. Interior of Building: Anywhere inside the exterior weather barrier.
- C. Adhesives: All gunnable, trowelable, liquid-applied, and aerosol adhesives, whether specified or not; including flooring adhesives, resilient base adhesives, and pipe jointing adhesives.
- D. Sealants: All gunnable, trowelable, and liquid-applied joint sealants and sealant primers, whether specified or not; including firestopping sealants and duct joint sealers

1.4 REFERENCE STANDARDS

- A. CAL (CHPS LEM) – High Performance Products Database; California Collaborative for High Performance Schools (CHPS); current edition at www.chps.net/dev/drupal/node/445.
- B. CAL (VOC) – Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers; State of California Department of Health Services; v1.1 - 2010.
- C. CRI (GLP) - Green Label Plus Carpet Testing Program - Approved Products; Carpet and Rug Institute; Current Edition.
- D. GEI (SCH) - GREENGUARD "Children and Schools" Certified Products; GREENGUARD

Environmental Institute; current listings at www.greenguard.org.

E. GreenSeal GS-36 – Commercial Adhesives; Green Seal, Inc.; 2013.

F. SCAQMD 1168 - South Coast Air Quality Management District Rule No.1168; current edition; www.aqmd.gov. G. SCS (CPD) - SCS Certified Products; Scientific Certification Systems; current listings at www.scscertified.com

1.5 SUBMITTALS

A. See Section 01 3300, for submittal procedures.

B. Evidence of Compliance: Submit for each different product in each applicable category.

C. Product Data: For each VOC-restricted product used in the project, submit product data showing compliance, except when another type of evidence of compliance is required.

D. Installer Certifications for Accessory Materials: Require each installer of any type of product (not just the products for which VOC restrictions are specified) to certify that either 1) no adhesives, joint sealants, paints, coatings, or composite wood or agrifiber products have been used in the installation of his products, or 2) that such products used comply with these requirements.

1.6 QUALITY ASSURANCE

A. Testing Agency Qualifications: Independent firm specializing in performing testing and inspections of the type specified in this section.

PART 2 – PRODUCTS

2.1 MATERIALS

A. All VOC-Restricted Products: Provide products having VOC content of types and volume not greater than those specified in State of California Department of Health Services Standard Practice for the Testing of Volatile Organic Emissions From Various Sources Using Small-Scale Environmental Chambers.

1. Evidence of Compliance: Acceptable types of evidence are:

- a. Current GREENGUARD Children & Schools certification; www.greenguard.org.
 - b. Current Carpet and Rug Institute Green Label Plus certification; www.carpet-rug.org
 - c. Current SCS Floorscore certification; www.scscertified.com
 - d. Current SCS Indoor Advantage Gold certification; www.scscertified.com
 - e. Product listing in the CHPS Low-Emitting Materials Product List at www.chps.net/manual/lem_table.htm
 - f. Current certification by any other agencies acceptable to CHPS
 - g. Report of laboratory testing performed in accordance with CHPS requirements for getting a product listed in the Low-Emitting Materials Product List; report must include laboratory's statement that the product meets the specified criteria
2. Product data submittals showing VOC content are NOT acceptable forms of evidence.
3. Exception: The product categories listed below are not required to comply with this requirement.

B. Adhesives and Joint Sealants: Provide only products having volatile organic compound

(VOC) content not greater than required by South Coast Air Quality Management District Rule No.1168.

1. Evidence of Compliance: Acceptable types of evidence are:
 - a. Report of laboratory testing performed in accordance with requirements.
 - b. Published product data showing compliance with requirements.
 - c. Certification by manufacturer that product complies with requirements.
- C. Aerosol Adhesives: Provide only products having volatile organic compound (VOC) content not greater than required by GreenSeal GS-36
 1. Evidence of Compliance: Acceptable types of evidence are:
 - a. Current GreenSeal Certification.
 - b. Report of laboratory testing performed in accordance with GreenSeal GS-36 requirements.
 - c. Published product data showing compliance with requirements.
- D. Paints and Coatings:
 1. Provide coatings that comply with the most stringent requirements specified in the following:
 - a. 40 CFR 59, Subpart D--National Volatile Organic Compound Emission Standards for Architectural Coatings.
 - b. Architectural coatings VOC limits of state in which the project is located.
 2. Determination of VOC Content: Testing and calculation in accordance with 40 CFR 59, Subpart D (EPA Method 24), exclusive of colorants added to a tint base and water added at project site; or other method acceptable to authorities having jurisdiction.
 3. Evidence of Compliance: Acceptable types of evidence are:
 - a. Report of laboratory testing performed in accordance with requirements.
 - b. Published product data showing compliance with requirements.
 - c. Certification by manufacturer that product complies with requirements.
- E. Carpet and Adhesive: Provide products having VOC content not greater than that required for CRI Green Label Plus certification.
 1. Evidence of Compliance: Acceptable types of evidence are:
 - a. Current Green Label Plus Certification.
 - b. Report of laboratory testing performed in accordance with requirements.
- F. Carpet Tile and Adhesive: Provide products having VOC content not greater than that required for CRI Green Label Plus certification.
 1. Evidence of Compliance: Acceptable types of evidence are:
 - a. Current Green Label Plus Certification
 - b. Report of laboratory testing performed in accordance with requirements
- G. Other Product Categories: Comply with limitations specified elsewhere.

PART 3 – EXECUTION

3.1 FIELD QUALITY CONTROL

- A. Owner reserves the right to reject non-compliant products, whether installed or not, and require their removal and replacement with compliant products at no extra cost to Owner.
- B. All additional costs to restore indoor air quality due to installation of non-compliant products will be borne by Contractor.

END OF SECTION 01 6116

SECTION 01 6200
PRODUCT OPTIONS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Product Options
- B. Product List
- C. Substitutions Before Bid Opening
- D. Substitutions After Bid Opening
- E. Request for Substitution Form

1.02 RELATED REQUIREMENTS

- A. Section 01 3300 – Submittals and Mock-ups
- B. Section 01 6000 – Product Requirements

1.03 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Select any product meeting those standards.
- B. Products Specified by Naming Several Manufacturers: Select any one (1) of the products or manufacturers named, which comply with the Specifications. No options means no substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a Request for Substitution for any manufacturer not specifically named.

1.04 PRODUCTS LIST

- A. Within ten (10) calendar days after date of written Contract Notice to Proceed, submit to the Architect for approval, a complete list of major products proposed for use. See Specifications Section 01 3300 - 1.04 for details of required information.

1.05 SUBSTITUTIONS BEFORE BID OPENING

- A. Submit to the Architect a separate Request for Substitution on a copy of the sample "Request for Substitution" Form as included at the end of this Section for each product proposed for substitution, supported with complete data, drawings and samples as appropriate, including:
 - a. Comparison of the qualities of the proposed substitution with that specified.
 - b. Changes required in other elements of the Work because of the substitution.
 - c. Availability of maintenance service and source of replacement materials.

- B. Request for Substitutions shall be submitted to the Architect via email using the contact information found on the "Request for Substitution" Form included in this section. Requests submitted without the "Request for Substitution" Form included in the this section will not be considered.
- C. The Architect will be the judge of all Requests for Substitutions received no later than **July XX, 2023**.
- D. A Request for Substitution constitutes a representation that the person submitting the request:
 - a. Has investigated the proposed product and determined that it is equal to or superior in all respects to that specified,
 - b. Will provide the same warranties or guarantees for the substitution as for the product specified,
 - c. Will coordinate the installation of an accepted substitution into the Work, and make such other changes as may be required to make the Work complete in all respects at no additional cost to the Owner.
 - d. Waives all claims for additional costs, under their responsibility that may subsequently become apparent.
- E. Architect will review Requests for Substitution with reasonable promptness, and notify all Bidders by Addendum of the decision to accept the requested substitution.
- F. Requests for Substitution not submitted in accordance with the procedures described in this Paragraph will not be reviewed or considered by the Architect.

1.06 SUBSTITUTIONS AFTER BID OPENING

- A. Requests for Substitutions received after Bid Opening will not be considered except in such cases where it is necessary to make a substitution due to strikes, lockouts, bankruptcy, discontinuance of a product, and similar circumstances. Such Requests for Substitution of materials after Contract Award shall be made in writing to the Architect and shall be made within ten (10) days of the date that the Contractor ascertains they cannot obtain the material or equipment specified.
- B. Requests for Substitution will not be considered when they are indicated or implied on Shop Drawings or Product Data submittals without a separate previously submitted Request for Substitution Form, or when acceptance will require substantial revision of the Contract Documents.
- C. The Architect with approval by the Owner will be the judge of the acceptability of all Requests for Substitution received after Bid Opening.

**REQUEST FOR SUBSTITUTION FORM
PLYMOUTH CITY HALL RESTROOM
RENOVATIONS**

DATE: _____

TO: HJS Architecture
Attention: Hans J. Schmidt, AIA
Fax: (612) 251-6915
Email: hans@hjsarchitecture.com

SPECIFICATION NO. _____ PARAGRAPH NO. _____

SPECIFIED PRODUCT: _____

PROPOSED SUBSTITUTION: _____

REASON FOR SUBSTITUTION: _____

ATTACH COMPLETE TECHNICAL DATA, LITERATURE AND SAMPLE IF APPLICABLE

- A. Does proposed substitution fail to satisfy, in any respect
Characteristics specified for original product(s)? ___Y ___N
- B. Does substitution affect dimensions shown on Drawings? ___Y ___N
- C. Does substitution affect other trades? ___Y ___N
- D. Does warranty differ from that specified? ___Y ___N
- E. If you indicated "Yes" to any of the items above, attach thorough explanation on your
Company letterhead as follows:
- a. Explain any differences between proposed substitution and specified product.
 - b. Summarize experience with product and manufacturer in Project area.

The undersigned states that the function, appearance and quality of the proposed substitution is equivalent or superior to the specified item, unless noted otherwise, and that all information above and attached is true and correct.

Submitted by: _____

Position: _____

Company: _____

Address: _____

City, State,
Zip: _____

Telephone: _____

Date: _____

Signature: _____

For use by Architect:

Accepted: _____

Accepted as Noted: _____

Not
Accepted: _____

Received Too
Late: _____

By: _____

Date: _____

Remarks: _____

Included in Addendum: Yes _____ No _____

Addendum No.: _____

END OF SECTION

SECTION 01 7300
EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. General installation of products.
 - 2. Coordination of Owner-installed products.
 - 3. Progress cleaning.
 - 4. Starting and adjusting.
 - 5. Protection of installed construction.
 - 6. Correction of the Work.

1.2 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land- surveying services of the kind indicated.

PART 2 – PRODUCTS

Not applicable

PART 3 – EXECUTION

3.1 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for building movement, including thermal expansion and contraction.
- G. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- H. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.2 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner's construction forces.

- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction forces.
 - 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.

3.3 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F (27 deg C).
 - 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Cutting and Patching: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.
 - 1. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged pipe covering to its original condition.
- H. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- I. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- J. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- K. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.4 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

- D. Manufacturer's Field Service: If a factory- authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 01 Section "Quality Requirements."

3.5 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.6 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 01 Section "Cutting and Patching."
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

* END OF SECTION 01 7300 *

SECTION 01 7700
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Preliminary Inspection Procedure.
- B. Substantial Completion of the Contract, Pre-Closeout and Inspection Procedure.
- C. Final Inspection Procedure.
- D. Final Completion and Final Payment Conditions.

1.02 SUBSTANTIAL COMPLETION OF THE CONTRACT, PRE-CLOSEOUT AND INSPECTION PROCEDURE

- A. When the Work, or a designated portion thereof, is approaching Substantial Completion, the Contractor shall submit a written request stating that they have inspected the Work and that it is ready for an inspection for Substantial Completion by the Architect, together with a list of items to be completed or corrected. If the Architect considers the Work to be sufficiently complete, the Architect will establish a date for the Pre-Closeout Meeting and an inspection for Substantial Completion.
- B. The Architect shall schedule and conduct a Pre-Closeout Meeting.
- C. The Pre-Closeout Meeting shall be conducted at the site before any inspections for Substantial Completion. The Architect, Engineers, Contractor, Subcontractors, Commissioning Authority, Owner's Representative, and representatives of the Owner shall attend. The Architect shall review all aspects of the Project Closeout, a Project Closeout Checklist and time schedule and clarify all requirements of the Contract Documents.
- D. The Architect shall administrate the Project Pre-Closeout Meeting.
- F. The Architect, accompanied by the Owner and Contractor, will conduct the inspection for Substantial Completion. If the Architect determines that the Work is then substantially complete, the Architect will notify the Owner and Contractor as such in writing with a list (punch list for Substantial Completion) of work items remaining to be completed or corrected by the Contractor.
- G. As a condition of and prior to the date of Substantial Completion of the Contract, the Contractor shall submit to the Architect for approval and delivery to the Owner, the following:
 - 1. Evidence of compliance with requirements of governing authorities, including copies of Certificates of Inspection.
 - 2. An original, signed Certificate of Occupancy, issued by governing authorities.

- H. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

1.03 FINAL COMPLETION OF THE CONTRACT AND INSPECTION PROCEDURE

- A. As a condition of and prior to Project Final Completion of the Contract, the Contractor shall prepare and submit to the Architect for approval and delivery to the Owner, original signed copies of each of the following:
1. "Withholding Tax Affidavit" forms, Minnesota Department of Revenue Form IC134, for the Prime Contractor and all Subcontractors, in accordance with form instructions as specified in the Contract for Construction.
 2. A written checklist describing all Extra Materials specified in the various technical Specifications Sections and as delivered to the Owner.
 3. An updated Subcontractors List indicating final Record Information for the following: firm name, address, telephone, contact person, and type of work, in the sequence of the Project Manual.
 4. All written Warranties and Guarantees as specified per individual Specifications Sections.
 5. Total Work Warranty to correct defective Work within a five year period after Date of Substantial Completion.
 6. Copies of Shop Drawings, Product Data, and Samples as specified in 01 3300.
 7. A completed and signed Project Closeout Checklist, indicating all items have been completed.
 8. Releases and waivers of liens and claims by the General Contractor and subcontractors.
- B. When the items on the punch list(s) for Substantial Completion have been fully completed or corrected, the Contractor shall return the punch list to the Architect indicating in writing that the Work is complete, that each punch list item conforms to the Contract Documents and the Contractor shall request a final inspection. The Architect will establish a date for the Final Inspection.
- C. The Architect, accompanied by the Owner and Contractor, will conduct the Final Inspection. If the Architect determines that the Work is then acceptable under the Contract Documents and the Contract fully performed, the Architect will so notify the Owner and the Contractor in writing. If the Architect determines that the Work is not fully performed, the Contractor shall complete all remaining items of Work before the Work will be considered for Final Acceptance.

1.04 FINAL PAYMENT CONDITIONS

- A. All Contractors and Subcontractors shall comply with the provisions of Minnesota Statutes 290.92 and 290.97 relative to the withholding of income tax on wages by filing Minnesota Department of Revenue Forms IC134, Withholding Affidavit for Contractors. No final settlement with any Contractor shall be made until said Contractor has offered satisfactory proof of compliance with the provisions of the Withholding Section of the Statute.
- B. Final Completion or the Date of Final Acceptance for the purposes of these Specifications shall mean the date on which the Architect and Owner accept the building in writing. Final Completion shall not be construed to mean acceptance of any Work subsequently found to be inferior, substandard, missing or not in accord with the Contract Documents. Such Work shall be remedied as directed by the Architect, the same as though the Work had not been approved.

END OF SECTION

SECTION 02 4119
SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Items indicated to be removed and salvaged remain Owner's property. Carefully detach from existing construction, in a manner to prevent damage, and deliver to Owner as indicated dur. Include fasteners or brackets needed for reattachment elsewhere.
- B. Pre-demolition Photographs: Show existing conditions of adjoining construction and site improvements. Submit before Work begins.
- C. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- D. It is not expected that hazardous materials will be encountered in the Work. If hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with EPA regulations and with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards: Comply with ANSI/ASSE A10.6 and NFPA 241.

PART 3 - EXECUTION

3.1 DEMOLITION

- A. Maintain services/systems indicated to remain and protect them against damage during selective demolition operations. Before proceeding with demolition, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of the building.
- B. Locate, identify, shut off, disconnect, and seal or cap off indicated utility services and mechanical/electrical systems serving areas to be selectively demolished.
- C. Refrigerant: Remove refrigerant from mechanical equipment to be selectively demolished according to 40 CFR 82 and regulations of authorities having jurisdiction.
- D. Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.

- E. Protect walls, ceilings, floors, and other existing finish work that are to remain. Erect and maintain dustproof partitions. Cover and protect furniture, furnishings, and equipment that have not been removed.
- F. Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
- G. Provide temporary weather protection to prevent water leakage and damage to structure and interior areas.
- H. Requirements for Building Reuse:
 - 1. Maintain existing building structure (including structural floor and roof decking) and envelope (exterior skin and framing, excluding window assemblies and nonstructural roofing material) not indicated to be demolished; do not demolish such existing construction beyond indicated limits.
 - 2. Maintain existing interior nonstructural elements (interior walls, doors, floor coverings, and ceiling systems) not indicated to be demolished; do not demolish such existing construction beyond indicated limits.
- I. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.
- J. Remove demolition waste materials from Project site **and legally dispose of them in an EPA-approved landfill**. Do not burn demolished materials.
- K. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 02 4119

SECTION 03 2000 CONCRETE REINFORCING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Reinforcing steel for cast-in-place concrete.
- B. Supports and accessories for steel reinforcement.

1.02 RELATED REQUIREMENTS

- A. Section 03 3000 - Cast-in-Place Concrete.
- B. Section 03 3900 – Concrete Curing

1.03 REFERENCE STANDARDS

- A. ACI 301 - Specifications for Structural Concrete for Buildings; American Concrete Institute International; 2010.
- B. ACI 318 - Building Code Requirements For Structural Concrete and Commentary; American Concrete Institute International; 2005.
- C. ACI SP-66 - ACI Detailing Manual; American Concrete Institute International; 2004.
- D. ASTM A82/A82M - Standard Specification for Steel Wire, Plain, for Concrete Reinforcement; 2007.
- E. ASTM A185/A185M - Standard Specification for Steel Welded Wire Reinforcement, Plain, for Concrete; 2007.
- F. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement; 2013.
- G. ASTM A641/A641M - Standard Specification for Zinc-Coated (Galvanized) Carbon Steel Wire; 2009a.
- H. ASTM A706/A706M - Standard Specification for Low-Alloy Steel Deformed and Plain Bars for Concrete Reinforcement; 2013.
- I. ASTM A775/A775M - Standard Specification for Epoxy-Coated Steel Reinforcing Bars; 2007b.
- J. CRSI (DA4) - Manual of Standard Practice; Concrete Reinforcing Steel Institute; 28th Edition.
- K. CRSI (P1) - Placing Reinforcing Bars; Concrete Reinforcing Steel Institute; 2011.

1.04 SUBMITTALS

- A. See Section 01 3323 - Shop Drawings, Product Data and Samples, for submittal procedures.
- B. Shop Drawings: Include bar schedules, shapes of bent bars, spacing of bars, and location of splices.
- C. Manufacturer's Certificate: Certify that reinforcing steel and accessories supplied for this project meet or exceed specified requirements.

1.05 QUALITY ASSURANCE

- A. Perform work of this section in accordance with ACI 301, ACI SP-66, and CRSI Manual of Standard Practice.

- B. Reinforcing materials will be verified by Owner's representative in accordance with Section 01 4000.

PART 2 PRODUCTS

201 REINFORCEMENT

- A. Reinforcing Steel: ASTM A 615/A 615M Grade 60 (420) or ASTM A 706/A 706M Grade 60 (weldable).
 - 1. Deformed billet-steel bars.
 - 2. Unfinished, except as noted.
 - 3. Epoxy coated in accordance with ASTM A 775/A 775M.
- B. Reinforcement Accessories:
 - 1. Tie Wire: Annealed, minimum 16 gage.
 - 2. Epoxy Coating Repair Compound: Meeting ASTM A775 with minimum 70% solids.

202 FABRICATION

- A. Fabricate concrete reinforcing in accordance with CRSI (DA4) - Manual of Standard Practice.
- B. Welding of reinforcement is not permitted, unless specifically noted on the Drawings.

PART 3 EXECUTION

301 PLACEMENT

- A. Place, support and secure reinforcement against displacement. Do not deviate from required position.
- B. Repair epoxy coating with epoxy coating repair compound. Follow manufacturer's recommendations.
- C. Do not displace or damage vapor retarder.
- D. Accommodate placement of formed openings.
- E. Conform to ACI 318 code for concrete cover over reinforcement.

302 FIELD QUALITY CONTROL

- A. An independent testing agency, as specified in Section 01 4000, will inspect installed reinforcement for conformance to contract documents before concrete placement.

END OF SECTION

SECTION 03 3000

CAST-IN-PLACE CONCRETE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Concrete for composite floor construction.
- B. Floors and slabs on grade.
- C. Concrete footings and foundations.
- D. Housekeeping pads.
- E. Joint devices associated with concrete work.
- F. Miscellaneous concrete elements, including equipment pads and light pole bases.
- G. Installation of embedments and bearing plates in concrete.

1.02 RELATED REQUIREMENTS

- A. Section 03 2000 - Concrete Reinforcing.
- B. Section 03 3900 - Concrete Curing.
- C. Section 07 2620 - Under-Slab Vapor Retarder.
- D. Section 07 9005 - Joint Sealers: Sealants for saw cut joints and isolation joints in slabs.

1.03 REFERENCE STANDARDS

- A. ACI 211.1 - Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete; American Concrete Institute International; 1991 (Reapproved 2002).
- B. ACI 211.2 - Standard Practice for Selecting Proportions for Structural Lightweight Concrete; American Concrete Institute International; 1998 (Reapproved 2004).
- C. ACI 301 - Specifications for Structural Concrete; American Concrete Institute International; 2010.
- D. ACI 302.1R - Guide for Concrete Floor and Slab Construction; American Concrete Institute International; 2004 (errata 2007).
- E. ACI 304R - Guide for Measuring, Mixing, Transporting, and Placing Concrete; American Concrete Institute International; 2000.
- F. ACI 305R - Hot Weather Concreting; American Concrete Institute International; 2010.
- G. ACI 306R - Cold Weather Concreting; American Concrete Institute International; 2010.
- H. ACI 318 - Building Code Requirements for Structural Concrete and Commentary; American Concrete Institute International; 2005.
- I. ASTM C 31 - Standard Practice for Making and Curing Concrete Test specimens in the Field; 2006.
- J. ASTM C33/C33M - Standard Specification for Concrete Aggregates; 2013.
- K. ASTM C39/C39M - Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens; 2012a.
- L. ASTM C94/C94M - Standard Specification for Ready-Mixed Concrete; 2013.

- M. ASTM C 138 - Standard Test Method for Density (Unit Weight), Yield and Air Content (Gravimetric) of Concrete; 2008.
- N. ASTM C143/C143M - Standard Test Method for Slump of Hydraulic-Cement Concrete; 2012.
- O. ASTM C150/C150M - Standard Specification for Portland Cement; 2012.
- P. ASTM C330/C330M - Standard Specification for Lightweight Aggregates for Structural Concrete; 2013.
- Q. ASTM C494/C494M - Standard Specification for Chemical Admixtures for Concrete; 2013.
- R. ASTM C 567 - Standard Test Method for Determining Density of Structural Lightweight Concrete; 2005.
- S. ASTM C618 - Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete; 2012.
- T. ASTM C1107/C1107M - Standard Specification for Packaged Dry, Hydraulic-Cement Grout (Nonshrink); 2013.

1.04 SUBMITTALS

- A. See Section 01 3300 – Submittals and Mock-ups, for submittal procedures.
- B. Product Data: Submit manufacturers' data on manufactured products showing compliance with specified requirements.
- C. Product data and certification that lightweight aggregates have been manufactured, sampled and tested in accordance with ASTM C330 and have been found to be in full compliance with specified requirements.
- D. Quality Control Data: Submit the following information:
 - 1. Concrete mix designs.
 - 2. Lightweight concrete placement plan: Submit a detailed description of the proposed process to prep aggregates, batch mix, and place in field. Plan shall include all operations including, but not limited to tempering and pre-soaking lightweight aggregates, trial mix process and adjustments, method and type of equipment to be used in placement operations, and location of all construction joints.
 - 3. Description of planned protective measures for hot or cold weather concreting. The plans shall incorporate means and methods to prevent detrimental frost penetration and freezing of concrete and supporting soils.
- E. Project Record Documents: Accurately record actual locations of embedded utilities and components that will be concealed from view upon completion of concrete work.

1.05 QUALITY ASSURANCE

- A. Perform work of this section in accordance with ACI 301 and ACI 318.
 - 1. Maintain one copy of each document on site.
- B. Acquire cement from same source and aggregate from same source for entire project.
- C. Follow recommendations of ACI 305R when concreting during hot weather.

- D. Follow recommendations of ACI 306R when concreting during cold weather.

1.06 MOCK-UP

- A. None Required.

PART 2 PRODUCTS

2.01 FORMWORK

- A. Comply with requirements of Section 03 1000.

2.02 REINFORCEMENT

- A. Comply with requirements of Section 03 2000.

2.03 CONCRETE MATERIALS

- A. Concrete materials except admixtures, shall be extracted, harvested or recovered, and produced within a 500-mile radius of project location.
- B. Cement: ASTM C150, Type I - Normal Portland type.
 - 1. Acquire all cement for entire project from same source.
- C. Fine and Coarse Aggregates: ASTM C 33.
 - 1. Acquire all aggregates for entire project from same source.
 - 2. Provide a consistent exposed aggregate size at areas scheduled with polished dyed concrete. Aggregate shall be no less than 1/4" diameter and no more than 5/8" diameter. Size must vary between these limits and be consistent within the area of polished dyed concrete.
- D. Lightweight Aggregate: ASTM C330/C330M.
- E. Fly Ash: ASTM C618, Class C or F.
- F. Water: Clean and not detrimental to concrete.

2.04 ADMIXTURES

- A. Do not use chemicals that will result in soluble chloride ions in excess of 0.1 percent by weight of cement.
- B. Accelerating Admixture: ASTM C494/C494M Type C.
- C. Retarding Admixture: ASTM C494/C494M Type B.
- D. Water Reducing Admixture: ASTM C 494/C 494M Type A and/or Type F.
- E. Air Entrainment Admixture: ASTM C 260.

2.05 ACCESSORY MATERIALS

- A. Under-Slab Vapor Retarder: Comply with the requirements of Section 07 2620.
- B. Non-Shrink Cementitious Grout: Premixed compound consisting of non-metallic aggregate, cement, water reducing and plasticizing agents.
 - 1. Minimum Compressive Strength at 48 Hours: 2,400 psi.
 - 2. Minimum Compressive Strength at 28 Days: 7,000 psi.
- C. Below grade asphaltic coating for steel: Sonneborn Hydrocide Mastic.

2.06 BONDING AND JOINTING PRODUCTS

- A. Slab Isolation Joint Filler: 1/2 inch thick, height equal to slab thickness, with removable top section that will form 1/2 inch deep sealant pocket after removal.
- B. Joint Filler: Nonextruding, resilient asphalt impregnated fiberboard or felt, 1/4 inch thick and full depth of slab less 1/2 inch; tongue and groove profile.
- C. Construction Joint Devices: As detailed on the drawings.
- D. Sealant and Primer: As specified in Section 07 9005.

207 CONCRETE MIX DESIGN

- A. Proportioning Normal Weight Concrete: Comply with ACI 211.1 recommendations.
- B. Proportioning Structural Lightweight Concrete: Comply with ACI 211.2 recommendations.
- C. Concrete Strength: Establish required average strength for each type of concrete on the basis of field experience or trial mixtures for normal weight concrete, and strictly by trial mix for lightweight concrete, as specified in ACI 301.
 - 1. For trial mixtures method, employ independent testing agency acceptable to Architect for preparing and reporting proposed mix designs.
 - 2. Where trial mixtures are used, they shall be completed, tested and approved by the Architect/Engineer prior to use on the site. In addition, the trial mixtures shall include all admixtures that will be used in the field. Additional trial mixtures shall be required for all variations of mix components and admixtures.
 - 3. Trial mixture testing for lightweight concrete shall also include wet and dry density testing. Density of trial mixture shall be as specified with a tolerance of +0 or -5 pounds per cubic foot.
- D. Normal Weight Concrete:
 - 1. Compressive Strength, Slump, Aggregate and Air: As noted on the Drawings.
 - 2. Admixtures: Add acceptable admixtures as recommended in ACI 211.1, as appropriate for environmental conditions, and at rates recommended by manufacturer.
 - 3. Fly Ash Content: Maximum 25 percent of cementitious materials by weight, except maximum 15 percent in floor slabs.

208 CONTROL OF MIX IN THE FIELD

- A. Slump: A tolerance of up to 1 inch above that specified will be permitted for one batch in five consecutive batches tested. Concrete of lower slump than that specified may be used, provided proper placing and consolidation is obtained.
 - 1. If slump upon arrival at the site is lower than 1 inch below the value specified, one addition of water in accordance with ASTM C 94 will be permitted to bring slump within tolerance, provided that:
 - a. A positive means is available to measure the amount of water added at the site.
 - b. The specified (or approved) maximum water-cement ratio is not exceeded.
 - c. Not more than 45 minutes have elapsed since batching.

209 MIXING

- A. Transit Mixers: Comply with ASTM C94/C94M.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify lines, levels, and dimensions before proceeding with work of this section.

3.02 PREPARATION

- A. Verify that forms are clean and free of rust before applying release agent.

- B. Coordinate placement of embedded items with erection of concrete formwork and placement of form accessories.
- C. Where new concrete is to be bonded to previously placed concrete, prepare existing surface by cleaning with steel brush and applying bonding agent in accordance with manufacturer's instructions.
- D. Coat all below grade surfaces of steel with (2) coats asphaltic coating.
- E. Install vapor retarder in accordance with Section 07 2620 under interior slabs on grade. Place as noted on the Drawings.

3.03 PLACING CONCRETE

- A. Place concrete in accordance with ACI 304R.
- B. Place concrete for floor slabs in accordance with ACI 302.1R.
- C. Notify Architect not less than 24 hours prior to commencement of placement operations.
- D. It is recommended that truck deliveries be spaced for lightweight concrete such that minor mix adjustments may be made to subsequent batches as needed.
- E. Ensure reinforcement, inserts, waterstops, embedded parts, and formed construction joint devices will not be disturbed during concrete placement.
- F. Finish floors level and flat, unless otherwise indicated, within the tolerances specified below.

3.04 SLAB JOINTING

- A. Locate joints as indicated on the drawings.
- B. Anchor joint fillers and devices to prevent movement during concrete placement.
- C. Isolation Joints: Use preformed joint filler with removable top section for joint sealant, total height equal to thickness of slab, set flush with top of slab.
- D. Separate slabs on grade from vertical surfaces with joint filler.
- E. Install joint devices in accordance with manufacturer's instructions.
- F. Install construction joint devices in coordination with floor slab pattern placement sequence. Set top to required elevations. Secure to resist movement by wet concrete.
- G. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
- H. Consolidate all concrete, including slabs, by vibrating.
- I. Place concrete continuously between predetermined expansion, control, and construction joints.
- J. Place slabs-on-grade to thickness noted on drawings. Thicknesses noted are minimums, not averages.
- K. Screed floors and slabs on grade level, or as noted on the Drawings, maintaining surface flatness as specified.
- L. Do not interrupt successive placement; do not permit cold joints to occur.
- M. Joint floor slabs in saw cut pattern indicated.
- N. Complete sawing all control joints within 12 hours after placing concrete. Use 1/4 inch thick blade, cut to 1/4 depth of slab thickness.
- O. Wall Vertical Control Joints
 - 1. Spaced at 20' maximum unless noted otherwise.
 - 2. Cut or discontinue every other reinforcing bar in each layer of reinforcing exactly at joint location.
 - 3. Do not locate any key splices at joint.
 - 4. Form V-notch at each face with strips attached to insides of forms.
 - 5. Combined depth of notches shall equal approximately 20% of total wall thickness.

- P. FLOOR FLATNESS AND LEVELNESS TOLERANCES
- Q. An independent testing agency will inspect finished slabs for conformance to specified tolerances.
- R. Maximum Variation of Surface Flatness:
 - 1. Exposed Concrete Floors: 1/4 inch in 10 ft.
 - 2. Under Seamless Resilient Flooring: 1/4 inch in 10 ft.
 - 3. Under Carpeting: 1/4 inch in 10 ft.
- S. Correct the slab surface if tolerances are less than specified.
- T. Correct defects by grinding or by removal and replacement of the defective work. Areas requiring corrective work will be identified. Re-measure corrected areas by the same process.

3.05 CONCRETE FINISHING

- A. Repair surface defects, immediately after removing formwork.
- B. Concrete Slabs: Finish to requirements of ACI 302.1R, and as follows:
 - 1. Surfaces to Receive Thick Floor Coverings: "Wood float" as described in ACI 302.1R; thick floor coverings include quarry tile, ceramic tile, and terrazzo with full bed setting system.
 - 2. Surfaces to Receive Thin Floor Coverings: "Steel trowel" as described in ACI 302.1R; thin floor coverings include carpeting, resilient flooring, seamless flooring, thin set quarry tile, and thin set ceramic tile.
 - 3. Other Surfaces to Be Left Exposed: "Steel trowel" as described in ACI 302.1R, minimizing burnish marks and other appearance defects.

3.06 CURING AND PROTECTION

- A. Comply with requirements of Section 03 3900.

3.07 FIELD QUALITY CONTROL

- A. An independent testing agency will perform field quality control tests, as specified in Section 01 4000.
- B. Independent testing agency to submit copies of concrete testing reports to the concrete producer/supplier in addition to the parties listed in Section 01 4000.
- C. Notify Architect / Engineer for inspection of vapor retarder installation prior to concrete pour or covering.
- D. Provide free access to concrete operations at project site and cooperate with appointed firm.
- E. Submit proposed mix design of each class of concrete to inspection and testing firm for review prior to commencement of concrete operations.
- F. Tests of concrete and concrete materials may be performed at any time to ensure conformance with specified requirements.
- G. Test samples for pumped concrete shall be acquired at the discharge end of the hose.
- H. Periodically verify proper concrete placement technique.
- I. Compressive Strength Tests: ASTM C 39/C 39M. For each test, mold and cure three concrete test cylinders. Obtain test samples for every 50 cu yd or less of each class of concrete placed per day.
- J. Take one additional test cylinder during cold weather concreting, cured on job site under same conditions as concrete it represents.
- K. Perform one slump test and check temperature for each set of test cylinders taken, following procedures of ASTM C 143/C 143M.
- L. Perform one air test for each set of cylinders taken for air-entrained concrete.

- M. Wet Density (Unit Weight) and Air Content Tests: ASTM C 138. For every 50 cu yd or less of lightweight concrete, determine fresh concrete density and air content.
- N. Dry Density (Unit Weight) Tests: ASTM C 567. For each test, mold and cure and three concrete test cylinders, and determine dry concrete density. Obtain test samples for every 50 cu yd or less of lightweight concrete placed.

3.08 DEFECTIVE CONCRETE

- A. Test Results: The testing agency shall report test results in writing to Architect and Contractor within 24 hours of test.
- B. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.
- C. Repair or replacement of defective concrete will be determined by the Architect. The cost of additional testing shall be borne by Contractor when defective concrete is identified.
- D. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of Architect for each individual area.

END OF SECTION

SECTION 03 3900
CONCRETE CURING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Initial and final curing of horizontal and vertical concrete surfaces.

1.02 RELATED REQUIREMENTS

- A. Section 03 3000 - Cast-in-Place Concrete.

1.03 REFERENCE STANDARDS

- A. PART 1 GENERAL
- B. ACI 302.1R - Guide for Concrete Floor and Slab Construction; American Concrete Institute International; 2004 (errata 2007) .
- C. ACI 308R - Guide to Curing Concrete; American Concrete Institute International; 2001 (Reapproved 2008).
- D. ASTM C171 - Standard Specification for Sheet Materials for Curing Concrete; 2007.
- E. ASTM C309 - Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete; 2007.
- F. ASTM D2103 - Standard Specification for Polyethylene Film and Sheeting; 2008.

1.04 SUBMITTALS

- A. See Section 01 3323 - Shop Drawings, Product Data and Samples, for submittal procedures.
- B. Product Data: Provide data on curing compounds and moisture-retaining sheet, including compatibility of different products and limitations.

1.05 QUALITY ASSURANCE

- A. Perform Work in accordance with ACI 301 and ACI 302.1R.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver curing materials in manufacturer's sealed packaging, including application instructions.

PART 2 PRODUCTS

201 MATERIALS

- A. Membrane Curing Compound: ASTM C 309 Type 1 - Clear or translucent, Class A.
 - 1. Water-Based Acrylic type.
 - 2. Provide Kure-N-Seal (TM) W manufactured by BASF Sonneborn.
- B. Membrane Curing, Hardening, Sealing, and Dustproofing Compound
 - 1. Alkali-silicate hardener.
 - 2. Provide Kure-N-Harden (TM) manufactured by BASF Sonneborn.
- C. Moisture-Retaining Sheet: ASTM C171.
 - 1. White-burlap-polyethylene sheet, weighing not less than 10 oz/per linear yd, 40 inches wide.

- D. Polyethylene Film: ASTM D2103, 4 mil thick, clear.
- E. Water: Potable, not detrimental to concrete.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrate surfaces are ready to be cured.

3.02 EXECUTION - HORIZONTAL SURFACES

- A. Ponding: Maintain 100 percent coverage of water over floor slab areas, continuously for 3 days.
- B. Spraying: Spray water over floor slab areas and maintain wet for 3 days.
- C. Moisture-Retaining Sheet: Lap strips not less than 3 inches and seal with waterproof tape or adhesive; secure at edges; maintain in place for not less than 3 days.
- D. Absorptive Moisture-Retaining Sheet: Saturate burlap-polyethylene and place burlap-side down over floor slab areas, lapping ends and sides; maintain in place for 3 days.
- E. Membrane Curing Compound: Apply curing compound in accordance with manufacturer's instructions in two coats, with second coat applied at right angles to first.
- F. Membrane Curing, Hardening, Sealing, and Dustproofing Compound: Apply in accordance with manufacturer's instructions.

3.03 EXECUTION - VERTICAL SURFACES

- A. Cure surfaces in accordance with ACI 308.
- B. Spraying: Spray water over surfaces and maintain wet for 5 days.
- C. Membrane Curing Compound: Apply compound in accordance with manufacturer's instructions in two coats, with second coat applied at right angles to first.

3.04 PROTECTION

- A. Do not permit traffic over unprotected floor surface.

3.05 SCHEDULES

- A. Floors to receive floor coverings, coatings or other products that may react adversely to membrane curing compounds: Wet or moist cure method: ponding, spraying, moisture-retaining sheet or absorptive moisture-retaining sheet.
- B. All Other Floor Areas: Membrane curing compound.

END OF SECTION

SECTION 05 4000
COLD-FORMED METAL FRAMING

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Formed steel stud exterior wall framing.

1.02 RELATED REQUIREMENTS

- A. Section 07 2100 - Thermal Insulation.
- B. Section 09 2116 - Gypsum Board Assemblies.

1.03 REFERENCE STANDARDS

- A. AISI SG02-1 - North American Specification for the Design of Cold-Formed Steel Structural Members; American Iron and Steel Institute; 2001 with 2004 supplement. (replaced SG-971)
- B. ASTM A 123/A 123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2000.
- C. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2013.
- D. ASTM A1003/A1003M-08 Standard Specification for Steel Sheet, Carbon, Metallic- and Nonmetallic-Coated for Cold-Formed Framing Members.
- E. ASTM A1008/A1008M - Standard Specification for Steel, Sheet, Cold-Rolled, Carbon, Structural, High-Strength Low Alloy, High-Strength Low-Alloy with Improved Formability, Solution Hardened, and Bake Hardenable; 2013.
- F. ASTM A1011/A1011M - Standard Specification for Steel, Sheet and Strip, Hot-Rolled, Carbon, Structural, High-Strength Low-Alloy, High-Strength Low-Alloy with Improved Formability, and Ultra-High Strength; 2013.
- G. ASTM C954-07 Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs from 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness.
- H. ASTM C955 - Standard Specification for Load-Bearing (Transverse and Axial) Steel Studs, Runners (Tracks), and Bracing or Bridging for Screw Application of Gypsum Panel Products and Metal Plaster Bases; 2011c.
- I. ASTM C 1007 - Standard Specification for Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories; 2004.
- J. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic"); Society for Protective Coatings; 2002 (Ed. 2004).

1.04 SUBMITTALS

- A. See Section 01 3300 – Submittals & Mock-ups, for submittal procedures.
- B. Product Data: Provide manufacturer's data on factory-made framing connectors, showing compliance with requirements.
- C. Shop Drawings: Provide shop drawings prepared by cold-formed metal framing manufacturer. Indicate component details, framed openings, bearing, anchorage, loading, welds, and type and location of fasteners (including slip and bearing connections and details), and accessories or items required of related work.

1. Indicate stud and ceiling joist layout, gauge and size.
 2. Provide calculations for loadings and stresses of manufacturer-designed framing and connections certified by a Professional Engineer, licensed in the state of the project.
- D. Manufacturer's Installation Instructions: Indicate special procedures, conditions requiring special attention .

1.05 QUALITY ASSURANCE

- A. Calculate structural properties of framing members in accordance with requirements of AISI North American Specification for the Design of Cold-Formed Steel Structural Members.

1.06 PROJECT CONDITIONS

- A. Verify that field measurements are as indicated on the drawings.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Metal Framing:
1. Clarkwestern Dietrich Building Systems LLC; Product____: www.clarkdietrich.com.
 2. The Steel Network, Inc: www.SteelNetwork.com.
 3. Clark Steel Framing: www.clarksteel.com
- B. Framing Connectors and Accessories:

2.02 FRAMING SYSTEM

- A. Provide primary and secondary framing members, bridging, bracing, plates, gussets, clips, fittings, reinforcement, and fastenings as required to provide a complete framing system.

2.03 FRAMING MATERIALS

- A. Studs and Track: ASTM C955; studs formed to channel, "C", or "Sigma" shape with punched web; U-shaped track in matching nominal width and compatible height.
1. Gage and depth: As indicated on the drawings.
 2. Galvanized in accordance with ASTM A653/A653M G60/Z180 coating.
- B. Slotted Deflection Track: Manufacturer's single, deep-leg, U-shaped steel track: punched with vertical slots in both legs. Steel Sheet top runner manufactured to prevent cracking of finishes applied to interior partition framing resulting from deflection of structure above; thickness not less than indicated for studs and in width to accommodate depth of studs.
1. Subject to compliance with requirements, provide: Dietrich Metal Framing, SLP-TRK® Slotted Deflection Track by Brady Innovations or equivalent.
- C. Headers and Jambs: Provide headers and jambs as detailed on the Drawings. If not detailed, provide Manufacturer's proprietary shape used to form header beams and jambs, columns or posts, of web depths indicated, unpunched, with stiffened flanges and as follows:
1. Subject to compliance with requirements, provide one of the following:
 2. Dietrich Metal Framing: [Heavy Duty Studs - HDS] and [Header Bracket - HDSC].
 3. Brady Innovations ProX Header®.
 4. Approved equivalent.
- D. Channel Bridging or Bracing: U-Channel Assembly; Base metal thickness of .0538 inch (1.37mm) and minimum ½ inch (12.7mm) wide flanges.
1. Subject to compliance with requirements, provide one of the following:

2. Dietrich Metal Framing: Spazzer® 5400 Bridging and Bracing Bar (SPZS)] [Spazzer® Bar Guard (SPBG)].
 3. U-Channel Assembly: [3/4 inches] [1-1/2 inches] [2 inches]
 - a. Dietrich Metal Framing; EasyClip™ U-Series™ Clip Angle or equivalent.
 4. Approved equivalent.
- E. Framing Connectors: Factory-made formed steel sheet, ASTM A 1003/A 1003M and 653/A 653M SS Grade 50, with G60/Z180 hot dipped galvanized coating and factory punched holes.
1. Structural Performance: Maintain load and movement capacity required by applicable code, when evaluated in accordance with AISI North American Specification for the Design of Cold Formed Steel Structural Members.
 2. Fixed Connections: Provide non-movement connections for tie-down to foundation, floor-to-floor tie-down, roof-to-wall tie-down, joist hangers, gusset plates, and stiffeners.

204 ACCESSORIES

- A. Bracing, Furring, Bridging: Formed sheet steel, thickness determined for conditions encountered; finish to match framing components.
- B. Touch-Up Primer for Galvanized Surfaces: SSPC-Paint 20, Type I - Inorganic, complying with VOC limitations of authorities having jurisdiction.

205 FASTENERS

- A. Self-Drilling, Self-Tapping Screws, Bolts, Nuts and Washers: Hot dip galvanized per ASTM A153/A153M.
- B. Anchorage Devices: Powder actuated.
- C. Anchorage Devices: Powder actuated or as noted on Drawings.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrate surfaces are ready to receive work.

3.02 INSTALLATION OF STUDS

- A. Install components in accordance with manufacturers' instructions and ASTM C 1007 requirements.
- B. Construct corners using minimum of three studs. Install double studs at wall openings, door and window jambs.
- C. Install load bearing studs full length in one piece. Splicing of studs is not permitted.
- D. Install load bearing studs, brace, and reinforce to develop full strength and achieve design requirements.
- E. Coordinate placement of insulation in multiple stud spaces made inaccessible after erection.
- F. Install intermediate studs above and below openings to align with wall stud spacing.
- G. Attach cross studs to studs for attachment of fixtures anchored to walls.
- H. Install framing between studs for attachment of mechanical and electrical items, and to prevent stud rotation.
- I. Touch-up field welds and damaged galvanized surfaces with touch-up primer.

3.03 TOLERANCES

- A. Maximum Variation from True Position: 1/4 inch.
- B. Maximum Variation of any Member from Plane: 1/4 inch.

END OF SECTION

SECTION 06 1053
MISCELLANEOUS ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Framing with dimension lumber.
 - 2. Wood blocking and nailers.
 - 3. Plywood backing panels.
 - 4. Dust proof enclosures

1.2 SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.

1.3 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber, plywood, and other panels; place spacers between each bundle to provide air circulation. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 MISCELLANEOUS LUMBER

- A. General: Provide lumber for support or attachment of other construction, including the following:
 - 1. Blocking.
 - 2. Nailers.
- B. For items of dimension lumber size, provide Construction, Stud, or No. 2 grade lumber with 19 percent maximum moisture content and the following species:
 - 1. Spruce, Pine, Fir. (SPF), unless otherwise indicated.
- C. For exposed and/or concealed boards, provide lumber with 19 percent maximum moisture content and the following species and grades:
 - 1. Spruce, Pine, Fir. (SPF), unless otherwise indicated.

2.2 PANEL PRODUCTS

- A. Plywood Backing Panels: Telephone and Electrical Equipment Backing Panels: DOC PS 1, Exposure 1, C-D Plugged, fire-retardant treated, in thickness indicated or, if not indicated, not less than ½-inch thick.
- B. Miscellaneous Concealed Panels: Same as required for plywood sheathing, except fire- retardant treated, where indicated, in thickness indicated or, if not indicated, not less than ½- inch thick.
- C. Miscellaneous Exposed Plywood: DOC PS 1, A-D Interior, thickness as indicated but not less than 1/2 inch .

2.3 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.

1. Where carpentry is exposed to weather, in ground contact, or in area of high relative humidity, provide fasteners with hot-dip zinc coating complying with ASTM A 153 .
- B. Nails, Wire, Brads, and Staples: FS FF-N-105.
- C. Power-Driven Fasteners: CABO NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Screws for Fastening to Cold-Formed Metal Framing: ASTM C 954, except with wafer heads and reamer wings, length as recommended by screw manufacturer for material being fastened.
- F. Lag Bolts: ASME B18.2.1.
- G. Bolts: Steel bolts complying with
ASTM A 307, Grade A; with ASTM A 563 hex nuts and, where indicated, flat washers.
- H. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to 6 times the load imposed when installed in unit masonry assemblies and equal to 4 times the load imposed when installed in concrete as determined by testing per
ASTM E 488 conducted by a qualified independent testing and inspecting agency.
 1. Material: Carbon-steel components, zinc plated to comply with ASTM B 633, Class Fe/Zn 5.

2.4 ACCESSORIES

- A. Dust and Vapor Barrier: Reinforced flame retardant polyethylene sheets, 6 mil minimum thickness.
- B. Polypropylene Tape: Flame retardant self-adhering type, 2" wide.

2.5 METAL FRAMING ANCHORS

- A. General: Provide galvanized steel framing anchors of structural capacity, type, and size indicated and acceptable to authorities having jurisdiction.
- B. Galvanized Steel Sheet: Hot-dip, zinc-coated steel sheet complying with ASTM A 653, G60 coating designation.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Discard units of material with defects that impair quality of carpentry and that are too small to use with minimum number of joints or optimum joint arrangement.
- B. Set carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.
- C. Apply field treatment complying with AWP A M4 to cut surfaces of preservative- treated lumber and plywood.
- D. Securely attach carpentry work as indicated and according to applicable codes and recognized standards.
- E. Countersink fastener heads on exposed carpentry work and fill holes with wood filler.
- F. Use fasteners of appropriate type and length. Pre-drill members when necessary to avoid splitting wood.

3.2 WOOD BLOCKING AND NAILER INSTALLATION

- A. Install where indicated and where required for attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces, unless otherwise indicated.

3.3 PANEL PRODUCT INSTALLATION

- A. Wood Structural Panels: Comply with applicable recommendations contained in APA Form No. E30K, "APA Design/Construction Guide: Residential & Commercial," for types of structural-use panels and applications indicated.

3.4 DUST PROOF ENCLOSURES

- A. Cover wood studs with reinforced flame retardant polyethylene sheets. Locate joints in polyethylene sheets over studs, and horizontal blocking and attach to studs and blocking with staples at 6" on center. Lap joints 6" and seal with tape. Seal perimeter of dust proof enclosures to adjacent existing construction with tape. Maintain dust proof enclosure in sound condition during construction and remove when no longer required.

END OF SECTION

07 2100
THERMAL INSULATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Extruded polystyrene foam-plastic board insulation.
 2. Glass-fiber blanket insulation.

1.2 ACTION SUBMITTALS

- A. Product Data: For the following:
1. Extruded polystyrene foam-plastic board insulation.
 2. Glass-fiber blanket insulation.

1.3 INFORMATIONAL SUBMITTALS

- A. Product test reports.

PART 2 - PRODUCTS

2.1 EXTRUDED POLYSTYRENE FOAM-PLASTIC BOARD INSULATION

- A. Extruded Polystyrene Board Insulation, Type IV: ASTM C578, Type IV, 25-psi minimum compressive strength; unfaced.
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. DiversiFoam Products.
 - b. Dow Chemical Company (The).
 - c. Kingspan Insulation Limited.
 - d. Owens Corning.
 2. Flame-Spread Index: Not more than 25 when tested in accordance with ASTM E84.
 3. Smoke-Developed Index: Not more than 450 when tested in accordance with ASTM E84.
 4. Fire Propagation Characteristics: Passes NFPA 285 testing as part of an approved assembly.

5. Labeling: Provide identification of mark indicating R-value of each piece of insulation 12 inches and wider in width.

2.2 GLASS-FIBER BLANKET INSULATION

- A. Glass-Fiber Blanket Insulation, Unfaced: ASTM C665, Type I; passing ASTM E136 for combustion characteristics.
- B. Glass-Fiber Blanket Insulation, Polypropylene-Scrim-Kraft Faced: ASTM C665, Type II (nonreflective faced), Class A (faced surface with a flame-spread index of 25 or less); Category 1 (membrane is a vapor barrier).
 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. CertainTeed Corporation.
 - b. CertainTeed Insulation.
 - c. Johns Manville; a Berkshire Hathaway company.
 - d. Knauf Insulation.
 - e. Owens Corning.
 2. Labeling: Provide identification of mark indicating R-value of each piece of insulation 12 inches and wider in width.

2.3 ACCESSORIES

- A. Insulation Anchors, Spindles, and Standoffs: As recommended by manufacturer.
- B. Adhesive for Bonding Insulation: Product compatible with insulation and air and water barrier materials, and with demonstrated capability to bond insulation securely to substrates without damaging insulation and substrates.
 1. Adhesives shall have a VOC content of 70 g/L or less.
 2. Adhesive shall comply with the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."
 3. Adhesive shall comply with the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Comply with insulation manufacturer's written instructions applicable to products and applications.
- B. Install insulation that is undamaged, dry, and unsoiled and that has not been

left exposed to ice, rain, or snow at any time.

- C. Install insulation with manufacturer's R-value label exposed after insulation is installed.
- D. Extend insulation to envelop entire area to be insulated. Fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.
- E. Provide sizes to fit applications and selected from manufacturer's standard thicknesses, widths, and lengths. Apply single layer of insulation units unless multiple layers are otherwise shown or required to make up total thickness or to achieve R-value.

3.2 INSTALLATION OF SLAB INSULATION

- A. On vertical slab edge and foundation surfaces, set insulation units using manufacturer's recommended adhesive according to manufacturer's written instructions.
 - 1. If not otherwise indicated, extend insulation a minimum of 36 inches below exterior grade line.
- B. On horizontal surfaces, loosely lay insulation units according to manufacturer's written instructions. Stagger end joints and tightly abut insulation units.
 - 1. If not otherwise indicated, extend insulation a minimum of 36 inches in from exterior walls.

3.3 INSTALLATION OF FOUNDATION WALL INSULATION

- A. Butt panels together for tight fit.
- B. Anchor Installation: Install board insulation on concrete substrates by adhesively attached, spindle-type insulation anchors.
- C. Adhesive Installation: Install with adhesive or press into tacky waterproofing or dampproofing according to manufacturer's written instructions.

3.4 INSTALLATION OF INSULATION IN FRAMED CONSTRUCTION

- A. Blanket Insulation: Install in cavities formed by framing members according to the following requirements:
 - 1. Use insulation widths and lengths that fill the cavities formed by framing members. If more than one length is required to fill the cavities, provide lengths that will produce a snug fit between ends.
 - 2. Place insulation in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members.
 - 3. Maintain 3-inch clearance of insulation around recessed lighting fixtures not rated for or protected from contact with insulation.
 - 4. Attics: Install eave ventilation troughs between roof framing members in insulated attic spaces at vented eaves.
 - 5. For wood-framed construction, install blankets according to ASTM C1320 and as follows:

- a. With faced blankets having stapling flanges, lap blanket flange over flange of adjacent blanket to maintain continuity of vapor retarder once finish material is installed over it.
- 6. Vapor-Retarder-Faced Blankets: Tape joints and ruptures in vapor-retarder facings, and seal each continuous area of insulation to ensure airtight installation.
 - a. Exterior Walls: Set units with facing placed toward as indicated on Drawings.
 - b. Interior Walls: Set units with facing placed toward areas of high humidity.

END OF SECTION 07 2100

SECTION 07 2620
UNDER-SLAB VAPOR RETARDER

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Reinforced vapor retarders.
- B. Tape to seal joints and repair vapor retarder.
- C. Pipe boots for sealing penetrations.

1.02 RELATED SECTIONS

- A. Section 03 3000 - Cast-In-Place Concrete: Slabs on grade.

1.03 REFERENCES

- A. ACI 302.1R - Guide for Concrete and Slab Construction; 1996.
- B. ASTM E 96 - Water Vapor Transmission of Materials; 2000.
- C. ASTM E 1643 - Standard Practice for Installation of Water Vapor Retarders Used in Contact with Earth or Granular Fill Under Concrete Slabs; 1998.
- D. ASTM E 1745 - Standard Specification for Plastic Water Vapor Retarders Used in Contact with Soil or Granular Fill under Concrete Slabs; 1997.
- E. ASTM F 1249 - Standard Test Method for Water Vapor Transmission Rate Through Plastic Film and Sheeting Using a Modulated Infrared Sensor; 2006.

1.04 SUBMITTALS

- A. See Section 01 3300 – Submittals & Mock-ups, for submittal procedures.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation methods.
 - 4. Independent laboratory test results showing compliance with ASTM & ACI Standards.
- C. Selection Samples: Submit manufacturer's samples of reinforced vapor retarders.

1.05 QUALITY ASSURANCE

- A. Preinstallation Meeting: Convene a preinstallation meeting two weeks before start of installation of reinforced vapor retarders. Require attendance of parties directly affecting work of this section, including Contractor, Architect and installer. Review installation, protection, and coordination with other work.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Delivery: Deliver materials to site in manufacturer's original, unopened containers and packaging, with labels clearly identifying product name and manufacturer.
- B. Storage:
 - 1. Store products in manufacturer's unopened packaging until ready for installation.
 - 2. Store materials in a clean, dry area in accordance with manufacturer's instructions.
- C. Handling: Protect materials during handling and installation to prevent damage.

PART 2 PRODUCTS

201 MANUFACTURER

- A. Stego Wrap (15 mil, Class A) by Stego Industries, San Juan Capistrano, CA: (877) 464-7834.
- B. Griffolyn (15 mil, Class A) by Reef Industries, Inc., PO Box 750250, Houston, Texas 77275-0250/9209 Almeda Genoa Rd Houston, TX 77075. Tel: (800) 231-6074 or (713) 507-4200. Fax (713) 507-4295. E-Mail ri@reefindustries.com. www.reefindustries.com
- C. Barrier-Bac VB-350 (16 mil, Class A) by Barrier-Bac, Inc., Calhoun, GA: (973) 994-8035.
- D. VaporBlock VB 15 (15 mil, Class A) or VB Plus 20 (20 mil, Class A) by Raven Industries: (800) 635-3456.

202 REINFORCED VAPOR RETARDERS

- A. Maximum Permeance: 0.03 Perms, ASTM E-96 or F 1249.
- B. Water Vapor Retarder: ASTM E 1745, meet or exceed Class A.
- C. Thickness of Retarder: ACI 302.1R, not less than 15 mils.
- D. Made for use in below-grade applications.

203 ACCESSORIES

- A. General: Ensure accessories are from same manufacturer as reinforced vapor retarders.
- B. Seam Tape: High Density Polyethylene Tape with pressure-sensitive adhesive. Minimum width 4 inches.
- C. Pipe Boots: Construct pipe boots from vapor retarder material and pressure-sensitive tape per manufacturer's instructions.
- D. Mastic: Vapor retarder manufacturer's recommended mastic.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Examine surfaces and areas to receive reinforced vapor retarders. Notify Architect in writing defects of work and other unsatisfactory site conditions that would cause defective installation of vapor retarders. Do not begin installation until unacceptable conditions have been corrected.
- B. Verify site dimensions.
- C. Commencement of work will imply acceptance of substrate.

3.02 INSTALLATION

- A. Install reinforced vapor retarders in accordance with manufacturer's instructions and ASTM E 1643 at concrete slabs.
- B. Install vapor retarders continuously at locations as indicated on the drawings. Ensure there are no discontinuities in vapor retarder at seams and penetrations.
- C. Install vapor retarders in largest practical widths.
- D. Ensure surface beneath vapor retarder is smooth with no sharp projections.
- E. Lap vapor retarder over footings and seal to foundation walls.
- F. Lap vapor retarder 6 inches and seal with manufacturer's tape. Ensure vapor retarder surfaces to receive mastic tape are clean and dry.

- G. Immediately repair holes in vapor retarder with manufacturer's self-adhesive repair tape or mastic.
- H. Seal around pipes and other penetrations in vapor retarder with pipe boots or manufacturer's mastic in accordance with manufacturer's instructions.

3.03 FIELD QUALITY CONTROL

- A. Notify Architect/Engineer for inspection of vapor retarder installation prior to covering. Provide 48 hour notice.

END OF SECTION

SECTION 07 9005
JOINT SEALERS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Sealants and joint backing, including, but not limited to:
 - 1. Interior and exterior joints at all door frames, louvers, lintels, and grilles.
 - 2. Joints at lavatories, toilets, sinks, and showers.
 - 3. Joints at counter tops.

1.02 RELATED SECTIONS

- A. Section 03 3000 - Cast-in-Place Concrete: Sealant for joints in concrete.
- B. Section 09 2116 - Gypsum Board Assemblies: Acoustic sealant at partitions.

1.03 REFERENCE STANDARDS

- A. ASTM C834 - Standard Specification for Latex Sealants; 2010.
- B. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2011.
- C. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2010.
- D. ASTM D 1667 - Standard Specification for Flexible Cellular Materials-Poly(Vinyl Chloride) Foam (Closed-Cell); 2005.

1.04 PERFORMANCE REQUIREMENTS

- A. Provide joint sealers, joint fillers and other related materials that are compatible with one another and with joint substrates under service and application conditions, as demonstrated by testing and field experience.

1.05 SUBMITTALS

- A. See Section 01 3300 – Submittals & Mock-ups for administrative requirements for submittal procedures.
- B. Product Data: Provide data indicating sealant chemical characteristics.
- C. Samples: Submit two samples, 1/4 x 2 inch in size illustrating sealant colors for selection.
- D. All products are to be low-VOC emitting products and must comply with South Coast Air Quality Management District Rule #1168.

1.06 FIELD CONDITIONS

- A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

1.07 COORDINATION

- A. Coordinate the work with all sections referencing this section.

1.08 WARRANTY

- A. See Section 01 7700 - Closeout Procedures for additional warranty requirements.
- B. Correct defective work within a one year period after Date of Substantial Completion.
- C. Warranty: Include coverage for installed sealants and accessories which fail to achieve airtight

seal, exhibit loss of adhesion or cohesion, or do not cure.

1. Provide one year manufacturer's written warranty (materials).
2. Provide one year installer's warranty (installation).

PART 2 PRODUCTS

201 MANUFACTURERS

- A. Sanitary Silicone Sealants:
 1. Pecora Corporation; Product "898": www.pecora.com. VOC Content: 40 g/L.
 2. BASF Construction Chemicals, Inc; Product "Omniplus": www.chemrex.com. VOC Content: 0 g/L.
 3. Tremco, Inc; Product "Tremsil 200": www.tremcosealants.com. VOC Content: 3g/L.
 4. Substitutions: See Section 01 2513 - Product and Substitution Procedures.
- B. Weatherproofing Silicone Sealants:
 1. Pecora Corporation; Product "895 NST": www.pecora.com. VOC Content: <100 g/L.
 2. Tremco, Inc; Product "Tremsil 600": www.tremcosealants.com. VOC Content: 8g/L.
 3. Substitutions: See Section 01 2513 - Product and Substitution Procedures.
- C. One Part - Polyurethane Sealants:
 1. Pecora Corporation; Product "Dynatrol I-XL": www.pecora.com. VOC Content: <100 g/L.
 2. BASF Construction Chemicals, Inc; Product "NP1": www.chemrex.com. VOC Content: 43 g/L.
 3. Tremco, Inc; Product "Dymonic FC": www.tremcosealants.com. VOC Content: 105 g/L.
 4. Substitutions: See Section 01 2513 - Product and Substitution Procedures.
- D. Two Part - Polyurethane Sealants:
 1. Pecora Corporation; Product "Dynatrol II": www.pecora.com. VOC Content: <25 g/L.
 2. BASF Construction Chemicals, Inc; Product "NP2": www.chemrex.com. VOC Content: 53-80 g/L.
 3. Tremco, Inc; Product "Dymeric 240 FC": www.tremcosealants.com. VOC Content: 35 g/L.
 4. Substitutions: See Section 01 2513 - Product and Substitution Procedures.
- E. Butyl Sealants:
 1. Pecora Corporation; Product "BC-158": www.pecora.com. VOC Content: <250 g/L.
 2. Tremco, Inc; Product "Butyl Sealant": www.tremcosealants.com. VOC Content (when not used in cartridges): 226 g/L.
 3. BASF Construction Chemicals, Inc.; Product "Sonolac": www.chemrex.com. VOC Content: 41 g/L.
 4. Substitutions: See Section 01 2513 - Product and Substitution Procedures.
- F. Acrylic Emulsion Latex Sealants:
 1. Pecora Corporation; Product "AC-20": www.pecora.com. VOC Content: 31g/L.
 2. Tremco, Inc; Product "Tremflex 834": www.tremcosealants.com. VOC Content: 11 g/L.

202 SEALANTS

- A. Weatherproofing - General Purpose Exterior Sealant: Weatherproofing Silicone; ASTM C 920, Grade NS, Class 25, Uses M, G, and A; single component.
 1. Applications use for:
 - a. Interior joints at penetrations in vapor barrier.
 - b. Seal openings of electrical boxes in exterior walls.
- B. Acrylic Emulsion Latex: ASTM C834, single component, non-staining, non-bleeding, non-sagging.
 1. Color: Standard colors matching finished surfaces, Type OP (opaque).
 2. Applications use for:
 - a. Interior joints around windows, doors, and trim.

- C. Butyl Sealant: ASTM C920, Grade NS, Class 12-1/2, Uses NT, M, A, G, O; single component, solvent release, non-skinning, non-sagging.
 - 1. Color: Standard colors matching finished surfaces.
 - 2. Applications use for:
 - a. Beneath thresholds and sill plates.
- D. One Part - Nonsag Polyurethane Sealant: ASTM C 920, Grade NS, Class 25, Uses T, I, M, A, G, O; single component, chemical curing, non-staining, non bleeding, non-sagging type.
 - 1. Color: Standard colors matching finished surfaces.
 - 2. Applications use for:
 - a. Joints in horizontal surfaces of concrete and between concrete, metal, or masonry.
- E. Two Part - Nonsag Polyurethane Sealant: ASTM C 920, Grade NS, Class 25, Uses NT, I, M, A, G, O; multi component, chemical curing, non-staining, non bleeding, capable of continuous water immersion, non-sagging type.
 - 1. Color: Standard colors matching finished surfaces.
 - 2. Application use for:
 - a. Exterior joints at walls, windows, doors, vents, flashing, etc.
 - b. Control, expansion, and soft joints in masonry.
 - c. Joints between concrete and other materials.
 - d. Joints between metal frames and other materials.
 - e. Other exterior joints for which no other sealant is indicated.
- F. Sanitary Silicone Sealant: ASTM C 920, Grade NS, Class 25, Uses NT, A, G, M, O; single component, solvent curing, non-sagging, non-staining, fungus resistant, non-bleeding.
 - 1. Color: Standard colors matching finished surfaces.
 - 2. Applications use for:
 - a. Interior joints at countertops, plumbing fixtures, ceramic tile, etc.

203 ACCESSORIES

- A. Primer: Non-staining type, recommended by sealant manufacturer to suit application.
- B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
- C. Plastic Foam Joint-Fillers: Preformed, compressible, resilient, non-waxing, non-extruding strips of plastic foam of flexible, non-gassing, closed-cell polyethylene foam, and of size, shape and density to control sealant depth and otherwise contribute to producing optimum sealant performance. Provide type as recommended by sealant manufacturer.
- D. Joint Backing: Round foam rod compatible with sealant; ASTM D 1667, closed cell PVC; oversized 30 to 50 percent larger than joint width.
- E. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that substrate surfaces are ready to receive work.
- B. Verify that joint backing and release tapes are compatible with sealant.

3.02 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean and prime joints in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Etch concrete and masonry joint surfaces as recommended by sealant manufacturer. Roughen vitreous and glazed joint surfaces as recommended by sealant manufacturer. Prime or seal joint surface where indicated, and where recommended by sealant manufacturer. Do not allow primer/sealer to migrate onto adjoining surfaces. Mask joints as necessary to protect adjacent surfaces. Remove masking immediately after sealing joint.
- E. Protect elements surrounding the work of this section from damage or disfigurement.

3.03 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Set joint filler units at proper depth or position in joint to coordinate with other work, including installation of bond breakers, backer rods and sealant. Do not leave voids or gaps between ends of joint filler units. All caulked joints must be tape masked and tooled to be clean, smooth, even in width, and water tight.
- D. Employ only proven installation techniques, which will ensure that sealant are deposited in uniform, continuous ribbons without gaps or air pockets, with complete "wetting" of joint bond surfaces equally on opposite sides. Except as otherwise indicated, fill sealant rabbet to a slightly concave surface, slightly below adjoining surfaces. Where horizontal joints are between a horizontal surface and vertical surface, fill joint to form a slight cove, so that joint will not trap moisture and dirt. Do not thin caulking compound. Apply in accordance with the manufacturer's recommendations.
- E. Install sealant to depths as shown or, if not shown, as recommended by sealant manufacturer but within the following general limitations, measured at center (thin) section of bead. For normal moving joints sealed with elastomeric sealants but not subject to traffic, fill joints to depth equal to 50 percent of joint width, but neither more than 1/2" deep nor less than 1/4" deep. For joints with non-elastomeric sealants and caulking compounds, fill joints to a depth in range of 75 percent to 125 percent of joint width. Joints to be tooled to slightly concave surface. Remove excess sealant material from adjacent surfaces. All adjacent painting must be completed before installing silicone caulking.
- F. Install bond breaker where joint backing is not used.
- G. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
- H. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
- I. Tool joints concave.

3.04 CLEANING

- A. Clean adjacent soiled surfaces.

3.05 PROTECTION

- A. Cure sealants and caulking compounds in compliance with manufacturer's instructions and recommendations, to obtain high early bond strength, internal strength and surface durability. Advise Contractor of procedures required for cure and protection of joint sealers during construction period, so that they will be without deterioration or damage (other than normal wear and weathering) at time of substantial completion.

END OF SECTION

SECTION 08 1113
HOLLOW METAL FRAMES

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Steel frames: Pressed steel frames for doors at interior openings. Non-fire-rated assemblies, of the following type:
 - a. Welded unit types
 - 2. Finish: Factory primed frames for field painting
- B. Related Sections include the following:
 - 1. Section 08 7100 – DOOR HARDWARE for door hardware and weather stripping.
 - 2. Section 09 9100 – PAINTING for field painting factory-primed doors and frames.
- C. References:
 - 1. International Building code (IBC) 2018 edition.
 - 2. ANSI/SDI A250.8 – SDI-100 RECOMMENDED SPECIFICATIONS FOR STANDARD STEEL DOORS AND FRAMES; 1998.
 - 3. ANSI/SDI A250.11 – RECOMMENDED ERECTION INSTRUCTIONS FOR STEEL FRAMES (Formally SDI-105).
 - 4. DHI A115.1G – INSTALLATION GUIDE FOR DOORS AND HARDWARE.
 - 5. ANSI/NFPA 252 – FIRE TESTS OF DOOR ASSEMBLIES AND UL 10C – POSITIVE PRESSURE FIRE TESTS OF DOOR ASSEMBLIES WITH PRESSURE PLANE AT 40-INCHES ABOVE THE BOTTOM OF THE DOOR.
 - 6. UL – BUILDING MATERIALS DIRECTORY; Underwriters Laboratories, Inc.
 - 7. WH – Certification Listing; Warlock Heresy International, Inc.
 - 8. NFPA 80 – FIRE DOORS AND FIRE WINDOWS.

1.2 SUBMITTALS

- A. Product Data: For each type of door and frame indicated, include door designation, type, level and model, material description, core description, construction details, label compliance, sound and fire-resistance ratings, and finishes.
- B. Shop Drawings: Show the following:
 - 1. Frame details for each frame type including dimensioned profiles.
 - 2. Details and locations of reinforcement and preparations for hardware.
 - 3. Details of each different wall opening condition.
 - 4. Details of anchorages, accessories, joints, and connections.
 - 5. Coordination of glazing frames and stops with glass and glazing requirements.
- C. Samples: At the request of the Architect.
- D. Door Schedule: Use same reference designations indicated on Drawings in preparing schedule for doors and frames.

1.3 QUALITY ASSURANCE

- A. Steel Door and Frame Standard: Comply with ANSI A 250.8, unless more stringent requirements are indicated.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver frames cardboard-wrapped or crated to provide protection during transit and job storage. Provide additional protection to prevent damage to finish of factory-finished doors and frames.
- B. Inspect frames on delivery for damage, and notify shipper and supplier if damage is found. Minor damages may be repaired provided refinished items match new work and are acceptable to Architect. Remove and replace damaged items that cannot be repaired as directed.
- C. Store frames at building site under cover. Place units on minimum 4-inch-high wood blocking. Avoid using nonvented plastic or canvas shelters that could create a humidity chamber. If packaging becomes wet, remove cartons immediately. Provide minimum 1/4-inch spaces between stacked frames to permit air circulation.
- D. Products shall be marked with Architect's opening numbers on all doors, frames, miscellaneous parts and cartons.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Steel Door Frames:
 - a. Amweld Building Products, Inc. <http://www.amweld.com>.
 - b. Ceco Door Products. <http://www.cecodoor.com>.
 - c. Curries Company. <http://www.curries.com>.
 - d. Pioneer Industries Inc. <http://www.pioneerindustries.com>.
 - e. Republic Builders Products. <http://www.republic.com>.
 - f. Steelcraft; a division of Ingersoll- Rand. <http://www.steelcraft.com>.
 - g. Approved Substitute.

2.2 MATERIALS

- A. Cold-Rolled Steel Sheets: (Exposed Surfaces) ASTM A 1008, Commercial Steel (CS), or ASTM A 568, Drawing Steel (DS), Type B; stretcher-leveled standard of flatness.

2.3 FRAMES

- A. General: Provide steel frames for doors, transoms, sidelights, borrowed lights, and other openings that comply with ANSI A250.8 and with details indicated for type and profile. Conceal fastenings, unless otherwise indicated.
- B. Welded Interior Frames:
 - 1. Material: Cold rolled sheet steel construction.
 - 2. Gauge:
 - a. 16 gauge – 0.053" uncoated thickness.
 - 3. Finish:
 - a. Factory-Priming for Field Painted Finish: Manufacturer's or fabricator's standard, as specified below.
- C. Door Silencers: Except on weather-stripped frames, fabricate stops to receive three silencers on strike jambs of single-door frames and two silencers on heads of double-door frames.
- D. Plaster Guards: Provide 0.016-inch- thick, steel sheet plaster guards or mortar boxes to close off interior of openings; place at back of hardware cutouts where mortar or other materials might obstruct hardware operation.
- E. Supports and Anchors: Fabricated from not less than 0.042-inch- thick, electrolytic zinc- coated or metallic-coated steel sheet.

1. Wall Anchors in Masonry Construction: 0.177-inch-diameter, steel wire complying with ASTM A 510 may be used in place of steel sheet.
- F. Inserts, Bolts, and Fasteners: Manufacturer's standard units. Where zinc-coated items are to be built into exterior walls, comply with ASTM A 153, Class C or D as applicable.

2.4 FABRICATION

- A. General: Fabricate steel door frame units to comply with ANSI A250.8 and to be rigid, neat in appearance, and free from defects including warp and buckle. Where practical, fit and assemble units in manufacturer's plant. Clearly identify work that cannot be permanently factory assembled before shipment, to assure proper assembly at Project site.
- B. Tolerances: Comply with SDI 117, "Manufacturing Tolerances for Standard Steel Doors and Frames."
- C. Fabricate concealed stiffeners, reinforcement, edge channels, louvers, and moldings from either cold- or hot-rolled steel sheet.
- D. Exposed Fasteners: Unless otherwise indicated, provide countersunk flat or oval heads for exposed screws and bolts.
- E. Hardware Preparation: Prepare door frames to receive mortised and concealed hardware according to final door hardware schedule and templates provided by hardware supplier. Comply with applicable requirements in ANSI A250.6 and ANSI A115 Series specifications for door and frame preparation for hardware.
- F. Frame Construction: Fabricate frames to shape shown.
 1. Welded Frames: Fabricate frames with mitered or coped and continuously welded corners and seamless face joints
 2. Provide welded frames with temporary spreader bars.
- G. Reinforce door frames to receive surface- applied hardware. Drilling and tapping for surface-applied hardware may be done at Project site.
- H. Locate hardware as indicated on Shop Drawings or, if not indicated, according to ANSI A250.8.

2.5 FINISHES

- A. Prime Finish: Manufacturer's standard, factory- applied coat of rust-inhibiting primer complying with ANSI A250.10 for acceptance criteria.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install steel door frames and accessories according to Shop Drawings, manufacturer's data, and as specified.
- B. Placing Frames: Comply with provisions in SDI 105, unless otherwise indicated. Set frames accurately in position, plumbed, aligned, and braced securely until permanent anchors are set. After wall construction is completed, remove temporary braces and spreaders, leaving surfaces smooth and undamaged.
 1. Except for frames located in existing walls or partitions, place frames before construction of enclosing walls and ceilings.
 2. In metal-stud partitions, provide at least three wall anchors per jamb; install adjacent to hinge location on hinge jamb and at corresponding heights on strike jamb. Attach wall anchors to studs with screws.
 3. Install fire-rated frames according to NFPA 80.

3.2 ADJUSTING AND CLEANING

- A. Prime-Coat Touchup: Immediately after installation, sand smooth any rusted or damaged areas of prime coat and apply touch up of compatible air-drying primer.
- B. Protection Removal: Immediately before final inspection, remove protective wrappings from doors and frames.

* END OF SECTION 08 1113 *

SECTION 08 1416
FLUSH WOOD DOORS

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Solid-core, flush wood doors with wood- veneer faces (**WD-x**).
 - 2. Factory finishing flush wood doors.
 - 3. Factory fitting flush wood doors to frames and factory machining for hardware.
- B. Related Sections include the following:
 - 1. Section 08 1113 – HOLLOW METAL FRAMES for metal door frames.
 - 2. Section 08 7100 – DOOR HARDWARE

1.2 SUBMITTALS

- A. Product Data: For each type of door. Include details of core and edge construction and trim for openings.
 - 1. Include factory-finishing specifications.
- B. Shop Drawings: Indicate location, size, and hand of each door; elevation of each kind of door; construction details not covered in Product Data; location and extent of hardware blocking; and other pertinent data.
 - 1. Indicate dimensions and locations of mortises and holes for hardware.
 - 2. Indicate dimensions and locations of cutouts.
 - 3. Indicate requirements for veneer matching.
 - 4. Indicate doors to be factory finished and finish requirements.
 - 5. Indicate fire ratings for fire doors.
- C. Samples for Verification:
 - 1. Factory finishes applied to actual door face materials, approximately 8 by 10 inches, for each material and finish. For each wood species and transparent finish, provide set of three samples showing typical range of color and grain to be expected in the finished work.
 - 2. Corner sections of doors, approximately 8 by 10 inches, with door faces and edgings representing typical range of color and grain for each species of veneer and solid lumber required. Corner section does-not require the specified factory finish.
 - 3. Frames for light openings, 6 inches long, for each material, type, and finish required.

1.3 QUALITY ASSURANCE

- A. Source Limitations: Obtain flush wood doors through one source from a single manufacturer.
- B. Quality Standard: Comply with AWI's "Architectural Woodwork Quality Standards Illustrated."
 - 1. Provide AWI Quality Certification Labels or an AWI letter of licensing for Project indicating that doors comply with requirements of grades specified.
- C. Fire-Rated Wood Doors: Doors complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire ratings indicated, based on testing according to NFPA 252 .

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Comply with requirements of referenced standard and manufacturer's written instructions.
- B. Package doors individually in wrap or protective cardboard cartons
- C. Mark each door on top and bottom rail with opening number used on Shop Drawings.

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install doors until building is enclosed, wet work is complete, and HVAC system is operating and will maintain temperature and relative humidity at occupancy levels during the remainder of the construction period.

1.6 WARRANTY

- A. Special Warranty: Manufacturer's standard form, signed by manufacturer, Installer, and Contractor, in which manufacturer agrees to repair or replace doors that are defective in materials or workmanship, have warped (bow, cup, or twist) more than 1/4 inch in a 42-by-84- inch section, or show telegraphing of core construction in face veneers exceeding 0.01 inch in a 3-inch span.
 - 1. Warranty shall also include installation and finishing that may be required due to repair or replacement of defective doors.
 - 2. Warranty shall be in effect during the following period of time from date of Substantial Completion:
 - a. Solid-Core Interior Doors: Life of installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Flush Wood Doors:
 - a. Algoma Hardwoods Inc. <http://www.algomahardwoods.com>.
 - b. Eggers Industries; Architectural Door Division. <http://www.eggersindustries.com>.
 - c. GRAHAM Manufacturing Corp. <http://www.grahamdoors.com>.
 - d. Mohawk Flush Doors, Inc. <http://www.mohawkdoors.com>.
 - e. VT Industries Inc. <http://www.vtindustries.com>.
 - f. Marshfield Doors (formerly Weyerhaeuser Company). <http://www.marshfielddoorssystem.com>.

2.2 DOOR CONSTRUCTION, GENERAL

- A. Low-Emitting Materials: Provide doors made with adhesives and composite wood products that do not contain urea formaldehyde.
- B. Doors for Transparent Finish:
 - 1. Grade: Premium, with Grade AA faces.
 - 2. Species and Cut: Maple, quarter sliced, quarter cut, finish to match existing wood doors.
 - 3. Match between Veneer Leaves: Slip match.
 - 4. Assembly of Veneer Leaves on Door Faces: Balance match.
 - 5. Pair and Set Match: Provide for doors hung in same opening or separated only by mullions.

6. Room Match: Match door faces within each separate room or area of building. Corridor door faces do not need to match where they are separated by 10 feet or more.
7. WDMA I.S.1-A Performance Grade: Heavy Duty, unless otherwise indicated.
8. Extra Heavy Duty: Public toilets, janitor's closets, assembly spaces, exits, patient rooms and where indicated.

2.3 SOLID-CORE DOORS

- A. Particleboard Cores: Comply with the following requirements:
 1. Particleboard: ANSI A208.1, Grade LD-1 or LD-2, **made with binder containing no urea-formaldehyde resin.**

2.4 VENEERED-FACED DOORS FOR TRANSPARENT FINISH

- A. Interior Solid-Core Doors:
 1. Grade: Premium, with Grade AA faces.
 2. Species: Maple. Finish to match existing doors.
 3. Cut: Match adjacent existing doors.
 4. Match between Veneer Leaves: Match existing adjacent doors.
 5. Assembly of Veneer Leaves on Door Faces: Match existing adjacent doors.
 6. Pair and Set Match: Provide for doors hung in same opening or separated only by mullions.
 7. Room Match: Provide door faces of compatible color and grain within each separate room or area of building.
 8. Exposed Vertical Edges: Same species as faces. Applied wood edges of same species as faces and covering edges of crossbands.
 9. Core: Particleboard.
 10. Core: Structural composite lumber.
 11. Construction: Five plies. Stiles and rails are bonded to core, then entire unit abrasive planed before veneering. Faces are bonded to core using a hot press.
 12. WDMA I.S.1-A Performance Grade: Extra Heavy Duty and Heavy Duty as indicated.

2.5 FABRICATION

- A. Factory fit doors to suit frame-opening sizes indicated, with the following uniform clearances and bevels, unless otherwise indicated:
- B. Comply with clearance requirements of referenced quality standard for fitting. Comply with requirements in NFPA 80 for fire-rated doors. Factory machine doors for hardware that is not surface applied. Locate hardware to comply with DHI-WDHS-3. Comply with final hardware schedules, door frame Shop Drawings, DHI A115-W series standards, and hardware templates.
 1. Coordinate measurements of hardware mortises in metal frames to verify dimensions and alignment before factory machining.
 2. Metal Astragals: Pre-machine astragals and formed-steel edges for hardware for pairs of fire-rated doors.
- C. Openings: Cut and trim openings through doors to comply with applicable requirements of referenced standards for kind(s) of door(s) required.
 1. Light Openings: Trim openings with moldings of material and profile indicated.

2.6 FACTORY FINISHING

- A. General: Comply with AWI's "Architectural Woodwork Quality Standards Illustrated" for factory finishing.

- B. Finish doors at factory.
- C. Transparent Finish:
 - 1. Grade: Premium.
 - 2. Finish: Manufacturer's standard finish with performance comparable to AWI System TR-6 catalyzed polyurethane.
 - 3. Staining: Match existing doors.
 - 4. Effect: Open-grain.
 - 5. Sheen: Match existing doors.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine doors and installed door frames before hanging doors.
 - 1. Verify that frames comply with indicated requirements for type, size, location, and swing characteristics and have been installed with level heads and plumb jambs.
 - 2. Reject doors with defects.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Hardware: For installation, see Section 08 7100 – DOOR HARDWARE.
- B. Manufacturer's Written Instructions: Install doors to comply with manufacturer's written instructions, referenced quality standard, and as indicated.
 - 1. Install fire-rated doors in corresponding fire-rated frames according to NFPA 80.
- C. Factory-Fitted Doors: Align in frames for uniform clearance at each edge.
 - 1. Clearances: Provide 1/8 inch at heads, jambs, and between pairs of doors. Provide 1/8 inch from bottom of door to top of decorative floor finish or covering. Where threshold is shown or scheduled, provide 1/4 inch from bottom of door to top of threshold.
 - a. Comply with NFPA 80 for fire-rated doors.
 - 2. Bevel non-fire-rated doors 1/8 inch in 2 inches at lock and hinge edges.
 - 3. Bevel fire-rated doors 1/8 inch in 2 inches at lock edge; trim stiles and rails only to extent permitted by labeling agency.
 - 4. Coordinate jamb clearances with door edge protection.
- D. Factory-Fitted Doors: Align in frames for uniform clearance at each edge.
- E. Factory-Finished Doors: Restore finish before installation if fitting or machining is required at Project site.

3.3 ADJUSTING

- A. Operation: Rehang or replace doors that do not swing or operate freely.
- B. Finished Doors: Replace doors that are damaged or do not comply with requirements. Doors may be repaired or refinished if work complies with requirements and shows no evidence of repair or refinishing.

* END OF SECTION 08 1416 *

**SECTION 08 7100
DOOR HARDWARE**

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - A. Finish hardware for wood doors in hollow metal frames.

1.2 REFERENCES

- A. ADA:
 - A. Americans with Disabilities Act.
- B. International Building Code: 1. IBC 2018.

1.3 SUBMITTALS

- A. Shop Drawings – The finish hardware supplier shall, prior to ordering and/or delivering, prepare and submit to Architect within ten days after award of contract an electronic PDF detailed and engineered, vertical type hardware schedule conforming to DHI publication, "Sequence and Format of the Hardware Schedule" engineering and detailing door hardware specified ensuring all components work together, as well as procedures and diagrams. Coordinate the final Door Hardware Schedule with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of door hardware. Hardware schedules submitted without the AHC's signature will be rejected without review.

1.4 QUALITY ASSURANCE

- A. Where items of hardware are not definitely or correctly specified and is required for the intended service, such omission, error or other discrepancy should be directed to the Architect prior to the bid date for clarification by addendum. Otherwise, furnish such items in the type, quality and quantity established by this specification for the appropriate service intended.
- B. Regulatory Label Requirements: Provide UL label or stamp on hardware required on labeled doors.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Packing and Shipping:
 - 1. Deliver products in original unopened packaging with legible manufacturer's identification.
 - 2. Package hardware to prevent damage during transit and storage.
- B. Mark hardware to correspond with "reviewed Hardware Schedule".
- C. Storage and Protection: Comply with manufacturer's recommendations.

1.6 COORDINATION

- A. Templates: Distribute door hardware templates for doors, frames, and other Work specified to be factory prepared for installing door hardware. Check Shop Drawings of other Work to confirm that adequate provisions are made for locating and installing door hardware to comply with indicated requirements.

PART 2 - PRODUCTS

2.1 FINISHES

- A. Exposed Metal Finishes:

1. BHMA 626 / US26D = Satin Chromium plated over nickel, over brass or bronze base metal.
 2. BHMA 652 / US26D = Satin Chromium plated over nickel, over Steel base metal.
 3. BHMA 630 / US32D = Satin Stainless Steel, over stainless-steel base material.
- B. Antimicrobial Finishes: Where specified, finishes on locksets, latchsets, exit devices and push/pull trim to incorporate an FDA recognized. Silver Ion, antimicrobial coating (MicroShield™) listed for use on equipment as a suppressant to the growth and spread of a broad range of bacteria, algae, fungus, mold and mildew.

2.2 MANUFACTURERS PRODUCTS

- A. Fasteners: Use only manufacturer supplied fasteners required for the intended use. Any fasteners used that are not provided by the manufacturer, such material shall be removed and replaced and any substrate damaged shall be replaced at no additional cost to the owner.

2.3 HINGES

- A. General: Plated contract grade material, fabricated to template for use with wood doors, with hospital tips, non-rising loose steel pins, and beveled or non-beveled inner edge.
1. Non-removable loose pin (NRP) hinges for interior lockable out swing doors.
 2. Ball bearing hinges of proper size and weight for labeled doors.
- B. Hinge Sizes: For 1-3/4-inch doors, provide 4-1/2-inch x 4-1/2-inch.
1. Width of Hinges: Sufficient to clear trim.
- C. Quantities:
1. One pair (2 hinges) on doors 60-inches high or less, ½ pair (1 hinge) for every additional 30-inches or fraction thereof.
 2. Two Pair (4 hinges) on doors 40-inches and wider.
- D. Type 1 Hinge: Plain bearing, steel.
1. Interior doors less than 41-inches.
- E. Type 3 Hinge: Extra heavy, 4-BB, steel.
1. Interior doors wider than 41-inches.
- F. Schedule of Acceptable Manufacturers:

	<u>Bommer</u>	<u>Hager</u>	<u>McKinney</u>	<u>Stanley</u>
Type 1				
Hinge: BB5000		BB1279	TA2714	FBB179
Type 2				
Hinge: BB5002		BB1191	TA2314	FBB191
Type 3				
Hinge: BB5004		BB1168	T4A3786	FBB168

- G. Other Acceptable Manufacturers: Ives

2.5 FLUSHBOLTS

- A. Flush Bolts and Surface Bolts: ANSI/BHMA A156.3 and A156.16, Grade 1, certified automatic bolts mortised into door edge for all doors. Manufacturers. Provide top and bottom Flushbolts for inactive leaf of door pair, unless otherwise specified. Whenever top and bottom bolts are utilized, provide dustproof strike as required for sill conditions. Provide related accessories (mounting brackets, strikes, coordinators, etc.) as required for appropriate installation and operation..
- B. Acceptable Manufacturers and Products:
- | | <u>Ives</u> | <u>DCI</u> | <u>Hager</u> | <u>Trimco</u> | <u>Rockwood</u> |
|----|-------------|------------|--------------|---------------|-----------------|
| 1. | FB41P | 942 | 291D | 3815 | 2942 |
| 2. | FB61P | 945 | 294D | 3825 | 2849 |

- C. Dustproof strikes: One for each bottom bolt. Ives DP-2, Door Controls 82, Hager 280XDP- 2, Trimco 3910, Rockwood 570.

2.6 LOCKSETS / LATCHSET

- A. Provide sets which are uniform in size, regardless of function, permitting interchanging locksets and latchsets, with 6 pin tumbler cylinder cores.
 - 1. Backset for locks, deadbolts, and latches to be 2-3/4-inches.
 - 2. Provide wrought boxes and curved lip strikes with proper lip length to protect trim (projecting not more than 1/8-inch beyond trim).
- B. Heavy Duty Mortise Type: No Substitution, Facility Standard
 - 1. Schedule of Acceptable Manufacturers:

<u>Brand</u>	<u>Series</u>	<u>Design</u>
Corbin/Ruswin	ML2000	LSA

2.10 CLOSERS

- A. Fully adjustable type with complete spring power adjustment, sizes 1 through 6; field adjustable per door size and frequency of use. ANSI/BHMA A156.4 requirements for Grade 1 with sweep, latch, and back check features.
- B. Provide parallel rigid arm for closers mounted on push side of opening.
- C. Provide closers meeting requirements to physically handicapped, provide units complying with ANSI/ICC A117.1 provisions for door opening and closing force.
- D. Accessories: Mounting brackets, drop plates, special shoes required by door and frames conditions.
- E. Medium Projection Closers: Universal mounting and multi-sized modern surface type with full cover, (unless other types are required by special conditions or are specified in the hardware groups).
 - 1. Schedule of acceptable Manufacturers:

<u>Brand</u>	<u>Series</u>
Corbin	DC8000/DC8000-A3
LCN	4011/4111EDA
Norton	7500/PR7500
Sargent	351/351-P10

2.11 FLAT GOODS

- A. Kick Plates: 16 gauge (.050). Finish and material as specified under "Finishes", beveled four edges (B4E) in widths 2-inches less than door width on single doors, 1-inch less than door width on double-acting and pairs of doors without mullion. Height 12-inches (or 1/2-inch less than height of bottom rail whichever is less).
 - 1. Schedule of acceptable products of the following manufacturers:
 - a. Burns.
 - b. Hager.
 - c. Rockwood
 - d. Trimco.

2.13 FLAT GOODS

- A. Push Plates: .050 in thickness. Beveled edges (B4E).
 - 1. Size: 8 inch by 16 inch. Provide 4 inch by 16 inch where 8 inch by 16 inch is not applicable due to door conditions. Half moon shaped similar to Rockwood 82.
- B. Kick Plates: 16 gauge (.050). Finish and material as specified under "Finishes", beveled four edges (B4E) in widths 2-inches less than door width on single doors, 1-inch less than door width on

double-acting and pairs of doors without mullion. Height 12-inches (or ½-inch less than height of bottom rail whichever is less).

- C. Armor Plates: 0.050, beveled edges (B4E) and countersunk screw attachment.
 - 1. Widths: 2 inches less than door width.
 - 2. Height: 38 inches, and complying with door conditions.
 - 3. Where indicated for fire-rated doors, protection plates shall be installed in accordance with the listing of the door. Field-installed protection plates shall be labeled and installed in accordance with their listing.
 - 4. Provide cut outs as required for attachment of other hardware specified.
- D. Edge Guards: 0.050 with countersunk screw attachment.
 - 1. Height: 38 inches, and complying with door conditions.
 - 2. Where indicated for fire-rated doors, protection plates shall be installed in accordance with the listing of the door. Field-installed protection plates shall be labeled and installed in accordance with their listing.
 - 3. Provide cut outs as required for attachment of other hardware specified.
- E. Schedule of acceptable products of the following manufacturers:
 - 1. Burns.
 - 2. Hager.
 - 3. Hiawatha
 - 4. Ives
 - 5. Rockwood
 - 6. Trimco.
- F. Trim Protection Bars: 3/8" x 1-1/2" solid stainless steel bar with 3-1/4" projection and 14" CTC.
 - 1. Schedule of acceptable products of the following manufacturers:
 - a. Rockwood R115LPB
 - b. Trimco 1633.

2.14 STOPS AND HOLDERS

- A. Use floor or base stops only where specified. Supply a stop for every door which will prevent damage to the door, hardware, and surrounding surfaces. Use an overhead type stop Rixson 9-Series for doors that are capable of swinging more than 145 degrees before striking a wall and are equipped with a regular arm surface mounted closer, and where a door strikes a fixed object like a sink, cabinet, etc. Wall stops must be wall mounted.
- B. When an overhead stop is required with a parallel arm closer application, on interior doors only, a combination closer stop is acceptable.
- C. Stops: Rockwood 406, 409 or 518 as required by surrounding conditions for all interior doors scheduled for a "stop", unless other stops are specified.
 - 1. Schedule of acceptable products of the following specified manufacturers:
 - a. Burns.
 - b. DCI
 - c. Hager.
 - d. Ives.
 - e. Rockwood
 - f. Trimco.
 - 2. Comparable overhead stops by Architectural Builders Hardware Mfg., Inc., Glynn Johnson, Rixson, Rockwood and Sargent are acceptable.

2.15 GASKETING

- A. General: Furnish continuous gasketing on interior doors where specified.
- B. Perimeter Gasketing: Apply to head and jamb, forming seal between door and frame. Install header seal before mounting door closer arms.

- C. Gasketing: Provide 1/4-inch thick x 1/2 -inch wide with self adhesive (PCA) backing. UL approved for all 20 minute and labeled smoke doors in 1 hour corridors.
 - 1. Gaskets shall comply with UL10C requirements.
 - 2. Pemko No. S88 Series specified.
 - 3. Schedule of acceptable products of the following manufacturers:
 - a. National Guard.
 - b. Pemko.
 - c. Reese.

2.16 KEYING

- A. Coordinate and hold a keying meeting to determine keying requirements. Meeting shall include the Hardware Supplier, Owner and Owner's representative.
- B. Provide all locks and cylinders with 6 pin large format interchangeable core cylinders to match Owner's existing Corbin-Russwin key system. All locks and cylinders shall be master-keyed or grand-master keyed as directed by Owner. Owner will supply system expansion requirements. Provide temporary keyed construction cores and keys for all doors during the construction period. Construction control and operating keys and cores shall not be part of the Owner's permanent keying system or furnished on the same keyway (or key section) as the Owner's permanent keying system.
- C. Key Quantity: Provide the following minimum number of keys:
 - 1. Top Master Key: Three (3)
 - 2. Change Keys per Cylinder: Three (3)
 - 3. Master Keys (per Master Key Group): Three (3)
 - 4. Construction Control Keys: Two (2)
 - 5. Permanent Control Keys (where required): Two (2)
 - 6. Construction Keys: Ten (10)
- D. Visual Key Control:
 - 1. Stamp "DO NOT DUPLICATE"
 - 2. Stamp with key symbol – keys and cylinders.

2.17 MISCELLANEOUS DOOR HARDWARE

- A. Side Mount Sliding Door Track: Provide track, complete with hangers, stops and bottom rollers.
 - 1. Provide in sufficient size to accommodate door panel size with fully enclosed side wall fascia.
 - 2. Minimum weight capacity: 200 pounds.
 - 3. Acceptable manufacturers:
 - a. Pemko 280SWTKIT.
 - b. Equivalent products by Hager, Grant, Johnson and Stanley are acceptable.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verification of Conditions: Examine doors, frames, related items, and conditions under which Work is to be performed and identify conditions detrimental to proper and or timely completion.
 - 1. Do not proceed until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Comply with manufacturer's recommendations.
- B. Door Hardware: Hang doors with screws inserted and hinges adjusted so doors swing free and do not rattle when closed. Cut holes and mortises in wood doors for locks and other hardware with jig approved or provided by manufacturer of item to be applied. Remove or cover hardware after fitting until final painting and

cleaning. Reinstall, adjust and test after painting and cleaning is completed. Replace items with damaged finish or non-functional.

- C. Keys: After locks have been reinstalled, seal keys and/or cores in envelopes. Mark each envelope with door number, change key set or masterkey set and keyway number. Just prior to substantial completion and under direction of Owner or his representative, install permanent cores. Turnkey control system over to Owner with instructions on its assembly and use. Ship masterkeys to Owner via registered mail.
- D. Mounting Heights/Dimensions:
 - 1. Comply with manufacturer's printed instructions to install hardware at specified mounting heights. Supplier to make available jigs for hardware installation. Install and protect hardware until substantial completion.
 - a. Hinges:
 - b. Bottom of frame to center line of bottom hinge up to 12-1/4-inches.
 - c. Finish door frame head to center line of top hinge up to 7-3/4-inches.
 - d. Others spaced equally.
 - e. For hollow metal doors x hollow metal frames, comply with hollow metal manufacturer's standard hinge locations.
 - 2. Lever locks and Latches: Bottom of frame to center line of strike shall be 40-inches.
 - 3. Closers:
 - a. Mount on corridor side of lobby doors, room side of corridor doors, and stair side of stairways, unless noted otherwise in Hardware Sets.
 - b. Through-bolt installation not permitted, coordinate with door suppliers.
 - 4. Kick Plates: Bottom within 1/8-inch of door bottom, attach with Phillips head screws. Door Stops: (Coordinate for proper blocking where required in Section 09260 - GYPSUM WALLBOARD ASSEMBLIES).
 - a. 406/409 (to catch knob or pull).
 - b. 494, 2-12-inches below head, backset as required to keep doors from striking.
 - c. 474, 6'-6" up from finish concrete floor.
- G. Storage: Provide a secure lock up for hardware delivered to the project but not yet installed. Control the handling and installation of hardware items so that the completion of the work will not be delayed by hardware losses before and after installation.

3.3 ADJUSTING

- A. Prior to completion of Project, ascertain that door closers are in adjustment so closer completes its full closing cycle in less than 4 to 6 seconds without abrupt change of speed between "Sweep" and "Latch" speeds. Adjust "Backcheck" according to manufacturer's instructions. Verify that levers are free from binding. Ensure that latchbolts and deadbolts are engaged into strike and hardware is functioning. Turn over wrenches and adjusting tools, provided with hardware, to Owner.

3.4 INSTRUCTIONS AND TOOLS

- A. When project is complete, deliver to Owner complete set of special tools required for care, maintenance, and adjustment of hardware items specified under this Section, including changing of cylinders. Provide complete information on care, maintenance, and adjustment, and data on repair and replacement parts, and information on preservation of finishes. Deliver to Owner, 3 bound copies of catalog pages of hardware supplied.

3.5 HARDWARE SCHEDULE

SET # 1.0 PASSAGE FUNCTION

	Hinges	as specified	US26D	
1	Passage Latchset	ML2010 x M29 LSA	626C	RU
1	Stop	as required		
1	Gasket	S88 D		PE

Functions: Door normally closed and latched. Both levers always active allowing free passage in either direction.

SET # 2.7 PRIVACY FUNCTION and RESCUE HARDWARE

	Double acting pivot	EP-5J	US26D	MC
1	Privacy Lockset w/ Indicator	ML2060 LSA x M19V x M34	626C	RU
1	Double lipped strike w/emergency stop	CSS-9	US26D	MC
1	Stop	as required		
1	Gasket	S772D		

PE Functions:

- Door normally closed and latched.
- Outside lever active unless locked by turning inside turn lever.
- Turning inside turn lever secures outside lever; and changes occupancy indicator to "OCC", identifying room is occupied.
- In case of emergency, the outside lever is unlocked by emergency tool outside.
- Rotating inside lever retracts latchbolt allowing free egress at all times; and changes occupancy indicator to "VAC", identifying the room is vacant.
- Operating inside lever, closing door or using emergency tool unlocks outside lever.

END OF SECTION 08 7100

**SECTION 09 2116
GYPSUM BOARD ASSEMBLIES**

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Design and installation of light gauge metal framing and furring for interior non-load-bearing wall and ceiling framing.
 - 2. Interior gypsum wallboard, tape and sanding of joint treatment.
 - 3. Tile backing panels.
 - 4. Shaft wall assemblies.
- B. Related Sections include the following:
 - 1. Section 06 1053 – MISCELLANEOUS ROUGH CARPENTRY for furring and plywood wall sheathing.
 - 2. Section 07 2100 – BUILDING INSULATION for insulation installed in gypsum board assemblies.
 - 3. Section 09 9100 -PAINTING for field finish coat over gypsum board surface and wall textures.
- C. Coordination: Coordinate location of backing/blocking for wall-supported items.

1.2 DEFINITIONS

- A. Gypsum Board Terminology: Refer to ASTM C 11 for definitions of terms for gypsum board assemblies not defined in this Section or in other referenced standards.

1.3 PERFORMANCE REQUIREMENTS

- A. Engineering Responsibility: Fabricator/installer shall assume undivided responsibility for engineering of non-load-bearing framing, based on furnished manufacturers current printed specifications and local code requirements for limiting criteria.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in original packages, containers, or bundles bearing brand name and identification of manufacturer or supplier.
- B. Store materials inside under cover and keep them dry and protected against damage from weather, direct sunlight, surface contamination, corrosion, construction traffic, and other causes. Stack gypsum panels flat to prevent sagging.

1.6 PROJECT CONDITIONS

- A. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Steel Framing and Furring:
 - a. ClarkDietrich Building Systems.
 - b. Approved substitution.

2. Gypsum Board and Related Products:
 - a. G-P Gypsum Corp.
 - b. National Gypsum Company.
 - c. United States Gypsum Co.

2.2 STEEL PARTITION AND SOFFIT FRAMING

- A. Components, General: As follows:
 1. Comply with ASTM C 754 for conditions indicated.
 2. Steel Sheet Components: Complying with ASTM C 645 requirements for metal and with manufacturer's standard corrosion-resistant zinc coating.
- B. Steel Studs and Runners: ASTM C 645.
 1. Minimum Base Metal Thickness: 25-gauge, uncoated for all interior, non-bearing locations, except as noted below:
 - a. 0.0239-inch (20-gauge, uncoated) for jamb and cripple studs at door and other openings.
 - b. Exceeds height recommended by manufacturer and ASTM C 745.
 - c. Designed partitions per Structural Engineer.
 2. Depth: As indicated.
- C. Deep-Leg Deflection Track: ASTM C 645 top runner with 2-inch-deep flanges.
- D. Cold-Rolled Channel Bridging: 0.0538-inch bare steel thickness, with minimum 1/2-inch-wide flange.
 1. Depth: 1-1/2-inch.
 2. Clip Angle: 1-1/2 by 1-1/2 inch, 0.068-inch-thick, galvanized steel.
- E. Hat-Shaped, Rigid Furring Channels: ASTM C 645.
 1. Minimum Base Metal Thickness: 0.0179 inch
 2. Depth: 7/8 inch.
- F. Cold-Rolled Furring Channels: 0.0538-inch bare steel thickness, with minimum 1/2-inch-wide flange.
 1. Depth: 3/4 inch.
 2. Furring Brackets: Adjustable, corrugated-edge type of steel sheet with minimum bare steel thickness of 0.0312 inch.
 3. Tie Wire: ASTM A 641, Class 1 zinc coating, soft temper, 0.0625-inch-diameter wire, or double strand of 0.0475-inch-diameter wire.
- G. Z-Shaped Furring: With slotted or nonslotted web, face flange of 1-1/4 inches, wall attachment flange of 7/8 inch, minimum bare metal thickness of 0.0179 inch, and depth required to fit insulation thickness indicated.
- H. Fasteners for Metal Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.

2.3 INTERIOR GYPSUM WALLBOARD

- A. Panel Size: Provide in maximum lengths and widths available that will minimize joints in each area and correspond with support system indicated.
- B. Gypsum Wallboard: ASTM C 36.
 1. Regular Type: 5/8-inch, unless otherwise indicated.
- C. Moisture and Mold-Resistant Type Gypsum Board (MR): With moisture and mold-resistant core and surfaces to comply with ASTM D3273.
 1. Thickness: 5/8 inch, Type X.
 2. Long Edges: Tapered.
 3. Manufacturers and Products:
 - a. USG Corporation: Sheetrock Brand "Humitek" Gypsum Panels.
 - b. National Gypsum Company: XP Wallboard.
 - c. G-P Gypsum Corporation: "DensArmor" Plus Interior Guard Panels.
- D. Sag-Resistant Gypsum Wallboard: ASTM C 36, manufactured to have more sag resistance than

regular-type gypsum board.

1. Thickness: 1/2 inch; Apply at ceiling surfaces.

2.4 TILE BACKING PANELS

1. Panel Size: Provide in maximum lengths and widths available that will minimize joints in each area and correspond with support system indicated.
2. Glass-Mat, Water-Resistant Backing Board: ASTM C 1178, with manufacturer's standard edges.
 - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - 1) CertainTeed Corp.; GlasRoc Tile Backer.
 - 2) Georgia-Pacific Gypsum LLC; DensShield Tile Backer.
 - b. Core: 5/8 inch, Type X, or as indicated on the Drawings.
 - c. Mold Resistance: ASTM D 3273, score of 10 as rated according to ASTM D 3274.

2.5 SHAFT-WALL ASSEMBLIES

- A. General: Provide materials and components complying with requirements of fire-resistance- rated assemblies indicated. Construct assemblies of gypsum liner panels inserted between specially shaped steel studs, and with gypsum board on finished side(s) applied to studs in the number of layers, thickness, indicated.
 1. Shaft-Wall Design: System is a non- pressurized assembly. [System is a pressurized assembly – provide (intermittent) (sustained) air pressure loads of (5 lbf/sq. ft) (7.5 lbf/sq. ft) (10 lbf/sq. ft) (15 lbf/sq. ft)]
 - a. Stud: Manufacturer's standard shaft- wall stud. Comply with ASTM C 645, of profile, size and base metal thickness required to produce assemblies indicated.
 - b. Finish: Manufacturer's standard corrosion-resistant coating.
 - c. Allowable Deflection: L/240, unless otherwise indicated on drawings.
 2. Gypsum Liner Panel Thickness: Not less than 1-inch.
 3. Room-Side Finish: ASTM C36, 5/8-inch thick, fire-rated gypsum board of type and number of layers indicated on drawings.

2.6 TRIM ACCESSORIES

- A. Interior Trim: ASTM C 1047.
 1. Material: Galvanized or aluminum-coated steel sheet, rolled zinc, or paper-faced galvanized steel sheet.
 - a. Plastic will not be acceptable.
 2. Shapes:
 - a. Cornerbead: Use at outside corners.
 - b. Bullnose Bead: Use where indicated.
 - c. LC-Bead: J-shaped; exposed long flange receives joint compound; use at exposed panel edges.
 - d. L-Bead: L-shaped; exposed long leg receives joint compound; use where indicated.
 - e. Expansion (Control) Joint: Use where indicated and recommended.

2.7 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C 475.
- B. Joint Tape:
 1. Interior Gypsum Wallboard: Paper.
 2. Tile Backing Panels: As recommended by panel manufacturer.
 3. Fiberglass Tape: self-adhesive, glass-fiber mesh. Sheetrock Brand Fiberglass Drywall Tape or comparable.
 - a. Interior Mold Resistant Gypsum Board (MR).
- C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with

other compounds applied on previous or for successive coats.

2.8 ACOUSTICAL SEALANT

- A. Sealants: Reference Section 07 9200 – JOINT SEALANTS, for the following type(s) of sealants and their application at gypsum wall board assemblies.
- B. Products: Subject to compliance with requirements, provide one of the following:
 - 1. Acoustical Sealant for Exposed and Concealed Joints; Non-sag, paintable, non- staining, latex sealant complying with ASTM C 834. Sealant Type SLNT-30:
 - a. Pecora Corp.; AC-20 FTR Acoustical and Insulation Sealant.
 - b. United States Gypsum Co.; SHEETROCK Acoustical Sealant.

2.9 AUXILIARY MATERIALS

- A. Laminating Adhesive: Adhesive or joint compound recommended for directly adhering gypsum panels to continuous substrate.
- B. Insulation Blankets: Reference Section 07 2100 – BUILDING INSULATION for insulation types.

2.10 TEXTURE FINISHES

- A. "Smooth" texture throughout.
 - 1. Field paint, as indicated.

PART 3 - EXECUTION

3.1 INSTALLING STEEL FRAMING, GENERAL

- A. Installation Standards: ASTM C 754, and ASTM C 840 requirements that apply to framing installation.
- B. Install supplementary framing, blocking, and bracing at terminations in gypsum board assemblies to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction. Comply with details indicated and with gypsum board manufacturer's written recommendations or, if none available, with United States Gypsum's "Gypsum Construction Handbook."
- C. Isolate steel framing from building structure at locations indicated to prevent transfer of loading imposed by structural movement.
 - 1. Isolate ceiling assemblies where they abut or are penetrated by building structure.
 - 2. Isolate partition framing and wall furring where it abuts structure, except at floor. Install slip-type joints at head of assemblies that avoid axial loading of assembly and laterally support assembly.
 - a. Use deep-leg deflection track where indicated.
- D. Do not bridge building control and expansion joints with steel framing or furring members. Frame both sides of joints independently.

3.2 INSTALLING STEEL PARTITION AND SOFFIT FRAMING

- A. Install tracks (runners) at floors, ceilings, and structural walls and columns where gypsum board assemblies abut other construction.
- B. Installation Tolerance: Install each steel framing and furring member so fastening surfaces vary not more than 1/8 inch from the plane formed by the faces of adjacent framing.
- C. Extend partition framing full height to structural supports or substrates above suspended ceilings, except where partitions are indicated to terminate at suspended ceilings. Continue framing over frames for doors and openings and frame around ducts penetrating partitions above ceiling to provide support for gypsum board.
 - 1. Cut studs 1/2 inch short of full height to provide perimeter relief.

2. For fire-resistance-rated and STC-rated partitions that extend to the underside of floor/roof slabs and decks or other continuous solid-structure surfaces to obtain ratings, install framing around structural and other members extending below floor/roof slabs and decks, as needed to support gypsum board closures and to make partitions continuous from floor to underside of solid structure.
 - a. Terminate partition framing at suspended ceilings where indicated.
- D. Install steel studs and furring at the following spacings: 16 inches o.c., unless otherwise indicated
- E. Install steel studs so flanges point in the same direction and leading edge or end of each panel can be attached to open (unsupported) edges of stud flanges first.
- F. Frame door openings to comply with GA-600 and with gypsum board manufacturer's applicable written recommendations, unless otherwise indicated. Screw vertical studs at jambs to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs.
 1. Install two studs at each jamb, unless otherwise indicated.
 2. Install cripple studs at head adjacent to each jamb stud, with a minimum 1/2-inch clearance from jamb stud to allow for installation of control joint.
 3. Extend jamb studs through suspended ceilings and attach to underside of floor or roof structure above.
- G. Frame openings other than door openings the same as required for door openings, unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.
- H. Z-Furring Members:
 1. Erect insulation vertically and hold in place with Z-furring members spaced 24 inches o.c.
 2. Except at exterior corners, securely attach narrow flanges of furring members to wall with concrete stub nails, screws designed for masonry attachment, or powder-driven fasteners spaced 24 inches o.c.
 3. At exterior corners, attach wide flange of furring members to wall with short flange extending beyond corner; on adjacent wall surface, screw-attach short flange of furring channel to web of attached channel. At interior corners, space second member no more than 12 inches from corner and cut insulation to fit.
 4. Until gypsum board is installed, hold insulation in place with 10-inch staples fabricated from 0.0625-inch- diameter, tie wire and inserted through slot in web of member.

3.3 APPLYING AND FINISHING PANELS, GENERAL

- A. Gypsum Board Application and Finishing Standards: ASTM C 840 and GA-216.
- B. Install sound attenuation blankets before installing gypsum panels, unless blankets are readily installed after panels have been installed on one side.
- C. Install ceiling board panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in the central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- D. Install gypsum panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.
- E. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.
- F. Attach gypsum panels to steel studs so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
- G. Attach gypsum panels to framing provided at openings and cutouts.
- H. Form control and expansion joints with space between edges of adjoining gypsum panels.
- I. Cover both faces of steel stud partition framing with gypsum panels in concealed spaces (above

ceilings, etc.), except in chases braced internally.

1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
 2. Fit gypsum panels around ducts, pipes, and conduits.
 3. Where partitions intersect open concrete coffer, concrete joists, and other structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by coffer, joists, and other structural members; allow 1/4- to 3/8-inch-wide joints to install sealant.
- J. Isolate perimeter of non-load-bearing gypsum board partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch-wide spaces at these locations, and trim edges with U-bead edge trim where edges of gypsum panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
- K. STC-Rated Assemblies: Seal construction at perimeters, behind control and expansion joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and manufacturer's written recommendations for locating edge trim and closing off sound-flanking paths around or through gypsum board assemblies, including sealing partitions above acoustical ceilings.
- L. Space fasteners in gypsum panels according to referenced gypsum board application and finishing standard and manufacturer's written recommendations.
1. Space screws a maximum of 12 inches o.c. for vertical applications.
- M. Space fasteners in panels that are tile substrates a maximum of 8 inches o.c.
- N. Material Locations:
1. Regular Type: In locations as indicated on Drawings.
 2. Moisture and Mold-Resistant Type: Apply to all exterior building wall surfaces.

3.4 PANEL APPLICATION METHODS

- A. Single-Layer Application:
1. On ceilings, apply gypsum panels before wall/partition board application to the greatest extent possible and at right angles to framing, unless otherwise indicated.
 2. On partitions/walls, apply gypsum panels vertically (parallel to framing) unless otherwise indicated or required by fire- resistance-rated assembly, and minimize end joints.
 - a. Stagger abutting end joints not less than one framing member in alternate courses of board.
 - b. At stairwells and other high walls, install panels horizontally, unless otherwise indicated or required by fire-resistance-rated assembly.
 3. On Z-furring members, apply gypsum panels vertically (parallel to framing) with no end joints. Locate edge joints over furring members.
- B. Multilayer Application on Ceilings: Apply gypsum board indicated for base layers before applying base layers on walls/partitions; apply face layers in same sequence. Apply base layers at right angles to framing members and offset face-layer joints 1 framing member, 16 inches minimum, from parallel base-layer joints, unless otherwise indicated or required by fire- resistance-rated assembly.
- C. Multilayer Application on Partitions/Walls: Apply gypsum board indicated for base layers and face layers vertically (parallel to framing) with joints of base layers located over stud or furring member and face-layer joints offset at least one stud or furring member with base-layer joints, unless otherwise indicated or required by fire-resistance-rated assembly. Stagger joints on opposite sides of partitions.
1. Z-Furring Members: Apply base layer vertically (parallel to framing) and face layer either vertically (parallel to framing) or horizontally (perpendicular to framing) with vertical joints offset at least one furring member. Locate edge joints of base layer over furring members.
- D. Single-Layer Fastening Methods: Apply gypsum panels to supports with steel drill screws.

- E. Multilayer Fastening Methods:
 - 1. Non- Fire-Rated Wall Systems: Fasten base layers with screws; fasten face layers with adhesive and supplementary fasteners.
- F. Laminating to Substrate: Where gypsum panels are indicated as directly adhered to a substrate (other than studs, joists, furring members, or base layer of gypsum board), comply with gypsum board manufacturer's written recommendations and temporarily brace or fasten gypsum panels until fastening adhesive has set.

3.5 INSTALLING TRIM ACCESSORIES

- A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- B. Control Joints: Install control joints according to ASTM C 840 and in specific locations approved by Architect for visual effect.
 - 1. Not to exceed 24'-0" in either direction for ceilings and not to exceed 30'-0" on center for partitions.
 - 2. Where gypsum board abuts any dissimilar wall or ceiling assembly and where gypsum board construction changes within the same plane.
 - 3. Where control joint occurs in continuous wall surface.
 - 4. Where gypsum board construction abuts an exterior wall.
 - 5. Where wall of different fire ratings abut or align in the same plane.
 - 6. Make joint 1/4" wide with supports non- continuous over joint.

3.6 FINISHING GYPSUM BOARD ASSEMBLIES

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- C. Gypsum Board Finish Levels: Finish panels to levels indicated below, according to ASTM C 840, for locations indicated:
 - 1. Level 1: Embed tape at joints in ceiling plenum areas, concealed areas, and where indicated.
 - 2. Level 2: Not used.
 - 3. Level 3: Not used.
 - 4. Level 4: Typical at all occupied areas for surfaces exposed to view. Embed tape and apply separate first, fill, and finish coats of joint compound to tape, fasteners, and trim flanges at panel surfaces, unless otherwise indicated.
 - 5. Level 5: Not used.

3.7 PROTECTION OF WORK

- A. Provide final protection and maintain conditions, in a manner suitable to Installer, which ensures gypsum drywall work being without damage or deterioration at the time of Substantial Completion.

3.8 WARRANTY

- A. This Contractor shall make one on-site inspection of all his work after the painter has primed all walls and ceilings and correct any deficient work called to his attention by himself, painter, General Contractor or Architect. He shall warranty all gypsum board for one year from Date of Substantial Completion and shall assume responsibility of correcting any peeling, shrinkage, nail pops, and cracking for a minimum of two years from that date.

*** END OF SECTION 09 2116 ***

SECTION
09 3000 TILING

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Ceramic floor and wall tile (CT).
Ceramic tile base (CT)
 - 2. Waterproof membrane for thin-set tile installations.
 - 3. Crack-suppression membrane for thin-set tile installations.
 - 4. Metal edge strips installed as part of tile installations.
 - 5. Metal transition strips installed as part of tile installations.
 - 6. Metal cove strips installed as part of tile installations.
- B. Related Sections include the following:
 - 1. Section 02 4119 - SELECTIVE DEMOLITION for removing existing finishes.
 - 2. Section 07 9005 - JOINT SEALANTS for sealing of expansion, contraction, control, and isolation joints in tile surfaces.
 - 3. Section 09 2116 - GYPSUM BOARD ASSEMBLIES for moisture resistant gypsum board, cementitious, and or glass- mat, water-resistant backer board.
- C. Reference Drawings' "INTERIOR FINISH SPECIFICATIONS" & "ROOM FINISH SCHEDULE" for selected manufacturers, materials and locations.

1.2 PERFORMANCE REQUIREMENTS

- A. Static Coefficient of Friction: For tile installed on walkway surfaces, provide products with the following values as determined by testing identical products per ASTM C 1028:
 - 1. Level Surfaces: Minimum 0.6.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Show locations of each type of tile and tile pattern. Show widths, details, and locations of expansion, contraction, control, and isolation joints in tile substrates and finished tile surfaces.
- C. Samples for Verification:
 - 1. Full-size units of each type and composition of tile and for each color and finish required.

1.4 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Tile and Trim Units: Furnish quantity of full-size units equal to 3 percent of amount installed, for each type, composition, color, pattern, and size indicated.
 - 2. Grout: Furnish quantity of grout equal to 3 percent of amount installed, for each type, composition and color indicated.

PART 2 - PRODUCTS

2.1 PRODUCTS, GENERAL

- A. ANSI Ceramic Tile Standard: Provide tile that complies with ANSI A137.1, "Specifications for Ceramic Tile," for types, compositions, and other characteristics indicated.
- B. ANSI Standards for Tile Installation Materials: Provide materials complying with ANSI standards

referenced in "Setting and Grouting Materials" Article.

- C. Colors, Textures, and Patterns: Where manufacturer's standard products are indicated for tile, grout, and other products requiring selection of colors, surface textures, patterns, and other appearance characteristics, provide specific products or materials complying with the following requirements:
 - 1. As listed under Tile Products.
- D. Factory Blending: For tile exhibiting color variations within ranges selected during Sample submittals, blend tile in factory and package so tile units taken from one package show same range in colors as those taken from other packages and match approved Samples.
- E. Mounting: For factory-mounted tile, provide back- or edge-mounted tile assemblies as standard with manufacturer, unless otherwise indicated.

2.2 TILE PRODUCTS

- A. Tile Types: Reference Drawings' "INTERIOR FINISH SPECIFICATIONS" and "ROOM FINISH SCHEDULE" for selected manufacturers, materials and locations.
 - 1. Ceramic Floor Tile drawing designation:
CT.
 - 2. Ceramic Wall Tile Drawing Designation:
CT.
- B. Tile Trim Units: Matching characteristics of adjoining flat tile and coordinated with sizes and coursing of adjoining flat tile where applicable.

2.3 WATERPROOFING AND CRACK- SUPPRESSION MEMBRANES

- A. General: Manufacturer's standard GREENGUARD certified low VOC product that complies with ANSI A118.10, ANSI A118.12 and ASTM C627, TCA Extra Heavy Service and is recommended by the manufacturer for the application indicated. Include reinforcement and accessories recommended by manufacturer.
- B. Fabric-Reinforced, Fluid-Applied Product: System consisting of liquid-latex rubber and fabric reinforcement.
 - 1. Available Products:
 - a. Custom Building Products; Trowel & Seal Waterproofing and Anti-Fracture Membrane.
 - b. LATICRETE International Inc.; Laticrete 9235 Waterproof Membrane.
 - c. MAPEI Corporation; PRP M19.
 - 2. Location: Floors
- C. Unreinforced, Fluid-Applied Product: Liquid- latex rubber or elastic polymer in a consistency suitable for trowel application and intended for use as waterproofing.
 - 1. Available Products:
 - a. LATICRETE International Inc.; Laticrete Hydro Ban.
 - b. Location: Vertical walls.

2.4 SLOPED TOPPING

- A. Portland Cement Mortar (Topping) Installation Materials: ANSI A108.02.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Laticrete 3701 Fortified Mortar Bed or comparable product by the following:
 - a. TEC; a subsidiary of H. B. Fuller Company.
 - b. Laticrete International, Inc.
 - 2. Provide prepackaged, dry-mortar mix containing dry, redispersible, vinyl acetate or acrylic additive to which only water must be added at Project site.
- B. Slurry Bond Coat:
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Laticrete 254 Platinum Thin Set Mortar or comparable product by the following:

- a. TEC; a subsidiary of H. B. Fuller Company.
- b. Laticrete International, Inc.
- 2. Provide prepackaged, dry-mortar mix containing dry, redispersible, vinyl acetate or acrylic additive to which only water must be added at Project site.

2.5 SETTING AND GROUTING MATERIALS

- A. Available Manufacturers:
 - 1. Bostik.
 - 2. Custom Building Products.
 - 3. DAP, Inc.
 - 4. LATICRETE International Inc.
 - 5. MAPEI Corporation.
 - 6. Southern Grouts & Mortars, Inc.
 - 7. Summitville Tiles, Inc.
 - 8. TEC Specialty Products Inc.
 - 9. Approved substitute, or as noted.
- B. Portland Cement Mortar (Thickset) Installation Materials: ANSI A108.1A and as specified below:
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Laticrete 3701 Fortified Bed Mortar, GREENGUARD certified low VOC or comparable product by the following:
 - a. TEC; a subsidiary of H. B. Fuller Company.
 - b. Laticrete International, Inc.
 - 2. Provide prepackaged, dry-mortar mix containing dry, redispersible, vinyl acetate or acrylic additive to which only water must be added at Project site.
 - 3. For wall applications, provide mortar that complies with requirements for nonsagging mortar in addition to the other requirements in ANSI A108.1A.
- C. Latex-Portland Cement Mortar (Thin Set): ANSI A118.4, consisting of the following:
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Laticrete 254 Platinum Thin Set Mortar, GREENGUARD certified low VOC or comparable product by the following:
 - a. TEC; a subsidiary of H. B. Fuller Company.
 - b. Laticrete International, Inc.
 - 2. Provide prepackaged, dry-mortar mix containing dry, redispersible, vinyl acetate or acrylic additive to which only water must be added at Project site.
 - 3. For wall applications, provide mortar that complies with requirements for nonsagging mortar in addition to the other requirements in ANSI A118.4.
- D. Chemical-Resistant, Water-Cleanable, Tile- Setting and -Grouting Epoxy: ANSI A118.3.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Laticrete SpectraLock Pro Grout, GREENGUARD certified low VOC or comparable product by the following:
 - a. TEC; a subsidiary of H. B. Fuller Company.
 - b. Laticrete International, Inc.
 - 2. Provide product capable of withstanding continuous and intermittent exposure to temperatures of up to **140 deg F** and **212 deg F**, respectively, and certified by manufacturer for intended use.
- E. Standard Sanded Cement Grout: ANSI A118.6, color as indicated. For joints of 1/8-inch and wider.
- F. Standard Unsanded Cement Grout: ANSI A118.6, color as indicated. For joints of 1/8-inch and narrower.

2.6 ELASTOMERIC SEALANTS

- A. General: Reference Section 07 9200—JOINT SEALANTS
- B. One-Part, Mildew-Resistant Silicone Sealant: Sealant Type, SLNT-24.

1. ASTM C 920; Type S; Grade NS; Class 25; Uses NT, G, A, and, as applicable to nonporous joint substrates indicated, O; formulated with fungicide, intended for sealing interior ceramic tile joints and other nonporous substrates that are subject to in- service exposures of high humidity and extreme temperatures.
 - a. Products:
 - 1) Dow Corning Corporation; Dow Corning 786.
 - 2) GE Silicones; Sanitary 1700.
 - 3) Pecora Corporation; Pecora 898 Sanitary Silicone Sealant.
 - 4) Tremco, Inc.; Tremsil 600 White.
- C. Multipart, Pourable Urethane Sealant: Sealant Type SLNT-12b.
 1. ASTM C 920; Type M; Grade P; Class 25; Uses T, M, A, and, as applicable to joint substrates indicated, O.
 - a. Products:
 - 1) Bostik; Chem-Calk 550.
 - 2) Mameco International, Inc.; Vulkem 245.
 - 3) Pecora Corporation; NR-200 Urexpan.
 - 4) Tremco, Inc.; THC-900.

- D. Colors: Provide colors of exposed sealants to match colors of grout in tile adjoining sealed joints, unless otherwise indicated.

2.7 MISCELLANEOUS MATERIALS

- A. Trowelable Underlayments and Patching Compounds: Latex-modified, portland cement- based formulation provided or approved by manufacturer of tile-setting materials for installations indicated.
- B. Metal Edge Strip Types:
 - 1. Metal Edge Strips : Angle or L- shape, height to match tile and setting-bed thickness, metallic, designed specifically for flooring applications; extruded aluminum exposed-edge material.
 - 2. Manufacturer: Schluter
 - 3. Product: Schiene.
- C. Transition/Trim Profiles – Basis of Design:
 - 1. Manufacturer: Schluter Systems, L.P., 194 Pleasant Ridge Road, Plattsburgh, NY, PH: 800-472-4588.
- D. Metal Trim Types:
- E. Threshold Types: Reference Drawings
 - 1. Thresholds
 - 2. General: Fabricate to sizes and profiles indicated or required to provide transition between adjacent floor finishes.
- F. Tile Cleaner: A neutral cleaner capable of removing soil and residue without harming tile and grout surfaces, specifically approved for materials and installations indicated by tile and grout manufacturers.
- G. Grout Sealer: Manufacturer's standard silicone product for sealing grout joints that does not change color or appearance of grout.
 - 1. Available Products:
 - a. Bonsal, W. R., Company; Grout Sealer.
 - b. Bostik; CeramaSeal Grout Sealer.
 - c. C-Cure; Penetrating Sealer 978.
 - d. Custom Building Products; Surfaceguard Sealer.
 - e. Jamo Inc.; Penetrating Sealer.
 - f. MAPEI Corporation; KER 003, Silicone Spray Sealer for Cementitious Tile Grout; 004, Keraseal Penetrating Sealer for Unglazed Grout and Tile.
 - g. Southern Grouts & Mortars, Inc.; Silicone Grout Sealer.
 - h. Summitville Tiles, Inc.; SL-15, Invisible Seal Penetrating Grout and Tile Sealer.
 - i. TEC Specialty Products Inc.; TA-256 Penetrating Silicone Grout Sealer.

2.8 MIXING MORTARS AND GROUT

- A. Mix mortars and grouts to comply with referenced standards and mortar and grout manufacturers' written instructions.
- B. Add materials, water, and additives in accurate proportions.
- C. Obtain and use type of mixing equipment, mixer speeds, mixing containers, mixing time, and other procedures to produce mortars and grouts of uniform quality with optimum performance characteristics for installations indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions where tile will be installed, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of installed tile.
 - 1. Verify that substrates for setting tile are firm; dry; clean; free of oil, waxy films, and curing compounds; and within flatness tolerances required by referenced ANSI A108 Series of tile installation standards for installations indicated.
 - 2. Verify that installation of grounds, anchors, recessed frames, electrical and mechanical units of work, and similar items located in or behind tile has been completed before installing tile.
 - 3. Verify that joints and cracks in tile substrates are coordinated with tile joint locations; if not coordinated, adjust joint locations in consultation with Architect.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Remove coatings, including curing compounds and other substances that contain soap, wax, oil, or silicone, that are incompatible with tile-setting materials.
- B. Provide concrete substrates for tile floors that comply with flatness tolerances specified in referenced ANSI A108 Series of tile installation standards.
 - 1. Fill cracks, holes, and depressions with trowelable leveling and patching compound according to tile-setting material manufacturer's written instructions. Use product specifically recommended by tile-setting material manufacturer.
 - 2. Remove protrusions, bumps, and ridges by sanding or grinding.
- C. Blending: For tile exhibiting color variations within ranges selected during Sample submittals, verify that tile has been factory blended and packaged so tile units taken from one package show same range of colors as those taken from other packages and match approved Samples. If not factory blended, either return to manufacturer or blend tiles at Project site before installing.

3.3 SLOPED TOPPING INSTALLATION

- A. Install sloped topping in floor recesses to receive ceramic tile finish.
 - 1. Install Bonded Fortified Mortar Bed according to Manufacturer's instructions.
 - 2. Examination: Verify that floor drains are installed in correct location and at correct height for installation of topping and tile. Verify that recesses are of correct dimension and depth. Verify that concrete finish profile is appropriate for bonding. Proceed with installation only after unsatisfactory conditions have been corrected.
 - 3. Preparation: Clean surface of concrete sealers, curing compounds and other materials which could inhibit bond.
 - 4. Dampen surface: Wet the substrate and sweep off excess water.
 - 5. Slurry bond coat: Apply slurry bond coat to concrete substrate.
 - 6. Mix Fortified Mortar Bed to dry pack consistency.
 - 7. Apply mortar while slurry coat is wet and sticky, spread and compact well.

8. Cure mortar bed according to manufacturer's instructions.

3.4 INSTALLATION, GENERAL

- A. ANSI Tile Installation Standards: Comply with parts of ANSI A108 Series "Specifications for Installation of Ceramic Tile" that apply to types of setting and grouting materials and to methods indicated in ceramic tile installation schedules.
- B. TCA Installation Guidelines: TCA's "Handbook for Ceramic Tile Installation." Comply with TCA installation methods indicated in ceramic tile installation schedules.
- C. Extend tile work into recesses and under or behind equipment and fixtures to form complete covering without interruptions, unless otherwise indicated. Terminate work neatly at obstructions, edges, and corners without disrupting pattern or joint alignments.
- D. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish, or built-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures, and other penetrations so plates, collars, or covers overlap tile.
- E. Jointing Pattern: Lay tile in grid pattern, unless otherwise indicated. Align joints when adjoining tiles on floor, base, walls, and trim are same size. Lay out tile work and center tile fields in both directions in each space or on each wall area. Adjust to minimize tile cutting. Provide uniform joint widths, unless otherwise indicated.
 1. For tile mounted in sheets, make joints between tile sheets same width as joints within tile sheets so joints between sheets are not apparent in finished work.
- F. Lay out tile wainscots to next full tile beyond dimensions indicated.
- G. Expansion Joints: Locate expansion joints and other sealant-filled joints, including control, contraction, and isolation joints, where indicated during installation of setting materials, mortar beds, and tile. Do not saw-cut joints after installing tiles.
 1. Locate joints in tile surfaces directly above joints in concrete substrates.
 2. Prepare joints and apply sealants to comply with requirements in Section 07 9005 – JOINT SEALANTS.
- H. Grout tile to comply with requirements of the following tile installation standards:
 1. For ceramic tile grouts (sand-portland cement; dry-set, commercial portland cement; and latex-portland cement grouts), comply with ANSI A108.10.

3.5 WATERPROOFING MEMBRANE INSTALLATION

- A. Install waterproofing membrane to comply with ANSI A108.13 and waterproofing manufacturer's written instructions to produce waterproof membrane of uniform thickness bonded securely to substrate.
- B. Do not install tile over **membrane** until **membrane** has cured and been tested to determine that it is watertight.
- C. Waterproofing locations:
 1. Showers, floor and walls.
 2. Floor of toilet rooms with showers.
 3. Walls within 2 feet of shower enclosure (or curtain).
 4. Where indicated.
 5. Extend membrane 6 inches minimum up wall.

3.6 CRACK ISOLATION MEMBRANE INSTALLATION

- A. Install crack isolation membrane to comply with ANSI A108.17 and manufacturer's written instructions to produce membrane of uniform thickness and bonded securely to substrate.
- B. Do not install tile or setting materials over crack isolation membrane until membrane has cured.
- C. Crack isolation membrane locations:
 1. At joints in floor substrates.

2. At cracks in floor substrates.
3. Where indicated.

3.7 FLOOR TILE INSTALLATION

- A. General: Install tile to comply with requirements in the Floor Tile Installation Schedule, including those referencing TCA installation methods and ANSI A108 Series of tile installation standards.
 1. Follow procedures in ANSI A108 Series tile installation standards for providing 95 percent mortar coverage.
- B. Joint Widths: Install tile on floors with the following joint widths:
 1. Ceramic Mosaic Tile: 1/16 inch
 2. Set thresholds in latex-portland cement mortar for locations where mortar bed would otherwise be exposed above adjacent nontile floor finish.
- C. Metal Edge Strips: Install at locations indicated or where exposed edge of tile flooring meets carpet, wood, or other flooring that finishes flush with top of tile.
- D. Grout Sealer: Apply grout sealer to grout joints according to grout-sealer manufacturer's written instructions. As soon as grout sealer has penetrated grout joints, remove excess sealer and sealer that has gotten on tile faces by wiping with soft cloth.

3.8 WALL TILE INSTALLATION

- A. Install types of tile designated for wall installations to comply with requirements in the Wall Tile Installation Schedule, including those referencing TCA installation methods and ANSI setting-bed standards.
- B. Joint Widths: Install tile on walls with the following joint widths:
 1. Ceramic Mosaic Tile: 1/16 inch
 2. Glazed Wall Tile: 1/16 inch

3.9 CLEANING AND PROTECTING

- A. Cleaning: On completion of placement and grouting, clean all ceramic tile surfaces so they are free of foreign matter.
 1. Remove grout residue from tile as soon as possible.
 2. Clean grout smears and haze from tile according to tile and grout manufacturer's written instructions, but no sooner than 10 days after installation. Use only cleaners recommended by tile and grout manufacturers and only after determining that cleaners are safe to use by testing on samples of tile and other surfaces to be cleaned. Protect metal surfaces and plumbing fixtures from effects of cleaning. Flush surfaces with clean water before and after cleaning.
- B. Prohibit foot and wheel traffic from tiled floors for at least seven days after grouting is completed.
- C. Before final inspection, remove protective coverings and rinse neutral cleaner from tile surfaces.

3.10 INTERIOR TILE INSTALLATION SCHEDULE

- A. Interior Floor Installations, Concrete Subfloor:
 1. Tile Installation F115: Thin-set mortar; epoxy grout; TCA F115.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
- B. Shower Floor Installations, Concrete Subfloor (sloped):
 1. Tile Installation F122: Thin-set mortar on waterproof membrane; TCA F122.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
 - c. Waterproof membrane.
- C. Toilet Room/Shower Floor Installations, Concrete Subfloor (recessed):
 1. Sloped topping.

- 2. Tile Installation F122: Thin-set mortar on waterproof membrane; TCA F122.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
 - c. Waterproof membrane.
- D. Interior Wall Installations, Masonry or Concrete:
 - 1. Tile Installation W202: Thin-set mortar; TCA W202.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
- E. Interior Wall Installations, Metal Studs or Furring:
 - 1. Tile Installation W245: Thin-set mortar on coated glass-mat, water-resistant gypsum backer board; TCA W245.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
- F. Shower Wall Installations, Masonry or Concrete:
 - 1. Tile Installation W202 Plus waterproof membrane: Thin-set mortar; TCA W202 Plus waterproof membrane.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
 - c. Waterproof membrane (extend 2-feet beyond shower area).
- G. Shower Wall Installations, Metal Studs or Furring:
 - 1. Tile Installation B419 Plus waterproof membrane: Thin-set mortar on coated glass-mat, water-resistant backer board; TCA B419 Plus waterproof membrane.
 - a. Thin-Set Mortar: Latex-portland cement mortar.
 - b. Grout: Water-cleanable epoxy grout.
 - c. Waterproof membrane (extend 2-feet beyond shower area).

*** END OF SECTION 09 3000 ***

SECTION 09 9100
PAINTING

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes surface preparation and field painting of the following:
 - 1. Exposed interior items and surfaces.
 - 2. Surface preparation, priming, and finish coats specified in this Section are in addition to shop priming and surface treatment specified in other Sections.
- B. Paint exposed surfaces, except where the painting schedule indicate that the surface or material is not to be painted or is to remain natural. If the paint schedule does not specifically mention an item or a surface, paint the item or surface the same as similar adjacent materials or surfaces. If a color of finish is not indicated, Architect will select from standard colors and finishes available.
- C. Do not paint prefinished items, concealed surfaces, finished metal surfaces, operating parts, and labels.
 - 1. Labels: Do not paint over UL, FMG, or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.
- D. Reference Drawings "INTERIOR FINISH SPECIFICATIONS" on sheet A600 for material selections and locations.
- E. Related Sections include the following:
 - 1. Section 01 6116 - VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS Requirements for VOC-restricted product categories.

1.2 SUBMITTALS

- A. Product Data: For each paint system indicated. Include block fillers and primers.
 - 1. Material List: An inclusive list of required coating materials. Indicate each material and cross-reference specific coating, finish system, and application. Identify each material by manufacturer's catalog number and general classification.
 - 2. Manufacturer's Information: Manufacturer's technical information, including label analysis and instructions for handling, storing, and applying each coating material.
 - 3. Certification by manufacturer that products supplied comply with local regulations controlling use of volatile organic compounds (VOCs).
- B. Samples for Verification: For each color and material to be applied, with texture to simulate actual conditions, on representative Samples of the actual substrate.
 - 1. Provide stepped Samples, defining each separate coat, including block fillers and primers. Use representative colors when preparing Samples for review. Resubmit until required sheen, color, and texture are achieved.
 - 2. Provide a list of materials and applications for each coat of each Sample. Label each Sample for location and application.

1.3 QUALITY ASSURANCE

- A. Applicator Qualifications: A firm or individual experienced in applying paints and coatings similar in material, design, and extent to those indicated for this Project, whose work has resulted in applications with a record of successful in-service performance.
- B. Source Limitations: Obtain block fillers and primers for each coating system from the same manufacturer as the finish coats.
- C. Benchmark Samples (Mock-ups): Not required for this project.

1.4 PROJECT CONDITIONS

- A. Apply waterborne paints only when temperatures of surfaces to be painted and surrounding air are between 50 and 90 deg F. Apply solvent-thinned paints only when temperatures of surfaces to be painted and surrounding air are between 45 and 95 deg F.
- B. Do not apply paint in snow, rain, fog, or mist; or when relative humidity exceeds 85 percent; or at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.
 - 1. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by manufacturer during application and drying periods.

1.5 EXTRA MATERIALS

- A. Paint Finishes: Furnish extra paint materials from the same production run as the materials applied and in the quantities described below. Package with protective covering for storage and identify with labels describing contents. Deliver extra materials to Owner.
 - 1. Quantity: Furnish Owner with extra paint materials in quantities indicated below:
 - 2. Interior Paint: Not less than 1 full, un-opened gallon of each interior paint type and color.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include:
 - 1. Paint Manufacturers:
 - a. Sherwin-Williams Co. (Sherwin-Williams). **Specified product**

2.2 PAINT MATERIALS, GENERAL

- A. Refer to Section 01 6116 - VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS for VOC limits.
- B. Chemical Components of Field-Applied Interior Paints and Coatings: Provide topcoat paints and anti-corrosive and anti-rust paints applied to ferrous metals that comply with the following chemical restrictions; these requirements do not apply to paints and coatings that are applied in a fabrication or finishing shop:
 - 1. Aromatic Compounds: Paints and coatings shall not contain more than 1.0 percent by weight of total aromatic compounds (hydrocarbon compounds containing one or more benzene rings).
 - 2. Restricted Components: Paints and coatings shall not contain any of the following:
 - a. Acrolein.
 - b. Acrylonitrile.
 - c. Antimony.
 - d. Benzene.
 - e. Butyl benzyl phthalate.
 - f. Cadmium.
 - g. Di (2-ethylhexyl) phthalate.
 - h. Di-n-butyl phthalate.
 - i. Di-n-octyl phthalate.
 - j. 1,2-dichlorobenzene.
 - k. Diethyl phthalate.
 - l. Dimethyl phthalate.
 - m. Ethylbenzene.
 - n. Formaldehyde.
 - o. Hexavalent chromium.
 - p. Isophorone.
 - q. Lead.
 - r. Mercury.
 - s. Methyl ethyl ketone.
 - t. Methyl isobutyl ketone.
 - u. Methylene chloride.
 - v. Naphthalene.
 - w. Toluene (methylbenzene).
 - x. 1,1,1-trichloroethane.
 - y. Vinyl chloride.
- C. Material Compatibility: Provide block fillers, primers, and finish-coat materials that are compatible with one another and with the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.

- D. Material Quality: Provide manufacturer's best- quality paint material of the various coating types specified that are factory formulated and recommended by manufacturer for application indicated. Paint-material containers not displaying manufacturer's product identification will not be acceptable.
1. Proprietary Names: Use of manufacturer's proprietary product names to designate colors or materials is not intended to imply that products named are required to be used to the exclusion of equivalent products of other manufacturers. Furnish manufacturer's material data and certificates of performance for proposed substitutions.
 2. Colors: VERIFY SELECTION WITH OWNER.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Applicator present, for compliance with requirements for paint application. Comply with procedures specified in PDCA P4.
1. Proceed with paint application only after unsatisfactory conditions have been corrected and surfaces receiving paint are thoroughly dry.
 2. Start of painting will be construed as Applicator's acceptance of surfaces and conditions within a particular area.
- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.

3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted. If removal is impractical or impossible because of size or weight of the item, provide surface-applied protection before surface preparation and painting.
1. After completing painting operations in each space or area, reinstall items removed using workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean substrates of substances that could impair bond of the various coatings. Remove oil and grease before cleaning. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- C. Surface Preparation: Clean and prepare surfaces to be painted according to manufacturer's written instructions for each particular substrate condition and as specified.
1. Provide barrier coats over incompatible primers or remove and reprime. Notify Architect in writing about anticipated problems using the specified finish-coat material with substrates primed by others.
 2. Cementitious Materials: Prepare concrete, concrete unit masonry, cement plaster, and mineral-fiber-reinforced cement panel surfaces to be painted. Remove efflorescence, chalk, dust, dirt, grease, oils, and release agents. Roughen as required to remove glaze. If hardeners or sealers have been used to improve curing, use mechanical methods of surface preparation.
 3. Ferrous Metals: Clean ungalvanized ferrous-metal surfaces that have not been shop coated; remove oil, grease, dirt, loose mill scale, and other foreign substances. Use solvent or mechanical cleaning methods that comply with SSPC's recommendations.
 - a. Blast steel surfaces clean as recommended by paint system manufacturer.
 - b. Treat bare and sandblasted or pickled clean metal with a metal treatment wash coat before priming.
 - c. Touch up bare areas and shop-applied prime coats that have been damaged. Wire-brush, clean with solvents recommended by paint manufacturer, and touch up with same primer as the shop coat.

4. Galvanized Surfaces: Clean galvanized surfaces with nonpetroleum-based solvents so surface is free of oil and surface contaminants. Remove pretreatment from galvanized sheet metal fabricated from coil stock by mechanical methods.
- D. Material Preparation: Mix and prepare paint materials according to manufacturer's written instructions.
1. Maintain containers used in mixing and applying paint in a clean condition, free of foreign materials and residue.
 2. Stir material before application to produce a mixture of uniform density. Stir as required during application. Do not stir surface film into material. If necessary, remove surface film and strain material before using.
 3. Use only thinners approved by paint manufacturer and only within recommended limits.
- E. Tinting: Tint each undercoat a lighter shade to simplify identification of each coat when multiple coats of same material are applied. Tint undercoats to match the color of the finish coat, but provide sufficient differences in shade of undercoats to distinguish each separate coat.

3.3 APPLICATION

- A. General: Apply paint according to manufacturer's written instructions. Use applicators and techniques best suited for substrate and type of material being applied.
1. Paint colors, surface treatments, and finishes are indicated in the paint schedules.
 2. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 3. Provide finish coats that are compatible with primers used.
 4. The term "exposed surfaces" includes areas visible when permanent or built-in fixtures, grilles, convactor covers, covers for finned-tube radiation, and similar components are in place. Extend coatings in these areas, as required, to maintain system integrity and provide desired protection.
 5. Paint surfaces behind movable equipment and furniture the same as similar exposed surfaces. Before final installation of equipment, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 6. Paint interior surfaces of ducts with a flat, nonspecular black paint where visible through registers or grilles.
 7. Paint back sides of access panels and removable or hinged covers to match exposed surfaces.
 8. Finish interior of wall and base cabinets and similar field-finished casework to match exterior.
 9. Seal interior door top, bottom and side edges with same finish as door face.
 10. Finish exterior door top, bottom and side edges the same as exterior face of doors.
 11. Sand lightly between each succeeding enamel or varnish coat.
- B. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
1. The number of coats and film thickness required are the same regardless of application method. Do not apply succeeding coats until previous coat has cured as recommended by manufacturer. If sanding is required to produce a smooth, even surface according to manufacturer's written instructions, sand between applications.
 2. Omit primer over metal surfaces that have been shop primed and touchup painted.
 3. If undercoats, stains, or other conditions show through final coat of paint, apply additional coats until paint film is of uniform finish, color, and appearance. Give special attention to ensure that edges, corners, crevices, welds, and exposed fasteners receive a dry film thickness equivalent to that of flat surfaces.
 4. Allow sufficient time between successive coats to permit proper drying. Do not recoat surfaces until paint has dried to where it feels firm, and does not deform or feel sticky under moderate thumb pressure, and until application of another coat of paint does not cause undercoat to lift or lose adhesion.
- C. Application Procedures: Apply paints and coatings by brush, roller, spray, or other applicators according to manufacturer's written instructions.
1. Brushes: Use brushes best suited for type of material applied. Use brush of appropriate size

for surface or item being painted.

2. Rollers: Use rollers of carpet, velvet- back, or high-pile sheep's wool as recommended by manufacturer for material and texture required.
 3. Spray Equipment: Use airless spray equipment with orifice size as recommended by manufacturer for material and texture required.
- D. Minimum Coating Thickness: Apply paint materials no thinner than manufacturer's recommended spreading rate to achieve dry film thickness indicated. Provide total dry film thickness of the entire system as recommended by manufacturer.
- E. Mechanical and Electrical Work: Painting of mechanical and electrical work is limited to items exposed in equipment rooms and occupied spaces.
- F. Block Fillers: Apply block fillers to concrete masonry block at a rate to ensure complete coverage with pores filled.
- G. Prime Coats: Before applying finish coats, apply a prime coat, as recommended by manufacturer, to material that is required to be painted or finished and that has not been prime coated by others. Recoat primed and sealed surfaces where evidence of suction spots or unsealed areas in first coat appears, to ensure a finish coat with no burn-through or other defects due to insufficient sealing.
- H. Pigmented (Opaque) Finishes: Completely cover surfaces as necessary to provide a smooth, opaque surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
- I. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, runs, cloudiness, color irregularity, brush marks, orange peel, nail holes, or other surface imperfections.
1. Provide satin finish for final coats.
- J. Stipple Enamel Finish: Roll and redistribute paint to an even and fine texture. Leave no evidence of rolling, such as laps, irregularity in texture, skid marks, or other surface imperfections.
- K. Completed Work: Match approved samples for color, texture, and coverage. Remove, refinish, or repaint work not complying with requirements.

3.4 FIELD QUALITY CONTROL

- A. Owner reserves the right to invoke independent testing procedure at any time and as often as Owner deems necessary during the period when paint is being applied to verify compliance with specification and recommendations of paint manufacturer.
- B. Owner may direct Contractor to stop painting if test results show material being used does not comply with specified requirements. Contractor shall remove noncomplying paint from Project site, pay for testing, and repaint surfaces previously coated with the noncomplying paint. If necessary, Contractor may be required to remove noncomplying paint from previously painted surfaces if, on repainting with specified paint, the two coatings are incompatible.

3.5 CLEANING

- A. Cleanup: At the end of each workday, remove empty cans, rags, rubbish, and other discarded paint materials from Project site.
 1. After completing painting, clean glass and paint-spattered surfaces. Remove spattered paint by washing and scraping without scratching or damaging adjacent finished surfaces.

3.6 PROTECTION

- A. Protect work of other trades, whether being painted or not, against damage from painting. Correct damage by cleaning, repairing or replacing, and repainting, as approved by Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. After completing painting operations, remove temporary protective wrappings provided by others to protect their work.

1. After work of other trades is complete, touch up and restore damaged or defaced painted surfaces. Comply with procedures specified in PDCA P1.

3.7 INTERIOR PAINTING SYSTEM (IPS) SCHEDULE

- A. The following interior paint systems (IPS) are based on products by Sherwin Williams.

Gypsum Board Walls (Latex No VOC):

- 1st Coat: S-W ProMar 200 Zero VOC Interior Latex Primer, B28-2600. (4 mils wet, 1.0 mils dry per coat)
- 2nd Coat: S-W ProMar 200 Zero VOC Int Latex Eg-Shel, B20-12651 Series.
- 3rd Coat: S-W ProMar 200 Zero VOC Int Latex Eg-Shel, B20-12651 Series. (4 mils wet, 1.7 mils dry per coat)

Gypsum Board Ceilings (Latex No VOC):

- 1st Coat: S-W ProMar 200 Zero VOC Interior Latex Primer, B28-2600. (4 mils wet, 1.0 mils dry per coat)
- 2nd Coat: S-W ProMar 200 Zero VOC Latex Flat, B30-12600 Series
- 3rd Coat: S-W ProMar 200 Zero VOC Latex Flat, B30-12600 Series (4 mils wet, 1.4 mils dry per coat)

Interior Ferrous and Non-Ferrous Metal; Hollow Metal Doors and Door Frames(Acrylic Latex – Zero VOC):

- 1st Coat: S-W Pro Industrial® Pro-Cryl® Universal Primer, B66-1300 Series (5-10 mils wet, 1.9-3.8 mils dry)
- 2nd Coat: S-W Pro Industrial Acrylic Semi-Gloss, B66-650 Series
- 3rd Coat: S-W Pro Industrial Acrylic Semi-Gloss, B66-650 Series (2-4 mils dry per coat)

*** END OF SECTION 09 9100 ***

SECTION 10 1400
SIGNAGE

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. ADA compliant interior directional and informational signs as scheduled.
- B. Traffic signs and other site signage for traffic control, command and identification.

1.02 REFERENCE STANDARDS

- A. ANSI/ICC A117.1 - American National Standard for Accessible and Usable Buildings and Facilities; International Code Council; 2003.
- B. ATBCB ADAAG - Americans with Disabilities Act Accessibility Guidelines; 2002.

1.03 SUBMITTALS

- A. See Section 01 3300 – Submittals & Mock-ups, for submittal procedures.
- B. Product Data: Manufacturer's printed product literature for each type of sign, indicating sign styles, font, foreground and background colors, locations, overall dimensions of each sign.
- C. Signage Schedule: Provide information sufficient to completely define each sign for fabrication, including room number, room name, other text to be applied, sign and letter sizes, fonts, and colors.
 - 1. When room numbers to appear on signs differ from those on the drawings, include the drawing room number on schedule.
 - 2. When content of signs is indicated to be determined later, request such information from Owner through Architect at least 2 months prior to start of fabrication; upon request, submit preliminary schedule.
 - 3. Submit for approval by Owner through Architect prior to fabrication.
- D. Selection Samples: Where colors are not specified, submit two sets of color selection charts or chips.

1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.

1.05 DELIVERY, STORAGE, AND HANDLING

- A. Package signs as required to prevent damage before installation.
- B. Package room and door signs in sequential order of installation, labeled by floor or building.
- C. Store tape adhesive at normal room temperature.

1.06 FIELD CONDITIONS

- A. Do not install tape adhesive when ambient temperature is lower than recommended by manufacturer.
- B. Maintain this minimum temperature during and after installation of signs.

PART 2 PRODUCTS

2.01 MANUFACTURERS

- A. Interior Signs:
 - 1. Designer Sign Systems www.designersign.com.

2.02 INTERIOR SIGNAGE TYPES

- A. Accessibility Compliance: All signs are required to comply with ADAAG and ANSI/ICC A 117.1 and applicable building codes, unless otherwise indicated; in the event of conflicting requirements, comply with the most comprehensive and specific requirements.
- B. All Signage Types: Unless otherwise indicated to be approximately 12" X 12", plastic, with tactile information of contrasting color:
 - 1. Character Font: to be selected. Character Case: Upper case only.
 - 2. Background Color: to be selected.
 - 3. Character Color: to be selected.
- C. Room and Door Signs: Provide a sign for every doorway, whether it has a door or not, not including corridors, lobbies, and similar open areas.
 - 1. Sign Type: Flat signs with engraved panel media as specified.
 - 2. Provide "tactile" signage, with letters raised minimum 1/32 inch and Grade II braille.
 - 3. Use engraved panel signs as specified.
 - 4. Character Height: 1 inch.
 - 5. Sign Height: 2 inches, unless otherwise indicated.
 - 6. Office Doors: Identify with room numbers to be determined later, not the numbers shown on the drawings; in addition, provide "window" section for replaceable occupant name.
 - 7. Conference and Meeting Rooms: Identify with room numbers to be determined later, not the numbers shown on the drawings; in addition, provide "window" section with sliding "In Use/Vacant" indicator.
 - 8. Service Rooms: Identify with room names and numbers to be determined later, not those shown on the drawings.
 - 9. Rest Rooms: Identify with pictograms, "UNISEX", room numbers to be determined later, and braille.
 - 10. Elevator: Provide emergency signage.
 - 11. Stairs: Provide emergency signage and level indicators.
- D. Schedule:
 - 1. Five (5) Unisex Restrooms.
 - 2. One (1) Staff Room.
 - 3. Three (3) Offices.
 - 4. One (1) Meeting Room.
 - 5. Two (2) Shower Rooms.
 - 6. Two (2) Conference Rooms.
 - 7. One (1) Mechanical Room.
 - 8. One (1) Quiet Room.
 - 9. One (1) IT Room.
 - 10. Two (2) Custodial Closets.

203 SIGN TYPES

- A. Flat Signs: Signage media without frame.
 - 1. Edges: Square.
 - 2. Corners: Square.
 - 3. Wall Mounting of One-Sided Signs: Tape adhesive.
- B. Color and Font: Unless otherwise indicated:
 - 1. Character Font: Helvetica, Arial, or other sans serif font.
 - 2. Character Case: Upper case only.
 - 3. Background Color: Clear.
 - 4. Character Color: Contrasting color.

204 TACTILE SIGNAGE MEDIA

- A. Engraved Panels: Laminated colored plastic; engraved through face to expose core as background color:
 - 1. Total Thickness: 1/16 inch.

205 ACCESSORIES

- A. Tape Adhesive: Double sided tape, permanent adhesive.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Interior: verify that substrate surfaces are ready to receive work.
- B. Exterior: verify that surrounding work is complete and that sign will not interfere with other work.
- C. Exterior: verify that there are no underground utilities or other work in the area of installation.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Install neatly, with horizontal edges level.
- C. All signs with tactile message to be installed so that tactile information is no more than 48" above floor. Locate on wall at latch side of door when sign identify a room.
- D. Exterior site signs to be installed by setting steel posts in concrete piers and attaching sign to post.
- E. Installation of sign covered by cash allowance to be completed under allowance by signage subcontractor.

END OF SECTION

SECTION 10 2113
METAL TOILET COMPARTMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Painted steel toilet compartments configured as toilet enclosures and urinal screens.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For toilet compartments. Include plans, elevations, sections, and attachment details.
- C. Samples for each type of toilet compartment material indicated.

1.3 CLOSEOUT SUBMITTALS

- A. Maintenance data.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines for Buildings and Facilities for toilet compartments designated as accessible.

2.2 PAINTED STEEL TOILET COMPARTMENTS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Accurate Partitions Corp., an ASI Group Company.
 - 2. Bradley Corporation.
 - 3. General Partitions Mfg. Corp.
 - 4. Hadrian Manufacturing Inc.
 - 5. Marlite.

- B. Toilet-Enclosure Style: Overhead braced and Floor anchored.
- C. Urinal-Screen Style: Wall hung, flat panel.
- D. Door, Panel, and Pilaster Construction: Seamless, metal facing sheets pressure laminated to core material; with continuous, interlocking molding strip or lapped-and-formed edge closures; corners secured by welding or clips and exposed welds ground smooth. Exposed surfaces shall be free of pitting, seam marks, roller marks, stains, discolorations, telegraphing of core material, or other imperfections.
 - 1. Core Material: Manufacturer's standard sound-deadening honeycomb of resin-impregnated kraft paper in thickness required to provide finished thickness of 1 inch for doors and panels and 1-1/4 inches for pilasters.
 - 2. Grab-Bar Reinforcement: Provide concealed internal reinforcement for grab bars mounted on units of size and material adequate for panel to withstand applied downward load on grab bar of at least 250 lbf, when tested according to ASTM F446, without deformation of panel.
 - 3. Tapping Reinforcement: Provide concealed reinforcement for tapping (threading) at locations where machine screws are used for attaching items to units.
- E. Urinal-Screen Construction:
 - 1. Flat-Panel Urinal Screen: Matching panel construction.
- F. Facing Sheets and Closures: Electrolytically coated steel sheet with nominal base-metal (uncoated) thicknesses as follows:
 - 1. Pilasters, Braced at Both Ends: Manufacturer's standard thickness, but not less than 0.036 inch.
 - 2. Pilasters, Unbraced at One End: Manufacturer's standard thickness, but not less than 0.048 inch.
 - 3. Panels: Manufacturer's standard thickness, but not less than 0.030 inch.
 - 4. Doors: Manufacturer's standard thickness, but not less than 0.030 inch.
 - 5. Flat-Panel Urinal Screens: Thickness matching the panels.
- G. Pilaster Shoes Sleeves (Caps): Stainless steel sheet, not less than 0.031-inch nominal thickness and 3 inches high, finished to match hardware.
- H. Brackets (Fittings):
 - 1. Stirrup Type: Ear or U-brackets; chrome-plated zamac.
- I. Steel Sheet Finish: Manufacturer's standard baked-on finish.
 - 1. Color: As selected by Architect from manufacturer's full range.

2.3 HARDWARE AND ACCESSORIES

- A. Hardware and Accessories: Manufacturer's standard operating hardware and accessories.
 - 1. Material: Chrome-plated zamac.
 - 2. Provide units that comply with regulatory requirements for accessibility at compartments designated as accessible.

- B. Overhead Bracing: Manufacturer's standard continuous, extruded-aluminum head rail with antigrip profile and in manufacturer's standard finish.
- C. Anchorages and Fasteners: Manufacturer's standard exposed fasteners of stainless steel, finished to match the items they are securing, with theft-resistant-type heads. Provide sex-type bolts for through-bolt applications. For concealed anchors, use stainless steel, hot-dip galvanized steel, or other rust-resistant, protective-coated steel compatible with related materials.

2.4 FABRICATION

- A. Fabrication, General: Fabricate toilet compartment components to sizes indicated. Coordinate requirements and provide cutouts for through-partition toilet accessories, and solid blocking within panel where required for attachment of toilet accessories.
- B. Overhead-Braced Units: Provide manufacturer's standard corrosion-resistant supports, leveling mechanism, and anchors at pilasters to suit floor conditions. Provide shoes at pilasters to conceal supports and leveling mechanism.
- C. Floor-Anchored Units: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment nuts at pilasters for structural connection to floor. Provide shoes at pilasters to conceal anchorage.
- D. Urinal-Screen Posts: Provide manufacturer's standard corrosion-resistant anchoring assemblies with leveling adjustment at bottoms of posts. Provide shoes and sleeves (caps) at posts to conceal anchorage.
- E. Door Size and Swings: Unless otherwise indicated, provide 24-inch- wide, in-swinging doors for standard toilet compartments and 36-inch- wide, out-swinging doors with a minimum 32-inch- wide, clear opening for compartments designated as accessible.

PART 3 - EXECUTION

3.1 INSTALLATION

1. General: Comply with manufacturer's written installation instructions. Install units rigid, straight, level, and plumb. Secure units in position indicated with manufacturer's recommended anchoring devices. Maximum Clearances:
 - a. Pilasters and Panels: 1/2 inch.
 - b. Panels and Walls: 1 inch.
2. Stirrup Brackets: Secure panels to walls and to pilasters with no fewer than three brackets attached at midpoint and near top and bottom of panel.
 - a. Locate wall brackets so holes for wall anchors occur in masonry or tile joints.
 - b. Align brackets at pilasters with brackets at walls.

3.2 ADJUSTING

- A. Hardware Adjustment: Adjust and lubricate hardware according to hardware manufacturer's written instructions for proper operation. Set hinges on in-swinging doors to hold doors open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors to return doors to fully closed position.

END OF SECTION 10 2113

**SECTION 10 2800
TOILET AND BATH ACCESSORIES**

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes the following:
 - 1. Toilet and bath accessories

1.2 SUBMITTALS

- A. Product Data: Include construction details, material descriptions and thicknesses, dimensions, profiles, fastening and mounting methods, specified options, and finishes for each type of accessory specified.
- B. Setting Drawings: For cutouts required in other work; include templates, substrate preparation instructions, and directions for preparing cutouts and installing anchoring devices.
- C. Product Schedule (Shop Drawings): Indicating types, quantities, sizes, and installation locations by room of each accessory required. Use designations indicated in the Toilet and Bath Accessory Schedule and room designations indicated on Drawings in product schedule.
- D. Maintenance Data: For accessories to include in maintenance manuals specified in Division 1. Provide lists of replacement parts and service recommendations.

1.3 QUALITY ASSURANCE

- A. Product Options: Accessory requirements, including those for materials, finishes, dimensions, capacities, and performance, are established by specific products indicated in the Toilet and Bath Accessory Schedule.
 - 1. Products of other manufacturers with equal characteristics, as judged solely by the Architect, may be provided.
 - 2. Do not modify aesthetic effects, as judged solely by Architect, except with Architect's approval. Where modifications are proposed, submit comprehensive explanatory data to the Architect for review.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering accessories that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Toilet and Bath Accessories:
 - a. American Specialties, Inc.
 - b. Bobrick Washroom Equipment, Inc.
 - c. Bradley Corporation.
 - d. As listed

2.2 MATERIALS

- A. Stainless Steel: ASTM A 666, Type 304, with No. 4 finish (satin), in 0.0312-inch minimum nominal thickness, unless otherwise indicated.
- B. Brass: ASTM B 19, leaded and unleaded flat products; ASTM B 16, rods, shapes, forgings, and flat products with finished edges; ASTM B 30, castings.

- C. Sheet Steel: ASTM A 366, cold rolled, commercial quality, 0.0359-inch minimum nominal thickness; surface preparation and metal pretreatment as required for applied finish.
- D. Galvanized Steel Sheet: ASTM A 653, G60.
- E. Chromium Plating: ASTM B 456, Service Condition Number SC 2 (moderate service), nickel plus chromium electrodeposited on base metal.
- F. Baked-Enamel Finish: Factory-applied, gloss- white, baked-acrylic-enamel coating.
- G. Mirror Glass: ASTM C 1036, Type I, Class 1, Quality q2, nominal 6.0 mm thick, with silvering, electroplated copper coating, and protective organic coating complying with FS DD-M-411.
- H. Galvanized Steel Mounting Devices: ASTM A 153, hot-dip galvanized after fabrication.
- I. Fasteners: Screws, bolts, and other devices of same material as accessory unit, tamper and theft resistant when exposed, and of galvanized steel when concealed.

2.3 FABRICATION

- A. General: One, maximum 1-1/2-inch-diameter, unobtrusive stamped manufacturer logo, as approved by Architect, is permitted on exposed face of accessories. On interior surface not exposed to view or back surface of each accessory, provide printed, waterproof label or stamped nameplate indicating manufacturer's name and product model number.
- B. Framed Glass-Mirror Units: Fabricate frames for glass-mirror units to accommodate glass edge protection material. Provide mirror backing and support system that permits rigid, tamper-resistant glass installation and prevents moisture accumulation.
 - 1. Provide galvanized steel backing sheet, not less than 0.034 inch and full mirror size, with nonabsorptive filler material. Corrugated cardboard is not an acceptable filler material.
 - 2. Sizes as indicated on drawings.
- C. Mirror-Unit Hangers: Provide mirror-unit mounting system that permits rigid, tamper- and theft-resistant installation, as follows:
 - 1. One-piece, galvanized steel, wall-hanger device with spring-action locking mechanism to hold mirror unit in position with no exposed screws or bolts.
- D. Keys: Provide universal keys for internal access to accessories for servicing and resupplying. Provide minimum of six keys to Owner's representative.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: The General Contractor shall provide sheet metal blocking for fastening all accessories behind gypsum wallboard.
- B. Install accessories according to manufacturers' written instructions, using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.
- C. Secure mirrors to walls in concealed, tamper- resistant manner with special hangers, toggle bolts, or screws. Set units level, plumb, and square at locations indicated, according to manufacturer's written instructions for substrate indicated.

3.2 ADJUSTING AND CLEANING

- A. Adjust accessories for unencumbered, smooth operation and verify that mechanisms function properly. Replace damaged or defective items.
- B. Remove temporary labels and protective coatings.
- C. Clean and polish exposed surfaces according to manufacturer's written recommendations.

3.3 TOILET ACCESSORY SCHEDULE

- A. Soap Dispensers – Surface Mounted: Furnished by Owner, backing and installation by General Contractor.
- B. Toilet Tissue Holders: Furnished by Owner, backing and installation by General Contractor
- C. Paper Towel Dispenser: Furnished by Owner, backing and installation by General Contractor.
- D. Hand Sanitizer: Furnished by Owner, backing and installation by General Contractor
- E. Framed Mirrors: Stainless-Steel, Angle- Framed Mirror, fabricated from minimum nominal 0.05-inch-thick stainless-steel angles, with square corners mitered, welded, and ground smooth. Concealed hangers. ¼-inch polished float mirror glass conforming to ASTM C 1036, Type I, Class 1, Quality q2, nominal 6.0 mm thick, with silvering, electroplated copper coating, and protective organic coating complying with FS DD-M-411. Size shown on drawings.
 - 1. American Specialties, Inc. 0600
 - 2. Bobrick: Series B-290.
 - 3. Bradley: Model 780.
- F. Grab Bars: Where indicated on drawings.
 - 1-1/2-inch outside diameter stainless-steel, of minimum 0.05-inch thickness, with satin finish and safety grip. Concealed mounting. Sizes and shapes as shown on drawings. Bars to provide 1-1/2-inch clearance between bar and wall.
 - 1. American Specialties, Inc. No. 3200 Series
 - 2. Bobrick: Series B-6806-99.
 - 3. Bradley: Series 812-2.
- G. Robe Hooks: Stainless steel, ASI 7340. Two per room mounted on back of door. One at 48" and one at 72"..
- H. Diaper Changing Station: Wall-mounted folding diaper changing station for use in commercial toilet facilities, meeting or exceeding ASTM F 2255.
 - 1. Style: Horizontal.
 - 2. Material: Polyethylene.
 - 3. Mounting: Surface.
 - 4. Manufacturers:
 - a. Koala Kare Products : www.koalabear.com.

3.4 SHOWER AND TUB ACCESSORIES

- A. Shower Curtain Rod: Stainless steel tube, 1 inch outside diameter, 0.04 inch wall thickness, satin-finished, with 3 inch outside diameter, minimum 0.04 inch thick satin-finished stainless steel flanges, for concealed mounting. ASI 1214 plus ASI 1200SHU hooks.
- B. Folding Shower Seat: Wall-mounted recessed; welded tubular seat frame, structural support members, hinges and mechanical fasteners of Type 304 stainless steel, rectangular seat. ASI 8208
 - 1. Seat: One-piece, pan-type, 0.05 inch stainless steel sheet, Type 304. Weld seams and grind smooth.

*** END OF SECTION 10 2800***

SECTION 105100

LOCKERS 37000

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. 12-inch Wide Double-Tier S-Style Designer Wood Lockers.

1.2 REFERENCES

- A. ADAAG - Americans with Disabilities Act, Accessibility Guidelines.
- B. IBC - International Building Code.
- C. LEED Submittal Requirements NC v3.0: Sustainable Design Requirements – LEED for New Construction and the LEED NC v3.0 reference guide.

1.3 RELATED SECTIONS

- A. Section 06 1053 – Miscellaneous Rough Carpentry; Wood blocking and nailers

1.4 SUBMITTALS

- A. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation methods.
- B. Shop Drawings: Prepared specifically for this project; show dimensions of lockers and interface with other products.
- B. Selection Samples: For each finish product specified, two complete sets of color chips representing manufacturer's full range of available colors and patterns.

1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Manufacturer shall have a Quality System in place to ensure and be able to substantiate that manufactured units conform to requirements and match the approved design and must be ISO 9001:2015 certified.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging, in a dry, ventilated area until ready for installation.
- B. Locker components shall be stored flat, if shipped unassembled, until assembly. All finishes shall be protected from soiling and damage during handling.
- C. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.7 WARRANTY

- A. Manufacturer's standard warranty to repair or replace components of locker products that fail in materials or workmanship within 3 years from date of Substantial Completion.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: Salsbury Industries, 18300 Central Avenue, Carson, CA 90746-4008; Toll Free Tel: 800-LOCKERS (800-562-5377); Fax: 800-562-5399; Email: salsbury@lockers.com; Website: www.lockers.com.

- B. Substitutions: See Section 01 2500 Substitution Procedures.

2.2 LOCKERS

Single-tier, double-tier, double-tier s-style, triple-tier, four-tier, five-tier box style and six-tier box style 12-inch wide designer wood lockers: Constructed of industrial grade particleboard and covered with durable plastic laminate; includes a lift up handle and recessed hasp for added security; can accommodate built-in combination or key locks, combination or key padlocks, resettable combination locks or electronic locks. Lockers are available as fully assembled units only and require minor assembly.

- A. 12-inch Wide Designer Wood Locker Series:
1. 37000 series: Double-tier S-style.
- B. Unit Width: 12 inches (304 mm).
- C. Unit Height:
1. 6 foot locker units:
 - a. 76 inches (1,930 mm) with bases.
 - b. 72 inches (1,828 mm) without bases.
- D. Unit Depth:
1. 18 inches (457 mm).
- E. Unit Assembly: Requires minor assembly.
- F. Laminate Color: (Verify Selection w/ Owner & Architect)
1. Color: Gray - standard.
 2. Color: Blue - standard.
 3. Color: Black - standard.
 4. Color: Maple - standard.
 5. Color: Cherry - standard.
 6. Color: Mahogany - standard.

2.3 INTERIOR EQUIPMENT

- A. ADA Compliant Lockers (Recessed Handles with Multi-Point Latch):
1. Single-tier, double-tier, and triple-tier lockers:
Additional shelf at maximum 48 inches (1,219 mm) off the floor for unobstructed forward and side reach.
 2. Handicapped Locker Compartment Bottom: Minimum of 15 inches (381 mm) off the floor or an extra shelf placed 15 inches (381 mm) off the floor for unobstructed forward and side reach.
 3. Hooks and rods as specified.
- B. Standard Hardware Features:
1. Double Tier, Double Tier S-Style and Triple Tier Designer Wood Lockers:
 - a. Padlock hasp.
 - b. One top-mounted, two-pronged stainless steel coat hook.
 - c. One 5 inch (127 mm) deep shelf.
 - d. Two heavy duty concealed door hinges.

2.4 OPTIONAL EQUIPMENT

- A. Sloping hoods:
1. 12 inches (305 mm) for 1-wide units.
 2. 36 inches (914 mm) for 3-wide units.

- B. Bases: 4 inches (102 mm) high.
- C. Fillers:
 - 1. Flat top fillers:
 - a. Flat top in-line top fillers.
 - b. Flat top corner fillers.
 - 2. Sloping hood fillers:
 - a. Sloping In-line top fillers.
 - b. Sloping corner fillers.
 - 3. Front fillers:
 - a. 9 inch (229 mm) wide filler panels.
 - b. 15 inch (381 mm) wide filler panels.
 - c. Vertical corner fillers.
- D. Side panels:
 - 1. Single end side panels:
 - a. Without sloping hoods.
 - b. With sloping hoods.
 - 2. Double end side panels:
 - a. Without sloping hoods.
 - b. With sloping hoods.
- E. Built-In Locks:
 - 1. Built-in combination locks.
 - 2. Built-in keyed locks.
 - 3. Built-in resettable combination locks.
 - 4. Built-in electronic locks.
- F. Padlocks:
 - 1. Combination padlocks.
 - 2. Keyed padlocks.
- G. Master keys:
 - 1. Master control key for built-in combination locks.
 - 2. Master control key for built-in keyed locks.
 - 3. Master control key for built-in resettable combination locks.
 - 4. Master control key for combination padlocks.
- H. Additional compartment shelf.
- I. Engraved name/number plates.

2.5 CUSTOMIZATION

- A. Custom colors – For all custom colors available, contact Salsbury Industries or visit www.lockers.com/customdesignerlockers:
 - 1. Minimum order of ten locker frames.
- B. Ventilation grill: Improved air flow throughout locker compartment.
- C. Coat rod: Additional garment storage capability.
- D. Visibility window: Polycarbonate window to view locker contents.
- E. Lockers without doors: Easy storage access.

- F. Lockable interior compartment: Add protection for items.

2.6 CONSTRUCTION

- A. Locker Body – Tops, bottoms, sides, backs and shelves are precision machined:
 - 1. Locker shall be fabricated using doweled and glued assembly process.
 - 2. Tops and bottoms with three sides formed to 90 degrees, the front offset formed to be flush with horizontal frame member.
 - 3. Shelves with four sides formed to 90 degrees.
- B. Locker Doors – Doors are precision machined:
 - 1. Door:
 - a. Doors have four radial edges.
 - b. Routed inset to insert and attach number plates.
 - 2. Ventilation – 1/2 inch (12.7 mm) opening between door and frame on locker top and bottom provide unrestricted airflow:
 - a. Customizable venting option available.
 - 3. Single-point latching:
 - a. Recessed handle in door.
 - b. Integral Pocket and Pull: 22 gauge powder coated stainless steel securely fastened to door with two lugs and a positive tamper-resistant decorative fastener.
 - I. Pocket Depth: Sufficient to prevent a combination padlock, built-in combination lock, or key lock from protruding beyond door face.
 - II. Pull: Formed in pocket.
 - III. Padlock Staple: Protruding through pocket.
 - c. Provide lock hole cover plate for use with padlocks.
 - d. Locking Device: 11 gauge steel hasp welded to locker frame; include surface for engaging the bolt of a built-in combination or key lock and anti-pry lug and slot to deter prying open when locked.
 - e. Firmly secure rubber silencers to locker frame.
- C. Fabricate locker parts square, rigid and without warp, with the finished faces flat and free of scratches and chips.
- D. Fabricate corners and fillers as required for installation.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.3 INSTALLATION

- A. Install in accordance with Salsbury Industry's installation instructions.
- B. Anchor the units to the wall studs through the locker back and to the floor.
- C. Lockers can be either floor-mounted or installed on concrete or wood bases as scheduled or indicated. Floor or base shall be level for proper installation.

3.4 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

SECTION 12 3661

SOLID SURFACING COUNTERTOPS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Solid surface material countertops.
 - 2. Solid surface material backsplashes.
 - 3. Solid surface material end splashes.
 - 4. Solid surface material apron fronts.

1.2 ACTION SUBMITTALS

- A. Product Data: For countertop materials.
- B. Shop Drawings: For countertops. Show materials, finishes, edge and backsplash profiles, methods of joining, and cutouts for plumbing fixtures.
- C. Samples: For each type of material exposed to view.

PART 2 - PRODUCTS

2.1 SOLID SURFACE COUNTERTOP MATERIALS

- A. Solid Surface Material: Homogeneous-filled plastic resin complying with ICPA SS-1.
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide product indicated on Drawings **(and matching the product installed during most recent main level restroom renovation)** or comparable product by one of the following:
 - a. Avonite Surfaces.
 - b. E. I. du Pont de Nemours and Company.
 - c. Formica Corporation.
 - d. LG Chemical, Ltd.
 - e. Meganite Inc.
 - f. Samsung Chemical USA, Inc.
 - g. Swan Corporation (The).
 - h. Transolid Div of Trumbull Industries.
 - i. Wilsonart International Holdings, Inc.
 - 2. Type: Provide Standard type unless Special Purpose type is indicated.
 - 3. Colors and Patterns: As selected by Architect from manufacturer's full range.

2.2 COUNTERTOP FABRICATION

- A. Fabricate countertops according to solid surface material manufacturer's written instructions and to the AWI/AWMAC/WI's "Architectural Woodwork Standards."
 - 1. Grade: Custom.
- B. Configuration:
 - 1. Front: Straight, slightly eased at top.
 - 2. Backsplash: Straight, slightly eased at corner.
 - 3. End Splash: Matching backsplash.
- C. Countertops: 3/4-inch- thick, solid surface material with front edge built up with same material.
- D. Backsplashes: 1/2-inch- thick, solid surface material.
- E. Joints: Fabricate countertops without joints.
- F. Cutouts and Holes:
 - 1. Undercounter Plumbing Fixtures: Make cutouts for fixtures in shop using template or pattern furnished by fixture manufacturer. Form cutouts to smooth, even curves.

2.3 INSTALLATION MATERIALS

- A. Adhesive: Product recommended by solid surface material manufacturer.
- B. Sealant for Countertops: Comply with applicable requirements in Section 079200 "Joint Sealants."

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Fasten countertops by screwing through corner blocks of base units into underside of countertop. Predrill holes for screws as recommended by manufacturer.
- B. Fasten subtops to cabinets by screwing through subtops into cornerblocks of base cabinets. Shim as needed to align subtops in a level plane.
- C. Secure countertops to subtops with adhesive according to solid surface material manufacturer's written instructions.
- D. Bond joints with adhesive and draw tight as countertops are set. Mask areas of countertops adjacent to joints to prevent adhesive smears.

- E. Install backsplashes and end splashes by adhering to wall and countertops with adhesive.
- F. Install aprons to backing and countertops with adhesive.
- G. Complete cutouts not finished in shop. Mask areas of countertops adjacent to cutouts to prevent damage while cutting. Make cutouts to accurately fit items to be installed, and at right angles to finished surfaces unless beveling is required for clearance. Ease edges slightly to prevent snipping.
- H. Apply sealant to gaps at walls; comply with Section 079200 "Joint Sealants."

END OF SECTION 12 3661

Plymouth City Hall - Lower Restrooms Renovation

Plymouth, MN

LOCATION MAP



PROJECT LOCATION

SITE MAP



PROJECT LOCATION

CONTACTS

OWNER

PLYMOUTH CITY HALL
3400 PLYMOUTH BLVD.
PLYMOUTH, MN 55447
CONTACT: AMY HANSON
PHONE: 612-570-5307
EMAIL: aehanson@plymouthmn.gov

OTHER

ARCHITECT

HJS ARCHITECTURE
2261 7TH STREET NW
NEW BRIGHTON, MN 55112
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PHONE: 612-251-6915
EMAIL: hans@hjsarchitecture.com

DRAWING INDEX

T100 TITLE SHEET & CODE SUMMARY
T101 STANDARD MOUNTING HEIGHTS

A100 LOWER LEVEL FLOOR PLANS
A120 REFLECTED CEILING PLANS
A200 LOWER LEVEL ELEVATIONS
A600 SCHEDULES AND TYPES

DESIGN-BUILD EXPECTATIONS

HVAC

- TURNKEY DESIGN-BUILD BY MECHANICAL CONTRACTOR, LL TO APPROVE AND REVIEW SHOPS AND SPECS PRIOR TO INSTALLATION.
- MECHANICAL CONTRACTOR TO PROVIDE NEW SUPPLY DIFFUSERS, RETURN AIR GRILLES, DUCTWORK (ROUND WHERE EXPOSED), AND NEW ROOF TOP UNITS AS NECESSARY.
- CONFIRM ZONING REQUIREMENTS WITH TENANT.
- ENTIRE BUILD-OUT SHALL BE AIR CONDITIONED.
- HVAC SYSTEM TO MEET ALL CODE REQUIREMENTS.

POWER / ELECTRICAL

- TURNKEY DESIGN-BUILD BY ELECTRICAL CONTRACTOR, LL TO APPROVE AND REVIEW SHOPS AND SPECS PRIOR TO INSTALLATION.
- LIGHTING FIXTURES SHOWN ARE FOR REFERENCE ONLY.
- PROVIDE OUTLETS, SWITCHES, VOICE DATA LOCATIONS, PANELBOARDS, ETC., AS REQUIRED AND PER OWNER AND CODE REQUIREMENTS.
- PROVIDE FIRE ALARM SYSTEM AND EMERGENCY LIGHTING AS REQUIRED BY CODE.
- POWER DESIGN SHALL MEET ALL CODE REQUIREMENTS.
- ALL EXPOSED CONDUIT, SUSPENDED CEILING FIXTURES MOUNT KITS AND ASSOCIATED ELECTRICAL WORK TO BE PAINTED TO MATCH CEILING UNLESS NOTED OTHERWISE.
- CONFIRM LIGHT FIXTURE INSTALL HEIGHTS AFF. WITH OWNER/ARCHITECT PRIOR TO INSTALLATION.
- POWER / ELECTRICAL DESIGN TO BE SUBMITTED TO ALL GOVERNING AUTHORITIES INCLUDING, BUT NOT LIMITED TO, AGENCIES REGULATING MN IECC.

PLUMBING

- TURNKEY DESIGN-BUILD BY MECHANICAL CONTRACTOR, LL TO APPROVE AND REVIEW SHOPS AND SPECS PRIOR TO INSTALLATION.
- PLUMBING CONTRACTOR TO PROVIDE AND INSTALL ALL PLUMBING FIXTURES AS SHOWN ON PROJECT DOCUMENTS, CONFIRM SELECTION WITH TENANT.
- PROVIDE HOT WATER HEATERS AS REQUIRED FOR NEW FIXTURES.
- PAINT ALL NEW AND EXISTING EXPOSED MECH. PIPING TO MATCH ADJACENT SURFACES UNLESS NOTED OTHERWISE.
- PLUMBING SYSTEM TO MEET ALL CODE REQUIREMENTS.
- PLUMBING DESIGN TO BE SUBMITTED TO ALL GOVERNING AUTHORITIES INCLUDING, BUT NOT LIMITED TO, AGENCIES DETERMINING SAC & WAC.

FIRE PROTECTION / SPRINKLER

- DESIGN-BUILD BY FIRE SPRINKLER CONTRACTOR, LL TO APPROVE AND REVIEW SHOPS AND SPECS PRIOR TO INSTALLATION.
- PAINT ALL NEW AND EXISTING EXPOSED FP PIPING TO MATCH ADJACENT SURFACE UNLESS NOTED OTHERWISE.
- FIRE SPRINKLER CONTRACTOR TO MODIFY EXISTING FIRE SPRINKLER SYSTEM FOR NEW PLAN LAYOUT.
- SPRINKLER HEADS SHALL BE SEMI-RECESSED IN AREAS WITH SUSPENDED ACOUSTIC CEILING SYSTEMS.
- FIRE SPRINKLER SYSTEM TO MEET ALL CODE REQUIREMENTS.

GENERAL CONSTRUCTION NOTES

1. THE GENERAL CONTRACTOR, ASSOCIATED SUBCONTRACTORS, AND ALL OF THEIR SUBORDINATES (REGARDLESS OF THE TRADE INVOLVED) SHALL FAMILIARIZE THEMSELVES WITH ALL INFORMATION LOCATED WITHIN THE COMPLETE CONSTRUCTION DOCUMENT SET.
2. CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS IN THE FIELD, NOTIFY OWNER/ARCHITECT OF ALL DISCREPANCIES.
3. DO NOT SCALE DRAWINGS FOR BUILDING PURPOSES. USE PLAN INFORMATION, DIMENSIONS, DETAILS, SHOP DRAWINGS & FIELD VERIFICATION.
4. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL LOCAL, STATE, & NATIONAL BUILDING CODES, ORDINANCES AND ACCESSIBILITY CODE.
5. THE CONTRACTOR SHALL AT ALL TIMES KEEP THE PREMISES FREE FROM WASTE MATERIAL AND RUBBISH CAUSED BY THE WORK. THE CONTRACTOR SHALL WASH CLEAN ALL SURFACES & LEAVE THE JOB SITE IN A CLEAN CONDITION.
6. ALL MECHANICAL, ELECTRICAL, PLUMBING, FIREPROTECTION AND AV WORK IS DESIGN-BUILD. COORDINATION WITH THE ARCHITECTURAL DRAWINGS WILL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.
7. ALL GLAZING SHALL BE SAFETY GLAZING, UNLESS NOTED OTHERWISE.
8. EXISTING CONSTRUCTION THAT HAS BEEN DAMAGED AS A RESULT OF THE WORK SHALL BE REPAIRED TO AN EXTENT AND AS REQUIRED TO MATCH ADJACENT.
9. THE ENTIRE AREA WITHIN AND AROUND THE LIMITS OF CONSTRUCTION IS SPRINKLERED; THE CONTRACTOR SHALL COORDINATE MODIFICATIONS TO EXISTING SPRINKLER SYSTEM AS REQUIRED TO ACCOMMODATE SCHEDULED CONSTRUCTION.
10. GENERAL CONTRACTOR SHALL PROVIDE ALL BLOCKING/STRAPPING AS REQUIRED FOR ANCHORING WALL AND CEILING MOUNTED ITEMS INCLUDING, BUT NOT LIMITED TO, MILLWORK, CASEWORK, SHELVING, EQUIPMENT, SYSTEMS, FURNITURE, ETC. ALL BLOCKING SHALL BE ANCHORED SECURELY TO WALL OR FLOOR/CEILING CONSTRUCTION AS REQUIRED.
11. PROVIDE TEMPORARY CONSTRUCTION PARTITIONS AS REQUIRED TO PROTECT THE PUBLIC, MAINTAIN EGRESS AND LIMIT DISTURBANCES FROM NOISE, SMELLS, AND DIRT.
12. ALL NEW AND EXISTING GYPSUM BOARD SURFACES WITHIN THE CONSTRUCTION LIMITS TO RECEIVE PAINT UNLESS NOTED OTHERWISE.
13. GRAY (NO WORK) HATCH INDICATES AREAS OUTSIDE OF THE PROJECT SCOPE. UTILITY CONNECTIONS MAY BE REQUIRED IN THESE AREAS; COORDINATE AS REQUIRED TO ACCOMMODATE SCHEDULED CONSTRUCTION.
14. SEE SHEET T101 FOR STANDARD MOUNTING HEIGHTS DIAGRAM FOR ADDITIONAL NOTES ON MOUNTING HEIGHTS FOR EQUIPMENT, FIXTURES, AND ACCESSORIES & PARTITION TYPES.
15. SEE ROOM FINISH SCHEDULE FOR ADDITIONAL NOTES AND INFORMATION.

CODE SUMMARY ANALYSIS

PROJECT SCOPE:

THIS PROJECT CONSISTS OF SELECTIVE DEMOLITION AND RENOVATION OF ONE GROUP OF EXISTING GENDERED BATHROOMS (APPROX. 442 SF), AND ONE SHOWER / LOCKER ROOM AREA (APPROX. 345 SF). THE GOAL OF THE PROJECT IS TO IMPROVE UPON ACCESSIBILITY AND PROVIDE SINGLE-USER SHOWER FACILITIES. BUILDING CIRCULATION AND THE SURROUNDING BUILDING ELEVMENTS ARE EXISTING AND OUTSIDE THE SCOPE OF THIS WORK. MEP AND FIREPROTECTION WORK IS DESIGN-BUILD.

PROJECT ADDRESS:

PLYMOUTH CITY HALL
3400 PLYMOUTH BLVD.
PLYMOUTH, MN 55447

APPLICABLE CODES:

2020 MN STATE BUILDING CODE
2020 MN ACCESSIBILITY CODE
2020 MN CONSERVATION CODE
2020 MN ELECTRICAL CODE
2015 MN PLUMBING CODE
2020 FIRE CODE

INTERNATIONAL BUILDING CODE (IBC):

- USE AND OCCUPANCY CLASSIFICATION (IBC CHAPTER 3)**
 - I. OCCUPANCY GROUP: BUSINESS-B ; PROFESSIONAL SERVICES (IBC 304)
 - II. USES: OFFICE
- SPECIAL REQUIREMENTS (IBC CHAPTER 4)**
 - I. NO SPECIAL REQUIREMENT AREAS
- GENERAL BUILDING HEIGHTS AND AREAS (IBC CHAPTER 5)**
 - I. NO CHANGE IN OVERALL BUILDING AREA AND HEIGHT.
 - II. ALL TENANT SPACES ARE GROUP B, NO SEPARATION IS REQUIRED WITHIN THE TENANT SPACE (IBC TABLE 508.4)
 - III. NO WORK AT INCIDENTAL USE AREAS (IBC TABLE 509)
- CONSTRUCTION TYPE (IBC CHAPTER 6)**
 - I. EXISTING 3B: NO CHANGE TO FIRE-RESISTANT BUILDING ELEMENTS.
 - II. EXISTING ASSEMBLIES OF FIRE-RESISTANT ELEMENTS TO BE MAINTAINED.

E. INTERIOR FINISHES (IBC CHAPTER 8)

- I. INTERIOR FINISHES TO MEET REQUIREMENTS (IBC TABLE 803.13)

GROUP	EXIT ENCLRS	CORRIDORS	ROOMS
B	B	C	C

F. FIRE PROTECTION SYSTEMS (CHAPTER 9)

- I. THE BUILDING IS CURRENTLY SPRINKLED AND ANY MODIFICATIONS SHALL BE IN ACCORDANCE WITH IBC CHAPTER 9, THE FIRE CODE, AND STATE REQUIREMENTS.

G. MEANS OF EGRESS (CHAPTER 10)

- I. NO CHANGE TO EXISTING OCCUPANCY TYPE OR OCCUPANT LOADING. THE TOILET ROOMS ARE ANCILLARY TO ADJACENT EXISTING PROGRAM SPACE. THIS RENOVATION WORK MAINTAINS EXISTING TOILET ROOM FOOTPRINTS.
- II. NEW DOORS SHALL BE CODE COMPLIANT (IBC 1010). SEE DOOR SCHEDULE.
- III. THERE ARE NO STAIRS WITHIN THE SCOPE OF THIS PROJECT (IBC 1011)
- IV. NO EXTENSIONS TO EXISTING COMMON PATHS OF TRAVEL. MAXIMUM 100'-0" LIMIT NOT EXCEEDED (IBC TABLE 1006.2.1).
- V. EXITS REQUIRED: 2 EXITS REQUIRED; 2 PROVIDED (IBC TABLE 1015.1)
- VI. TRAVEL DISTANCE: MAXIMUM TRAVEL DISTANCE OF 300' AT GROUP B OCCUPANCY WITH A SPRINKLER SYSTEM. NOT EXCEEDED. (IBC TABLE 1017.2)
- VII. DEAD ENDS: 50' MAXIMUM. NOT EXCEEDED. (IBC 1020.4, EXC. #2)

H. ACCESSIBILITY (CHAPTER 11 - MN ACCESSIBILITY CODE)

PROJECT SCOPE SHALL BE ACCESSIBLE IN ACCORDANCE WITH IBC CHAPTER 11 AND MN STATE BUILDING CODE REQUIREMENTS.

I. PLUMBING (CHAPTER 29)

- I. TOTAL FIXTURE COUNT (INCLUDED IN THE SCOPE OF THIS WORK):

	W.C.	LAVATORY
PREVIOUS TOTAL	10	10
NEW TOTAL	7	10

LOWER LEVEL PUBLIC MEN'S RESTROOM

002
227 SF
B

LOWER LEVEL PUBLIC WOMEN'S RESTROOM

001
214 SF
B

RESTROOM

006
51 SF
B

SHOWER

005
60 SF
B

LOCKERS

007
78 SF
B

SHOWER

004
66 SF
B

RESTROOM

003
70 SF
B

APPROXIMATE WORK AREA, COORDINATE STAGING AND UTILITY WORK OUTSIDE OF AREA WITH OWNER

NO WORK AREA (SHOWN LIGHT GRAY)

EXIST. CONSTRUCTION (SHOWN DARK GRAY)

EXISTING LOWER LEVEL REFERENCE PLAN (ONLY SOUTH WING SHOWN)

1
T102

1/16" = 1'-0"

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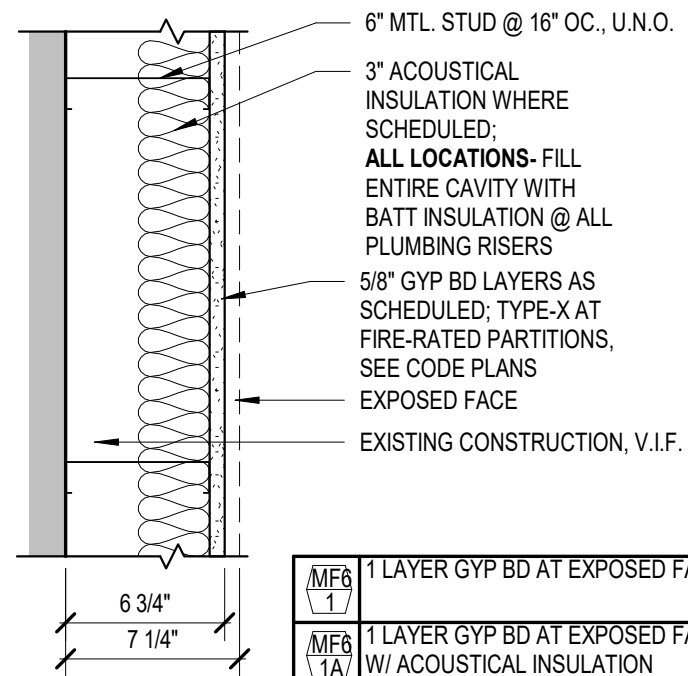
Project number: 2003

Revision: Date: Description:

T100
TITLE SHEET

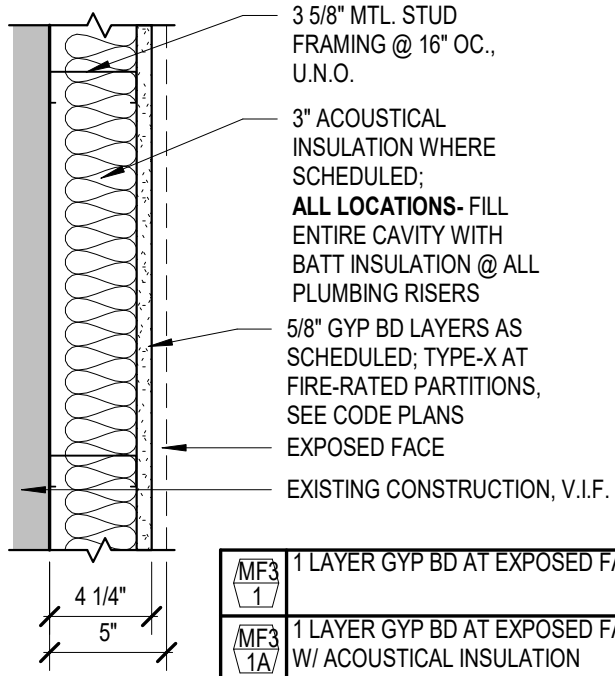
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Architect Hans J. Schmidt, AIA
12/06/2024
License Number: 48983



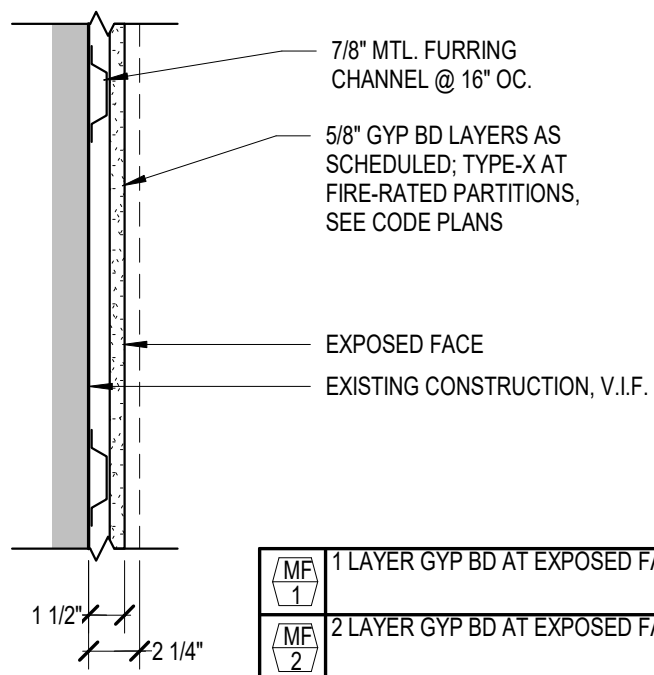
MF6 1	1 LAYER GYP BD AT EXPOSED FACE
MF6 1A	1 LAYER GYP BD AT EXPOSED FACE W/ ACOUSTICAL INSULATION
MF6 2	2 LAYERS GYP BD AT EXPOSED FACE
MF6 2A	2 LAYERS GYP BD AT EXPOSED FACE W/ ACOUSTICAL INSULATION

WALL TYPE MF6



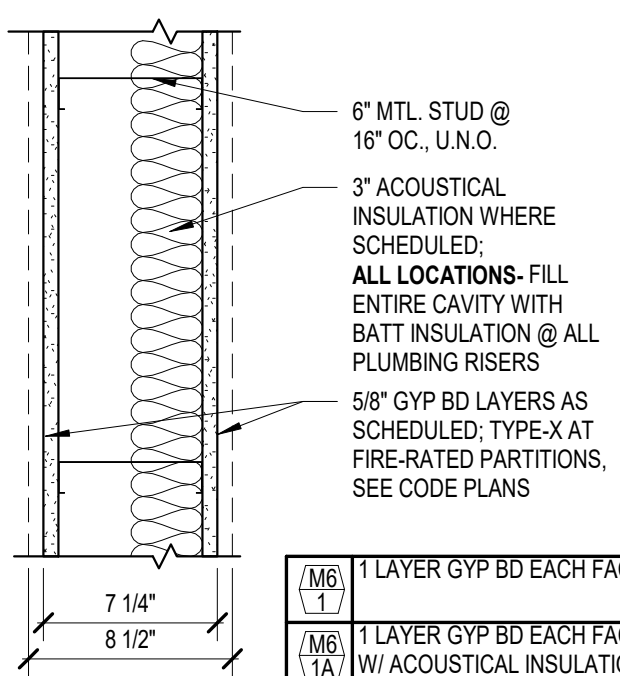
MF3 1	1 LAYER GYP BD AT EXPOSED FACE
MF3 1A	1 LAYER GYP BD AT EXPOSED FACE W/ ACOUSTICAL INSULATION
MF3 2	2 LAYERS GYP BD AT EXPOSED FACE
MF3 2A	2 LAYERS GYP BD AT EXPOSED FACE W/ ACOUSTICAL INSULATION

WALL TYPE MF3



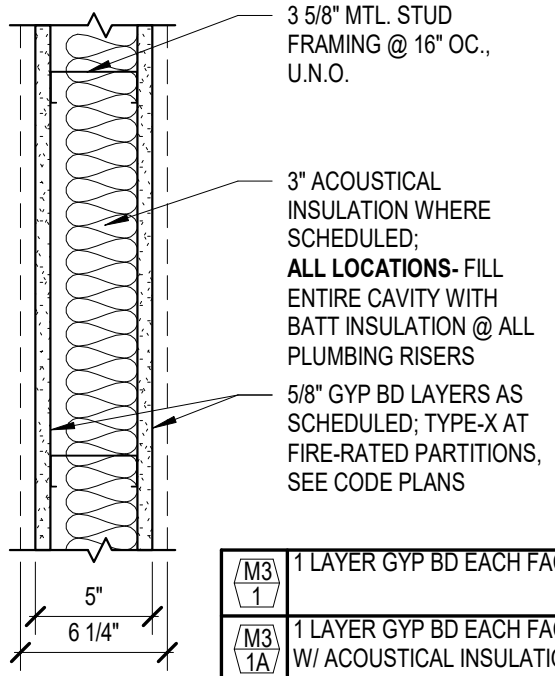
MF1 1	1 LAYER GYP BD AT EXPOSED FACE
MF1 2	2 LAYER GYP BD AT EXPOSED FACE

WALL TYPE MF1



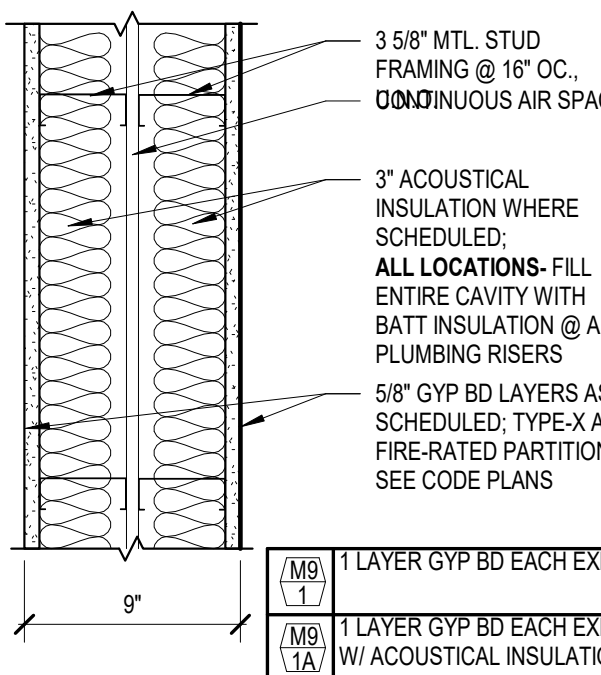
M6 1	1 LAYER GYP BD EACH FACE
M6 1A	1 LAYER GYP BD EACH FACE W/ ACOUSTICAL INSULATION
M6 2	2 LAYER GYP BD EACH FACE
M6 2A	2 LAYER GYP BD EACH FACE W/ ACOUSTICAL INSULATION

WALL TYPE M6



M3 1	1 LAYER GYP BD EACH FACE
M3 1A	1 LAYER GYP BD EACH FACE W/ ACOUSTICAL INSULATION
M3 2	2 LAYER GYP BD EACH FACE
M3 2A	2 LAYER GYP BD EACH FACE W/ ACOUSTICAL INSULATION

WALL TYPE M3



M9 1	1 LAYER GYP BD EACH EXPOSED FACE
M9 1A	1 LAYER GYP BD EACH EXPOSED FACE W/ ACOUSTICAL INSULATION (BOTH SIDES)

WALL TYPE M9

RATED PARTITIONS (WHERE INDICATED ON CODE PLANS) ARE TO MEET OR EXCEED THE FOLLOWING:
1-HR FIRE- UL DESIGN #U419
2-HR FIRE- UL DESIGN #U419

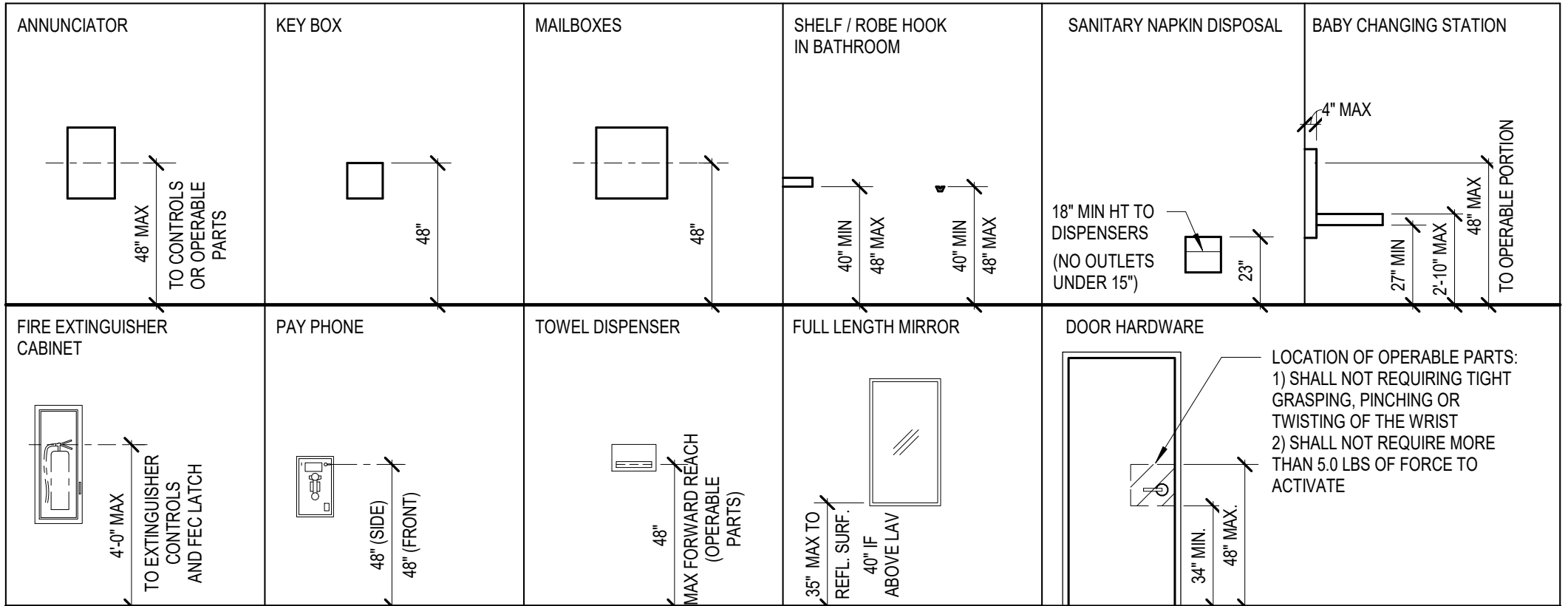
RATED PARTITIONS (WHERE INDICATED ON CODE PLANS) ARE TO MEET OR EXCEED THE FOLLOWING:
1-HR FIRE- UL DESIGN #U419
2-HR FIRE- UL DESIGN #U419

RATED PARTITIONS (WHERE INDICATED ON CODE PLANS) ARE TO MEET OR EXCEED THE FOLLOWING:
1-HR FIRE- UL DESIGN #U419
2-HR FIRE- UL DESIGN #U419

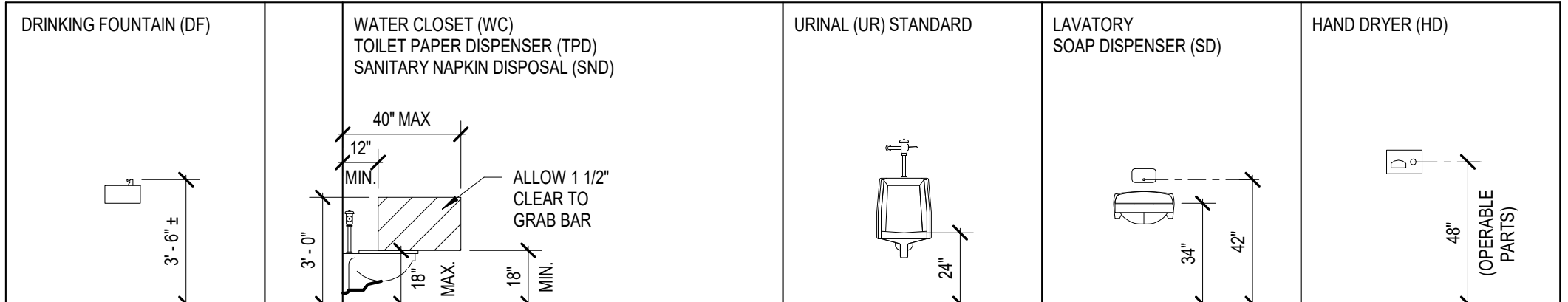
4 PARTITION TYPES
1 1/2" = 1'-0"

STANDARD MOUNTING HEIGHTS

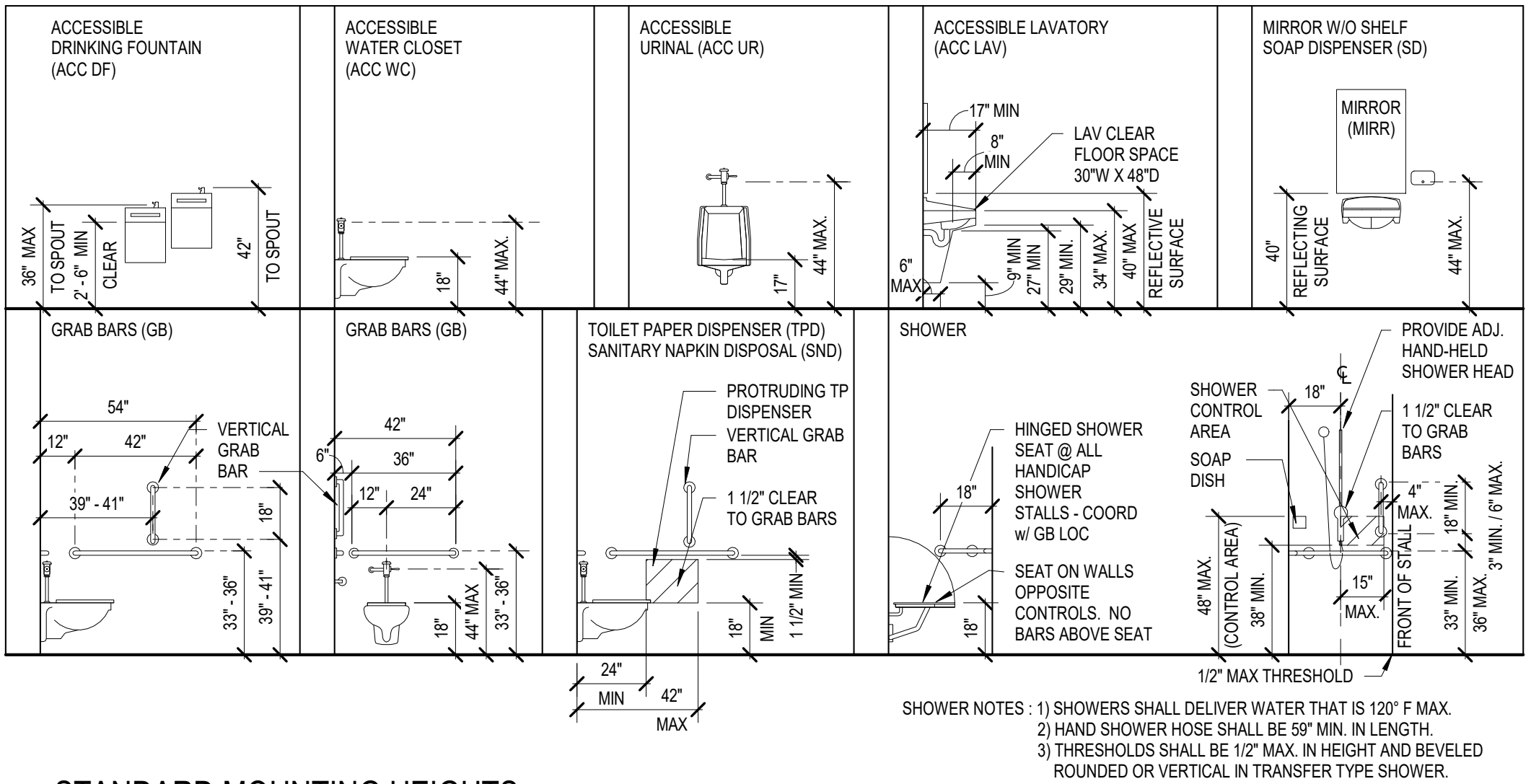
MOUNTING HEIGHTS FOR EQUIPMENT



MOUNTING HEIGHTS FOR TYPICAL FIXTURES & ACCESSORIES

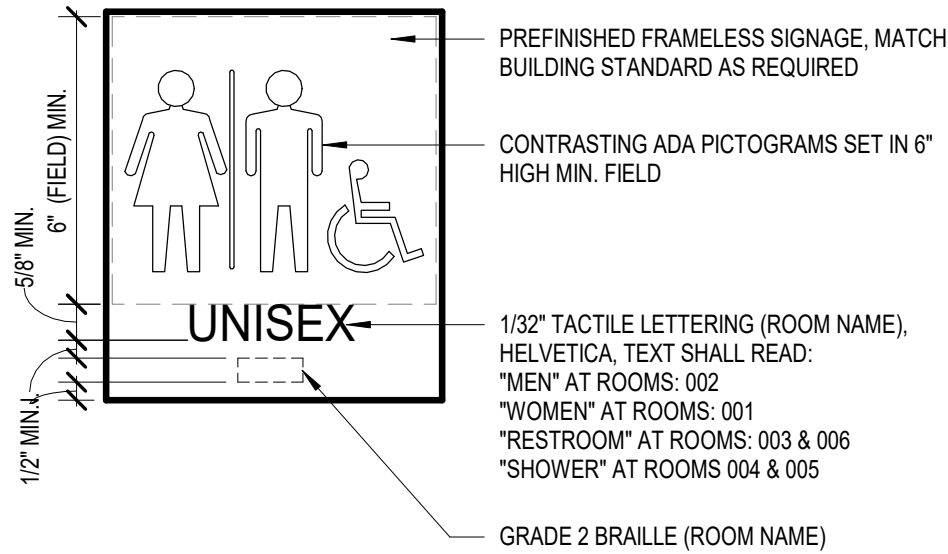


MOUNTING HEIGHTS FOR ACCESSIBLE (ACC) FIXTURES AND ACCESSORIES



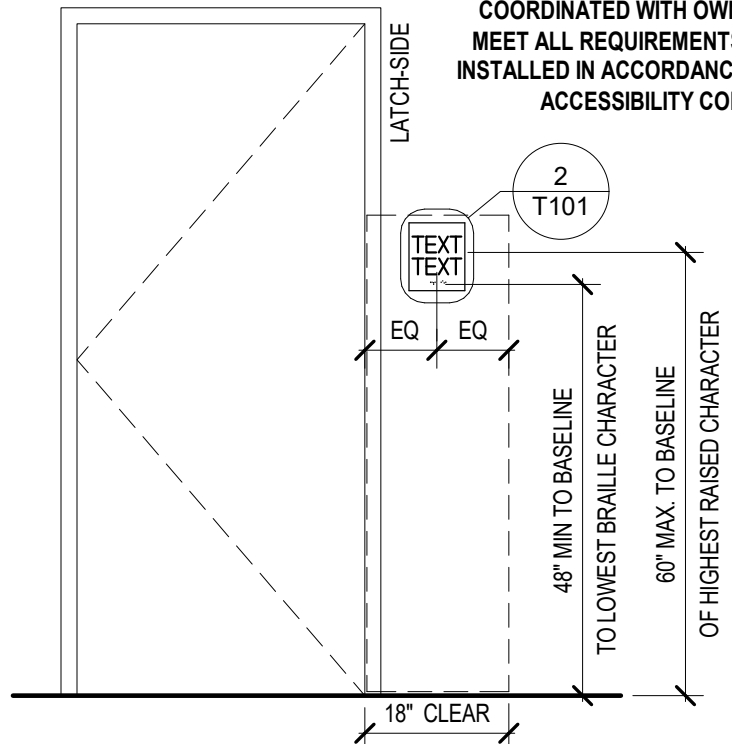
3 STANDARD MOUNTING HEIGHTS
T101/ 1/4" = 1'-0"

NOTE: PURCHASE AND INSTALL OF PREFABRICATED SIGNAGE SHALL BE COORDINATED WITH OWNER AND MEET ALL REQUIREMENTS AND BE INSTALLED IN ACCORDANCE WITH MN ACCESSIBILITY CODE



2 SIGNAGE DETAIL
T101/ 3' = 1'-0"

NOTE: PURCHASE AND INSTALL OF PREFABRICATED SIGNAGE SHALL BE COORDINATED WITH OWNER AND MEET ALL REQUIREMENTS AND BE INSTALLED IN ACCORDANCE WITH MN ACCESSIBILITY CODE



1 ROOM SIGNAGE ELEVATION
T101/ 1/2" = 1'-0"

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Architect Hans J. Schmidt, AIA
12/06/2024
License Number: 48983
Date

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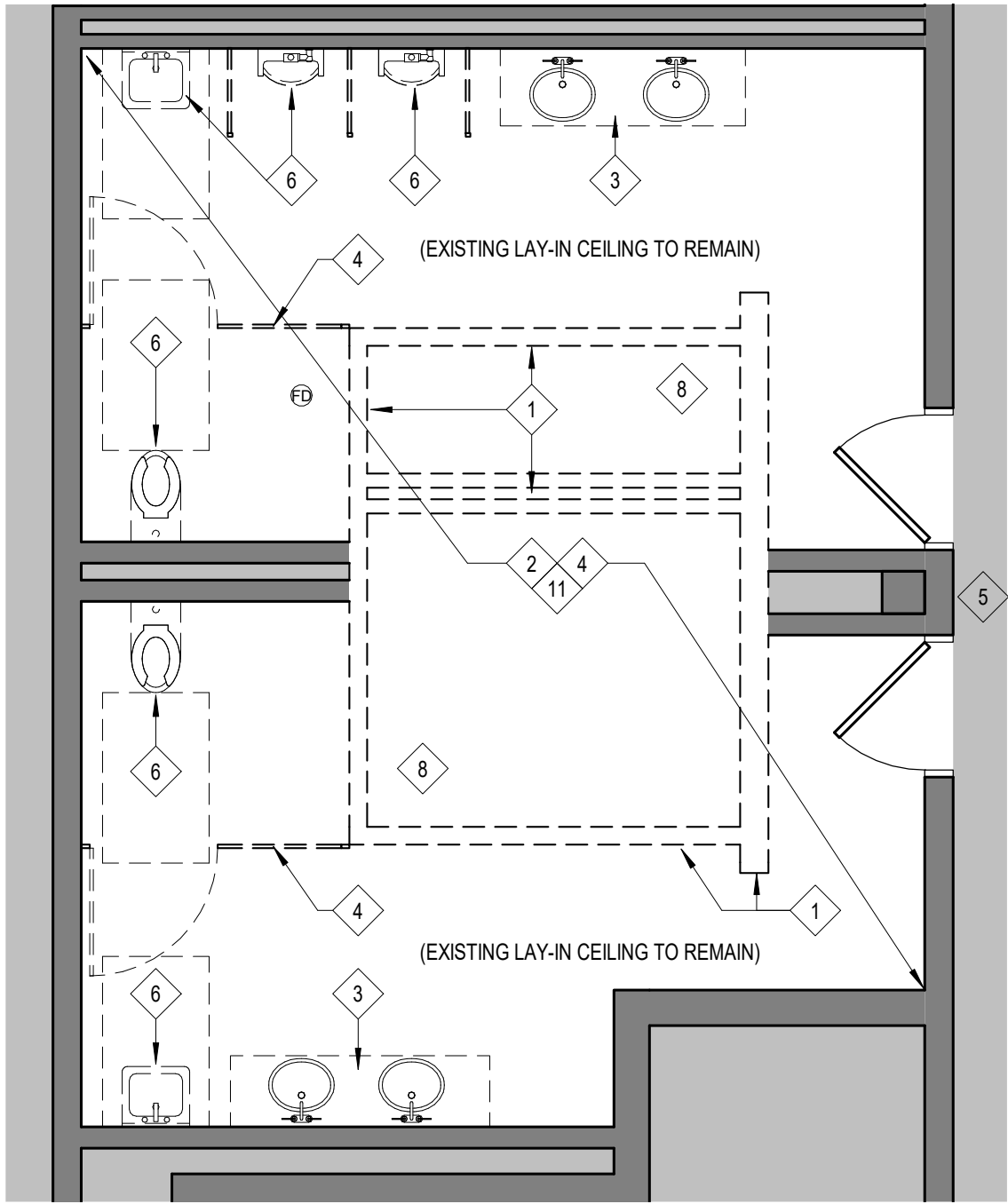
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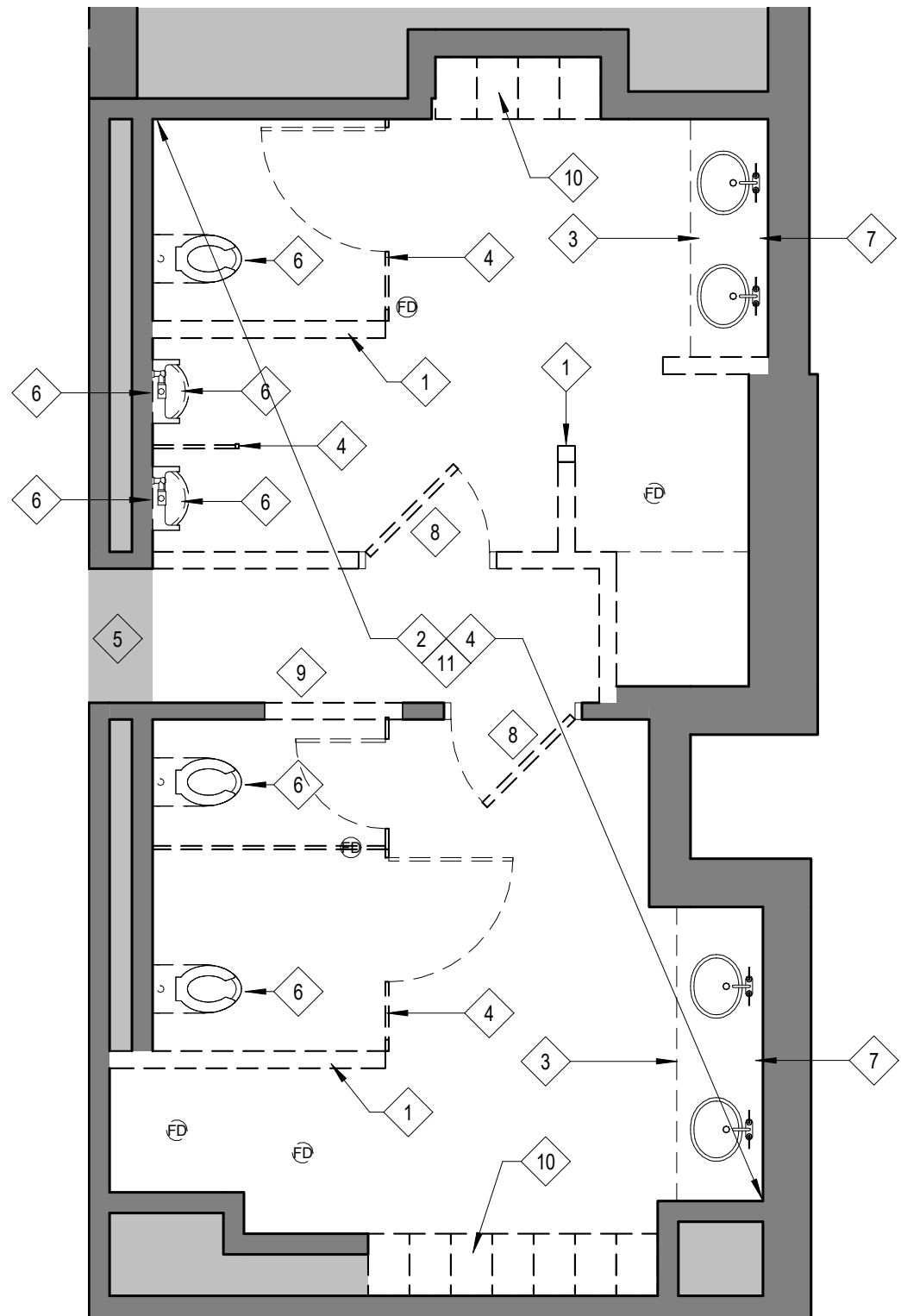
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Project number: 2003
Revision: Date: Description:

T101
STANDARD
MOUNTING
HEIGHTS



4
A100
LOWER LEVEL DEMO PLAN - PUBLIC
1/4" = 1'-0"



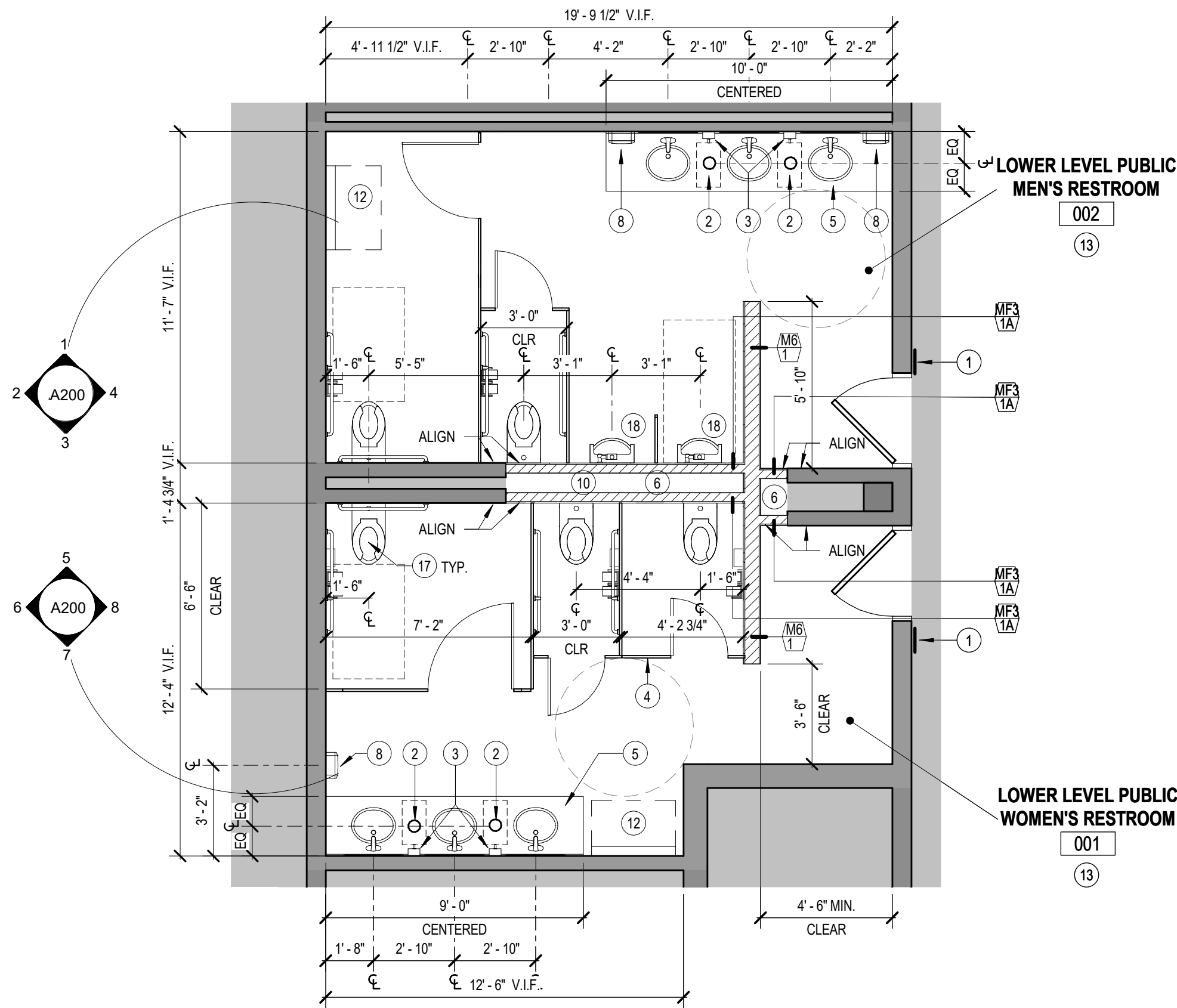
3
A100
LOWER LEVEL DEMO PLAN - LOCKER ROOM
1/4" = 1'-0"

DEMOLITION KEYNOTES

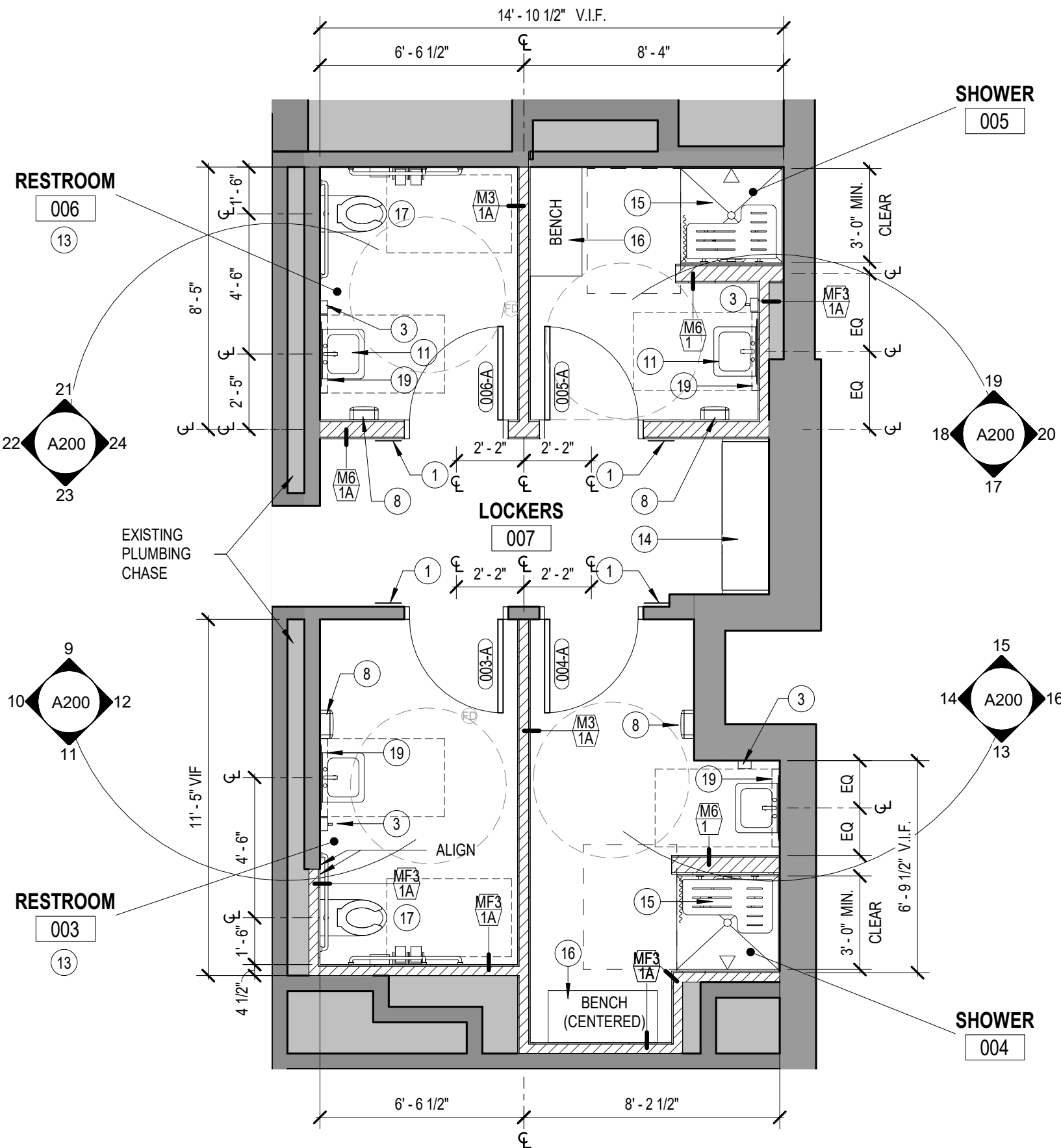
- DEMOLITION OF PARTITION WALL TO ACCOMMODATE SCHEDULED CONSTRUCTION. REMOVE DOORS AND ALL OTHER WALL-MOUNTED ITEMS.
- REMOVE ALL EXISTING FLOOR AND WALL FINISH ASSEMBLIES THROUGHOUT THE SPACE. GC TO CONFIRM CONDITION OF FLOORING AND WALL SUBSTRATES AND REMOVE WHERE DAMAGED OR DEGRADED BEYOND REUSE FOR INTALLATION OF NEW TILE.
- REMOVE ALL EXISTING COUNTERTOPS, ASSOCIATED SINKS, MIRRORS AND OTHER SINK ACCESSORIES.
- REMOVE ALL BATHROOM STALL PARTITIONS.
- PROTECT EXISTING CORRIDOR FROM DAMAGE UNLESS NOTED OTHERWISE. SEE GENERAL DEMOLITION NOTES FOR ADDITIONAL INFORMATION ON PROTECTING THE PUBLIC FROM CONSTRUCTION ACTIVITIES.
- REMOVE EXISTING PLUMBING FIXTURES AND TOILET ACCESSORIES. CONFIRM ALL REQUIRED PROCEDURES BY OWNER FOR CAPPING AND ABANDONMENT OF EXISTING UTILITIES.
- REMOVE EXISTING RADIATOR. MEP IS DESIGN-BUILD. GC TO CONFIRM ABD COORDINATE MEP REQUIREMENTS, REPLACEMENT OR REINSTALLATION.
- REMOVE EXISTING DOOR AND FRAME, CONFIRM SALVAGE WITH OWNER.
- REMOVE PORTION OF WALL FOR NEW DOOR & FRAME. SEE NEW CONSTRUCTION PLAN
- REMOVE EXISTING LOCKERS.
- REVIEW LOCATIONS OF ALL EXISTING FLOOR DRAINS WITH OWNER AND CONFIRM REUSE OR ABANDONMENT REQUIRED TO ACCOMMODATE SCHEDULED CONSTRUCTION. CONFIRM ALL REQUIRED PROCEDURES BY OWNER FOR CAPPING AND ABANDONMENT OF EXISTING UTILITIES.

GENERAL DEMOLITION NOTES

- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND NOTIFY ARCHITECT OF ANY CONFLICT AND/OR DISCREPANCIES PRIOR TO COMMENCING WORK.
- EXISTING CONSTRUCTION SCHEDULED TO REMAIN THAT HAS BEEN DAMAGED AS A RESULT OF THE WORK SHALL BE REPAIRED TO THE EXTENT AS REQUIRED TO MATCH ADJACENT EXISTING UNDAMAGED CONSTRUCTION.
- SHADED "NO WORK" AREAS ON ARCHITECTURAL DRAWINGS ARE FOR REFERENCE PURPOSES ONLY AND ARE NOT MEANT TO INDICATE FULL DEMOLITION EXTENTS - COORDINATE ALL DEMOLITION WORK WITH DESIGN-BUILD PLUMBING, MECHANICAL, ELECTRICAL AND FIRE PROTECTION DRAWINGS.
- GENERAL CONTRACTOR SHALL COORDINATE ALL FIRE SPRINKLER INSTALL WORK WITH CEILING DEMOLITION AND CONSTRUCTION WORK AS REQUIRED.
- UNLESS NOTED OTHERWISE, WITHIN LIMITS OF CONSTRUCTION, EXISTING STRUCTURAL ELEMENTS TO REMAIN.
- FOR ROOMS SCHEDULED FOR NEW FINISHES, REMOVE ALL EXISTING FLOOR AND BASE FINISHES INCLUDING MASTICS AND/OR BONDING AGENTS. REMOVE ANY APPLIED FINISHES INCLUDING EXIST. PREPARE ALL SURFACES AS REQUIRED FOR NEW CONSTRUCTION AND/OR FINISHES. SEE ROOM FINISH SCHEDULE.
- AT DEMOLISHED SURFACES OR SURFACES SCHEDULED TO RECEIVE NEW FINISHES REMOVE AND DISCARD ALL WALL-MOUNTED ITEMS AS REQUIRED. VERIFY WITH OWNER THE COMPLETED REMOVAL OF ALL OWNER-SALVAGED ITEMS BEFORE COMMENCING DEMOLITION.
- ALL CUTTING AND / OR PATCHING WORK REQUIRED BY PLUMBING, ELECTRICAL & MECHANICAL SCOPE THAT IS NOT SHOWN ON THE ARCHITECTURAL DRAWINGS SHALL BE PERFORMED BY THE AFFECTED TRADE.
- AFTER WALLS, EQUIPMENT, OR OTHER ELEMENTS ARE REMOVED, ALL FLOORS, WALLS, AND CEILINGS ARE TO BE PREPARED TO RECEIVE NEW FINISHES AS REQUIRED IN AREA OF WORK. COORDINATE WITH SCHEDULED CONSTRUCTION.
- PLUMBING, MECHANICAL AND ELECTRICAL AND FIRE PROTECTION CONTRACTORS TO PROPERLY REMOVE AND / OR ABANDON RESPECTIVE SYSTEMS AND DEVICES. PROPER REMOVAL IS THE STANDARD PROCEDURE - ABANDONMENT OF SYSTEMS/DEVICES IS ONLY ALLOWABLE BY OWNER.
- EXISTING CONSTRUCTION TYPES DIFFERENTIATED FOR REFERENCE PURPOSES ONLY ON ARCHITECTURAL DRAWINGS. CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND NOTIFY ARCHITECT OF ANY CONFLICT AND/OR DISCREPANCIES PRIOR TO COMMENCING WORK.



2
A100
LOWER LEVEL FLOOR PLAN - PUBLIC
1/4" = 1'-0"



1
A100
LOWER LEVEL FLOOR PLAN - LOCKER ROOM
1/4" = 1'-0"

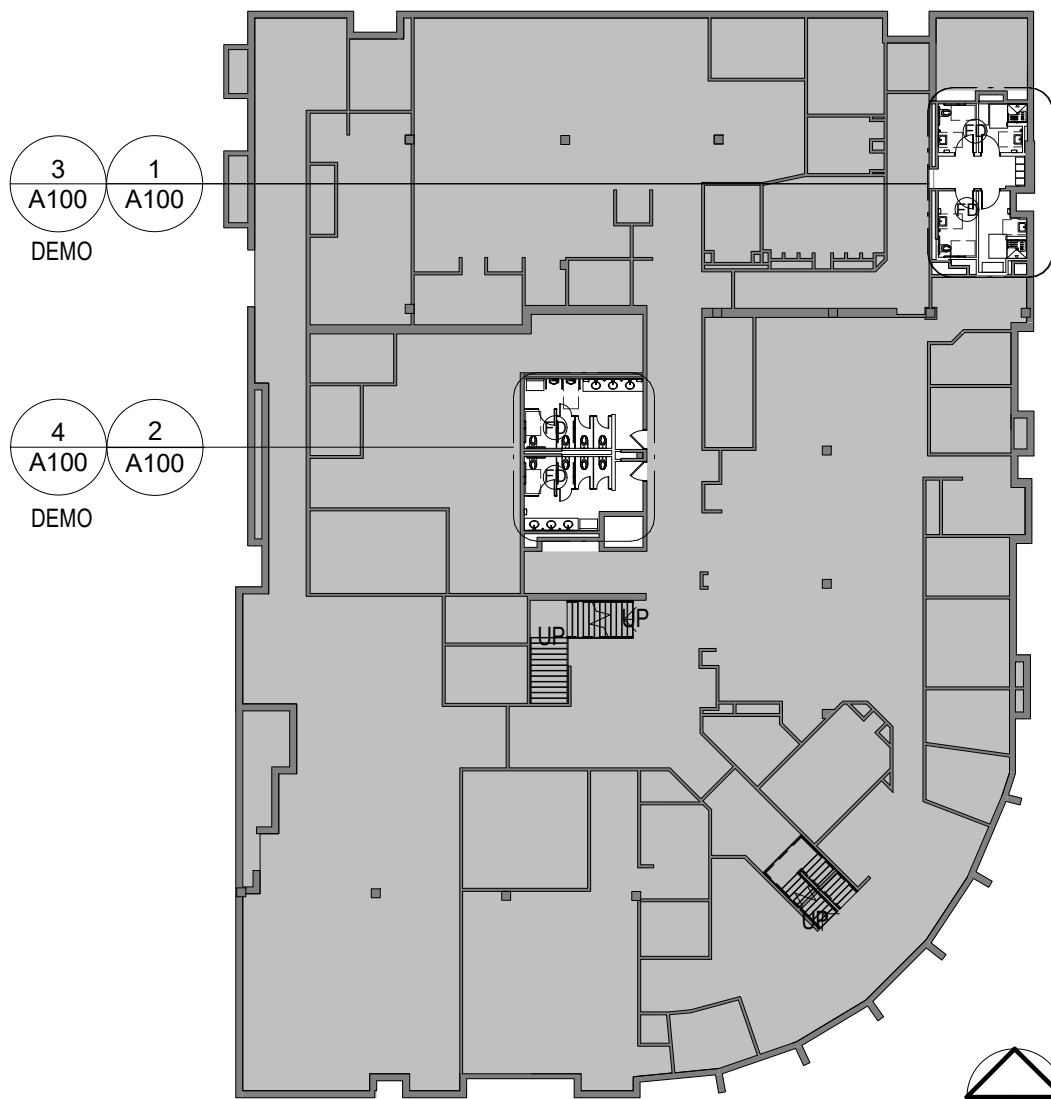
FLOOR PLAN KEYNOTES

- ACCESSIBLE SIGNAGE. SEE T101 - STANDARD MOUNTING HEIGHTS
- 6" DIA HOLE AT COUNTERTOP. WASTE RECEPTACLE (BY OWNER) BELOW SHOWN DASHED FOR REFERENCE
- AUTOMATIC SOAP DISPENSERS
- TOILET PARTITIONS, CEILING MOUNTED. PROVIDE BLOCKING AT WALLS AND BRACING OVERHEAD AS NEEDED, SEE ELEVATION
- SOLID SURFACE COUNTERTOP WITH UNDERMOUNT SINKS
- WALL INFILL. MATCH ADJACENT CONSTRUCTION
- FINISHED SOFFIT ABOVE, SEE RCP.
- MOTION PAPER TOWEL DISPENSER
- NOT USED
- MEP CHASE. MEP IS DESIGN-BUILD
- WALL HUNG LAVATORY - SEE T101 FOR MOUNTING HEIGHT
- BABY CHANGING STATION - SEE T101 FOR MOUNTING HEIGHT
- STAINLESS STEEL TOILET ROOM ACCESSORIES, SELECTION BY OWNER
- LOCKERS, SIZE AND CONFIGURATION TBD. (QTY. 8-10 DOUBLE STACKED)
- TRANSFER-TYPE ADA SHOWER, TILED SURROUND
- ACCESSIBLE BENCH (TYP.):
SHOWER BENCH TO MEET FOLLOWING CRITERIA:
-REQUIRED LENGTH: 42" MIN.
-REQUIRED DEPTH: 20" MIN. - 24" MAX.
-REQUIRED HEIGHT: 17" MIN. - 19" MAX. A.F.F.
-CAPABLE OF SUPPORTING 250 LBS MIN.
-FASTENED DIRECTLY TO WALL
- ELONGATED WALL-MOUNTED FLUSH VALVE WATER CLOSET - SEE T101 FOR MOUNTING HEIGHT
- WALL HUNG URINAL - SEE T101 FOR MOUNTING HEIGHT
- WALL MOUNTED LED VANITY LIGHT

GENERAL PLAN NOTES

- SEE GENERAL PROJECT CONSTRUCTION NOTES ON TITLE PAGE FOR ADDITIONAL NOTES AND INFORMATION.
- ALL DIMENSIONS ON FLOOR PLANS ARE TO THE CENTER OF STUD, FACE OF MASONRY, OR FACE OF EXISTING WALL CONSTRUCTION, UNLESS NOTED OTHERWISE.
- ALL NEW WALLS TO EXTEND TO UNDERSIDE OF EXISTING ROOF STRUCTURE, SEE ELEVATIONS FOR ALL OTHER WALL HEIGHTS, UNLESS NOTED OTHERWISE.
- PROVIDE MOLD-RESISTANT GYP AT SHOWER ROOMS, TYP.

KEY PLAN



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Architect Hans J. Schmidt, AIA
12/06/2024
Date
License Number: 48983

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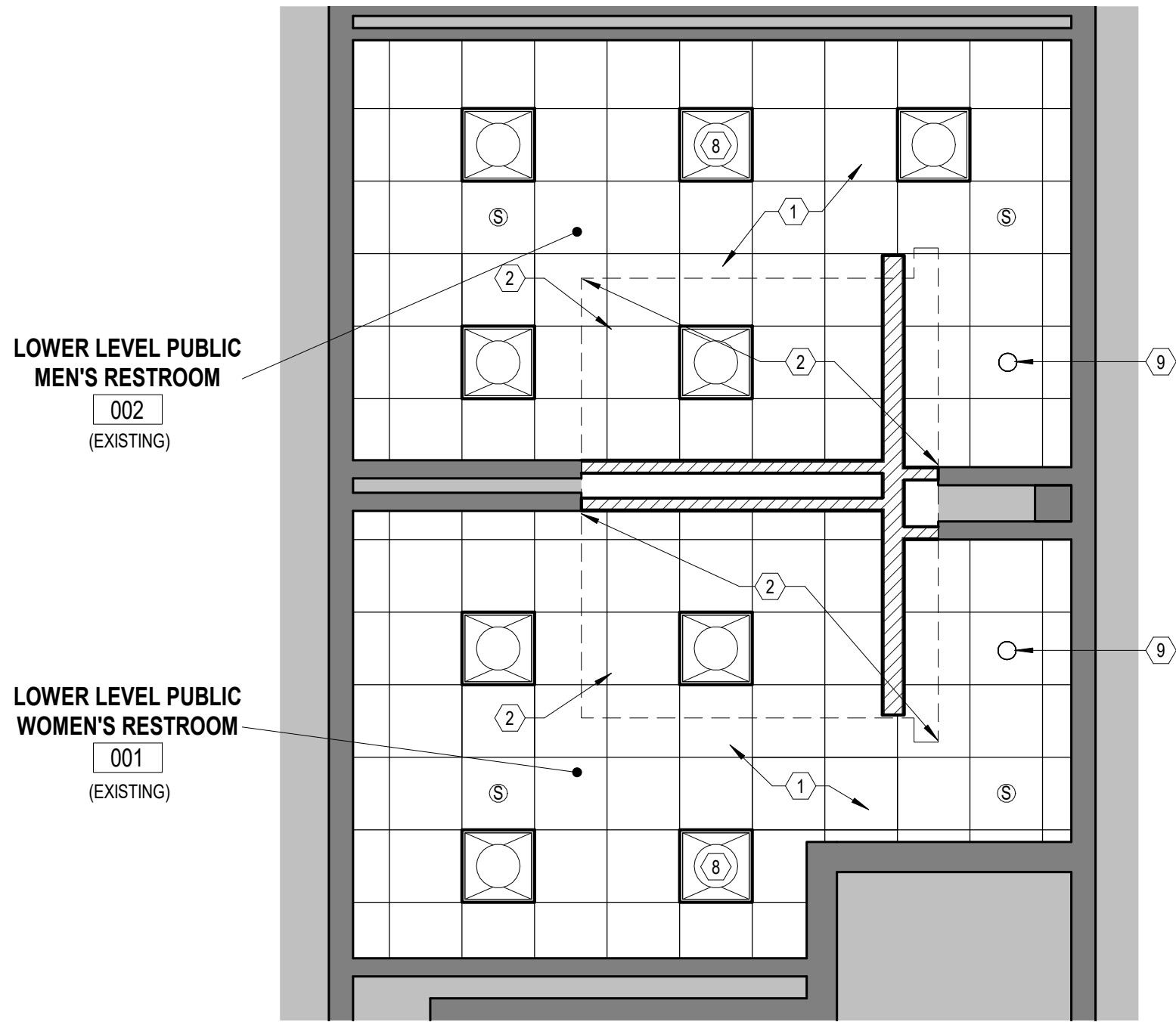
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Drawn By: HJS

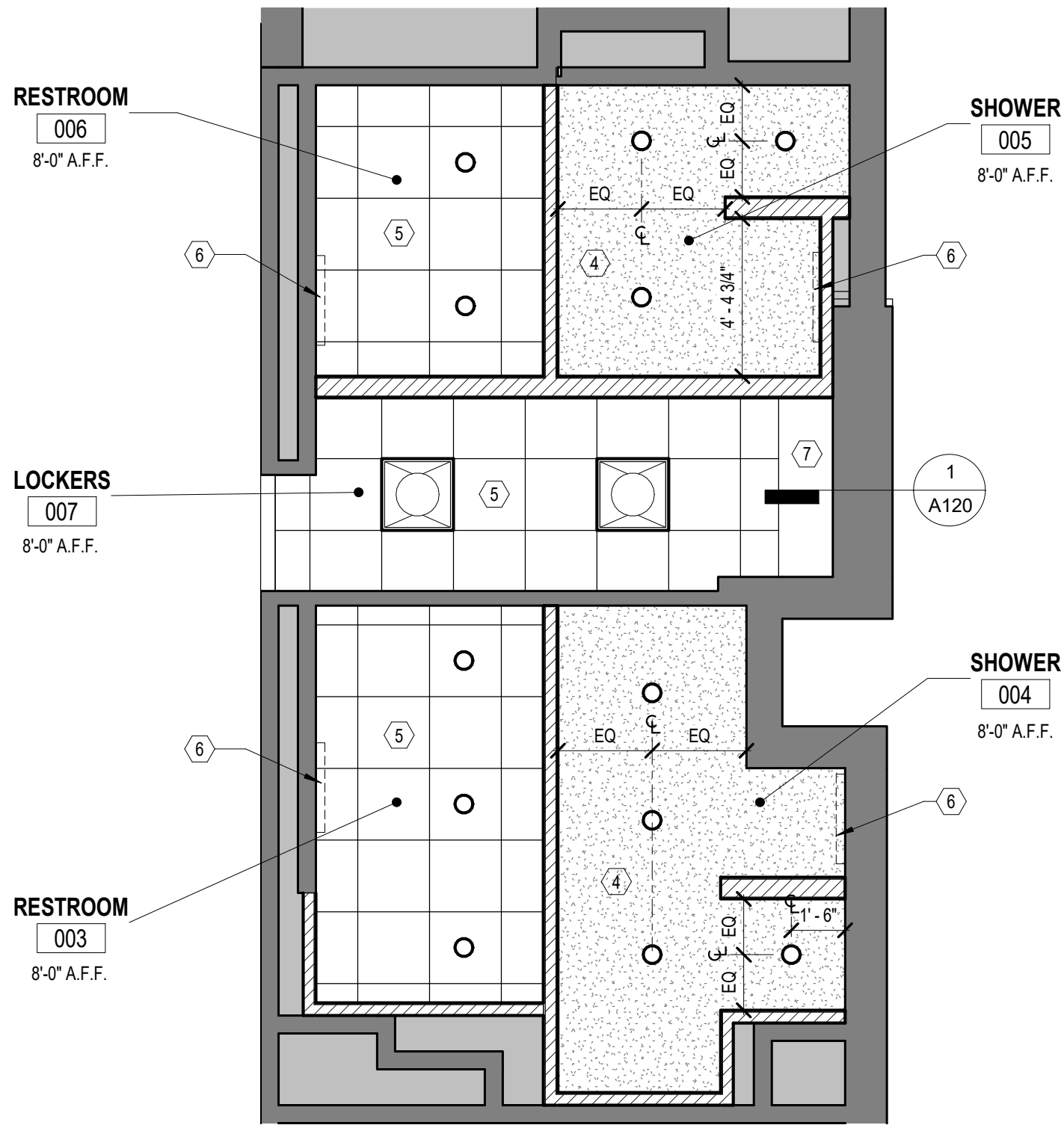
Project number: 2003

Revision: Date: Description:

A100
LOWER LEVEL
FLOOR PLANS



4
A120
1/4" = 1'-0"



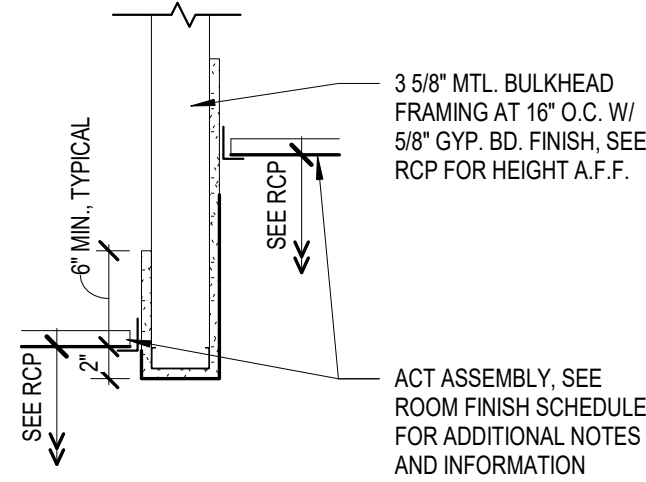
3
A120
1/4" = 1'-0"

REFLECTED CEILING PLAN KEYNOTES

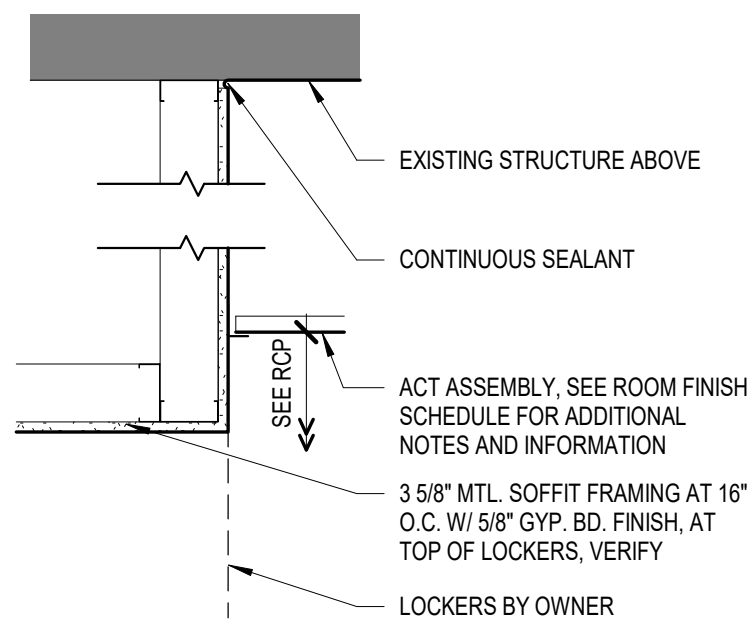
- EXISTING LAY-IN CEILING TO REMAIN. REMOVE EXISTING LIGHT FIXTURES & REPAIR LAY-IN GRID WHERE DAMAGED DURING CONSTRUCTION.
- REPAIR AND INFILL EXIST. A.C.T. GRID AS REQUIRED WHERE WALLS ARE REMOVED OR ADDED.
- EXTEND SOFFIT TO MATCH NEW CONSTRUCTION.
- 5/8" GYP BD CEILING FINISH ON 3 5/8" LIGHT-GUAGE FRAMING AT 16" O.C., VERIFY HEIGHT W/ EXISTING MECHANICAL
- NEW ACOUSTIC CEILING TILE
- WALL MOUNTED LED VANITY LIGHT
- GYP BD SOFFIT ABOVE LOCKERS, VERIFY LOCKER DEPTH PRIOR TO FRAMING
- 2'X2' DIRECT/INDIRECT LED LAY IN FIXTURE, COORDINATE SELECTION W/ OWNER, TYP.
- 6" LED DOWN LIGHT, TYP.

GENERAL REFLECTED CEILING PLAN NOTES

- SEE GENERAL PROJECT CONSTRUCTION NOTES ON TITLE PAGE FOR ADDITIONAL NOTES AND INFORMATION.
- SEE ROOM FINISH SCHEDULE FOR ADDITIONAL NOTES AND INFORMATION
- LOCATIONS OF LIGHTING FIXTURES AND EXISTING SPRINKLER HEADS IS APPROXIMATE AND SHOWN FOR COORDINATION PURPOSES ONLY. MEP IS DESIGN-BUILD.



2
A120
1" = 1'-0"



1
A120
1" = 1'-0"

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Architect Hans J. Schmidt, AIA
12/06/2024
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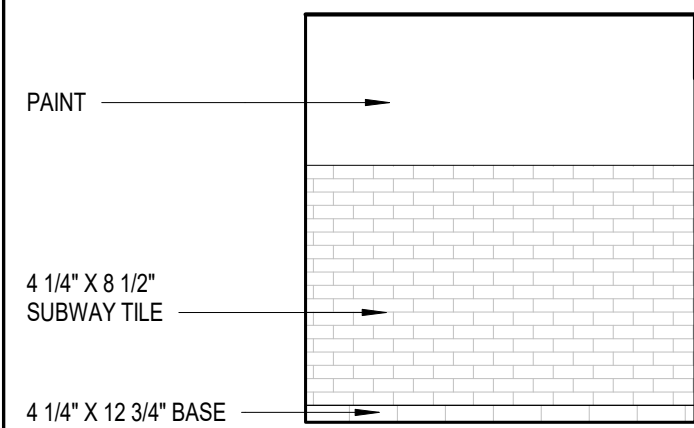
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Drawn By: HJS

Project number: 2003

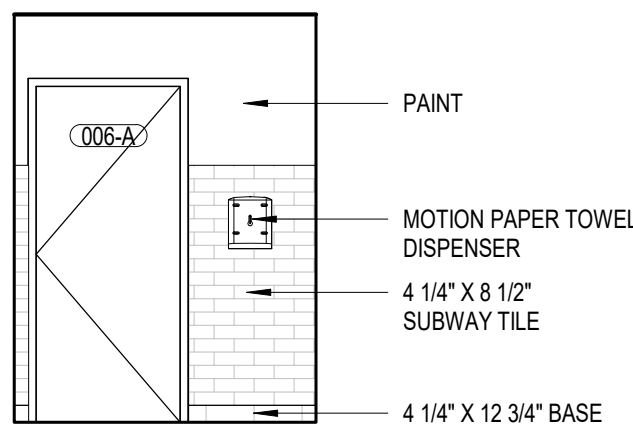
Revision: Date: Description:

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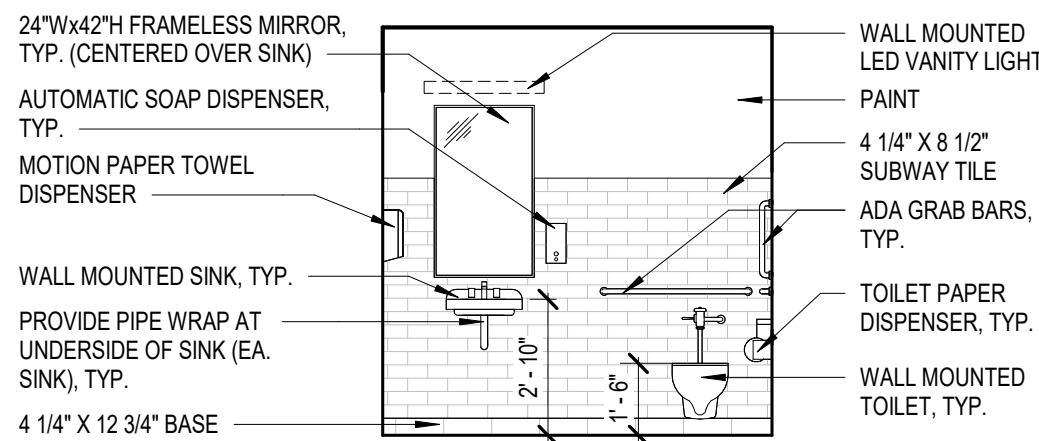
A120
REFLECTED
CEILING PLANS



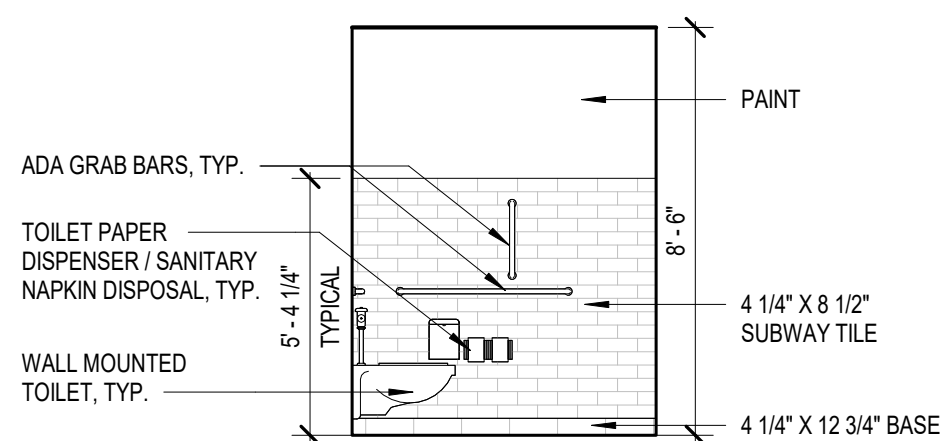
24 LL RESTROOM 006 - EAST
A200 1/4" = 1'-0"



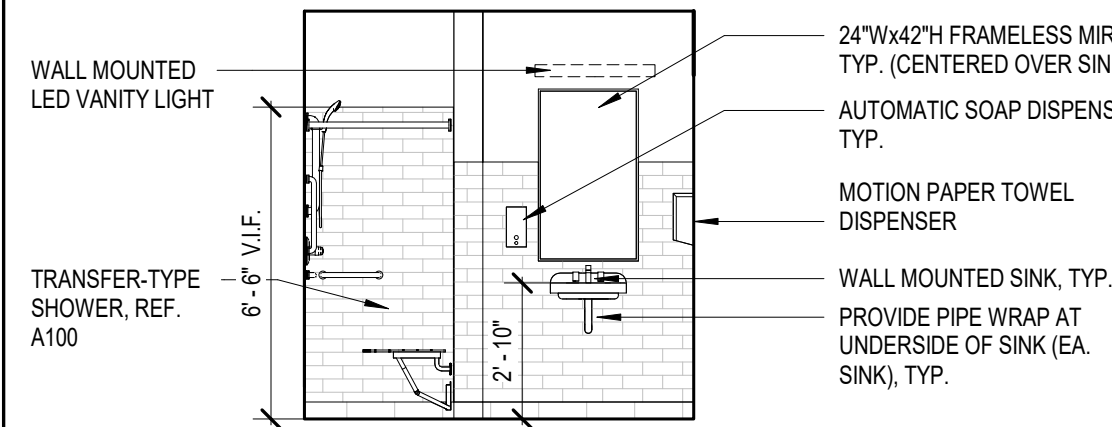
23 LL RESTROOM 006 - SOUTH
A200 1/4" = 1'-0"



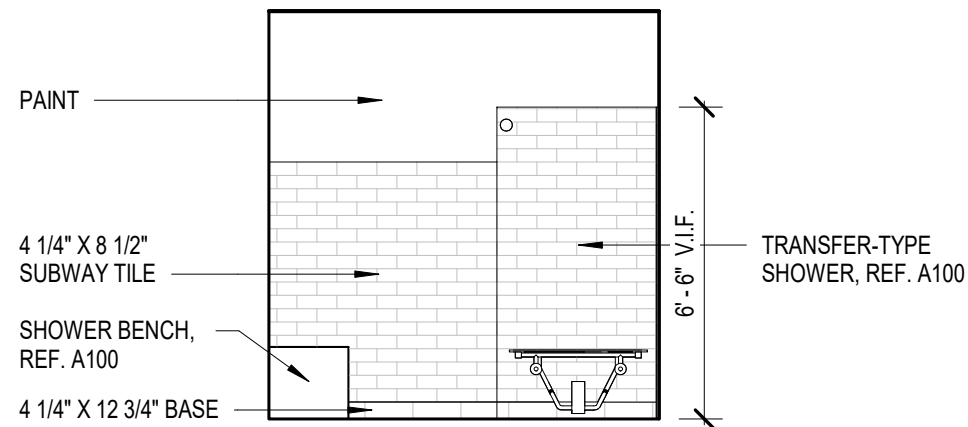
22 LL RESTROOM 006 - WEST
A200 1/4" = 1'-0"



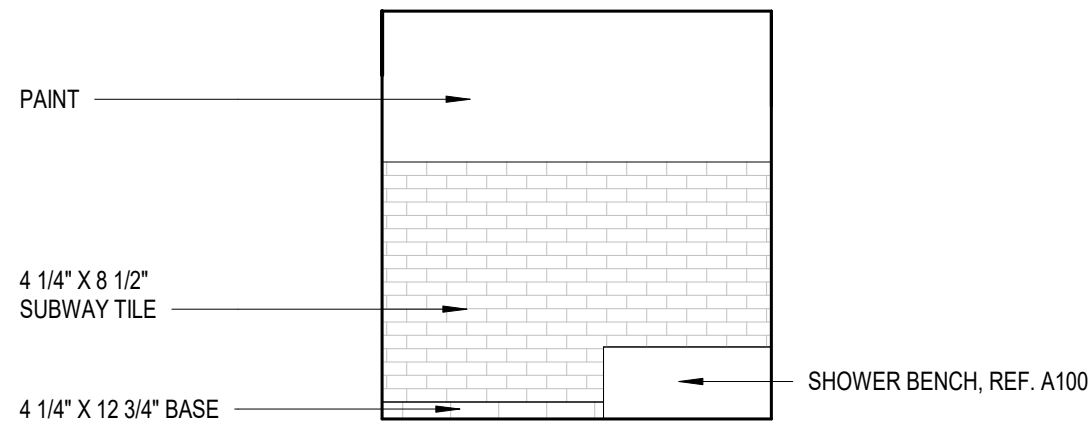
21 LL RESTROOM 006 - NORTH
A200 1/4" = 1'-0"



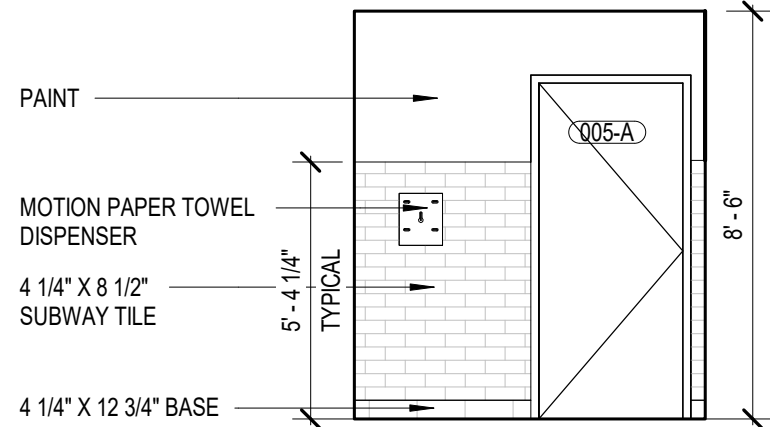
20 LL SHOWER 005 - EAST
A200 1/4" = 1'-0"



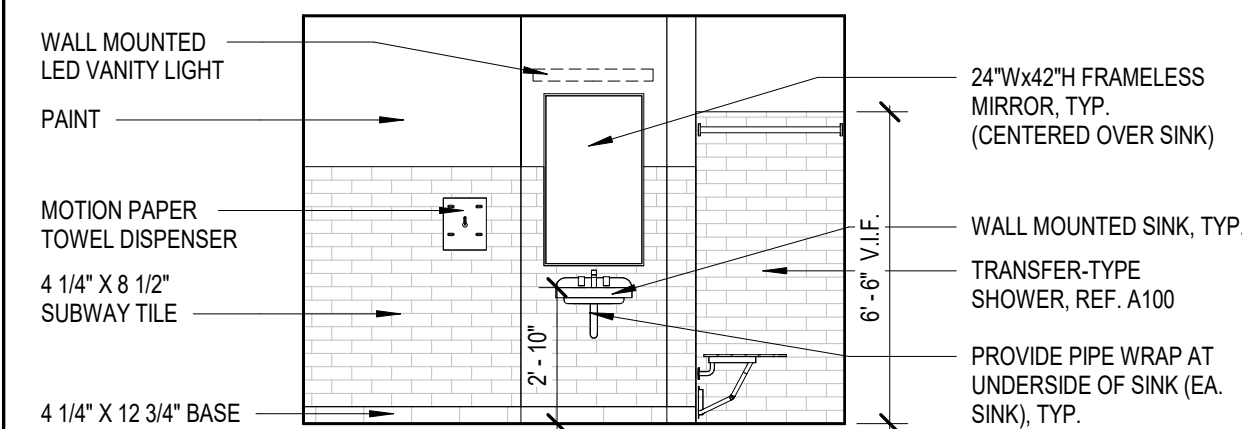
19 LL SHOWER 005 - NORTH
A200 1/4" = 1'-0"



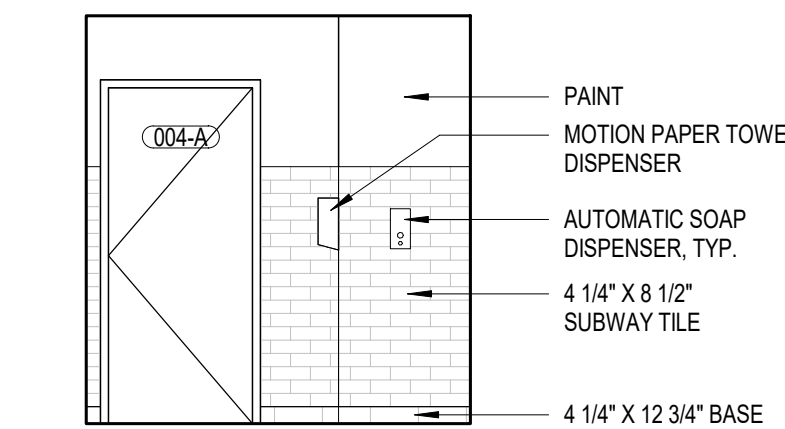
18 LL SHOWER 005 - WEST
A200 1/4" = 1'-0"



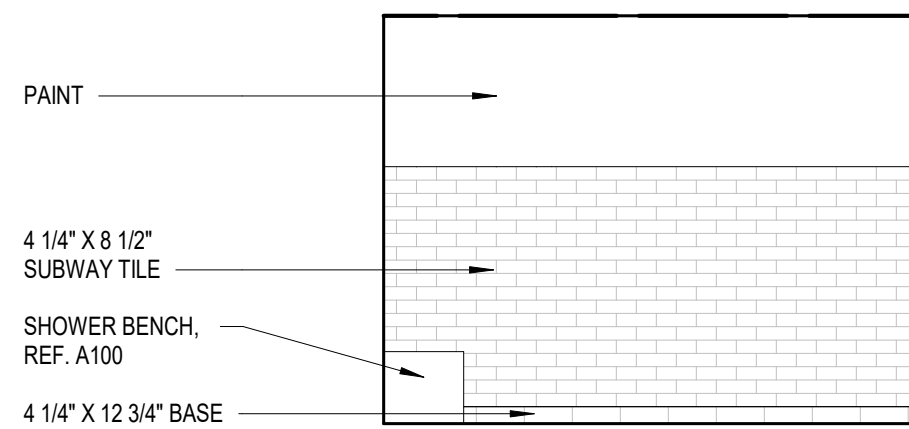
17 LL SHOWER 005 - SOUTH
A200 1/4" = 1'-0"



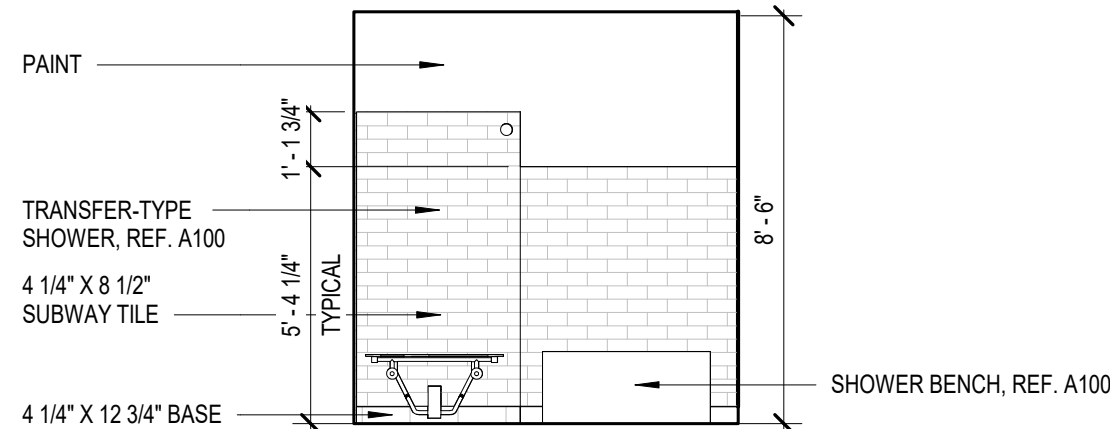
16 LL SHOWER 004 - EAST
A200 1/4" = 1'-0"



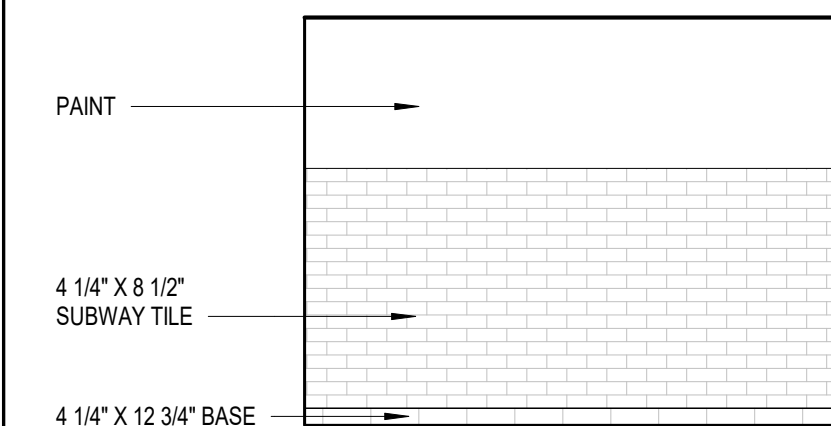
15 LL SHOWER 004 - NORTH
A200 1/4" = 1'-0"



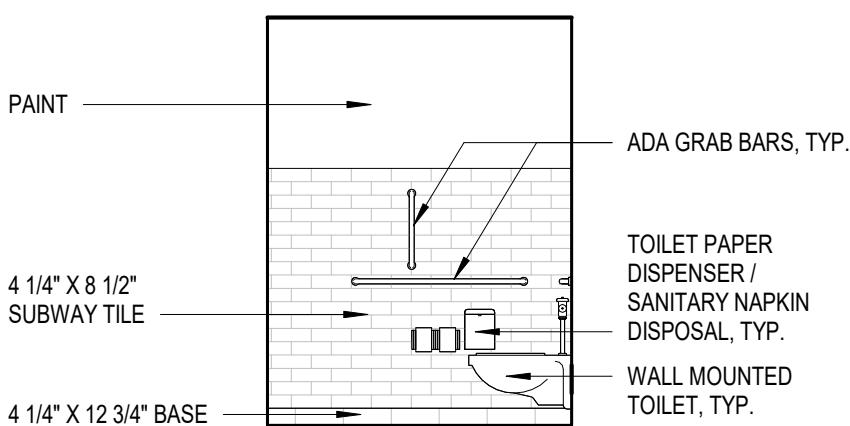
14 LL SHOWER 004 - WEST
A200 1/4" = 1'-0"



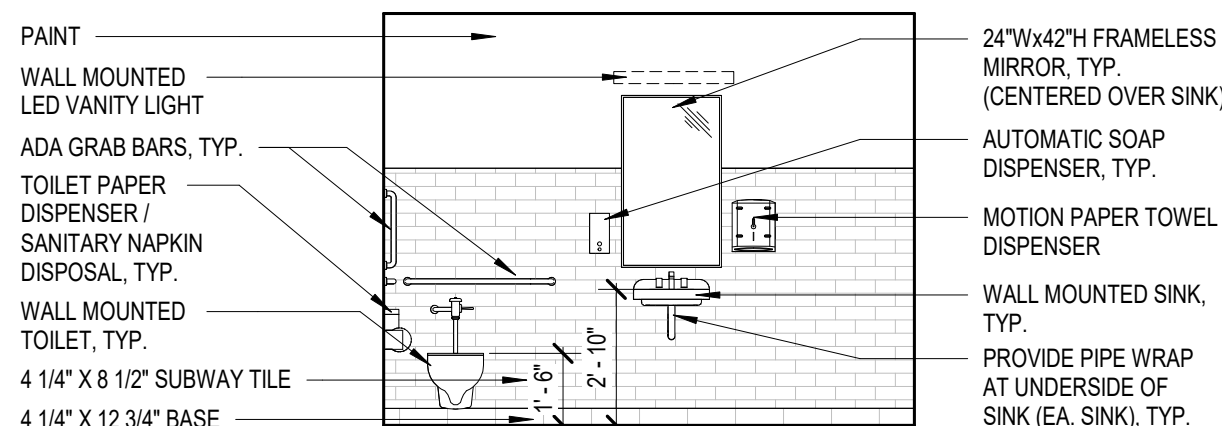
13 LL SHOWER 004 - SOUTH
A200 1/4" = 1'-0"



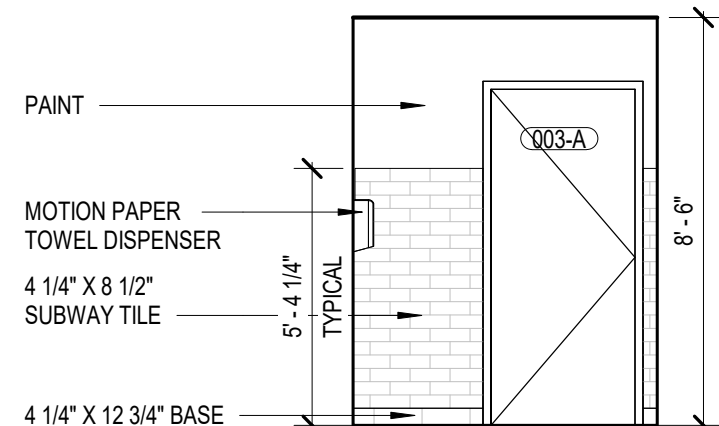
12 LL RESTROOM 003 - EAST
A200 1/4" = 1'-0"



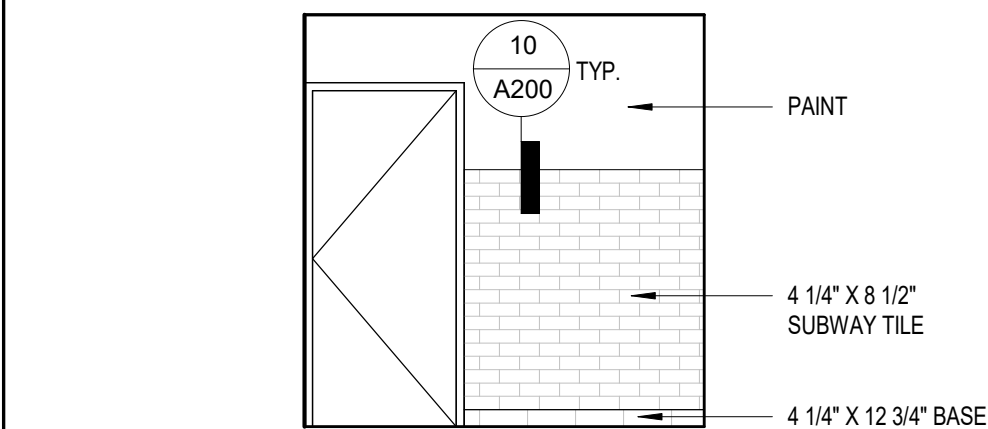
11 LL RESTROOM 003 - SOUTH
A200 1/4" = 1'-0"



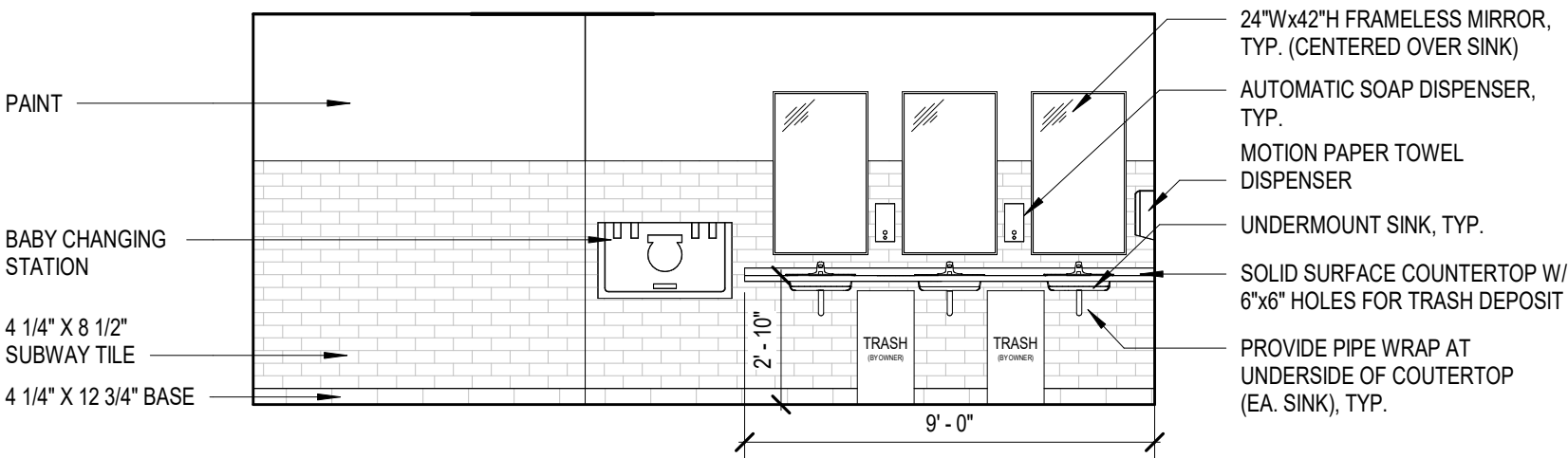
10 LL RESTROOM 003 - WEST
A200 1/4" = 1'-0"



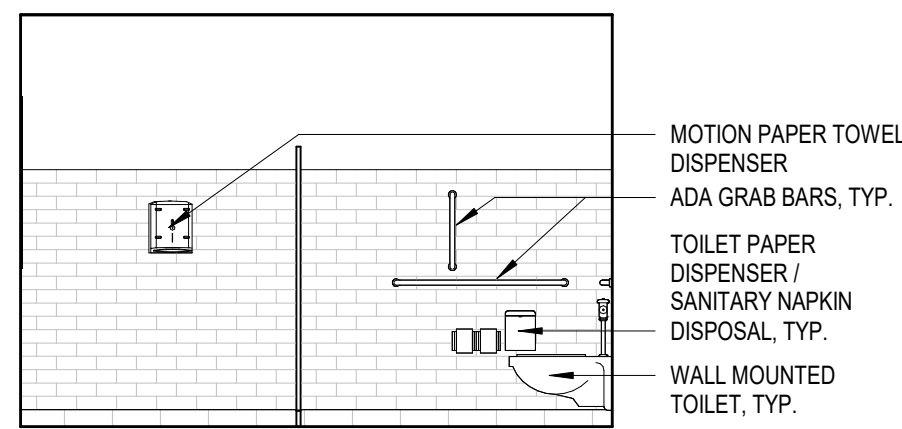
9 LL RESTROOM 003 - NORTH
A200 1/4" = 1'-0"



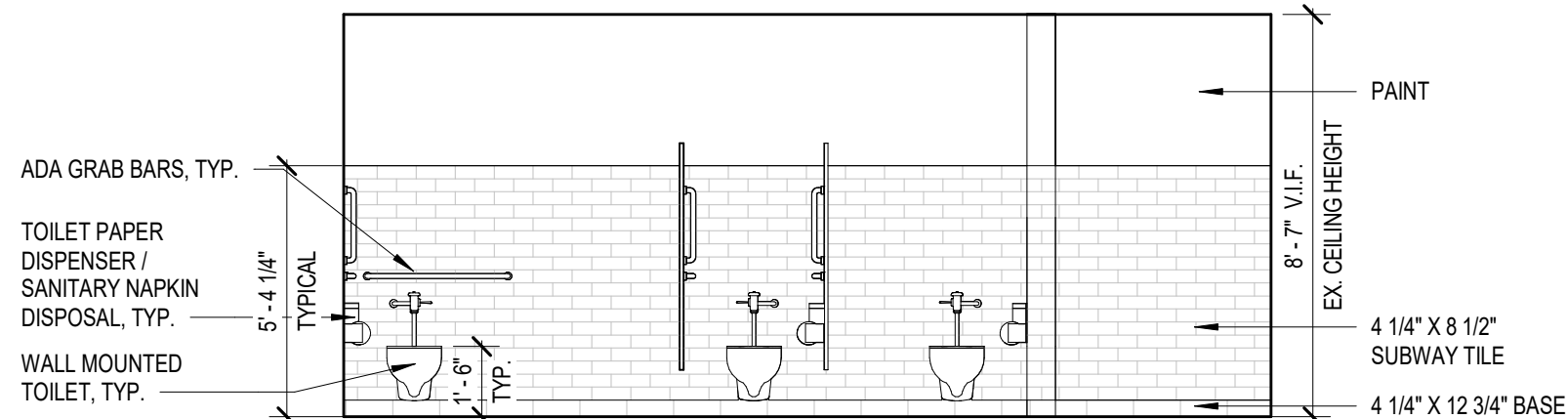
8 LOWER LEVEL PUBLIC WOMEN'S - EAST
A200 1/4" = 1'-0"



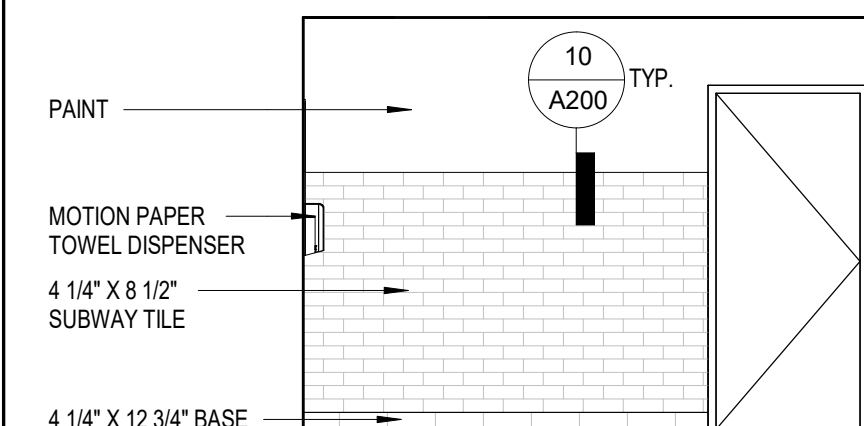
7 LOWER LEVEL PUBLIC WOMEN'S - SOUTH
A200 1/4" = 1'-0"



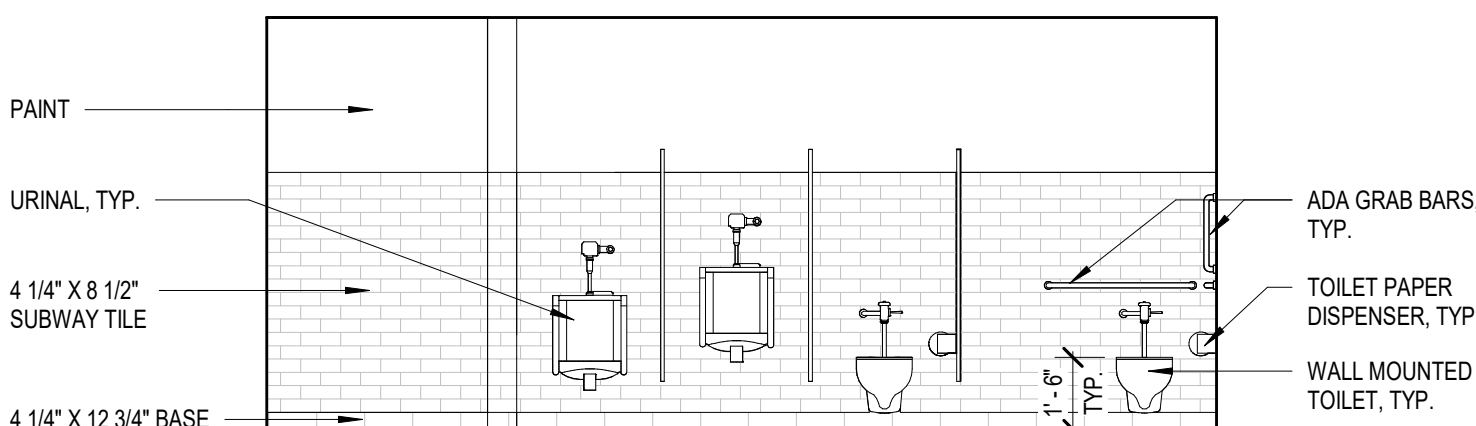
6 LOWER LEVEL PUBLIC WOMEN'S - WEST
A200 1/4" = 1'-0"



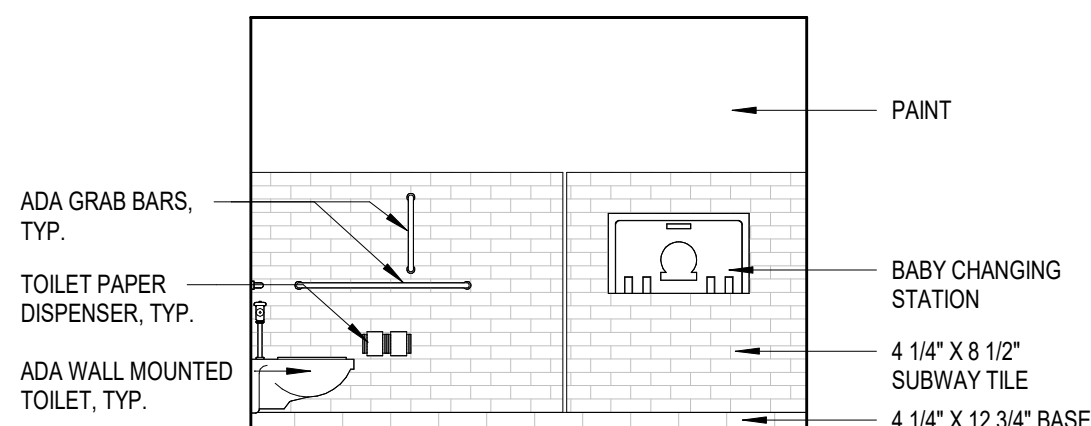
5 LOWER LEVEL PUBLIC WOMEN'S - NORTH
A200 1/4" = 1'-0"



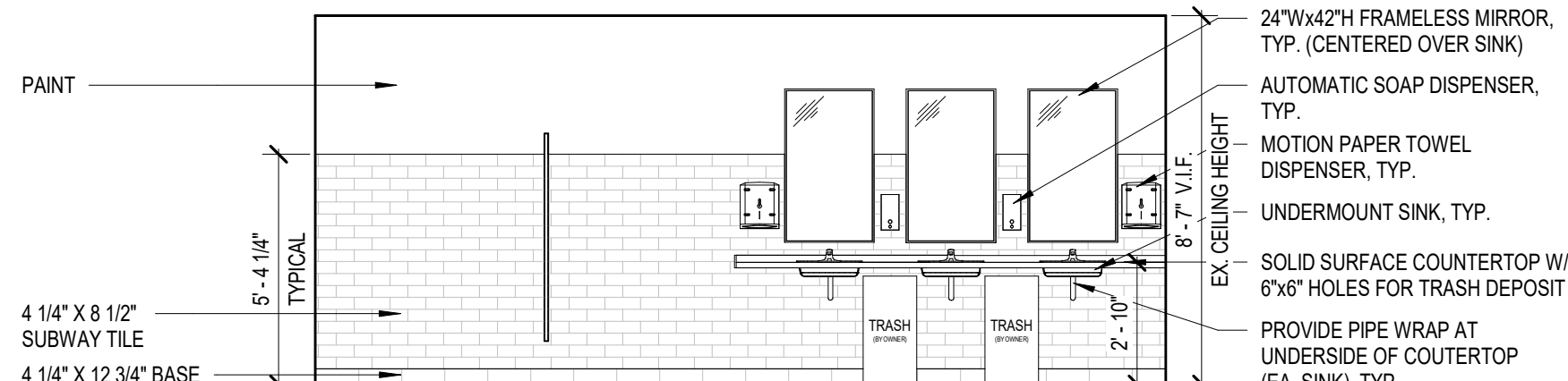
4 LOWER LEVEL PUBLIC MEN'S - EAST
A200 1/4" = 1'-0"



3 LOWER LEVEL PUBLIC MEN'S SOUTH
A200 1/4" = 1'-0"



2 LOWER LEVEL PUBLIC MEN'S - WEST
A200 1/4" = 1'-0"



1 LOWER LEVEL PUBLIC MEN'S - NORTH
A200 1/4" = 1'-0"

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Architect Hans J. Schmidt, AIA
License Number: 48983
Date

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A200
LOWER LEVEL
ELEVATIONS



ROOM FINISH SCHEDULE NOTES		ROOM FINISH SCHEDULE NOTES	
1. PROVIDE TRANSITION STRIP / THRESHOLD AT FLOORING TRANSITION.		ACT = ACOUSTIC CEILING TILE	LVT = LUXURY VINYL TILE
2. PREP FLOOR AS REQUIRED FOR TENANT INSTALLED FLOORING: LVT OR CPT.		C = CONCRETE	PT = PAINT
3. PROVIDE TILE BASE AT ALL TILE WALLS TO MATCH.		CP = CARPET	RB = RUBBER BASE
		CPT = CARPET TILE	SC = SEALED CONCRETE
		CT = CERAMIC TILE	WB = WOOD BASE
4. PROVIDE MTL. TRANSITION AND TERMINATION EDGING AT ALL TILE SURFACE TRANSITIONS.		EXP = EXPOSED STRUCTURE	
		EX = EXISTING	
		FRP = FIBERGLASS REINFORCED PANEL	
		GB = GYPSUM BOARD	

DOOR AND HARDWARE SPECIFICATIONS

DOORS AND FRAMES

A.

ALL DOOR HARDWARE SHALL BE COMMERCIAL GRADE. LEVER HANDLE HARDWARE LOCK SETS AND LATCH SETS ARE INDICATED. COMPLETE KEYING SHALL BE KEYED ALIKE. U.N.O.- CONFIRM WITH OWNER.

B.

ALL NEW INTERIOR WOOD DOORS SHALL BE CONSTRUCTED ACCORDING TO AWI PC5 STANDARDS. FACE VENEER TO BE PLAIN SLICED HARDWOOD (SPECIES: BUILDING STANDARD) / VENEER W/ SAME SPECIES HARDWOOD EDGE.

C.

DOORS TO CONFORM TO INTERNATIONAL BUILDING CODE (IBC) 2020 EDITION. WELDED HOLLOW METAL FRAME SHALL BE STEELCRAFT'S F SERIES: 16 GA CRS AT INTERIOR.

E.

ALL PRODUCTS MUST CONFORM TO UL10C.

F.

EQUAL PRODUCTS FROM CECO, AND CURRIES ARE ACCEPTABLE MANUFACTURERS (ALL PRODUCTS MUST CONFORM TO UL10C)

G.

SEE STANDARD MOUNTING HEIGHTS FOR INSTALL HEIGHT OF OPERABLE PARTS AND ALLOWABLE DOOR OPENING FORCES.

H.

MAXIMUM UNLATCHING FORCE OF CLOSERS SHALL NOT EXCEED 5LBS AT ALL INTERIOR HINGED DOORS.

PRODUCTS

A.

BUTT HINGES

B.

FLUSH BOLTS

C.

EXIT DEVICES

D.

LOCKS AND LATCHES

E.

CLOSERS

F.

OVERHEAD STOPS

G.

WALL STOPS*

H.

THRESHOLDS, SWEEPS,
WEATHERSTRIP, GASKETS

SPECIFIED

HAGER

IVES

VON DUPRIN 33 SERIES

SCHLAGE
AL SERIES
L SERIES

LCN 4000/ 1260 / 1460

GLYNN JOHNSON

IVES

NATIONAL GUARD
PRODUCTS

ACCEPTABLE

IVES, MCKINNEY

DOOR CONTROLS

NO SUBSTITUTIONS

SARGENT, BEST

NO SUBSTITUTIONS

RIXSON

HAGER, BURNS

PEMKO, REESE, ZERO

*WHERE THE USE OF A WALL STOP IS NOT ACCEPTABLE,
SUBSTITUTE A GLYNN JOHNSON 900S OVERHEAD STOP.

BUTT HINGES

A.

FURNISH THE FOLLOWING HINGE QUANTITIES FOR EACH DOOR LEAF.

1.

3 HINGES FOR DOORS UP TO 7'-6"

2.

1 ADDITIONAL HINGE FOR EVERY 30" ON DOORS OVER 7'-6".

B.

WEIGHT AND TYPE:

1.

STANDARD WEIGHT: PLAIN BEARING HINGE 58P1 FOR INTERIOR OPENINGS THROUGH 36 INCHES WIDE WITHOUT A DOOR CLOSER.

2.

STANDARD WEIGHT: BALL BEARING HINGE 58B1 FOR INTERIOR OPENING OVER 3 THROUGH 40 INCHES WIDE WITHOUT A DOOR CLOSER, AND FOR INTERIOR OPENINGS THROUGH 40 INCHES WIDE WITH A DOOR CLOSER.

3.

HEAVYWEIGHT: FOUR BALL BEARING HINGE 58B1HW FOR ALL INTERIOR OPENINGS OVER 40 INCHES WIDE, AND FOR ALL VESTIBULE DOORS.

4.

HEAVYWEIGHT: FOUR BALL BEARING HINGE 58B1HW SS FOR ALL EXTERIOR OPENINGS.

5.

BUTTS FOR ALL LOCKABLE DOORS OPENING OUTWARD SHALL HAVE NON-REMOVABLE PIN (NRP).

C.

SIZE: 1-3/4" DOORS 4-1/2" X 4-1/2"

FINISHES AND BASE MATERIALS

HARDWARE ITEM

FINISH AND BASE MATERIAL

1.

BUTT HINGES

US26D (626 OR 652)

2.

CONTINUOUS HINGES

US32D (630)

3.

FLUSH BOLTS

US26D (626)

4.

EXIT DEVICES

US26D WITH US32D TOUCHPAD

5.

LOCKS AND LATCHES

US26D (626)

6.

PULLS AND PUSH PLATES/BARS

US32D (630)

7.

COORDINATORS

PRIME PAINTED OR MILL ALUM. (600)

8.

CLOSERS

POWDER COAT ALUMINUM (689)

9.

PROTECTIVE PLATES

US32D (630)

10.

OVERHEAD STOPS

US32D (630)

11.

WALL STOPS AND HOLDERS

US26D OR US32D (626 OR 630)

12.

WEATHER-STRIP, SWEEPS, DRIPS

ALUMINUM ANODIZED

13.

MISCELLANEOUS

US26D ON BRASS OR BRONZE (626)

HARDWARE GROUP 1

HINGES

AS SPECIFIED

1 EA. PRV. W/ DB & IND.

SCH L9496(#17) 626

1 EA WALL STOP

IVES WS406

Architect Hans J. Schmidt, AIA

12/06/2024

License Number: 48983

Date

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Checked By: _____ Drawn By: _____
HIS _____ HIS _____

Project number:	2003
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Revision:	Date:	Description:
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A600

SCHEDULES AND TYPES

BID FORM

**PROJECT IDENTIFICATION: Lower-Level Restroom Renovation, PLYMOUTH CITY HALL
PLYMOUTH, MINNESOTA**

BIDS TO BE OPENED: **May 9th at 10:00 am**

THIS BID IS SUBMITTED TO: **CITY OF PLYMOUTH, CITY HALL
3400 PLYMOUTH BOULEVARD
PLYMOUTH, MINNESOTA 55447**

BID SUBMITTED BY: **Dering Pierson Group LLC**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Advertisement for Bids and Instructions to BIDDERS, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening. BIDDER will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - (a) BIDDER has examined copies of all the Bidding Documents and of the following Addenda (receipt of all which is hereby acknowledged):

Date	Number
<u>4/29/25</u>	<u>1</u>
<u>5/1/25</u>	<u>2</u>

- (b) BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
 - (c) BIDDER has given OWNER written notice of all conflicts, errors or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to BIDDER.
 - (d) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER

BID FORM

4. BIDDER will complete the Work for the following prices:

Price Schedule

Bid Form

Schedule A:

Lump Sum Price

\$ 271,000.⁰⁰

Schedule B:

Lump Sum Price with Demolition to be conducted outside,

City Hall Business Hours for 8am-4:30

\$ 284,000.⁰⁰

Projected Timeline:

Estimated weeks for completion

12 wk./s

5. BIDDER agrees that the Work will be substantially complete and completed and ready for final payment on or before those dates indicated in the Agreement
6. The following documents are attached to and made a condition of this BID:
 - A) Required Bid Security in the form of (Bidder's Bond) (Certified Check)
 - B) Affidavit of Non-Collusion

Add other documents as pertinent
7. Communications concerning this Bid shall be addressed to the address of BIDDER indicated below.
8. The terms used in this Bid which are defined in the Contract Document and attached Exhibits have the meanings assigned to them in the Contract Document and attached Exhibits.

SUBMITTED on May 9, 2025.

If BIDDER is:

An Individual

By _____ (SEAL)

(Individual's Name)

doing business as _____

Phone No: _____

A Partnership

By _____ (SEAL)

(Firm Name)

(General Partner)

Business Address: _____

Phone No: _____

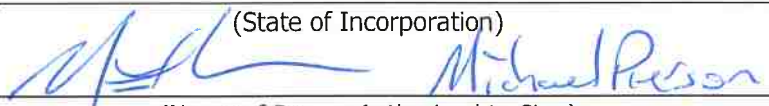
A Corporation

By Dering Pierson Group LLC

(Corporation Name)

Minnesota

(State of Incorporation)

By  Michael Pierson

(Name of Person Authorized to Sign)

Officer
(Title)

(Corporate Seal)

Attest _____

(Secretary)

Business Address: 22401 Industrial Blvd

Rogers, MN 55374

Phone No: 612.213.2210

A Joint Venture

By _____
(Name)

(Address)

(Phone Number)

By _____
(Name)

(Address)

(Phone Number)

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

STATE OF Minnesota

COUNTY OF Hennepin

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

- 1) That I am the BIDDER (if the BIDDER is an individual), a partner in the BIDDER (if the BIDDER is a partnership) or an officer or employee of the BIDDER corporation having authority to sign on its behalf (if the BIDDER is a corporation);
- 2) That the attached Bid or Bids have been arrived at by the BIDDER individually and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor of materials, supplies, equipment or services described in the invitation to Bid designed to limit individual bidding or competition;
- 3) That the contents of the Bid or Bids have not been communicated by the BIDDER or its employees or agents to any person not an employee or agent of the BIDDER or its surety on any bond furnished with the Bid or Bids, and will not be communicated to any such person, prior to any official opening of the Bid or Bids; and
- 4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Subscribed and sworn to before me Michael Pierson

(Bidder)

this 9 day of May, 2025

Dering Pierson Group LLC

(Firm making Bid or Bids)

OFFICIAL TITLE: Vice President

Contractor Verification of Compliance

The undersigned, being first duly sworn, as a responding contractor on the Project, represents and swears as follows:

Now, and at all times during the duration of the Project, the undersigned complies with each of the minimum criteria in Minn. Stat. § 16C.285, Subd. 3, the Responsible Contractor Statute.

The undersigned understands that a failure to meet or verify compliance with the minimum criteria established for a "responsible contractor" as defined in Minn. Stat. § 16C.285, Subd. 3, renders a bidder ineligible to be awarded a contract or to perform work on the contract.

Upon request, the undersigned will submit copies of the signed verifications of compliance from all subcontractors.

The undersigned understands that a false statement under oath verifying compliance with any of the minimum criteria shall make the undersigned, or its subcontractor that makes the false statement, ineligible to be awarded a contract and may result in termination of a contract awarded to the undersigned or its subcontractor that submits a false statement.

Certified as true and correct this 9 day of May 2025.


(name)

(name)

*Resolution No. 2015-016, January 13, 2015
(Supersedes Resolution No. 2004-024, January 13, 2004)*

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Dering Pierson Group, LLC

22401 Industrial Blvd.
Rogers, MN 55374

OWNER:

(Name, legal status and address)
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447

BOND AMOUNT: Five Percent of the Total Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)
City Hall Facility Improvements - Lower-Level Restroom Renovation - Plymouth, MN

SURETY:

(Name, legal status and principal place
of business)

Swiss Re Corporate Solutions America Insurance Corporation
1200 Main Street, Suite 800
Kansas City, MO 64105

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 16th day of April, 2025


(Witness)


(Witness) Austin Muehlschlegel

Dering Pierson Group, LLC

(Principal)

(Seal)

(Title) Michael Pierson V.P.

Swiss Re Corporate Solutions America Insurance Corporation

(Surety)

(Seal)

(Title) Nicole Stillings, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

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ACKNOWLEDGEMENT OF PRINCIPAL

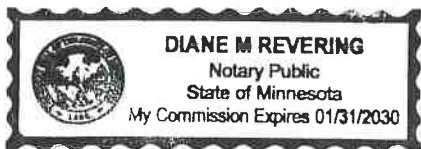
STATE OF Minnesota)

COUNTY OF Hennepin)

On this 17th day of April, in the year 2025, before me personally
appeared Michael Pierson
Vice President of

Dering Pierson Group, LLC, known to me to be
the person whose name is subscribed to the instrument, and acknowledge that he/she executed the same.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in
this certificate first above written.



Diane M Revering
_____, Notary Public
My Commission Expires: 4/31/30

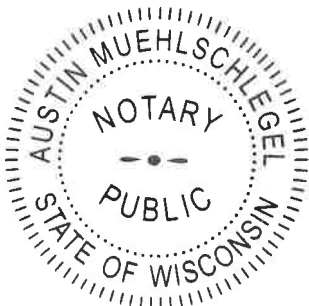
ACKNOWLEDGEMENT OF SURETY

STATE OF Wisconsin)

COUNTY OF Dane)

On this 16th day of April, in the year 2025, before me personally come(s)
Nicole Stillings, Attorney-in-Fact of
Swiss Re Corporate Solutions America Insurance Corporation, with whom
I am personally acquainted, and who, being by me duly sworn, says that he/she is the Attorney-in-Fact of
Swiss Re Corporate Solutions America Insurance Corporation, the company described in and
which executed the within instrument; that he/she know(s) the corporate seal of such Company; and that the seal
affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of
said Company, and that he/she signed said instrument as Attorney-in-Fact of the said Company by like order.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in
this certificate first above written.



Austin Muehlschlegel
_____, Notary Public
My Commission Expires: 08/18/2028

SWISS RE CORPORATE SOLUTIONS

SWISS RE CORPORATE SOLUTIONS AMERICA INSURANCE CORPORATION ("SRCSAIC")
SWISS RE CORPORATE SOLUTIONS PREMIER INSURANCE CORPORATION ("SRCSPIC")
WESTPORT INSURANCE CORPORATION ("WIC")

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT SRCSAIC, a corporation duly organized and existing under laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, and SRCSPIC, a corporation organized and existing under the laws of the State of Missouri and having its principal office in the City of Kansas City, Missouri, and WIC, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

R.W. FRANK, JOSHUA R. LOFTIS, TINA L. DOMASK, ROSS S. SQUIRES, NICOLE STILLINGS, SANDRA M. ENGSTRUM,
BRIAN J. OESTREICH, TED JORGENSEN, MELINDA C. BLODGETT, R.C. BOWMAN, COLBY WHITE, NATHAN WEAVER, MICHELLE MORRISON,
JOSEPH CARDINAL, KRISTINE M. BECKS, RYAN-OLIVIA E. LUNDY, AND AUSTIN MUEHLSCHLEGEL JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

TWO HUNDRED MILLION (\$200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both SRCSAIC and SRCSPIC at meetings duly called and held on the 18th of November 2021 and WIC by written consent of its Executive Committee dated July 18, 2011.

"RESOLVED, that any two of the President, any Managing Director, any Senior Vice President, any Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is, authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Corporation bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Corporation; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Corporation may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Corporation when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached."



By [Signature]
David Satory, Senior Vice President of SRCSAIC & Senior Vice President
of SRCSPIC & Senior Vice President of WIC

By [Signature]
Gabriel Jacquez, Senior Vice President of SRCSAIC & Senior Vice President
of SRCSPIC & Senior Vice President of WIC



IN WITNESS WHEREOF, SRCSAIC, SRCSPIC, and WIC have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers

this 15TH day of APRIL, 20 25

State of Illinois
County of Cook



Swiss Re Corporate Solutions America Insurance Corporation
Swiss Re Corporate Solutions Premier Insurance Corporation
Westport Insurance Corporation

On this 15TH day of APRIL, 20 25, before me, a Notary Public personally appeared David Satory, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC and Gabriel Jacquez, Senior Vice President of SRCSAIC and Senior Vice President of SRCSPIC and Senior Vice President of WIC, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.

[Signature]
Karen M. Szveda, Notary

I, Jeffrey Goldberg, the duly elected Senior Vice President and Assistant Secretary of SRCSAIC and SRCSPIC and WIC, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said SRCSAIC and SRCSPIC and WIC, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 16th day of April, 20 25.



[Signature]
Jeffrey Goldberg, Senior Vice President &
Assistant Secretary of SRCSAIC and
SRCSPIC and WIC

Plymouth City Hall - Lower-level Restroom Renovtion

City of Plymouth, Minnesota

City Project No.

Bid Tabulation

Bids Opened 10:00am May 9th 2025

	Versacon	Brennan	Apadana	GCM	Morcon	Rochon	Cobra	Dering Pierson
Item : Base Project	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price
Project Cost with Demolition on Standard Time	\$ 282,000.00	\$ 335,000.00	\$ 328,500.00	\$ 279,900.00	\$ 371,320.00	\$ 310,000.00	\$ 395,210.00	\$ 271,000.00
	\$ -							
TOTAL - Base	\$ 282,000.00	\$ 335,000.00	\$ 328,500.00	\$ 279,900.00	\$ 371,320.00	\$ 310,000.00	\$ 395,210.00	\$ 271,000.00
Item Alternative 1	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price
Project Cost with Demolition Outside Standard Business Hours	\$ 294,000.00	\$ 338,500.00	\$ 334,500.00	\$ 284,150.00	\$ 15,500.00	\$ 311,200.00	\$ 2,466.00	\$ 284,000.00
					Add		Add	
	\$ 294,000.00	\$ 338,500.00	\$ 334,500.00	\$ 284,150.00	\$ 15,500.00	\$ 311,200.00	\$ 2,466.00	\$ 284,000.00
Weeks	14	8	12	10	12	10	14	12
	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price

CITY OF PLYMOUTH

RESOLUTION No. 2025-162

RESOLUTION AWARDING CONTRACT FOR LOWER-LEVEL RESTROOM RENOVATION PROJECT AT CITY HALL BUILDING

WHEREAS, the 2025-2034 Capital Improvement Plan (CIP) and 2025 budget included a refresh to the lower-level restrooms at the City Hall building; and

WHEREAS, on April 10, 2025 the city advertised for bids; and

WHEREAS, bids were received, and opened and tabulated on May 9, 2025; and

WHEREAS, a total of eight bids were received; and

WHEREAS, Dering Pierson Group was the lowest responsible bidder.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the contract for Dering Pierson Group is approved.

BE IT FURTHER RESOLVED, the amount due to Dering Pierson Group is \$284,000 for lower-level restroom renovation project and the city's contingency of \$14,200 for a total expenditure of \$298,200.

BE IT FURTHER RESOLVED that funding would come from Public Facilities Fund 610-70-760-76065-8100.500 in the amount of \$298,200.

APPROVED by the City Council on this 10th day of June, 2025

To: Dave Callister, City Manager

Prepared by: Jodi Gallup, City Clerk

Reviewed by: Maria Solano, Deputy City Manager

Item: **Approve United States Conference of Mayors travel request**

1. Action Requested:

Approve request from Mayor Wosje to attend the United States Conference of Mayors in Tampa, Florida from June 19-22.

2. Background:

Per policy, the mayor and council members should have travel events approved in advance by a vote of the City Council at an open meeting including an estimated cost of the travel. Mayor Wosje has requested to attend the United States Conference of Mayors in Tampa, Florida from June 19-22.

This conference brings together mayors from across the country in a non-partisan way to address the most pressing challenges facing their cities.

3. Budget Impact:

The breakdown of approximate conference costs:

- Conference registration: \$1,500
- Hotel rates: 4 nights: \$1,100
- Round trip airfare: \$500
- Meals (Per Diem) total: \$294

The total cost associated with attending this conference is approximately \$3,394. There are no funds left in the council training budget for the year, so the expenses would be paid for using contingency funds.

4. Attachments:

1. City Council Resolution 2025-163

CITY OF PLYMOUTH

RESOLUTION No. 2025-163

RESOLUTION APPROVING UNITED STATES CONFERENCE OF MAYORS TRAVEL REQUEST

WHEREAS, per the Expense Reimbursement and Travel Policy, the mayor and council members should have out of area travel events approved by a vote of the City Council at an open meeting; and

WHEREAS, Mayor Wosje has requested to attend the United States Conference of Mayors in Tampa, Florida from June 19-22; and

WHEREAS, this conference brings together mayors from across the country in a non-partisan way to address the most pressing challenges facing their cities; and

WHEREAS, the conference expenses would be paid for using contingency funds.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the United States Conference of Mayors travel request is approved.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Natalie Dorcy, Office Support Specialist

Reviewed by: Jodi Gallup, City Clerk

Item: **Approve temporary liquor license application of Luce Line Brewing Co., LLC on July 19**

1. Action Requested:

Adopt attached resolution approving temporary liquor license application of Luce Line Brewing Co., on July 19.

2. Background:

Luce Line Brewing Co, LLC has submitted temporary liquor license application and certificate of liquor liability insurance coverage to host an event called HOPTacular at their site on July 19. This event is a celebration of beer, art, and music, which will include the sale of other metro-area breweries' beers.

Staff has reviewed the application and required insurance and has found no reason to deny the license.

3. Budget Impact:

License fee of \$50 has been received.

4. Attachments:

1. City Council Resolution 2025-164

CITY OF PLYMOUTH

RESOLUTION No. 2025-164

RESOLUTION APPROVING TEMPORARY LIQUOR LICENSE APPLICATION OF LUCE LINE BREWING Co., LLC

WHEREAS, Luce Line Brewing Co., LLC has submitted a Temporary Liquor License application for an event at Luce Line Brewing Co., 12901 16th Avenue North, on July 19, 2025; and

WHEREAS, the required fee and certificate of liquor liability insurance have been received.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Temporary Liquor License application of Luce Line Brewing Co., LLC for an event at Luce Line Brewery Co., on July 19, 2025 is approved.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Ben Scharenbroich, Water Resources Supervisor

Reviewed by: Michael Payne, City Engineer/Deputy Public Works Director

Item: **Approve wetland replacement plan application for the Station 73 TRIP Project (ST230003)**

1. Action Requested:

Adopt attached resolution approving the wetland replacement plan application for the Station 73 TRIP Project (ST230003).

2. Background:

The Station 73 TRIP Project impacts wetlands throughout the project corridor to accomplish the goals of the project. The project requires approximately 1.485 acres of permanent wetland impacts to construct the Station 73 TRIP Project to be replaced utilizing the city's Wetland Replacement Plan Application. Wetland mitigation credits for the first 1.32 acres are proposed to be purchased through the Local Government Road Wetland Replacement Bank Program (LGRWRP). Credits for the remaining 0.165 acres are proposed to be purchased through wetland mitigation banking.

3. Budget Impact:

Wetland replacement credits through the LGRWRP are obtained at no cost to the city. The cost to purchase the remaining 0.165 acres of wetland replacement credits is \$21,940.71 and is included in the estimated project cost of \$34,949,657 approved by council on May 27th.

4. Attachments:

1. Wetland Impact Map
2. Wetland Mitigation Table
3. Resolution

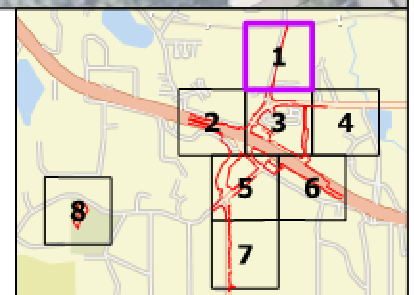
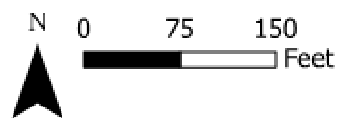


Legend

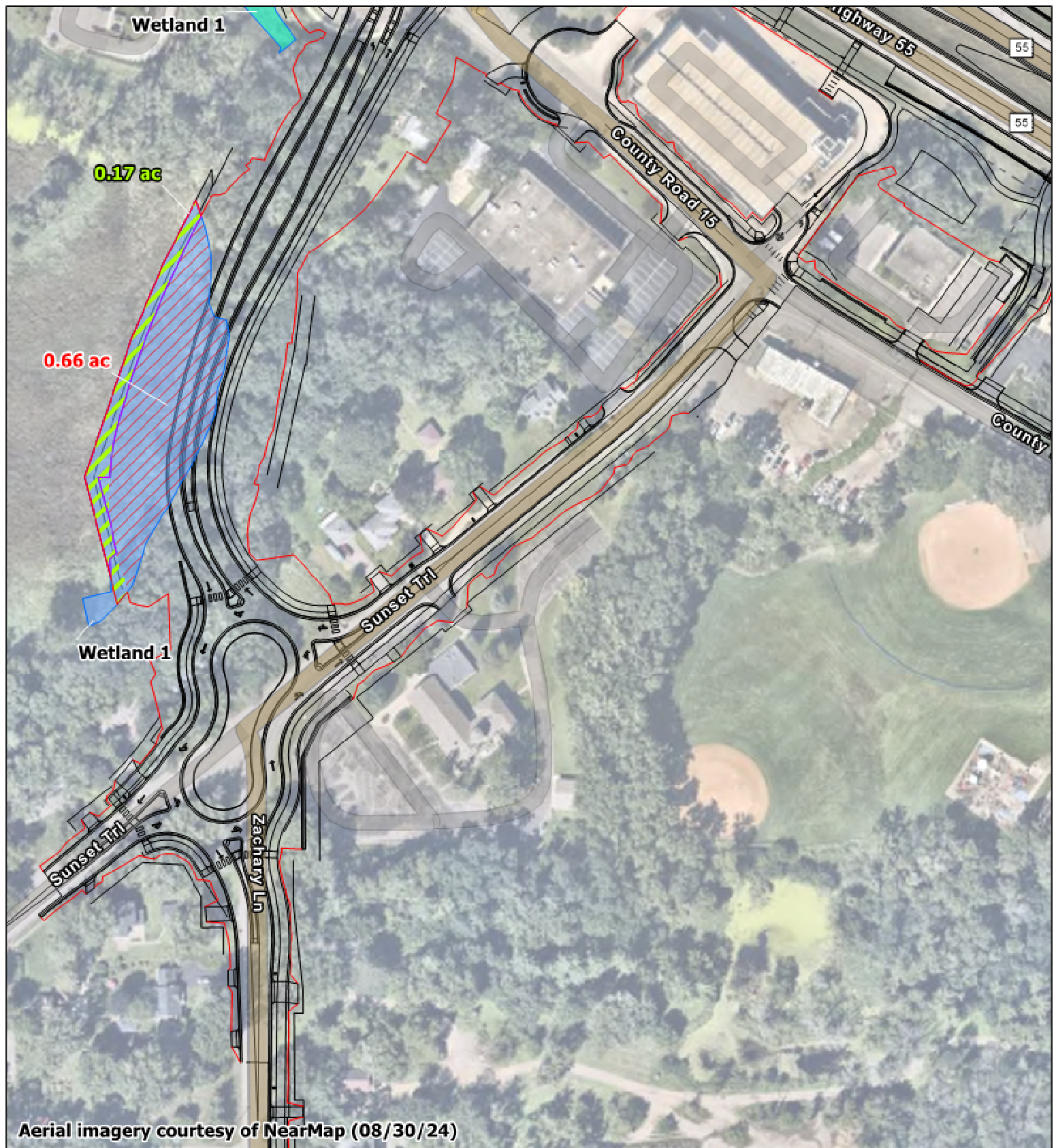
- Construction Limits
- Level 2 Wetlands - Depression
- /// Permanent Fill

Anticipated Regulatory Status

- Incidental
- WCA

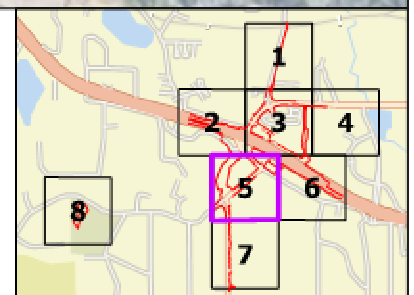
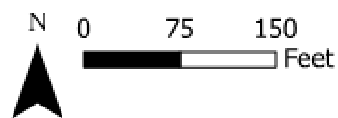


Station 73
Wetland Impacts - 1
 Plymouth, MN



Legend

—	Construction Limits	///	Temporary Impacts
	Approximate MnDOT ROW	Anticipated Regulatory Status	
	Level 1 Wetlands - Depression		MnDNR
	Level 2 Wetlands - Depression		WCA
///	Permanent Fill		

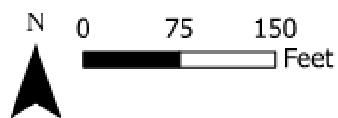


Station 73
Wetland Impacts - 5
 Plymouth, MN

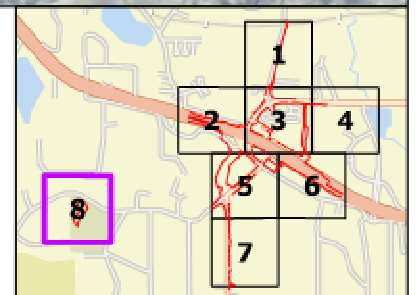


Legend

- Construction Limits
- Level 2 Wetlands - Depression
- Permanent Excavation
- Wetland Hydrology Regime**
- Permanently Flooded
- Semipermanently Flooded



Station 73
Wetland Impacts - 8
 Plymouth, MN



Wetland mitigation is proposed to be according to the following table:

Summary of Impacts	Basin Size (square feet)		Impacted Area (square feet)	Required Replacement Credit (square feet)	Required Replacement Credit (acres)
	Wetland 1	403,104	28,750	57,500 ¹	1.32 ¹
	Wetland 15	1,964,469	871	1,742	0.04
	Wetland 16	1,377	435	870	0.02
	Wetland 20	388,756	18,295	4,574 ²	0.105 ²
	Total	2,757,706	48,351	64,686	1.485
Summary of Replacement	Wetland Restoration Credit:		NA		Notes:
	Wetland Buffer Credit:		NA		Wetland 1 - LGRWRP
	Wetland Bank Credits:		0.165		Wetland 15, 16 & 20 - Bank Credits
	Total Replacement Credit (square feet)		7,187		

¹ Replacement of Wetland 1 is at covered by Local Government Roads Wetland Replacement Program (LGRWRP)

² Replacement of Wetland 20 is at 0.25:1 ratio



CITY OF PLYMOUTH

RESOLUTION No. 2025-165

RESOLUTION APPROVING THE FILLING OF WETLANDS AND THE WETLAND REPLACEMENT PLAN APPLICATION FOR THE STATION 73 TRIP PROJECT (ST230003)

WHEREAS, the City of Plymouth proposes to mitigate for wetland impacts associated with the Station 73 TRIP Project; and

WHEREAS, a replacement plan application was prepared replacing the wetlands as required by the Wetland Conservation Act; and

WHEREAS, wetland mitigation for fill within Wetland 1 for the Station 73 TRIP Project shall be in the form of 57,500 square feet (1.32 acre) of wetland bank credits from the Minnesota Board of Water and Soil Resources Local Government Road Wetland Replacement Program (LGRWRP); and

WHEREAS, wetland mitigation for fill within Wetlands 15, 16 & 20 the Station 73 TRIP Project shall be in the form of 7,187 square feet (0.165 acre) of wetland bank credits from wetland bank #1643; and

WHEREAS, the replacement plan meets the requirements of the Wetland Conservation Act.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the filling of wetlands and the Wetland Replacement Plan application for the Station 73 TRIP Project is approved. As a condition of approval, the city shall submit a fully executed application for Withdrawal of Wetland Credits from the Local Government Road Wetland Replacement Program prior to filling the wetland.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Erik Fadden, Public Safety Director

Reviewed by:

Item: **Approve Plymouth portion of PUPS (Pets Under Police Security) facility expansion capital costs**

1. Action Requested:

Approve Plymouth portion of PUPS facility expansion capital costs.

2. Background:

The Pets Under Police Security (PUPS) facility was established in December 1990 as a jointly operated impound and shelter facility, owned by the City of Maple Grove.

Plymouth has been a member since PUPS inception. PUPS provides animal impoundment, reunification, and rescue services for eight participating cities: Maple Grove, Plymouth, Brooklyn Park, Brooklyn Center, New Hope, Champlin, Crystal and Robbinsdale. The City of Crystal has announced its intent to discontinue services with PUPS effective December 31, 2025, and will transition to a local private provider.

The facility currently serves over 331,000 residents or approximately 25% of Hennepin County's population. PUPS is governed by a board composed of representatives from each partner city. For the City of Plymouth, Public Safety Director Fadden serves as its board representative.

The facility was originally designed to provide emergency housing for lost pets, with a capacity of 20 dogs and 20 cats. PUPS has since evolved into a comprehensive, full-service animal shelter. Today, it offers re-homing services, medical care, and community education, reflecting the changing needs and expectations of the communities it serves. As a regional facility, PUPS enables participating cities to share access to specialized services and resources. This collaborative model helps ensure high-quality animal care while keeping operational costs lower than if each city were to manage independent facilities. The police department has periodically reviewed

alternative options and have found no better alternative.

Police staff rely on PUPS services when they encounter domesticated animals that cannot be immediately identified or reunited with their owners. Common situations include stray animals found at large, abandoned pets, or cases where an owner is temporarily unable to provide care due to a medical emergency. Police staff attempt to contact pet owners or attempt to identify an owner in cases that the owner is not known, with the intent to reduce the number of days a pet is under the care of PUPS.

In July of 2023, the PUPS advisory board discussed operation guidelines to help mitigate capacity levels after experiencing the facility's first closure. PUPS has made improvements to its operations and has increased community outreach to address the growing needs. To help lower the number of pet intakes, the member cities have been encouraged to:

- Use Trap-Neuter-Return (TNR) programs to reduce cat intakes
- Avoid live trapping when possible
- Purchase microchip scanners for field use
- Utilize social media before bringing animals to PUPS

A comprehensive facility assessment was conducted to evaluate current operations and future needs. The board recommended proceeding with option b, a 4,600-square-foot expansion alongside renovations to the existing facility. The board also recommended bid alternative number 1, which provides a stainless steel kennel system. The total estimated cost for the project is \$7,852,074.

The proposed renovation will increase capacity of dogs to 37 (currently 20) and 27 cats (currently 20). In addition to addressing the immediate capacity needs, the proposed expansion and renovation will address a number of functional needs including an upgraded HVAC system designed for animal shelters to properly exchange air throughout the facility, space for separating healthy and sick animals and an expanded administrative work area. The current administrative space often houses overflow animals in kennels located throughout the office space.

The Plymouth City Council toured the PUPS facility in Maple Grove on June 2 to learn about the concerns regarding capacity.

3. Budget Impact:

The proposed contributions towards the capital costs for the member cities is based on the average percentage of impounds from the last three years. The attached memo highlights the impounds per city, percent of impounds and estimated contribution towards capital cost.

Staff recommends using surplus dollars to pay for the city's estimated capital share of the PUPS facility renovation and expansion project for a total of \$764,326.32.

4. Attachments:

1. Facility Study and Master Plan Presentation
2. Estimated Cost
3. City Council Resolution 2025-166

Maple Grove P.U.P.S. Facility

Animal Shelter Facility Study & Master Plan

May 6, 2025

BKV
GROUP

quorum

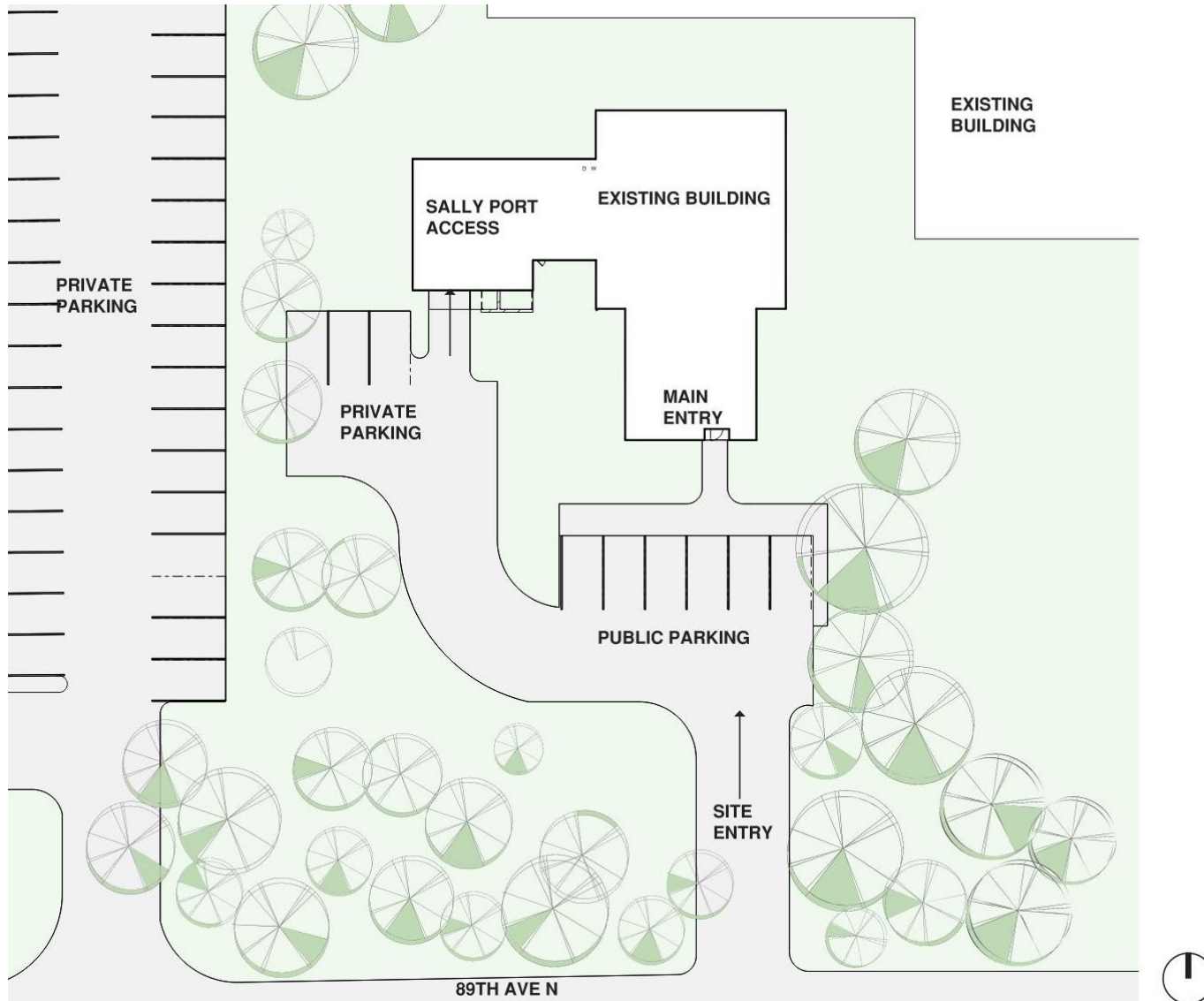


TABLE OF CONTENTS

- Existing Context
- Planning Options
- Cost Estimates
- Next Steps



EXISTING | SITE PLAN



KEY FEATURES

- Constructed in 1991
- Existing facility is 4,500 gsf
- Existing parking: 8 spaces for staff & visitors
- No outdoor play yard or enrichment spaces
- Great curb appeal with trees - provides plenty of shade for site
- Building has immediate deferred maintenance items that need to be addressed:

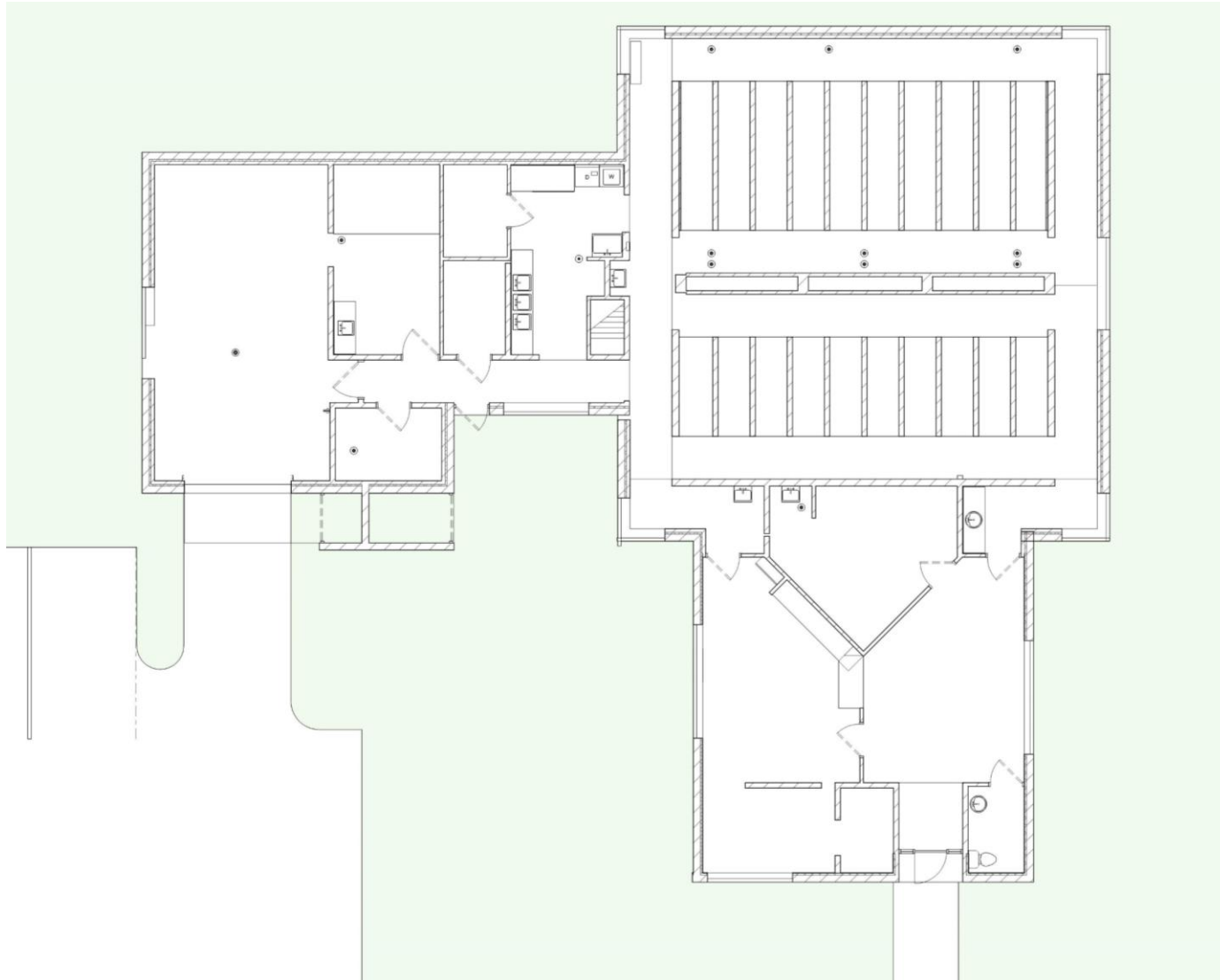
Critical Items (Immediate Need):	\$6,500
Poor Condition (1-2yr Need):	\$291,000
Fair Condition (3-4yr Need):	\$186,000
<u>Good Condition (5-10yr Need):</u>	<u>\$685,500</u>

Total 10-year Deferred Maintenance Costs: **\$1,169,195**

Animal Capacity:

- Dogs: 20 dog kennels (back to back)
- Cats: 20 cages

EXISTING | FLOOR PLAN



KEY FEATURES

- Limited natural daylighting
- HVAC – Commercial grades, but not designed for an animal shelter with 100% outside air/proper air exchanges
- Animal housing – Separation of species, as well healthy & sick animal is needed. Open kennel concept is a challenge for noise, disease and odor control.
- Lacking space for food prep, laundry, grooming and overall storage
- Limited sallyport access
- Restroom is not accessible
- Lacking space for admin functions - no private office and limited workspace
- No break space for staff due to temp housing of animals / inadequate storage needs
- No staff restroom - staff share public restroom



EXISTING CONDITIONS



EXISTING CONDITIONS

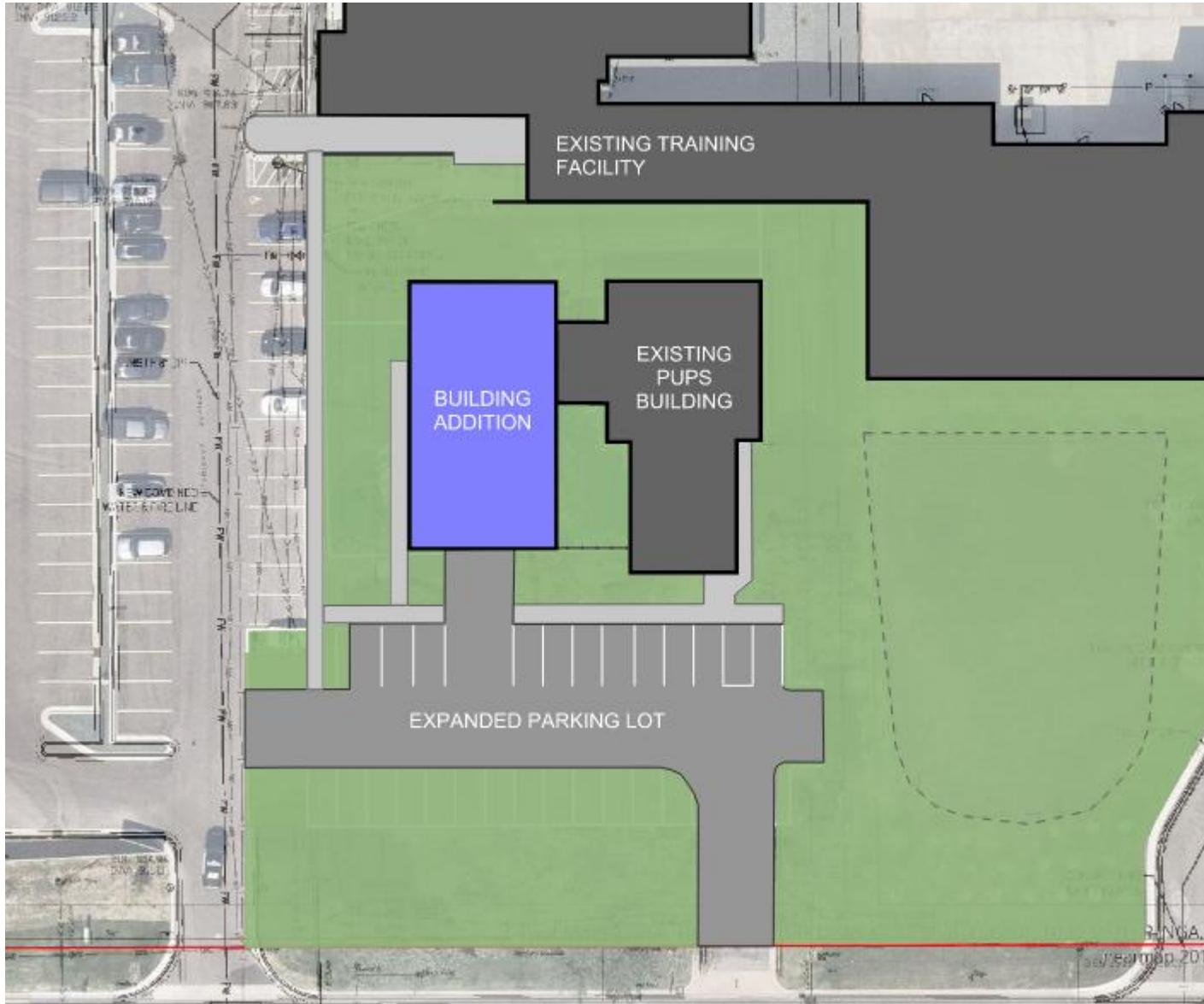


EXISTING CONDITIONS

CAPACITY PROJECTIONS

PUPS FACILITY ANIMAL CAPACITY PROJECTIONS						
	City Population		Capacity Needed for 2023		Capacity Needed for 2050	
City	2023	2050	Cat	Dog	Cat	Dog
Brooklyn Center	31,688	36,569	2	6	2	8
Brooklyn Park	82,017	95,329	7	13	8	15
Champlin	22,856	24,058	1	1	1	2
Maple Grove	71,288	89,430	2	5	3	5
New Hope	20,705	23,341	2	2	2	2
Plymouth	77,648	91,117	2	3	2	3
Robbinsdale	13,968	16,631	1	2	1	2
PUPS FACILITY	320,170	376,475	17	32	19	37

OPTION A | SITE PLAN



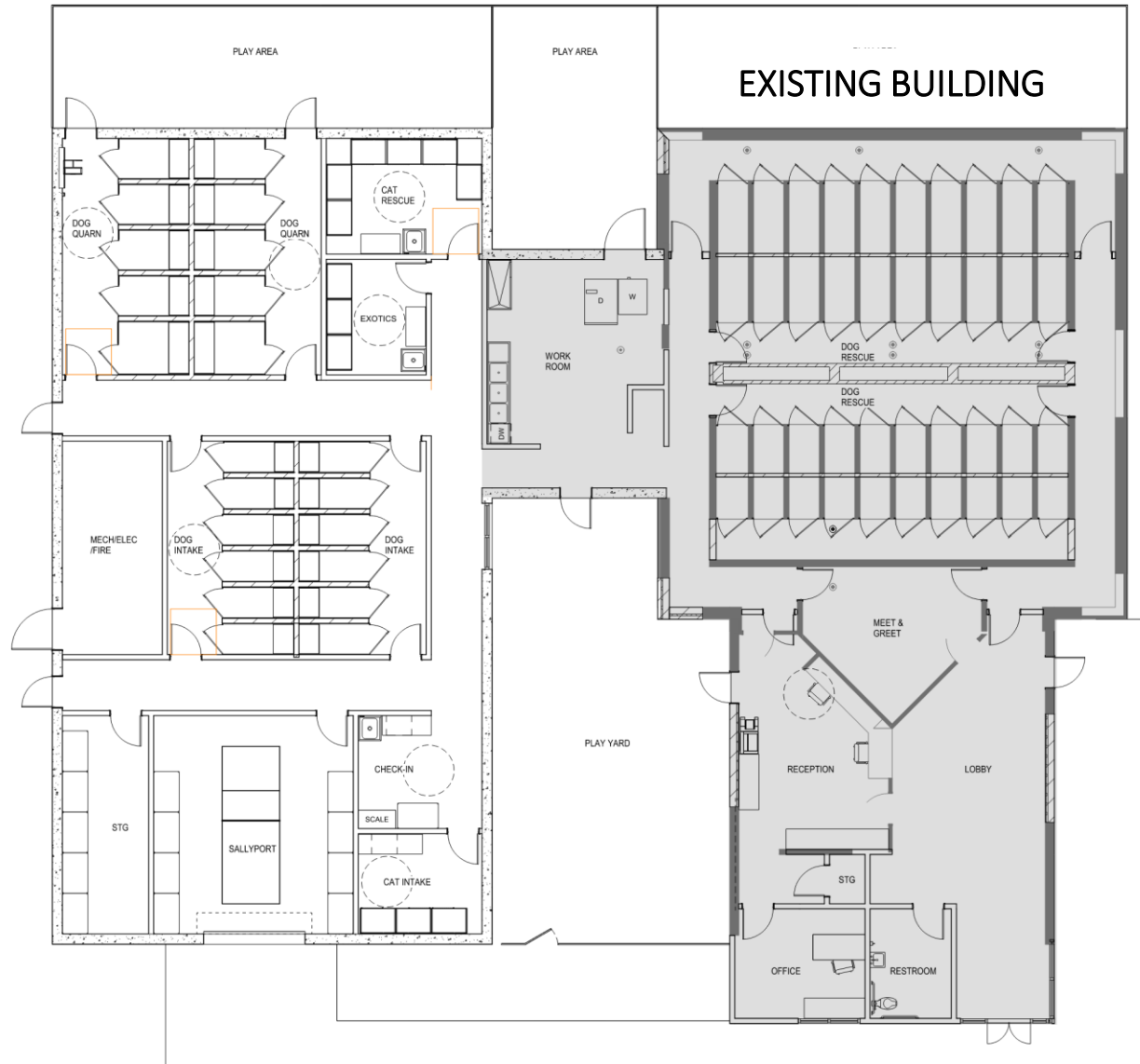
SITE FEATURES

- Building: 7,370 gsf (incl. 3,480 gsf building addition)
- Parking: 11 spaces for staff & visitors
- Space for outdoor playyard / enrichment spaces
- Maintains most trees

Animal Capacity

- Dogs: 31 dog kennels (back to back)
- Cats: 27 cages/suites
- Exotics: 6 cages

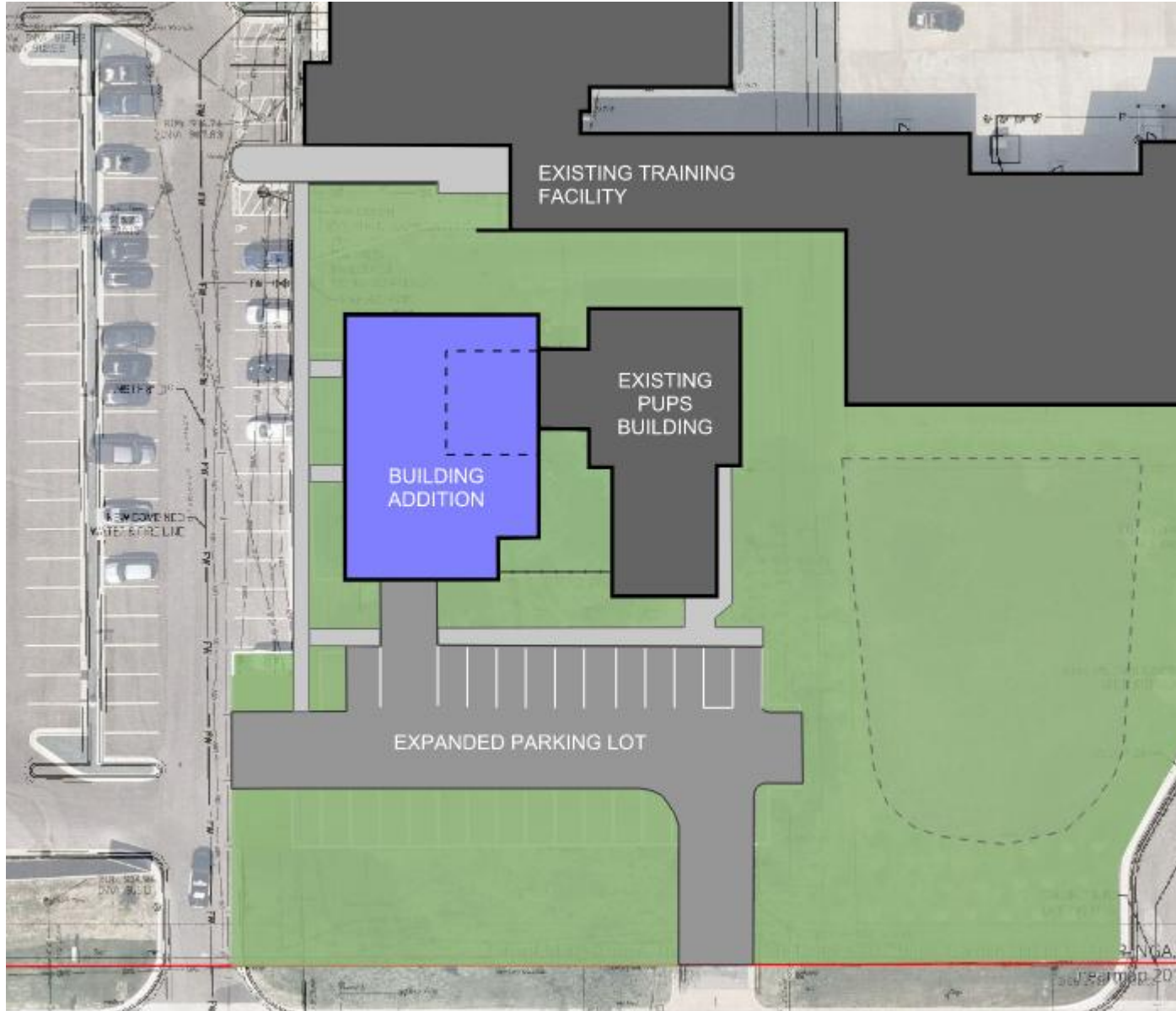
OPTION A | FLOOR PLAN



PLANNING SUMMARY

- Improved HVAC – 100% outside air with 10-12 air exchanges for dogs & 16-20 air exchanges for cats.
- Separation between dog and cat kennel areas
- New indoor Meet & Greet room for both cats & dogs
- Improved food prep, laundry, grooming, storage
- Dedicated space for office functions
- Intake and Medical Rooms are provided
- Separate enter/exit for return to owner from lobby
- New accessible shared public/staff restroom
- Improvements to existing dog kennel areas

OPTION B | SITE PLAN



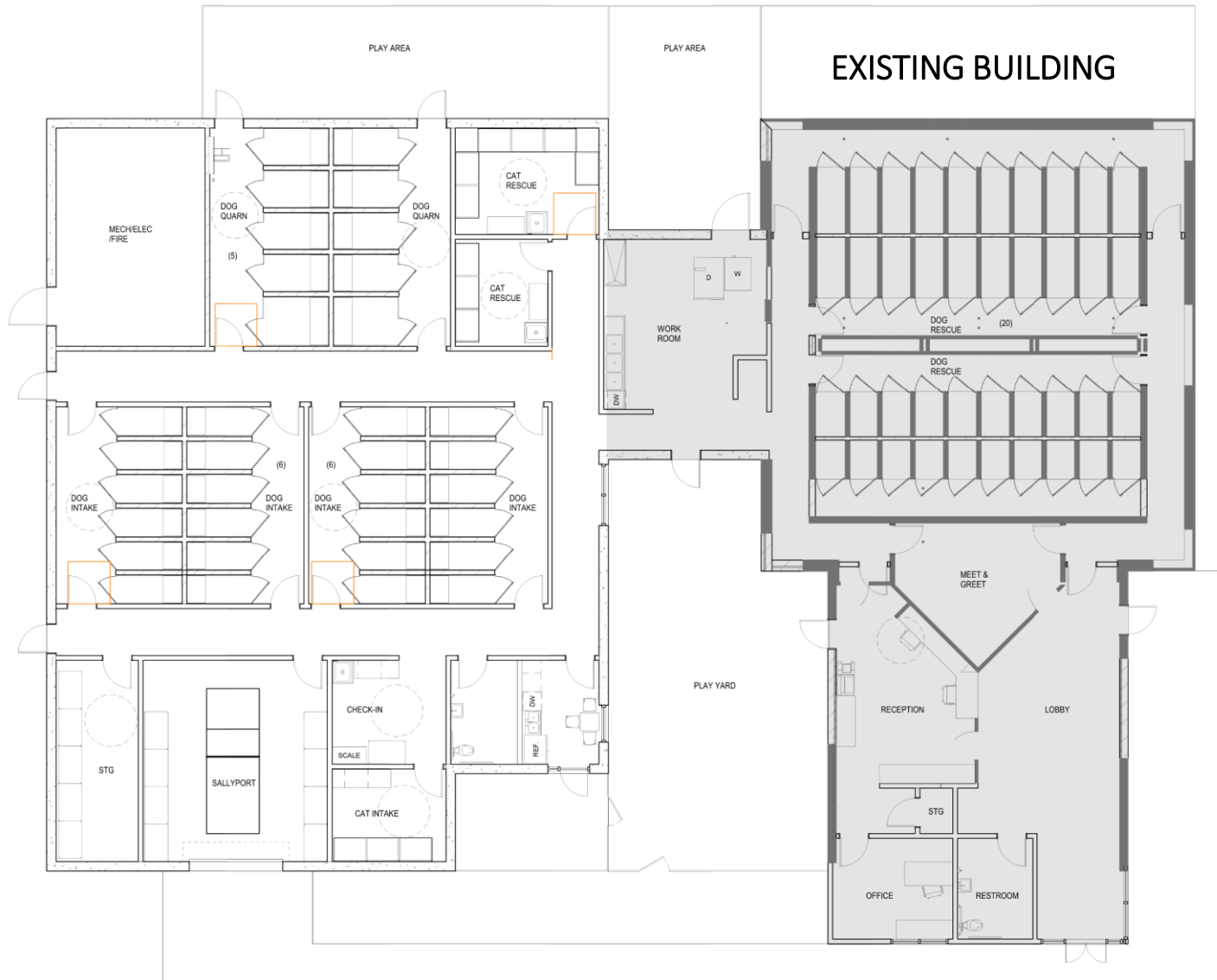
SITE FEATURES

- Building: 8,545 gsf (incl. 4,670 gsf building addition)
- Parking: 11 spaces for staff & visitors
- Space for outdoor playyard / enrichment spaces
- Maintains most trees

Animal Capacity

- Dogs: 37 dog kennels (back to back)
- Cats: 27 cages/suites
- Exotics: 6 cages

OPTION B | FLOOR PLAN



PLANNING SUMMARY

- Improved HVAC – 100% outside air with 10-12 air exchanges for dogs & 16-20 air exchanges for cats.
- Separation between dog and cat kennel areas
- New indoor Meet & Greet room for both cats & dogs
- Improved food prep, laundry, grooming, storage
- Dedicated space for office functions
- Intake and Medical Rooms are provided
- Separate enter/exit for return to owner from lobby
- New accessible public restroom
- Dedicated staff restroom
- Small staff break alcove
- Improvements to existing dog kennel areas

COST ESTIMATES



- Construction costs include design and construction contingency of 15%
- Construction cost escalation should be considered at a rate of 5-6% per year beyond 2026
- Soft costs include the following:
 - Site Survey, Inspections, Permits, A/E fees, Furniture, Equipment, AV-Technology, Low-voltage, Security, etc.

	OPTION A	OPTION B
Construction Cost:	\$4,713,515	\$6,424,212
Soft Costs:	\$848,500	\$1,156,360
Total Project Cost (2026):	\$5,562,015	\$7,580,572
Project Cost Escalation (2027)	\$5,840,116	\$7,959,601
Project Cost Escalation (2028)	\$6,132,122	\$8,357,581
Project Cost Escalation (2029)	\$6,438,728	\$8,775,460

Bid Alternates:

No. 1: Provide stainless steel kennel system at existing kennel areas in lieu of reusing existing (assumes existing CMU walls to remain). **Add \$271,502** to either option.

No. 2: Reuse existing HVAC system in the existing building and modify them as needed for the new use. **Deduct (\$259,036)** from either option.

COST ESTIMATE | SUMMARIES

OPTION A

DESCRIPTION	System Qty	Unit	\$/System SF	Base Estimate	\$/gsf 6,225
Construction Costs					
Footings and Foundations	3,200	SF	\$41.22	\$131,905	\$21.19
Structure	3,200	SF	\$35.00	\$112,000	\$17.99
Enclosure	3,014	SF	\$98.26	\$296,115	\$47.57
Roofing	3,200	SF	\$45.94	\$147,000	\$23.61
Interiors	6,225	SF	\$97.05	\$604,164	\$97.05
Overhead Coiling Door	1	LS	\$15,000.00	\$15,000	\$2.41
Animal Enclosures/Equipment	1	LS	\$106,000.00	\$106,000	\$17.03
Stainless Steel Equipment	1	LS	\$50,000.00	\$50,000	\$8.03
Fire Protection	6,225	SF	\$12.53	\$78,000	\$12.53
Plumbing	6,225	SF	\$36.14	\$225,000	\$36.14
HVAC	6,225	SF	\$80.00	\$498,000	\$80.00
Electrical	6,225	SF	\$54.02	\$336,250	\$54.02
Demolition (Building Structure & Interiors)	1	LS	\$50,000.00	\$50,000	\$8.03
Earthwork	16,000	SF	\$8.00	\$128,000	\$20.56
Utilities	16,000	SF	\$3.00	\$48,000	\$7.71
Sidewalks	2,000	SF	\$9.00	\$18,000	\$2.89
Curb and Gutters	250	LF	\$45.00	\$11,250	\$1.81
Asphalt Paving	600	SY	\$60.00	\$36,000	\$5.78
Landscaping and Irrigation Allowance	1	LS	\$20,000.00	\$20,000	\$3.21
Outdoor Play Yard	1	LS	\$60,000.00	\$60,000	\$9.64
Preconstruction	1	LS	\$30,000.00	\$30,000	\$4.82
General Conditions	43	WK	\$9,836	\$422,927	\$67.94
General Requirements	43	WK	\$4,500	\$193,500	\$31.08
General Liability Insurance	1	LS	\$39,788	\$39,788	\$6.39
Builders Risk Insurance	1	LS	\$12,433	\$12,433	\$2.00
Building Permit	1	LS	\$67,976	\$67,976	\$10.92
Bond	1	LS	\$52,529.04	\$52,529	\$8.44
Subtotal Construction Costs				\$3,789,837	\$608.81
Escalation	5.00%			\$189,492	\$30.44
Design Contingency	10.00%			\$397,933	\$63.92
Construction Contingency	5.00%			\$198,966	\$31.96
Contractor's Fee	3.00%			\$137,287	\$22.05
Total Construction Estimate				\$4,713,515	\$757.19

Refer to basis of estimate provided by RJM Construction for more detail.

OPTION B

DESCRIPTION	System Qty	Unit	\$/System SF	Base Estimate	\$/gsf 8,125
Construction Costs					
Footings and Foundations	4,900	SF	\$48.99	\$240,033	\$29.54
Structure	4,900	SF	\$35.00	\$171,500	\$21.11
Enclosure	4,263	SF	\$109.21	\$465,570	\$57.30
Roofing	4,900	SF	\$42.14	\$206,500	\$25.42
Interiors	8,125	SF	\$99.98	\$812,340	\$99.98
Overhead Coiling Door	1	LS	\$15,000.00	\$15,000	\$1.85
Animal Enclosures/Equipment	1	LS	\$272,000.00	\$272,000	\$33.48
Stainless Steel Equipment	1	LS	\$50,000.00	\$50,000	\$6.15
Fire Protection	8,125	SF	\$12.00	\$97,500	\$12.00
Plumbing	8,125	SF	\$35.00	\$284,375	\$35.00
HVAC	8,125	SF	\$80.00	\$650,000	\$80.00
Electrical	8,125	SF	\$53.08	\$431,250	\$53.08
Demolition (Building Structure & Interiors)	1	LS	\$75,000.00	\$75,000	\$9.23
Earthwork	19,000	SF	\$8.00	\$152,000	\$18.71
Utilities	19,000	SF	\$3.00	\$57,000	\$7.02
Sidewalks	2,000	SF	\$9.00	\$18,000	\$2.22
Curb and Gutters	485	LF	\$45.00	\$21,825	\$2.69
Asphalt Paving	750	SY	\$60.00	\$45,000	\$5.54
Landscaping and Irrigation Allowance	1	LS	\$30,000.00	\$30,000	\$3.69
Outdoor Play Yard	1	LS	\$150,000.00	\$150,000	\$18.46
Preconstruction	1	LS	\$40,000.00	\$40,000	\$4.92
General Conditions	48	WK	\$9,836	\$472,104	\$58.11
General Requirements	48	WK	\$4,500	\$216,000	\$26.58
General Liability Insurance	1	LS	\$54,703	\$54,703	\$6.73
Builders Risk Insurance	1	LS	\$17,094	\$17,094	\$2.10
Building Permit	1	LS	\$67,976	\$67,976	\$8.37
Bond	1	LS	\$52,529.04	\$52,529	\$6.47
Subtotal Construction Costs				\$5,165,300	\$635.73
Escalation	5.00%			\$258,265	\$31.79
Design Contingency	10.00%			\$542,356	\$66.75
Construction Contingency	5.00%			\$271,178	\$33.38
Contractor's Fee	3.00%			\$187,113	\$23.03
Total Construction Estimate				\$6,424,212	\$790.67

Refer to basis of estimate provided by RJM Construction for more detail.

NEXT STEPS

- Determine appropriate path to address operational needs and growth
- Identify funding source(s)
- Develop implementation schedule
 - Anticipate 9-12 months for Design Phase
 - Construction 12 months
- Progress into Schematic Design to further define project scope and associated costs





quorum

CONTACT:

Michael Healy, AIA

BKV Group

222 North 2nd Street, Suite 101, Minneapolis, MN 55401

651-955-7555 | mhealy@bkvgroup.com

Estimated Cost of Expansion/Renovation Project

	Impounds (3 year-average)	%	Estimated Capital Cost	
Brooklyn Center	184	18.5%	\$	1,452,482.66
Brooklyn Park	414	41.6%	\$	3,264,802.80
Champlin	39	4.0%	\$	309,933.01
Maple Grove	146	14.7%	\$	1,153,055.86
New Hope	66	6.6%	\$	517,430.53
Plymouth	97	9.7%	\$	764,326.32
Robbinsdale	50	5.0%	\$	390,042.81
Total	996	100.00%	\$	7,852,074.00

Operation costs:

Due to the expansion of the building, each city's annual administration fee and operation costs will increase as indicated in the chart below.

Plymouth Annual Administrative/Operational Costs

	Current	Future Costs
Administrative Fees	\$7,500	\$15,000
Operational Costs	\$23,400	\$44,027

CITY OF PLYMOUTH

RESOLUTION No. 2025-166

RESOLUTION APPROVING THE FACILITY EXPANSION COSTS FOR PETS UNDER POLICE SECURITY (PUPS)

WHEREAS, the City of Plymouth utilizes Pets Under Police Security (PUPS) for animal impoundment, reunification and rescue; and

WHEREAS, the City of Plymouth has been a member of PUPS since its inception in 1991; and

WHEREAS, the PUPS facility has operated within its current building since 1991 while managing growing needs of the approximately 331,000 residents it serves; and

WHEREAS, the PUPS Administrative Board has recommended an expansion to the PUPS facility to adequately address the needs of the communities it serves; and

WHEREAS, the estimated capital share of the PUPS facility expansion is \$764,326.32; and

WHEREAS, the funds will be paid using the city's surplus.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA that the payment of \$764,326.32 for the PUPS Facility expansion is approved.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Michael Payne, City Engineer/Deputy Public Works Director

Reviewed by: Michael Thompson, Public Works Director

Item: **Award contract for the Red Roof Inn demolition (TRN25001)**

1. Action Requested:

Adopt attached resolution awarding the contract for the Red Roof Inn demolition (TRN25001).

2. Background:

The City Council approved a purchase agreement to acquire the Red Roof Inn, located at 2600 Annapolis Lane North, at its meeting on November 27, 2024. The closing occurred in early March 2025 and the city is the current owner of the property.

On May 22, 2025, bids were publicly opened for the demolition project. A total of nine valid bids were received as detailed in the attached bid award recommendation letter. The low bid of \$281,040 was submitted by Veit & Company, Inc. of Rogers, MN, and complies with the responsible bidder criteria and staff find the information acceptable. Veit & Company, Inc. is capable of completing this project in accordance with the plans and specifications. If awarded, demolition is expected to start in June and be substantially completed in August.

3. Budget Impact:

The total estimated project cost based on the low bid by Veit & Company, Inc. is \$379,144 and includes the demolition (\$281,040), engineering, environmental/abatement testing, and indirects (\$70,000), and contingency (\$28,104). The Transit Fund is slated to cover these costs.

4. Attachments:

1. Bid Award Recommendation Letter

2. City Council Resolution 2025-167



May 30th, 2025

Mr. Michael Thompson, P.E.
Public Works Director
City of Plymouth
3400 Plymouth Blvd
Plymouth, MN 55447

RE: *Summary of Bids*
 Red Roof Inn Demo Project
 City Project TRN25001

Dear Mr. Thompson:

On Thursday, May 22, 2025, at 10:00 AM, bids were received and opened for the above-referenced project. Bids were received from Nine (9) contractors as follows:

<u>Contractor</u>	<u>Total Base Bid Amount</u>
Veit & Company Inc.	\$281,040.00
Fehn Companies, Inc.	\$281,735.00
Rachel Contracting, LLC	\$314,553.00
Carl Bolander & Sons	\$394,000.00
Frattalone Companies	\$398,600.00
Hosier Worldwide, Inc.	\$413,600.00
Ramsey Companies	\$458,383.00
Urban Companies	\$472,000.00
Linnco, Inc.	\$489,000.00

All bids were submitted with proper guarantees in the amount of five percent (5%) of the total bid as required by the Project Manual.

No errors were found in the apparent low bidder, Veit & Company, Inc.'s, bid or any of the other bids.

Veit & Company Inc. was the low bidder in the amount of \$281,040.00

Kimley-Horn has worked with Veit & Company Inc. on previous projects around the Twin Cities metro and believe they are qualified and capable of completing the work included as part of this project.

Please contact me at (651) 393-6164 or alan.catchpool@kimley-horn.com should you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Catchpool". The signature is fluid and cursive, with the first name "Alan" and last name "Catchpool" clearly distinguishable.

Alan Catchpool, P.E.
Associate

CITY OF PLYMOUTH

RESOLUTION No. 2025-167

RESOLUTION AWARDING CONTRACT FOR RED ROOF INN DEMOLITION (TRN25001)

WHEREAS, pursuant to an advertisement for bids for the Red Roof Inn Demolition, bids were received, opened and tabulated according to State law, and the following bids were received complying with the advertisement:

Contractor	Total Bid
Veit & Company, Inc.	\$281,040
Fehn Companies, Inc.	\$281,735
Rachel Contracting, LLC	\$314,553
Carl Bolander & Sons	\$394,000
Frattalone Companies	\$398,600
Hosier Worldwide, Inc.	\$413,600
Ramsey Companies	\$458,383
Urban Companies	\$472,000
Linnco, Inc.	\$489,000

WHEREAS, Veit & Company, Inc. of Rogers, MN, is the lowest responsible bidder, complying with the minimum qualifications; and

WHEREAS, the City Engineer recommends awarding the project to Veit & Company, Inc.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA:

1. The Mayor and City Manager are authorized and directed to enter into the contract with Veit & Company, Inc. of Rogers, MN, in the name of the City of Plymouth for the Red Roof Inn Demolition project according to the plans and specifications therefore approved by the City Council and on file in the office of the City Engineer in the amount of \$281,040.
2. The total cost of the project is \$379,144 and includes the demolition in the amount of \$281,040, engineering, environmental/abatement testing, and indirects in an amount of \$70,000, and contingency in the amount of \$28,104.

BE IT FURTHER RESOLVED, that the project would be funded from the Transit Fund in an amount of \$379,144.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Maria Solano, Deputy City Manager

Reviewed by:

Item: **Approve council strategic priorities**

1. Action Requested:

Adopt resolution approving council strategic priorities.

2. Background:

The City Council held a strategic workshop on February 6 and 7.

Facilitated by Dave Unmacht, the workshop guided the City Council and directors through a strategic planning process. Based on those discussions, five strategic priorities have been identified for 2025-2027:

- City Center Reimagined
- A Connected and Thriving Community (previously listed as Livable Community)
- Environmental Stewardship
- Economic Stability and Vitality
- Operational Excellence

At the May 27 study session, council discussed the strategic priorities plan, which includes strategies and desired outcomes, and directed staff to bring back the final plan for council approval on June 10.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Plymouth Strategic Priorities Presentation
2. Plymouth Strategic Priorities Redlined
3. Plymouth Strategic Priorities
4. City Council Resolution 2025-168



City Council Strategic Priorities

June 10, 2025



Value of a Strategic Plan

- **Decision making tool** to assist in analyzing and adopting policy.
- **Leadership tool** to assist in identifying strategies and goals.
- **Management tool** to assist with implementation and accountability.
- **Communication tool** to inform all constituencies about the priorities of the city.



Overview

- Strategic themes developed in 2023
- Council workshop in February 2025
 - Goal to create a three-year strategic plan
- Strategic plan developed based on council feedback
- Council reviewed the draft plan on May 27



Our Vision:
A city where
exceptional living,
stewardship and
service meet!



Plymouth City Council 2025 to 2027 Strategic Priorities

City Center Reimagined

A vibrant hub for living, working, dining and recreating.

A Connected and Thriving Community

Residents have a safe place to live with high quality infrastructure and recreational opportunities.

Environmental Stewardship

Plymouth's environment and natural resources are clean and healthy for future generations.

Economic Stability and Vitality

A business-friendly environment that fosters economic opportunities and innovation.

Operational Excellence

A community where employees choose to work, residents choose to live, businesses choose to grow and visitors choose to return.



Next Steps

- Share priorities with staff and the public
- Develop and monitor action items and performance measurements
- Report progress to the City Council and the public



Plymouth City Council 2025 to 2027 Strategic Priorities

Our Vision:

~~The city of choice~~—A city
where exceptional livabilityliving, stewardship and service meet!

Strategic Priority: City Center Reimagined

Outcome: A vibrant hub for living, working, dining and recreating.

Strategies:

- Create thriving spaces that integrate arts, culture and community activation.
-
- Encourage ~~high increased~~ density in residential housing ~~options to support a vibrant mix of~~.
 - ~~Attracting~~ unique and diverse restaurants, entertainment, lodging and retail businesses.
 - Invest in public infrastructure to enhance parking, walkability, biking, transit access, parks and public safety.
 - Seek partnerships that attract, incentivize and support development.

Strategic Priority: ~~Livable~~ A Connected and Thriving Community

Outcome: Residents have a safe place to live with ~~innovative~~ high quality infrastructure and recreational opportunities ~~that exceed expectations~~.

Strategies:

- Encourage a variety of housing options for rental and ownership.
- Create opportunities for neighborhood scale commercial nodes and amenities.
- Initiate a Complete Streets design approach ~~that~~ makes streets safe, accessible and convenient for all users.
- Adapt public safety services to meet changing community needs.
- Enhance community health and vibrancy through parks and connected trail systems that foster interaction, connection and recreation.

Strategic Priority: Environmental Stewardship

Outcome: Plymouth's environment and natural resources are clean and healthy for future generations.

Strategies:

- Integrate ~~and promote~~ environmentally ~~conscious~~ responsible practices and policies into city functions.
- Execute an Energy Action Plan and a Climate Action Plan.
- ~~Implement a Climate Action Plan~~.
- Continue progress in the Green Step Cities program.
- ~~Enact environmentally responsible policies~~.

Strategic Priority: Economic Stability and Vitality

Outcome: A business-friendly environment that fosters economic opportunities and innovation.

Strategies:

- Promote business retention and expansion.
- Support workforce availability through access to housing, transportation and education.
- Continue long range financial forecasting to prepare for future changes and growth.
- Promote Plymouth's businesses, attractions, events, dining, hotels and recreation opportunities.
- Advance a transportation and infrastructure system that supports the local economy.

Strategic Priority: Operational Excellence

Outcome: A community where employees choose to work, residents choose to live, businesses choose to grow and visitors choose to return.

Strategies:

- Ensure changes and growth in city services and amenities are balanced with the financial impact on the city's current and future taxpayers.
- Preserve Plymouth's identity and invest in arts, culture and community engagement to celebrate what makes Plymouth unique while also embracing progress.
- Continue investments to ensure staff have equitable and competitive pay and benefits to attract and retain a highly productive workforce.
- Develop policies, training, programs and initiatives related to enhancing a workplace culture aligned with the city's CIVIC Values (Customer Focus, Integrity, Visionary, Inclusion and Connection).
- Deliver excellent and responsive customer service across all city functions.



Plymouth City Council 2025 to 2027 Strategic Priorities

Our Vision:

A city where exceptional living, stewardship and service meet!

Strategic Priority: City Center Reimagined

Outcome: A vibrant hub for living, working, dining and recreating.

Strategies:

- Create thriving spaces that integrate arts, culture and community activation.
- Encourage density in residential housing to support a vibrant mix of unique and diverse restaurants, entertainment, lodging and retail businesses.
- Invest in public infrastructure to enhance parking, walkability, biking, transit access, parks and public safety.
- Seek partnerships that attract, incentivize and support development.

Strategic Priority: A Connected and Thriving Community

Outcome: Residents have a safe place to live with high quality infrastructure and recreational opportunities.

Strategies:

- Encourage a variety of housing options for rental and ownership.
- Create opportunities for neighborhood scale commercial nodes and amenities.
- Initiate a Complete Streets design approach to make streets safe, accessible and convenient for all users.
- Adapt public safety services to meet changing community needs.
- Enhance community health and vibrancy through parks and connected trail systems that foster interaction, connection and recreation.

Strategic Priority: Environmental Stewardship

Outcome: Plymouth's environment and natural resources are clean and healthy for future generations.

Strategies:

- Integrate environmentally responsible practices and policies into city functions.
- Execute an Energy Action Plan and a Climate Action Plan.
- Continue progress in the Green Step Cities program.

Strategic Priority: Economic Stability and Vitality

Outcome: A business-friendly environment that fosters economic opportunities and innovation.

Strategies:

- Promote business retention and expansion.

- Support workforce availability through access to housing, transportation and education.
- Continue long range financial forecasting to prepare for future changes and growth.
- Promote Plymouth's businesses, attractions, events, dining, hotels and recreation opportunities.
- Advance a transportation and infrastructure system that supports the local economy.

Strategic Priority: Operational Excellence

Outcome: A community where employees choose to work, residents choose to live, businesses choose to grow and visitors choose to return.

Strategies:

- Ensure changes and growth in city services and amenities are balanced with the financial impact on the city's current and future taxpayers.
- Preserve Plymouth's identity and invest in arts, culture and community engagement to celebrate what makes Plymouth unique while also embracing progress.
- Continue investments to ensure staff have equitable and competitive pay and benefits to attract and retain a highly productive workforce.
- Develop policies, training, programs and initiatives related to enhancing a workplace culture aligned with the city's CIVIC Values (Customer Focus, Integrity, Visionary, Inclusion and Connection).
- Deliver excellent and responsive customer service across all city functions.

CITY OF PLYMOUTH

RESOLUTION No. 2025-168

RESOLUTION APPROVING 2025-2027 COUNCIL STRATEGIC PRIORITIES

WHEREAS, the City Council held a strategic workshop on February 6 and 7; and

WHEREAS, based on discussions from the workshop, the council identified five strategic priorities; and

WHEREAS, the five strategic priorities include City Center Reimagined, A Connected and Thriving Community, Environmental Stewardship, Economic Stability and Vitality, and Operational Excellence; and

WHEREAS, the 2025-2027 Council Strategic Priorities plan includes strategies and desired outcomes for each priority.

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the 2025-2027 Council Strategic Priorities are approved.

APPROVED by the City Council on this 10th day of June, 2025.

To: Dave Callister, City Manager

Prepared by: Erik Fadden, Public Safety Director

Reviewed by: Erik Fadden, Public Safety Director

Item: **Electric bicycle discussion**

1. Action Requested:

No formal action is required. Staff will provide an overview of electric bike regulations and seek guidance from council.

2. Background:

Electric bikes, commonly known as e-bikes, are increasing in popularity and use. Residents have communicated questions and concerns regarding the use of e-bikes to council and city staff. The purpose of tonight's discussion is to provide an overview of e-bike rules and regulations. Staff will discuss efforts currently underway to provide public education and seek guidance from council on future efforts to ensure the city's trails and sidewalks are safe for all users.

3. Budget Impact:

Not applicable.

4. Attachments:

1. Presentation



Electric Bicycles and Motorbikes June 10, 2025



What is an Electric Bicycle

Definition

An electric bicycle, or e-bike, is defined as a bicycle with two or three wheels that has a saddle, fully operational pedals for human propulsion, a motor that has an output of not more than 750 watts, and meets the requirements of a Class 1, Class 2 or Class 3 definition of an e-bike as defined by state statute.

Class 1

Motor assists up to 20 mph while pedaling (no throttle)

Class 2

Motor assists up to 20 mph with or without rider pedaling (throttle)

Class 3

Motor assists up to 28 mph only when rider is pedaling (no throttle)*

* Class 3 e-bikes with throttles do exist, but they are not legal in Minnesota



What does not classify as an e-bike?

1. A motorized bicycle that does not meet the definition of an electric-assisted bicycle.
2. Anything outside of these classification definitions (class 1, 2 or 3) is considered a motorized bicycle, moped, or motorcycle depending on the type of device.



E-bike models

- E-bikes come in many varieties (ie: different classes)



E-bike vs E-motobike

E-bike



Defined in MN State Statute 169.011

- Can have 2 or 3 wheels
- Has pedals that can power the bike by “human propulsion”
- Less than a 750 watt motor
- Allowed on trails and sidewalks
- No permit or license required
- Doesn't need to be registered
- Must be 15 years or older to operate

E-motobike



Defined in MN State Statute 169.011 & 169.223

- Has no pedals
- A headlight and taillight are required
- Not allowed on trails and sidewalks
- Must be registered to operate on streets
- Rider must have a valid drivers license or motorized bike permit.
- Rider must wear a helmet if under 18 years old



FAQ's

At what age can someone operate an e-bike?

- MN state statute prohibits anyone under the age of 15 from operating an e-bike.

Is a license required to operate an e-bike?

- No, there are no operating license requirements for e-bikes.

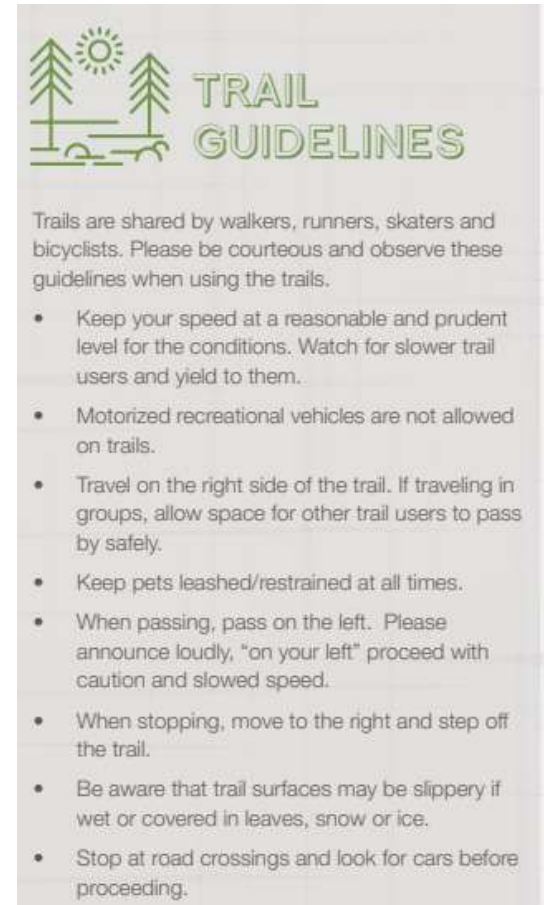
Where can you ride an e-bike?

- In general, e-bike riders are given the same rights as regular bicycle riders. Therefore, they are permitted to operate anywhere bicycles are allowed. This includes most multi-use trails, bike lanes or shoulders. Users must follow traffic laws when operating e-bikes on roadways and local rules/ordinances when operating on trails.



Where can e-bikes be ridden in Plymouth?

- Traditional bicycles and e-bikes (class 1-3) are allowed on all hard surface trails and sidewalks. E-moto bikes are not.
- While bikes are allowed on both concrete sidewalks and asphalt trails, they are encouraged to be on trails when both are present on a street.
- There are numerous trails through Plymouth operated by Three Rivers Park District. They have signage around e-bikes and do allow them on their trails.
- There are 185 miles of bike trails in the City of Plymouth.



Safe Operation

The safe operation of bicycles and e-bikes is addressed in MN state statute 169.222.

Statute highlights include:

“A person operating a bicycle upon a sidewalk, or across a roadway or shoulder on a crosswalk, must yield the right-of-way to any pedestrian and give an audible signal (ie: bell or voice) when necessary, before overtaking and passing any pedestrian.”

“A person may operate an electric-assisted bicycle in the same manner as provided for operation of other bicycles, including roadway shoulders, bicycle lanes, and bicycle trails/shared use paths”

“A person under the age of 15 must not operate an electric-assisted bicycle.”

“A person must not modify an electric-assisted bicycle to change the motor-powered speed capability”

“A multiple mode electric-assisted bicycle equipped with a throttle must not be capable of exceeding 20 miles per hour on motorized propulsion alone in any mode when the throttle is engaged.”

1	MINNESOTA STATUTES 2024	169.222
169.222 OPERATION OF BICYCLE.		
Subdivision 1. Traffic laws apply. (a) Every person operating a bicycle has all of the rights and duties applicable to the driver of any other vehicle by this chapter, except in respect to those provisions in this chapter relating expressly to bicycles and in respect to those provisions of this chapter which by their nature cannot reasonably be applied to bicycles. This subdivision applies to a bicycle operating on the shoulder of a roadway.		
(b) A person lawfully operating a bicycle (1) on a sidewalk, or (2) across a roadway or shoulder while using a crosswalk has all the rights and duties applicable to a pedestrian under the same circumstances.		
Subd. 2. Manner and number riding. (a) For purposes of this subdivision, "bicycle" includes a tandem bicycle, electric-assisted bicycle, cargo or utility bicycle, or trailer.		
(b) No person may operate a bicycle while carrying more than the number of riders for which the bicycle is designed or equipped.		
(c) Notwithstanding paragraph (b), an adult bicycle operator may carry a child in a trailer or seat designed for carrying children that is securely attached to a bicycle.		
Subd. 3. Clinging to vehicle. Persons riding upon any bicycle, coaster, roller skates, toboggan, sled, skateboard, or toy vehicle shall not attach the same or themselves to any street car or vehicle upon a roadway.		
Subd. 4. Riding rules. (a) Every person operating a bicycle on a road must ride as close to the right-hand curb or edge of the road as the bicycle operator determines is safe. A person operating a bicycle is not required to ride as close to the right-hand curb or edge when:		
(1) overtaking and passing another vehicle proceeding in the same direction;		
(2) preparing for a left turn at an intersection or into a private road or driveway;		
(3) reasonably necessary to avoid conditions that make it unsafe to continue along the right-hand curb or edge, including fixed or moving objects, vehicles, pedestrians, animals, surface hazards, or narrow-width lanes;		
(4) operating on the shoulder of a roadway or in a bicycle lane; or		
(5) operating in a right-hand turn lane before entering an intersection.		
(b) If a bicycle is traveling on a shoulder of a roadway, the bicycle operator must travel in the same direction as adjacent vehicular traffic.		
(c) Persons riding bicycles upon a roadway or shoulder must not ride more than two abreast and, on a laned roadway, shall ride within a single lane.		
(d) A person operating a bicycle upon a sidewalk, or across a roadway or shoulder on a crosswalk, must yield the right-of-way to any pedestrian and give an audible signal when necessary before overtaking and passing any pedestrian. A person must not ride a bicycle upon a sidewalk within a business district unless permitted by local authorities. Local authorities may prohibit the operation of bicycles on any sidewalk or crosswalk under their jurisdiction.		
(e) An individual operating a bicycle or other vehicle on a bikeway must (1) give an audible signal a safe distance prior to overtaking a bicycle or individual, (2) leave a safe clearance distance when overtaking		
Official Publication of the State of Minnesota Revisor of Statutes		



Resident Concerns

General concerns revolve around safety.

- Speed
- Youth riders – understanding of laws and traffic safety
- Disregard for other trail users
- E-moto bikes
- Prevalence of underage riders



Public Awareness Campaign

- Educational awareness
- Parks and Recreation evaluating signage for trails
- Police will provide education and awareness through positive interactions with riders throughout the summer.
- Parks and Recreation – E-bike educational class*



[City provides safety reminders for ebike users](#)

As the use of electric-assisted bikes (ebikes) increases, the city reminds riders to prioritize safety, use good trail etiquette, and follow guidelines.

05/30/2025 9:31 a.m.



E-bike Safety

- All cyclists must alert pedestrians of their approach and be courteous to others sharing the sidewalks, trails and roads.
- Cyclists should always wear a bike helmet and other appropriate safety gear.
- E-bike batteries should be properly stored, never left on chargers for an extended period of time and properly disposed of, not thrown in the garbage or recycling.
- E-bikes should always be stored in a cool, dry space, away from humidity and should never be stored within a fire escape route.



Questions?

