Invitation for Bid
Labor and Materials
June 22, 2020

2020 Deer Creek Racquet Club Roof Improvements Project

Site Location:
Deer Creek Racquet Club
701 Deer Creek Parkway
Highland Park, Il. 60035

BID OPENING (Virtual):
Monday, July 6, 2020 10:00 am
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

Michael Evans
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035
TABLE OF CONTENTS

TABLE OF CONTENTS.........................................................................................................................2
ADVERTISEMENT FOR BID ..................................................................................................................3
INVITATION FOR BID.......................................................................................................................4
INSTRUCTIONS TO BIDDERS .........................................................................................................7
GENERAL TERMS..............................................................................................................................12
ACKNOWLEDGEMENT OF DOCUMENTS ......................................................................................22
BID FORM ........................................................................................................................................23
REFERENCES ....................................................................................................................................26
CONTRACTOR PROFILE AND QUALIFICATIONS .........................................................................27
CONTRACTOR’S CERTIFICATION OF ELIGIBILITY .....................................................................29
SAMPLE CONTRACT .......................................................................................................................30
LIST OF DRAWINGS .......................................................................................................................36
SCOPE OF WORK.............................................................................................................................37
SPECIFICATIONS..............................................................................................................................39
The Park District of Highland Park is accepting sealed bids for the 2020 Deer Creek Racquet Club Roof Improvements Project. Questions regarding this bid should be directed to Michael Evans at 847.579.4085 or mevans@pdhp.org.

The bid packet, specifications and plans are available on our website at http://www.pdhp.org/bids-rfps/ Please note that if you intend to submit a bid for this project, then it is your responsibility to register with Michael Evans via mevans@pdhp.org or (847) 579-4085. This will identify that you have downloaded the bid documents, and you will then be considered a registered plan holder. Sealed bids for these items will be received no later than 10:00 am, July 6, 2020 at which time they will be publicly opened and read aloud.

Due to the unknown future of the corona virus, the bid opening will be conducted virtually. The Bid opening can be viewed by using the following: https://us02web.zoom.us/j/81426149782?pwd=SHFkWHRJa2xMNTVIZDM3UFdUVzQrZz09

The Bid opening can also be joined by phone by calling 1-312-626-6799
Meeting ID: 814 2614 9782
Password: 444373

Completed bids must be submitted in sealed opaque envelopes marked 2020 Deer Creek Racquet Club Roof Improvements Project and deposit into the drop box located in front of West Ridge Center (Park District of Highland Park administrative offices), 636 Ridge Road, Highland Park, IL 60035; Attn: Brian Romes, Secretary. No bid emails, texts, and/or by the USPS, and other parcel delivery services will be accepted.

The Park Board of the Park District of Highland Park reserves the right to reject any or all bids in full or in part, if it shall deem it in the public interest to do so. In submitting a bid, Contractor acknowledges that Contractor must, to the extent that it applies, comply with all requirements of the Illinois Prevailing Wage Act and all other applicable Illinois laws.

PARK DISTRICT OF HIGHLAND PARK
/s/ Brian Romes
Secretary of the Board of
Park Commissioners

Published: Lake County News Sun
INVITATION FOR BID

The Park District of Highland Park is seeking sealed bids for the following scope of work: Deer Creek Racquet Club includes the removal and replacement of the shingle and membrane roofs. (See the Scope of Work on page 35) The scope of work includes all necessary workmanship to satisfactorily complete the work as required by the contract documents. Work will start July 20, 2020 and conclude by September 4, 2020.

Refer to the following site schedule/scope of work:

<table>
<thead>
<tr>
<th>Location</th>
<th>Construction Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deer Creek Racquet Club, 701 Deer Creek Parkway, Highland Park, Ill.</td>
<td>July 20 – September 4, 2020</td>
</tr>
<tr>
<td>(Roof (Shingle/Membrane) Removal and Replacement)</td>
<td></td>
</tr>
<tr>
<td>Recreation Center of Highland Park, 1207 Park Avenue West, Highland Park, Il.</td>
<td>July 20 – September 4, 2020</td>
</tr>
<tr>
<td>(Roof Repairs)</td>
<td></td>
</tr>
</tbody>
</table>

Contractors bidding on the project must have a minimum of five (5) years of experience in the work or similar.

The bid packet, specifications and plans are available on our website at [http://www.pdhp.org/bids-rfps/](http://www.pdhp.org/bids-rfps/). Please note that if you intend to submit a bid for this project, then it is your responsibility to register with Michael Evans via mevans@pdhp.org or (847) 579-4085. This will identify that you have downloaded the bid documents, and you will then be considered a registered plan holder. Sealed bids for these items will be received no later than 10:00 am, July 6, 2020 at which time they will be publicly opened and read aloud.

Completed bids must be submitted in sealed opaque envelopes marked “2020 Deer Creek Racquet Club Roof Improvements Project” and brought into the Park District of Highland Park, 636 Ridge Road, Highland Park, Illinois; Attn: Brian Romes, Secretary.

All bids must be submitted on the forms included in the bid.

If a potential bidder would like to visit the project site prior to the bid opening, please contact Michael Evans at 847/579-4085 or mevans@pdhp.org to arrange a date and time.

All contracts for work herein are subject to the provisions of all Park District of Highland Park regulations.

To the extent that the Illinois Prevailing Wage Act applies, Contractor must pay and require all subcontractors to pay the prevailing rate of wages to all related laborers, workers, and mechanics involved in the project. As established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Illinois Department of Labor publishes the prevailing wage rates on its website at: [https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx](https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx) Contractor is advised that the Department revises the prevailing wage rates and the Contractor has an obligation to check the Department’s web site for revisions. Contractor shall prominently post the current
schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and submit all such certified records to the Illinois Department of Labor Certified Transcript of Payroll Portal at https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/CertifiedTranscriptOfPayroll.aspx no later than the 15th of each calendar month following a month in which construction on the project has occurred as required by Statute. Contractor shall furnish the District confirmation that certified payroll was submitted. In lieu of certified payroll, Contractor shall submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act. Likewise, Contractor shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

Contractor, before commencing Work, shall furnish a Performance Bond and a Labor and Material (aka Payment) Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall be issued by a surety satisfactory to the Owner, and shall name the Owner as a primary co-obligee. The cost of the bonds is to be included in the Bid. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) calendar days after the Notice of Award or within such extended period as the Owner may grant if the forms do not meet its approval shall constitute a default, and the Owner may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

All bids will remain firm for 90 calendar days after the bid opening. The Park District of Highland Park reserves the right to reject any or all bids or to accept any bid, which in its judgment, will be in the best interest of the public or to waive any informalities in bidding. Only bids in compliance with the provisions of the Contract Documents will be considered. No bids shall be withdrawn after the opening of the bids for a period of ninety (90) calendar days after the bid date opening.
The Park District of Highland Park encourages small and minority businesses and women’s business firms to submit bids on the approved project and successful contract bidders to utilize small and minority businesses and women’s businesses as sub-contractors for supplies, equipment, services, and construction.
INSTRUCTIONS TO BIDDERS

For the purpose of these specifications, "Owner" shall refer to the Park District of Highland Park, and "Contractor" shall refer to the party entering into the contract for the performance of the specified work, and his or her legal representatives or agents. Upon award of the Contract, these instructions shall become a part of the Contract Documents.

PLANS AND SPECIFICATIONS
The bid packet, specifications and plans are available on our website at https://www.pdhp.org/bids-rfps/. Please note that if you intend to submit a bid for this project, then it is your responsibility as a potential contractor to register with Michael Evans via mevans@pdhp.org or (847) 579-4085. This will identify that you have downloaded the bid documents, and you will then be considered a registered plan holder.

BID FORM
Bidders shall submit the bid form provided which shall be filled out completely and addressed as follows: Park District of Highland Park, 636 Ridge Rd., Highland Park, IL 60035.

On the outside of the bid envelope, each sealed bid shall also contain the notation “SEALED BID” along with

A) 2020 Deer Creek Racquet Club Roof Improvements Project
B) Bidder’s Company Name
C) Date and Time of Bid Opening

Bids for 2020 Deer Creek Racquet Club Roof Improvements Project shall be received at or before 10:00 am on July 6, 2020 at which time they will be opened and read publicly.

ACCEPTANCE OR REJECTION OF BID
Owner reserves the right to accept or reject any or all bids. In determining the lowest responsive and responsible bidder, Owner further reserves the right to combine or separate or delete any section of work or alternates or items in the bid if it is in the best interest of Owner.

BIDDER EXPERIENCE
Contractor bidding the project shall be actively engaged in work of the nature described in the plans and specifications, must have a minimum of five (5) years’ experience in that work or similar, and must be able to demonstrate that adequate persons and materials are available to perform the work. Contractor shall submit with the bid no less than three (3) references for which Contractor has completed work similar to that described in the plans and specifications.

NON-BARRED BIDDING
Contractor must certify that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid-rigging or bid-rotating by executing the included certification.
EXAMINATION OF SITE AND DRAWINGS
Before submitting a bid, Contractors shall carefully examine the drawings and specifications, visit the site, and fully inform themselves as to all conditions and limitations. The failure or omission of any Contractor to receive or examine any form or document, or to visit the site and become acquainted with existing conditions shall in no way relieve Contractor from any obligation with respect to their bid. By submitting a bid, Contractor warrants that he / she has examined the site, specifications, and drawings, and that where the specifications require that a given result be produced, the specifications and drawings are adequate and the required result can be produced using the specifications and drawings. If applicable, Contractor shall also attend any mandatory pre-bid meetings.

PERFORMANCE BOND
Contractor, before commencing Work, shall furnish a Performance Bond and a Labor and Material (aka Payment) Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents. Such bonds shall be on standard AIA Documents, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as a primary co-obligee. The cost of the bonds is to be included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Contractor to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the Owner may grant if the forms do not meet its approval shall constitute a default, and the Owner may either award the Contract to the next responsible, responsive Contractor or re-advertise for bids. A charge against the defaulting Contractor may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

LIENS
Waivers of lien shall be submitted with all payment applications. Waivers shall be supplied from all subcontractors and suppliers involved in the contract work. Neither final payment nor any part of the retained percentages shall become due until Contractor delivers to Owner a complete release of all liens arising out of this contract. Waivers of Lien must include the following language “All Materials taken from fully paid for stock and delivered by our own trucks to the project site” AND “All wages paid according to Prevailing Wage Act”.

ASSIGNMENT AND SUBCONTRACTORS
Contractor shall not assign any part of this contract, or award any work under this contract to any Subcontractor without prior written approval from the Owner. Nothing contained in the contract documents shall create any contractual relation between any Subcontractor and the Owner.

INSURANCE
NOTE: Contractors’ attention is directed to the insurance requirements set forth in the Contract Documents and below. It is highly recommended that Contractors confer with their respective insurance carriers or brokers to determine in advance of bid submission, the availability of insurance certificates and endorsements as prescribed and provided herein. If
an apparent low bidder fails to comply strictly with the insurance requirements, that Contractor may be disqualified from award of the contract.

FEDERAL LABOR STANDARDS AND EQUAL EMPLOYMENT REQUIREMENTS
In the event Contractor does not comply with any provision of the Illinois Prevailing Wage Act, Equal Employment Opportunity Clause, the Illinois Fair Employment Practices Act or the Fair Employment Practices Commission’s Rules and Regulations for Public Contracts, Contractor may be declared non-responsible and therefore ineligible for future contracts with the State of Illinois or any of its political subdivisions, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

Contractor agrees to the following:

A. Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. Contractor shall take affirmative action to insure applicants are employed, and the employees are treated during employment, without regard to race, creed, color, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

B. Solicitation or advertisements for employees placed by or on behalf of Contractor shall state that applicants receive consideration for employment without regard to race, creed, color, or national origin.

PREVAILING WAGE AND CERTIFIED PAYROLL
To the extent that the Illinois Prevailing Wage Act applies, Contractor must pay and require all subcontractors to pay the prevailing rate of wages to all related laborers, workers, and mechanics involved in the project. As established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Illinois Department of Labor publishes the prevailing wage rates on its website at: https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx Contractor is advised that the Department revises the prevailing wage rates and the Contractor has an obligation to check the Department’s web site for revisions. Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and submit all such certified records to the Illinois Department of Labor Certified Transcript of Payroll Portal at https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/CertifiedTranscriptOfPayroll.aspx no later than the 15th of each calendar month following a month in which construction on the project has occurred as required by Statute. Contractor shall furnish the District confirmation that certified payroll was submitted. In lieu of certified payroll, Contractor shall submit a letter setting forth the basis upon which Contractor has concluded the Act does not apply. Contractor shall be solely liable for paying the difference between prevailing wages and any wages actually received.
by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the District against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA)**
Contractor shall not discriminate on the basis of disability, and shall comply with pertinent sections of the Americans with Disabilities Act.

**COMPLIANCE WITH ALL APPLICABLE LAWS**
Contractor shall comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which Contractor must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Social Security Act, the Substance Abuse Prevention on Public Works Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, Americans with Disabilities Act and traffic and public utility regulations. Contractor shall also furnish without charge any affidavit or Certificate in connection with the work covered by this agreement as required by law.

**CHANGES IN THE WORK**
After the award of the contract, Contractor shall be advised who the Owner's Representative shall be on this project. Minor field changes that are in the best interest of the Owner may be made by the Owner's Representative, with the understanding of both parties that no change in contract price is involved. Where adjustment of contract price is made, a written "Change Order" shall be submitted to and accepted by the Owner before any change is made.

**PAYMENT**
For projects extending longer than a month, payment request shall be made monthly for that portion of the project which has been completed. Payment request are due no later than the 1st of the month with all necessary documentation to the Owner’s Representative. An amount equal to ten percent (10%) shall be withheld from each payment until sixty (60) calendar days after final acceptance by the Owner. Payment by the Owner may be by credit card.

**SCHEDULE OF WORK**
Contractor shall commence work on or just prior to July 20, 2020 and work shall be completed by September 4, 2020. The Owner shall pre-approve start date of project. Work shall be completed in accordance with the following site schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation for Bid Release</td>
<td>June 22, 2020</td>
</tr>
<tr>
<td>Sealed Bids Due No Later Than 10:00 am</td>
<td>July 6, 2020</td>
</tr>
<tr>
<td>Anticipated Contract Award</td>
<td>July 15, 2020</td>
</tr>
<tr>
<td>Construction Start</td>
<td>July 20, 2020</td>
</tr>
<tr>
<td>Project Completion</td>
<td>September 4, 2020</td>
</tr>
</tbody>
</table>
GUARANTEE
Except as otherwise specified, Contractor shall guarantee all workmanship and materials, including plant material for a period of one (1) year from date of final completion and acceptance. Neither the final payment nor termination of the guarantee period, nor any provision in the contract document, shall relieve Contractor of the responsibility for negligence, faulty materials or workmanship within the extent and period provided by law. Upon written notice, Contractor shall remedy any defects, and shall pay all expenses for damage to other work resulting from that defect.

If the drawings and/or specifications provide for methods of construction and installation, or materials which cannot be guaranteed by Contractor for the indicated period, Contractor shall so inform the Owner in writing prior to submitting a bid. Otherwise, Contractor shall guarantee all methods of construction and installation, and materials for the indicated period of time.
GENERAL TERMS

In addition to all other requirements of the Contract Documents (including but not limited to the General and Supplementary Conditions that may be contained within or referred to in other Contract Documents (e.g., AIA A201, General Conditions, as modified by Park District “Supplementary Conditions”) and the Drawings and Specifications and other portions of the Project Manual), the following general terms also apply:

TERMS
"Owner" shall refer to the Park District of Highland Park. "Contractor" shall refer to the party entering into the contract for the performance of the specified work, and his or her legal representatives or agents.

LAWS AND PERMITS
Contractor shall at all times observe and comply with federal, state and local laws, regulations and ordinances which in any manner affect the conduct of the work. Complaints, claims or actions brought against Contractor for failure to observe or comply with any law, ordinance or regulation shall be the sole responsibility of Contractor and shall in no way extend to or expose the Owner or to liability. Contractor shall perform all work and use only those materials conforming to city, county, state and federal codes regarding health, safety and welfare. The Owner shall not be held responsible for failure of work or materials that do not conform to codes. Prior to beginning the work, Contractor shall obtain permits and licenses, pay charges and fees, and give notices necessary and incident to the due and lawful prosecution of the work.

INTENT OF CONTRACT DOCUMENTS
The Contract Documents are intended to include all items necessary to complete the Work. Contractor shall perform the work and incidental construction in the manner specified in the Contract and shall furnish all materials, labor, tools, equipment and incidentals necessary to complete the work. Plans and specifications are intended to be complimentary. Work or materials called for by one shall be binding as if called for by all.

PLANS & SPECIFICATION DIMENSIONS
Drawings are fully figured and dimensioned. Figures shall be followed without regard to scaled measurement from plans. When figures have been omitted, or when a marked discrepancy exists between figures and scale, the question shall be referred to the Owner's Representative for a final decision or interpretation.

ERRORS AND DISCREPANCIES
If Contractor, during work, finds discrepancies between the plans and the physical conditions or any errors or omissions, it shall be his duty to notify Owner immediately. Owner shall verify such findings and determine the course of action, if any, necessary. Any work done after such discovery and without approval to commence from the Owner's Representative, shall be done at Contractor's risk. The Owner reserves the right to prepare supplementary plans showing any additional or revised details for construction purposes not show on the Contract plans when necessary.

When information concerning underground, subsurface or other concealed conditions, borings, soil analysis, utility locations or conditions, test pits, buried structures, condition of existing structures and other investigations have been provided to Contractor such information has been made available for Contractor's convenience and is not part of the Contract. The Owner shall be responsible for the accuracy of such information. A guarantee is not expressed or implied that
indicated conditions are representative of those existing throughout the work, or at any particular location, or that the indicated condition may not change or that unanticipated conditions may not be present.

SUBSTITUTIONS
Each bid shall be based upon the material and equipment called for in the plans and specifications. Items called for in the plans and specifications are done so to establish a standard. Only prior written approval from Owner shall allow any substitution of material, furnishing or article in place of the item specified. References to the term "equal" or "approved equal" shall mean that an item used in place shall be of equal or greater quality and shall be approved in the manner described in this section as a substitute to the specified material, furnishing or article.

Requests for substitutions shall be made five (5) calendar days prior to bid opening date to Owner. Each substitution request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, all specifications for requested substitute including drawings with dimensions and any other data or information necessary for a complete evaluation. Any substitution accepted by Owner shall be done so in a written addendum to the bid documents: no other substitution shall be granted.

CONTRACTOR NOTIFICATION RESPONSIBILITIES & TIMELY DEMAND FOR INSTRUCTIONS
Contractor shall have a complete copy of specifications and plans at the work site whenever work is in progress. Contractor shall notify Owner, in writing, a minimum of 48 hours in advance of beginning the work, and shall notify Owner a minimum of 48 hours in advance by phone when approvals are needed including: layout staking, all grading, drainage, and other major items of construction for field checking of construction. Copies of material delivery tickets shall be furnished to Owner.

All work and materials shall always be open to the inspection of the Owner. The Contractor shall also furnish upon request of Owner at his expense, a person or persons familiar with the project to review work on site and discuss any matters with Owner about the work or Contract when Owner gives 48 hours’ notice for such a meeting or whenever Contractor's staff is present at the site.

SUBCONTRACTORS AND SUPPLIERS
Contractor shall provide a list of subcontractors and suppliers to Owner for approval prior to commencing the work. When any subcontractor or supplier fails to perform the work in accordance with the Contract, Contractor shall terminate such subcontractor or supplier upon written notice by Owner. Contractor shall have no claim for damages, compensation in excess of Contract price or an extension of Contract time as a result of any such termination. Contractor shall not let or transfer this contract or any part thereof without the written consent of the Owner. Contractor shall not be relieved from any liability or obligation under this Contract when work is assigned to others.

OWNER'S RIGHT TO DO WORK:
The Owner reserves the right to perform or have performed other work at the project site. Contractor shall afford the Owner and other contractors reasonable opportunity for the execution of other work and shall properly coordinate the work with other work.
RIGHT TO SUSPEND WORK:
The Owner will notify contractor in writing when the work is to be suspended wholly or in part for such periods deemed necessary. Where due work may be suspended for unsuitable weather, other conditions unsuitable for the prosecution of the work, any condition deemed to be in the public's best interest, failure of Contractor to carry out provisions of the Contract, or failure of Contractor to carry out orders. Contractor shall maintain work site safety and protect the Work as provided in the General Conditions. No additional compensation shall be paid to Contractor because of such suspension. Contractor shall not suspend the Work without written authority of Owner.

ALTERATIONS, EXTENSIONS AND DEDUCTIONS:
The Owner reserves the right to extend or shorten the work, alter the plans, add incidental work, and increase or decrease quantities of work to be performed in accord with these changes, including the cancellation or deduction of any one or more of the work items. Changes shall not be considered as a waiver of Contract conditions.

Alterations, extensions and deductions shall be authorized by a written change order issued by Owner and signed by Contractor before work is started. Change orders shall state the items of work involved, changes in Contract amount, and any extension in completion time. Claims for extra work, which have not been authorized by a written change order, will be rejected.

In the case of work specified by the Owner to be completed by Contractor, but not indicated on the plans or specifications, or not susceptible to classification under the Schedule of Unit Prices in the bid, Contractor shall and will perform such work and furnish such materials as may be required. An agreement to the costs of such work and necessary materials shall be agreed upon before commencement of work, and shall be in writing.

The Owner shall have the right to increase or diminish all or any Contract amount or items without impairing the volume or scope of this Contract so long as these alterations do not change the amount of the contract price more than thirty-five percent (35%).

DISCHARGE OF EMPLOYEES:
When any person employed by Contractor fails to perform the work according to the Contract, appears to be incompetent or exhibits disorderly conduct or improper manner, such person shall be immediately removed from the work on written request. Contractor shall have no claim for damages or extension of time as a result of such termination. Should Contractor fail to remove such person or persons as required above, or fail to furnish suitable and sufficient personnel for the proper prosecution of the work, Owner's Representative may suspend the work.

USE OF SITE
Contractor shall confine equipment, material storage and workers operations to limits indicated by law, ordinances, plans, permits or directions of the Owner and as per plans. Contractor shall not unreasonably encumber the site with materials or cause inconvenience to the Owner, public or other contractors. Contractor's responsibilities for usage of the site shall include:
1. **Utilities**: Contractor shall obtain permits, provide and make payment for such utilities as water, electricity, heat/air, telephone and waste disposal when necessary in performing the work.

2. **Buildings**: Contractor shall obtain permits, provide and make payment for temporary structures such as offices, sheds, trailers, and sanitary facilities, and necessary maintenance of structures in performing the work.

3. **Pumping**: When during construction, standing water caused by heavy rains or poor drainage becomes a hazard to the work, Contractor shall provide and make payment for removal of water to existing drainage swales, storm sewers or other natural or manufactured drainage ways. See Erosion and Sediment Control in Specifications in Special Provisions.

4. **Temporary Roads and Turnarounds**: Contractor shall provide for temporary roads as necessary or access to and within the site during the construction. All temporary roads or turnaround points shall be approved prior to construction.

5. **Storage**: Materials and equipment shall be stored in a manner that preserves their quality. When necessary, materials and equipment shall be placed under cover, on wooden platforms or other hard, clean surfaces, and not on the ground. Private property shall not be used for storage purposes without written permission from the owner of the property. Location of any storage area is subject to approval by the Owner.

6. **Parking**: Contractor's construction vehicles parked on the site shall not inhibit construction or prevent access for emergency or other official vehicles. Parking areas are subject to Owner's Representative's approval. Parking is prohibited under the dripline of trees to be saved.

**WORK SITE SAFETY**

Contractor shall be solely responsible for providing and maintaining safe conditions at the work site, including the safety of persons and property and shall comply with applicable laws and safety regulations to prevent injury to persons or damage to property. Contractor is responsible for protecting public from dangerous situations on the site during Construction. This requirement shall apply continuously and shall not be limited to normal working hours.

Whenever public or private property is damaged, Contractor shall at his/her own expense, restore such property to a condition equal to that existing before the damage was done. Contractor shall also be responsible for damage to the work by actions of the elements or from any other cause whatsoever and shall restore the work at his/her own expense. A registered Land Surveyor at Contractor's expense shall replace existing property comers disturbed or lost during construction. When the site is opened for usage after final acceptance, damage to the work shall not be due to Contractor's fault or negligence.

Contractor shall have no claim against the Owner because of any damage or loss to the work or to Contractor's equipment, materials or supplies from any cause, including damage or loss due to simultaneous work by others.

When Owner's Representative deems any operation, condition or practice to be unsafe Contractor shall take corrective action before affected work is resumed. Contractor shall protect public and adjacent properties including roadways and shall use necessary precautions to prevent damage or injury thereto. Contractor shall prevent damage to pipes, conduits, and other underground structures as well as fences, monuments or other aboveground structures. Vegetation not marked for removal shall not be cut, trimmed or damaged except with the approval and under the direction of Owner's Representative: Contractor shall provide on-site traffic patterns away from existing
vegetation, provide necessary ramps and shall not park vehicles near or under existing vegetation. Contractor shall not park or maneuver equipment or stockpile materials within ten (10) feet of tree drip lines or plants to be protected. Vegetation damaged during construction is subject to replacement at Contractor's expense. Contractor shall protect the Owner's employees and the public by maintaining barricades, warning signs, flags, lights and temporary passageways around construction areas, covering holes, properly storing materials and equipment and providing other suitable methods for the protection of said persons.

The contractor shall be responsible for disconnection and reconnection of any and all HVAC, Cable, Phone, Electric, Heating Coils, and any other utility service lines required to complete the project.

As part of the Park District’s coronavirus safety protocol and as a requirement for all workers on the project job site, the Contractor shall submit a Corvo-19 safety protocol plan prior to the start of work, and adhering to the current guidelines from the CDC. This shall include 6’ social distancing and wearing a face mask. More information can be found at www.cdc.gov/coronavirus for up-to-date guidelines. The Park District may provide additional guidelines to follow in advance of work commencing.

LABOR, EQUIPMENT AND METHODS
Contractor shall at all times employ sufficient labor and equipment for prosecuting the work in the manner and time specified. Workers shall have sufficient experience and skill to properly perform the Work and operate the equipment.

Equipment used shall be of such type, size and amount and in such mechanical condition as to meet the requirements of the work and produce a satisfactory quality of work. Contractor shall replace unsatisfactory equipment and furnish additional equipment when deemed necessary by Owner's Representative.

The specified methods and equipment shall be used in the prosecution of the work unless otherwise authorized by Owner's Representative. However, Contractor alone shall bear the responsibility for safety of the persons and property and shall immediately notify Owner of any specified method that creates any risk of injury or damage to persons or property. Contractor may make a written request to Owner's Representative to use a method or type of equipment other than those specified. The request shall include a description of the proposed methods, equipment and an explanation of the reasons for the substitution. When Owner's Representative authorizes trial use of the substitution, Contractor shall be responsible for producing the work in conformance with the Contract. If Owner's Representative determines that the trial method or equipment does not conform to the Contract requirements, Contractor shall discontinue use of the substitute method or equipment and shall complete the remaining work with the specified methods or equipment. Contractor shall remove defective work and replace it with work meeting the Contract requirements or take other corrective action as directed by Owner's Representative. No increase will be made in payment or in contract time as a result of authorizing a change in methods or equipment under these provisions.

SUSTAINABILITY
Owner is committed to sustainable practices that benefit our environment and the health and safety of our customers. Contractor agrees to work with Owner, if applicable, on sustainable project elements and materials.
INSPECTION AND TESTING
Materials and equipment to be used in the work shall be subject to testing at all times during fabrication as specified or designated by Owner's Representative. Contractor shall give advance notice to permit tests or inspections to be performed prior to incorporating materials or equipment into the work. Without charge to the Owner, Contractor shall furnish such amounts of materials needed for testing and shall afford the inspector such facilities required for collecting samples and making inspections. Unless otherwise specified, the Owner will bear the cost of inspections and testing of materials.

SUBMITTALS
Contractor shall submit to Owner's Representative required shop drawings (three sets each), product data and samples concerning materials and equipment. Owner's Representative's review and approval of required submittal shall be for the sole purpose of examining the general details and design of the proposed work and shall not be regarded as an assumption of risk or liability. Equipment and materials installed or used without such review shall be at risk of rejection and replacement by Contractor at no cost to the Owner. Submittals shall become part of the Contract Documents. Contractor shall be responsible for any delay in the work due to a delay in providing required submittals.

Unless otherwise specified, equipment and materials are to be new and of best quality. Materials, equipment or work having a well-known, technical or trade meaning but not specifically defined in the Contract Documents, shall be construed in accordance with such well-known meaning recognized by Architects, Engineers and Tradesmen.

REMOVAL OF DEFECTIVE WORK
Owner may reject and require correction of any work that does not conform to the Contract Documents. Contractor shall correct condemned workmanship and immediately remove and replace rejected materials and equipment without additional cost to the Owner. When Contractor fails to correct condemned work and remove rejected materials and equipment from the site, the Owner reserves the right to refuse payment for such work and perform such work or hire others to perform such work and the expense thereof shall be deducted from the amount to be paid Contractor.

Until final payment, all work shall be subject to inspection and testing, which includes removing or uncovering finished work when necessary. Contractor shall provide access and assistance required for such inspection and testing and shall furnish necessary facilities, labor and materials for such removal and approved replacement. Nothing in this Contract shall be construed to mean that the Owner waives the right to later complain about defective materials or workmanship even after final acceptance.

When questioned work is found to be defective due to fault of Contractor, subcontractor, suppliers or their employees, Contractor shall pay for the cost of such inspection and reconstruction. When questioned work is found to meet Contract requirements, Owner shall pay actual cost of labor and materials involved in inspection and reconstruction, plus the Owner shall allow Contractor 10%.
COMPLETION DATE
Contractor warrants that the commencement and completion dates specified in the Instructions to Bidders is reasonable time for completion of the work for the Contract price taking into consideration natural and manufactured conditions that may affect the work.

CLEANING UP
Contractor shall keep the project site and adjoining premises and thoroughfares free from accumulation of waste material or rubbish caused by the work on a daily basis. Upon completion of the work, Contractor shall remove equipment, rubbish, tools, and surplus materials from the site and adjoining premises. When Contractor fails to do so within five (5) calendar days of a written request by the Owner's Representative, the Owner may remove the items and deduct the cost of such removal from Contractor's final payment.

Dust shall be kept to a minimum during construction by means of wetting the site or other approved methods. Contractor shall wash down all existing sidewalks and roadways on and off site once a week during construction to keep the area clean. See also Restoration of Disturbed Areas / Site Cleanup in Special Provisions.

PAYMENT
Contractor may request partial payments based on estimates of work completed. Payment requests shall be submitted to Owner for approval in duplicate on AIA Documents G702 and G703, Application and Certificate for Payment. The estimate shall be a sworn statement of work completed to date, shall list each item completed with reference to the bid item number and quantity, and include waiver of liens as specified in the Instructions to Bidders. The Owner shall retain ten percent (10%) of each payment. The Owner reserves the right to temporarily withhold payment from any pay request submitted by Contractor due to the delay in the progress or completion of the work.

All invoices should be submitted by the first business day of the month in order to receive payment in the same month.

The Owner shall make a final inspection of work after Contractor notifies Owner that work is substantially complete. Contractor will be notified in writing of all punch list items, if any, to be corrected or completed before final acceptance is granted. Following Contractors completion of all punch list work, Owner shall provide a written notice of final acceptance to Contractor. The date of the final acceptance letter shall be the beginning date of the one-year guarantee or work as stated in the Instructions to Bidders.

Upon written final acceptance, Contractor shall submit final waivers of lien, and a final request for payment, including retained monies. Final payment shall be made to Contractor within sixty (60) calendar days after receipt of the above items. Contractor may request a reduction of the percentage of retainage during the one hundred twenty-day period and a payment of a portion of the retainage may be made at the Owner's discretion.
OWNERSHIP OF PLANS, SPECIFICATIONS
All Plans and Specifications and copies thereof furnished by or purchased are properties of the Owner and are not to be used on other work. With the exception of one complete set, all documents are to be returned upon contract completion.

FREEDOM OF INFORMATION ACT REQUESTS
Contractor agrees to maintain, without charge to the Owner, all records and documents for projects of the Owner in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the Owner under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the Owner and if possible, the Owner shall request an extension so as to comply with the Act. In the event that the Owner is found to have not complied with the Freedom of Information Act due to Contractor’s failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the Owner harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys’ fees and penalties.

INSURANCE

**Contractor shall** keep in force, to the satisfaction of the Owner, at all times during the performance of any work referred to above, and unless otherwise agreed by Owner, Workers Compensation and Employer’s Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:

1. **Workers’ Compensation:**
   a. **State:** Statutory
   b. **Applicable Federal (e.g., Longshoremen’s):** Statutory
   c. **Employer’s Liability**
      - $1,000,000.00 Per Accident
      - $1,000,000.00 Disease, Policy Limit
      - $1,000,000.00 Disease, Each Employee

2. **Commercial General Liability:**
   1. $2,000,000.00 General Aggregate
   2. $1,000,000.00 Products Completed Operations Aggregate
   3. $1,000,000.00 Personal and Advertising Injury
   4. $1,000,000.00 Each Occurrence
   5. $50,000.00 Fire Damage (any one fire)
   6. $5,000.00 Medical Expense (any one person)

3. **Business Automobile Liability** (including owned, non-owned and hired vehicles):
   a. **Bodily Injury:**
      - $1,000,000.00 Per Person
      - $1,000,000.00 Per Accident
   b. **Property Damage:**
      - $1,000,000.00 Per Occurrence
4. Umbrella Excess Liability:
   $2,000,000.00 over Primary Insurance

B. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retention's must be declared to and approved by the Owner. At the option of the Owner either: the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the Owner, its officers, officials, employees, volunteers and agents; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

1. Regarding General Liability and Automobile Liability Coverage
   
   i. The Owner, its officers, officials, employees and volunteers, and Engineering or Architectural Firm, its officers, officials, employees, and volunteers, are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the contractor. Coverage shall contain no special limitations on scope of protection afforded to the Owner, its officers, employees, volunteers, or agents.

   ii. The Contractor's insurance coverage shall be primary insurance as respect to the Owner, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Owner, its officers, officials, employees, volunteers or agents shall be excess of the Contractor's insurance and shall not contribute with it.

   iii. Any failure to comply with reporting provisions of the policies shall not affect coverage to the Owner, its officers, officials, employees, volunteers, or agents.

   iv. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Workers' Compensation and Employers Liability Coverage

   i. The insurer shall agree to waive all rights of subrogation against the Owner, its officers, officials, employees, volunteers, and agents for losses arising from work performed by the contractor for the Owner.

3. All Coverage

   i. Each insurance policy required by this clause shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30)
calendar days' prior written notice by certified mail, return receipt requested, has been given to the Owner.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A: VII and licensed to do business in the State of Illinois.

E. Verification of Coverage. Contractor shall furnish the Owner with certificates of insurance and with original endorsements if applicable effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Owner before work commences. The Owner reserves the right to require complete, certified copies of all required insurance policies, at any time.

F. Subcontractors. Contractor shall include all subcontractors as insured's under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

G. Indemnification.
To the fullest extent permitted by law, to waive any and all rights of contribution against Owner and to indemnify and hold harmless and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney’s and paralegal’s fees, expert fees and court costs) arising out of or resulting from the performance of the Contractor’s work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which Owner would otherwise have. Contractor shall similarly, protect, indemnify and hold and save harmless, Owner, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor’s breach of any of its obligations under, or Contractor’s default of any provisions of the Contract. The indemnification obligations under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any subcontractor under Workers’ Compensation or Disability Benefit Acts or Employee Benefit Acts.

Accordingly, the Commercial General Liability Policy shall provide for coverage of contractual indemnification obligations.

H. An endorsement containing the following: "Solely as respects to work done by and on behalf of the named insured for the Park District of Highland Park, it is agreed that the Park District of Highland Park, its officers, officials, employees, volunteers, and agents, Engineering or Architectural Firm, are added as additional insured under this policy."
ACKNOWLEDGEMENT OF DOCUMENTS

1. Receipt of Documents: Contractor has received a complete set of specifications and plans and understands the meaning of their content, and shall willingly comply with the guidelines set forth in these documents.

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<td>No</td>
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2. Identification of Documents Received: The following is a checklist of documents that should appear in the Bid Documents. Please complete the checklist and contact Owner if any of the documents have been omitted.

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   - ADVERTISEMENT FOR BID
   - INVITATION TO BID
   - INSTRUCTIONS TO BIDDERS
   - GENERAL TERMS
   - ACKNOWLEDGEMENT OF DOCUMENTS
   - BID FORM
   - REFERENCES
   - CONTRACTOR PROFILE AND QUALIFICATIONS
   - CERTIFICATION OF ELIGIBILITY
   - SAMPLE CONTRACT
   - LIST OF DRAWINGS
   - SCOPE OF WORK
   - SPECIFICATIONS
# BID FORM

( Page 1 of 3)

TO: Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035

FROM:  
__________________________________________  
Company  
__________________________________________  
Street Address  
__________________________________________  
City, State, Zip  
__________________________________________  
Phone

FOR: 2020 Deer Creek Racquet Club Roof Improvements Project

**BASE BID:** All materials and labor for all work as specified in these contract documents and specifications and construction drawings, as is common and acceptable practice by trade for this type of work.

## 1. Deer Creek Racquet Club:

Shingle Roof System: (40,565 SF)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Cost</th>
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<tbody>
<tr>
<td>1.</td>
<td>Removal/Replacement (Labor/Materials)</td>
<td>$_________</td>
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</table>
| 2.   | Proposed Roof Deck  
(plywood/hardware) (Labor) | $_________ |
| 3.   | Proposed Roof Deck  
(plywood/hardware) (Materials) | $_________ |

**Total Base Bid #1: (Items #1-3)** $_________

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<th>Item</th>
<th>Description</th>
<th>Unit Cost</th>
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<td>4.</td>
<td>Unit Cost/Linear Foot – Wood Fascia Replacement</td>
<td>$_____/Linear Foot</td>
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<tr>
<td>5.</td>
<td>Unit Cost/Square Foot – Roof Replacement Insulation</td>
<td>$_____/Square Foot</td>
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2. **Deer Creek Racquet Club:**
   EPDM Roof System: (14,990 SF)

   **Item 1:** Removal/Replacement (Labor/Materials)  $____________________

   **Item 2:** Unit Cost/Linear Foot – Fascia Replacement  $______/Linear Foot____

   **ALTERNATE BID:** All materials and labor for all work as specified in these contract documents and specifications and construction drawings, as is common and acceptable practice by trade for this type of work.

   **Alternate 1. Deer Creek Racquet Club:**
   EPDM Roofing System

   **Alternate Item 1:** Walkway Pads (30” x 150’) (Labor/Materials)  $____________________

   **Alternate 2. Recreation Center:**
   Removal/Replacement:

   **Item 1:**
   A. Removal/Replacement of existing coping  $____________________
   B. Removal/Replacement of vertical standing seam panels  $____________________
   C. Removal/Replacement of existing drip edge and all flashing (including all new ice and water shield, Perimeter edge metal, and all other related items)  $____________________
   D. Removal/Replacement of 36” of Ice Guard  $____________________

   **Total Alternate #2: (Removal/ Replacement A-D)**  $____________________

   **Item 2:** Unit Cost/Square Foot - Roof Replacement Deck (plywood)  $______/Square Foot____

   **Item 3:** Unit Cost/Linear Foot – Wood Fascia Replacement  $______/Linear Foot____

   **Item 4:** Unit Cost/Square Foot – Insulation Replacement  $_____/Square Foot____
Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No.__________________________, Dated__________________________

Addendum No.__________________________, Dated__________________________

SUBCONTRACTORS: List Name, Address, Phone and Work Assignment

1. ______________________________________________________________________

2. ______________________________________________________________________

3. ______________________________________________________________________

4. ______________________________________________________________________

The undersigned bidder has carefully examined the plans and specifications for the 2020 Deer Creek Racquet Club Roof Improvements Project as prepared by the Owner and/or Engineer/Architect, and having carefully examined the site and completely familiarized him/herself with local conditions affecting the cost of the work: hereby states that he/she will provide all necessary labor, equipment, tools, machinery, apparatus and all other means of construction, do all the work and furnish all materials, called for by said plans and specification and drawings: and will accept as full and complete payment therefore the base bid amount which is the summation of the cost of the items of work and is equal to the summation of the extension of the unit prices.

BY: ________________________________

Name and Title of Authorized Agent

_______________________________

Authorized Signature

_______________________________

Date
REFERENCES

Contractor shall include at least three (3) references with which the Contractor has completed similar work of approximate magnitude required under this contract.

Project Name ___________________________________________________________
Project Location _________________________________________________________
Contact Person __________________________________________________________
Telephone Number/E-Mail _________________________________________________
Project Completion Date _________________________________________________

Project Name ___________________________________________________________
Project Location _________________________________________________________
Contact Person __________________________________________________________
Telephone Number/E-Mail _________________________________________________
Project Completion Date _________________________________________________

Project Name ___________________________________________________________
Project Location _________________________________________________________
Contact Person __________________________________________________________
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Project Name ___________________________________________________________
Project Location _________________________________________________________
Contact Person __________________________________________________________
Telephone Number/E-Mail _________________________________________________
Project Completion Date _________________________________________________
**CONTRACTOR PROFILE AND QUALIFICATIONS**

(Page 1 of 2)

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<tr>
<th>Name</th>
<th>Address</th>
<th>City, State, Zip Code</th>
<th>Contact Person</th>
<th>Telephone Number</th>
<th>E-Mail</th>
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# of Employees  
Annual Sales #  
Contractor’s organization has been in business under its present business name for ____ years.

Contractor’s organization has had experience in work comparable with that required under the proposed contract:
- as a prime contractor _________________ years;
- as a subcontractor _________________ years.

The following Contractor’s employees will be involved with the proposed contract:

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<th>Name</th>
<th>Position</th>
<th>Years of Experience</th>
<th>Responsibility/Task</th>
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</table>

Contractor may attach additional project detail to demonstrate ability to successfully complete work comparable with that required under the proposed contract.
1. Within the past ten (10) years, has your firm, any officer or other individual employed by your firm, been the subject of any administrative or judicial proceeding for alleged violations of any law, or any rule or regulation of any governmental body. If yes, please provide a detailed explanation of the proceeding, including the nature of the charge or claim, the disposition of the matter and the specific individuals/entities involved.

_____________________________________________________________________

_____________________________________________________________________

2. Within the past ten (10) years, has your firm been the subject of any other type of claim, including by way of example and not limitation, for breach of contract? If yes, please provide a detailed explanation of the proceeding, including the caption, claimant, court or other dispute forum, nature and disposition of the claim.

_____________________________________________________________________

_____________________________________________________________________

3. Has your firm ever been terminated prior to completion of its services from any project? If yes, please provide a detailed explanation, including the identities of all entities and individuals involved, the nature of the services which your firm was to provide, the individuals who were assigned to prove the services and the reason given for the termination.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________
CONTRACTOR’S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

________________________________, a(n) ______________________________
Print name of Contractor Individual, Partnership, Corporation

as part of his bid or proposal on the above referenced Contract, hereby certifies that the Contractor
is not barred from bidding on the above referenced contract or entering into a contract with the
Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or
33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, et. seq., as
amended.

________________________________
Date

Contractor

By: ____________________________

Its: ___________________________
Title

STATE OF ILLINOIS )
) SS
COUNTY OF )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that
appeared before me this day in person and, being first duly sworn on oath, acknowledged that
he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing
certificate as his/her free act and deed as the act and deed of Contractor.

DATED: , 2020
Notary Public__________________________________________

[Notary Seal]
SAMPLE CONTRACT

The Park District of Highland Park executes an Independent Contractor Agreement for all work. A sample of the Independent Contractor Agreement is provided on the following pages.
INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT entered into by and between <NAME OF CONTRACTOR> (hereafter “CONTRACTOR”) and the PARK DISTRICT OF HIGHLAND PARK (hereafter “AGENCY”).

WHEREAS, CONTRACTOR will be performing services and work for AGENCY in accordance with the following: Advertisement for Bid including Bid Form <NAME OF PROJECT> dated <DATE (long form i.e. July, 25, 2011)>; the documents referenced therein; CONTRACTOR’s Bid in response to the Advertisement for Bid for <NAME OF PROJECT> (hereafter “Proposal”); all of which are attached hereto and incorporated herein as Exhibit A;

WHEREAS, Exhibit A, together with this document, collectively comprise the agreement of the parties and are hereafter referred to as the “Agreement”; and

WHEREAS, CONTRACTOR may have subcontractors, material suppliers and one or more employees engaged in the performance of said work; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, and other good and valuable consideration received and to be received, the CONTRACTOR hereby agrees:

1. To comply with all applicable laws, regulations, and rules promulgated by any Federal, State, County, Municipal and or other governmental unit or regulatory body now in effect during the performance of the work. By way of example, the following are included within the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation on the laws, regulations and rules with which CONTRACTOR must comply, are all forms of Workers Compensation Laws, all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission, the Illinois Preference Act, the Social Security Act, Statutes relating to contracts let by units of government, all applicable Civil Rights and Anti-Discrimination Laws and Regulations, and traffic and public utility regulations.

2. To the fullest extent permitted by law, to waive any and all rights of contribution against AGENCY and to indemnify and hold harmless AGENCY and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including, but not limited to, legal fees (attorney’s and paralegal’s fees, expert fees and court costs) arising out of or resulting from the performance of the CONTRACTOR’s work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom, or is attributable to misuse or improper use of trademark or copyright protected material or otherwise protected intellectual property, to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the CONTRACTOR, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right to indemnity which AGENCY would otherwise have. CONTRACTOR shall similarly, protect, indemnify and hold and save harmless, AGENCY, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred
by reason of CONTRACTOR's breach of any of its obligations under, or CONTRACTOR's
default of any provisions of the Contract. The indemnification obligations under this paragraph
shall not be limited in any way by any limitation on the amount or type of damages, compensation,
or benefits payable by or for CONTRACTOR or any subcontractor under Workers' Compensation
or Disability Benefit Acts or Employee Benefit Acts.

3. To keep in force, to the satisfaction of AGENCY, at all times during the performance of any work
referred to above, Workers Compensation and Employer's Liability Insurance, Commercial
General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:
   a. Workers' Compensation:
      i. State: Statutory
         ii. Applicable Federal (e.g., Longshoremen's): Statutory
         iii. Employer's Liability
              $1,000,000.00 Per Accident
              $1,000,000.00 Disease, Policy Limit
              $1,000,000.00 Disease, Each Employee
   b. Commercial General Liability:
      $2,000,000.00 General Aggregate
      $1,000,000.00 Products Completed Operations Aggregate
      $1,000,000.00 Personal and Advertising Injury
      $1,000,000.00 Each Occurrence
      $50,000.00 Fire Damage (any one fire)
      $5,000.00 Medical Expense (any one person)
   c. Business Automobile Liability (including owned, non-owned and hired vehicles):
      i. Bodily Injury:
         $1,000,000.00 Per Person
         $1,000,000.00 Per Accident
      ii. Property Damage
         $1,000,000.00 Per Occurrence
      iii. Umbrella Excess Liability:
         $2,000,000.00 over Primary Insurance

4. To have all policies of insurance purchased or maintained in fulfillment hereof name AGENCY as
an additional insured thereunder and the CONTRACTOR shall provide AGENCY with
Certificates of Insurance and applicable policy endorsement(s), executed by a duly authorized
representative of each insurer, showing compliance with the insurance requirements set forth
above. No such policy of insurance shall have a deductible or self-insurance retention amount in
excess of $5,000.00 per occurrence. All insurance shall be written on an "occurrence" basis rather
than a "claims-made" basis. Failure of AGENCY to demand any certificate, endorsement or other
evidence of full compliance with these insurance requirements or failure of AGENCY to identify
a deficiency from evidence that is provided shall not be construed as a waiver of CONTRACTOR's
obligation to maintain such insurance. The CONTRACTOR agrees that the obligation to provide
the insurance required by these documents is solely its responsibility and that this is a requirement
which cannot be waived by any conduct, action, inaction or omission by the AGENCY. Upon
request, the CONTRACTOR will provide copies of any or all policies of insurance maintained in
fulfillment hereof.
AGENCY shall have the right, but not the obligation, of prohibiting CONTRACTOR or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by AGENCY.

Failure to maintain the required insurance may result in termination of this Contract at AGENCY’s option.

5. CONTRACTOR shall cause each consultant employed by CONTRACTOR to purchase and maintain insurance of the type specified above. When requested by the AGENCY, CONTRACTOR shall furnish copies of certificates of insurance evidencing coverage for each consultant.

6. For any claims related to this contract, CONTRACTOR insurance coverage shall be primary insurance as respects the AGENCY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the AGENCY, its officers, officials, employees, or volunteers shall be excess of the CONTRACTOR insurance and shall not contribute with it.

7. Nothing contained in this contract is to be construed as limiting the liability of the CONTRACTOR, the liability of any Subcontractor or any tier or either of their respective insurance carriers. The AGENCY does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the AGENCY, or CONTRACTOR, but are merely minimums. The obligations of CONTRACTOR to purchase insurance shall not, in any way, limit its obligations to the AGENCY in the event that the AGENCY should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by FIRM's insurance.

8. CONTRACTOR shall maintain commercial general liability (CGL) and commercial umbrella liability insurance with a limit of not less than limits outlined herein for at least three years following substantial completion of the work.

9. All insurance provided by CONTRACTOR shall be placed with insurers with a current A.M. Best’s rating of no less than A: VII using the most recent edition of the A.M. Best’s Key Rating Guide. If the Best’s rating is less than A VII or a Best’s rating is not obtained, AGENCY has the right to reject insurance written by an insurer it deems unacceptable.

10. All certificates shall provide for 30 days written notice to owner prior to the cancellation or material change of any insurance referred to therein written notice to AGENCY shall be certified mail, return receipt requested.

11. AGENCY reserves the right to modify these requirements herein, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

12. CONTRACTOR hereby grants to AGENCY a waiver of any right to subrogation which any insurer of said CONTRACTOR may acquire against the AGENCY by virtue of the payment of
any loss under such insurance. CONTRACTOR agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the AGENCY has received a waiver of subrogation endorsement from the insurer.

13. To furnish any affidavit or Certificate in connection with the work covered by this agreement as required by law.

14. AGENCY may terminate this Agreement for cause upon 24 hours written notice of breach to CONTRACTOR and for convenience and without cause upon not less than seven days’ written notice to CONTRACTOR. In the event of termination for other than cause, CONTRACTOR shall be compensated for services performed prior to termination (applying a pro-rata apportionment to the anticipated schedule of services) together with Reimbursable Expenses then due.

15. To the extent that the Prevailing Wage Act applies, CONTRACTOR agrees to pay and require every Subcontractor to pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/01 et seq. The Illinois Department of Labor publishes the prevailing wage rates on its website at: https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx
CONTRACTOR is advised that the Department revises the prevailing wage rates and the CONTRACTOR has an obligation to check the Department’s website for revisions. The CONTRACTOR shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the CONTRACTOR due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the CONTRACTOR and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The CONTRACTOR shall be solely responsible to maintain accurate records as required by the prevailing wage statute and to obtain and submit all such certified records to the Illinois Department of Labor Certified Transcript of Payroll Portal at https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/CertifiedTranscriptOfPayroll.aspx
as required by Statute. CONTRACTOR shall furnish AGENCY confirmation that certified payroll was submitted. In lieu of certified payroll, CONTRACTOR shall submit a letter setting forth the basis upon which CONTRACTOR has concluded the Act does not apply. The CONTRACTOR shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work and in every way defend and indemnify the AGENCY against any claims arising under or related to the payment of wages in accordance with the Prevailing Wage Act.

16. If contract sum is equal or above $50,000, then the CONTRACTOR, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Payment Bond. Contract amounts below $50,000 may still require a bond at the discretion of the AGENCY and will be identified in the bid or proposal form. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connection with the Contract Documents.
Such bonds shall be on standard AIA Documents, shall be issued by a surety satisfactory to the AGENCY, and shall name the AGENCY as a primary co-obligee. The cost of the bonds is to be included in the Bid Proposal. The Performance Bond and Labor and Material Payment Bond will become a part of the Contract. The failure of the successful Bidder to enter into a Contract and supply the required Bonds within ten (10) days after the Notice of Award or within such extended period as the AGENCY may grant if the forms do not meet its approval shall constitute a default, and the AGENCY may either award the Contract to the next responsible, responsive Bidder or re-advertise for bids. A charge against the defaulting Bidder may be made for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid guarantee.

17. CONTRACTOR agrees to maintain, without charge to the AGENCY, all records and documents for projects of the AGENCY in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, CONTRACTOR shall produce records which are responsive to a request received by the AGENCY under the Freedom of Information Act so that the Owner may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then CONTRACTOR shall so notify the AGENCY and if possible, the AGENCY shall request an extension so as to comply with the Act. In the event that the AGENCY is found to have not complied with the Freedom of Information Act due to CONTRACTOR’s failure to produce documents or otherwise appropriately respond to a request under the Act, then CONTRACTOR shall indemnify and hold the AGENCY harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorneys’ fees and penalties.

IT IS MUTUALLY UNDERSTOOD AND AGREED that the CONTRACTOR shall have the full control of the ways and means of performing the work referred to above and that the CONTRACTOR or its employees, representatives or subcontractors are in no sense employees of the AGENCY, it being specifically agreed that the CONTRACTOR bears the relationship of an independent contractor to the AGENCY.

This agreement shall be in full force and effect from the __________ day of ________________, 20___ until such time as it is terminated by the AGENCY.

PARK DISTRICT OF HIGHLAND PARK  <NAME OF CONTRACTOR>

Print Name  Print Name

Signature  Signature

Title  Date  Title  Date

Page 5 of 5
# LIST OF DRAWINGS

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title Sheet</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>2</td>
<td>Deer Creek Racquet Club – Location Map/Existing Aerial Map</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>3</td>
<td>Deer Creek Racquet Club – Existing Roof Plan/Photos</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>4</td>
<td>Deer Creek Racquet Club – Proposed Shingle Roof Layout Plan/Details</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>5</td>
<td>Deer Creek Racquet Club – Proposed EPDM Roof Layout Plan/Details</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>6</td>
<td>Recreation Center – Location Map/Existing Aerial Map</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>7</td>
<td>Recreation Center – Existing Site Plan/Details</td>
<td>June 20, 2020</td>
</tr>
</tbody>
</table>
SCOPE OF WORK

The Scope of Work includes the following:

Deer Creek Racquet Club, 710 Deer Creek Parkway, Highland Park, Il. 60035:
Proposed Shingle Roofing System (40,656 SF)

The Roofing contractor shall furnish all labor, equipment, and materials necessary to complete the work.

In general, the project consists of the tear-off and replacement of existing shingled roof system with a proposed new 30-year rated fiberglass reinforced roof system over a properly prepared wood roof deck. The roofing contract, other than sheet metal, HVAC, electrical, masonry and plumbing, shall not be subcontracted. The scope of work shall include all new ice and water shield, flashing, counter flashing, heater flue cones, storm collars and caps, perimeter edge metal, coping, drip edge and all other related items necessary for a finished product. All new metal’s color shall match existing. All existing gutters and downspouts shall remain.

Special Note: The contractor shall remove two (2) layers of existing asphalt shingles, remove/replace any damaged sections of insulation, install new 1½” CDX tongue and groove plywood decking over existing insulation and adhere to the steel deck with galvanized screws, install #15 felt underlayment, install ice and water shield, and install specified asphalt shingles.

Warranty Requirements

Base Bid Shingles: Manufacturer's 30-Year Warranty.
Base Bid Metals: Minimum Five-Year Warranty.
Base Bid Labor/Installation: Five-Year Contractor Warranty Covering All Other Material and Labor Utilized in the Project.

Deer Creek Racquet Club, 710 Deer Creek Parkway, Highland Park, Il. 60035:
Proposed EPDM Adhered Roofing System (14,990 SF)

The Roofing contractor shall furnish all labor, equipment, and materials necessary to complete the work.

In general, the project consists of the tear-off and replacement of existing EPDM roof system with a proposed new EPDM Adhered roof system over a properly prepared roof deck. The roofing contract, other than sheet metal, HVAC, electrical, masonry and plumbing, shall not be subcontracted. The scope of work shall include all new Facia material, Flashing, Anchor Bar Cleats, Fasteners, Perimeter Edge Metal, Coping, Flashing at penetrations, Heater Flue Cones, Drain Covers, and any other metals, not including the existing standing vertical seam panels, and all other related items necessary for a finished product. All new metal’s color shall match existing. The contractor shall provide all labor and materials for the extension of the four (4) Exhaust Fans electrical whips, as needed, and the raising of the existing HVAC units (2) ductwork to provide proper clearance for the new EPDM membrane roof. All HVAC and Electrical work shall be performed by a licensed and qualified contractor. All existing gutters and downspouts to remain.
Warranty Requirements

Base Bid EPDM Adhered Roof: Manufacturer's 20-Year Warranty.
Base Bid EPDM Adhered Roof Accessories: Manufacturer’s 20-Year Warranty.
Base Bid Labor/Installation: Five-Year Contractor Warranty Covering All Other Material and Labor Utilized in the Project.

Recreation Center of Highland Park, 1207 Park Avenue West, Highland Park, IL 60035:
Proposed repair to EPDM roof and vertical standing siding

The Roofing contractor shall furnish all labor, equipment, and materials necessary to complete the work.

In general, the project consists of the repair of the designated existing section of roof and siding. The roofing contract, other than sheet metal, HVAC, electrical, masonry and plumbing, shall not be subcontracted. The scope of work shall include all new materials and all other related items necessary for a finished product.

Approximate dimensions of work area are as follows:

  Siding Length  118’-0”
  Siding Height  6’-10”
  Rear Overhang  2”
  Front Overhang  4”

The Purpose of this Project is to solve a leaking issue in this section of the existing roof. This project will be a step by step process as follows:

Step 1: Removal/Replacement of existing coping
Step 2: Removal/Replacement of vertical standing seam panels
Step 3: Remove/Replacement of Roof Deck (Plywood) (as needed)
Step 4: Remove/Replacement of wood facia (as needed)
Step 5: Remove/Replacement of insulation (as needed)
Step 6: Removal/Replacement of existing drip edge and all flashing
  (including all new ice and water shield, perimeter edge metal, and all other related items)
Step 7: Removal/Replacement of 36” of Ice Guard
SPECIFICATIONS

Division 1 – General Requirements

1.1 Summary of Work
1.3 Project Meetings
1.5 Submittals and Substitutions
1.7 Protection of Existing Facilities
1.9 Measurement
1.11 Cleaning
1.13 Final Inspection
1.15 Final Payment
1.17 Other Applicable Codes and Restrictions
1.18 Applicable Standards

Division 2 - Sitework

2.1 Clearing
2.2 Demolition
2.3 Earthwork and Site Drainage
2.4 Soil and Erosion Control
2.5 Erosion Control Blanket

Division 6 – Wood and Plastics

6.1 Carpentry

Division 7 – Thermal and Moisture

7.1 Sealants and caulkling
7.2 Flashing and Sheet Metal
7.3 Shingle Roof System (Deer Creek Racquet Club)
7.4 EPDM Roof System (Deer Creek Racquet Club)
7.5 Existing EPDM Roof System (Recreation Center of Highland Park)
Division One - General Requirements

1.1 Summary of Work

1.1.1 The Work under the Contract shall consist of those items designated in the drawings and as specified in the Agreement between Owner and Contractor and as also specified in the following Divisions and specifications.

1.1.2 It is the intention of these specifications to supply the Contractor with the basic information necessary for a complete and operational park and recreational facility.

1.1.3 Specifications may make reference to specific product model numbers by specific manufacturers or they may make reference to specific performance requirements. The specifications used throughout these documents are absolute minimum requirements and under no circumstances will bids be accepted which do not meet these absolute minimum requirements.

1.3 Project Meetings

1.3.1 Prior to the execution of the Agreement between Owner and Contractor, a meeting will be scheduled in order that the Owner and Contractor may discuss any requirements of the Contract Documents which may need clarification, and to discuss the construction schedule.

1.3.2 Various other meetings may be scheduled by the Owner throughout the duration of the contract in order to discuss or to point out certain aspects of the work under the contract.

1.5 Submittals and Substitutions

1.5.1 Manufacturer's Literature pertaining to:

1) Installation Procedures  2) Maintenance Information  3) Warranty/Guaranty Information prior to installation shall be supplied by Contractor when asked for by Owner and shall be submitted to the Owner upon completion of the project.

1.5.2 Shop Drawings may be required by Owner for the installation of manufacturer's equipment or materials. Shop drawings shall be approved by Owner prior to installation and "as built" drawings shall be supplied to the Owner by the Contractor as required by the Owner.
1.5.3 Unit Prices shall be submitted to the Owner prior to execution of the Agreement and shall include all materials and labor included in the Contract Documents. These Unit Prices shall be used as a basis for adjusting the contract sum by Change Order subsequent to execution of the Contract. In the event that the Contractor fails to include Unit Prices or fails to submit Unit Prices or fails to submit Unit Price list before execution of the Contract, the Owner shall adjust the contract sum by Change Order in the amount he deems necessary for the materials and labor supplied by the Contractor.

1.5.4 Substitutions may be made only upon the Contractor’s receiving written approval from the Owner for such substitutions. This requirement applies to those items specified as "or equal" in the drawings.

1.5.5 Timing of Submittals shall be made far enough in advance for Owner’s review, approval and/or Contractor’s revisions and resubmittals and for placing orders and securing deliveries. Allow ten days for Owner’s review of all items.

1.5.5.1 Construction Timeline shall be as follows:

July 20, 2020 – September 4, 2020

1.5.6 Delays which occur as a result of tardiness in receipt of materials will not be an acceptable basis for extension of the Contract completion date.

1.5.7 Owner’s Review shall not constitute a complete check but shall endeavor to guard the Owner against errors and omissions in the work under the Contract. It shall in no way relieve the Contractor of his responsibilities under the Contract.

1.7 Protection of Existing Facilities

1.7.1 Locating Existing Utilities shall be the responsibility of the Contractor. He shall notify all utilities of his intention to perform contracted work on the site. He shall not commence work until all utilities have been located.

1.7.2 Responsibility for Injury, Damage or Death as a result of disruption of existing utilities shall be the Contractor’s. He shall have adequate insurance coverage as specified in the Agreement between Owner and Contractor, and he shall replace or repair utilities at his own expense if disruption occurs.
1.7.3 **Existing Facilities** shall not be disturbed in any way during work under the Contract except as specified in these Contract Documents. It shall be the responsibility of the Contractor to replace or repair any damage which may accidentally occur at his own expense. All repairs and/or replacement shall occur before final acceptance.

1.7.4 **Existing Landscaping**, including trees, shrubs, lawns shall be adequately protected by the Contractor so as to avoid destruction or damage to them as a result of operations under this Contract. Trees or shrubs damaged or destroyed by negligence of the Contractor or any of his employees shall be replaced at Contractor's expense. Replacement stock shall be of similar size and age, shall be planted during the proper season and shall be subject to the approval of the Owner.

1.9 **Measurement**

1.9.1 **Dimensions** of new facilities have been indicated in the drawings or have been specified in the Contract Documents. For all practical purposes, these shall be the exact dimensions of the facilities as build unless otherwise approved by the Owner. All new construction shall be square and/or level where appropriate and only the most precise and accurate craftsmanship shall be accepted for all work.

1.9.2 **Land Elevations** may have been specified throughout the Contract Documents. These shall be met in order to assure that the most precise installation possible has been completed. The Contractor shall use only the most precise surveyor's equipment for all elevational measurements. The Owner may deem it necessary to check these elevations during the course of construction.

1.11 **Cleaning**

1.11.1 **Safety and Progress Cleaning** - The Contractor shall be responsible for safety cleaning and for progress cleaning which shall include, but is not necessarily limited to the following:

A. Keep work free of dirt, rubbish, debris and scrap.

B. Backfill progressively after any underground utility installation.

C. Remove spills of oil, grease or other liquids immediately and sprinkle with sand.
Final Cleaning shall occur prior to final inspection by the Owner. The Contractor shall perform a thorough cleaning so as to put all work and surroundings in a neat, finished condition which is ready for final acceptance and for the use intended.

Final Inspection

The Work shall be inspected by the Owner. The Contractor shall give at least 48 hours notice before final inspection is to occur. The finished work shall comply with all of the requirements of these Contract Documents and the facilities shall be ready for the Owner to use in the manner in which it was intended.

A Punch List shall be prepared by the Owner in order that the Contractor is made aware of any items which do not comply with the Contract Documents. All of the items designated on the Punch List shall be remedied prior to final payment.

Final Payment shall be made only after the following items have been completed by the Owner or the Contractor:

1) Contractor shall complete all work in accordance with the Contract Documents.

2) Contractor shall notify the Owner that the work has been completed in accordance with the Contract Documents and that it is ready for final inspection.

3) The Owner shall prepare a Punch List identifying any work items which do not comply with the Contract Document

4) The Contractor shall submit to the Owner a request for payment and all of the required items shall be completed on the Form including: a) Waivers of Lien, b) Sworn Statement, c) Certified Payroll, d) Invoice, e) Application and Certification for Payment including Continuation Page, any other requirements which the Owner may request. The Contractor shall submit completed forms and other requirements to the Owner at least ten (10) days prior to a regularly scheduled meeting of the Park District Board of Commissioners.

5) The Board of Commissioners of the Park District of Highland Park shall approve payment to the Contractor at one of their regularly scheduled meetings.
6) The Contractor shall demonstrate to the Owner that all items identified on the Punch List have been remedied and that all requirements of the Contract Documents have been met.

7) All payments shall be subject to the Park District’s Attorney’s review and approval. Contractor shall submit payment requests to Owner with sufficient time to complete such review.

8) The contractor shall include the following two statements on their Waiver of Lien documents, 1) “All wages paid according to the prevailing wage act.” and 2) “All materials taken from fully paid for stock and delivered to the project site by our own trucks”.

9) Notarization of all documents shall be required.

1.17 All work under this contract shall be installed in strict compliance with the building code for the City of Highland Park, Illinois, whether or not the requirements stated therein have been mentioned specifically in the Contract Documents. The code which the Contractor is to follow shall be:

The BOCA Building Code (most current edition)
Building Officials & Code Administrator’s International, Inc.
17926 South Halsted Street
Homewood, Illinois  60430

A copy of the building code shall be kept on-site by the Contractor and he shall refer to the code regarding all types of construction under this contract. The Contractor shall bring any non-compliance to the attention of the Owner. No additional compensation shall be given to the Contractor for work which is changed under this contract in order to comply with the building code.

1.18 Applicable Standards

1.18.1 Description:

1.18.1.1 Throughout the Contract Documents, reference is made to codes and standards which establish methods for testing and reporting on the pertinent characteristics.

1.18.1.2 Where materials or workmanship are required by these Contract Documents to meet or exceed the specifically named code or standard, it is the Contractor’s responsibility to provide materials and workmanship which meet or exceed the specifically named code or standard.
1.18.1.3 It is also the Contractor's responsibility, when so required by the Contract Documents or by written request from the Owner to deliver to the Owner all required proof that the materials or workmanship, or both, meet or exceed the requirements of the specifically named code or standard. Such proof shall be in the form requested in writing by the Owner and generally will be required to be copies of a certified report of tests conducted by a testing agency approved for that purpose by the Owner.

1.18.1.4 Related work described elsewhere: Specific naming of codes of standards occurs on the drawings and in other sections of these specifications.

1.18.2 Quality Assurance

1.18.2.1 Familiarity with pertinent codes and standards: In procuring all items used in this work it is the Contractor's responsibility to verify the detailed requirements of the specifically named codes and standards and to verify that the items procured for use in this work meet or exceed the specified requirements.

1.18.2.2 Rejection of non-complying items: The Owner reserves the right to reject items incorporated into the work which fail to meet the specified minimum requirements. The Owner may take, to accept non-complying items subject to an adjustment in the contract amount as approved by the Owner.

1.18.2.3 Applicable standards listed in these specifications include, but are not necessarily limited to, standards promulgated by the following agencies and organizations:

AASHTO American Association of State Highway and Transportation Officials, 341 National Press Building, Washington, D.C. 20004

ACI American Concrete Institute, Box 19150, Redford Station, Detroit, Michigan 48219

AISC American Institute of Steel Construction, Inc., 1221 Avenue of the Americas, New York, NY 10020

ANSI American National Standards Institute (successor to USASI and ASA) 1430 Broadway, New York, NY 10018
Division One - General Requirements
Page Seven

ASTM  American Society for Testing and Materials, 1916 Race Street,
Philadelphia, Pennsylvania  19103

AWWA  American Water Works Association, Inc., 666 West Quincy Avenue,
Denver, Colorado  80235

CRSI  Concrete Reinforcing Steel Institute, 228 North LaSalle Street, Chicago,
Illinois  60610

UL  Underwriters' Laboratories, Inc. 207 East Ohio Street, Chicago, IL  60611
Division Two - Sitework

2.0 Related Work Described Elsewhere

Any and all requirements of Division 1, General Requirements, which shall hereby become a part of this Division of the specifications where an inconsistency exists between this Division and the General Requirements, the wording and intent in this Division shall take precedence.

2.1 Clearing

2.1.1 Grubbing of Existing Plants and Other Features

Where it is so indicated in the drawings, existing trees, shrubs, brush, concrete, metal and wood which are shown to be removed and all incidental debris within the contract limits shall be grubbed out and stockpiled for removal from the site. No waste materials shall be buried within the project site.

Existing trees or shrubs which are located within areas to be graded shall also be grubbed and removed unless they are to be saved or are three inches (3") or over in caliber, in which case they will be noted on the plans or marked in the field to be removed. The excavation from grubbing shall be backfilled with fill soil to the surrounding grade and satisfactorily compacted before further work is to proceed.

2.1.2 Plant Roots

Without approval, neither cut nor damage roots of one and one-half inches (1-1/2") or more in diameter of those plants to be saved. Only upon approval may such roots be neatly cut, then painted with an approved tree paint and the plant's branches properly pruned to balance the reduced root system.

Under paving areas, all roots of plants to be saved of one and one-half inches (1-1/2") in diameter, designated to be saved, shall be promptly covered. The covering shall be a four inch (4") or more layer of wet burlap tightly fastened to the roots and kept moist. Backfill for all other plants disturbed during construction shall have peat moss or other humus material added to the soil in the ratio of one part peat moss to three parts topsoil, thoroughly mixed.
2.1.3 Plants

The Landscape Architect shall point out to the Contractor all plant material to be saved and protected before or, if necessary, during the course of this contract. No such plant materials shall be used as guys or other fastenings. In no case shall storage of construction materials or fill be allowed under the spread of trees designated to be saved.

2.2 Demolition

2.2.1 Remove and dispose of all materials and/or equipment which are to be removed. This shall be legally moved and disposed of off-site by the Contractor at his own expense. No material will be allowed to be discarded on-site or on adjacent properties.

2.2.1.1 Remove and dispose of all materials and/or equipment which are to be removed as specified in the construction drawings.

2.2.2 Clean-up all rubbish and debris from the site and within the building and dispose of. This includes all materials, whether in place or detached, which are not noted in the drawings and which may interfere with the proposed use of the facility in the manner in which it was intended to be used.

2.2.3 This shall also include a thorough inspection by the Contractor and removal of such items as follows, but not necessarily limited to:

2.2.3.1 Removal of all rubbish and debris.

2.2.3.2 Removal of all peeling paint, dirt and various protrusions from walls, floors, ceilings and equipment.

2.2.3.3 A thorough cleaning of all existing facilities and equipment which are to remain in order to give the finished project a neat, clean and sanitary appearance.

2.2.4 Disposal

All materials demolished or otherwise removed from the site shall be disposed of off-site in a legal manner at no additional cost to the Owner.
2.2.5 Patching

Where equipment, hardware or other items are removed, the walls, floors, ceiling or other adjacent materials shall be left neat and clean and where damage occurs, shall be patched in a manner which leaves the finished project in such a state that the adjacent materials blend with the surrounding materials or are otherwise acceptable to the Owner.

2.3 Earthwork and Site Drainage

2.3.1 Description

Work under this section includes, but is not necessary limited to:

2.3.1.1 Sod stripping and off-site disposal.
2.3.1.2 Sedimentation/erosion control.
2.3.1.3 Excavation.
2.3.1.4 Filling and backfilling to attain indicated grades.
2.3.1.5 Trenching and trench backfilling.
2.3.1.6 Pumping and bailing to keep excavation free of water during pipe laying, concrete construction, timber construction, planting and surface preparation.
2.3.1.7 Handling of uninterrupted surface water flow during work progress.
2.3.1.8 Hauling away and disposing of excavated materials not necessary or else unsuitable for backfilling purposes except otherwise required by the project plans or specifications.
2.3.1.9 Protection of existing utilities and facilities.
2.3.1.10 Rough and finished grading of the site.

2.3.2 General

Use all means necessary to keep dust and dirt off the work, burrow or disposal areas, surrounding site, adjacent properties and public roads.

Moisten all surfaces as required to prevent dust from being a nuisance to the public, neighbors or facility users.
2.3.3 **Existing utilities** shall be protected as specified in Section 1.7.0 through Section 1.7.3.

2.3.4 **Topsoil**

All on-site topsoil shall be free from large timbers, brush or stones larger than one inch (1") in diameter or other litter and waste products. It shall be a loamy mixture having at least ninety percent (90%) passing the number ten (10) sieve.

2.3.4.1 Topsoil shall be free from extraneous material and shall comply with the following requirements:

2.3.4.1.1 It shall contain not less than one percent (1%) nor more than ten percent (10%) organic matter as determined by the test for organic matter in accordance with AASHTO 194.

2.3.4.1.2 It shall contain not less than twelve percent (12%) nor more than fifty percent (50%) clay as determined in accordance with AASHTO T 88.

2.3.4.1.3 The sand content shall not exceed fifty-five percent (55%) as determined in accordance with AASHTO T 88.

2.3.4.1.4 The pH shall not be lower than 5.0 nor higher than 8.0. The pH shall be determined with an acceptable pH meter, on that portion of the sample passing the No. 10 sieve, in accordance with the "Suggested Methods of Tests for Hydrogen Ion Concentration (ph) of Soils" included in the procedures for testing soils issued December 1964 by the American Society for Testing and Materials.

2.3.5 **On-Site Fill Material**

All on-site material shall be clay or granular/clay mixture which is free from organic matter and other deleterious substance. It shall contain no rocks or lumps over six inches (6") in greatest dimension, and not more than fifteen percent (15%) of the rocks or lumps shall be larger than two and one-half inches (2-1/2") in greatest dimension.

2.3.6 **Imported Fill Materials**

All imported fill material shall meet the requirements of Article 2.3.5 above and, in addition, shall be predominantly granular with a maximum particle size of two inches (2") and a plasticity index of twelve (12) or less.
2.3.7  Trench and Structural Backfill

2.3.7.1  On-site fill material used for trench and structural backfill shall meet the requirements of Article 2.3.5 above.

2.3.7.2  Imported cohesionless material used for trench and structural backfill shall be free from organic substance and other deleterious matter, shall be subject to the approval of the Architect or Owner’s representative, shall be in particle size grading within the following limits:

2.3.7.2.1  Passing the No. 4 sieve: 100 percent (100%)

2.3.7.2.2  Passing the No. 200 sieve: 3 percent (3%) maximum

2.3.8  Topsoiling and Finish Grading

After subgrade has been established and approved by the Architect or Owner’s representative, the Contractor may begin topsoiling and finish grading operations to meet finish grades. Subgrades shall be scarified to a depth of two inches (2”) prior to topsoiling to insure bonding of the subsoil with the topsoil. Graded topsoil depth shall be no less than six inches (6”) after compaction. No topsoil shall be placed when the subgrade is frozen, excessively wet or dry, or in a condition otherwise detrimental to the proposed grading.

2.3.9  Topsoil Stripping and Stockpiling

Those sites that are designated shall be stripped of all topsoil. This material shall then be stockpiled only in areas where it shall not be a physical or visual obstruction.

2.3.10  Shoring and Bracing

2.3.10.1  The Contractor shall design, furnish, install and remove all shoring, bracing, sheet piling or other required work necessary to retain banks of excavation, prevent cave-in of adjacent ground, and support and prevent displacement of adjacent structures or piping.

2.3.10.2  All shoring shall be maintained in good condition and removed when no longer required. The Contractor shall make good any injury or damage resulting from failure of the shoring system or the non-observance of these requirements.
2.3.10.3 The Contractor shall make himself familiar with all requirements concerning shoring and bracing of the Occupational Safety and Health Act, and shall govern himself accordingly. In no way shall the Owner or Landscape Architect or Engineer be responsible for design of, placement of, or maintenance of any shoring or bracing of any excavations.

2.3.11 Dewatering

The Contractor shall at all times during construction provide and maintain ample means and devices with which to promptly remove and properly dispose of all water entering the excavation and to keep the excavation dry until the structure is completed, and all backfill has been placed.

2.3.12 Uninterrupted Surface Water Flow

The Contractor shall provide all necessary temporary ditches or other structures to divert overland flow around the construction area so as to protect the project and adjacent property.

2.4 Soil and Erosion Control

2.4.1 Description: The following are standards for soil and erosion control to be observed during the course of the work.

All bypass channels, devices and coffer dams must be constructed so that channel flows will not cause erosion of excavated material. In each case a sedimentation basin must be constructed so as to allow some of the sediment to settle prior to the downstream outlet of the project area.

Pumps may be used as bypass devices but in no case will the water be diverted outside the project limit.

During the construction, the Contractor shall insure that all manholes will have frames and grates grouped in place and shall be adjusted to such an elevation as to prevent inflow and infiltration of sediment. Infiltration and inflow will be prevented from entering sanitary sewer or water valve manholes.

No sanitary, storm or water main lines including house services shall be left unplugged at the ends unless under active construction. All lines in the process of active construction shall be plugged by means of sandbags, inflatable devices of mechanical plugs.

Earth movement or construction on a project segment where there is no storm sewer shall have at least one area provided for the collection of storm water and sediment within the confines of the area. This area may be made by excavation or berming and shall be of nominal size to contain the nominal storm water runoff of the area. An emergency overflow may be provided, provided there is a means to retain sediment and other floating or suspended objects.
2.5 Erosion Control Blanket

2.5.1 General

2.5.1.1 Work includes: The contractor shall use erosion control blankets on all disturbed areas and perform all related work as shown and specified.

2.5.2 Materials

2.5.2.1 Erosion Control Blanket: Erosion control blanket shall be item DS75 straw single net blanket as manufactured by North American Green and available through Eco-Tex (847) 882-4595 or approved equal.

2.5.2.2 Topsoil: Topsoil will be graded to within one inch (1") of finished grade. Final grading, furnishing and placing of additional topsoil, seeding or sodding shall be done under this section. Topsoil removed and stockpiled before excavation began may be used provided it is free from hard lumps, plants and their roots, gravel, cinders, stones over one-half inch (1/2") in any dimension, and other undesirable material.

Imported topsoil, if required, shall consist of fertile friable natural loam, containing a liberal amount of humus and shall be subject to inspection and approval at the source of supply. It shall be free of admixtures of subsoil and free of crab grass roots, obnoxious weed seeds, stones, lumps, plants or their roots, sticks and other extraneous matter, and shall not be used for planting operations while in a frozen or muddy condition. The topsoil shall be neither excessively acid nor excessively alkaline harmful to the growth of grass. If there is any question regarding the suitability of the imported topsoil, the Architect or Owner’s representative may require the Contractor to have representative samples of the topsoil tested at an appropriate testing station at no cost to the Owner.

Provide all necessary maintenance of established subgrades from time of acceptance of same. Finish grade is established final grade shown on drawings. Grades not otherwise indicated shall be uniform levels or slopes between points where elevations are given or between such points and existing finished grades.

Stockpile surplus topsoil on premises where directed, in neat pile.
2.5.3 Installation

2.5.3.1 Planting Season and Preparation

Erosion control blanket may be laid between April 1 and June 30, and August 15 and October 15, unless otherwise approved. Preparation for erosion control blanket may begin prior to specified planting season or dates may be changed subject to approval. During period of excessive drought, excessive moisture, or other conditions such as freezing of surfaces, stop work and resume work only when desired results are likely to be obtained. After the fine grading and topsoiling is complete and ready, till the soil to depth of two inches (2") by disc, drag, harrow or other approved method to provide bond for the topsoil and subsequent erosion control blanket. Hand rake surfaces until smooth and friable.

Deliver, stockpile or spread topsoil to all areas of the site to avoid trucking across finished walks which may later be constructed. Spread, rake, compact topsoil and otherwise manipulate it to shape and contour indicated. After settlement, smooth draining grades as indicated. Adjust previously constructed grades as required to conform to grades indicated. Round top and bottom of slopes to minimum four feet zero inches (4'-0") radius. Topsoil which has been compacted during the grading operation shall be cultivated and tilled until it is of a uniformly friable condition. Cultivation by rototiller or similar equipment shall be required to a depth of at least two inches (2"). Maintain surfaces to indicated finish grades. Deposit whatever additional topsoil may be required to take care of any settlement or erosion up to date of acceptance. Rake surfaces upon which additional topsoil is to be deposited or otherwise satisfactorily prepare subgrade to insure proper bond of topsoil. Remove stones, roots, rubbish and other deleterious material from topsoil.

2.5.3.2 Erosion Control Blanket Location: Place erosion control blanket over all graded areas shown within the construction limits and restore all other grass areas disturbed by activities directly related to this project unless specifically noted on all ground surfaces where indicated on drawings and by owner in field.

Cooperation: Wherever any part of work herein must be executed in conjunction with construction of other work, cooperate and arrange schedule or procedure that will permit execution of such other work as specified.
6.1 Carpentry

6.1.1 General

6.1.1.1 Summary

A. Section Includes:

1. All Rough Carpentry shown and specified.

6.1.1.2 Product Handling

A. Keep materials under cover and dry. Protect against exposure to weather and contact with damp or wet surfaces. Stack lumber as well as plywood and other panels; provide for air circulation within and around stacks and under temporary coverings including polyethylene and similar material.

B. For lumber and plywood pressure treated with waterborne chemicals, sticker between course to provide air circulation.

6.1.1.3 Project Conditions

A. Fit carpentry work to other work; scribe and cope as required for accurate fit. Correlate location of furring, nailers, blocking, grounds and similar supports to allow attachment of other work.

6.1.2 Products

6.1.2.1 Lumber

A. Lumber Standards: Manufacture lumber to comply with PS 20 “American Softwood Lumber Standard” and with applicable grading rules of inspection agencies certified by American Lumber Standards Committee’s (ALSC) Board of Review.

B. Grade Stamps: Factory-mark each piece of lumber with grade stamp of inspection agency evidencing compliance with grading rule requirements and identifying grading agency, grade, species, moisture content at time of surfacing, and mill.

1. For exposed lumber, apply grade stamps to ends or back of each piece, or omit grade stamps entirely and issue certificate of grade compliance from inspection agency in lieu of grade stamp.
2. Provide dressed lumber, S4S, unless otherwise indicated.

3. Provide seasoned lumber with 19% maximum moisture content at time of dressing and shipment for sizes 2” or less in nominal thickness.

C. Dimension (Framing) Lumber: Construction grade or No. 1 grade according to size and species.

D. Boards: 15% maximum moisture content, “MC-15,” Southern Pine, No. 1 Boards per SPIB, or Douglas Fir Select Boards per WCLIB or No. 2 and better WWPA rules.

6.1.2.2 Construction Panels


B. Trademark: Factory-mark each construction panel with APA trademark evidencing compliance with grade requirements.

C. Sheathing: APA RATED SHEATHING.

1. Exposure Durability Classification: EXTERIOR.
2. Span Rating: As required to suit rafter spacing required.

6.1.2.3 Miscellaneous Materials

A. Fasteners and Anchorages: Provide size, type, material and finish as indicated and as recommended by applicable standards, complying with applicable Federal Specifications for nails, staples, screws, bolts, nuts, washers and anchoring devices. Provide metal hangers and framing anchors of the size and type recommended by the manufacturer for each use including recommended nails.

1. Where rough carpentry work is exposed to weather, in ground contact, or in area of high relative humidity, provide fasteners and anchorages with a hot-dip zinc coating (ASTM A 153).

B. Building Paper: ASTM D 226, Type I; asphalt saturated felt, non-perforated, 15-lb. type.
6.1.2.4 Wood Treatment

A. Fire-Retardant Treatment:

1. Pressure impregnate lumber and plywood with fire-retardant chemicals to comply with AWPA C20 and C27, respectively, for treatment type indicated below; identify “FRTW” lumber with appropriate classification marking of Underwriters Laboratories, Inc., U.S. Testing, Timber Products Inspection or other testing and inspecting agency acceptable to authorities having jurisdiction.

2. Treat all items: Type A.

6.1.3 Execution

A. General:

1. Do not use lumber of material which are unsound, warped, bowed, twisted, improperly treated, not adequately seasoned or too small to fabricate the Work with a minimum of joints or the optimum jointing arrangement.

2. Fit carpentry work to other Work. Scribe and cope as required for accurate fit.

3. Set carpentry work accurately to required levels and lines with members plumb and true.

4. Securely attach carpentry work to substrates by anchoring and fastening as shown and as required by recognized standards.

   a. Nail plywood to comply with the recommendations of the American Plywood Association.

   b. Countersink nail heads on exposed carpentry work and fill holes.

5. Use common wire nails, except as otherwise shown or specified herein. Use finishing nails for exposed Work. Do not wax or lubricate fasteners that depend on friction for holding power. Select fasteners of size that will not penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install
fasteners without splitting of wood; pre-drill as required.

6. Do not drive threaded friction-type fasteners; turn into place. Tighten bolts and lag screws at installation and retighten as required for tight connections prior to closing in or at completion of Work.

7. Set wood framing accurately to required lines and levels. Provide framing members of sizes and on spacings shown, and frame openings as shown or, if not shown, comply with the recommendations of the NFPA (National Forest Products Association). Cut, join and tightly fit framing around other Work. Do not splice structural members between supports unless otherwise detailed.

8. Anchor and nail as shown or, if not shown, to comply with the Recommended Nailing Schedule and other recommendations of NFPA.

B. Framing:

1. General: Comply with applicable recommendations of NFPA for the fabrication and installation.

2. Stud Framing: Unless otherwise shown, use 2” x 4” wood studs spaced 16” o.c. with 4” face perpendicular to direction of wall or partition. Provide single bottom plate and double-top plates 2” thick by width of studs; except single top plate may be used for non-load-bearing partitions. Nail or anchor plates to supporting construction.

   a. Construct corners and intersections with not less than 3 studs. Provide miscellaneous blocking and framing as shown and as required for support of facing materials, fixtures, specialty items and trim.

C. Panel Products:

1. General: Comply with the recommendations form no. E.30D of the American Plywood Association (APA). Provide thickness shown or, if not shown, provide as recommended by the APA for the spacing of supports and types of substrates involved in the Work.
2. Sheathing:
   
a. Install with face grain across supports, using panels continuous over 2 or more spans with end joints between panels staggered and located over center of supports.

b. Nail 6” o.c. along panel ends and 12” o.c. at intermediate supports for spans less than 48” using 6d common nails for panels ½” or less, 8d common nails for panels over ½” but less than 1” thick, and 8d ring shank or spiral thread nails or 10d common nails for panels 1” or more thick. For spans 48” or greater, space nails 6” o.c. at all supports.

c. Allow 1/16” open space between end joints and 1/8” open space between edge joints for expansion and contraction of panels.
7.1 Sealants and Caulking

7.1.1 General

7.1.1.1 Summary

A. Section Includes:

1. The required applications of sealants include all caulking and sealants shown and required for weathertight construction.

7.1.1.2 Submittals

A. Product Data: Submit copies of manufacturer’s specifications, recommendations and installation instructions.

1. Submit color charts.

7.1.1.3 Quality Assurance

A. Installer: A firm with a minimum of 5 years successful experience in the application of the types of materials required, and who agrees to employ only skilled tradesmen for the Work.

7.1.1.4 Delivery, Storage and Handling

A. Delivery of Materials:

1. Deliver materials in manufacturer’s original, dated, unopened containers, plainly marked with the manufacturer’s name, type and color.

B. Handling and Storage: Store in exact accordance with manufacturer’s instructions.

7.1.1.5 Project Conditions
A. Weather Conditions:

1. Do not proceed with installation of sealants under adverse weather conditions when contact surfaces are damp, or when temperatures are below or above manufacturer’s recommended limitations for installation.

2. Proceed with the Work only when forecasted weather conditions are favorable for proper cure and development of high-early bond strength.

7.1.2 Products

7.1.2.1 Materials, General

A. Colors:

1. Wherever sealant is not exposed to view, provide manufacturer’s standard color which has the best overall performance characteristics for the application shown.

2. Provide manufacturer’s standard colors as selected by Architect for sealants exposed to view.

7.1.2.2 Sealants

A. One-Component Urethane Sealant (1US): Polyurethane based, one-part elastomeric sealant, complying with ASTM C-920, Type S, Grade NS, Class 25.

1. Provide one of the following:

a. Chem-Caulk 900; Bostik.
b. Dymonic; Tremco.
c. NP-1; Sonneborn.
d. Dynatrol I; Pecora.
e. RC-1; PRC.
f. Sikaflex 1-A; Sika.
g. Vulkem 116; Mameco.
7.1.2.3 Miscellaneous Materials

A. Joint Cleaner: Provide the type of joint cleaning compound recommended by the sealant manufacturer, for the joint surfaces to be cleaned.

B. Joint Primer/Sealer: Provide the type of joint primer/sealer recommended by the sealant manufacturer, for the joint surfaces to be primed or sealed.

C. Bond Breaker Tape: Polyethylene tape or other plastic tape as recommended by sealant manufacturer, to be applied to sealant contact surfaces where bond to the substrate or joint filler must be avoided for proper performance of sealant. Provide self-adhesive tape wherever applicable.

D. Sealant Backer Rod: Compressible rod stock polyethylene foam, polyethylene jacketed polyurethane foam, butyl rubber foam, neoprene foam or other flexible, permanent, durable non-absorptive material as recommended for compatibility with sealant by the sealant manufacturer. Provide size and shape of rod which will control the joint depth for sealant placement, break bond of sealant at bottom of joint, form optimum shape of sealant bead on back side, and provide a highly compressible backer to minimize the possibility of sealant extrusion when joint is compressed.

7.1.3 Execution

7.2.3.1 Joint Surface Preparation

A. Clean joint surfaces immediately before installation of sealant. Remove dirt, coatings, moisture and other substances which would interfere with bond of sealant.

7.1.3.2 Installation

A. Comply with sealant manufacturer’s printed instructions, except where more stringent requirements are shown or specified and except where manufacturer’s technical representative directs otherwise.
B. Prime or seal the joint surfaces wherever recommended by the sealant manufacturer. Do not allow primer/sealer to spill or migrate onto adjoining surfaces.

C. Install sealant backer rod for elastomeric sealants, except where recommended to be omitted by sealant manufacturer for the application. Size rod to compress 25 to 50 percent and “roll” into joint without twisting or stretching.

D. Install bond breaker tape wherever required by manufacturer’s recommendations to ensure that elastomeric sealants will perform properly.

E. Employ only proven installation techniques, which will ensure that sealants will be deposited in uniform, continuous ribbons without gaps or air pockets directly contacting and fully wetting contact surfaces. Fill and tool sealant rabbet to a slightly concave surface, slightly below adjoining surfaces. Where horizontal joints are between a horizontal surface and a vertical surface, fill joint to form a slight cove, so that joint will not trap moisture and dirt.

F. Install sealants to depths as recommended by the sealant manufacturer but within the following general limitations, measured at the center (thin) section of the bead:

1. For joints not subject to traffic, fill joints to a depth equal to 50% of joint width, but neither more than ½” deep nor less than ¼” deep.

2. For joints in horizontal surfaces subject to traffic and other abrasion and indentation exposures, fill joints to a depth equal to 75% of joint width, but neither more than 5/8” deep nor less than 3/8” deep.

G. Spillage:
1. Do not allow sealants to overflow or spill onto adjoining surfaces, or to migrate into the voids of adjoining surfaces, including rough textures such as exposed aggregate panels. Use masking tape or other precautionary devices to prevent staining of adjoining surfaces, by either the primer/sealer or the sealant.

2. Remove excess and spillage promptly as the Work progresses. Clean the adjoining surfaces by whatever means may be necessary to eliminate evidence of spillage, without damage to the adjoining surfaces or finishes.

7.2 Flashing and Sheet Metal

7.2.1 General

7.2.1.1 Description

A. Work included: Provide flashing and sheet metal not specifically described in other Sections of these Specifications but required to prevent penetration of water through the exterior shell of the building.

B. Related work: Documents affecting Work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions and Sections in Division 1 of these Specifications.

7.2.1.2 Quality Assurance

A. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the Work of this Section.
In addition to complying with pertinent codes and regulations, comply with pertinent recommendations contained in current edition of “Architectural Sheet Metal Manual” published by the Sheet Metal and Air-conditioning Contractors National Association (SMACNA).

C. Standard commercial items may be used for flashing, trim, reglets and similar purposes provided such items meet or exceed the quality standards specified.

7.2.1.3 Submittals

A. Comply with pertinent provisions of Section 01340.

B. Product data: Within 45 calendar days after the Contractor has received the Owner’s notice to Proceed, submit:

1. Materials list of items proposed to be provided under this Section;

2. Manufacturer’s specifications and other data needed to prove compliance with the specified requirements;

3. Shop Drawings in sufficient detail to show fabrication, installation, anchorage and interface of the work of this Section with the work of adjacent trades;

4. Manufacturer’s recommended installation procedures which, when approved by the Architect, will become the basis for accepting or rejecting actual installation procedures used on the Work.

7.2.1.4 Product Handling

A. Comply with pertinent provisions of section 01640.

7.2.2 Products

7.2.2.1 Materials and Gages
Division Seven - Thermal and Moisture
Page Seven

A. Where sheet metal is required, and no material or gage is indicated on the Drawings, provide the highest quality and gage commensurate with the referenced standards.

7.2.2.2 Galvanized Iron

A. Provide sheet metal or sheet iron of a standard brand of open-hearth copper-bearing steel, copper-molybdenum iron, or pure iron sheets.

B. Zinc coating:
   1. Where galvanizing is required, provide zinc coating by hot-dip galvanize to all surfaces.
   2. Weight:
      a. Provide not less than 1-1/4 oz. per sq. ft., nor more than 1-1/2 oz. per sq. ft., to surfaces required to be galvanized.
   3. Comply with ASTM A93.

7.2.2.3 Nails, Rivets and Fasteners

A. Use only soft iron rivets having rust-resistive coating, galvanized nails and cadmium plated screws and washers in connection with galvanized iron and steel.

7.2.2.4 Flux

A. Where flux is required, use raw muriatic acid.

7.2.2.5 Solder

A. Where solder is required, comply with ASTM B32.

7.2.2.6 Other Materials

A. Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor subject to the approval of the Architect.
7.2.3  Execution

7.2.3.1  Surface Conditions

A. Examine the areas and conditions under which work of this Section will be performed. Correct conditions detrimental to timely and proper completion of the Work. Do not proceed until unsatisfactory conditions are corrected.

7.2.3.2  Workmanship

A. General:

1. Form sheet metal accurately and to the dimensions and shapes required, finishing molded and broken surfaces with true, sharp and straight lines and angles and, where intercepting other members, coping to an accurate fit and soldering securely.

2. Unless otherwise specifically permitted by the Architect, turn exposed edges back ½”.

B. Form, fabricate and install sheet metal so as to adequately provide for expansion and contraction in the finished Work.

C. Weatherproofing:

1. Finish watertight and weathertight where so required.

2. Make lock seam work flat and true to line, sweating full of solder.

3. Make lock seams and lap seams, when soldered, at least ½” wide.

4. Where lap seams are not soldered, lap according to pitch, but in no case less than 3”.

5. Make flat and lap seams in the direction of flow.
D. Joints:

1. Join parts with rivets or sheet metal screws where necessary for strength and stiffness.

2. Provide suitable watertight expansion joints for runs of more than 40’-0”, except where closer spacing is indicated on the Drawings or required for proper installation.

E. Nailing:

1. Whenever possible, secure metal by means of clips or cleats, without nailing through the exterior metal.

2. In general, space nails, rivets and screws not more than 8” apart and, where exposed to the weather, use lead washers.

3. For nailing into wood, use barbed roofing nails 1-1/4” long by 11 gauge.

4. For nailing into concrete, use drilled plugholes and plugs.

7.2.3.3 Embedment

A. Embed metal in connection with roofs in a solid bed of sealant, using materials and methods described in Section 07920 of these Specifications or other materials and methods approved in advance by the Architect.

7.2.3.4 Soldering

A. General:

1. Thoroughly clean and tin the joint materials prior to soldering.
2. Perform soldering slowly, with a well heated copper, in order to heat the seams thoroughly and to completely fill them with solder.

3. Perform soldering with a heavy soldering copper of blunt design, properly tinned for use.

4. Make exposed soldering on finished surfaces neat, full flowing and smooth.

B. After soldering, thoroughly wash acid flux with a soda solution.

7.2.3.5 Tests

A. Upon request of the Architect, demonstrate by hose or standing water that the flashing and sheet metal are completely watertight.

7.3 Shingle Roof System (Deer Creek Racquet Club)

General Requirements

7.3.1 Description

In general, the project consists of the tear-off and replacement of existing shingled roof system with a proposed new 30-year rated fiberglass reinforced roof system over a properly prepared wood roof deck. The roofing contract, other than sheet metal, HVAC, electrical, masonry and plumbing, shall not be subcontracted. The scope of work shall include all new ice and water shield, flashing, counter flashing, heater flue cones, storm collars and caps, perimeter edge metal, coping, drip edge and all other related items necessary for a finished product. All new metal’s color shall match existing. All existing gutters and downspouts shall remain.

Special Note: The contractor shall remove two (2) layers of existing asphalt shingles, remove/replace any damaged sections of insulation, install new 1 ½” CDX tongue and groove plywood decking over existing insulation and adhere to the steel deck with galvanized screws, install #15 felt underlayment, install ice and water shield, and install specified asphalt shingles.

Remove and legally dispose of existing roofing system. Furnish and install a new fiberglass reinforced asphalt shingled roof system in strict accordance with the specifications as provided and as approved by the Owner. Install the new shingled roof system over the roof areas designated on the roof plan and as specified herewith. All areas of roof deck shall be inspected and properly repaired prior to the application of
new roofing membrane assembly.

B. The specifications hereinafter shall govern installation procedures and in no case shall the manufacturer’s specifications compromise the stated requirements in regards to counter flashings, mechanical fastener requirements, number of plies, or the like stated herewith without the written consent of the Owner. The stated requirements are the minimum for the project and the manufacturer may elect to exceed the minimum to meet the warranty requirements.

Quality Assurance

A. Apply roofing system using a roofing contractor approved by the shingle manufacturer.

B. Successful bidder shall be an “approved applicator” as recognized by the appropriate membrane manufacturer and have a minimum of two years installation experience with shingled roof systems.

C. The contractor shall install the roofing system in accordance with the manufacturer’s details and specifications to comply with the warranty requirements.

Submittals

A. Submit product brochures for each of the products specified to be used in the assembly. Approval of all roofing products shall be made by the Owner prior to the commencement of the project.

Warranty Requirements

A. The shingle manufacturer’s representative shall provide a 30-year manufacturer’s material warranty to be issued to the Building Owner. The warranty shall cover replacement of faulty or defective materials.

B. The roofing contractor shall also provide a five-year guaranty against defective labor.

7.3.2 Product Requirements

A. Shingles shall be: Fiberglass reinforced asphalt shingles providing a manufacturer’s 30-year material warranty. The shingles at various park locations shall be “Timberline Natural Shadow” as manufactured by GAF Materials Corporation or approved equal. Color selection To be Determined. All shingles shall conform to ASTM D 3018 Type I, ASTM D 3161 Type I, ASTM D 3462, UL 997 Wind Test, and UL Class A Fire Rating.
Shingle underlayment shall be: a single layer of #15 asphalt saturated organic underlayment as manufactured by GAF Materials Corporation provided in 36 inch wide rolls.

Fasteners shall be: galvanized or equivalent corrosion resistant roofing nails, 11-12 gauge, barbed or deformed shank roofing nails with heads 3/8” to 7/16” in diameter. Nails shall be long enough to penetrate through all layers of roofing material and extend through the underside of the plywood deck. All screws that are used to fasten the plywood decking to the metal decking shall be galvanized.

B. Drip edge and stepped counter flashing metal shall be: a minimum 26 gauge galvanized pre-painted steel or an equivalent non-corrosive metal as manufactured by Color-Clad or Peterson Aluminum Pac-Clad Fluoron, Kyner 500 finish; color selection to match existing eaves and rake edge fascia color.

C. New wood decking shall be 1 ½” CDX Tongue and Groove Plywood. The new decking shall be installed and fastened in accordance with the American Plywood Association requirements. Replacement fascia and soffits (where required) shall be of type, size and thickness to match existing. All plywood shall be exterior grade.

D. Gutter, downspout, valley flashing and counter flashing metal shall be: a minimum 24 gauge galvanized pre-painted steel or an equivalent non-corrosive metal, as manufactured by Color-Clad or Peterson Aluminum Pac-Clad Fluoron, Kyner 500 Finish; Color shall be white.

E. Ice and water shield underlayment shall be StormGuard Waterproof Underlayment as manufactured by GAF Materials Corporation or approved equal.

F. Counter flashing sealant shall be one part urethane grade caulk.

G. Passive vents shall be aluminum roof vents as approved for use by GAS Materials Corporation.

H. Vent stack extensions (where required) shall be cast iron or PVC pipe, diameter and type to match.

I. Stack Vent and drain leads shall be furnished by the roofing contractor and shall be of standard industry quality of 41B, desilverized pig lead.

Delivery and Storage

A. All roofing related products shall be delivered in sealed polyethylene covers and stored in a clean, dry place. All accessory materials for the roofing system installation shall be stored in a clean, dry area with temperatures between 50 degrees F. and 80
degrees F. Do not use materials that have been damaged in handling or storage.

B. All roofing materials and equipment shall be stored where approved by the Owner. All materials shall be covered and protected from the elements when not in use. The roofing contractor shall be responsible for storing and protecting all materials from theft or damage until installed on the roof.

Job Conditions

A. All roof products are to be installed in dry weather and sealed off against possible inclement weather at the end of each day’s work. Tarps or the base sheet alone will not be approved as a temporary roof covering. The base sheet and shingles shall be installed 100% daily.

B. All roofing debris shall be removed from the project site on a daily basis. All debris shall be picked up from around each building daily as work is completed and properly disposed of.

Safety Requirements of the Project

A. The roofing contractor shall conduct a safety meeting with all personnel working on the project prior to commencing work to review parameters of the project consistent with OSHA and EPA requirements. Fall protection shall be used by the roofing contractor when performing work on any roof area as required by OSHA.

7.3.3 Execution

Preparation of the Roof Surface

A. Entire roof area must be clean and dry. On all roof areas remove the existing shingles (2 layers) down to the insulation layer and properly remove from the project site. Remove all step flashings, counter flashings, valley flashings, soil stack leads, apron flashings, existing metal ridge vents and dispose of properly from the project site.

B. Remove and replace damaged insulation layer
C. Where the roof deck, soffit or fascia is delaminated, warped, bowed or separated from the rafters or trusses, the material shall be replaced with new like materials and/or mechanically attached with additional fasteners.

Installation of the Underlayment Sheets

A. Along all of the eave edges of each roof area, mechanically attached the new metal drip edge directly to the plywood deck. The new drip edge shall be attached with the appropriate fasteners spaced 8-10 inches on center staggered in two rows.

B. Once the new metal drip edge has been installed along all eave edges, install the ice and water shield underlayment, one 36” roll width, from the bottom edge of the metal drip edge. Install underlayment, one 36” roll width centered in all valley areas, and in half sheets at high walls, skylights, vents and pipe penetrations over the organic base sheets. Ice and water shield underlayment shall extend 5” up vertical surfaces where applicable.

C. Organic underlayment base sheet shall be installed in a shingle pattern starting from the eave edge lapping each sheet a minimum 2” at side laps and 4” at end laps. The new base sheet shall be installed perpendicular to the roof slope and shall extend over the drip edge a minimum of ½”. The end laps of each course shall be offset a minimum of 6”. The new base sheet shall be mechanically fastened appropriately for the slope of the roof, as necessary to hold the felts in place until the installation of the shingles. Laps may be sealed with roofing cement as required.

D. Along all of the rake edges of each roof area, mechanically attach the new metal drip edge through the underlayment directly to the plywood deck. The new drip edge shall be attached with the appropriate fasteners spaced 8-10 inches on center staggered in two rows.
Asphalt Shingle Installation

A. Install new shingles per the manufacturer’s published recommendations by fastening over the new base sheet. The shingles shall be fastened in accordance with the shingle manufacturer’s requirements with respect to frequency and location. Fasteners must be of the proper length to positively secure to the deck and penetrate the underside of the wood deck.

B. Install starter and bleeder shingles at the eaves and rake edges consistent with the shingle manufacturer’s published standards. The starter and bleeder shingle shall extend over the rake and eave edges 3/8” to provide a drip edge. The starter shingles shall consist of a standard three tabbed self-sealing shingle. The lower 5” of the starter shingle shall be removed keeping the self-sealing strip on the top portion of the shingle. Install the starter shingle with the sealing strip along the eave and rake edge and mechanically fasten with four nails per shingle before the installation of the new field shingles.

C. Install the new shingles over the starter shingles fastening with four nails in the manufacturer’s prescribed locations. Stagger ends 4” between starter and first course. Subsequent courses of shingles shall be installed staggering the ends and tab joints 6” from the preceding course. Each subsequent course shall be started with ½ tab cut off until a full shingle is needed.

D. An open cut valley shall be installed on all valleys on the building.

E. Install hip and ridge cap shingles as required per the manufacturer’s published recommendations on all hip and ridge details.

F. All roofing materials and accessories are to be applied in strict accordance with the shingle manufacturer’s application procedures and drawings. No work is to be done when inclement weather is imminent, or when the roof shows areas of wetness, dampness, or frost.

G. The underlayment sheet shall not be left exposed to the elements for more than one day provided the forecast calls for dry weather. Any areas of deteriorated or damaged underlayment felt shall be replaced by the roofing contractor before the application of the shingles. If rain is forecasted for the next day, all exposed decking and base sheet membrane shall be covered with the new shingles that same day.
Division Seven - Thermal and Moisture

Page Sixteen

H. Appropriate ridge and soffit venting provisions shall be installed to comply with the membrane manufacturer’s requirements for warranty. One square foot of open ventilation space shall be provided for each 300 square feet of attic floor space.

7.3.4 Metal Work

Sheet Metal

A. Install new 26 gauge, pre-finished galvanized metal drip edges at all eave and rake edges. The new drip edge shall be mechanically attached 8-10 inches on center staggered in two rows.

B. Install stepped counter flashings with a minimum 5” vertical, 5” horizontal and 7” lengths. Stepped flashings are to be installed at chimneys, vent curbs, dormers and high wall rakes with 2” overlaps. Nail stepped flashings high enough so nail head will be covered by up-slope flashing piece.

C. Stepped flashings at high walls and curbs shall be counter flashed with pre-finished metal counter flashings sealed at the top with urethane sealant.

D. New metal crickets, apron flashings and appropriate counter flashings shall be installed at chimneys and dormers where existing.

7.3.5 Night Cut-Offs

Temporary Closure

A. Temporary closure will be required to prevent water from flowing beneath the roof system during inclement weather. The shingled roof system shall be installed in such a way as to prevent water infiltration into and under the completed roof area. The base sheet shall not be left exposed for more than one night before shingle application. If inclement weather is forecasted for the following day, the base sheet shall not be left exposed but covered with the new shingles that same day.

B. The use of tarps to cover any areas of uncompleted roof shall not be acceptable. All roofing work shall be watertight daily.
7.4 EPDM Adhered Roof System (Deer Creek Racquet Club)

General Requirements

7.4.1 Description

General

The project at Deer Creek Racquet Club, 701 Deer Creek Parkway, Highland Park, IL includes the provision of a complete Firestone Building Products RubberGard EPDM Adhered Membrane Roofing System or approved equal. The contractor is responsible for removal of existing EPDM roofing system to include membrane, cover board, insulation, vapor barrier, and any other materials and hardware.

Summary

A. Furnish and install elastomeric sheet roofing system, including:

1. Roofing manufacturer's requirements for the specified warranty.
2. Preparation of roofing substrates.
3. Wood nailers for roofing attachment.
4. Vapor barrier (Firestone V-Force vapor barrier membrane or approved equal)
5. Insulation (Firestone ISO 95+ GL Insulation or approved equal)
6. Elastomeric EPDM membrane roofing. (Firestone Rubbergard Ecowhite or approved equal)
7. Cover Board (Firestone ISOGARD HD cover board or approved equal)
8. Metal roof edging and copings.
10. Walkway pads (Firestone X-TRED walkway pad or approved equal)
11. Other roofing-related items specified or indicated on the drawings or otherwise necessary to provide a complete weatherproof roofing system.

B. Disposal of demolition debris and construction waste is the responsibility of Contractor. Perform disposal in manner complying with all applicable federal, state, and local regulations.

C. Comply with the published recommendations and instructions of the roofing membrane manufacturer, at http://manual.fsbp.com or approved equal.

D. Commencement of work by the Contractor shall constitute acknowledgement by the Contractor that this specification can be satisfactorily executed, under the project conditions and with all necessary prerequisites for warranty acceptance by roofing membrane manufacturer. Any
E. modification of the Contract Sum will be made in accordance with the stipulations of the Contract Documents stated elsewhere.

1.02 RELATED SECTIONS

A. Section 06 10 00 - Rough Carpentry: Wood nailers associated with roofing and roof insulation.

B. Section 07 60 00 - Sheet Metal Flashing and Trim: Formed metal flashing and trim items associated with roofing.

C. Section 07 70 00 - Roof Accessories: Roof hatches, vents, and manufactured curbs.

D. Section 08 60 00 - Unit Skylights.

E. Section 22 10 00 - Plumbing Piping and Roof Drains.

1.03 REFERENCES

i. Referenced Standards: These standards form part of this specification only to the extent they are referenced as specification requirements.


   ix. FM 1-29 - Roof Deck Securement and Above Deck Roof Components; Factory Mutual System; 2006.

   x. FM 4470 - Approval Standard - Class I Roof Covers; current version.
1.04 SUBMITTALS

i. Product Data:
   i. Provide membrane manufacturer's printed data sufficient to show that all components of roofing system, including insulation and fasteners, comply with the specified requirements and with the membrane manufacturer’s requirements and recommendations for the system type specified; include data for each product used in conjunction with roofing membrane.
   ii. Where UL or FM requirements are specified, provide documentation that shows that the roofing system to be installed is UL-Classified or FM-approved, as applicable; include data itemizing the components of the classified or approved system.
   iii. Installation Instructions: Provide manufacturer's instructions to installer, marked up to show exactly how all components will be installed; where instructions allow installation options, clearly indicate which option will be used.

ii. Shop Drawings: Provide:
   i. The roof membrane manufacturer’s standard details customized for this project for all relevant conditions, including flashings, base tie-ins, roof edges, terminations, expansion joints, penetrations, and drains.
   ii. Pre-Installation Notice: Copy to show that manufacturer's required Pre Installation Notice (PIN) has been accepted and approved by the manufacturer.
   iv. Executed Warranty as a requirement of project close-out.

1.05 QUALITY ASSURANCE

i. Applicator Qualifications: Roofing installer shall have the following:
   i. At least five years experience in installing specified system.

ii. Pre-Installation Conference: Before start of roofing work, Contractor shall hold a meeting to discuss the proper installation of materials and requirements to achieve the warranty.
   i. Require attendance with all parties directly influencing the quality of roofing work or affected by the performance of roofing work.
   ii. Notify Architect well in advance of meeting.
1.06 DELIVERY, STORAGE AND HANDLING

i. Deliver products in manufacturer's original containers, dry and undamaged, with seals and labels intact and legible.

iii. Store materials clear of ground and moisture with weather protective covering.

iv. Keep combustible materials away from ignition sources.

1.07 WARRANTY

i. Comply with all warranty procedures required by manufacturer, including notifications, scheduling, and inspections.


   i. Limit of Liability: No dollar limitation.

   ii. Scope of Coverage: Repair leaks in the roofing system caused by:

      A. Ordinary wear and tear of the elements.
      B. Manufacturing defect in Firestone brand materials.
      C. Defective workmanship used to install these materials.
      D. Damage due to winds up to 55 mph.

   iii. Not Covered:

      A. Damage due to winds in excess of 55 mph.
      B. Damage due to hurricanes or tornadoes.
      C. Hail.
      D. Intentional damage.
      E. Unintentional damage due to normal rooftop inspections, maintenance, or service.

PART 2 PRODUCTS

2.01 MANUFACTURERS

A. Acceptable Manufacturer - Roofing System: Firestone Building Products Co., Nashville, TN. or approved equal.
B. www.firestonebpco.com, or approved equal

1. Roofing systems manufactured by others may be acceptable provided the roofing system is completely equivalent in materials and warranty conditions and the manufacturer meets the following qualifications.
   
a. Specializing in manufacturing the roofing system to be provided.

b. Minimum five years of experience manufacturing the roofing system to be provided.

c. Able to provide a no dollar limit, single source roof system warranty that is backed by corporate assets in excess of one billion dollars.

d. ISO 9001 certified.

e. Able to provide isocyanurate insulation that is produced in own facilities.

C. Manufacturer of Insulation: Same manufacturer as roof membrane.

D. Manufacturer of Cover Board: Georgia-Pacific Gypsum, Atlanta, GA. or approved equal

E. Manufacturer of Metal Roof Edging: Same manufacturer as roof membrane.

   1. Metal roof edging products by other manufacturers are not acceptable.

   2. Field- or shop-fabricated metal roof edgings are not acceptable.

F. Substitution Procedures: See Instructions to Bidders.

   1. Submit evidence that the proposed substitution complies with the specified requirements.

2.02 ROOFING SYSTEM DESCRIPTION

   Roofing System:
   
   Membrane: Ethylene propylene diene monomer (EPDM).
   Thickness: As specified elsewhere.
   Membrane Attachment: Fully adhered.
   Seams: Factory-laminated pre-taped seams.

   Comply with applicable local building code requirements.
   Provide assembly having Underwriters Laboratories, Inc. (UL) Class A Fire Hazard Classification.
   Acceptable product: Firestone RubberGard EcoWhite PT Membrane or approved equal
   Insulation: Firestone ISO 95+ GL Insulation or approved equal

   Total System R Value: 30
Maximum Board Thickness: 3 inches; use as many layers as necessary; stagger joints in adjacent layers.
Base Layer: Polyisocyanurate foam board, non-composite.
Attachment: Mechanical fastening.
Top Layer: Polyisocyanurate foam board, non-composite.
Attachment: Mechanical fastening.

C. Cover Board: High Density Polyisocyanurate Cover Board: Firestone ISOGARD HD Cover Board or approved equal

1. Thickness: 0.5 inch (12.7mm).
2. R-Value: 2.5 based on ASTM tests C158 and C177.
   a. Attachment: Low-rise foam adhesive.

2.03 EPDM MEMBRANE MATERIALS

A. Roofing and Flashing Membrane: White cured synthetic single-ply membrane composed of ethylene propylene diene terpolymer (EPDM) with the following properties:
   1. Thickness: 0.060 inch (1.5 mm).
   3. Sheet Width: Provide the widest available sheets to minimize field seaming.
   5. Acceptable Product: EcoWhite Non-Reinforced EPDM Membrane by Firestone or approved equal.

B. Flashing Membrane: Self-curing, non-reinforced membrane composed of nonvulcanized EPDM rubber, complying with ASTM D 4811 Type II, and with the following properties:
   i. Thickness: 0.055 inch (1.4 mm).
   ii. Color: Same as field membrane
   iii. Acceptable Product: RubberGard EPDM FormFlash by Firestone or approved equal.

C. Self-Adhesive Flashing Membrane: Semi-cured 45 mil EPDM membrane laminated to 35 mil (0.9 mm) EPDM tape adhesive; QuickSeam Flashing by Firestone or approved equal.

D. Pre-Molded Pipe Flashings: EPDM, molded for quick adaptation to different sized pipes; Firestone EPDM Pipe Flashing or approved equal.

E. Self-Adhesive Lap Splice Tape: 35 mil (0.9 mm) EPDM-based, formulated for compatibility with EPDM membrane and high-solids primer; QuickSeam Splice Tape by Firestone or approved equal.

F. Splice Adhesive: Synthetic polymer-based, formulated for compatibility with EPDM membrane and metal surfaces; SA-1065 Splice Adhesive by Firestone or approved equal.

G. Bonding Adhesive: Neoprene-based, formulated for compatibility with EPDM membrane and wide variety of substrate materials, including masonry, wood, and insulation facings; Bonding Adhesive BA-2004 by Firestone or approved equal.
H. Adhesive Primer: Synthetic rubber-based primer formulated for compatibility with EPDM membrane and tape adhesive, with VOC content less than 2.1 lb/gal (250 g/L); QuickPrime Plus LVOC by Firestone or approved equal.

J. Low Rise Foam Adhesive: Two-component, low-rise polyurethane adhesive designed to attach polyisocyanurate insulation to a variety of acceptable substrates; ISO Stick by Firestone or approved equal.

K. Seam Edge Treatment: EPDM rubber-based sealant, formulated for sealing exposed edges of membrane at seams; Lap Sealant HS by Firestone or approved equal.

L. Pourable Sealer: Two-part polyurethane, two-color for reliable mixing; Pourable Sealer by Firestone or approved equal.

M. Water Block Seal: Butyl rubber sealant for use between two surfaces, not exposed; Water Block Seal by Firestone or approved equal.

N. Metal Plates and Strips Used for Fastening Membrane and Insulation: Steel with Galvalume coating; corrosion-resistance meeting FM 4470 criteria.

1. Termination Bars: Aluminum bars with integral caulk ledge; 1.3 inches (33 mm) wide by 0.10 inch (2.5 mm) thick; Firestone Termination Bar by Firestone or approved equal.

O. Roof Walkway Pads: EPDM, 0.30 inch (7.6 mm) thick by 30 by 30 inches (760 by 760 mm) with EPDM tape adhesive strips laminated to the bottom; QuickSeam Walkway Pads by Firestone or approved equal.

P. Yellow Safety Strip: To designate areas of caution on the roof or around rooftop objects. 5.5 inches wide (140 mm) by 100 feet long (30 m) strip and nominal 30 mil (0.76 mm) thick yellow TPO membrane laminated to a white, cured, seam tape. Compatible with TPO and EPDM; QuickSeam Yellow Safety Strip by Firestone or approved equal.

2.04 ROOF INSULATION AND COVER BOARDS

i. Polyisocyanurate Board Insulation: Closed cell polyisocyanurate foam with black glass reinforced mat laminated to faces, complying with ASTM C 1289 Type II Class 1, with the following additional characteristics:

   i. Thickness: As indicated elsewhere.
   ii. Size: 48 inches (1220 mm) by 96 inches (2440 mm), nominal.
      A. Exception: Insulation to be attached using adhesive or asphalt may be no larger than 48 inches (1220 mm) by 48 inches (1220 mm), nominal.
   iii. R-Value (LTTR): 1.0 inch (25 mm) Thickness: 5.7, minimum.
   iv. Compressive Strength: 20 psi (138 kPa) when tested in accordance with ASTM C 1289.
   v. Ozone Depletion Potential: Zero; made without CFC or HCFC blowing agents.
vi. Recycled Content: 19 percent post-consumer and 15 percent post-industrial, average.

vii. Acceptable Product: ISOGARD GL polyiso board insulation by Firestone or approved equal.

ii. Gypsum-Based Cover Board: Non-combustible, water resistant gypsum core with embedded glass mat facers, complying with ASTM C1177 / C1177M, and with the following additional characteristics:

1. Size: 48 inches (1220 mm) by 48 inches (1220 mm), nominal.
2. Thickness: 0.5 inch (12.7 mm).
3. Surface Water Absorption: 1.0 g, maximum, when tested in accordance with ASTM C473.
4. Water Absorption: less than 5% of weight, when tested in accordance with ASTM C473.
5. Compressive Strength (application sections of ASTM C472): 900 pounds per square inch, nominal.
6. Surface Burning Characteristics: Flame spread of 0, smoke developed of 0, when tested in accordance with ASTM E84.
7. Combustibility: Non-combustible, when tested in accordance with ASTM E136.
8. Factory Mutual approved for use with FM 1-60 and 1-90 rated roofing assemblies.
10. Acceptable product: DensDeck Prime with EONIC Technology by Georgia-Pacific Gypsum or approved equal.

iii. Insulation Fasteners: Type and size as required by roof membrane manufacturer for roofing system and warranty to be provided; use only fasteners furnished by roof membrane manufacturer.

iv. Adhesive for Insulation Attachment: Type as required by roof membrane manufacturer for roofing system and warranty to be provided; use only adhesives furnished by roof membrane manufacturer.

2.05 METAL ACCESSORIES

i. Metal Roof Edging and Fascia: Continuous metal edge member serving as termination of roof membrane and retainer for metal fascia; watertight with no exposed fasteners; mounted to roof edge nailer.

i. Wind Performance:
   A. Membrane Pull-Off Resistance: 100 lbs/ft (1460 N/m), minimum, when tested in accordance with ANSI/SPRI ES-1 Test Method RE-1, current edition.
   B. Fascia Pull-Off Resistance: At least the minimum required when tested in accordance with ANSI/SPRI ES-1 Test Method RE-2, current edition.
C. Provide product listed in current Factory Mutual Research Corporation Approval Guide with at least FM 1-270 rating.

ii. Description: Two-piece; 45 degree sloped galvanized steel sheet edge member securing top and bottom edges of formed metal fascia; Firestone EdgeGard or approved equal.

iii. Fascia Face Height: 5 inches (127 mm).

iv. Edge Member Height Above Nailer: 1-1/4 inches (31 mm).

v. Fascia Material and Finish: 24 gage, 0.024 inch (0.06 mm) galvanized steel with Kynar 500 finish in manufacturer's standard color; matching concealed joint splice plates; factory-installed protective plastic film.

vi. Length: 144 inches (3650 mm).

vii. Functional Characteristics: Fascia retainer supports while allowing for free thermal cycling of fascia.

viii. Aluminum Bar: Continuous 6063-T6 alloy aluminum extrusion with pre-punched slotted holes; miters welded; injection molded EPDM splices to allow thermal expansion.

ix. Anchor Bar Cleat: 20 gage, 0.036 inch (0.9 mm) G90 coated commercial type galvanized steel with pre-punched holes.

x. Curved Applications: Factory modified.

xi. Fasteners: Factory-provided corrosion resistant fasteners, with drivers; no exposed fasteners permitted.

xii. Special Shaped Components: Provide factory-fabricated pieces necessary for complete installation, including miters, scuppers, and end caps; minimum 14 inch (355 mm) long legs on corner pieces.


xiv. Accessories: Provide matching brick wall cap, downspout, extenders, and other special fabrications as shown on the drawings.

ii. Parapet Copings: Formed metal coping with galvanized steel anchor/support cleats for capping any parapet wall; watertight, maintenance free, without exposed fasteners; butt type joints with concealed splice plates; mechanically fastened as indicated; Firestone PTCF or approved equal.

i. Wind Performance:
   A. At least the minimum required when tested in accordance with ANSI/SPRI ES-1 Test Method RE-3, current edition.
   
   B. Provide product listed in current Factory Mutual Research Corporation Approval Guide with at least FM 1-90 rating.

ii. Description: Coping sections allowed to expand and contract freely while locked in place on anchor cleats by mechanical pressure from hardened stainless steel springs factory attached to anchor cleats; 8 inch (200 mm) wide splice plates with factory applied dual non-curing sealant strips capable of providing watertight seal.

iii. Material and Finish: 24 gage, 0.024 inch (0.06 mm) thick galvanized steel with Kynar 500 finish in manufacturer's standard color; matching concealed joint splice plates; factory-installed protective plastic film.
iv. Dimensions:
   A. Wall Width: As indicated on the drawings.
   B. Piece Length: Minimum 144 inches (3650 mm).
   C. Curved Application: Factory fabricated in true radius.

v. Anchor/Support Cleats: 20 gage, 0.036 inch (0.9 mm) thick prepunched galvanized cleat with 12 inch (305 mm) wide stainless steel spring mechanically locked to cleat at 72 inches (1820 mm) on center.

iv. Special Shaped Components: Provide factory-fabricated pieces necessary for complete installation, including miters, corners, intersections, curves, pier caps, and end caps; minimum 14 inch (355 mm) long legs on corner, intersection, and end pieces.

v. Fasteners: Factory-furnished; electrolytically compatible; minimum pull out resistance of 240 pounds (109 kg) for actual substrate used; no exposed fasteners.

2.06 ACCESSORY MATERIALS
i. Wood Nailers: PS 20 dimension lumber, Structural Grade No. 2 or better Southern Pine, Douglas Fir; or PS 1, APA Exterior Grade plywood; pressure preservative treated.
   1. Width: 3-1/2 inches (90 mm), nominal minimum, or as wide as the nailing flange of the roof accessory to be attached to it.
   2. Thickness: Same as thickness of roof insulation.

PART 3 INSTALLATION

3.01 GENERAL
i. Install roofing, insulation, flashings, and accessories in accordance with roofing manufacturer’s published instructions and recommendations for the specified roofing system. Where manufacturer provides no instructions or recommendations, follow good roofing practices and industry standards. Comply with federal, state, and local regulations.

ii. Obtain all relevant instructions and maintain copies at project site for duration of installation period.

iii. Do not start work until Pre-Installation Notice has been submitted to manufacturer as notification that this project requires a manufacturer’s warranty.

iv. Perform work using competent and properly equipped personnel.

v. Temporary closures, which ensure that moisture does not damage any completed section of the new roofing system, are the responsibility of the applicator. Completion of flashings, terminations, and temporary closures shall be completed as required to provide a watertight condition.

vi. Install roofing membrane only when surfaces are clean, dry, smooth and free of snow or ice; do not apply roofing membrane during inclement weather or when ambient conditions will not allow proper application; consult manufacturer for recommended procedures during cold
weather. Do not work with sealants and adhesives when material temperature is outside the range of 60 to 80 degrees F (15 to 25 degrees C).

vii. Protect adjacent construction, property, vehicles, and persons from damage related to roofing work; repair or restore damage caused by roofing work.

1. Protect from spills and overspray from bitumen, adhesives, sealants and coatings.
2. Particularly protect metal, glass, plastic, and painted surfaces from bitumen, adhesives, and sealants within the range of wind-borne overspray.
3. Protect finished areas of the roofing system from roofing related work traffic and traffic by other trades.

viii. Until ready for use, keep materials in their original containers as labeled by the manufacturer.

ix. Consult membrane manufacturer’s instructions, container labels, and Material Safety Data Sheets (MSDS) for specific safety instructions. Keep all adhesives, sealants, primers and cleaning materials away from all sources of ignition.

3.02 EXAMINATION

i. Examine roof deck to determine that it is sufficiently rigid to support installers and their mechanical equipment and that deflection will not strain or rupture roof components or deform deck.

ii. Verify that surfaces and site conditions are ready to receive work. Correct defects in the substrate before commencing with roofing work.

iii. Examine roof substrate to verify that it is properly sloped to drains.

iv. Verify that the specifications and drawing details are workable and not in conflict with the roofing manufacturer’s recommendations and instructions; start of work constitutes acceptable of project conditions and requirements.

3.03 PREPARATION

A. Take appropriate measures to ensure that fumes from adhesive solvents are not drawn into the building through air intakes.

B. Prior to proceeding, prepare roof surface so that it is clean, dry, and smooth, and free of sharp edges, fins, roughened surfaces, loose or foreign materials, oil, grease and other materials that may damage the membrane.

C. Fill all surface voids in the immediate substrate that are greater than 1/4 inch (6 mm) wide with fill material acceptable insulation to membrane manufacturer.

D. Seal, grout, or tape deck joints, where needed, to prevent bitumen seepage into building.

3.04 VAPOR BARRIER INSTALLATION

All deck/deck cover substrates (except metal decks) must be primed prior to application. Use
only primer supplied by membrane manufacturer.

Expanded Polystyrene, Extruded Polystyrene, Common Polyisocyanurate, Fiberglass, Wood Fiber, Perlite and existing single-ply roofs are not acceptable substrates for SBS bitumen adhesive.

Application can be made at ambient temperatures as low as 25 °F (-4 °C) as long as membrane has been stored in a heated area so that it will be between 50 °F (10 °C) and 100 °F (38 °C) at the time of application.

Install with minimum 3" (76.2 mm) side laps and 6" (152.4 mm) end laps.

Roll in with a 75 lb (34 kg) roller to fully mate each roll to substrate, including all lap areas.

3.05 INSULATION AND COVER BOARD INSTALLATION

i. Install insulation in configuration and with attachment method(s) specified in PART 2, under Roofing System.

ii. Install only as much insulation as can be covered with the completed roofing system before the end of the day’s work or before the onset of inclement weather.

iii. Lay roof insulation in courses parallel to roof edges.

iv. Neatly and tightly fit insulation to all penetrations, projections, and nailers, with gaps not greater than 1/4 inch (6 mm). Fill gaps greater than 1/4 inch (6 mm) with acceptable insulation. Do not leave the roofing membrane unsupported over a space greater than 1/4 inch (6 mm).

v. Mechanical Fastening: Using specified fasteners and insulation plates engage fasteners through insulation into deck to depth and in pattern required by Factory Mutual for FM Class specified in PART 2 and membrane manufacturer, whichever is more stringent.

vi. Adhesive Attachment: Apply in accordance with membrane manufacturer's instructions and recommendations; "walk-in" individual roof insulation boards to obtain maximum adhesive contact.

3.06 SINGLE-PLY MEMBRANE INSTALLATION

i. Beginning at low point of roof, place membrane without stretching over substrate and allow to relax at least 30 minutes before attachment or splicing; in colder weather allow for longer relax time.

ii. Lay out the membrane pieces so that field and flashing splices are installed to shed water.

iii. Install membrane without wrinkles and without gaps or fishmouths in seams; bond and test seams and laps in accordance with membrane manufacturer’s instructions and details.
iv. Install membrane adhered to the substrate, with edge securement as specified.

v. Adhered Membrane: Bond membrane sheet to substrate using membrane manufacturer's recommended bonding material, application rate, and procedures.

v. Edge Securement: Secure membrane at all locations where membrane terminates or goes through an angle change greater than 2 in 12 inches (1:6) using mechanically fastened reinforced perimeter fastening strips, plates, or metal edging as indicated or as recommended by roofing manufacturer.

i. Exceptions: Round pipe penetrations less than 18 inches (460 mm) in diameter and square penetrations less than 4 inches (200 mm) square.

ii. Metal edging is not merely decorative; ensure anchorage of membrane as intended by roofing manufacturer.

### 3.07 FLASHING AND ACCESSORIES INSTALLATION

i. Install flashings, including laps, splices, joints, bonding, adhesion, and attachment, as required by membrane manufacturer's recommendations and details.

ii. Metal Accessories: Install metal edgings, gravel stops, and copings in locations indicated on the drawings, with horizontal leg of edge member over membrane and flashing over metal onto membrane.

1. Follow roofing manufacturer's instructions.
   ii. Remove protective plastic surface film immediately before installation.
   iii. Install water block sealant under the membrane anchorage leg.
   iv. Flash with manufacturer's recommended flashing sheet unless otherwise indicated.
   v. Where single application of flashing will not completely cover the metal flange, install additional piece of flashing to cover the metal edge.
   vi. If the roof edge includes a gravel stop and sealant is not applied between the laps in the metal edging, install an additional piece of self-adhesive flashing membrane over the metal lap to the top of the gravel stop; apply seam edge treatment at the intersections of the two flashing sections.
   vii. When the roof slope is greater than 1:12, apply seam edge treatment along the back edge of the flashing.

iii. Scuppers: Set in sealant and secure to structure; flash as recommended by manufacturer.

iv. Roofing Expansion Joints: Install as shown on drawings and as recommended by roofing manufacturer.

v. Flashing at Walls, Curbs, and Other Vertical and Sloped Surfaces: Install weathertight flashing at all walls, curbs, parapets, curbs, skylights, and other vertical and sloped surfaces that the roofing membrane abuts to; extend flashing at least 8 inches (200 mm) high above membrane surface.
1. Use the longest practical flashing pieces.
2. Evaluate the substrate and overlay and adjust installation procedure in accordance with membrane manufacturer's recommendations.
3. Complete the splice between flashing and the main roof sheet with specified splice adhesive before adhering flashing to the vertical surface.
4. Provide termination directly to the vertical substrate as shown on roof drawings.

vi. Roof Drains:
   i. Taper insulation around drain to provide smooth transition from roof surface to drain. Use specified pre-manufactured tapered insulation with facer or suitable bonding surface to achieve slope; slope not to exceed manufacturer's recommendations.
   ii. Position membrane, then cut a hole for roof drain to allow 1/2 to 3/4 inch (12 to 19 mm) of membrane to extend inside clamping ring past drain bolts.
   iii. Make round holes in membrane to align with clamping bolts; do not cut membrane back to bolt holes.
   iv. Apply sealant on top of drain bowl where clamping ring seats below the membrane.
   v. Install roof drain clamping ring and clamping bolts; tighten clamping bolts to achieve constant compression.

vii. Flashing at Penetrations: Flash all penetrations passing through the membrane; make flashing seals directly to the penetration.
   i. Pipes, Round Supports, and Similar Items: Flash with specified pre-molded pipe flashings wherever practical; otherwise use specified self-curing elastomeric flashing.
   ii. Pipe Clusters and Unusual Shaped Penetrations: Provide penetration pocket at least 2 inches (50 mm) deep, with at least 1 inch (25 mm) clearance from penetration, sloped to shed water.
   iii. Structural Steel Tubing: If corner radii are greater than 1/4 inch (6 mm) and longest side of tube does not exceed 12 inches (305 mm), flash as for pipes; otherwise, provide a standard curb with flashing.
   iv. Flexible and Moving Penetrations: Provide weathertight gooseneck set in sealant and secured to deck, flashed as recommended by manufacturer.

3.08 FINISHING AND WALKWAY INSTALLATION
   i. Install walkways at access points to the roof, around rooftop equipment that may require maintenance, and where indicated on the drawings.
      1. Use specified walkway pads unless otherwise indicated.
   ii. Walkway Pads: Adhere to the roofing membrane, spacing each pad at minimum of 1.0 inch (25 mm) and maximum of 3.0 inches (75 mm) from each other to allow for drainage.
      1. If installation of walkway pads over field fabricated splices or within 6 inches (150 mm) of a splice edge cannot be avoided, adhere another layer of flashing over the splice and extending beyond the walkway pad a minimum of 6 inches (150 mm) on either side.
      ii. Prime the membrane, remove the release paper on the pad, press in place, and walk on pad to ensure proper adhesion.
3.09 FIELD QUALITY CONTROL
   i. Inspection by Manufacturer: Provide final inspection of the roofing system by a Technical
   ii. Representative employed by roofing system manufacturer specifically to inspect installation for
       warranty purposes (i.e. not a sales person).
   iii. Perform all corrections necessary for issuance of warranty.

3.10 CLEANING
   i. Clean all contaminants generated by roofing work from building and surrounding areas,
      including bitumen, adhesives, sealants, and coatings.
   ii. Repair or replace building components and finished surfaces damaged or defaced due to the
       work of this section; comply with recommendations of manufacturers of components and
       surfaces.
   iii. Remove leftover materials, trash, debris, equipment from project site and surrounding areas.

3.11 PROTECTION
   i. Where construction traffic must continue over finished roof membrane, provide durable
      protection and replace or repair damaged roofing to original condition.

7.5 Existing EPDM Roof System (Recreation Center)

   General Requirements

7.5.1 Description
   A. Remove and legally dispose of existing roof components needed to be replaced, in designated
      work area. Furnish and install new roof components, in strict accordance with the specifications
      as provided and as approved by the Owner. Install all of the new roof components, as needed, in
      the roof areas designated on the roof plan and as specified herewith.
   B. The specifications hereinafter shall govern installation procedures and in no case shall the
      manufacturer’s specifications compromise the stated requirements in regards to counter flashings,
      mechanical fastener requirements, number of plies, or the like stated herewith without the written
      consent of the Owner. The stated requirements are the minimum for the project and the manufacturer
      may elect to exceed the minimum to meet the warranty requirements.
Quality Assurance

A. Apply roofing system using a roofing contractor approved by the membrane manufacturer.

B. Successful bidder shall be an “approved applicator” as recognized by the appropriate membrane manufacturer and have a minimum of two years installation experience with shingled roof systems.

C. The contractor shall install the roofing system in accordance with the manufacturer’s details and specifications to comply with the warranty requirements.

Submittals

A. Submit product brochures for each of the products specified to be used in the assembly. Approval of all roofing products shall be made by the Owner prior to the commencement of the project.

Warranty Requirements

A. The EDPM manufacturer’s representative shall provide a 30-year manufacturer’s material warranty to be issued to the Building Owner. The warranty shall cover replacement of faulty or defective materials.

B. The roofing contractor shall also provide a five-year guaranty against defective labor.

7.5.2 Product Requirements

A. Drip edge and stepped counter flashing metal shall be: a minimum 26 gauge galvanized pre-painted steel or an equivalent non-corrosive metal as manufactured by Color-Clad or Peterson Aluminum Pac-Clad Fluropon, Kyner 500 finish or approved equal. Color selection to match existing fascia color.

B. Replacement decking (where required) shall be wood of type, size, and thickness to match existing. The new decking where replaced shall be installed and fastened in accordance with the American Plywood Association requirements. Replacement fascia and soffits (where required) shall be of type, size and thickness to match existing. All replacement plywood shall be exterior grade.

C. Gutter, downsout, valley flashing and counter flashing metal shall be: a minimum 24 gauge galvanized pre-painted steel or an equivalent non-corrosive
metal, as manufactured by Color-Clad or Peterson Aluminum Pac-Clad Fluropon, Kyner 500 Finish or approved equal.

D. Ice and water shield underlayment shall be StormGuard Waterproof Underlayment as manufactured by GAF Materials Corporation or approved equal.

E. Counter flashing sealant shall be one part urethane grade caulk.

F. Passive vents shall be aluminum roof vents as approved for use by GAS Materials Corporation or approved equal.

G. Vent stack extensions (where required) shall be cast iron or PVC pipe, diameter and type to match.

H. Stack Vent and drain leads shall be furnished by the roofing contractor and shall be of standard industry quality of 41B, desilverized pig lead.

I. Sill flashing shall be Peterson aluminum Pac-Clad or approved equal.

J. Vertical standing seam metal roof and/or wall sections shall be manufactured by Peterson Aluminum Pac-Clad or approved equal.

K. Coping metal shall be manufactured by Peterson Aluminum Pac-Clad or approved equal.

Delivery and Storage

A. All roofing related products shall be delivered in sealed polyethylene covers and stored in a clean, dry place. All accessory materials for the roofing system installation shall be stored in a clean, dry area with temperatures between 50 degrees F. and 80 degrees F. Do not use materials that have been damaged in handling or storage.

B. All roofing materials and equipment shall be stored where approved by the Owner. All materials shall be covered and protected from the elements when not in use. The roofing contractor shall be responsible for storing and protecting all materials from theft or damage until installed on the roof.
Job Conditions

A. All roof products are to be installed in dry weather and sealed off against possible inclement weather at the end of each day’s work. Tarps or the base sheet alone will not be approved as a temporary roof covering. All roofing materials shall be installed 100% daily.

B. All roofing debris shall be removed from the project site on a daily basis. All debris shall be picked up from around each building daily as work is completed and properly disposed of.

Safety Requirements of the Project

A. The roofing contractor shall conduct a safety meeting with all personnel working on the project prior to commencing work to review parameters of the project consistent with OSHA and EPA requirements. Fall protection shall be used by the roofing contractor when performing work on any roof area as required by OSHA.

7.5.3 Execution

Preparation of the Roof Surface

A. Entire roof area must be clean and dry. Remove all designated step flashings, counter flashings, valley flashings, soil stack leads, apron flashings, existing metal ridge vents and dispose of properly from the project site.

B. Remove all designated vertical standing seam panels and coping and dispose of properly from the project site.

7.5.4 Metal Work

Sheet Metal

A. Install new 26 gauge, pre-finished galvanized metal drip edges at all eave and rake edges. The new drip edge shall be mechanically attached 8-10 inches on center staggered in two rows.

B. Install stepped counter flashings with a minimum 5” vertical, 5” horizontal and 7” lengths. Stepped flashings are to be installed at chimneys, vent curbs, dormers and high wall rakes with 2” overlaps. Nail stepped flashings high enough so nail head will be covered by up-slope flashing piece.

C. Stepped flashings at high walls and curbs shall be counter flashed with pre-finished metal counter flashings sealed at the top with urethane sealant.
**D.** New metal crickets, apron flashings and appropriate counter flashings shall be installed at chimneys and dormers where existing.

**7.5.5 Night Cut-Offs**

**Temporary Closure**

**A.** Temporary closure will be required to prevent water from flowing beneath the roof system during inclement weather. The shingled roof system shall be installed in such a way as to prevent water infiltration into and under the completed roof area. The base sheet shall not be left exposed for more than one night before shingle application. If inclement weather is forecasted for the following day, the base sheet shall not be left exposed but covered with the new shingles that same day.

**B.** The use of tarps to cover any areas of uncompleted roof shall not be acceptable. All roofing work shall be watertight daily.

**7.5.6 Warranty Responsibility**

**A.** The EDPM manufacturer shall provide a 30-year materials warranty covering replacement due to faulty or defective materials commencing with the date of final completion and acceptance.

**B.** The roofing contractor shall provide a five-year workmanship and watertight warranty.
2020 DEER CREEK RACQUET CLUB ROOF IMPROVEMENTS PROJECT

PARK DISTRICT OF HIGHLAND PARK
HIGHLAND PARK, ILLINOIS 60035

CONSTRUCTION NOTES

- The construction drawings are intended to be schematic scope documents. It shall be the contractor's responsibility to visit the site, review the existing conditions and construction documents completely, and shall include in their proposal all work necessary to complete the intended renovations indicated in the documents.
- The contractor shall carefully review all of the construction documents for locations of proposed work that may tie into existing conditions, etc., existing asphalt to remain that is damaged during construction will be replaced/repairs as necessary by the contractor doing the work at no additional cost to the owner.
- The contractor is responsible for clean up, restoration, removal, and legal disposal of all construction debris, salvaged material, etc. from the site on a daily basis and at the completion of the work.

SCHEDULE OF DRAWINGS

1. TITLE SHEET
2. DEER CREEK RACQUET CLUB - LOCATION MAP/EXISTING AERIAL MAP
3. DEER CREEK RACQUET CLUB - EXISTING ROOF PLAN/DIVOTES
4. DEER CREEK RACQUET CLUB - PROPOSED SHINGLE ROOF LAYOUT PLAN/DETAILS
5. DEER CREEK RACQUET CLUB - PROPOSED EPDM ROOF LAYOUT PLAN/DETAILS
6. RECREATION CENTER - LOCATION MAP/EXISTING AERIAL MAP
7. RECREATION CENTER - EXISTING ROOF PLAN/DETAILS

JUNE 20, 2020
DEER CREEK RACQUET CLUB
EXISTING ROOF PLAN
NO SCALE

GENERAL NOTES:
- THE CONTRACTOR SHALL PROVIDE ALL MATERIALS AND LABOR TO COMPLETE THE EROSION BLANKET THAT IS REQUIRED AT TIME OF COMPLETION.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO CONFIRM ALL DIMENSIONS IN FIELD.
- SCOPE OF WORK TO INCLUDE:
  - Remove and replace damage fascia (as needed).
  - Heater flue cones, storm collars and caps, perimeter edge metal, coping, drip edge.
  - Removal and replacement of all ice and water shield, flashing, counter flashing, valley, ridge cap, rafter end, ridge vent, dryer vent, metal chimney caps, metal roof support brackets, metal roof sheathing, mastic, insulation, vapor barrier, pan, metal roof pans associated with chimney, metal valley, metal roof vents, metal roof support brackets, and all other related items necessary for a finished product.
  - Removal and replacement of EPDM roof (14,990 SF). The proposed EPDM roofing system to include membrane, cover boards, insulation, vapor barrier, and all other materials and hardware.
  - Removal of existing EPDM roofing system to include membrane, cover boards, and all other related items necessary to provide a complete weatherproof roofing system. (SEE SPECIFICATIONS)
  - THE CONTRACTOR SHALL PROVIDE AND INSTALL OTHER ROOFING-RELATED ITEMS SPECIFIED OR INDICATED ON THE DRAWINGS OR OTHERWISE NECESSARY TO PROVIDE A COMPLETE WEATHERPROOF ROOFING SYSTEM. (SEE SPECIFICATIONS)
  - All existing gutters and downspouts to remain.
  - The contractor shall be responsible for disconnecting and reconnecting any and all HVAC, cable, phone, electric, heating coils, and any other utility service lines required to complete the project.
  - The contractor shall be responsible to relocate the existing storm warning system (strikeguard) carefully around the project site. This system is required to function at all times.

THE CONTRACTOR SHALL BE RESPONSIBLE TO CONFIRM ALL DIMENSIONS IN FIELD.

EXISTING SHINGLE ROOF
(SEE SHEET #4)

EXISTING EPDM ROOF (SEE SHEET #5)

EXISTING EPDM ROOF (SEE SHEET #4)

CURVED VENT (2)

EXHAUST FAN (5)

STACK VENT (4)

VERTICAL EXHAUST FAN (1)

DEER CREEK RACQUET CLUB
EXISTING ROOF PLAN
NO SCALE

LEGEND

HVAC UNIT 1
HVAC UNIT 2/3
ROOF ENTRY HATCH (1)
ROOF DRAIN (4)
EXTENDED STACK VENT (1)
GENERAL NOTES:
- The contractor shall provide all materials and labor to complete the project.
- The contractor shall be responsible for confirming all dimensions in the field.
- The contractor shall be responsible for the installation of the roof.

SCOPE OF WORK TO INCLUDE:
- Removal and replacement of the existing shingle roof (40,656 SF). The proposed roofing system is a Timberline Natural Shadow shingle manufactured by GAF Materials Corporation or approved equal. The manufacturer's materials warranty shall be 30 years.
- All existing gutters and downspouts shall remain.
- The contractor shall be responsible for the installation of all roof flashing, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
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- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
- The contractor shall be responsible for the installation of all necessary shingles, including new shingles.
- The contractor shall be responsible for the installation of all necessary roofing accessories, including metal drip edge, fascia, and all other necessary components.
- The contractor shall be responsible for the installation of all necessary underlayment, including #15 felt underlayment.
GENERAL NOTES:

- The contractor shall provide all materials and labor to complete the proposed project.
- The contractor shall be responsible to confirm all dimensions in field.
- Scope of work include:

  PROPOSED EPDM ROOF LAYOUT PLAN/DETAILS

Proosed project:

- Removal and replacement of all new field materials, flashing, anchor bar clouts, fasteners, perimeter edge metal, coping, cladding at penetrations, flashing flat cornel drain covers, and any other materials not including the existing vertical standing seam panels. All new metal's color shall match existing.
- The contractor shall be responsible for all restoration to include topsoil, seed, and erosion blanket that is required at time of completion.
- The contractor shall be responsible to confirm all dimensions in field.
- Scope of work to include:

  - Drain covers, and any other metal's, not including the existing vertical standing seam panels. All new metal's color shall match existing.
  - Removal and replacement of all fascia materials, flashing, anchor bar clouts, fasteners, perimeter edge metal, coping, cladding at penetrations, heater flue cones, and any other materials not including the existing vertical standing seam panels. All new metal's color shall match existing.
  - The contractor shall be responsible for all restoration to include topsoil, seed, and erosion blanket that is required at time of completion.
  - The contractor shall be responsible to confirm all dimensions in field.
  - Removal of existing storm warning system to include membrane, cover boards, insulation, polyurethane foam, and other utilities necessary.
  - Installation of new EPDM roofing system (14,990 SF). The proposed EPDM system shall be RubberGard EPDM adhered roofing system, manufactured by Firestone Building Products, LLC or approved equal. The manufacturer's materials warranty shall be 20 years. The color shall be white.
  - There is an existing storm warning system (STRIKEGUARD) that is located on the roof. This system is required to function at all time. The contractor shall be responsible to move the system around the construction site carefully as needed.
  - The contractor shall be responsible for disconnection and reconnection of HVAC, cable, phone, electric, heating coils, and other utility service lines required to complete the project. Heating, cooling, and other utility service lines shall be disconnected by the contractor.
  - The contractor shall be responsible for the extension of the existing HVAC, cable, phone, electric, heating coil, and other utility service lines. All HVAC and electrical work shall be done by licensed and qualified contractors.

- The contractor shall provide and install other roof-related items specified or indicated on the drawings or otherwise necessary to provide a complete weatherproof roofing system. (See specifications)
- Removing of existing storm warning system to include membrane, cover boards, insulation, polyurethane foam, and other utilities necessary.
- Installation of new EPDM roofing system (14,990 SF). The proposed EPDM system shall be RubberGard EPDM adhered roofing system, manufactured by Firestone Building Products, LLC or approved equal. The manufacturer's materials warranty shall be 20 years. The color shall be white.
- The contractor shall provide all labor and materials for the extension of existing HVAC units (2) ductwork to provide proper clearance for the new EPDM membrane roof. All HVAC and electrical work shall be done by licensed and qualified contractors.
- There is an existing storm warning system (STRIKEGUARD) that is located on the roof. This system is required to function at all times. The contractor shall be responsible to move the system around the construction site carefully as needed.
- The contractor shall be responsible for disconnection and reconnection of HVAC, cable, phone, electric, heating coil, and other utility service lines required to complete the project. Heating, cooling, and other utility service lines shall be disconnected by the contractor.
- The contractor shall be responsible for the extension of the existing HVAC, cable, phone, electric, heating coil, and other utility service lines. All HVAC and electrical work shall be done by licensed and qualified contractors.
- The contractor shall be responsible for all restoration to include topsoil, seed, and erosion blanket that is required at time of completion.

DEER CREEK RACQUET CLUB

PROPOSED EPDM ROOF PLAN

NO SCALE

DRAWING NO.

DATE

SHEET

SCALE

PROPOSED WALKWAY PAD (30" x 150")
GENERAL NOTES:

- THE CONTRACTOR SHALL PROVIDE ALL MATERIALS AND LABOR TO COMPLETE THE PROPOSED PROJECT.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO CONFIRM ALL DIMENSIONS IN FIELD.
- SCOPE OF WORK TO INCLUDE: (IN DESIGNATED WORK AREA ONLY)
  - REMOVAL AND REPLACE EXISTING COPING, VERTICAL STANDING SEAM PANELS, DRAIN EDGE, AND FLASHING AND EXPOSE OF SPS SITE, COLOR TO MATCH EXISTING.
  - REMOVE AND REPLACE DAMAGE ROOF DECKING (AS NEEDED)
  - REMOVE AND REPLACE DAMAGE INSULATION (AS NEEDED)
  - INSTALL ICE GUARD ALONG BOTTOM THIRTY SIX INCHES (36") OF ROOF EDGE IN DESIGNATED WORK AREA.
  - REMOVE AND REPLACE SILL FLASHING TO LOWER SECTION OF DESIGNATED WORK AREA (ALL SILL FLASHING TO BE SLOPED TO THE EAST, AWAY FROM EXISTING BUILDING)
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RESTORATION TO INCLUDE TOPSOIL, SEED, AND EROSION BLANKET THAT IS REQUIRED AT TIME OF COMPLETION.
- SCOPE OF WORK TO INCLUDE: (IN DESIGNATED WORK AREA ONLY)
  - REMOVE AND REPLACE SILL FLASHING TO LOWER SECTION OF DESIGNATED WORK AREA (ALL SILL FLASHING TO BE SLOPED TO THE EAST, AWAY FROM EXISTING BUILDING)
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RESTORATION TO INCLUDE TOPSOIL, SEED, AND EROSION BLANKET THAT IS REQUIRED AT TIME OF COMPLETION.

- THE CONTRACTOR SHALL PROVIDE ALL MATERIALS AND LABOR TO COMPLETE THE PROPOSED PROJECT.