

**GENERAL CONDITIONS OF THE CONTRACT**

**STANDARD FORM FOR CONSTRUCTION MANAGER-AT-RISK PROJECTS**

**NORTH CAROLINA  
COUNTY OF BUNCOMBE  
FY19 CAPITAL IMPROVEMENT PROJECTS –  
AB TECH MULTIPLE BUILDINGS  
GENERAL CONDITIONS OF THE CONTRACT**

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EXHIBITS/APPENDICES

EXHIBIT/APPENDIX TITLE	EXHIBIT/EXHIBIT LETTER/NUMBER
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Pre-Construction Agreement .....	Exhibit B
Minority Business Plan .....	Exhibit C
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## ARTICLE 1 - DEFINITIONS

- a. The **contract documents** consist of the Request for Proposal (RFP); Construction Manager's formal response to the RFP; General Conditions of the Contract; special conditions if applicable; the drawing and specifications, including all bulletins, addenda or other modifications of the drawings and specifications incorporated into the documents prior to their execution; the contract; the performance bond; the payment bond; insurance certificates. All of these items together form the contract.
- b. The **Owner** is Buncombe County Government.
- c. The **designer** or **project designer** means the firm or firms of architects or engineers or both (and their consultants) which have undertaken to design the project pursuant to a contract with the Owner, (hereinafter, the "design contract").
- d. The **Construction Manager-at-Risk (CM) accepts a relationship of trust and confidence between himself and the Owner and undertakes to act as the Owner's fiduciary in the handling and opening of bids in accordance with the provisions of North Carolina General Statute (N.C.G.S.) 143-128.1**. The CM agrees to furnish his best skills and his best judgment to cooperate with the Owner and Designer for undertaking all necessary action contemplated under the contract documents to (a) establish during the design phase a Guaranteed Maximum Price (GMP) to construct the project and (b) ensure timely and quality completion of the project at a cost within the GMP. Construction Manager or CM as used in the contract documents means Construction Manager-at-Risk (CM at Risk).
- e. A **subcontractor**, as the term is used herein, shall be in the case of a principal trade contractor, a general, mechanical, electrical or plumbing contractor or in the case of a specialty contractor, a trade contractor who is not a principal trade contractor, who has entered into a direct contract with a CM, and includes one who furnishes materials worked to a special design in accordance with plans and specifications covered by the contract, but does not include one who only sells or furnishes materials not requiring work so described or detailed.
- f. **Written notice** shall be defined as notice in writing delivered in person to the contractor, or to a partner of the firm in the case of a partnership, or to a member of the contracting organization, or to an officer of the organization in the case of a corporation, or sent to the last known business address of the contracting organization by registered mail.
- g. **Work**, as used herein as a noun, is intended to include materials, labor, and workmanship of the appropriate contractor as supervised by the CM.
- h. The **project** is the total construction work to be performed under the contract documents.
- i. **Construction Management Fee** shall be an all-inclusive lump sum management fee which will include all Construction Manager-at-Risk home office, project site and project related costs including all Construction Manager-at-Risk overhead costs and profit.

- j. **Change order**, as used herein, shall mean a written order to the CM subsequent to the signing of the contract authorizing a change in the GMP contract. The change order shall be signed by the CM, designer and the Owner, in that order (Article 19).
- k. **Field Order**, as used herein, shall mean a written approval for the CM to proceed with the work requested by Owner prior to issuance of a formal Change Order. The field order shall be signed by the CM, designer, and Owner.
- l. **Field Change**, as used herein shall mean a written approval from the Owner for the CM to proceed with work requested by the Owner to be paid for from the CM Contingency or Owner's Project Reserve within the GMP.
- m. **Time of Completion**, as stated in the contract documents, is to be interpreted as consecutive calendar days measured from the date established in the written Notice to Proceed, or such other date as may be established herein (Article 23).
- n. **Liquidated damages**, as stated in the contract documents, is an amount reasonably estimated in advance to cover the consequential damages associated with the Owner's economic loss in not being able to use the Project for its intended purposes at the end of the contract's completion date as amended by change order, if any, by reason of failure of the CM to complete the work within the time specified. Liquidated damages does not include the Owner's extended contract administration costs (including but not limited to additional fees for architectural and engineering services, testing services, inspection services, commissioning services, etc.), such other damages directly resulting from delays caused solely by the CM, or consequential damages that the Owner identified in the bid documents that may be impacted by any delay caused solely by the CM (e.g., if a multi-phased project-subsequent phases, delays in start of other projects that are dependent on the completion of this Project, extension of leases and/or maintenance agreements for other facilities).
- o. **Surety**, as used herein, shall mean the bonding company or corporate body which is bound with and for the CM, and which engages to be responsible for the CM and his acceptable performance of the work.
- p. **Routine written communications between the Designer and the Construction Manager** are any communication other than a "request for information" provided in letter, memo, or transmittal format, sent by mail, courier, electronic mail, or facsimile. Such communications cannot be identified as "request for information".
- q. **Clarification or Request for information (RFI)** is a request from the CM seeking an interpretation or clarification by the Designer relative to the contract documents. The RFI, which shall be labeled (RFI), shall clearly and concisely set forth the issue or item requiring clarification or interpretation and why the response is needed. The RFI must set forth the CM's interpretation or understanding of the contract documents requirements in question, along with reasons for such an understanding.
- r. **Approval** means written or imprinted acknowledgement that materials, equipment or methods of construction are acceptable for use in the work.

- s. **Inspection** shall mean examination or observation of work completed or in progress to determine its compliance with contract documents.
- t. **“Equal to” or “approved equal”** shall mean materials, products, equipment, assemblies, or installation methods considered equal by the bidder in all characteristics (physical, functional, and aesthetic) to those specified in the contract documents. Acceptance of equal is subject to approval of the designer and owner.
- u. **“Substitution” or “substitute”** shall mean materials, products, equipment, assemblies, or installation methods deviating in at least one characteristic (physical, functional, or aesthetic) from those specified, but which in the opinion of the bidder would improve competition and/or enhance the finished installation. Acceptance of substitution is subject to the approval of the designer and owner.
- v. **Provide** shall mean furnish and install complete in place, new, clean, operational, and ready for use.
- w. **Indicated and shown** shall mean provide as detailed, or called for, and reasonably implied in the contract documents.
- x. **Special inspector** is one who inspects materials, installation, fabrication, erection or placement of components and connections requiring special expertise to ensure compliance with the approved construction documents and referenced standards.
- y. **Commissioning** is a quality assurance process that verifies and documents that building components and systems operate in accordance to the owner’s project requirements and the project design documents.
- z. **Designer Final Inspection** is the inspection performed by the design team to determine the completeness of the project in accordance with approved plans and specifications. This inspection occurs prior to final inspection.
- aa. left blank for numbering purposes
- bb. Beneficial Occupancy is requested by the owner and is occupancy or partial occupancy of the building after all life safety items have been completed as determined by the local Authority Having Jurisdiction (AHJ). Life safety items include but not limited to fire alarm, sprinkler, egress and exit lighting, fire rated walls, egress paths and security.
- cc. **Final Acceptance** is the date in which the Owner accepts the construction as totally complete. This includes the local AHJ and certification by the designer that all punch lists are completed.

## ARTICLE 2 - INTENT AND EXECUTION OF DOCUMENTS

- a. The drawings and specifications are complementary, one to the other. That which is shown on the drawings or called for in the specifications shall be as binding as if it were both

called for and shown. The intent of the drawings and specifications is to establish the scope of all labor, materials, transportation, equipment, and any and all other things necessary to provide a complete job. In case of discrepancy or disagreement in the contract documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small- scale drawings.

- b. The wording of the specifications shall be interpreted in accordance with common usage of the language except that words having a commonly used technical or trade meaning shall be so interpreted in preference to other meanings.
- c. The CM shall execute each copy of the response to RFP, contract, performance bond and payment bond as follows:
  - 1 If the documents are executed by a sole Owner, that fact shall be evidenced by the word "Owner" appearing after the name of the person executing them.
  - 2 If the documents are executed by a partnership, that fact shall be evidenced by the word "Co-Partner" appearing after the name of the partner executing them.
  - 3 If the documents are executed on the part of a corporation, they shall be executed by either the president or the vice president and attested by the secretary or assistant secretary in either case, and the title of the office of such persons shall appear after their signatures. The seal of the corporation shall be impressed on each signature page of the documents.
  - 4 If the documents are made by a joint venture, they shall be executed by each member of the joint venture in the above form for sole Owner, partnership or corporation, whichever form is applicable to each particular member.
  - 5 All signatures shall be properly witnessed.
  - 6 If the construction manager's license is held by a person other than an Owner, partner or officer of a firm, then the licensee shall also sign and be a party to the contract. The title "Licensee" shall appear under his/her signature.
  - 7 The bonds shall be executed by an attorney-in-fact. There shall be attached to each copy of the bond a certified copy of power of attorney properly executed and dated.
  - 8 Each copy of the bonds shall be countersigned by an authorized individual agent of the bonding company licensed to do business in North Carolina. The title "Licensed Resident Agent" shall appear after the signature.
  - 9 The seal of the bonding company shall be impressed on each signature page of the bonds.
  - 10 The CM's signature on the performance bond and the payment bond shall correspond with that on the contract.

### **ARTICLE 3 - CLARIFICATIONS AND DETAIL DRAWINGS**

- a. In such cases where the nature of the work requires clarification by the designer, such clarification shall be furnished by the designer with reasonable promptness by means of written instructions or detail drawings, or both. Clarifications and drawings shall be consistent with the intent of contract documents, and shall become a part thereof.
- b. The CM and the Designer shall prepare, if deemed necessary, a schedule fixing dates upon which foreseeable clarifications will be required. The schedule will be subject to addition or change in accordance with progress of the work. The Designer shall furnish drawings or clarifications in accordance with that schedule. The CM shall not proceed with the work without such detail drawings and/or written clarifications.

### **ARTICLE 4 - COPIES OF DRAWINGS AND SPECIFICATIONS**

The Designer or owner shall furnish free of charge to the CM electronic copies of plans and specifications. If requested by the CM, up to 30 paper copies of plans and specifications will be provided free of charge, plus a clean set of black line prints on white paper of all appropriate drawings, upon which the CM shall clearly and legibly record all work-in-place that is at variance with the contract documents. Additional sets shall be furnished at cost, including mailing, to the CM at the request of the CM.

### **ARTICLE 5 - SHOP DRAWINGS, SUBMITTALS, SAMPLES, DATA**

- a. Within fifteen (15) consecutive calendar days of the notice to proceed, a schedule for anticipated submission of all shop drawings, product data, samples, and similar submittals shall be prepared by the CM and provided to the designer. This schedule shall indicate the items, relevant specification sections, other related submittal data, and the date when these items will be furnished to the designer.
- b. The CM shall review, approve and submit to the Designer all Shop Drawings, Coordination Drawings, Product Data, Samples, Color Charts, and similar submittal data required or reasonably implied by the Contract Documents. Required Submittals shall bear the CM's stamp of approval, any exceptions to the Contract Documents shall be noted on the submittals, and copies of all submittals shall be of sufficient quantity for the Designer to retain up to three (3) copies of each submittal for his own use plus additional copies as may be required by the CM. Submittals shall be presented to the Designer in accordance with the schedule submitted in paragraph (a) so as to cause no delay in the activities of the Owner.
- c. The Designer shall review required submittals promptly, noting desired corrections if any, and retaining three (3) copies (1 for the Designer, 1 for the owner) for his use. The remaining copies of each submittal shall be returned to the CM not later than twenty (20) days from the date of receipt by the Designer, for the CM's use or for corrections and resubmittal as noted by the Designer. When resubmittals are required, the submittal procedure shall be the same as for the original submittals.

- d. Approval of shop drawings by the designer shall not be construed as relieving the CM from responsibility for compliance with the design or terms of the contract documents nor from responsibility of errors of any sort in the shop drawings, unless such error has been called to the attention of the designer in writing by the CM.

#### **ARTICLE 6 - WORKING DRAWINGS AND SPECIFICATIONS AT THE JOB SITE**

- a. The CM shall maintain, in readable condition at his job office, one complete set of working drawings and specifications for his work including all shop drawings. Such drawings and specifications shall be available for use by the Designer or his authorized representative, and the owner.
- b. The CM shall maintain at the job office, a day-to-day record of work-in-place that is at variance with the contract documents. Such variations shall be fully noted on project drawings by the CM and submitted to the designer upon project completion and no later than thirty (30) days after acceptance of the project.
- c. The contractor shall maintain at the job office a record of all required tests that have been performed, clearly indicating the scope of work inspected and the date of approval or rejection.

#### **ARTICLE 7 - OWNERSHIP OF DRAWINGS AND SPECIFICATIONS**

All drawings and specifications are instruments of service and remain the property of the Owner. The use of these instruments on work other than this contract without permission of the Owner is prohibited. All copies of drawings and specifications other than contract copies shall be returned to the Owner upon request after completion of the work.

#### **ARTICLE 8 - MATERIALS, EQUIPMENT, EMPLOYEES**

- a. The CM shall, unless otherwise specified, supply & pay for all lighting, power, heat, sanitary facilities & water and shall require the Principal Trade and Specialty Contractors to, supply and pay for all labor, transportation, materials, tools, apparatus, scaffolding and incidentals necessary for the completion of his work, and to install, maintain and remove all equipment of the construction, other utensils or things, and be responsible for the safe, proper and lawful construction, maintenance and use of same. The CM shall construct in the best and most workmanlike manner, a complete job and everything incidental thereto, as shown on the plans, stated in the specifications, or reasonably implied there from, all in accordance with the contract documents.
- b. All materials shall be new and of quality specified, except where reclaimed material is authorized herein and approved for use. Workmanship shall at all times be of a grade accepted as the best practice of the particular trade involved, and as stipulated in written standards of recognized organizations or institutes of the respective trades except as exceeded or qualified by the specifications.
- c. Upon notice, the CM shall furnish evidence from the Principal Trade and Specialty Contractors as to quality of materials.

- d. Products are generally specified by ASTM or other reference standard and/or by manufacturer's name and model number or trade name. When specified only by reference standard, the CM through the Principal Trade or Specialty Contractor may select any product meeting this standard, by any manufacturer. When several products or manufacturers are specified as being equally acceptable, the CM through the Principal Trade or Specialty Contractor has the option of using any product and manufacturer combination listed. However, the CM through the Principal Trade or Specialty Contractor shall be aware that the cited examples are used only to denote the quality standard of product desired and that they do not restrict bidders to a specific brand, make, manufacturer or specific name; that they are used only to set forth and convey to bidders the general style, type, character and quality of product desired; and that equivalent products will be acceptable. The CM shall be responsible for reviewing all substitution requests from Principal Trade or Specialty Contractors prior to submission to the Project Designer and Owner and shall track & monitor all such requests. Requests for substitution of materials, items, or equipment shall be submitted to the Project Designer for approval or disapproval; such approval or disapproval shall be made by the designer prior to the opening of bids. Alternate materials may be requested after award if it can clearly be demonstrated that it is an added benefit to the owner and the designer and the owner approves.
- e. The CM shall obtain written approval from the designer for the use of products, materials, equipment, assemblies or installation methods claimed as equal to those specified. Such approvals must be obtained as soon after contract awards as possible and before any materials are ordered.
- f. The Designer is the judge of equality for proposed substitution of products, materials or equipment.
- g. If at any time during the construction and completion of the work covered by these contract documents, the conduct of any workman of the various crafts be adjudged a nuisance to the Owner or Designer, or if any workman be considered detrimental to the work, the CM shall order such parties removed immediately from grounds.

## **ARTICLE 9 - ROYALTIES, LICENSES AND PATENTS**

It is the intention of the contract documents that the work covered herein will not constitute in any way infringement of any patent whatsoever unless the fact of such patent is clearly evidenced herein. The CM shall protect and save harmless the Owner against suit on account of alleged or actual infringement. The CM shall pay all royalties and/or license fees required on account of patented articles or processes, whether the patent rights are evidenced hereinafter.

## **ARTICLE 10 - PERMITS, INSPECTIONS, FEES, REGULATIONS**

- a. The CM shall give all notices and comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work under this contract. If the CM observes that the drawings and specifications are at variance therewith, he shall promptly notify the Designer in writing. Any necessary changes required after contract award shall be made by change order in accordance with Article 19. If the CM performs any work or authorizes

any work to be performed knowing it to be contrary to such laws, ordinances, codes, rules and regulations, and without such notice to the designer, he shall bear all cost arising there from. Additional requirements implemented after bidding will be subject to equitable negotiations.

- b. All work under this contract shall conform to the North Carolina State Building Code and other State, local and national codes as are applicable. The cost of all required inspections and permits shall be the responsibility of the CM unless otherwise specified.
- c. Projects constructed by Buncombe County or a subdivision thereof are subject to inspection by appropriate county or municipal authorities and building codes. The CM shall cooperate with the county and/or municipal authorities by obtaining building permits. Permits shall be obtained at CM's cost.
- d. Projects involving local funding (Community Colleges) are also subject to county and municipal building codes and inspection by local authorities. The CM shall pay the cost of these permits and inspections unless otherwise specified.

#### **ARTICLE 11 - PROTECTION OF WORK, PROPERTY AND THE PUBLIC**

- a. The CM shall be responsible for the entire site and the building or construction of the same and provide all the necessary protections, as required by the Owner or designer, and by laws or ordinances governing such conditions. The CM shall be responsible for any damage to the Owner's property or of that of others on the job, by them, their personnel, or their subcontractors, and shall make good such damages. The CM shall be responsible for and pay for any damages caused to the Owner. The CM shall have access to the project at all times.
- b. The CM shall be responsible to cover and protect all portions of the structure when the work is not in progress, provide and set all temporary roofs, covers for doorways, sash and windows, and all other materials necessary to protect all the work on the building. Any work damaged through the lack of proper protection or from any other cause, shall be repaired or replaced without extra cost to the Owner.
- c. No fires of any kind will be allowed inside or around the operations during the course of construction without special permission from the Designer.
- d. The CM shall ensure that all trees and shrubs designated to remain in the vicinity of the construction operations are protected in accordance with the requirements of the plans and specifications. All walks, roads, etc., shall be barricaded as directed by the designer to keep the public away from the construction. All trenches, excavations or other hazards in the vicinity of the work shall be well barricaded and properly lighted at night.
- e. The CM shall develop and implement a project safety plan that provides all necessary safety measures for the protection of all persons on the job, including the requirements of the A.G.C. *Accident Prevention Manual in Construction*, as amended, and shall fully comply with all state laws or regulations and North Carolina State Building Code requirements to prevent accident or injury to persons on or about the location of the work.

The CM shall clearly mark or post signs warning of hazards existing, and shall barricade excavations, elevator shafts, stairwells and similar hazards. The CM shall insure that protection is provided against damage or injury resulting from falling materials and that all protective devices and signs be maintained throughout the progress of the work.

- f. The CM shall adhere to the rules, regulations and interpretations of the North Carolina Department of Labor relating to Occupational Safety and Health Standards for the Construction Industry (Title 29, Code of Federal Regulations, Part 1926, published in Volume 39, Number 122, Part II, June 24, 1974, *Federal Register*), and revisions thereto as adopted by N.C.G.S. 95-126 through 155.
- g. The CM shall designate a responsible person of his organization as safety officer/inspector to inspect the project site for unsafe health and safety hazards, to report these hazards to the contractor for correction, and whose duties also include accident prevention on the project, and to provide other safety and health measures on the project site as required by the terms and conditions of the contract. The name of the safety inspector shall be made known to the designer and owner at the time of the preconstruction conference and in all cases prior to any work starting on the project.
- h. In the event of an emergency affecting the safety of life, the protection of work, or the safety of adjoining properties, the CM is hereby authorized to act at his own discretion, without further authorization from anyone, to prevent such threatened injury or damage. Any compensation claimed by the CM on account of such action shall be determined as provided for under Article 19(b).
- i. Any and all costs associated with correcting damage caused to adjacent properties of the construction site or staging area shall be borne by the contractor. These costs shall include but not be limited to flooding, mud, sand, stone, debris, and discharging of waste products.

#### **ARTICLE 12 - SEDIMENTATION POLLUTION CONTROL ACT OF 1973**

- a. Any land-disturbing activity performed by the CM or any Principal Trade or Specialty Contractor in connection with the project shall comply with all erosion control measures set forth in the contract documents and any additional measures which may be required in order to ensure that the project is in full compliance with the Sedimentation Pollution Control Act of 1973, as implemented by Title 15, North Carolina Administrative Code, Chapter 4, Sedimentation Control, Subchapters 4A, 4B and 4C, as amended (15 N.C.A.C. 4A, 4B and 4C).
- b. Upon receipt of notice that a land-disturbing activity is in violation of said act, the CM shall be responsible for ensuring that all steps or actions necessary to bring the project in compliance with said act are promptly taken.
- c. The CM shall be responsible for defending any legal actions instituted pursuant to N.C.G.S. 113A-64 against any party or persons described in this article.
- d. To the fullest extent permitted by law, the CM shall indemnify and hold harmless the Owner, the designer and the agents, consultants and employees of the Owner and designer,

from and against all claims, damages, civil penalties, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance of work or failure of performance of work, provided that any such claim, damage, civil penalty, loss or expense is attributable to a violation of the Sedimentation Pollution Control Act. Such obligation shall not be construed to negate, abridge or otherwise reduced any other right or obligation of indemnity which would otherwise exist as to any party or persons described in this article.

### **ARTICLE 13 - INSPECTION OF THE WORK**

- a. It is a condition of this contract that the work shall be subject to inspection during normal working hours by the designer, designated official representatives of the Owner and those persons required by state law to test special work for official approval. The CM shall therefore provide safe access to the work at all times for such inspections.
- b. All instructions to the CM will be made only by or through the designer or his designated project representative. Observations made by official representatives of the Owner shall be conveyed to the designer for review and coordination prior to issuance to the CM.
- c. The CM shall perform quality control inspections on the work of Principal Trade and Specialty Contractors to guard the Owner against defects and deficiencies in the work and shall coordinate this activity with the on-site duties of the Project Designer. The CM shall advise the Project Designer of any apparent variation and/or deviation from the intent of the Contract Documents and shall take the necessary action to correct such variations and deviations.
- d. All work shall be inspected by designer, special inspector prior to being covered by the contractor. The CM shall give a minimum of two week notice unless otherwise agreed to by all parties. If inspection fails, after the first re-inspection all costs associated with additional re-inspections shall be borne by the CM.
- e. Where special inspection or testing is required by virtue of any state laws, instructions of the designer, specifications or codes, the CM shall give adequate notice to the Project Designer of the time set for such inspection or test, if the inspection or test will be conducted by a party other than the Project Designer. Such special tests or inspections will be made in the presence of the Project Designer, or his authorized representative, and it shall be the CM's responsibility to serve ample notice of such tests.
- f. All laboratory tests shall be paid by the Owner unless provided otherwise in the contract documents except the CM shall pay for laboratory tests to establish design mix for concrete and for additional tests to prove compliance with contract documents where materials have tested deficient except when the testing laboratory did not follow the appropriate ASTM testing procedures.
- g. Should any work be covered up or concealed prior to inspection and approval by the Project Designer such work shall be uncovered or exposed for inspection, if so requested by the Project Designer in writing. Inspection of the work will be made promptly upon notice from the CM. All cost involved in uncovering, repairing, replacing, recovering and

restoring to design condition, the work that has been covered or concealed will be paid by the CM.

#### **ARTICLE 14 - CONSTRUCTION SUPERVISION AND SCHEDULE**

- a. On-site representatives of the CM shall manage the work of the Principal Trade and Specialty Contractors and coordinate the work with the activities of the Owner and Project Designer to complete the project with the Owner's objectives of cost, time and quality. Throughout the progress of the work, the CM shall maintain a competent and adequate full-time staff approved by the Owner and Project Designer. It is understood that the designated and approved on-site representative of the CM will remain on the job and in responsible charge as long as those persons remain employed by the CM unless otherwise requested or agreed to by the Owner. The CM shall establish an on-site organization with appropriate lines of authority to act on behalf of the CM. Instructions, directions or notices given to the designated on-site authority shall be as binding as if given to the CM. However, directions, instructions, and notices shall be confirmed in writing.
- b. The CM shall examine and study the drawings and specifications and fully understand the project design, and shall provide constant and efficient supervision to the work. Should he discover any discrepancies of any sort in the drawings or specifications, he shall report them to the designer without delay. He will not be held responsible for discrepancies in the drawings and/or specifications, but shall be held responsible to report them should they become known to him.
- c. The CM shall call and preside over monthly job site progress conferences. All Principal Trade and Specialty Contractors shall be represented at these job progress conferences by both home office and project personnel. The CM shall require attendance from other subcontractors and material suppliers who can contribute toward maintaining required job progress. It shall be the principal purpose of these meetings, or conferences, to effect coordination, cooperation and assistance in every practical way toward the end of maintaining progress of the project on schedule and to complete the project within the specified contract time. The CM shall be prepared to assess progress of the work and to recommend remedial measures for correction of progress as may be appropriate. The CM with assistance from the Designer shall be the coordinator of the conferences and shall preside as chairman. The CM shall turn over a copy of his daily reports to the Designer and Owner at the job site progress conference. Owner will determine daily report format.
- d. The CM shall employ an engineer or a land surveyor licensed in the State of North Carolina to lay out the work and to establish a bench mark nearby in a location where same will not be disturbed and where direct instruments sights may be taken.
- e. Prior to bidding, it shall be the responsibility of the CM to prepare an electronic and paper copy of a preliminary critical path method (CPM) schedule and submit such schedule to the Project Designer for his review and comment in sufficient time to allow revisions prior to inserting said schedule into the Principal Trade and Specialty Contractors' bid packages. After contract award but prior to thirty (30) days from the date of the notice to proceed, the CM shall obtain from the Principal Trade and Specialty Contractors their respective work activities and integrate them into a project construction schedule in CPM form. The

resulting CPM schedule shall show all salient features of the work required for construction of the project from start to finish within the time allotted by the contract. The time in days between the CM's early completion date and the contractual completion date is project float time and shall be used as such by the CM unless amended by change order. The CM shall submit to the Project Designer an electronic and paper copy of the final CPM schedule after contracts are executed but within fifteen (15) days prior to the written notice to proceed. The Project Designer after reviewing and commenting on the project CPM schedule shall submit it to the Owner for approval. No application for payment will be processed until the project CPM schedule is approved by the Owner. No monthly application for payment will be processed without the submission of an electronic and paper copy of the CPM schedule attached.

- f. The CPM schedule shall be a complete computer generated network analysis showing the complete sequence of construction activities, identifying the work of separate stages and other logically grouped activities, indicating early and late start and early and late finish dates, float duration and a complete logic. Monthly updates will show the estimated completion of each activity.
- g. The CM shall distribute to the principal trade and specialty contractors the approved project CPM schedule and shall display same at the job site.
- h. The CM shall maintain the project CPM schedule, making monthly adjustments, updates, corrections, etc., which are necessary to finish the project within the time allotted by the contract. In doing so, the CM shall keep the designer as well as all Principal Trade and Specialty Contractors fully informed as to all changes and updates to the schedule. The CM shall submit to the Project Designer a monthly report of the status of all work activities. The monthly status report shall show the actual work completed to date in comparison with the original amount of work scheduled. If the work is behind schedule, the CM must indicate in writing what measures are being taken to bring the work back on schedule and ensure that the contract completion date is not exceeded. If the work is greater than thirty (30) days behind schedule and no legitimate requests for time extensions are in process, then the CM shall prepare and submit to the Project Designer a recovery schedule for review and approval. Failure of the CM to abide by the directives in this paragraph will give the Owner cause to exercise the remedies set forth in Article 29 of the General Conditions and pursue any other legal remedies allowed it by law.

#### **ARTICLE 15 – {NOT USED}**

#### **ARTICLE 16 - PRINCIPAL TRADE AND SPECIALTY CONTRACTS AND CONTRACTORS**

- a. Principal Trade and Specialty Contractors shall be pre-qualified by the CM. The prequalification criteria shall be determined by the Owner and CM to address quality, performance, the time specified in the bids for performance of the contract, the cost of construction oversight, time for completion, capacity to perform, and any other factors deemed appropriate by the Owner and/or CM. Basic qualification information from Principal Trade and Specialty Contractors shall be requested on forms agreed upon by CM

and Owner. Only pre-qualified contractors are allowed to bid to and contract with the CM on a project.

- b. All bids for Principal Trade and Specialty Contracts shall be publically advertised and shall be opened publically in a public venue, and once opened, shall be public records under N.C.G.S. 132. The CM shall award the contract to the lowest responsible, responsive bidder, taking into consideration quality, performance, the time specified in the bids for performance of the contract, the time for completion, compliance with N.C.G.S. 143-128.2, and other factors deemed appropriate by the Owner and advertised as part of the bid solicitation. When contracts are awarded pursuant to this section, the Owner shall provide for a dispute resolution procedure as provided by N.C.G.S. 143-128(f1). Once Principal Trade and Specialty Contractors are in place, the CM shall provide copies of the contracts to the Project Designer and also provide a list of equipment and material suppliers.
- c. A CM may perform a portion of the work only if (a) bidding produces no responsible, responsive bidder for that portion of the work, or (b) the lowest responsible, responsive bidder will not execute a contract for the bid portion of the work, or the Principal Trade or Specialty Contractor defaults and a prequalified replacement cannot be obtained in a timely manner, and (c) the Owner approves performance of the work by the CM.
- d. The Designer will furnish to any Principal Trade or Specialty Contractor, upon request, evidence regarding amounts of money paid to the CM on account of the work of the Principal Trade or Specialty Contractor.
- e. The CM is and remains fully responsible for his own acts or omissions as well as those of any Principal Trade or Specialty Contractor or of any employee of either. The CM agrees that no contractual relationship exists between the Principal Trade and Specialty Contractors and the Owner in regard to the contract, and that the Principal Trade and Specialty Contractors act on this work as an agent or employee of the CM.

#### **ARTICLE 17 - CONSTRUCTION MANAGER AND SUBCONTRACTOR RELATIONSHIPS**

- a. The CM agrees that the terms of these contract documents shall apply equally to each Principal Trade and Specialty Contractor as to the CM, and the CM agrees to take such action as may be necessary to bind each Principal Trade and Specialty Contractor to these terms. The CM further agrees to conform to the Code of Ethical Conduct as adopted by the Associated General Contractors of America, Inc., with respect to CM-subcontractor relationships, and that payments to Principal Trade and Specialty Contractors shall be made in accordance with the provisions of N.C.G.S. 143-134.1 titled "Interest on final payments due to prime contractors: payments to subcontractors".
- b. On all public construction contracts which are let by a board or governing body of the state government or any political subdivision thereof, the balance due the CM shall be paid in full within 45 days after respective prime contracts of the project have been accepted by the Owner, certified by the architect, engineer or designer to be completed in accordance with terms of the plans and specifications, or occupied by the Owner and used for the purpose for which the project was constructed, whichever occurs first. Provided, however, that whenever the architect or consulting engineer in charge of the project determines that

delay in completion of the project in accordance with terms of the plans and specifications is the fault of the CM, the project may be occupied and used for the purposes for which it was constructed without payment of any interest on amounts withheld past the 45 day limit. Should final payment to the CM beyond the date such contracts have been certified to be completed by the Project Designer, accepted by the Owner, or occupied by the Owner and used for the purposes for which the project was constructed, be delayed by more than 45 days, said CM shall be paid interest, beginning on the 46th day, at the rate of one percent (1%) per month or fraction thereof unless a lower rate is agreed upon on such unpaid balance as may be due. In addition to the above final payment provisions, periodic payments due the CM during construction shall be paid in accordance with the payment provisions of the contract documents or said CM shall be paid interest on any such unpaid amount at the rate stipulated above for delayed final payments. Such interest shall begin on the date the payment is due and continue until the date on which payment is made. Such due date may be established by the terms of the contract. Funds for payment of such interest on state-owned projects shall be obtained from the current budget of the owning department, institution or agency. Where a conditional acceptance of a contract exists, and where the Owner is retaining a reasonable sum pending correction of such conditions, interest on such reasonable sum shall not apply.

- c. Within seven days of receipt by the CM of each periodic or final payment, the CM shall pay the Principal Trade and Specialty Contractors based on work completed or service provided under their contract with the CM. Should any periodic or final payment to a Principal Trade or Specialty Contractor be delayed by more than seven days after receipt of periodic or final payment by the CM, the CM shall pay the Principal Trade or Specialty Contractor interest, beginning on the eighth day, at the rate of one percent (1%) per month or fraction thereof on such unpaid balance as may be due.
- d. The percentage of retainage on payments made by the CM to the Principal Trade and Specialty Contractors shall not exceed the percentage of retainage on payments made by the Owner to the CM. Any percentage of retainage on payments made by the CM to the Principal Trade or Specialty Contractors that exceeds the percentage of retainage on payments made by the Owner to the CM shall be subject to interest to be paid by the CM to the Principal Trade or Specialty Contractor at the rate of one percent (1%) per month or fraction thereof.
- e. Nothing in this section shall prevent the CM at the time of application and certification to the Owner from withholding application and certification to the Owner for payment to a Principal Trade or Specialty Contractor for unsatisfactory job progress; defective construction not remedied; disputed work; third-party claims filed or reasonable evidence that claim will be filed; failure of the Principal Trade or Specialty Contractor to make timely payments for labor, equipment and materials; damage to CM or another subcontractor; reasonable evidence that a Principal Trade or Specialty Contract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed the initial percentage retained by Owner.

## **ARTICLE 18 - DESIGNER'S STATUS**

- a. The Project Designer shall provide liaison and necessary inspection of the work to ensure compliance with plans and specifications. He is the agent of the Owner only for the purpose of constructing this work and to the extent stipulated in the contract documents. He has authority to stop work or to order work removed, or to order corrections of faulty work where such action may be necessary to assure successful completion of the work.
- b. The Project Designer is the impartial interpreter of the contract documents, and, as such, he shall exercise his powers under the contract to enforce faithful performance by both the Owner and the CM, taking sides with neither.
- c. Should the Project Designer cease to be employed on the work for any reason whatsoever, then the Owner shall employ a competent replacement who shall assume the status of the former Project Designer.
- d. The Project Designer will make periodic inspections of the project at intervals appropriate to the stage of construction. He will inspect the progress, the quality and the quantity of the work.
- e. The Project Designer and the Owner shall have access to the work whenever it is in preparation and progress during normal working hours. The CM shall provide facilities for such access so the Designer may perform his functions under the contract documents.
- f. Based on the Project Designer's inspections and evaluations of the project, the Project Designer shall issue interpretations, directives and decisions as may be necessary to assist the CM in the administration of the project. His decisions relating to artistic effect and technical matters shall be final, provided such decisions are within the limitations of the contract. The CM's decisions, however, relating to means and methods, and administration of the contracts the CM holds are final.

## **ARTICLE 19 - CHANGES IN THE WORK**

- a. The Owner may have changes made in the work covered by the contract. These changes will not invalidate and will not relieve or release the CM from any guarantee given by him pertinent to the contract provisions. These changes will not affect the validity of the guarantee bond and will not relieve the surety or sureties of said bond. All extra work shall be executed under conditions of the original contract.
- b. Except in an emergency endangering life or property, no change shall be made by the contractor except upon receipt of approved change order or written field order from the designer, countersigned by the owner authorizing such change. No claim for adjustments of the contract price shall be valid unless this procedure is followed.

A field order, transmitted by email, fax, or hand delivered, may be used where the change involved impacts the critical path of the work. A formal change order shall be issued as expeditiously as possible. The CM may be requested to make a change to the work by the Project Designer and Owner where such work is to be funded by the CM Contingency or Project Reserve that is part of the GMP contract. Such a change must be documented in

the same manner as a Change Order and must be authorized in writing by the Project Designer and Owner by a Field Change document.

In the event of emergency endangering life or property, the County may direct the CM to proceed on a time and material basis whereupon the CM shall proceed and keep accurately on such form as may be required, a correct account of costs together with all proper invoices, payrolls and supporting data. Upon completion of the work the change order will be prepared as outlined under either Method "c(1)" or Method "c(2)" or both.

- c. In determining the values of changes, either additive or deductive, the CM and Principal Trade and Specialty Contractors are restricted to the use of the following methods:
  - 1 Where the extra work involved is covered by unit prices quoted in the proposal, the value of the change shall be computed by application of unit prices based on quantities estimated or actual as agreed of the items involved, except in such cases where a quantity exceeds the estimated quantity allowance in the contract by one hundred percent (100%) or more. In such cases, either party may elect to proceed under subparagraph c2 herein. If neither party elects to proceed under c2, then unit prices shall apply.
  - 2 The contracting parties shall negotiate and agree upon the equitable value of the change prior to issuance of the change order, and the change order shall stipulate the corresponding lump sum adjustment to the contract price.
- d. Under Paragraph "b" and Methods "c(2)" above, the allowances for overhead and profit combined for a Principal Trade or Specialty Contractor and all multi-tier subcontractors shall not exceed fifteen percent (15%) of **net cost** of the work. No allowance for overhead and profit will be allowed for the CM until the change orders aggregate to a sum in excess of five percent (5%) of the Cost of the Work portion of the GMP. Once this threshold is met the CM may add an overhead & profit allowance not to exceed four percent (4%) of the net cost of the change order. Change orders to the GMP which authorize additional phases of a project without a change in scope of the originally intended project will not be considered in establishing the threshold for additional CM overhead & profit. Under Method "c (1)", no additional allowances shall be made for overhead and profit. In the case of deductible change orders, under Method "c(2)" and Paragraph (b) above, the contractor shall include no less than five percent (5%) profit, but no allowances for overhead.
- e. The term "net cost" as used herein shall mean the difference between all proper cost additions and deductions. The "cost" as used herein shall be limited to the following:
  - 1 The actual costs of materials and supplies incorporated or consumed as part of the project;
  - 2 The actual costs of labor expended on the project site;
  - 3 The actual costs of labor burden, limited to the costs of social security (FICA) and Medicare/Medicaid taxes; unemployment insurance costs; health/dental/vision insurance premiums; paid employee leave for holidays, vacation, sick leave, and/or

petty leave, not to exceed a total of 30 days per year; retirement contributions; worker's compensation insurance premiums; and the costs of general liability insurance when premiums are computed based on payroll amounts; the total of which shall not exceed thirty percent (30%) of the actual costs of labor;

- 4 The actual costs of rental for tools, excluding hand tools; equipment; machinery; and temporary facilities required for the project;
  - 5 The actual costs of premiums for bonds, insurance, permit fees and sales or use taxes related to the project. Overtime and extra pay for holidays and weekends shall not be incurred by the Owner as a cost item or otherwise.
- f. Should concealed conditions be encountered in the performance of the work below grade, or should concealed or unknown conditions in an existing structure be at variance with the conditions indicated by the contract documents, the contract sum and time for completion may be equitably adjusted by change order upon claim by either party made within thirty (30) days after the condition has been identified. The cost of such change shall be arrived at by one of the foregoing methods. All change orders shall be supported by a breakdown showing method of arriving at net cost as defined above.
- g. In all change orders, the procedure will be for the Project Designer to request proposals for the change order work in writing. The CM will require the Principal Trade and Specialty Contractors to provide such proposals and supporting data in suitable format and will review and approve such change orders prior to submission to the designer. The Project Designer shall verify correctness. Within fourteen (14) days after receipt of the CM's proposal, the Project Designer shall prepare the change order and forward to the CM for his signature or otherwise respond, in writing, to the CM's proposal. Within seven (7) days after receipt of the change order executed by the CM, the Project Designer shall, certify the change order by his signature, and forward the change order and all supporting data to the Owner for the Owner's signature. The Owner shall execute the change order for final approval, within seven (7) days of receipt. Copies will be sent to the Project Designer for distribution to the CM and the surety. In case of emergency or extenuating circumstances, approval of changes may be obtained verbally by telephone or field orders approved by all parties, then shall be substantiated in writing as outlined under normal procedure.
- h. At the time of signing a change order, the CM shall be required to certify as follows:
- "I certify that my bonding company will be notified forthwith that my contract has been changed by the amount of this change order, and that a copy of the approved change order will be mailed upon receipt by me to my surety."
- i. A change order, when issued, shall be full compensation, or credit, for the work included, omitted or substituted. It shall show on its face the adjustment in time for completion of the project as a result of the change in the work.
- j. If, during the progress of the work, the Owner requests a change order and the CM's terms are unacceptable, the Owner, may require the CM to perform such work on a time and

material basis in accordance with paragraph “b” above. Without prejudice, nothing in this paragraph shall preclude the Owner from performing or to have performed that portion of the work requested in the change order.

## **ARTICLE 20 - CLAIMS FOR EXTRA COST AND DISPUTE RESOLUTION**

- a. Should the CM consider that as a result of any instructions given in any form by the designer, he is entitled to extra cost above that stated in the contract, he shall give written notice thereof to the designer within seven (7) days without delay. The written notice shall clearly state that a claim for extra cost is being made and shall provide a detailed justification for the extra cost. The CM shall not proceed with the work affected until further advised, except in emergency involving the safety of life or property, which condition is covered in Article 19(b) and Article 11(h). No claims for extra compensation will be considered unless the claim is so made. The Designer shall render a written decision within seven (7) days of receipt of claim.
- b. The CM shall not act on instructions received by him from persons other than the Project Designer, and any claims for extra compensation or extension of time on account of such instruction will not be honored. The Project Designer will not be responsible for misunderstandings claimed by the CM of verbal instructions which have not been confirmed in writing, and in no case shall instructions be interpreted as permitting a departure from the contract documents unless such instruction is confirmed in writing and supported by a properly authorized change order.
- c. To prevent disputes and litigation, it is agreed by the parties that any claim or dispute between the Owner and the Design Consultant, that any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to voluntary non-binding mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If the parties are unable to agree upon a certified mediator to hear their dispute, the President of the Buncombe County Bar Association shall name a mediator to hear the matter. During the pendency of any dispute and after a determination thereof, the parties to the dispute shall act in good faith to mitigate any potential damages including utilization of construction schedule changes and alternate means of construction. The costs of the process shall be divided equally between the parties to the dispute.
- d. The mediation session shall be private and shall be held in Buncombe County, North Carolina or in another North Carolina County agreed upon by both parties. Mediation under this Article 11 shall not be the cause for a delay of the Project which is the focus of the dispute.
- e. If, as a result of mediation, a voluntary settlement is reached and the parties to the dispute agree that such settlement shall be reduced to writing, the Mediator shall be deemed appointed and constituted an arbitrator for the sole purpose of signing the mediated settlement agreement. Such agreement shall be, and shall have the same force and effect as an arbitration award, and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

- f. If the disputed issue cannot be resolved in mediation or either party disagrees with the results of the mediation, the parties may seek resolution in the General Court of Justice in the County of Buncombe and the State of North Carolina. If a party fails to comply in strict accordance with the requirements of this Article, the non-complying party specifically waives all of its rights provided hereunder, including its rights and remedies under State law.

#### **ARTICLE 21 - MINOR CHANGES IN THE WORK**

The Project Designer will have the authority to order minor changes in the work not involving an adjustment in the contract sum or time for completion, and not inconsistent with the intent of the contract documents. Such changes shall be effected by written order, and shall be binding on the Owner and the CM.

#### **ARTICLE 22 - UNCORRECTED FAULTY WORK**

Should the correction of faulty or damaged work be considered inadvisable or inexpedient by the Owner and the Project Designer, the Owner shall be reimbursed by the CM. A change order will be issued to reflect a reduction in the contract sum.

#### **ARTICLE 23 - TIME OF COMPLETION, DELAYS, EXTENSION OF TIME**

- a. The final completion date will be as determined by the Owner, Designer and CM during the pre-construction phase of the project and will be incorporated into the contract for construction services between the Owner and the CM.
- b. The CM shall commence work to be performed under this agreement on a date to be specified in a written Notice to Proceed from the Project Designer and shall fully complete all work hereunder within the time of completion specified. For each day in excess of the above number of days, the CM shall pay the Owner the sum stated as liquidated damages reasonably estimated in advance to cover the losses to be incurred by the Owner by reason of failure of the CM to complete the work within the time specified, such time being in the essence of this contract and a material consideration thereof.
- c. If the CM is delayed at any time in the progress of his work by any act or negligence of the Owner or the Project Designer, or by any employee of either; by changes ordered in the work; by labor disputes at the project site; by abnormal weather conditions not reasonably anticipated for the locality where the work is performed; by unavoidable casualties; by any causes beyond the contractor's control; or by any other causes which the designer and Owner determine may justify the delay, then the contract time may be extended by change order for the time which the designer and Owner may determine is reasonable.

Time extensions will not be granted for rain, wind, snow or other natural phenomena of normal intensity for the locality where work is performed. For purpose of determining extent of delay attributable to unusual weather phenomena, a determination shall be made by comparing the weather for the contract period involved with the average of the preceding five (5) year climatic range during the same time interval based on the National Oceanic and Atmospheric Administration National Weather Service statistics for the

locality where work is performed and on daily weather logs kept on the job site by the CM reflecting the effect of the weather on progress of the work and initialed by the designer's representative. No weather delays shall be considered after the building is dried in unless work claimed to be delayed is on the critical path of the baseline schedule or approved updated schedule. Time extensions for weather delays, acts of God, labor disputes, fire, delays in transportation, unavoidable casualties or other delays which are beyond the control of the Owner do not entitle the Contractor to compensable damages for delays. Any contractor claim for compensable damages for delays is limited to delays caused solely by the owner or its agents. Contractor caused delays shall be accounted for before owner or designer caused delays in the case of concurrent delays.

- d. Request for extension of time shall be made in writing to the designer, copies to the owner, within twenty (20) days following cause of delay. In case of continuing cause for delay, the CM shall notify the designer copies to the owner, of the delay within twenty (20) days of the beginning of the delay and only one claim is necessary.
- e. The CM shall notify his surety in writing of extension of time granted.
- f. No claim shall be allowed on account of failure of the Project Designer to furnish drawings or instructions until twenty (20) days after demand for such drawings and/or instructions. See Article 5c. Demand must be in written form clearly stating the potential for delay unless the drawings or instructions are provided. Any delay granted will begin after the twenty (20) day demand period is concluded.

#### **ARTICLE 24 - PARTIAL UTILIZATION/BENEFICIAL OCCUPANCY**

- a. The Owner may desire to occupy or utilize all or a portion of the project when the work is substantially complete.
- b. Should the owner request a utilization of a building or portion thereof, the designer shall perform a designer final inspection of area after being notified by the contractor that the area is ready for such. After the contractor has completed designer final inspection punch list and the designer has verified, then the designer shall schedule a beneficial occupancy inspection at a time and date acceptable to the owner and contractor(s). If beneficial occupancy is granted, in such areas the following will be established:
  - 1. The beginning of guarantees and warranties period for the equipment necessary to support in the area.
  - 2. The owner assumes all responsibilities for utility costs for entire building.
  - 3. Contractor will obtain consent of surety.
  - 4. Contractor will obtain endorsement from insurance company permitting beneficial occupancy.
  - 5. The Owner shall have the right to exclude the CM from any part of the project which the Project Designer has so certified to be substantially complete, but the

Owner will allow the CM reasonable access to complete or correct work to bring it into compliance with the contract.

6. Occupancy by the Owner under this article will in no way relieve the CM from his contractual requirement to complete the project within the specified time. The contractor will not be relieved of liquidated damages because of beneficial occupancy. The designer may prorate liquidated damages based on the percentage of project occupied.

#### **ARTICLE 25 - FINAL INSPECTION, ACCEPTANCE, AND PROJECT CLOSEOUT**

- a. Upon notification from the CM that the project is complete and ready for inspection, the Project Designer shall make a designer final inspection to verify that the project is complete and ready for final inspection. Prior to final inspection, the CM shall ensure that all items requiring corrective measures noted at the designer final inspection are complete. The Project Designer shall schedule a final inspection at a time and date acceptable to the Owner and the CM.
- b. At the final inspection, the designer and his consultants shall, if job conditions warrant, record a list of items that are found to be incomplete or not in accordance with the contract documents. At the conclusion of the final inspection, the designer and Owners' representative shall make the following determinations:
  1. That the project is completed and accepted.
  2. That the project is accepted subject to the correction of the list of discrepancies (punch list). All punch list items must be completed within thirty (30) days of final inspection or the Owner may invoke Article 28, Owner's Right to Do Work.
  3. That the project is not complete and another date for a final inspection will be established.
- c. Within fourteen (14) days of acceptance per Paragraph b1 or within fourteen (14) days after completion of punch list per Paragraph b2 above, the Project Designer shall certify the work and issue applicable certificate(s) of compliance.
- d. Any discrepancies listed or discovered after the date of final inspection and acceptance under Paragraphs b1 or b2 above shall be handled in accordance with Article 42.
- e. The date of acceptance will establish the following:
  1. The beginning of guarantees and warranties period.
  2. The date on which the CM's insurance coverage for public liability, property damage and builder's risk may be terminated.
  3. That no liquidated damages (if applicable) shall be assessed after this date.

4. The termination date of utility cost to the CM (if applicable).
- f. **Prior to issuance of final acceptance date, the contractor shall have his authorized representatives visit the project and give full instructions to the designated personnel regarding operating, maintenance, care, and adjustment of all equipment and special construction elements. In addition, the contractor shall provide to the owner a complete instructional video (media format acceptable to the owner) on the operation, maintenance, care and adjustment of all equipment and special construction elements.**

#### **ARTICLE 26 - CORRECTION OF WORK BEFORE FINAL PAYMENT**

- a. Any work, materials, fabricated items or other parts of the work which have been condemned or declared not in accordance with the contract by the designer shall be promptly removed from the work site by the CM, and shall be immediately replaced by new work in accordance with the contract at no additional cost to the Owner. Work or property of the Owner, damaged or destroyed by virtue of such faulty work, shall be made good at the expense of the CM.
- b. Correction of condemned work described above shall commence within twenty-four (24) hours after receipt of notice from the Project Designer, and shall make satisfactory progress until completed.
- c. Should the CM fail to proceed with the required corrections, then the Owner may complete the work in accordance with the provisions of Article 28.

#### **ARTICLE 27 - CORRECTION OF WORK AFTER FINAL PAYMENT**

See Article 35, Performance Bond and Payment Bond, and Article 42, Guarantee. Neither the final certificate, final payment, occupancy of the premises by the Owner, nor any provision of the contract, nor any other act or instrument of the Owner, nor the Project Designer, shall relieve the CM from responsibility for negligence, or faulty material or workmanship, or failure to comply with the drawings and specifications. The CM shall correct or make good any defects due thereto and repair any damage resulting therefrom, which may appear during the guarantee period following final acceptance of the work except as stated otherwise under Article 42, Guarantee. The Owner will report any defects as they may appear to the CM and establish a time limit for completion of corrections by the CM. The Owner will be the judge as to the responsibility for correction of defects.

#### **ARTICLE 28 - OWNER'S RIGHT TO DO WORK**

If, during the progress of the work or during the period of guarantee, the CM fails to prosecute the work properly or to perform any provision of the contract, the Owner, after seven (7) days written notice sent by certified mail, return receipt requested, to the CM from the designer, may perform or have performed that portion of the work. The cost of the work may be deducted from any amounts due or to become due to the CM, such action and cost of same having been first approved by the Project Designer. Should the cost of such action of the Owner exceed the amount due or to

become due the CM, then the CM or his surety, or both, shall be liable for and shall pay to the Owner the amount of said excess.

#### **ARTICLE 29 - ANNULMENT OF CONTRACT**

If the CM fails to begin the work under the contract within the time specified or fails to establish a GMP or obtain bids from or enter into contracts with qualified Principal Trade or Specialty Contractors within the GMP, or the progress of the work is not maintained on schedule, or the work is not completed within the time above specified, or fails to perform the work with sufficient workmen and equipment or with sufficient materials to ensure the prompt completion of said work, or shall perform the work unsuitably or shall discontinue the prosecution of the work, or if the CM shall become insolvent or be declared bankrupt or commit any act of bankruptcy or insolvency, or allow any final judgment to stand against him unsatisfied for a period of forty-eight (48) hours, or shall make an assignment for the benefit of creditors, or for any other cause whatsoever shall not carry on the work in an acceptable manner, the Owner may give notice in writing, sent by certified mail, return receipt requested, to the CM and his surety of such delay, neglect or default, specifying the same, and if the CM within a period of seven(7) days after such notice shall not proceed in accordance therewith, then the Owner shall, declare this contract in default, and, thereupon, the surety shall promptly take over the work and complete the performance of this contract in the manner and within the time frame specified. In the event the surety shall fail to take over the work to be done under this contract within seven(7) days after being so notified and notify the Owner in writing, sent by certified mail, return receipt requested, that he is taking the same over and stating that he will diligently pursue and complete the same, the Owner shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said CM, to appropriate or use any or all contract materials and equipment on the grounds as may be suitable and acceptable and may enter into an agreement, either by public letting or negotiation, for the completion of said contract according to the terms and provisions thereof or use such other methods as in his opinion shall be required for the completion of said contract in an acceptable manner. All costs and charges incurred by the Owner, together with the costs of completing the work under contract, shall be deducted from any monies due or which may become due said CM and surety. In case the expense so incurred by the Owner shall be less than the sum which would have been payable under the contract, if it had been completed by said CM, then the said CM and surety shall be entitled to receive the difference, but in case such expense shall exceed the sum which would have been payable under the contract, then the CM and the surety shall be liable and shall pay to the Owner the amount of said excess.

#### **ARTICLE 30 – CONSTRUCTION MANAGER’S RIGHT TO STOP WORK OR TERMINATE THE CONTRACT**

- a. Should the work be stopped by order of a court having jurisdiction, or by order of any other public authority for a period of three months, due to cause beyond the fault or control of the CM, or if the Owner should fail or refuse to make payment on account of a certificate issued by the designer within forty-five (45) days after receipt of same, then the CM, after fifteen (15) days' written notice sent by certified mail, return receipt requested, to the Owner and the designer, may suspend operations on the work or terminate the contract.

- b. The Owner shall be liable to the CM for the cost of all materials delivered and work performed on this contract plus ten (10) percent overhead and profit and shall make such payment. The designer shall be the judge as to the correctness of such payment.

### **ARTICLE 31 - REQUEST FOR PAYMENT**

- a. Not later than the fifth day of the month, the CM shall submit to the designer a request for payment for work done during the previous month. The request shall be in the form agreed upon between the CM and the designer, but shall show substantially the value of work done and materials delivered to the site during the period since the last payment, and shall sum up the financial status of the contract with the following information:
  - 1. Total of contract including change orders.
  - 2. Value of work completed to date.
  - 3. Less five percent (5%) retainage, provided however, that after fifty percent (50%) of the CM's work has been satisfactorily completed on schedule, with approval of the owner and written consent of the surety, further requirements for retainage will be waived only so long as work continues to be completed satisfactorily and on schedule.
  - 4. Less previous payments.
  - 5. Current amount due.
- b. Prior to submitting the first payment request, the CM shall prepare a schedule showing a breakdown of the contract price into values of the various parts of the GMP contract. The Cost of the Work breakdown will be arranged so as to facilitate payments to the Principal Trade and Specialty Contractors in accordance with Article 17. The combined CM Construction Management Fee, Bonds & Insurance, CM Contingency, and Project Reserve (if any) will be shown on the Schedule of values as separate lines. The values for the CM Contingency and Project Reserve (if any) will move to appropriate lines within the Cost of the Work as those funds are committed and expended. This schedule of values will be submitted to & approved by the designer and Owner within 30 days of the Notice to Proceed. The schedule of values shall be prepared in such form and supported by such data to substantiate its accuracy as the designer and Owner may require.
- c. Applications for payment shall be in a form agreed upon by the CM, designer and Owner and shall be prepared and supported by such data to substantiate the accuracy of the request as the designer may require.
- d. Subject to other provisions of the contract documents, the amount of each progress payment shall be computed as follows:
  - 1. Take that portion of the GMP properly allocable to completed work as determined by multiplying the percentage completion of each portion Cost of the Work by the share of the GMP allocated to that portion of the work in the schedule of values.

2. Add that portion of the GMP properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the work or if approved in advance by the Owner, suitably stored off site at a location agreed upon in writing.
  3. Subtract the aggregate of previous payments made by the Owner.
  4. Subtract the amount, in any, by which the CM has been previously overpaid, as evidenced by the Owner's review of the CM's documentation.
  5. Subtract amounts, if any, for which the Project Designer has withheld or nullified a certificate of payment.
  6. Subtract retainage as per paragraph (h) below. Add the amount due for the CM Construction Management Fee calculated on the basis the percentage completion of the project or on a schedule of payment negotiated with the Owner less fifteen percent (15%) and less previous payments for CM Construction Management Fee.
  7. Final payment will be adjusted accordingly with the Final / Adjusted GMP. Any remaining contingency will be returned to the County via change order deduct prior to final payment request.
- e. Payment allocated to Principal Trade and Specialty Contractors shall be subject to five percent (5%) retainage, provided, however that after fifty percent (50%) of the Cost of the Work has been satisfactorily completed on schedule, with the approval of the Owner and with written consent of the surety, further requirements for retainage will be waived only so long as work continues to be completed satisfactorily and on schedule. The balance of the CM Construction Management Fee shall be held by the Owner until satisfactory completion and close out of the project. Satisfactory completion and close out of the project means that the Owner and Project Designer are satisfied that the project has been completed in accordance with the plans and specifications and within the GMP, all general conditions of the contract pertaining to close out have been satisfied, and all Principal Trade and Specialty Contractors have satisfactorily completed their respective contracts. No retainage will be held for the cost of Bonds and Insurance
- f. When payment is made on account of stored materials and equipment, such materials must be stored on the owner's property, and the requests for payments shall be accompanied by invoices or bills of sale or other evidence to establish the owner's title to such materials and equipment. Such payments will be made only for materials that have been customized or fabricated specifically for this project. Raw materials or commodity products including but not limited to piping, conduit, CMU, metal studs and gypsum board may not be submitted. Responsibility for such stored materials and equipment shall remain with the CM regardless of ownership title. Such stored materials and equipment shall not be removed from the owner's property. Should the space for storage on-site be limited, the CM, at his option, shall be permitted to store such materials and/or equipment in a suitable space off-site. Should the CM desire to include any such materials or equipment in his application for payment, they must be stored in the name of the owner in an independent,

licensed, bonded warehouse approved by the designer and owner and located as close to the site as possible. The warehouse selected must be approved by the CM's bonding and insurance companies; the material to be paid for shall be assigned to the owner and shall be inspected by the designer. Upon approval by the designer and owner of the storage facilities and materials and equipment, payment therefore will be certified. Responsibility for such stored materials and equipment shall remain with the CM. Such stored materials and equipment shall not be moved except for transportation to the project site. Under certain conditions, the designer may approve storage of materials at the point of manufacture, which conditions shall be approved by the designer and the owner prior to approval for the storage and shall include an agreement by the storing party which unconditionally gives the County absolute right to possession of the materials at any time. Bond, security and insurance protection shall continue to be the responsibility of the CM.

- g. In the event of beneficial occupancy, retainage of funds due the CM may be reduced with the approval of the Owner to an equitable amount to cover the list of items to be completed or corrected. Retainage may not be reduced to less than two and one-half (2 1/2) times the estimated value of the work to be completed or corrected. Reduction of retainage must be with the consent and approval of the CM's bonding company.

#### **ARTICLE 32 - CERTIFICATES OF PAYMENT AND FINAL PAYMENT**

- a. Within five (5) days from receipt of request for payment from the CM, the designer shall issue and forward to the Owner a certificate for payment. This certificate shall indicate the amount requested or as approved by the designer. If the certificate is not approved by the designer, he shall state in writing to the CM and the Owner his reasons for withholding payment.
- b. No certificate issued or payment made shall constitute an acceptance of the work or any part thereof. The making and acceptance of final payment shall constitute a waiver of all claims by the Owner except:
  - 1. Claims arising from unsettled liens or claims against the CM.
  - 2. Faulty work or materials appearing after final payment.
  - 3. Failure of the contractor to perform the work in accordance with drawings and specifications, such failure appearing after payment.
  - 4. As conditioned in the performance bond and payment bond.
- c. The making and acceptance of final payment shall constitute a waiver of all claims by the CM except those claims previously made and remaining unsettled (Article 20(c)).
- d. Prior to submitting request for final payment to the designer for approval, the CM shall fully comply with all requirements specified in the "project closeout" section of the specifications. These requirements include but not limited to the following:

1. Submittal of Product and Operating Manuals, Warranties and Bonds, Guarantees, Maintenance Agreements, As-Built Drawings, Certificates of Inspection or Approval from agencies having jurisdiction. (The designer must approve the Manuals prior to delivery to the Owner).
  2. Transfer of required attic stock material and all keys in an organized manner.
  3. Record of Owner's training.
  4. Resolution of any final inspection discrepancies.
  5. Granting access to Contractor's records, if Owner's internal auditors have made a request for such access pursuant to Article 52.
- e. The CM shall forward to the designer, the final application for payment along with the following documents:
1. List of minority business subcontractors and material suppliers showing breakdown of contracts amounts and total actual payments to subcontractors and material suppliers.
  2. Affidavit of Release of Liens.
  3. Affidavit from CM of payment to material suppliers and subcontractors. (See Article 36).
  4. Consent of Surety to Final Payment.
  5. Certificates of state agencies required by state law.
- f. The designer will not authorize final payment until the work under contract has been certified by Project Designer, certificates of compliance issued, and the CM has complied with the closeout requirements. The designer shall forward the CM's final application for payment to the Owner along with respective certificate(s) of compliance required by law.

### **ARTICLE 33 - PAYMENTS WITHHELD**

- a. The designer may withhold payment for the following reasons:
1. Faulty work not corrected.
  2. The unpaid balance on the contract is insufficient to complete the work in the judgment of the designer.
  3. To provide for sufficient contract balance to cover liquidated damages that will be assessed against the CM.
- b. The Owner may authorize the withholding of payment for the following reasons:

1. Claims filed against the CM or evidence that a claim will be filed.
  2. Evidence that Principal Trade or Specialty Contractors have not been paid.
- c. The Owner may withhold all or a portion of CM's Project Management Fee costs set forth in the approved schedule of values, if CM has failed to comply with: (1) a request to access its records by Owner's internal auditors pursuant to Article 52; (2) a request for a plan of action and/or recovery schedule under Article 14.j or provide The Owner; (3) a request to provide an electronic copies of Contractor's baseline schedule, updates with all logic used to create the schedules in the original format of the scheduling software; and (4) Contractor's failure to have its Superintendent on the Project full-time.
- d. When grounds for withholding payments have been removed, payment will be released. Delay of payment due the CM without cause will make owner liable for payment of interest to the CM in accordance with G.S. 143-134.1. As provided in G.S.143-134.1(e) the owner shall not be liable for interest on payments withheld by the owner for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

#### **ARTICLE 34 - MINIMUM INSURANCE REQUIREMENTS**

The work under this contract shall not commence until the CM has verified to the Owner that all required insurance and verifying certificates of insurance have been obtained and approved in writing by the Owner. These certificates shall contain a provision that coverage's afforded under the policies will not be cancelled, reduced in amount or coverage's eliminated until at least thirty (30) days after mailing written notice, by certified mail, return receipt requested, to the insured and the Owner of such alteration or cancellation.

##### **a. Worker's Compensation and Employer's Liability**

The CM shall ensure that it and all Principal Trade and Specialty Contractors shall provide and maintain, during the life of the contract, workmen's compensation insurance, as required by law, as well as employer's liability coverage with minimum limits of \$100,000.

##### **b. Public Liability and Property Damage**

The CM shall ensure that it and all Principal Trade and Specialty Contractors shall provide and maintain, during the life of the contract, comprehensive general liability insurance, including coverage for premises operations, independent contractors, completed operations, products and contractual exposures, as shall protect such contractors from claims arising out of any bodily injury, including accidental death, as well as from claims for property damages which may arise from operations under this contract, whether such operations be by the contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them and the minimum limits of such insurance shall be as follows:

Bodily Injury: \$1,000,000 per occurrence

Property Damage: \$1,000,000 per occurrence / \$3,000,000 aggregate

In lieu of limits listed above, a \$500,000 combined single limit shall satisfy both conditions.

Such coverage for completed operations must be maintained for at least two (2) years following final acceptance of the work performed under the contract.

**c. Property Insurance (Builder's Risk/Installation Floater)**

The CM shall ensure that it and all Principal Trade and Specialty Contractors shall purchase and maintain property insurance during the life of this contract, upon the entire work at the site to the full insurable value thereof. This insurance shall include the interests of the Owner, the CM, and subcontractors in the work and shall insure against the perils of fire, extended coverage, and vandalism and malicious mischief. If the Owner is damaged by failure of the CM to purchase or maintain such insurance, then the CM shall bear all reasonable costs properly attributable thereto; the CM shall effect and maintain similar property insurance on portions of the work stored off the site when request for payment per articles so includes such portions.

**d. Deductible**

Any deductible, if applicable to loss covered by insurance provided, is to be borne by the CM and/or the Principal Trade or Specialty Contractor as applicable.

**e. Other Insurance**

The CM shall ensure that it and all Principal Trade and Specialty Contractors shall obtain such additional insurance as may be required by the Owner or by the General Statutes of North Carolina including motor vehicle insurance, in amounts not less than the statutory limits.

**f. Proof of Carriage**

The CM shall ensure that it and all Principal Trade and Specialty Contractors shall furnish the Owner with satisfactory proof of carriage of the insurance required before written approval is granted by the Owner.

**ARTICLE 35 - PERFORMANCE BOND AND PAYMENT BOND**

- a. The CM shall furnish a performance bond and payment bond executed by a surety company authorized to do business in North Carolina. The bonds shall be in the full contract amount, which shall be in the amount of the GMP for the entire project. Bonds shall be executed in the form bound with the specifications.
- b. All bonds shall be countersigned by an authorized agent of the bonding company who is licensed to do business in North Carolina.

**ARTICLE 36 - CONTRACTOR'S AFFIDAVIT**

The final payment of retained amount due the CM on account of the contract shall not become due until the CM has furnished to the Owner through the designer an affidavit signed, sworn and notarized to the effect that all payments for materials, services or subcontracted work to Principal Trade and Specialty Contractors in connection with his contract have been satisfied, and that no claims or liens exist against the CM in connection with this contract. In the event that the CM cannot obtain similar affidavits from the Principal Trade and Specialty Contractors to protect the CM and the Owner from possible liens or claims against the subcontractor, the CM shall state in his affidavit that no claims or liens exist against any subcontractor to the best of his (the CM's) knowledge, and if any appear afterward, the CM shall save the Owner harmless.

#### **ARTICLE 37 - ASSIGNMENTS**

The CM shall not assign any portion of this contract nor subcontract in its entirety. Except as may be required under terms of the performance bond or payment bond, no funds or sums of money due or become due the CM under the contract may be assigned.

#### **ARTICLE 38 - USE OF PREMISES**

- a. The CM shall confine his apparatus, the storage of materials and the operations of his workmen to limits indicated by law, ordinances, permits or directions of the designer and shall not exceed those established limits in his operations.
- b. The CM shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.
- c. The CM shall enforce the designer's and owner's instructions regarding signs, advertisements, fires and smoking.
- d. No firearms, any type of alcoholic beverages or drugs (other than those prescribed by a physician) will be permitted at the job site.

#### **ARTICLE 39 - CUTTING, PATCHING AND DIGGING**

- a. The CM shall ensure that all cutting, fitting or patching that may be required to make the work come together properly and fit it to receive or be received by work of other contractors shown upon or reasonably implied by the drawings and specifications for the completed structure, as the designer may direct.
- b. Any cost brought about by defective or ill-timed work shall be borne by the party responsible therefor.
- c. No Principal Trade or Specialty Contractor shall endanger any work of another such contractor by cutting, digging or other means, nor shall he cut or alter the work of any other such contractor without the consent of the designer and the affected contractor(s).

#### **ARTICLE 40 - UTILITIES, STRUCTURES, SIGNS**

- a. The CM shall provide necessary and adequate facilities for water, electricity, gas, oil, sewer, and other utility services, which may be necessary and required for completion of the project. If the Owner specifies that the CM is to pay all utilities, any permanent meters installed shall be listed in the CM's name until his work is fully accepted by the Owner. The Owner may: (1) pay utilities cost directly, (2) require the CM to pay all utilities cost, (3) or reimburse the CM for the actual cost of utilities. The Owner or CM, as applicable, may recover actual costs of metered utilities from the responsible party should delays occur in project completion. Coordination of the work of the utility companies during construction is the sole responsibility of the CM.
- b. If applicable Meters shall be relisted in the Owner's name on the day following completion and acceptance of the CM's work, and the Owner shall pay for services used after that date.
- c. Prior to the operation of permanent systems, the CM will provide temporary power, lighting, water, and heat to maintain space temperature above freezing, as required for construction operations.
- d. The CM shall ensure that the permanent building systems are in sufficient readiness for furnishing temporary climatic control at the time a building is enclosed and secured. The HVAC systems shall maintain climatic control throughout the enclosed portion of the building sufficient to allow completion of the interior finishes of the building. A building shall be considered enclosed and secured when windows, doorways (exterior, mechanical, and electrical equipment rooms), and hardware are installed; and other openings have protection, which will provide reasonable climatic control. The appropriate time to start the mechanical systems and climatic condition shall be jointly determined by the CM and the designer. Use of the equipment in this manner shall in no way affect the warranty requirements of the CM.
- e. The CM shall coordinate the work so that the building's permanent power wiring distribution system shall be in sufficient readiness to provide power as required by the HVAC contractor for temporary climatic control.
- f. The CM shall coordinate the work so that the building's permanent lighting system shall be ready at the time interior painting and finishing begins and shall provide adequate lighting in those areas where interior painting and finishing is being performed.
- g. The CM shall be responsible for his permanently fixed service facilities and systems in use during progress of the work. The following procedures shall be strictly adhered to:
  1. Prior to acceptance of work by the Designer and Owner, the CM shall coordinate the removal and replacement of any parts of the permanent building systems damaged through use during construction.
  2. Temporary filters as recommended by the equipment manufacturer in order to keep the equipment and ductwork clean and free of dust and debris shall be installed in each of the heating and air conditioning units and at each return grille during construction. New filters shall be installed in each unit prior to the Owner's acceptance of the work.

3. Extra effort shall be maintained to keep the building and the site adjacent to the building clean and under no circumstances shall air systems be operated if finishing and site work operations are creating dust in excess of what would be considered normal if the building were occupied.
  4. It shall be understood that any warranty on equipment presented to the Owner shall extend from the day of final acceptance by the Owner. The cost of warranting the equipment during operation in the finishing stages of construction shall be borne by the contractor whose system is utilized.
  5. The CM shall ensure that all lamps are in proper working condition at the time of final project acceptance.
- h. The CM shall provide, if required and where directed, a shed for toilet facilities and shall furnish and install in this shed all water closets required for a complete and adequate sanitary arrangement. These facilities will be available to other contractors on the job and shall be kept in a neat and sanitary condition at all times. Chemical toilets are acceptable.
  - i. The CM shall, if required by Owner and where directed, erect a temporary field office, complete with lights, telephone, heat and air conditioning. A portion of this office shall be partitioned off, of sufficient size, for the use of a resident inspector, should the designer so direct.
  - j. On multi-story construction projects, the CM shall either provide or ensure that temporary elevators, lifts, or other necessary special equipment is available for the general use of all contractors. The cost for such elevators, lifts or other special equipment and the operation thereof shall either be included in the CM Construction Management Fee or specified as part of the work of a Principal Trade or Specialty Contractor and paid for as a part of the Cost of the Work.
  - k. The CM will erect one sign on the project if required. The sign shall be of sound construction, and shall be neatly lettered with black letters on white background. The sign shall bear the name of the project, and the CM's name, and the name of the designer and consultants. Directional signs may be erected on the Owner's property subject to approval of the Owner with respect to size, style and location of such directional signs. Such signs may bear the name of the contractor and a directional symbol. No other signs will be permitted except by permission of the Owner.

#### **ARTICLE 41 - CLEANING UP**

- a. The CM shall ensure that the building and surrounding area is reasonably free from rubbish at all times, and shall remove debris from the site on a timely basis or when directed to do so by the designer. The CM shall provide an on-site refuse container(s) for the use of all Principal Trade and Specialty Contractors. The CM shall ensure that each Principal Trade and Specialty Contractor removes their rubbish and debris from the building on a daily basis. The CM shall ensure that the building is broom cleaned as required to minimize dust and dirt accumulation.

- b. The CM shall provide and maintain suitable all-weather access to the building.
- c. Before final inspection and acceptance of the building, the CM shall ensure that all portions of the work are clean, including glass, hardware, fixtures, masonry, tile and marble (using no acid), clean and wax all floors as specified, and completely prepare the building for use by the Owner, with no cleaning required by the Owner.

#### **ARTICLE 42 - GUARANTEE**

- a. The CM shall unconditionally guarantee materials and workmanship against patent defects arising from faulty materials, faulty workmanship or negligence for a period of twelve (12) months following the date of final acceptance of the work or beneficial occupancy and shall replace such defective materials or workmanship without cost to the Owner.
- b. Where items of equipment or material carry a manufacturer's warranty for any period in excess of twelve (12) months, then the manufacturer's warranty shall apply for that particular piece of equipment or material. The CM shall replace such defective equipment or materials, without cost to the Owner, within the manufacturer's warranty period.
- c. Additionally, the Owner may bring an action for latent defects caused by the negligence of the CM, which is hidden or not readily apparent to the Owner at the time of beneficial occupancy or final acceptance, whichever occurred first, in accordance with applicable law.
- d. Guarantees for roof, equipment, materials, and supplies shall be stipulated in the specifications sections governing such roof, equipment, materials, or supplies.

#### **ARTICLE 43 - CODES AND STANDARDS**

Wherever reference is given to codes, standard specifications or other data published by regulating agencies including, but not limited to, national electrical codes, North Carolina State Building Codes, federal specifications, ASTM specifications, various institute specifications, etc., it shall be understood that such reference is to the latest edition including addenda published prior to the date of the contract documents.

#### **ARTICLE 44 - INDEMNIFICATION**

To the fullest extent permitted by law, the CM shall indemnify and hold harmless the Owner, the designer and the agents, consultants and employees of the Owner and designer, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees, arising out of or resulting from the performance or failure of performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CM, the CM's subcontractor, or the agents of either the CM or the CM's subcontractor. Such

obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this article.

## **ARTICLE 45 - TAXES**

- a. Federal excise taxes do not apply to materials entering into local government work.
- b. Federal transportation taxes do not apply to materials entering into local government work (Internal Revenue Code, Section 3475(b) as amended).
- c. North Carolina sales tax and use tax, as required by law, do apply to materials entering into local government work and such costs shall be included in the bid proposal and contract sum.
- d. Local option sales and use taxes, as required by law, do apply to materials entering into local government work as applicable and such costs shall be included in the bid proposal from Principal Trade and specialty Contractors and contract sum.
- e. Accounting Procedures for Refund of County Sales & Use Tax Amount of county sales and use tax paid per CM's statements:

CM's performing contracts for local government agencies shall ensure that the Principal Trade and Specialty Contractors provide information to allow the CM to give the local government agency for whose project the materials, supplies, fixtures and/or equipment was purchased a signed statement containing the information listed in N.C.G.S. 105-164.14(e).

The Department of Revenue has agreed that in lieu of obtaining copies of sales receipts from contractors, an agency may obtain a certified statement from the contractors setting forth the date, the type of property and the cost of the property purchased from each vendor, the county in which the vendor made the sale and the amount of local sales and use taxes paid thereon. If the property was purchased out-of-state, the county in which the property was delivered should be listed. The contractor should also be notified that the certified statement may be subject to audit.

In the event the contractors make several purchases from the same vendor, such certified statement must indicate the invoice numbers, the inclusive dates of the invoices, the total amount of the invoices, the counties, and the county sales and use taxes paid thereon.

Name of taxing county: The position of a sale is the retailer's place of business located within a taxing county where the vendor becomes contractually obligated to make the sale. Therefore, it is important that the county tax be reported for the county of sale rather than the county of use.

When property is purchased from out-of-state vendors and the county tax is charged, the county should be identified where delivery is made when reporting the county tax.

Such statement must also include the cost of any tangible personal property withdrawn from the contractor's warehouse stock and the amount of county sales or use tax paid thereon by the CM.

Contractors are not to include any tax paid on supplies, tools and equipment which they use to perform their contracts and should include only those building materials, supplies, fixtures and equipment which actually become a part of or annexed to the building or structure.

#### **ARTICLE 46 - EQUAL OPPORTUNITY CLAUSE**

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

#### **ARTICLE 47 - EMPLOYMENT OF INDIVIDUALS WITH DISABILITIES**

The CM agrees not to discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant is qualified. The CM agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

#### **ARTICLE 48 - ASBESTOS-CONTAINING MATERIALS (ACM)**

The State of North Carolina has attempted to address all asbestos-containing materials that are to be disturbed in the project. However, there may be other asbestos-containing materials in the work areas that are not to be disturbed and do not create an exposure hazard. Construction Managers are reminded of the requirements of instructions under General Conditions of the Contract, titled Examination of Conditions. Statute 130A, Article 19, amended August 3, 1989, established the Asbestos Hazard Management Program that controls asbestos abatement in North Carolina.

#### **ARTICLE 49 - MINORITY BUSINESS PARTICIPATION**

N.C.G.S. 143-128.2 establishes a ten percent (10%) goal for participation by minority businesses in total value of work for each State building project and requires documentation of good faith efforts for meeting that goal. The document, *Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts* including Affidavits and Appendix F are hereby incorporated into and made a part of this contract.

The CM shall identify and define contract packages (the value of which shall total to at least ten percent (10%) of the GMP) that remove barriers to participation commonly experienced by Historically Underutilized Businesses and Minority Business Enterprises as those terms are defined in North Carolina General Statute 143-128.2, hereinafter referred to as Reduced Barrier

Packages (RBP). Such contract packages will be submitted to the Owner for review. As an example, RBP's may require no performance or payment bond, or may offer the participation of the CM as a guarantor or surety in the financing of material purchases by the Principal Trade and/or Specialty Contractors, provided that the CM may condition such financing participation upon the issuance of joint checks or other similar arrangements to allow the CM to verify that timely payments are made to suppliers furnishing credit. The CM may propose other and/or additional provisions for reducing barriers to participation.

The Owner shall require the CM to submit a plan for compliance with N.C.G.S.143-128.2 by approval by the Owner prior to soliciting bids for the Principal Trade and Specialty Contracts. The CM and Principal Trade and Specialty Contractors shall make a good faith effort to recruit and select minority businesses for participation in contracts pursuant to N.C.G.S. 143-128.2.

#### **ARTICLE 50 – CONTRACTOR EVALUATION**

The CM's overall work performance on the project shall be fairly evaluated in accordance with the State Building Commission policy and procedures, for determining qualifications to compete for future capital improvement projects for institutions and agencies of the State of North Carolina. In addition to final evaluation, interim evaluation may be prepared during the progress of project. The document, Construction Manager Evaluation Procedures, is hereby incorporated and made a part of this contract. The Owner may request the CM's comments to evaluate the designer.

#### **ARTICLE 51 – GIFTS**

Pursuant to N.C. Gen. Stat. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, subcontractor, supplier, vendor, etc.), to make gifts or to give favors to any County employee. This prohibition covers those vendors and contractors who: (1) have a contract with a governmental agency; or (2) have performed under such a contract within the past year; or (3) anticipate bidding on such a contract in the future. For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review G.S. Sec. 133-32.

During the construction of the Project, the Contractor is prohibited from making gifts to any of the Owner's employees, Owner's project representatives (architect, engineers, construction manager and their employees), employees of the County that may have any involvement, influence, responsibilities, oversight, management and/or duties that pertain to and/or relate to the contract administration, financial administration and/or disposition of claims arising from and/or relating to the Contract and/or Project.

#### **ARTICLE 52 – AUDITING-ACCESS TO PERSONS AND RECORDS**

In accordance with N.C. General Statute 147-64.7, the State Auditor shall have access to Contractor's officers, employees, agents and/or other persons in control of and/or responsible for the Contractor's records that relate to this Contracts for purposes of conducting audits under the referenced statute. The Owner's internal auditors shall also have the right to access and copy the Contractor's records relating to the Contract and Project during the term of the Contract and within two years following the completion of the Project/close-out of the Contract to verify accounts, accuracy, information, calculations and/or data affecting and/or relating to Contractor's requests

for payment, requests for change orders, change orders, claims for extra work, requests for time extensions, and related claims for delay/extended general conditions costs, claims for lost productivity, claims for loss efficiency, claims for idle equipment or labor, claims for price/cost escalation, pass-through claims of subcontractors and/or suppliers, and/or any other type of claim for payment or damages from Owner and/or its project representatives.

**ARTICLE 53 – LEFT BLANK FOR NUMBERING PURPOSES**

**ARTICLE 54 – TERMINATION FOR CONVENIENCE**

- a. Owner may at any time and for any reason terminate CM's services and work at Owner's convenience. Upon receipt of such notice, CM shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.
- b. Upon such termination, CM shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by CM as are permitted by the prime contract and approved by Owner; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to CM prior to the date of the termination of this Agreement. CM shall not be entitled to any claim or claim of lien against Owner for any additional compensation or damages in the event of such termination and payment.

{Signature Pages Follow}

NOW THEREFORE, the parties hereby make, agree, and execute this Contract by the below signatures of duly authorized officials or agents.

CONTRACTOR – JAMES R VANNOY AND SONS CONSTRUCTION CO, INC

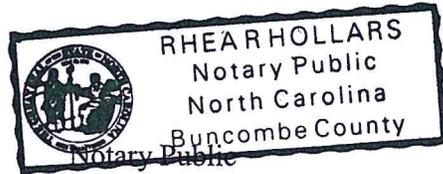
By: Brian K. Walker  
(Signature)  
BRIAN K. WALKER  
(Printed Name)  
VICE PRESIDENT  
(Title)  
2/26/19  
(Date)

STATE OF NC  
COUNTY OF Buncombe

I, Rhea R Hollars, a Notary Public of the county and State aforesaid, do hereby certify that Brian K Walker personally appeared before me this day and voluntarily acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this 26<sup>th</sup> day of February, 20 19

My commission expires: 5.24.21  
Rhea R Hollars



BUNCOMBE COUNTY

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the county and State aforesaid, do hereby certify that \_\_\_\_\_ personally appeared before me this day and voluntarily acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My commission expires: \_\_\_\_\_  
\_\_\_\_\_

Notary Public

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_

\_\_\_\_\_  
Buncombe County Finance Director.





### Minority Owned/Woman Owner Business Subcontractor Participation

Vannoy Construction, selected as the Construction Manager at Risk on this project, has prepared the following minority business participation plan to outline its “plan for compliance” with N.C. General Statutes §143-128.2 to solicit bids from and hire subcontractors that are certified minority-owned businesses in the local area. We understand that Buncombe County has a 10% minority participation goal, and the Construction Manager will make the good faith effort and intend to reach this goal as follows:

- The Construction Manager has posted an advertisement in the local newspaper for solicitation of trade bids to reach all trade contractors possible, including minority-owned businesses.
- The Construction Manager has procured the list of certified Historically Underutilized Businesses from the state’s website.
- The Construction Manager will assign a dollar value which will be equal to or greater than 10% of the total project cost.
- The Construction Manager will contact subcontractors from this list and release the “Prequalification Form” for completion by the subcontractors who are willing to bid.
- The Construction Manager will also provide prequalification documents to any other minority businesses that make contact in regard to the work, provided that they perform a trade or provide material that the project will require.
- The quantity of subcontractors contacted will correlate with the dollar value assigned to get to the 12% goal and the contract amount each scope of work is going to be.
- Trades that the Construction Manager anticipates a minority-owned or woman- owned business will be bidding as a first tier subcontractor include: Glass and Glazing, Specialties, Painting, Flooring etc... The Construction Manager will add to this list as the process evolves.
- *(Accessories, general trades, and final clean, misc. furnishing could be broken out into smaller bid packages to increase HUB/MBE participation.)*
- Other minority participation will occur through second-tier subcontractors, vendors, etc.
- Any first-tier subcontractor bidding on the project will be required to submit with their prequalification form, any minority-owned business that they intend to use as a second-tier subcontractor or vendor on the project.
  - Bidders will be required to submit the following along with their bid:
    - Identification of Minority Business Participation.
    - Affidavit A : Listing Good Faith efforts or Affidavit B : Intent to perform work with own workforce.
- With the submission of a bid, a first-tier subcontractor who is not considered a minority-owned business will be required to submit a dollar value and name of the minority-owned business that they intend on using. If none are listed, they will be required to show that a “good faith effort” was made to use a minority business for portions of the subcontracted work.



- Upon opening of the bids and award, the subcontractors will be required to provide the following:
  - Affidavit C describing the work and dollar amount (expressed as a percentage) of the work to be executed by minority business lower tier subs.
  - If the percentage is not equal to the 10% goal, then we will require Affidavit D to document all good faith efforts taken to try and meet the goal. Failure to comply with these requirements could result in bid rejection, in which case the contract would be awarded to the next lowest, responsible bidder.
- The Construction Manager and all subcontractors will submit Appendix E “MBE Documentation for Contract Payments” along with each monthly pay request and final request for payment.

**BUNCOMBE COUNTY SUPPLEMENTARY GENERAL CONDITIONS**  
**TO A.I.A. DOCUMENT A201-2007**  
**GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION**  
**(Construction Manager At-Risk Project)**

**GENERAL:**

The following supplements modify, change, delete from or add to the "General Conditions of the Contract for Construction," AIA Document A201-2007. Where any Article of the General Conditions is modified or any paragraph, subparagraph, or clause thereof is modified or deleted by these supplements, the unaltered portions of the General Conditions shall remain in effect.

**ARTICLE 1 - GENERAL PROVISIONS**

1.1 **BASIC DEFINITIONS:** Supplement as follows.

1.1.1 The Contract Documents: Add the following sentence to the end of Subparagraph 1.1.1.  
The Contract Documents shall include the following documents:

- Standard Form of Agreement Between Owner and Construction Manager as Constructor (AIA Document A133-2009)
- Exhibit A – Guaranteed Maximum Price Amendment
- Exhibit B – Preconstruction Agreement
- Exhibit C - General Conditions of the Contract for Construction (AIA Document A201-2007)
- Exhibit D - Buncombe County Supplementary General Conditions
- Exhibit E – Minority Business Plan of Construction Manager
- Exhibit F – Statement of GMP
- Exhibit G – Assumptions and Clarifications
- Exhibit H – Division of Project Cost Elements
- Exhibit I – Project Cost Estimate
- Exhibit J – Specification and Drawing List

1.1.2 The Contract: Add the following sentence to the end of Subparagraph 1.1.2.  
The Construction Contract shall be executed on A.I.A. Document A133-2009, Standard Form of Agreement between Owner and Construction Manager as Constructor, as modified.

1.1.6 The Specifications: Add the following sentence to the end of Subparagraph 1.1.6.  
In some Divisions of the Specifications under "Scope of the Work", such work is described using specific sheet numbers of the drawings as reference. Where this occurs, it is intended for reference and emphasis, and the Contractor shall not interpret the "Scope of the Work" required as limited to those referenced sheets.

1.1.9 *Included here for purposes of sequential numbering related to Sustainable Projects.*

1.1.10 Add the following Subparagraph 1.1.10 to Paragraph 1.1.

The Owner:  
Buncombe County  
c/o Buncombe County General Services  
40 McCormick Place  
Asheville, NC 28801

1.1.11 Add the following Subparagraph 1.1.11 to Paragraph 1.1.

The Architect:  
PFA Architects  
196 Coxe Ave.  
Asheville, NC 28801

1.1.12 Add the following Subparagraph 1.1.12 to Paragraph 1.1.

The Consultants:  
Davis Civil Solutions  
134 Charlotte Hwy  
Asheville, NC 28803

SKA Consulting Engineers, Inc.  
64 Peachtree Road, Suite 30  
Asheville, NC 28803

1.1.13 Add the following Subparagraph 1.1.13 to Paragraph 1.1.

Contractor:  
Person, firm, company, partnership or corporation to whom or to which the Owner awards a contract for the construction work shown on the plans and as specified. The term "Contractor" shall mean the Construction Manager when these Supplementary General Conditions to A201-2007 are part of Contract Documents associated with AIA Document A133-2009, Standard Form of Agreement between Owner and Construction Manager as Constructor.

1.1.14 Add the following Subparagraph 1.1.14 to Paragraph 1.1.  
Provide: shall be understood to mean "furnish and install".

1.1.15 Add the following Subparagraph 1.1.15 to Paragraph 1.1.  
Approval: shall be understood to mean submission to the Architects and their specific written approval prior to action.

1.1.16 Add the following Subparagraph 1.1.16 to Paragraph 1.1.

The Bank:  
Any banking institution or lender through which the Owner may obtain financial assistance to support the project.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS: Supplement as follows:

1.2.4 Add the following Subparagraph 1.2.4 to Paragraph 1.2.  
All work shall conform to Contract Documents. No change therefrom shall be made without Contractor first obtaining permission from Architect, in writing. Where information is lacking, Contractor, before proceeding with work, shall refer matter to Architect, who will furnish information with reasonable promptness.

1.2.5 Add the following Subparagraph 1.2.5 to Paragraph 1.2.  
Prior to and during the execution of the work, the Contractor shall check all drawings, specifications, and job conditions and shall immediately report any error, discrepancies, conflicts and omissions found therein to the Architect in writing and have the same explained or corrected by the Architect before proceeding with the work. Any work done by the Contractor after these conditions have been discovered and before the Architect has either explained or made corrections shall be corrected at the Contractor's expense.

1.2.6 Add the following Subparagraph 1.2.6 to Paragraph 1.2.  
Where parts of the work are indicated, the balance of similar parts shall be considered as a repetition; where any detail is shown and the components there fully described by notation and

material designation similar details shall be construed to require equal materials whether fully noted or not, and shall in each case be considered to be called for the full length of the part and similar parts it indicates.

- 1.2.7 Add the following Subparagraph 1.2.7 to Paragraph 1.2.  
Materials, equipment or items obviously required for a complete job which are shown on the drawings, but not mentioned in the specifications or required by the specifications, but not shown on the drawings, shall be furnished and installed the same as though both shown on the drawings and required by specifications. This material, equipment or item shall conform to the character and quality of the other work.
- 1.3 Delete the section in its entirety and substitute in lieu thereof the following:  
Terms capitalized in these General Conditions include those which are (1) specifically defined, (2) the titles of numbered articles and identified references to Sections and Subsections in the document or (3) the titles of other published documents.

## ARTICLE 2 - OWNER

- 2.1 GENERAL: Supplement as follows:
- 2.1.1 Omit Subparagraph 2.1.1 and replace with the following:  
  
See Section 1.1.10 for the Owner.
- 2.1.2 Delete the subsection in its entirety.
- 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER:  
Supplement as follows:
- 2.2.1 Omit Section 2.2.1 in its entirety.
- 2.2.3 Revise subparagraph 2.2.3 as follows: In the first line, delete the three words “and utility locations”. Delete the word “Owner” in the third line of the subsection and substitute in lieu thereof the word “Surveyor”.
- 2.2.5 Revise Subparagraph 2.2.5 as follows:  
Delete the word “Owner” in the first line and substitute in lieu thereof the word “Architect.” For this Project, the Contractor will be furnished free of charge electronic (PDF) files of all Drawings and Specifications. Hard copy sets will be furnished at the standard rate of the architect plus postage and handling.
- 2.2.6 *Included here for purposes of sequential numbering related to Sustainable Projects.*
- 2.2.7 *Included here for purposes of sequential numbering related to Sustainable Projects.*
- 2.2.8 Add the following Subparagraph 2.2.8 to Paragraph 2.2:  
The Owner may at its discretion employ an independent testing agency to perform tests on earthwork, concrete and structural steel as specified in the technical sections of the specifications. This does not relieve the Contractor of his duties identified in 13.5.1.

## ARTICLE 3 - CONTRACTOR

- 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR: Supplement as follows:
- 3.2.4 Delete the last sentence and substitute in lieu thereof the following:  
  
If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Architect for damages resulting from errors, inconsistencies or omissions in the Contract

Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities unless the Contractor recognized or should have recognized such error, inconsistency, omission or difference and failed to report it to the Architect.

- 3.2.5 Add the following Subparagraph 3.2.5 to Paragraph 3.2.  
The Contractor shall examine the site and all conditions thereon. All proposals will be presumed to include all such existing conditions as may affect any work of this project; and failure to familiarize herself/himself with any such conditions will in no way relieve the Contractor from the necessity of furnishing any materials or performing any work that may be required to complete the work in accordance with the Drawings and Specifications, without additional cost to the Owner.
- 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES: Supplement as follows.
- 3.3.1 Delete the last sentence in its entirety.
- 3.3.4 Add the following Subparagraph 3.3.4 to Paragraph 3.3.  
Where disputes arise between the separate Contractors on the accessibility of the surface of one contractor to receive the work of another Contractor in terms of the Contract Documents, the Architect shall issue a decision in writing.
- 3.4 LABOR AND MATERIALS: Supplement as follows:
- 3.4.2 Delete Subparagraph 3.4.2 from Paragraph 3.4.
- 3.4.4 Add the following Subparagraph 3.4.4 to Paragraph 3.4.  
At any time during the construction and completion of the work covered by these Specifications, if the conduct of any workman of the various crafts be adjudged ungentlemanly and a nuisance to the Owner or Architect; or if any workman be considered incompetent or detrimental to the work, the Contractor shall order such parties removed immediately from the grounds.
- 3.4.5 Add the following Subparagraph 3.4.5 to Paragraph 3.4.  
The materials of this building shall conform to all local codes, laws and ordinances, and to the Building Code of the State. The rules of the local utility companies serving the property shall be observed.
- 3.4.6 Add the following Subparagraph 3.4.6 to Paragraph 3.4.  
Substitutions will be considered by the Architect provided substitution requests are received a minimum of 10 days before bids are received. Substitutions must be approved in writing by the Architect. When a space or area is of sufficient size to accommodate the specific item, then it shall be the responsibility of the Contractor that the substitute item be accommodated by the area of volume shown or specified. No substitutions will be considered after bids are received.
- 3.4.7 Add the following Subparagraph 3.4.7 to Paragraph 3.4.  
Should the specifications fail to particularly describe the material or kind of goods to be used in any place, then it shall be the duty of the Contractor to make inquiry of the Architect as to what is best suited. The material that would normally be used in this place to give a first quality finished job shall be considered a part of the contract.
- 3.4.8 Add the following Subparagraph 3.4.8 to Paragraph 3.4.  
All material shall be new and of quality specified. Also, except as exceeded or qualified by the Specifications, workmanship shall be as stipulated in written standards of recognized organizations or institutes of the respective trades.
- 3.4.9 Add the following Subparagraph 3.4.9 to Paragraph 3.4.  
Where several materials or processes are specified for one use by trade name, manufacturer's name, or by catalog reference, Contractor may select for use any of those so specified.

- 3.4.10 Add the following Subparagraph 3.4.10 to Paragraph 3.4.  
Wherever item or class of material or process is specified exclusively by trade name, by manufacturer's name, or by catalog reference, only such item shall be used, unless Architect's approval for substitution is secured in writing before bidding.
- 3.4.11 Add the following Subparagraph 3.4.11 to Paragraph 3.4.  
Should Contractor desire to substitute another material or process for one or more specified by name, he shall apply in writing for such permission and shall state credit or extra involved. He shall provide, also, supporting data and samples for Architect's consideration.
- 3.4.12 Add the following Subparagraph 3.4.12 to Paragraph 3.4.  
No substitution shall be made for any material, article or process required under the contract unless approved in writing by Architect.
- 3.4.13 Add the following Subparagraph 3.4.13 to Paragraph 3.4.  
Contractor shall submit a complete list of materials, equipment, suppliers and subcontractors proposed for the project. Issuance of the second Certificate for Payment may be withheld until substantial portions of these lists have been submitted.
- 3.4.14 Add the following Subparagraph 3.4.14 to Paragraph 3.4.  
Any work necessary to be performed after regular working hours, on Sundays, or legal holidays shall be performed without additional expense to the Owner.
- 3.4.15 Add the following Subparagraph 3.4.15 to Paragraph 3.4.  
The Contractor shall maintain and remove all equipment of the construction; and be responsible for the safe, correct, and lawful construction, maintenance and use of same.
- 3.5 WARRANTY: Supplement as follows:
- 3.5.1 *Included here for purposes of sequential numbering related to Sustainable Projects.*
- 3.5.2 *Included here for purposes of sequential numbering related to Sustainable Projects.*
- 3.5.3 Add the following Subparagraph 3.5.3 to Paragraph 3.5.  
The Contractor shall guarantee all work performed under this contract against defects in materials and workmanship for a period of twelve (12) months following acceptance of the work. Any and all manufacturer's warranties which exceed the initial one year period shall be assigned by the Contractor to Owner.
- 3.5.3.1 Add the following Subparagraph 3.5.3.1 to Subparagraph 3.5.3.  
The Contractor shall further guarantee the roofing systems for a period of 24 months (beginning with the date of final acceptance by Owner) against leaks. The guarantee shall include roofing, flashing (both metal and composition) related to roofing, eave edges and pitch pockets. The guarantee shall include correcting the leaking condition and the replacement or repair of any damage to building and finishes caused by the leaking roofing systems during the guarantee period, at no cost to the Owner. This guarantee shall be in addition to the manufacturers guarantee and any other in the Contract Documents related to the roofing system.
- 3.5.4 Add the following Subparagraph 3.5.4 to Paragraph 3.5.  
Wherever specifications, directions, or recommendations of a manufacturer, association, or organization are mentioned in these specifications, the Contractor shall provide the Architect with one copy of such documents and shall retain one copy at the job site at all times while work is being carried out.
- 3.5.5 Add the following Subparagraph 3.5.5 to Paragraph 3.5.  
All named or numbered products shall be used in accordance with the manufacturer's specifications unless otherwise stated.
- 3.5.6 Add the following Subparagraph 3.5.6 to Paragraph 3.5.

All fabricated assemblies of electrically operated equipment furnished under this contract shall have Underwriters' Laboratory approval or U.L. Reexamination listing in every case where such approval has been established for the particular type of devices in question.

- 3.5.7 Add the following Subparagraph 3.5.7 to Paragraph 3.5.  
All manufactured items of electrically operated equipment shall have Underwriters' Laboratory approval or U. L. Reexamination listing in every case where such approval has been established for the particular type of devices in question.
- 3.5.8 Add the following Subparagraph 3.5.8 to Paragraph 3.5.  
Except as required specifically otherwise elsewhere in the Contract Documents, furnish three copies of warranties. Submit to Architect. Warranties shall show name of Owner, name of Project, address of project and date on which warranty period begins or required by the Contract Documents.
- 3.6 TAXES: Supplement as follows:
- 3.6.1 Add the following Subparagraph 3.6.1 to Paragraph 3.6.  
The Contractor shall include local, state and federal sales, use and consumer, and other similar taxes as required by Law in the Contract Sum.
- 3.6.2 Add the following Subparagraph 3.6.2 to Paragraph 3.6.  
The Contractor must submit to the Owner statements of all sales tax paid by the Contractor and Subcontractors so that the necessary forms can be filed to recover the tax. The proper forms are found in the specifications. Sales tax reports must be completed, notarized and included with each monthly Application for Payment. Owner is responsible for checking accuracy of sales tax reports.
- 3.7.1 Delete Subparagraph 3.7.1 and replace it with the following:
- Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit for this project from the Buncombe County Building Permits Department. The Contractor also shall secure and pay for other permits, fees, licenses, and inspections required by other government agencies, including but not limited to the Western North Carolina Regional Air Quality Agency, as may be applicable to and necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.
- The Contractor shall arrange for General, Mechanical, Plumbing, and Electrical Inspections with the Buncombe County Permits and Inspections Department. There is no additional charge for the inspections. The Contractor shall notify the Buncombe County Inspectors of appropriate times for inspection and prior to the work to be inspected being covered over by subsequent construction.
- 3.7.3 Modify subparagraph 3.7.3 as follows: Change the word "appropriate" to read "full".
- 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES: Supplement as follows:
- 3.10.4 Add the following Subparagraph 3.10.4 to Paragraph 3.10.  
The Contractor immediately after being awarded the Contract, within ten (10) days, shall prepare and submit for the Architect's approval an estimated progress schedule for the work. The "Progress Schedule" shall be in graph form and show the date when every major operation is to begin and to be completed, the dollar value to be completed each month, and the date when approved shop drawings will be needed.
- 3.10.4.1 Add the following Subparagraph 3.10.4.1 to Subparagraph 3.10.4.  
Pursuant to G.S. 153A-457, Notice Prior to Construction, the Owner must notify the property owners and adjacent property owners of the commencement of building, erection, or establishment of new buildings, facilities, and infrastructure. Said notice must be given in writing at least 15 days prior to the commencement of construction except in certain instances outlined in the statute.

The Contractor shall work with the Owner to determine the date that construction will commence to ensure that proper notifications can be given prior to commencement of construction activities. The date of the Notice to Proceed shall not be prior to the date established for commencement of construction activities. The Progress Schedule shall incorporate the time necessary to comply with this requirement.

- 3.10.5 Add the following Subparagraph 3.10.5 to Paragraph 3.10.  
The "Progress Schedule" shall be brought up to date and submitted each month with the application for payment.
- 3.10.6 Add the following Subparagraph 3.10.6 to Paragraph 3.10.  
Any contractor or subcontractor of the Contractor to this agreement shall plan its work so that it will be coordinated with that of the Contractor and indicate it on the schedule.
- 3.11 Delete the last sentence and substitute in lieu thereof the following:  
These shall be available to the Owner upon completion of the Work.
- 3.12 SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES:  
Supplement as follows:
- 3.12.11 Add the following Subparagraph 3.12.11 to Paragraph 3.12.  
All shop drawings for all contracts shall be submitted to the Architect for approval within one hundred twenty (120) calendar days after the signing of the contracts.
- 3.12.12 Add the following Subparagraph 3.12.12 to Paragraph 3.12.  
If shop drawings are found in error, the Contractor shall return them for correction, check the second submission, and if found in order, forward drawings to the Architect for review and check. Architect will not check shop drawings until they bear the stamp of the Contractor's approval. Submit to the Architect .pdf electronic copies of each shop drawing under all contracts and resubmit .pdf electronic corrected copies where required by the Architect. Submit electronic shop drawings and submittals directly to the designer of record for that portion of the work with a copy to the Architect.
- 3.13 USE OF SITE: Supplement as follows:
- 3.13.1 Add the following Subparagraph 3.13.1 to Paragraph 3.13 if this is a renovation project and/or if any part of the existing construction site will be occupied during construction.
- In addition to the requirements set forth in Article 10, the Contractor, subcontractor(s), and all other parties executing any work on the site shall make provisions for the work to be performed in a manner that reasonably accommodates the ongoing occupation and use of any buildings or facilities owned or operated by the Owners which are located in close proximity to the construction site. The Contractor shall coordinate any work involving demolition or similar activities with the Owners, and shall understand that certain activities of this nature may require the work to be performed after normal business hours and/or on weekends in order to ensure business can be conducted in a normal and safe environment for Owners' employees or their visitors.
- 3.13.2 Add the following Subparagraph 3.13.2 to Paragraph 3.13.  
The Contractor shall immediately upon entering project site for purpose of beginning work, locate all general reference points and take such action as is necessary to prevent their destruction, layout its own work, and be responsible for all bench marks, lines, elevations, and measurements for the building, grading, utilities, and other work executed by him under the Contract. The Contractor shall exercise proper precautions to verify figures shown on drawings before laying out work and will be responsible for any error resulting from his failure to exercise such precaution. All measurements and dimensions on shop drawings shall be verified at the job.
- 3.13.3 Add the following Subparagraph 3.13.3 to Paragraph 3.13.

The drawings have been prepared on the basis of surveys and inspections of the site and are intended to present an essentially accurate general indication of the physical conditions at the site. This, however, shall not relieve the Contractor(s) of the necessity for familiarizing herself/himself with physical conditions at the site. Any discrepancies found in the drawings shall be reported to the Architect.

- 3.13.4 Add the following Subparagraph 3.13.4 to Paragraph 3.13.  
The Contractor(s) and subcontractors shall verify all levels, dimensions, angles and conditions at the site before ordering any material or executing any work and shall be responsible for the correctness of all measurements. Any difference which may be found shall be submitted to the Architect for consideration and adjustment before proceeding with the work.
- 3.13.5 Add the following Subparagraph 3.13.5 to Paragraph 3.13.  
Materials Storage: Construction materials stored on the construction site shall not be placed to block or cause a hazard to pedestrian or vehicular traffic, county personnel, property or third parties.
- 3.13.6 Add the following Subparagraph 3.13.6 to Paragraph 3.13.  
During grading, excavation, and all other phases of the project, mud and dirt that might be tracked onto paved roads by vehicles leaving the site, shall be cleaned daily, or as often as necessary to keep down mud or dust. Contractor shall hose down vehicle wheels to prevent tracking if necessary.
- 3.14 CUTTING AND PATCHING: Supplement as follows:
- 3.14.3 Add the following Subparagraph 3.14.3 to Paragraph 3.14.  
It is the general intent of the drawings and specifications that the cutting and patching of walls, floors, partitions, roofs, or other materials, necessary and required to effect the completion of work as intended for general construction; or required to install work by the Plumbing, Mechanical, Electrical, or other specialty contractors. The repair of all damages made by cutting shall include restoring those surfaces to their original state of finish including surface texture, design, color, etc., unless new finishes are called for. All such repairs shall be performed by personnel trained and proficient in the particular trades involved, i.e., plaster repairs by plasterers, masonry repairs by masons, tile repairs by tile setters, etc. Any cutting which affects the structural part of the building must be approved by the Architect before cutting is started.
- 3.14.4 Add the following Subparagraph 3.14.4 to Paragraph 3.14.  
To illustrate further, where small areas of a wall are cut and patched and painting is required, the entire wall shall be painted to obtain a uniform color. Masonry repairs shall be toothed to maintain bond. It is the intent of this specification that all areas requiring repairs shall be restored to a completely finished condition, acceptable to the Architect.
- 3.14.5 Add the following Subparagraph 3.14.5 to Paragraph 3.14.  
All cutting of existing structures shall be held to a minimum and shall be executed in a clean and neat manner. All cutting for removal, relocating, or installation of new materials for electrical systems shall be done by the Electrical Contractor, and cutting for plumbing shall be by the Plumbing Contractor, and cutting for mechanical work shall be by the Mechanical Contractor, and cutting for general construction work shall be done by the General Contractor. The use of air hammers will not be permitted. All cutting of floors, walls, and ceilings shall be done with either silent diamond drills for cutting concrete cores or with masonry saws for tile and plaster. All openings shall be cut to clear by 1" insulation on piping and other items.
- 3.17 Delete the section in its entirety and substitute the following:  
The Contractor shall pay all royalties and license fees. The Contractor shall defend all suits or claims for infringement of copyrights and patent rights and shall save the Owner harmless from loss on account thereof.

## ARTICLE 4 - ARCHITECT

- 4.2 ADMINISTRATION OF THE CONTRACT: Supplement as follows:
- 4.2.7 Delete the second sentence in its entirety and substitute the following:  
The Architect's action will be taken in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submittal schedule, with reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor, or separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review.
- 4.2.9.1 The Architect shall provide one final inspection after the Contractor notifies the Architect that the project is complete.
- 4.2.9.2 The Architect shall, upon final inspection, prepare a written list of items to be completed and promptly provide the list to the Contractor.
- 4.2.9.3 The Contractor shall be required to complete the project and the items on the list in **30** days and provide all required closeout documents within **60** days of the final inspection.
- 4.2.9.4 The Architect shall provide one (1) re-inspection to verify that the Contractor has completed the project and the final inspection list. The Owner and the Contractor shall be promptly notified of any deficiencies noted during this inspection. The Contractor shall immediately make the necessary corrections.
- 4.2.9.5 Any additional re-inspections necessitated due to the deficiencies being noted under 4.2.9.4 above and any additional time required by the Architect, due to closeout documents being incomplete or Contractor not submitting the documents within **60** days of the final inspection, will be billed to the Owner by the Architect as per the Owner/Architect agreement.
- 4.2.9.6 The Owner shall have the right to deduct the charges of the Architect incurred under section 4.2.9.5 from the Contractor's last application for payment.
- 4.2.12 Delete the second sentence in its entirety.

## ARTICLE 5 - SUBCONTRACTORS

- 5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK: Supplement as follows:
- 5.2.1.1 Add the following Subparagraph 5.2.1.1 to the Subparagraph 5.2.1.  
Not later than twenty (20) days from the Contract Date, the Contractor shall furnish in writing to the Owner through the Architect a list showing the name of persons or entities proposed as manufacturers to be used for each of the products identified in the Contract Documents and where applicable the brand name and the name of the installing Subcontractor.
- 5.3 SUB-CONTRACTUAL RELATIONS: Supplement as follows:
- 5.3.2 Add the following Subparagraph 5.3.2 to Paragraph 5.3.  
The Owner or Architect will not undertake to resolve any differences between the Contractor and its Subcontractors, nor between Subcontractors and Sub-subcontractors.
- 5.4.3 Delete the second sentence in this subsection in its entirety.

## ARTICLE 6 – CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

- 6.1.1 Delete the last sentence in its entirety.
- 6.1.4 Delete the subsection in its entirety.

6.2.3 Delete the second sentence in its entirety.

### **ARTICLE 7 - CHANGES IN THE WORK**

7.1 **GENERAL:** Supplement as follows:

7.1.4 Add the following Subparagraph 7.1.4 to Paragraph 7.1:

For a lump sum increase (additive change order) to the contract, the allowance for overhead and profit combined shall be based upon the following schedule:

- a. The allowances for overhead and profit combined for a principal trade or specialty contractor and all multi-tier subcontractors shall not exceed fifteen percent (15%) of net cost of the work. No allowance for overhead and profit will be allowed for the Construction Manager until the change orders aggregate to a sum in excess of five percent (5%) of the Cost of the Work portion of the GMP. Once this threshold is met the CM may add an overhead and profit allowance not to exceed four percent (4%) of the net cost of the change order.

No additional allowances shall be made for overhead and profit in the case of deductive change orders.

When a change in contract sum (increase or decrease) is based on unit prices or the alternates, no overhead or profit shall be made as unit prices and alternate prices are to be net.

### **ARTICLE 8 – TIME**

8.2.2 Delete the phrase “and Owner” from the third line of the subsection.

8.3.1 Delete the phrase “pending mediation and arbitration.”

8.4 Add Section 8.4 PROSECUTION OF THE WORK.

#### **8.4 PROSECUTION OF THE WORK**

8.4.1 The Contractor will be required to prosecute the Work in a continuous and uninterrupted manner and in accordance with the approved construction schedule, from the time he receives the Notice to Proceed until completion and final acceptance of the project. The Contractor will not be permitted to suspend its operations except for reasons beyond the Contractor’s control, except where the Owner’s Representative has authorized a suspension of the Contractor’s operation in writing.

8.4.2 In the event that the Contractor’s operations are suspended in violation of the above provisions the sum of Two Hundred and Fifty Dollars (\$250) will be charged the Contractor for each and every calendar day that such suspension takes place. The said amount is hereby agreed upon as liquidated damages due to extra engineering and maintenance costs and due to increased public hazard resulting from a suspension of the Work. Liquidated damages chargeable due to suspension of the Work will be additional to any liquidated damages that may become chargeable due to failure to complete the Work on time.

### **ARTICLE 9 - PAYMENTS AND COMPLETION**

9.2 **SCHEDULE OF VALUES:** Supplement as follows:

9.2.2 Add the following Subparagraph 9.2.1.1 to paragraph 9.2

Schedule Of Values shall be broken out to show costs for labor/installation and materials, allowances, and alternates. If there is grading in the project, show cost breakdown between rough grading and fine grading. The schedule of values shall be further organized by building as shown delineated on the drawings with each building being broken down as indicated above.

9.3 APPLICATIONS FOR PAYMENT: Supplement as follows:

9.3.1.3 Add the following Subparagraph 9.3.1.3 to Paragraph 9.3.1.  
The Contractor's Application for Payment shall be made on A.I.A. Form G-702 and G-703; the Certification included thereon shall be executed and notarized. The Contractor shall submit these forms in quadruplicate (4). Each copy may be clipped together but not stapled.

9.3.1.4 Add the following Subparagraph 9.3.1.4 to Paragraph 9.3.1.  
The monthly application for payment shall be submitted by the Contractor so it will be received by the Architects not later than the last day of each month. The Architects will submit applications for payment that are approved to the Owner, and the Owner will make payment to the Contractor within or by 21 days after the date that the Architect approves the Application for Payment. The Architect shall have up to five business days to review the Application for Payment before submitting it to the Owner for payment.

9.3.1.5 Add the following Subparagraph 9.3.1.5 to Paragraph 9.3.1.  
Initially, payments will be made on the basis of ninety percent (95%) of approved monthly applications. When the work under the contract is 50% completed, the Owner, with written consent of the Contractor's Surety on any and all Performance and Payment Bonds, shall not retain any further retainage from periodic payments due the contractor if the contractor continues to perform satisfactorily and any nonconforming work identified in writing prior to that time by the Architect or Owner has been corrected by the Contractor and accepted by the Architect or Owner.

If, however, the Owner determines the contractor's performance is unsatisfactory, the Owner may reinstate retainage for each subsequent periodic payment application up to the maximum amount of five percent (5%).

9.3.1.6 Add the following Subparagraph 9.3.1.6 to Paragraph 9.3.1.  
The project shall be deemed fifty percent (50%) complete when the Contractor's gross project invoices, excluding the value of materials stored off-site, equal or exceed fifty percent (50%) of the value of the contract, except the value of materials stored on-site shall not exceed twenty percent (20%) of the contractor's gross project invoices for the purpose of determining whether the project is fifty percent (50%) complete.

9.3.1.7 Add the following Subparagraph 9.3.1.7 to Paragraph 9.3.1.  
Contractor may include a provision for the retainage on periodic payments made by it to its Subcontractors, if any, however, the percentage of the payment retained shall be paid to the Subcontractor under the same terms and conditions as provided in section 9.3.1.5 above and shall not exceed the percentage of retainage on payments made by the owner to the Contractor.

9.3.1.8 Add the following Subparagraph 9.3.1.8 to Paragraph 9.3.1.  
Within 60 days after the submission of a pay request, as specified in the contract documents, the Owner, with written consent of the Contractor's Surety on any and all Performance and Payment Bonds, shall release to the Contractor all retainage on payments held by the Owner if one of the following occurs: (i) the Owner receives a certificate of substantial completion from the architect, engineer, or designer in charge of the project; or (ii) the Owner receives beneficial occupancy or use of the project.

However, the Owner may retain sufficient funds to secure completion of the project or corrections on any work. If the Owner retains funds, the amount retained shall not exceed two and one-half (2.5) times the estimated value of the work to be completed or corrected. Any reduction in the amount of the retainage on payments shall be with the consent of the Contractor's Surety on any and all Performance and Payment Bonds.

9.3.1.9 Add the following Subparagraph 9.3.1.9 to Paragraph 9.3.1.

Notwithstanding the above provisions, following fifty percent (50%) completion of the project, the Owner shall be authorized to withhold additional retainage from a subsequent periodic payment, not to exceed five percent (5%), in order to allow the Owner to retain two and one-half percent (2.5%) total retainage through the completion of the project. In the event that the owner elects to withhold additional retainage on any periodic payment subsequent to release of retainage pursuant this section, the Contractor may also withhold from the subcontractors remaining on the project sufficient retainage to offset the additional retainage held by the Owner, notwithstanding the actual percentage of retainage withheld by the Owner of the project as a whole.

Nothing in this section shall prevent the owner from withholding payment to the Contractor in addition to the amounts authorized by this section for unsatisfactory job progress, defective construction not remedied, disputed work, or third-party claims filed against the owner or reasonable evidence that a third-party claim will be filed.

9.3.2.1 Add the following Subparagraph 9.3.2.1 to Paragraph 9.3.2.

Payment for materials stored off site will only be approved when they are stored in a bonded warehouse, in separate secured areas, with proper identification, title insurance and Bill of Sale to the Owner. When materials are stored over one hundred (100) miles from the site, the contractor must pay for transportation costs for the Owner's representative to inspect the material stored.

9.3.2.2 Add the following Subparagraph 9.3.2.2 to Paragraph 9.3.2.

Refer to "Miscellaneous Documents For Use During Construction of the Specifications" and the "Certificate to Accompany Application for Payment." This certificate is to be submitted monthly accompanying and attached to the Contractor's Request for Payment. All signatures should be in original. Photocopied signatures are not acceptable.

9.5 DECISIONS TO WITHHOLD CERTIFICATION: Supplement as follows:

9.5.1.8 Damages or Monetary Damages to the Architect and or his Consultants.

9.5.3 Delete the subsection in its entirety.

9.6 PROGRESS PAYMENTS: Supplement as follows:

9.6.1.1 Add the following Subparagraph 9.6.1.1 to Subparagraph 9.6.1.

The monthly application for payment shall be submitted by the Contractor so it will be received by the Architects not later than the last day of each month. The Contractor's monthly application for payment, as well as the final application for payment, shall include sales tax certifications and MBE Appendix E forms of the Contractor. The Contractor's application for payment shall also include a copy of all applications for payment from subcontractors, which shall also include a sales tax certification and MBE Appendix E form. The Architect will submit applications for payment that are approved to the Owner, and the Owner will make payment to the Contractor within or by 21 days after the date that the Architect approves the Application for Payment. The Contractor shall understand that any inaccurate, incomplete, or missing documentation may delay payment by the Owner.

9.7 Delete the phrase "or awarded by binding dispute resolution" in the third and fourth line of the section. Delete the last sentence in its entirety.

9.8.2 Add a new third sentence to the subsection as follows:  
The Contractor shall proceed promptly to complete and correct items on the list.

9.9.1 Delete the phrase "consented to by the insurer as required under Clause 11.3.1.5 and".

9.10 FINAL COMPLETION AND FINAL PAYMENT: Supplement as follows:

- 9.10.1.1 Add the following Subparagraph 9.10.1.1 to Subparagraph 9.10.1.  
When all work called for under the Contract has been completed and the Contractor has removed from the site of the work all rubbish, unused material, temporary buildings, plant and other structures used by him in carrying on the work, the Owner and the Architect will make a thorough examination of the work. If, after complete examination by the Owner and the Architect, all work is found to comply with the requirements of the contract, it will be accepted and final payment will be made in accordance with the Contract.
- 9.10.1.2 Add the following Subparagraph 9.10.1.2. to Subparagraph 9.10.1.  
In the event that the Architect considers it impractical, because of unusable test conditions, or some other factors, to execute simultaneous final acceptance of all equipment, portions of the installation may be certified by the Architect for final acceptance when that portion of the system is complete and ready for operation.
- 9.10.2 Incorporate the following changes to subsection 9.10.2:
- Delete item (2) in this subsection and substitute in lieu thereof the following:  
(2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect,
- Add to the end of this subsection the sentences which follow:
- The Contractor shall provide written notification to the Owner and Architect of the cancellation or expiration of any insurance required by the Contract Documents. The Contractor shall provide such written notice within five (5) business days of the date the Contractor is first aware of the cancellation or expiration, or is first aware that the cancellation or expiration is threatened or otherwise may occur, whichever comes first.
- 9.10.4 Delete the subsection in its entirety.
- 9.10.6 Add the following Subparagraph 9.10.6 to Subparagraph 9.10.  
The following final documents will be required of Contractors before the project will be closed out and final payment made. Unless otherwise specified, these will be required in three copies and submitted to the Architect for transmittal to the Owner. In completing any form or document do not photocopy signatures. All signatures must be original.
- A. All Certificates of Inspection, O&M Manuals, and Warranties.
  - B. Evidence of the continuance of insurance coverage as specified in the Contract Documents.
  - C. AIA Document G706, Contractor's Affidavit of Payment of Debts and Claims.
  - D. AIA Document G706A, Contractor's Affidavit of Release of Liens.
  - E. Consent of Surety Company to Final Payment, (AIA Document G707), to be obtained from Surety Company.
  - F. Applicable and proper Power of Attorney document to accompany Consent of Surety and certified in force the same date as the Consent of Surety, to be obtained from the Surety Company.
  - G. Final Application and Certificate for Payment document (AIA Document G702 and G703, Continuation Sheet).
  - H. The General Statutes of the State of North Carolina require Certificates of Compliance (often called Occupancy Permits or Certificate of Occupancy) upon project completion. It shall be the General Contractor's responsibility to obtain these from the Inspection Departments of Buncombe County, North Carolina, and submit to the Architects in triplicate.
  - I. Two hard copies and one electronic copy of as-built drawings for the project.

Concurrent with the submission of the above final documents, the Contractor shall submit to the Architect the proper documents and as-built drawings denoting all the changes to the drawings in compliance with all requirements of this Contract. The Architect's Certification of Payment on the Final Application and Certificate for Payment shall not be made until all final documents, including as-built drawings, have been submitted to the Architect.

#### **ARTICLE 10 - PROTECTION OF PERSONS AND PROPERTY**

10.1 **SAFETY PRECAUTIONS AND PROGRAMS:** Supplement as follows:

The utmost care shall be taken not to cause any damage to persons or property on or about the construction site and the utmost care shall be exercised to protect all persons and property from harm until the Project is fully complete and accepted by the Owner.

10.2 **SAFETY OF PERSONS AND PROPERTY:** Supplement as follows:

10.2.4.1 Add the following Subparagraph 10.2.4.1 to Subparagraph 10.2.4.

When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary, the Contractor shall give the Owner reasonable advance notice.

10.2.4.2 Add the following subparagraph 10.2.4.2 to Subparagraph 10.2.4:

10.2.4.2 Comply with provisions of "Underground Damage Prevention Act" enacted by NC Legislation (hereafter referred as "the act"). The act is effective January 1, 1986. Use care to avoid damaging any underground utilities, especially those in any public right-of-way or private easement owned by a utility company. Note such underground utilities shown on drawings, if any. Those shown do not necessarily represent all that may occur.

The contractor shall be responsible for the protection of underground and overhead utilities in its work area which are shown on the Drawings and/or which can be detected by a visual inspection of the job site. The Contractor is cautioned, however, that there may exist, unknown underground utilities neither visible nor shown on the Drawings. The Contractor will take all reasonable precautions necessary to detect and preserve the services which these utilities provide.

10.2.8 Add to the end of the subsection the sentence which follows:

Nothing herein shall prejudice the right of either party to file a claim or cause of action with the appropriate court and/or administrative agency or body within the required statute of limitations.

10.3.2 Delete the third sentence and substitute in lieu thereof the following:

The Contractor and the Architect will reply to the Owner within 24 hours in writing stating whether or not either has reasonable objection to the person or entities proposed by the Owner.

Delete the last sentence of the subsection in its entirety.

10.3.3 Delete this subsection in its entirety.

10.3.6 Delete this subsection in its entirety.

#### **ARTICLE 11 - INSURANCE AND BONDS**

Section 11.1, CONTRACTOR'S LIABILITY INSURANCE, and Subsections 11.1.1, 11.1.2, 11.1.3 and 11.1.4.

11.1 **CONTRACTOR'S LIABILITY INSURANCE:** Delete 11.1 and all subparagraphs and replace as follows:

11.1.1 Contractor shall purchase and maintain, at its own cost and expense, such commercial general liability and property damage insurance, commercial automobile liability insurance on owned, hired and non-owned vehicles and other insurance as is appropriate for the Work being performed

and furnished during the duration of such Contactor's construction contract and as will provide protection from claims set forth below which may arise out of or result from Contractor's other obligations under the Contract Documents, whether it is to be performed or furnished by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable. All such insurance shall meet all the laws of the State of North Carolina and shall be obtained from companies that are authorized to provide such coverage with a rating of A- or better as determined by A.M. Best Company and that are authorized by the Commissioner of Insurance to do business in North Carolina. Said coverage shall include but not be limited to the following:

1. Claims under workers' compensation, disability benefits and other similar employee benefit acts;
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees;
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than Contractor's employee;
4. Claims for damages insured by personal injury liability coverage which are sustained (a) by any person as a result of an offense directly or indirectly related to the employment of such person by Contractor, or (b) by any other person for any other reason;
5. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom;
6. Claims arising out of operation of laws or regulations for damages because of bodily injury or death of any person or for damage to property;
7. Claims for damages because of bodily injury or death, of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle; and
8. Claims involving contractual liability insurance applicable to the Contractor's obligations under Section 3.18.

Each contractor entering into a construction contract with the Owner is required to procure and maintain, at its own cost and expense, workers compensation insurance during the term of its construction contract, covering its employees working there under in the manner and to the extent required by the North Carolina Workers Compensation Act or the workers compensation laws applicable to the Contractor. The Contractor shall ensure that any subcontractors also have workers compensation coverage at the statutory limits. A certificate evidencing such coverage shall be provided to the Owner and the Bank. The Owner shall be provided a copy of all certificates issued to the Bank.

11.1.2 The Contractor shall purchase and maintain at its own cost and expense insurance required by subsection 11.1.1, shall include the specific coverages and be written for not less than the limits of liability and coverages provided in the sub-section 11.1.3, or required by law, whichever is greater. The commercial general liability insurance shall include completed operations insurance and X, C, U coverage. Contractor shall maintain such completed operations insurance for at least two years after final payment and furnish Owner with evidence of continuation of such insurance at final payment and one year thereafter.

11.1.3 The insurance required by sub-section 11.1.1 shall be written for not less than the following limits, or greater if required by law:

1. Workers' Compensation and Employer's Liability:
  - a. Workers' Compensation: Statutory
  - b. Employer's Liability: \$ 1,000,000 each accident  
\$ 1,000,000 total disease

		\$ 1,000,000 per employee disease
2.	Commercial General Liability:	
	a. General Aggregate	\$ 3,000,000
	b. Each Occurrence	\$ 1,000,000
3.	Commercial Auto Liability:	
	Combined Single Limit	\$ 1,000,000
	Uninsured Motorist/Underinsured Motorist per N.C. Gen. Stat. § 20-279.21	
4.	Excess (Umbrella) Liability:	\$5,000,000

11.1.4 Contractor shall purchase and maintain the same type of "all risk" insurance for portions of the Work stored off the site or in transit when such portions of the Work are to be included in an application for payment. The Contractor shall be responsible for the payment of any deductible amounts associated with this insurance.

11.1.5 All policies of insurance required under the Contract Documents shall be secured prior to the date of commencement of the Work and shall remain in effect until final payment and at all times thereafter when Contractor may be correcting, removing or replacing defective Work in accordance with sub-article 12.2 and for such other time as may be required by the Contract Documents. Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon changes to, renewal, or replacement of each required policy of insurance. All the policies of insurance (or the certificates or other evidence thereof) required to be purchased and maintained by Contractor in accordance with subsections 11.1.1 through 11.1.4 shall contain waiver provisions in accordance with sub-section 11.1.7. The Contractor shall provide written notification to the Owner and Architect of the cancellation or expiration of any insurance required by the Contract Documents. The Contractor shall provide such written notice within five (5) business days of the date the Contractor is first aware of the cancellation or expiration, or is first aware that the cancellation or expiration is threatened or otherwise may occur, whichever comes first.

11.1.6 All the policies of insurance (or the certificates or other evidence thereof) required to be purchased and maintained by Contractor in accordance with sub-section 11.1.1 through 11.1.4 shall include the interests of the Owner and the Bank who shall be listed as additional insured on those policies (or the certificates or other evidence thereof). Those certificates must be evidenced to the Owner and the Bank on a form or forms acceptable to the Owner and the Bank. A copy of all certificates issued shall be provided to the Owner and the Bank. The Owner also shall be provided a copy of all certificates issued to the Bank.

ALL CONTRACTORS AND AGREEMENTS shall be amended to include the following language just after the section/sentence that requires the Owner to be additional insured:

Company/Individual Name will cause its insurer(s) to issue a general endorsement (form G2010), or specific amendatory endorsement naming the Owner as an additional insured, without limitation for general liability as regards this agreement.

11.1.7 All the policies of insurance (or the certificates or other evidence thereof) required to be purchased and maintained by Contractor in accordance with sub-sections 11.1.1 through 11.1.4 shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of recovery against any of the parties named as insured's or as an additional insured. If the insurers require separate waiver forms to be signed by any subcontractor or other parties, contractor will obtain the same.

11.1.8 Insurance required by this section shall remain in place at least until final payment and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work.

11.2 Delete this section in its entirety, and substitute in lieu thereof the following:  
Owner shall be responsible for purchasing and maintaining Owner's own liability insurance, and/or making appropriate provision for self-funding, at Owner's option, may purchase and

maintain such insurance as will protect Owner against claims which may arise from operations under the Contract Documents.

- 11.3 Delete Section 11.3, Property Insurance, including subsections 11.3.1, 11.3.1.1, 11.3.1.2, 11.3.1.3, 11.3.1.4, 11.3.1.5, 11.3.2, 11.3.3, 11.3.4, 11.3.5, 11.3.6, 11.3.7, 11.3.8, 11.3.9, and 11.3.10, in their entirety. Substitute the following:

Property Insurance: Contractor shall purchase and maintain property insurance (Builder's Risk) upon the Work at the site to the full insurable value thereof (subject to such deductible amounts as may be required by laws and regulations). The Builder's Risk certificate must be evidenced to the Owner and the Bank on a form or forms acceptable to the Owner and the Bank. This insurance shall include the interests of the Owner, Bank, Contractor, Subcontractors, Owner's Representatives and Owner's Representative's Consultants in the Work, all of whom shall be listed as insured or additional insured parties, shall insure against the perils of fire and extended coverage, and shall include "all risk" insurance for physical loss and damage. The Contractor shall provide written notification to the Owner and Architect of the cancellation or expiration of any insurance required by the Contract Documents. The Contractor shall provide such written notice within five (5) business days of the date the Contractor is first aware of the cancellation or expiration, or is first aware that the cancellation or expiration is threatened or otherwise may occur, whichever comes first.

- 11.3.1 Add the following subsection 11.3.1 to Subparagraph 11.3:

Losses covered by the Builder's Risk insurance shall be adjusted by the Contractor.

- 11.4 Delete Section 11.4 including subsections 11.4.1 and 11.4.2 in their entirety and substitute in lieu thereof the following:

- 11.4.1 The Contractor shall furnish Performance and Payment Bonds, each in an amount at least equal to the Contract Price, as security for the faithful performance and payment of all of the Contractor's obligations under the Contract Documents. These Bonds shall remain in effect at least until one year after the date when final payment becomes due, except as otherwise provided by law or regulation or by the Contract Documents. Contractor shall also furnish such other Bonds as are required by the Contract Documents. All Bonds shall be in the forms prescribed by law or regulation or by the Contract Documents and be executed by such sureties legally authorized to do business in the State of North Carolina and as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published by the U.S. Treasury Department. All bonds signed by an agent must be accompanied by a certified copy of the authority to act.

- 11.4.2 If the surety on any Bond furnished by Contractor is declared a bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or if it ceases to meet the requirements of sub-section 11.4.1, Contractor shall within five days thereafter substitute another bond and surety, both of which must be acceptable to Owner.

- 11.4.3 The Contractor shall deliver the required bonds to the Architect/Engineer not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Architect that such bonds will be furnished.

- 11.4.4 The Contractor shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

- 11.4.5 Bonds shall be executed on A.I.A. Standard Form A-312, Performance Bond and Materials Payment Bond, with amount shown on each part of bond equal to 100% of the total amount, payable by terms of the Contract. Surety shall be a company licensed to do business in the State where the project is located and shall be acceptable to the Owner.

11.4.6 Bonds shall be dated the same as, or subsequent to, the Contract and shall be accompanied by a current Power Of Attorney. Bond shall be furnished in sufficient number of copies so that one copy can be bound with each copy of the Agreement.

11.5 Add the following heading and subparagraphs:

**ADDITIONAL INSURED REQUIREMENTS (REGARDING ARCHITECTS):**  
Supplement as follows:

11.5.1 The Architects shall be named as Additional Insured to the extent possible on the Builder's Risk Insurance policy that will be furnished by the Contractor.

11.5.2 The Architects shall also be named as Additional Insured to the extent possible on the General Liability Policy, which includes Automotive Liability, Excess Liability, and Employer's Liability, that will be furnished by the Contractor as a part of the Construction Contract.

11.5.3 The Insurance Companies furnishing the policies for all of the above coverages will be required to furnish a waiver of its rights of subrogation against the Architect, the Architect's Employees and the Architect's Consultants.

11.5.4 The Insurance Policies and Waivers must be furnished to the Architect prior to the beginning of construction.

11.5.5 The Owner, not the Architects, shall be listed as "Certificate Holder" on all policies and certificates.

**ARTICLE 12 - UNCOVERING AND CORRECTION OF WORK**

12.2.2.1 Delete the third sentence of the subsection in its entirety.

**ARTICLE 13 - MISCELLANEOUS PROVISIONS**

13.1 Delete the section in its entirety and substitute in lieu thereof the following:  
The Contract shall be governed by the law of the place where the Project is located.

13.2.1 Delete the phrase "as a whole" from the third line of the subsection in its entirety and substitute in lieu thereof the following: "in whole or in part."

13.3.1 Add the following Subparagraph 13.3.1:  
Written notice given to the Owner shall be to:  
Mr. Clint Shepherd  
General Services Director  
Buncombe County General Services  
40 McCormick Place  
Asheville, North Carolina 28801

13.5.7 Add the following Subparagraph 13.5.7:  
Section 13.5 and subparagraphs thereto may be modified by the Owner and Contractor based on whether or not the Owner will perform testing and inspections on the Project, as well as whether or not any testing, abatement, or other work may have been performed prior to the bidding of this Project.

13.7 Delete the subsection in its entirety and substitute in lieu thereof the following:

The Owner and Contractor shall commence all claims and causes of action in accordance with the requirements of the North Carolina General Statutes.

13.8 Add the following Subparagraph 13.8:  
**EMPLOYMENT OF THE HANDICAPPED:**

The Contractors agree not to discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

13.9 Add the following Subparagraph 13.9:

EQUAL OPPORTUNITY CLAUSE:

The non-discrimination clause contained in Section 202, (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment opportunity for all persons without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.

13.10 Add the following Subparagraph 13.10:

Under the laws of the State of North Carolina, all Contractors are required to notify all utilities at least forty eight (48) hours prior to the time of the commencement or excavation processes. To comply with this requirement, all Contractors are to notify the North Carolina One-Call Center (1-800-632-4949) for information related to underground utilities.

13.11 Add the following Subparagraph 13.11:

MINORITY BUSINESS REQUIREMENTS

All Bidders, the Contractor, and subcontractors shall comply with the following documents, which are incorporated herein by reference:

- a. Requirement for Compliance with the Buncombe County Minority Business Plan.
- b. Minority Business Program Requirements Forms A - E (Form C if subcontracting work).

13.12 Add the following Subparagraph 13.12:

E-VERIFY

Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall also require any and all of its subcontractors to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

13.13 Add the following Subparagraph 13.13:

PROJECT SIGN

The Contractor shall erect two full project signs on the project, the location to be determined on site by the Architect and Owner. Such sign shall be of sound construction and a size and layout as indicated on the drawings. The sign shall bear the name of the project, the name of the owner, the name of the Architect, the name of the Consultants, the name of the Construction Manager, and the name of the Plumbing, Mechanical, Electrical, and Civil Consultants, as applicable to the project.

Directional signs may be erected on the Owner's property subject to approval of the Architects with respect to size, style, and location of such directional signs. Such signs may bear the name of the Contractor and a directional symbol.

No other signs will be permitted except by prior written permission and approval of the Owner.

13.14 Add the following Subparagraph 13.14:

ENUMERATION OF PLANS AND SPECIFICATIONS:

The plans, specifications, and drawings enumerated in the bid documents for this project and any addenda issued thereto prior to the final date for receiving bids are made a part of the contract as set forth in Article 1.1.1 of the General Conditions of the Contract for Construction.

13.15 Add the following Subparagraph 13.15:

IRAN DIVESTMENT ACT

The Iran Divestment Act prohibits local governments from entering into contracts with an entity identified by the North Carolina State Treasurer as being engaged in certain investment activities in the Iranian energy sector. By submission of a bid and/or execution of contract documents

pertaining to this project, the Contractor certifies that it is not identified on the list referenced in N.C.G.S. §147-86.58 and will comply with N.C.G.S. §147 Article 6E and its iterations.

#### **ARTICLE 14 - TERMINATION OR SUSPENSION OF THE CONTRACT**

- 14.1.3 Delete the subsection in its entirety and substitute in lieu thereof the following:  
If one of the reasons described in Subsection 14.1.1 or 14.1.2 exists, the Contractor may, upon seven days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed.
- 14.1.4 Delete this subsection in its entirety.
- 14.2.2 Delete the phrase "upon certification by the Initial Decision Maker, that sufficient cause exists to justify such action" in the first and second lines of the subsection in its entirety.
- 14.3.2 Delete the second sentence in its entirety.
- 14.4.3 Delete the subsection in its entirety and substitute in lieu thereof the following:  
In case of such termination for the Owner's convenience, the Contractor shall be entitled to receive payment for Work executed and reasonable cost of such termination.

#### **ARTICLE 15 – CLAIMS AND DISPUTES**

**CLAIMS AND DISPUTES:** Supplement as follows:

- 15.1.2.1 Add the following Subparagraph 15.1.2.1 to Subparagraph 15.1.2.  
Claims for additional compensation for additional work, due to alleged errors in spot elevations of the site, contour lines, or bench marks, will not be recognized unless accompanied by certified survey data, made prior to the time the original ground was disturbed, clearly showing that errors exist which resulted, or would result, in handling more material, or performing more work, than would be reasonably estimated from the drawings. Any discrepancies which may be discovered between actual conditions and those represented by the drawings shall at once be reported to the Architect, and work shall not proceed, except at the Contractor's risk, until written instructions have been received by him from the Architect.
- 15.1.5 **CLAIMS FOR ADDITIONAL TIME:** Delete subsections 15.1.5.1 and 15.1.5.2 and replace as follows:
- 15.1.5.1 Subject to other provisions of the Contract, the Contractor may be entitled to an extension of the Contract Time (but no increase in the Contract Sum) for delays arising from unforeseeable causes beyond the control and without the fault or negligence of the Contractor or its Subcontractors as follows:
1. Labor disputes and strikes (including strikes affecting transportation), that do, in fact, directly and critically affect the progress of the Work; however, an extension of Contract Time on account of an individual labor strike shall not exceed the number of calendar days of said strike;
  2. Acts of God, tornado, fire, hurricane, blizzard, earthquake, typhoon, or flood that damage completed work or stored material.
  3. Abnormal inclement weather; however, the Contract Time will not be extended due to normal inclement weather. The Time for performance of this Contract, as stated in the Contract Documents, includes an allowance for calendar days which, according to historical data obtainable from the National Oceanic and Atmospheric Administration in the latest edition prior to bid for the area in which the Project is located, may not be

suitable for construction work. For purposes of the progress schedule, the Contractor agrees that he may expect inclement weather in accordance with the following table of calendar days:

January.....	8	July.....	7
February.....	7	August.....	7
March.....	8	September.....	6
April.....	6	October.....	5
May.....	7	November.....	6
June.....	7	December.....	6

If the Contractor believes that the progress of the Work has been adversely affected by abnormal inclement weather, he shall submit a written request for extension of time to the Architect, pursuant to Subparagraph 15.1.2. Such a request for extension of Contract Time shall be substantiated by actual records of the weather on the specific days concerned, as recorded at the official weather station nearest to the Project site. Furthermore, unless the contractor can substantiate to the satisfaction of the architect that activities affected during these times of abnormal inclement weather were being performed within fourteen calendar days of their scheduled performance on the Contractor’s progress schedule, he will not be entitled to an extension of time therefore.

- 15.1.5.2 Daily logs showing work activity and weather that could impact the progress of the work shall be submitted each month with the application for payment. Applications for payment will not be processed unless all documentation is provided with the application.
- 15.1.5.3 Request for extension of time shall be made in writing within twenty-one (21) days following cause of delay. In case of continuing cause for delay, the Contractor shall notify the Architect of the delay within twenty-one (21) days of the beginning of the delay and only one claim is necessary.
- 15.1.5.4 No claim shall be allowed on account of failure of the Architect to furnish drawings or instructions until twenty-one (21) days after demand for such drawings and/or instructions.
- 15.1.5.5 Claims for additional time and additional cost will not be allowed if the actual construction time does not exceed the actual completion time as stated in the original Owner-Contractor Agreement.
- 15.2.1 Add the phrase “or litigation” after the word “mediation” in the fourth line of the subsection.
- 15.2.3 Delete the last sentence in its entirety.
- 15.2.5 Delete the last sentence in its entirety.
- 15.2.6.1 Delete the phrase “or pursue binding dispute resolution” in the third and fourth lines of the subsection.
- 15.2.8 Delete the subsection in its entirety.

15.3 and 15.4 MEDIATION AND ARBITRATION

Delete the sections in their entirety, including subsections 15.3.1, 15.3.2, 15.3.3, 15.4.1, 15.4.1.1, 15.4.2, 15.4.3, 15.4.4.1, 15.4.4.2, 15.4.4.3, and substitute in lieu thereof a new Section 15.3 as follows:

Mediation - Any claim, dispute, or other matter in question arising out of or related to this Agreement shall be subject to voluntary non-binding mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If the parties are unable to agree upon a certified mediator to hear their dispute, the President of the Buncombe County Bar Association shall name a mediator to hear the matter.

The parties shall equally share the mediator's fee. The mediation shall be held in Asheville at a location designated by the mediator selected to hear the matter.

Legal Proceedings - Claims, disputes and/or other matters in question between the parties that are not resolved by mediation shall be heard in the North Carolina General Courts of Justice in Asheville, Buncombe County, North Carolina, which said Court shall have jurisdiction to hear any dispute between the parties arising out of this agreement. The Parties hereby agree that this paragraph establishes exclusive and sole jurisdiction for any legal proceeding in Buncombe County, North Carolina.

- 15.5 Add the following Section 15.5 HOLD HARMLESS.  
To the fullest extent permitted by laws and regulations, the Contractor covenants and agrees that it will protect, indemnify, and save harmless the Owner and its officials, agents, and employees, the Bank, and the Architect from and against any and all liability, claims, demands, damages, losses, suits, actions, judgments and costs, including attorneys fees, for personal injury including death, property damage, or both, sustained or claimed to have been sustained by any person, firm or corporation in the performance of this contract or the actions of the contractor or its officials, employees, or contractors under this contract or under contracts entered into by the contractor in connection with this Contract, but only to the extent arising out of the Contractor's negligence. This indemnification shall survive the termination of the Contract.

16. Add the following article, headings and subheadings:

#### ARTICLE 16 - LIQUIDATED DAMAGES

16.1 LIQUIDATED DAMAGES

The contractor is hereby notified that the Contract will contain a Liquidated Damages Clause pursuant to Section 16 of these Supplementary General Conditions and is included herein in its entirety.

16.2 PERFORMANCE AND DELIVERY TIME

The Contractor shall commence all work included in the Base Bid to be performed under this Agreement within 10 days of the date to be specified in a written order (Notice to Proceed) from the Owner and shall fully complete all work hereunder by the date agreed upon in the Notice to Proceed. Time is of the essence under this contract. Acceptance of any or all of the Alternates will not alter the time allotted for construction.

16.3 TIME IS OF THE ESSENCE

It is agreed that time is of the essence; and as a result, unless prevented by strikes, accidents, or other causes beyond the Contractor's control, the Contractor shall deliver the materials and perform the services, as provided herein within the limits specified above. Failure of the Contractor to perform in the time specified above shall be deemed sufficient reason for default of the contract or forfeiture of the performance bond, or both.

16.4 LIQUIDATED DAMAGES

- 16.4.1 It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning, rate of progress and the time for completion of the Work to be done hereunder are ESSENTIAL CONDITIONS of this Contract. The Contractor agrees that the said Work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof agreed by and between the Contractor and the Owner, that the reasonable time for completion of the same, taking into consideration the average climate range and construction conditions prevailing in this locality.

IF THE CONTRACTOR SHALL NEGLECT, FAIL OR REFUSE TO COMPLETE THIS WORK WITHIN THE TIME HEREIN SPECIFIED, THEN the Contractor does hereby agree, as a part of the consideration for the awarding of this Contract to pay to the Owner the sum of **One Thousand Dollars (\$1,000)**, not as a penalty, but as liquidated damages for such breach of

contract as herein set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the Contract for completing the Work.

- 16.4.2 The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticality and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount shall be retained from time to time by the Owner from current applications for payment.

**END OF SUPPLEMENTARY GENERAL CONDITIONS**



## EXHIBIT E – ASSUMPTIONS & CLARIFICATIONS FOR GMP

March 4<sup>th</sup>, 2019  
Mrs. Pam Freeman-King  
46 Valley Street  
Asheville, NC 28806

### **Project: AB Tech FY19 Renovations**

### **RE: Assumptions & Clarifications for GMP**

Dear Mrs. Freeman-King,

Vannoy Construction is pleased to submit Assumptions & Clarifications to be included in the contract for the AB Tech FY19 Renovations Project.

#### **General**

1. This document is to be included with the Guaranteed Maximum Price (GMP) for the FY19 project and will represent the GMP for FY19 only.
2. FY19 is primarily associated with roof replacements, HVAC unit replacements, glass system replacements and cleaning/sealing of building exterior skins for a total GMP of **2,356,838.00**.
  - a. Includes accepted alternates; A-2.
  - b. Includes Lump Sum General Conditions and Fee.
    - i. These General Conditions include the cost of Supervision for a construction duration that picks up after the FY18 Supervision ends.
    - ii. As more staff are required for additional phases going on simultaneously, general conditions will be adjusted with each Phase's GMP Amendment based on the additional manpower related expenses for work required for each additional phase. (if and when additional supervision is required, i.e. FY20)
  - c. Includes Lump Sum General Liability Insurance, Payment and Performance Bonds, Sub Default Insurance and Builders Risk Insurance.
3. The Construction Contingency is for Vannoy Construction's use and is intended to cover cost exposures resulting from unanticipated coordination problems or contractor budget overruns within the estimate. It is not intended to cover additional costs resulting from increases in the project scope or program, the substitution of more costly materials, or overruns in the allowances. The Construction Contingency is not intended to cover so-called 'force Majeure' events or unknown conditions.
4. General Conditions for the project are based on a Lump Sum amount and only those costs associated with the construction of FY19 for a construction duration thru August of 2019.
5. Project Insurances for the project are based on a Lump Sum amount and only those costs associated with the construction of FY19.
6. Vannoy Construction will be compensated in a fair amount for General Condition costs for change order work that impacts either the time and/or amount of supervision required onsite by Vannoy Construction.

Pricing and Clarifications are based on the contract documents prepared by Novus Architects dated 12/12/18 and addendums 1 & 2, and accepted alternates noted below;

- a. A-1 Locke Building; Roller Window Shades – Not Accepted
  - b. A-2 Owner Preferred Masonry Veneer Cleaning & Sealing – No Cost Change
  - c. A-3 Locke Building Translucent Panels – Not Accepted
    - Locke Barrel Vault Skylight will be replaced in its entirety (Caps, Glass, Bars & Glazing), except for the existing structure.
- 
7. All permanent exterior signage, or monument signage are by others and not included in this GMP.
  8. Furnishings, appliances, etc. are not included in this GMP.
  9. Vannoy has not included a 3<sup>rd</sup> Party Testing Allowance in this GMP.
  10. Cost of removal of unsuitable soils, rock and or hazardous materials is not included in this GMP.

We are excited about this opportunity to provide the construction management services to Buncombe County and Asheville-Buncombe Technical Community College. Please feel free to contact me should you have any questions concerning this proposal. It is our goal to continue to serve Buncombe County as a valued customer for years to come.

Thank you for this opportunity and we look forward to a successful project.

Sincerely,

**VANNOY CONSTRUCTION**



Ethan Young  
Project Manager



# Buncombe County

## Division of Project Cost Elements

Construction Management Services					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Project Superintendent(s)		X			
Assistant Superintendent(s)		X			
Field Engineer		X			
Project Manager		X			
Superintendent Transportation		X			
Corporate Executives	X				
Principle in Charge	X				
Project Executive		X			
Legal Services	X				
Accounting		X			
Scheduling		X			
Life Cycle Analysis	X				
Energy Management	X				
Production Engineering	X				
Purchasing		X			
Value Engineering	X				
Systems Development	X				
Estimating	X				
Cost Engineers	X				
Project Coordinator	X				
Project Expediter	X				
Drafting Detailer	X				
Drawing Checker	X				
Safety Officer	X				
E.E.O. Officer	X				
Secretarial: On-Site		X			
Clerk - Typist		X			
Mechaincal Coordinator		X			
Electrical Coordinator		X			
Project Engineer		X			
Scheduling Services		X			
Time Keeper/Checker	X				
Safety Engineer		X			
Off-Site Staff Travel Costs	X				
Off-Site Staff Transportation	X				
On-Site Project Manager Trans.		X			
Engineers Transportation		X			
Project Staff Moving Expense		X			
Project Staff Subsistence Cost		X			
Project Budget Estimating	X				
Project Phasing					X

APPENDIX F - DIVISION OF PROJECT COST ELEMENTS

Safety, Security and Services					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Safety Equipment		X			
First Aid Supplies		X			
Handrails and Toe Boards					X
Opening Protection					X
Fire Extinguishers / Fire Watch					X
Security Guard / Watchman Services					X
Weekly Cleanup					X
Final Cleanup					X
Temporary Fencing					X
Covered Walkways					X
Barricades					X
Safety nets					X
Ambulance Cost					X
Debris Hauling & Removal					X
Traffic Control					X
Roadway Maintenance					X
Dust Control					X
2 Way Radio Equipment		X			
Trash Chute & Hoppers					X
Snow and Ice Removal					X

Facilities, Equipment and Services					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Office Trailer Rental					X
Tool / Utility Trailer Rental					X
Water / Ice		X			
Temporary Lighting / Wiring					X
Power Expenses -Trailers					X
Temporary Water Services		X			
Temporary Heat Expenses					X
Temporary Cooling Expenses					X
Temporary Toilet / Sewer Services					X
Change / Shower Rooms		X			
Lunch Rooms		X			
Temporary Stairs					X
Temporary Enclosures / Partitions					X
Project Signs / Bulletin Boards					X
Telephone Expenses					X
Temporay Roads					X
Trucks		X			
Air Compressors		X			
Dewatering Equipment					X
Generators		X			
Miscellaneous Equipment					X
Fuel / Repair / Maniteneance		X			

APPENDIX F - DIVISION OF PROJECT COST ELEMENTS

Vertical Hoisting					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Hoist & Tower Rental					X
Small Material Hoist Rental					X
Hoist Landings and Fronts					X
Hoist Operators					X
Hoist Safety Inspections					X
Hoist Material Skips					X
Hoist Material Hoppers					X
Erect & Dismantle Hoist					X
Fuel / Repair / Maintenance					X
Hoist Communications					X
Crane Rental					X
Crane Safety Inspections					X
Erect & Dismantle Crane					X
Fuel / Repair / Maintenance					X
Crane Raising / Jumping Cost					X
Temporary Elevator Rental					X
Elevator Operation Cost					X
Cage Rider @ Elevator					X
Safety Inspections					X
Forklift Rental					X
Forklift Operations					X
Forklift Safety Inspections					X
Fuel / Repair / Maintenance					X
Elevator Service Cost					X

Reproduction and Printing					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Design Phase				X	
Cost Study Documents			X		
Systems Study Documents			X		
Bid Package Documents				X	
Bidding Instructions				X	
Construction Documents				X	
Accounting Forms	X				
Field Reporting Forms	X				
Contract Agreements	X				
Schedule Report Forms	X				
Estimating Forms	X				
Cost Reporting Forms	X				
Presentation Charts and Graphics	X				
Value Analysis Studies	X				
Data Processing (In House)	X				
Reference Manuals	X				
Duplication Expense (Misc.)					X
Shop Drawing Printing					X
Maintenance Manuals		X			
Operation Manuals		X			
Special Forms		X			
Postage and Delivery Expense					X

APPENDIX F - DIVISION OF PROJECT COST ELEMENTS

Quality Control					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Chief Inspector				X	
Field Inspector				X	
Inspector's Office				X	
Inspector's Transportation				X	
Special Inspections Consultants				X	
Special Testing Consultants				X	
Concrete Testing				X	
Masonry Testing				X	
Compaction Testing				X	
Welding Inspections				X	
Soils Investigations				X	
Special Testing Services				X	
Field Office Supplies / Materials					X
Project Photographs		X			
Warranty Inspection Coordination	X				
Air & Water Balance					X
Operator On-Site Training					X
Prepare Operations Manuals		X			
prepare Maintenance Manuals		X			

Permits and Special Fees					
Description	Basic Fee	General Conditions	A/E Cost	Owner Cost	Cost of Work
Storage Yard Rental		X			
Parking Lot Rental		X			
Parking Fees		X			
Curb and Gutter Permits		X			
Sign Permits					X
Staking & Layout fees / Cost					X
Sidewalk Permits					X
Landscape Permits					X
Street / Curb Design Charge			X		
Building Permits					X
Plan Check Fees					X
Water Connection Fees					X
Sanitary Connection Fees					X
Storm Connection Fees					X
Gas Service Charge					X
Power Service Charge					X
Steam Service Charge					X
Chiller Water Service Charge					X
Special Tap Fees					X
Contractor's Licenses		X			
Royalties					X
Zoning Fees / Consultants				X	
Use Fees				X	
Construction Equipment Licenses		X			
Construction Equipment Permit		X			
A.G.C Fees	X				

**APPENDIX F - DIVISION OF PROJECT COST ELEMENTS**

<b>Insurance and Bonds</b>					
<b>Description</b>	<b>Basic Fee</b>	<b>General Conditions</b>	<b>A/E Cost</b>	<b>Owner Cost</b>	<b>Cost of Work</b>
General Liability		X			
Completed Operations Liability		X			
Workman's Compensation		X			
FICA Insurance		X			
Federal Unemployment		X			
State Unemployment		X			
Payment Bond		X			
Performance Bond		X			
Off-Site Insurance	X				
Off-Site Taxes	X				

<b>Other Cost</b>					
<b>Description</b>	<b>Basic Fee</b>	<b>General Conditions</b>	<b>A/E Cost</b>	<b>Owner Cost</b>	<b>Cost of Work</b>
Project Taxes					X
Construction Equipment					X
Construction Labor Cost					X
Construction Materials					X
Cost of Design and Engineering				X	
A/E Cost for Bid Packages			X		
Preliminary Soils Inspections				X	
Title / Development Cost				X	
Land Cost				X	
Financing / Interest Cost				X	
Owner Change Contingency				X	
Building Operation after Move In				X	
Building Maintenance after Move In				X	
Moving Coordination				X	
Moving Cost				X	
Corrective Work Extra					X
Cost of Emergency Work					X
C.M General Overhead	X				
C.M Profit / Margin	X				



**Asheville-Buncombe Technical Community College  
2019 Capital Improvements to Multiple Buildings  
Construction Documents  
Asheville, North Carolina**

**Contact: Mike Kesterson  
Date: 2/9/2019  
Total SF: -**

WORK TRADE DESCRIPTIONS:		TOTAL:
1	SELECTIVE DEMOLITION	\$ 50,365
2	CONCRETE	\$ 69,331
3	MASONRY	\$ 69,120
4	GENERAL REQUIREMENTS	\$ 39,018
5	PHASING & LOGISTICS	\$ 26,780
6	FINISH CARPENTRY, MILLWORK, & CASEWORK	\$ 14,601
7	ROOFING	\$ 207,294
8	CAULKING, WATERPROOFING, FIRESTOPPING	\$ 320,320
9	GLASS & GLAZING SYSTEMS	\$ 736,920
10	FLOORING & ACCESSORIES	\$ 7,668
11	PAINTING	\$ 29,650
12	PLUMBING SYSTEMS	\$ 75,650
13	HVAC & MECHANICAL SYSTEMS	\$ 233,555
14	ELECTRICAL SYSTEMS	\$ 49,500
15	BUILDING PERMIT FEES	\$ 30,887
<b>COST OF WORK</b>		<b>\$ 1,960,660</b>
16	GENERAL CONDITIONS	\$ 129,393
17	PROJECT INSURANCES	\$ 25,122
18	SUBCONTRACTOR DEFAULT INSURANCE	\$ 24,122
19	PERFORMANCE & PAYMENT BOND	\$ 19,562
20	CMAR FEE	\$ 101,491
21	CM CONTINGENCY	\$ 96,489
22	3rd PARTY TESTING ALLOWANCE	\$ -
<b>TOTAL</b>		<b>\$ 2,356,838</b>

**ALTERNATES (NOT INCLUDED IN BASE BID)**

#1	Locke Building - Roller Window Shades	\$ 4,594
#2	Birch, Coman, Dogwood, Locke Buildings - Owner Preferred Foxfire	No Cost
#3	Locke Building - Translucent Panel System	\$ (139,615)
	Option #1 - New Skylight Direct Contract with Vannoy	\$ 124,262
	<b>Option #2 - Existing Structure; New Caps, Gaskets, Glass &amp; Bars</b>	<b>Included in Base Bid</b>
	Option #3 - Existing Frame & Glass; New Caps, Gaskets, & Bars	\$ (157,993)
	Option #4 - Existing System Remains; Wet Glaze	\$ (268,908)
	Option #5 - Existing Skylight remains unmodified; funds used elsewhere	\$ (370,496)

\*Options are not cumulative; each deduct is a standalone option

Project:	Asheville-Buncombe Technical Community College 2019 Capital Improvements to Multiple Buildings Construction Documents	AB Tech Community College	Estimate Date:	10/8/2018	
		Capital Improvements	Revision:	2/9/2019	
		Master Estimate	Addenda:	*	
Location:	Asheville, North Carolina	TOTAL SF:	-	Prepared By:	MPK
Architect:	Novus Architects	Cost/ SF:	\$ -	Reviewed By:	*



Site Development	-	AC	Building Elevations - Veneer Breakdown %				Verification
Building Square Footage	-	SF	Brick Veneer	0%	-	SF	FALSE
Building Perimeter - A	-	LF	CMU Veneer	0%	-	SF	FALSE
Building Height (TOW)	-	LF	EIFS	0%	-	SF	FALSE
Building Perimeter - B	-	LF	Metal Panels	0%	-	SF	FALSE
Building Height (TOW)	-	LF	Curtainwall	0%	-	SF	FALSE
Building Elevations - A	-	SF	Storefront	0%	-	SF	FALSE
Building Elevations - B	-	SF	Sunshade	0%	-	SF	FALSE
Building Elevations Square Footage	-	SF	TOTAL	0%	-	SF	TRUE

First floor (TOW)	-	LF	Building Square Footage - Total Breakdown				Verification
Second floor (TOW)	-	LF	First floor	-	-	SF	FALSE
Third floor (TOW)	-	LF	Second floor	-	-	SF	FALSE
Fourth floor (TOW)	-	LF	Third floor	-	-	SF	FALSE
Parapet (TOW)	-	LF	Fourth floor	-	-	SF	FALSE
TOTAL	-	LF	TOTAL	-	-	SF	TRUE

CSI	Description	Quantity	Unit	Unit Price	Unit Cost	TOTALS	\$/ SF
BP220	Site Development	-	sf	\$ -		\$ -	\$ -
BP100	Phasing & Logistics	-	sf	\$ -		\$ -	\$ -
BP235	Selective Demolition	-	sf	\$ -		\$ 50,365.00	\$ -
	Selective Demolition	1.00	ls	\$ 50,365.00	\$ 50,365.00		
BP390	Turnkey Concrete	-	sf	\$ -		\$ 69,331.00	\$ -
	Turnkey Concrete	1.00	ls	\$ 69,331.00	\$ 69,331.00		
BP400	Turnkey Masonry	-	sf	\$ -		\$ 69,120.00	\$ -
	Turnkey Masonry	1.00	ls	\$ 69,120.00	\$ 69,120.00		
BP500	Turnkey Structural Steel	-	sf	\$ -		\$ -	\$ -
BP610	Rough Carpentry and Blocking	-	sf	\$ -		\$ -	\$ -
BP620	General Requirements	-	sf	\$ -		\$ 39,018.00	\$ -
BP630	Phasing & Logistics	-	sf	\$ -		\$ 26,780.00	\$ -
BP640	Finish Carpentry and Casework	-	sf	\$ -		\$ 14,601.28	\$ -
	Finish Carpentry and Casework	1.00	ls	\$ 14,601.28	\$ 14,601.28		
BP740	Roofing	-	sf	\$ -		\$ 207,294.00	\$ -
	Roofing	1.00	ls	\$ 207,294.00	\$ 207,294.00		
BP780	Sprayed on Fireproofing	-	sf	\$ -		\$ -	\$ -
BP790	Caulking, Waterproofing, Firestopping	-	sf	\$ -		\$ 320,320.00	\$ -
	Caulking and Waterproofing	1.00	ls	\$ 320,320.00	\$ 320,320.00		
BP800	Doors, Frames, Hardware, Install	-	sf	\$ -		\$ -	\$ -
BP840	Aluminum Framed Openings, Glass	-	sf	\$ -		\$ 736,920.00	\$ -
	Aluminum Framed Openings, Glass	1.00	ls	\$ 736,920.00	\$ 736,920.00		
BP920	Metal Studs, Drywall, Insulation	-	sf	\$ -		\$ -	\$ -
BP925	Ceiling Treatments	-	sf	\$ -		\$ -	\$ -
BP960	Flooring	-	sf	\$ -		\$ 7,668.00	\$ -
	Flooring	1.00	ls	\$ 7,668.00	\$ 7,668.00		
BP990	Painting and Coatings	-	sf	\$ -		\$ 29,650.00	\$ -
	Painting and Coatings	1.00	ls	\$ 29,650.00	\$ 29,650.00		
BP1000	Division 10 Accessories, Install	-	sf	\$ -		\$ -	\$ -
BP1100	Equipment and Furnishings	-	sf	\$ -		\$ -	\$ -
BP1240	Window Treatments	-	sf	\$ -		\$ -	\$ -
BP1400	Conveying Systems	-	sf	\$ -		\$ -	\$ -
BP1530	Fire Sprinkler Systems	-	sf	\$ -		\$ -	\$ -
BP1540	Plumbing Systems	-	sf	\$ -		\$ 75,650.00	\$ -
	Plumbing Systems	1.00	ls	\$ 75,650.00	\$ 75,650.00		
BP1550	Mechanical Systems	-	sf	\$ -		\$ 233,555.00	\$ -
	Mechanical systems	1.00	ls	\$ 233,555.00	\$ 233,555.00		
BP1600	Electrical Systems	-	sf	\$ -		\$ 49,500.00	\$ -
	Electrical systems	1.00	ls	\$ 49,500.00	\$ 49,500.00		

<b>Building Package</b>								
Cost of Work - Subtotal						\$ 1,929,772.28	\$ -	
*	CMAR General Conditions						\$ 129,393.00	\$ -

<b>Subtotal - Cost of Work/ CMAR GC's</b>						\$ 2,059,165.28	\$ -
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CM Contingency	5.0%				\$ 96,488.61	\$ -
Escalation Contingency	0.0%				\$ -	\$ -
Project Insurances	1.22%				\$ 25,121.82	\$ -
Performance and Payment Bond	0.95%				\$ 19,562.07	\$ -
Subcontractor Default Insurance	1.25%				\$ 24,122.15	\$ -
Building Permit/ Inspections	1.5%				\$ 30,887.48	\$ -
Testing Agency	0.0%				\$ -	\$ -
Construction Manager - Fees	4.5%				\$ 101,490.63	\$ -

<b>Total</b>						\$ 2,356,838.05	\$ -
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**Area 01 - BIRCH BUILDING - Current Drawings**

Drawing No.	Drawing Title	Revision No.	Drawing Date	Received Date	Set
<b>Architectural</b>					
A301	EXTERIOR ELEVATIONS	1	11/02/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Architecture</b>					
A101	FLOOR PLANS	1	11/02/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Electrical</b>					
E0.1	GENERAL NOTES AND LEGEND	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
E1.0	HOT WATER HEATER REPLACEMENT	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
E1.1	LOWER LEVEL ELECTRICAL DEMOLITION AND NEW WORK PLANS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
E1.2	UPPER LEVEL ELECTRICAL DEMOLITION AND NEW WORK PLANS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>General</b>					
G001	TITLE SHEET, BUILDING CODE & LIFE SAFETY ANALYSIS	1	12/18/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Mechanical</b>					
M0.1	MECHANICAL GENERAL NOTES AND LEGEND	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M1.0	LOWER LEVEL HVAC DEMOLITION PLAN	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M1.1	UPPER LEVEL HVAC DEMOLITION PLANS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M2.0	LOWER LEVEL HVAC NEW WORK PLAN	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M2.1	UPPER LEVEL HVAC NEW WORK PLAN	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M3.0	DETAILS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M4.0	FAN COIL UNIT SCHEDULE AND CONTROLS SCHEMATIC	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Plumbing</b>					
P0.1	PLUMBING GENERAL NOTES AND LEGEND	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
P2.0	DOMESTIC WATER HEATER DEMO AND NEW WORK PLANS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
P3.0	DETAILS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)



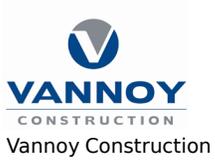
**AREA 02 - COMAN STUDENT ACTIVITY CENTER - Current Drawings**

Drawing No.	Drawing Title	Revision No.	Drawing Date	Received Date	Set
<b>Architectural</b>					
A101	FLOOR PLANS	1	11/01/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
A301	EXTERIOR ELEVATIONS	1	11/01/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Electrical</b>					
E0.1	HUMIDIFIER ADDITION- WEIGHT ROOM	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
E0.2	HUMIDIFIER ADDITION- WEIGHT ROOM	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
E1.0	HUMIDIFIER ADDITION- WEIGHT ROOM	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>General</b>					
G001	TITLE SHEET AND EXISTING BUILDING SUMMARY	1	12/18/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Mechanical</b>					
M0.1	MECHANICAL GENERAL NOTES AND LEGEND	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
M1.0	HVAC EXISTING CONDITIONS, NEW WORK PLAN AND SCHEDULE	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Plumbing</b>					
P1.0	PLUMBING GENERAL NOTES, LEGEND, SCHEDULE, DEMOLITION AND NEW WORK PLANS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
P3.0	PLUMBING DETAILS	1	12/12/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)



**AREA 03 - SIMPSON BUILDING - Current Drawings**

Drawing No.	Drawing Title	Revision No.	Drawing Date	Received Date	Set
<b>Architectural</b>					
A101	BASEMENT AND FIRST FLOOR PLANS	1	01/03/2019	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>Electrical</b>					
E0.1	ELECTRICAL GENERAL NOTES AND LEGEND	1	10/26/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
E1.0	PARTIAL FLOOR PLAN MDP REPLACEMENT	1	10/26/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>General</b>					
G001	TITLE SHEET AND EXISTING BUILDING SUMMARY	1	12/18/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)



**AREA 04 - LOCKE LIBRARY - Current Drawings**

Drawing No.	Drawing Title	Revision No.	Drawing Date	Received Date	Set
<b>Architectural</b>					
A101	FLOOR PLANS	1	11/21/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
A102	ENLARGED ENRTRY COURT & ENTRY VESTIBULE PLAN & DETAILS	1	11/21/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
A201	ROOF PLAN	1	02/08/2019	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
A301	EXTERIOR ELEVATIONS & ENLARGED ENTRY PLAN	1	02/08/2019	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
A501	NEW STOREFRONT ELEVATIONS	1	11/21/2018	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
A502	NEW SKYLIGHT PLANS AND ELEVATIONS	1	02/08/2019	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)
<b>General</b>					
G001	SHEET AND EXISTING BUILDING SUMMARY	1	02/08/2019	02/14/2019	Conformed Documents for Construction - 2.14.19 (12/12/18)

## Current Specifications

Number	Description	Revision	Issued Date	Received Date	Set
<b>00 - Procurement and Contracting Requirements</b>					
000110	Table of Contents	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>01 - General Requirements</b>					
012100	Allowances	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
012200	Unit Prices	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
012300	Alternates	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
012600	Contract Modification Procedures	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
013100	Project Management and Coordination	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
013200	Construction Progress Documentation	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
013300	Submittal Procedures	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
014000	Quality Requirements	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
015000	Temporary Facilities and Controls	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
016000	Product Requirements	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
017300	Execution	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
017700	Closeout Procedures	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
017823	Operation and Maintenance Data	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
017839	Project Record Documents	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>02 - Existing Conditions</b>					
024119	Selective Demolition	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
028200	Asbestos Abatement	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>03 - Concrete</b>					
033000	Cast-In-Place Concrete	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>04 - Masonry</b>					
040120.64	Masonry Repointing	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>06 - Wood, Plastics, and Composites</b>					
061000	Rough Carpentry	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
062023	Interior Finish Carpentry	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>07 - Thermal and Moisture Protection</b>					
070150.19	Preparation for Re-Roofing	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
071616	Crystalline Waterproofing	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
075423	Thermoplastic Polyolefin (TPO) Roofings	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
076200	Sheet Metal Flashing and Trim	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
077200	Roof Accessories	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
079200	Joint Sealants	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>08 - Openings</b>					

Number	Description	Revision	Issued Date	Received Date	Set
083113	Access Doors and Frames	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
083600	Metal Framed Skylights	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
084113	Aluminum-Framed Entrances and Storefronts	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
084500	Insulated Translucent Fiberglass Sandwich Panel Roof System	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
087100	Door Hardware	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
088000	Glazing	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
089119	Fixed Louvers	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>09 - Finishes</b>					
092100	Gypsum Board Assemblies	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
096513	Resilient Base and Accessories	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
096519	Resilient Tile Flooring	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
096813	Tile Carpeting	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
099000	Painting	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>12 - Furnishings</b>					
12.12.18	Buncombe County Government	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
122413	Roller Window Shades	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>22 - Plumbing</b>					
220000	Plumbing Specifications	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
220500	Firestopping	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
220501	Common Work Results For Plumbing	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
220502	Plumbing Shop Drawings and Submittals, Substitutions and O&M Manuals	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
220503	Common Electrical Requirements for Plumbing Equipment	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
220553	Identification for Plumbing Piping and Equipment	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
221101	Plumbing Piping	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
221102	General-Duty Valves for Plumbing Piping	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
221103	Plumbing Insulation	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
221104	Hangers and Supports for Plumbing Piping and Equipment	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
222401	Domestic Water Systems and Specialties	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
222423	Natural-Gas System and Specialties	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
223401	Domestic Water Heaters	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
224001	Plumbing Fixtures	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>23 - Heating, Ventilating, and Air Conditioning (HVAC)</b>					
230000	Mechanical Specifications	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230100	Mechanical General	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230200	Mechanical Related Work	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230300	Electrical Work for Mechanical Systems	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230510	Gauges and Meters	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230529	Supports and Anchors	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19

Number	Description	Revision	Issued Date	Received Date	Set
230553	Mechanical Identification	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230593	Testing, Adjusting, and Balancing	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
230700	Insulation	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
232113	Hydronic Piping	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
232116	Hydronic Specialties	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
233500	Terminal Heat Transfer Units	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
<b>26 - Electrical</b>					
260000	Electrical	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
260500	General Requirements for Electrical	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
260519	Low-Voltage Electrical Power Conductors and Cables	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
260519.0	Grounding and Bonding for Electrical Systems	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
260529	Hangers and Supports for Electrical Systems	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
260533	Raceway and Boxes for Electrical Systems	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
260553	Identification for Electrical Systems	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19
262416	Panelboards	0	12/12/18	02/14/19	Conformed Documents for Construction - 2.14.19