

# ***Project Manual***

***IFB No. 19-20***

***RLJA Project No. 18-083***

**New Milford, Nelson, Dennis & King  
School Building Demolition Projects  
for**

**Rockford Public Schools #205  
Rockford, Illinois**



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## **ADVERTISEMENT FOR BIDS**

**DATE:** January 30, 2019

**PROJECT:** New Milford, Nelson, Dennis & King School Building Demolition  
Projects for Rockford Public Schools #205

**LOCATION:** New Milford School, 2128 New Milford School Road, Rockford  
Nelson School, 623 15<sup>th</sup> Street, Rockford  
Dennis School, 730 Lincoln Park Blvd., Rockford,  
King School, 1306 S. Court Street, Rockford

**OWNER:** Rockford School District # 205  
501 7<sup>th</sup> Street  
Rockford, Illinois 61104

**ARCHITECT:** Richard L. Johnson Associates, Inc.  
4703 Charles Street  
Rockford, Illinois 61108  
Tel: 815/ 398-1231  
Fax: 815/ 398-1280

**SCOPE:** Bids will be received for single contracts or a single contract for  
all Demolition Work:

**PRE-BID MEETINGS:** All prospective Contractors are urged to attend Pre-Bid Meetings  
at:

9:00 A.M., Thursday, February 7, 2019 at Nelson School site at  
623 15<sup>th</sup> Street, Rockford, Illinois

10:00 A.M., Thursday, February 7, 2019 at King School site at  
1306 S. Court Street, Rockford, Illinois

11:00 A.M. Thursday February 7, 2019 at Dennis School site at  
730 Lincoln Park Blvd., Rockford, Illinois

12:00 Noon., Thursday, February 7, 2019 at 2128 New Milford  
School Road, Rockford, Illinois

**DATE DUE:** Sealed bids will be received until 2:00 PM on Thursday, February  
21, 2019, at the Rockford School District Office in Conference  
Room on 6<sup>th</sup> Floor and will be publicly opened and read aloud at  
that time.

**PRE-BID SITE VISIT:** Contractors are required to survey the existing conditions prior to  
bidding. Contact Debbie Dimmick at 815-981-5101 to set up an  
appointment.

**ACCESS TO BIDDING  
DOCUMENTS:**

Bidding Documents are on file for reference at the following locations:

Office of the Architect .....Rockford, Illinois

Bidding Documents may be secured from the Rockford Public Schools #205 office at 501 7<sup>th</sup> Street.

**BID FORM:**

Bids shall be submitted in duplicate on forms issued with the Bid Documents.

**BID SECURITY:**

Bids shall be accompanied by a Bid Security of at least 5% of the total amount of the base bid and all additive alternate bids. This may be in the form of a certified check, cashier's check, bank draft or bid bond, payable to the Owner as a guarantee that should the bidder be awarded the Work, the bidder will enter into a contract with the Owner and will furnish the proper performance and payment bond within the time limit set by the Owner. Bid securities will be returned to all other bidders when the successful bidder files a proper performance and payment bond and the contract is executed by the Owner. If the successful bidder fails to file such contract and performance and payment bond, the amount of his bid security shall be forfeited to the Owner as liquidated damages.

**WAGE RULES:**

Each craft, type of worker and mechanic needed to execute the Contract shall be paid the prevailing wage rate for the locality in which the work is performed, in accordance with all federal laws and laws of the State as well as local ordinances and regulations applicable to the work hereunder and having force of law.

**RIGHTS RESERVED  
BY OWNER:**

The Owner reserves the right to waive any irregularities and/or reject any or all bids when, in the opinion of the Owner, such action will serve the best interests of the Owner.

**WITHDRAWAL OF BIDS:**

No bid may be withdrawn for a period of 60 days after the opening of bids without written consent of the Owner.

*By order of the Board of Education for  
Rockford Public Schools #205*

**BIDDING REQUIREMENTS**

**SECTION SITB**

**SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

**GENERAL**

- A. The standard American Institute of Architects (AIA) Document A701, "Instructions to Bidders," 2007 Edition, attached hereto, shall apply in full except for the modifications and supplementary instructions specified in this Section.
- B. Bids will be accepted only from Bidders who have secured the Drawings and Specifications directly from the Owner.
- C. Owner requests Stipulated Sum Base Bids for work contemplated, as covered by the Project Manual and accompanying Drawings.
- D. The laws of Illinois shall govern the solicitation and award of the Contract.

**2.1.5 PERMITS AND FEES**

- A. By submitting a Bid, the Bidder represents that the Bid includes all permits and fees, other than the building permit, required by all authorities having jurisdiction for any branches of the work.
- B. The Owner will obtain the building permit. The Contractor shall acquire and pay for any other permits required.

**2.1.6 TAXES**

- A. Sales Tax: According to Tax Rule #15 (Illinois Retailer's Occupational Tax, 2-1-69), supplies and materials used on this project are exempt from the Retailer's Occupational Tax and therefore said tax shall not be included in bid amounts.

**2.1.7 EMPLOYMENT AND WAGES PAID**

- A. Wage Rules: Each craft, type of worker and mechanic needed to execute the Contract shall be paid the prevailing wage rate for the locality in which the work is performed, in accordance with all federal laws and laws of the State as well as ordinances and regulations applicable to the work hereunder and having force of law. (See the schedule of prevailing wages at end of these *Supplementary Instructions to Bidders*.)
- B. If, during the course of the Contract, the Department of Labor revises the prevailing wage rates, the Contractor shall have the sole responsibility and duty to ensure that wages paid, whether to employees of the Contractor or any subcontractor, are paid according to the revised prevailing rates. Revisions of the prevailing wage rates shall not be cause for an increase in the Contract Sum.

### **3.2.5 SITE VISIT**

- A. All prospective Contractors are to visit the site to familiarize themselves the conditions under which the project will be bid and performed.
- B. Contractors must acknowledge having visited the site by so noting on the appropriate place contained on the Bid Form.

### **4.1.8 TIME OF PERFORMANCE**

- A. All site deconstruction may begin no earlier than March, 2019 and shall be complete no later than September, 2019.

### **4.2.4 BID SECURITY**

- A. Bid Security in the amount of 5% of the Base Bid, payable to the Owner, shall be submitted with the Bid in the form of a certified check, cashier's check, bank draft, or bid bond from a bonding company with a Best rating of "B" or better.

### **4.3.1 RECEIVING BIDS**

- A. All Bids shall be submitted in a sealed envelope boldly labeled with the words "SEALED BID ENCLOSED FOR NEW MILFORD, NELSON, DENNIS & KING SCHOOL BUILDING DEMOLITION PROJECTS FOR RPS#205."
- B. Bids received before the time set for receipt of Bids will be securely kept unopened. No responsibility will attach to the Owner or the Architect for premature opening of a Bid not properly identified.
- C. The Owner will decide when the specified time for receipt and opening of Bids has arrived.

### **5.2.2 REJECTION OF BIDS**

- A. The Contract will be awarded to the lowest qualified bidder complying with the conditions of the Bidding Documents, provided that the lowest bid submitted is reasonable and that it is to the interest of the Owner to accept it.
- B. The Owner reserves the right to reject any and all bids and to waive any irregularities in bids received whenever such rejection or waiver is in the interest of the Owner. The Owner also reserves the right to reject the bid of any bidder who has previously failed to perform properly or complete on time contracts of a similar nature; who is not in a position to perform the contract; or who has habitually and without just cause neglected the payment of bills or otherwise disregarded any obligation to subcontractors, material suppliers or employees. In determining the successful bidder, the following elements, in addition to those mentioned above, will be considered: Whether the bidder involved (a) maintains a permanent place of business; (b) has adequate plant equipment to do the work properly and expeditiously; (c) has a suitable financial status to meet the obligations incidental to the work; and (d) has appropriate technical experience. Also, see 6.1.2. QUALIFICATIONS OF BIDDER.

- C. Negligence on the part of the Bidder in preparing his Bid shall confer no right of withdrawal or modification of his Bid after the Bid has been opened.
- D. Bidders may be required to cooperate with the Owner and Architect by providing a detailed breakdown of prices bid in order to show, in the manner and form required by the Architect, the division of costs between the several divisions of the Work.
- E. In case of a discrepancy between the prices quoted in words and those quoted in numbers, the prices quoted in words shall govern.

### **5.3.1 AWARD OF CONTRACT**

- A. The bidder to whom the award is to be made will be notified at the earliest possible date.

### **6.1.2 QUALIFICATIONS OF BIDDER**

- A. Bidders shall submit, to the Architect one week prior to Bid Due Date, a completed AIA Document A305, "Contractor's Qualification Statement" or a current IDOT "Certificate of Eligibility".
- B. The Owner may make such further investigations of bidders as he deems necessary to determine the ability of a bidder to perform the work, and such bidder shall furnish to the Owner all such data for this purpose as the Owner may request. The Owner reserves the right to reject any bid if the evidence submitted, or investigation of such bidder, fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated.
- C. In compliance with State Statutes, the low two (2) bidders shall file a statement of "Bidder's Proof of Responsibility" on firm's letterhead, with the Architect, not later than three (3) days after the opening of bids, unless a current statement is already on file with the Architects.
  - 1. Said statement shall contain:
    - a. Bidder's condensed financial statement, listing total assets, total liabilities, net worth, and cash in bank.
    - b. Résumé of organization's type and history, with Owner's name and address.
    - c. List of main items of construction plant and equipment.
    - d. List of jobs completed within last three years, listing names, contract amounts, and architects' names.
  - 2. Said statement shall be sworn to before an officer authorized by law to administer oaths. No bids will be considered without compliance as specified, by order of the Owner.

### **7.1 SCHEDULE OF PREVAILING WAGE RATES**

A Schedule of the Prevailing Wage Rates for Winnebago County can be obtained for current and future months from the State of Illinois Department of Labor.

### **END SUPPLEMENTARY INSTRUCTIONS TO BIDDERS**

## BID OFFER FORM

Bid # FBI-19-20 \_\_\_\_\_ Project at New Milford, Nelson, Dennis and King Elementary Schools.

BID SUBMITTED BY: \_\_\_\_\_ Date \_\_\_\_\_

The undersigned, having become familiar with the local conditions affecting cost of work and with the Bidding Documents, including the advertisement of the Invitation for Bid, the Instructions and Supplementary Instructions to Bidders, this Bid Offer Form, the General and Supplementary Conditions, the Drawings and Specifications, and Addenda issued thereto, as prepared and issued by the Board of Education of Rockford School District No. 205, Winnebago and Boone Counties, Illinois hereby agrees to furnish all labor, material and equipment necessary to do the Work required for the project and IFB identified above, for the amount shown below:

**Note: Contractor to write "No Bid" in the dollar amount section for any line items not bid.**

**BASE BID #1: NEW MILFORD SCHOOL DEMOLITION, 2128 NEW MILFORD SCHOOL ROAD, ROCKFORD, IL.**

TOTAL: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

and that such work will be substantially completed in the following number of calendar days.  
CALENDAR DAYS (\_\_\_\_\_).

**BASE BID #2: NELSON SCHOOL DEMOLITION, 623 15<sup>TH</sup> STREET, ROCKFORD, IL.**

TOTAL: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

and that such work will be substantially completed in the following number of calendar days.  
CALENDAR DAYS (\_\_\_\_\_).

**BASE BID #3: DENNIS SCHOOL DEMOLITION, 730 LINCOLN PARK BLVD., ROCKFORD, IL.**

TOTAL: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

and that such work will be substantially completed in the following number of calendar days.  
CALENDAR DAYS (\_\_\_\_\_).

**BASE BID #4: KING SCHOOL DEMOLITION, 1306 S. COURT STREET, ROCKFORD, IL.**

TOTAL: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

and that such work will be substantially completed in the following number of calendar days.  
CALENDAR DAYS (\_\_\_\_\_).

## BID OFFER FORM

### **BASE BID #5 COMBINED BID: NEW MILFORD, NELSON, DENNIS & KING SCHOOLS DEMOLITION**

TOTAL: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_).

New Milford School Portion of Combined Bid Amount: (\$ \_\_\_\_\_).

Nelson School Portion of Combined Bid Amount: (\$ \_\_\_\_\_).

Dennis School Portion of Combined Bid Amount: (\$ \_\_\_\_\_).

King School Portion of Combined Bid Amount: (\$ \_\_\_\_\_).

and that such work will be substantially completed in the following number of calendar days.  
CALENDAR DAYS ( \_\_\_\_\_ ).

### **ADDENDA RECEIVED**

The undersigned acknowledges receipt of Addenda \_\_\_\_ to \_\_\_\_ inclusive.

### **PRE-BID MEETING ATTENDANCE**

A Bidder representative attended the Pre-Bid Meeting? YES \_\_\_\_\_ or NO \_\_\_\_\_.

### **SITE VISITS**

Existing premises and conditions were checked by on-site inspections on:

New Milford Elementary School \_\_\_\_\_.

Nelson Elementary School \_\_\_\_\_.

Dennis Elementary School \_\_\_\_\_.

King Elementary School \_\_\_\_\_.

### **CONTRACTOR'S QUALIFICATION STATEMENT**

A fully completed AIA Document A305-1986 Contractor's Qualification Statement is **required** AND MUST BE SUBMITTED WITH THE BID. Include at least three references from projects completed in the past five (5) years with phone number, date of completion, description of work, and project architect (or engineer) contact name with phone number. Projects must be similar to the scope of this bid, and the bidder must have acted in the capacity of prime or general contractor.

Contractor has adequate equipment to perform the work properly and expeditiously: \_\_\_\_ Yes \_\_\_\_ No.

### **COMMENCEMENT AND COMPLETION OF CONTRACT**

The undersigned agrees, if awarded the Contract, to commence the contract work within five (5) days of receipt of Order to Proceed or if required, upon execution of a formal written contract and to complete said Work within the specified completion time. The undersigned further agrees to execute the Contract, furnish satisfactory performance and payment bond as well as insurance coverage, as specified in strict accordance with the Contract Documents.

Date of Commencement of Construction: \_\_\_\_\_

## BID OFFER FORM

Date of Substantial Completion: \_\_\_\_\_

Date of Final Completion: \_\_\_\_\_

BIDDER: \_\_\_\_\_  
(Corporation) (Partnership) (Individual) Circle One

Address \_\_\_\_\_  
Street

City State Zip Code

Phone No. Email address

BIDDER FEIN/SSN NO. \_\_\_\_\_

By: \_\_\_\_\_  
Bidder or Authorized Agent Signature Print name

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

Subscribed and sworn to before be this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

### **BID DEPOSIT CERTIFICATION**

A Bid Deposit is required in the amount of 5% of the total Bid including Alternate Bids. This Bid Deposit is to be a Bid Bond, Bank Draft or Certified Check made payable to the "Rockford School District No. 205", as a guarantee that if awarded all or part of the Bid, the firm will enter into a contract to perform with the Board of Education.

Amount of Total Bid \$ \_\_\_\_\_

Amount of Bank draft or Certified Check \$ \_\_\_\_\_

BIDDER: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bidder or Authorized Agent

BID OFFER FORM

**SUBCONTRACTOR LISTING**

1. Pursuant to bidding requirements for the Work:  
The Bidder, for portions of the Work equaling or exceeding 1/2 of 1% of the total Contract Sum, proposes to use the following Subcontractors. The Bidder proposes to perform all other portions of the Work with its own forces. The District reserves the right to qualify all Subcontractors. COPY AND ATTACH ADDITIONAL SHEETS AS NECESSARY.

<u>Portion of the Work</u>	<u>Subcontractor Name and Address</u>
<hr/>	<hr/>
	<hr/>
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Bidder:  

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By: 

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Bidder or Authorized Agent Signature

-END OF BID OFFER FORM-

**SECTION 001500**  
**SPECIAL REQUIREMENTS**

**CONTENTS**

**1. JOB CONDITIONS & OPERATIONS**

- A. The Contractor and each subcontractor and material supplier shall inform himself of the conditions relating to execution of his work. Neglect of this requirement will not be accepted as cause for additional compensation and/or additional time for completion.
- B. Contractor shall enforce all rules that Architect, or Owner may establish for conduct of workers on premises including the use of radios and like devices.
- C. No constructions shall be loaded with materials or equipment or otherwise loaded to invite damage.
- D. Existing drawings of the structure to be demolished, are available for viewing by interested Bidders on the School District's web site [ftp://ftp.bhfx.net/rockford\\_public\\_schools](ftp://ftp.bhfx.net/rockford_public_schools). Type in User Name: RPS and Password: 205.

**2. GRADES, LINES & LEVELS**

- A. Contractor shall take measurements at site as required for the work and to locate existing utilities. Contractor shall contact the City, the County, the Owner and all utility companies to carefully review all records of exposed, concealed and buried points of connections, as to location, size, type, depth, operating characteristics, etc.

**3. USE OF SITE**

- A. Space limitations: No areas outside construction limits may be used for any purpose by contractors or subcontractors.
- B. Contractor shall confine equipment, storage of materials, parking and operations of workmen to the limits indicated or according to the directions of the Owner. Site storage space shall be confined to area of site.
- C. Areas used for parking, sheds, offices and storage shall be repaired before Final Inspection.
- D. No signs will be permitted on the site, except for signs identifying architect's, engineers' and contractors' names, signs related to the processes necessary to accomplish the Work, signs for protection of persons and property, signs required by law and signs otherwise approved by Owner.

#### **4. CLEANING**

- A. General Cleaning: The Contractor shall remove rubbish and debris from the site promptly as it accumulates. The Contractor shall perform an overall cleanup of the entire site as frequently as required.
- B. No burning of rubbish or debris will be allowed at site, nor shall debris be buried at the site. Do not dispose of wastes into streams or waterways.
- C. Contractor shall provide construction dumpsters, as required, for trash removal covered with lids or tarps securely fastened to prevent debris from blowing about site.
- D. Keep streets, paved parking areas and public roadways clean of dirt and mud tracked onto such surfaces by vehicles or equipment used or parked on construction site.
- E. Final Cleaning: Contractor shall see to it that the site is clean and free of foreign matter upon completion of the work, to the satisfaction of the Architect.
- F. Upon completion of the work, the Contractor and each subcontractor shall remove and dispose of all equipment and unused materials provided for his work.

#### **5. PROTECTION**

- A. The Contractor shall:
  - 1. Provide and maintain barricades, warning signs, chain link fencing, planking, and guard lights as necessary for protection of curbs, sidewalks, streets and drives, adjoining property, the public, the Owner's employees and the new constructions.
  - 2. Use caution always to protect persons against injury resulting from job operations, equipment and materials moving onto and off the site, and standing equipment.
  - 3. Provide and maintain proper shoring and bracing for existing underground utilities, sewer, etc., encountered during excavation work, to protect them from collapse or other type of damage until such time as they are to be removed, or can be properly backfilled.
  - 4. Protect trees, shrubs, lawns, landscape work from damage, by providing guards and covering and maintaining plank covering over walks, drives, newly installed utility services, etc., to prevent damage by trucking or otherwise, including areas outside of grading and/or construction limits.
  - 5. Notify, in writing, the owners of property which interfere with work and arrange with them for disposition of such property.
- B. Contractor and each subcontractor shall protect his own materials, work and equipment not normally covered by above protection and shall execute work so as not to damage work of other trades.
- C. Any contractor or subcontractor causing damage to any of the Work shall have, at his own expense, the damaged work replaced or repaired to its original condition. Property

damaged outside of Owner's property line shall be repaired in accordance with requirements of its owner or the authority having jurisdiction.

## **6. CONSTRUCTION TOILETS**

- A. The Contractor shall furnish temporary toilet facilities for the use of all personnel engaged on the Work. Commercially serviced portable chemical units shall be used. Quantity shall be sufficient for the maximum number of workers engaged for any particular day.
- B. Toilet facilities shall be serviced at least twice weekly, including emptying of tanks, recharging of germicidal and deodorizing solutions, and scrubbing entire interior with a germicidal solution.

## **7. TEMPORARY STAIRS, LADDERS, RAMPS, RUNWAYS**

- A. The Contractor shall provide and maintain temporary stairs, fixed ladders, ramps, chutes, and runways as required for proper execution of work by all trades.

## **8. TEMPORARY PARKING**

- A. Construction personnel may park vehicles on site as directed by Owner.

## **9. TEMPORARY FIRE PROTECTION**

- A. During demolition period, the Contractor shall provide and maintain adequate fire protection per the requirements of jurisdictional authorities, for demolition site. The Contractor shall also provide and maintain fire extinguishers and fire watches per the requirements of the Owner's facilities insurance company.

## **10. ASBESTOS REMOVAL**

- A. Removal of asbestos products shall only be done in accordance with State and Federal guidelines, applicable EPA, NESHAPS, IDPH AND OSHA Regulations and by State approved asbestos removal contractor hired by the Owner.

**END 001500**

**SECTION 012600**

**CONTRACT MODIFICATION PROCEDURES**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue through Owner supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within time specified in Proposal Request or 10 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.

1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's construction schedule.

#### 1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

- B. The combined overhead and profit included in the total cost to the Owner for a change in the Work shall be based on the following schedule:

1. For the Contractor, for Work performed by the Contractor's own forces, twelve percent of the cost.
2. For the Contractor, for Work performed by the Subcontractor's, five percent of the amount due the Subcontractors.
3. For each Subcontractor involved, for Work performed by the Subcontractor's own forces, five percent of the cost.
4. For each Subcontractor involved, for Work performed by the Subcontractor's Sub-subcontractors, five percent of the amount due the Sub-subcontractor.
5. In order to facilitate checking of quotations for extras and credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also.

#### 1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Work Change Directive: Architect may issue a Construction Work Change Directive on AIA Document G714 Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.

- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
  - 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

END OF SECTION 012600

**SECTION 013100**

**PROJECT MANAGEMENT & COORDINATION**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination drawings.
  - 2. Requests for Information (RFIs).
  - 3. Project meetings.
- B. Related Requirements:
  - 1. Section 011200 "Multiple Contract Summary" for a description of the division of work among separate contracts and responsibility for coordination activities not in this Section.
  - 2. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

**1.3 DEFINITIONS**

- A. RFI: Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

**1.4 INFORMATIONAL SUBMITTALS**

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
  - 1. Name, address, and telephone number of entity performing subcontract or supplying products.
  - 2. Number and title of related Specification Section(s) covered by subcontract.
  - 3. Drawing number and detail references, as appropriate, covered by subcontract.

## 1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
  - 1. Preparation of Contractor's construction schedule.
  - 2. Preparation of the schedule of values.
  - 3. Installation and removal of temporary facilities and controls.
  - 4. Delivery and processing of submittals.
  - 5. Progress meetings.
  - 6. Preinstallation conferences.
  - 7. Project closeout activities.
  - 8. Startup and adjustment of systems.

## 1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely shown on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
  - 1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
    - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.
    - b. Coordinate the addition of trade-specific information to the coordination drawings by multiple contractors in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.

## 1.7 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
  - 1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
  - 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
  - 1. Project name.
  - 2. Project number.
  - 3. Date.
  - 4. Name of Contractor.
  - 5. Name of Architect.
  - 6. RFI number, numbered sequentially.
  - 7. RFI subject.
  - 8. Specification Section number and title and related paragraphs, as appropriate.
  - 9. Drawing number and detail references, as appropriate.
  - 10. Field dimensions and conditions, as appropriate.
  - 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
  - 12. Contractor's signature.
  - 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: AIA Document G716.
  - 1. Attachments shall be electronic files in Adobe Acrobat PDF format.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
  - 1. The following Contractor-generated RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for approval of Contractor's means and methods.
    - d. Requests for coordination information already indicated in the Contract Documents.
    - e. Requests for adjustments in the Contract Time or the Contract Sum.
    - f. Requests for interpretation of Architect's actions on submittals.
    - g. Incomplete RFIs or inaccurately prepared RFIs.

2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Section 012600 "Contract Modification Procedures."

## 1.8 PROJECT MEETINGS

- A. General Contractor: Schedule and conduct meetings and conferences at Project site unless otherwise indicated.
  1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner, and Architect, within three days of the meeting.
- B. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect.
  1. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  2. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Tentative construction schedule.
    - b. Phasing.
    - c. Critical work sequencing and long-lead items.
    - d. Designation of key personnel and their duties.
    - e. Lines of communications.
    - f. Procedures for processing field decisions and Change Orders.
    - g. Procedures for RFIs.
    - h. Procedures for testing and inspecting.
    - i. Procedures for processing Applications for Payment.
    - j. Distribution of the Contract Documents.
    - k. Submittal procedures.
    - l. Preparation of record documents.
    - m. Use of the premises and existing building.
    - n. Work restrictions.
    - o. Working hours.
    - p. Owner's occupancy requirements.
    - q. Responsibility for temporary facilities and controls.
    - r. Procedures for moisture and mold control.
    - s. Procedures for disruptions and shutdowns.
    - t. Construction waste management and recycling.
    - u. Parking availability.
    - v. Office, work, and storage areas.

- w. Equipment deliveries and priorities.
- x. First aid.
- y. Security.
- z. Progress cleaning.

3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Progress Meetings: General Contractor to conduct progress meetings at weekly intervals.

1. Coordinate dates of meetings with preparation of payment requests.
2. Attendees: In addition to representatives of Owner, and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
  - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - 1) Review schedule for next period.
  - b. Review present and future needs of each entity present, including the following:
    - 1) Interface requirements.
    - 2) Sequence of operations.
    - 3) Status of submittals.
    - 4) Deliveries.
    - 5) Off-site fabrication.
    - 6) Access.
    - 7) Site utilization.
    - 8) Temporary facilities and controls.
    - 9) Progress cleaning.
    - 10) Quality and work standards.
    - 11) Status of correction of deficient items.
    - 12) Field observations.
    - 13) Status of RFIs.
    - 14) Status of proposal requests.
    - 15) Pending changes.
    - 16) Status of Change Orders.
    - 17) Pending claims and disputes.
    - 18) Documentation of information for payment requests.

4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
  - a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

**DIVISION 01 – GENERAL REQUIREMENTS**

**SECTION 013300**  
**SUBMITTAL PROCEDURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
  - 1. Section 012900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
  - 2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

**1.3 DEFINITIONS**

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

**1.4 ACTION SUBMITTALS**

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.

## 1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
    - a. Architect reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 5 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
  2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
  3. Resubmittal Review: Allow 15 days for review of each resubmittal.
- C. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
  2. Provide a space approximately 6 by 8 inches (150 by 200 mm) on label or beside title block to record Contractor's review and approval markings and action taken by Architect.
  3. Include the following information for processing and recording action taken:
    - a. Project name.
    - b. Date.
    - c. Name of Architect.
    - d. Name of Contractor.
    - e. Name of subcontractor.
    - f. Name of supplier.
    - g. Name of manufacturer.
    - h. Submittal number or other unique identifier, including revision identifier.
      - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
    - i. Number and title of appropriate Specification Section.
    - j. Drawing number and detail references, as appropriate.
    - k. Location(s) where product is to be installed, as appropriate.
    - l. Other necessary identification.

4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
  - a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review submittals received from sources other than Contractor.
  - a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
    - 1) Project name.
    - 2) Date.
    - 3) Destination (To:).
    - 4) Source (From:).
    - 5) Name and address of Architect.
    - 6) Name of Contractor.
    - 7) Name of firm or entity that prepared submittal.
    - 8) Names of subcontractor, manufacturer, and supplier.
    - 9) Category and type of submittal.
    - 10) Submittal purpose and description.
    - 11) Specification Section number and title.
    - 12) Specification paragraph number or drawing designation and generic name for each of multiple items.
    - 13) Drawing number and detail references, as appropriate.
    - 14) Indication of full or partial submittal.
    - 15) Transmittal number, numbered consecutively.
    - 16) Submittal and transmittal distribution record.
    - 17) Remarks.
    - 18) Signature of transmitter.

D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.

## PART 2 - PRODUCTS

### 2.1 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements:

1. Submit electronic submittals via email as PDF electronic files.
  - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.

2. Action Submittals: Submit three paper copies of each submittal unless otherwise indicated. Architect will return two copies.
  3. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
  4. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
    - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
    - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
  2. Mark each copy of each submittal to show which products and options are applicable.
  3. Include the following information, as applicable:
    - a. Manufacturer's catalog cuts.
    - b. Manufacturer's product specifications.
    - c. Standard color charts.
    - d. Statement of compliance with specified referenced standards.
    - e. Testing by recognized testing agency.
    - f. Application of testing agency labels and seals.
    - g. Notation of coordination requirements.
    - h. Availability and delivery time information.
  4. Submit Product Data before or concurrent with Samples.
  5. Submit Product Data in the following format:
    - a. PDF electronic file.
    - b. Three paper copies of Product Data unless otherwise indicated. Architect will return two copies.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
    - a. Identification of products.
    - b. Schedules.
    - c. Compliance with specified standards.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Relationship and attachment to adjoining construction clearly indicated.
    - g. Seal and signature of professional engineer if specified.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm), but no larger than 30 by 42 inches (750 by 1067 mm).
  3. Submit Shop Drawings in the following format:
    - a. PDF electronic file.
    - b. Two opaque (bond) copies of each submittal. Architect will return one copy.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
  2. Identification: Attach label on unexposed side of Samples that includes the following:
    - a. Generic description of Sample.
    - b. Product name and name of manufacturer.
    - c. Sample source.
    - d. Number and title of applicable Specification Section.
    - e. Specification paragraph number and generic name of each item.
  3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
  4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
    - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
    - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
  5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
    - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
  6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

- a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
    - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
    - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
  - 1. Submit product schedule in the following format:
    - a. PDF electronic file.
    - b. Three paper copies of product schedule or list unless otherwise indicated. Architect will return two copies.
- F. Coordination Drawing Submittals: Comply with requirements specified in Section 013100 "Project Management and Coordination."
- G. Application for Payment and Schedule of Values: Comply with requirements specified in Section 012900 "Payment Procedures."
- H. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Section 014000 "Quality Requirements."
- I. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Section 017700 "Closeout Procedures."
- J. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- K. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- L. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- M. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- N. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- O. Schedule of Test and Inspections: Comply with requirements specified in Section 014000 "Quality Requirements".
- P. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

## PART 3 - EXECUTION

### 3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Project Closeout and Maintenance Material Submittals: See requirements in Section 017700 "Closeout Procedures."
- C. Contractor's Review Stamp: review each submittal with a uniform, review stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

### 3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's review stamp and will return them without action.
- B. Action Submittals: Architect's review is performed to determine general conformance with the design concept set forth in the Contract Documents. Review does not relieve Contractor of sole responsibility for means, methods, sequencing, scheduling of work, verification of quantities and dimensions or the performance of the work in a safe manner. No comments on the shop drawings will relieve the Contractor from performing the work in a manner consistent with the Contract Documents. Architect's review will indicate action mark as follows:
  - 1. Reviewed.
  - 2. Note Comments.
  - 3. Rejected.
  - 4. Not reviewed/Outside scope of Services.
  - 5. Resubmit After Required General Contractor Review.
  - 6. Revise.
  - 7. Resubmit.
- C. Subcontractors are not to use shop drawings and submittals to ask questions or request information. All questions must be asked through the RFI.
- D. Architect is not responsible for correcting errors in the shop drawings or submittals.
- E. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- F. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- G. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION 013300

**SECTION 017300**  
**EXECUTION**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
  - 1. Construction layout.
  - 2. Field engineering and surveying.
  - 3. Installation of the Work.
  - 4. Cutting and patching.
  - 5. Coordination of Owner-installed products.
  - 6. Progress cleaning and final cleaning.
  - 7. Starting and adjusting.
  - 8. Protection of installed construction.
- B. Related Requirements:
  - 1. Section 011000 "Summary" for limits on use of Project site.
  - 2. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, and final cleaning.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of other work.

1.4 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.

1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
  - a. Refer to Unit Specifications.
2. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
  1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Architect for the visual and functional performance of in-place materials.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
  1. Examine walls for suitable conditions where products and systems are to be installed.
  2. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- B. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

### 3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Section 013100 "Project Management and Coordination."

### 3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

### 3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
- 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. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
  - 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.
  - 3. Coordinate installation of anchorages.
- I. 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.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

### 3.5 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Temporary Support: Provide temporary support of work to be cut.
- C. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."
- E. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Proceed with patching after construction operations requiring cutting are complete.

- F. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
  3. Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  4. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- G. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

### 3.6 PROGRESS AND FINAL CLEANING

- A. General: Clean Project site and work areas daily, including common areas. 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 waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F (27 deg C).
  3. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- 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.
1. Remove liquid spills promptly.
  2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

- 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 in Finished Areas:** Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. **Waste Disposal:** Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."
- H. **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.
- I. **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.
- J. **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.
- K. **Provide final cleaning of all disturbed areas.** Clean all glass and frames.

### 3.7 STARTING AND ADJUSTING

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

### 3.8 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.**

END OF SECTION 017300

**SECTION 017419**

**CONSTRUCTION WASTE MANAGEMENT & DISPOSAL**

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for the following:

- 1. Disposing of nonhazardous construction waste.

1.3 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Demolition Waste: Building and site improvement materials resulting from demolition or selective demolition operations.
- C. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 PLAN IMPLEMENTATION

- A. General: Implement approved waste management plan. Provide handling, containers, storage, signage, transportation, and other items as required to implement waste management plan during the entire duration of the Contract.
  - 1. Comply with operation, termination, and removal requirements in Section 015000 "Temporary Facilities and Controls."
  - 2. Provide plywood under the wheels of the dumpsters.

- B. Site Access and Temporary Controls: Conduct waste management operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.

### 3.2 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.
  - 1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
  - 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials.
- C. Disposal: Remove waste materials from Owner's property and legally dispose of them.

END OF SECTION 017419

**DIVISION 01 – GENERAL REQUIREMENTS**

**SECTION 017700**  
**CLOSEOUT PROCEDURES**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
  - 1. Substantial Completion procedures.
  - 2. Final completion procedures.
  - 3. Warranties.
  - 4. Final cleaning.
  - 5. Repair of the Work.
- B. Related Requirements:
  - 1. Section 017300 "Execution" for progress cleaning of Project site.
  - 2. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

**1.3 ACTION SUBMITTALS**

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

**1.4 CLOSEOUT SUBMITTALS**

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

**1.5 MAINTENANCE MATERIAL SUBMITTALS**

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

## 1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, and similar final record information.
  - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
  - 5. Submit test/adjust/balance records.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
  - 1. Advise Owner of pending insurance changeover requirements.
  - 2. Perform preventive maintenance on equipment used prior to Substantial Completion.
  - 3. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
  - 4. Participate with Owner in conducting inspection and walkthrough.
  - 5. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
  - 6. Complete final cleaning requirements, including touchup painting.
  - 7. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
  - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

2. Results of completed inspection will form the basis of requirements for final completion.

#### 1.7 FINAL COMPLETION PROCEDURES

- A. Preliminary procedures: Before requesting final inspection for determining final completion, complete the following:
  1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
  2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
  3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
  1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

#### 1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
  1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
  2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
  3. Submit list of incomplete items in the following format:
    - a. MS Excel electronic file. Architect will return annotated file.
    - b. Three paper copies. Architect will return two copies.

## 1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
  - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
  - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
  - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
  - 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

## 1.10 ELECTRONIC CLOSEOUT DOCUMENTATION

- A. General: Provide a complete project Closeout Documentation Package in electronic format and in hard copy form. This package shall include:
  - 1. Project Record Documents.
  - 2. Approved submittals.
  - 3. Operation and Maintenance Manuals.
  - 4. Warranties.
  - 5. Project Contact Directory.

## PART 2 - PRODUCTS

### 2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

## PART 3 - EXECUTION

### 3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
  - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
    - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
    - b. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
    - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
    - d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
    - e. Remove debris and surface dust from limited access spaces.
    - f. Sweep concrete floors broom clean in unoccupied spaces.
    - g. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
    - h. Clean transparent materials, including and in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish glass, taking care not to scratch surfaces.
    - i. Remove labels that are not permanent.
    - j. Leave Project clean and ready for occupancy.
- C. Construction Waste Disposal: Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

### 3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components

that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that that already show evidence of repair or restoration.
  - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

END OF SECTION 017700

**DIVISION 01 – GENERAL REQUIREMENTS**  
**SECTION 017839**  
**PROJECT RECORD DOCUMENTS**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes administrative and procedural requirements for project record documents, including the following:
1. Record Drawings.
  2. Record Specifications.
  3. Record Product Data.
- B. Related Requirements:
1. Section 017300 "Execution" for final property survey.
  2. Section 017700 "Closeout Procedures" for general closeout procedures.

**1.3 CLOSEOUT SUBMITTALS**

- A. Record Drawings: Comply with the following:
1. Number of Copies: Submit one set of marked-up record prints.
  2. Number of Copies: Submit copies of record Drawings as follows:
    - a. Initial Submittal:
      - 1) Submit one paper-copy set(s) of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and one of file prints.
      - 3) Submit record digital data files and one set of plots.
      - 4) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
    - b. Final Submittal:
      - 1) Submit three paper-copy sets of marked-up record prints.
      - 2) Submit PDF electronic files of scanned record prints and three sets of prints.
      - 3) Print each drawing, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit one paper copy and PDF electronic files of Project's Specifications, including addenda and contract modifications.

- C. Record Product Data: Submit one paper copy and PDF electronic files and directories of each submittal.
  - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

## PART 2 - PRODUCTS

### 2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings, incorporating new and revised drawings as modifications are issued.
  - 1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
    - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
    - b. Accurately record information in an acceptable drawing technique.
    - c. Record data as soon as possible after obtaining it.
  - 2. Mark the Contract Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
  - 3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
  - 4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
  - 1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
  - 2. Format: Annotated PDF electronic file with comment function enabled.
  - 3. Identification: As follows:
    - a. Project name.
    - b. Date.
    - c. Designation "PROJECT RECORD DRAWINGS."
    - d. Name of Architect.
    - e. Name of Contractor.

### 2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
  3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
  4. Note related Change Orders, record Product Data, and record Drawings where applicable.
- B. Format: Submit record Specifications as scanned PDF electronic file(s) of marked-up paper copy of Specifications.

### 2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
  2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
  3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as annotated PDF electronic file and paper copy.

## PART 3 - EXECUTION

### 3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION 017839

DIVISION 2 – SITE CONSTRUCTION  
**SECTION 022200**  
**BUILDING DEMOLITION**

**1. GENERAL**

**1.01. SUMMARY**

- A. Work Included in This Section Features:
  - 1. Demolition of designated structures.
  - 2. Removal of items in danger of collapse.
  - 3. Demolition of site improvements as noted on drawings.
  - 4. Disconnecting and capping utilities to remain in place.
  - 5. Removal of designated utility lines.
  - 6. Demolition of below-grade foundations, footings and floor slabs.
  - 7. Shoring, bracing, etc. of structures to remain.
  - 8. Removal of demolished materials from site
  - 9. Salvage of existing removed materials.
- B. Pollution control during building demolition, including noise control.
  - 1. Pest extermination.
- C. Related Work Specified in Other Sections:
  - 1. Fill materials and Compaction..... Section 023100.
  - 2. Site clearing outside the periphery of existing structures ..... Section 023100.
  - 3. Removal of vehicular pavements..... Section 023100.
- D. Asbestos and hazardous materials demolition and removal work is not a part of the contract and will be performed by a Licensed State of Illinois Asbestos Abatement Contractor as listed under Section 001500 – *Special Requirements*.

**1.02. REGULATORY REQUIREMENTS**

- A. Comply with all current requirements, rules and regulations of the City of Rockford and Winnebago County, other regulatory governments having jurisdiction and local utility companies including, but not limited to, the following.
  - 1. State and Federal guidelines.
  - 2. Applicable EPA Regulations.
  - 3. Applicable NESHAPS Regulations.

- 4. Applicable IDPH Regulations.
- 5. Applicable OSHA Regulations.
- B. All waste shall be land filled at an EPA approved landfill in accordance with EPA and IDOT Regulations.

### **1.03. QUALITY ASSURANCE**

- A. Exterminator's Qualifications: Company shall be licensed by the IL Dept. of Health and shall have at least 10 years of satisfactory experience in the kind of work described. Submit names and addresses of at least 5 business concerns for whom similar services have been performed by the company within the past year.
- B. Comply with governing codes and regulations.
- C. Use experienced workers.

### **1.04. SUBMITTALS**

- A. Make submittals per requirements of Section 013300 – Submittals.
- B. Submit schedule indicating proposed sequence of operations. Include coordination for shutoff, capping and continuation of utility services as required, together with details for dust and noise control.
- C. Submit plan for pest extermination.
- D. Submit record documents.
- E. Submit copies of all permits and governmental authorizations required.

### **1.05. PROTECTION OF PUBLIC AND PROPERTY**

- A. Provide all measures required by federal, municipal and state ordinances, laws, and regulations for the protection of surrounding property, sidewalks designated to remain, pavement designated to remain, curbs designated to remain, the public, and workmen during demolition operations.
- B. The measures taken, including any sidewalk sheds required, barricades, fences, warning lights and signs, rubbish chutes, etc., shall also comply with ANSI A 10.6, "Code for Building Construction."
- C. Demolition work shall not interfere with use of adjacent properties except as specifically permitted.
- D. Take every precaution to guard against movement or settlement of adjacent buildings, structures, sidewalks and pavements. Provide all necessary bracing and shoring. Protect ground water levels in adjacent properties from changes due to demolition procedures. Contractor shall be solely and entirely responsible for complete safety of adjacent construction.
- E. Protect street pavements, trees and planting, on or off the premises, and repair, replace or otherwise make good all damage.

- F. Ensure safe passage of persons around area of demolition. Conduct operations to prevent injury to adjacent buildings, structures, other facilities, and persons.

#### **1.06. SPECIAL HAZARDS**

- A. Removal of asbestos products shall only be done in accordance with State and Federal guidelines, applicable EPA, NESHAPS, IDPH AND OSHA Regulations and by State approved asbestos removal contractor hired by the Owner.
- B. Disposal of PCB containing ballasts and mercury containing lamps shall be processed in accordance with Toxic Substances Control Act (TSCA) 1976.
- C. Confirm the initial reports of discovery in writing to Owner and Architect within 24 hours.
- D. Any chemical wastes discovered during excavation work, either in containers or visible in the soils, shall be immediately reported to the Owner and Architect, and procedures as specified above for asbestos shall be instituted.

#### **1.07. EXISTING CONDITIONS**

- A. Examine existing buildings and site and surrounding areas thoroughly and fully as to all difficulties that may be encountered in complete execution of the work, including conditions, accessibility and storage space affecting this Section of the work. Investigate means of approach to site.
- B. Inspect, test and probe to determine existing conditioning to determine what procedures will be required to protect adjacent structures to remain.
- C. Prior to demolition, examine the piping cavity wall to determine if asbestos products are contained therein: If so, notify the asbestos abatement Contractor so that such material is properly disposed of prior to demolition work activity.
- D. Prior to demolition, this Contractor shall remove any piping, boilers or similar features from basement.

#### **1.08. UTILITY SERVICES**

- A. Inspect public utility records for locations of underground utilities.
- B. Maintain and keep in service existing utilities unless indicated to be removed. Protect against damage.
- C. Before demolishing electrical wiring, gas or water pipes, conduit and similar items, notify City Departments having jurisdiction, and Utility Companies to verify that these items are out of service and can be removed without danger; and obtain written authorization to perform demolition.
- D. Notify electrical utility company, prior to the start of demolition, of their need to remove the existing exterior transformer (s). Coordinate removal schedule with the electrical utility company to avoid any delay in the building demolition schedule.

- E. Disconnect and seal indicated utilities before starting demolition operations, in accordance with local codes and regulations of authorities having jurisdiction.
- F. Report to Architect any underground utilities encountered which were not indicated on city records.

## **1.09. JOB CONDITIONS**

- A. Notice, Permits, Laws, Etc.:
  - 1. Contractor shall take out all permits required. Owner will pay for all permits.
  - 2. Notify the Owner, Utility Companies, and all other parties who may be interested or involved, as required by law before starting demolition work.
- B. Perform or refrain from performing all acts necessary to protect the Owner from any action or liability whatsoever resulting from this operation.
- C. Traffic:
  - 1. Conduct demolition operations and removal of debris to ensure minimum interference with roads, streets, walks, and other adjacent occupied or used facilities.
  - 2. Do not close or obstruct streets, walks or other occupied or used facilities without permission from authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
- D. Recycling Existing Materials: The Owner requests that Contractors recycle materials on this project whenever possible. See Section 023100 Earthwork & Seeding, 2.01 Soil Materials.

## **2. PRODUCTS**

### **2.01. MATERIALS**

Materials and equipment used for exterminating pests shall comply in all respects with rules and regulations of local Department of Health, as well as laws, ordinances and regulations of State and Federal agencies.

### **2.02. PEST CONTROL**

- A. Exterminate rats, mice, cockroaches and water beetles from existing structures and surrounding ground areas throughout the course of demolition work.
- B. Prior to beginning of any demolition, establish a means of containing pests within the site area to prevent them from moving to adjacent properties.
- C. Post in prominent locations adequate warning signs for protection of public and as required by the regulating agencies.
- D. Inspect and treat affected areas on a set day once each week during regular work day hours (Monday through Friday). Provide emergency service during regular work day hours, within 24 hours, if requested by Owner or Architect.

- E. Include all structures within the boundary lines of the site, as well as shanties, temporary toilets, and field office trailers.

## **2.03. UTILITIES**

- A. Remove mechanical and electrical items using workmen qualified in each trade.
- B. Comed shall pull the meter and remove overhead line back to pole.
- C. Comed to pull the meter, remove service cables (primary & secondary) back to main distribution line and remove transformer. Underground cables shall be abandoned in place if they were direct bury. Underground cables shall be removed if they are in conduit.
- D. Nicor to pull gas meter and cap gas line at the main.
- E. City of Rockford to pull water meter and contractor to remove and cap existing water line at main and patch street as required.
- F. Contractor to disconnect, remove, and cap existing sanitary and storm sewer lines at mains and patch streets as required.
- G. Plug abandoned sewer lines solid with concrete. Trace lines, if possible, to manhole and plug at point of discharge. If this is not possible, excavate to curb line and plug solid a minimum of 10ft toward point of discharge, subject to City approval.
- H. Mark location of disconnected utilities. Identify utilities with metal tags and indicate capping locations on Project Record Documents.
- I. See 023100 Earthwork and Seeding page 2, 1.04 Job Conditions C. Existing Utilities.

## **2.04. SALVAGING AND SAVING**

- A. Except as otherwise indicated or specified, all demolished materials and equipment shall become the Contractor's property and are to be removed from the site. Any items of value designated for removal may be sold for cash, to the contractor's benefit. Sale of items at project site is prohibited.
- B. Carefully remove and clean items indicated to be salvaged. Store and protect as required.
- C. Items to be Protected During Demolition:
  - 1. Designated site improvements, trees, and plantings.
- D. Items to be salvaged for Owner's future re-use are listed below. Verify with Owner. Deliver salvaged items, crated or on pallets, to 1907 Kishwaukee Street, RPS#205 Operations Building.
  - 1. No items.
- E. Items not to be retained for the Owner's benefit are to be removed from project site; storage on site will not be allowed.

## **2.05. BELOW-GRADE DEMOLITION**

- A. Any footings, foundations or foundation walls under slab on grade construction shall be demolished and removed from site.
- B. Any footings, foundations or foundation walls serving basement floors including basement floors greater than 3' in depth shall be demolished and may remain such that no individual piece of material exceeds one square foot in size.

## **2.06. DEMOLITION OF STRUCTURES**

- A. Remove all fencing around perimeter of site as noted on Site Plan. Existing chain link fencing may remain during demolition and removed at completion of all demolition work.
- B. Demolish indicated structures and appurtenances in an orderly and careful manner.
- C. Use no explosives.
- D. Methods of demolishing partitions, roofs, walls, etc. shall be approved by authorities having jurisdiction.
- E. Cease operations and notify Architect immediately if cracks and other signs indicate that an adjacent structure appears to be endangered. Do not resume operations until corrective measures have been taken.
- F. Materials shall not be dropped or thrown from upper levels but shall be lowered by means of hoists or rubbish chutes.
- G. Foundation Walls, Footings and Slabs: See 2.05.A and 2.05.B.
- H. Remove concrete slabs on grade.
- I. Remove all asphalt and concrete paving and walks as noted on Site Plan.
- J. Steel Framing: Remove members individually.
- K. Concrete Framing and Masonry: Remove in small sections except as approved otherwise by Architect.
- L. Windows: Remove window glass from premises with window sash and frames such that no glass remains on site.
- M. Dewatering: Maintain below-grade areas free of gravel water, rains and surface drainage. Accumulations of water will not be allowed at any time.

## **2.07. REMOVAL AND DISPOSAL**

- A. Remove from site and legally dispose of all debris, rubbish and other unwanted materials resulting from demolition operations. Remove demolished materials from site as work progresses.

- B. Dispose of demolished materials only in manner and place approved by authorities governing the disposal sites. Computers to be removed by Contractor may, at Contractor's option and expense, dispose as follows:
  - 1. In accordance with pertinent laws and regulations at sanctioned landfills or;
  - 2. Recycle in accordance with Illinois Recycling Association's means for recycling electronic items ([www.illinoisrcycles.org](http://www.illinoisrcycles.org)).
- C. Promptly remove and dispose of contaminated, vermin infested materials.
- D. Do not burn or bury materials on site.
- E. Trucks used in hauling debris shall be equipped with tarpaulins to cover the loads and shall not be loaded so excessively as to spill debris on streets.
- F. Routes of equipment handling debris shall be approved by City and County and State authorities as required and such routes shall be strictly adhered to.
- G. Keep work sprinkled to minimize dust.

#### **2.08. CLEAN UP**

- A. Leave site in clean condition, free of all apparatus, waste and temporary structures.

**END 022200**

DIVISION 2 – SITE CONSTRUCTION  
**SECTION 023100**  
**EARTHWORK and SEEDING**

**1. GENERAL**

**1.01. SUMMARY**

A. Work Included in this Section Features:

1. Protection of lawn, trees and shrubs designated to remain.
2. Protection of undeveloped land from excessive degradation.
3. Rough grading.
4. Provision of granular materials from offsite.
5. Filling, backfilling and compaction of fills including voids left by below-grade demolition.
6. Removal of excess excavated materials.
7. Topsoil and Seeding

B. Related Work Specified in Other Sections:

1. Building demolition, except as specified herein ..... Section 022200.

**1.02. QUALITY ASSURANCE**

A. Lines and Levels: The Contractor shall be solely responsible for execution of work to the lines and levels shown on the Drawings.

B. Laws and Regulations:

1. Comply with all local, county and state laws, rules, codes, and regulations that may affect this site work.
2. Comply with OSHA 29CFR, Part 1926, Subpart P, "Excavations and Trenches" and its appendices.

C. Soil Testing and Inspection Service:

1. The Owner will engage the services of an independent soils testing service, approved by Architect, to test soil materials proposed for use in the Work (area of the demolition building footprint).
2. Costs for the first testing of an area shall be paid for by the Owner. All testing required for checking and correcting faulty work or work to be re-done shall be paid for by the Contractor at his own expense.
3. Services shall include:
  - a. Observation of proof rolling.

- b. Tests for maximum dry density of compacted fill materials.
- c. In-place field dry density tests for every 2,500 square feet of area of each layer of compacted subgrade fill of the demolished building foot print as directed by the Architect.
- d. If compaction is found to be unsatisfactory, extra in-place field dry density tests to determine the extent of recompaction work required.

### **1.03. SUBMITTALS**

- A. Process all submittals per requirements in Section 013300 – *Submittals*.
- B. Samples: Submit to Soil Testing Service Company, 50-pound representative samples of each proposed fill material at least 2 days prior to start of any filling operation.
- C. Test Reports: Soil Testing Service Company shall submit 2 copies of all test reports to Architect.

### **1.04. JOB CONDITIONS**

- A. Site Information and Working Conditions: Excavation contractor shall visit site prior to submitting his bid in order to determine existing conditions under which he will be obliged to operate and the extent of site preparation work required.
- B. Filling, backfilling and compaction of voids left by below-grade demolition shall use materials described in Section 023100-4, 2.01. A and B.
- C. Existing Utilities:
  - 1. Locate existing underground utilities in areas of the work before starting earthwork operations. Contact Joint Utility Locating Information for Excavators (J.U.L.I.E.) at 800-892-0123.
  - 2. Notify utility companies to remove and relocate their lines that are indicated to remain in service and are in the way of the Work. Other existing utility lines indicated to remain, which pass thru areas of the Work, shall be maintained, rerouted or extended as required.
  - 3. Protect those utilities to remain in place during earthwork operations.
  - 4. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation, consult the Architect immediately as to how to proceed.
  - 5. Do not interrupt existing utilities serving facilities occupied or used by Owner or others, except when permitted in writing by Architect and then only after acceptable temporary utility services have been arranged.
  - 6. Demolish and completely remove from the site underground utilities indicated to be removed. Coordinate with local utility companies for shut-off and capping or sealing of services if lines are active. Capped lines shall be so identified at grade.
  - 7. See Section 022200 Building Demolition page 5, 2.03 Utilities A. through H.

### **1.05. PROTECTION OF PERSONS AND PROPERTY**

- A. The Contractor and subcontractors involved in earthwork shall certify that they understand and will comply with all requirements of the Storm Water Permit and shall be responsible for the SWPPP inspections and maintaining the records".
- B. See SWPPP permit applications in Appendix A and drawings S101 and S102.
- C. A copy of the SWPPP permit and the certifications shall be kept on-site for inspection upon request.
- D. Open Excavations: Barricade and post with warning lights. Operate warning lights during hours from dusk to dawn each day and as otherwise required.
- E. Landscaping: Protect trees, shrubs, lawn areas and other features remaining as part of final landscaping.
- F. Archaeological and paleontological artifacts discovered shall remain the property of the Owner and shall be preserved intact. Notice shall be given to the Owner and Architect immediately upon discovery of any item that might qualify.

### **1.06. BRACING, SHEETING AND SHORING**

- A. General: Provide bracing, sheeting and shoring for the sides of excavations as necessary to prevent movement or settlement of adjacent structures, utilities, roads, streets and sidewalks, etc. The cost of all bracing, sheeting and shoring required shall be deemed to have been included as part of the Contract Sum.
- B. Contractor's Responsibility: The Contractor shall be entirely responsible for the strength and adequacy of all such bracing, sheeting and shoring, and is liable for any damage or injury caused by or resulting from improperly supported soils and structures. He shall, if required, submit fully detailed Shop Drawings for review prior to placement; however, such review shall not diminish the Contractor's responsibilities in any way.
- C. Notifications to Adjacent Property Owners: The Contractor shall issue any notices to owners of adjoining property that may be required by any pertinent laws or ordinances. Furnish copies of such notices to Architect.
- D. Adjacent Structures, Utilities, etc.: If the safety of any adjacent structures, utilities, etc., should appear to be endangered, take all proper means to support such embankments, structures, utilities, etc., and notify Architect. Do not resume operation without Architect's permission. Also, provide and place bracing and shoring ordered by Architect when necessary to safeguard adjacent buildings, etc. If the Contractor fails to comply promptly when so ordered, the required bracing and shoring may be placed by order of Architect at Contractor's expense. Any such action shall not relieve the Contractor of responsibility for the bracing and shoring or liability for damage.

## **2. PRODUCTS**

### **2.01. SOIL MATERIALS**

- A. **Fill Materials:** Fill material shall be obtained from offsite borrow pits approved by Architect or from recycled materials on site.
- B. **Recycling Existing Materials:** The Owner requests that Contractors recycle materials on this project whenever possible including but not limited to:
  - 1. **Concrete:** Bidders may choose to grind concrete and utilize as fill, grinding to appropriate size.
  - 2. **Brick & Concrete block:** Bidders may choose to grind brick and concrete block and use as fill, grinding to appropriate size.
  - 3. **Asphalt pavement:** Bidders may choose to grind existing asphalt and utilize as fill, grinding to appropriate size.
  - 4. **No pieces of concrete, brick, concrete block or asphalt pavement greater than 3 inches shall be placed within 1 foot of the sub-grade elevation.**
  - 5. **Fill last 12" to sub-grade of topsoil with inorganic fill, tested by testing laboratory and approved by Architect.**
- C. **Compaction**

Each lift of the fill material shall be disked sufficiently to break down oversized clods, mix the different materials, secure a uniform moisture content, and ensure uniform density and compaction. Disking may be omitted if the fill material consists of sand or gravel.

The top 2 ft (600 mm) of all fills shall not contain more than 120 percent of the optimum moisture determined according to AASHTO T 99 (Method C). The Contractor will be permitted the use of an approved additive to affect a quicker drying time. The standard laboratory density shall be the maximum dry density determined according to AASHTO T 99 (Method C). A coarse particle correction according to AASHTO T 224 shall be used.

The dry density of the compacted fill will be determined by the Engineer at regular intervals according to AASHTO T 191, Illinois methods approved by the Engineer.

The fill shall be sprinkled with water when it is necessary to increase the moisture content of the soil to permit the embankment to be constructed to the densities indicated above.

Compacting equipment and compacting operations shall be coordinated with the rate of placing fill so that the required density is obtained.

Special care shall be exercised in compacting fill adjacent to structures and in sharp depressions. Where such areas are inaccessible to the compacting equipment being used, the material shall be placed in 8 in. (200 mm) horizontal lifts and uniformly compacted with suitable mechanical equipment. Fills placed adjacent to a structure shall not contain

more than 110 percent of the optimum moisture determined according to AASHTO T 99 (Method C).

### **3. EXECUTION**

#### **3.01. FILLING AND COMPACTION**

##### **A. General:**

1. Subgrade Approval: Subgrades shall be approved by soils testing service just prior to placement of fills.
  - a. Should subgrade become frozen, desiccated, saturated or disturbed, remove the affected material, or scarify, adjust the moisture condition and recompact the affected materials.
  - b. Notify soils testing service well ahead of when excavations are scheduled to reach subgrade elevations required.
2. Debris: Completely remove from excavations before backfilling.
3. Water-Free and Unfrozen Ground: No fill to be compacted shall be placed in free water, or on frozen ground.
4. Soil Hydration: Manipulate and wet the fill materials as required to obtain a uniform moisture content throughout.
  - a. Cohesive soils shall be placed at moisture contents of -1% to +3% per Standard Proctor Method (ASTM D 698). Granular fills shall be placed within 3% of the material's optimum moisture content.
  - b. Mix lean to fat clays with lower plasticity clays and/or hydrated lime or lime byproduct materials as necessary to achieve required compaction values.

##### **B. Placing Fill to be Compacted:**

1. Placement:
  - a. Place fill material in layers of 12" or less in loose thickness, starting in the deepest area and progressing approximately parallel to the finished grade.
  - b. Fill shall be placed to within 3" to the top of the future topsoil finish grade.
2. Testing Between Layers: Compaction of each layer shall be tested as specified. Obtain soil testing service's approval before next layer of fill is started.
3. After fill placement and compaction, grade surface to meet adjacent contours and to provide flow to surface drainage structures.

##### **C. Compaction Procedures:**

1. Timing: Compact the soils immediately after placement, while they retain their optimum moisture content; otherwise, manipulate and wet the soil as required to obtain the required moisture content uniformly throughout.

2. **Weather Conditions:** Suspend compaction operations when proper results cannot be obtained because of rain or soggy conditions, or when other conditions are, in the Architect's opinion, unsatisfactory.
3. **Equipment:** Compact with vibratory compaction and/or rolling equipment to the specified densities. Compaction by travel of grading equipment will not be considered adequate. Use small vibratory or hand tamping compactors whenever fill is placed adjacent to walls or around footings and columns.
4. **Each Layer of Fill to be compacted:** Compact all across surface of each layer to the required density before allowing additional fill to be placed.
5. **Recompaction:** If compaction is found to be unsatisfactory, recompact until required density is achieved.

**D. Compaction Densities:**

Place fill materials in layers of 12" thick lifts at 90% of maximum density, per Standard Proctor Test (ASTM D 698).

**3.02. ROUGH GRADING**

- A. **General:** Uniformly grade new filled areas, including adjacent transition areas, and as otherwise indicated within the limits of demolished building footprint. Include any areas disturbed by construction operations.
  1. **Leveling and Shaping:** Smooth finished surfaces within specified tolerances, with uniform levels of slopes between points where elevations are shown, or between such points and existing grades.
  2. **Degree of Finish Required:** That ordinarily obtainable from either blade-grader or scraper operations.
- B. **Finish the areas to receive topsoil to within 0.10' of required subgrade elevations (at least 3" below finish grade) after compaction and make free from irregular surface changes.**

**3.03. TOPSOIL PLACEMENT, FINISH GRADING AND SEEDING**

- A. **Contractor to provide a minimum 3" of topsoil and seed property utilizing the following specification.**
  1. **Lawn Seed:** Fresh clean and new crop seed mixture. Seed mix shall be 80% to 100% germination.
  2. **Seed Type:** IDOT Class IB Lawn Mixture. The planting times shall be between April 1<sup>st</sup> to June 15<sup>th</sup> and August 1<sup>st</sup> to November 1<sup>st</sup>.
  3. **Growth:** The District shall be responsible for achieving uniform growth so that each parcel exhibits 75% uniform growth or shall be reseeded.
  4. **Fertilizer:**
    - a. Granular, non-burning product composed of not less than 50% organic, slow acting, guaranteed analysis professional fertilizer.

- b. Starter fertilizer containing 0% nitrogen, 26% phosphoric acid, and 26% potash by weight, or similar approved composition at a rate of 6 lbs. per 1,000 sq. ft.
  - c. Second Application fertilizer to be applied at time of first cutting. 15% nitrogen, 40% phosphoric acid, and 5% potash at a rate of 6 lbs. per 1,000 sq. ft.
- 5. Ground Limestone:
  - a. Containing not less than 85% of total carbonates and ground to such fineness that 50% will pass through a 100-mesh sieve and 90% will pass through a 20-mesh sieve;
- 6. Mulch:
  - a. Straw: Clean oat or wheat straw well-seasoned before bailing, free from mature, seed-bearing stalks or roots of prohibited or noxious weeds. Should be free of rot and mildew;
  - b. Cellulose fiber mulch or equal.

#### PERFORMANCE

- 1. All seeding areas will be considered 75% complete for payment after all seed and erosion control structures, if applicable, have been installed.
- 2. Contractor is responsible for maintenance of turf areas by fertilizing, weeding, mowing, replanting, and other operations as necessary after germination for two mowings. Mow lawn as soon as top growth is tall enough to cut. Repeat mowing to maintain 2-3 inches height without cutting more than one-third of grass height. Remove no more than one-third of grass-leaf growth in initial or subsequent mowings. Do not delay mowing until grass blades bend over and become matted. Do not mow when grass is wet. During this time, there shall be a minimum of one fertilizer application which, as stated above. Site will be assessed for uniform coverage during this period.
- 3. An acceptable lawn is a healthy, uniform stand, free of weeds and surface irregularities, with coverage exceeding 90 percent over any 10 sq. ft. and bare spots not exceeding 6 by 6 inches. Reestablish lawns that do not comply with these requirements and continue maintenance (including mowing) until lawns are satisfactory. Work will be considered 100% complete for payment after completion of second mowing, successful lawn reestablishment as needed, and acceptance of turf by the DISTRICT.

Notify Owner before second mowing to assess turf areas for compliance with performance requirements. Maintenance of turf areas will be the responsibility of the contractor up to the date of notification.

#### **3.04. DISPOSAL OF EXCESS AND WASTE MATERIALS**

- A. General: All excess material shall become the property of the Contractor and shall be legally disposed of off-site at no additional charge to Owner.

- B. Hauling: All off-site hauling shall be in tight beds to prevent spilling onto streets or highways. Use drip pans where necessary to prevent spilling. Off-site haul routes shall be approved by the appropriate county and city authorities.
- C. Disposal: Legally dispose of all materials removed from the site.

**END 023100**

## Storm Water Pollution Prevention Plan

Route	<u>New Milford School</u>	Marked Rte.	<u>2128 New Milford School Rd, Rockford, ILL 61109</u>
Section	<u>N/A</u>	Project No.	<u>Arc Design Resources, Inc. Job# 18019</u>
County	<u>Winnebago</u>	Contract No.	<u>N/A</u>

This plan has been prepared to comply with the provisions of the National Pollutant Discharge Elimination System (NPDES) Permit No. ILR10 (Permit ILR10), issued by the Illinois Environmental Protection Agency (IEPA) for storm water discharges from construction site activities.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Jeffrey S Linkenheld  
Print Name  
Project Manager  
Title  
Arc Design Resources Inc  
Agency

Signature  
1/31/2018  
Date

### I. Site Description:

- A. Provide a description of the project location (include latitude and longitude):  
Building structure with foundation, parking areas and grass lot. (LAT 42.18757 N, -89.23534 W)
- B. Provide a description of the construction activity which is the subject of this plan:  
The project will consist of: demolition of existing parking areas and existing buildings.
- C. Provide the estimated duration of this project:  
3 months
- D. The total area of the construction site is estimated to be 2.21 acres.  
The total area of the site estimated to be disturbed by excavation, grading or other activities is 2.21 acres.
- E. The following is a weighted average of the runoff coefficient for this project after construction activities are completed:  
0.25
- F. List all soils found within project boundaries. Include map unit name, slope information, and erosivity:  
199B Plano silt loam (2%-5% slopes); 363D2 Griswold loam (6%-12% slopes) eroded; 728B Winnebago silt loam (2%-5% slopes).
- G. Provide an aerial extent of wetland acreage at the site:  
The project does not include any work near wetlands. The wetland acreage at the site is considered to be zero.
- H. Provide a description of potentially erosive areas associated with this project:  
site is potentially erosive area towards the North East corner of the lot.

- I. The following is a description of soil disturbing activities by stages, their locations, and their erosive factors (e.g. steepness of slopes, length of slopes, etc):

Stage 1 is the demolition of the existing building structures. The aggregate base that is exposed will protect underlying soils.

Stage 2 is the demolition of existing parking areas. The aggregate base that is exposed will protect underlying soils. Stage 3 is the removal of aggregate base course. All disturbed areas will be graded, have topsoil placed and seeded upon completion of demolition activities.

- J. See the erosion control plans and/or drainage plans for this contract for information regarding drainage patterns, approximate slopes anticipated before and after major grading activities, locations where vehicles enter or exit the site and controls to prevent offsite sediment tracking (to be added after contractor identifies locations), areas of soil disturbance, the location of major structural and non-structural controls identified in the plan, the location of areas where stabilization practices are expected to occur, surface waters (including wetlands) and locations where storm water is discharged to surface water including wetlands.

- K. Identify who owns the drainage system (municipality or agency) this project will drain into:

Winnebago County

- L. The following is a list of General NPDES ILR40 permittees within whose reporting jurisdiction this project is located.

Winnebago County

- M. The following is a list of receiving water(s) and the ultimate receiving water(s) for this site. The location of the receiving waters can be found on the erosion and sediment control plans:

The receiving water is Kishwaukee River and is approximately 1,200 feet south of the site.

- N. Describe areas of the site that are to be protected or remain undisturbed. These areas may include steep slopes, highly erodible soils, streams, stream buffers, specimen trees, natural vegetation, nature preserves, etc.

Existing pervious areas are to remain undisturbed if possible.

- O. The following sensitive environmental resources are associated with this project, and may have the potential to be impacted by the proposed development:

- ☐ Floodplain
- ☐ Wetland Riparian
- ☐ Threatened and Endangered Species
- ☐ Historic Preservation
- ☐ 303(d) Listed receiving waters for suspended solids, turbidity, or siltation
- ☐ Receiving waters with Total Maximum Daily Load (TMDL) for sediment, total suspended solids, turbidity or siltation
- ☐ Applicable Federal, Tribal, State or Local Programs
- ☐ Other

1. 303(d) Listed receiving waters (fill out this section if checked above):

N/A

- a. The name(s) of the listed water body, and identification of all pollutants causing impairment:

N/A

- b. Provide a description of how erosion and sediment control practices will prevent a discharge of sediment resulting from a storm event equal to or greater than a twenty-five (25) year, twenty-four (24) hour rainfall event:

N/A

- c. Provide a description of the location(s) of direct discharge from the project site to the 303(d) water body:

N/A

- d. Provide a description of the location(s) of any dewatering discharges to the MS4 and/or water body:

N/A

2. TMDL (fill out this section if checked above)

- a. The name(s) of the listed water body:

N/A

- b. Provide a description of the erosion and sediment control strategy that will be incorporated into the site design that is consistent with the assumptions and requirements of the TMDL:

N/A

- c. If a specific numeric waste load allocation has been established that would apply to the project's discharges, provide a description of the necessary steps to meet that allocation:

N/A

P. The following pollutants of concern will be associated with this construction project:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Soil Sediment            | <input checked="" type="checkbox"/> Petroleum (gas, diesel, oil, kerosene, hydraulic oil / fluids) |
| <input type="checkbox"/> Concrete                            | <input checked="" type="checkbox"/> Antifreeze / Coolants  |
| <input type="checkbox"/> Concrete Truck Waste                | <input checked="" type="checkbox"/> Waste water from cleaning construction equipment               |
| <input type="checkbox"/> Concrete Curing Compounds           | <input type="checkbox"/> Other (specify)   |
| <input checked="" type="checkbox"/> Solid Waste Debris       | <input type="checkbox"/> Other (specify)   |
| <input type="checkbox"/> Paints                              | <input type="checkbox"/> Other (specify)   |
| <input type="checkbox"/> Solvents                            | <input type="checkbox"/> Other (specify)   |
| <input checked="" type="checkbox"/> Fertilizers / Pesticides | <input type="checkbox"/> Other (specify)   |

II. Controls:

This section of the plan addresses the controls that will be implemented for each of the major construction activities described in I.C. above and for all use areas, borrow sites, and waste sites. For each measure discussed, the Contractor will be responsible for its implementation as indicated. The Contractor shall provide to the Resident Engineer a plan for the implementation of the measures indicated. The Contractor, and subcontractors, will notify the Resident Engineer of any proposed changes, maintenance, or modifications to keep construction activities compliant with the Permit ILR10. Each such Contractor has signed the required certification on forms which are attached to, and are a part of, this plan:

A. **Erosion and Sediment Controls:** At a minimum, controls must be coordinated, installed and maintained to:

1. Minimize the amount of soil exposed during construction activity;
2. Minimize the disturbance of steep slopes;
3. Maintain natural buffers around surface waters, direct storm water to vegetated areas to increase sediment removal and maximize storm water infiltration, unless infeasible;
4. Minimize soil compaction and, unless infeasible, preserve topsoil.

B. **Stabilization Practices:** Provided below is a description of interim and permanent stabilization practices, including site- specific scheduling of the implementation of the practices. Site plans will ensure that existing vegetation is preserved where attainable and disturbed portions of the site will be stabilized. Stabilization practices may include but are not limited to: temporary seeding, permanent seeding, mulching, geotextiles, sodding, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Except as provided below in II(B)(1) and II(B)(2), stabilization measures shall be initiated **immediately** where construction activities have temporarily or permanently ceased, but in no case more than **one (1) day** after the construction activity in that portion of the site has temporarily or permanently ceases on all disturbed portions of the site where construction will not occur for a period of fourteen (14) or more calendar days.

1. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.
2. On areas where construction activity has temporarily ceased and will resume after fourteen (14) days, a temporary stabilization method can be used.

The following stabilization practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Preservation of Mature Vegetation | <input checked="" type="checkbox"/> Erosion Control Blanket / Mulching |
| <input type="checkbox"/> Vegetated Buffer Strips                      | <input checked="" type="checkbox"/> Sodding                            |
| <input checked="" type="checkbox"/> Protection of Trees               | <input type="checkbox"/> Geotextiles                                   |
| <input checked="" type="checkbox"/> Temporary Erosion Control Seeding | <input type="checkbox"/> Other (specify)                               |
| <input checked="" type="checkbox"/> Temporary Turf (Seeding, Class 7) | <input type="checkbox"/> Other (specify)                               |
| <input type="checkbox"/> Temporary Mulching                           | <input type="checkbox"/> Other (specify)                               |
| <input checked="" type="checkbox"/> Permanent Seeding                 | <input type="checkbox"/> Other (specify)                               |

Describe how the stabilization practices listed above will be utilized during construction:

The intent of the stabilization practices are to provide temporary or permanent turf as soon as earthwork and topsoil spreading is complete.

Describe how the stabilization practices listed above will be utilized after construction activities have been completed:

Erosion control blanket will decompose within the limits of the permanent turf and will protect the soil from erosion.

C.

**Structural Practices:** Provided below is a description of structural practices that will be implemented, to the degree attainable, to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Such practices may include but are not limited to: perimeter erosion barrier, earth dikes, drainage swales, sediment traps, ditch checks, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins. The installation of these devices may be subject to Section 404 of the Clean Water Act.

The following structural practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Perimeter Erosion Barrier     | <input type="checkbox"/> Rock Outlet Protection  |
| <input checked="" type="checkbox"/> Temporary Ditch Check         | <input checked="" type="checkbox"/> Riprap       |
| <input checked="" type="checkbox"/> Storm Drain Inlet Protection  | <input type="checkbox"/> Gabions                 |
| <input type="checkbox"/> Sediment Trap                            | <input type="checkbox"/> Slope Mattress          |
| <input type="checkbox"/> Temporary Pipe Slope Drain               | <input type="checkbox"/> Retaining Walls         |
| <input type="checkbox"/> Temporary Sediment Basin                 | <input type="checkbox"/> Slope Walls             |
| <input type="checkbox"/> Temporary Stream Crossing                | <input type="checkbox"/> Concrete Revetment Mats |
| <input checked="" type="checkbox"/> Stabilized Construction Exits | <input type="checkbox"/> Level Spreaders         |
| <input checked="" type="checkbox"/> Turf Reinforcement Mats       | <input type="checkbox"/> Other (specify)         |
| <input type="checkbox"/> Permanent Check Dams                     | <input type="checkbox"/> Other (specify)         |
| <input type="checkbox"/> Permanent Sediment Basin                 | <input type="checkbox"/> Other (specify)         |
| <input type="checkbox"/> Aggregate Ditch                          | <input type="checkbox"/> Other (specify)         |
| <input type="checkbox"/> Paved Ditch                              | <input type="checkbox"/> Other (specify)         |

Describe how the structural practices listed above will be utilized during construction:

Perimeter erosion barrier will be used at locations where sediment may escape the right of way. Storm drain inlet protection is used to trap sediment from the construction zone prior to entering the storm sewer system.

Describe how the structural practices listed above will be utilized after construction activities have been completed:

These items will be removed once construction is complete.

D. **Treatment Chemicals**

Will polymer flocculants or treatment chemicals be utilized on this project: ☐ Yes ☒ No

If yes above, identify where and how polymer flocculants or treatment chemicals will be utilized on this project.

E. **Permanent Storm Water Management Controls:** Provided below is a description of measures that will be installed during the construction process to control volume and pollutants in storm water discharges that will occur after construction operations have been completed. The installation of these devices may be subject to Section 404 of the Clean Water Act.

1. Such practices may include but are not limited to: storm water detention structures (including wet ponds), storm water retention structures, flow attenuation by use of open vegetated swales and natural depressions, infiltration of runoff on site, and sequential systems (which combine several practices).

The practices selected for implementation were determined on the basis of the technical guidance in Chapter 41 (Construction Site Storm Water Pollution Control) of the IDOT Bureau of Design and Environment Manual. If practices other than those discussed in Chapter 41 are selected for implementation or if practices are applied to situations different from those covered in Chapter 41, the technical basis for such decisions will be explained below.

2. Velocity dissipation devices will be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected (e.g. maintenance of hydrologic conditions such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

Description of permanent storm water management controls:

Permanent turf will reduce erosion occurring at the raindrop/soil impact. No exposed soil will remain upon completion of the project.

- F. **Approved State or Local Laws:** The management practices, controls and provisions contained in this plan will be in accordance with IDOT specifications, which are at least as protective as the requirements contained in the Illinois Environmental Protection Agency's Illinois Urban Manual. Procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials shall be described or incorporated by reference in the space provided below. Requirements specified in sediment and erosion site plans, site permits, storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of an NOI, to be authorized to discharge under the Permit ILR10 incorporated by reference and are enforceable under this permit even if they are not specifically included in the plan.

Description of procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials:

N/A

- G. **Contractor Required Submittals:** Prior to conducting any professional services at the site covered by this plan, the Contractor and each subcontractor responsible for compliance with the permit shall submit to the Resident Engineer a Contractor Certification Statement, BDE 2342a.

1. The Contractor shall provide a construction schedule containing an adequate level of detail to show major activities with implementation of pollution prevention BMPs, including the following items:
  - Approximate duration of the project, including each stage of the project
  - Rainy season, dry season, and winter shutdown dates
  - Temporary stabilization measures to be employed by contract phases
  - Mobilization timeframe
  - Mass clearing and grubbing/roadside clearing dates
  - Deployment of Erosion Control Practices
  - Deployment of Sediment Control Practices (including stabilized construction entrances/exits)
  - Deployment of Construction Site Management Practices (including concrete washout facilities, chemical storage, refueling locations, etc.)
  - Paving, saw-cutting, and any other pavement related operations
  - Major planned stockpiling operations
  - Timeframe for other significant long-term operations or activities that may plan non-storm water discharges such as dewatering, grinding, etc.
  - Permanent stabilization activities for each area of the project
2. The Contractor and each subcontractor shall provide, as an attachment to their signed Contractor Certification Statement, a discussion of how they will comply with the requirements of the permit in regard to the following items and provide a graphical representation showing location and type of BMPs to be used when applicable:

- Vehicle Entrances and Exits – Identify type and location of stabilized construction entrances and exits to be used and how they will be maintained.
- Material Delivery, Storage and Use – Discuss where and how materials including chemicals, concrete curing compounds, petroleum products, etc. will be stored for this project.
- Stockpile Management – Identify the location of both on-site and off-site stockpiles. Discuss what BMPs will be used to prevent pollution of storm water from stockpiles.
- Waste Disposal – Discuss methods of waste disposal that will be used for this project.
- Spill Prevention and Control – Discuss steps that will be taken in the event of a material spill (chemicals, concrete curing compounds, petroleum, etc.)
- Concrete Residuals and Washout Wastes – Discuss the location and type of concrete washout facilities to be used on this project and how they will be signed and maintained.
- Litter Management – Discuss how litter will be maintained for this project (education of employees, number of dumpsters, frequency of dumpster pick-up, etc.).
- Vehicle and Equipment Fueling – Identify equipment fueling locations for this project and what BMPs will be used to ensure containment and spill prevention.
- Vehicle and Equipment Cleaning and Maintenance – Identify where equipment cleaning and maintenance locations for this project and what BMPs will be used to ensure containment and spill prevention.
- Dewatering Activities – Identify the controls which will be used during dewatering operations to ensure sediments will not leave the construction site.
- Polymer Flocculants and Treatment Chemicals – Identify the use and dosage of treatment chemicals and provide the Resident Engineer with Material Safety Data Sheets. Describe procedures on how the chemicals will be used and identify who will be responsible for the use and application of these chemicals. The selected individual must be trained on the established procedures.
- Additional measures indicated in the plan.

### III. Maintenance:

When requested by the Contractor, the Resident Engineer will provide general maintenance guides to the Contractor for the practices associated with this project. The following additional procedures will be used to maintain, in good and effective operating conditions, the vegetation, erosion and sediment control measures and other protective measures identified in this plan. It will be the Contractor's responsibility to attain maintenance guidelines for any manufactured BMPs which are to be installed and maintained per manufacture's specifications.

Confirm temporary erosion control methods are used within 14 days of completion of disturbed soil areas. Note any changes to the erosion control plan on the Erosion Control and Seeding Plans.

Once permanent turf is established and pavements are open for traffic, remove temporary systems.

### IV. Inspections:

Qualified personnel shall inspect disturbed areas of the construction site which have not yet been finally stabilized, structural control measures, and locations where vehicles and equipment enter and exit the site using IDOT Storm Water Pollution Prevention Plan Erosion Control Inspection Report (BC 2259). Such inspections shall be conducted at least once every seven (7) calendar days and within twenty-four (24) hours of the end of a storm or by the end of the following business or work day that is 0.5 inch or greater or equivalent snowfall.

Inspections may be reduced to once per month when construction activities have ceased due to frozen conditions. Weekly inspections will recommence when construction activities are conducted, or if there is 0.5" or greater rain event, or a discharge due to snowmelt occurs.

If any violation of the provisions of this plan is identified during the conduct of the construction work covered by this plan, the Resident Engineer shall notify the appropriate IEPA Field Operations Section office by email at: [epa.swnoncomp@illinois.gov](mailto:epa.swnoncomp@illinois.gov), telephone or fax within twenty-four (24) hours of the incident. The Resident Engineer shall then complete and submit an "Incidence of Non-Compliance" (ION) report for the identified violation within five (5) days of the incident. The Resident Engineer shall use forms provided by IEPA and shall include specific information on the cause of noncompliance, actions which were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact which may have resulted from the noncompliance. All reports of non-compliance shall be signed by a responsible authority in accordance with Part VI. G of the Permit ILR10.

The Incidence of Non-Compliance shall be mailed to the following address:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Attn: Compliance Assurance Section  
1021 North Grand East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

Additional Inspections Required:

None Noted

**V. Failure to Comply:**

Failure to comply with any provisions of this Storm Water Pollution Prevention Plan will result in the implementation of a National Pollutant Discharge Elimination System/Erosion and Sediment Control Deficiency Deduction against the Contractor and/or penalties under the Permit ILR10 which could be passed on to the Contractor.



## Contractor Certification Statement

Prior to conducting any professional services at the site covered by this contract, the Contractor and every subcontractor must complete and return to the Resident Engineer the following certification. A separate certification must be submitted by each firm. Attach to this certification all items required by Section II.G of the Storm Water Pollution Prevention Plan (SWPPP) which will be handled by the Contractor/subcontractor completing this form.

Route	_____	Marked Rte.	_____
Section	_____	Project No.	_____
County	_____	Contract No.	_____

This certification statement is a part of SWPPP for the project described above, in accordance with the General NPDES Permit No. ILR10 issued by the Illinois Environmental Protection Agency.

I certify under penalty of law that I understand the terms of the Permit No. ILR 10 that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification.

In addition, I have read and understand all of the information and requirements stated in SWPPP for the above mentioned project; I have received copies of all appropriate maintenance procedures; and, I have provided all documentation required to be in compliance with the Permit ILR10 and SWPPP and will provide timely updates to these documents as necessary.

- ☐ Contractor
- ☐ Sub-Contractor

_____	_____
Print Name	Signature
_____	_____
Title	Date
_____	_____
Name of Firm	Telephone
_____	_____
Street Address	City/State/ZIP

Items which this Contractor/subcontractor will be responsible for as required in Section II.G. of SWPPP:

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Route	Marked Route	Section
Nelson Elementary School	623 15th St. Rockford, IL 61104	N/A
Project Number	County	Contract Number
Arc Design Resources Job#18165	Winnebago	N/A

This plan has been prepared to comply with the provisions of the National Pollutant Discharge Elimination System (NPDES) Permit No. ILR10 (Permit ILR10), issues by the Illinois Environmental Protection Agency (IEPA) for storm water discharges from construction site activities.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name	Title	Agency
Tom Finley	Project Engineer	Arc Design Resources, Inc.
Signature		Date

#### I. Site Description

- A. Provide a description of the project location (include latitude and longitude):  
North of 6th Avenue, between 14th Street and 15th Street (42.2610, -89.0660)
- B. Provide a description of the construction activity which is subject of this plan:  
Demolition of existing structures, parking lots, and driveways. Restoration of disturbed areas.
- C. Provide the estimated duration of this project:  
6-12 months
- D. The total area of the construction site is estimated to be 2.99 acres.  
The total area of the site estimated to be disturbed by excavation, grading or other activities is 2.99 acres.
- E. The following is a weighted average of the runoff coefficient for this project after construction activities are completed:  
0.266
- F. List all soils found within project boundaries. Include map unit name, slope information and erosivity:  
125A Selma loam, 0 to 2 % slopes; 363D2 Griswold loam, 6 to 12 % slopes, eroded;  
783B Flagler sandy loam, 2 to 6 % slopes; 3776A Comfrey loam, 0 to 2 % slopes, frequently flooded.
- G. Provide an aerial extent of wetland acreage at the site:  
The project does not include work near wetlands. Wetland acreage at the site is considered to be zero.
- H. Provide a description of potentially erosive areas associated with this project:  
The site has relatively gentle slopes. There are no potentially significant erosive areas to note.

- I. The following is a description of soil disturbing activities by stages, their locations, and their erosive factors (e.g. steepness of slopes, length of scopes, etc.):

Stage 1 will be the demolition of existing structures and appurtenances. Aggregate base beneath structures will protect underlying soils. Stage 2 will be demolition of existing pavements. Aggregate base beneath existing pavements will protect underlying soils. Stage 3 will be restoration of disturbed areas. All areas outside of paved areas will be graded, have topsoil placed, and seeded upon completion of demolition activities.

- J. See the erosion control plans and/or drainage plans for this contract for information regarding drainage patterns, approximate slopes anticipated before and after major grading activities, locations where vehicles enter or exit the site and controls to prevent off site sediment tracking (to be added after contractor identifies locations), areas of soil disturbance, the location of major structural and non-structural controls identified in the plan, the location of areas where stabilization practices are expected to occur, surface waters (including wetlands) and locations where storm water is discharged to surface water including wetlands.

- K. Identify who owns the drainage system (municipality or agency) this project will drain into:

City of Rockford

- L. The following is a list of General NPDES ILR40 permittees within whose reporting jurisdiction this project is located.

City of Rockford

- M. The following is a list of receiving water(s) and the ultimate receiving water(s) for this site. The location of the receiving waters can be found on the erosion and sediment control plans:

Keith Creek

- N. Describe areas of the site that are to be protected or remain undisturbed. These areas may include steep slopes, highly erodible soils, streams, stream buffers, specimen trees, natural vegetation, nature preserves, etc.

Existing playground areas are to remain undisturbed. Existing trees are to remain undisturbed.

- O. The following sensitive environmental resources are associated with this project, and may have the potential to be impacted by the proposed development:

☒ Floodplain

☐ Wetland Riparian

☐ Threatened and Endangered Species

☐ Historic Preservation

☐ 303(d) Listed receiving waters for suspended solids, turbidity, or siltation

☐ Receiving waters with Total Maximum Daily Load (TMDL) for sediment, total suspended solids, turbidity, or siltation

☐ Applicable Federal, Tribal, State or Local Programs

☐ Other

1. 303(d) Listed receiving waters (fill out this section if checked above):

N/A

- a. The name(s) of the listed water body, and identification of all pollutants causing impairment:

N/A

- b. Provide a description of how erosion and sediment control practices will prevent a discharge of sediment resulting from a storm event equal to or greater than a twenty-five (25) year, twenty-four (24) hour rainfall event:

N/A

- c. Provide a description of the location(s) of direct discharge from the project site to the 303(d) water body:

N/A

- d. Provide a description of the location(s) of any dewatering discharges to the MS4 and/or water body:

N/A

2. TMDL (fill out this section if checked above)

a. The name(s) of the listed water body:

N/A

b. Provide a description of the erosion and sediment control strategy that will be incorporated into the site design that is consistent with the assumptions and requirements of the TMDL:

N/A

c. If a specific numeric waste load allocation has been established that would apply to the project's discharges, provide a description of the necessary steps to meet the allocation:

N/A

P. The following pollutants of concern will be associated with this construction project:

☒ Soil Sediment

☐ Concrete

☐ Concrete Truck waste

☐ Concrete Curing Compounds

☒ Solid waste Debris

☐ Paints

☐ Solvents

☒ Fertilizers / Pesticides

☒ Petroleum (gas, diesel, oil, kerosene, hydraulic oil / fluids)

☒ Antifreeze / Coolants

☒ Waste water from cleaning construction equipment

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

II. Controls

This section of the plan addresses the controls that will be implemented for each of the major construction activities described in I.C. above and for all use areas, borrow sites, and waste sites. For each measure discussed, the Contractor will be responsible for its implementation as indicated. The Contractor shall provide to the Resident Engineer a plan for the implementation of the measures indicated. The Contractor and subcontractors, will notify the Resident Engineer of any proposed changes, maintenance, or modifications to keep construction activities compliant with the Permit ILR10. Each such Contractor has signed the required certification on forms which are attached to, and are a part of, this plan:

A. **Erosion and Sediment Controls:** At a minimum, controls must be coordinated, installed, and maintained to:

B. **Stabilization Practices:** Provided below is a description of interim and permanent stabilization practices, including

site- specific scheduling of the implementation of the practices. Site plans will ensure that existing vegetation is preserved where attainable and disturbed portions of the site will be stabilized. Stabilization practices may include but are not limited to: temporary seeding, permanent seeding, mulching, geotextiles, sodding, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Except as provided below in II(B)(1) and II(B)(2), stabilization measures shall be initiated **immediately** where construction activities have temporarily or permanently ceased, but in no case more than **one (1) day** after the construction activity in that portion of the site has temporarily or permanently ceases on all disturbed portions of the site where construction will not occur for a period of fourteen (14) or more calendar days.

1. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.
2. On areas where construction activity has temporarily ceased and will resume after fourteen (14) days, a temporary stabilization method can be used.

The following stabilization practices will be used for this project:

☒ Preservation of Mature Vegetation

☒ Erosion Control Blanket / Mulching

- |   |  |
|---|--|
| <input type="checkbox"/> Vegetated Buffer Strips                      | <input type="checkbox"/> Sodding               |
| <input checked="" type="checkbox"/> Protection of Trees               | <input type="checkbox"/> Geotextiles           |
| <input checked="" type="checkbox"/> Temporary Erosion Control Seeding | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Temporary Turf (Seeding, Class 7)            | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Temporary Mulching                           | <input type="checkbox"/> Other (specify) _____ |
| <input checked="" type="checkbox"/> Permanent Seeding                 | <input type="checkbox"/> Other (specify) _____ |

Describe how the stabilization practices listed above will be utilized during construction:

The intent of the stabilization practices are to provide temporary or permanent turf as soon as earthwork and topsoil spreading is complete.

Describe how the stabilization practices listed above will be utilized after construction activities have been completed:

Erosion control blanket will decompose within the limits of permanent turf and will protect the soil from erosion.

- C. **Structural Practices:** Provided below is a description of structural practices that will be implemented, to the degree attainable, to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Such practices may include but are not limited to: perimeter erosion barrier, earth dikes, drainage swales, sediment traps, ditch checks, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins. The installation of these devices may be subject to Section 404 of the Clean Water Act.

The following stabilization practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Perimeter Erosion Barrier     | <input type="checkbox"/> Rock Outlet Protection  |
| <input type="checkbox"/> Temporary Ditch Check                    | <input type="checkbox"/> Riprap                  |
| <input checked="" type="checkbox"/> Storm Drain Inlet Protection  | <input type="checkbox"/> Gabions                 |
| <input type="checkbox"/> Sediment Trap                            | <input type="checkbox"/> Slope Mattress          |
| <input type="checkbox"/> Temporary Pipe Slope Drain               | <input type="checkbox"/> Retaining Walls         |
| <input type="checkbox"/> Temporary Sediment Basin                 | <input type="checkbox"/> Slope Walls             |
| <input type="checkbox"/> Temporary Stream Crossing                | <input type="checkbox"/> Concrete Revetment Mats |
| <input checked="" type="checkbox"/> Stabilized Construction Exits | <input type="checkbox"/> Level Spreaders         |
| <input type="checkbox"/> Turf Reinforcement Mats                  | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Permanent Check Dams                     | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Permanent Sediment Basin                 | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Aggregate Ditch                          | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Paved Ditch                              | <input type="checkbox"/> Other (specify) _____   |

Describe how the structural practices listed above will be utilized during construction:

Perimeter erosion barrier will be used at locations where sediment may escape the right of way. Storm drain inlet protection is used to trap sediment from the construction zone prior to entering the storm sewer system.

Describe how the structural practices listed above will be utilized after construction activities have been completed:

These items will be removed once construction is complete.

D. **Treatment Chemicals**

Will polymer flocculents or treatment chemicals be utilized on this project: ☐ Yes ☒ No

If yes above, identify where and how polymer flocculents or treatment chemicals will be utilized on this project.

N/A

E. **Permanent Storm Water Management Controls:** Provided below is a description of measures that will be installed during the construction process to control volume and pollutants in storm water discharges that will occur after construction operations have been completed. The installation of these devices may be subject to Section 404 of the Clean Water act.

1. Such practices may include but are not limited to: storm water detention structures (including wet ponds), storm water retention structures, flow attenuation by use of open vegetated swales and natural depressions, infiltration of runoff on site, and sequential systems (which combine several practices).

The practices selected for implementation were determined on the basis of the technical guidance in Chapter 41 (Construction Site Storm Water Pollution Control) of the IDOT Bureau of Design & Environment Manual. If practices other than those discussed in Chapter 41 are selected for implementation or if practices are applied to situations different from those covered in Chapter 41, the technical basis for such decisions will be explained below.

2. Velocity dissipation devices will be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected (e.g. maintenance of hydrologic conditions such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

Description of permanent storm water management controls:

Permanent turf will reduce erosion occurring at the raindrop/soil impact. No exposed soil will remain upon completion of the project.

F. **Approved State or Local Laws:** The management practices, controls, and provisions contained in this plan will be in accordance with IDOT specifications, which are at least as protective as the requirements contained in the Illinois Environmental Protection Agency's Illinois Urban Manual. Procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials shall be described or incorporated by reference in the space provided below. Requirements specified in sediment and erosion site plans, site permits, storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of an NOI, to be authorized to discharge under the Permit ILR10 incorporated by reference and are enforceable under this permit even if they are not specifically included in the plan.

Description of procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials:

N/A

G. **Contractor Required Submittals:** Prior to conducting any professional services at the site covered by this plan, the Contractor and each subcontractor responsible for compliance with the permit shall submit to the Resident Engineer a Contractor Certification Statement, BDE 2342a.

1. The Contractor shall provide a construction schedule containing an adequate level of detail to show major activities with implementation of pollution prevention BMPs, including the following items:

2. The Contractor and each subcontractor shall provide, as an attachment to their signed Contractor Certification Statement, a discussion of how they will comply with the requirements of the permit in regard to the following items and provide a graphical representation showing location and type of BMPs to be used when applicable:

### **III. Maintenance**

When requested by the Contractor, the Resident Engineer will provide general maintenance guides to the Contractor for the practices associated with this project. The following additional procedures will be used to maintain, in good and effective operating conditions, the vegetation, erosion and sediment control measures and other protective measures identified in this plan. It will be Contractor's responsibility to attain maintenance guidelines for any manufactured BMPs which are to be installed and maintained per manufacture's specifications.

Confirm temporary erosion control methods are used within 14 days of completion of disturbed soil areas. Note any changes on the SWPPP Site Map. Once permanent turf is established, remove temporary systems.

### **IV. Inspections**

Qualified personnel shall inspect disturbed areas of the construction site which have not yet been finally stabilized, structural control measures, and locations where vehicles and equipment enter and exit the site using IDOT Storm Water Pollution Prevention Plan Erosion Control Inspection Report (BC 2259). Such inspections shall be conducted at least once every seven (7) calendar days and within twenty-four (24) hours of the end of a storm or by the end of the following business or work day that is 0.5 inch or greater or equivalent snowfall.

Inspections may be reduced to once per month when construction activities have ceased due to frozen conditions. Weekly inspections will recommence when construction activities are conducted, or if there is 0.5" or greater rain event, or a discharge due to snowmelt occurs.

If any violation of the provisions of this plan is identified during the conduct of the construction work covered by this plan, the Resident Engineer shall notify the appropriate IEPA Field Operations Section office by e-mail at: epa.swnoncomp@illinois.gov, telephone or fax within twenty-four (24) hours of the incident. The Resident Engineer shall then complete and submit an "Incidence of Non-Compliance" (ION) report for the identified violation within five (5) days of the incident. The Resident Engineer shall use forms provided by IEPA and shall include specific information on the cause of noncompliance, actions which were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact which may have resulted from the noncompliance. All reports of non-compliance shall be signed by a responsible authority in accordance with Part VI. G of the Permit ILR10.

The Incidence of Non-Compliance shall be mailed to the following address:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Attn: Compliance Assurance Section  
1021 North Grand East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

Additional Inspections Required:

None Noted
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#### **V. Failure to Comply**

Failure to comply with any provisions of this Storm Water Pollution Prevention Plan will result in the implementation of a National Pollutant Discharge Elimination System/Erosion and Sediment Control Deficiency Deduction against the Contractor and/or penalties under the Permit ILR10 which could be passed on to the Contractor.

Prior to conducting any professional services at the site covered by this contract, the Contractor and every subcontractor must complete and return to the Resident Engineer the following certification. A separate certification must be submitted by each firm. Attach to this certification all items required by Section II.G of the Storm Water Pollution Prevention Plan (SWPPP) which will be handled by the Contractors/subcontractor completing this form.

Route

Marked Route

Section

Project Number

County

Contract Number

This certification statement is a part of SWPPP for the project described above, in accordance with the General NPDES Permit No. ILR10 issued by the Illinois Environmental Protection Agency.

I certify under penalty of law that I understand the terms of the Permit No. ILR10 that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification.

In addition, I have read and understand all of the information and requirements stated in SWPPP for the above mentioned project; I have received copies of all appropriate maintenance procedures; and, I have provided all documentation required to be in compliance with the Permit ILR10 and SWPPP and will provide timely updates to these documents as necessary.

☐ Contractor

☐ Sub-Contractor

Print Name

Signature

Title

Date

Name of Firm

Telephone

Street Address

City/State/Zip

Items which the Contractor/subcontractor will be responsible for as required in Section II.G. of SWPPP:





Route

Dennis Early Childhood Center

Marked Route

730 Lincoln Park Blvd. Rockford IL

Section

N/A

Project Number

Arc Design Resources Job#18165

County

Winnebago

Contract Number

N/A

This plan has been prepared to comply with the provisions of the National Pollutant Discharge Elimination System (NPDES) Permit No. ILR10 (Permit ILR10), issued by the Illinois Environmental Protection Agency (IEPA) for storm water discharges from construction site activities.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name

Tom Finley

Title

Project Engineer

Agency

Arc Design Resources, Inc.

Signature

Date

## I. Site Description

- A. Provide a description of the project location (include latitude and longitude):

South of the intersection of Lincoln Park Blvd. and Hudson St. (42.2678, -89.1473)

- B. Provide a description of the construction activity which is subject of this plan:

Demolition of existing structures, parking lots, and driveways. Restoration of disturbed areas.

- C. Provide the estimated duration of this project:

6 - 12 months

- D. The total area of the construction site is estimated to be 7.10 acres.

The total area of the site estimated to be disturbed by excavation, grading or other activities is 4.67 acres.

- E. The following is a weighted average of the runoff coefficient for this project after construction activities are completed:

0.250

- F. List all soils found within project boundaries. Include map unit name, slope information and erosivity:

152A Drummer silty clay loam, 0 to 2 percent %; 280C2 Fayette silt loam, 5 to 10 % slopes, eroded; 361D2 Kidder Loam, 6 to 12 percent slopes, eroded.

- G. Provide an aerial extent of wetland acreage at the site:

The project does not include work near wetlands. Wetland acreage at the site is considered to be zero.

- H. Provide a description of potentially erosive areas associated with this project:

The southern portion of the site is potentially erosive, where soils slope at 10 to 1 away from the existing building. Water collects at the south end of the property in the wooded area and drains off to the east.

- I. The following is a description of soil disturbing activities by stages, their locations, and their erosive factors (e.g. steepness of slopes, length of scopes, etc.):

Stage 1 will be the demolition of existing structures and appurtenances. Aggregate base beneath structures will protect underlying soils. Stage 2 will be demolition of existing pavements. Aggregate base beneath existing pavements will protect underlying soils. Stage 3 will be restoration of disturbed areas. All areas outside of paved areas will be graded, have topsoil placed, and seeded upon completion of demolition activities.

- J. See the erosion control plans and/or drainage plans for this contract for information regarding drainage patterns, approximate slopes anticipated before and after major grading activities, locations where vehicles enter or exit the site and controls to prevent off site sediment tracking (to be added after contractor identifies locations), areas of soil disturbance, the location of major structural and non-structural controls identified in the plan, the location of areas where stabilization practices are expected to occur, surface waters (including wetlands) and locations where storm water is discharged to surface water including wetlands.

- K. Identify who owns the drainage system (municipality or agency) this project will drain into:

City of Rockford

- L. The following is a list of General NPDES ILR40 permittees within whose reporting jurisdiction this project is located.

City of Rockford

- M. The following is a list of receiving water(s) and the ultimate receiving water(s) for this site. The location of the receiving waters can be found on the erosion and sediment control plans:

South Fork Kent Creek

- N. Describe areas of the site that are to be protected or remain undisturbed. These areas may include steep slopes, highly erodible soils, streams, stream buffers, specimen trees, natural vegetation, nature preserves, etc.

Existing trees are to remain undisturbed.

- O. The following sensitive environmental resources are associated with this project, and may have the potential to be impacted by the proposed development:

- ☐ Floodplain
- ☐ Wetland Riparian
- ☐ Threatened and Endangered Species
- ☐ Historic Preservation
- ☐ 303(d) Listed receiving waters for suspended solids, turbidity, or siltation
- ☐ Receiving waters with Total Maximum Daily Load (TMDL) for sediment, total suspended solids, turbidity, or siltation
- ☐ Applicable Federal, Tribal, State or Local Programs
- ☐ Other

1. 303(d) Listed receiving waters (fill out this section if checked above):

N/A

- a. The name(s) of the listed water body, and identification of all pollutants causing impairment:

N/A

- b. Provide a description of how erosion and sediment control practices will prevent a discharge of sediment resulting from a storm event equal to or greater than a twenty-five (25) year, twenty-four (24) hour rainfall event:

N/A

- c. Provide a description of the location(s) of direct discharge from the project site to the 303(d) water body:

N/A

- d. Provide a description of the location(s) of any dewatering discharges to the MS4 and/or water body:

N/A

2. TMDL (fill out this section if checked above)

- a. The name(s) of the listed water body:

N/A

- b. Provide a description of the erosion and sediment control strategy that will be incorporated into the site design that is consistent with the assumptions and requirements of the TMDL:

N/A

- c. If a specific numeric waste load allocation has been established that would apply to the project's discharges, provide a description of the necessary steps to meet the allocation:

N/A

P. The following pollutants of concern will be associated with this construction project:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Soil Sediment            | <input checked="" type="checkbox"/> Petroleum (gas, diesel, oil, kerosene, hydraulic oil / fluids) |
| <input type="checkbox"/> Concrete                            | <input checked="" type="checkbox"/> Antifreeze / Coolants  |
| <input type="checkbox"/> Concrete Truck waste                | <input checked="" type="checkbox"/> Waste water from cleaning construction equipment               |
| <input type="checkbox"/> Concrete Curing Compounds           | <input type="checkbox"/> Other (specify) _____   |
| <input checked="" type="checkbox"/> Solid waste Debris       | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Paints                              | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Solvents                            | <input type="checkbox"/> Other (specify) _____   |
| <input checked="" type="checkbox"/> Fertilizers / Pesticides | <input type="checkbox"/> Other (specify) _____   |

II. Controls

This section of the plan addresses the controls that will be implemented for each of the major construction activities described in I.C. above and for all use areas, borrow sites, and waste sites. For each measure discussed, the Contractor will be responsible for its implementation as indicated. The Contractor shall provide to the Resident Engineer a plan for the implementation of the measures indicated. The Contractor and subcontractors, will notify the Resident Engineer of any proposed changes, maintenance, or modifications to keep construction activities compliant with the Permit ILR10. Each such Contractor has signed the required certification on forms which are attached to, and are a part of, this plan:

- A. **Erosion and Sediment Controls:** At a minimum, controls must be coordinated, installed, and maintained to:

- B. **Stabilization Practices:** Provided below is a description of interim and permanent stabilization practices, including

site- specific scheduling of the implementation of the practices. Site plans will ensure that existing vegetation is preserved where attainable and disturbed portions of the site will be stabilized. Stabilization practices may include but are not limited to: temporary seeding, permanent seeding, mulching, geotextiles, sodding, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Except as provided below in II(B)(1) and II(B)(2), stabilization measures shall be initiated **immediately** where construction activities have temporarily or permanently ceased, but in no case more than **one (1) day** after the construction activity in that portion of the site has temporarily or permanently ceases on all disturbed portions of the site where construction will not occur for a period of fourteen (14) or more calendar days.

1. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.

2. On areas where construction activity has temporarily ceased and will resume after fourteen (14) days, a temporary stabilization method can be used.

The following stabilization practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Preservation of Mature Vegetation | <input checked="" type="checkbox"/> Erosion Control Blanket / Mulching |
| <input type="checkbox"/> Vegetated Buffer Strips                      | <input type="checkbox"/> Sodding                                       |
| <input checked="" type="checkbox"/> Protection of Trees               | <input type="checkbox"/> Geotextiles                                   |
| <input checked="" type="checkbox"/> Temporary Erosion Control Seeding | <input type="checkbox"/> Other (specify) _____                         |
| <input type="checkbox"/> Temporary Turf (Seeding, Class 7)            | <input type="checkbox"/> Other (specify) _____                         |
| <input type="checkbox"/> Temporary Mulching                           | <input type="checkbox"/> Other (specify) _____                         |
| <input checked="" type="checkbox"/> Permanent Seeding                 | <input type="checkbox"/> Other (specify) _____                         |

Describe how the stabilization practices listed above will be utilized during construction:

The intent of the stabilization practices are to provide temporary or permanent turf as soon as earthwork and topsoil spreading is complete.

Describe how the stabilization practices listed above will be utilized after construction activities have been completed:

Erosion control blanket will decompose within the limits of permanent turf and will protect the soil from erosion.

- C. **Structural Practices:** Provided below is a description of structural practices that will be implemented, to the degree attainable, to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Such practices may include but are not limited to: perimeter erosion barrier, earth dikes, drainage swales, sediment traps, ditch checks, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins. The installation of these devices may be subject to Section 404 of the Clean Water Act.

The following stabilization practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Perimeter Erosion Barrier     | <input type="checkbox"/> Rock Outlet Protection  |
| <input type="checkbox"/> Temporary Ditch Check                    | <input type="checkbox"/> Riprap                  |
| <input type="checkbox"/> Storm Drain Inlet Protection             | <input type="checkbox"/> Gabions                 |
| <input type="checkbox"/> Sediment Trap                            | <input type="checkbox"/> Slope Mattress          |
| <input type="checkbox"/> Temporary Pipe Slope Drain               | <input type="checkbox"/> Retaining Walls         |
| <input type="checkbox"/> Temporary Sediment Basin                 | <input type="checkbox"/> Slope Walls             |
| <input type="checkbox"/> Temporary Stream Crossing                | <input type="checkbox"/> Concrete Revetment Mats |
| <input checked="" type="checkbox"/> Stabilized Construction Exits | <input type="checkbox"/> Level Spreaders         |
| <input type="checkbox"/> Turf Reinforcement Mats                  | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Permanent Check Dams                     | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Permanent Sediment Basin                 | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Aggregate Ditch                          | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Paved Ditch                              | <input type="checkbox"/> Other (specify) _____   |

Describe how the structural practices listed above will be utilized during construction:

Perimeter erosion barrier will be used at locations where sediment may escape the right of way.

Describe how the structural practices listed above will be utilized after construction activities have been completed:

These items will be removed once construction is complete.

**D. Treatment Chemicals**

Will polymer flocculents or treatment chemicals be utilized on this project: ☐ Yes ☒ No

If yes above, identify where and how polymer flocculents or treatment chemicals will be utilized on this project.

N/A

**E. Permanent Storm Water Management Controls:** Provided below is a description of measures that will be installed during the construction process to control volume and pollutants in storm water discharges that will occur after construction operations have been completed. The installation of these devices may be subject to Section 404 of the Clean Water act.

1. Such practices may include but are not limited to: storm water detention structures (including wet ponds), storm water retention structures, flow attenuation by use of open vegetated swales and natural depressions, infiltration of runoff on site, and sequential systems (which combine several practices).

The practices selected for implementation were determined on the basis of the technical guidance in Chapter 41 (Construction Site Storm Water Pollution Control) of the IDOT Bureau of Design & Environment Manual. If practices other than those discussed in Chapter 41 are selected for implementation or if practices are applied to situations different from those covered in Chapter 41, the technical basis for such decisions will be explained below.

2. Velocity dissipation devices will be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected (e.g. maintenance of hydrologic conditions such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

Description of permanent storm water management controls:

Permanent turf will reduce erosion occurring at the raindrop/soil impact. No exposed soil will remain upon completion of the project.

**F. Approved State or Local Laws:** The management practices, controls, and provisions contained in this plan will be in accordance with IDOT specifications, which are at least as protective as the requirements contained in the Illinois Environmental Protection Agency's Illinois Urban Manual. Procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials shall be described or incorporated by reference in the space provided below. Requirements specified in sediment and erosion site plans, site permits, storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of an NOI, to be authorized to discharge under the Permit ILR10 incorporated by reference and are enforceable under this permit even if they are not specifically included in the plan.

Description of procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials:

N/A

**G. Contractor Required Submittals:** Prior to conducting any professional services at the site covered by this plan, the Contractor and each subcontractor responsible for compliance with the permit shall submit to the Resident Engineer a Contractor Certification Statement, BDE 2342a.

1. The Contractor shall provide a construction schedule containing an adequate level of detail to show major activities with implementation of pollution prevention BMPs, including the following items:

2. The Contractor and each subcontractor shall provide, as an attachment to their signed Contractor Certification Statement, a discussion of how they will comply with the requirements of the permit in regard to the following items and provide a graphical representation showing location and type of BMPs to be used when applicable:

### **III. Maintenance**

When requested by the Contractor, the Resident Engineer will provide general maintenance guides to the Contractor for the practices associated with this project. The following additional procedures will be used to maintain, in good and effective operating conditions, the vegetation, erosion and sediment control measures and other protective measures identified in this plan. It will be Contractor's responsibility to attain maintenance guidelines for any manufactured BMPs which are to be installed and maintained per manufacture's specifications.

Confirm temporary erosion control methods are used within 14 days of completion of disturbed soil areas. Note any changes on the SWPPP Site Map. Once permanent turf is established, remove temporary systems.

### **IV. Inspections**

Qualified personnel shall inspect disturbed areas of the construction site which have not yet been finally stabilized, structural control measures, and locations where vehicles and equipment enter and exit the site using IDOT Storm Water Pollution Prevention Plan Erosion Control Inspection Report (BC 2259). Such inspections shall be conducted at least once every seven (7) calendar days and within twenty-four (24) hours of the end of a storm or by the end of the following business or work day that is 0.5 inch or greater or equivalent snowfall.

Inspections may be reduced to once per month when construction activities have ceased due to frozen conditions. Weekly inspections will recommence when construction activities are conducted, or if there is 0.5" or greater rain event, or a discharge due to snowmelt occurs.

If any violation of the provisions of this plan is identified during the conduct of the construction work covered by this plan, the Resident Engineer shall notify the appropriate IEPA Field Operations Section office by e-mail at: epa.swnoncomp@illinois.gov, telephone or fax within twenty-four (24) hours of the incident. The Resident Engineer shall then complete and submit an "Incidence of Non-Compliance" (ION) report for the identified violation within five (5) days of the incident. The Resident Engineer shall use forms provided by IEPA and shall include specific information on the cause of noncompliance, actions which were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact which may have resulted from the noncompliance. All reports of non-compliance shall be signed by a responsible authority in accordance with Part VI. G of the Permit ILR10.

The Incidence of Non-Compliance shall be mailed to the following address:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Attn: Compliance Assurance Section  
1021 North Grand East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

Additional Inspections Required:

None Noted
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#### **V. Failure to Comply**

Failure to comply with any provisions of this Storm Water Pollution Prevention Plan will result in the implementation of a National Pollutant Discharge Elimination System/Erosion and Sediment Control Deficiency Deduction against the Contractor and/or penalties under the Permit ILR10 which could be passed on to the Contractor.

Prior to conducting any professional services at the site covered by this contract, the Contractor and every subcontractor must complete and return to the Resident Engineer the following certification. A separate certification must be submitted by each firm. Attach to this certification all items required by Section II.G of the Storm Water Pollution Prevention Plan (SWPPP) which will be handled by the Contractors/subcontractor completing this form.

Route	Marked Route	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Number	County	Contract Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

This certification statement is a part of SWPPP for the project described above, in accordance with the General NPDES Permit No. ILR10 issued by the Illinois Environmental Protection Agency.

I certify under penalty of law that I understand the terms of the Permit No. ILR10 that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification.

In addition, I have read and understand all of the information and requirements stated in SWPPP for the above mentioned project; I have received copies of all appropriate maintenance procedures; and, I have provided all documentation required to be in compliance with the Permit ILR10 and SWPPP and will provide timely updates to these documents as necessary.

- ☐ Contractor  
☐ Sub-Contractor

Print Name

Signature

Title

Date

Name of Firm

Telephone

Street Address

City/State/Zip

Items which the Contractor/subcontractor will be responsible for as required in Section II.G. of SWPPP:





Route	Marked Route	Section
King Elementary School	1306 S. Court Street, Rockford, IL	N/A
Project Number	County	Contract Number
Arc Design Resources Job#18165	Winnebago	N/A

This plan has been prepared to comply with the provisions of the National Pollutant Discharge Elimination System (NPDES) Permit No. ILR10 (Permit ILR10), issues by the Illinois Environmental Protection Agency (IEPA) for storm water discharges from construction site activities.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Print Name	Title	Agency
Tom Finley	Project Engineer	Arc Design Resources, Inc.
Signature		Date

#### I. Site Description

- A. Provide a description of the project location (include latitude and longitude):

Located south of Montague Street, east of South Court Street, north of Knowlton Street, west of South Church Street. (42.2592, -89.1031)

- B. Provide a description of the construction activity which is subject of this plan:

Demolition of existing structures, parking lots, and driveways. Restoration of disturbed areas.

- C. Provide the estimated duration of this project:

6-12 months.

- D. The total area of the construction site is estimated to be 2.73 acres.

The total area of the site estimated to be disturbed by excavation, grading or other activities is 2.73 acres.

- E. The following is a weighted average of the runoff coefficient for this project after construction activities are completed:

0.309

- F. List all soils found within project boundaries. Include map unit name, slope information and erosivity:

412B Ogle silt loam, 2 to 5 % slopes; 419C2 Flagg silt loam, 5 to 10 % slopes, eroded;  
675B Greenbush silt loam, 2 to 5 % slopes.

- G. Provide an aerial extent of wetland acreage at the site:

The project does not include work near wetlands. Wetland acreage at the site is considered to be zero.

- H. Provide a description of potentially erosive areas associated with this project:

The northern portion of the site is potentially erosive with existing 3 to 1 slopes toward Montague Street.

- I. The following is a description of soil disturbing activities by stages, their locations, and their erosive factors (e.g. steepness of slopes, length of scopes, etc.):

Stage 1 will be the demolition of existing structures and appurtenances. Aggregate base beneath structures will protect underlying soils. Stage 2 will be demolition of existing pavements. Aggregate base beneath existing pavements will protect underlying soils. Stage 3 will be restoration of disturbed areas. All areas outside of paved areas will be graded, have topsoil placed, and seeded upon completion of demolition activities.

- J. See the erosion control plans and/or drainage plans for this contract for information regarding drainage patterns, approximate slopes anticipated before and after major grading activities, locations where vehicles enter or exit the site and controls to prevent off site sediment tracking (to be added after contractor identifies locations), areas of soil disturbance, the location of major structural and non-structural controls identified in the plan, the location of areas where stabilization practices are expected to occur, surface waters (including wetlands) and locations where storm water is discharged to surface water including wetlands.

- K. Identify who owns the drainage system (municipality or agency) this project will drain into:

City of Rockford

- L. The following is a list of General NPDES ILR40 permittees within whose reporting jurisdiction this project is located.

City of Rockford

- M. The following is a list of receiving water(s) and the ultimate receiving water(s) for this site. The location of the receiving waters can be found on the erosion and sediment control plans:

Rock River

- N. Describe areas of the site that are to be protected or remain undisturbed. These areas may include steep slopes, highly erodible soils, streams, stream buffers, specimen trees, natural vegetation, nature preserves, etc.

Existing playground areas are to remain undisturbed. Existing trees are to remain undisturbed.

- O. The following sensitive environmental resources are associated with this project, and may have the potential to be impacted by the proposed development:

- ☐ Floodplain  
☐ Wetland Riparian  
☐ Threatened and Endangered Species  
☐ Historic Preservation  
☐ 303(d) Listed receiving waters for suspended solids, turbidity, or siltation  
☐ Receiving waters with Total Maximum Daily Load (TMDL) for sediment, total suspended solids, turbidity, or siltation  
☐ Applicable Federal, Tribal, State or Local Programs  
☐ Other

1. 303(d) Listed receiving waters (fill out this section if checked above):

N/A

- a. The name(s) of the listed water body, and identification of all pollutants causing impairment:

N/A

- b. Provide a description of how erosion and sediment control practices will prevent a discharge of sediment resulting from a storm event equal to or greater than a twenty-five (25) year, twenty-four (24) hour rainfall event:

N/A

- c. Provide a description of the location(s) of direct discharge from the project site to the 303(d) water body:

N/A

- d. Provide a description of the location(s) of any dewatering discharges to the MS4 and/or water body:

N/A

2. TMDL (fill out this section if checked above)

a. The name(s) of the listed water body:

N/A

b. Provide a description of the erosion and sediment control strategy that will be incorporated into the site design that is consistent with the assumptions and requirements of the TMDL:

N/A

c. If a specific numeric waste load allocation has been established that would apply to the project's discharges, provide a description of the necessary steps to meet the allocation:

N/A

P. The following pollutants of concern will be associated with this construction project:

☒ Soil Sediment

☐ Concrete

☐ Concrete Truck waste

☐ Concrete Curing Compounds

☒ Solid waste Debris

☐ Paints

☐ Solvents

☒ Fertilizers / Pesticides

☒ Petroleum (gas, diesel, oil, kerosene, hydraulic oil / fluids)

☒ Antifreeze / Coolants

☒ Waste water from cleaning construction equipment

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

II. Controls

This section of the plan addresses the controls that will be implemented for each of the major construction activities described in I.C. above and for all use areas, borrow sites, and waste sites. For each measure discussed, the Contractor will be responsible for its implementation as indicated. The Contractor shall provide to the Resident Engineer a plan for the implementation of the measures indicated. The Contractor and subcontractors, will notify the Resident Engineer of any proposed changes, maintenance, or modifications to keep construction activities compliant with the Permit ILR10. Each such Contractor has signed the required certification on forms which are attached to, and are a part of, this plan:

A. **Erosion and Sediment Controls:** At a minimum, controls must be coordinated, installed, and maintained to:

B. **Stabilization Practices:** Provided below is a description of interim and permanent stabilization practices, including

site- specific scheduling of the implementation of the practices. Site plans will ensure that existing vegetation is preserved where attainable and disturbed portions of the site will be stabilized. Stabilization practices may include but are not limited to: temporary seeding, permanent seeding, mulching, geotextiles, sodding, vegetative buffer strips, protection of trees, preservation of mature vegetation, and other appropriate measures. Except as provided below in II(B)(1) and II(B)(2), stabilization measures shall be initiated **immediately** where construction activities have temporarily or permanently ceased, but in no case more than **one (1) day** after the construction activity in that portion of the site has temporarily or permanently ceases on all disturbed portions of the site where construction will not occur for a period of fourteen (14) or more calendar days.

1. Where the initiation of stabilization measures is precluded by snow cover, stabilization measures shall be initiated as soon as practicable.
2. On areas where construction activity has temporarily ceased and will resume after fourteen (14) days, a temporary stabilization method can be used.

The following stabilization practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Preservation of Mature Vegetation | <input checked="" type="checkbox"/> Erosion Control Blanket / Mulching |
| <input type="checkbox"/> Vegetated Buffer Strips                      | <input type="checkbox"/> Sodding                                       |
| <input checked="" type="checkbox"/> Protection of Trees               | <input type="checkbox"/> Geotextiles                                   |
| <input checked="" type="checkbox"/> Temporary Erosion Control Seeding | <input type="checkbox"/> Other (specify) _____                         |
| <input type="checkbox"/> Temporary Turf (Seeding, Class 7)            | <input type="checkbox"/> Other (specify) _____                         |
| <input type="checkbox"/> Temporary Mulching                           | <input type="checkbox"/> Other (specify) _____                         |
| <input checked="" type="checkbox"/> Permanent Seeding                 | <input type="checkbox"/> Other (specify) _____                         |

Describe how the stabilization practices listed above will be utilized during construction:

The intent of the stabilization practices are to provide temporary or permanent turf as soon as earthwork and topsoil spreading is complete.

Describe how the stabilization practices listed above will be utilized after construction activities have been completed:

Erosion control blanket will decompose within the limits of permanent turf and will protect the soil from erosion.

- C. **Structural Practices:** Provided below is a description of structural practices that will be implemented, to the degree attainable, to divert flows from exposed soils, store flows or otherwise limit runoff and the discharge of pollutants from exposed areas of the site. Such practices may include but are not limited to: perimeter erosion barrier, earth dikes, drainage swales, sediment traps, ditch checks, subsurface drains, pipe slope drains, level spreaders, storm drain inlet protection, rock outlet protection, reinforced soil retaining systems, gabions, and temporary or permanent sediment basins. The installation of these devices may be subject to Section 404 of the Clean Water Act.

The following stabilization practices will be used for this project:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Perimeter Erosion Barrier     | <input type="checkbox"/> Rock Outlet Protection  |
| <input type="checkbox"/> Temporary Ditch Check                    | <input type="checkbox"/> Riprap                  |
| <input checked="" type="checkbox"/> Storm Drain Inlet Protection  | <input type="checkbox"/> Gabions                 |
| <input type="checkbox"/> Sediment Trap                            | <input type="checkbox"/> Slope Mattress          |
| <input type="checkbox"/> Temporary Pipe Slope Drain               | <input type="checkbox"/> Retaining Walls         |
| <input type="checkbox"/> Temporary Sediment Basin                 | <input type="checkbox"/> Slope Walls             |
| <input type="checkbox"/> Temporary Stream Crossing                | <input type="checkbox"/> Concrete Revetment Mats |
| <input checked="" type="checkbox"/> Stabilized Construction Exits | <input type="checkbox"/> Level Spreaders         |
| <input type="checkbox"/> Turf Reinforcement Mats                  | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Permanent Check Dams                     | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Permanent Sediment Basin                 | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Aggregate Ditch                          | <input type="checkbox"/> Other (specify) _____   |
| <input type="checkbox"/> Paved Ditch                              | <input type="checkbox"/> Other (specify) _____   |

Describe how the structural practices listed above will be utilized during construction:

Perimeter erosion barrier will be used at locations where sediment may escape the right of way. Storm drain inlet protection is used to trap sediment from the construction zone prior to entering the storm sewer system.

Describe how the structural practices listed above will be utilized after construction activities have been completed:

These items will be removed once construction is complete.

#### D. Treatment Chemicals

Will polymer flocculents or treatment chemicals be utilized on this project: ☐ Yes ☒ No

If yes above, identify where and how polymer flocculents or treatment chemicals will be utilized on this project.

N/A

- E. **Permanent Storm Water Management Controls:** Provided below is a description of measures that will be installed during the construction process to control volume and pollutants in storm water discharges that will occur after construction operations have been completed. The installation of these devices may be subject to Section 404 of the Clean Water act.

1. Such practices may include but are not limited to: storm water detention structures (including wet ponds), storm water retention structures, flow attenuation by use of open vegetated swales and natural depressions, infiltration of runoff on site, and sequential systems (which combine several practices).

The practices selected for implementation were determined on the basis of the technical guidance in Chapter 41 (Construction Site Storm Water Pollution Control) of the IDOT Bureau of Design & Environment Manual. If practices other than those discussed in Chapter 41 are selected for implementation or if practices are applied to situations different from those covered in Chapter 41, the technical basis for such decisions will be explained below.

2. Velocity dissipation devices will be placed at discharge locations and along the length of any outfall channel as necessary to provide a non-erosive velocity flow from the structure to a water course so that the natural physical and biological characteristics and functions are maintained and protected (e.g. maintenance of hydrologic conditions such as the hydroperiod and hydrodynamics present prior to the initiation of construction activities).

Description of permanent storm water management controls:

Permanent turf will reduce erosion occurring at the raindrop/soil impact. No exposed soil will remain upon completion of the project.

- F. **Approved State or Local Laws:** The management practices, controls, and provisions contained in this plan will be in accordance with IDOT specifications, which are at least as protective as the requirements contained in the Illinois Environmental Protection Agency's Illinois Urban Manual. Procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials shall be described or incorporated by reference in the space provided below. Requirements specified in sediment and erosion site plans, site permits, storm water management site plans or site permits approved by local officials that are applicable to protecting surface water resources are, upon submittal of an NOI, to be authorized to discharge under the Permit ILR10 incorporated by reference and are enforceable under this permit even if they are not specifically included in the plan.

Description of procedures and requirements specified in applicable sediment and erosion site plans or storm water management plans approved by local officials:

N/A

- G. **Contractor Required Submittals:** Prior to conducting any professional services at the site covered by this plan, the Contractor and each subcontractor responsible for compliance with the permit shall submit to the Resident Engineer a Contractor Certification Statement, BDE 2342a.

1. The Contractor shall provide a construction schedule containing an adequate level of detail to show major activities with implementation of pollution prevention BMPs, including the following items:

2. The Contractor and each subcontractor shall provide, as an attachment to their signed Contractor Certification Statement, a discussion of how they will comply with the requirements of the permit in regard to the following items and provide a graphical representation showing location and type of BMPs to be used when applicable:

### **III. Maintenance**

When requested by the Contractor, the Resident Engineer will provide general maintenance guides to the Contractor for the practices associated with this project. The following additional procedures will be used to maintain, in good and effective operating conditions, the vegetation, erosion and sediment control measures and other protective measures identified in this plan. It will be Contractor's responsibility to attain maintenance guidelines for any manufactured BMPs which are to be installed and maintained per manufacture's specifications.

Confirm temporary erosion control methods are used within 14 days of completion of disturbed soil areas. Note any changes on the SWPPP Site Map. Once permanent turf is established, remove temporary systems.

### **IV. Inspections**

Qualified personnel shall inspect disturbed areas of the construction site which have not yet been finally stabilized, structural control measures, and locations where vehicles and equipment enter and exit the site using IDOT Storm Water Pollution Prevention Plan Erosion Control Inspection Report (BC 2259). Such inspections shall be conducted at least once every seven (7) calendar days and within twenty-four (24) hours of the end of a storm or by the end of the following business or work day that is 0.5 inch or greater or equivalent snowfall.

Inspections may be reduced to once per month when construction activities have ceased due to frozen conditions. Weekly inspections will recommence when construction activities are conducted, or if there is 0.5" or greater rain event, or a discharge due to snowmelt occurs.

If any violation of the provisions of this plan is identified during the conduct of the construction work covered by this plan, the Resident Engineer shall notify the appropriate IEPA Field Operations Section office by e-mail at: epa.swnoncomp@illinois.gov, telephone or fax within twenty-four (24) hours of the incident. The Resident Engineer shall then complete and submit an "Incidence of Non-Compliance" (ION) report for the identified violation within five (5) days of the incident. The Resident Engineer shall use forms provided by IEPA and shall include specific information on the cause of noncompliance, actions which were taken to prevent any further causes of noncompliance, and a statement detailing any environmental impact which may have resulted from the noncompliance. All reports of non-compliance shall be signed by a responsible authority in accordance with Part VI. G of the Permit ILR10.

The Incidence of Non-Compliance shall be mailed to the following address:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Attn: Compliance Assurance Section  
1021 North Grand East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

Additional Inspections Required:

None Noted
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#### **V. Failure to Comply**

Failure to comply with any provisions of this Storm Water Pollution Prevention Plan will result in the implementation of a National Pollutant Discharge Elimination System/Erosion and Sediment Control Deficiency Deduction against the Contractor and/or penalties under the Permit ILR10 which could be passed on to the Contractor.

Prior to conducting any professional services at the site covered by this contract, the Contractor and every subcontractor must complete and return to the Resident Engineer the following certification. A separate certification must be submitted by each firm. Attach to this certification all items required by Section II.G of the Storm Water Pollution Prevention Plan (SWPPP) which will be handled by the Contractors/subcontractor completing this form.

Route	Marked Route	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Number	County	Contract Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

This certification statement is a part of SWPPP for the project described above, in accordance with the General NPDES Permit No. ILR10 issued by the Illinois Environmental Protection Agency.

I certify under penalty of law that I understand the terms of the Permit No. ILR10 that authorizes the storm water discharges associated with industrial activity from the construction site identified as part of this certification.

In addition, I have read and understand all of the information and requirements stated in SWPPP for the above mentioned project; I have received copies of all appropriate maintenance procedures; and, I have provided all documentation required to be in compliance with the Permit ILR10 and SWPPP and will provide timely updates to these documents as necessary.

- ☐ Contractor  
☐ Sub-Contractor

Print Name	Signature
<input type="text"/>	<input type="text"/>
Title	Date
<input type="text"/>	<input type="text"/>
Name of Firm	Telephone
<input type="text"/>	<input type="text"/>
Street Address	City/State/Zip
<input type="text"/>	<input type="text"/>

Items which the Contractor/subcontractor will be responsible for as required in Section II.G. of SWPPP:

