

# APS Construction Management Team Project Management Procedures Manual



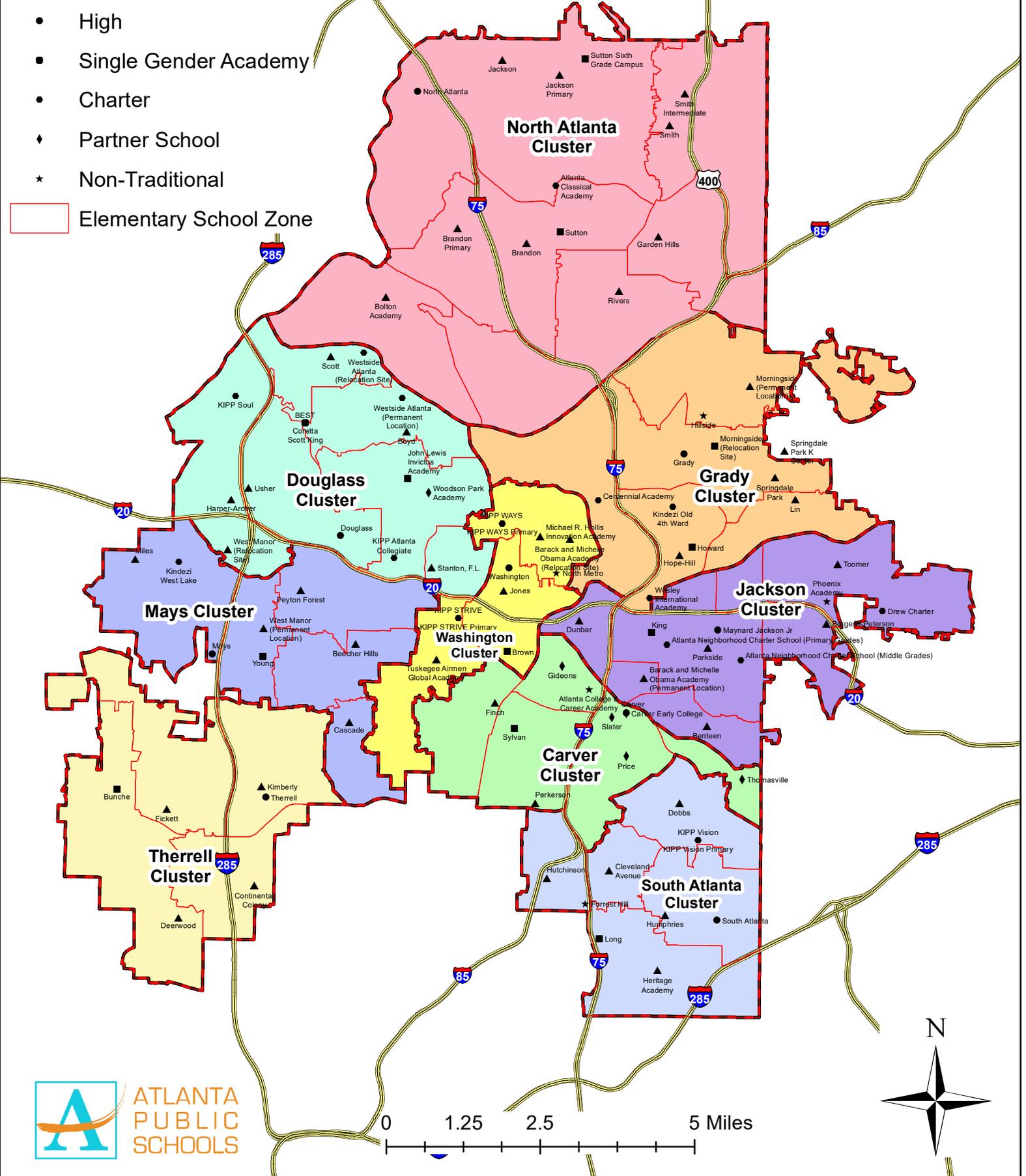
**ATLANTA PUBLIC SCHOOLS**

Valerie Dial Thomas, Facilities Services Center  
1631 LaFrance Street, NE Atlanta, GA 30307  
404 802-3736  
[www.atlantapublicschools.us](http://www.atlantapublicschools.us)

**JULY 1, 2020**

# Atlanta Public Schools: 2020-21

- ▲ Elementary
- Middle
- High
- Single Gender Academy
- Charter
- ◆ Partner School
- ★ Non-Traditional
- Elementary School Zone





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# APS Construction Management Team Project Management Procedures Manual

**JULY 1, 2020**

**NOTE:** The procedures noted serve as guidelines  
and may not be applicable to every project.

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# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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**FACILITIES SERVICES**  
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July 1, 2020

To All Project Management, Design and Construction Professionals,

The following series of documents, forms and procedures represents the current collection of information that is utilized to manage Atlanta Public Schools renovation, addition and new construction projects including those completed as funded by the Special Purpose Local Option Sales Tax (SPLOST). In an effort to constantly improve the efficiency of the management of our program this collection of procedures will be updated in whole or in part when necessary.

Construction Project Management is as much an art as a science. These forms and procedures may need to be altered in some way to apply to a specific project or corporate structure. This is not intended to be a comprehensive check-list for the management of a project. A fundamental assumption of this program is that each member of the design, construction and management team is a professional, and has the ability to adapt and expand these procedures to specific project situations. All of the processes and procedures described here may not be applicable on every project.

This information is being shared with you to provide you with an understanding of the Facilities Services Department standard capital project procedures and to assure all projects are consistently managed and successfully completed. Simply put, our goals are to successfully complete all projects within the APS Capital Improvement Program 1.) with the highest level of quality and safety, 2.) with the highest value and lowest cost and 3.) in the most timely manner.

Thank you for your interest and your continued support of the Atlanta Public Schools. If you have any questions please contact me at 404 802-3736.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jere J. Smith III', is written over a light blue circular stamp.

Jere J. Smith III, AIA  
Director of Capital Improvements

# Atlanta Public Schools

## ***Facilities Needs and Readiness***

1. Readiness means that a school facility is “fully ready” to receive students. More specifically, readiness indicates that ALL issues related to life safety, indoor air quality, cleanliness and any other condition that may detract from an environment that is conducive to learning has been addressed. Schools must be in a state of readiness every day that students are present in the facility.
2. There will always be Facilities needs. A facility will only be in a state of 100% readiness for an instant. As soon as the building is occupied and utilized it will need to be cleaned, maintained and or repaired.
3. While every Facilities need is important and must be addressed in a timely fashion a building with outstanding Facilities issues (other than life safety) may still be considered ready. See Item #1 above. For example a broken window, a single classroom with the lights out, a single down HVAC unit impacting a classroom or small portion of the building, a sink with a broken faucet and other similar items under many conditions would not keep a building from being utilized for instruction.
4. There will always be some disruption, dust and drama when completing major capital facilities projects. This is especially true when those projects are completed in the summer break, winter break or spring break window of opportunity.
5. Responses to major facilities needs and improvements should be carefully measured, planned and budgeted in advance of their execution. New initiatives are by definition unplanned and unfunded.
6. Due to the number of schools and the available resources, all facility needs and improvements can not be completed at the same time prior to school opening. For example some buildings may be pressure washed in mid June and others in early August. The buildings treated in mid June will not be able to be re-treated prior to school opening.
7. Maintaining a state of facility readiness is crucial to the success of students. Superior facilities can make a positive difference in the lives of the children of Atlanta Public Schools and contribute to preparing them to be successful contributing members of society.
8. The Facilities Services Department has never failed to have a school ready for students when required. This department consistently continues to fulfill requirements of facility readiness.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Facilities Services Department Mission Statement***

- To ensure a clean, safe and comfortable learning environment through efficient and effective delivery of well designed, constructed and maintained facilities.
  
- To establish and maintain a partnership with the Instructional Division that fosters establishing and maintaining a welcoming environment for students and supports the student's active engagement in their work. This partnership must be based on a spirit of cooperation, understanding and open, supportive dialogue.

## ***Standard Operating Principles***

The entire APS Facility Services Department including the APS Construction Management Team and each individual project manager must take their authority and role seriously as the custodian of millions of dollars, either of individual owners', stock holders' or the public's funds, not taking for granted the level of trust granted to them in this situation and operate under a series of core operating principles.

An indication of the role, the responsibility and the relationship of the project manager to the owner's overall organization should be able to be understood by an evaluation of these principles. A proposed set of Core Operating Principles follows.

### **Core Operating Principles**

1. Communicate
2. Be responsive
3. Deliver quality
4. Manage expectations
5. Be accessible
6. Acknowledge and resolve problems
7. Help others
8. Show empathy
9. Take initiative
10. Be reliable

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Summary of Policy Decisions - Introduction***

In order to operate a comprehensive long-term construction program the APS Facility Services Department has made decisions and established certain policies on the direction that the APS Construction Management Team and the construction program will take and on the procedures that will be used to achieve these goals.

It is important that these policies be documented in writing in order to keep current and future team members focused in the right direction and to avoid the perception by those outside the team (contractors, internal user groups, etc.) that there are inconsistencies in the management of the program. This is a dynamic document that should be reviewed and updated as required.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Construction Management Team Organization and Directory***

The APS Construction Management Team (APSCMT) is the entity, which is part of the overall Atlanta Public Schools, Facilities Services Department who is responsible for the district's overall facilities management program that the Board has designated as the vehicle for managing its Capital Improvement Program.

This team is headed by a core in-house staff, and is supplemented and supported by personnel from several selected outside firms, which provide construction project management, administration and other project support functions and personnel as required by the project work load. The core in-house staff will maintain the role of Capital Improvements Program Managers and be supported by the other members of the APSCMT.

The Executive Director of Facilities Services and the Director of Capital Improvements are the primary members of the in-house staff. As the program expands and matures other in-house administrative and management staff may be added. However, for efficiency and flexibility, the in-house staff will be kept to a minimum.

The key element to this management structure is that the program management will be maintained by this core staff. The Executive Director of Facilities Services will be the individual charged as the Capital Improvement Program Manager.

Communication is critical to the success of any construction program. Ready access to basic project information by all project participants in clear concise documents that are regularly updated can significantly improve the quality of communication and the likelihood of a successful project. The following two documents, the APS Construction Management Team Directory and the APS Project Directory are presented as the documents to be utilized for the APS Capital Improvement Program.

## ***Role of the Project Manager***

There are many professionals that have the skills to manage an individual construction project, but the successful Atlanta Public Schools Project Manager must exhibit something more. The APS Project Manager has to be the leader of a multi-disciplinary team and the facilitator for a process that collects and assembles information from a number of diverse sources and then crafts that information into a practical solution that follows an established master plan, that meets budget and schedule goals and that ultimately meets the needs of the Atlanta Public Schools.

The APS Project Managers needs to be a generalist by nature and must have a working, conversational knowledge of all the technical fields (civil, architectural, mechanical, electrical, plumbing, etc.) that he or she manages in the course of a project. They must also be versed in the mission and goals of the Atlanta Public Schools and be able to communicate that vision to the rest of the project participants.

Without specific direction and oversight the APS Project Manager must be able to develop project specific solutions while adhering to established policies and use them to complete the project. The successful APS Project Manager must be able to see the big picture while also managing and bringing together ALL of the details that make up TOTAL PROJECT. This can possibly range from, determining the proper size of a school site all the way to assuring that the correct number chairs are placed in the classroom. The APS Project Manager is responsible for it ALL.

Project Management is a series of interrelated decisions. APS Project Managers must consistently make timely educated decisions to be successful. Decisions must be made based on the best information available at the time, moving forward, without looking back. Over the course of a project recovery can often be made from a “poor” decision, but there is never an opportunity to recover from “no decision”.

Project Managers must KNOW their project. They must know it better than anyone else involved. This is not to say that a Project Manager must know more about civil, structural or electrical engineering than the Engineer of Record on a project, but it is true, that they must know more about the project and how the various engineering disciplines impact the project than anyone else. The Project Manager must be prepared to direct those engineers with confidence and in a manner, which benefits the project.

Project Managers must not simply assume that a seasoned architect who has been “designing schools in Georgia for thirty years” or a project manager from a multi-billion dollar construction company knows what is best on an APS project. The APS Project Manager is the “expert” on school construction and must know what is best for the Atlanta Public Schools. The Project Manager has the “final word” on the project, and when necessary must exercise that authority.

Project Management is an active task and requires that a Project Manager to take a proactive role in the project, planning one step ahead of other project participants and directing the players accordingly. Letters, minutes and correspondence are important and must be maintained. However the Project Manager does not exist merely to report or document the events of a project.

Remember that if all those associated with a project always did exactly as they should, when they should, there would be no need for the Project Manager. The successful APS Project Manager must have the vision, skills and tenacity to bring together ALL of the necessary input, standards, knowledge and resources to produce and complete a TOTAL PROJECT.

## ***Project Management Notes***

1. The primary duty of an APS Project Manager is to organize and manage the implementation of all plans and activities related to a capital improvement project.
2. Project Managers must at all times maintain 1) a comprehensive knowledge of the contents of the contract documents, 2) an accurate status of the project budget and 3) a detailed understanding of project progress as compared to the schedule.
3. There are several sets of skills common to successful APS Project Managers. Among them are the abilities to act quickly and effectively under a variety of conditions, direct activities of diverse people, coordinate diverse resources and achieve specific goals.
4. Acquiring the necessary skills to be a successful APS Project Manager is largely a matter of becoming proficient in three major areas, technical knowledge, thinking skills and human relations.
5. Successful APS Project Managers, coordinate human, technical and financial resources, act on shifting priorities and find project specific solutions to problems.
6. Successful APS Project Managers need to positively influence those around them so that the individual team members can achieve the APS's organizational goals.
7. Conflict on a design or construction project is inevitable. An effective APS Project Manager must learn how to handle conflict constructively. The key to success is to make sure that the conflict remains healthy and constructive. Project Managers should avoid the temptation to use one method to deal with all the conflicts encountered. The successful APS Project Manager is a leader, and must present team members with useful models for conflict resolution on the job.
8. Changing requirements in design and construction will occur. These changes demand attention and negotiation by the APS Project Manager. The need to be attentive to changing requirements and negotiate implementation strategies will be continuous. Remember, changes will happen.
9. Problem solving is a required core competency for an APS Project Manager. Problem solving is the process of identifying obstacles to progress on a project and developing project specific ways to overcome or eliminate those obstacles while adhering to established policies and procedures.
10. Successful Project Managers have the ability to overcome the frustrations and complexities of an inherently fragmented and un-coordinated design and construction process to create a complete and coordinated building solution. Thinking "out-side the box" is critical to a Project Manager's success.

# Summary of Internal Project Management Responsibilities

July 1, 2020

PRE-CONTRACTUAL PHASE	
Preliminary Coordination with Architect	CPM
Transmit APS Design Guidelines and Draft Contract to Architect	CPM
Preliminary Coordination with Principal	CPM
Establish "Project Design Committee (PDC)"	CPM
Establish Scope and Confirm Project Budget w/Architect	CPM
Coordinate Submittal of Pre-Contractual Design Narrative	CPM
Coordinate APS Reviews of Design Narrative	CPM
Coordinate Adjustment of Design Narrative as Required	CPM
Coordinate Execution of Architectural Contract	CPM
Approve Initial Architect Pay Application	CPM
SCHEMATIC DESIGN (SD) PHASE	
Transmit all As-Builts/Exist. Studies/Surveys to Architect	CPM
Transmit all Previous Studies to Architect	CPM
Resolve SD Issues; Refine Program & Layout	CPM
Coordinate PDC Approval of SD Drawings	CPM
Coordinate SD Submittal to APS	CPM
Coordinate APS Departmental Reviews	CPM
Coordinate Formal APS SD Review Meeting with Design Team	CPM
Transmit All Formal SD Comments to Architect	CPM
Obtain PDC Approval of SD Program/Layout	CPM
Coordinate GDOE Preliminary Submittal	CPM
Approve Monthly Architect Pay Applications	CPM
DESIGN DEVELOPMENT (DD) PHASE	
Resolve DD Issues; Finalize Layout and Systems Design	CPM
Coordinate DD Submittal to APS	CPM
DD Drawing Review (Validate Incorporation of SD Comments)	CPM
Coordinate APS Departmental Reviews	CPM
Coordinate Informal APS Review Meetings with Design Team	CPM
Transmit All DD Comments to Architect	CPM
Approve Monthly Architect Pay Applications	CPM
CONTRACT DOCUMENTATION (CD)/NEGOTIATION PHASE	
Resolve CD Issues; Finalize Contract Documents and Specs.	CPM
Coordinate AUDC Review (City of Atlanta)	CPM
CPM Preliminary Constructability Review (50% CDs)	CPM
Identify Project Approach (CM, GC, IDIQ, etc.)	CPM
Coordinate CM Constructability Review (CM Jobs Only)	CPM
Develop Phasing Plan with CM and Architect	CPM
Preliminary Coordination with APS Moving/Tech./Asbestos/FFE	CPM
Negotiate GMP (CM Jobs Only)	CPM
GMP Reconciliation with Architect Cost Estimate	CPM
Coordinate 95% CD Submittal to APS	CPM
DPM 95% CD Drawing Review (Validate Incorporation of DD Comments)	CPM
CPM 95% CD Constructability Review	CPM
Coordinate APS Departmental Reviews	CPM
Coordinate Formal APS 95% Review Meetings with Design Team	CPM
Prepare Front-End Documents (Receive Bid Packages From CM)	CPM
Coordinate GDOE Check-Set Submittal	CPM
Coordinate 95% Building Permit Submittal	CPM
Transmit All 95% Comments to Architect (APS and CM)	CPM
Coordinate Incorporation of Final Comments (95%/VE/Permit)	CPM
Present Final Plan and Phasing Schedule to PDC	CPM
Prepare CM Contract/Lump-Sum Bid Documents	CPM
Finalize GMP for APS Board Approval (CM Only)	CPM
Receive CM Items (Executed Contract, Bid Package Estimate, etc.)	CPM
Coordinate 100% CD/Bid Docs. Submittal to APS	CPM
Final Review of Bid Documents (Validate Incorporation of All Comments)	CPM
Finalize Schedule of APS Work Items (Moving/Technology/Asbestos/FFE)	CPM
Coordinate APS Legal/Purchasing Approval of CM Contract	CPM
Coordinate GDOE 100% Submittal	CPM
Approve Monthly Architect Pay Applications	CPM
FORMAL BIDDING PHASE (as appropriate)	
Coordinate Advertisement For Bidding with APS Purchasing	CPM
Coordinate Pre-Bid Conference (Notify APS OCC)	CPM
Coordinate Bid Opening (Reserve Conference Room)	CPM
Scope Review/Negotiation with GC or CM's Subcontractors	CPM
Coordinate Contract Approval by APS Board (GC Jobs Only)	CPM
Provide Necessary Bid Docs to APS CMT Finance For Distribution	CPM
CONSTRUCTION PHASE	
Issue of Notice To Proceed (NTP) To Contractor/CM	CPM
Adjust Architectural Contract For Bid Amount	CPM
Coordinate all APS Items at Each Phase (Moving/Tech./AsbestosEtc.)	CPM
Ongoing Construction Coordination with Principal/Exec. Director/PDC	CPM
Administer Daily Site Operations for APS	CPM
Act as APS's "Owner's Representative"	CPM
Represent APS at Construction Meetings (O/A/C, Scheduling, R.C.O., etc.)	CPM
Supervise Project Construction Assistant, REI, Etc.	CPM
Coordinate with Architect's Field Representative	CPM
Coordinate CM/GC Submittals (MFBE Reporting, Affidavits, etc.)	CPM
Coordinate Material Submittals with CM/GC and Architect	CPM
Approve Construction Pay Requests (CM/GC, Outside Vendors, Etc.)	CPM
Approve Architect Pay Requests	CPM
Resolve Design-Related Changes/Re-Design	CPM
Approve Architect Contract Change Orders	CPM
Approve Construction Change Orders	CPM
Resolve Contract Issues Related to Architect	CPM
Resolve Contract Issues Related to CM/GC	CPM
Coordinate with City of Atlanta and/or Utility Companies	CPM
Coordinate with Outside Vendors (Testing, Geotech, Etc.)	CPM
Conduct Daily Job Inspections and Review Field Reports	CPM
Review In Place Installations for Conformance with Contract Docs.	CPM
Adjust Architectural Contract For Final Construction Amount (E&O, Etc.)	CPM
Coordinate all Construction Close Out Documentation	CPM
POST-CONSTRUCTION PHASE	
Assemble documentation for GDOE Reimbursement	CPM
Approve Submission of Close-out Documents	CPM
Deliver all Close-out documents to APS Document Library	CPM

PRIMARY PROJECT MANAGEMENT

# JOB DESCRIPTION - PROJECT MANAGER

**DIVISION:** Facilities Services  
**REPORTS TO:** Director of Capital Improvements

**LOCATION:** Office / Job Sites  
**DATE:** July 1, 2020

## **SUMMARY:**

Oversee the complete management of multiple projects from the office and field perspective by performing the following duties personally or through subordinate employees or contractors.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** (includes but is not limited to the following):

- Supervises and coordinates all related activities associated with the management of the planning, programming, design and construction of multiple capital improvement projects.
- Manages planners, designers, architects, engineers, consultants, vendors, contractors, construction managers to insure seamless completion of projects.
- Monitors progress of the project by reviewing design documents and work-in-progress by making field inspections and adjusts project plans as needed.
- Studies plans and specifications to coordinate construction on the basis of starting and completion times and to be able to validate offered schedules.
- Provides problem solving, design solutions and value engineering efforts to maximize benefits of costs, building efficiencies, system life-cycles, etc.
- Completes contracts and related documents for execution by owner, architect, contractor, vendor, etc. Administers all aspects of the contract from inception through close-out.
- Prepares reports, technical analysis, design scenarios, costs estimates, etc. for various projects to determine feasibility, logistics and best options.
- Ensure the appropriate allocation of resources and support for the project including, staff, consultants, equipment, etc.
- Attends and conducts committee meetings, community meetings, progress meetings on and off site. Assures that meeting minutes are prepared and distributed.
- Conduct pay application review meetings, determine proper payment values, validity and value of change orders, regular budget reviews, actual vs. anticipated costs.
- Complete all accounting documents and resolve issues as necessary to assure accuracy, proper payments, adequate withholdings, etc.
- Ensure timely processing and issuance of all project deliverables, submittals, warranties, O&M and close-out documents including reviews, approvals and distribution.
- Ensure that all required permits (COA, etc.) and approvals (GDOE, etc.) are obtained.
- Assigns duties and responsibilities to staff and consultants as necessary.

## **EDUCATION and/or EXPERIENCE:**

Bachelor's degree in architecture, engineering, construction management or related field and five years related experience or a high school diploma and ten years related experience.

## **SUPERVISORY RESPONSIBILITIES:**

Manage one to five projects ranging in size and complexity. It is the responsibility of this position to follow the district and departmental mission statements and rules and to maximize cost and life-cycle benefits and minimize risks.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge and skills needed.

## **LANGUAGE SKILLS:**

Ability to read and interpret documents. Ability to communicate effectively through written or oral means and in front of groups of customers and employees.

**Job Description - Project Manager**

**MATHEMATICAL SKILLS:**

Ability to calculate areas, volumes, percentages, proportions, circumferences through applications of algebra, geometry and trigonometry. Also the understanding of basic principles of accounting and financial management needed.

**REASONING ABILITY:**

Ability to solve complex problems associated with building design and construction. Solutions need to be communicated in writing and orally to all parties. Exercise independent judgement and complete work tasks without being given precise directions and work steps to the final project.

**PERSONAL SKILLS:**

Ability to produce quality work under stressful circumstances when short or unexpected deadlines are presented. Skill to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Capacity to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid driver's license.

**OTHER SKILLS and ABILITIES:**

Well versed in office productivity software (i.e. MS Word, Excel, Power Point, etc.)

**PHYSICAL DEMANDS:**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stool, kneel, crouch, crawl; talk and hear. The employee is occasionally required to sit and travel from site to site.

The employee may be required to lift and/or move up to 25 pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required to do this job include near and far vision, color, peripheral and depth perception and the ability to adjust and focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here represent those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee may occasionally work near moving mechanical parts and in high, precarious places and may occasionally be exposed to fumes or airborne particles, toxic chemicals, risk of electric shock and vibration.

While performing the duties of this job, the employee may work in outside weather conditions. The employee may occasionally work near moving mechanical parts and in high, precarious places and may occasionally be exposed to fumes or airborne particles, toxic chemicals, risk of electric shock and vibration. The noise level in the work environment can be loud.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Office and Administrative Procedures***

### **SUPERVISION:**

The immediate supervisor of the Project Managers, other project support personnel, and Administrative personnel is the Director of Capital Improvements. The Director of Capital Improvements will prioritize all of the day-to-day workload, provide direction and resolve any questions from team members.

### **WORK HOURS:**

Typical work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Due to the nature of the construction industry, work outside these hours may be necessary and it is expected that all team members will adjust their individual work schedules as required to accommodate their project's conditions and successfully complete the project. Any time off during typical work days must be requested in writing (5) days in advance to the Director of Capital Improvements. Emergencies will be handled on a case by case basis.

### **LUNCH:**

Lunch should typically be taken between 11:30 a.m. and 1:30 p.m. Lunch is one hour and leaving the building must be coordinated with project or administrative assistant. One person must be in the APSCMT office at all times during typical work hours to answer the phone.

### **BREAK TIME:**

There are two (2) break periods per day for administrative personnel, 9:30 a.m. to 9:45 a.m. and 3:00 p.m. to 3:15 p.m. There will be a designated break area at the APS site. Smoking in this building is prohibited.

### **LEAVE OF ABSENCE:**

Requests for time off for vacation, jury duty, etc. must be made in writing (5) five days to the Director of Capital Improvements and will be scheduled in accordance with the current workload. In the case of illness or other emergency notify the Director of Capital Improvements as soon as practical.

### **EXTRACURRICULAR WORK:**

Any extracurricular work must be approved in advance by the Director of Capital Improvements. It is expected that all time spent at the APS Construction Management Team office will be spent working on APS projects.

### **PERSONAL PHONE CALLS:**

Personal calls cut down on productivity and should be kept to a minimum.

### **HOLIDAYS:**

The following holidays are in effect for all Construction Management Team members. If project conditions dictate, team members may work on holidays and be paid for the time with the prior approval of the Director of Capital Improvements.

- New Year's Day
- M.L. King, Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **RECEPTION AREA / TELEPHONE PROCEDURES:**

There must be someone present in the APSCMT office at all times during typical work hours to greet visitors and answer the phone. The phone should be answered in a professional manner. The opening, distribution and processing of incoming and outgoing mail is a priority and all administrative personnel must know and understand the procedures. The administrative assistant is responsible for ensuring mail is distributed and processed in a timely manner.

### **REPORTING TO OFFICE:**

Project Managers are expected to report and sign-in at the Facilities Service Center office at the start of each work day. Day to day exceptions may be made for a unique project related situation where you may need to attend an early morning meeting or make a site visit. If this is the case please confirm with the Administrative person on duty where you will be and when you will report to the office.

### **SIGN-IN PROCEDURES:**

Project Managers and support personnel should sign-in and out each day. Do not sign-in or out for multiple days and one time (one day should equal one sign-in and one sign-out). A sign-in book is located on the lower level of the Facilities Service Center.

If you leave the building during the day you are expected to notify the project assistant that you are leaving the building and when you are expected to return. If the project assistant is away from the desk you are expected to sign-out in the designated notebook indicating that you are leaving the building and when you are expected to return.

### **PHONE FOWARDING:**

Phone calls should typically be received via your office phone. Do not leave your phone forwarded to your mobile phone for an extended period of time.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Construction Program Status Reports***

A vehicle for communicating the status of individual APS projects and the overall APS capital improvement program is important to the program's success. This document should be clear, concise and most importantly it should remain consistent over the life of the program. It is important to realize that this report may be the only documentation that the public, administrators, the Board, or others who may have an interest in the program get to see. It can be a public relations tool as well as a means for documenting the progress of the program.

The following document is presented as an example of a typical monthly APS "CAPITAL Construction Program Status Summary" (primarily funded by SPLOST) report. Project Managers are responsible for producing accurate and timely information and data necessary for the completion of this document. Samples of other required periodic reports are attached.

**CAPITAL CONSTRUCTION PROGRAM STATUS SUMMARY**  
**(Program Primarily Funded by SPLOST)**

**May 1, 2020**

**A. Projects Under Design/ Construction/Renovation**

<u>Project Name</u>	<u>Scope/Status</u>	<u>Anticipated Duration</u>
Atlanta College and Career Academy	Renovation	9/1/19 - 7/1/20
Field Houses (Carver and So. Atlanta)	New	4/10/20 - 11/1/20
Grady HS	Renovation/Addition	3/10/20 - 7/1/21
Howard MS	Renovation	7/1/18 - 7/1/20
Humphries	Renovation/Addition	7/1/19 - 7/1/20
Hutchinson	Renovation/Addition	9/1/19 - 7/1/20
Woodson Park Academy	New Construction	5/1/19 - 10/1/20

**B. Facility Planning Projects**

<u>Project Name</u>	<u>Scope/Status</u>	<u>Anticipated Duration</u>
Barack & Michelle Obama Academy	Design	7/1/20 - 7/1/21
Morningside ES	Programming/Planning Stage	1/2/21 - 7/1/22
North West Transportation Center	Programming/Planning Stage	7/1/21/ - 7/1/22
West Manor	Design	7/1/20 - 7/1/21

**C. Projects Completed (May 1998 - To Date)**

<u>Project Name</u>	<u>Construction Type</u>	<u>Date of Completion</u>
Adamsville	Renovation/Addition	Summer 2001
Beecher Hills	Renovation/Addition	Summer 2019
Beecher Hills	Renovated	Fall 1999
Benteen	Renovated	Winter 2000
Benteen (Phase II)	Renovation/Addition	Summer 2005
BEST Academy (Phase II, III and IV)	New	Winter 2009
BEST Academy (Phase I)	New	Summer 2009
Bethune	Reconstruction	Fall 1999
Blalock	Renovated	Summer 2002
Blalock	Renovated	Summer 2002
Bolton Academy (Formerly Pitts/Mitchell)	New	Summer 2003

- Note:
- Construction Type  
 "Phased" - Students and staff remain at facility during construction.  
 "Relocated" - Students and staff are placed at an alternate site during construction.  
 "New" - Construction of new or additional space.
  - \* Funded with other Capital funds other than SPLOST

C. **Projects Completed (May 1998 - To Date) (Continued)**

<u>Project Name</u>	<u>Construction Type</u>	<u>Date of Completion</u>
Boyd	Renovation	Fall 2016
Brandon Primary	Addition	Summer 2016
Brandon Primary*	Renovation/Addition	Winter 2009
Brandon Primary (Phase I)	Renovation/Addition	Summer 2009
Brandon (Phase I)	Addition	Spring 2005
Brandon (Phase II)	Parking Lot	Summer 2005
Brown	Addition	Summer 2016
Brown (Addition and Renovation)	Addition/Renovation	Winter 2001
Bunche	Renovation/Addition	Summer 2015
Bunche (HVAC)	Renovated	Fall 2006
Bunche (Renovation)	Renovated	Summer 2001
Burgess-Peterson Academy	New	Summer 2004
CS King Academy Phase II)	New	Winter 2009
CS King Academy (Phase I)	New	Summer 2009
Capitol View	Phased	Summer 2004
Carver	New	Summer 2005
Centennial Place	New	Fall 1998
Coan	Renovation	Winter 2003
Connally (Renovation and Addition)	Renovation	Winter 2000
Continental Colony	Renovation	Summer 2011
Cook	New	Winter 2000
Crim (Phase I, II, III, IV)	Renovations	Summer 2008
Deerwood Academy (Formerly Southwest)	New	Summer 2004
Dobbs (Lakewood/Dobbs)	New	Summer 2003
Douglass (Phase I)	New	Winter 2004
Douglass (Phase II)	Renovation	Fall 2004
Dunbar*	Renovation/Addition	Winter 2009
Fain (Phase I)	Renovation	Summer 2009
Fickett	Renovation	Summer 2009
Field Houses (BEST/CS King and Douglass)	New	Fall 2019
Finch (Formerly Arkwright/Ragsdale)	New	Winter 2005
Garden Hills (Phase I)	Renovated	Spring 2003
Garden Hills (Phase II)	Addition	Summer 2005
Gideons	Renovation	Summer 2019
Gideons	Renovation	Summer 2000
Grady	Renovation	Summer 2004
Grady Stadium	Renovation	Summer 2010
Grove Park (Addition)	Renovation/Addition	Winter 2000
Guice	Renovated	Fall 1998
Harper/Archer ES	Phased	Summer 2019
Harper/Archer (Conversion from HS to MS)	Renovated	Winter 2002
Heritage Academy (formerly Minnie Howell)	New	Summer 2002
Herndon	New	Winter 2002
Hill	Addition	Summer 2000
Hollis Innovation Academy	Phased	Summer 2019
Hope	New	Fall 2002
Humphries	Renovated	Fall 1998
Hutchinson	Addition	Summer 2001
Inman (Auditorium)	Renovation	Spring 2005
Inman (Phase I, II & III)	Renovation/Addition	Summer 2004
Jackson	Renovation/Addition	Spring 2005
Jackson Primary*	Addition	Winter 2009
Kennedy	Renovation/Addition	Fall 2004

C. **Projects Completed (May 1998 - To Date) (Continued)**

<u>Project Name</u>	<u>Construction Type</u>	<u>Date of Completion</u>
Kimberly	Renovation	Fall 2016
Kimberly	Phased	Fall 1999
King, M. L.	Renovation/Addition	Summer 2016
King, M. L.	Renovation	Summer 2003
Lakewood Stadium	New	Fall 2012
Long	Addition	Fall 2016
Long	Renovation/Addition	Winter 2006
M. A. Jones	New	Winter 2005
Mary Lin	Addition/Renovation	Summer 2015
Maynard Jackson	Renovation	Winter 2013
Mays	Renovation	Fall 2011
Mays	Renovation	Summer 2003
Mays	Renovation	Winter 2007
Morningside (Multi-Purpose)	New	Summer 2001
Morningside (Phase II)	Renovation/Addition	Summer 2006
Miles	New	Summer 2003
New North Atlanta	New	Winter 2013
New North Atlanta*	Renovation/New	Summer 2013
North Atlanta (Phase I, II & III)	Renovation	Summer 2011
Oglethorpe	Renovation/Addition	Fall 1999
Parkside (Slaton/West/Guice)	New	Summer 2001
Parks	Renovation	Summer 2004
Peyton Forest (SPLOST I)	Phased	Fall 1999
Peyton Forest (Phase II thru IV)	Phased	Summer 2011
Price	New	Summer 2002
Rivers	New	Fall 2014
Rivers	Phased	Fall 1999
Scott (Addition/Renovation)	Renovation/Addition	Summer 2002
Slater (Slaton/Campbell/Lakewood)	Renovation/Addition	Summer 2002
Smith Intermediate	Addition	Fall 2010
Smith Intermediate	New	Winter 2009
Smith (Addition/Renovation)	Addition	Summer 2000
Smith (Cafeteria/Kitchen)	Renovated	Spring 2004
South Atlanta	Renovation	Summer 2008
Springdale Park	Addition	Summer 2014
Springdale Park (Parking Lot)	New	Summer 2011
Springdale Park	New	Summer 2009
Stanton, D.H.	Phased	Winter 2000
Stanton, F.L.	Renovation	Winter 2000
Sylvan	New	Summer 2015
Sutton	Renovation/Addition	Summer 2006
Therrell	New/Renovation	Summer 2011
Therrell	Renovation	Summer 2004
Thomasville Heights	Renovation	Winter 2001
Toomer	Renovation/Addition	Fall 1998
Towns (Addition and Renovation)	Renovation/Addition	Summer 2000
Turner	Renovation	Winter 1999
Tuskegee Airmen Global Academy	New Construction	Summer 2019
Usher (Conversion from MS to ES)	Reconstruction	Summer 2003
Venetian Hills (Addition)	Phased	Winter 2000
Walden Athletic Complex	Construction	Summer 2018
Waters	Phased	Fall 1999

C. **Projects Completed (May 1998 - To Date) (Continued)**

<u>Project Name</u>	<u>Construction Type</u>	<u>Date of Completion</u>
Washington	Renovation/Addition	Winter 2005
West Manor	Renovation	Summer 2000
White	Renovation	Fall 1999
Woodson	Phased	Fall 1998
Woodson	Addition	Summer 2004
Young	Addition	Summer 2016
Young	Renovation/Addition	Winter 2009

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
(Program Primarily Funded by SPLOST)**

**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Atlanta College and Career Academy	Painting building exterior. Floor topping and sealing ongoing at Automotive and Aviation. Flooring at labs and commons ongoing. MEP and sprinkler piping wall and ceiling rough-in continues at first and second floor. Dropping acoustical ceiling tile upper level. Assessing any impacts of health crisis on schedule.	9/1/19(A) - 7/1/20	Architect - Perkins+& Will CM - Winter Construction Budget = \$ 10,400,000 <b>(SPLOST 2017)</b>
Barack & Michelle Obama Academy	Architect distributed construction documents to owner and CM. CM is preparing Bid Packages for advertisement of project. Architect and Engineers completing design. The CM will begin to conduct walk throughs with bidding trade contractors.	7/1/20 - 7/1/21	Architect - Cooper Carry Inc. CM - Parrish Construction Group Budget = \$11,800,000 <b>(SPLOST 2017)</b>
Field Houses	<p><b>Carver</b> - Permit has been picked up and preconstruction meeting has taken place.</p> <p><b>So. Atlanta</b> - Permit has been picked up and preconstruction meeting has taken place.</p> <p><b>BEST/CS King</b> - Substantial Completion Certificate has been executed by CM. CM revisiting punch list work and will schedule a final walk through.</p> <p><b>Douglass</b> - Substantial Completion Certificate has been executed by CM. CM revisiting punch list work and will schedule a final walk through.</p> <p>Field Houses at M. Jackson, Mays, Therrell and Washington to follow in 2021 and 2022.</p>	4/10/20 - 11/1/20 3/1/19(A) - 11/29/19(A)	CM - Brown & Root Industrial Services, LLC (Carver and S. Atlanta) Engineer - Travis Pruitt/J. W. Robinson CM - C. D. Moody (BEST/CS King & Douglass) Budget = \$5,725,226 <b>(SPLOST 2017)</b>

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
(Program Primarily Funded by SPLOST)**

**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Grady HS	Continue site work on the new building addition in preparation for footing and foundation work. Complete tree removal work. Continue interior demolition in the existing building in preparation for the summer renovation.	3/10/20(A) - 7/1/21	Architect - Cooper Carry Inc. CM - Parrish Construction Group Budget = \$38,940,000 <b>(SPLOST 2017)</b>
Howard MS	Continue patching/finishing/painting of drywall for classrooms on the old and new building. Complete installation of windows and glazing on the south side of the new classroom building. Continue mechanical, electrical, plumbing (MEP) trimming work on all floors of the old and new building. Prepare start-up of mechanical equipment and electrical systems. Continue installation of restroom plumbing fixtures and light fixtures in historical building. Assessing any impacts of health crisis on schedule.	7/1/1(A) - 7/1/20	Architect - Stevens & Wilkinson CM - Parrish Construction Group Budget = \$52,000,000 <b>(SPLOST 2017)</b>
Humphries ES	Completing exterior caulking around existing and new windows for entire building. Electricians installing outlets and devices. Completed painting masonry and drywalls throughout the building. Completing startup of new HVAC units in new section. Completing installation of ceiling grid and finishes throughout building. Sitework on rear and front driveway is ongoing, and started paving the rear and front driveways. Started installing trees on site. Completed tying in the roof downspouts in the storm drainage system. Assessing any impacts of health crisis on schedule.	7/1/19(A) - 7/1/20	Architect - CDH Partners, Inc. CM - Winter Construction Budget - \$11,350,000 <b>(SPLOST 2017)</b>

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Hutchinson ES	Canopy sidewalks, ramps and wing walls at the bus loop are nearing completion. Roof replacement at Building 2020 is complete and primarily installation at Buildings 2020/2021. Mechanical, electrical and plumbing systems are in place with painting and floor tile nearing completion throughout the building. Plumbing fixtures, toilet partitions and interior doors have been installed. The main entrance storefront installation is progressing. Assessing any impacts of health crisis on schedule.	9/1/19(A) - 7/1/20	Architect - Goodwyn, Mills & Cawood, Inc. CM - Balfour Beatty Construction Co. Budget - \$9,080,000 <b>(SPLOST 2017)</b>
Morningside ES	Continue with establishment of Design Narrative. Anticipate follow-up design meetings with school administration and Project Design Committee (PDC). Start preparation for relocation of school into Inman Middle School for next school year's opening.	1/2/21 - 7/1/22	Architect - Perkins+Will CM - TBD Budget = \$20,000,000 <b>(SPLOST 2017)</b>
Northwest Transportation Center	Architectural proposals received and evaluation are ongoing.	7/1/21 - 7/1/22	Architect - TBD CM - TBD Budget = \$8,000,000 <b>(SPLOST 2017)</b>
West Manor ES	Construction Documents are nearing completion. CM bid submissions are being reviewed and evaluated. Internal department design review options were presented for comments.	7/1/20 - 7/1/21	Architect - Collins Cooper Carusi CM - Balfour Beatty Construction Co. Budget = \$11,800,000 <b>(SPLOST 2017)</b>

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Woodson Park Academy	CM to install primary power to transformer. Brick veneer placement ongoing. Third floor roof decking placement complete. Dry-in roof and spray applied fireproofing ceiling of third floor ongoing. Mechanical, electrical and plumbing rough-in continues. Watershed easement request with APS Legal for review. Mailed letter to adjoining property owners at shared alley to obtain consent for the property consolidation and awaiting response. Assessing any impacts of health crisis on schedule.	5/1/19(A) - 10/1/20	Architect - Collins Cooper Carusi CM - Carroll Daniel Construction Budget = \$18,500,000 ( <b>SPLOST 2017</b> ) APS Contribution to Partnership Project

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Adamsville	Project is closed-out. Warranty has expired.	7/1/00(A) - 7/31/01(A)	Architect - The Hauseman Group CM - Beers Skanska/Moody/Integral, jv Budget = \$7,438,877 (SPLOST I)
Beecher Hills	All outstanding items noted on the Commissioning Test and Balance Report have been completed. Project close-out document submission is complete. Addressing several warranty concerns that were recently identified. Warranty will expire July 15, 2020.	7/1/18(A) - 7/15/19(A)	Architect - BRPH Architects-Engineers CM - Carroll Daniel Construction Co. Budget = \$6,600,000 ( <b>SPLOST 2017</b> )
Beecher Hills	Project is closed-out. Warranty has expired.	8/19/98(A) - 10/18/99(A)	Architect - J. W. Robinson & Associates CM - H. J. Russell Budget = \$4,423,437 (SPLOST I)
Benteen	Phase I - Project is complete. Phase II - Project is complete. Warranty has expired.	7/16/98(A) -3/6/00(A) 4/15/04(A) - 6/30/05(A)	Architect - Nancy Mitchell & Assoc. CM - ACI/EGM Budget = \$4,441,500 (SPLOST I & II)
BEST Academy	Phase I-Middle School Bldg.: Project is closed-out. Phase all and Phase III-Media Center and Practice Gym: Project is closed-out. Phase live-High School Bldg., Main Gymnasium, Auditorium: Project is closed-out. Site Work: Project is closed-out. Warranty has expired.	Phase I 10/6/08(A) - 8/1/09 (A) Phase II & III 101/6/08(A) - 8/1/09(A) Phase IV 10/6/08(A) - 12/31/09(A)	Architect - Stanley, Love-Stanley CM - Barton Malow Construction Co. Budget = \$45,375,531 (SPLOST III)
Bethune	Project is closed-out. Warranty has expired.	5/6/98(A) - 6/10/99(A)	Architect - Richard+Wittschiebe CM - ABCO Builders Budget = \$7,303,487 (SPLOST I)

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Blalock	Project is closed-out. Warranty has expired.	4/2/01(A) - 8/15/02(A)	Architects - Shaffer, Grant, Brathwaite CM - Flagler/Ray, jv Budget = \$5,679,460 (SPLOST I)
Bolton Academy	Project is closed-out. Warranty has expired.	7/8/02(A) - 7/30/03(A)	Architect - Collins, Cooper & Carusi CM - Gay Construction Co. Budget - \$10,537,021 (SPLOST II)
Boyd	The project close-out process is on-going.	7/15/15(A) - 12/15/16(A)	Architect - J. W. Robinson CM - Winter Construction Budget = \$11,000,000 (SPLOST IV)
Brandon Primary	Project is closed-out. Warranty has expired.	6/1/15(A) - 7/30/16(A)	Architect - Stevens & Wilkinson CM - Parrish Construction Budget = \$9,700,000 (SPLOST IV)
Brandon Primary*	Phase I - Project is closed-out. Phase II - Project is closed-out. Warranty has expired.	Phase I 10/14/08(A) - 8/3/09(A) Phase II 4/1/09(A) - 12/7/09(A)	Architect - Richard, Wittschiebe & Hand CM - Winter Construction Budget = \$12,971,200 (SPLOST III)
Brandon	<b>Phase I Addition:</b> - Project is close-out. Warranty has expires. <b>Phase II Parking Lot:</b> - Project is close-out. Warranty has expires.	6/1/04(A) - 5/15/05(A) 1/24/05(A) - 7/21/05(A)	Architect - Allain and Associates CM - ABCO Budget = \$3,260,000 (SPLOST I)
Brown	Project is closed-out. Warranty has expired.	7/1/15(A) - 7/15/16(A) Basement 7/15/16(A) - 12/31/16(A)	Architect - Cooper Carry CM - J. E. Dunn Construction Budget - \$22,200,000 (SPLOST IV)

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Brown	Project is closed-out. Warranty has expired.	9/28/98(A) - 1/6/01(A)	Architect - Richard+Wittschiebe CM - Beers Skanska/Moody/Integral, jv. Budget = \$12,921,603 (SPLOST I)
Bunche	Project is complete. Warranty has expired.	11/18/13(A) - 7/30/15(A)	Architect - Cooper Carry CM - JE Dunn Budget - \$32,900,000 (SPLOST IV)
Bunche	Project is closed-out. Warranty has expired.	6/18/01(A) - 10/12/01(A) 5/26/06(A) - 10/31/06(A)	Architect = N/A DOC = BRWJ Budget = \$5,000,000 (SPLOST I)
Burgess/Peterson Academy	Project is closed-out. Warranty has expired.	8/19/03(A) - 7/16/04(A)	Architect - Shaffer, Grant, Brathwaite CM - Winter Construction Co. Budget = \$11,675,000 (SPLOST II)
Capitol View	School closed at the end of this school year.	N/A	Architect - N/A CM - N/A Budget - \$0.00 (SPLOST IV)
Carver	Project is closed-out. Warranty has expired.	6/1/03(A) - 8/12/05(A)	Architect - Sizemore-Allain, jv CM - Winter Construction Budget = \$42,800,000 (SPLOST II)
Centennial Place	Project is closed-out. Warranty has expired.	2/24/97(A) - 8/24/98(A)	Architect - Stanley/Love-Stanley CM - Whiting-Turner/Johnson, jv. Budget = \$8,794,188 (SPLOST I)
Continental Colony	Project is closed-out. Warranty has expired.	7/1/10(A) - 7/1/11(A)	Architect - Goode Van Slyke CM - R. J. Griffin & Company Budget = \$11,723,500 (SPLOST III)

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
C.S. King Academy	Phase I Middle/High Classroom: Project is closed-out. Phase II Assembly Building: Project is closed-out. Site Work: Project is closed-out. Sports Lighting: Project is closed-out. Track: Project is complete. Warranty has expired.	Phase I 7/22/08(A) - 8/1/09(A) Phase II 10/15/08(A) - 12/18/09(A)	Architect - Collins, Cooper & Carusi CM - C. D. Moody Budget = \$44,500,000 (SPLOST III)
Coan	Project is closed-out. Warranty has expired.	12/20/01(A) - 2/17/03(A)	Architect - Nancy Mitchell & Associates CM - J. A. Jones Construction Budget = \$10,501,899 (SPLOST II)
Connally	Project is closed-out. Warranty has expired.	1/19/99(A) - 1/18/00(A)	Architect - Jova/Daniels/Busby CM - H.J. Russell Budget = \$6,110,861 (SPLOST I)
Cook	Project is closed-out. Warranty has expired.	9/28/98(A) - 12/17/99(A)	Architect - Harrington George & Dunn CM - Beers Skanska/Moody/Integral, jr. Budget = \$7,398,623 (SPLOST I)
Crim (Phase I)	Project is closed-out. Warranty has expired.	5/23/05(A) - 9/15/05(A)	Architect = N/A DOC = BRWJ Budget = Included Below
Crim (Phase II)	Project is closed-out. Warranty has expired.	7/15/05(A) - 8/31/06(A)	Architect = N/A DOC = BRWJ Budget = Included Below
Crim (Phase III)	HVAC Installation - Project is closed-out. Warranty has expired.	5/30/06(A) - 12/15/07(A)	Architect = Barrett Woodard & Assoc. CM = BRWJ Budget = Included Below
Crim (Phase IV)	Replace Gymnasium Light Fixtures - Project is closed-out. Warranty has expired.	4/1/08(A) - 4/15/08(A)	Architect = N/A CM = BRWJ Budget = \$13,697,500 (SPLOST II & III)

**CAPITAL CONSTRUCTION PROGRAM  
STATUS REPORT  
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**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Deerwood Academy	Project is closed-out. Warranty has expired.	12/30/02(A) - 7/29/04(A)	Architect - R. L. Brown & Assoc., Inc. CM = Thacker/Ellis Don, jv Budget = \$12,262,719 (SPLOST II)
Dobbs	Project is closed-out. Warranty has expired.	7/8/02(A) - 7/15/03(A)	Architect - DeLoach Architects CM - Beers Skanska/Moody/Integral, jv Budget = \$12,096,114 (SPLOST II)
Douglass	Phase I - Addition: Project is closed-out. Warranty has expired.	6/14/02(A) - 12/30/03(A)	Architect - Richard+Wittschiebe CM - H. J. Russell & Company Budget = \$10,845,000 (SPLOST II)
Douglass	Phase II - Renovation: Project is closed-out. Warranty has expired.	7/28/03(A) - 11/3/04(A)	Architect - Richard+Wittschiebe CM - Flagler/Ray, jv Budget = \$25,3395,799 (SPLOST II)
Dunbar	<b>1st and 2nd Floors:</b> Project is complete. Warranty has expired. <b>ELRC Floor:</b> Project is closed-out. Warranty has expired.	12/1/08(A) - 12/31/09(A)	Architect - Carlsten Sanford CM - H. J. Russell Budget = \$16,679,000 (SPLOST III)
Fain	Phase I - HVAC renovation complete. Warranty has expired.	5/21/09(A) - 8/1/09(A)	Architect - N/A CM - KBR Budget = \$8,587,500 (SPLOST III)
Fickett	Project is closed-out. Warranty has expired.	5/22/09(A) - 9/1/10(A)	Architect - Goode Van Slyke CM - R. J. Griffin & Company Budget = \$9,921,600 (SPLOST III)

**CAPITAL CONSTRUCTION PROGRAM  
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(Program Primarily Funded by SPLOST)**

**May 1, 2020**

School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Finch	Project is closed-out. Warranty has expired.	10/1/03(A) - 1/3/05(A)	Architect - Jova, Daniels, Busby CM - Centex Construction Budget = \$14,277,732 (SPLOST II)
Garden Hills	Phase I - Renovation/Addition: Project is closed-out. Phase II - Multi-Purpose Addition: Project is closed-out. Warranty has expired.	7/30/01(A) - 3/31/03(A) 3/4/05(A) - 8/15/05(A)	Architect - Slater-Paul & Associates CM - Gay Construction Budget = \$9,277,292 (SPLOST III)
Gideons ES	All outstanding items noted on the Commissioning Test and Balance Report have been completed. Project close-out document submission is complete. Warranty will expire August 3, 2020.	7/1/18(A) - 8/1/19(A)	Architect - Goodwin, Mills & Cawood Inc. CM - Balfour Beatty Construction, LLC Budget = \$16,500,000 ( <b>SPLOST 2017</b> )
Gideons	Project is closed-out. Warranty has expired.	6/28/99(A) - 7/31/00(A)	Architect - Jova/Daniels/Busby CM - Ellis Don Budget = \$4,725,865 (SPLOST I)
Grady	Project is closed-out. Warranty has expired.	5/27/03(A) - 8/9/04(A)	Architect - Perkins & Will CM - Centex Construction Budget = \$31,024,877 (SPLOST II)
Grady (Fields @ Crim HS)	Project is closed-out. Warranty has expired.	5/20/06(A) - 12/22/06(A)	Architect - Athletic Design, Inc. CM – Athletic Design, Inc. Budget \$808,222 (SPLOST II)
Grady Stadium	JROTC/Athletics: Project is closed-out. East/West Stands: Project is closed-out. Warranty has expired.	7/20/09(A) - 7/15/10(A)	Architect - Manley Spangler Smith CM - Winter Construction Budget = \$9,000,000 (SPLOST III)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Grove Park	Project is closed-out. Warranty has expired.	11/1/99(A) - 11/11/00(A)	Architect - Carlsten, Pucciano & English CM - Metric Contractors Budget = \$5,415,342 (SPLOST I)
Guice	Project is closed-out. Warranty has expired.	9/29/97(A) - 5/12/98(A)	Architect - Chambless Architects CM - Beers/Moody, jv. Budget = \$2,583,315 (SPLOST I)
Harper/Archer ES	<b>Phase I</b> - Project is complete. <b>Phase II</b> - Project is complete. <b>Phase III</b> - Project is Complete Warranty expires August 3, 2020.	Phase I 7/1/18(A) - 8/1/18(A) Phase II 7/1/18(A) - 7/1/19(A) Phase III 10/19/18(A) - 8/1/19(A)	Architect - Cooper Carry, Inc. CM - J. E. Dunn Construction Co. Budget = \$11,600,000 ( <b>SPLOST 2017</b> )
Harper/Archer MS	Project is closed-out. Warranty has expired.	5/28/02(A) - 12/31/02(A)	Architect - Carlsten, Pucciano & English CM - Flagler/Ray, jv Budget = \$14,164,706 (SPLOST II)
Heritage Academy	Project is closed-out. Warranty has expired.	6/1/01(A) - 7/22/02(A)	Architect - DeLoach Architects CM - Beers Skanska/Moody/Integral, jv. Budget = \$10,884,000 (SPLOST I)
Herndon	Project is closed-out. Warranty has expired.	8/30/01(A) - 12/30/02(A)	Architect - NDR/KPM CM - Gay Construction Budget = \$10,139,007 (SPLOST I)
Hill	Project is closed-out. Warranty has expired.	11/14/99(A) - 7/19/00(A)	Architect - J. W. Robinson & Associates CM - Flagler/Ray, jv. Budget = \$697,800 (SPLOST I)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Hollis Innovation Academy	<p><b>Phase 1A</b> - Complete.  <b>Phase 1B</b> - Complete.  <b>Phase II</b> - The project is substantially complete. CM will finalize HVAC Commissioning and Testing &amp; Balance. Owner training will follow commissioning. Awaiting confirmation on completion. Warranty expires August 3, 2020.</p>	<p>Phase IA  6/1/18 (A) - 7/31/18(A)  Phase IB  6/1/18(A) - 12/31/18(A)  Phase II  1/7/19(A) - 8/1/19(A)</p>	<p>Architect - Perkins + Will  CM - Evergreen Construction  Budget = \$10,000,000 (SPLOST 2017)</p>
Hope	Project is closed-out. Warranty has expired.	2/15/01(A) - 10/31/02(A)	<p>Architect - Cheeks-Hornbein  CM - Beers Skanska/Moody/Integral, jv  Budget = \$10,962,000 (SPLOST I)</p>
Humphries	Project is closed-out. Warranty has expired.	8/6/97(A) - 7/23/98(A)	<p>Architect - NDR/KPM  CM -Beers/Moody, jv.  Budget = \$5,312,049 (SPLOST I)</p>
Hutchinson	Project is closed-out. Warranty has expired.	3/5/01(A) - 9/12/02(A)	<p>Architect - Allain &amp; Associates  CM - Beers Skanska/Moody/Integral, jv  Budget = \$2,623,000 (SPLOST I)</p>
Inman	Project is closed-out. Warranty has expired.	7/1/03(A) - 5/6/05(A)	<p>Architect - Carlsten Pucciano &amp; English  CM - Centex Construction Co.  Budget = \$17,583,257 (SPLOST II)</p>
Jackson	Project is closed-out. Warranty has expired.	5/10/04(A) - 4/15/05(A)	<p>Architect - Perkins &amp; Will  CM - H. J. Russell  Budget = \$4,827,774 (SPLOST II)</p>
Jackson Primary	Project is closed-out. Warranty has expired.	2/1/09(A) - 12/11/09(A)	<p>Architect - Richard, Wittschiede &amp; Hand  CM - Winter Construction  Budget = \$5,200,935 (SPLOST III)</p>

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Jones M. A.	Project is closed-out. Warranty has expired.	7/15/03(A) - 12/3/04(A)	Architect - Warren Epstein & Associates CM - R. J. Griffin Budget = \$13,228,705 (SPLOST II)
Kennedy	Project is closed-out. Warranty has expired. School closed June 30, 2014.	7/1/03(A) - 11/17/04(A)	Architects - J. W. Robinson CM - H. J. Russell Budget = \$17,583,257 (SPLOST II)
Kimberly	Project is closed-out. Warranty has expired.	7/15/15(A) - 12/15/16(A)	Architect - R. L. Brown CM - Parrish Construction Group Budget = \$9,000,000 (SPLOST IV)
Kimberly	Project is closed-out. Warranty has expired.	8/3/98(A) - 8/15/99(A)	Architect - NDR/KBM CM - Turner Contraction Budget = \$4,632,632 (SPLOST I)
King, M. L.	Project is closed-out. Warranty has expired.	1/30/15(A) - 7/30/16(A)	Architect - Perkins & Will CM - Barton Malow Construction Co. Budget - \$17,000,000 (SPLOST IV)
King, M. L.	Project is closed-out. Warranty has expired.	11/5/01(A) - 7/31/03(A)	Architect - Warren Epstein & Assoc. CM - H. J. Russell Budget = \$13,761,000 (SPLOST II)
Lakewood Stadium	Project is complete. Warranty has expired.	12/1/10(A) - 12/1/11(A)	Architect - Manley Spangler Smith CM - Winter Construction Budget = \$16,000,000 (SPLOST III)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Long	Project closed-out and warranty has expired.	7/1/15(A) - 12/1/16(A)	Architect - BRPH Architect-Engineers, Inc. CM - Winter Construction Budget - \$17,200,000 (SPLOST IV)
Long	Project is closed-out. Warranty has expired.	6/15/05(A) - 12/15/06(A)	Architect - Perkins + Will CM - C. D. Moody Budget = \$16,127,905 (SPLOST II)
Mary Lin	Project is closed-out. Warranty has expired.	11/18/13(A) - 8/4/15(A)	Architect - Goode, Van Slyke CM - Hogan Construction Budget - \$18,109,000 (SPLOST IV)
Maynard Jackson	<b>Phase I Renovation</b> - Project is complete. Warranty has expired. <b>New Gymnasium</b> - Project is complete. Warranty has expired.	Phase I 7/1/12 (A) - 12/1/13(A) Phase II 3/25/12(A) - 3/31/14(A)	Architect - Perkins + Will CM - Winter Construction Budget = \$48,275,615 (SPLOST III)
Mays	Project is closed-out. Warranty has expired.	7/1/10(A) - 12/1/11(A)	Architect = Perkins & Will CM = Winter Construction Budget = \$40,174,218 (SPLOST III)
Miles	Project is closed-out. Warranty has expired.	6/26/02(A) - 7/25/03(A)	Architect - R. L. Brown & Associates, Inc. CM - Thacker/Ellis-Don, LLC Budget = \$9,460,095 (SPLOST II)
Morningside	Project is closed-out. Warranty has expired. (Gymnasium)	1/5/00(A) - 6/8/01(A)	Architect - Harrington, George & Dunn GC - Burke Engineering Budget = \$2,307,000 (SPLOST I)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Morningside (Phase II)	Selective Renovations - Project is closed-out. Warranty has expired.	5/1/06(A) - 8/12/06(A)	Architect - Allain & Associates, Inc. GC - Winter Construction Budget = \$525,000 (SPLOST II)
North Atlanta (New)	Project is closed-out. Warranty has expired.	Phase I 7/1/12(A) - 8/1/13(A) Phase II 7/1/12(A) - 12/1/13(A)	Architect - Cooper Carry CM - JE Dunn Construction Budget = \$91,393,989 (SPLOST III)
North Atlanta	<b>Phase I</b> - Project is closed-out. Warranty has expired. <b>Phase II</b> - Project is closed-out. Warranty has expired. <b>Phase III</b> - Project is closed-out. Warranty has expired.	Phase I 5/22/09(A) - 8/1/09(A) Phase II 5/31/10(A) - 8/1/10 (A) Phase III 8/1/10(A) - 8/1/11(A)	Architect - Richard, Wittschiede & Hand CM - R. J. Griffin & Company Budget = \$32,952,749 (SPLOST III)
Oglethorpe	Project is closed-out. Warranty has expired.	7/27/98(A) - 2/29/00(A)	Architect - Jova, Daniels, Busby GC - Ricks Construction Budget = \$6,695,986 (SPLOST I)
Parkside	Project is closed-out. Warranty has expired.	5/1/00(A) - 8/11/01(A)	Architect - Allain & Associates CM - H. J. Russell & Company Budget = \$12,896,931 (SPLOST I)
Parks	School is now closed (2013). Facility will be temporary site for Gideons ES for 2018-2019.	6/1/04(A) - 8/30/04(A)	Architect = N/A DOC = BRWJ Budget = \$1,802,081 (SPLOST II)
Peyton Forest	Project is closed-out. Warranty has expired.	9/21/98(A) - 8/24/99(A)	Architect - Williams, Russell, Johnson CM - Gay Construction Budget = \$2,785,455 (SPLOST I)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Peyton Forest	Phase I Selective: Project is closed-out. Phase II - Project is closed-out. Phase III Electrical Upgrade - Project is closed-out. Phase IV Kitchen and Restroom Renovation - Project is closed-out. Warranty has expired.	5/22/09(A) - 8/1/09(A) 6/1/10(A) - 1/31/11(A) 4/1/11(A) - 7/31/11(A) 6/1/11(A) - 7/31/11(A)	Architect - N/A CM - KBR Budget = \$7,386,380 (SPLOST II)
Price	Project is closed-out. Warranty has expired.	6/15/00(A) - 6/3/02(A)	Architect - Goode/Van Slyke CM - Beers Skanska/Moody/Integral, jv Budget = \$18,025,945 (SPLOST I)
Rivers	Project is closed-out. Warranty has expired.	10/1/13(A) - 12/15/14(A)	Architect - Collins, Cooper, Carusi CM - Parrish Construction Budget - \$28,000,000 (SPLOST IV)
Rivers	Project is closed-out. Warranty has expired.	12/15/98(A) - 8/23/99(A)	Architect - Allain & Associates CM - Flagler/Ray, jv. Budget = \$2,928,797 (SPLOST I)
Scott (Phase I)	Project is closed-out. Warranty has expired.	10/1/98(A) - 8/14/00(A)	Architect - Williams, Russell, Johnson CM - Ellis-Don Construction Budget = \$8,147,795 (SPLOST I)
Scott (Kitchen)	Project is closed-out. Warranty has expired.	10/1/98(A) - 2/13/01(A)	Architect - Williams, Russell, Johnson CM - Ellis-Don Construction Budget = See Above (SPLOST I)
Scott (Phase II)	Project is closed-out. Warranty has expired. (Addition)	2/28/01(A) - 8/9/02(A)	Architect - Williams, Russell, Johnson CM - Ellis-Don Construction Budget = See Above (SPLOST I)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Slater	Project is closed-out. Warranty has expired.	1/29/02(A) - 12/31/02(A)	Architect - Collins, Cooper & Carusi CM - Beers Skanska/Moody/Integral, jv Budget = \$8,228,747 (SPLOST I)
Smith	Phase I-Cafeteria/Kitchen: Project is closed-out. Phase II-Site Drainage: Project is closed-out. Warranty has expired.	7/9/03(A) - 4/1/04(A)	Architect - Hauseman & Associates CM - Skanska Budget = \$3,556,298 (SPLOST II)
Smith Intermediate	Phase I - Project is closed-out. Phase II - 8 Classroom Addition: Project is closed-out. Warranty has expired.	12/26/08(A) - 12/18/09(A) 7/1/10(A) - 12/1/10(A)	Architect - Cooper Carry & Associates CM - Winter Construction Budget = \$16,800,000 (SPLOST III)
Springdale Park	Project is closed-out. Warranty has expired.	10/1/13(A) - 8/1/14(A)	Architect - Perkins + Will CM - Barton Malow Budget = \$10,500,000 (SPLOST IV)
Springdale Park	<b>Phase I Classroom/Rutland House:</b> Project is closed-out. <b>Phase II Hirsh House:</b> Project is closed-out. <b>Phase III Gym Renovation:</b> Project is closed-out. <b>Phase IV- Parking Lot:</b> Project is closed-out. Warranty has expired.	Phase I 7/10/08(A) - 8/1/09(A) Phase II 7/20/09(A) - 11/23/09(A) Phase III 12/14/09(A) - 11/1/10(A) Phase IV 3/1/11(A) - 8/8/11(A)	Architect - Perkins + Will CM - Barton Malow Company Budget = \$16,502,500 (SPLOST III)
South Atlanta	Project is closed-out. Warranty has expired.	11/6/06(A) - 7/1/08(A)	Architect - Paul Cheeks Architect CM - Winter Construction Co. Budget - \$36,000,000 (SPLOST II)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Stanton D.H.	Project is closed-out. Warranty has expired.	11/19/99(A) - 12/30/00(A)	Architect - Gardner, Spencer, Smith & Sarden CM - Metric Constructors Budget = \$6,573,344 (SPLOST I)
Stanton F. L.	Project is closed-out. Warranty has expired.	8/12/98(A) - 12/17/99(A)	Architect - Goode / VanSlyke GC - Whiting-Turner/Johnson, jr. Budget = \$7,060,197 (SPLOST I)
Sutton	Project is closed-out. Warranty has expired. Sutton MS relocated to the former North Atlanta HS site Summer 2013.	6/5/05(A) - 7/21/06(A)	Architect - Collins, Cooper & Carusi CM - Winter Construction Co. Budget = \$21,580,939 (SPLOST II)
Sylvan Hills	Project is closed-out. Warranty has expired.	11/18/13(A) - 7/31/15(A)	Architect - Stanley, Love-Stanley CM - Cummings Construction Budget - \$38,700,000 (SPLOST IV)
Therrell	Project is complete. Warranty has expired.	1/4/10(A) - 8/7/11(A)	Architect = Perkins & Will CM = Barton Malow Company Budget = \$36,320,100 (SPLOST III)
Thomasville Heights	Project is closed-out. Warranty has expired.	2/25/00(A) - 1/31/01(A)	Architect - McAfee & Assoc. CM - H. J. Russell & Company Budget = \$6,448,618 (SPLOST I)
Toomer	Project is closed-out. Warranty has expired.	9/16/1997(A) - 8/10/98(A)	Architect - Chambless Architects CM - Turner Construction Budget = \$5,302,143 (SPLOST I)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
Towns	Project is closed-out. Warranty has expired.	3/31/99(A) - 7/15/00(A)	Architect - Richard+Wittschiebe CM - Hairston Construction Budget = \$8,414,818 (SPLOST I)
Turner	Project is closed-out. Warranty has expired.	10/28/97(A) - 12/30/98(A)	Architect - Allain & Assoc. CM - Turner Construction Budget = \$9,231,115 (SPLOST I)
Tuskegee Airmen Global Academy	Finalizing design for mechanical issued at IDF closets. Final seasonal Test and Balance is ongoing. Warranty expires August 3, 2020.	7/1/18(A) - 8/1/19(A)	Architect - Collins Cooper Carusi CM - J. E. Dunn Construction Co. Budget = \$30,500,000 ( <b>SPLOST 2017</b> )
Usher/Collier Heights	Project is closed out. Warranty has expired.	1/2/03(A) - 7/16/03(A)	Architect - KPS Group CM - Beers Skanska/Moody/Integral, jv Budget = \$14,414,706 (SPLOST II)
Venetian Hills	Project is closed-out. Warranty has expired.	1/27/00(A) - 12/21/00(A)	Architect - Goode / VanSlyke CM - Flagler/Ray, jv. Budget = \$1,800,000 (SPLOST I)
Walden Athletic Complex	Project is closed out. Warranty has expired	10/30/17(A) - 9/22/18(A)	Engineers - Eberly & Associates CM - Parrish Construction Group Budget = \$8,000,000 ( <b>SPLOST 2017</b> )
Washington	Project is closed-out. Warranty has expired.	12/15/04(A) - 12/14/05(A)	Architect - Epstein & Associates CM -Turner Construction Budget = \$29,194,568 (SPLOST II)
Waters	Project is closed-out. Warranty has expired.	7/7/98(A) - 11/1/99(A)	Architect - Jova, Daniels, Busby CM - H. J. Russell Budget = \$4,515,537 (SPLOST I)

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School	Current Status	Anticipated/Actual (A) Construction Start - End Date	Comments
White	Project is closed-out. Warranty has expired.	7/28/98(A) - 6/15/00(A)	Architect - Chambless & Associates CM - Beers Skanska/Moody/Integral, jv Budget= \$6,274,890 (SPLOST I)
West Manor	Project is closed-out. Warranty has expired.	7/19/99(A) - 8/11/00(A)	Architect - Williams, Russell, Johnson CM - Flagler/Ray, jv. Budget = \$3,869,098 (SPLOST I)
Woodson	Phase I Project is closed out. Phase II Project is closed out. Warranty has expired.	6/16/98(A) - 8/21/98(A) 8/4/03(A) - 6/9/04(A)	Architect - Richard+Wittschiebe CM - C. D. Moody Construction Budget = \$2,435,070 (SPLOST I & II)
Young	Project is closed-out. Warranty has expired.	7/1/15(A) - 8/1/16(A)	Architect - Perkins+Will CM - H. J. Russell & Company Budget - \$10,800,000 (SPLOST IV)
Young	Existing Building, Classroom Addition, Gymnasium and Kitchen: Project is closed-out. Performing Arts: Project is closed-out. Athletic Field: Project is closed-out. Warranty has expired.	11/13/08(A) - 12/31/09(A)	Architect - Perkins + Will CM - H. J. Russell & Company Budget = \$26,137,599 (SPLOST III)

# Atlanta Public Schools

# #1

Facilities Services Department

## Capital Projects Summary 2020 - 2021

as of May 22, 2020

ID	Location	Project	Architect	Contractor	Project Manager	Comments
1	Atlanta College and Career Academy	Convert former Parks MS to Atlanta College and Career Center	Perkins+Will	Winter Construction	Robinson	Underway. Open summer 2020.
2	Beecher Hills	Select Additions, Renovations and Modifications	BRPH	Carroll Daniel	Reid	Complete. Complete close-out. Investigate and repair existing storm sewer issues.
3	Gideons ES	Select Additions, Renovations and Modifications	GMC	Balfour Beatty	Reid	Complete. Complete mural painting at front wall. Complete close-out
4	Grady HS	Additions and Renovations	Cooper Carry	Parrish	Gutlay	CM mobilized, site work underway.
5	Harper-Archer ES	Select Phased Renovations and Modifications	Cooper Carry	J.E. Dunn	Gutlay	Substantially complete. Complete fencing and playground work. Complete close-out.
6	Hollis Academy	Select Phased Renovations and Modifications	Perkins+Will	Evergreen	Robinson	Complete. Complete concrete deck leak repairs.
7	Howard MS	Renovate and expand the former Howard HS facility.	Stevens & Wilkinson	Parrish	Gutlay	Underway. Open summer 2020.
8	Humphries ES	Renovation and Modifications	CDH Partners	Winter Construction	Harkness	Underway. Open summer 2020.
9	Hutchinson ES	Renovation and Modifications	GMC	Balfour Beatty	Reid	Underway. Open summer 2020.
10	Morningside ES	Renovation and Modifications	Perkins+Will	TBD	Gutlay	Complete Project Design Committee meetings. Prepare of relocation to Inman MS facility in summer 2020.
11	N.W. Transportation Center	Complete design and permitting for project on new Hollowell Parkway site.	TBD	TBD	Harkness	Evaluating Architect qualifications
12	Obama Academy	Renovation and Modifications	Cooper Carry	Parrish	Robinson	Complete design. Relocation summer 2020.
13	Tuskegee AGA	Construct new school	Collins Cooper Carusi	J.E. Dunn	Robinson	Complete close-out.
14	W. Manor ES	Renovation and Modifications	Collins Cooper Carusi	Balfour Beatty	Reid	Complete design. Relocation summer 2020.
15	Woodson Park Academy	New K-8 school and YMCA	Collins Cooper Carusi	Carroll Daniel	Robinson	Underway. Complete Nov 2020. Open Jan 2021.
16	Adamsville ES	Replace Roof	PSI	Brown & Root	Brown	Underway
17	Benteen ES	HVAC improvements	BRPH / Matheson & Ball	Brown & Root	Brown	Complete design. HOLD.
18	BEST / CSK	Construct new Field House	TPA / JWR	C.D. Moody	Robinson	Substantially complete. Close out.
19	BEST / CSK	Additional Gym / Locker Room modifications.	Southern A&E	Brown & Root	Gutlay	
20	Brandon ES	Sports floor and door replacement. Classroom ceiling and lighting	N/A	Brown & Root	Brown	Underway
21	Burgess-Peterson	Install interior window	N/A	Brown & Root	Harkness	HOLD
22	Carver HS	Complete coping and waterproofing repairs at Leete Hall	PSI Engineering	Brown & Root	Brown	Underway. Complete summer 2020.
23	Carver HS	Classroom modifications at Archives Building	TBD	TBD	Harkness	Determine scope, complete design and pricing
24	Carver HS	Construct new Field House	TPA / JWR	Brown & Root	Robinson	Released.
25	Cascade ES	Repair damage from bus accident	N/A	Brown & Root	Harkness	Substantially complete. Close out.
26	Centennial Place ES	HVAC Improvements	Johnson-Spellman	EMCOR	Brown	Underway. Complete summer 2020.

Capital Projects Summary 2020 - 2021

as of May 22, 2020

ID	Location	Project	Architect	Contractor	Project Manager	Comments
27	Continental Colony ES	Restroom Renovations	Stevens & Wilkinson	Brown & Root	Brown	HOLD
28	Crim HS	Complete Parking Lot Repairs	N/A	Brown & Root	Harkness	Coordinate work schedule with Nutrition
29	Deerwood	Replace DOAS units	Pond Engineering	TBD	Brown	Underway. Complete summer 2020.
30	Dobbs ES	Install new Playground	N/A	Park Pride	Brown	Complete design and review
31	Douglass HS	Construct new Field House	TPA / JWR	C.D. Moody	Robinson	Substantially complete. Close out.
32	Hill, C.W.	HVAC Improvements	EDT Engineering	Brown & Root	Brown	Phase I (chiller) complete. Phase II RTUs and Boiler. Summer 2020 project.
33	Hollis Academy	Waterproofing Repairs	PSI	Brown & Root	Robinson	Underway.
34	Inman MS	Replace Elevator	Stevens & Wilkinson	Brown & Root	Brown	Underway.
35	Inman MS	Remove select portables	TBD	TBD	Brown	Complete summer 2020 for Morningside ES relocation
36	Inman MS	Install K-5 playground	Playworld	Playworld	Brown	Complete summer 2020 for Morningside ES relocation
37	Jones, M.A. ES	Install new sports floor in Gymnasium	N/A	Brown & Root	Brown	Underway.
38	Kimberly ES	Install new Playground	N/A	Park Pride	Brown	Complete design and review
39	King, M.L. MS	Restroom Renovations	Stevens & Wilkinson	Brown & Root	Brown	HOLD.
40	Lin, Mary ES	Install new canopy	TBD	TBD	Harkness	PTA sponsored project. Provide assistance.
41	Mays HS	Replace Turf	N/A	Field Turf	Robinson	Requisition entered.
42	N. Atlanta HS	Install new LED Monument Sign	N/A	TBD	Gutlay	PTA sponsored project. Provide assistance.
43	Oglethorpe ES	HVAC improvements	BRPH / Matheson & Ball	Brown & Root	Brown	HOLD.
44	Price MS	Replace Elevator	Stevens & Wilkinson	Brown & Root	Brown	
45	S. Atlanta HS	Construct new Field House	TPA / JWR	Brown & Root	Robinson	Underway. Complete fall 2020.
46	S. Atlanta HS	HVAC improvements	Pond Engineering	B&W	Brown	Underway. Complete summer 2020.
47	S. Atlanta HS	Create Dance Room	N/A	Brown & Root	Harkness	Evaluate proposal. Complete summer 2020.
48	Scott ES	Roof Repairs	N/A	Brown & Root	Brown	Underway. Complete summer 2020.
49	Scott ES	Restroom Renovations	Stevens & Wilkinson	Brown & Root	Brown	HOLD.
50	Slater ES	Fence improvements between Slater and Carver to allow car traffic	TBD	TBD	Harkness	HOLD.
51	Slaton ES	Replace Roof	N/A	Brown & Root	Brown	Underway. Complete summer 2020.
52	Springdale Park ES	Relocate K classes to new K Center	N/A	TBD	Wutke	Complete summer 2020
53	Stanton, F.L. ES	Waterproofing Repairs	PSI Engineering	Brown & Roof	Brown	Underway. Complete summer 2020.
54	Sutton MS (Northside)	Install new LED Monument Sign	N/A	TBD	Gutlay	Work with school. To be installed by partner.

Capital Projects Summary 2020 - 2021

as of May 22, 2020

ID	Location	Project	Architect	Contractor	Project Manager	Comments
55	Sutton MS (Northside)	Replace Track and Field Improvements	N/A	Deluxe	Robinson	Complete. Clean out area drains and debris on track.
56	Therrell HS	Replace Turf	N/A	Field Turf	Robinson	Requisition entered.
57	Turner MS	Replace Roof	PSI Engineering	Brown & Roof	Brown	Underway. Complete summer 2020.
58	Various	District wide security upgrades	TBD	TBD	Harkness	Complete needs assessment and scope development per GDOE grant requirements.
59	Whiteford ES	Needs Assessment and Planning study for modifications to add 0-2	TBD	TBD	Brown	HOLD.
60	Woodson Park (Grove Park)	Complete construction of temporary Classrooms in Media Center	N/A	Brown & Root	Robinson	Evaluate proposal. Complete summer 2020.
61	Young MS	Restroom Renovations	Stevens & Wilkinson	Brown & Root	Brown	HOLD.
62	Arkwright ES	Complete design, drawings and permitting for demolition	N/A	Brown & Root	Reid	HOLD. Pending direction from APS Repurposing Committee
63	Capitol View ES	Fire Repairs	TBD	TBD	TBD	HOLD. Ceilings, lights, wall repair, paint and floor tile in impacted areas.
64	CLL	Safety & Security - Monitoring Console Replacement	TBD	TBD	Brown	Complete needs assessment and design
65	CLL	3rd Floor - HR Cube Reconfig - 3A41, 3A42	TBD	TBD	Wutke	Met with HR to determine scope.
66	CLL	Install new Audiometric Booth	N/A	Brown & Root	Brown	Released.
67	CLL	HVAC Mech Rooms & Archives	N/A	Brown & Root	Brown	Review proposal.
68	District Wide	Install Inclusive Playgrounds	TBD	TBD	Brown	Needs assessment and budget for improvements complete.
69	District Wide	Update to Facilities Master Plan Needs Assessment	N/A	Parsons	Horton	Underway. Complete initial draft report Jan 2020.
70	District Wide	Install CO detectors	N/A	AFA	Harkness	Install new detectors in new area as they come on line.
71	Forrest Hill Academy	Install covered pavilion	TBD	TBD	Harkness	Work with school to select Architect. Define scope and funding. Complete design.
72	Garden Hills ES	Complete school funded playground and field improvements	Travis Pruitt	TBD	Brown	Underway.
73	Garden Hills ES	Install new elevator to Auditorium	Stevens & Wilkinson	Brown & Root	Brown	Complete design.
74	Grady Stadium	Resolve COA drainage issue from Monroe Drive	N/A	Brown & Root	Harkness	Monitor conditions.
75	Harper / Archer ES	Renovate Planetarium and adjacent spaces	TBD	TBD	Harkness	To be completed by PTA / partners
76	Lakewood ES	Demolish Building	N/A	KBR	Reid	HOLD.
77	Various	HVAC Assessments and Re-Commissioning	TSxC	Brown & Root	Brown	Complete. Evaluate additional locations as necessary.
78	Various	Improvements for 21st Century Classrooms, Media Centers and spaces	TBD	TBD	Wutke / Horton	Define scope at each site.
79	Various	Install garden beds, etc.	N/A	Captain Planet, et al	Horton	

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Approved Vendors for Supplemental Services, Architects, CMs, Etc.***

A fundamental characteristic of the management system utilized for the APS Capital Improvement Program is that the majority of the project management support effort, architectural design work, construction and other necessary services will be accomplished through the utilization of a pool of pre-approved vendors for Supplemental Services (project management support), Architects, Construction Managers (CM) and other required vendors.

This will be achieved through the issuance of publicly advertised Request for Qualifications (RFQ) for each of these distinct tasks. Copies of the RFQs are available from the Facilities Services Contract Manager. These documents define the specific scope of services and requirements expected to be provided by each of the approved vendors specific to the required service.

A pool of “approved vendors” will be selected and approved by the Board for each category of work, based on the qualifications submitted and the APS’s Purchasing Department’s evaluation criteria.

Copies of the listings of the approved vendors follows.

# APPROVED ARCHITECT LIST

## Atlanta Public Schools

Approved March 7, 2016

Solicitation 120315-01 - Rept. 7.02

<b>BRPH Architects-Engineers, Inc.</b> <b>41595</b> 2727 Paces Ferry Road Building One – Suite 1800 Atlanta, GA 30339 770.933.9242 770.933.9246      fax Contact: Bill Row      770-993-9242  e-mail <a href="mailto:brow@brph.com">brow@brph.com</a>
<b>CDH Partners, Inc.</b> <b>36595</b> 675 Tower Road Marietta, GA 30060 678-784-3481 770-424-0260      fax Contact: Melissa Cantrell    678-784-3481  e-mail <a href="mailto:melissa.cantrell@cdhpartners.com">melissa.cantrell@cdhpartners.com</a>
<b>Collins Cooper Carusi Architects</b> <b>11028</b> 3391 Peachtree Road N. W. Suite 400 – The Lenox Overlook Atlanta, GA 30326 404.873.0001  Contact: Tracy Carusi Ext. 103 Sandy Cooper  e-mail: <a href="mailto:tcarusi@collinscoopercarusi.com">tcarusi@collinscoopercarusi.com</a> <a href="mailto:scooper@collinscoopercarusi.com">scooper@collinscoopercarusi.com</a>
<b>Cooper Carry, Inc.</b> <b>36049</b> 191 Peachtree Street N. E. – Suite 2400 Atlanta, GA 30303-1770 404.237.2000 404.237.0276      fax Contact: Robert Just Melinda Daniels  e-mail: <a href="mailto:bojjust@coopercarry.com">bojjust@coopercarry.com</a> <a href="mailto:Melindadaniels@coopercarry.com">Melindadaniels@coopercarry.com</a>
<b>DeLoach Architects, P.C.</b> 721 Walnut Street Macon, GA 31201 478-742-4999 478-742-5207      fax Contact: Wm. Harold DeLoach  email: <a href="mailto:whd@deloacharchitects.com">whd@deloacharchitects.com</a>

<b>Goodwyn, Mills and Cawood, Inc.</b> <b>48845</b>  12600 Deerfield Parkway Suite 100 Alpharetta, GA 30004 678-566-3776 678-566-3551      fax Contact: Jim Teel  e-mail: <a href="mailto:jim.teel@gmcnetwork.com">jim.teel@gmcnetwork.com</a>
<b>Lyman Davison Dooley, Inc.</b> <b>46139</b> 1640 Powers Ferry Road Building 1 – Suite 100 Marietta, GA 30067 770-850-8494 770-956-9030      fax Contact: David McBrayer  e-mail: <a href="mailto:mcbayerd@iddi-atl.com">mcbayerd@iddi-atl.com</a>
<b>Manley Spangler Smith Architects</b> <b>29970</b> 525 E. Taylor Street – P. O. Box 880 Griffin, GA 30224 770.227.5473 770.228.3442      fax Contact: Valdon Smith, Jr.  e-mail: <a href="mailto:wsmith@mssarchitects.com">wsmith@mssarchitects.com</a>
<b>McMillan Pazdan Smith</b> 127 Dunbar Street Spartanburg, SC 39206 864-585-5678 864-542-9451      fax Contact: Ron Smith      Joe Alcock  e-mail: <a href="mailto:rsmith@mcmillanpazdansmith.com">rsmith@mcmillanpazdansmith.com</a>
<b>Perkins + Will</b> <b>13780</b> 1315 Peachtree Street N. E. Atlanta, GA 30309 404.443.7613 404.892.5823      fax Contact: Barbara Crum  e-mail: <a href="mailto:barbara.crum@perkinswill.com">barbara.crum@perkinswill.com</a>

# APPROVED ARCHITECT LIST

## Atlanta Public Schools

Approved March 7, 2016

Solicitation 120315-01 - Rept. 7.02

<b>Sizemore Group, LLC</b> 1700 Commerce Drive NW Atlanta, GA 30318 404-605-0690 404.606-0890 fax Contact: Thomas M. Sayre  e-mail: <a href="mailto:toms@sizemoregroup.com">toms@sizemoregroup.com</a>	<b>14365</b>
<b>Smallwood, Reynolds, Stewart, Stewart &amp; Associates.</b> 3565 Piedmont Road NE Building One – Suite 303 Atlanta, GA 30305 404-233-5453 404-264-0929 fax Contact: Charles G. Hull John S. Gerondelis  e-mail <a href="mailto:chull@srssa.com">chull@srssa.com</a> <a href="mailto:jgerondelis@srssa.com">jgerondelis@srssa.com</a>	<b>45924</b>

<b>Stanley, Love-Stanley, PC</b> 1056 Spring Street N. W. Atlanta, GA 30309 404.876.3055 404.876.6841 fax Contact: Ivenue Love-Stanley  e-mail: <a href="mailto:ilove-stanley@stanleylove-stanleypc.com">ilove-stanley@stanleylove-stanleypc.com</a>	<b>17495</b>
<b>Stevens &amp; Wilkinson</b> 100 Peachtree Street NW – Suite 2500 Atlanta, GA 30303 404.522.8888 404.521.6204 fax Contact: William H. Clark  e-mail <a href="mailto:wclark@stevens-wilkinson.com">wclark@stevens-wilkinson.com</a> Kirk Marchisen e-mail <a href="mailto:kmarchisen@stevens-wilkinson.com">kmarchisen@stevens-wilkinson.com</a>	<b>43495</b>

## ***Planning Assumptions***

The APS Planning Assumptions (dated July 1, 2008) were adopted by the district and are a fundamental component of the BuildSmart Facilities Master Plan. The BuildSmart plan and these associated Planning Assumptions provide an overall direction to the APS Capital Improvement Program. These APS Planning Assumptions will likely be updated and modified in the near future with the adoption of the new APS Facilities Master Plan which is currently underway.

Atlanta Public Schools performs a comprehensive Facilities Master Plan to guide decisions about schools, other buildings and sites owned by APS.

An 18-month Facilities Master Plan process was guided by goals and guidelines set forth by the APS Board of Education. In 2019, APS hired a team to help develop recommendations for the Facilities Master Plan. The team that was hired worked in close collaboration with APS staff. The process is inclusive of the APS strategic plan as well as APS policies and goals related to the Facilities Master Plan - and engaged the community in various ways. The Facilities Master Plan process examined APS school facility capacity as well as reviewed demographics to help forecast trends and determine where the school-age populations were increasing or declining.

The completed Facilities Master Plan recommendations will address capacity and enrollment in APS facilities over the next five (2025-2026 school year) and ten years (2030-2031 school year). It will include recommendations for the best and highest uses for district properties and a property disposal plan. .

APS Capital Improvement program will be guided by these recommendations, they will provide overall direction for facility use, building renovations and new construction.

# Atlanta Public Schools

## Build Smart - Facilities Master Plan

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### Planning Assumptions

July 1, 2008

In consultation with APS staff and administration, the following planning assumptions have been defined:

**1. What is the MAXIMUM CLASS SIZE?**

The class size will be per the APS Policy as stated in the policy document under Descriptor Term: Class Size; Descriptor Code: IEC; Date Issued 4/16/90.

For facilities, the planning team will calculate APS capacity at

- 18 FTE students per Elementary Classroom
- 26 FTE students per Middle & High School Classroom

**2. Will the existing breakdown of GRADES per school level be altered?**

They will be maintained as they currently exist: K-5, 6-8, 9-12

If K-5 is provided in two separate buildings on one site, a K-3 & 4-5 split is preferred.

APS will add Pre-K to existing elementary schools only if excess facility capacity exists.

**3. What is the MAXIMUM and MINIMUM SCHOOL SIZE?**

Elementary	450 – 600 Students
Middle	750 - 900 Students
High	1200 - 2000 Students

Pre-school: Use of available space in elementary school will be allowed provided that there is no displacement of K-5.

**4. Will the system be organized by “NEIGHBORHOOD SCHOOLS” or by “SCHOOL of CHOICE”?**

The facilities will be organized around Elementary School attendance zones. Middle schools will be arranged by the sum of specific Elementary school attendance zones. High schools will be arranged based on the sum of specific Middle school attendance zones. If the population of a middle school must be split to accommodate High school population limits, the split will occur along Elementary School attendance zone boundaries.

The Policy of “Administrative Transfers” will remain, but the facilities will be planned on the basis of the Demographic count of students within the attendance zone. Administrative transfers will be limited to current or planned permanent space.

**5. What defines the LIMITS of a DISTRICT?**

School Districts will be defined such that every School will have at least the minimum and no more than the maximum attendance as defined in Item #3 above. Neighborhood limits as defined by the City of Atlanta and natural geographic boundaries will be used to create school attendance zones where possible.

**6. What is the MINIMUM SITE SIZE? By school type.**

Georgia Department of Education Minimum Standards:

Elementary	(9.5-11 Acres)	5 acres plus one acre for each 100 children FTE
Middle	(19.5 – 21 Acres)	12 acres plus one acre for each 100 children FTE
High	(32 – 40 acres)	20 acres plus one acre for each 100 children FTE

APS Standards:

Elementary	(5-6 Acres)
Middle	(10-12 Acres)
High	(25-27 Acres)

Note: The Build Smart planning team, in consultation with APS Instruction and mindful of the urban conditions of the system, developed the above standards for consideration.

**7. What is the minimum APS standard site requirement for Physical Education, by school type?**

Elementary School Athletics

Fenced Kindergarten Playground –	1,000 sf
Hard surface play area –	2,900 sf

(No one dimension should be less than 40 feet; Surface should have markings which include volleyball, tennis and badminton)

Grassed play area – 2 fields soccer/baseball @ 90,000 sf ea.

(One area should be at least 225 feet by 225 feet; Playscape 3,000 sf with 3 platforms and at least 3 climbing challenges; Must contain approved unitary synthetic fall zone material meeting Consumer Product Safety Commission Guidelines, under entire structure and 8 feet beyond all edge of all equipment.)

Total play area square footage for Elementary Schools: **93,900 sf**

Middle School – Athletics -

Hard Surface Area	@ 22,800 sf
6 fenced tennis courts	
Athletics – 1 field soccer/football w/ track & field	@ 88,200 sf
Intramural - 1 field soccer/football	@ 49,500 sf
2 softball fields	
Total athletic square footage for Middle Schools	@ <b>160,500 sf</b>

High School – Athletics -

Hard Surface Area	@ 22,800 sf
(6 fenced tennis courts; 6 lane track)	
1 softball	@ 90,000 sf
1 soccer / football	@ 88,200 sf
Intramural - 1 field soccer/football	@ 49,500 sf
Total athletic square footage for High Schools	@ <b>250,500 sf</b>

(Reference: APS Athletics)

## 8. What minimal adjacency should the exterior Physical Education space have to the school(s)?

- Elementary - Exterior Spaces may not be shared during school hours. They may be located on the same site as the school, or immediately adjacent to it (across a street) providing a safe connection exists.
- Middle - May be shared with another school during school hours and should be in the immediate vicinity, across the street, if not shared or within 1 mile if shared and used on a daily basis.
- High - At least 70% should not be shared by another school. The remainder may be shared with a High school or a Middle School. Should be in the immediate vicinity, across the street if not shared or, within 1 mile if shared and used on a daily basis. Competition facilities may be centralized if they are of sufficient number.

## 9. What is APS's minimum Parking standard, by school type?

All parking must be accommodated on site or in joint-use agreements.

- Elementary- One Space for each classroom plus 15 for staff plus 12 visitor spaces
- Middle - One Space for each classroom plus 20 for staff plus 20 visitor spaces
- High - One Space for each classroom plus 30 for staff plus 25 visitor spaces and One parking space for every 2.5 students

## 10. What spaces include Instructional Technology, by school type?

- Elementary - One Interactive Learning Lab per School sized at classroom size.  
5 Computers per classroom will be assimilated into the standard sized classroom without adding to the classroom area standard.  
Teacher presentation workstation in each classroom and Fiber optic to all instructional spaces (no added spatial requirement)  
LAN Server / router room
- Middle - One Interactive Learning Lab per School sized at classroom size.  
5 Computers per classroom will be assimilated into the standard sized classroom without adding to the classroom area standard.  
Teacher presentation workstation in each classroom and Fiber optic to all instructional spaces (no added spatial requirement)  
3 Exploratory Labs (Business, Family & Consumer Science, Technology Exploration)  
LAN Server / router room
- High - Multiple Learning labs for facilities with over 1200 students,  
Learning Labs sized at standard classroom size.  
5 Computers per classroom will be assimilated into the standard sized classroom without adding to the classroom area standard.  
Teacher presentation workstation in each classroom and Fiber optic to all instructional spaces (no added spatial requirement)  
LAN Server / router room

## 11. What criteria are used to OPEN or CLOSE a school?

TO OPEN a school either

- to replace an existing school site(s) or
- to service a new Attendance Zone created due to population growth, which cannot be served at existing school sites.

TO CLOSE a school either

- the Attendance Zone is too small to deliver the minimum number of students needed to fulfill the minimum school size,
- the existing site is below the minimum standard, or
- the deferred maintenance equals or exceeds 50% of the replacement cost.

**12. What criteria are to be used to dispose of property?**

School sites will be identified for future sale if they are well below site standards, are within close distance of an existing school (½ mile for elementary schools) and/or not supported by the population trends for the year 2005. Sites may be exempted if large enough to house a future Elementary School site, or if designated for a specific school support use. All sites identified for future sale will be appraised and recommended to the Board for their consideration before site specific solicitation of community and private developers.

**13. What changes can be expected in the organizational structure of APS by 2009?**

There will be no changes in organizational structure that have not already been announced.

**14. What administrative functions need to be “CENTRALIZED” vs. “DECENTRALIZED”?**

Only the administrative functions directly associated with Warehousing and Facilities maintenance and construction will be remote from the central office building.

**15. What is the “Order of Magnitude” growth in staff expected by 2009?**

No staff growth is expected.

**16. What is the policy for providing office space to non-full time employees?**

Part time staff – two part time employees will share one workspace.

Contractors – All contractors will be provided workstations.

**17. What FUNDING mechanisms will be considered to address facilities needs?**

Public/Public Joint Ventures,  
Private/Public Joint Ventures,  
SPLOST,  
Bond Referendum,  
COPS,  
Others will be prioritized as they are defined

**18. What “COMMUNITY” uses or functions should be considered in the schools?**

Community uses will be defined on a site by site basis. Strategic alliances are sought with:

- Atlanta Parks and Recreation, for Arts and Recreation sites
- Atlanta Fulton County Public Library for Library sites
- YMCA for Recreation sites
- Boys and Girls Club of Metro Atlanta for Recreation Sites
- Head start for Pre-K sites
- Others as identified by the community

The intent is to allow after-hours access to school facilities staffed by these organizations in exchange for construction funding. In the case of Head Start, APS would provide leaseholds to discontinued school facilities in exchange for full staffing by Head Start.

**19. Legacy – What do you want to be known/remembered for?**

We have been guided by the goals of increased equity among the APS School facilities, increased efficiency in Facilities usage, and increasingly holistic and proactive approach toward facilities as learning environments and community assets.

## ***Design Guidelines, Standard Specifications and Bulletins***

The APS Design Guidelines and APS Standard Specifications (current issue dated December 1, 2010) are the collection of the requirements, guidelines and technical specifications that are intended to guide and direct the design and construction of all APS Capital Improvement Projects. The guidelines and specifications are periodically updated and or clarified as necessary by the issuance of Bulletins to Design and Construction Professionals.

APS Project Manager is responsible for the distribution of the APS Planning Assumptions, the APS Design Guidelines, the APS Standard Specifications and the APS Bulletins to Design and Construction Professionals on each of their projects. The distribution should include the Architect, the Construction Manager and any other necessary participants that may be specific to the project.



ATLANTA  
PUBLIC  
SCHOOLS

Making A Difference

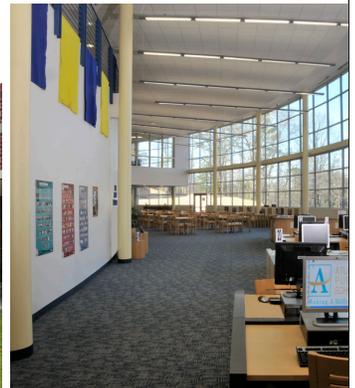
# APS Design Guidelines v2.10

A Planning Guide for Construction  
and Renovation of School Facilities

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Issued: July 1, 2008

Latest Revision: December 1, 2010



## ATLANTA PUBLIC SCHOOLS

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ATLANTA  
PUBLIC  
SCHOOLS

Making A Difference

# APS Standard Specifications v2.10

Issued: July 1, 2008

Latest Revision: December 1, 2010

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## **ATLANTA PUBLIC SCHOOLS**

Valerie Dial Thomas Facilities Services Center

1631 LaFrance Street NE

Atlanta GA 30307

Phone: 404-802-3736

Fax: 404-802-3897

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# Atlanta Public Schools

Facilities Service Department

## ***Construction Management Team***

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July 1, 2020

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## ***School Fact Sheets, Project Signs and Renderings***

Vehicles for communicating the details of history, scope, status, etc. of individual APS capital improvement projects are important to the program's success. These documents and products should be clear, concise and most importantly it should remain consistent over the life of the program.

It is important to realize that these documents may be the only evidence or documentation that the public, administrators, the Board, or others who may have an interest in the program get to see. It can be a public relations tool as well as a means for documenting the scope and status of projects.

Each major capital project should receive a **School Fact Sheet** similar to the attached example. Project Managers are responsible for producing accurate and timely information and data necessary for the completion of these documents.

Each major capital project should receive a **Project Sign** similar to the attached example. The sign should be professional and tastefully located for maximum visibility by the public as directed by the Project Manager.

Each major capital project should receive a **Project Rendering** similar to the attached example. Two copies of the rendering should be produced and framed under glass with following specifications.

1. +/- 18" x 30" building image (actual size will vary depending on the building design, the framed size will be larger)
2. +/- 1 ¼" – 2" black frame
3. +/- 2 ½" off-white and black double mat

One copy will be displayed at the APS Facilities Service Center and one copy delivered to the APS Center for Learning and Leadership.



❑ **Construction Budget** = \$42,000,000

❑ **Project Budget** = \$52,000,000

*Includes design, construction, testing, hazmat, FFE & relocation*

❑ **Tentative Project Schedule**

Design Start	Jan 2017
Design Complete	Jun 2018
Construction Start	Jul 2018
Construction Complete	Jul 2020

### ❑ **Project Scope Outline**

*Additions & modifications to create a new 1,375 student middle school may include but not be limited to the following items:*

- Classroom and support space additions
- Renovated classroom, support & admin spaces
- Updated exterior finish
- New Auditorium, Media Center, Cafeteria & Kitchen
- New windows, doors and hardware
- New interior finishes, lighting and signage
- New entry features, canopies, etc.
- New hardscape and landscape
- New monument signage and exterior lighting
- New fencing and gates
- New HVAC, electrical and plumbing systems
- New low voltage, data, voice, video systems
- New life safety and security systems
- Improved security and access to Main Office
- Improved identity of main, bus & carpool entry
- Improved bus, carpool, pedestrian ADA accessibility
- Improved visitor and staff parking
- Improved security through environmental design



❑ **Construction Budget = \$10,400,000**

❑ **Project Budget = \$11,096,000**

*Includes design, construction, testing, hazmat, & FFE*

❑ **The school will start in the fall 2020**

❑ **Tentative Project Schedule**

Design Start	Jul 2018
Design Complete	Jul 2019
Construction Start	Aug 2019
Construction Complete	Jul 2020

### ❑ **Project Scope Outline**

*Select renovations and improvements to the existing facility include the following:*

- Renovations to the former Parks MS facility to accommodate the following career paths:  
***Aviation Maintenance, Carpentry, Criminal Investigation, Cybersecurity, Culinary Arts, Dental Science, Early Childhood Education, Emergency Medical Responder, General Automotive Technology, Graphic Design, Hospitality, Tourism & Lodging, HVAC & Refrigeration, Patient Care and Programing***
- New Culinary Arts Kitchen
- Construction of Secure Entry Vestibule
- New Doors and Hardware
- New Flooring and Paint
- New Ceilings and Lights
- New Interior, Exterior and LED Signage
- Restroom Renovations
- Elevator Renovation
- Parking Lot Renovations
- CCTV, security and access control upgrades
- Electrical, HVAC and plumbing upgrades

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

## *Project Renderings*

Each major capital project should receive a **Project Rendering** similar to the examples below. Two copies of the rendering should be produced and framed under glass with a 2 1/2" off-white colored matt and simple black frame. One copy will be displayed at the APS Facilities Service Center and one copy delivered to the APS Center for Learning and Leadership.



+/- 48" x 96"



ATLANTA  
PUBLIC  
SCHOOLS

# Grady High School

*ADDITIONS AND RENOVATIONS*

*Your SPLOST Dollars at Work*

*Thank You for Your Support*

# Atlanta Public Schools

## ***Project Budgets, Architect Estimates and Budget Control***

### **PROJECT BUDGETS**

Project Budget Analysis Sheets (PBA) are developed for each major capital improvement initiative including new construction, addition or renovation projects. The PBA is based on a conceptual scope of work. The conceptual scope of work is based on 1) the instructional needs of the facility, 2) the physical needs of the facility, 3) the current condition and inventory of the existing building (if renovation) and a 4) projected cost (per square foot or other unit) based on historical APS project data, current APS project data and current national or local construction market data.

The Project Budget Analysis Sheet contains line items for Construction, Architecture, Geotechnical, Hazardous Materials Abatement, FF&E (Furniture, Fixtures & Equipment), Technology, Relocation and a Contingency (typically). An example follows this narrative.

Project Budgets are presented to and approved by the Board for each major capital improvement project typically at least once per year as recommended by the Facilities Services Department. Budget updates may be presented to the Board twice yearly, as necessary, to support the progress of Capital Improvement Program based on the availability of funds.

The Facilities Services Department has the authority to manage the project within the total approved Project Budget.

### **STATED COST LIMITATION (SCL) AND ARCHITECT ESTIMATES**

Within 45 days of the project inception, the Architect is responsible, with the consultation and cooperation of the APSCMT, for the establishment and acceptance of a Stated Cost Limitation (SCL) or “construction budget” for the project. The Architect’s fee will be based on a flat 6% fee of this SCL if the SCL is \$10,000,000 or less. There is a sliding fee scale contained in the standard APS Architect Contract for projects that exceed \$10,000,000. Payments cannot be made to the Architect until the SCL is established. Changes in the fee amount may be necessary due to errors and omissions or requested additional services.

Once established, the Stated Cost Limitation may only be adjusted at the direction of the APSCMT. This should only occur when and if the APS elects to add scope to the project. Simply implementing the APS Design Standards or a perceived increase in scope due to the added level of detail in the design documents is not justification for an increase to the SCL.

Architects will be held accountable for designing the project to be constructed within the Stated Cost Limitation. Any revisions necessary to the Contract Documents to bring the construction cost estimate in line with the SCL must be made by the Architect in a timely fashion at no additional cost to the APSCMT.

Due to the potential of significant negative impacts to the project caused by budget overruns or “under estimates”, the contractual responsibility of the Architect to provide a “market priced” construction cost estimate must be enforced by the APSCMT Project Manager throughout the design process.

Per their contract, Architects shall provide formal construction cost estimates during the design process. The form of the Architect’s construction cost estimate should typically be structured per the “APS GMP Summary”. If the estimate at any stage of the design exceeds the SCL the scope and the associated estimate must be brought into line with the SCL immediately with no impact to the design schedule.

### **BUDGET CONTROL**

Due to the potential of significant negative impacts to a project caused by “budget overruns” or “under estimates”, the Architect is required to provide a “market priced” construction cost estimate for the project at several prescribed milestones throughout the design process.

Initially and at each defined milestone the Construction Budget (also know as the State Cost Limitation) for a project should be reviewed and compared with the periodic cost estimates. The “estimate” should be verified to be or not be in line with the project construction budget. If the “estimate” exceeds the “budget”, immediate steps must be taken by the Architect to bring the project estimate back (re-design) to within the project construction budget.

If at any milestone the Architect fails to diligently work to bring the estimate back to within the project construction budget, Project Managers must make a timely evaluation of the viability of continuing the project with this Architect and may consider their replacement.

**SPLOST 2017  
CAPITAL PROJECTS BUDGET  
2017 - 2022  
December 2, 2019**

	SPLOST 2017 July 1, 2017 Original Budget	SPLOST 2017 May 6, 2019 Proposed Budget	SPLOST 2017 December 2, 2019 Proposed Budget
<b>REVENUE</b>			
SPLOST Proceeds	\$ 546,000,000	\$ 546,000,000	\$ 546,000,000
Budget Carryover	TBD	TBD	TBD
Interest Earnings	TBD	TBD	TBD
Contributions from Partnership Projects	TBD	TBD	TBD
	<hr/>	<hr/>	<hr/>
<b>Total Revenue</b>	<b><u>\$ 546,000,000</u></b>	<b><u>\$ 546,000,000</u></b>	<b><u>\$ 546,000,000</u></b>

**APPROPRIATIONS (by referendum categories)**

Construction and Renovation of Schools (1)	\$ 208,000,000	\$ 226,350,000	\$ 229,950,000
Upgrading Building Infrastructure and Systems (2)	\$ 128,100,000	\$ 118,120,000	\$ 118,120,000
Property Acquisition (3)	\$ -	\$ -	\$ -
Upgrading Security & Safety Systems	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
Surplus / Vacant Building Demolition	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Upgrading Athletic Fields and Playgrounds	\$ 9,100,000	\$ 9,100,000	\$ 9,100,000
PE Equipment Upgrades and Replacement	\$ -	\$ -	\$ -
Upgrading Technology Infrastructure & Ed Support Equip	\$ 47,000,000	\$ 47,000,000	\$ 47,000,000
Vehicle Replacement Refresh	\$ 16,300,000	\$ 16,300,000	\$ 16,300,000
Program Management (4)	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000
COPS Debt Liquidations	\$ 35,800,000	\$ 35,800,000	\$ 35,800,000
	<hr/>	<hr/>	<hr/>
<i>Approx 85% of max revenue</i>	\$ 464,300,000	\$ 472,670,000	\$ 476,270,000
Reserve for Appropriation (5)	\$ 81,700,000	\$ 73,330,000	\$ 69,730,000
	<hr/>	<hr/>	<hr/>
<b>Total Appropriations</b>	<b><u>\$ 546,000,000</u></b>	<b><u>\$ 546,000,000</u></b>	<b><u>\$ 546,000,000</u></b>

**NOTES**

- 1) Construction of new buildings, additions or comprehensive renovations of existing buildings.
- 2) Upgrades to individual building systems and components or cyclical replacements including but not limited to HVAC, plumbing, electrical, roofs, windows, doors, hardware, site utilities, finishes, FF&E, etc.
- 3) Obtain strategically located properties for the construction of new educational or support facilities consistent with current district priorities.
- 4) Program Management used as a balancing tool.
- 5) Reserve for Appropriation revenues received by September 2019 = \$17,121,408 - \$11,970,000 = \$5,151,408



**MORNINGSIDE ELEMENTARY SCHOOL  
CONCEPT PROJECT BUDGET ANALYSIS**  
December 1, 2019  
*Draft*

ID	Stage	Construction	Contingency	Architect	Testing	Asbestos	FFE	Technology	Relocation	Total Project Cost
1	BUDGET	\$ 16,685,920	\$ 1,034,080	\$ 1,020,000	\$ 80,000	\$ 80,000	\$ 1,000,000	\$ -	\$ 100,000	\$ 20,000,000
	EXPENSES									
		\$ 17,720,000								
2	ANTICIPATED									\$ 20,000,000
3	BALANCE									

**NOTES**

- SPLOST V Project Budget = \$20,000,000
- Construction Budget (concept estimate)

Scope	Area (sf)		Cost / sf	Total
Renovation	98,037	sf @	\$160	\$15,685,920
Addition		sf @		\$0
Abatement		ls		\$0
Demolition		ls		\$0
Site Work	5.2 acres	ls		\$1,000,000
<b>Totals</b>	<b>98,037</b>	<b>sf</b>		<b>\$16,685,920</b>

Renovate existing building without major reconfiguration.

## ***Architect Selection and Responsibilities***

Project architects are selected from the list of architects (see tab 8) pre-approved by the Board to work for the APS Construction Management Team (APSCMT). Architects are assigned to projects as needed, based on their current work load and an evaluation of their past performance by the CMT (executive director, director and project manager). A Request for Proposal (RFP) for an individual project may be issued to the approved pool of architects if project and market conditions and project schedule warrant.

The contract for the Architects is the APS standard contract. No proposed amendments to the contract by the Architect will be considered. The Architect's fee is based on the fee schedule included in the contract.

At the inception of the project, Architects are responsible with the consultation and cooperation of the APSCMT for the establishment and acceptance of a Stated Cost Limitation (construction budget) for the project. Architects are expected to perform all the tasks in the contract for a fee based on the contract and the Stated Cost Limitation excluding changes necessary due to additional services if requested or errors and omissions. Typically, no changes will be made to this policy based solely on the size (e.g. relatively low cost) of the project.

Once established, the Stated Cost Limitation may only be adjusted at the direction of the APSCMT. Architects will be held accountable for designing the project to be constructed within the Stated Cost Limitation. Any revisions necessary to the Contract Documents to bring the construction cost estimate in line with the Stated Cost Limitation must be made by the Architect in a timely fashion at no additional cost to the APSCMT.

Per their contract, Architects shall provide formal construction cost estimates during the design process. Due to the potential of significant negative impacts to the project caused by budget overruns or "under estimates", the contractual responsibility of the Architect to provide a "market priced" construction cost estimate must be enforced throughout the design process.

The Architect's construction cost estimates shall include a 6% contingency to cover unforeseen conditions encountered during the project. The form of the Architect's construction cost estimate should typically be structured per the "APSCMT GMP Summary".

APSCMT Project Managers are responsible for the distribution of the APS Design Guidelines, APS Standard Specifications and the Bulletins to Design and Construction Professionals to the Architects on each project. Also, Project Managers are the sole source of responsibility for assuring the Architects' compliance with all APS requirements including the "guidelines" and "bulletins".

# Atlanta Public Schools

Facilities Services Department - Construction Management Team

**Insert Name of School**

**Date:**

**Address:**

**Architect:**

**Construction Manager:**

**Site Size:**

**Building Area:**

**Core Classrooms:**

**Student Capacity:**

## GMP Summary Breakdown

Line	Item	Div.	Description	Cost
1				
2	Division	2	Site Work	
3	Division	3	Concrete	
4	Division	4	Masonry	
5	Division	5	Metals	
6	Division	6	Carpentry	
7	Division	7	Moisture Proofing	
8	Division	8	Doors & Windows	
9	Division	9	Finishes	
10	Division	10	Specialties	
11	Division	11	Equipment	
12	Division	12	Furnishings	
13	Division	13	Special Construction	
14	Division	14	Hoisting	
15	Division	15	Mechanical	
16	Division	16	Electrical	
17				
18	<b>Sub Total Divisions 1 - 16</b>			
19				
20	General Conditions % (of Line 18)			
21	Bonds & Insurance (actual cost)			
22				
23	<b>Sub Total (of Lines 18, 20 &amp; 21)</b>			
24				
25	Fee % (of Line 23)			
26	Contingency % (Line 18)			
27				
28	<b>TOTAL GMP</b>			



FACILITIES SERVICES  
1631 LAFRANCE STREET  
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June 11, 2019

Approved APS Architects

**Re: Request for Design Proposals for  
Renovations and Modifications  
Morningside Elementary School**

Ladies and Gentlemen,

The Atlanta Public Schools, Facilities Services Department, Construction Management Team invites you to submit a Design Proposal for the **Renovations and Modifications to Morningside Elementary School** project.

The intent of this effort is to identify and make the assignment of one of the current Board approved Architectural firms best suited to work with APS on this project based upon an overview of the firm, approach and solution, past experience with APS and other similar like experience and the acceptance of the APS standard form of Architectural contract.

Architects are asked to respond to the requirements described in this document and to develop a conceptual design solution based on the following information on the project.

- a. A project Summary Description
- b. Facility Inventory Drawings
- c. A past Site Survey

The APS Design Guidelines, the APS Standard Specifications, the APS Bulletins to Design and Construction Professionals and the standard APS Architectural Services Agreement are located on the APS Web Site and can be accessed at this address: <http://www.atlantapublicschools.us/site/Default.aspx?PageID=21562>. You may obtain copies of these documents at your discretion and expense.

You should familiarize yourself with the project conditions and requirements, the project background information, the APS Design Guidelines, the APS Standard Specifications (dated December 1, 2010), the APS Bulletins to Design and Construction Professionals and the described project scope before making your design proposal.

PAGE 2

June 11, 2019

**Re: Request for Design Proposals for  
Renovations and Modifications to  
Morningside Elementary School**

Since this effort is only a vehicle to establish a project assignment the selected design team will still need to undertake and complete the standard APS design process. The selected team will be expected to execute the APS Standard form of Architectural Contract as written. The fee will be based on the standard APS fee schedule.

Your proposal for this project should be based on the background project information, your experience as an Architect, your knowledge of APS construction projects, the APS Design Guidelines, the APS Standard Specifications and your prior commitment to the Atlanta Public Schools as an approved Architect.

Your Design Proposal response should be submitted in the following sections.

- 1) Firm Overview
- 2) Experience with APS and similar projects up to and including new schools
- 3) Design Approach and Solution
- 4) Acceptance of APS Standard Form of Contract for Architectural Services

**1) Firm Overview**

- a) Confirm name, address of firm headquarters and branch office handling this project as well as related telephone / fax numbers and e-mail addresses.
- b) Confirm how many years in business under the name identified above. Confirm ownership, structure and history. Include type of legal entity (e.g., corporation, limited liability company, etc.), state or commonwealth of formation (i.e., where incorporated) and year of formation of organization. In the case of a joint venture or partnership provide the same information for each partner.
- c) Provide an organizational chart of the proposed project team (employees and consultants) and resumes of each member. For each employee or consultant you intend to assign to this project, include a paragraph that describes their role and responsibility, past relevant Georgia K-12 experience with similar high school projects and their availability and time commitment to this project. Include the names of the principal and project architect to serve as the direct point of contact for the design team.

**2) Experience**

- a. Provide a project listing of your K-12 educational projects (renovation, addition and new construction) on-going and completed over the past five years by your firm in Georgia with a minimum stated cost of limitation of \$5 million. Include in the listing, for each project, the following information.

June 11, 2019

**Re: Request for Design Proposals for  
Renovations and Modifications to  
Morningside Elementary School**

- Project Name and Address
  - Project Type
  - Design Contract Award Amount and Final Cost
  - Construction Delivery Method
  - Construction Planned and Final Duration
  - Role and Responsibility (Scope) Your Firm had on each Project
  - Owner's Name, Owner's Project Representative and Telephone Number
  - General Contractor's Name and Telephone Number
  - Principals and Project Architect(s) for each project
- b. Identify in the listing above, projects which were completed with unusual schedule or budget constraints, with a brief explanation of the constraints.
- c. Describe any claims, mediation, litigation, arbitration or other form of dispute resolution filed by or against your company (and, in the case of a joint venture, by or against any partner in the joint venture) in the past five (5) years, including case name, number, location of court or arbitration, and, if an arbitration, the name and telephone number of at least one arbiter. This list shall also disclose any failure or failures to complete a contract, or contracts, and any instances of having defaulted or having been declared to be in default, on any contract or contracts, and any penalties imposed by reason of any contract undertaken and determined to be in noncompliance with pertinent statutes within the past five (5) years, and all such items shall be explained in detail, including without limitation, identification of the project by name and the name, address and telephone number of the owner of each such project.
- d. Include a statement as to whether or not your A/E firm (and in the case of a joint venture, each of the partners in the joint venture) or any of its officers have ever been convicted or entered a guilty plea (or plea of nolo contendere) in any court for a violation of any State or Federal statute concerning competitive bidding or competitive proposals or the restraint of trade.
- e. Identify and briefly discuss any claims made against your E&O Insurance in the past five (5) years, for joint ventures, include individual entity policies and any policies for the responding joint venture.
- f. Identify and briefly discuss any instances in the past five (5) years where:
- i. A third party had to cut joint checks on any project. Provide owner name, project name and owner's project representative name and phone number.
  - ii. Your contract was terminated, with or without cause. Provide owner name, project name and owner's project representative name and phone number.
  - iii. For joint ventures responding to this RFP, provide the information as it pertains, to the joint venture and for each partner or entity creating the joint venture.

June 11, 2019

**Re: Request for Design Proposals for Renovations and Modifications to Morningside Elementary School**

**3) Design Approach and Solution**

- a) Describe your firm's understanding and approach based on the APS standard design process to involve the community, stakeholders and school representatives throughout the design process.
- b) Describe your firm's design approach specifically for this project and how you propose to expedite and or phase the design process if necessary.
- c) Describe your firm's approach to working with a Construction Manager at Risk and with phased construction in an occupied building.
- d) Submit in graphic and narrative form your firm's proposed design schedule based on the process outlined in the APS standard form of Agreement in order to complete construction documents by June 1, 2020.
- e) Submit in graphic and narrative form one (1) or more of your proposed design solutions. Include the following graphics.
  - i. A color rendered site plan
  - ii. One (1) or more color rendered interior or exterior elevations
  - iii. One (1) or more color rendered interior or exterior perspectives

**4) Acceptance of APS Standard Form of Contract for Architectural Services**

- a. Provide a statement indicating your willingness to execute the APS Standard Form of Contract for Architectural Services as written without any additions, amendments or changes. Failure to provide such a statement may be grounds for rejection of a proposal. Indicate "yes" or "no".

A review and evaluation of your proposal will only be for the purpose of determining qualifications for assignment to the project. The Atlanta Public Schools reserves the right to reject any and all proposals, waive minor irregularities in the responses and to not move forward with the project. The successful firm will be expected to perform all pricing, value engineering, design participation and document preparation and reviews at various intervals and consistent with the Atlanta Public Schools Construction Management Team standard policies, procedures and standard contract form in order to maintain APS cost, quality and schedule standards and goals.

Your Design Proposal will be reviewed and evaluated based on the following criteria.

- 1) quality of your Firm Overview
- 2) quality of your Experience
- 3) quality of your Approach and Solution (most weight)
- 4) willingness to execute the APS standard contract (yes or no)

PAGE 5

June 11, 2019

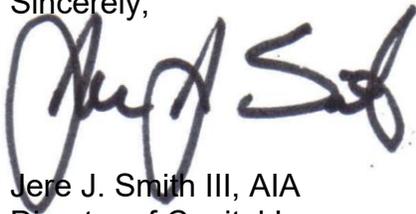
**Re: Request for Design Proposals for  
Renovations and Modifications to  
Morningside Elementary School**

A pre-proposal briefing will be at the offices of the Atlanta Public Schools, Facilities Services Center, 1631 LaFrance Street, Atlanta, Georgia 30307, at 10:00 am, Tuesday, June 18, 2019.

Three (3) paper copies and one (1) electronic PDF file of your design proposal should be submitted to the offices of the Atlanta Public Schools, Facilities Services Center, 1631 LaFrance Street, Atlanta, Georgia 30307, by 2:00 pm, Thursday, July 11, 2019.

The APS Project Manager is Cherrie Wutke (404 802-3801). If you have any additional questions please contact me at 404 802-3736. Thank you for your commitment and participation in the APS Capital Improvement Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Jere J. Smith III". The signature is stylized and cursive, with a large initial "J" and "S".

Jere J. Smith III, AIA  
Director of Capital Improvements

xc: Cherrie Wutke, Alvah Hardy

# Atlanta Public Schools

Facilities Services Department

June 11, 2019

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## ***Construction Management Team***

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### **Morningside Elementary School – Renovations and Modifications**

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The successful architect will be expected to provide all services included in the standard APS Contract for Architectural Service for modifications and associated improvements at the following school.

1. Morningside Elementary School  
1053 East Rock Springs Road, NE  
Atlanta, Georgia 30306

The Atlanta Public Schools seeks to improve the function and appearance of the Morningside Elementary School facility. The basic program for the project to be responded to may include but may not be limited to the items listed below. Some changes to the classroom layout, function or relationship to other spaces or changes to the building infrastructure or major systems may be added as the planning process moves forward.

- Gymnasium renovation / Classroom expansion
- Remove existing portable classrooms
- Administration and support area improvements
- Kitchen and Cafeteria improvements
- New windows
- Envelope upgrades and repairs
- Door and hardware upgrades
- Electrical, HVAC and plumbing upgrades
- Exterior and interior finish upgrades
- Data, voice, video upgrades
- Life Safety systems upgrades
- Interior and exterior signage upgrades
- New LED monument sign
- CCTV, security and access control upgrades
- Furniture and casework upgrades
- Parking and driveway improvements
- Landscaping and site improvements
- Roofing replacement completed 2017
- HVAC System upgrades completed 2017
- Construction Budget \$17,000,000
- See the most recent Needs Assessment Report at the link noted below.

<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/4657/Morningside%20Elementary%20School.pdf>



GADOE SQUARE FOOTAGE

EXTERIOR: 54,144 SF

INTERIOR: 97,995 SF



Atlanta Public Schools  
Facilities  
Service Center  
1631 La France Street, N.E.  
Atlanta, Georgia 30307

Facility:

**MORNINGSIDE  
ELEMENTARY  
SCHOOL**

1053 E. Rock Springs Rd., N.E  
Atlanta, Georgia 30306

Georgia DOE Facility Number:

**1664**

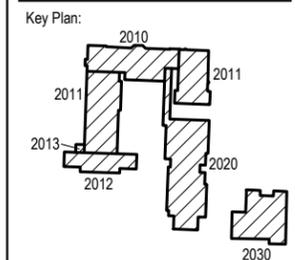
IUs: 47

FTE: 725

Site Area: 5.2 Acres

Total Building Area: 97,995 s.f.

DOE Building Number:	Date Occupied
2010	1930
2011	1934
2012	1958
2013	1994
2020	1993
2030	1999



Date: 2014 Property Inventory

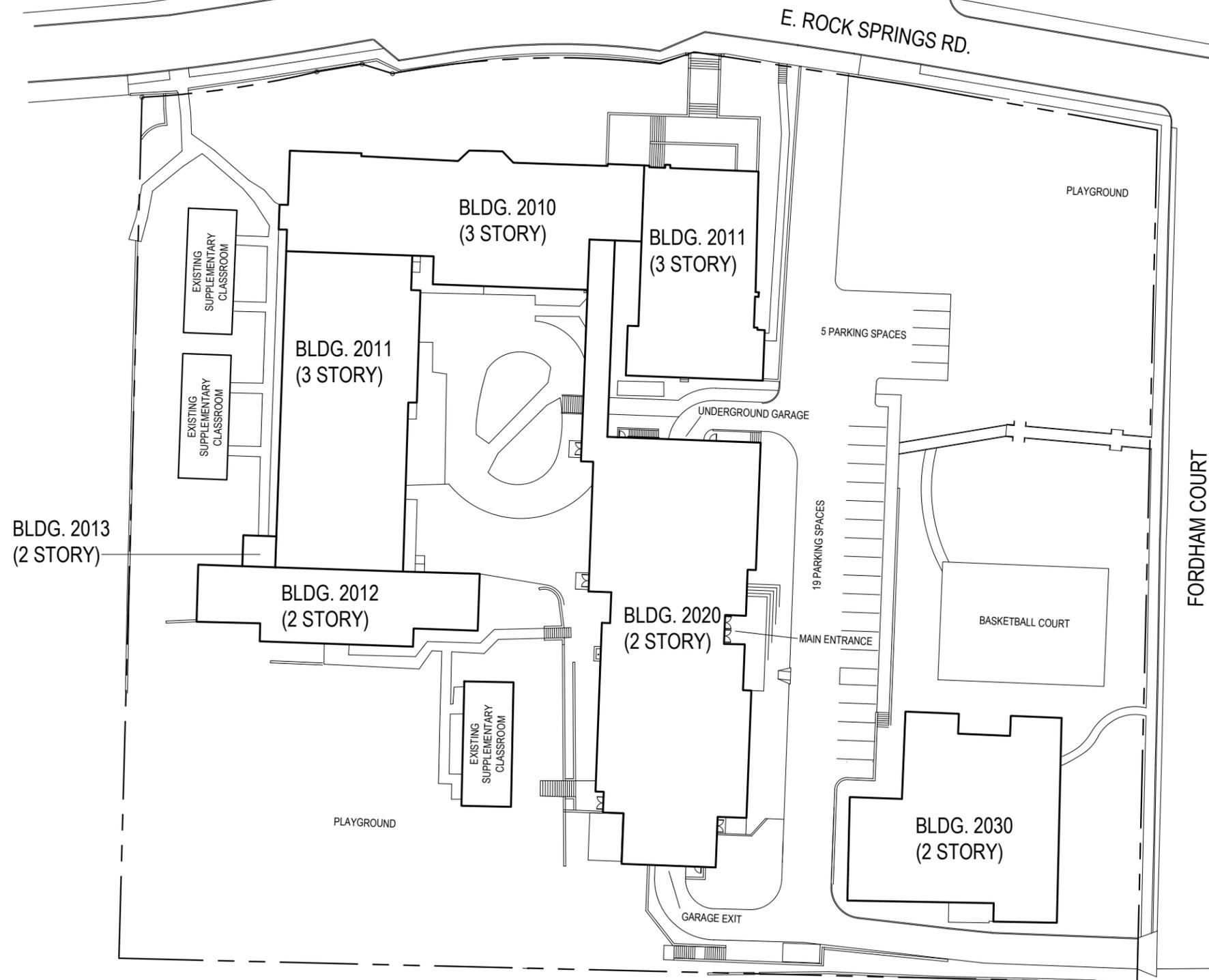
Revision:

Sheet Title:

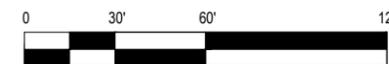
**SITE PLAN**

Sheet Number:

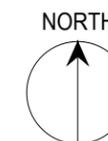
**C1**



**SITE PLAN**

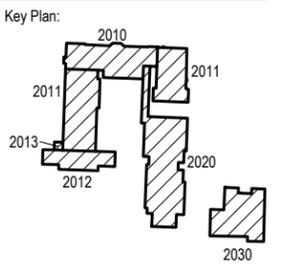


SCALE: 1"=60'



IUs:	47
FTE:	725
Site Area:	5.2 Acres
Total Building Area:	97,995 s.f.

DOE Building Number:	Date Occupied
2010	1930
2011	1934
2012	1958
2013	1994
2020	1993
2030	1999



Date: 2014 Property Inventory

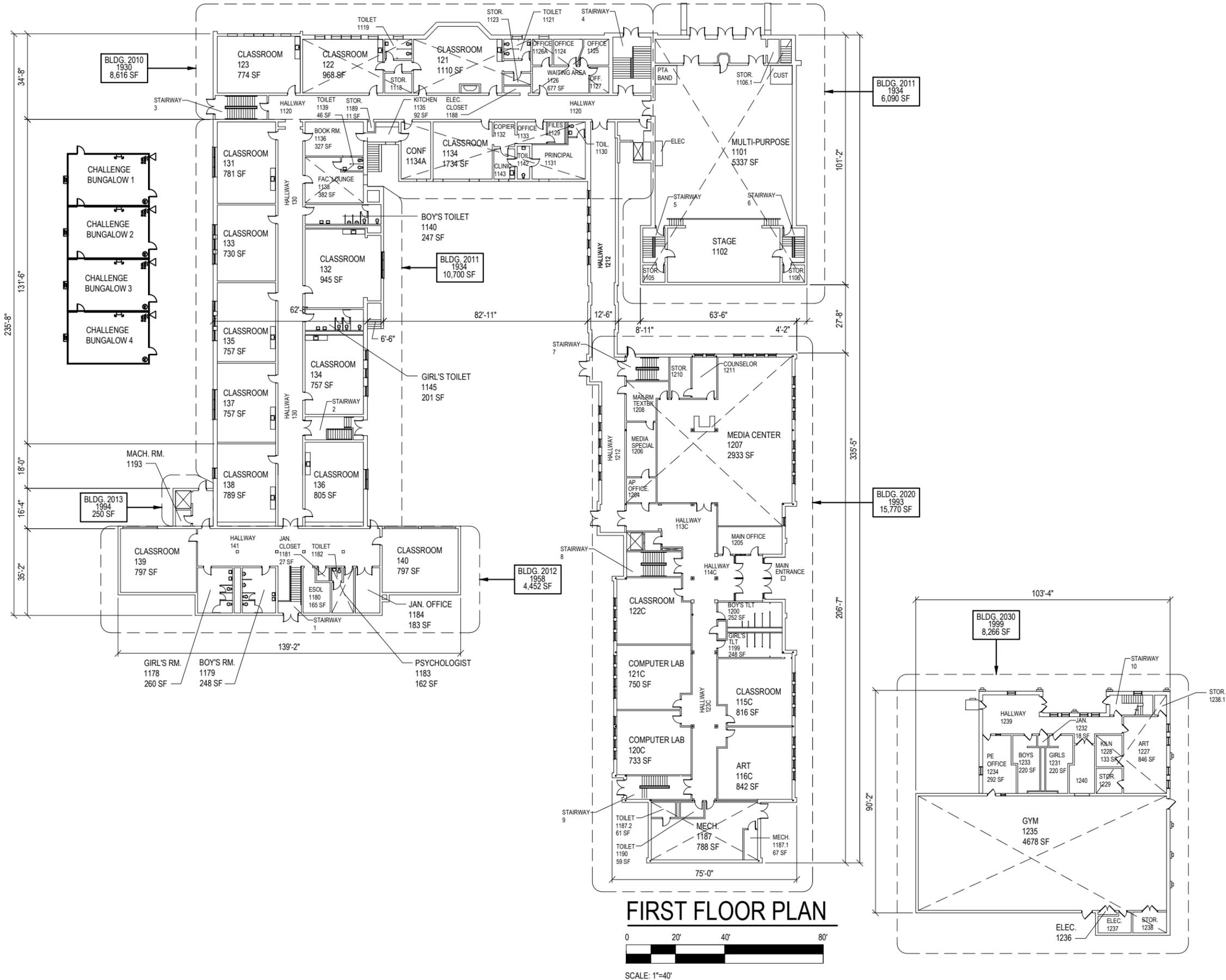
Revision:

Sheet Title:

**FIRST FLOOR**

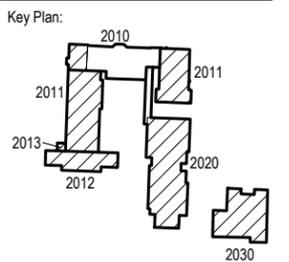
Sheet Number:

**A1**



IUs:	47
FTE:	725
Site Area:	5.2 Acres
Total Building Area:	97,995 s.f.

DOE Building Number:	Date Occupied
2010	1930
2011	1934
2012	1958
2013	1994
2020	1993
2030	1999



Date: 2014 Property Inventory

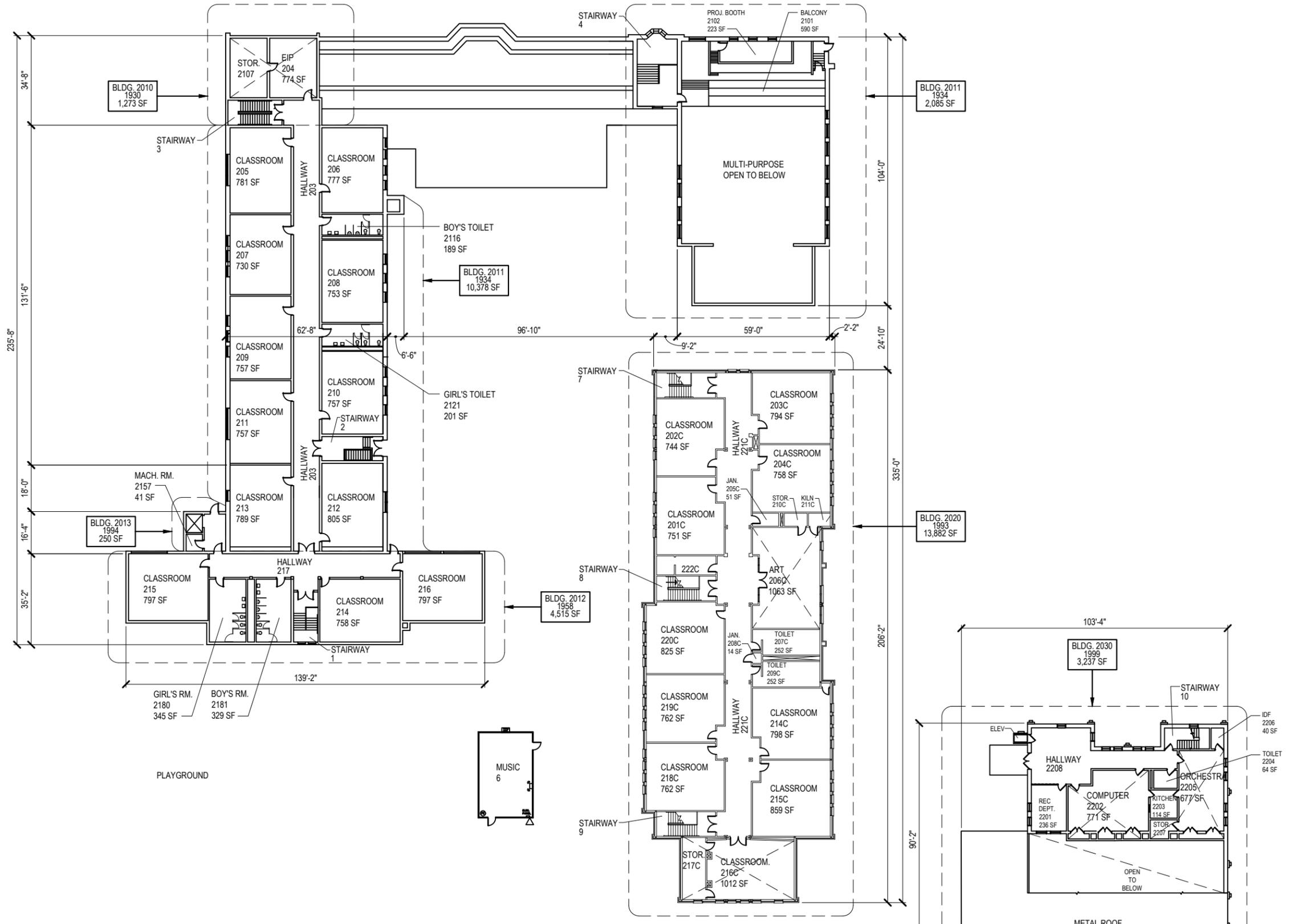
Revision:

Sheet Title:

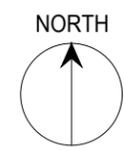
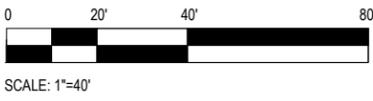
**SECOND FLOOR**

Sheet Number:

**A2**

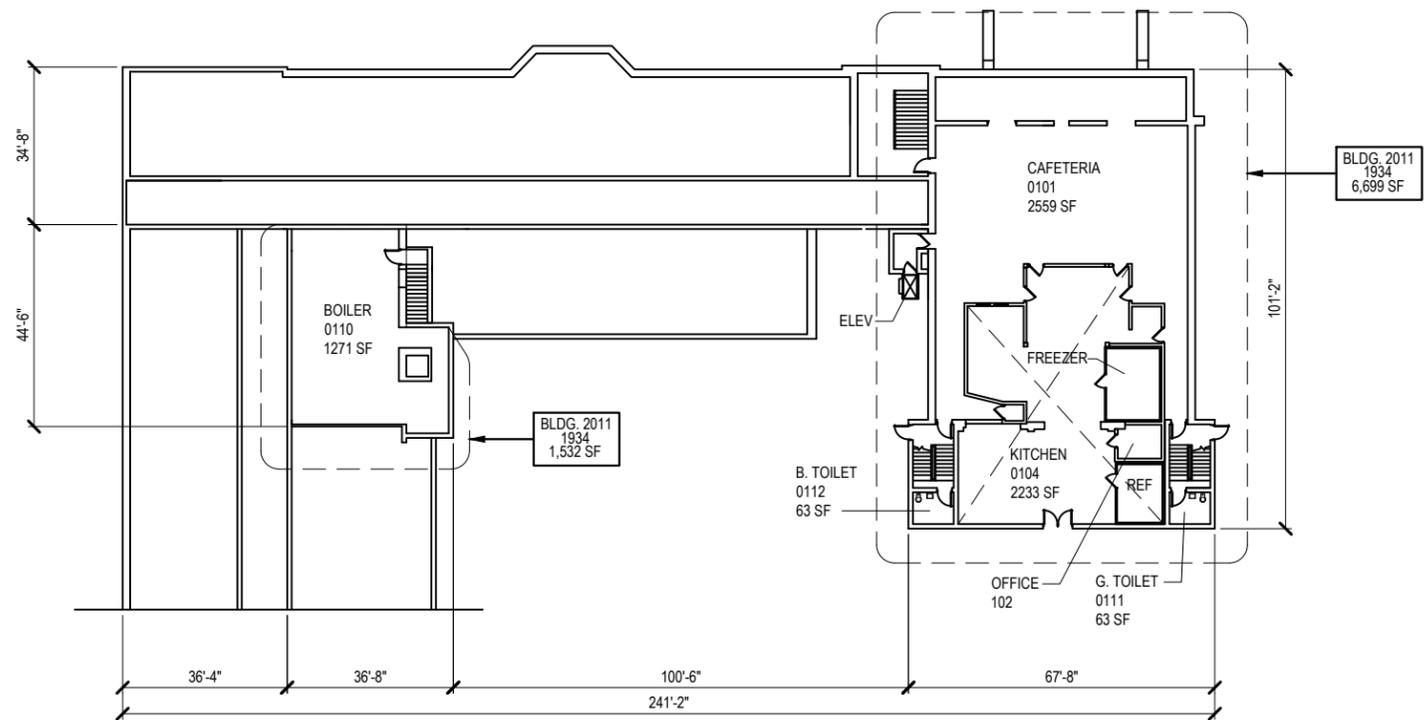
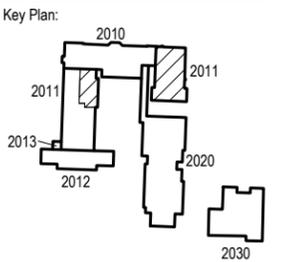


**SECOND FLOOR PLAN**



IUs:	47
FTE:	725
Site Area:	5.2 Acres
Total Building Area:	97,995 s.f.

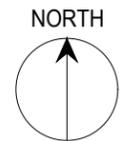
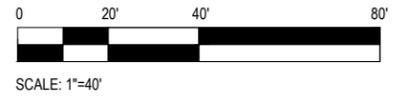
DOE Building Number:	Date Occupied
2010	1930
2011	1934
2012	1958
2013	1994
2020	1993
2030	1999



BLDG. 2011  
1934  
6,699 SF

BLDG. 2011  
1934  
1,532 SF

**BASEMENT FLOOR PLAN**



Date: 2014 Property Inventory

Revision:

Sheet Title:

**BASEMENT FLOOR**

Sheet Number:

**B1**



ATLANTA  
PUBLIC  
SCHOOLS

# Morningside Elementary School

1053 East Rock Spring Road, NE, Atlanta, GA 30306

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## Architect Pre-Proposal Briefing

Atlanta Public Schools Facilities Service Center

June 18, 2019

Facilities Services Department

# Project Overview

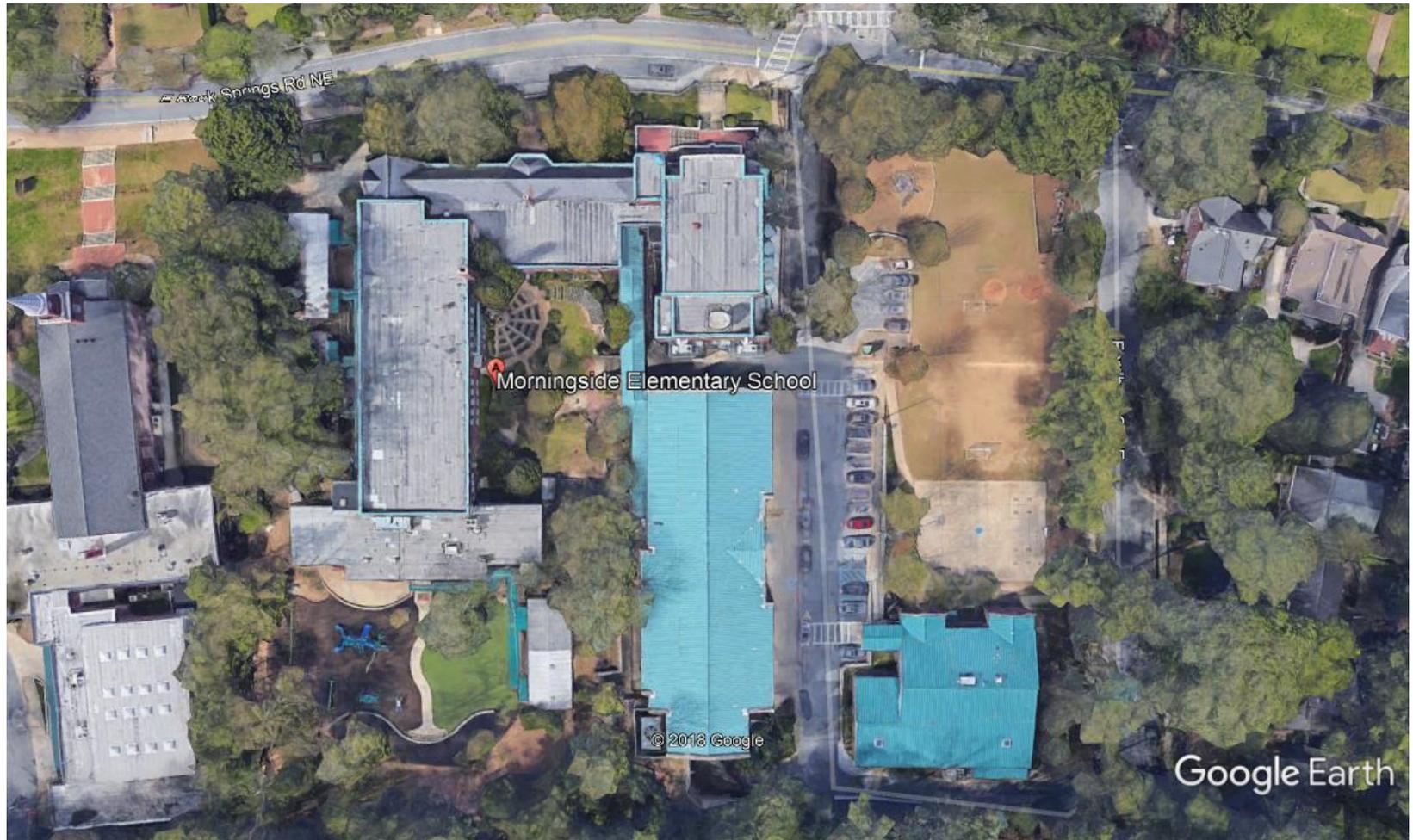


- Grades: PK - 5
- Site Size: 5.2 acres
- Organization History: Multiple buildings. Constructed 1930 - 2001
- Status: Last renovated 1994 (HVAC & Roof 2017)
- Core Classrooms: +/- 36 (existing)
- Student Capacity +/- 756 @ 21 students per classroom (current)
- Core Classrooms: +/- 46 (proposed)
- Student Capacity: +/- 966 @ 21 students per classroom (proposed)
- Approximate Size: +/- 98,037 sf (existing)
- Tentative Schedule: School will be relocated Jul 2020  
Project duration Jan 2021 – Jul 2022

# Project Outline

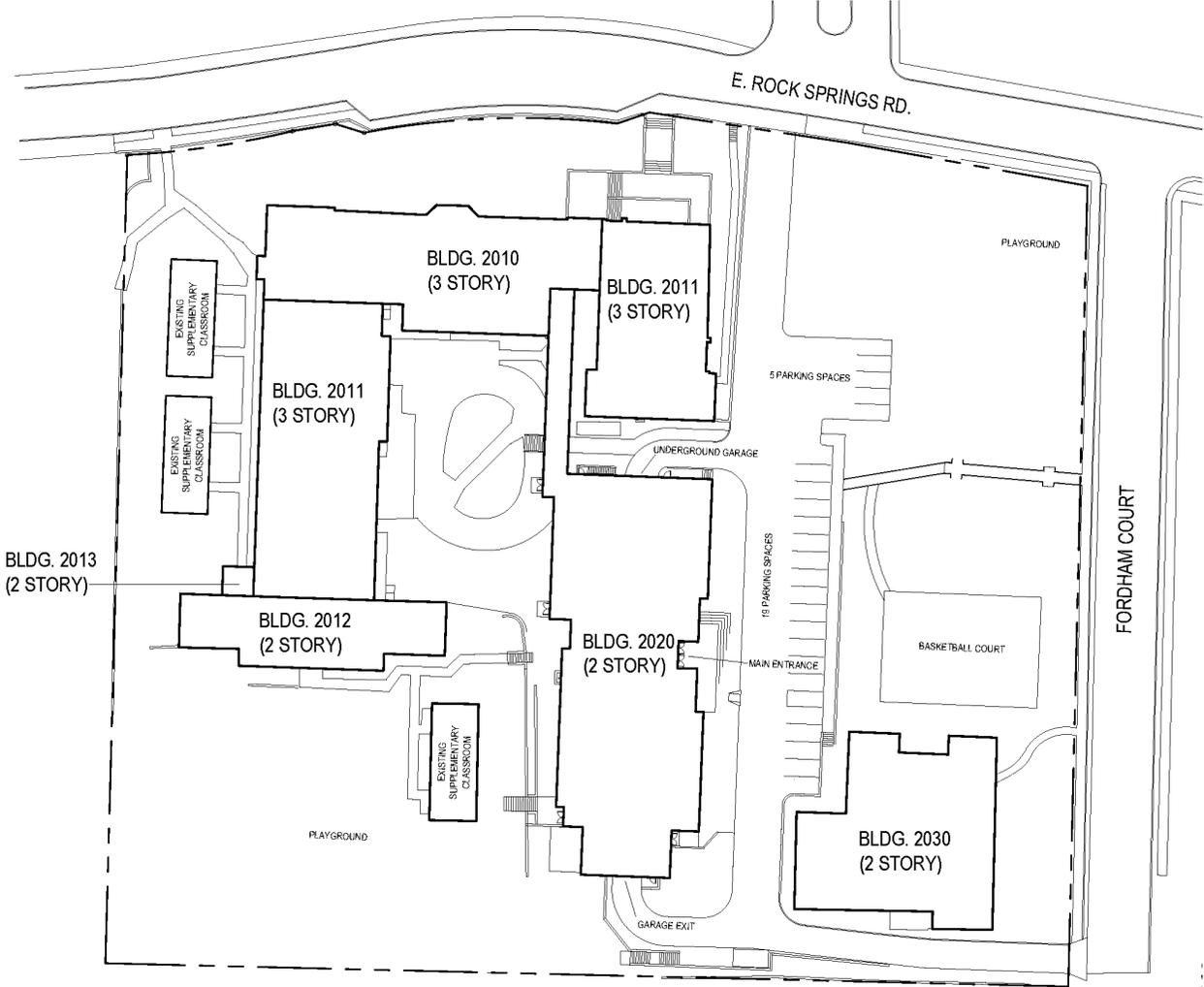
- Gymnasium renovation / Classroom expansion
- Remove existing portable classrooms
- Administration and support area improvements
- Kitchen and Cafeteria improvements
- Envelope upgrades and repairs and new windows
- Door and hardware upgrades
- Electrical, HVAC and plumbing upgrades
- Exterior and interior finish upgrades
- Data, voice, video and life safety systems upgrades
- Interior, exterior signage upgrades and new LED monument sign
- CCTV, security and access control upgrades
- Furniture and casework upgrades
- Parking and driveway improvements
- Landscaping and site improvements
- HVAC System upgrades and roof replacement completed 2017
- Construction Budget \$17,000,000
- See the most recent Needs Assessment Report at the link noted below.
- <https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/4657/Morningside%20Elementary%20School.pdf>

# Project Location



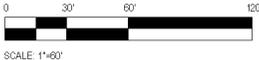
**Aerial View of Existing Site**

# Site Plan



GADOE SQUARE FOOTAGE
EXTERIOR: 54,144 SF
INTERIOR: 97,995 SF

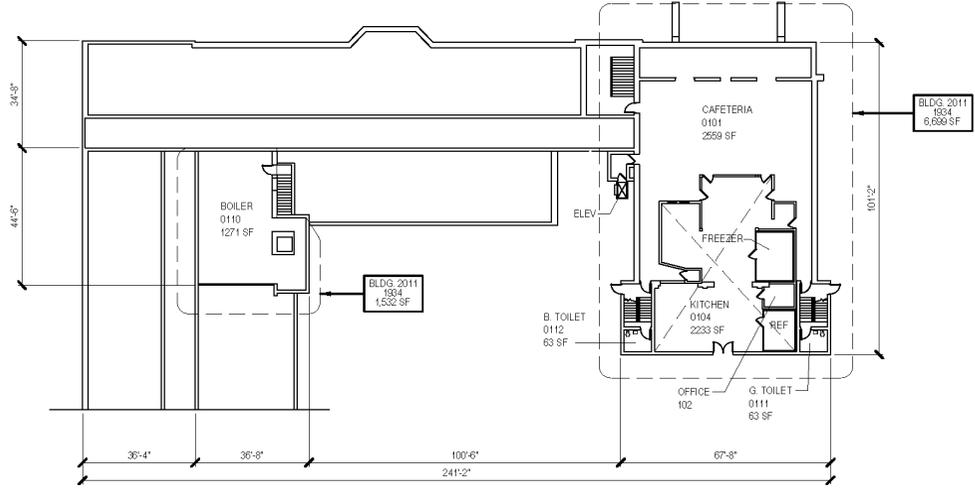
## SITE PLAN



**Existing Site Plan**







**BASEMENT FLOOR PLAN**



SCALE 1"=40'



**Existing Basement Floor Plan**

# Project Photo



**Front Elevation**

# Project Timeline (Tentative)

- Architect RFP Issued Jun 11, 2019
- Architect Pre-Proposal Briefing Jun 18, 2019
- Site Inspection Jun 21, 2019
- Architect Proposals Due Jul 11, 2019
- Architect Presentations TBD
- Select Architect TBD
- Draft Design Narrative TBD
- Project Committee Meeting #1 Oct 2019
- CM RFP Issued TBD
- Complete Construction Documents Jun 2020
- Recommend CM to Board Nov 2020
- Project Start Construction Jan 2021
- Project Completion Jun 2022

**11:00 am**  
**Friday, June 21, 2019**  
**at the**  
**Morningside Elementary School Site**

*If you have any questions contact the Project Manager. Do not contact the principal, school staff, community representatives, etc.*

**2:00 pm**  
**Thursday, July 11, 2019**  
**at**  
**APS Facilities Service Center**

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# Questions & Answers

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**During Construction progress reports for the  
Morningside Elementary School  
project can be accessed at:  
<http://www.atlanta.k12.ga.us>**

# Atlanta Public Schools

## ***Georgia Department of Education (GDOE) Requirements***

Unless directed otherwise all projects and procedures will comply with the requirements of the Georgia Department of Education (GDOE). The latest requirements can be obtained on the GDOE's web site at [http://www.doe.k12.ga.us/fbo\\_facilities.aspx](http://www.doe.k12.ga.us/fbo_facilities.aspx).

The Facilities Services section of the GDOE assists local school systems in developing long-range capital improvement plans, acquiring the funds needed to help implement their plans, and reviewing their architect's plans to construct adequate and safe school facilities. The GDOE employs regional specialists throughout the state and utilizes a strong support staff in the Atlanta office to provide consultative and support services in the following areas:

### **Plan Development**

Georgia law (20-2-260) requires all school systems to develop and maintain a long range comprehensive facilities plan that is updated every five years to be eligible to participate in Georgia's Capital Outlay Program. Area consultants and State staff work directly with each school system to provide technical assistance in developing comprehensive plans

### **Funding**

At the beginning of each fiscal year eligible school systems may make applications for state funding for projects in their current facilities plan. Facilities staff assist school systems in determining eligibility and in the development of the application. When eligible projects are approved by the Legislature and construction design begins the Grants Management staff of the Facilities Services Department assists the district in establishing a schedule for reimbursement of funds.

The APS Contracts Manager will be the point of contact for the submission of all documents required for district reimbursements per GDOE guidelines. Reference Contracts Manager Responsibilities that follow noting typical project documentation file contents.

The **APS Contracts Manager** position will handle the complete contract documentation maintenance process from RFP to close-out. The Project Manager will provide much of the documentation. Contract Manager will provide continuity and consistency to the documentation and to the process.

### ***Typical Project documentation File contents:***

1. Executed Contract (CM, contractor, architect, consultant, vendor, etc.)
2. Payment and Performance Bonds (P&P bonds)
3. Insurance Certificates
4. Purchase Orders
5. Change Orders

## **Page 2: Georgia Department of Education Requirements**

6. Board Action Items (including any change orders, adjustments, etc.)
7. Request for Proposal (RFP)
8. Notice to Proceed (NTP)
9. Advertisements for Bid
10. Notices to Owner
11. Georgia department of education Documents (GDOE)
  - a. Copy of Local facilities Plan
  - b. Architect Contract Addendum
  - c. Preliminary, Check-Set, Final Approval Letters
  - d. Advertisement
  - e. Publisher's Affidavit
  - f. Bid tabs
  - g. Monthly Pay Requests
  - h. Architect Asbestos Letter
  - i. Certificate from Board
  - j. APS, CM and Architect Close-out Documents
12. Copies of Sub-contracts
13. Certificate of Substantial Completion
14. Certificate of Final completion
15. Any other documents that are required for APS, GDOE, local, state or federal compliance requirements

*Notes: The specific contents of the files will vary depending on the type of contract that is being managed (e.g.: construction manager, contractor, architect, engineer, consultant, professional services, vendor, etc.)*

### **Architectural Review**

Architectural drawings for all school projects (new school construction, additions, renovation, and modification) must be submitted to the State Facilities Section for review for compliance with State Board of Education space and construction standards. The State architectural staff is also available to assist local systems in:

1. Coordinating the review of construction drawings and specifications.
2. Consultation services during the bid and contract process.
3. Technical help throughout the construction phase of each project.

An overview of the GDOE Facilities Services section requirements and sample documents follow this page.

**160-5-4-.01 EDUCATIONAL FACILITIES CONSTRUCTION PLAN  
(LOCAL FACILITIES PLAN).**

**(1) DEFINITION.**

(a) **Educational Facilities Construction Plan** (commonly known as a Local Facilities Plan or five-year Facilities Plan and referred to in this rule as Facilities Plan) - a study of a local school system's present educational facilities and a five-year forecast of facility needs.

**(2) REQUIREMENTS.**

(a) Each local board of education shall develop and submit to the State Board of Education for approval once every five years a facilities plan that identifies the system's facility needs for the ensuing five years.

(b) The local board of education shall submit the facilities plan in the format used by the department at the time the plan is developed and the plan shall contain the following:

1. Inventory data for all existing and funded school facilities. Each school system shall be responsible for reviewing and updating the inventory data in the system's facilities plan to record any changes that have occurred since the inventory was last updated.
2. Student FTE historical data.
3. Student FTE projections for the ensuing five-year period.
4. Present and projected system organizational patterns.
5. Minimum and maximum limits on the FTE student size for all elementary, middle, and high schools.
6. Instructional service and support programs for each school in the system.
7. Facility needs, including estimated cost, for:
  - (i) Renovations.
  - (ii) Modifications.

160-5-4-.01 (Continued)

(iii) Additions.

(iv) New schools.

8. School facilities to be closed, phased out, and/or abandoned.

9. A systemwide list of construction projects, in priority order, by school and construction activity needed to effectuate the housing of students in accordance with the organizational pattern and adopted instructional program contained in the facilities plan. In specifying the order of importance of all proposed construction projects, each local school system shall give priority to elementary school construction projects.

10. Proposed financing for effectuating the plan including state, local, federal, and other fund sources.

(c) Local boards of education desiring to develop a new facility plan shall adopt and transmit in writing to the department a resolution requesting technical assistance in the development of the plan.

(d) An educational facilities survey team of the appropriate size shall be selected by the department for the validation of the newly developed facilities plan in accordance with O.C.G.A. § 20-2-260(c)(2).

1. The survey team will report their findings to the local board of education and to the State Board of Education.

2. A local board of education may appeal the survey team's findings to the State Board of Education.

3. Local school systems shall reimburse team members, other than employees of the department, for travel, lodging and meals in accordance with state travel regulations.

4. Local units of administration shall use the following criteria when nominating team members for the state facilities survey team list.

(i) Each local board of education shall nominate, in addition to the superintendent, one member for each 3,300 FTE or major fraction thereof. Each local board of education shall nominate at least two members.

160-5-4-.01 (Continued)

(ii) Each RESA board of control shall nominate five individuals at large from the RESA area.

(iii) Local units of administration shall make nominations on a form furnished by the department.

(e) Local boards of education shall abide by the priorities of projects and construction activities contained in the approved facilities plan with the following exception.

1. The State Board of Education has approved a reordering of project priorities based upon a written documentation from the local board of education.

2. The school system has met all of the conditions and requirements stated in the law, including O.C.G.A. § 20-2-260(c)(9), and rules to amend its facilities plan when the plan to be amended included projects eligible for incentive advance funding.

Authority O.C.G.A. § 20-2-260.

**Adopted: June 22, 2000**

**Effective: July 19, 2000**



**160-5-4-.16 EDUCATIONAL FACILITY SITE, CONSTRUCTION, AND REIMBURSEMENT**

**(1) REQUIREMENTS.**

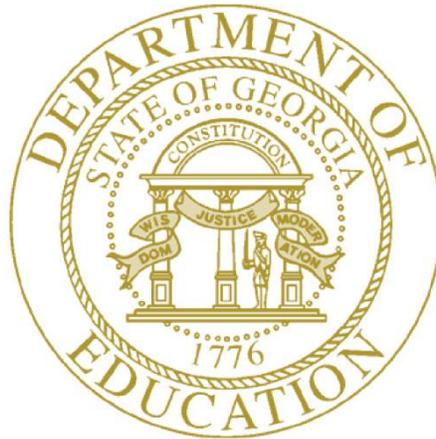
(a) Approval of all sites to be used for instructional purposes, design of all new educational facilities, additions, renovations, and modifications to all existing educational facilities, reimbursement of state funds for approved funded projects, and the process for closing an educational facility shall be in accordance with all applicable provisions and requirements of the latest editions of Guidelines available from the department.

1. Guideline for Compliance with the Standards and Criteria of the National Flood Insurance Program (Amended May 10, 2012)
2. Guideline for Educational Facility Construction (Amended November 6, 2014)
3. Guideline for Submission of Documents for Review of Planning, Bidding, and Construction of Educational Facilities (Amended May 10, 2012)
4. Guideline for Square Footage Requirements for Educational Facilities (Amended May 10, 2012)
5. Guideline for Risk Hazard Assessment of Educational Facility Sites (Amended May 10, 2012)
6. Guideline for Educational Facility Site Selection (Amended May 10, 2012)
7. Guideline for Construction Reimbursement Rates (Amended May 10, 2012)
8. Guideline for Receiving State Capital Outlay Funds (Amended May 10, 2012)
9. Guideline for Closing an Educational Facility (Amended May 10, 2012)
10. Guideline for Reimbursement of State Funded Projects (Amended May 10, 2012)
11. Guideline for Low Wealth Applications (Amended August 22, 2019)

Authority O.C.G.A. § 20-2-260; 20-2-261; 20-2-262.

**Adopted:** August 22, 2019

**Effective:** September 11, 2019



***Dr. John D. Barge, State School Superintendent***  
***“Making Education Work for All Georgians”***

## **Guideline for Educational Facility Construction**

**160-5-4-.16 (a) 2**

### **Educational Facility Site, Construction, and Reimbursement**

**Georgia Department of Education**  
**Facilities Services Unit**

**Effective Date: November 6, 2014**

Georgia Department of Education  
Dr. John D. Barge, State School Superintendent  
Page 1 of 3

All Rights Reserved

## **DESIGN AND CONSTRUCTION STANDARDS FOR EDUCATIONAL FACILITIES**

All new permanent educational facilities, including additions to existing educational facilities, shall be constructed in accordance with state minimum codes as defined in paragraph (9) of Code Section 8-2-20.

### **Permanent Educational Facilities**

Permanent educational facilities are facilities designed and constructed to remain on a site until the useable lifespan of the facility has expired. Such facilities are eligible for state capital outlay funding in accordance with 160-5-4-.16(a)7, Guideline for Construction Reimbursement Rates.

### **Air Conditioning**

All new educational facilities and all additions must be air-conditioned.

Where the combination of renovations and modifications, or modifications work alone, is performed in fifty percent of the square footage or greater of the existing facility, then the facility shall be evaluated for a new HVAC system.

### **Buildings, Additions, and/or Wings**

Additions to an educational facility shall be located and constructed as allowed by the applicable building codes.

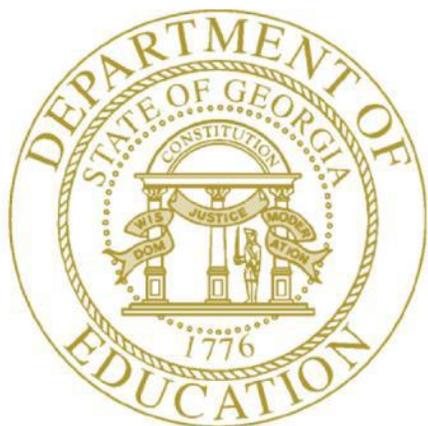
## **TEMPORARY EDUCATIONAL FACILITIES**

Temporary educational facilities are buildings located on an educational facility site to be used until permanent classroom space is available. Temporary educational facilities include portable classrooms and modular classrooms designed to be moved from place to place. Temporary educational facilities are not eligible for any state capital outlay funding. They are to be included in a facility's classroom inventory and listed under a building number of 9xxx to denote that the building is a temporary structure. Classrooms in temporary structures are not counted as acceptable instructional units in the local facilities plan.

Although temporary classrooms are not required to meet the same minimum square footage requirements as permanent classrooms, the number of students assigned to a temporary classroom and the grade level of students assigned to temporary classrooms must be carefully considered. Access to permanent buildings, student safety, and evacuation during severe weather should be considered in the placement and number of temporary facilities placed on a campus.

A plan to replace all temporary educational facilities with permanent educational facilities must be included in the LEA's local facilities plan. It is to be understood that all needs in a local facilities plan usually cannot be met within the five year life cycle of that plan and that temporary educational facilities may remain at a facility past the expiration of the current local facilities plan.

Temporary educational facilities must meet all applicable state and local building codes and must have a separate certificate of occupancy for each building. Temporary educational facilities are to be included in the asbestos plan for the facility at which they are located.



**Dr. John D. Barge, State School Superintendent**  
*“Making Education Work for All Georgians”*

**Guideline for Submission of Documents  
for Review of Planning, Bidding, and Construction of  
Educational Facilities**

**160-5-4-.16 (a) 3**

**Educational Facility Site, Construction, and Reimbursement**

**Georgia Department of Education  
Facilities Services Unit**

**Effective Date: 05-30-12**

**Guideline for Submission of Documents  
for Review of Planning, Bidding, and Construction of Educational Facilities**

**I. GENERAL REQUIREMENTS**

**A. STAGES (Data sheet as attached must be executed and enclosed with submittal of each stage.)**

Rules of the State Board of Education require that documents for planning and construction of educational facilities in which students are to be housed be submitted to the Facilities Services Unit of the State Department of Education for review and/or approval in the three stages listed below. Final plans and specifications must be approved by Georgia Department Of Education (GaDOE) Facilities Section before a project is advertised.

1. Preliminary Plans with large-scale layout drawings and a written description of the construction delivery method as described in Section II, Subsection I.
2. "Check Set" Plans and Project Manual.
3. Final Plans and Project Manual.

**B. EXCEPTIONS TO THE SUBMITTAL STAGES**

Exceptions to the above are:

1. Emergency repairs.
2. Project in which only renovations of existing spaces are involved.
3. Modifications such as window replacement, HVAC replacement, or reroofing may be exempt from the submittal phases in accordance with the following stipulations:-

Project plans may be submitted for one (1) final state review and, in case of no applicable comments, will be given final approval. The architect or engineer shall request in writing on the design professional's letterhead an exception for the submittal stages containing a full description of the scope of work. Submittal of plans and specifications shall not occur until written approval from the Facilities Section is received. A copy of the approval letter shall be submitted with the plans and specifications. If there are pertinent comments from the Facilities Services Unit, these comments will be furnished to the design professional for incorporation into final documents or modification by addenda.

**II. PRELIMINARY PLANS: (The attached Project Data Sheet must be used)**

**A. PROJECT PLANS AND SPECIFICATIONS**

- B.** The following instructions shall be used in the preparation of preliminary plans for submission to the Facilities Services Unit. These instructions apply to all projects regardless of funding source.

**REQUIRED COPIES AND FORMAT FOR PRELIMINARY PLANS**

**Large Scale plans** shall be submitted in a bound set, plus loose unbound drawings for each of the following:

1. Group I: When Food Service elements are new or in any way modified.
  - a. Site Plan.
  - b. Overall Floor Plan.
  - c.  $\frac{1}{8}$  Scale (or larger if desired/necessary) Layout of Kitchen and Dining.
2. Group II: When Media Center is new or in any way modified:
  - a. Site Plan.
  - b. Overall Floor Plan.
  - c.  $\frac{1}{8}$  Scale (or larger if desired/necessary) Layout of Media Center.
3. Group III: When Career, Technical and Agricultural Education (CTAE) Units are a part of new or modified documents:
  - a. Site Plan.
  - b. Overall Floor Plan
  - c. One (1) copy each of  $\frac{1}{8}$  Scale (or larger if desired/necessary) Layouts of Vocational Facilities new or modified.

**C. SITE PLAN - at appropriate scale, show the following:**

1. All site boundary lines (This may be small scale diagram.)
2. North arrow.
3. Acreage of site.
4. Contours, both existing and proposed, to satisfy scope of project. Spot grades may be substituted for small minor additions. Show floor elevation for all buildings connected by walks or otherwise.
5. **Existing utilities** and necessary extensions: Indicate approximate location of existing and/or proposed septic tanks, grease traps, and nitrification fields, if applicable.

6. Existing buildings and site improvements to be retained or demolished. Note type of construction (solid masonry, brick-veneer, frame, etc.) of existing building to be retained. If State Capital Outlay funded, number of buildings as per the Capital Outlay Application.
7. Location of proposed buildings and anticipated future expansion, if any.
8. Existing and proposed streets, roads, drives, parking areas, and playgrounds. Show drives and parking for buses where applicable.
9. Street address or location of site with respect to established road or highway.
10. All site mitigations listed in the site approval documents must be incorporated into the design.

11. Sewage Disposal System.

- a. Where new disposal systems are required, provide the following information:
  - (1) Percolation Data.
    - (a) Location of test holes and tabulation data.
    - (b) Date test made.
  - (2) Maximum height for ground water table.
- b. If a private disposal system is to be used, whether new or existing, provide the following information. (Note: If existing system is to be used for kitchen toilets only, furnish answer to item #5 only.)
  - (1) Septic Tank.
    - (a) Working capacity.
    - (b) Method of dosing.
  - (2) Grease trap - working capacity.
  - (3) Drain Field.
    - (a) Number of runs.
    - (b) Length per run.
  - (4) Additional expected load.
  - (5) Has the system given trouble? If so, explain.

## **D. FLOOR PLANS**

1. 1/16 scale floor plans. Note the facility name and facility codes as shown on the Curriculum and Space Needs page from the approved local facilities plan. All spaces must be labeled as listed in the Guideline for Square Footage Requirements for Educational Facilities. If entire overall plan can be shown at a larger scale, this is acceptable. Smaller scales may be approved by the Facilities Services Unit upon request. Label all spaces only according to the names of spaces identified in the Facility Curriculum and Space Need Page with its associated net square footage as listed in the GaDOE Guideline for Square Footage Requirements for Educational Facilities.
  - a. In addition to the 1/16 scale floor plans, a drawing of all existing and proposed buildings for use in the local facility plan will be submitted to the local school system and the GaDOE Facilities Consultant for any new construction, modification of spaces to for other uses, or classroom additions. The drawing will be in an 11 x 17 inch format. Each space will be labeled with only the space number, square footage, and program design for that space. Large facilities may require multiple 11 x 17 pages.
2. If the project is an addition to an existing educational facility, detailed plan of the entire facility shall not be required, provided the following information is provided:
  - a. A block plan of all levels of the entire facility at appropriate scale showing relationship to addition, location of main corridors, battery toilets, food service areas, media center, administrative area, exits in existing areas to be used in connection with additions, and central mechanical plants or rooms, if any. All spaces must be labeled.
  - b. A chart or table showing the number and type of each plumbing fixture in each of the toilet rooms indicated and number of drinking fountains in each existing location.
  - c. All pertinent information concerning sewage, water, gas and electrical to existing areas.
  - d. Demonstrate that existing food service kitchen and dining areas, media center (shelving and space requirements), etc. are adequate according to published guides for the potential total average full-time equivalent students (FTE) when adding classrooms/instructional spaces only. (See chart in the GaDOE Guideline for Square Footage Requirements for Educational Facilities.

## **E. ELEVATIONS AND SECTIONS**

1. Show at least two major elevations at 1/16 scale, or larger, if desired.
2. Show 1/8 scale cross section through typical classroom wing. Indicate method of sun control, natural and artificial lighting.

3. Show  $\frac{3}{4}$  scale typical exterior wall section. Indicate structural system, materials, dimensions of window stool and head heights, components of the proposed heating, cooling and ventilation system where applicable, etc.

**F. LARGE-SCALE (TO INCLUDE SPECIAL AREAS EQUIPPED AS REQUIRED BY PUBLISHED GUIDELINES)**

1. LAYOUT SUBMITTALS

As part of Preliminary Document Submittal, include  $\frac{1}{8}$ " = 1'-0" (or larger, if desired) scale plans showing the layout of equipment for all special areas applicable to the project and as listed below. All of the  $\frac{1}{8}$  scale plans for special areas should be in the bound sets. In addition to these bound sets, certain  $\frac{1}{8}$  scale drawings should be furnished in loose form in accordance with paragraph II-B of this publication. These are applicable only to food service, media centers, and vocational facilities.

2. **"Special Areas"** means individual spaces within the building such as:
  - a. Primary classroom. Grades K-03
  - b. Elementary/ middle grades classroom. Grades 04-08
  - c. High School classroom. Grades 09-12
  - d. Media Center.
  - e. Kitchen - Food Service (Includes seating arrangement in dining area).
  - f. Science laboratories or science rooms.
  - g. CTAE Labs (Include furniture and equipment on construction drawings).
  - h. Art.
  - i. Music, Band and Choral.
  - j. Administration area.
  - k. Toilets.
3. Graphical representation on  $\frac{1}{8}$  scale plans shall include:
  - a. Layout and designation for related areas.
  - b. Location of all windows, skylights, and exits.
  - c. Location of all fixed and movable equipment. (Indicate in contract or not in contract (NIC)).

- d. Location and designation of all shelving, storage cabinets, counters, sinks, bulletin boards, tackboards, chalkboards, etc.
  - e. Location of electrical outlets (special outlets involving cabinetry only).
  - f. Location of any items specified at local level.
  - g. Food service area shall show and designate every item of equipment proposed for use, with designation as to whether new or used, whether in contract or NIC, in accordance with published guide.
  - h. Media center layouts will indicate height of all shelving and identity of each item of furnishing in accordance with published guide.
  - i. The net area of each component of the suite or other space.
4. **Notations - Note the following items on all drawings:**
- a. Name of facility and facility number\*
  - b. Name of system\*
  - c. Name of design professional\*
  - d. FTE (Total Average Full-Time Equivalent Students)\*\*
  - e. Capital Outlay project number, Federal project, or Local Effort\*\*
  - f. General inside dimensions of spaces, i.e. 6'0" x 10'6"
  - g. Any peculiarities specified at local level.
  - h. Total square footage in project computed by the following formula:  
  
Floor area of all new construction in project, including outside walls, at full value, and all covered ~~by~~ but not enclosed areas at one-half full value.
  - i. Total number of Instructional Units in project, should be on project data sheet accompanying submittal and on top sheet of both sets of final drawings.

\*This shall be on the title block of every sheet of "check set" and final drawings.

\*\*This should be on cover sheet and data sheet where applicable for all stages of submittal.

## **G. HEATING, VENTILATING, AIR-CONDITIONING REQUIREMENT**

Provide a narrative description of the HVAC system that should include a brief outline of the following:

1. If air-handling units are to be single zone, state: (1) number of classrooms served by each unit, (2) type of equipment (e.g., packaged, split, closed-loop heat pump, through-wall), (3) where installed (e.g., wall-hung, roof), (4) heating and cooling fuel source, and (5) whether self-contained or served by boilers or chillers.
2. If central or zoned equipment is to be used, state: (1) methodology of space temperature control (e.g., variable volume, multi-zone, reheat), (2) whether self-contained or served by boilers or chillers, (3) heating and cooling fuel source, and (4) how areas such as administration, auditoriums, etc. may be occupied during non-school hours without operating the central plant.

Provide this information on the bottom of data sheet attached to the drawings submitted for review.

## **H. CONSTRUCTION DELIVERY METHOD**

Local Education Agencies (LEA), on LEA letterhead with superintendent or designee signature, shall identify and attach a written description of the method of construction delivery to be used for each project to the data sheet completed for the project and attach these documents to each set of preliminary drawings submitted to the Facilities Services Unit for review. The information included in the written description of the construction delivery method shall include, but not be limited to:

1. Identification of the construction delivery method approved by the LEA to be used from the following list: Design-Bid-Build, Design-Build, Competitive Sealed Proposal, Construction Manager Agency, or Construction Manager at Risk. Any other construction delivery method will need a written description of how the contract will be awarded. (See sample construction delivery method letter on the GaDOE Facilities web page. If the construction delivery method is changed during the design phase of the project, a new construction delivery letter is required.
2. A detailed description of the roles and responsibilities of the parties to be involved
3. Identification of all parties to be involved in the project
  - a. Name and address of each Company or Firm
  - b. Contact person and phone number for each Company or Firm
4. The proposed schedule for all activities

Attach the documents describing the construction delivery method to the data sheet completed for each project and submit the data sheet, construction delivery method

documents, and HVAC Narrative (if applicable) with each set of preliminary drawings.

### **III. PLANS AND PROJECT MANUAL - “CHECK SET” (Attached Project Data Sheet must be enclosed).**

#### **A. Project funding sources**

**B.** The following instructions shall be used in the submission of plans and project manual to the Facilities Services Unit. These instructions apply to all projects regardless of funding source. **CHECK SET PLANS AND PROJECT MANUAL**

1. **Prior to final approval:** Submit one set of complete plans (including facility code, space grade and/or subject and/or function assignment for each space with its associated net square footage) and project manual for each improvement or project, including Civil, Architectural, Structural, Plumbing, Heating and Electrical work, along with a copy of any previous comments with response [including Food Service, Media, Vocational and Department of Human Resources (DHR) Engineer’s], for a review by this office.
2. **Completeness:** This set of documents shall be complete and essentially ready for bidding, coordinated with specifications/project manual and the drawings with one another before submitting to the Facilities Services Unit.

### **IV. FINAL APPROVAL**

#### **A. COPIES REQUIRED (Data sheet must be attached.)**

Submit one printed set of plans and one electronic set in PDF format (including facility name, facility code, space grade and/or subject and/or function assignment for each space with its associated net square footage) and project manual/specifications along with a copy of any previous comments with response, if any. If the design professional is unable to produce a PDF set of plans, then two printed copies of plans are required.

Drawings and specifications labeled “Not for Construction” or “Draft” will be rejected.

#### **B. PROFESSIONAL CERTIFICATION**

All drawings submitted for final approval must bear design professional of record’s stamp and signature. All of the engineering drawings of each discipline must bear the P.E. stamp and signature of the consultant engineer for that discipline. The design professional and each consultant must stamp the cover of the project manual and sign. These stamps must be clearly legible on each drawing to be acceptable for final approval. If the drawing is produced by a consultant who does not have a professional license (I.e. kitchen drawing) then the drawing must be certified by the design professional.

Date of drawings and project manual must be the same. If a drawing is included for information only and has no bearing on the cost of the project, that drawing must be labeled as such.

**C. FIRE MARSHALL CERTIFICATION**

On the top sheet of the final plans, it will be necessary for design professional to make the following certification:

1. "This is a true copy of plans submitted to and approved by the State Fire Marshal Construction Permit No. \_\_\_\_\_, dated \_\_\_\_\_.

(Signed) \_\_\_\_\_"  
Design Professional

**OR**

2. "The Local Fire Official having jurisdiction has reviewed and approved a set of documents identical to this set of documents on \_\_\_\_\_.  
Date

A Construction Permit will be issued to the Contractor at the start of construction.

(Signed) \_\_\_\_\_"  
Design Professional

3. "The Fire Official having jurisdiction has waived review of this project on \_\_\_\_\_.  
Date

(Signed) \_\_\_\_\_"  
Design Professional

4. Option: If the State Fire Marshal or Local Fire Marshal has stamped, signed and dated this approval on the top sheet of both sets of project drawings, then no further certification is necessary.

**D. AREA CERTIFICATION**

It is the responsibility of the design professional to verify his or her computations and certify to this office in writing the actual square footage in each improvement. Area in final plans must not be less than that certified by the design professional and approved by the Facilities Services Unit, except as modified by approved alternate addenda or change order. The total square footage and number of I.U.s for the projects shall be shown on the project coversheet.

**E. ANNOTATED COMMENTS**

In order to expedite subsequent approvals, a copy of previous comments, including Food Service, Media, and Vocational Education with response must be returned with revised plans and project manual of next submittal.

**F. PROPRIETARY PRODUCTS AND SOLE SOURCE SPECIFICATIONS**

Local school systems are responsible for complying with all applicable laws and mandates of the State of Georgia governing the use of “Sole Source Product Specification or Proprietary Product Specification.”

Plans and specifications containing proprietary products or sole source products must be accompanied by an explanation and justification for the use of proprietary products or sole source products.

It is recommended that local school systems have the explanation for the use of proprietary products or sole source products reviewed by the system’s legal counsel.

**G. FINAL APPROVAL EXPIRATION**

Final approval will expire twelve months after the approval date if a contract for construction has not been awarded for that project within that time.

If final approval has expired, the design professional will be required to resubmit plans and specifications in a PDF format. Resubmitted plans and specification covers shall be stamped by the design professional and/or his consultants. The plans shall be certified as a true copy of the plans submitted to the Fire Marshal having jurisdiction. The resubmission shall include a letter of transmission from the design professional which must state whether or not there have been any changes to the plans and specifications since the original submittal and a brief scope of changes, if any. A current data sheet and construction delivery method letter from the LEA on the LEA’s letterhead shall also be submitted.

**V. ADDENDA AND CHANGE ORDERS**

**A. POST APPROVAL PROCEDURE**

1. The following procedure shall be followed in processing addenda which alter approved plans and project manual:
  - a. When an addendum is issued, submit two (2) copies of each addendum to Facilities Services Unit for processing.
  - b. Review of Pre-Bid Addenda by Facilities Services Unit should be submitted in a timely manner so the review can be completed before bid opening.
2. Post-Bid Addenda issued after the bid opening should be approved by the Facilities Services Unit before the contract between owner and general contractor is signed.
  - a. When major changes are to be accomplished by a Post-Bid Addendum, a conference must be scheduled with the Facilities Services Unit for the drafting of such addenda.<sup>1</sup>
3. Change Orders and Addenda shall be reviewed by the Facilities Services Unit in accordance with the following procedure:
  - a. Submit one (1) copy of each Change Order to the Facilities Services Unit for review. Submittal should be before the change order is executed.
  - b. On the cover sheet, indicate the reason for the change order (errors and omissions, changes due to building codes, unforeseeable job site conditions, additions or deletions to the project) and estimated cost of the change order. Change orders cannot be used to add any activity that was not in the original scope of the project or that will significantly change the cost of the project.
  - c. The scope cannot be reduced by deleting items included in the original application without an associated reduction in state funding to be received.
  - d. Post-Bid Addenda and all Change Orders will be reviewed by DOE Design professional, for technical matters of design and by Grants Administration of the Facilities Services Unit for financial review.

## **VI. SUBMITTAL LETTERS**

All submittals of any stage should be accompanied by ~~some sort of~~ a transmittal letter.

## **VII. COMPLIANCE WITH LAWS AND REGULATIONS**

The local school system remains responsible for complying with all applicable laws and regulations related to its capital outlay projects regardless of the review and comments by the GaDOE Facilities Staff.

# PROJECT DATA SHEET

System \_\_\_\_\_

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Project Funding State \_\_\_\_\_  
(Number)

- Local       Federal
- Site Utilities
- Site Boundary

Full-Time Equivalent Students (FTE) \_\_\_\_\_

Site Acreage \_\_\_\_\_

Stage       Preliminary & Large Scale

Check-Set

Final

Previous Annotated Comments

Food Service

Media

Voc. Ed.

DHR

Resubmittal:

First

Second

Third

Loose Sheets (When applicable):

(One copy each only - with original - two if resubmittal)

### Food Service

- 1/8 Scale layout Kitchen & Dining
- Overall Floor Plan (usually 1/16 scale)
- Site Plan

### Media Center

- 1/8 Scale layout
- Overall Floor Plan (usually 1/16 scale)
- Site Plan

### Vocational Education

- Site Plan
- Overall Floor Plan (usually 1/16 scale)
- 1/8 Scale layout for each type of lab shown below

List units for CTAE included in these documents are as follows:

### ATTACHMENTS:

- a. HVAC Narrative (if appropriate)
- b. Construction Delivery Method Narrative (Attach to EACH Preliminary Plan Submittal)

## ***Design Schedules***

One of the greatest challenges in managing a long term capital improvement program is in managing the design process. The timely completion of the construction documents, the completion of all of the internal user reviews and the securing of all the necessary local City of Atlanta, Georgia Department of Education and other necessary approvals and permits is critical to the success of a project and the program.

Completing the necessary documents and obtaining all of the required approval and permits is considered to be a one of the fundamental responsibilities of the architect. The Project Manager is responsible for making sure that this occurs in a timely fashion.

Factors that may be critical to the timely and successful completion of the design process include the following.

1. Provide clear definition of design requirements to the architect.
2. Require constant communication with the architect.
3. Verify progress at defined milestones.
4. Make interim spot checks of the design through progress prints.
5. Make periodic visits to the architect's office to check progress.
6. Implement stringent payment incentives for timely completion of design.
7. Meet early with code officials and be persistent in the pursuit of permits.
8. Only use architects that have met schedules on past projects.

The project type, size, duration, required approvals, APS internal review process, etc. must be taken into consideration in developing the design schedule and would have an impact on the appearance and content of the final design schedule.

The documents that follow are samples of design schedules. In addition a sample "project timeline" is included. This timeline should be developed and maintained on each project and may prove useful in communicating a quick summary of the status of a lengthy complex process with the greater school community.





## ***Project Design Committee Introduction***

The Project Manager is the sole source of responsibility on all major APS Capital Improvement projects. All communications involving anything to do with the project with architects, contractors, user groups (the client), etc. should be directed to and should be made through the Project Manager.

At the inception of the project the Project Manager shall establish a Project Design Committee. This committee is created to ensure participation of a “greater project community” and to maintain a structured design review process and communication between all parties during the planning, design and construction of all facilities. The Project Design Committee shall have the opportunity to provide project specific input within budget constraints and the constraints of the APS Design Standards.

The Project Design Committee is to be made up of the Project Manager, Architect, maintenance and operation representatives, user group leaders (the client), community representatives (if applicable), board member and other members that may be applicable to a specific project. While effort should be made to be all inclusive in the committee makeup, the committee must be kept to a manageable number (approximately 5 - 9) to remain effective. The current make-up of the Project Design Committee is as follows:

- School Principal
- Associate Superintendent (instruction)
- Go Team Representative (2 max)
- School Faculty Representative
- PTA Representative (2 max)
- School Board Representative
- Architect
- Director / Executive Director (facilities)
- Project Manager -
- Community Member (NPU Rep., etc.)

Other committee members may include school partners, foundations, as appropriate.

Records of the members, contact information, meeting schedules, invitees, attendees, sign-in sheets, meeting minutes, sign-offs, etc. should be maintained, keep up to date and readily available for distribution by the Project Manager.

## ***Project Design Committee, Communications & Design Reviews***

This memorandum summarizes the approach of the APS Construction Management Team in maintaining structured design review process and communication between all parties during the planning, design, construction and renovation of Atlanta Public Schools' facilities.

### **I. Establishment of a Project Design Committee**

To ensure communication and participation of the school community throughout the design and construction process, the school Principal will be asked by the Project Manager to assist in the establishment of a Project Design Committee including representatives for the following parties:

- |   |                                      |
|---|--------------------------------------|
| a. School Principal                         | f. Architect                         |
| b. Associate Superintendent (instruction)   | g. PTA Representative (2 max)        |
| c. Director/Executive Director (Facilities) | h. Go Team Representative (2 max)    |
| d. School Board Representative              | i. School Faculty Representative     |
| e. Project Manager                          | j. Community Member (NPU Rep., etc.) |

### **II. The Project Design Committee meets during the course of the project as outlined below:**

- |                        |   |
|------------------------|---|
| 1. <b>Meeting #1.0</b> | Validate school needs and define Architect's scope of work.   |
| 2. <b>Meeting #2.0</b> | Review Schematic Design options proposed by Architect.  |
| 3. <b>Meeting #3.0</b> | Review Construction Documents at 50% completion and discuss the phased construction or relocation and construction process.                                 |
| 4. <b>Meeting #4.0</b> | Construction briefing to be held prior to the start of construction to inform the Project Design Committee of what to expect during the construction phase. |

### **III. Bi-weekly Design Review Meetings Between Architect and Project Manager**

The Project Manager will also meet with the Architect's team on a bi-weekly basis to ensure that the project is moving through Schematic Design, Design Development and Construction Document phase in a timely fashion. The Architect should inform the Project Manager of meeting times with design consultants as these meetings can possibly serve as a part of the bi-weekly meetings.

### **IV. APS Design Reviews**

In addition to the scheduled design review by the Project Design Committee, there are two other design reviews by the internal departments at APS. These departments include Facilities, Instruction, Technology, Maintenance, Security and Nutrition. All APS design reviews will be coordinated by the Project Manager and scheduled as follows:

1. **Design Review #1** - will occur at the end of Schematic Design Phase.
2. **Design Review #2** - will occur at 95% completion of Construction Documents.

The Architect will be responsible for coordinating the other design reviews and/or approvals with the GaDOE, City of Atlanta and other applicable agencies, as outlined in the Contract.

### **V. Record of Meetings**

The Architect is responsible for the recording and distribution of minutes for all meetings.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***APS Project Design Committee Review and Sign-off***

Project: \_\_\_\_\_

Submittal Description: \_\_\_\_\_

Date: \_\_\_\_\_ Committee Meeting Number: \_\_\_\_\_

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### ***Representatives from the School***

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Associate Superintendent

\_\_\_\_\_  
Go Team Representative

\_\_\_\_\_  
Go Team Representative

\_\_\_\_\_  
School Board Representative

\_\_\_\_\_  
Community Member (NPU Rep., etc)

\_\_\_\_\_  
PTA Representative

\_\_\_\_\_  
PTA Representative

\_\_\_\_\_  
School Faculty Representative

### ***Representatives from APS Facilities & Design Team***

\_\_\_\_\_  
Executive Director (Facilities)

\_\_\_\_\_  
Director (Facilities)

\_\_\_\_\_  
Architect

\_\_\_\_\_  
Project Manager



**Project Name:** \_\_\_\_\_

**Meeting Date :** \_\_\_\_\_

**Meeting:** \_\_\_\_\_

**Meeting Location:** \_\_\_\_\_

Please sign in below. If this is your first meeting, complete all the information to update the project directory.

NAME	DEPT/COMPANY	PHONE/EXT	CELL PHONE	EMAIL. Please note if other than @atlanta.k12.ga.us
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## ***Design Narrative Report – Procedures and Contents***

A **Design Narrative** document will be completed for each project undertaken by the Construction Management Team. The Design Narrative document is the first design submittal and defines the basic scope, cost and schedule for the project and becomes a base-line reference document through out the project. The **Design Narrative** document should be produced at the conclusion of the Pre-Contractual Phase of the architectural contract and must be completed and signed-off on by the Project Committee prior to the start of Schematic Design Phase of the architectural contract.

A **preliminary assessment** of the project is also recommended. This assessment serves as a valuable resource in the development of the **Design Narrative**. The content of this assessment may include but is not limited to the following:

- Executive Summary (general overview, project site description, program clarification, phasing/schedule, budget implications, applicable code review)
- Photographic assessments (architectural, civil, mechanical, structural) with recommendations that address existing conditions
- Program Assessment
- Budgetary Assessment
- Schedule Overview

The minimum contents of the **Design Narrative** document should include, but not necessarily be limited to, the following items.

### **1. Contextual / Site Map**

This map should indicate resolution to critical site issues, such as parking, bus and car approach, loading/unloading, play areas, green spaces, and new additions, if applicable.

### **2. Written Narrative of Design Approach**

Narrative defines the design approach for the architectural, civil, mechanical, structural, electrical, plumbing components. Special attention is requested to convey approach being taken in the kitchen, roofing areas, lighting as well as technology infrastructure. A clear understanding of the existing conditions is paramount.

### **3. Space Program Summary**

Information on the various spaces should be organized to include the existing condition, local and/or state agency requirements for the spaces, and any proposed space modifications for renovations and a summary of all newly constructed spaces.

### **4. Calculation of Planning Capacity**

Based on code and the Facilities Services Department every facility will have a Planning Capacity. The architect should document how this Planning Capacity is calculated. Reference GaDOE standard guidelines and APS Standards for appropriate space requirements.

**5. Site and Floor Plans**

Proposed site and floor plans (8½” x 11” or 11” x 17”) should be provided for all renovations, additions and new construction projects. Include existing and proposed design plans for the project.

**6. Photo Documentation**

The architect should provide photographs of existing conditions with descriptions that require attention and any associated applicable details related to the design approach and/or proposed recommendations..

**7. Cost Estimate**

The architect must prepare a cost estimate that is organized in the CSI Format of sixteen (16) divisions with groupings for Civil/Landscaping, Architectural, Mechanical, Plumbing and Electrical as defined in the Construction Management Team cost estimate summary form.

**8. Schedule and Phasing Plan**

Provide a proposed design schedule that includes all phases of design, schematic design through construction documents.

**9. Pro-Con Study of Alternatives** (if applicable)

Often times multiple design solutions or project sites may be under consideration at the onset of a project. The Architect should prepare analytical “pro-con” study that analyzes the selection process and documents the basis for selecting the design solution or project site that is ultimately utilized.

**10. Project Committee Roster and Sign-Off Approval Sheet**

Every project completed by the Construction Management Team is guided by a Project Committee. Project Managers should create a roster of all Project Design Committee members and obtain a sign-off from each member of the Project Design Committee.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Design Narrative Report Checklist***

- APS Review & Approval Form
- Project Design Committee Roster or Contact List
- Project Team Directory
- Insert copies of all Project Committee Meeting minutes
- Project Overview/Information
- Design Approach (See below)– Executive Summary with conclusions and site/block plans
- Site Review – Photographic Documentation, Site Features, New & Existing Plans, etc.
- Program Plan/Summary – Site & Building including space designations, Current Space Utilizations, Planned Facilities, Square Footage and Code Requirements / Comments
- Preliminary Cost Estimate on APS GMP Summary Form
- Preliminary Design/Phasing/Construction Schedules with critical dates noted in scheduling software such as Microsoft Project
- Pro/Con Studies, if applicable
- Appendices –
  - Existing & New Plans
  - Studies and Technical Reports utilized
  - Code Research including GDOE requirements
  - Outline of APS Guidelines, Standards and Bulletins incorporated in the Narrative

## **Design Narrative Content**

The presentation of the Design Narrative is at the discretion of each Architect; however, the content should include, at a minimum, the following to document the above content:

### Design Approach

Narrative defines the design approach for the architectural, structural, mechanical, plumbing, electrical, kitchen, roofing, and all other major building spaces and components.

### Contextual/Site Map

This map should indicate resolution to critical site issues, such as parking, bus and car approach, loading/unloading, play areas, green spaces, and new additions, if applicable.

### Program Plan/Summary

The Program Plan should document the proposed renovation in comparison to the existing space configurations in 8 ½" x 11" or 11" x 17" format. A chart which notes the design Full Time Enrollment (FTE) utilized, and outlines the space requirements for Instructional, Administration, Kitchen, Cafeteria, Media Center, Auditorium, Gymnasium, Gymnatorium and other support spaces. Information on the various spaces should be organized to include the existing condition, local and/or state agency requirements for the space, and the proposed space modifications.

This Plan should be color-coded based on the program use (i.e. classrooms, grade, administrative, support spaces, labs, storage, etc.)

Cost Estimate

The cost estimate should be organized in the CSI Format of sixteen (16) divisions with groupings for Civil/Landscaping, Architectural, Mechanical, Plumbing and Electrical. For the Pre-Contractual Phase of work, the estimate can be based on a cost per square foot. Subsequent phase estimates will be based on a cost per unit as outlined in Exhibit "D" 'Summary Priced Scope of Work' on APS Standard GMP Summary Form. *Note: The section is to be submitted under separate cover – not to be inserted in Narrative.*

Schedule and Phasing Plan

Provide a proposed schedule for design, bidding and construction as noted in Exhibit "C" of the Contract Supplemental entitled 'Management Plan and Critical Dates Schedule', and a preliminary plan for the phasing of construction.

This Plan should be color-coded based on phasing and use of spaces (i.e. classrooms, grade, administrative, etc.)

*Project Manager:* \_\_\_\_\_ *Reviewed*

# HUMPHRIES ELEMENTARY SCHOOL

## PRELIMINARY ASSESSMENT REPORT

9/24/2018

Prepared for Atlanta Public Schools  
Prepared by CDH Partners Inc.



[CDHPARTNERS.COM](http://CDHPARTNERS.COM) | 770.423.0016



**HUMPHRIES ELEMENTARY SCHOOL  
PRELIMINARY ASSESSMENT REPORT**

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APPENDIX ONE	Existing Inventory Drawings
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**REFERENCED EXHIBITS**

EXHIBIT ONE	School Assessment Report, dated November 17, 2015
EXHIBIT TWO	APS Design Guidelines v2.10, December 1, 2010
EXHIBIT THREE	APS Standard Specifications v2.10, December 1, 2010



## Executive Summary

## GENERAL OVERVIEW

The Humphries Elementary School consists of two main school buildings located at 3029 Humphries Drive, in Atlanta, GA. The original campus was constructed in 1940 through 1967 with additions to the main building constructed in 1994 and 1996. A separate building on site was constructed in 1996. The school campus and site are fairly well maintained in fair overall condition.

Based on the age of the property, there are some utilities that need to be replaced. Several cracked sidewalks need to be repaired. Exterior railings in multiple locations need to be provided and/or replaced to be code compliant. To resolve several drainage issues around the building, some drainage piping, downspouts and soil/vegetation need to be repaired/replaced. The existing parking lots need to be resurfaced and restriped.

As for the building, overall, most of the exterior brick needs to be addressed. The existing windows need to be replaced. Interior doors are in need of refinishing and door hardware replacement. The ceiling was recently replaced in the majority of the buildings and may remain; however, the floor finishes need to be replaced throughout. The roof covering was installed in 1994 & 1999 and has 10 main sections including some smaller sections. Roofing is typically low slope with built-up system and is in fair condition with no reported leaks. The Pitched roof is standing seam metal panel system and asphalt composition shingles both in fair condition with reported repairs needed to deteriorated shingles.

The roof structure of the 1940 building will need to be replaced and significantly braced to meet the current structural building codes. To have a better understanding of the order of magnitude for the structural retrofit required, additional investigative analysis will be completed, and that information will be provided in the Design Narrative. As previously indicated by the Design Team, the goal is to remain within the 5% allotted weight increase and existing load paths, to minimize the extensive scope of the structural retrofit.

The HVAC systems were upgraded in 2015 and are in good condition. The plumbing systems are in fair condition, however many of the plumbing fixtures are dated and do not conform to current ADA codes and should be upgraded. The electrical system is currently sufficient and is in good working order. The existing fire alarm needs to be replaced and a back-up generator needs to be provided. Replacement of the lighting fixtures with LED fixtures should be considered.

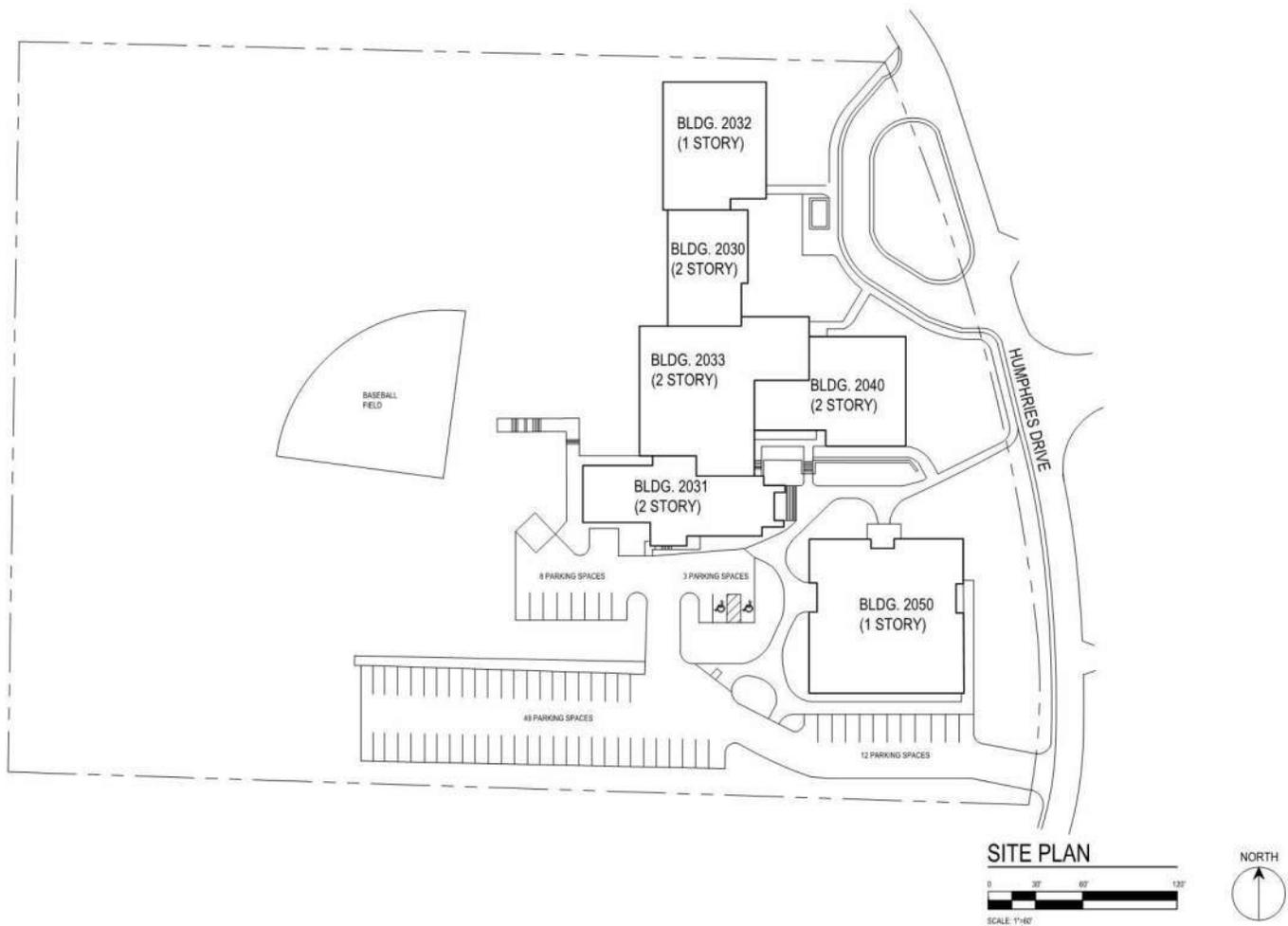
## PROJECT SITE DESCRIPTION

Project Name: Humphries Elementary School  
GDOE Facility Number: 5562

- Site Area = 8.2 acres
- IU = 31
- Current FTE = 450
- Projected FTE = 285
- Planning FTE = 546 @ 21 students per classroom

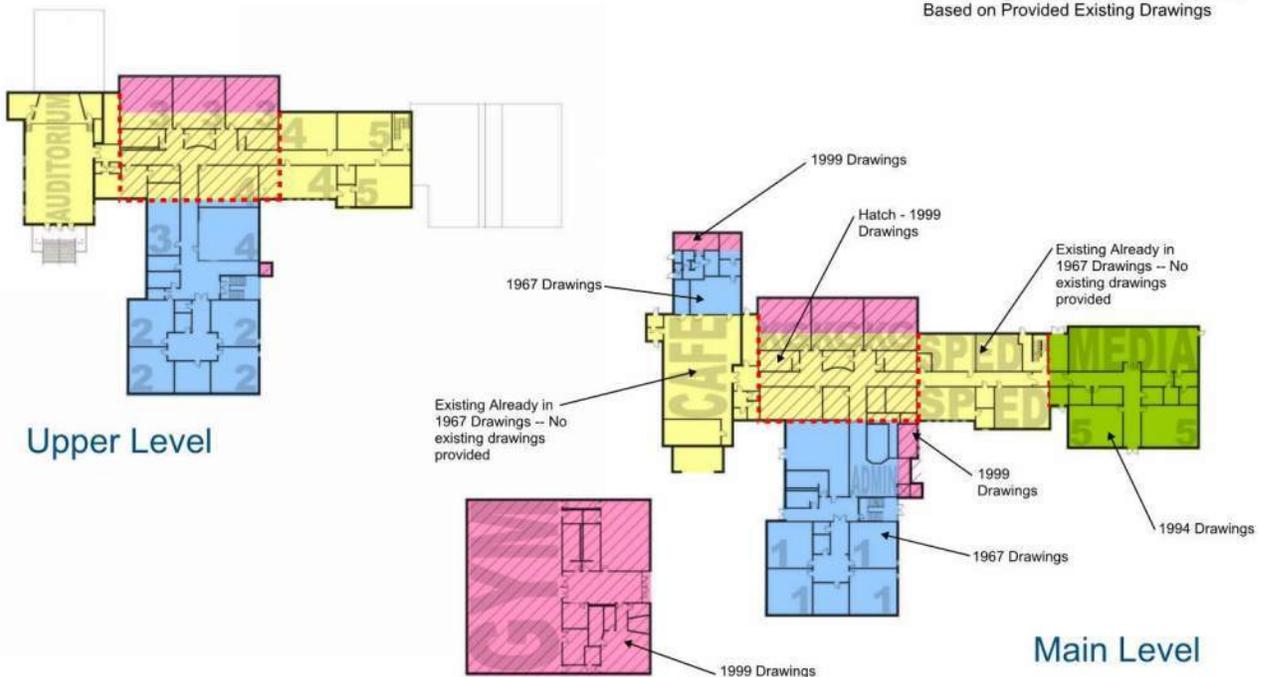
Building #	Date	1 <sup>st</sup> Flr SF	2 <sup>nd</sup> Flr SF	Total SF
2030	1940	4,362	4,569	8,931
2031	1949	5,830	3,903	9,733
2032	1993	5,970	NA	5,970
2033	1996	9,080	9,609	18,689
2040	1967	6,723	5,538	12,261
2050	1996	10,644	NA	10,644
<b>Total Building Areas</b>				<b>66,228 sf</b>

*\*Information based on 2014 Inventory drawings.*



## Executive Summary

### Building Expansions Layout Based on Provided Existing Drawings



## PROGRAM

### SOME OF THE KEY ELEMENTS FROM CONCERNING THE PROGRAM WERE:

- There are several spaces (totaling approximately 7,465 sf) indicated in the APS Standard that are not provided at the existing facility.
- The majority of the Administration Suite is deficient in square footage.
- The majority of the Media Center is deficient in square footage.

If the facility is to be upgraded to align with the planned 546 FTE, rather than the existing 450 FTE, then there will be several spaces that need to be provided and/or increased in size to meet the District's standards.

## PHASING / SCHEDULE

It is understood that this project will be completed in a single construction phase that is anticipated to begin June 2019 and to conclude in June/July 2020. The current occupants are to swing off site with an anticipated return for the 2020-21 school year in July/August 2020. The design documents are anticipated to be completed by middle of May 2019.

## **BUDGET IMPLICATIONS**

Although the budget of \$7,103,925, indicated in the Budgetary Assessment of this report, is greater than the budget included in the 2015 Facility Assessment Report, it is approximately 16% below the project's Stated Cost Limitation of \$8,500,000. This budget does provide an allowance for retrofitting the Building #2030 to replace the roof structure, which will be better understood in the Design Narrative. The budget also provides an Alternate for the project to address the deficient areas of the Program, other than the Administration area and Media Center.

## **APPLICABLE CODE REVIEW**

CDH will be responsible for designing to the current codes as required by the State of Georgia and the City of Atlanta. Any discrepancies that may be encountered between the state and local codes and the District's Design and Specification guidelines, if any, will be presented at the time of discovery for informational purposes. The following list outlines the required codes currently enforced for the specified site.

### **Mandatory Codes:**

- International Building Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Residential Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fire Code, 2012 Edition, with Georgia Amendments (2014)
- International Plumbing Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Mechanical Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- National Electrical Code, 2014 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments (2011) (2012)
- NFPA 101 - Life Safety Code (IFC), 2012 Edition, with Georgia Amendments Rules and Regulations of the Safety Fire Commissioner, Chapter 120-3-0 (Adopted 01-01-2015)
- 2010 Georgia Accessibility Code

## **APPENDICES & EXHIBITS**

This report includes Appendices and referenced Exhibits. The APS documents are referenced and are not attached to this report.



## Architectural Assessment

The following items are presented based on site observations on September 6 & 13, 2018 and are included in the scope of work as outlined by APS. Additional information can be referred to the Facility Assessment Report (FAR) in Exhibit One.

## EXTERIOR



**Description:** The majority of the wood trim and soffits of Buildings #2031 and #2030 is deteriorating and in need of repair.

**Recommendation:** Replace all exterior wood trim and soffits.



**Description:** Painted brick and concrete surfaces are peeling.

**Recommendation:** Strip paint, clean and prepare surfaces for stain.

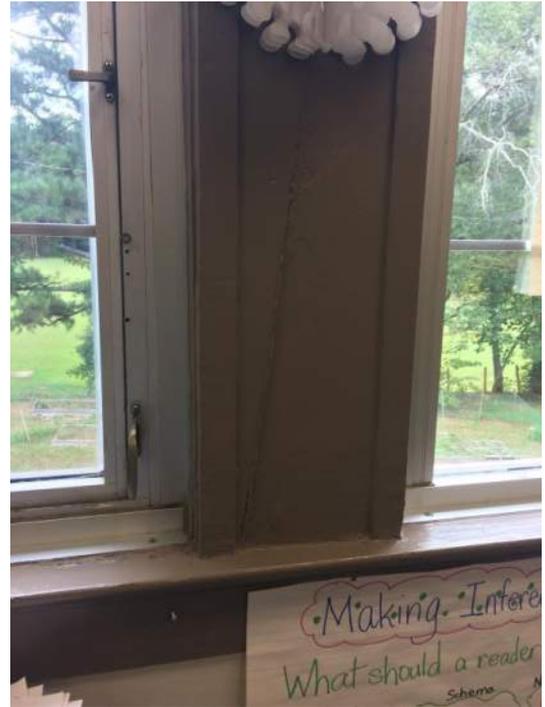
**Description:** Exterior brick surfaces

**Recommendation:** Pressure wash building exterior. Repoint approximately 10% of the exterior brick. Patch areas of damaged brick. Stain all existing brick surfaces.



**Description:** Existing exterior aluminum windows.

**Recommendation:** Replace all exterior windows.



**Description:** Windows at second floor of Building #2030 are splaying outward and do not have adequate support between windows.

**Recommendation:** Replace windows and structure and wood trim between windows.



**Description:** Existing typical classroom windows have operable window for egress.

**Recommendation:** Replace windows with fixed windows. Alternative: Replace windows with code-compliant operable windows if building is not Sprinklered within the scope of work.

### ROOFING

Roof covering was installed in 1994 & 1999 and has 10 main sections including some smaller sections. Roofing is typically low slope with built-up system and is in fair condition with no reported leaks. The Pitched roof is standing seam metal panel system and asphalt composition shingles both in fair condition with reported repairs needed to deteriorated shingles.

In 2015, when the HVAC system was replaced, new roof curbs were installed for the new rooftop units. New roof flashing and roof cap sheet was installed extending 4 feet of the new curbs.





**Description:** Built-up & ballasted roof areas that are retaining moisture.

**Recommendation:** Based on the age of the roof, some areas may need to be replaced or repaired. Replacement with the APS standard preferred roof system. Procuring a roof analysis may help determine the extents of repair/replacement.



**Description:** Existing roof hatch

**Recommendation:** Provide fall protection. Paint existing hatch.



**Description:** Existing roof drains appear in fair condition and no clogging was observed.

**Recommendation:** Existing to remain.



**Description:** Existing gravel stop and fascia appears to be in good condition.

**Recommendation:** Existing to remain.



**Description:** Existing stone parapet cap appears to be needing cleaning.

**Recommendation:** Stone cap to be pressure washed and cleaned.



**Description:** The roof of Building #2031 appears to be in fair condition with no reported leaks.

**Recommendation:** Based on the age of the roof, a roof analysis may help determine the extents of repair/replacement.



**Description:** The roof structure of Building #2030 is originally constructed in 1940 and is now failing in multiple locations.

**Recommendation:** The existing roof structure should be replaced in its entirety. Refer to the Structural Assessment for further information. The roof framing may need to be replaced with light gauge metal framing.

## INTERIOR CONSTRUCTION



**Description:** Existing wired glass at rated doors.

**Recommendation:** Replace wired glazing with fire-rated glazing.



**Description:** Existing solid wood doors and door hardware throughout the facility appears to be functioning properly. The existing classroom locks are not up to date with the latest lockdown procedures.

**Recommendation:** Re-finish all existing wood doors. Replace door hardware with APS standards. The dutch wood doors in Building #2032 need to be replaced.



**Description:** Door and door frame in Building #2030, with infilled transom.

**Recommendation:** Replace existing wood door frame with metal door frame, and infill wall with gypsum wall assembly above door. Re-finish existing wood door and replace door hardware with APS standards. Replace any painted interior wood doors with stained wood doors to match.



**Description:** Existing wood trim in Building #2031 is rotting and decaying in multiple locations.

**Recommendation:** Repair all damaged wood trim.



**Description:** Rotted wood window sill in building #2031.

**Recommendation:** Test facility for any termite infestation. Replace wood trim.



**Description:** Existing plastic laminate casework in classrooms are in fair condition. However, the casework layout does not meet current APS standards.

**Recommendation:** Replace all casework to meet APS standard classroom layout.



**Description:** Existing typical Toilet partitions. Restrooms in Building #2032 are in fair condition and currently meet APS standard.

**Recommendation:** Replace existing toilet partitions to meet APS standard. Partitions in restrooms in Bldg. #2032 may be able to be salvaged and reinstalled after finishes and fixtures are replaced.



**Description:** Urinal screens

**Recommendation:** Install urinal screens at all group restrooms.



**Description:** Existing signage does not meet ADA standards or APS standards.

**Recommendation:** Replace all interior signage per APS standards.

## STAIRS





**Description:** Railings in existing typical exit stair do not meet current Life Safety codes.

**Recommendation:** Replace all existing interior railings to be compliant with current codes. Provide rubber treads and risers at locations where not currently provided.

## INTERIOR FINISHES



**Description:** Typical existing wall finish

**Recommendation:** Paint walls at renovated areas. Paint all door frames.





**Description:** Typical existing floor finish.

**Recommendation:** Replace all existing floor finish and rubber base in all buildings to meet APS standard.



**Description:** Restrooms in building #2032.

**Recommendation:** Replace floor finish.  
Alternative: clean and reseal existing grout.



**Description:** Typical restroom finishes.

**Recommendation:** Replace existing quarry floor finish with epoxy flooring. Install porcelain tile over existing cmu walls.



**Description:** Ceiling in Building #2031.

**Recommendation:** Replace ceiling.



**Description:** Existing typical ceiling in all buildings (except #2031) recently replaced in 2015.

**Recommendation:** Existing to remain. Replace any damaged grid or tiles.

## CONVEYING



**Description:** Existing elevator cab.

**Recommendation:** Elevator to be serviced. Cab finishes (floor, walls and ceiling) should be replaced to be modernized.

## EQUIPMENT

The need for kitchen equipment is to be determined by APS Nutrition department.

## SITE IMPROVEMENTS



**Description:** Existing wood framed canopy was originally installed for temporary portables during previous construction and is no longer needed. The frame is also no longer structurally sound.

**Recommendation:** Remove wood canopy.



**Description:** Exterior railings

**Recommendation:** Replace railings with code compliant guardrails and handrails.



**Description:** Exterior stairs missing railings.

**Recommendation:** Install handrails.



**Description:** Exterior Signage is beyond its expected life and does not meet the current APS Standard.

**Recommendation:** All exterior signage and monumental sign should be replaced.



## Civil Assessment



The following items are presented based on site observations on September 6, 2018 and are included in the scope of work as outlined by APS. Additional information can be referred to the Facility Assessment Report (FAR) in Exhibit One.

### Photo Reference

### Description and Narrative



**Description:** Pothole in rear parking drive aisle

**Recommendation:** pothole needs to be patched and repaved



**Description:** ADA striping not complaint with code. The 3<sup>rd</sup> ADA space needs to have a striped landing and doesn't appear to be less than 2% slope in all directions

**Recommendation:** Restripe the existing spaces and saw cut existing space and repave for max 2% slope





**Description:** Cracks in existing parking areas

**Recommendation:** Resurface lot



**Description:** Existing loading dock doesn't have handrails along stairs

**Recommendation:** Add handrails



**Description:** Smaller dumpster is not on a concrete pad

**Recommendation:** Add additional pad with dumpster drain per Fulton County Health requirements



**Description:** Site railing in courtyard on top of walls are a fall hazard for small children

**Recommendation:** Rails to be replaced to include vertical pickets



**Description:** Section of concrete walk needs to be repaired in courtyard

**Recommendation:** Repour concrete section



**Description:** Stair rail is loose

**Recommendation:** Repair



**Description:** Section of concrete walk needs to be repaired along roadway

**Recommendation:** Remove existing section of sidewalk and repour



**Description:** Concrete steps missing handrail and side walk is cracked

**Recommendation:** Install handrail. Remove walkway section and repour sidewalk

## Civil Assessment



**Description:** Top rail road tie appears to be falling

**Recommendation:** Reinstall top rail road tie along sidewalk



**Description:** Light at school bus drop off appears broken

**Recommendation:** Fix light fixture



## Civil Assessment



**Description:** Limited ground cover vegetation in the front of school

**Recommendation:** Seed, Sod, or mulch area to establish vegetation

NO PHOTO

**Description:** No site fencing along frontage

**Recommendation:** Add fencing around property



**Description:** According to Assessment report existing water line was installed in 1940 with 50 year service life. Was only able to locate one (1) hydrant on site which is in the front of school in r/w

**Recommendation:** replace existing water infrastructure and extend fire service through site which will require at minimum 8" Detector check valve assembly and 8" Double Check Valve Assembly



**Description:** According to Assessment report existing sewer system was installed in 1940 with 50 year service life. According to the achieved survey from 1991 the existing sewer line is 8" clay pipe. At time of visit we observed what appears to be a lift station down in field. This life station most likely pumps the building sewer flows around the existing building to the existing sewer system in the r/w

**Recommendation:** Replace all existing clay pipe on site with PVC piping. Evaluate what appears to be a lift station, determine service life, and determine force main route. Make necessary repairs as needed



**Description:** Small signs of erosion

**Recommendation:** Stabilize area



**Description:** HDPE drainage pipe daylighting out of grade destroyed

**Recommendation:** Repair/Replace

## Civil Assessment



**Description:** Signs of erosion

**Recommendation:** Build up grade between steps and wall and vegetate



**Description:** Concrete flume in poor shape

**Recommendation:** Demo and rebuilding flume



## Civil Assessment



**Description:** Downspout damaged

**Recommendation:** Option 1: Replace downspout and let roof drainage flow on splash pad. Option 2: Connect downspouts with boots and take below grade to nearest storm infrastructure.





**Description:** Erosion in courtyard and damaged yard drain

**Recommendation:** Replace the damaged yard drain and connect downspouts with boots and tie into inlet



**Description:** Signs of soil failure around drop inlet in play field

**Recommendation:** Replace the existing structure



NO PHOTO

**Description:** Signs of erosion onto neighboring property

**Recommendation:** Stabilize drainage discharge point

**Description:** According to Assessment report existing storm system was installed in 1940 with 50 year service life.

**Recommendation:** Replace these lines were necessary. Clean drainage structures and TV existing lines for blockages and failures. Replace damaged secondary drainage lines and inlets



## Mechanical Assessment

The following items are presented based on site observations on September 6, 2018 and are included in the scope of work as outlined by APS. Additional information can be referred to the Facility Assessment Report (FAR) in Exhibit One.

### DIVISION 21 – FIRE PROTECTION

The building is not currently protected by a fire protection system. It is recommended that a full wet pipe sprinkler system be installed in accordance with NFPA-13.

### DIVISION 22 - PLUMBING

In general, the domestic water systems are in good condition. Most of the domestic water and sanitary piping was replaced during a major renovation in 1997.

The domestic water heaters in the main mechanical room appear to be in good condition. They look to be installed recently and have approximately 5-10 years left on their useful life.

Bathroom fixtures vary in age and installation configuration throughout the building and there are many instances that do not conform to the current ADA standards. All plumbing fixtures that do not conform to the current ADA standards should be replaced and the make/model should be consistent for ease of maintenance.



**Description:** Existing Water Heaters

**Recommendation:** Water heaters are in good condition. Heaters will need to be relocated as part of the renovation.



**Description:** Existing Lavatories

**Recommendation:** Fixtures vary in make/model and do not meet ADA standards. Replace fixtures to meet ADA standards.



**Description:** Existing Urinals

**Recommendation:** Fixtures vary in make/model and do not meet ADA standards. Replace fixtures to meet ADA standards.



**Description:** Existing Classroom Sinks

**Recommendation:** Fixtures vary in make/model and do not meet ADA standards. Replace fixtures to meet ADA standards. Recommend providing sink with two (2) bowls to separate handwashing and drinking functions.



**Description:** Existing Water Closets

**Recommendation:** Fixtures vary in make/model and do not meet ADA standards. Replace fixtures to meet ADA standards. Recommend converting to wall mounted for cleaning purposes.



**Description:** Existing Water Coolers

**Recommendation:** Fixtures vary in make/model and do not meet ADA standards. Replace fixtures to meet ADA standards. Recommend providing bottle fillers on new fixtures.

## DIVISION 23 – HVAC & DUCTWORK

The HVAC system is in good working order and was recently replaced in 2015. Many ceiling mounted fan coil units are dirty and there is staining on the ceiling around air devices. The HVAC system should be thoroughly cleaned.



**Description:** Existing HVAC system is VRF with dedicated outdoor air units. Dedicated split system fan coil units are provided for IT/Data rooms. A new building automation system was also provided.

**Recommendation:** Reconfigure HVAC system as required to serve the renovated portions of the building.





**Description:** Several fan coil units have been damaged. Covers and filters are missing

**Recommendation:** Replace or repair all damaged fan coil units.



**Description:** Existing natural gas service.

**Recommendation:** Natural gas service entrance will need to be relocated to support the renovation.

## DIVISION 26 – ELECTRICAL

### General

The main power service to the campus is currently sufficient. The secondary distribution throughout the campus is in good working order with no issues. The availability of spare capacity on panels varies throughout the building. Power requirements should be coordinated with existing and future programming requirements.

The building does not currently have a generator for back-up power. A new natural gas fired generator should be provided.



**Description:** Existing electrical service.

**Recommendation:** Reconfigure electrical system as required to serve the renovated portions of the building.





**Description:** Existing light fixtures are T8 and are in good condition.

**Recommendation:** Recommend replacing lights with new LED fixtures.

## DIVISION 28 – SPECIAL SYSTEMS

The existing fire alarm system does not meet current code. In some areas it appears fire alarm devices have been removed. A new fire alarm system should be provided to meet code.





**Description:** Existing Fire Alarm System

**Recommendation:** Recommend replacing existing fire alarm system with new system that meets current codes.



## Structural Assessment



The following items are presented based on site observations on September 6, 2018 and are included in the scope of work as outlined by APS. Additional information can be referred to the Facility Assessment Report (FAR) in Exhibit One.

### **STRUCTURAL OVERVIEW**

Based on the provided existing drawings and Facility Assessment Report dated November 17, 2015, the facility has multiple expansions and various dates of construction ranging from 1940 through 1999 (see attached Building Expansions Layout). The City of Atlanta is currently under the 2012 International Building Code (IBC), including the 2012 International Existing Building Code (IEBC), which is more stringent than the original building code.

The 2012 IEBC requires a retrofit of an existing building's lateral force resisting system (including wall anchorage) if lateral loads to the existing portion of the structure are increased by more than 10% by new construction. This lateral retrofit could be extensive if proposed elevations are higher than the existing wall heights, mechanical rooftop equipment screening is added or existing lateral systems are removed. If only cosmetic changes are made to the existing building and wall height increases are not required, and lateral elements (I.E. removal of existing brick and CMU shearwalls) are not removed, a lateral retrofit would not be required.

The 2012 IEBC requires a retrofit of an existing building's gravity system (including foundations) if gravity loads to the existing portion of the structure are increased by more than 5% by new construction (floor covering, re-roof, insulation, occupancy, etc...). This gravity retrofit could be extensive if proposed loads are higher than the existing loads or if the existing load paths are changed. If only cosmetic changes are made to the existing building and loads are not increased or the path changed, a gravity retrofit would not be required.

### **NEW TWO-STORY ENTRY**

The existing 1-story entry feature that is proposed to be replaced with the new two-story entry feature was added to the facility in the 1999 (see attached Building Expansions Layout). This existing 1-story entry area may be removed to replace with the new entry structure. The existing brick from the main building (added to the campus in 1967) is currently being supported by the floor framing. Care will need to be taken to remove the brick full height or support the brick above any new 2<sup>nd</sup> floor openings in this wall.

The existing 1967 main building is a steel framed structure. The roof framing consists of vermiculite concrete on standard form deck. The deck is supported by steel joists, beams and columns. The floor framing consists of concrete on standard form deck. The floor slab is supported by steel joists, beams and columns. The current lateral system for the structure is the existing CMU wall infill. Therefore, in order to not have to provide a lateral retrofit of the existing 1967 structure to current codes, the lateral loads on the existing structure cannot be modified by more than the 10% allowable in the 2012 IEBC. To accomplish this, we will want to minimize the new openings in the existing CMU walls so that not more than 10% of the total wall length is being removed. Depending on final load analysis, an expansion joint may also be required between the existing 1967 structure and the new 2-story entry structure.

### **EXISTING AUDITORIUM FLOOR**

Existing drawings were not provided for any structures built prior to 1967. Based on visual observations, the floor framing consists of a concrete formed floor slab supported by steel joists and beams with interior round steel columns. The steel beams are supported by existing load bearing brick walls around the perimeter of the structure. The design loads of the auditorium floor are unknown; therefore, in order to not have to provide a gravity retrofit of the existing floor framing, the proposed new loads on this floor cannot add more than the 5% allowable in the 2012 IEBC.

It is proposed to change the use of this space to a media center. Depending on the weight and locations of any stacks, the floor framing system (slab, joists, beams, columns, brick walls and foundations) may require reinforcement. To minimize the reinforcement, it is recommended to keep the stacks near the existing column locations and beam locations.

### EXISTING AUDITORIUM ENTRY

It was discussed onsite to remove the existing three entry doors to this area and replace with store front. The existing load bearing brick walls at this front entry are also the lateral resisting structure for this building. If the entry doors and the existing walls between the entry doors are removed, this would change the lateral loads by more than the 10% allowable by the IEBC. The brick above the store front would need to be supported for the gravity loads, and a new lateral resisting element would need to be added to maintain the lateral integrity of the building. This new lateral element would be full height including new foundations as required.

### BUILDING 2030 ROOF REPLACEMENT

Existing drawings were not provided for any structures built prior to 1967. Based on visual observations, the roof framing for the 2030 building is a wood joist framed structure with 1x or 2x flat members creating the roof deck. The roof framing is supported by load bearing brick walls. The floor framing is similar to that observed for the existing auditorium floor with load bearing brick walls at the exterior and corridor walls. The lateral system for this structure is the existing load bearing brick walls.

In order to not have to provide a lateral retrofit of the existing structure, the roof slope would need to remain the same or shallower and the existing brick walls will need to be maintained. Since the roof framing is to be replaced, the wind uplift loads on the roof will need to be designed according to the current 2012 IBC. This includes tie-down of the new structure to the existing brick walls. Straps from the new roof framing to the existing brick walls would be required on the inside face of the brick to accomplish this load path. The length of the straps would be dependent on the final uplift load calculations.

In order to not have to provide a gravity retrofit the weight of the new roof system could not exceed the weight of the existing system by more than 5%. This includes any added insulation to the roof or ceiling structure. Currently no insulation was visible above the ceiling in this area. The current load paths of the roof structure would also need to be maintained in order to not increase loads on any existing walls or footings by more than the 5% allowable. Replacing the existing roof with new prefabricated wood trusses would change the load paths by more than the 5% allowable. It would not be possible to replace the existing roof structure with a similar framed structure as that would not meet the requirements of the 2012 IBC.

A gravity retrofit can be done in order to keep the structure and replace the roof, but the work would be extensive. The roof would be replaced with prefabricated wood trusses to match the existing pitch of the roof. These would be supported by the existing load bearing brick walls or a new structure built inside the existing brick walls. If the existing brick walls are maintained as the load bearing elements the walls would be analyzed to support the loads. The walls would also need to be inspected and repointed per ASTM E2260 in order to verify their structural integrity. The foundations would also need to be uncovered to verify the size is adequate to support the loads or reinforce the footings to increase the sizes as required to support the loads.

It was also observed during the site visit that the windows on the back of this structure are leaning toward the exterior at the top of the windows. The structure between the windows will need to be replaced with a structure adequate to support the required loads. This would also require replacing or reinforcement of the existing header above these windows.

## Photo Reference

## Description and Narrative



**Description:** Exterior view of 1999 entry addition



**Description:** View of 2<sup>nd</sup> level brick support between the 1967 main structure and the 1999 added entry structure.

## Structural Assessment



**Description:** Floor framing system of the structures built prior to 1967.

**Description:** Entry doors at the existing auditorium



**Description:** Exterior view of building 2030 proposed to receive new roof framing.



## Structural Assessment



**Description:** Roof view of 2030 building proposed to receive new roof framing.



**Description:** Building 2030 back windows leaning visibly toward the exterior.

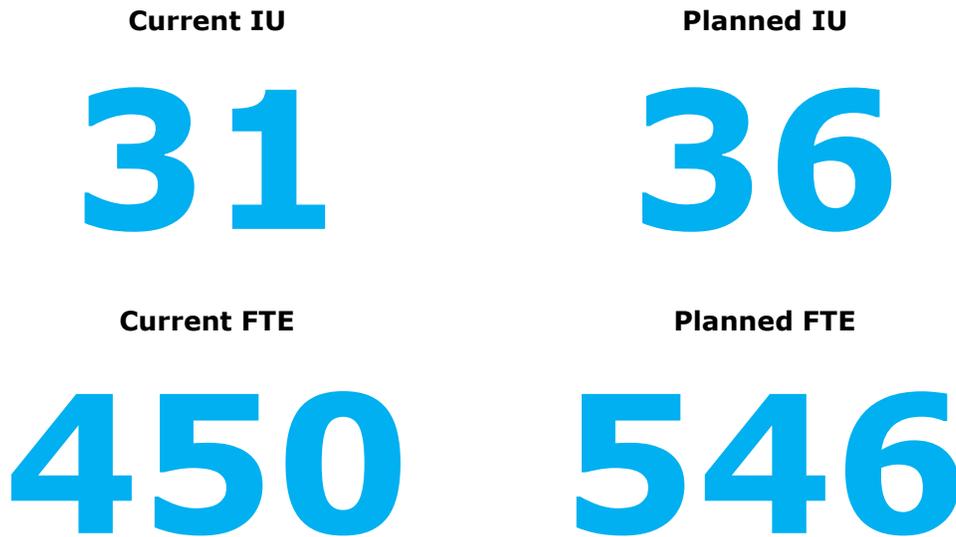


## Program Assessment



## Preliminary Program Assessment

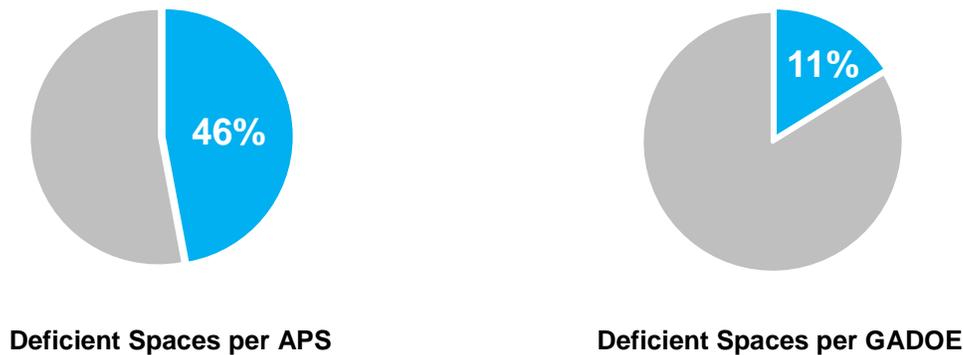
It is understood that the current facility has an enrollment of approximately 450 FTE. For planning purposes for APS, the FTE should be planned for 546 FTE. The existing IUs is 31. In keeping with the District's planning FTE number, the planned IU should be 36, per GADOE's requirements.



### EXISTING SPACES

Many of the existing spaces/rooms meet the current GADOE minimum requirements or fall within the 10% allotted difference. However, approximately 47% of the existing spaces do not meet the current square footage requirements per the District Standards. And, only about 16% of the spaces do not meet the minimum square footage requirement of GADOE. Most of the non-compliant spaces are within the Administration Suite and the Media Center. There is approximately 10,730 sf of deficient areas in the existing building, relative to the District's standards. The existing building is approximately **7,465 sf** less than the District's standard square footage for a new building to accommodate 36 IUs.

The chart below indicates a breakdown of the existing spaces, based on the provided floorplans (Appendix One). The deficient spaces are indicated in red. The spaces/rooms that are not provided in the existing buildings, but are required by the District Standards, are indicated in orange.



Space/Room Name	Bldg. #	Room #	EX. IU	EX. QTY	Existing SF	IU	APS QTY	APS SF	Deficient	%	GDOE SF
<b>CORE INSTRUCTION</b>											
Core Classrooms							34	750			750
Kindergarten	2033	106	1	1	814	1		750	64	8%	750
Kindergarten	2033	107	1	1	908	1		750	158	17%	750
Kindergarten	2033	108	1	1	858	1		750	108	13%	750
Kindergarten	2033	109	1	1	889	1		750	139	16%	750
1st Grade	2040	101	1	1	713	1		750	(37)	-5%	750
1st Grade	2040	102	1	1	714	1		750	(36)	-5%	750
1st Grade	2040	104	1	1	710	1		750	(40)	-6%	750
1st Grade	2040	105	1	1	713	1		750	(37)	-5%	750
2nd Grade	2040	201	1	1	713	1		750	(37)	-5%	750
2nd Grade	2040	202	1	1	714	1		750	(36)	-5%	750
2nd Grade	2040	204	1	1	710	1		750	(40)	-6%	750
2nd Grade	2040	205	1	1	713	1		750	(37)	-5%	750
3rd Grade	2033	206	1	1	798	1		750	48	6%	750
3rd Grade	2033	208	1	1	908	1		750	158	17%	750
3rd Grade	2033	209	1	1	858	1		750	108	13%	750
3rd Grade	2033	210	1	1	889	1		750	139	16%	750
4th Grade	2033	207	1	1	1104	1		750	354	32%	660
4th Grade	2033	211	1	1	758	1		750	8	1%	660
4th Grade	2030	212	1	1	868	1		750	118	14%	660
4th Grade	2030	213	1	1	732	1		750	(18)	-2%	660
5th Grade	2032	1	1	1	696	1		750	(54)	-8%	660
5th Grade	2032	2	1	1	713	1		750	(37)	-5%	660
5th Grade	2030	214	1	1	773	1		750	23	3%	660
5th Grade	2030	215	1	1	671	1		750	(79)	-12%	660
PEC Classrooms (1 w/ restroom, Washer/dryer connections & Changing bed area)	2030	110	1	1	681	1	1	750	(69)	-10%	660
PEC Classroom	2030	111	1	1	478	1	1	750	(272)	-57%	660
PEC Classroom	2030	112	1	1	773	1	1	750	23	3%	750
Pre-K classroom						1	1	750	(750)	#DIV/0!	750
Toilet (adjacent)							1		0		
Interactive Learning Laboratory ("Computer Lab")	2030	113	1	1	659	1	1	1250	(591)	-90%	750
Science Laboratory						1	1	1000	(1000)		1000
Art Room (including Kiln Room, Office/Storage room)	2050	251	1	1	1192	1	1	1350	(158)	-13%	1000
Kiln Room	2050	253		1			1		0		
Office/Storage room							1		0		
Foreign Language Classroom						1	1	750	(750)	#DIV/0!	
<b>Support Spaces</b>											
Teacher Workrooms w/ toilet	2030	242		1	147		3	350	(203)	-138%	
Teacher Workroom ("Commons")	2040	103		1	371		3	350	21	6%	
Teacher Workroom ("Commons")	2040	203		1	371		3	350	21	6%	
School Reform Suite							1	2000	(2000)	#DIV/0!	
Book Storage	2033	237		1	146		1	100	46	32%	
Book Storage	2040	100B		1	91		1	100	(9)	-10%	
Janitor Closets							2	50	(50)	#DIV/0!	
General Storage (access to elevator)					560		1	400	160	29%	
Storage	2040	100A		1	58						
Storage	2032	6		1	119						
Storage	2031	131		1	23						
Storage	2030	140		1	81						
Storage	2040	200B		1	91						
Storage	2040	200A		1	58						
Storage	2040	223		1	61						
Storage	2040	241		1	69						

## Preliminary Program Assessment

Space/Room Name	Bldg. #	Room #	EX. IU	EX. QTY	Existing SF	IU	APS QTY	APS SF	Deficient	%	GDOE SF
<b>PHYSICAL EDUCATION / MULTIPURPOSE ROOM</b>											
Multi-Purpose Room w/ fixed stage	2050	270	1	1	5676	1	1	5000	676	12%	5000
Adjacent restrooms	2050			2			1				
PE Instructor's office	2050	264		1	203		1				
General Storage	2050	266		1			1				
<b>MUSIC EDUCATION</b>											
Band Room					0	1	1	1900	(1900)	#DIV/0!	0
Director's office							1				
2 Practice Rooms							1				
Storage for instruments and General storage and Portable risers							1				
Choral Room	2050	252	1		1263	1	1	1500	(237)	-19%	1000
Director's office				0			1				
Practice Room	2050	254		1			1				
Practice Room	2050	256		1			1				
Storage for instruments and General storage and Portable risers	2050	260		1			1				
Storage	2050	258		1			1				
<b>INSTRUCTIONAL SUPPORT</b>											
<b>MEDIA CENTER</b>											
Media Center	2032	5		1	2291		1	2925	(634)	-28%	2925
Media Specialist Office	2032	005A		1	189		1	250	(61)	-32%	
Workroom with work sink/counter	2032	005D		1	235		1	300	(65)	-28%	
Audio/Visual Storage	2032	005B		1	77		1	300	(223)	-290%	
Main Distribution Feed Room (MDF) (16'-0" x 12'-2")	2033	137		1	146		1	200	(54)	-37%	
Parent Center							1	500	(500)	#DIV/0!	
<b>NUTRITION</b>											
Cafeteria (to seat half the school population)	2031	125		1	3254		1	1733	1521	47%	1733
Kitchen	2031	126		1	1776		1	2000	(224)	-13%	2000
Staff lockers	2031						1				
Toilet	2031						1				
Manager's Office	2031	126A		1			1				
Receiving Area	2031						1				
Faculty Dining	2040	235		1	841		1	450	391	46%	
<b>ADMINISTRATION SUITE</b>											
Reception	2040			1	370		1	500	(130)	-35%	
Principal's Office	2040	130A		1	173		1	300	(127)	-73%	
Administration Assistant/Secretary Office	2040			1	64		1	120	(56)	-88%	
Staff Toilet in Main Office	2040	130B		1	46		1	200	(154)	-335%	
Conference Room	2040	135		1	263		1	350	(87)	-33%	
Faculty Workroom	2040	130C		1	248		1	350	(102)	-41%	
Clinic	2031	240		1	240		1	300	(60)	-25%	
Restroom							1				
Student Record Vault room							1	150	(150)	#DIV/0!	
Adult Restroom	2033	127		1	38		1	100	(62)	-163%	
Adult Restroom	2033	128		1	71		1	100	(29)	-41%	
Adult Restroom	2033	129		1	46		0	0	46	100%	
Counselor's Office	2031	225B		1	126		1	250	(124)	-98%	
Janitorial Closet							1	150	(150)	#DIV/0!	
Assistant Principal Office (remote)	2040	130D		1	155		1	200	(45)	-29%	
Opportunity Room (near Assist. Principal's office)							1	150	(150)	#DIV/0!	
Testing Materials Safe Storage Room							1	144	(144)	#DIV/0!	
<b>TOTAL IU</b>				<b>31</b>			<b>35</b>				

## **SUMMARY**

The key aspects of the existing program that need to be addressed are the following:

### **Major**

- Administration Suite is deficient in square footage.
- Media Center is deficient in square footage.
- Pre-K Classroom with adjacent toilet needs to be provided.
- Science Laboratory needs to be provided.
- Foreign Language Classroom needs to be provided.
- School Reform Suite needs to be provided.
- Parent Center in the Media Center needs to be provided.
- A restroom needs to be provided in the Clinic.
- Student Record Vault room needs to be provided.
- Opportunity Room needs to be provided.
- Testing Materials Safe Storage Room needs to be provided.

### **Minor**

- There is no Director's office in the Choral Room. However, the existing Choral Room is larger than the GADOE minimum.
- Band Room needs to be provided. However, this program is not required per GADOE.
- There is no Office/Storage room in the Art Room. However, the existing Art Room is larger than the GADOE minimum.
- The "Commons" areas in Building #2040 are not indicated in the District's Standards and have been considered "Teacher Workrooms" for this report. If they are to be considered Teacher Workrooms, then toilet rooms need to be provided to meet the Standard.
- PEC room #111 is less than the Standard area due to the wall relocation at the exit stair during the 1999 renovation.
- The Conference Room #005A in the Media Center, which is not indicated in the District's Standards, has been considered the Media Specialist Office for this report.
- The existing Auditorium is un-programmed space per the District's standards.
- The Kitchen's area is deficient for 546 FTE facility; however, it is compliant with the required size for its current 450 FTE.
- Approximately half of the Core classrooms do not meet the District's standard size, however, they do fall within 10% of the GADOE minimum standard. Per GADOE, existing IUs are approvable with up to a ten percent reduction in the square footage required. If the classroom space is modified, then it must meet current square footage.
- The Counselor's Office is too remote from the Administration Suite.



## **Budgetary Assessment**



## Budgetary Assessment

---

The Facility Assessment Report (FAR), completed in 2015, indicates the necessary current repair cost (Condition Budget) to be \$2,708,634 and the Suitability Budget to be \$1,396,667. If we assume a 3% increase in 2015 until the bid date, the repair estimates in 2015 will have increased to approximately \$4,485,973 (2019 dollars). Based on the findings in this report, the Conditions Budget and the Suitability Budget are indicated to be approximately \$7,103,925, which is well below the project's SCL.

Two main factors are to be considered. One, the extent of the modifications required to replace the roof structure of Building #2030, of which more information will be provided in the Design Narrative. And, two, whether all the deficient areas of the Program will be required to be addressed to align with the current District Standard.

The budget breakdown on the following pages are for the items indicated in the Needs Assessments included in this report. Additional items may be required/discovered during the Schematic Design phase.

# Humphries ES Construction Budget

9/24/2018

	SF	Unit Cost	Subtotals	Total
<b>CONDITION NEEDS BUDGET:</b>				<b>\$ 3,841,036.50</b>
<b>Roof &amp; envelope upgrades</b>				<b>\$ 1,170,131.00</b>
Pressure wash building & prep brick	25,000	\$ 0.50	\$ 12,500.00	
Repoint 10% of the brick	2,500	\$ 8.00	\$ 20,000.00	
Patch damaged brick	250	\$ 18.00	\$ 4,500.00	
Stain all brick	25,000	\$ 3.00	\$ 75,000.00	
Replace shingle roof with Standing seam metal roof (Bldg. #2030 & 2031)	8,369	\$ 18.00	\$ 150,642.00	
Replace Roof Structure (Bldg. #2030)	4,569	\$ 25.00	\$ 114,225.00	
Structural Gravity Retrofit Allowance (Bldg. #2030)	1	\$ 500,000.00	\$ 500,000.00	
Replace Built-up Roof (Bldg. #2033, 2040, 2031)	17,579	\$ 16.00	\$ 281,264.00	
Replace all gutters and downspouts	600	\$ 15.00	\$ 9,000.00	
Roof hatch fall protection	1	\$ 3,000.00	\$ 3,000.00	
<b>Door, window &amp; hardware upgrades</b>				<b>\$ 239,372.00</b>
Remove, refinish and replace wood doors	78	\$ 500.00	\$ 39,000.00	
Replace wood doors and metal door frames, & hardware	17	\$ 2,000.00	\$ 34,000.00	
Replace wired glass with fire rated glass	30	\$ 150.00	\$ 4,500.00	
Infill wall after removed transom frame	12	\$ 6.00	\$ 72.00	
Replace door hardware	78	\$ 600.00	\$ 46,800.00	
Replace all windows	2,000	\$ 55.00	\$ 110,000.00	
Replace window trim/support in building #2030	1	\$ 5,000.00	\$ 5,000.00	
<b>MEP upgrades</b>				<b>\$ 924,794.00</b>
Replace water heaters	2	\$ 15,000.00	\$ 30,000.00	
Fire Protection (work through existing ceiling)	66,228	\$ 5.00	\$ 331,140.00	
Replace lavatories	28	\$ 700.00	\$ 19,600.00	
Replace water closets	37	\$ 1,200.00	\$ 44,400.00	
Replace urinals	12	\$ 900.00	\$ 10,800.00	
Replace drinking fountains	8	\$ 2,000.00	\$ 16,000.00	
Replace classroom sinks	16	\$ 1,650.00	\$ 26,400.00	
Replace exterior lighting fixtures	1	\$ 15,000.00	\$ 15,000.00	
Replace interior T8 lighting fixtures with LED fixtures	66,228	\$ 5.50	\$ 364,254.00	
Clean all existing fan coil units	1	\$ 5,000.00	\$ 5,000.00	
Repair/replaced damaged fan coil units	1	\$ 10,000.00	\$ 10,000.00	
Provide natural gas fired back-up Generator	1	\$ 45,000.00	\$ 45,000.00	
Test & Balancing	30,000	\$ 0.24	\$ 7,200.00	

## Budgetary Assessment

	SF	Unit Cost	Subtotals	Total
<b>Exterior &amp; interior finish upgrades</b>				\$ 731,094.50
Wall Painting at renovated areas	5,000	\$ 1.50	\$ 7,500.00	
Ceiling Painting at renovated areas	1,000	\$ 2.00	\$ 2,000.00	
Replaced ACT ceiling in Building #2031	3,250	\$ 3.25	\$ 10,562.50	
Paint all door frames	95	\$ 30.00	\$ 2,850.00	
Replace all VCT with LVT floor finish	66,228	\$ 6.50	\$ 430,482.00	
Replace all rubber wall base	2,000	\$ 2.50	\$ 5,000.00	
Replace quarry tile with epoxy flooring in restrooms	2,700	\$ 20.00	\$ 54,000.00	
Install porcelain tile along walls in restrooms	7,000	\$ 12.00	\$ 84,000.00	
Repair all damaged wood trim in Building #2031	1	\$ 15,000.00	\$ 15,000.00	
Replace all wood soffit and trim	1	\$ 25,000.00	\$ 25,000.00	
Replace Toilet Partitions	31	\$ 1,100.00	\$ 34,100.00	
Provide Urinal Screens	8	\$ 450.00	\$ 3,600.00	
Replace all toilet room accessories	1	\$ 30,000.00	\$ 30,000.00	
Provide rubber treads & risers	75	\$ 200.00	\$ 15,000.00	
Elevator Cab finish upgrades Allowance	1	\$ 12,000.00	\$ 12,000.00	
<b>Data, voice, video upgrades</b>				\$ 50,000.00
Allowance	1	\$ 50,000.00	\$ 50,000.00	
<b>Life Safety upgrades</b>				\$ 208,170.00
Fire Alarm replacement	66,228	\$ 2.50	\$ 165,570.00	
Replace all interior railings	200	\$ 75.00	\$ 15,000.00	
Replace exterior guardrails	30	\$ 200.00	\$ 6,000.00	
Provide exterior handrails	120	\$ 180.00	\$ 21,600.00	
<b>Interior and Exterior signage upgrades</b>				\$ 26,875.00
Wayfinding Signage	1	\$ 15,000.00	\$ 15,000.00	
Room Signage	95	\$ 125.00	\$ 11,875.00	
<b>CCTV, security and access control upgrades</b>				\$ 50,000.00
Allowance	1	\$ 50,000.00	\$ 50,000.00	
<b>Furniture and casework upgrades</b>				\$ 73,600.00
Replace Casework in classrooms	368	\$ 200.00	\$ 73,600.00	

	SF	Unit Cost	Subtotals	Total
<b>Site and Landscaping improvements</b>				\$ 285,000.00
Remove wood canopy along walkway	1	\$ 5,000.00	\$ 5,000.00	
Restriping at parking lots	1	\$ 15,000.00	\$ 15,000.00	
Resurfacing parking lot	1	\$ 150,000.00	\$ 150,000.00	
Add dumpster pad & drain	1	\$ 5,000.00	\$ 5,000.00	
Repair/replace sidewalk sections	1	\$ 50,000.00	\$ 50,000.00	
Replace Water/fire utility (8" detector check valve & 8" double check valve assembly)	1	\$ 15,000.00	\$ 15,000.00	
Replace existing SS clay pipe with PVC	1	\$ 40,000.00	\$ 40,000.00	
Clean and scope existing storm system for blockages	1	\$ 5,000.00	\$ 5,000.00	
<b>Improved monumental sign</b>				\$ 35,000.00
Replace Monumental Sign	1	\$ 35,000.00	\$ 35,000.00	
<b>Improvements to stormwater management</b>				\$ 47,000.00
Replace concrete flume	1	\$ 10,000.00	\$ 10,000.00	
Provide downspout boots and connect to storm infrastructure	1	\$ 12,000.00	\$ 12,000.00	
Seed, sod or mulch landscaping areas	1	\$ 15,000.00	\$ 15,000.00	
Stabilize eroded grade	1	\$ 10,000.00	\$ 10,000.00	

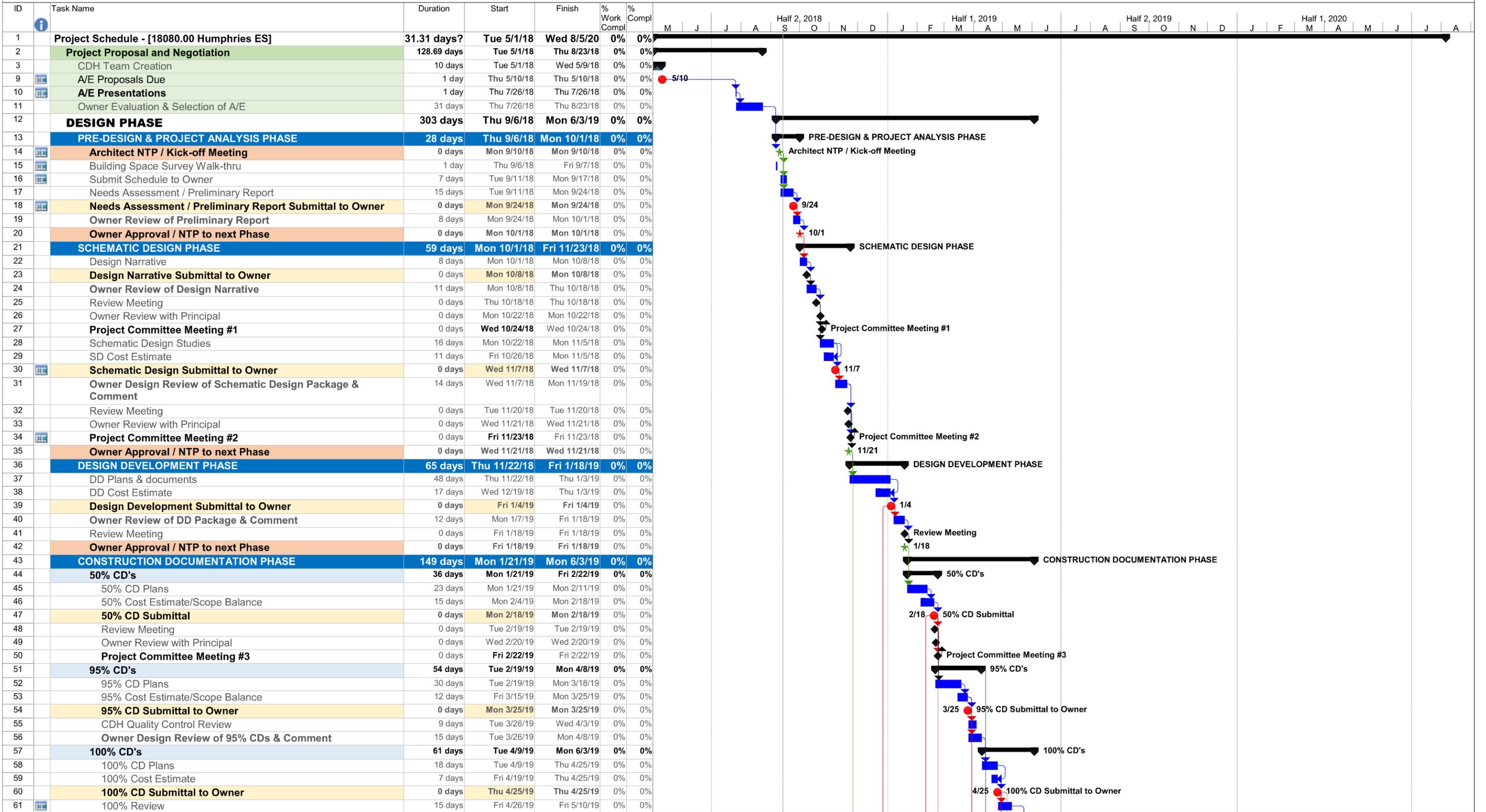
## Budgetary Assessment

SUITABILITY BUDGET:				\$ 1,797,000.00
<b>Renovation:</b>				\$ 1,172,000.00
Admin Renovation	2,200	\$ 60.00	\$ 132,000	
Auditorium Renovation	4,000	\$ 85.00	\$ 340,000	
Reprogramming of interior spaces (Media Center, Maker Space, classroom changes)	5,000	\$ 60.00	\$ 300,000	
Site Improvements Allowance (courtyards, vehicular, bus loop)	1	\$ 400,000.00	\$ 400,000	
<b>Addition:</b>				\$ 625,000.00
Accessible Entry, Security Vestibule & Admin	2,500	\$ 250.00	\$ 625,000	
<b>Subtotal (includes GC &amp; Fee)</b>				<b>\$ 5,638,036.50</b>
General Conditions		8%		\$ 451,042.92
CM Fee		5%		\$ 281,901.83
Bonds, Insurance and Fees		3%		\$ 169,141.10
Unforeseen Conditions Contingency		5%		\$ 281,901.83
Design/Market Contingency		5%		\$ 281,901.83
<b>TOTAL</b>				<b>\$ 7,103,925.99</b>
SCL				\$ 8,500,000.00
Overage / (Under)				\$ (1,396,074.01)
<b>ALTERNATE</b>				<b>\$ 1,375,000.00</b>
Addition to address other deficient Program areas	5,500	\$ 250.00	\$ 1,375,000	
GC, Fees and Contingencies		26%		\$ 357,500.00
<b>TOTAL</b>				<b>\$ 8,836,425.99</b>
SCL				\$ 8,500,000.00
Overage / (Under)				<b>\$ 336,425.99</b>



## Schedule

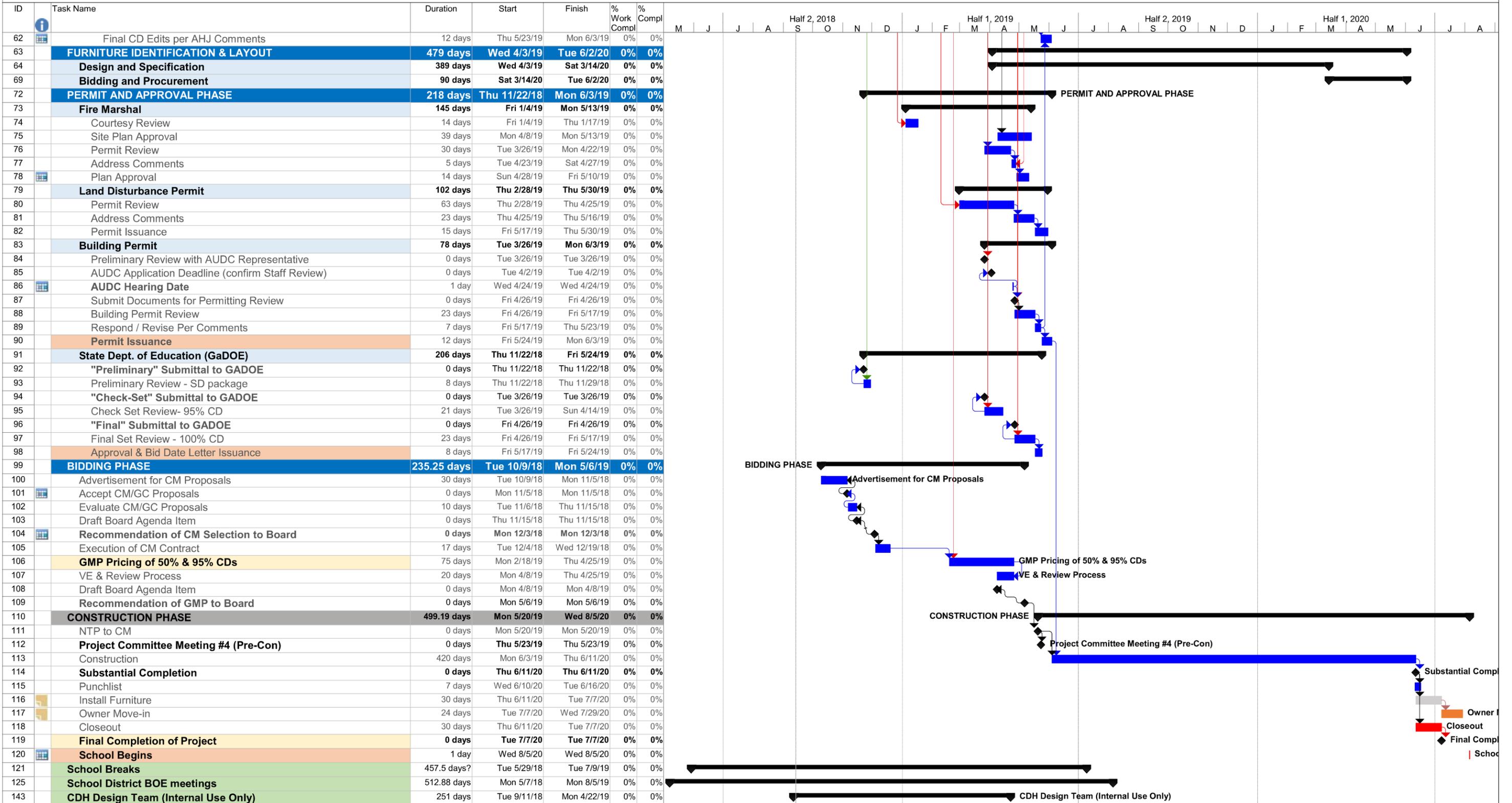
**Humphries ES**  
Proposed Project Schedule for [Atlanta Public Schools]



**Milestones and Critical Path**

Task	Summary	Rolled Up Milestone	External Tasks	Rolled Up Milestone	Inactive Task	Manual Task	Manual Summary	Progress
Critical Task	Rolled Up Task	Rolled Up Progress	Project Summary	Inactive Milestone	Duration-only	Inactive Summary	Start-only	Deadline
Milestone	Rolled Up Critical Task	Split	Group By Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Manual Progress	

**Humphries ES**  
Proposed Project Schedule for [Atlanta Public Schools]



**Milestones and Critical Path**

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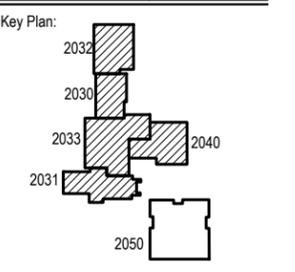
## Floorplans of School

Atlanta Public Schools  
 Facilities  
 Service Center  
 1631 La France Street, N.E.  
 Atlanta, Georgia 30307

Facility:  
**HOMERIES ELEMENTARY SCHOOL**  
 3000 Homeries Drive, S.E.  
 Atlanta, Georgia 30350  
 Georgia DOE Facility Number:  
**5562**

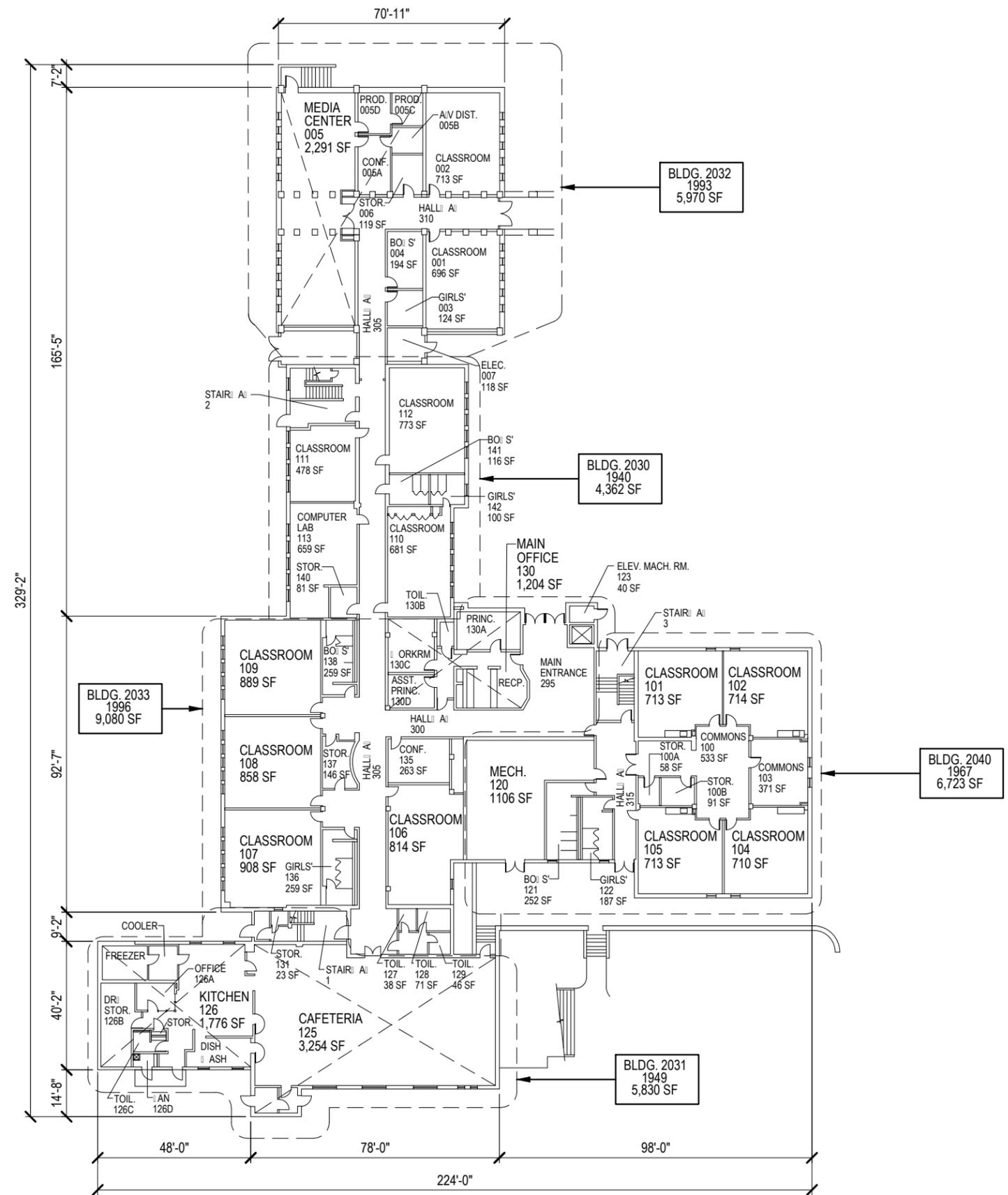
IUs:	31
FTE:	450
Site Area:	8.2 Acres
Total Building Area:	66,228 s.f.

DOE Building Number:	Date Occupied
2030	1940
2031	1949
2032	1993
2033	1996
2040	1967
2050	1996

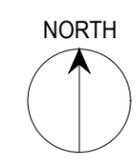


Date: 2014 Property Inventory  
 Revision:  
 Sheet Title:

**FIRST FLOOR**  
 Sheet Number:  
**A1**



**FIRST FLOOR PLAN**

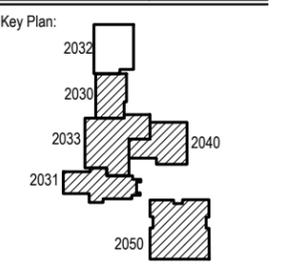


Atlanta Public Schools  
 Facilities  
 Service Center  
 1631 La France Street, N.E.  
 Atlanta, Georgia 30307

Facility:  
**HOMERIES ELEMENTARY SCHOOL**  
 3000 Homeries Drive, S.E.  
 Atlanta, Georgia 30350  
 Georgia DOE Facility Number:  
**5562**

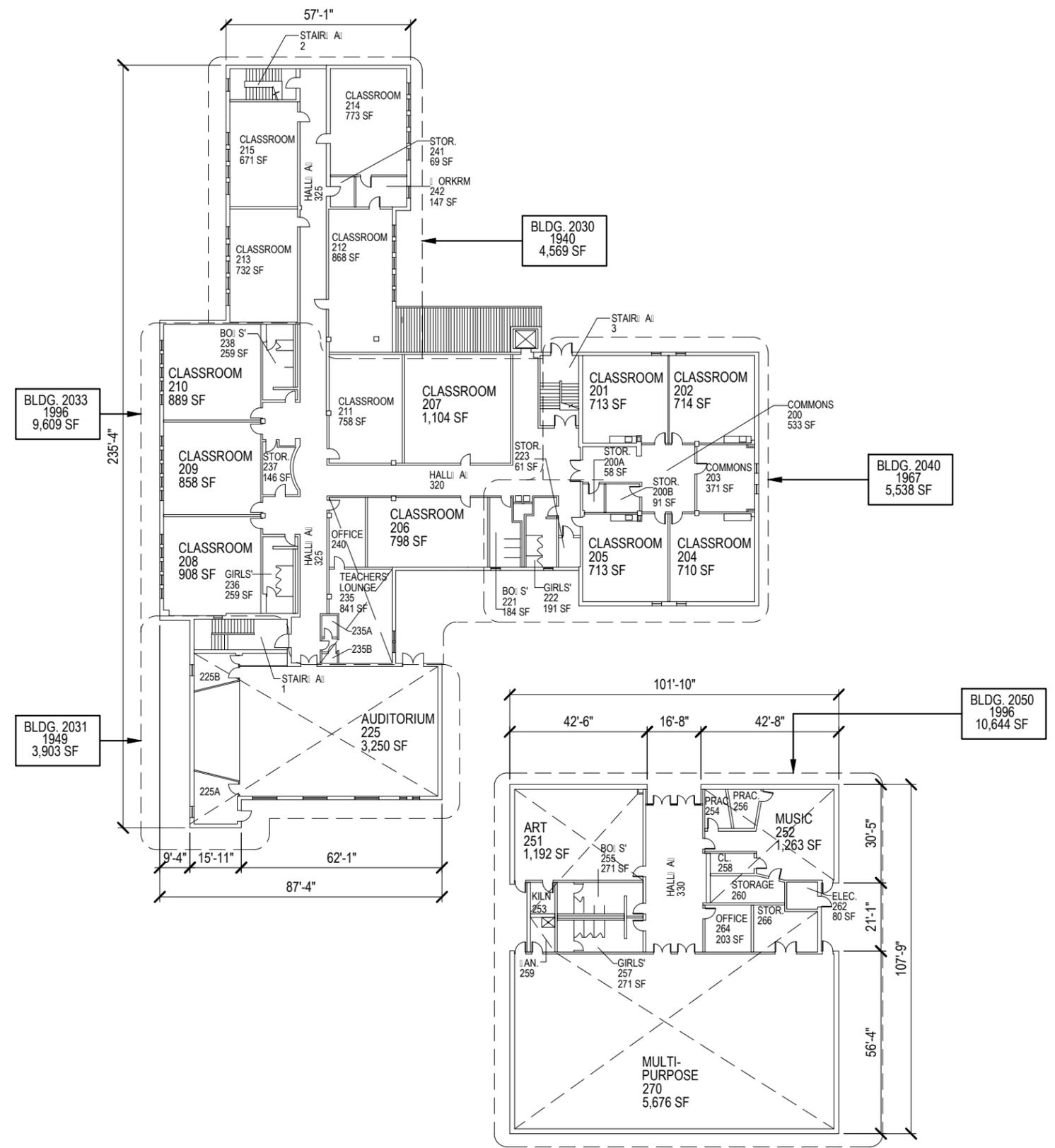
ILUs: 31  
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DOE Building Number:	Date Occupied
2030	1940
2031	1949
2032	1993
2033	1996
2040	1967
2050	1996



Date: 2014 Property Inventory  
 Revision:  
 Sheet Title:

**SECOND FLOOR**  
 Sheet Number:  
**A2**



# HUMPHRIES ELEMENTARY SCHOOL

## DESIGN NARRATIVE

October 11, 2018

Prepared for Atlanta Public Schools  
Prepared by CDH Partners Inc.



[CDHPARTNERS.COM](http://CDHPARTNERS.COM) | 770.423.0016



**HUMPHRIES ELEMENTARY SCHOOL  
DESIGN NARRATIVE**

**TABLE OF CONTENTS**

SECTION ONE	Executive Summary
SECTION TWO	Design Narratives
SECTION THREE	Space Program Summary
SECTION FOUR	Preliminary Specifications
SECTION FIVE	Preliminary Cost Estimate
SECTION SIX	Preliminary Schedule
SECTION SEVEN	Sign Off Sheet

**APPENDICES**

APPENDIX A	Photo Documentation
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**REFERENCED EXHIBITS**

EXHIBIT ONE	School Assessment Report, dated November 17, 2015
EXHIBIT TWO	APS Design Guidelines v2.10, December 1, 2010
EXHIBIT THREE	APS Standard Specifications v2.10, December 1, 2010



## Executive Summary

## GENERAL OVERVIEW

Humphries Elementary School consists of two main school buildings located at 3029 Humphries Drive, in Atlanta, GA. The original campus was constructed in 1940 through 1967 with additions to the main building constructed in 1994 and 1996. A separate building on site was constructed in 1996. The school campus and site are fairly well maintained in fair overall condition.

Based on the age of the property, there are some utilities that need to be replaced. Several cracked sidewalks need to be repaired. Exterior railings in multiple locations need to be provided and/or replaced to be code compliant. To resolve several drainage issues around the building, some drainage piping, downspouts and soil/vegetation need to be repaired/replaced. The existing parking lots need to be resurfaced and restriped.

As for the building, overall, most of the exterior brick needs to be addressed. The existing windows need to be replaced. Interior doors are in need of refinishing and door hardware replacement. The ceiling was recently replaced in the majority of the buildings and may remain; however, the floor finishes need to be replaced throughout. The roof covering was installed in 1994 & 1999 and has 10 main sections including some smaller sections. Roofing is typically low slope with built-up system and is in fair condition with no reported leaks. The Pitched roof is standing seam metal panel system and asphalt composition shingles both in fair condition with reported repairs needed to deteriorated shingles.

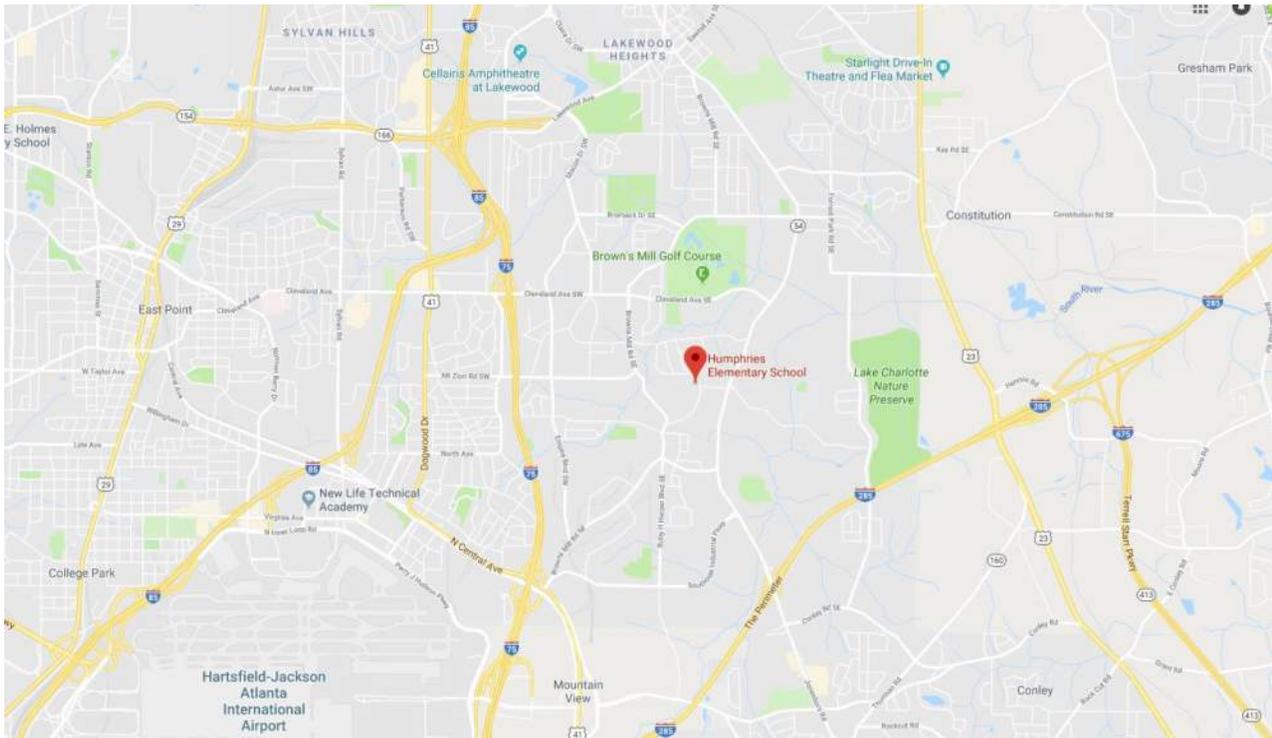
The roof structure of the 1940 building will need to be replaced and significantly braced to meet the current structural building codes. As previously indicated by the Design Team, the goal is to remain within the 5% allotted weight increase and existing load paths, to minimize the extensive scope of the structural retrofit. In Section Three and Section Five, there is an alternate option to demolish building #2030 and rebuild the needed square footage in its place. Due to the complexity of the potential structural retrofit, this may be an option that is more cost effective long term.

The HVAC systems were upgraded in 2015 and are in good condition. The plumbing systems are in fair condition, however many of the plumbing fixtures are dated and do not conform to current ADA codes and should be upgraded. The electrical system is currently sufficient and is in good working order. The existing fire alarm needs to be replaced and a back-up generator needs to be provided. Replacement of the lighting fixtures with LED fixtures should be considered.

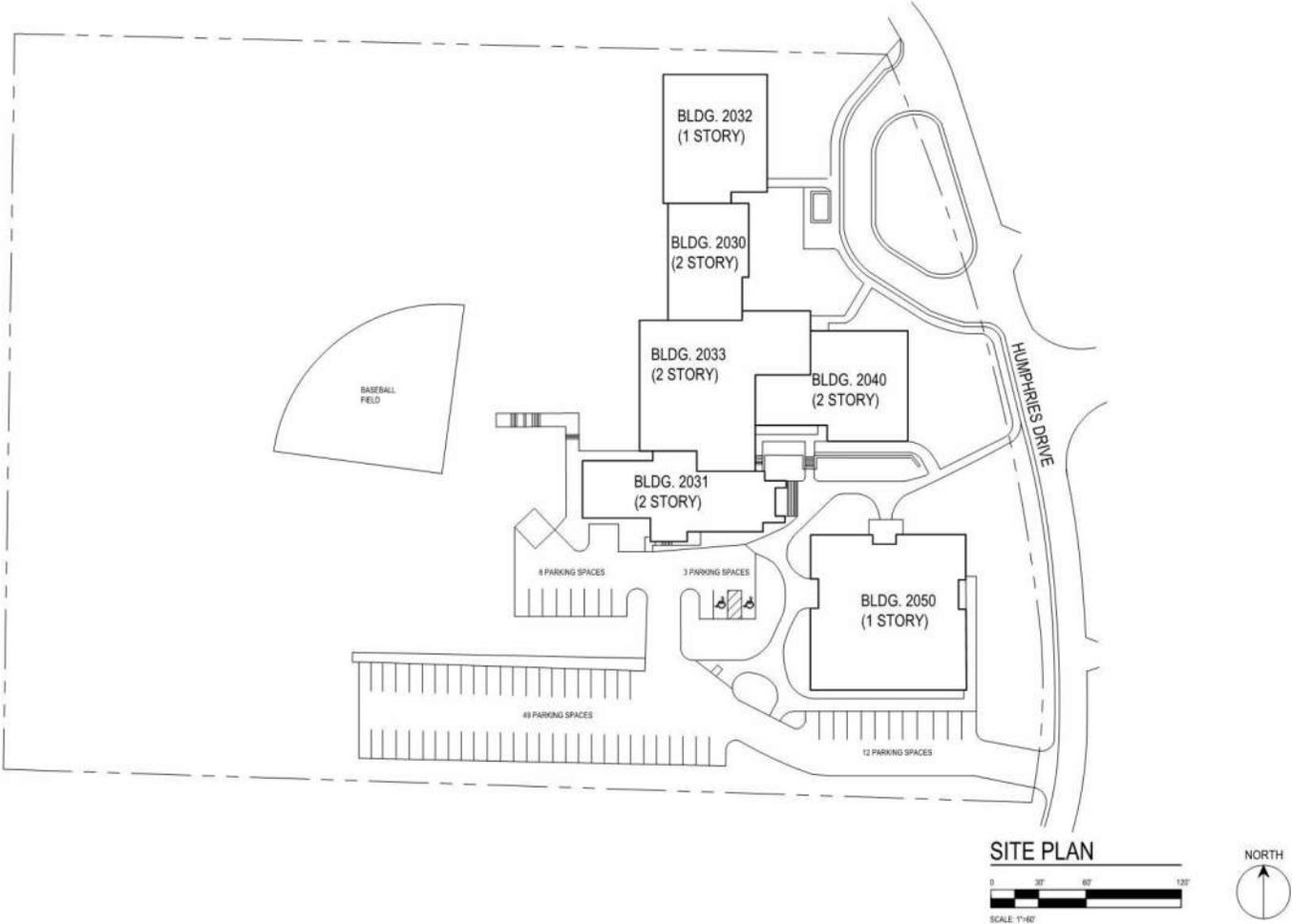
## PROJECT SITE DESCRIPTION

Project Name: Humphries Elementary School  
GDOE Facility Number: 5562

- Site Area = 8.2 acres
- IU = 31
- Current FTE = 450
- Projected FTE = 285
- Planning FTE = 450



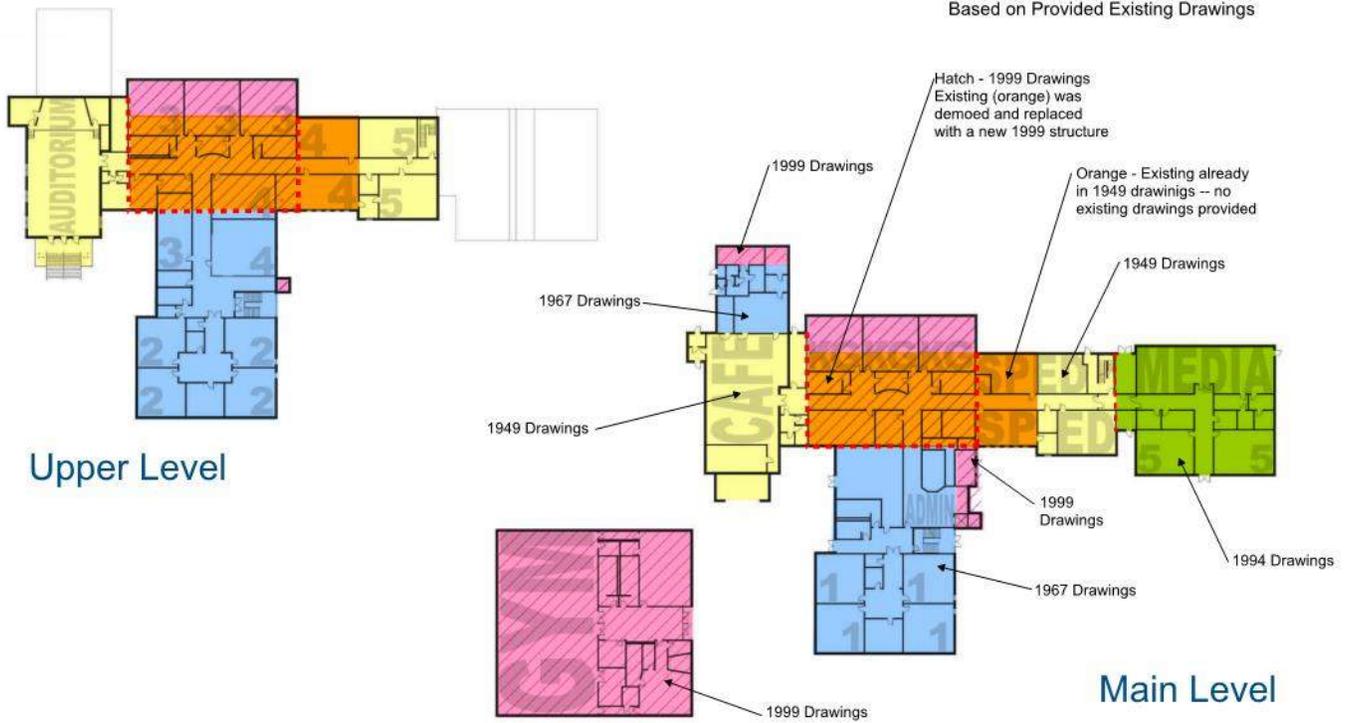
# Executive Summary



Building #	Date	1 <sup>st</sup> Flr SF	2 <sup>nd</sup> Flr SF	Total SF
2030	1940	4,362 (4,053)	4,569 (4,318)	8,931 (8,371)
2031	1949	5,830 (5,338)	3,903 (3,555)	9,733 (8,893)
2032	1993	5,970 (5,282)	NA	5,970 (5,282)
2033	1996	9,080 (8,259)	9,609 (8,828)	18,689 (17,087)
2040	1967	6,723 (6,072)	5,538 (4,914)	12,261 (10,986)
2050	1996	10,644 (9,848)	NA	10,644 (9,848)
<b>Total Building Areas</b>				<b>66,228 sf (60,467 sf)</b>

\*Information based on 2014 Property Inventory drawings.  
 \*\*Areas in parenthesis are approximate areas based on As-Built construction documents.

## Building Expansions Layout II Based on Provided Existing Drawings



Plan Diagram of Existing Buildings and Expansion Joints

## PROJECT SCOPE

The project includes five key groups of work, prioritized as follows:

1. Safety and Security
2. Building Access
3. Building Envelope
4. Building Systems
5. Other (reprogramming spaces, casework, signage, etc)

Refer to the following floor plan diagrams for more information.

### 1. SAFETY AND SECURITY

These items include replacing the roof structure of the 1940 Building #2030, replacing the wood soffit/trim, renovating the Administration areas, providing a secure access vestibule improving the traffic management, replacing interior and exterior railings, and upgrading the Low Voltage systems.

### 2. BUILDING ACCESS

These items include replacing and/or refinishing interior wood doors and door hardware, and providing access control at main points of entry.

### 3. BUILDING ENVELOPE

These items include giving the buildings a facelift by cleaning, repairing, repointing and staining brick, replacing windows, replacing roof, and replacing gutters and downspouts to tie into the stormwater infrastructure.

### 4. BUILDING SYSTEMS

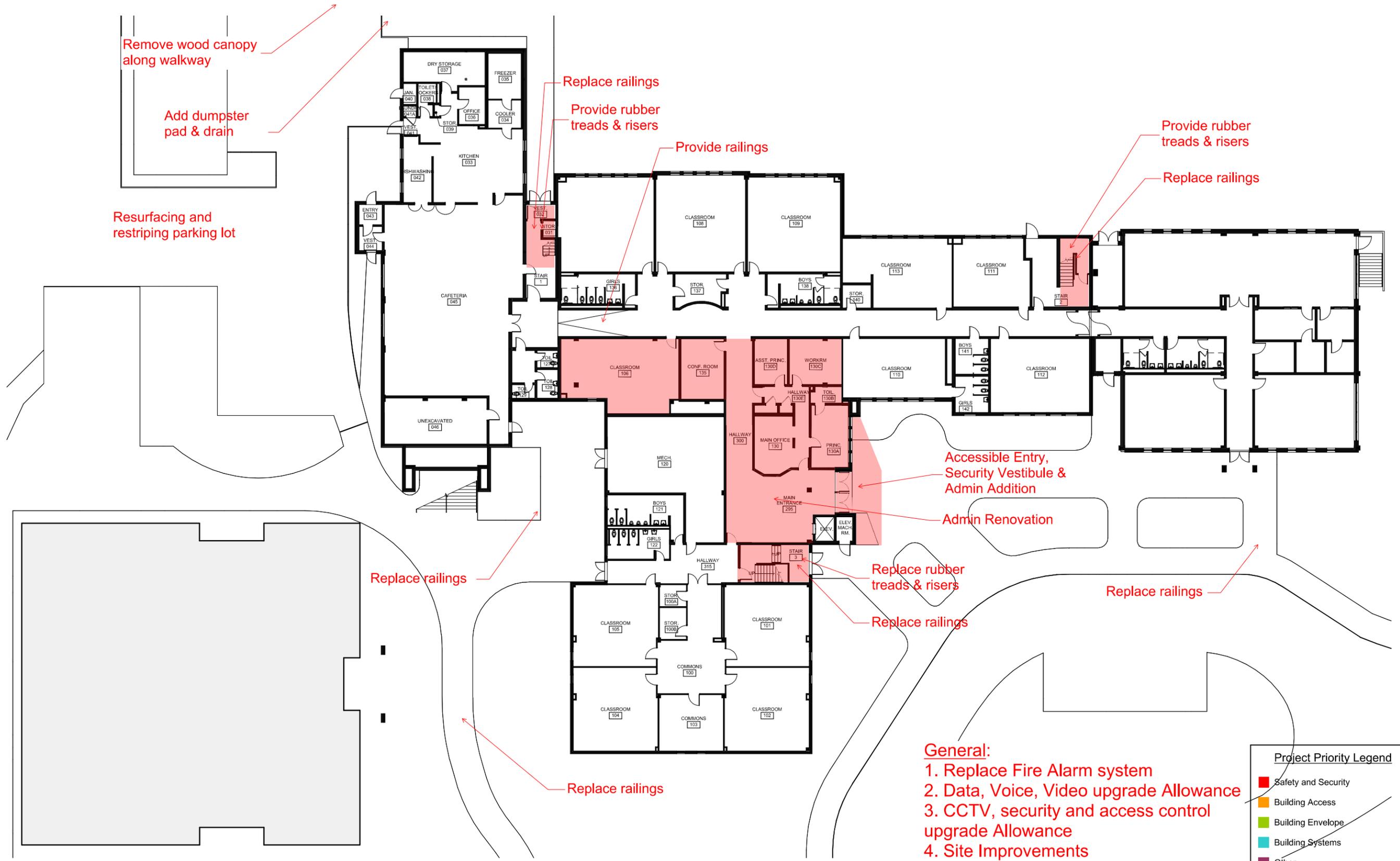
These items include providing a back-up generator, replacing plumbing fixtures, replacing lighting fixtures with LED fixtures and replacing some site utility infrastructure.

### 5. OTHER

These items include upgrading the wayfinding and room signage, replacing the monumental sign, replacing the classroom casework, painting door frames, replacing floor finishes, replacing toilet partitions and restroom accessories, upgrading the elevator, and reprogramming spaces that will include renovating the Auditorium, Maker Space, and Media Center.



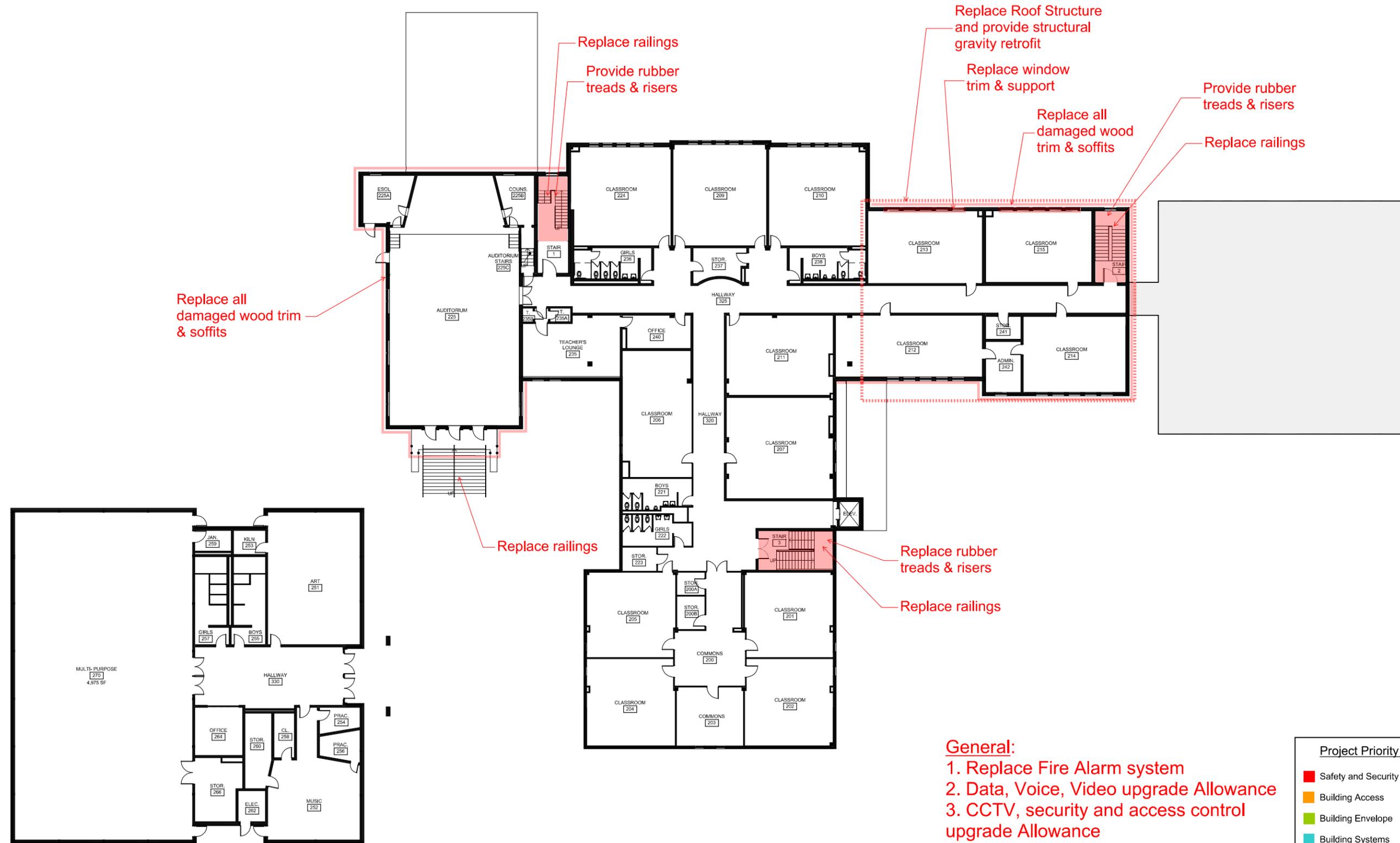
View from Humphries Drive of a potential security vestibule/entry/admin addition.



- General:**
1. Replace Fire Alarm system
  2. Data, Voice, Video upgrade Allowance
  3. CCTV, security and access control upgrade Allowance
  4. Site Improvements

Project Priority Legend	
■	Safety and Security
■	Building Access
■	Building Envelope
■	Building Systems
■	Other

## SAFETY AND SECURITY



- General:**
1. Replace Fire Alarm system
  2. Data, Voice, Video upgrade Allowance
  3. CCTV, security and access control upgrade Allowance
  4. Site Improvements

Project Priority Legend	
■	Safety and Security
■	Building Access
■	Building Envelope
■	Building Systems
■	Other

**SAFETY AND SECURITY**

Replace wood doors  
 Replace wood door frame with metal frame  
 Replace door hardware

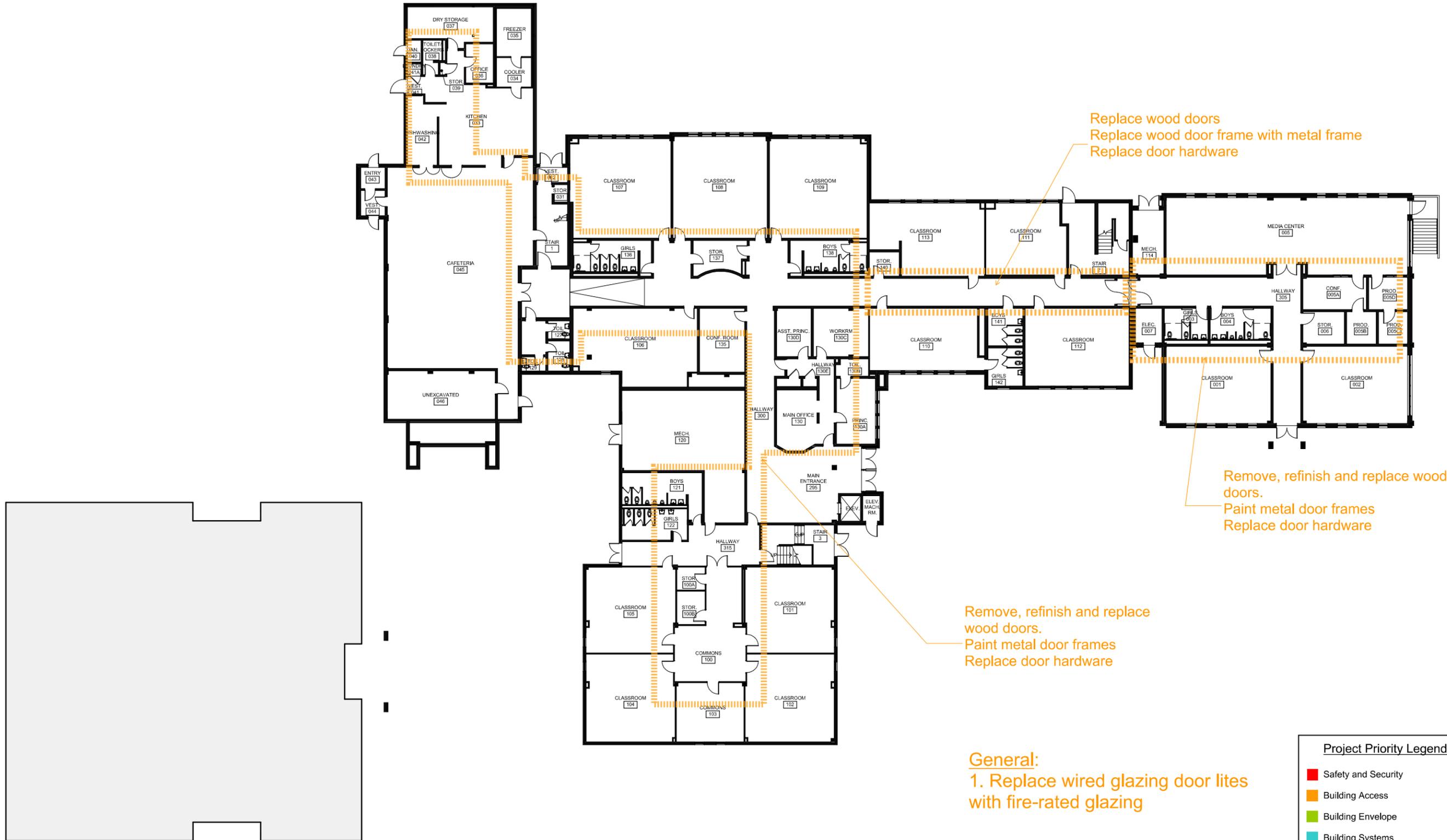
Remove, refinish and replace wood doors.  
 Paint metal door frames  
 Replace door hardware

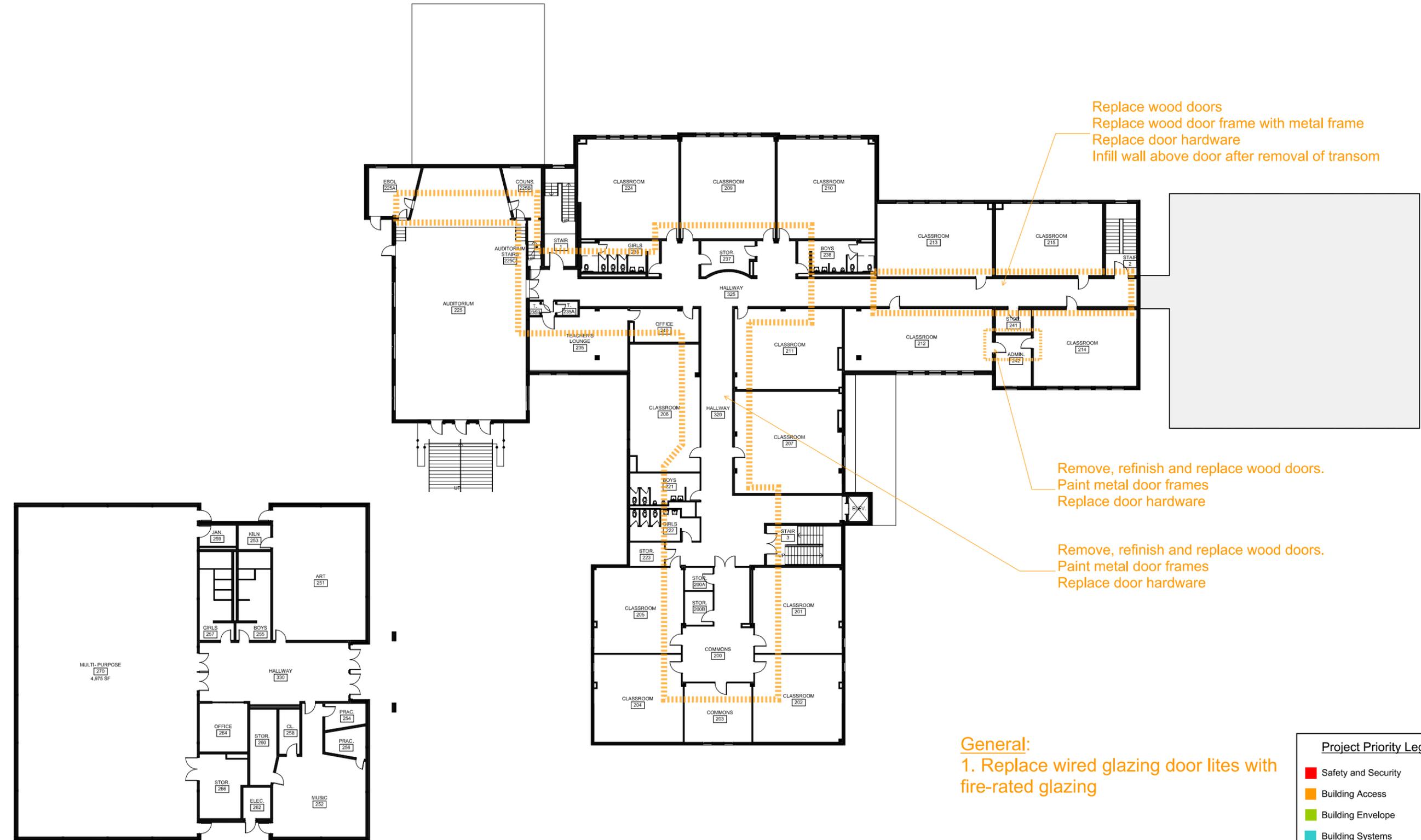
Remove, refinish and replace wood doors.  
 Paint metal door frames  
 Replace door hardware

**General:**  
 1. Replace wired glazing door lites with fire-rated glazing

Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: cyan;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

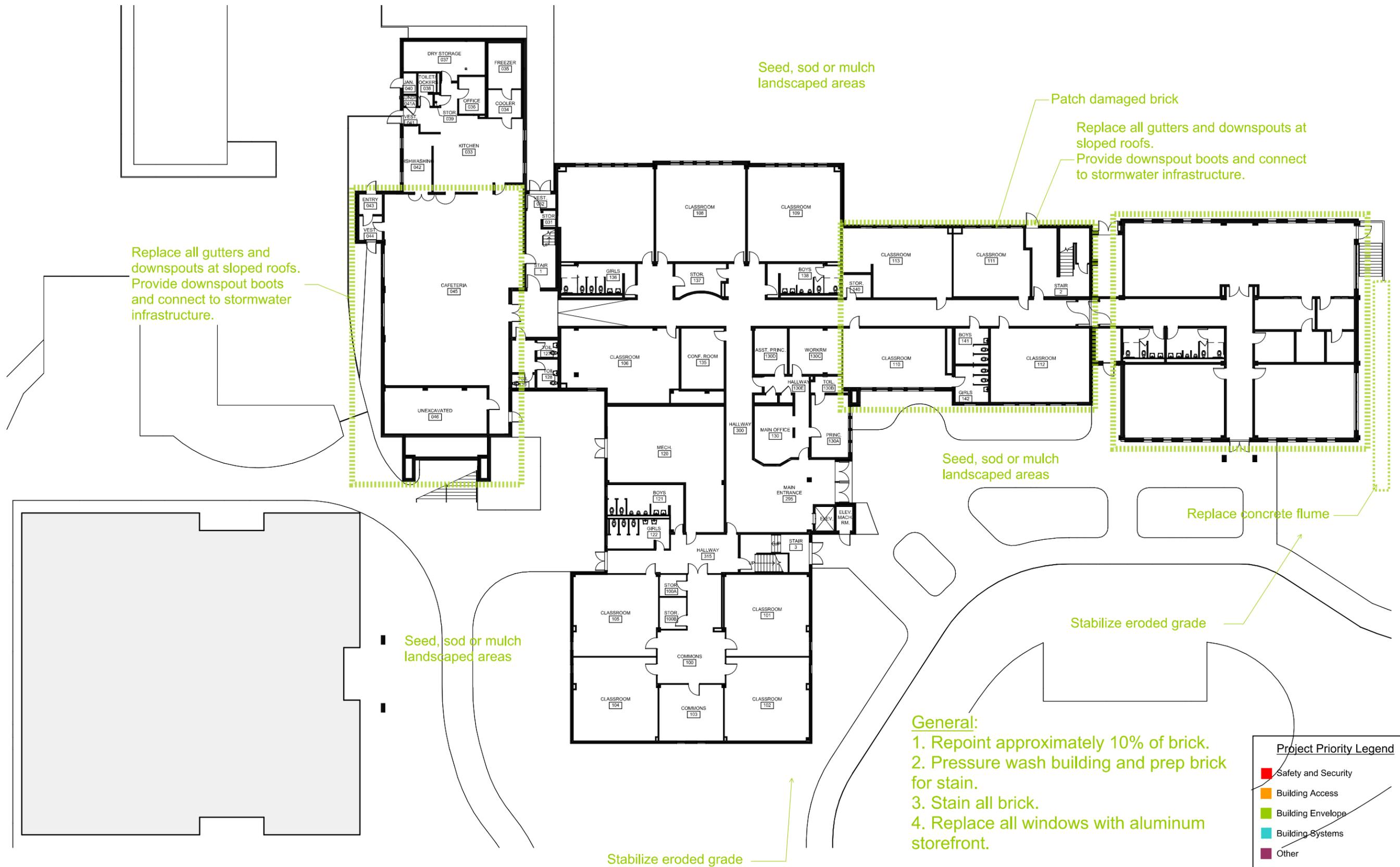
## BUILDING ACCESS





Project Priority Legend	
■	Safety and Security
■	Building Access
■	Building Envelope
■	Building Systems
■	Other

## BUILDING ACCESS



Replace all gutters and downspouts at sloped roofs. Provide downspout boots and connect to stormwater infrastructure.

Seed, sod or mulch landscaped areas

Patch damaged brick  
 Replace all gutters and downspouts at sloped roofs.  
 Provide downspout boots and connect to stormwater infrastructure.

Seed, sod or mulch landscaped areas

Replace concrete flume

Seed, sod or mulch landscaped areas

Stabilize eroded grade

Stabilize eroded grade

- General:**
1. Repoint approximately 10% of brick.
  2. Pressure wash building and prep brick for stain.
  3. Stain all brick.
  4. Replace all windows with aluminum storefront.

Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: blue;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

## BUILDING ENVELOPE

Replace all gutters and downspouts at sloped roofs. Provide downspout boots and connect to stormwater infrastructure.

Patch damaged brick  
 Replace all gutters and downspouts at sloped roofs. Provide downspout boots and connect to stormwater infrastructure.



- General:**
1. Repoint approximately 10% of brick.
  2. Pressure wash building and prep brick for stain.
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Project Priority Legend	
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<span style="color: cyan;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

## BUILDING ENVELOPE

Replace BUR roof

Replace BUR roof

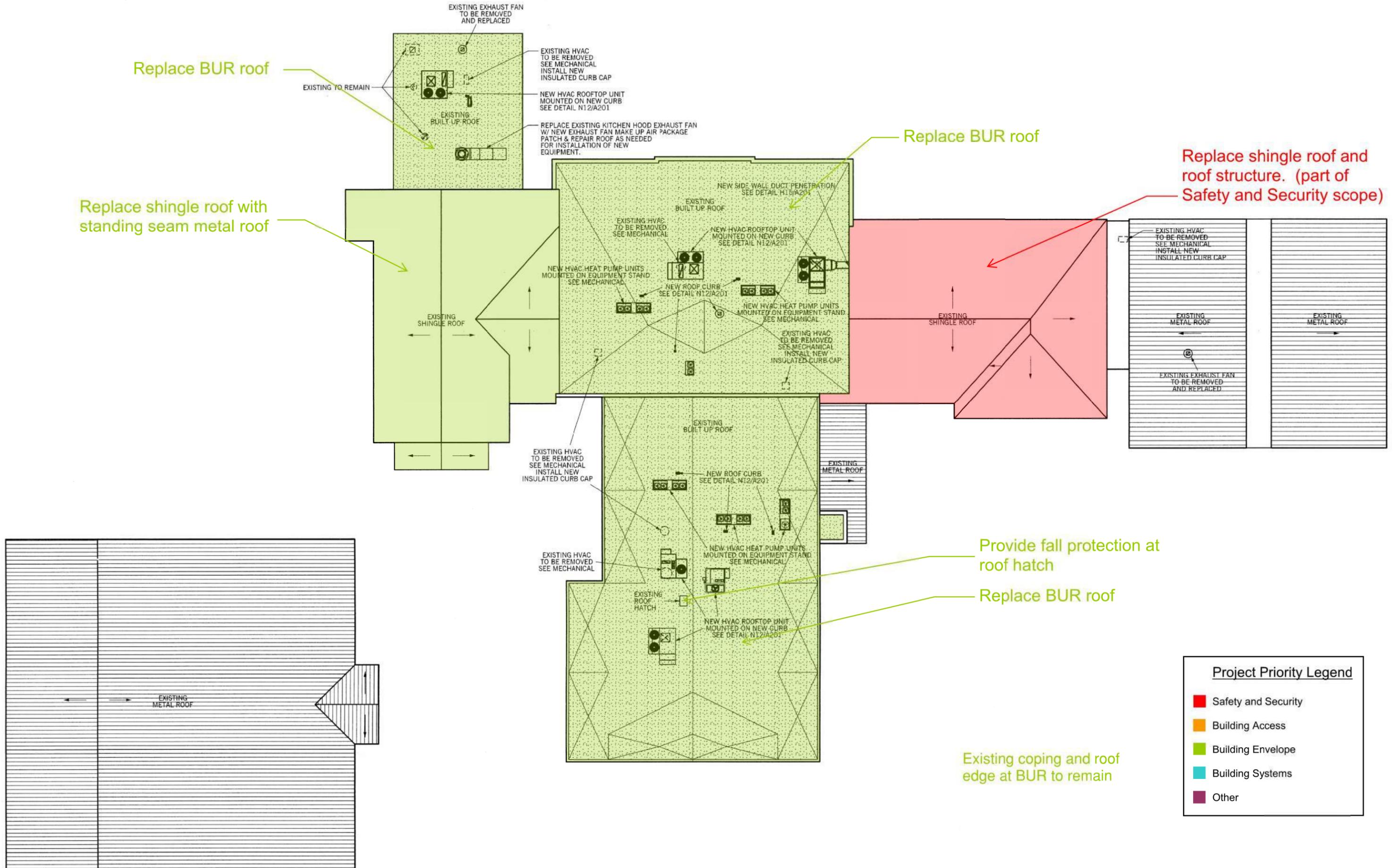
Replace shingle roof and roof structure. (part of Safety and Security scope)

Replace shingle roof with standing seam metal roof

Provide fall protection at roof hatch

Replace BUR roof

Existing coping and roof edge at BUR to remain



Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: cyan;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other



Provide natural gas fired back-up Generator

Replace water heaters

Replace drinking fountains, typical.

Typical @ Restrooms:  
 Replace lavatories  
 Replace water closets  
 Replace urinals

Replace classroom sinks, typical.

**General:**

1. Clean all existing fan coil units.
2. Provide Fire Protection (work through existing ceiling).
3. Replace interior T8 lighting fixtures with LED fixtures.
4. Replace existing site utility SS clay pipe with PVC
5. Clean and scope existing storm system for blockages.
6. Test & Balance HVAC in renovated areas.
7. Replace exterior building light fixtures.

Replace water/fire utility (8" detector check valve & 8" double check valve assembly)

Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: cyan;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

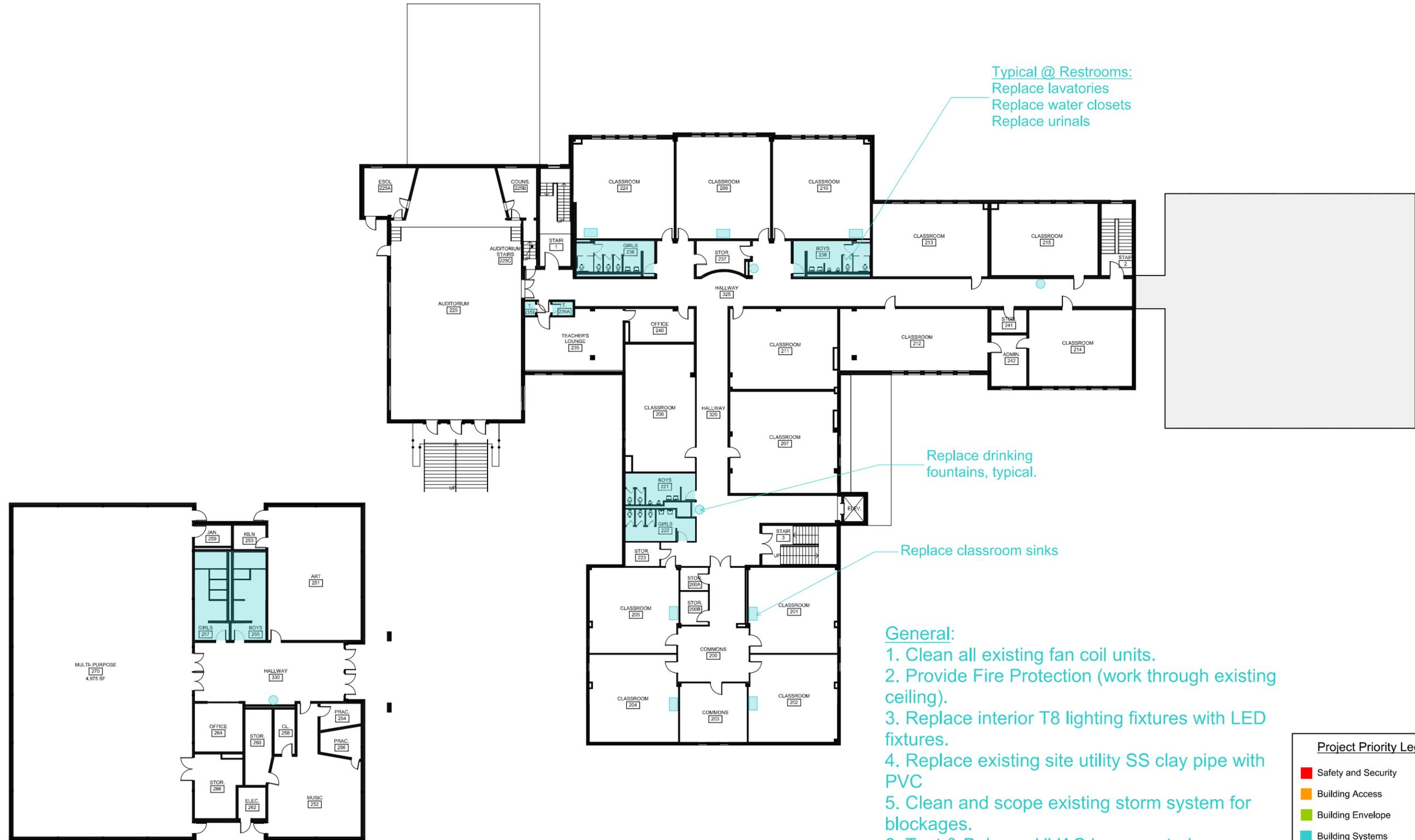
**BUILDING SYSTEMS**

**RENOVATION FOR HUMPHRIES ELEMENTARY SCHOOL**



10/05/18

SCALE : 3/32" = 1'-0"



Typical @ Restrooms:  
 Replace lavatories  
 Replace water closets  
 Replace urinals

Replace drinking fountains, typical.

Replace classroom sinks

- General:**
1. Clean all existing fan coil units.
  2. Provide Fire Protection (work through existing ceiling).
  3. Replace interior T8 lighting fixtures with LED fixtures.
  4. Replace existing site utility SS clay pipe with PVC
  5. Clean and scope existing storm system for blockages.
  6. Test & Balance HVAC in renovated areas.
  7. Replace exterior building light fixtures.

Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: blue;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

## BUILDING SYSTEMS



**Typical @ Restrooms:**  
 Replace quarry tile with epoxy flooring  
 Install porcelain wall tile  
 Replace Toilet Partitions  
 Provide Urinal Screens  
 Replace all toilet room accessories

Upgrade Elevator  
 Cab finishes

Replace  
 Classroom  
 Casework, typical

- General:**
1. Wayfinding Signage
  2. Room Signage
  3. Reprogramming of interior spaces
  4. Paint all door frames
  5. Replace all VCT floor finish with LVT.
  6. Replace all rubber wall base.

Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: cyan;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

**OTHER SCOPE**



Typical @ Restrooms:  
 Replace quarry tile with epoxy flooring  
 Install porcelain wall tile  
 Replace Toilet Partitions  
 Provide Urinal Screens  
 Replace all toilet room accessories

Auditorium  
 Renovation to be  
 Media Center  
 Replace ACT  
 ceiling

Replace  
 Classroom  
 Casework, typical

- General:
1. Wayfinding Signage
  2. Room Signage
  3. Reprogramming of interior spaces
  4. Paint all door frames
  5. Replace all VCT floor finish with LVT.
  6. Replace all rubber wall base.

Project Priority Legend	
<span style="color: red;">■</span>	Safety and Security
<span style="color: orange;">■</span>	Building Access
<span style="color: green;">■</span>	Building Envelope
<span style="color: cyan;">■</span>	Building Systems
<span style="color: purple;">■</span>	Other

**OTHER SCOPE**



Site Plan of potential site traffic management upgrades (front bus loop and rear car rider drop off).



Interior views of potential Media Center



Interior views of potential STEM Lab



### SPACE PROGRAM SUMMARY

#### SOME OF THE KEY ELEMENTS CONCERNING THE PROGRAM ARE:

- There are several spaces (totaling approximately 7,465 sf) indicated in the APS Standard that are not provided at the existing facility.
- There are approximately 4,500 sf of program that is not able to fit within the existing footprint when reprogramming spaces is considered.
- The majority of the Administration Suite is deficient by approximately 2,058 square feet.
- The majority of the Media Center is deficient in square footage.
- Many of the existing classrooms are deficient in square footage in relation with the APS standards. There are a few classrooms that fall below the GADOE minimum size and will need to be reprogrammed to Support Offices.
- Other spaces will need to relocate to be able to reprogram areas and still maintain a compliant size.

It is understood that the school's current FTE of 450 will remain. Therefore, the school's core spaces will not need to be increased, except for the Media Center.

### PHASING / SCHEDULE

It is understood that this project will be completed in a single construction phase that is anticipated to begin June 2019 and to conclude in June/July 2020. The current occupants are to swing off site with an anticipated return for the 2020-21 school year in July/August 2020. The design documents are anticipated to be completed by middle of May 2019. Refer to Section Six for more details.

### BUDGET IMPLICATIONS

Refer to Section Five for the Preliminary Cost Estimate. The project's Stated Cost Limitation is \$8,500,000. The scope of work to be included in the project budget will be determined by the prioritization indicated in the Project Scope above. Alternates are included. Refer to Section Five for more information.

### APPLICABLE CODE REVIEW

CDH will be responsible for designing to the current codes as required by the State of Georgia and the City of Atlanta. Any discrepancies that may be encountered between the state and local codes and the District's Design and Specification guidelines, if any, will be presented at the time of discovery for informational purposes. The following list outlines the required codes currently enforced for the specified site.

#### Mandatory Codes:

- International Building Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Residential Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fire Code, 2012 Edition, with Georgia Amendments (2014)
- International Plumbing Code, 2012 Edition, with Georgia Amendments (2014) (2015)

- International Mechanical Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments (2014) (2015)
- National Electrical Code, 2014 Edition (No Georgia Amendments)
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments (2011) (2012)
- NFPA 101 - Life Safety Code (IFC), 2012 Edition, with Georgia Amendments Rules and Regulations of the Safety Fire Commissioner, Chapter 120-3-0 (Adopted 01-01-2015)
- 2010 Georgia Accessibility Code

## **APPENDICES & EXHIBITS**

This report includes Appendices and referenced Exhibits. The APS documents are referenced and are not attached to this report.



## Design Narratives

## EXISTING CONDITIONS & DEMOLITION

Select demolition will occur as needed in the renovated areas. The replacement of the roof structure will require temporary bracing of the exterior load bearing walls. Design/Program Option 2 will require full demolition of building #2030. There are existing expansion joints on either end of building #2030 where it connects to the adjacent buildings.

Since the school occupants will be relocated during construction, a phased construction plan is not required at this time.

## EXTERIOR IMPROVEMENTS

Most of the site improvements include upgrades to the traffic management and parking lots, and sidewalks. Problem site drainage areas will also be corrected.

The scope of site work includes, but is not limited to the following:

- Construction staking and other construction engineering required to control the work.
- Erosion and sedimentation control construction.
- Temporary groundwater control.
- Site preparation, including stripping and undercutting unsuitable subgrade soils (if encountered), rock blasting and removal (if encountered) parking lot and building demolition, and removal from the project lands of materials not to be used for construction.
- Site grading, including excavation, filling, compaction, and preparation of subgrades for paving and playfields. Site grading includes cutting and filling onsite, stockpiling and hauling from stockpiles, and other work necessary to construct embankments and excavations as shown and specified.
- Construction and building pads and staging areas.
- Coordination of temporary utilities.
- Installation of the site drainage system complete, including building roof drain laterals.
- Installation of water distribution and sanitary sewer system complete, including service laterals.
- Construction of curb and gutter, retaining walls, playfields and tennis courts.
- Construction of paving.
- Striping and traffic control.
- Backfilling curbs and islands with approved soils for planting.
- Backfilling walls.
- Installation and coordination of temporary warning signs, directional signs, barricades and fences required to direct, control and protect the public throughout the construction period.
- Coordination of installation of light poles and conduits.

Refer to the Civil Design Narrative in this Section for more information.

The site work component of the Humphries Elementary project is intended to give the exterior a fresh new look to complement the proposed interior improvements.

Reconfigured, more functional student drop off zones for both buses and car riders tie to proposed plaza spaces and walkways leading to building entrances. Plazas are intended for multi- use as outdoor classrooms as well as pedestrian movement. Plazas will include cost effective decorative paving in key locations to accentuate high focus areas. Remaining hardscapes will be concrete. ADA accessibility will be maintained and enhanced where possible.



Plant material is chosen based on a combination of visual interest (varying colors and textures) and low maintenance/ low water usage. Plants are used to enhance the plaza spaces and provide a welcoming feel to the campus. Plant species are chosen that will require minimal to no annual pruning, avoiding the typical look of an aging school with misshapen evergreen shrubs covering up the architecture.

The result is a beautiful yet functional setting to complement the architectural improvements, breathing new life into the facility and campus.

## ARCHITECTURAL

### EXTERIOR WALLS

The existing masonry walls will remain. The existing brick surfaces will be repaired in areas and approximately 10% of the brick area will be repointed. All surfaces will be pressure wash and prepped for staining.

The entrance/admin addition will primarily be storefront/curtain wall systems.

All exterior wood trim and soffits will be replaced.

All Gutter and downspouts will be replaced at sloped roofs. Downspout boots will be provided at downspouts and tied into the stormwater infrastructure.

### INTERIOR WALLS AND RAILINGS

Interior walls at renovated areas will be six-inch cmu at “high-use” areas. All other new walls will be gypsum wall assemblies. Walls will extend up to the deck above for acoustic separation.

Some walls around the common support offices or the Maker Space will have interior storefront partitions. Due to the height of the reprogrammed Auditorium, modular glass partitions (such as DIRTT) will be considered to create areas for rooms that don’t extend up to the ceiling above.

Painted tube railings and guardrails will be provided at interior stair and ramp locations and provided at specific exterior locations.

### THERMAL

The existing exterior walls will remain. Any new exterior wall will be cmu with continuous rigid insulation to comply with current code (R-13 + R7.5 ci).

The roof replacement will be a hybrid roof system of 4-ply built-up roof with ceramic granular “white” color cap sheet, and will be a minimum of R-20 with continuous insulation, but will also need to coordinate with the existing coping heights.

The sloped asphalt shingle roofs will be replaced with standing seam metal roofs.

### DOORS & WINDOWS

Storefront glazing systems will be utilized for the exterior window glazing. Interior glazing will be hollow metal frames.



Exterior doors within storefront systems shall be wide-stile aluminum storefront doors. Aluminum entry doors shall be wide style design, for durability, with 5-inch styles, 5-inch heads rail, and a 10-inch sill rail. Aluminum Doors shall be internally gusseted and fully welded. Door Pulls shall be thru bolted.

All other exterior doors are to be half-glass insulated composite metal doors.

Interior solid flush wood doors and metal door frames are to be used for: storage rooms, janitor closets, mechanical/electrical/IT rooms and restrooms.

Interior solid flush wood doors with a lite and metal door frames are to be used for: media center and cafeteria entrances, classrooms, offices, conference rooms and teacher collaboration workrooms.

Acoustic Operable Partition will be provided at the Maker Space. Partition to be full height markerboard surface on each side. Partitions are manual operation. BOD: Hufcor or Modernfold.

Theft-resistant glazing film will be provided at all glazing located at the Security Vestibule and Administration.

Exterior sunshade louvers (and/or ceramic frit glazing) will be considered at windows at the proposed relocated Media Center.

### FINISHES

All walls in the renovated areas will be painted.

All floor finishes will be replaced with LVT, if the budget allows. A combination of VCT and LVT finishes will be considered. All rubber wall base will be replaced (Allstate – A06). Rubber treads and risers will be provided at interior stair locations.

The restroom finishes will be upgraded with epoxy flooring (Stonehard – Driftwood) and porcelain wall tiles.

Acoustic Ceiling Tile ceilings will be replaced in the renovated areas. Typical ceilings in classrooms and corridors to be 2x2 accessible ceiling tiles (Armstrong – Cortega #770). Exposed structure with acoustic panels or baffles applied to walls and from the deck will be provided at the STEM labs and renovated Media Center. Restrooms will be gypsum ceilings.

Acoustic assemblies will be provided to meet the following minimum STC ratings (as indicated per ANSI/ASA S12.60):

STC 50:	Corridors, offices, conference rooms, staircase
STC 53:	Toilet Rooms, Locker Rooms
STC 60:	Music rooms, mechanical rooms and cafeteria

### SPECIALTIES

Wayfinding and Room Signage, and the Exterior illuminated electric LED Monumental Sign will be provided per APS Guidelines.

Urinal screens shall be heavy duty wall mounted with continuous angle on both sides.

Toilet partitions shall be black, solid phenolic, mounted and securely braced at the wall, floor and to the structure above the ceiling.

Electric hand dryers to be provided in restrooms with more than two toilet fixtures. BOD: Xlerator Model XL-W.

Metal Storage Shelving, restroom accessories, fire extinguishers, and flagpoles shall follow the APS Design Guidelines.

## EQUIPMENT

Food Service and Custodial equipment will be provided per the Guidelines, as determine by APS Food Service division.

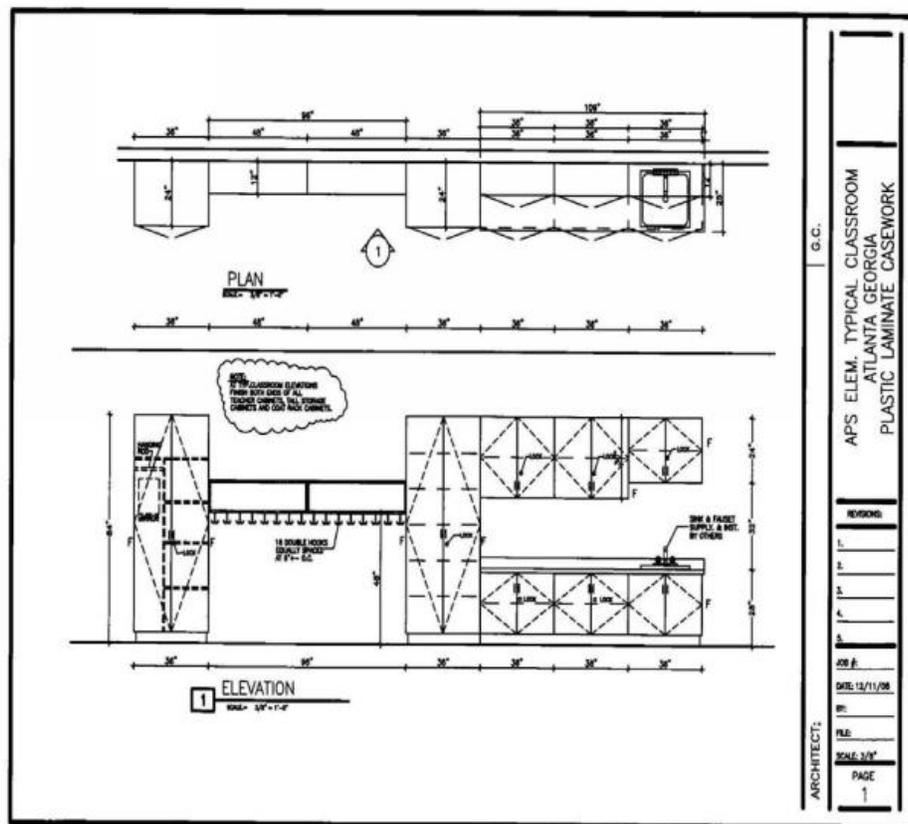
## FURNISHINGS

Window treatments to be provided at all windows (Springs Window Fashion). Electric roller shades are to be provided at the renovated Media Center and Maker Space.

Furniture will be procured by APS.

Recessed walk-off carpet tiles to be provided at main entrances.

Classroom casework and countertops will be replaced, as the budget permits. Typical APS casework elevation below.



## CONVEYING SYSTEMS

The existing elevator will remain. The cab's interior finishes, lighting, rails and panels will be upgraded.



## HVAC

### General

The HVAC system is in good working order and was recently replaced in 2015. Many ceiling mounted fan coil units are dirty and there is staining on the ceiling around air devices. The HVAC system should be thoroughly cleaned.

Existing HVAC system is VRF with dedicated outdoor air units. Dedicated split system fan coil units are provided for IT/Data rooms. A new building automation system was also provided.

### Design Criteria

The heating, ventilating and air conditioning (HVAC) systems shall be designed to produce the desired space temperature, humidity, pressurization and air quality conditions while employing the following design criteria.

### Indoor Design Conditions

The following indoor design temperature and humidity conditions are required for all interior program spaces. Temperature will be generally controlled to plus/minus 2°F and humidity to plus/minus 10% RH from the stated values. When a max or min value is noted, that implies the limit of system operability.

	Summer	Winter
Classrooms	74°F DB/50% RH	70°F DB
Public Areas/Open Meeting	78°F DB/50% RH	65°F DB
Administration/Offices	74°F DB/50% RH	70°F DB
Conference	74°F DB/50% RH	70°F DB
Food Service	74°F DB/50% RH	70°F DB
Electrical and mechanical rooms	80°F DB (Note 1)	60°F DB (Note 1)
Communications and data rooms	Note 2	Note 2
AV Rooms	Note 2	Note 2
MTR Rooms	Note 3	Note 3

- Note 1: Rooms less than 60-sf with no heat producing equipment, such as transformers and electronic panels with data processing boards, will be conditioned with transfer air.
- Note 2: Rooms will be provided with an independent fan coil unit to protect against the overheating of electrical equipment. Indoor design condition shall be as required by the equipment manufacturer's recommendations.
- Note 3: Rooms will be provided with an independent fan coil unit to protect against the overheating of electrical equipment. Indoor design condition shall be as required by the equipment manufacturer's recommendations. Rooms shall be provided with a backup exhaust fan controlled by a line voltage thermostat set to 80 degrees in the event of a failure of the fan coil unit.

The minimum humidification requirement of 30% is established by ASHRAE 55-2013 Thermal Environmental Conditions for Human Occupancy. Based on the high occupancy rate and HVAC system proposed a condition of 30% may be met without supplemental humidification.

### Ventilation Criteria

Supply air to the various program spaces will be provided at a rate that satisfies the ventilation criteria for the building. Ventilation rates shall be provided in accordance with ASHRAE Standard 62.1-2013, "Ventilation for Acceptable Indoor Air Quality" and calculated using the Ventilation Rate Procedure.



Outdoor air intakes for ventilation airflows shall be located a minimum of 25 feet from any hazardous or noxious contaminant, including unclean building exhaust, plumbing vents, boiler flues, streets, parking lots and loading docks.

The occupancy density will be based on the formal program for the facility, the furniture/seating layout or the printed ASHRAE values whichever is greater.

In accordance with ASHRAE Standard 62.1-2013, the building Mixed-Air HVAC systems will utilize CO<sub>2</sub>-based demand controlled ventilation (DCV) with ventilation reset to modulate the design outdoor-air intake flow and/or space or zone airflow as operating conditions change, thus reducing the energy used to condition the outside air. Using this strategy, CO<sub>2</sub> sensors shall be installed in zones that are densely populated with widely varying patterns of occupancy (e.g., dining areas, multipurpose rooms, etc). The sensors shall be used to reset the ventilation requirements for their respective zones. The other zones-- which are not densely populated and/or do not experience significant variations in occupancy -- shall be assumed to require their design ventilation rates whenever the spaces are occupied.

**Exhaust Criteria**

Exhaust airflow shall be provided as required by ASHRAE 62.1-2013. Exhaust makeup air may be any combination of outdoor air, recirculated air and transfer air.

Program Occupancy	Exhaust Rate CFM/ft <sup>2</sup>
Break Room	0.30
Janitor, trash, recycle rooms	1.00
Copy, printing rooms	0.50
Toilets	75 CFM/water closet or urinal

Exhaust air shall be discharged outdoors at a point where it will not cause a nuisance and from which it cannot again be readily drawn in by a ventilation system (a minimum of 25 feet). Other factors, such as wind direction, wind velocity, stack effect, system sizes, and building height will be evaluated and locations of intake and exhaust outlets adjusted as required.

**Pressurization Criteria**

Building air systems will be balanced to achieve positive building pressure and to minimize infiltration. Air handling system will return and/or exhaust approximately 7.5% less air than they are supplied to ensure a positively pressurized building.

Air systems will be designed to provide air movement from clean to less clean or potentially contaminated areas. Where hazardous gases or chemicals may be present or used (housekeeping areas, copy/printing rooms), spaces shall be exhausted to create negative pressure with respect to adjacent spaces with the doors to the room closed.

All public toilet rooms, janitors' closets, and kitchen areas shall be negative with respect to the corridor and internal occupied zones.

Since the building height is less than seventy-five (75) feet and does not classify as a high-rise building, stair tower pressurization will not be provided.

**Filtration Criteria**

All dedicated outdoor air units, air handling units and heat pump units will be provided with air filtration media that provides a Minimum Efficiency Reporting Value (MERV) of MERV 8 as defined by ASHRAE Standard 52.2.

Filtration will be applied to both return and outside air that is delivered as supply air.

### **Building Operating Schedule**

Program areas are expected to operate ten (10) hours per day (7am-5pm), five (5) days per week, excluding weekends and individually scheduled days.

Programmable system shutdown and night setback modes for selected areas shall be provided for all heat pump units to reduce energy use during periods of non-use.

### **Internal Heat Gains**

Equipment heat gains and occupancy loads for general use spaces will be as defined by the programming documents and Owner furnished load criteria. Equipment loads shall be derived from equipment listed in the program.

Lighting loads will be based on the design standards defined hereinafter and the minimum requirements of ASHRAE 90.1-2007.

### **Envelope Load Criteria**

Building skin/conduction loads will be based on the architectural wall, roof and window constructions and shall be confirmed/provided by the Architect.

### **Flexibility Criteria**

Building objectives frequently change and require changes in operations and program spaces. Therefore, engineering systems will be flexible and adaptable without significant modifications to system infrastructure. The utility systems will be flexible enough to accommodate reasonable changes in internal loads and process needs without major modifications.

Air distribution systems shall be designed to afford flexibility for future redesign, primarily by providing accessibility to the duct systems throughout the air distribution system and by providing symmetry and uniformity in the branch duct layout.

## **HEATING, VENTILATING AND AIR CONDITIONING SYSTEMS**

Equipment locations will be coordinated so that all equipment can be easily accessed, maintained and removed/replaced when required.

### **Packaged Rooftop Heat Pump Units:**

The proposed method for Classroom individual space comfort conditioning is packaged rooftop heat pumps. Dedicated heat pumps will be provided for all spaces requiring individual temperature control. For other program areas with similar exposures and load profiles, multiple spaces will be served by a single heat pump unit.

Ventilation air for Classroom spaces shall be provided by dedicated outdoor air units.

The basis of design for the 1 ½ -ton to 5 ton heat pumps is the Trane 13WC.

Ventilation Air System (Classroom, Kitchen and Multipurpose Areas):

The dedicated outdoor air units (DOAUs) will be sized to meet the nominal ventilating criteria and maintain a positive building pressure to offset system exhaust. The DOAUs will also provide first source cooling and first source heating with variable temperature supply air.

The dedicated outdoor air unit will utilize a total energy heat recovery system (enthalpy and sensible plate heat exchangers) to capture waste heat associated with the exhaust air and be configured to provide dehumidified, variable temperature ventilation air ducted directly to individual spaces.

The air handling unit will be of custom, institutional quality with double wall insulated panel construction.

The unit components will include:

- Two inch double wall insulated galvanized steel casing; factory leak tested
- Low leakage outdoor air, return air and economizer dampers
- Return air fan, plenum type, direct drive fan with variable frequency drive

- Airside economizer
- MERV 8 filters
- DX cooling coil
- Natural Gas heating coil
- Hot Gas Reheat Coil
- Supply air fan, plenum type (or fan wall), direct drive, with variable frequency drive
- Duct mounted return air smoke detectors and smoke isolation dampers
- Low leakage isolation dampers
- MERV 8 pre filters
- Total energy plate and frame heat exchanger to capture waste energy.
- Sensible and enthalpy energy recovery wheels to lower the supply air dewpoint to the required level.
- Coils shall be coated to provide corrosion protection against the coastal atmosphere.
- Ventilation air systems shall have recirculation mode, CO2 controlled outdoor air volume and capability to provide air at a temperature between 55-75°F.

The basis of design for the outdoor air units is the Munters HCU.

### **Air Distribution**

Medium velocity insulated ductwork shall distribute supply air to variable air volume terminal reheat units throughout the administrative area. Ductwork downstream of terminal units shall be insulated and sized for low velocity to air devices. Insulated flexible ductwork shall be provided from the low velocity duct mains to the air devices. Spin-in-fittings with volume dampers shall be used to connect flexible ductwork to the low pressure duct mains.

Ductwork downstream of heat pump units shall be insulated and sized for low velocity to air devices. Insulated flexible ductwork (maximum 6 feet in length) shall be provided from the low velocity duct mains to the air devices. Spin-in-fittings with volume dampers shall be used to connect flexible ductwork to the low pressure duct mains.

Distribution ductwork for supply, return, ventilation air and exhaust systems shall be constructed of ASTM grade, first quality galvanized steel of gauges as called for in the SMACNA Duct Manual. Medium velocity supply ductwork shall be sized at maximum 0.25"/100ft friction loss, 1,600 FPM velocity. Low velocity supply, return and exhaust ductwork shall be sized at maximum 0.08"/100ft friction loss, 1,200 FPM velocity. Spaces will be provided with a fully ducted supply and return air systems. Fibrous duct liner or duct board shall not be used.

Exposed spiral supply, return and ventilation ductwork shall have a factory applied paint grip finish to allow for field painting.

### **Duct Insulation:**

Concealed (above ceiling) supply ductwork will be insulated with two (2) inch blanket type lightweight fiberglass duct insulation with vapor barrier facing.

Exposed rectangular supply ductwork and ductwork located in shafts will have two (2) inch of board type fiberglass insulation with vapor barrier facing.

Exposed spiral supply ductwork will have two (2) inch of closed cell foam internal insulation.

Return air ductwork in shafts will be insulated with two (2) inch blanket type lightweight fiberglass duct insulation with vapor barrier facing.

Exposed return air ductwork will have one (1) inch of closed cell foam internal insulation.

Fire dampers shall be installed in supply, return, ventilation and exhaust ductwork where required by wall or floor rating.

Diffuser selection will be coordinated with the Architect to ensure that the program spaces have the intended appearance. Ceiling mounted air devices shall be manufactured by Titus, Krueger, Nailor, or Metalaire equal to Titus. Air devices located in areas where there may be moisture, i.e. toilet rooms, janitor's closets, kitchen, etc. will be constructed of aluminum. Supply air diffusers shall be 4-way adjustable.

Return air filter grilles will be used where possible. Areas with high ceilings will be filtered at the unit.



### Noise Criteria:

Classrooms and other core learning spaces will be designed to meet the minimum acoustical performance defined below.

- Office: NC-25 to NC-30 (35dBA to 38dBA)
- Open Meeting: NC-35 to NC-40 (42dBA to 47dBA)
- Conference: NC-25 to NC-30 (35dBA to 38dBA)
- Classroom: NC-25 (35dBA)
- Miscellaneous Heating and Air Conditioning
- Main IT, AV, Data Rooms: fan coil units will be provided to provide independent 24/7 year round cooling to the IT/ server Rooms.

Floor Electrical Rooms: Rooms less than 60 square feet with no heat producing equipment, such as transformers and electronic panels with data processing boards, will not be heated, cooled or ventilated. Room with heat producing equipment will be provided with WSHP units to provide cooling for the rooms.

### Miscellaneous Exhaust/Ventilation

In accordance with ASHRAE 62.1-2013, all Air Class 1 and Air Class 2 exhaust air (break room, toilet room, janitor's closet, etc.) will be redesignated as Class 1 for the purpose of recovery energy and will be routed through the dedicated outdoor air handling unit energy recovery heat exchanger and exhausted to the outdoors.

### Piping Systems

#### Pipe Materials

1. Condensate piping shall be Type "L" copper tubing with wrought copper or cast brass fittings and solder joints. The pipe joints will be formed with 95-5 tin-antimony solder or code approved "lead free" solder having a chemical composition equal to or less than 0.2-percent lead. The piping will be insulated with fiberglass pipe insulation having an all service jacket and self-sealing lap.

Refrigerant piping shall be Type "L" copper tubing with wrought copper or cast brass fittings and silver alloy brazed joints.

#### Pipe Insulation Materials

Refrigerant piping will be insulated with 1-inch closed cell elastomeric tubular insulation with built-in vapor barrier.

### IDENTIFICATION

All exposed piping (insulated and uninsulated) shall be painted and color coded. Pipe identification shall include stencil paint, manufactured stick on or wrap around systems. Piping shall have flow arrows and labels located at 10 ft. intervals, at all turns and at each floor or wall penetration.

Piping shall be color coded as follows with flow arrows and labels located at 10 foot intervals, at all turns, and at each floor or wall penetration:

Refrigerant Lines - Green

Condensate Lines - Brown

Gas Lines - Yellow

### BUILDING AUTOMATION AND CONTROL SYSTEMS

The building automation system shall monitor and control the DOAUs, heat pump units, fans, pumps, building cooling and heating, domestic water and all miscellaneous mechanical equipment associated with the building.

The project shall include all Direct Digital Controlled (DDC) panels, power supplies, wiring, conduit, solenoid valves, relays, differential pressure transmitters, differential pressure switches, RTDS, pressure sensors, etc. necessary for a complete and operable automatic control system and DDC field panels and connecting LAN.

Control system shall be provided with a LAN based interface that can be accessed through a data port within the building by a portable PC. The user that interfaces the DDC at that point shall be able to receive all diagnostic information from system and modify all user input setpoints.

Control for the building systems shall be DDC based with digital electronic actuators for all dampers. Fan coil units will be provided with electronic controls.

For energy savings the control system shall allow for the HVAC systems to have scheduled shut downs and/or temperature setbacks during unoccupied hours.

Air handling units shall be provided with smoke detectors in the return ductwork in accordance with IMC 2015. Several building automation/control systems strategies will be provided to improve the overall performance of the building, including the HVAC equipment:

Programmable electronic thermostats for standalone HVAC equipment will be provided to allow facility managers to reset heating and cooling set points for different operating modes. Daytime, nighttime, and weekends typically have different target temperatures in order to allow the building temperature to drift appropriately when unoccupied, then return automatically to occupied mode.

Optimum start/stop controls for HVAC equipment will be provided to delay bringing equipment online until the latest possible time.

Temperature setback/setup will be provided to save energy by allowing building conditions to drift (within predefined limits) during unoccupied periods.

Carbon dioxide (CO<sub>2</sub>) sensors, monitoring and demand based ventilation strategies will be provided to improve energy efficiency and minimize the outdoor air cooling and heating loads.

#### **MECHANICAL VIBRATION and SEISMIC CONTROLS**

Seismic and vibration isolation equipment shall consist of elastomeric isolation pads and mounts, restrained elastomeric isolation mounts, freestanding and restrained spring isolators, housed spring mounts, elastomeric hangers, spring hangers, spring hangers with vertical-limit stops, thrust limits, pipe riser resilient supports, resilient pipe guides, seismically restrained vibration isolation roof-curb rails, seismic snubbers, restraining cables, steel and inertia vibration isolation equipment bases. The installation of HVAC and piping systems shall comply with the SMACNA Seismic Hazard Design Guide with the appropriate seismic restraint applied to hazardous and life safety systems based on the building seismic zone.

Attachments and supports for suspended ductwork, HVAC piping, domestic water piping and fire protection systems shall be designed to meet the force and displacement requirements based on the seismic loads above and shall be in accordance with IBC 2015.

Mechanical, plumbing and fire protection equipment require seismic bracing and shall be in accordance with IBC 2015 and ASCE 05-07.

#### **TESTING AND BALANCING**

All air and water distribution systems will be balanced and equipment performance will be tested by an independent balancing agency and an approved member of the Associated Air Balance Council (AABC).

#### **WARRANTIES AND MAINTENANCE AGREEMENTS**

Warranties shall include all material and labor cost for corrective action or replacement. All warranties shall commence from the date of Substantial Completion, not from equipment startup date.

As a bid alternate, a two (2) year Contractor's warranty for all Work from the date of substantial completion shall be provided by the Contractor.

##### **One (1) Year Warranty**

All Work shall be fully warranted for one (1) year from the date of substantial completion by the Contractor.

##### **Two (2) Year Warranty**

Outside air units shall be fully warranted for two (2) years parts & labor.

##### **Five (5) Year Warranty**

HVAC compressors, coils, piping, refrigeration circuits, manufacturer's controls, and accessories.

All coastal protective coatings on HVAC equipment, condenser coils and coils exposed to 100% of outdoor air.



### ACCEPTABLE MANUFACTURERS

#### Dedicated Outdoor Air Units (DOAU)

- Munters
- Innovent Air
- Annex Air
- Venmar
- Governair

#### Air Handling Units

- Venmar - Nortek
- Ventrol - Nortek
- Munters
- Climate Craft
- Trane
- York

#### Motors

- Westinghouse
- Wagner
- Century
- GE

#### Pipe / Fittings

- Wheatland Tube (Steel)
- Allied Tube
- Northwest Pipe
- Weldbend (Welded Steel Fittings)
- Cerro Tube (Copper)

#### Valves

- Hammond
- Nibco
- Fairbanks
- Stockham

#### Packaged Air-Cooled Heat Pump Units

- Trane- Basis of Design
- Lennox
- Carrier
- York (JCI)
- Daikin

#### Air to Air Split Systems

- Trane – Basis of Design
- LG
- Daikin
- Mitsubishi
- Carrier
- York (JCI)



### PLUMBING

In general, the domestic water systems are in good condition. Most of the domestic water and sanitary piping was replaced during a major renovation in 1997.

#### Design Criteria

All plumbing and piping work shall be executed in the proposed facility in accordance with local, state and national codes and laws applicable to the work being undertaken. Plumbing systems for the facility include domestic, sanitary, storm, and natural gas systems to support the various program functions.

#### Plumbing systems

##### Domestic (Potable) Water System

Domestic water serving the facility will be provided to satisfy the maximum probable demand of the domestic water system. 20% greater than code minimum water supply fixture units or actual equipment water consumption flow rates will be used to determine domestic water quantities and appropriately size the piping.

Test Data was not available at the time of this report. The available water pressure is assumed to be sufficient to serve the building therefore a booster pump package will not be required to maintain required domestic water system pressure for the building.

Piping distribution for the domestic cold water will originate in the first floor mechanical room and branch to the building hot water systems. The piping will be routed above the ceiling. Pipe lines serving toilet groups will be provided with isolation valves and water hammer arrestors. Tepid water will be provided to any safety devices.

Freeze proof yard hydrants shall be installed within 50 feet of all roof mounted mechanical equipment requiring coil cleaning.

#### Service Water Heating

The domestic water heaters in the main mechanical room appear to be in good condition. They look to be installed recently and have approximately 5-10 years left on their useful life.

Domestic hot water quantities will be estimated by potable fixture counts and code required fixture units for water.

#### Natural Gas

A new natural gas service will be provided as the combustion fuel for the building domestic hot water heaters, kitchen equipment and HVAC equipment. Pressure reduction and metering will occur on the exterior of the building and shall be obtained and provided by Southern Company. Natural gas service will extend into the mechanical room and be piped to required equipment.

#### Plumbing Fixtures

Bathroom fixtures vary in age and installation configuration throughout the building and there are many instances that do not conform to the current ADA standards. All plumbing fixtures that do not conform to the current ADA standards should be replaced and the make/model should be consistent for ease of maintenance.

Plumbing fixtures in public toilets in the building will be coordinated with architectural considerations and be constructed of vitreous china or a fixture of similar quality.

Plumbing fixtures will be provided where indicated on the architectural drawings. All plumbing fixtures shall be low flow, commercial grade of type, style and material consistent with the intended use. Infrared controls will be used on all fixtures where practical. Plumbing fixtures will generally be as follows:

- Water closets – Vitreous China, elongated, floor mounted, top spud, manual flush valve, open front seat.
- Urinals – Vitreous China, wall mounted, top spud, flush valve.
- Lavatories - Vitreous China, wall or counter mounted with vandal-resistant metering type faucet.
- Showers – One-piece gel coat insert, pressure-balancing mixing valve with lever handle and integral volume control. Wall/hand shower with in-line vacuum breaker, flexible 5' metal hose, wall connection and flange, 30" slide bar for hand shower mounting.
- Sinks – stainless steel, counter mounted with gooseneck faucets and wrist blade handles.
- Mop basin – pre-cast stone with stainless steel wall protection on all sides.
- Plumbing brass – Chicago Faucets, type as required.
- Art room sinks shall be provided with clay traps.
- Water coolers – Barrier-free single height, wall mounted self-contained electric water cooler with stainless steel cabinet. Bottle filler shall be provided for ADA compliant water coolers.

Washer box for all washing machines shall provide cold water, hot water and drain.

Isolation valves shall be provided above the ceiling for each toilet room/bathroom group. Water hammer arrestors shall be provided for each toilet/urinal.

Non-freeze wall hydrants shall be located around the perimeter of the building, one (1) per exposure or one (1) per 100 linear feet, whichever is greater, for landscape use and shall be supplied from the domestic water system.

### **Piping Systems**

#### **Pipe Materials**

Domestic water piping shall be Type "L" copper tubing with ProPress compression fittings and joints. System components shall be class 125 rated. Isolation valves shall be provided above the ceiling for each toilet room/bathroom group. Water hammer arrestors shall be provided for each toilet/ urinal with a flush valve. Sanitary drainage and vent piping shall be service weight cast iron soil pipe and fittings. Gasketed bell and spigot joints using a neoprene gasket will be used for the portions of the system that will be underground. No-hub clamped joint using a one-piece neoprene gasket, and stainless steel shield with retaining clamps will be used for the above ground portions.

Natural gas piping will be schedule 40 seamless black steel with butt-welded fittings for piping 2-1/2 inches diameter and larger. Natural gas piping 2 inches diameter and smaller will be 150 pound black malleable iron screwed fittings.

#### **Pipe Insulation Materials**

Insulation materials furnished will meet the minimum thickness requirements of ASHRAE Standard 90.1 - 2007, "Energy Efficient Design of New Buildings" and 2009 International Energy Conservation Code (IECC). Domestic hot water piping insulation will be 1-inch heavy density fiberglass pipe insulation with vapor barrier jacket. Domestic cold water piping insulation will be ½-inch heavy density fiberglass pipe insulation with all service jacket and self-sealing lap.

Domestic water piping concealed in walls and cabinets will be insulated with closed cell elastomeric tubular insulation with built-in vapor barrier.

Handicapped lavatory water and sanitary piping insulation will be ½ inch closed cell elastomeric tubular insulation with vapor barrier jacket.

Horizontal storm water piping will be insulated with one (1) inch heavy density fiberglass pipe insulation with vapor barrier jacket.

Roof drain bodies will be insulated with flexible, unfaced board type fiberglass, two inch thick.

#### **Identification**

All exposed piping (insulated and uninsulated) shall be painted and color coded. Pipe identification shall include stencil paint, manufactured stick on or wrap around systems. Piping shall have flow arrows and labels located at 10 ft. intervals, at all turns and at each floor or wall penetration.

Piping shall be color coded as follows with flow arrows and labels located at 10 foot intervals, at all turns, and at each floor or wall penetration:



Cold water - Dark Blue  
Hot water - Dark Red  
Gas Lines - Yellow

### **Acceptable Manufacturers**

#### Fixtures

- American Standard
- Crane
- Eljer
- Kohler

#### Flush Valves

- Sloan Regal XL
- Sloan Royal

#### Faucets

- Chicago Faucets
- Zurn Plumbing Products
- T&S Brass

#### Water Coolers

- Elkay
- Halsey Taylor
- Acorn/Aqua
- Oasis

## **FIRE PROTECTION**

Provide full coverage automatic fire sprinkler system per NFPA 13 including certified design calculations for permitting.

## **ELECTRICAL**

### **General**

The main power service to the campus is currently sufficient. The secondary distribution throughout the campus is in good working order with no issues. The availability of spare capacity on panels varies throughout the building. Power requirements should be coordinated with existing and future programming requirements.

The building does not currently have a generator for back-up power. A new natural gas fired generator should be provided.

### **POWER**

The following paragraphs provide a general description of the requirements for all systems under the electrical division.

#### **Electric Service**

The proposed building addition will receive secondary electric service from the local electric utility company. The electric service will include a utility owned pad mounted transformer located adjacent to the existing building. The transformer will deliver 480/277 volt, three phase, four wire secondary service to the building. Concrete encased ductbanks shall be provided for the secondary electrical service feeders. Transformer concrete pad and secondary wire shall be provided by the electrical contractor.



### Building Distribution

The secondary electrical distribution system will consist of main switchboards, distribution feeders, distribution panelboards, dry type transformers, and standard and electronic grade panelboards as necessary to supply the electrical loads throughout the building.

The main switchboards shall be sectional, free-standing, indoor, dead front and shall be equipped with group-mounted, solid-state feeder circuit breakers. The preferred gear manufacturer is Square D. Other acceptable manufacturers are Cutler Hammer, General Electric and Siemens.

Branch circuit panelboards shall be located throughout the building to serve the lighting, receptacle, equipment, mechanical and miscellaneous loads. Energy efficient dry type transformers shall be provided in the Electrical room and in Electrical Closets to step the voltage from 480 volts to 208/120 volt, three phase, four wire for supply to the receptacle and equipment loads. K-rated transformers shall be used to connect computer panelboards to the distribution system.

Branch circuit panelboards for receptacle, equipment, and miscellaneous loads shall be standard type panels. The branch circuit panelboards shall be located in Electrical Closets.

All distribution feeders and branch circuit wiring shall be copper with type THHN/THWN insulation. Wiring shall be installed in electrical metallic tubing (EMT). Connections to vibrating equipment shall be sealtite, flexible metallic conduit. Final connections to lighting fixtures shall be flexible metallic conduit.

Voltage drop in the building will be limited to 2% for feeders and 3% for branch circuits, for a maximum of 5% overall.

### Receptacles and Equipment Connections

General purpose, specification grade receptacles shall be provided in the following areas:

- Offices, 12 foot on center, at least one per wall and two at each desk.
- Classrooms, 12 foot on center at least two per wall.
- Computer Labs, one quadruplex receptacle for each workstation.
- Storage rooms.
- Electrical and mechanical rooms.
- Lobbies and wide corridors, 10 foot on center for displays, check-in, etc.
- Corridors, 50 foot on center for cleaning. One per corridor minimum.
- Restrooms, GFI type.
- Communications Room 8 foot on center, at least one per wall.
- Roof, GFI type within 25 foot of all mechanical equipment.
- Provide two dedicated quadruplex circuits for each server rack location.

### Surge Protection Devices

Surge Protection Devices (SPD) shall be provided. The service switchboard shall be protected with "service entrance" type device, IEEE category C3 rated. There shall be one device for the main switchboard. The surge protection devices shall be mounted externally from the service switchboard and shall not be integrated into or manufactured by the switchboard manufacturer.

Provide Surge Protection Devices on all electrical panels feeding computer equipment.

Power Metering and Monitoring

Square D Powerlogic or similar shall be installed in the main switchboard.

### EMERGENCY POWER (FIRE PUMP) SERVICE

Provide an electrical service for a fire pump. The feeder for the fire pump shall be fed directly from the pad mounted transformer used to provide power to the building.

Provide an emergency generator to provide backup power for the fire pump. The generator will be required if the authority having jurisdiction determines that the electric service is not reliable as indicated in Article 695.3(B) of the National Electrical Code.

The generator will be sized for a fire pump capable of meeting the automatic wet sprinkler system pressure requirements.



**INTERIOR LIGHTING**

Lobby spaces will be provided with LED down lighting and cove lighting, coordinated with architectural ceiling features.

Interior lighting circuits will be provided with local wall switches for control of each individual room or functional space. Classroom spaces will have dimmers.

All interior spaces in the building shall be provided with lighting fixtures designed to enhance the aesthetics and to provide illumination levels consistent with current standards as defined by the Illuminating Engineering Society of North America (IESNA) "Lighting Handbook, 10th Edition." In general, interior lighting fixtures will utilize LED type light sources wherever practical. The LED drivers shall utilize solid state electronics with no more than 10% THD. Fluorescent light sources shall not be used. Where acrylic lenses are specified, they shall be 0.125 inches nominal thickness.

Exit lights shall be specified with energy efficient, non-visible type, light emitting diode (LED) source with red letters.

Incandescent lighting sources are inefficient and shall not be used.

All lighting shall be designed to conform to the lighting power densities outlined in ASHRAE Standard 90.1-2007.

LEDs shall have a color temperature of 3500K.

The following table lists the various areas along with the associated lighting levels and lighting systems:

AREA	FOOTCANDLES	DESCRIPTION
Offices	50-70	2' x 4' recessed LED volumetric
Conference Rooms	30-50	2' x 4' recessed LED volumetric
Classrooms	50	2' x 4' recessed LED volumetric
Toilets	30	2' x 4' recessed LED volumetric
Breakrooms	30	2' x 4' recessed LED volumetric
Storage/Unassigned/ Supply	30	2' x 4' recessed LED volumetric
Corridor – General	5-20	2' x 4' recessed LED volumetric
Computer Laboratories	50	2' x 4' recessed LED volumetric
Mechanical/Electrical	40	1' x 4' LED industrial with wireguard
Telecommunications Rooms	40	Surface mounted LED industrial fixture with wireguard
Concourse/ Main Entrance	Various	LED Down lights and Wall Sconces

**LIFE SAFETY LIGHTING**

The life safety lighting will consist of low wattage LED lighting fixtures along the paths of egress, corridors, stairs, electrical rooms, and toilets. Light fixtures shall be powered from central inverters located in area electrical closets to provide emergency lighting as required by IBC. Battery backups in individual light fixtures are not allowed.

Provide emergency lighting in gymnasium dressing rooms, Administrative areas, kitchen, group toilets, laboratory prep spaces, classrooms and instructional spaces.

Illuminated exit signage will be used at all designated/code required exits as well as strategic locations along the path of egress. The units shall be provided with battery backup. The lamps will be LED types for long life and lower maintenance.

Exterior lighting located at egress doors shall be powered from central inverters to provide emergency lighting as required by IBC.

### EXTERIOR LIGHTING

LED pole mounted lighting fixtures on 25 ft. poles will be provided for general site area illumination.

Exterior lighting will be controlled by Photo-Electric cells and time clock.

New site lighting will consist of pole mounted LED exterior lighting fixtures and building mounted lighting. Average maintained horizontal foot-candle (FC) levels, measured at ground level, will be as follows:

- Main Entrances            5 FC
- Service entrance        5 FC
- Walkways                 1- 2 FC. Minimum .5 FC

### LIGHTING CONTROLS

In general, most interior lighting fixtures will be locally switched utilizing line voltage switches.

Lighting systems shall be specified with a BACnet interface with the building automatic system.

A lighting control system shall be provided to automatically turn off all interior lighting fixtures during non-business hours. This system provides a centralized way of controlling the lighting by time-of-day with an integral astronomical time clock. The system will flash the lights five minutes before any scheduled off sequence. Occupants can override the automatic off sequence by pushing the local reset switch and the lights will stay on until the next programmed off sequence.

An architectural dimming system similar to those manufactured by Lutron may be used to control the lighting in large classrooms or conference spaces.

All exterior lighting will be controlled by the building automatic system (BAS) via BACnet protocol.

Multiple level switching utilizing multiple ballasts and switches will be used in areas 200 square feet and greater and in areas requiring multiple lighting levels for aesthetic purposes. All classrooms shall have bi-level switching and daylight harvesting for the row of light fixtures mounted adjacent to the exterior wall. 0-10 volt dimming shall be continuously dimmable down to 5 percent light output.

Occupancy sensors will be placed throughout the building in accordance with ASHRAE 90.1 standards. Areas include classrooms, administrative offices, staff break rooms and conference rooms.

Large mechanical spaces will have an automatic timed off sequence after a programmable time delay of approximately 2 hours. The system will flash the lights 5 minutes before any scheduled off sequence.

Occupants can override the automatic off sequence by pushing the local reset switch, and the lights will stay on until the next programmed off sequence. The lights can be turned off at any time by pushing the off switch.

### FIRE ALARM SYSTEM

A complete multiplexed addressable voice/evacuation fire alarm system shall be provided throughout the building in accordance with the requirements of IBC, NFPA and ADA.

The fire alarm system shall include a control panel located in the main electrical room and a remote annunciator panel located at the main entrance to the building. Provide drill function at the panel to enable administrative personnel to initiate fire drills without operating an initiating device or activating fire department notification apparatus.

Manual pullstations, smoke detectors, thermal detectors, duct detectors, signaling devices (strobes), voice speakers, sprinkler flow switches, and sprinkler tamper switches shall be provided as required by NFPA and ADA. The latest "intelligent" detectors shall be provided. Concealed duct detectors shall have remote alarm lights located in corridors mounted 84" above the floor.

Provide strobes in all toilet rooms.

All fire alarm wiring shall be installed in EMT conduit.

### GROUNDING SYSTEM

A power system ground grid will serve as a reference point for equipment grounding for all building systems. Grounding systems will be installed in accordance with the National Electrical Code.

Provide a grounding grid around the perimeter of the main electrical rooms (normal and emergency), the emergency generator area, and the main telecommunications room. The grounding grid shall consist of a #4/0 AWG bare stranded copper grounding conductor and ¾ inch diameter by 10 ft long copper clad steel ground rods 12 ft on center.

The ground grid shall be buried a minimum of 12 inches in undisturbed earth below concrete floor slabs.

Connections made below slab shall be exothermically welded.

Ground connections shall be extended to the main water service, all service switchboards, and the lightning protection system. At least two connections from each room's grid mentioned above shall be made to the lightning protection system.

Copper ground buses 24"x2"x1/2" shall be provided in the main electrical rooms and main telecommunication rooms. The ground buses shall be interconnected with the ground grid with a #4/0AWG conductor. All connections to the ground bus shall be bolted.

For an all-concrete building, a ground riser shall be provided through the electrical rooms throughout the floor for connection of transformers and sensitive equipment. Provide a 12"x2"x1/2" copper ground bus in each closet.

An insulated ground conductor will be provided with all power feeders and branch circuits, for equipment grounding purposes.

### **INFORMATION TECHNOLOGY**

The building shall be provided with a raceway system and power connections for Owner provided information technology systems. All information technology systems shall be installed in accordance with the FCSD Technology Design Specifications.

Each telecommunications room shall be provided with cable tray installed around the perimeter of the room.

Each telecommunication room shall be connected together with 4-4inch conduits. Provide plywood backboards for wall mounted equipment. Each telecommunication room shall be provided with a #6 ground connected to the main electrical service ground.

A cable tray system shall be provided in all corridors. Run cable tray adjacent to corridor walls above suspended ceiling. Provide fire rated penetrations through any fire rated walls. Cable tray shall be flexible wire basket type. Minimum dimensions shall be 12" wide by 4" deep.

Provide fire rated EZ Path sleeves at all IT rooms.

### **SECURITY/SURVEILLANCE SYSTEM**

The building shall be provided with a raceway system and power connections for Owner provided security system to control and monitor access to the building. The system shall include card readers at all exterior entry doors, lab access doors, electrical rooms and mechanical rooms. Provisions for CCTV cameras will be provided by all exterior doors. All security and surveillance systems shall be design in accordance with the FCSD Facility Security Specifications.

### **THIRD PARTY TESTING OF ELECTRICAL SYSTEMS**

Third party testing shall be required and performed by an independent TEGG certified electrical contractor. TEGG testing shall include testing if the electrical distribution system and documentation of the following tests.

- NFPA 70 compliance
- Infrared Thermography
- Ultrasonic Testing
- De-Energized Testing
- Energized Testing
- Voltage and Ampere Diagnostics
- Proper Torqueing of terminals.

### **Warranties and Maintenance Agreements**



Warranties shall include all material and labor cost for corrective action or replacement. All warranties shall commence from the date of Substantial Completion, not from equipment startup date.

As a bid alternate, a two (2) year Contractor's warranty for all Work from the date of substantial completion shall be provided by the Contractor.

### One (1) Year Warranty

- All Work shall be fully warranted for one year from the date of substantial completion by the Contractor.

### Five (5) Year Warranty

- LED Marquee sign including: LED Message Center, ID cabinet, structure and installation.
- Transient Voltage Surge Suppression (TVSS)
- Surge Protection Devices (SPDs)

## Acceptable Manufacturers

### Low Voltage Transformers

- Eaton
- GE
- Square D
- Siemens

### Switchboards and Panelboards

- Eaton
- Square D
- Siemens
- GE

### Wiring Devices

- P&S
- Hubbell
- Bryant
- Arrow-Hart

### Enclosed Switches

- Eaton
- Square D
- GE
- Siemens

### Enclosed Electrical Shut Down

Remote Electrical Power Shut down station shall be Knox-Vault #4500 and be recessed mounted with alarm tamper switch.

### Package Generator Set

- Caterpillar
- Cummins
- Kohler
- Detroit Diesel

### Automatic Transfer Switches

- Russell Electric
- ASCO
- Zenith
- Caterpillar
- Cummins

### Transient Voltage Suppression

- Innovative Technology
- Liebert
- Datek



## Design Narratives

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- Eaton
- Square D
- GE

### Lighting Fixtures

- Cree
- GE
- Philips

### Lighting Controls

- Levitron
- Lutron
- Lithonia
- Watt Stopper

The following is the Schematic Design structural narrative for the Humphries Elementary School renovation. The purpose of this narrative is to provide schematic structural systems only and should not be used for construction.

### **STRUCTURAL OVERVIEW**

Based on the provided existing drawings, the facility has multiple expansions and various dates of construction ranging from pre-1949 through 1999 (see attached Building Expansions Layout II). The City of Atlanta is currently under the 2012 International Building Code (IBC), including the 2012 International Existing Building Code (IEBC), which is more stringent than the original building code.

The 2012 IEBC requires a retrofit of an existing building's lateral force resisting system (including wall anchorage) if lateral loads to the existing portion of the structure are increased by more than 10% by new construction. This lateral retrofit could be extensive if proposed elevations are higher than the existing wall heights, mechanical rooftop equipment screening is added or existing lateral systems are removed. If only cosmetic changes are made to the existing building and wall height increases are not required, and lateral elements (i.e. existing brick and CMU shearwalls) are not removed, a lateral retrofit would not be required.

The 2012 IEBC requires a retrofit of an existing building's gravity system (including foundations) if gravity loads to the existing portion of the structure are increased by more than 5% by new construction (floor covering, re-roof, insulation, occupancy, etc...). This gravity retrofit could be extensive if proposed loads are higher than the existing loads or if the existing load paths are changed. If only cosmetic changes are made to the existing building and loads are not increased or the path changed, a gravity retrofit would not be required.

### **NEW TWO-STORY ENTRY**

The existing 1-story entry feature that is proposed to be replaced with the new two-story entry feature was added to the facility in the 1999 (see attached Building Expansions Layout II). This existing 1-story entry area may be removed to replace with the new entry structure. The existing brick from the main building (added to the campus in 1967) is currently being supported by the floor framing. Care will need to be taken to remove the brick full height or support the brick above any new 2<sup>nd</sup> floor openings in this wall.

The existing 1967 main building is a steel framed structure. The roof framing consists of vermiculite concrete on standard form deck. The deck is supported by steel joists, beams and columns. The floor framing consists of concrete on standard form deck. The floor slab is supported by steel joists, beams and columns. The current lateral system for the structure is the existing CMU wall infill. Therefore, in order to not have to provide a lateral retrofit of the existing 1967 structure to current codes, the lateral loads on the existing structure cannot be modified by more than the 10% allowable in the 2012 IEBC. To accomplish this, we will want to minimize the new openings in the existing CMU walls so that not more than 10% of the total wall length is being removed. Depending on final load analysis, an expansion joint may also be required between the existing 1967 structure and the new 2-story entry structure.

The new two-story building will consist of the following:

- Roof framing will consist of structural steel beams and columns with 1 1/2" type B steel roof deck
- Floor framing will consist of structural steel beams and columns with a concrete over metal deck floor system.
- The foundations are anticipated to be shallow spread footings located under the new structural steel columns.

### **BUILDING 2030**

Based on the existing drawings provided, the north classrooms were constructed in 1949. The south classrooms were built sometime prior to 1949 (see the attached Building Expansions Layout II). Existing drawings were not available for anything constructed prior to 1949. Based on existing drawings and the structural assessment, the roof framing for both portions of Building 2030 is a wood joist framed structure with 1x flat members creating the roof deck. The roof framing is supported by load bearing wood stud and brick walls at the second level. The interior east-west wall between the classrooms is also a load bearing wall. The floor framing for the north classrooms consists of a concrete formed floor slab supported by steel joists with load bearing multi-wythe brick walls at the exterior and corridor walls. The floor framing for the south classrooms consists of 2x wood joists with 1x flat members creating the floor deck with load bearing multi-wythe brick walls. The lateral system for this structure is the existing load bearing unreinforced brick walls.

A structural assessment observation was performed on October 9, 2018. The findings of our trip are as outlined below.

The scope of this structural assessment was limited to the roof and misc. structural components accessible to Wallace Engineering, as shown on the attached "Building 2030 Roof Structure Site Observation Access Plan". The purpose of this investigation was to assess the structural system layout and damage. Existing conditions and previous renovation and additions prevented a complete mapping of the roof structure. Various existing bearing and lateral elements were inaccessible due to finishes, walls, corridors, floors, ceilings, roof heights, or other obstructions.

Wallace Engineering has assessed all accessible areas of the structure to provide a description of the structural system and an estimation of the total damage. The full extent of existing roof and wall structural damage is not within the scope of this investigation and shall be field verified prior to any repairs or additional modifications.

Building 2030 was constructed and modified multiple times. See attached "Building 2030 Roof Structure Addition Timeline" and photos 1-5 to help see portions of the construction changes. The existing building drawings and structural assessment reveal there are at least 3 distinct roof structures within the current Building 2030 roof. It was evident in our observation that the pre-1949 portion of the roof structure was modified at least one time prior to 1949. The 1949 drawings show that the north addition was constructed with the new roof continuing over the existing roof. The 1999 drawings show the demolition of a portion of the pre-1949 structure and the addition of a new structure, with an expansion joint at the south end of Building 2030.

The existing Building 2030 structure is outlined below. See also attached "Building 2030 Roof Structure Partial Framing Plan"

- Roof Structure
  - The roof structure is composed of a combination of the pre-1949 roof and the 1949 addition. The combination of roofs and various obstructions prevented a holistic mapping of the interwoven structure at the time of the investigation. See photos 1-5 and 10-12.
  - The pre-1949 hipped roof in the south classrooms is composed of 2x rafters at 16 inches on-center (o.c.) and ceiling joists at 19.2 inches o.c. with 1x decking. The rafters and ceiling joists do not align at the wall connections (see photos 19-21). Multiple roof braces, diagonals, and misc. lateral and bearing elements have been modified, removed, or combined with the 1949 structure (see photo 17).
  - The 1949 hipped roof in the north and south classrooms is composed of 2x rafters and ceiling joists at 16 inches o.c. with 1x decking. The rafters and ceiling joists do not align at the wall connections (see photo 22). A series of wood posts, braces, diagonals and rafters in both the east-west and north-south directions forms the bearing and lateral roof

system with the ridge beams. The roof bracing system of posts and framing is supported by the corridor walls. A portion of the rafters and ridge beams were framed into the pre-1949 structure or other various existing bearing areas. See photos 1-5 and 10-12.

- Wall Structure
  - The interior and exterior walls were inaccessible at the time of the investigation; therefore, wall structure assumptions are based upon the existing 1949 drawings.
  - The 2<sup>nd</sup> level exterior bearing and lateral walls are assumed to be 2x wood stud walls with a single wythe exterior brick layer (see photo 16).
  - The 2<sup>nd</sup> level interior bearing and lateral walls are assumed to be 2x wood stud walls.
  - The 1<sup>st</sup> level exterior and interior bearing and lateral walls are assumed to be double wythe brick walls.
- 2<sup>nd</sup> Floor Structure
  - Full observation of the 2<sup>nd</sup> floor structure was outside our scope of investigation. Observations were conducted on site to determine the basic floor structural systems, but a full damage assessment was not performed.
  - The southern classrooms are composed of 2x floor joists with 1x floor decking. The northern classrooms are composed of steel joists and a concrete deck formed with construction fabric and wire mesh.
- Foundations were not accessible at the time of the investigation. Based on the existing 1949 drawings, the foundations consist of shallow spread footings.

There are three options to repairing/updating the roof structure for Building 2030:

OPTION #1 – Remove the existing roof framing and replace with new prefabricated wood roof trusses.

In order to replace the roof framing a gravity retrofit is required because the layout of the framing will need to change. The same framing could not be replaced in the same layout and get the calculations of that framing to work for the current codes. Also, any added insulation and weight would exceed the allowable 5% increase as specified by the 2012 IEBC. Currently no insulation is visible above the ceiling in both of the Building 2030 areas.

A gravity retrofit can be done in order to keep the structure and replace the existing roof framing with prefabricated wood trusses, but the work would be extensive and time consuming.

- The roof would be replaced with prefabricated wood trusses to match the existing pitch of the roof. The prefabricated trusses would either span the full width of the building, or would bear on the interior corridor walls. This would be determined based on final calculations for the trusses and gravity retrofit.
- The new prefabricated wood trusses would bear on the existing wood stud and brick walls or a new load bearing structure could be built inside the existing exterior walls.
  - If the existing wood stud and brick walls were utilized to support the prefabricated wood trusses, then the walls would be analyzed and possibly reinforced to support the required loads. The existing brick walls would also need to be inspected and repointed per ASTM E2260 in order to verify their structural integrity.
  - If new walls are constructed inside the exterior walls, new 2x wood stud walls would be constructed at both levels to support the new roof loads all the way down to the foundation. The new walls would be connected through the existing floor slab (leaving the slab in place) to transfer the loads through the slab to the lower level walls.
- The foundations in the south classrooms would need to be uncovered to determine what is present as no existing drawings are available for that area (built pre-1949). They would then most likely need to be enlarged and reinforced to support the new roof loads. We know the size

and reinforcing for the foundations in the north classrooms based on the 1949 drawings. However, based on final loads, those will also most likely need to be uncovered, enlarged and reinforced to support the new loads.

In order to not have to provide a lateral retrofit of the existing structure, the roof slope would need to remain the same or shallower and the existing brick walls will need to be maintained (i.e. no new openings). When the roof framing is replaced, the wind uplift loads on the roof will need to be designed according to the current 2012 IBC as outlined below:

- This includes tie-down of the new structure to the existing brick walls (or new interior wood stud walls as discussed above). Straps from the new roof framing to the existing brick walls would be required on the inside face of the brick to accomplish this load path. The length of the straps would be dependent on the final uplift load calculations.
- The base of the second story walls will also have to be secured to the walls below to confirm the transfer of the uplift forces to the walls below. It is anticipated that the first floor walls will have sufficient dead load to resist the roof uplift and this connection will not need to continue to the foundation.
- The headers over the 5-window openings will also need to be either reinforced or removed and replaced with a beam that is adequate to resist the uplift from the new framing strapped to these headers. The headers will also require a similar strap to transfer this uplift load from the headers to the walls.

OPTION #2 – Repair the existing roof framing without adding more than the allowable 5% weight increase to the existing roof structure (i.e. no additional insulation, etc...)

As previously mentioned, Wallace Engineering has assessed all accessible areas of the structure to provide an estimation of the total damage. The full extent of existing roof and wall structural damage is not within the scope of this investigation and shall be field verified prior to any repairs or additional modifications. See the attached “Building 2030 Damage Assessment Key Plan” for a detailed map of the observed damage.

There are a variety of damaged members and connections, leaks, structural system deficiencies, and misc. issues to address and repair. The key plan describes the typical damage seen throughout the entire structure and also shows discrete damage observed by Wallace Engineering; additional observations are described below.

The primary structural system deficiencies observe by Wallace Engineering are the following:

- The precise bearing and lateral load paths are indeterminable due to the combination of roofs during numerous additions and modifications. The various roof structures were likely designed and constructed by roof framers, with the existing drawings serving only as a reference. During repair, a full structural mapping of the structure would be required after removal of all ceilings, finishes and damaged decking.
- The roof rafter end connection to the exterior walls cannot transfer the vertical bearing and lateral thrust forces, as evidenced by the cracked and bent connection members and bowed window headers (see attached sketch 1 and photos 19-23). The roof rafters do not align with the ceiling joists or connection members and many rafters have no observable positive connection to the wall (beyond direct bearing). A repair would entail replacing every rafter-to-wall connection with additional framing and sheathing each side. The tops of exterior walls would need to be field verified for structural integrity and excessive bowing.

- There is observable “sagging” over approximately 40% or more of the roof structure. As shown in photos 6-9, there are regularly spaced dips in the roof structure in both the northern and southern portions of the roof. This long-term bending is likely caused by poor construction practices, inadequate framing sizes and connections, inadequate framing splices, excessive unbraced lengths and spans, additional dead load from added roof layers or added framing, and water damage to wood members. Repairs would include replacing bent members and those with water damage. Prior to replacing members, the structure would need to be jacked back into place and a system of braces, blocking, kickers, and diagonals would need to be installed to properly brace all rafters, ceiling joists, and misc. framing members. When jacking up a wood structure, the structure will incur additional movement resulting in more damage and subsequent repairs.
- The window headers, and potentially the tops of the walls, are bowing outward due to the thrust from the aforementioned inadequate roof-to-wall connection and the rafter “sagging” discussed above (see sketch 1 and photo 23). This will continue to occur and worsen unless it is corrected. Wall construction and damage would have to be field verified prior to any repairs. After roof and wall temporary shoring and bracing is installed, bowed walls could be jacked back into place and/or replaced. New window headers and jambs would also be required to replace the existing bowed headers and jambs.
- All framing connections will need to be replaced with an appropriate amount of screws. Due to various wood construction practices at the time Building 2030 was built, the number of nails and pullout of nails at all framing connections is a concern (see photo 15).
- All framing member splices are incorrectly placed and structurally inadequate. This is evident in the “sagging” of the roof at the splice connections, which are located at approximately mid-span of the joists (see photos 13 and 14). Repairs would include relocating and/or replacing all rafter, ceiling joist, and misc. framing member splices. A system of braces, blocking, kickers, and diagonals would need to be installed to properly brace all rafters, ceiling joists, and misc. framing members.
- A majority rafters are not adequately braced in-plane and a majority of ceiling joists are not adequately braced out-of-plane. Bracing, blocking, or bridging would need to be installed at all rafter and ceiling joists to repair.

Additional observed and estimated structural damage is as follows:

- Water damage observed at locations noted on key plan (see photos 18, 21, and 24). Determine extent and location of all water-damaged roof members and replace. Consult professional roofing company for roofing assessment, leak repairs, and drainage analysis.
- Cracked, damaged, and/or bent 1x roof decking at approximately 50% or more of all members (see photos 25-28). Replace all affected decking.
- Cracked, damaged, and/or bent 2x roof rafters, ridge beams, ceiling joists, and misc. framing at approximately 25% or more of all members (see photos 29-32). Replace or repair all affected framing.

Due to the building age and extent of damage it is our opinion the structural damage and required repairs for Option #2 will only serve as a temporary fix for the Building 2030 roof and wall structures. We can repair what we see now, but the structure will continue to deteriorate with time. The existing structure may be a life safety issue if not repaired. In the long-term, occupant life safety will continue to be an issue if the existing structure is not replaced with Options 1 or 3.



## Structural SD Narrative

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OPTION #3 – Replace the existing Building 2030 with a new 2-story structure.

This would require demo of the south classrooms (pre-1949 structure) and the north classrooms (1949 structure). Based on the existing structural drawings and our visual observations, there is an expansion joint at each end of Building 2030. Therefore, the existing structure could be removed between expansion joints without damage to the adjacent structures. The replacement structure would most likely be structural steel construction.

- The roof framing would consist of steel joists with 1 ½" type B roof deck. The joists would be supported by structural steel beams and steel columns.
- The floor framing would consist of structural steel beams with a composite concrete over metal deck floor system
- Exterior walls will consist of light gage stud walls or CMU walls with a brick veneer
- The lateral bracing system will consist of inverted "V" braced frames or diagonal braced frames using tube sections
- The foundation system is anticipated to be shallow spread footings

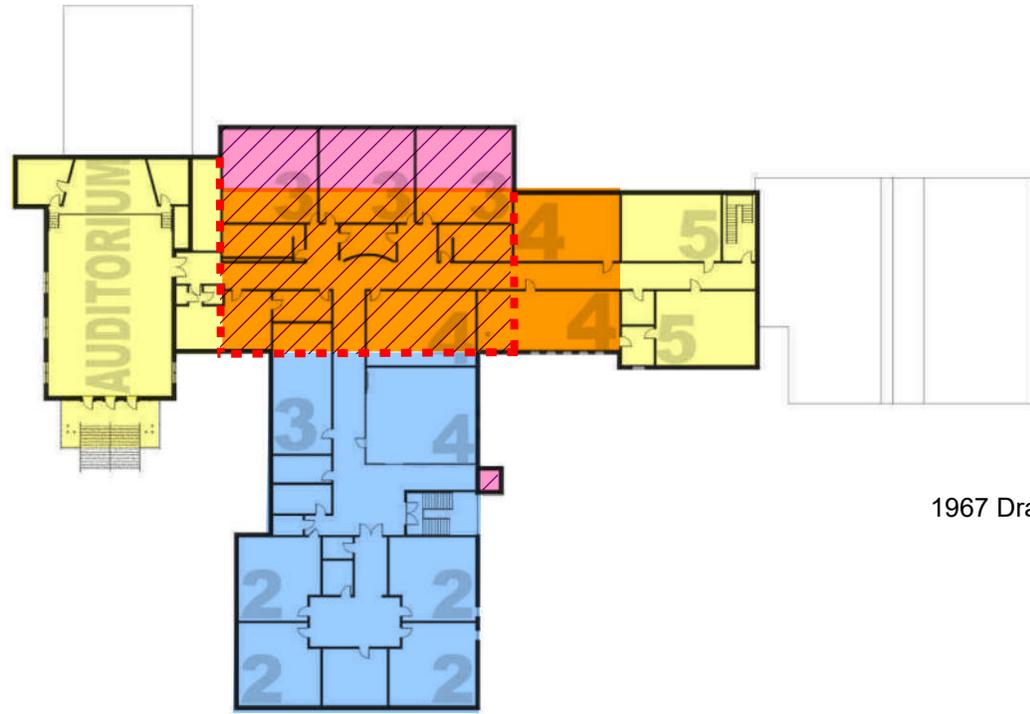
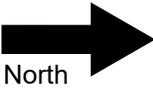
Based on our past experience with structures in similar conditions the three options above all have their value depending on what your needs and priorities are. The cost of the structural systems for these three options will rank with option #1 costing the most, then option #2 and we believe option #3 will be the least expensive (looking at the structural systems only).

### Enclosures:

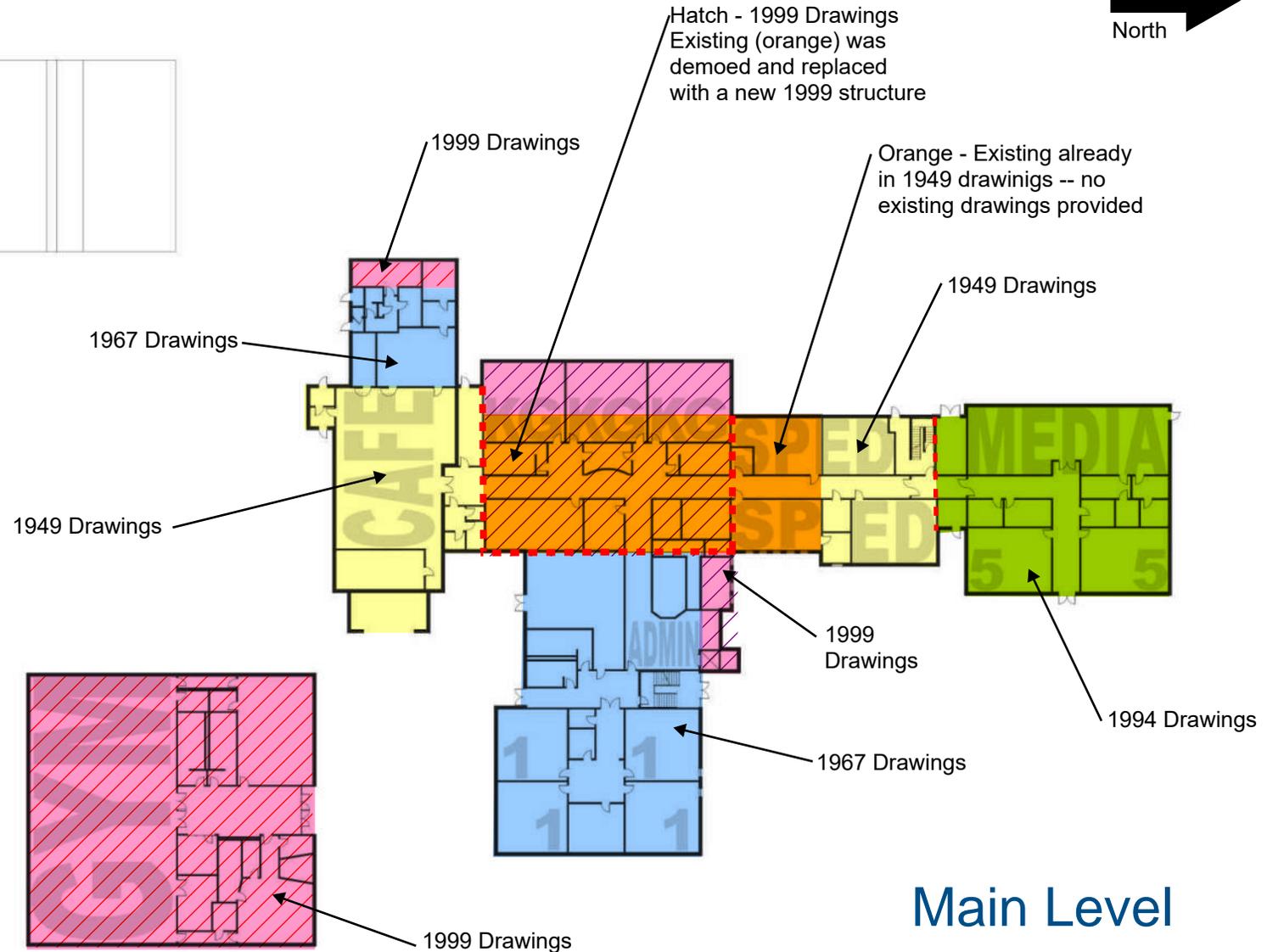
Building Expansions Layout II  
Building 2030 Roof Structure Addition Timeline  
Building 2030 Roof Structure Site Observation Access Plan  
Building 2030 Roof Structure Partial Framing Plan  
Building 2030 Damage Assessment Key Plan  
Sketch 1  
Photos 1 - 32

# Building Expansions Layout II

Based on Provided Existing Drawings

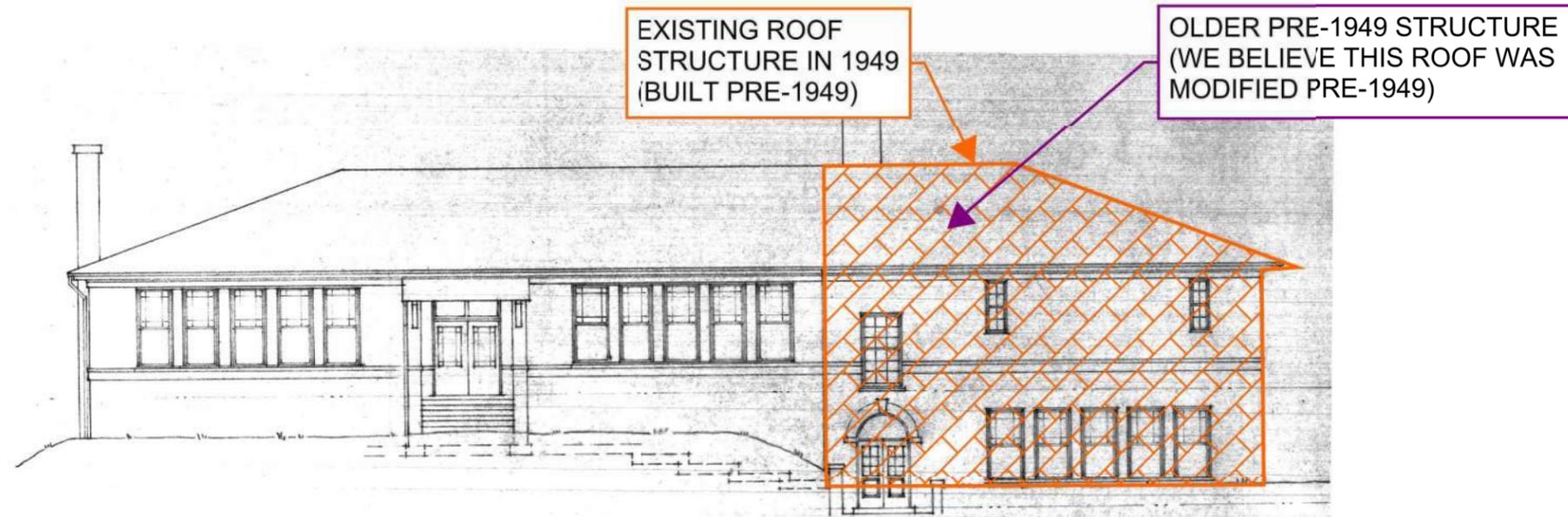


Upper Level

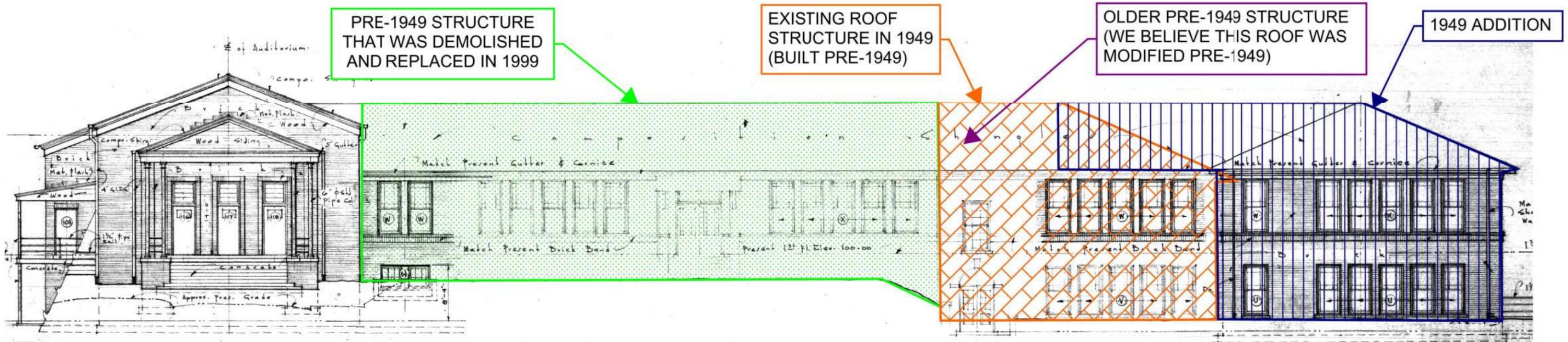


Main Level

# BUILDING 2030 ROOF STRUCTURE ADDITION TIMELINE



PRE-1949 EXISTING STRUCTURE: EAST WALL ELEVATION

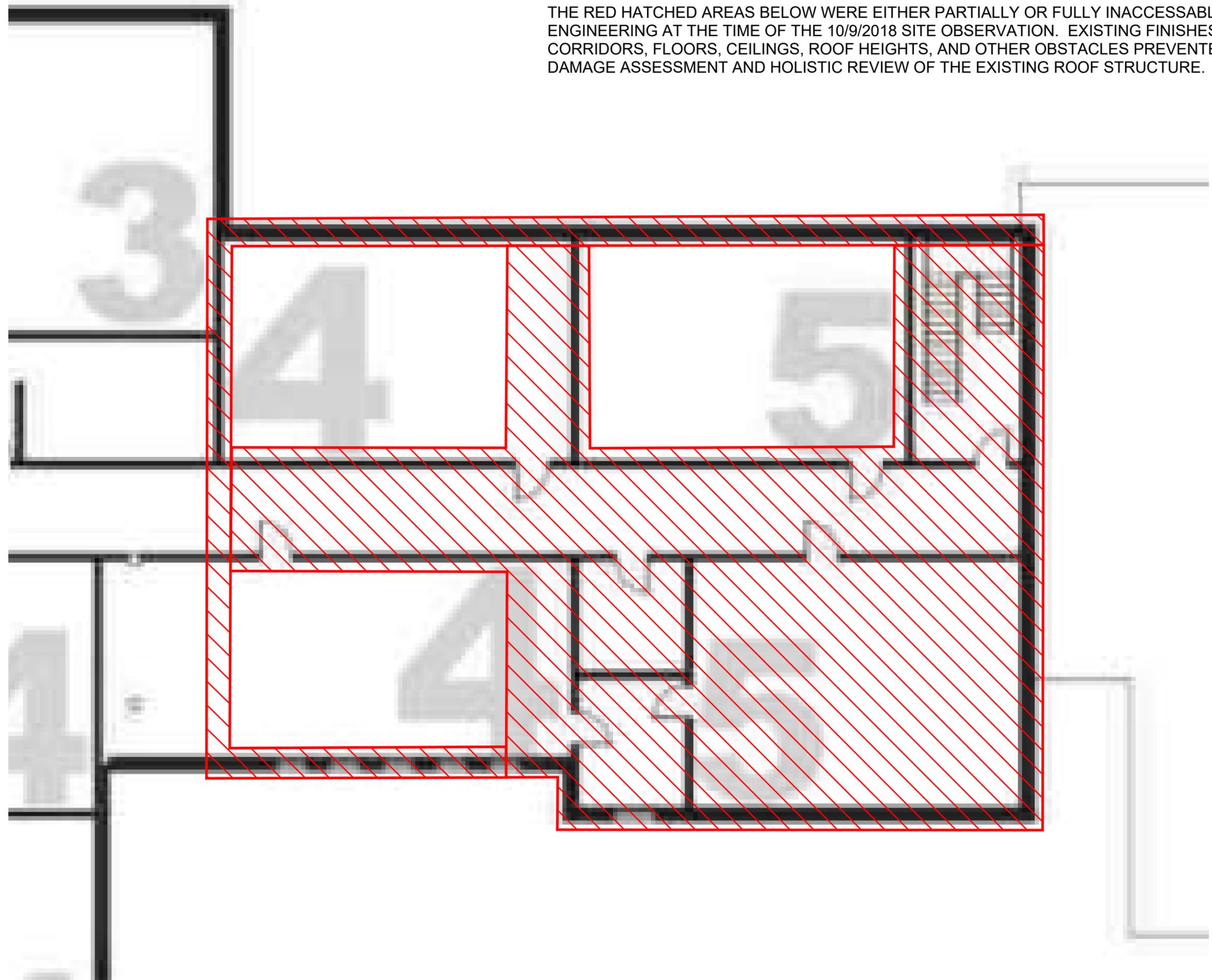


OCTOBER 2018 EXISTING STRUCTURE: EAST WALL ELEVATION



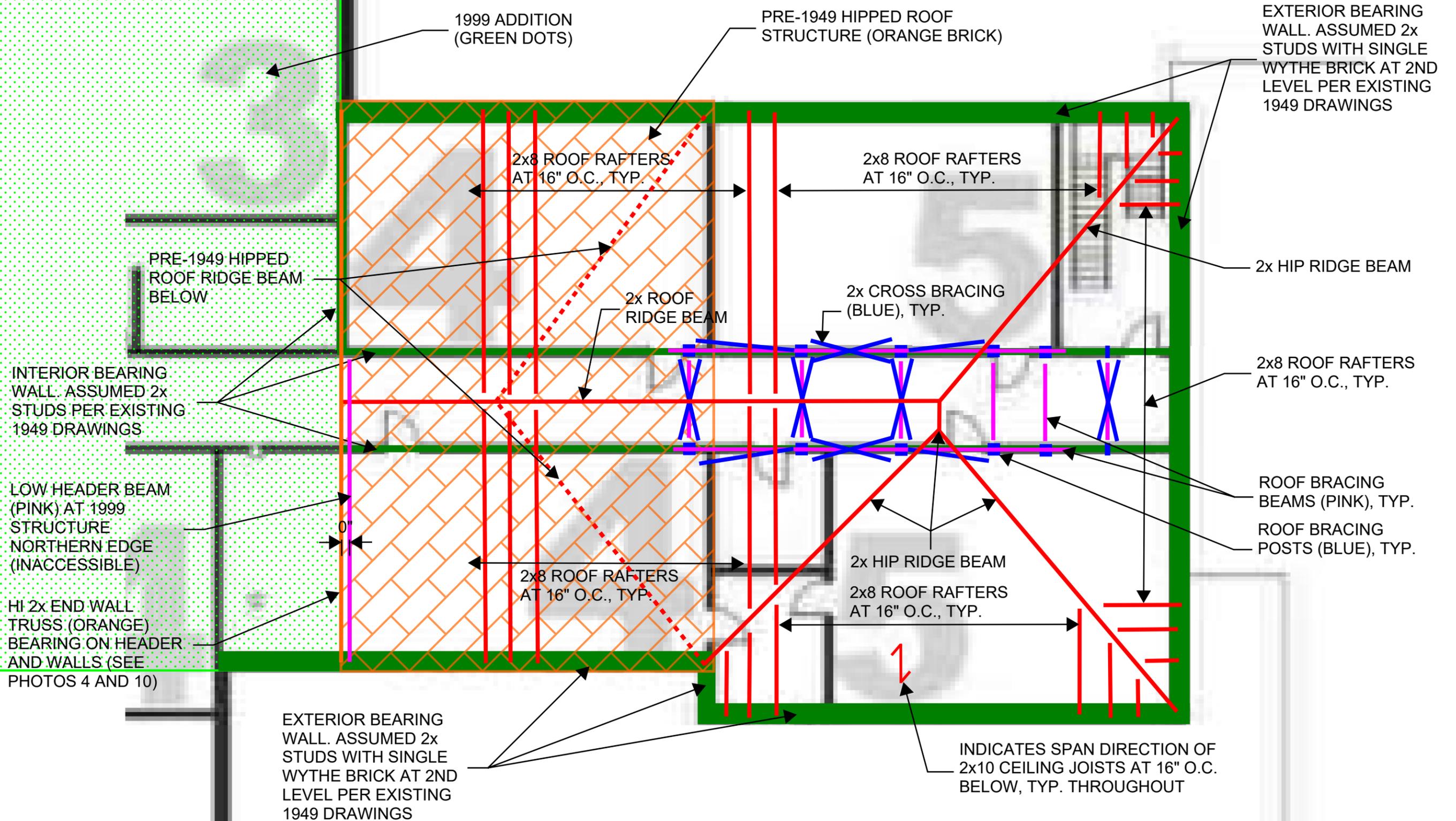
## **BUILDING 2030 ROOF STRUCTURE SITE OBSERVATION ACCESS PLAN**

THE RED HATCHED AREAS BELOW WERE EITHER PARTIALLY OR FULLY INACCESSIBLE BY WALLACE ENGINEERING AT THE TIME OF THE 10/9/2018 SITE OBSERVATION. EXISTING FINISHES, WALLS, CORRIDORS, FLOORS, CEILINGS, ROOF HEIGHTS, AND OTHER OBSTACLES PREVENTED COMPREHENSIVE DAMAGE ASSESSMENT AND HOLISTIC REVIEW OF THE EXISTING ROOF STRUCTURE.

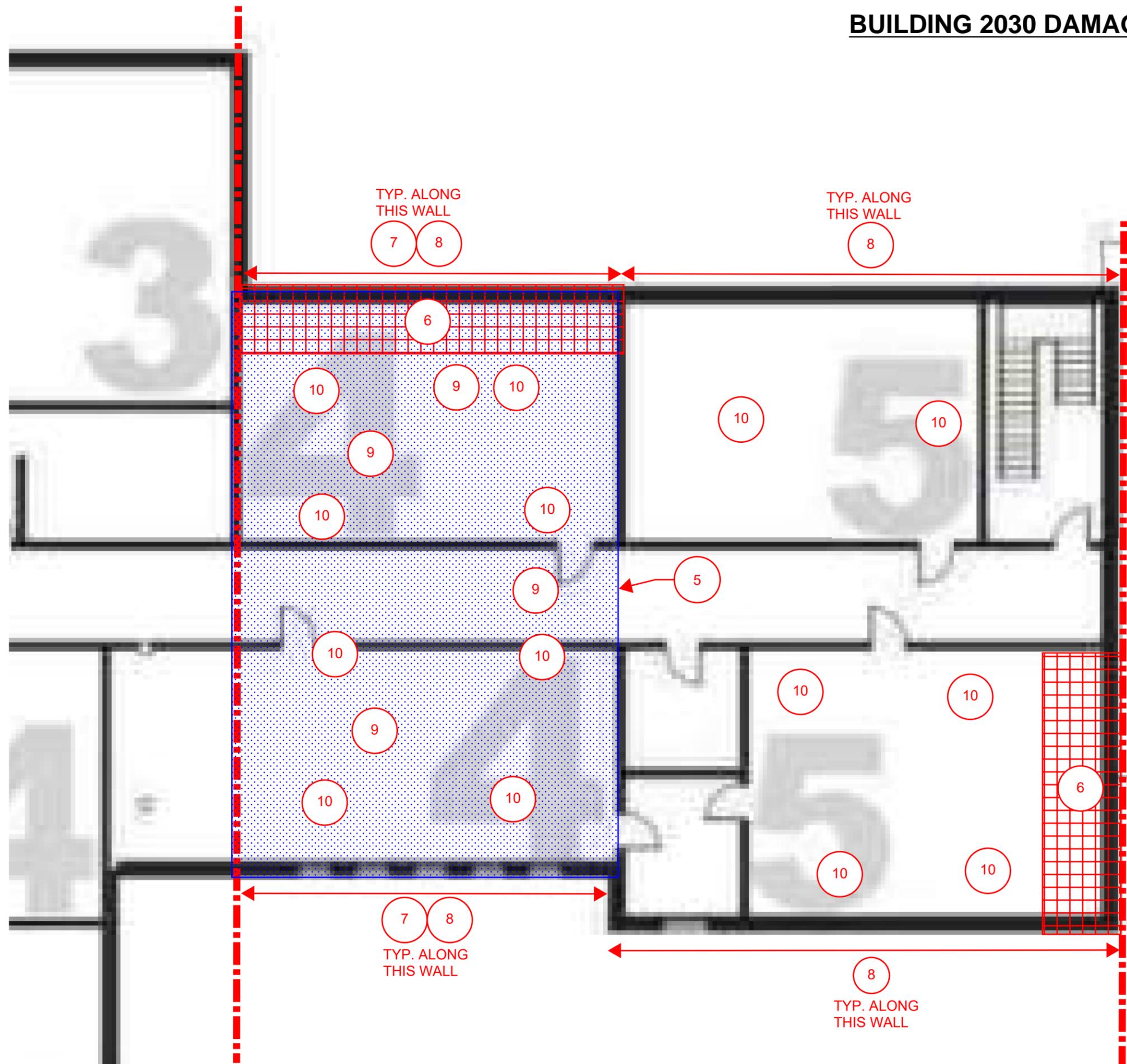


# BUILDING 2030 ROOF STRUCTURE PARTIAL FRAMING PLAN

THIS ROOF WAS INSTALLED ON TOP OF THE PRE-1949 ROOF STRUCTURE. THIS PARTIAL FRAMING PLAN SHOWS ONLY THE PRIMARY ROOF MEMBERS AND DOES NOT INCLUDE ANY MISC. FRAMING MEMBERS, BRACES, TIES, DIAGONALS, OR MISC. NON-LOAD BEARING FRAMING ELEMENTS FROM PREVIOUS ROOF MODIFICATIONS PRIOR TO 1949.



# BUILDING 2030 DAMAGE ASSESSMENT KEY PLAN



## PLAN LEGEND:

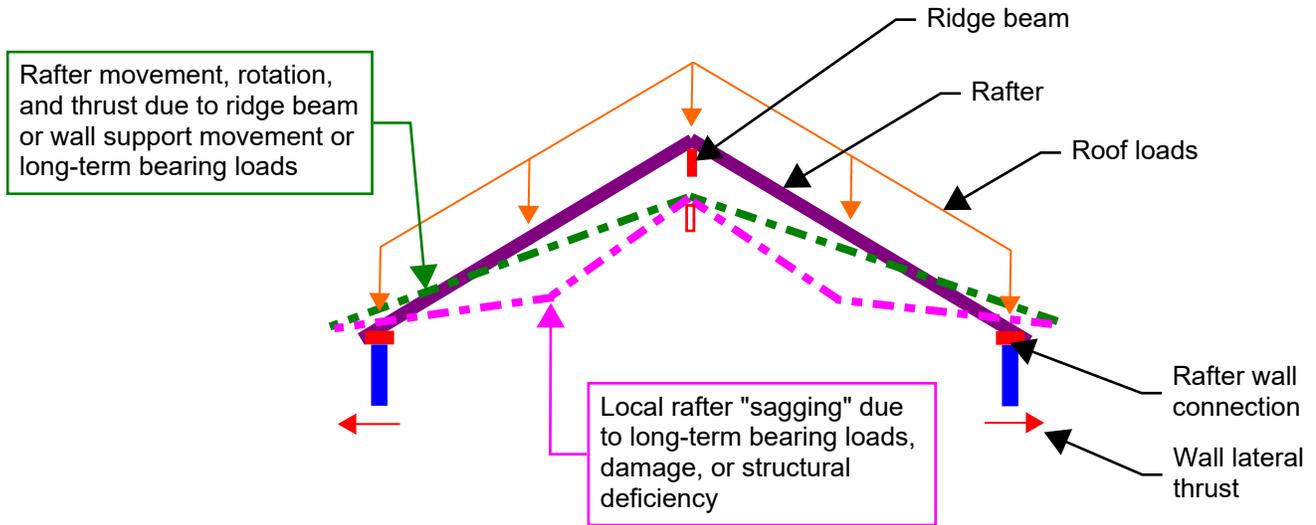
DAMAGE SHOWN ON THIS KEY PLAN DOES NOT REPRESENT ALL THE DAMAGE IN THE STRUCTURE. FIELD VERIFY ALL STRUCTURAL MEMBERS AND CONTACT WALLACE ENGINEERING PRIOR TO ANY REPAIRS OR REPLACEMENTS.

TYPICAL DAMAGE (NOT HIGHLIGHTED SPECIFICALLY ON KEY PLAN):

- (1) - CRACKED, DAMAGED, AND/OR BENT 1x ROOF DECKING (>50% OF ALL MEMBERS)
- (2) - CRACKED, DAMAGED, AND/OR BENT 2x ROOF RAFTERS, CEILING JOISTS, AND MISC. (>25% OF ALL MEMBERS)
- (3) - STRUCTURALLY INADEQUATE ROOF RAFTER SPLICE PLACEMENT AND CONNECTION (ALL SPLICE CONNECTIONS)
- (4) - STRUCTURALLY INADEQUATE CEILING JOIST SPLICE PLACEMENT AND CONNECTION (ALL SPLICE CONNECTIONS)

OTHER DAMAGE (NOTED ON KEY PLAN):

- (5)  PRE-1949 ROOF STRUCTURE MODIFIED OR REMOVED, BUT STILL SUPPORTING NEWER ROOF MEMBERS (BLUE DOTS)
- (6)  WATER DAMAGE TO ROOFING AND STRUCTURE, CONFIRMED LOCATIONS WITH MAINTENANCE (RED GRID)
- (7) - CRACKED, DAMAGED, AND/OR BENT ROOF RAFTER BEARING/LATERAL WALL CONNECTION 1x AND 2x MEMBERS
- (8) - ROOF RAFTERS DO NOT ALIGN WITH OR ADEQUATELY CONNECT TO BEARING/LATERAL WALL CONNECTION OR CEILING JOIST MEMBERS
- (9) - PRE-1949 ROOF POST MODIFIED OR REMOVED
- (10) - BENDING OF ROOF DECKING AND RAFTERS VISIBLE FROM ABOVE/BELOW



Sketch 1: Roof System Load Path and Lateral Thrust Diagram



Photo 1: Existing Pre-1949 Roof Structure Additions

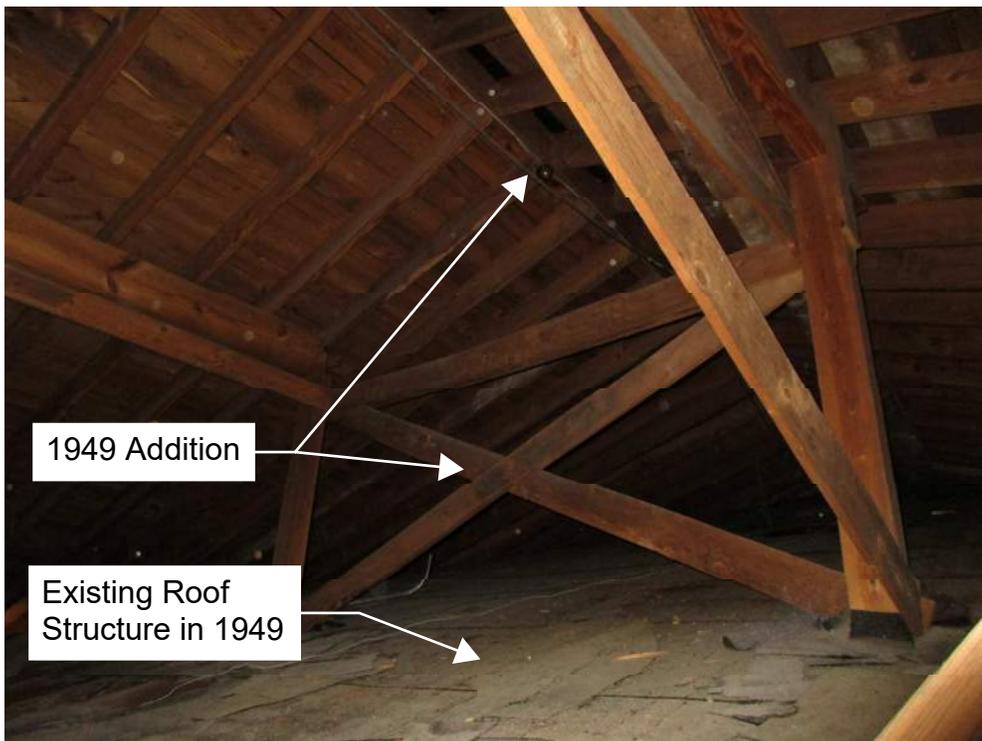


Photo 2: Existing 1949 Roof Structure Addition Built Atop Pre-1949 Structure (Looking South From Northwest Classroom)



Photo 3: Existing Pre-1949 Roof Structure Additions



Photo 4: End Wall 2x Truss Structure at Southern Expansion Joint (North Edge of 1999 Addition)



Photo 5: Existing 1949 Roof Structure Addition Built Atop Pre-1949 Structure (Looking South From Northeast Classroom)



Photo 6: Building 2030 Overall Roof View from Southeast



Photo 7: Visible "Sagging" of Northeast Classroom Roof



Photo 8: Visible "Sagging" of Southeast Classroom Roof



Photo 9: Visible "Sagging" of West Classroom(s) Roof



Photo 10: End Wall 2x Truss Structure at Southern Expansion Joint (North Edge of 1999 Addition)



Photo 11: Typical 1949 Roof Structure Lateral Bracing, Diagonal, and Kicker System



Photo 12: Typical 1949 Roof Structure Members with Visible Stains from Use as Concrete Formwork



Photo 13: Typical Pre-1949 Roof Structure Damaged Rafter Splice



Photo 14: Typical Structurally Inadequate 1949 Roof Rafter Splice Locations at Midspan



Photo 15: Typical Nail Pullout at Inadequate Roof Framing Connection



Photo 16: Single Wythe Exterior Brick Observed at Southwest Corner of Southwest Classroom



Photo 17: Removed Bearing Member at Pre-1949 Roof Structure



Photo 18: Water Damage and Roof "Sagging" Causing Excessive Bending of 1949 Roof Structure Bracing



Photo 19: Cracked Pre-1949 Roof Rafter-to-Exterior Wall Connection. Ceiling Joists and Roof Rafter Visibly Misaligned.



Photo 20: Cracked Pre-1949 Roof Rafter-to-Exterior Wall Connection



Photo 21: Water Damage and Member Bending at Pre-1949 Roof Rafter-to-Exterior Wall Connection. Ceiling Joists and Roof Rafter Visibly Misaligned.



Photo 22: No Positive Connection at 1949 Roof Rafter-to-Exterior Wall Connection. Ceiling Joists and Roof Rafter Visibly Misaligned.



Photo 23: Bowed Window Header at Southwest Classroom Caused by Roof Lateral Thrust at Structurally Inadequate Roof-to-Wall Connections



Photo 24: Water Damage at 1949 Roof Structure and Ceiling at the Northeast Classroom North Wall



Photo 25: Typical Cracked and Damaged Roof Decking



Photo 26: Typical Cracked and Damaged Roof Decking



Photo 27: Typical Cracked and Damaged Roof Decking



Photo 28: Typical Cracked and Damaged Roof Decking



Photo 29: Typical Cracked Ceiling Joist



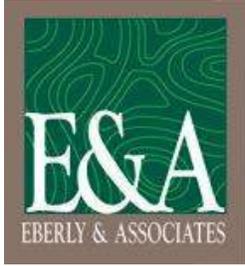
Photo 30: Typical Cracked Ceiling Joists



Photo 31: Typical Split Ceiling Joist



Photo 32: Cracked Roof Rafter at Northwest Corner of Northwest Classroom/Stairwell



**Humphries Elementary School  
Atlanta Public Schools  
Civil Design Narrative**

## **1.0 GENERAL**

- A. The project site is located at 3029 Humphries Drive SE, Atlanta, GA 30354. All of the proposed project site is located within the City of Atlanta jurisdiction. We will submit for building (LDP) permits and approvals from the City of Atlanta's Building Permit Department. Site work includes the work shown and reasonably inferred from the design development drawings. Provide materials, labor, equipment and supervision required to perform the work complete.
- B. The scope of site work includes, but is not limited to the following:
  - 1. Construction staking and other construction engineering required to control the work.
  - 2. Erosion and sedimentation control construction.
  - 3. Temporary groundwater control.
  - 4. Site preparation, including stripping and undercutting unsuitable subgrade soils (if encountered), rock blasting and removal (if encountered) parking lot and building demolition, and removal from the project lands of materials not to be used for construction.
  - 5. Site grading, including excavation, filling, compaction, and preparation of subgrades for paving and playfields. Site grading includes cutting and filling onsite, stockpiling and hauling from stockpiles, and other work necessary to construct embankments and excavations as shown and specified.
  - 6. Construction and building pads and staging areas.
  - 7. Coordination of temporary utilities.
  - 8. Installation of the site drainage system complete, including building roof drain laterals.
  - 9. Installation of water distribution and sanitary sewer system complete, including service laterals.
  - 10. Construction of curb and gutter, retaining walls, playfields and tennis courts.
  - 11. Construction of paving.
  - 12. Striping and traffic control.
  - 13. Backfilling curbs and islands with approved soils for planting.
  - 14. Backfilling walls.
  - 15. Installation and coordination of temporary warning signs, directional signs, barricades and fences required to direct, control and protect the public throughout the construction period.
  - 16. Coordination of installation of light poles and conduits.

## **2.0 EROSION CONTROL**

- A. Provide labor, material, and equipment for temporary and permanent management practices during the life of the Contract to control erosion, storm water runoff, and pollution through the use of berms, dikes, dams, sediment basins, fiber mats, netting, mulches, grasses, slope drains, temporary silt fences, and other management practices.

- B. The scope of Erosion Control includes, but is not limited to the following:
1. Conforming to the General NPDES permit.
  2. Provide labor, material, and equipment for temporary and permanent management practices as shown on the plans, as contained in the Erosion, Sediment, and Pollution Control Plan (ESPCP), and as directed by the Owner during the life of the Contract to control erosion, storm water runoff, and pollution through the use of berms, dikes, dams, sediment basins, fiber mats, netting, mulches, grasses, slope drains, temporary silt fences, and other management practices.
  3. Coordinate temporary erosion control provisions with permanent erosion control features to assure economical, effective, and continuous erosion, sedimentation, and pollution control throughout the construction and stabilization period.
  4. Management practices required are not limited to the measures shown on the plans. Provide additional practices necessitated by actual conditions and methods.
  5. Silt and pollution leaving the site and any effects of the release are the sole and total responsibility of the Contractor as Primary, Secondary or Tertiary Permittee or Operator.
  6. Provide Subcontractors with a copy of the ES & PC Plan. Post notices requiring Subcontractors to review and comply with the ES & PC Plan.
- C. The plans will be prepared in three (3) phases, Initial, Intermediate and Final Erosion Control Phase:
1. Initial phase will include the installation of a sediment pond, perimeter Silt fence, Construction Entrance, Truck washout area and implementation of temporary grassing.
  2. Intermediate Phase will include the installation of the inlet traps, grassing, and slope down drains, diversion ditch, and surface roughening.
  3. Final Phase will include final stabilization of grassing with Matting.

### **3.0 SITE DEMOLITION**

- A. Provide labor, material and equipment necessary to remove existing paving, curb and gutter, Storm and sewer pipes, utilities, and site items as required. This includes but is not limited to the existing parking lot, sidewalk, trees, and certain utilities. Remove existing trees and vegetation where indicated on the tree removal/ replacement plan.
- B. Protection of Existing Work: Before beginning cutting or demolition work, carefully survey the existing work and determine the extent of the work. Take necessary precautions to ensure against damage to existing work to remain in place, to be reused, or to remain the property of the City of Atlanta School System. Repair or replace damage to existing work at no additional cost to the Owner. Carefully coordinate the work of this section with other work and construct and maintain shoring, bracing and supports, as required. Ensure that structural elements are not overloaded. Increase structural supports or add new supports as required as a result of cutting, removal, or demolition work performed.
- C. Demolition of structures and site utilities:
1. Sidewalk and Parking areas:
    - a. Demolition of sidewalk located within the limits of the new building addition.
    - b. Demolition of the existing bus loop.
    - c. Demolition of site stairs.
    - d. Demolition of the existing service area drive

2. Site utilities:
  - a. Fiber optic/Telephone lines: None observed within the limits of the demolition area.
  - b. Electric Lines/ Light poles: None observed within the limits of the demolition area.
  - c. Gas Lines: None observed within the limits of the demolition area.
  - d. Sanitary sewer lines: Remove/Replacement all existing sewer lines within the limits of construction that are clay material.
  - e. Storm Sewer Lines: Removal/Replacement of existing storm lines within the limits of construction.
  - f. Domestic/Fire Water Line: Removal/Replacement of existing water lines.

## **4.0 EARTHWORK**

- A. The scope of Earthwork includes, but is not limited to the following:
  1. Provide labor, material and equipment for excavating, backfilling, filling, grading and related work.
  2. Earthwork includes, but is not limited to, excavation, filling, compacting and grading in the areas shown on the drawings to obtain the required finished ground surface properly prepared to receive pavements, walks, building floor slabs, utilities, and drainage structures.
    - a. With the installation of the new building addition and parking lot, earthwork will be performed to bring all locations to finish grade.
    - b. Handicap accessibility will need to be met which may include regrading to install additional ramps with handrails.
    - c. Swales will be needed to keep drainage off of building walls
    - d. Retaining walls on site greater than 4 ft will need to be designed and permitted by an engineer licensed in the state of Georgia.
    - e. Fall protection will need to be provided along all retaining walls and at the top of slopes greater than 4:1 through the means of fencing or railing
- B. The work includes ditching in soil areas of high moisture content to allow the soil to drain prior to making excavations.
- C. The work includes adjustment of moisture content up or down by discing of soils placed in fills if soil tests show drying to be necessary to meet compaction requirements.
- D. The work includes spreading topsoils in sufficient quantities to backfill islands, medians, and roadway shoulders and open graded areas.
- E. The work includes undercutting unsuitable soil materials and replacing with compacted approved soils.
- F. The work includes stockpiling approved soil material in convenient location and in sufficient quantity for use in backfill of walls.
- G. The work includes removal from the job of unsuitable, excess materials if pre-approved by Design Professional.
- H. The work includes importing material, if required, from offsite.

## **5.0 SITE UTILITIES**

### **5.1 WATER DISTRIBUTION SYSTEM**

- A. An existing water main for the site is within the existing right of way and it is anticipated that the domestic and fire services can be achieved by extending the existing site water utilities. However, the site may need to be upgraded to add the City of Atlanta standard Double Detector check for fire and Reduce pressure zone for domestic lines.
1. Provide labor, material, and equipment for the construction of the water distribution system from taps to the public system to building plumbing connection.
  2. Testing and disinfection of the installed system is incidental to the work.
  3. Provide construction staking in accordance with generally accepted practice for layout of underground utilities.
  4. The work includes coordination with building plumbing Contractors and building plumbing plans.
  5. Coordinate responsibilities for installation of meters, vaults, check valves, backflow preventers, taps, valves and appurtenances with the City of Atlanta if a new tap will be required.
- B. Fire service may need to be upgraded to current code which would include but not limited to an 8” double detector check within a vault, fire department connection, a post indicator valve located 40’ minimum away from the building, and a separate fire service to the new building addition.

## 5.2 SANITARY SEWERS

- A. No additional sanitary sewer system will be provided to the existing buildings. All bathroom facilities will need to be inside the existing building. If sewer systems need upgrades they would need to conform with the following.
1. Pipe:
    - a. If grading causes less than 3-feet of cover over existing sanitary sewer pipe, it will need to be replaced with ductile iron pipe. Ductile iron pipe shall be centrifugally cast in accordance with ANSI Standard specification A21, Class 50 minimum. Gaskets and fittings for ductile iron pipe: ASTM A74.
    - b. Where sewer line has more than 3-feet of cover C900 PVC gravity sewer pipe may be used. Use PVC gravity sewer pipe that meets ASTM D3034, ASTM F 679, SDR 35. Use gaskets that meet ASTM F 477. Use joints that meet ASTM D 3212
  2. Manholes (If pump system is considered):
    - a. Construct manholes of precast concrete rings, with cast iron frames and covers, per ASTM C478 in accordance with the Drawings. Make the invert channels smooth and semicircular in shape conforming to the inside of the adjacent sewer section. Make changes in direction of flow with a smooth curve of as large a radius as the size of the manhole will permit. Make changes in size and grade of the channels gradually and evenly. Form the invert channels directly in the concrete of the manhole base, or build up with brick and mortar, or be half tile laid in concrete. Make pipe connections to manhole using water stops, standard O-ring joints, special manhole couplings, or make in accordance with the manufacturer's recommendations. Make the floor of the manhole outside the channels smooth and slope toward the channels not less than one inch per foot nor more than two inches per foot.
    - b. Use grey cast iron manhole frames and covers, in accordance with ASTM A48. Use cast iron conforming to Federal Specifications QQ-I-652 of good quality and such character as to make the metal of the casting strong, tough, and of even grain.
    - c. Use frames and covers, smooth, free from scale, lumps, blisters, and sand holes and defects of every kind which would make them undesirable for the use for which they are intended.

Do not plug or fill. Give castings one heavy coat of good grade asphalted paint at the foundry. Use solid covers identified with the word "sewer" cast in surface.

3. Grease trap
  - a. A 3000 gallon grease trap (2-1500 Gallons) will be required for the kitchen waste for the building addition and would be installed within the service/ loading area. Grease traps shall conform to Fulton County Environmental Health standards
4. Dumpster pad
  - a. Dumpster pad will need a drain to drain into the sewer system and hose bib for wash down use. Shall conform to Fulton County Environmental Health standards 670

### 5.3 STORM SEWER

A. Storm water management will be in accordance with the City of Atlanta regulations. Storm water management will only account for the disturbed area of the site since less than 35% of the entire site is being disturbed. The existing building roof drains will be collected, routed, and drained into an onsite pipe system. Storm water flows will be collected through HDPE piping and directed to a detention/retention system located near the northwest area of the site. This storm water management system will retain the first 1" of rainfall for the all additional impervious areas if the percolation test of the site is above 0.25 in/hr. The anticipated design for the site is to provide a bio-retention system in landscape areas throughout the site. The remaining impervious areas will be retained through the detention system. If the percolation test is below this threshold, a water quality device will be designed with the stormwater detention pond system for the first 1.2" rainfall. The discharge from our storm management system will flow into the adjacent stream or into the existing storm system network. The Contractor is to remove all debris and trash from existing storm infrastructure remaining on site. Material to be used for construction consists of the following:

1. Reinforced concrete pipe:
  - a. Use pipe conforming to ASTM Specification C-76, Class III unless otherwise specified or shown on the drawings.
2. Catch basins, drop inlets, junction boxes, and spillways:
  - a. Structures: concrete and/or brick as detailed on contract Drawings.
  - b. Concrete: conforming to the Site Concrete Section of these Specifications, minimum 28-day compressive strength of 3,000 psi.
  - c. Brick: hard No.1 manufactured of clay or shale of uniform standard commercial size with straight, parallel edges and square corners, burned uniformly hard entirely through with uniform color and uniform abrasion, ASTM C32.
  - d. Mortar: ASTM C270, type M.
  - e. Sand: clean and sharp, and free from deleterious substances and containing not more than five (5) percent by volume of material passing 100 mesh sieve.
  - f. Coarse aggregate: crushed stone of solid composition, free from dirt and debris, ASTM C33.
  - g. Gratings: grey iron casting, ASTM A-48.
  - h. Keep structures clean of all fallen masonry, silt, debris, and other foreign matter.
  - i. Precast concrete structures: ASTM Specification C478.

### 5.4 TELEPHONE / ELECTRICAL

A. Telephone/ fiber optic:

1. No new service expected.
- B. Electrical:
2. Connect to power source on site to the proposed transformer. Run service from relocated transformer to within 5' of the building, adjacent to electrical room.
  3. Proposed transformer to sit on concrete pad and located in gravel courtyard

## **6.0 SITE PAVING**

### **6.1 CURBING AND WALKS**

- A. The proposed site construction is anticipated to have concrete walks and handicap ramps. The concrete paving for sidewalks and curb and gutter should conform to the following:
1. Use Portland Cement Type I or Type III High Early Strength Cement, minimum 4000 psi strength at 28 days, 4" maximum slump unless otherwise shown on the drawings.
  2. Use coarse aggregate Class A crushed stone, size 467, 67 or 57.
  3. Use dowels conforming to AASHTO: M31.
  4. Joint Fillers and Sealers - Georgia Department of Transportation, Section 833.
- B. At points along the public right of way where the existing curb height is less than 5 inches in height, the existing curb shall be removed and replaced or reset to minimum City of Atlanta requirements and the sidewalk replaced



## Space Program Summary



## Space Program Summary

<p><b>Current IU</b></p> <p><b>31</b></p> <p><b>Current FTE</b></p> <p><b>450</b></p>	<p><b>Planned IU</b></p> <p><b>31</b></p> <p><b>Planned FTE</b></p> <p><b>450</b></p>
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### EXISTING SPACES

The chart below indicates a breakdown of the existing spaces, based on the provided Inventory plans and As-Built drawings. The deficient spaces are indicated in red. The spaces/rooms that are not provided in the existing buildings, but are required by the District Standards, are indicated in orange.

Space/Room Name	Bldg. #	Room #	EX. IU	EX. QTY	Existing Inventory SF	Existing As-built SF	IU	APS QTY	APS SF	Deficient (from As-built)	%	GDOE SF
<b>CORE INSTRUCTION</b>												
Core Classrooms								33	750			750
K-3	2033	106	1	1	814	750	1		750	0	0%	750
Instructional Support Offices	2033	107	1	1	908	826	1		750	76	8%	750
K-3	2033	108	1	1	858	804	1		750	54	6%	750
K-3	2033	109	1	1	889	801	1		750	51	6%	750
4th - 5th	2040	101	1	1	713	603	1		660	(57)	-8%	750
4th - 5th	2040	102	1	1	714	603	1		660	(57)	-8%	750
4th - 5th	2040	104	1	1	710	606	1		660	(54)	-8%	750
4th - 5th	2040	105	1	1	713	612	1		660	(48)	-7%	750
Extended Core Classroom	2040	201	1	1	713	664	1		750	(86)	-12%	750
Extended Core Classroom	2040	202	1	1	714	664	1		750	(86)	-12%	750
Extended Core Classroom	2040	204	1	1	710	664	1		750	(86)	-12%	750
EIP Classroom	2040	205	1	1	713	664	1		750	(86)	-12%	750
K-3	2033	206	1	1	798	741	1		750	(9)	-1%	750
K-3	2033	208	1	1	908	826	1		750	76	8%	750
K-3	2033	209	1	1	858	804	1		750	54	6%	750
K-3	2033	210	1	1	889	801	1		750	51	6%	750
K-3	2033	207	1	1	1104	754	1		750	4	0%	660
K-3	2033	211	1	1	758	741	1		750	(9)	-1%	660
K-3	2030	212	1	1	868	807	1		750	57	7%	660
4th - 5th	2030	213	1	1	732	666	1		660	6	1%	660
EIP Classroom	2032	1	1	1	696	679	1		750	(71)	-10%	660
K-3	2032	2	1	1	713	678	1		750	(72)	-10%	660
K-3	2030	214	1	1	773	717	1		750	(33)	-4%	660
4th - 5th	2030	215	1	1	671	631	1		660	(29)	-4%	660
PEC Classrooms (1 w/ restroom, Washer/dryer connections & Changing bed area)	2030	110	1	1	681	587	1	1	750	(163)	-24%	750
Student Support Offices	2030	111	1	1	478	469	1	1	750	(281)	-59%	660
PEC MOID	2030	112	1	1	773	717	1	1	750	(33)	-4%	750
Pre-K classroom							1	1	800	(800)	#DIV/0!	750
Toilet (adjacent)								1	50	(50)	#DIV/0!	
Computer Lab	2030	113	1	1	659	632	1	1	1250	(618)	-94%	750
STEM Lab (Science)							1	1	1000	(1000)	#DIV/0!	1000
Art Room (including Kiln Room, Office/Storage room)	2050	251	1	1	1192	1107	1	1	1350	(243)	-20%	1000
Kiln Room	2050	253		1				1		0	#DIV/0!	
STEM Lab (Maker Space)							1	1	1000	(1000)	#DIV/0!	

EXTENDED CORE													
PHYSICAL EDUCATION / MULTIPURPOSE ROOM													
Multi-Purpose Room w/ fixed stage	2050	270	1	1	5676	5863	1	1	5000	863	15%	5000	
Adjacent restrooms	2050			2	271			1					
PE Instructor's office	2050	264		1	203	196		1					
General Storage	2050	266		1				1					
MUSIC EDUCATION													
Choral Room	2050	252	1		1263	1183	1	1	1000	183	14%	1000	
Practice Room	2050	254		1				1					
Practice Room	2050	256		1				1					
Storage for instruments and General storage and Portable risers	2050	260		1				1					
Storage	2050	258		1				1					
MEDIA CENTER													
Media Center	2032	5	1	1	2291	1524	1	1	2660	(1136)	-50%	2660	
Media Specialist Office	2032	005A		1	189	171		1	120	51	27%		
Workroom with work sink/counter	2032	005D		1	235	184		1	300	(116)	-49%		
Technology Storage	2032	005B		1	77	80		1	300	(220)	-286%		
Main Distribution Feed Room (MDF) (16'-0" x 12'-2")	2033	137		1	146	134		1	200	(66)	-45%		
Parent Center								1	500	(500)	#DIV/0!		
NUTRITION													
Cafeteria (to seat half the school population)	2031	125		1	3254	2558		1	1428	1130	35%	1428	
Kitchen	2031	126		1	1776	1649		1	1600	49	3%	1600	
Staff lockers	2031							1					
Toilet	2031							1					
Manager's Office	2031	126A		1				1					
Receiving Area	2031							1					
Faculty Dining	2040	235		1	841	750		1	450	300	36%		
MAIN OFFICE / ADMINISTRATION SUITE & SUPPORT													
Reception	2040			1	370			1	500	(130)	-35%		
Principal's Office	2040	130A		1	173			1	300	(127)	-73%		
Secretary's Office	2040			1	64			1	120	(56)	-88%		
Staff Restroom	2040	130B		1	46			1	200	(154)	-335%		
Principal's Conference Room								1	350	(350)	#DIV/0!		
Common Conference Room	2040	135		1	263			1	350	(87)	-33%		
Faculty Workroom	2040	130C		1	248			1	350	(102)	-41%		
Clinic (with exam room and restroom)	2031	240		1	240			1	300	(60)	-25%		
Restroom								1					
Student Record Vault room								1	150	(150)	#DIV/0!		
Adult Restroom	2033	127		1	38			1	100	(62)	-163%		
Adult Restroom	2033	128		1	71			1	100	(29)	-41%		
Adult Restroom	2033	129		1	46			0	0	46	100%		
Counselor's Office	2031	225B		1	126			1	250	(124)	-98%		
Janitorial Closet								1	150	(150)	#DIV/0!		
Assistant Principal Office (remote)	2040	130D		1	155			1	250	(95)	-61%		
Building Manager's Office								1	120	(120)	#DIV/0!		
Opportunity Room (ISS) (near Assist. Principal's office)								1	150	(150)	#DIV/0!		
Test Storage								1	144	(144)	#DIV/0!		
Teacher Workrooms w/ toilet	2030	242		1	147			3	350	(203)	-138%		
Teacher Workroom ("Commons")	2040	103		1	371	345		3	350	(5)	-1%		
Teacher Workroom ("Commons")	2040	203		1	371	345		3	350	(5)	-1%		
Book Storage	2033	237		1	146			1	100	46	32%		
Book Storage	2040	100B		1	91			1	100	(9)	-10%		
Janitor Closets								2	50	(50)	#DIV/0!		
Building Storage (access to elevator)					560			1	400	160	29%		
Storage	2040	100A		1	58								
Storage	2032	6		1	119								
Storage	2031	131		1	23								
Storage	2030	140		1	81								
Storage	2040	200B		1	91								
Storage	2040	200A		1	58								
Storage	2040	223		1	61								
Storage	2040	241		1	69								
General Storage (access to outside)								1	400				
<b>TOTAL IU</b>													
32													
35													

## Space Program Summary

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### SUMMARY

Refer to the following space program plans.

Due to the existing square footage and footprint, Option 1 does not provide for the following program areas:

- STEM Labs (K-2)\* & (3-5)\*
- Common Conference Room
- Student Support Suite: Psychologist\*
- Student Support Suite: Behavior Specialist\*
- Student Support Suite: One on One Meeting room\*
- Instructional Support: Instructional Coaches/IB
- Instructional Support: Social Emotional Learning teacher\*
- Student Support Suite: Turn around specialist\*

*\*Areas indicated not to be currently in school facility*

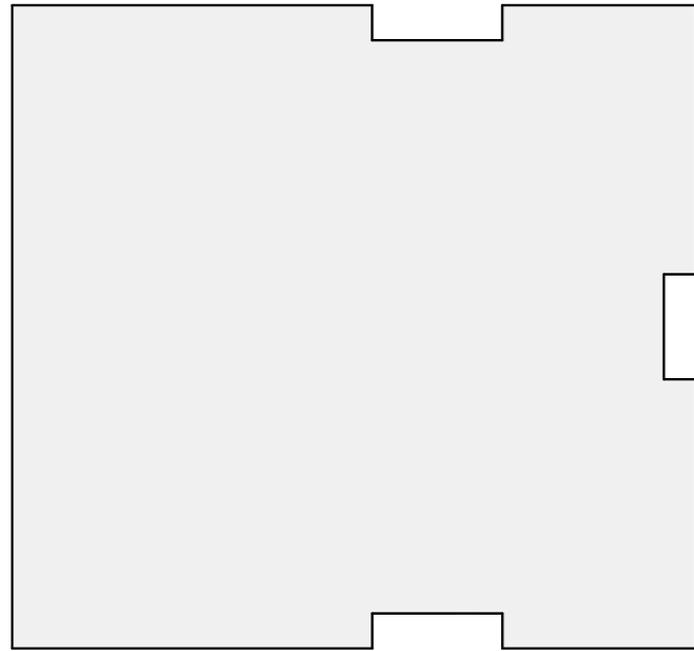
Some classrooms and areas are still deficient (per APS Standards) in square footage in Option 1. Per GADOE, existing IUs are approvable with up to a ten percent reduction in the square footage required. If the classroom space is modified, then it must meet current square footage. Clarification is needed to determine if the EIP Classroom or the PEC Classrooms are to be determined as K-3 sized classrooms (750 sf) or 4-5 sized classrooms (660 sf).

Due to the age and structural issues with building #2030, Option 2 considers providing additional square footage to provide all Program areas per APS Standards.

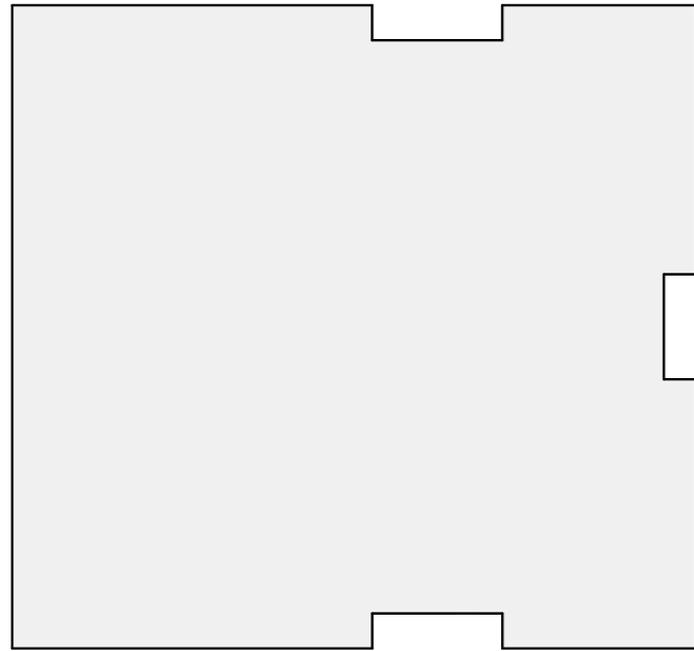




- GYMNASIUM
- RESTROOM
- CAFETERIA
- CAFETERIA SUPPORT
- BUILDING SUPPORT
  
- ADMINISTRATION
- ADMINISTRATION SUPPORT
- REMOTE OFFICES
- STUDENT SUPPORT (ADMIN)
- INSTRUCTIONAL SUPPORT (ADMIN)
  
- MUSIC
- ART
- MEDIA CENTER
- MEDIA CENTER SUPPORT
  
- CORE - KINDERGARTEN
- CORE - 1ST GRADE
- CORE - 2ND GRADE
- CORE - 3RD GRADE
- CORE - 4TH GRADE
- CORE - 5TH GRADE
- EXTENDED CORE



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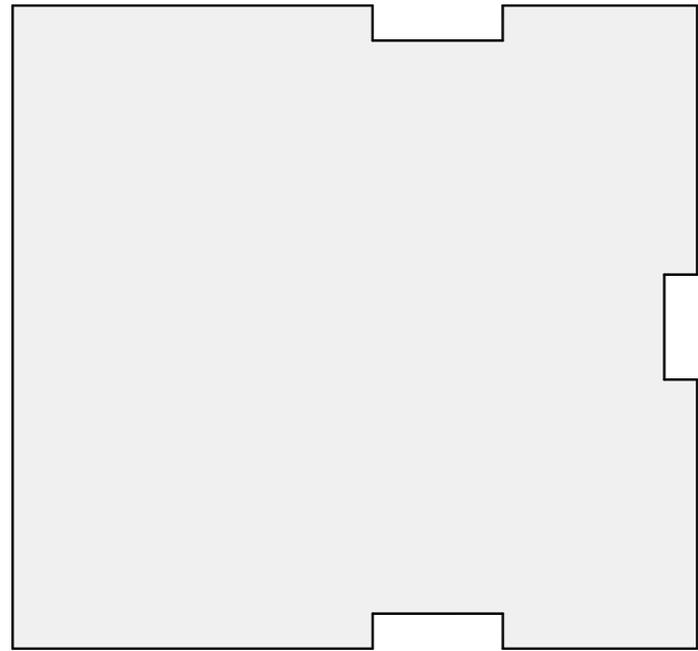
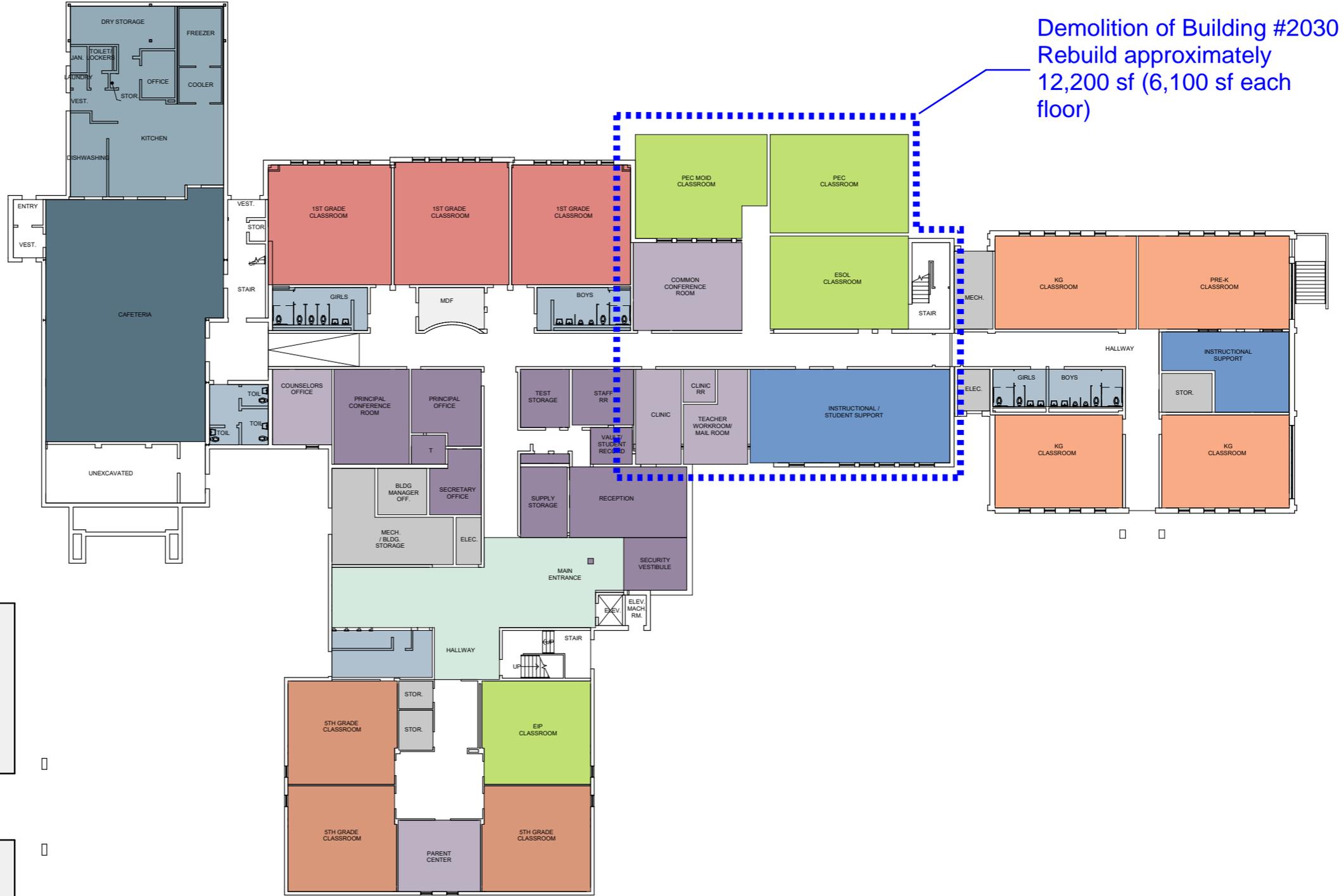
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- CORE - 3RD GRADE
- CORE - 4TH GRADE
- CORE - 5TH GRADE
- EXTENDED CORE

Demolition of Building #2030  
 Rebuild approximately 12,200 sf  
 (6,100 sf each floor)





## Preliminary Specifications



**DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS**

SECTION 00 0107 - SEALS PAGE

**DIVISION 01 - GENERAL REQUIREMENTS**

SECTION 01 0270 - APPLICATIONS FOR PAYMENT  
SECTION 01 0300 - ALTERNATES  
SECTION 01 0450 - CUTTING AND PATCHING  
SECTION 01 0500 - FIELD ENGINEERING  
SECTION 01 1000 - SUMMARY  
SECTION 01 2000 - PROJECT MEETINGS  
SECTION 01 2100 - ALLOWANCES  
SECTION 01 2200 - UNIT PRICES  
SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES  
SECTION 01 3100 - PROGRESS SCHEDULES AND DAILY REPORTS  
SECTION 01 3233 - PHOTOGRAPHIC DOCUMENTATION  
SECTION 01 3400 - SUBMITTALS AND SUBSTITUTIONS  
SECTION 01 3700 - SCHEDULE OF VALUES  
SECTION 01 4100 - TESTING LABORATORY SERVICES  
SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS  
SECTION 01 5320 - TREE PROTECTION  
SECTION 01 6400 - PRODUCT HANDLING  
SECTION 01 7000 - PROJECT CLOSEOUT  
SECTION 01 7100 - CLEANING-UP  
SECTION 01 7200 - PROJECT RECORD DOCUMENTS  
SECTION 01 7300 - OPERATIONS AND MAINTENANCE DATA  
SECTION 01 7400 - PROJECT MAINTENANCE

**DIVISION 02 - EXISTING CONDITIONS**

SECTION 02 4119 - SELECTIVE DEMOLITION

**DIVISION 03 - CONCRETE**

SECTION 03 3000 - CAST-IN-PLACE CONCRETE  
SECTION 03 5413 - GYPSUM CEMENT UNDERLAYMENT

**DIVISION 04 - MASONRY**

SECTION 04 0110 - MASONRY CLEANING  
SECTION 04 2000 - UNIT MASONRY  
SECTION 04 2200 - CONCRETE UNIT MASONRY

**DIVISION 05 - METALS**

SECTION 05 1200 - STRUCTURAL STEEL FRAMING  
SECTION 05 2100 - STEEL JOIST FRAMING  
SECTION 05 3100 - STEEL DECKING  
SECTION 05 4000 - COLD-FORMED METAL FRAMING  
SECTION 05 5000 - METAL FABRICATIONS



SECTION 05 5213 - PIPE AND TUBE RAILINGS

### **DIVISION 06 - WOOD, PLASTICS, AND COMPOSITES**

SECTION 06 1000 - ROUGH CARPENTRY  
SECTION 06 1600 - SHEATHING  
SECTION 06 2023 - INTERIOR FINISH CARPENTRY  
SECTION 06 4116 - PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS

### **DIVISION 07 - THERMAL AND MOISTURE PROTECTION**

SECTION 07 2100 - THERMAL INSULATION  
SECTION 07 2119 - FOAMED-IN-PLACE INSULATION  
SECTION 07 4113.16 - STANDING-SEAM METAL ROOF PANELS  
SECTION 07 4213.23 - METAL COMPOSITE MATERIAL WALL PANELS  
SECTION 07 4293 - SOFFIT PANELS  
SECTION 07 5216 - STYRENE-BUTADIENE-STYRENE (SBS) MODIFIED BITUMINOUS MEMBRANE ROOFING  
SECTION 07 7200 - ROOF ACCESSORIES  
SECTION 07 8413 - PENETRATION FIRESTOPPING  
SECTION 07 8443 - JOINT FIRESTOPPING  
SECTION 07 9200 - JOINT SEALANTS  
SECTION 07 9219 - ACOUSTICAL JOINT SEALANTS  
SECTION 07 9513.13 - INTERIOR EXPANSION JOINT COVER ASSEMBLIES

### **DIVISION 08 - OPENINGS**

SECTION 08 1113 - HOLLOW METAL DOORS AND FRAMES  
SECTION 08 1416 - FLUSH WOOD DOORS  
SECTION 08 1613 - FIBERGLASS REINFORCED PLASTIC DOORS  
SECTION 08 4113 - ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS  
SECTION 08 4413 - GLAZED ALUMINUM CURTAIN WALLS  
SECTION 08 7100 - DOOR HARDWARE  
SECTION 08 7113 - AUTOMATIC DOOR OPERATORS  
SECTION 08 8000 - GLAZING  
SECTION 08 8813 - FIRE-RESISTANT GLAZING  
SECTION 08 8853 - SECURITY GLAZING  
SECTION 08 9119 - FIXED LOUVERS

### **DIVISION 09 - FINISHES**

SECTION 09 2216 - NON-STRUCTURAL METAL FRAMING  
SECTION 09 2900 - GYPSUM BOARD  
SECTION 09 3013 - CERAMIC TILING  
SECTION 09 5123 - ACOUSTICAL TILE CEILINGS  
SECTION 09 6513 - RESILIENT BASE AND ACCESSORIES  
SECTION 09 6519 - RESILIENT TILE FLOORING  
SECTION 09 6723 - RESINOUS FLOORING  
SECTION 09 6813 - TILE CARPETING  
SECTION 09 8436 - SOUND-ABSORBING CEILING UNITS  
SECTION 09 9030 - PAINTING



### **DIVISION 10 - SPECIALTIES**

SECTION 10 1100 - VISUAL DISPLAY UNITS  
SECTION 10 1419 - DIMENSIONAL LETTER SIGNAGE  
SECTION 10 1423 - PANEL SIGNAGE  
SECTION 10 1423.13 - ROOM-IDENTIFICATION SIGNAGE  
SECTION 10 2113.17 - PHENOLIC-CORE TOILET COMPARTMENTS  
SECTION 10 2239 - FOLDING PANEL PARTITIONS  
SECTION 10 2800 - TOILET, BATH, AND LAUNDRY ACCESSORIES  
SECTION 10 4413 - FIRE PROTECTION CABINETS  
SECTION 10 4416 - FIRE EXTINGUISHERS  
SECTION 10 7326 - PROTECTIVE COVERS  
SECTION 10 7516 - GROUND-SET FLAGPOLES

### **DIVISION 11 - EQUIPMENT**

SECTION 11 3100 - RESIDENTIAL APPLIANCES  
SECTION 11 5213 - PROJECTION SCREENS

### **DIVISION 12 - FURNISHINGS**

SECTION 12 2113 - LOUVER BLINDS  
SECTION 12 2413 - ROLLER WINDOW SHADES  
SECTION 12 3623.13 - PLASTIC-LAMINATE-CLAD COUNTERTOPS  
SECTION 12 3661.16 - SOLID SURFACING COUNTERTOPS  
SECTION 12 9300 - SITE FURNISHINGS

### **DIVISION 14 - CONVEYING EQUIPMENT**

SECTION 14 2400 - HYDRAULIC ELEVATORS (CAB FINISHES ONLY)

### **DIVISION 21 - FIRE SUPPRESSION**

SECTION 21 0517 - SLEEVES AND SLEEVE SEALS FOR FIRE-SUPPRESSION PIPING  
SECTION 21 0518 - ESCUTCHEONS FOR FIRE-SUPPRESSION PIPING  
SECTION 21 0523 - GENERAL-DUTY VALVES FOR WATER-BASED FIRE-SUPPRESSION PIPING  
SECTION 21 0548 - VIBRATION AND SEISMIC CONTROLS FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT  
SECTION 21 0553 - IDENTIFICATION FOR FIRE-SUPPRESSION PIPING AND EQUIPMENT  
SECTION 21 1200 - FIRE-SUPPRESSION STANDPIPES  
SECTION 21 1313 - WET-PIPE SPRINKLER SYSTEMS

### **DIVISION 22 - PLUMBING**

SECTION 22 0513 - COMMON MOTOR REQUIREMENTS FOR PLUMBING EQUIPMENT  
SECTION 22 0516 - EXPANSION FITTINGS AND LOOPS FOR PLUMBING PIPING  
SECTION 22 0517 - SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING  
SECTION 22 0518 - ESCUTCHEONS FOR PLUMBING PIPING  
SECTION 22 0519 - METERS AND GAGES FOR PLUMBING PIPING  
SECTION 22 0523.12 - BALL VALVES FOR PLUMBING PIPING  
SECTION 22 0523.13 - BUTTERFLY VALVES FOR PLUMBING PIPING  
SECTION 22 0523.14 - CHECK VALVES FOR PLUMBING PIPING



SECTION 22 0523.15 - GATE VALVES FOR PLUMBING PIPING  
SECTION 22 0529 - HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT  
SECTION 22 0533 - HEAT TRACING FOR PLUMBING PIPING  
SECTION 22 0553 - IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT  
SECTION 22 0719 - PLUMBING PIPING INSULATION  
SECTION 22 1116 - DOMESTIC WATER PIPING  
SECTION 22 1119 - DOMESTIC WATER PIPING SPECIALTIES  
SECTION 22 1123 - DOMESTIC WATER PUMPS  
SECTION 22 1316 - SANITARY WASTE AND VENT PIPING  
SECTION 22 1319 - SANITARY WASTE PIPING SPECIALTIES  
SECTION 22 1423 - STORM DRAINAGE PIPING SPECIALTIES  
SECTION 22 3200 - DOMESTIC WATER FILTRATION EQUIPMENT  
SECTION 22 3400 - FUEL-FIRED, DOMESTIC-WATER HEATERS

### **DIVISION 23 - HEATING, VENTILATING, AND AIR-CONDITIONING(HVAC)**

### **DIVISION 26 - ELECTRICAL**

SECTION 26 0100 - ELECTRICAL GENERAL  
SECTION 26 0536 - FLEXTRAY WIRE BASKET SUPORT  
SECTION 26 1000 - BASIC MATERIALS AND METHODS  
SECTION 26 3200 - NATURAL GAS GENERATOR  
SECTION 26 4000 - ELECTRICAL SERVICE AND DISTRIBUTION EQUIPMENT  
SECTION 26 4500 - GROUNDING  
SECTION 26 5000 - LIGHTING FIXTURES  
SECTION 26 7200 - FIRE ALARM  
SECTION 26 7500 - MISC. SYSTEMS

### **DIVISION 28 - ELECTRONIC SAFETY AND SECURITY**

SECTION 28 1000 – SECURITY ACCESS CONTROL AND INTRUSION

### **DIVISION 31 - EARTHWORK**

SECTION 31 2316 - EXCAVATION  
SECTION 31 2316.13 - TRENCHING  
SECTION 31 2323 - FILL

### **DIVISION 32 - EXTERIOR IMPROVEMENTS**

SECTION 32 1123 - AGGREGATE BASE COURSES  
SECTION 32 1216 - ASPHALT PAVING  
SECTION 32 1723 - PAINTED PAVEMENT MARKINGS  
SECTION 32 3119 - DECORATIVE METAL FENCES AND GATES  
SECTION 32 3223 - SEGMENTAL RETAINING WALLS  
SECTION 32 9200 – LAWNS  
SECTION 32 9300 - LANDSCAPE

### **DIVISION 33 - UTILITIES**

SECTION 33 0513 - MANHOLES AND STRUCTURES



## **Preliminary Specifications**

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SECTION 33 1416 - SITE WATER UTILITY DISTRIBUTION PIPING  
SECTION 33 3113 - SITE SANITARY SEWERAGE GRAVITY PIPING  
SECTION 33 4211 - STORMWATER GRAVITY PIPING



## Preliminary Cost Estimate



## Preliminary Cost

The budget breakdown on the following pages are prioritized into scopes of work, as indicated in Section One. Additional items may be required/discovered during the Schematic Design phase.

<b>Humphries ES Construction Budget</b>				10/10/2018
	SF	Unit Cost	Subtotals	Total
<b>Safety and Security</b>				
				<b>\$ 2,196,692.50</b>
Replace Roof Structure (Bldg. #2030)	4,569	\$ 25.00	\$ 114,225.00	
Structural Gravity Retrofit Allowance (Bldg. #2030)	1	\$ 500,000.00	\$ 500,000.00	
Replace shingle roof with Standing seam metal roof (Bldg. #2030)	4,900	\$ 18.00	\$ 88,200.00	
Replace window trim/support in building #2030	1	\$ 5,000.00	\$ 5,000.00	
Wall Painting at renovated areas	5,000	\$ 1.50	\$ 7,500.00	
Ceiling Painting at renovated areas	1,000	\$ 2.00	\$ 2,000.00	
Admin Renovation	2,600	\$ 60.00	\$ 156,000	
Accessible Entry, Security Vestibule & Admin Addition	1,000	\$ 250.00	\$ 250,000	
Remove wood canopy along walkway	1	\$ 5,000.00	\$ 5,000.00	
Restriping at parking lots	1	\$ 15,000.00	\$ 15,000.00	
Resurfacing parking lot	1	\$ 150,000.00	\$ 150,000.00	
Add dumpster pad & drain	1	\$ 5,000.00	\$ 5,000.00	
Repair/replace sidewalk sections	1	\$ 50,000.00	\$ 50,000.00	
Site Improvements Allowance (courtyards, vehicular, bus loop)	1	\$ 500,000.00	\$ 500,000	
Repair all damaged wood trim in Building #2031	1	\$ 15,000.00	\$ 15,000.00	
Replace all wood soffit and trim	1	\$ 25,000.00	\$ 25,000.00	
Provide rubber treads & risers	75	\$ 200.00	\$ 15,000.00	
Replace all interior railings	200	\$ 75.00	\$ 15,000.00	
Replace exterior guardrails	30	\$ 200.00	\$ 6,000.00	
Provide exterior handrails	120	\$ 180.00	\$ 21,600.00	
Fire Alarm replacement	60,467	\$ 2.50	\$ 151,167.50	
Data, voice, video upgrades Allowance	1	\$ 50,000.00	\$ 50,000.00	
CCTV, security and access control upgrades Allowance	1	\$ 50,000.00	\$ 50,000.00	
<b>Building Access</b>				<b>\$ 124,948.00</b>
Replace wood doors and metal door frames, & hardware	17	\$ 2,000.00	\$ 34,000.00	
Infill wall after removed transom frame	108	\$ 6.00	\$ 648.00	
Remove, refinish and replace wood doors	78	\$ 500.00	\$ 39,000.00	
Replace door hardware	78	\$ 600.00	\$ 46,800.00	
Replace wired glass with fire rated glass	30	\$ 150.00	\$ 4,500.00	

	SF	Unit Cost	Subtotals	Total
<b>Building Envelope</b>				<b>\$ 710,864.00</b>
Patch damaged brick	250	\$ 18.00	\$ 4,500.00	
Repoint 10% of the brick	2,500	\$ 8.00	\$ 20,000.00	
Pressure wash building & prep brick	25,000	\$ 0.50	\$ 12,500.00	
Stain all brick	25,000	\$ 3.00	\$ 75,000.00	
Replace all windows	3,000	\$ 55.00	\$ 165,000.00	
Replace all gutters and downspouts	600	\$ 15.00	\$ 9,000.00	
Replace concrete flume	1	\$ 10,000.00	\$ 10,000.00	
Provide downspout boots and connect to storm infrastructure	1	\$ 12,000.00	\$ 12,000.00	
Seed, sod or mulch landscaping areas	1	\$ 15,000.00	\$ 15,000.00	
Stabilize eroded grade	1	\$ 10,000.00	\$ 10,000.00	
Replace shingle roof with Standing seam metal roof (Bldg. #2031)	5,200	\$ 18.00	\$ 93,600.00	
Replace Built-up Roof (Bldg. #2033, 2040, 2031)	17,579	\$ 16.00	\$ 281,264.00	
Roof hatch fall protection	1	\$ 3,000.00	\$ 3,000.00	
<b>Building Systems</b>				<b>\$ 924,303.50</b>
Clean all existing fan coil units	1	\$ 5,000.00	\$ 5,000.00	
Repair/replaced damaged fan coil units	1	\$ 10,000.00	\$ 10,000.00	
Provide natural gas fired back-up Generator	1	\$ 45,000.00	\$ 45,000.00	
Replace lavatories	28	\$ 700.00	\$ 19,600.00	
Replace water closets	37	\$ 1,200.00	\$ 44,400.00	
Replace urinals	12	\$ 900.00	\$ 10,800.00	
Replace drinking fountains	8	\$ 2,000.00	\$ 16,000.00	
Replace classroom sinks	16	\$ 1,650.00	\$ 26,400.00	
Fire Protection (work through existing ceiling)	60,467	\$ 5.00	\$ 302,335.00	
Replace exterior lighting fixtures	1	\$ 15,000.00	\$ 15,000.00	
Replace interior T8 lighting fixtures with LED fixtures	60,467	\$ 5.50	\$ 332,568.50	
Replace Water/fire utility (8" detector check valve & 8" double check valve assembly)	1	\$ 15,000.00	\$ 15,000.00	
Replace existing SS clay pipe with PVC	1	\$ 40,000.00	\$ 40,000.00	
Clean and scope existing storm system for blockages	1	\$ 5,000.00	\$ 5,000.00	
Replace water heaters	2	\$ 15,000.00	\$ 30,000.00	
Test & Balancing	30,000	\$ 0.24	\$ 7,200.00	

## Preliminary Cost

	SF	Unit Cost	Subtotals	Total
<b>Other</b>				<b>\$ 1,703,825.00</b>
Wayfinding Signage	1	\$ 15,000.00	\$ 15,000.00	
Replace Monumental Sign	1	\$ 35,000.00	\$ 35,000.00	
Replace ACT ceiling in Building #2031	3,250	\$ 3.25	\$ 10,562.50	
Room Signage	95	\$ 125.00	\$ 11,875.00	
Auditorium Renovation	4,000	\$ 85.00	\$ 340,000	
Reprogramming of interior spaces (Media Center, Maker Space, classroom changes)	5,000	\$ 60.00	\$ 300,000	
Replace Casework in classrooms	60,467	\$ 6.00	\$ 362,802.00	
Paint all door frames	95	\$ 30.00	\$ 2,850.00	
Replace all VCT with LVT floor finish	60,467	\$ 6.50	\$ 393,035.50	
Replace all rubber wall base	6,000	\$ 2.50	\$ 15,000.00	
Replace quarry tile with epoxy flooring in restrooms	2,700	\$ 20.00	\$ 54,000.00	
Install porcelain tile along walls in restrooms	7,000	\$ 12.00	\$ 84,000.00	
Replace Toilet Partitions	31	\$ 1,100.00	\$ 34,100.00	
Provide Urinal Screens	8	\$ 450.00	\$ 3,600.00	
Replace all toilet room accessories	1	\$ 30,000.00	\$ 30,000.00	
Elevator Cab finish upgrades Allowance	1	\$ 12,000.00	\$ 12,000.00	
<b>Subtotal</b>				<b>\$ 5,660,633.00</b>
General Conditions		8%		\$ 452,850.64
CM Fee		5%		\$ 283,031.65
Bonds, Insurance and Fees		3%		\$ 169,818.99
Unforeseen Conditions Contingency		5%		\$ 283,031.65
Design/Market Contingency		5%		\$ 283,031.65
		<b>TOTAL</b>		<b>\$ 7,132,397.58</b>
		SCL		\$ 8,500,000.00
		Overage / (Under)		\$ (1,367,602.42)

Alternate #1 below simply looks at what the additional cost would be if the deficient areas were accounted for in a building addition.

<b>ALTERNATE #1</b>				<b>\$ 1,237,500.00</b>
Addition to address other deficient Program areas	4,500	\$ 275.00	\$ 1,237,500	
GC, Fees and Contingencies		26%		\$ 321,750.00
		<b>TOTAL</b>		<b>\$ 8,691,647.58</b>
		SCL		\$ 8,500,000.00
		Overage / (Under)		<b>\$ 191,647.58</b>

Alternate #2 below considers the scope of work that Building #2030 requires, and reallocates that amount to the construction of a new 12,200 sf building in place of the existing #2030 building.

<b>ALTERNATE #2 ("Option 2")</b>				<b>\$ 3,355,000.00</b>
Demolish and Rebuild Bldg. #2030	12,200	\$ 275.00	\$ 3,355,000	
Minus the scope in Bldg. #2030				\$ (1,244,998.84)
GC, Fees and Contingencies		26%		\$ 548,600.30
		<b>TOTAL</b>		<b>\$ 9,790,999.04</b>
		SCL		\$ 8,500,000.00
		Overage / (Under)		<b>\$ 1,290,999.04</b>

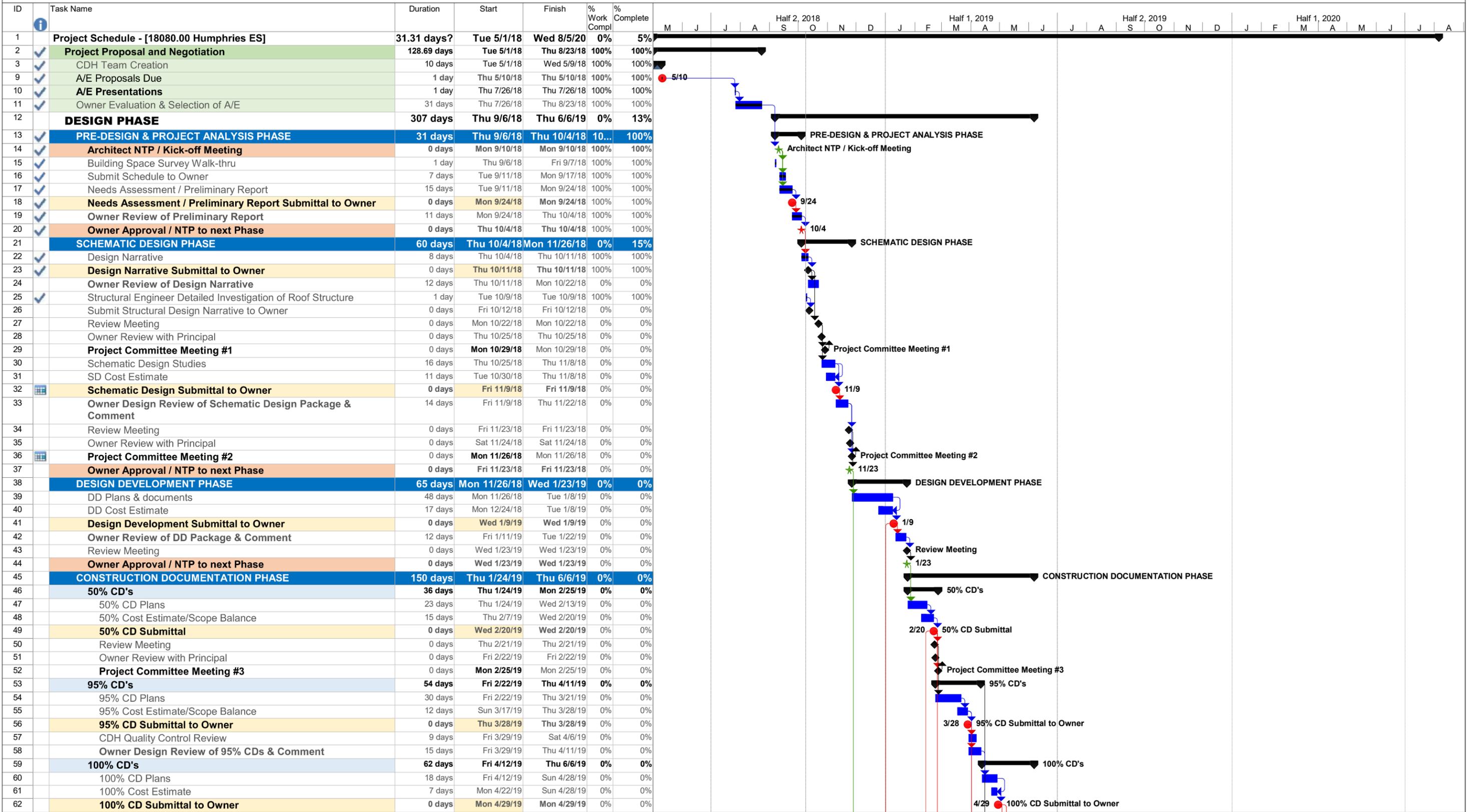
Since Alternate #2 causes the cost to exceed the SCL, below are Deductive Alternates to be considered. This option decreases the amount to just 2% over the SCL.

<b>DEDUCTIVE ALTERNATES (to Coincide with ALT. #2)</b>				<b>\$ (916,167.50)</b>
Existing BUR roof to remain			\$(281,264.00)	\$ (281,264.00)
Existing Casework to remain			\$(362,802.00)	\$ (362,802.00)
Replace VCT with VCT in lieu of LVT			\$(272,101.50)	\$ (272,101.50)
GC, Fees and Contingencies		26%		\$ (238,203.55)
		<b>TOTAL</b>		<b>\$ 8,636,627.99</b>
		SCL		\$ 8,500,000.00
		Overage / (Under)		<b>\$ 136,627.99</b>



## Preliminary Schedule

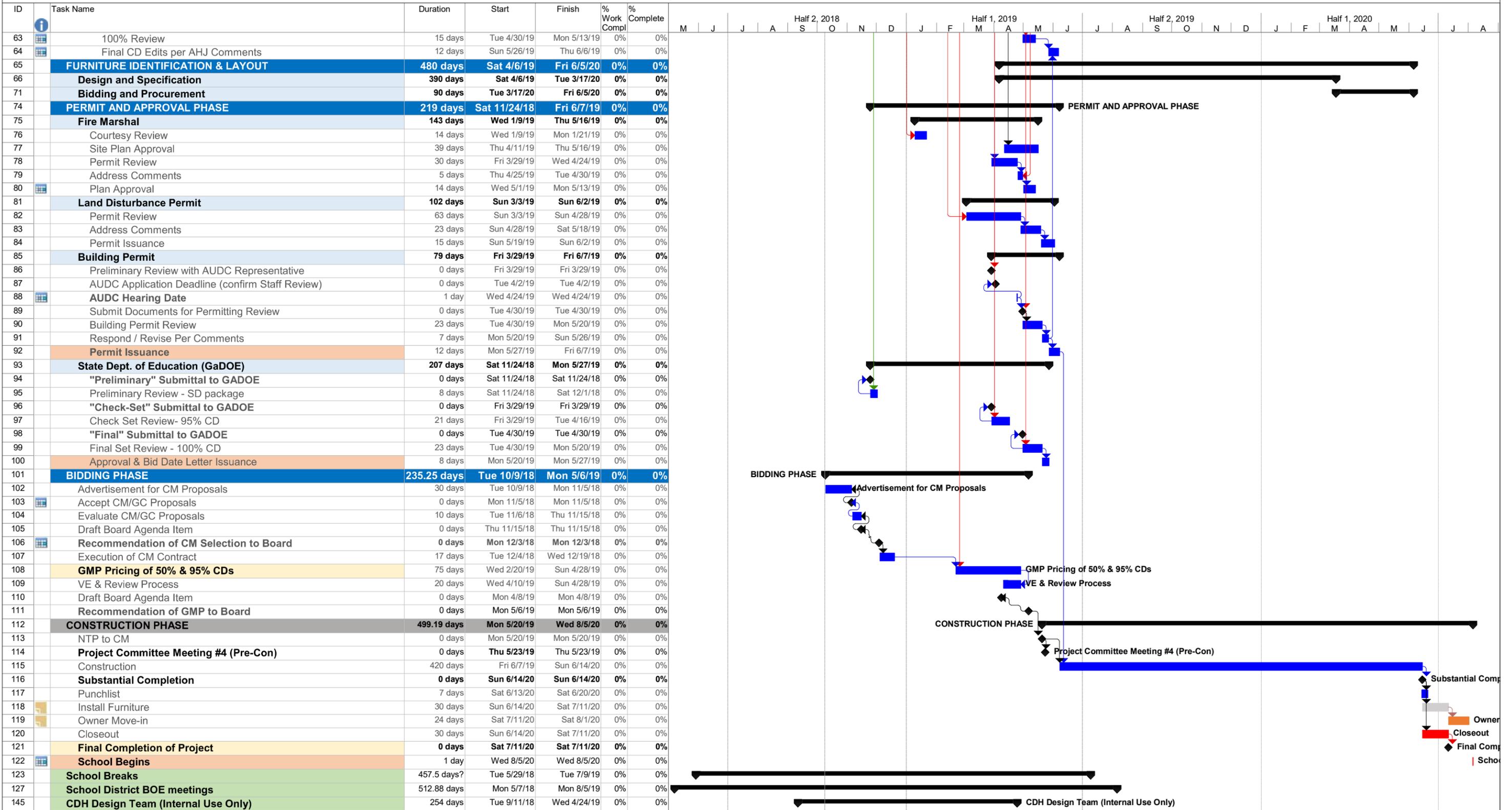
**Humphries ES**  
Proposed Project Schedule for [Atlanta Public Schools]



**Milestones and Critical Path**

Task		Summary		Roll Up Milestone		External Tasks		Inactive Task		Manual Task		Manual Summary		Progress
Critical Task		Roll Up Task		Roll Up Progress		Project Summary		Inactive Milestone		Duration-only		Start-only		Deadline
Milestone		Roll Up Critical Task		Split		Group By Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Manual Progress

**Humphries ES**  
Proposed Project Schedule for [Atlanta Public Schools]



**Milestones and Critical Path**

Task		Summary		Rolled Up Milestone		External Tasks		Inactive Task		Manual Task		Manual Summary		Progress
Critical Task		Rolled Up Task		Rolled Up Progress		Project Summary		Inactive Milestone		Duration-only		Start-only		Deadline
Milestone		Rolled Up Critical Task		Split		Group By Summary		Inactive Summary		Manual Summary Rollup		Finish-only		



## **Sign Off Sheet**



## SIGN OFF SHEET

The design intentions outlined in this document are approved contingent on the following modifications.

Item Number	Modification	Explanation
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\_\_\_\_\_  
Director of Capital Improvements

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Executive Director of Facilities

\_\_\_\_\_  
Signature

\_\_\_\_\_

\_\_\_\_\_  
Signature



## Photo Documentation



**Description:** Pothole in rear parking drive isle



**Description:** ADA striping not compliant with code. The 3<sup>rd</sup> ADA space needs to have a striped landing and doesn't appear to be less than 2% slope in all directions



**Description:** Cracks in existing parking areas



**Description:** Existing loading dock doesn't have handrails along stairs

## Civil Photo Documentation



**Description:** Smaller dumpster is not on a concrete pad



**Description:** Section of concrete walk needs to be repaired in courtyard



**Description:** Site railing in courtyard on top of walls are a fall hazard for small children



**Description:** Stair rail is loose

## Civil Photo Documentation



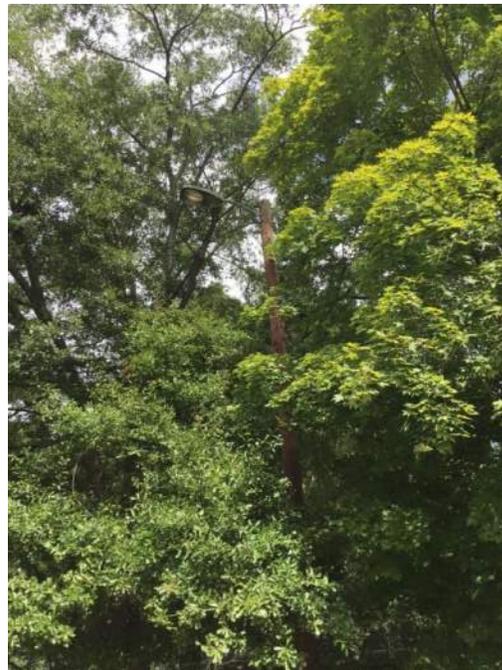
**Description:** Section of concrete walk needs to be repaired along roadway



**Description:** Top rail road tie appears to be falling



**Description:** Concrete steps missing handrail and side walk is cracked



**Description:** Light at school bus drop off appears broken



**Description:** Limited ground cover vegetation in the front of school



**Description:** According to Assessment report existing sewer system was installed in 1940 with 50 year service life. According to the achieved survey from 1991 the existing sewer line is 8" clay pipe. At time of visit we observed what appears to be a lift station down in field. This life station most likely pumps the building sewer flows around the existing building to the existing sewer system in the r/w



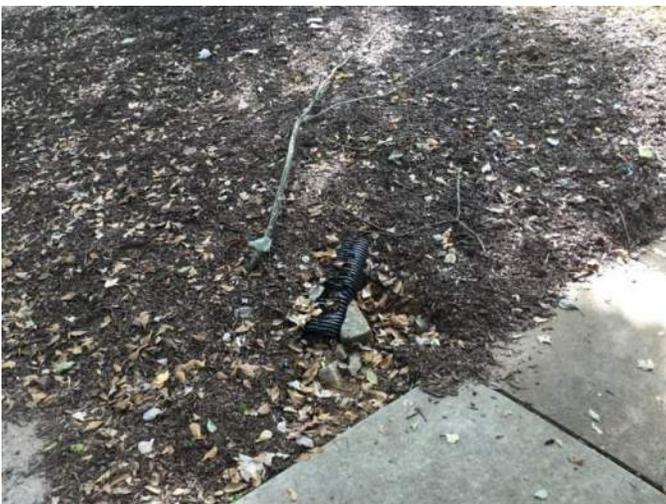
**Description:** According to Assessment report existing water line was installed in 1940 with 50 year service life. Was only able to locate one (1) hydrant on site which is in the front of school in r/w



**Description:** Small signs of erosion



**Description:** Signs of erosion



**Description:** HDPE drainage pipe daylighting out of grade destroyed



**Description:** Concrete flume in poor shape

## Civil Photo Documentation



**Description:** Downspout damaged



**Description:** Erosion in courtyard and damaged yard drain



**Description:** Signs of soil failure around drop inlet in play field



**Description:** Signs of erosion onto neighboring property



**Description:** The majority of the wood trim and soffits of Buildings #2031 and #2030 is deteriorating and in need of repair.

## Architectural Photo Documentation



**Description:** Exterior brick surfaces



**Description:** Existing exterior aluminum windows.



**Description:** Painted brick and concrete surfaces are peeling.



## Architectural Photo Documentation



**Description:** Existing typical classroom windows have operable window for egress.



**Description:** Windows at second floor of Building #2030 are splaying outward and do not have adequate support between windows.

## Architectural Photo Documentation



**Description:** Built-up & ballasted roof areas that are retaining moisture.



**Description:** Existing roof drains appear in fair condition and no clogging was observed.



**Description:** Existing roof hatch

## Architectural Photo Documentation



**Description:** Existing gravel stop and fascia appears to be in good condition.



**Description:** The roof structure of Building #2030 is originally constructed in 1940 and is now failing in multiple locations.



**Description:** Existing stone parapet cap appears to be needing cleaning.



**Description:** The roof of Building #2031 appears to be in fair condition with no reported leaks.

## Architectural Photo Documentation



**Description:** Existing solid wood doors and door hardware throughout the facility appears to be functioning properly. The existing classroom locks are not up to date with the latest lockdown procedures.



**Description:** Existing wired glass at rated doors.



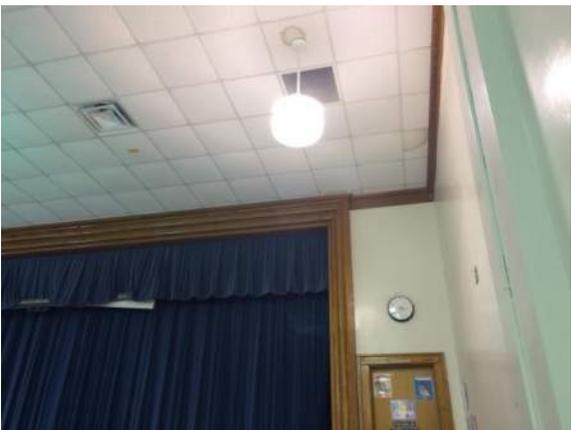
**Description:** Door and door frame in Building #2030, with infilled transom.



**Description:** Rotted wood window sill in building #2031.



**Description:** Existing plastic laminate casework in classrooms are in fair condition. However, the casework layout does not meet current APS standards.



**Description:** Existing wood trim in Building #2031 is rotting and decaying in multiple locations.

## Architectural Photo Documentation



**Description:** Existing typical Toilet partitions. Restrooms in Building #2032 are in fair condition and currently meet APS standard.



**Description:** Urinal screens



**Description:** Railings in existing typical exit stair do not meet current Life Safety codes.



**Description:** Existing signage does not meet ADA standards or APS standards.

## Architectural Photo Documentation



**Description:** Typical existing wall finish



**Description:** Typical restroom finishes.



**Description:** Restrooms in building #2032.



**Description:** Typical existing floor finish.



**Description:** Ceiling in Building #2031.

## Architectural Photo Documentation



**Description:** Existing typical ceiling in all buildings (except #2031) recently replaced in 2015.



**Description:** Existing wood framed canopy was originally installed for temporary portables during previous construction and is no longer needed. The frame is also no longer structurally sound.



**Description:** Existing elevator cab.



**Description:** Exterior railings



**Description:** Exterior stairs missing railings.

## Structural Photo Documentation

### Photo Reference

### Description and Narrative



**Description:** Exterior view of 1999 entry addition



**Description:** View of 2<sup>nd</sup> level brick support between the 1967 main structure and the 1999 added entry structure.

## Structural Assessment



**Description:** Floor framing system of the structures built prior to 1967.



**Description:** Entry doors at the existing auditorium



**Description:** Exterior view of building 2030 proposed to receive new roof framing.

## Structural Photo Documentation



**Description:** Roof view of 2030 building proposed to receive new roof framing.



**Description:** Building 2030 back windows leaning visibly toward the exterior.

## Mechanical Photo Documentation



**Description:** Existing Water Heaters



**Description:** Existing Urinals



**Description:** Existing Lavatories



**Description:** Existing Water Closets

## Mechanical Photo Documentation



**Description:** Existing Classroom Sinks



**Description:** Existing Water Coolers



## Mechanical Photo Documentation



**Description:** Existing HVAC system is VRF with dedicated outdoor air units. Dedicated split system fan coil units are provided for IT/Data rooms. A new building automation system was also provided.



**Description:** Several fan coil units have been damaged. Covers and filters are missing



**Description:** Existing natural gas service.

## Mechanical Photo Documentation



**Description:** Existing electrical service.



## Mechanical Photo Documentation



**Description:** Existing light fixtures are T8 and are in good condition.



**Description:** Existing Fire Alarm System



# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

---

## ***APS Internal Design Review Procedures***

The APS Design Guidelines and APS Standard Specifications (current issue dated December 1, 2010) are the collection of the requirements, guidelines and technical specifications that are intended to guide and direct the design and construction of all APS Capital Improvement Projects. The requirements contained in these documents represent the collection of contributions from many operational and instructional departments within the Atlanta Public Schools.

APS Project Manager is responsible for assuring that projects are designed and constructed according to the approved guidelines and specifications. The Project Manager is responsible for obtaining the review and sign-off of the construction documents, making corrections and changes in the documents as necessary to ensure that the guidelines and specifications are followed.

In many cases and to minimize any re-design efforts, appropriate reviews should be completed 1) prior to the start of design, 2) at design narrative, 3) design development and at 4) completion of design. At each review session, sign-off should be obtained and a final review and approval prior to the documents being released for construction.

The APS Departments and individuals requiring review and sign-off for the documents being released for construction include but may not be limited to the: Construction Project Manager, Director of Capital Improvements, Director of Maintenance and Operations, Manager of Design Standards, Technology, Associate Superintendent of Instruction, Safety and Security, Nutrition, Transportation, FF&E / Relocation, Athletics / Physical Education, Career Education.

See the following document for the latest list of departments requiring review.

# Atlanta Public Schools

Facilities Services Department - Construction Management Team

July 1, 2020

## APS INTERNAL DESIGN REVIEW SUBMITTALS

	DEPARTMENT	REVIEWER	SUBMITTALS	COMMENTS
1	Project Manager	Varies by project	Complete set	
2	Director of Capital Improvements	Jere Smith	Complete set	
3	Director of Maintenance & Operations	Robert Palmer	Complete set	
4	Region Maintenance Manager	Varies by project	Complete set	
5	Design Standards	Sandra Horton	Complete set	Design Narrative to Construction Documents
6	Data, Voice & Video	Joe Mitchell	Low Voltage Plans	
7	CCTV & Access Control	Joe Mitchell	Low Voltage Plans	
8	Burglar Alarm	Joe Mitchell	Low Voltage Plans	
9	HVAC & Controls	Roderick Rayner	Mechanical Plans	
10	Safety & Security	Ralph Velez	Site & Floor Plans Low Voltage	
11	Nutrition	Marilyn Hughes	Floor Plans	Cafeteria and Kitchen Plans if applicable
12	Transportation	John Franklin	Site Plan	Site Plans if applicable
13	Furniture, Fixtures and Equipment (FF&E)	Cherrie Wutke	Floor Plans	
14	Relocation	Cherrie Wutke	Floor Plans	
15	Locksmith	Kelli Kyzer	Floor Plans	
16	Athletics	Jasper Jewel	Site Plan with fields	
17	Physical Education		Site & Floor Plans	Site and Floor Plans if applicable
18	Interactive Learning		Floor Plans	Floor Plans if applicable
19	Career Education		Complete set	
20	Art & Music		Floor Plans	
21	Science & Math		Floor Plans	
22	JROTC (High Schools only)		Floor Plans	Include specifications for equipment (rifle range, amory, uniform storage, etc.)
23	Associate Superintendent	Varies by project	Complete set	Covers art, music, special programs
24	Program for Exceptional Children (PEC)	Judy Benjamin	Floor Plans	
25	Energy & Environmental Services (Hazardous Materials)	Victor Gathier	Floor Plans	Schedule abatement at design development
26	Equipment Salvage		As necessary	
27	Historic Artifacts		As necessary	
28	Waste Management	Markeshia Parris	Site Plan	

### NOTES:

- 1 Project Managers must obtain a written sign-off on construction documents from each department noted above before starting construction.
- 2 Project Managers should supply additional drawings to those indicated if required by the individual reviewer.
- 3 Names of reviewers may change from time to time based on any future administrative reorganizations.



# INTERNAL DEPARTMENT REVIEW & APPROVAL FORM

Documents: \_\_\_\_\_

DATED: \_\_\_\_\_

**SCHOOL:**  
**ARCHITECT:**

This form acknowledges that the scope of work shown on the above referenced documents has been reviewed by the identified APS Internal Department (department head signature below) noted below:

**Acknowledged by:**

\_\_\_\_\_  
Associate Superintendent \_\_\_\_\_  
Date

\_\_\_\_\_  
Principal \_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director of Facilities \_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Capital Improvements \_\_\_\_\_  
Date

\_\_\_\_\_  
APS Project Manager \_\_\_\_\_  
Date

\_\_\_\_\_  
APS Maintenance Manager \_\_\_\_\_  
Date

\_\_\_\_\_  
APS Technology Liaison \_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ATLANTA  
PUBLIC  
SCHOOLS

# INTERNAL DEPARTMENT REVIEW & APPROVAL FORM (PAGE TWO)

**DOCUMENTS:**

**DATED:**

**SCHOOL:  
ARCHITECT:**

\_\_\_\_\_  
APS Technology

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS HVAC

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS Nutrition

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS Security

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS Athletics

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS CCTV, Access Control, Fire/Burglar

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS Science Labs

\_\_\_\_\_  
Date

\_\_\_\_\_  
APS CTAE

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR INFORMATION ONLY



# INTERNAL DEPARTMENT COMMENT FORM

DOCUMENTS: \_\_\_\_\_ -  
DATED: \_\_\_\_\_

SCHOOL: \_\_\_\_\_  
ARCHITECT: \_\_\_\_\_

This form acknowledges that the scope of work shown on the above referenced documents has been reviewed by the identified APS Internal Department (department head signature below). Appropriate comments will be transmitted to the architect for incorporation into the final construction documents as directed by the Project Manager.

The proposed layout and location are acceptable:

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The proposed design includes its programmed requirements for this space.

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Other comments:

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Acknowledged by:

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ date: \_\_\_\_\_

# Atlanta Public Schools

## ***Construction Manager Assignment & Responsibilities***

Most major APS Capital Improvement project will be completed via the Construction Management at Risk delivery method. The Construction Manager will be assigned to a project at any time or level of completion of the construction documents. At the discretion of the APS Facilities Services Department any project will be publicly bid to “traditional” General Contractors and completed under a lump sum contract.

Where no special conditions or schedule constraints exist major capital improvement projects will typically be “bid”. There will be an evaluation of the CMs’ proposals based on the project specific approach, team members, schedule, fees, general conditions, GMP, etc. A recommendation will be made to the Board for formal approval.

If project conditions warrant (e.g., compressed schedule, complicated phasing, etc.) Construction Managers may be selected and assigned to projects. There will be an evaluation of the proposed CM’s current work load, special expertise, past performance, ability to meet cost, quality and schedule goals, etc. The reasons for the assignment will be documented and maintained in the project records. A recommendation will be made to the Board for formal approval.

Unless the project schedule or other project conditions dictate otherwise Construction Managers at Risk will typically be required to package, advertise and publicly bid the scope of work included in Divisions 2-16 of the project per the APS Purchasing and GADOE Guidelines. Construction Managers are responsible for taking aggressive steps to ensure active participation (a minimum of 3 bidders) by sub-contractors for all bid packages associated with the project.

## **Construction Manager Deliverables**

Construction Managers must produce the following item upon request.

- 1.) Project Approach
- 2.) Project Schedule
- 3.) Project Team
- 4.) Constructability Review of the Design Documents
- 5.) List of Value Engineering Suggestions
- 6.) Project Impediments and Solutions
- 7.) General Conditions and Fee
- 8.) Guaranteed Maximum Price (GMP)

## ***Construction Manager Assignment and Responsibilities***

### **Construction Management Contract**

The contract for the Construction Manager at Risk is the APS Construction Management Agreement. No proposed amendments to the agreement by the Construction Manger will typically be considered. This includes the current APS Design Guidelines, Standard Specifications and Bulletins. An example of the Construction Management Contract is in Tab 31.

### **GMP Establishment, Work Package Bidding and Sub-Contract Award**

It is a fundamental responsibility of the APS Project Manager to obtain a GMP from the Construction Manager (CM) that is equal to or less than the Construction Budget for the project. This may require extensive re-design, value engineering and or negotiation among the project team to achieve this end. The “reconciliation” of the GMP with the Construction Budget should occur early in the project delivery process and the efforts to get to this goal should be aggressive and exhaustive as possible.

The Construction Manager’s GMP must be structured and presented in the “APS GMP Summary” and will include only the following items.

- 1.) Pre-bid estimates for the scope of work in Divisions 2-16.
- 2.) General Conditions (Division 1) will be a percentage of the total of the items in Line 1.
- 3.) Estimates for Bonds and Insurance
- 4.) Fee to the Construction Manager will be a percentage of the total of items in Line 1, 2 & 3.
- 5.) Contingency should not exceed 6% of the total of the items in Line 1. The exact amount will evaluated and established based on project conditions, complexity, etc.

### **Construction Manager Removal**

If the Construction Manager fails to produce any of the required documents noted above in a timely fashion or if value engineering and other negotiations are not successful in reconciling the Construction Manager’s GMP with the project’s Construction Budget, a decision should be made to remove the CM from the project. If the Construction Manager is removed from a project for the failure to meet one of these fundamental obligations, the CM will not be compensated for their efforts prior to the date of removal.



FACILITIES SERVICES  
1631 LAFRANCE STREET  
ATLANTA, GEORGIA 30307

**JERE J. SMITH III, AIA**  
DIRECTOR OF CAPITAL IMPROVEMENTS  
(404) 802-3736  
FAX (404) 802-3897  
[iersmith@atlanta.k12.ga.us](mailto:iersmith@atlanta.k12.ga.us)

November 8, 2018

Approved APS Construction Managers

**Re: Request for Proposals for  
Humphries Elementary School  
Renovations and Modifications Project**

Ladies and Gentlemen,

The Atlanta Public Schools, Facilities Services Department, Construction Management Team invites you to submit a Construction Management at Risk (CM) Proposal for the **Humphries Elementary School Renovations and Modifications Project**. The intent of this effort is to establish the conditional project assignment for a Construction Manager and enter into the standard APS Construction Management Agreement with the successful Board approved Construction Manager.

The architect for the project is CDH Partners, Architects. The planning and design for the project is underway. At this time the construction documents are not yet complete. A Project Summary Description, recent survey and facility inventory drawings of the existing facility are included for your use in this effort.

The APS Design Guidelines, APS Standard Specifications, APS Bulletins to Design and Construction Professionals, APS Capital Project Expectations and APS standard Construction Management Agreement are located on the APS Web Site at this address: <http://www.atlantapublicschools.us/site/Default.aspx?PageID=21562>. You may obtain copies of these documents at your discretion and expense.

You should familiarize yourself with the project conditions, requirements, the project description and the described and inferred project scope before making your proposal. Your approach to the design management, construction and schedule for this project should be established at your discretion but must be crafted in such a way to expedite start of construction by June 1, 2019 and complete not later than June 1, 2020.

Your proposal for this project should be based on the information provided, the existing site conditions, your experience as a Construction Manager at Risk, your knowledge of K-12 construction projects, APS construction projects, the APS Design Guidelines and the APS Standard Specifications and your prior commitment to the Atlanta Public Schools as an approved Construction Manager at Risk.

November 8, 2018

**Re: Request for Proposals for  
Humphries Elementary School  
Renovations and Modifications Project**

Your Construction Management at Risk (CM) proposal must include the following items:

- 1) Your history of completing similar complex renovation, addition and re-use projects on schedule and within specified budget.
- 2) Your current workload with APS and others, proposed manpower and potential ability to complete this project.
- 3) Your provisions for quality control and approach to controlling and correcting deficiencies.
- 4) Your ability to timely close out a project and response to warranty requests.
- 5) Your discussion and proposed approach to the project based the APS schedule that includes design completion, permitting, construction phasing, identification of potential project impediments and proposed solutions, proposed logistics plan, temporary facilities, security, furnishing, close-out, etc.
- 6) The resumes of personnel assigned to the project and their potential ability to satisfactorily complete the project.
- 7) The resume of the Site Superintendent and their potential ability to satisfactorily complete the project.
- 8) Your proposed costs for your General Conditions and Fee for the project.
- 9) Your unqualified statement of agreement to execute the standard APS Construction Management Agreement as written with no changes.

Your proposal must be for a “total project”, based on the standards cited above, and must represent the “highest intent” or “worst case” as inferred by the documents. It is expected that you will execute the APS standard Construction Management Agreement as written with no amendments and perform the entire scope of the project inferred and described including all of the duties described by the for an amount not to exceed the Stated Cost Limitation which is anticipated to become the accepted Guaranteed Maximum Price (GMP). We expect that the delivery method and costs that you present will result in the best value for the Atlanta Public Schools.

Note that APS may direct that this project be packaged, advertised and publicly bid according to the Atlanta Public Schools and the Georgia DOE processes and requirements. In order for us to give any serious consideration to your proposal, your approach, schedule, GC and Fee proposal must be thorough, complete and represent your binding commitment to Atlanta Public Schools to complete the project for the Stated Cost Limitation which will become your contract amount. Formal contract award will be based on your GMP and will be contingent on available funding and the approval of the Atlanta Board of Education (Board).

Your Construction Management at Risk (CM) proposal will be reviewed and evaluated based on the following criteria:

- 1) Your history of completing similar complex renovation, addition and re-use projects on schedule and within specified budget.
- 2) Your current workload with APS and others, proposed manpower and potential ability to complete this project.

PAGE 3

November 8, 2018

**Re: Request for Proposals for  
Humphries Elementary School  
Renovations and Modifications Project**

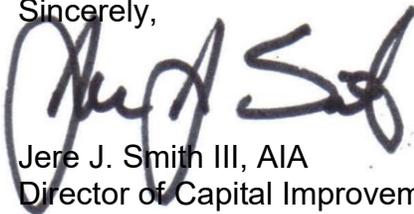
- 3) Your provisions for quality control and your approach to controlling and correcting deficiencies.
- 4) Your ability to timely close out a project and response to warranty requests.
- 5) Your discussion and proposed approach to the project based the APS schedule that includes design completion, permitting, construction phasing, identification of potential project impediments and proposed solutions, proposed logistics plan, temporary facilities, security, furnishing, close-out, etc.
- 6) The resumes of personnel assigned to the project and their potential ability to satisfactorily complete the project.
- 7) The resume of the Site Superintendent and their potential ability to satisfactorily complete the project.
- 8) Your proposed costs for your General Conditions and Fee for the project.
- 9) Your unqualified statement of agreement to execute the standard APS Construction Management Agreement as written with no changes.

A review and evaluation of your proposal will only be for the purpose of determining qualifications for conditional assignment to a project. The Atlanta Public Schools Construction Management Team reserves the right to reject any and all proposals. Conditionally assigned Construction Managers will be expected to perform all pricing, value engineering, design participation and document constructability reviews at various intervals consistent with the Atlanta Public Schools Construction Management Team standard policies, procedures and standard APS Construction Management Agreement.

Three (3) copies of your proposal should be submitted to the offices of the Atlanta Public Schools, Facilities Services Center, 1631 LaFrance Street, Atlanta, Georgia 30307, by 2:00 pm, Thursday, December 6, 2018. A pre-proposal meeting will be held at the offices of the Atlanta Public Schools, Facilities Services Center, 1631 LaFrance Street, Atlanta, Georgia 30307, at 10:00 am, Tuesday, November 13, 2018.

Please do not contact the principal or any school administrator directly. If you have any questions contact the APS Project Manager is George Harkness at 404 802-3714. If you have any additional questions please contact me at 404 802-3736. Thank you for your interest and participation in the APS Capital Improvement Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Jere J. Smith III". The signature is stylized and written over a circular stamp or watermark.

Jere J. Smith III, AIA  
Director of Capital Improvements

xc: Alvah Hardy, George Harkness

# Atlanta Public Schools

Facilities Services Department

November 8, 2018

---

## ***Construction Management Team***

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### **Humphries Elementary School – Renovations and Modification**

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The successful construction manager will be expected to provide all services included in the standard APS Contract for Construction Management services for renovations and modifications at the following school.

1. Humphries Elementary School  
3029 Humphries Drive, SE.  
Atlanta, Georgia 30354

The Atlanta Public Schools seeks to improve the function and appearance of Humphries Elementary School facility. The basic program for the project to be responded to may include but may not be limited to the items listed below. Some changes to the classroom layout, function or relationship to other spaces or changes to the building infrastructure or major systems may be added as the planning process moves forward.

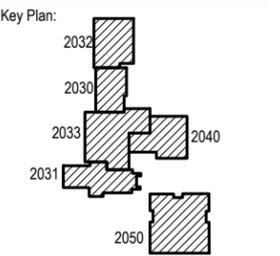
- HVAC System replacement completed 2016
- Upgrades to classrooms, support and administrative spaces to best support the elementary school program
- Roof and envelope upgrades
- Door, window and hardware upgrades
- Electrical, HVAC and plumbing upgrades
- Exterior and interior finish upgrades
- Data, voice, video upgrades
- Life Safety systems upgrades
- Interior and exterior signage upgrades
- CCTV, security and access control upgrades
- Furniture and casework upgrades
- Site upgrades
- Traffic and parking improvements
- Improved identity of main / public entry and bus / carpool entry
- Improved bus, carpool drop-off and pedestrian access and flow
- Improved ADA accessibility
- Elevator improvements
- Landscaping and hardscape improvements
- New monument sign
- Construction Budget \$8,500,000
- It is anticipated that the students will be relocated for the project duration
- See the most recent Needs Assessment Report at the link noted below

<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/4657/Humphries%20Elementary%20School.pdf>

Facility:  
**HUMPHRIES ELEMENTARY SCHOOL**  
 3029 Humphries Drive, S.E.  
 Atlanta, Georgia 30354  
 Georgia DOE Facility Number:  
**5562**

IUs:	31
FTE:	450
Site Area:	8.2 Acres
Total Building Area:	66,228 s.f.

DOE Building Number:	Date Occupied
2030	1940
2031	1949
2032	1993
2033	1996
2040	1967
2050	1996



Date: 2014 Property Inventory

Revision:

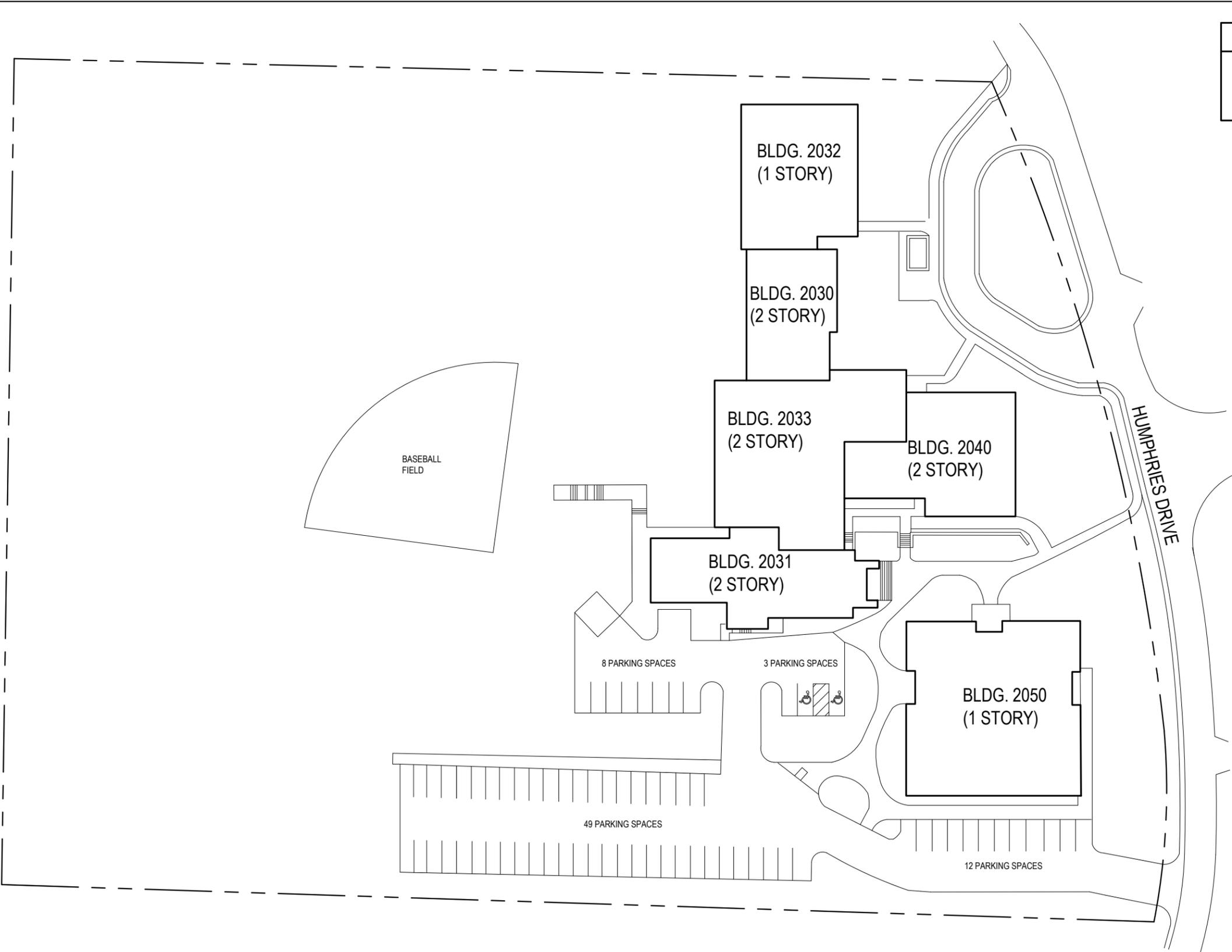
Sheet Title:

**SITE PLAN**

Sheet Number:

**C1**

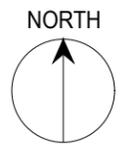
**GADOE SQUARE FOOTAGE**  
 EXTERIOR: 42,609 SF  
 INTERIOR: 66,228 SF



**SITE PLAN**



SCALE: 1"=60'



Atlanta Public Schools  
 Facilities  
 Service Center  
 1631 La France Street, N.E.  
 Atlanta, Georgia 30307

Facility:

**HUMPHRIES ELEMENTARY SCHOOL**

3029 Humphries Drive, S.E.  
 Atlanta, Georgia 30354

Georgia DOE Facility Number:

**5562**

IUs: 31

FTE: 450

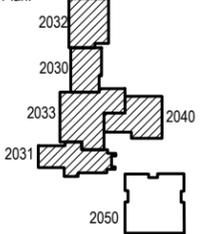
Site Area: 8.2 Acres

Total Building Area: 66,228 s.f.

DOE Building Number: Date Occupied

2030	1940
2031	1949
2032	1993
2033	1996
2040	1967
2050	1996

Key Plan:



Date: 2014 Property Inventory

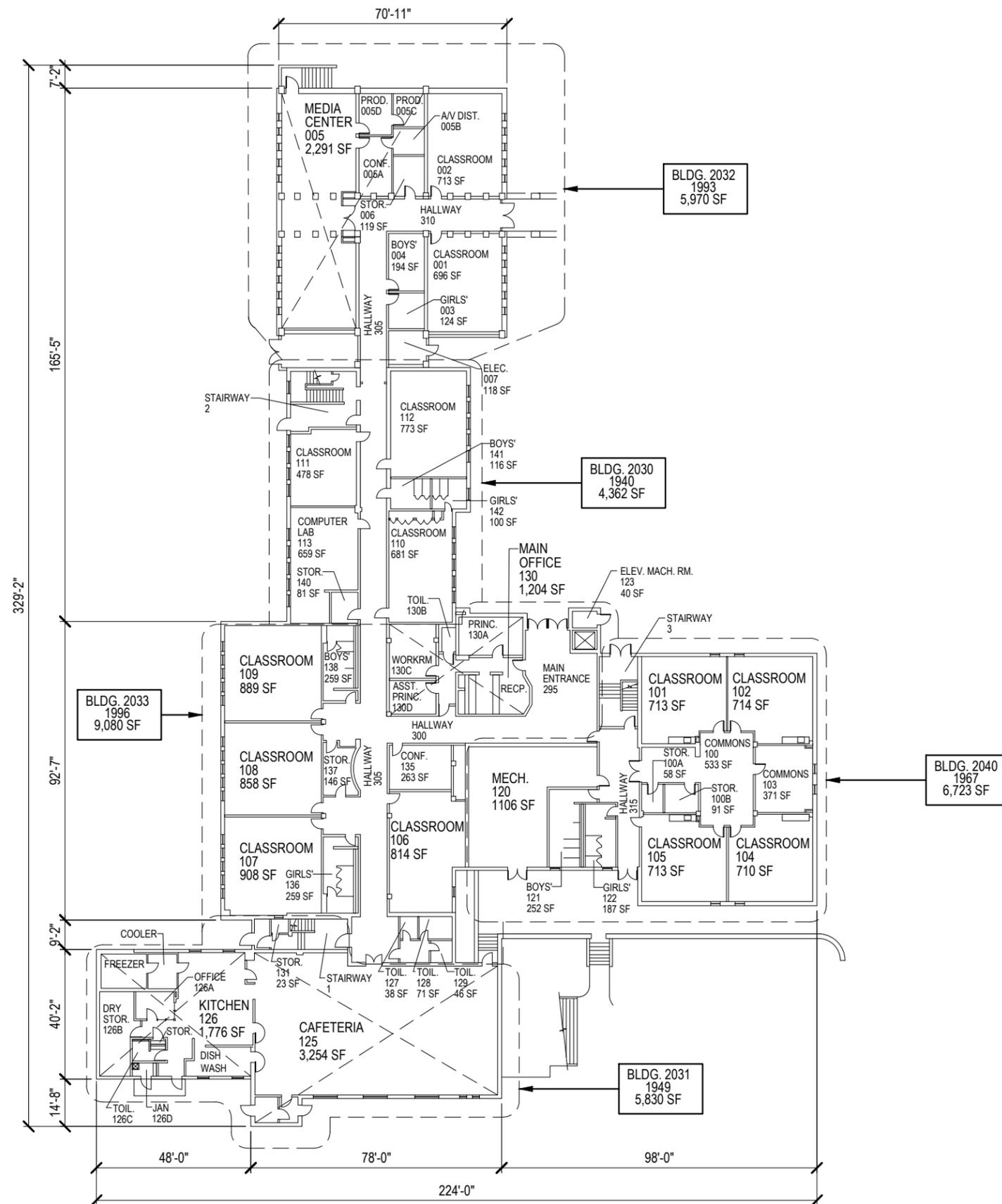
Revision:

Sheet Title:

**FIRST FLOOR**

Sheet Number:

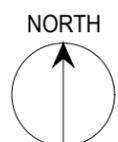
**A1**



**FIRST FLOOR PLAN**



SCALE: 1"=40'



Facility:

**HUMPHRIES ELEMENTARY SCHOOL**

3029 Humphries Drive, S.E.  
 Atlanta, Georgia 30354

Georgia DOE Facility Number:

**5562**

ILUs: 31

FTE: 450

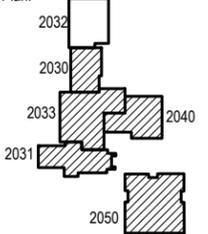
Site Area: 8.2 Acres

Total Building Area: 66,228 s.f.

DOE Building Number: Date Occupied

2030	1940
2031	1949
2032	1993
2033	1996
2040	1967
2050	1996

Key Plan:



Date: 2014 Property Inventory

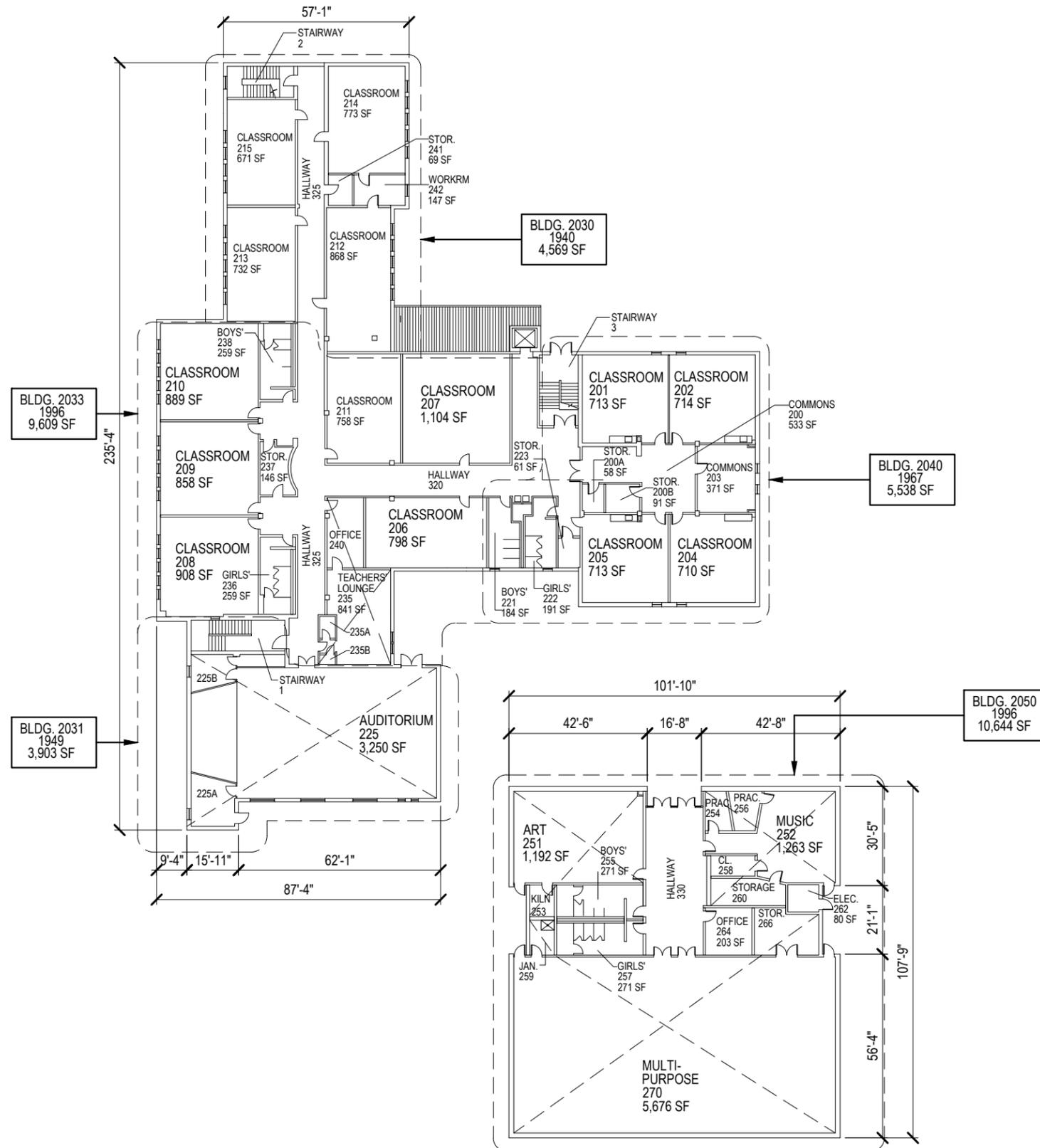
Revision:

Sheet Title:

**SECOND FLOOR**

Sheet Number:

**A2**

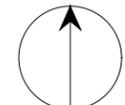


**SECOND FLOOR PLAN**



SCALE: 1"=40'

NORTH



LEGAL DESCRIPTION

ALL THAT TRACT OF LAND OR PARCEL OF LAND LYING IN LAND LOT 35 OF DISTRICT 14, FULTON COUNTY, GEORGIA WHICH IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TO FIND THE TRUE POINT OF BEGINNING, COMMENCE AT A POINT MARKED BY A 1/2-INCH REINFORCING BAR FOUND AT THE INTERSECTION OF THE SOUTHERN RIGHT-OF-WAY LINE OF SUST GRIFIN ROAD, A 50 FEET WIDE RIGHT-OF-WAY AND THE WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE, A 50 FEET WIDE RIGHT-OF-WAY;

THENCE SOUTH 53 DEGREES 04 MINUTES 02 SECONDS EAST ALONG SAID WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE A DISTANCE OF 275.93' TO A 1/2-INCH REINFORCING BAR;

THENCE SOUTH 40 DEGREES 03 MINUTES 37 SECONDS EAST ALONG SAID WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE A DISTANCE OF 84.62 FEET TO A 3/4-INCH REINFORCING BAR, SAID POINT BEING THE TRUE POINT OF BEGINNING;

THENCE, FROM THE TRUE POINT OF BEGINNING AS THUS ESTABLISHED, SOUTHEASTERLY ALONG SAID WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE ALONG AN ARC TO THE RIGHT AN ARC DISTANCE OF 318.42 FEET TO A CONCRETE MONUMENT FOUND, SAID ARC HAVING A RADIUS OF 1367.95 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 16 DEGREES 01 MINUTES 29 SECONDS EAST, A CHORD DISTANCE OF 317.96 FEET;

THENCE SOUTHEASTERLY ALONG SAID WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE ALONG A COMPOUND ARC, AN ARC DISTANCE OF 180.30 FEET TO AN OPEN TOP PIPE, SAID ARC HAVING A RADIUS OF 522.16 FEET AND BEING SUBTENDED BY A CHORD BEARING SOUTH 00 DEGREES 35 MINUTES 03 SECONDS EAST, A CHORD DISTANCE OF 179.40 FEET;

THENCE LEAVING SAID WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE, NORTH 87 DEGREES 02 MINUTES 12 SECONDS WEST A DISTANCE OF 688.79 FEET TO A CRIMPED TOP PIPE;

THENCE NORTH 02 DEGREES 04 MINUTES 18 SECONDS EAST A DISTANCE OF 479.51 FEET TO A CONCRETE MONUMENT;

THENCE SOUTH 89 DEGREES 04 MINUTES 02 SECONDS EAST A DISTANCE OF 565.69 FEET TO A 3/4-INCH REINFORCING BAR LOCATED ON THE WESTERN RIGHT-OF-WAY LINE OF HUMPHRIES DRIVE, SAID POINT BEING THE TRUE POINT OF BEGINNING.

THE AFORESAID PARCEL CONTAINS 7.0490 ACRES.

NOTES

1. THE FIELD EQUIPMENT USED FOR THIS SURVEY INCLUDED A WILD T1000 AND D1000 TOTAL STATION, AN MC-V DATA COLLECTOR AND A 100 FOOT STEEL TAPE.
  2. THE FIELD DATA UPON WHICH THIS SURVEY IS BASED HAS A CLOSURE PRECISION OF ONE FOOT IN 36,928 FEET AND AN ANGULAR ERROR OF TWO SECONDS PER ANGLE POINT AND WAS ADJUSTED USING COMPASS RULE METHOD.
  3. THE OVERALL BOUNDARY FOR THIS SURVEY HAS BEEN CALCULATED FOR CLOSURE AND HAS BEEN FOUND TO HAVE A CLOSURE PRECISION OF ONE FOOT IN 2,621,136 FEET.
  4. THE BASIS OF BEARING OF THIS SURVEY IS TRUE NORTH. DISTANCES SHOWN ON THIS SURVEY ARE GROUND DISTANCES.
  5. THE PROPERTY DEPICTED HEREON DOES NOT LIE WITHIN A DEFINED FLOOD HAZARD ZONE AS DETERMINED BY FLOOD INSURANCE RATE MAP PANEL NUMBER 135157 0044 C, EFFECTIVE DATE MARCH 4 1987, PUBLISHED BY THE NATIONAL FLOOD INSURANCE PROGRAM ADMINISTERED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
  6. LOCATION OF UNDERGROUND UTILITIES AS SHOWN ON THIS PLAT ARE APPROXIMATE, BASED ON THE BEST AVAILABLE INFORMATION.
  7. THE PROPERTY DEPICTED IS ZONED R-4 PER CITY OF ATLANTA ZONING.
- FRONT ---- 35 FEET  
 REAR ---- 15 FEET  
 SIDE ---- 20 FEET
8. ELEVATIONS DEPICTED ON THIS PLAT ARE BASED ON THE ELEVATION OF 308.40 FEET FOR THE LOWER FLOOR OF THE GYM AREA EAST OF THE KITCHEN AS DEPICTED ON A SITE PLAN BY GEORGE A. HAMPTON REVISED APRIL 17, 1967.

REFERENCES

1. SITE PLAN BY GEORGE A. HAMPTON REVISED APRIL 17, 1967.
2. CITY OF ATLANTA, DIVISION OF SEWERS MAP DATED APRIL 1957.
3. BOUNDARY SURVEY FOR ARTHUR B. AND CARLYN J. BALLARD BY GULSHAN L. SAWHNEY DATED JUNE 27, 1993.
4. BOUNDARY SURVEY FOR ARTHUR B. AND CAROLYN J. BALLARD BY JOHN L. HARPER DATED DECEMBER 1960.
5. DEED FOR LASSITER PROPERTIES, INC. RECORDED IN DEED BOOK 9051, PAGE 213.
6. WARRENTY DEED BETWEEN ROBERT A. YOUNG AND JOHN M. McCARTER AND RICHARD H. JOHNSTON DATED NOVEMBER 29, 1913, RECORDED IN DEED BOOK 5950, PAGE 478.
7. QUIT CLAIM DEED BETWEEN FULTON COUNTY BOARD OF EDUCATION AND CITY OF ATLANTA, A MUNICIPAL CORPORATION DATED 1955, RECORDED IN DEED BOOK 3196, PAGE 114.
8. QUIT CLAIM DEED BETWEEN FULTON COUNTY BOARD OF EDUCATION AND CITY OF ATLANTA, A MUNICIPAL CORPORATION DATED 1955, RECORDED IN DEED BOOK 3196, PAGE 115.
9. WARRENTY DEED BETWEEN W.E. TALIAFORRO, J.W. McWILLIAMS, MRS. S.T. McWILLIAMS, MRS. KATHRYN HOWELL AND MRS. M.H. ELLROY AND A.B. BALLARD, SR. AND MRS. CAROLYN J. BALLARD DATED MAY 9, 1931, RECORDED IN DEED BOOK 3654, PAGE 116.
10. QUIT CLAIM DEED BETWEEN FULTON COUNTY BOARD OF EDUCATION AND CITY OF ATLANTA, A MUNICIPAL CORPORATION DATED 1955, RECORDED IN DEED BOOK 3196, PAGE 113.

SURVEYOR'S CERTIFICATION

IN MY OPINION, THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH THE MINIMUM STANDARDS AND REQUIREMENTS OF LAW.

DATE: \_\_\_\_\_

DANIEL S. MAHAN  
 REGISTRATION NUMBER 2275

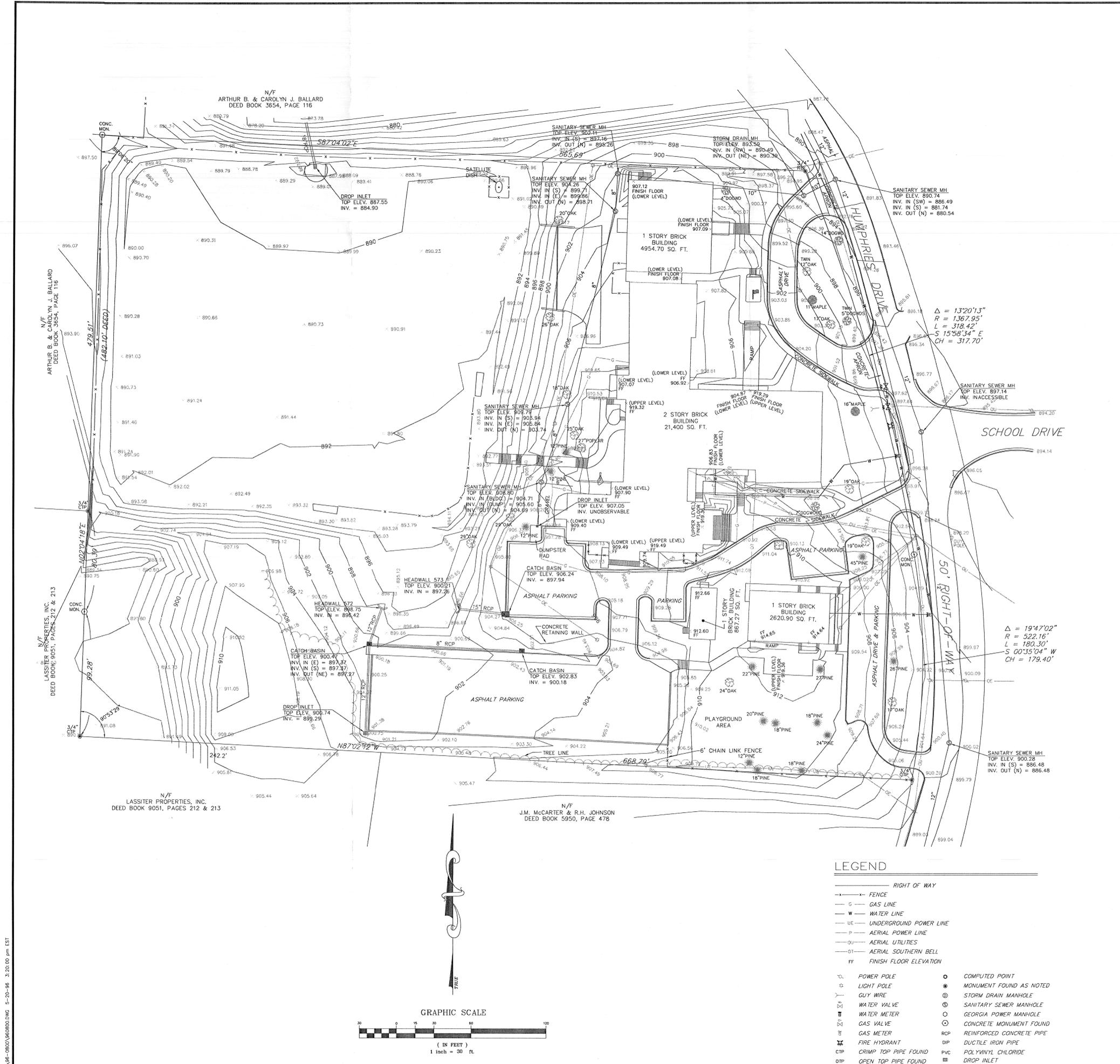
DATE	06-03-96
REVISION	

**W. L. JORDEN & CO., INC.**  
 1908 CLIFF VALLEY WAY N.E. SUITE 200  
 ATLANTA, GEORGIA 30329  
 ENGINEERS SURVEYORS PLANNERS

LOCATION: LAND LOT 35  
 14TH DISTRICT  
 CITY OF ATLANTA  
 FULTON COUNTY, GA.

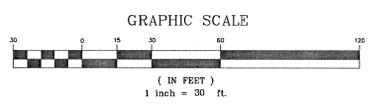
A BOUNDARY, TOPOGRAPHIC AND UTILITY SURVEY OF  
 JOSEPH W. HUMPHRIES ELEMENTARY SCHOOL FOR  
 ATLANTA PUBLIC SCHOOLS FACILITIES AND FINANCIAL SERVICE

SCALE	1" = 30'
DESIGNED BY	AS
DRAWN BY	JMG
APPROVED BY	ONE
SHEET	1
OF	ONE
FILE NO.	
	96-0800.8



**LEGEND**

—	RIGHT OF WAY	○	COMPUTED POINT
—x—	FENCE	⊙	MONUMENT FOUND AS NOTED
—G—	GAS LINE	⊙	STORM DRAIN MANHOLE
—W—	WATER LINE	⊙	SANITARY SEWER MANHOLE
—UE—	UNDERGROUND POWER LINE	⊙	GEORGIA POWER MANHOLE
—P—	AERIAL POWER LINE	⊙	CONCRETE MONUMENT FOUND
—A—	AERIAL UTILITIES	⊙	REINFORCED CONCRETE PIPE
—QT—	AERIAL SOUTHERN BELL	⊙	DUCTILE IRON PIPE
FF	FINISH FLOOR ELEVATION	⊙	PVC POLYVINYL CHLORIDE
⊙	POWER POLE	⊙	DROP INLET
⊙	LIGHT POLE	⊙	CATCH BASIN
⊙	GUY WIRE		
⊙	WATER VALVE		
⊙	WATER METER		
⊙	GAS VALVE		
⊙	GAS METER		
⊙	FIRE HYDRANT		
⊙	CRIMP TOP PIPE FOUND		
⊙	OPEN TOP PIPE FOUND		
⊙	REINFORCING BAR FOUND		





ATLANTA  
PUBLIC  
SCHOOLS

# Humphries Elementary School

3029 Humphries Drive, SE, Atlanta, GA 30354

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## Construction Manager Pre-Proposal Briefing

Atlanta Public Schools Facilities Service Center

November 13, 2018

Facilities Services Department

# Project Overview



- Grades: PK - 5
- Site Size: 8.2 acres
- Organization History: Multiple buildings. Constructed 1940 - 1998
- Status: Last renovated and expanded 1998  
Major HVAC renovation 2016
- Core Classrooms: +/- 26 (existing)
- Student Capacity +/- 650 @ 25 students per classroom (current)
- Core Classrooms: +/- 26 (proposed)
- Student Capacity: +/- 650 @ 25 students per classroom (proposed)
- Current Enrollment +/- 281 students
- Approximate Size: +/- 66,228 sf (existing)
- Tentative Schedule: School will be relocated Jun 2019  
Project duration Jun 2019 – Jun 2020

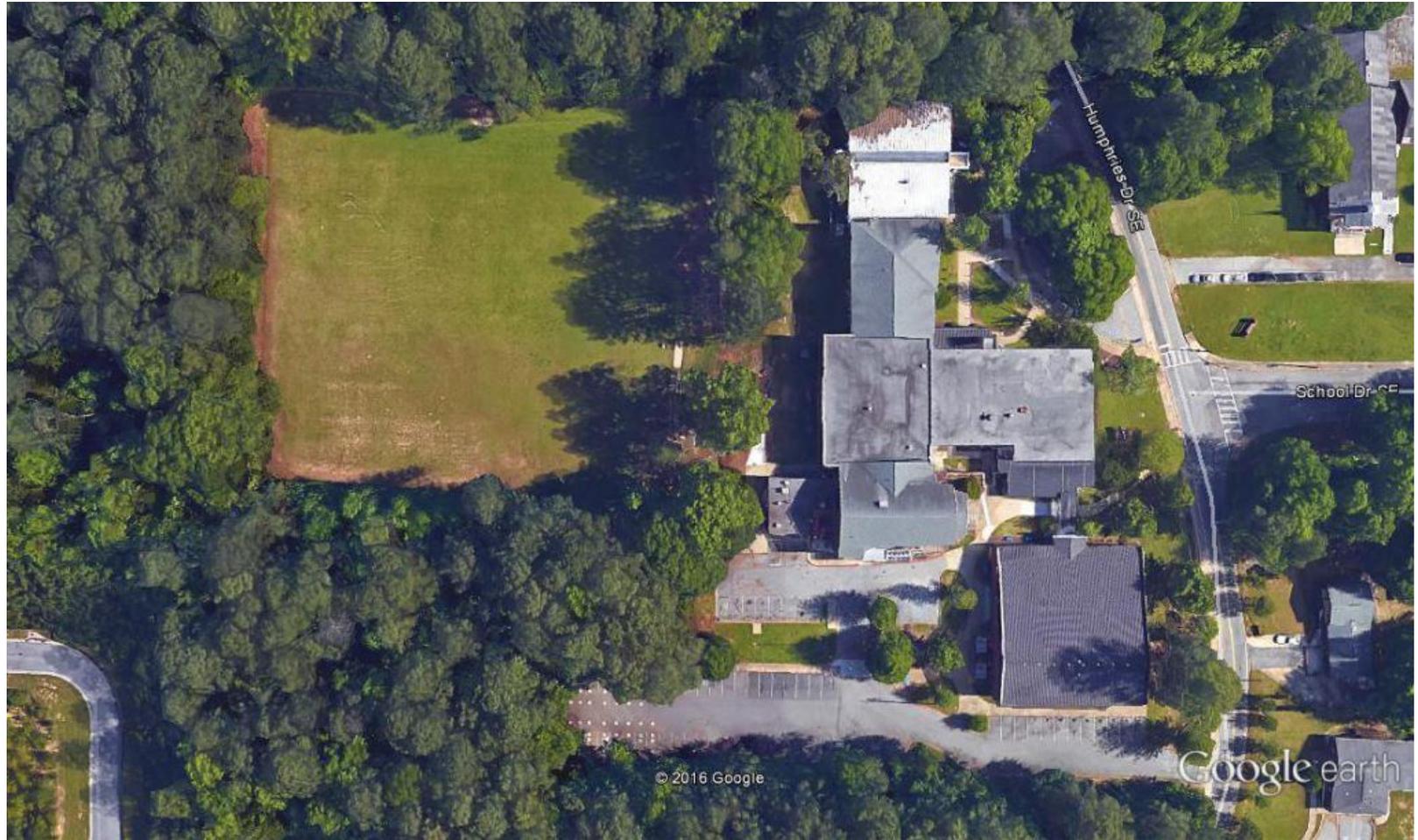
# Project Outline



- HVAC System replacement completed 2016
- Roof and envelope upgrades
- Door, window and hardware upgrades
- Electrical, HVAC and plumbing upgrades
- Exterior and interior finish upgrades
- Data, voice, video upgrades
- Life Safety systems upgrades
- Interior and exterior signage upgrades
- CCTV, security and access control upgrades
- Furniture and casework upgrades
- Site and Landscaping improvements
- Improved monument sign
- Improvements to storm water management system
- Construction Budget = \$8,500,000
- Other select improvements as identified in the 2015 Facility Assessment Report accessed at the following link.

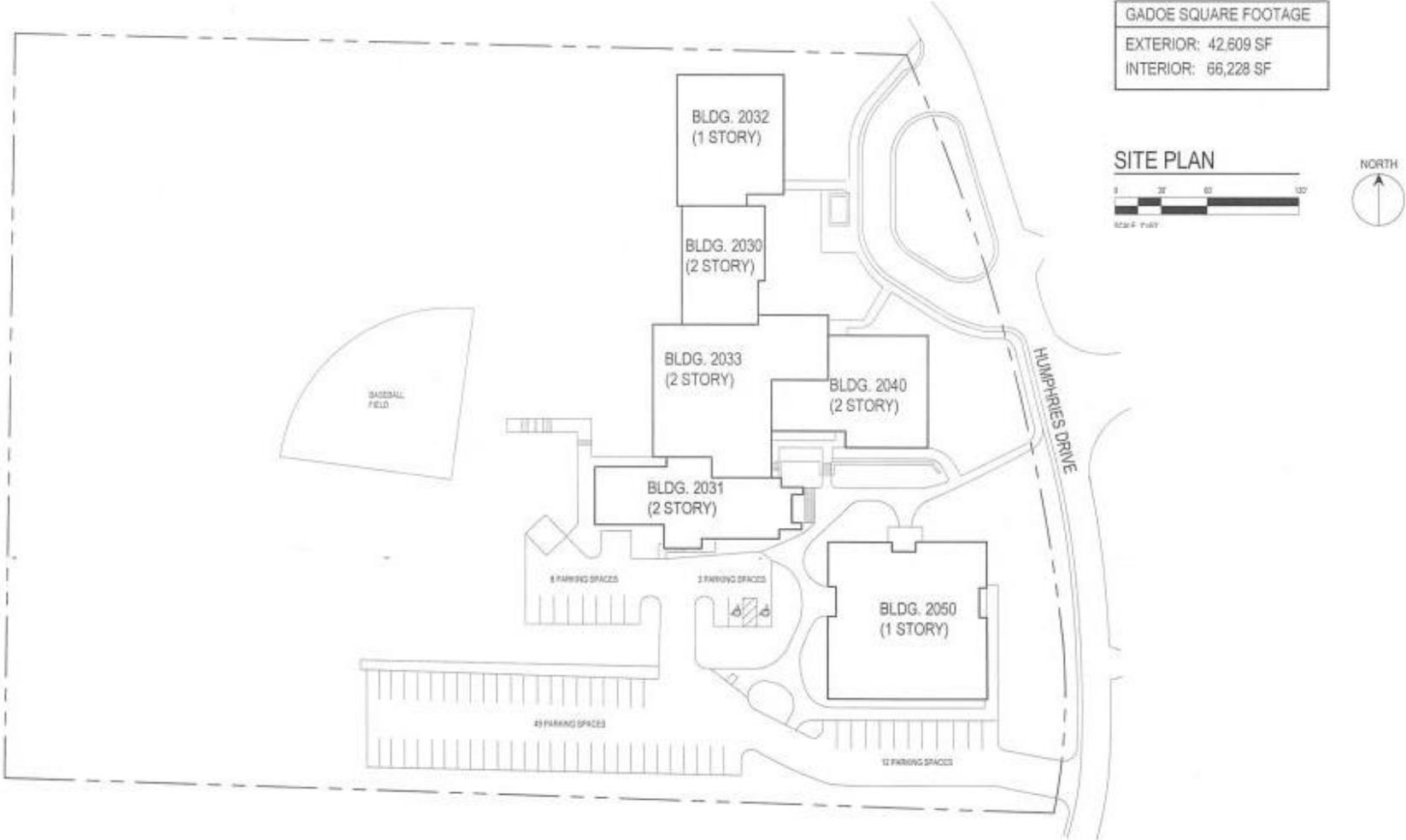
<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/4657/Humphries%20Elementary%20School.pdf>

# Project Location



**Aerial View of Existing Site**

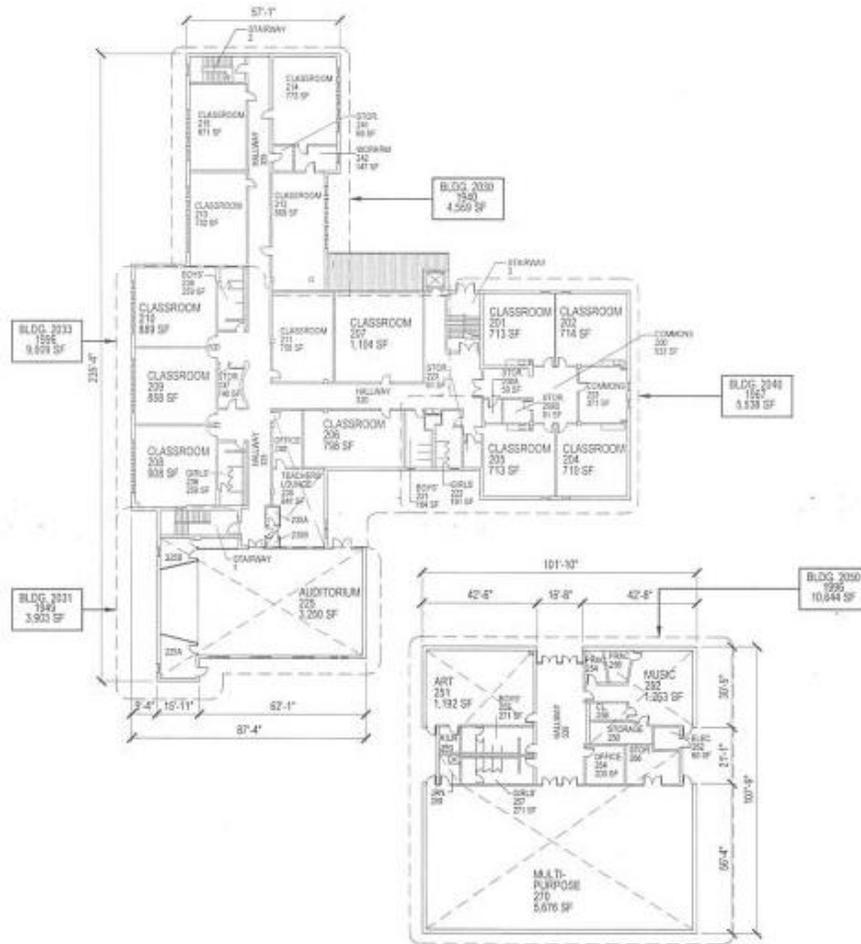
# Site Plan



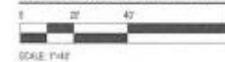
Existing Site Plan



# Floor Plans



SECOND FLOOR PLAN



Existing Second Floor Plan

# Project Photo



**Front Elevation**

# Project Timeline (Tentative)

- Architect RFP Issued Apr 12, 2018
- Architect Pre-Proposal Briefing Apr 18, 2018
- Site Inspection Apr 20, 2018
- Architect Proposals Due May 10, 2018
- Architect Presentations Jul 26, 2018
- Select Architect Jul 31, 2018
- Draft Design Narrative Oct 11, 2018
- CM RFP Issued Nov 06, 2018
- Project Committee Meeting #1 Nov 12, 2018
- CM Site Visit Nov 16, 2018
- CM Proposals Due Dec 06, 2018
- Complete Construction Documents Mar 2019
- Final GMP from CM Mar 2019
- Recommend CM to Board Apr 2019
- Project Start Construction Jun 2019
- Project Completion Jun 2020

**1:00 pm**  
**Friday, November 16, 2018**  
**at the**  
**Humphries Elementary School Site**

*If you have any questions contact the Project Manager. Do not contact the principal, school staff, community representatives, etc.*

**2:00 pm**  
**Thursday, December 6, 2018**  
**at**  
**APS Facilities Service Center**

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# Questions & Answers

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**During Construction progress reports for the  
Humphries Elementary School  
project can be accessed at:  
<http://www.atlanta.k12.ga.us>**

# Atlanta Public Schools

## ***Construction Management Process Outline***

1. Most major capital improvement projects are completed utilizing a Construction Manager (CM) at Risk selected from the APS list of approved CM firms.
2. The list of CMs was created through a public qualification process completed by the APS Procurement department and the list was approved by the Board.
3. When a narrative and conceptual design is established it will be issued with a Request for Proposal (RFP) sent to all firms on the approved list of CMs.
4. If they are interested in the project the CM firms provide a response to the RFP that typically includes their approach to the project, the project team, project schedule and their Guaranteed Maximum Price (GMP).
5. The responses to the RFP are evaluated and scored. Performance, experience, team members, schedule and pricing are evaluated.
6. Typically one or more of the apparent successful firms are identified from the list of submitting CM firms will be asked to make a presentation to validate their understanding of the project and their pricing.
7. Once a CM firm is conditionally selected based on their scoring and presentation and produce an acceptable Guaranteed Maximum Price (GMP) they will then be recommended to the Board for approval of a contract.
8. The CM will be asked to divide the entire project into "bid packages" and will be asked to publically bid the packages following their standard subcontractor procurement process. For example, site work, masonry, painting, mechanical, electrical, plumbing, etc.
9. The CM is responsible for making recommendations for award of each package based on the CM's internal evaluation of the individual subcontractor bids.
10. APS will be notified of the CM's recommended subcontractors for each bid package and will have the opportunity to concur or not concur with the CM's selection.
11. The CM Bid Tab will be reviewed and checked by the SPLOST Accounting Manager and the Facilities Services Procurement and Contracts Administrator.
12. The CM is responsible for the suitability and performance of the subcontractors whether the packages are publically bid or procured through their standard process.
13. The CM will maintain records of CM assignments and awards, CM bid package breakdowns, bid tabulations from the CM bidding of subcontractor bid packages and copies of executed subcontracts between the CM and subcontractors whether the packages are bid or not and provide to APS upon request.

# Atlanta Public Schools

## ***Capital Project – Request Procedures***

1. The procedure is to be used whenever a request is being made that will require an addition, or modification to the building. This includes, but is not limited to, permanent wall reconfiguration or placement, minor construction, permanent building enhancement, total building system replacement (painting, flooring, plumbing, mechanical system, etc.).
2. Complete a Capital Improvement and /or Space Re-Allocation Request form. Example of the form follows this page.
3. Any request of this nature must be reviewed, approved and the form signed by your Associate Superintendent and the appropriate representative from Curriculum and instruction (e.g. C&I, Media, CTAE, etc.) prior to being forwarded to the Facilities Services office.
4. Your request must include school name, date of request, description of request, reason for request and approval signature of your Associate Superintendent and C&I.
5. Please provide any technical information that you may have (drawings, sketches, specifications, etc.). If you do not have this information someone from Facilities Services will be assigned to work with you in its development.
6. Your request will be evaluated for feasibility and immediate needs, the relation to long-range capital improvements plans for your facility as well as to the capital projects funding that is available at that time.
7. If funding is identified and if the request is approved, you will be contacted by Facilities Services to develop a plan for implementation.
8. You and your Associate Superintendent will be notified of the status of your request in a timely manner.
9. Please note that the work may be performed by internal staff or an outside contractor as determined by Facilities Services. All work will be under the direction of a Facilities Services work unit or Project Manager.

# Atlanta Public Schools

## ***Capital Project – Self Performed Process Outline***

From time to time schools, corporate partners, PTA's or other outside groups desire to complete capital improvement projects at APS facilities. The following steps are intended to guide and direct that process.

1. Submit a Capital Improvement and/or Space Re-Allocation Request form in consultation with the SRT Manager. Refer to the "Capital Project – Request Procedures" (dated July 1, 2020).
2. Facilities Services will assign a Project Manager to act as your support with regards to consultation, standards, inspections, ensuring a positive impact and safety for your teachers, parents and staff and the community, etc.
3. Confirm that the persons completing the project will be responsible for all planning, design, neighborhood meetings, notifications, documents, permitting, construction administration, etc.
4. All projects must be properly reviewed and permitted by the City of Atlanta and all other applicable agencies.
5. Confirm that the project must be totally self-funded by the school or sponsor without any funds from APS Facilities Services being directed to the project.
6. The Project Manager will review and approve progress documents and the final construction documents prior to the start of construction.
7. The Project Manager will engage with the respective project participants and design parties to ensure that any concerns we might have are addressed and that there is not an adverse impact upon the facility or the neighborhood.
8. The design and scope of work should be in accordance with the APS Design Guidelines, Bulletins to Design and Construction Professionals, APS Standard Specifications and all applicable local codes and ordinances.

### Information to be provided

1. Contact information for Sponsor(s)
2. Contact Information for Architect or Engineer
3. Contact Information for Contractor
4. Certificates of Insurance for Architect, Engineer, Contractor, etc. listing APS as the certificate holder
5. Breakdown of the proposed budget
6. Project Schedule
7. Design Document Submittals
  - a. Schematic Design Documents
  - b. Design Development Documents
  - c. Final Construction Documents
8. Copies of all required permits (City of Atlanta, etc.)
9. Copies of all approved drawings
10. Confirmation of the final cost of construction
11. Copy of Certificate of Occupancy
12. Copy of close-out documents

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Community Service, Garden, Accessory Structure, Play Field, Play Ground – Project Guidelines***

1. Any signage, graphics, text, messages, symbols, etc. Should be reviewed prior to installation by APS Communications
2. Areas to be painted should be properly prepared and new paint should be compatible with existing paint.
3. Do not cover or impact drainage structures, create ponding, flooding or disrupt the flow of storm water.
4. Do not alter or damage or block downspouts. Do not install rain barrels at any downspouts unless directed.
5. Do not damage or disrupt underground utilities (water, gas, electric, data, voice, video, etc.) Georgia 811 should be called to mark utilities.
6. Do not damage, disrupt, impact, etc. any exterior building equipment (lighting, power, generators, HVAC, etc.)
7. Do not block window or doors or otherwise impact exiting from the building. Site planning for gardens shall allow for accessibility and clear means of egress.
8. Do not plant materials that are poisonous and/or those that attract pests, rodents, bees, wasps, snakes, etc.
9. Any pine straw, mulch, ground cover, etc. installed in any area should be free from dirt, debris, pests, hazardous substances, etc.
10. Any mulch or groundcover installed in playground areas should meet local codes, regulations and industry standards including the International Play Equipment Manufacturers Association (IPEMA)
11. Wood mulch installed in playground areas should be processed natural wood ground to a fibrous consistency no larger than one inch, free of hazardous substances.
12. Playground structure, design, layout, placement, manufacturers, components and associated support structures must be reviewed and approved prior to installation by the APS General Services Department.

## ***Role of the Project Schedule & Scheduling Procedures***

Owners and contractors may use multiple systems to plan and schedule a project. Most construction projects are complex enough so that they would benefit from being planned and scheduled with the use of a formal network modeled, critical path method (CPM) computer generate schedule. The reasons for using such a formal method of planning and scheduling vary from one owner and contractor to another and vary between projects. Contract documents on projects many expressly require contractors to submit a CPM analysis prior to commencing work.

CPM has historically been most widely used in the planning of projects prior to their construction. Preparation of a CPM schedule requires the owner or contractor to develop a clear idea of the operations needed and their sequencing and timing. As the model is developed, it can alert the user to potential problem areas, such as excessive resource demands, and allow them to manipulate the schedule to mediate these problems. When completed, the CPM schedule provides a well-reasoned estimate of the project's duration and schedule of when individual activities will occur.

If systematically and logically completed and recorded the schedule becomes the baseline for the project which does not change and becomes the basis for all measurement of the progress (or lack of progress) on the project.

Money is always of special importance to those involved in construction projects. CPM scheduling allows the user to examine the trade-offs between the time and cost required to carry out a project. Knowing the critical path through a project enables the scheduler to systematically determine the costs or savings involved in getting the project done more quickly than currently scheduled. The prospect of incurring damages or penalties for late completion of a project or the receipt of bonuses for completing work ahead of schedule provides significant incentive to a project manager to carefully monitor project progress. The project manager must evaluate, from a cost perspective, whether it makes sense to attempt to recover from any delays or otherwise speed up or slow down production.

With CPM scheduling the monitoring and control of projects is performed more effectively than with other less sophisticated methods (check-lists, bar-charts, etc.). Monitoring implies the recording of actual start and finish dates for activities while the project is underway, and control relates to the analysis of the impacts of any schedule deviations and evaluation of what remedial actions, if any, should be taken. Monitoring information on a project may show that some activities are either ahead of or behind schedule. By accurately monitoring project status, decisions can be made regularly regarding the viability or status of the schedule.

## ***Role of the Project Schedule and Scheduling Procedures – Page 2***

Once a project is "off" schedule, the need to update the schedule will be apparent. This updating must take place frequently if the project status deviates significantly from the project schedule. Only with an accurate portrayal of the project status can the schedule be used as a management tool. The implementation of monitoring and control using a network model also leads to the ability to employ CPM as an objective tool in resolving claims and disputes, whether they go into litigation or not.

Recently, the use of CPM in construction has increased rapidly, not from changes in the technique but rather from the proliferation of lower cost computers and project management software for carrying out CPM calculations and procedures. It is now practical for all owners and contractors, large and small, to apply CPM techniques to all projects because they can do so much with greater ease and in far less time than five or ten years ago. This does not mean that every construction project will benefit from the rigorous application of the full range of CPM techniques and applications. However, most parties in the construction process can benefit from making use of a CPM routine element of the management of all of their projects, provided they apply it in a manner that aligns with the specific needs of their project.

### **Scheduling Procedures**

The following is a list which may be used to establish the basis of the criteria used for scheduling a project and is presented as an example of an owner's scheduling requirements. These requirements could obviously take various forms and their content altered and the level of detail expanded or reduced as necessary to meet the needs of an individual project's specific structure.

- A. Within thirty (30) days after execution of the Contract or the date of the written notice to commence the Work, whichever is earlier, the contractor must submit three (3) copies of a detailed construction schedule for approval.
- B. The contractor's schedule shall be the CPM (graphic & tabular) type utilizing current scheduling software compatible with "Primavera P3".
- C. Schedule shall graphically show the relationship and interdependence of all activities necessary to fully meet the milestones set forth herein and complete the Work and shall show the sequence in which each activity is to be accomplished. The detail of information shall be such that duration times of activities shall normally range from one (1) to fifteen (15) days. Each activity shall be numbered.
- D. Schedule shall give description of each activity, show its duration in calendar days and reference its start and finish dates to calendar dates.

### ***Role of the Project Schedule and Scheduling Procedures – Page 3***

- E. The schedule shall show for each activity:
  - 1. Those other activities or percentages of other activities that must be completed prior to starting the activity and the latest date the activity can be finished without affecting the date of full completion of the Work.
  - 2. Indicate responsibility for each activity.
- F. The construction schedule, must be approved by Project Manager, and after approval becomes an integral part of the Contract and shall establish interim contract completion dates for the various activities.
- G. The approved schedule shall be known as the “base-line” schedule. It will be the basis for the measurement of the progress of the project. It shall be saved electronically as a “read-only” file which cannot be overwritten or modified in any way and in paper form. This schedule shall be clearly marked as the “base-line schedule”.
- H. Weekly or biweekly “near-term” schedules shall be developed on each project. These “near-term” schedules should be excerpted directly from the established overall schedule. Near term scheduling meetings will be held weekly or biweekly or as often, as necessary. Progress on the project schedule will be tracked at each near-term scheduling meeting.
- I. The contractor must comply with the approved schedule and expedite the Work when required to maintain the established interim contract completion dates and the full completion date, at no additional cost to the Owner.
- J. Should any activity critical to the full completion date be, in the judgment of the Project Manager, behind schedule by seven (7) or more days, Project Manager may direct the contractor to expedite the Work to regain compliance with the schedule. If so directed, the contractor shall promptly expedite the Work by whatever means required including, but not limited to, increasing the Work force, adding additional shifts and working overtime. Such expediting shall be at no additional cost to Owner. Failure of Project Manager to so direct shall not relieve the contractor of his responsibility to comply with the construction schedule.
- K. The contractor must submit three (3) copies of the construction schedule with each monthly invoice and must indicate the following.
  - 1. Activities or portions of activities completed up to the end of the previous month.
  - 2. Actual dates of current or completed work.

**Role of the Project Schedule and Scheduling Procedures – Page 4**

- L. The approved construction schedule shall not be changed without Owner’s consent. In such instance, the contractor must promptly submit three (3) copies of a revised schedule to Project Manager for approval.
  
- M. The parties acknowledge that compliance with the interim Contract completion dates referenced in Paragraph F above is considered a necessary pre-requisite to maintaining the Project Schedule and achieving the contractually mandated completion date for the entire Work. To the extent that any interim completion dates are not achieved, the parties acknowledge that Owner will be exposed to a risk that the Work will not be completed by the contractually mandated completion date. Under said circumstances, in order to protect Owner from the unavailability of funds to satisfy the liquidated damage provision of the Contract Documents, an amount shall be deducted from any progress payment equal to the per day liquidated damages multiplied by the greatest number of days of delay in achieving an interim contract completion date as of the date of submittal of any progress payment request. To the extent that the duration of the delay is reduced by the time the next progress payment request is submitted, the amount of funds withheld shall be reduced accordingly.

**Milestones:**

The contractor may identify many milestones in the schedule. However, the following specific schedule milestones must be indicated.

<b>ITEM</b>	<b>MILESTONE</b>	<b>START / FINISH DATE</b>
1	Notice to Proceed	?
2	Completion of Building Pad	?
3	Delivery of Structural Steel	?
4	Topping-Out	?
5	Building Dried-In	?
6	Permanent Power On	?
7	Start-up of HVAC	?
8	Cover-up Inspection	?
9	Substantial Completion	?
10	Final Completion	?

An example of a base-line CPM construction schedule follows. This schedule was utilized by a construction manager at risk on a \$10 million, 90,000 S.F., single story school construction project.

Activity Name	Planned Duration	Activity % Complete	Planned Start	Planned Finish	Actual Start	Actual Finish	B.I.C.	2019												2020												2021											
								Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
<b>Preconstruction</b>	188		11-Jun-19	13-Mar-20	11-Jun-19			13-Mar-20, Preconstruction																																			
<b>CM Selection Phase</b>	52		11-Jun-19	22-Aug-19	11-Jun-19	22-Aug-19		22-Aug-19 A, CM Selection Phase																																			
<b>Submittal, Interview, &amp; Finalist</b>	52		11-Jun-19	22-Aug-19	11-Jun-19	22-Aug-19		22-Aug-19 A, Submittal, Interview, & Finalist																																			
RFP Responses Due	1	100%	11-Jun-19	11-Jun-19	11-Jun-19	11-Jun-19	PCG	RFP Responses Due																																			
Proposal review and CM Shortlist	10	100%	12-Jun-19	25-Jun-19	12-Jun-19	26-Jul-19	APS	Proposal review and CM Shortlist																																			
CM Interview	1	100%	11-Jul-19	11-Jul-19	31-Jul-19	31-Jul-19	APS	CM Interview																																			
CM Review & Final Selection	5	100%	12-Jul-19	18-Jul-19	01-Aug-19	11-Aug-19	APS	CM Review & Final Selection																																			
Notice to Finalist	1	100%	19-Jul-19	19-Jul-19	12-Aug-19	12-Aug-19	APS	Notice to Finalist																																			
Team Kickoff Meeting	1	100%	22-Aug-19	22-Aug-19	22-Aug-19	22-Aug-19	APS	Team Kickoff Meeting																																			
<b>Design Development Phase</b>	142		12-Jun-19	13-Jan-20	12-Jun-19			13-Jan-20, Design Development Phase																																			
<b>Design &amp; Budgeting</b>	142		12-Jun-19	13-Jan-20	12-Jun-19			13-Jan-20, Design & Budgeting																																			
CD Development (60%)	37	100%	12-Jun-19	02-Aug-19	12-Jun-19	10-Sep-19	CC	CD Development (60%)																																			
CD Review Meeting	1	100%	06-Sep-19	09-Sep-19	05-Sep-19	05-Sep-19	CC	CD Review Meeting																																			
CD Budget	10	100%	09-Sep-19	23-Sep-19	11-Sep-19	27-Sep-19	PCG	CD Budget																																			
CD Review with APS	1	100%	30-Sep-19	01-Oct-19	30-Sep-19	01-Oct-19	PCG	CD Review with APS																																			
Adjust & Finalize CD Phase Plans & Budget	5	100%	01-Oct-19	08-Oct-19	01-Oct-19	08-Oct-19	PCG	Adjust & Finalize CD Phase Plans & Budget																																			
Submit LDP & Permitting for Primary Job	60	48%	08-Oct-19	13-Jan-20	02-Oct-19		CC	Submit LDP & Permitting for Primary Job																																			
<b>GMP Phase</b>	34		08-Oct-19	22-Nov-19	08-Oct-19			22-Nov-19, GMP Phase																																			
<b>Solicitation &amp; Pricing</b>	34		08-Oct-19	22-Nov-19	08-Oct-19			22-Nov-19, Solicitation & Pricing																																			
Design Assist Bid Solicitation (80% Docs)	20	100%	08-Oct-19	05-Nov-19	08-Oct-19	05-Nov-19	PCG	Design Assist Bid Solicitation (80% Docs)																																			
Bid Day	1	100%	05-Nov-19	06-Nov-19	05-Nov-19	06-Nov-19	PCG	Bid Day																																			
GMP Compilation	10	100%	06-Nov-19	20-Nov-19	06-Nov-19	18-Nov-19	PCG	GMP Compilation																																			
Design Assist Subs - Budget Review	3	100%	06-Nov-19	11-Nov-19	06-Nov-19	15-Nov-19	PCG	Design Assist Subs - Budget Review																																			
GMP Initial Review	1	0%	18-Nov-19	18-Nov-19			PCG	GMP Initial Review																																			
GMP Finalization	4	0%	19-Nov-19	22-Nov-19			PCG	GMP Finalization																																			
<b>Contract &amp; Board Approval</b>	18		19-Nov-19	16-Dec-19				16-Dec-19, Contract & Board Approval																																			
<b>GMP Approval Process with APS</b>	18		19-Nov-19	16-Dec-19				16-Dec-19, GMP Approval Process with APS																																			
APS Facility Review	4	0%	19-Nov-19	22-Nov-19			APS	APS Facility Review																																			
December Board Meeting Date	0	0%	02-Dec-19				APS	December Board Meeting Date																																			
APS Purchase Order Release	10	0%	03-Dec-19	16-Dec-19			APS	APS Purchase Order Release																																			
<b>Final Design &amp; Post-GMP Phase</b>	104		08-Oct-19	13-Mar-20	08-Oct-19			13-Mar-20, Final Design & Post-GMP Phase																																			
<b>Confirmation of Pricing</b>	104		08-Oct-19	13-Mar-20	08-Oct-19			13-Mar-20, Confirmation of Pricing																																			
Final Construction Documents Development	55	50%	08-Oct-19	06-Jan-20	08-Oct-19		CC	Final Construction Documents Development (100%)																																			
CD Review Meeting	1	0%	07-Jan-20	08-Jan-20			CC	CD Review Meeting																																			
Solicit for Building Finishes Bids	20	0%	08-Jan-20	05-Feb-20			PCG	Solicit for Building Finishes Bids																																			
Bid Day for Final Packages	1	0%	05-Feb-20	06-Feb-20			PCG	Bid Day for Final Packages																																			
Compile Post-GMP	10	0%	06-Feb-20	20-Feb-20			PCG	Compile Post-GMP																																			
Post-GMP Review with APS	1	0%	20-Feb-20	21-Feb-20			PCG	Post-GMP Review with APS																																			
Adjust & Finalize Post-GMP Plans & Budget	15	0%	21-Feb-20	13-Mar-20			PCG	Adjust & Finalize Post-GMP Plans & Budget																																			
<b>Phase 2 - New Addition (64,000 SF)</b>	338		23-Dec-19	05-May-21				05-May-21, Phase 2 - New Addition (64,000)																																			
<b>Early Sitework</b>	73		13-Jan-20	23-Apr-20				23-Apr-20, Early Sitework																																			
<b>Site</b>	73		13-Jan-20	23-Apr-20				23-Apr-20, Site																																			
Setup Erosion Controls, Temp Protection & Safety Barricades	5	0%	13-Jan-20	20-Jan-20				Setup Erosion Controls, Temp Protection & Safety Barricades																																			
Temporary Fencing	5	0%	20-Jan-20	27-Jan-20				Temporary Fencing																																			
Mobilize on Site - Construction Trailer & Temp Facilities	5	0%	20-Jan-20	27-Jan-20				Mobilize on Site - Construction Trailer & Temp Facilities																																			
Tree Removal	3	0%	27-Jan-20	30-Jan-20				Tree Removal																																			
Demo Canopy, Stairs, & Walks	20	0%	27-Jan-20	24-Feb-20				Demo Canopy, Stairs, & Walks																																			
Site Utilities	50	0%	13-Feb-20	23-Apr-20				Site Utilities																																			
<b>Building Pad</b>	23		20-Jan-20	20-Feb-20				20-Feb-20, Building Pad																																			
Site Access Road	5	0%	20-Jan-20	27-Jan-20				Site Access Road																																			











EXHIBIT H  
PROJECT SCHEDULE

Activity ID	Activity Name	OD	RD	%	Start	Finish	2018												2019												2020					
							Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan			
<b>Gideons Elementary School Schedule 2018-06-04</b>		444	297		01-Dec-17 A	06-Aug-19	Gideons Elementary School Schedule																													
<b>Milestones</b>		292	292		11-Jun-18	06-Aug-19	Milestones																													
M100	NTP	0	0	0%	11-Jun-18*		◆ NTP																													
M110	Start Construction	0	0	0%	11-Jun-18		◆ Start Construction																													
M200	Demolition Complete	0	0	0%		10-Sep-18	◆ Demolition Complete																													
M210	Top Out - New Classrooms	0	0	0%		16-Nov-18	◆ Top Out - New Classrooms																													
M290	Exterior Mock-Up Complete	0	0	0%		03-Dec-18	◆ Exterior Mock-Up Complete																													
M230	GP Set Transformer & Permanent Power	0	0	0%		05-Dec-18	◆ GP Set Transformer & Permanent Power																													
M240	Set AHUs Complete	0	0	0%		21-Dec-18	◆ Set AHUs Complete																													
M220	All HVAC Systems Available (Uncontrolled Conditioned Air)	0	0	0%		24-Jan-19	◆ All HVAC Systems Available (Uncontrolled Conditioned Air)																													
M260	Elevator Inspection Complete	0	0	0%		21-Mar-19	◆ Elevator Inspection Complete																													
M270	HVAC TAB Complete (by others)	0	0	0%		22-Apr-19	◆ HVAC TAB Complete (by others)																													
M250	Fire Alarm Testing Complete	0	0	0%		02-May-19	◆ Fire Alarm Testing Complete																													
M530	Kitchen Hood & Equipment Testing Complete	0	0	0%		02-May-19	◆ Kitchen Hood & Equipment Testing Complete																													
M500	Gym Complete	0	0	0%		06-May-19	◆ Gym Complete																													
M280	HVAC Cx Complete (by others)	0	0	0%		06-May-19	◆ HVAC Cx Complete (by others)																													
M510	Renovation Classrooms Complete	0	0	0%		23-May-19	◆ Renovation Classrooms Complete																													
M520	New Classrooms/Cafeteria/Kitchen/Auditorium Complete	0	0	0%		07-Jun-19	◆ New Classrooms/Cafeteria/Kitchen/Auditorium Co																													
M900	Substantial Completion	0	0	0%		10-Jun-19*	◆ Substantial Completion																													
M999	Construction Duration (Calendar Days)	365	365	0%	11-Jun-18	10-Jun-19	Construction Duration (Calendar Days)																													
M910	Full Completion	0	0	0%		06-Aug-19	◆ Full Completion																													
<b>Preconstruction</b>		211	64		01-Dec-17 A	31-Aug-18	Preconstruction																													
<b>Design &amp; Pricing</b>		211	64		01-Dec-17 A	31-Aug-18	Design & Pricing																													
DP210	Order of magnitude off preschematics	5	0	100%	01-Dec-17 A	15-Dec-17 A	Order of magnitude off preschematics																													
DP120	SD Drawings from GMC	12	0	100%	01-Dec-17 A	22-Dec-17 A	SD Drawings from GMC																													
DP140	SD Estimate - BBC pricing	26	0	100%	22-Dec-17 A	26-Jan-18 A	SD Estimate - BBC pricing																													
DP270	APS SD Estimate Approval	0	0	100%		26-Jan-18 A	◆ APS SD Estimate Approval																													
DP150	DD Drawings - GMC	22	0	100%	26-Dec-17 A	21-Feb-18 A	DD Drawings - GMC																													
DP110	SD/DD BBC Check Budget Tracker (Not a full pricing exercise)	0	0	100%		14-Mar-18 A	◆ SD/DD BBC Check Budget Tracker (Not a full pricing exercise)																													
DP170	CD 85% - GMC	25	0	100%	21-Feb-18 A	10-Apr-18 A	CD 85% - GMC																													
DP190	Delay to Issuance of 85% CD Set (Originally Due 3/28/18)	5	0	100%	28-Mar-18 A	10-Apr-18 A	Delay to Issuance of 85% CD Set (Originally Due 3/28/18)																													
DP180	GMP Pricing - BBC - Acceleration due to late deliverables - Prev	14	0	100%	10-Apr-18 A	20-Apr-18 A	GMP Pricing - BBC - Acceleration due to late deliverables - Prev due date 4/25																													
DP240	GMP TO BOARD - APS	0	0	100%		08-May-18 A	◆ GMP TO BOARD - APS																													
DP100	Smartstart	0	0	100%	22-May-18 A		◆ Smartstart																													
DP310	DD Drawings to DOE - GMC - Orig date 3/20	0	0	0%	04-Jun-18*		◆ DD Drawings to DOE - GMC - Orig date 3/20																													
DP260	REDESIGN to GMP ALIGNMENT ISSUANCE OF IFC 100% CDs	15	1	93.33%	07-May-18 A	04-Jun-18	REDESIGN to GMP ALIGNMENT ISSUANCE OF IFC 100% CDs																													
DP160	Submit LDP Permitting 100% CIVIL - GMC	75	5	93.33%	22-Feb-18 A	08-Jun-18	Submit LDP Permitting 100% CIVIL - GMC																													
DP220	EARLY PERMITS Submit Demo/Foundation/UG MEP Permit - GN	40	15	62.5%	22-May-18 A	22-Jun-18*	EARLY PERMITS Submit Demo/Foundation/UG MEP Permit - GMC Orig date 3/28																													
DP200	EARLY Buyout/Procurement/Submittals - BBC	20	15	25%	29-May-18 A	25-Jun-18	EARLY Buyout/Procurement/Submittals - BBC																													
DP230	Submit Building Permit - GMC - orig date 4/4	50	50	0%	04-Jun-18	13-Aug-18	Submit Building Permit - GMC - orig date 4/4																													
DP250	CDs incorporation of Permit Review Comments - GMC	10	10	0%	31-Jul-18	13-Aug-18	CDs incorporation of Permit Review Comments - GMC																													
DP290	Reconciliation of GMP with Final 100% CDs - BBC	14	14	0%	14-Aug-18	31-Aug-18	Reconciliation of GMP with Final 100% CDs - BBC																													
<b>Exploratory Testing</b>		89	0		02-Jan-18 A	04-Jun-18	Exploratory Testing																													
PT100	Soils & Environmental Testing - APS	8	0	100%	02-Jan-18 A	05-Feb-18 A	Soils & Environmental Testing - APS																													
PT110	Hazardous Materials Survey & Schedule - APS	0	0	0%		04-Jun-18*	◆ Hazardous Materials Survey & Schedule - APS																													

- ▬ Remaining Level of Effort
- ▬ Actual Level of Effort
- ▬ Remaining Work
- ▬ Actual Work
- ▬ Critical Remaining
- ◆ Milestone
- Summary

# Gideons Elementary School Schedule 2018-06-04

GES00-P-8



EXHIBIT H  
PROJECT SCHEDULE

Activity ID	Activity Name	OD	RD	%	Start	Finish	2018												2019												2020			
							Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
<b>Procurement/Submittals</b>		98	99		22-May-18 A	23-Oct-18	Procurement/Submittals																											
A1000	Sitework Award & Submittals	15	10	33.33%	22-May-18 A	18-Jun-18	[Green bar] Sitework Award & Submittals																											
A1010	Demolition Award and Submittals	10	8	20%	30-May-18 A	22-Jun-18	[Red bar] Demolition Award and Submittals																											
A1030	Electrical Award and Submittals	20	19	5%	04-Jun-18 A	02-Jul-18	[Red bar] Electrical Award and Submittals																											
A1050	Roofing Award (APS) and Submittals (Demo/replacement roof)	10	10	0%	19-Jun-18	02-Jul-18	[Green bar] Roofing Award (APS) and Submittals (Demo/replacement roof)																											
A1040	Plumbing Award and Submittals	15	15	0%	13-Jun-18	03-Jul-18	[Green bar] Plumbing Award and Submittals																											
A1020	Mechanical Award and Submittals	20	20	0%	13-Jun-18	11-Jul-18	[Green bar] Mechanical Award and Submittals																											
<b>Structural Steel</b>		98	98		06-Jun-18	23-Oct-18	Structural Steel																											
PROC1000	Steel Award and Shop Drawings	25	25	0%	11-Jun-18	16-Jul-18	[Green bar] Steel Award and Shop Drawings																											
PROC1010	Review/Approve Steel Shop Drawings	10	10	0%	17-Jul-18	30-Jul-18	[Green bar] Review/Approve Steel Shop Drawings																											
PROC1030	Fab/Del Structural Steel - Rooftop Support	10	10	0%	31-Jul-18	13-Aug-18	[Green bar] Fab/Del Structural Steel - Rooftop Support																											
PROC1020	Fab/Del Structural Steel - New (1st Delivery)	30	30	0%	31-Jul-18	11-Sep-18	[Green bar] Fab/Del Structural Steel - New (1st Delivery)																											
<b>Switchgear</b>		75	75		06-Jun-18	20-Sep-18	Switchgear																											
PROC1040	Prep/Submit Switchgear	25	25	0%	06-Jun-18	11-Jul-18	[Green bar] Prep/Submit Switchgear																											
PROC1050	Review/Approve Switchgear	10	10	0%	12-Jul-18	25-Jul-18	[Green bar] Review/Approve Switchgear																											
PROC1060	Fab/Del Switchgear	40	40	0%	26-Jul-18	20-Sep-18	[Green bar] Fab/Del Switchgear																											
<b>Rooftop HVAC Equipment</b>		85	85		13-Jun-18	11-Oct-18	Rooftop HVAC Equipment																											
PROC1070	Prep/Submit HVAC Equipment	25	25	0%	13-Jun-18	18-Jul-18	[Green bar] Prep/Submit HVAC Equipment																											
PROC1080	Review/Approve HVAC Equipment	10	10	0%	19-Jul-18	01-Aug-18	[Green bar] Review/Approve HVAC Equipment																											
PROC1090	Fab/Del HVAC Equipment	50	50	0%	02-Aug-18	11-Oct-18	[Green bar] Fab/Del HVAC Equipment																											
<b>Kitchen Hood</b>		75	75		13-Jun-18	27-Sep-18	Kitchen Hood																											
PROC1100	Prep/Submit Kitchen Hood	25	25	0%	13-Jun-18	18-Jul-18	[Green bar] Prep/Submit Kitchen Hood																											
PROC1110	Review/Approve Kitchen Hood	10	10	0%	19-Jul-18	01-Aug-18	[Green bar] Review/Approve Kitchen Hood																											
PROC1120	Fab/Del Kitchen Hood	40	40	0%	02-Aug-18	27-Sep-18	[Green bar] Fab/Del Kitchen Hood																											
<b>Elevator</b>		95	95		11-Jun-18	23-Oct-18	Elevator																											
PROC1130	Prep/Submit Elevator	25	25	0%	11-Jun-18	16-Jul-18	[Green bar] Prep/Submit Elevator																											
PROC1140	Review/Approve Elevator	10	10	0%	17-Jul-18	30-Jul-18	[Green bar] Review/Approve Elevator																											
PROC1150	Fab/Del Elevator	60	60	0%	31-Jul-18	23-Oct-18	[Green bar] Fab/Del Elevator																											
<b>Construction</b>		256	256		23-May-18 A	07-Jun-19	Construction																											
<b>Mobilization</b>		27	27		23-May-18 A	11-Jul-18	Mobilization																											
MOB100	Last Day of School	0	0	100%	23-May-18 A	23-May-18 A	[Milestone diamond] Last Day of School																											
MOB110	Move out	10	5	50%	24-May-18 A	08-Jun-18	[Blue bar] Move out																											
MOB120	Mobilization & Erosion Controls	10	10	0%	11-Jun-18	22-Jun-18	[Green bar] Mobilization & Erosion Controls																											
MOB130	Site Security (Fencing/Entrances/etc)	10	10	0%	11-Jun-18	22-Jun-18	[Green bar] Site Security (Fencing/Entrances/etc)																											
MOB140	GA Power set-up Temp Power for Building and Gym	10	10	0%	20-Jun-18	03-Jul-18	[Red bar] GA Power set-up Temp Power for Building and Gym																											
MOB150	Security Towers (Power needed)	5	5	0%	05-Jul-18	11-Jul-18	[Green bar] Security Towers (Power needed)																											
<b>Sitework</b>		212	212		25-Jun-18	26-Apr-19	Sitework																											
<b>Site Demo</b>		15	15		25-Jun-18	16-Jul-18	Site Demo																											
SWD100	Demo of Trailers/Canopies/Hardscapes	15	15	0%	25-Jun-18	16-Jul-18	[Red bar] Demo of Trailers/Canopies/Hardscapes																											
<b>Grading/Walls/Site Utilities</b>		102	102		02-Jul-18	26-Nov-18	Grading/Walls/Site Utilities																											
SWG110	Relocate Site Utilities in Building Footprint	20	20	0%	05-Jul-18	01-Aug-18	[Green bar] Relocate Site Utilities in Building Footprint																											
SWG100	Install Underground Detention System & Backfill	25	25	0%	02-Jul-18	06-Aug-18	[Red bar] Install Underground Detention System & Backfill																											
SWG120	Mass Grading	20	20	0%	12-Jul-18	08-Aug-18	[Red bar] Mass Grading																											
SWG130	FRP Foundations for Retaining Walls along Bus Loop	10	10	0%	26-Jul-18	08-Aug-18	[Red bar] FRP Foundations for Retaining Walls along Bus Loop																											
SWG140	FRP Retaining Walls (including exterior wall for lower level reno)	20	20	0%	02-Aug-18	29-Aug-18	[Red bar] FRP Retaining Walls (including exterior wall for lower level reno)																											

- █ Remaining Level of Effort
- █ Actual Level of Effort
- █ Remaining Work
- █ Actual Work
- █ Critical Remaining
- ◆ Milestone
- Summary

# Gideons Elementary School Schedule 2018-06-04

GES00-P-8

















## Climate Averages for ZIP Code 30307

Nearest weather station at **ATLANTA HARTSFIELD AP, GA**. Elevation **1010** Feet

Month	High Temp	Average Temp	Low Temp	CDD	HDD	Rain(Inches)
January	51.9	42.7	33.5	0	692	5.0
February	56.8	46.7	36.5	1	523	4.7
March	65.0	54.3	43.6	11	346	5.4
April	72.9	61.6	50.4	52	150	3.6
May	80.0	69.8	59.5	170	26	4.0
June	86.5	76.8	67.1	354	1	3.6
July	89.4	80.0	70.6	463	0	5.1
August	87.9	78.9	69.9	430	0	3.7
September	82.3	73.3	64.3	262	11	4.1
October	72.9	62.8	52.8	58	126	3.1
November	63.3	53.4	43.5	8	352	4.1
December	54.6	45.4	36.2	1	600	3.8
<b>Yearly Total</b>				<b>1,810</b>	<b>2,827</b>	<b>50.2</b>

[Cooling degree days \(CDD\) are a measure of how much cooling is required during the month.](#)

[Heating degree days \(HDD\) are a measure of how much heating is required during the month.](#)

# Atlanta Public Schools

## **Contractor Code of Conduct on APS Sites**

*The following rules **apply to all Contractors, Sub-Contractors, Vendors, Suppliers, etc.** while working in or around any APS facility. They apply to the building as well as the grounds and shall apply to any renovation, new construction or addition project and in any occupied or unoccupied school, administration building, etc.*

1. NO smoking at any time. All tobacco related products are prohibited inside, outside or anywhere on school property, the site.
2. Hats and caps are prohibited, except for hard-hats where required or if weather inclement weather conditions warrant.
3. Guns or any weapons are prohibited at all times.
4. No alcoholic beverages, beer, wine coolers, etc. All drugs or controlled substances are prohibited.
5. Prior to starting work, Contractors must complete all appropriate documents for fingerprinting and background checks as prescribed by the APS Office of Safety and Security. Fingerprinting and background check services authorizes (1) issuance of an APS identification badge, and/or (2) controlled access to APS facilities for all prospective APS contractors, subcontractors, vendors and suppliers.
6. Contractors must have a photo ID visible at all times unless noted otherwise.
7. Vendors shall not, under any circumstance, interact with students.
8. Vendors shall not do any work in the hallways, classrooms, instructional area, etc., during school hours.
9. Exceptions may be made if previously approved by the Project Manager.
10. A work plan, including scope, hours, schedule, etc. must be approved in advance of starting the work by the Project Manager.
11. In order to work after normal business hours prior approval must be obtain from the Project Manager.
12. Contractors are responsible for cleanup each day. Paper and other trash must be removed after lunch breaks.
13. All work areas must be secured from access by students.
14. Ladders, tools and any other equipment must not be accessible to students.



# Office of Safety & Security Fingerprinting & Background Check Request Form

APPOINTMENT TIME: \_\_\_\_\_

(Updated, As of 9/11/2017)

**Instructions:** To enhance safety and security of APS students and staff, hiring managers, school administrators, program/project managers, and volunteer coordinators, etc. should complete this form to request fingerprinting and background check services authorizing: (1) issuance of an APS identification (ID) badge, and/or (2) controlled access to APS facilities for all prospective APS employees, contractors, volunteers, and district partners. All fields on the request form must be completed, reviewed, and approved by an authorized APS officer to ensure accurate and timely processing of requested services. To avoid safety risks, fingerprinting and background check, ID badging, and access control services **will not** be completed without proper, advanced approval of a completed request form. All completed, approved request forms should be submitted via email to: [fingerprinting@atlantapublicschools.us](mailto:fingerprinting@atlantapublicschools.us) at least 24-72 hours in advance of scheduled appointments/walk-in visits to maximize the customer service experience for every prospective APS employee, contractor, volunteer, and/or district partner.

**Request Date:** \_\_\_\_\_ **Requestor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Division:**  Accountability & Information  Finance  General Counsel/Legal  Human Resources  Operations  
 Schools & Academics  Superintendent/Deputy Superintendent's Office  Atlanta Board of Education  
 Other, please specify: \_\_\_\_\_ **Department:** \_\_\_\_\_

**School Location Name:** \_\_\_\_\_

**School Type:**  Traditional  Charter (APS Property)  Partner (APS Property)  Other, please specify: \_\_\_\_\_

**APS Staff/Stakeholder Name:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**APS Staff/Stakeholder Status:**  Current APS Staff/Stakeholder  Prospective APS Staff/Stakeholder

- If "Current APS Staff/Stakeholder" complete the following fields:

○ **Current APS Title:** \_\_\_\_\_ **Employee ID/Lawson Number:** \_\_\_\_\_

- If "Prospective APS Staff/Stakeholder" complete the following fields:

○ **Prospective APS Title:** \_\_\_\_\_ **Hire/Start Date:** \_\_\_\_\_

**Type of Fingerprinting & Background Check Request:** (Select one.)

Contractor  District Partner  New Hire/Prospective APS Employee  Re-Certification/Renewal  Volunteer  Other, \_\_\_\_\_

**Requested Services & Pricing:** (Select all services that apply.)

- Fingerprinting & Background Check + APS Identification (ID) Badge – **No Access Required** <sup>1</sup> (\$45)
- Fingerprinting & Background Check + APS Identification (ID) Badge – **Access Required** <sup>2</sup> (\$45)
- Fingerprinting & Background Check **Only** <sup>1</sup> (\$40) *Re-Certification/Renewal; Prospective APS Staff/Stakeholders –No ID Badge/Access Control*
- APS Identification (ID) Badge **Only** – Initial/First-time Badge – **No Access Required** <sup>1</sup> (\$5)
- APS Identification (ID) Badge **Only** – Initial/First-time Badge – **Access Required** <sup>2</sup> (\$5)
- APS Identification (ID) Badge **Only** – Replacement Badge <sup>1</sup> (\$15) *Current APS Staff/Stakeholders Replacing Initial/First-time ID Badge*
- APS Alarm Access Code **Required** <sup>3</sup> (No Fee) *Authorized APS Staff/Stakeholders Only*

**Authorized APS Supervisor's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Authorized APS Supervisor's Signature:** \_\_\_\_\_ **Approval Date:** \_\_\_\_\_

**Important Notes:**

The applicant must bring the following items to complete requested services:

- An **unexpired form of photo identification**. (e.g., acceptable forms of ID include: Driver's License; State-Issued Identification Card; Permanent Resident Card, or U.S. Passport.)
- **All payments must be in the form of a credit card, money order, or a cashier's check made payable to: Atlanta Public Schools.**
  - Fingerprinting & Background Check and Identification (ID) Badge fees are the responsibility of the individual not APS.
  - New pricing is effective as of Sunday, 10/1/2017.
  - No cash or personal check payments can be accepted; no exceptions.

<sup>2</sup> **APS Access Control Request Form** must be completed, approved, and submitted by hiring managers, school administrators, program/project managers, volunteer coordinators, etc. to authorize access control updates for APS Staff/Stakeholders; see **Supplemental Request Form A**.

<sup>3</sup> **APS Alarm Access Code Form** must be completed, approved, and submitted by hiring managers, school administrators, program/project managers, volunteer coordinators, etc. to authorize alarm access codes for designated APS Staff/Stakeholders; see **Supplemental Request Form B**.



# Office of Safety & Security

## Criminal Background Check Consent Form

(Updated, As of 3/1/2019)

**Instructions:** To enhance safety and security of APS students and staff, hiring managers, school administrators, program/project managers, and volunteer coordinators, etc. should complete this consent form **granting APS permission to perform fingerprinting and criminal background check services. Fingerprinting and criminal background checks are required to authorize: (1) issuance of an APS identification (ID) badge, and/or (2) controlled access to APS facilities for all APS employees, contractors, volunteers, and district partners.** All fields on the consent form below must be completed, reviewed, and signed by current and prospective applicants to ensure accurate and timely processing of requested services. To avoid safety risks, fingerprinting and background check, ID badging, and access control services **will not** be completed without proper, advanced approval of a completed request form. All completed, approved request forms should be submitted at the time of service to maximize the customer service experience for every prospective APS employee, contractor, volunteer, and/or district partner.

**Applicant Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Country of Birth:** \_\_\_\_\_ **State of Birth:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Race/Ethnicity:** \_\_\_\_\_ **Gender:**  Female  Male

**Eye Color:** \_\_\_\_\_ **Natural Hair Color:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Type of Fingerprinting & Background Check Request:** (Select one.)

- Contractor  District Partner  New Hire/Prospective APS Employee  Re-Certification/Renewal  Volunteer  
 Other, please specify: \_\_\_\_\_

**Applicant Status:**

- “Current APS Staff” complete the following fields:
  - **Current APS Title:** \_\_\_\_\_ **Employee ID/Lawson Number:** \_\_\_\_\_
- “Prospective APS Staff” complete the following fields:
  - **Prospective APS Title:** \_\_\_\_\_ **Hire/Start Date:** \_\_\_\_\_
- If “Current Contractor/Volunteer/District Partner Staff” complete the following fields:
  - **Current Title:** \_\_\_\_\_ **Company/School Name:** \_\_\_\_\_
- If “Prospective Contractor/Volunteer/District Partner Staff” complete the following fields:
  - **Prospective Title:** \_\_\_\_\_ **Company/School Name:** \_\_\_\_\_

**Requested Services & Pricing:** (Select all services that apply.)

- Fingerprinting & Background Check + APS Identification (ID) Badge – **No Access Required** (\$45)  
 Fingerprinting & Background Check + APS Identification (ID) Badge – **Access Required** (\$45)  
 APS Identification (ID) Badge **Only** – Initial/First-time Badge – **No Access Required** (\$5)  
 APS Identification (ID) Badge **Only** – Replacement Badge – **Access Badge** (\$15)  
 APS Identification (ID) Badge **Only** – Replacement Badge– **No Access Badge** (\$5)

**Important Notes:**

The applicant **must** bring the following items to complete requested services:

- **An unexpired form of photo identification.** (e.g., acceptable forms of ID include: Driver’s License; State-Issued Identification Card; Permanent Resident Card, or U.S. Passport.)
- **All payments must be in the form of a credit card, money order, or a cashier’s check made payable to: Atlanta Public Schools.**
  - Fingerprinting & Background Check and Identification (ID) Badge fees are the responsibility of the individual not APS.
  - New pricing is effective as of Sunday, 10/1/2017.
  - No cash or personal check payments can be accepted; no exceptions.



# Office of Safety & Security

## Criminal Background Check Consent Form

(Updated, As of 3/1/2019)

**Instructions:** To enhance safety and security of APS students and staff, hiring managers, school administrators, program/project managers, and volunteer coordinators, etc. should complete this consent form **granting APS permission to perform fingerprinting and criminal background check services. Fingerprinting and criminal background checks are required to authorize: (1) issuance of an APS identification (ID) badge, and/or (2) controlled access to APS facilities for all APS employees, contractors, volunteers, and district partners.** All fields on the consent form below must be completed, reviewed, and signed by current and prospective applicants to ensure accurate and timely processing of requested services. To avoid safety risks, fingerprinting and background check, ID badging, and access control services **will not** be completed without proper, advanced approval of a completed request form. All completed, approved request forms should be submitted at the time of service to maximize the customer service experience for every prospective APS employee, contractor, volunteer, and/or district partner.

**Statement of Consent:**

**This section is to be completed by the Applicant. Please print all information.**

I, \_\_\_\_\_  
LAST NAME
FIRST NAME
MIDDLE INITIAL
MAIDEN NAME (if applicable)

have applied for a position within Atlanta Public Schools (APS). This form provides consent to conduct fingerprinting and a criminal background records check by the Atlanta Public Schools – Office of Safety & Security. I also authorize the release of such information to the Atlanta Public Schools now and at any time during my employment, and release, discharge, and waive any and all claims, which may arise against me for the release of accurate information.

I authorize APS to receive any criminal or driver’s history records information pertaining to me, which may be on file in any state or local criminal justice agency. I further give consent to APS to have my fingerprints taken as part of the employment process and perform periodic criminal history background checks for the duration of my employment or affiliation with the Atlanta Public Schools. Fingerprinting for employment as required by O.C.G.A. § 20-2-211.1 is a requirement and will be administered by the Atlanta Public Schools – Office of Safety and Security.

I understand that the Georgia Criminal Information Center (GCIC), APS employees, nor any other agency or employees of the State of Georgia shall be responsible for the accuracy of information nor have any liability for defamation, invasion of privacy, negligence or any other claim in connection with any dissemination of information pursuant to this fingerprinting and criminal background record check and shall be immune from suit based upon any such claims.

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Office of Safety & Security

## Criminal Background Check Personal Affirmation

(Updated, As of 3/1/2019)

**Statement of Personal Affirmation:**

Check the appropriate box for each questions. Include only events after the age of 16 years old. If you answer “YES” to any question, an explanation and supporting documentation – including any final court disposition documents – may be requested. Documents MUST be submitted within five (5) business days of the request. All responses must be completely truthful. APS Staff completing re-certification and/or renewals must verify accuracy of each question and make any necessary updates to initial/prior records on file. Falsification of this document may result in termination of your employment.

1. Have you resigned or been discharged from any position, including the armed forces, while under suspicion of having engaged in criminal, immoral, or unprofessional conduct, or are you now under investigation for any such charge?  
  
 Yes    No
  
2. Have you been convicted of a felony or misdemeanor, or pled nolo contendere or first offender, or are you now under investigation for any offense, other than a minor traffic offense?  
  
 Yes    No
  
3. For the purpose of this form “Driving Under the Influence” (DUI) [of alcohol or other drugs] and “Driving While Impaired” (DWI) offenses must be reported. Please respond accurately even if you have been advised that there will be no charge on your record. Have you ever been charged \_\_\_\_\_ with a DWI/DUI?  
  
 Yes    No
  
4. Have you ever surrendered a license/permit; or had one denied, revoked, or suspended; or is any investigation or adverse action now pending against you?  
  
 Yes    No

Knowing that false statements made on this form may constitute grounds for disciplinary action, and may constitute grounds for legal action, I affirm that, to the best of my knowledge, all information is true and correct. I hereby give permission to Atlanta Public Schools to obtain copies of any criminal and personnel records relating to me, including records, which may have been sealed or expunged, which are held by any local, state, or federal government agency or private entity, and authorize any such agency or entity to release those records to the Atlanta Public Schools.

**PRINT NAME:** \_\_\_\_\_  

LAST NAME
FIRST NAME
MIDDLE INITIAL

**SIGNATURE:** \_\_\_\_\_  
DATE

**Criminal Background Check Consent Form – Attachment A:**  APS Copy

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below:

- ✦ You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- ✦ If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- ✦ If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- ✦ The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- ✦ If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- ✦ In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

For more information, contact:

**Atlanta Public Schools – Office of Safety & Security**

**Address:** 130 Trinity Avenue SW, Atlanta, GA 30303

**Phone Number:** (404) 802-2020

**Email Address:** [fingerprinting@atlantapublicschools.us](mailto:fingerprinting@atlantapublicschools.us)

**PRINT NAME:** \_\_\_\_\_  
LAST NAME
FIRST NAME
MIDDLE INITIAL

**SIGNATURE:** \_\_\_\_\_  

DATE

**Criminal Background Check Consent Form – Attachment B:**  APS Copy**Authority:**

The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:**

Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in BGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:**

During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

For more information, contact:

**Atlanta Public Schools – Office of Safety & Security**

**Address:** 130 Trinity Avenue SW, Atlanta, GA 30303

**Phone Number:** (404) 802-2020

**Email Address:** [fingerprinting@atlantapublicschools.us](mailto:fingerprinting@atlantapublicschools.us)

**PRINT NAME:** \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

**SIGNATURE:** \_\_\_\_\_  
DATE

**Criminal Background Check Consent Form – Attachment A:**  Applicant's Personal Copy

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below:

- ✦ You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- ✦ If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- ✦ If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- ✦ The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- ✦ If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- ✦ In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

For more information, contact:

**Atlanta Public Schools – Office of Safety & Security**

**Address:** 130 Trinity Avenue SW, Atlanta, GA 30303

**Phone Number:** (404) 802-2020

**Email Address:** [fingerprinting@atlantapublicschools.us](mailto:fingerprinting@atlantapublicschools.us)

**PRINT NAME:** \_\_\_\_\_  
LAST NAME
FIRST NAME
MIDDLE INITIAL

**SIGNATURE:** \_\_\_\_\_  

DATE

**Criminal Background Check Consent Form – Attachment B:**     Applicant’s Personal Copy

**✚ Authority:**

The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**✚ Principal Purpose:**

Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in BGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**✚ Routine Uses:**

During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

For more information, contact:

**Atlanta Public Schools – Office of Safety & Security**

**Address:**                    130 Trinity Avenue SW, Atlanta, GA 30303

**Phone Number:**        (404) 802-2020

**Email Address:**        [fingerprinting@atlantapublicschools.us](mailto:fingerprinting@atlantapublicschools.us)

**PRINT NAME:** \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

**SIGNATURE:** \_\_\_\_\_  
DATE

# Atlanta Public Schools

## ***Pay Requests, Change Orders and Form Documents***

Many forms are required to be used during the course of a major capital improvement project. The applicable contract agreements, local codes and ordinances, the Georgia Department of Education and many other regulatory and support agencies will typically define the forms to be utilized for payments, reimbursement, documentation, compliance, reporting, etc. Project Managers must become familiar with the contract agreements and the project specific requirements for their project and conform with the requirements of these and other applicable sources.

The following forms represent some of the most regularly used documents on a project. These documents include:

- Architect's Request for Partial Payment
- Contractor's Request for Partial Payment
- Certificate of the Contractor or His Duly Authorized Representative (GaDOE)
- Contingency Modification within the GMP
- External Change Order for Construction Contracts
- External Change Order for Architectural Contracts

Cover sheets for each document follow this section. All documents must include the appropriate supporting backup information.

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

## Project Manager Pay Request Check List

*This form must be completed by the Project Manager and submitted with all Architect's and Contractor's Pay Request that **exceed 95% of contract value**. Note some questions apply to the Architect, some to the Contractor and some to both. Answer them accordingly.*

**Project:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Architect:** \_\_\_\_\_

**Answer each question yes or no. If answer is no completely explain below.**

ITEM	YES or NO (if no explain below)
1. Contractor's punch list presented to APS Project Manager.	_____
2. Contractor's punch list reviewed by Project Manager and returned to Contractor.	_____
3. Value of Punch List work established by Project Manager.	_____
4. Value of retained funds verified sufficient to complete Punch List work.	_____
5. AIA Certificate of Substantial Completion executed.	_____
6. Close out (O&M Manuals) documents received.	_____
7. As built drawings received (hard and electronic copies)	_____
8. Architect's asbestos certification letter received.	_____
9. Architect's (and Engineers') project certifications received.	_____
10. Final Affidavit and Release received.	_____
11. Certificate of Final Completion executed.	_____

**Explain "no" answers. Attached additional sheets if necessary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APS Project Manager Date

**ATLANTA INDEPENDENT SCHOOL SYSTEM**  
**ARCHITECT'S REQUEST FOR PARTIAL PAYMENT**

A/E: _____	CONTRACT No: _____	
Address: _____	PROJECT No: _____	
_____	CONTRACT TITLE: _____	
_____		
P. O. No: _____	Payment Request No: _____	
Issue Date: _____	Date: _____	
Account No: _____	Period of Performance: _____	

Construction Contract Bid Amount	_____	
CO to Construction Contract with A/E fees	_____	
CO to Construction Contract without A/E fees	_____	
Total Adjusted Construction Contract Amount	_____	
ORIGINAL CONTRACT AMOUNT	_____	
AUTHORIZED ADJUSTMENTS TO A/E CONTRACT for CONTRACTOR COs	_____	
OTHER AUTHORIZED CHANGES	_____	
TOTAL ADJUSTED CONTRACT AMOUNT	_____	_____

**NOTE: ATTACH THE DETAILED, PRICED SCOPE OF SERVICES - LISTING EACH LINE ITEM: (1) APPROVED PRICES, (2) AMOUNT THIS REQUEST, and (3) CUMULATIVE OF PREVIOUS PAYMENTS**

EARNINGS TO DATE FOR:

A.	BASE CONTRACT ITEMS (SCH'D ATTACHED)	( _____ %)	_____	
B.	AUTHORIZED CONSTRUCTION CHANGES (SCH'D ATTACHED)	( _____ %)	_____	
C.	OTHER AUTHORIZED CHANGES	( _____ %)	_____	
D.	TOTAL PROGRESS EARNINGS TO DATE (Items A+B+C)		_____	<b>\$0.00</b>

DEDUCTIONS FOR:

E.	DEDUCTIONS	_____	
F.	PREVIOUS REQUESTS FOR PAYMENTS	_____	
G.	TOTAL DEDUCTIONS TO DATE (Items E+F)	_____	<b>\$0.00</b>

**AMOUNT DUE ARCHITECT THIS APPLICATION** (Items D - G) **\$0.00**

*To the best of my knowledge, I certify that all design and other consulting services and prices of work shown attached to this Progress Payment Request are correct; and that all work has been performed in full accord with the Terms and Conditions of the Contract between the Consultant and the Atlanta Public Schools.*

Submitted By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Do not write in this space**  
**INTERNAL APPROVALS**

Project Manager: _____	Date: _____
Director of Capital Improvements _____	Date: _____
Executive Director of Facilities: _____	Date: _____

**ATLANTA PUBLIC SCHOOLS  
CONTRACTOR'S REQUEST FOR PARTIAL PAYMENT**

Contractor _____	CONTRACT No: _____
Address: _____ _____	Contract Title: _____
P. O. No: _____	Payment Request No: _____
Issue Date: _____	Date: _____
Account No: _____	Period of Performance: _____

ORIGINAL CONTRACT AMOUNT	\$ _____	
AUTHORIZED ADJUSTMENTS TO CONTRACT	\$ _____	
TOTAL ADJUSTED CONTRACT AMOUNT		\$ _____

**The following is a true and correct statement of the Contract account up to the date of this request and no part of the "AMOUNT DUE THE CONTRACTOR THIS APPLICATION" has been received.**

EARNINGS TO DATE FOR:

A. BASE CONTRACT ITEMS (SCH'D ATTACHED)	( _____ %)	\$ _____	
B. AUTHORIZED CHANGES (SCH'D ATTACHED)	( _____ %)	\$ _____	
C. TOTAL PROGRESS EARNINGS TO DATE (Items A+B)			\$ _____

DEDUCTIONS FOR:

D. RETAINAGE	( _____ %)	\$ _____	
E. OTHER DEDUCTIONS (List Attached)		\$ _____	
F. PREVIOUS REQUESTS FOR PAYMENTS		\$ _____	
G. TOTAL DEDUCTIONS TO DATE (Items D+E+F)			\$ _____

H. <b>AMOUNT DUE CONTRACTOR THIS APPLICATION</b>	(Items C - G)	_____
Total Of Payments To Contractor Including This Payment (H+F)	\$ _____	

**CONTRACTOR**

To the best of my knowledge, I certify that all items, units, quantities and prices of work shown in the partial payment request are correct: and that all work has been performed in full accordance with the terms and conditions of the contract between the Contractor and the Owner (the Board of Education of the City of Atlanta) I further certify that all subcontractors and suppliers who, whether directly to the Contractor or through intermediate subcontractors, performed work or supplied materials or equipment, payment for which was included in the previous progress payment received, have been paid all amounts due for all work, materials and equipment for which the APS has paid the Contractor.

Submitted By _____	Title _____	Date _____
--------------------	-------------	------------

**ARCHITECT**

Submitted By _____	Title _____	Date _____
--------------------	-------------	------------

**APS APPROVALS**

Project Manager _____	Date: _____
Director of Capital Improvements _____	Date: _____
Executive Director of Facilities _____	Date: _____

RECONCILIATION THIS PERIOD

1 PROGRESS EARNINGS THIS PERIOD	\$ _____
2 LESS: RETENTION	\$ _____
3 LESS: OTHER DEDUCTIONS (List Attached)	\$ _____

**AMOUNT DUE CONTRACTOR THIS APPLICATION(Items 1 - 2 - 3)** \_\_\_\_\_

**Georgia Department of Education  
Facilities Services Unit**

**Certificate of the Contractor or His Duly Authorized Representative**

Reimbursement Request Number \_\_\_\_\_ Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

To be the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work and material shown on this Reimbursement Request Number \_\_\_\_\_ are correct and that all work has been performed and materials supplied in full accordance with the terms and conditions of the contract documents between the

\_\_\_\_\_ (Owner)  
and \_\_\_\_\_ dated \_\_\_\_\_  
\_\_\_\_\_ (Design/Builder)

and all authorized changes thereto; and that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the "amount due this estimate" has been received.

1. Original Contract Sum.....	\$ _____
2. Net change by Change Orders .....	\$ _____
3. Contract Sum to Date (1+2).....	\$ _____
a. Total Amount earned for work in place (original contract).....	\$ _____
b. Total amount earned for work in place (change orders).....	\$ _____
c. Value of materials stored at site.....	\$ _____
d. Total amount earned (a plus b plus c).....	\$ _____
e. Amount retained (10%) .....	\$ _____
f. Total earned less retained percentage (d minus e) .....	\$ _____
g. Total previously approved .....	\$ _____
h. Total due this request for contractor (f minus g).....	\$ _____
i. Amount due this request for architect .....	\$ _____
j. Total amount request (h plus i) .....	\$ _____

I further certify that all claims outstanding against the undersigned contractor for labor, materials and expendable equipment employed in the performance of said contract have been paid in full in accordance with the requirements of said contract, except such outstanding claims as are listed below or in the attached sheet, which statement contains all claims against the contractor which are not yet paid, including all disputed claims and any claims to which the contractor has or will assert any defense.

I further certify that all the materials indicated on this Reimbursement Request as being stored on the site, but not yet incorporated into the building, have been purchased, delivered and are now stored on the site for future incorporation into the building, and until so incorporated the title to same is, upon payment of this statement, vested in the Owner. Furthermore, the undersigned contractor assumes full responsibility for the existence, protection, and, if necessary, replacement of the above mentioned materials until the completion of this contract.

Contractor/Construction Mgr. \_\_\_\_\_ Date: \_\_\_\_\_

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

**Certificate of the Supervising Architect**

I certify that I have verified this Reimbursement Request and that to the best of my knowledge and belief it is a true and correct statement of work performed and materials supplied by the contractor and that the contractor's certified statement of his account and the amount due him is correct and just and that all work and materials in this Reimbursement Request have been performed in full accordance with the terms and conditions of the contract documents and authorized changes thereto.

Name \_\_\_\_\_, Supervising Architect Date \_\_\_\_\_



**ATLANTA PUBLIC SCHOOLS  
CONTINGENCY MODIFICATION WITHIN THE GMP**

**Contractor:** \_\_\_\_\_ **Change Order No.:** \_\_\_\_\_  
**Contract No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Contract Title:** \_\_\_\_\_

1. This change order provides full and complete settlement for any and all claims arising out of, or relating to, performance of the work referred to below and described herein as follows.
2. You are hereby directed to proceed with the work described herein as follows:

Net Change to Estimated Construction Cost, Increase/(Decrease) \$0.00

Est. Contr. Cost:	\$0.00	Total Contingency:	\$0.00
Orig. Contingency:	\$0.00	Previous Change Orders:	\$0.00
Add Contingency:	\$0.00	This Change Order:	\$0.00
GMP:	\$0.00	Total Change Orders to Date:	\$0.00

**Contingency Balance: \$0.00**

NOT VALID UNLESS SIGNED BY THE OWNER  
SIGNATURE OF THE CONTRACTOR INDICATES HIS AGREEMENT HEREWITH INCLUDING ANY ADJUSTMENTS IN THE CONTRACT SUM OR CONTRACT TIME.

<b>Architect</b>	<b>Signature:</b>	<b>Date:</b>
<b>Contractor:</b>	<b>Signature:</b>	<b>Date:</b>
INTERNAL APPROVALS	Owner: <b>ATLANTA INDEPENDENT SCHOOL SYSTEM</b>	
Project Manager	Signature	Date
Director of Capital Improvement Jere Smith	Signature	Date
Executive Director of Facilities	Signature	Date

# EXTERNAL CHANGE ORDER

## For Construction Contracts

**Contractor:** \_\_\_\_\_

**External C.O. No.:** \_\_\_\_\_

**Contract No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

1. This change order provides full and complete settlement for any and all claims arising out of, or relating to, performance of the work referred to below and described herein as follows.
2. You are hereby directed to proceed with the work described herein as follows:

Net Change to Contract, Increase/(Decrease) \_\_\_\_\_

Original Contract Sum:  
 Net change from previous Change Orders:  
 Contract Sum Prior to this Change Order:

Contract Increase/(Decrease) by this Change Order:  
 New Contract Sum Including this Change Order:

NOT VALID UNLESS SIGNED BY THE OWNER

SIGNATURE OF THE CONTRACTOR INDICATES HIS AGREEMENT HEREWITH, INCLUDING ANY ADJUSTMENT IN THE CONTRACT SUM OR CONTRACT TIME.

<b>Contractor:</b>	<b>Signature:</b>	<b>Date:</b>
<b>INTERNAL APPROVALS</b>	Owner: <b>ATLANTA INDEPENDENT SCHOOL SYSTEM</b>	
Project Manager	Signature	Date
Director, Capital Improvements	Signature	Date
Executive Director Facilities	Signature	Date

**CHANGE ORDER**  
For Architectural Contracts

Contractor: \_\_\_\_\_

Proposed C.O. No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Date: \_\_\_\_\_

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

1. This change order provides full and complete settlement for any and all claims arising out of, or relating to, performance of the work referred to below and described herein as follows.
2. You are hereby directed to proceed with the work described herein as follows:

Net Change to Contract, Increase/(Decrease) \_\_\_\_\_

Original Contract Sum:  
Net change from previous Change Orders:  
Contract Sum Prior to this Change Order:

Contract Increase/(Decrease) by this Change Order:  
New Contract Sum Including this Change Order:

**NOT VALID UNLESS SIGNED BY THE OWNER**

**SIGNATURE OF THE CONTRACTOR INDICATES HIS AGREEMENT HEREWITH, INCLUDING ANY ADJUSTMENT IN THE CONTRACT SUM OR CONTRACT TIME.**

<b>Architect:</b>	<b>Signature:</b>	<b>Date:</b>
<b>INTERNAL APPROVALS</b>	Owner: <b>ATLANTA INDEPENDENT SCHOOL SYSTEM</b>	
Project Manager	Signature	Date
Director, Capital Improvements	Signature	Date
Executive Director of Facilities	Signature	Date
	Signature	Date

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Notice to Proceed***

A well defined and well documented starting point is important to a major construction project. The communications vehicle used to direct the architect and the construction manager to begin their respective duties on the project establishes an important contractual milestone and should be carefully crafted to suit the specific needs of the project and satisfy the requirements of the APS contract.

A sample of the APS Notice to Proceed to an Architect and the APS Notice to Proceed to a Construction Manager follows. Project and contract specifics may require this typical document to be modified.

## EXAMPLE: NOTICE TO PROCEED - ARCHITECT

July 1, 2020

Mr. ARCHITECT, AIA  
ARCHITECTURAL GROUP  
000 North Parkway Square  
0000 Northside Parkway, N.W.  
Atlanta, Georgia 30327

RE: Notice to Proceed  
\_\_\_\_\_ Project

Dear Mr. ARCHITECT,

On behalf of the \_\_\_\_\_, I am pleased to inform you that ARCHITECTURAL GROUP has been conditionally selected as the Architect for the \_\_\_\_\_ project. Per our previous discussions, the scope of work for the project consists primarily of the construction of \_\_\_\_\_.

In accordance with the responsibilities outlined and implied in the current \_\_\_\_\_ Architectural Contract and in your response to the \_\_\_\_\_ Request for Qualifications for Architects, we request that you immediately begin design work in order to complete construction documents in sufficient time to complete construction of this project by \_\_\_\_\_ 2021.

Prior to the execution of an agreement you must complete the services outlined in the "Pre-Contractual" Phase I of the project described in the attached document. Please begin by reviewing the "as-built" drawings transmitted to you under separate cover.

The Project Manager for this project will be \_\_\_\_\_, he can be reached at \_\_\_\_\_. Please feel free to contact me at \_\_\_\_\_ if you have any additional questions. Thank you for your interest and commitment to this project.

Sincerely,

Jere J. Smith III, AIA  
Director of Capital Improvements

**EXAMPLE: NOTICE TO PROCEED – CONSTRUCTION MANAGER**

July 1, 2020

Mr. CONSTRUCTION MANAGER  
CONSTRUCTION Building, Inc.  
0000 Street, NE  
Atlanta, Georgia 30303

Re: Notice to Proceed  
\_\_\_\_\_ Project

Dear Mr. CONSTRUCTION MANAGER,

Per our previous discussions and pursuant to the terms of your Construction Management contract for the construction and renovations to \_\_\_\_\_ located at \_\_\_\_\_ you are hereby notified to commence work. The cost of the work will not exceed \_\_\_\_\_ Dollars (\_\_\_\_\_). The project shall attain Substantial Completion not later than \_\_\_\_\_ 2021 (\_\_\_\_\_ days).

The Project Manager for this project is \_\_\_\_\_, as such he will represent \_\_\_\_\_ in administration of this contract pursuant to the contract terms. All correspondence should be addressed to his attention at \_\_\_\_\_.

Please acknowledge receipt of this notice by signing, dating, and returning all copies.

Sincerely,

Jere J. Smith III, AIA  
Director of Capital Improvements

Acknowledged:

By: \_\_\_\_\_  
CONSTRUCTION Building, Inc.  
\_\_\_\_\_  
(print name)

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

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Furniture, Fixtures and Equipment (FF&E)***

Furniture for buildings is purchased with the intent to last a minimum period of ten years per GDOE guidelines. The existing furniture for new construction and renovated buildings will typically be replaced with new furniture. Existing furniture will not typically be replaced in the event that it is still in good condition and / or has been replaced within the past five years.

A representative from the Furniture, Fixtures and Equipment (FF&E) Department (typically the Relocation Project Manager) shall meet with each building administrator (Principal or Assistant Principal) to review the condition of the existing furniture and determine the need for new furniture. The existing conditions, factors presented by the building administrator, the plans for future building use and program needs will be reviewed and evaluated and the proposed furniture needs will be approved by the Director of Capital Improvements based on the available funding.

The APS Furniture, Fixtures and Equipment (FF&E) Standards Matrix and Relocation Project Manager job description follows.

Refer to the APS Relocation Services Guide for procedure and standards related to the relocation, moving and closing of building.

SPACE / CLASS	FURNITURE ITEM	Quantity per Space / Class																				
		14" Student Chair	16" Student Chair	18" Student Chair	Open Face Student Desk	Student Desk	Table, Student, 30X72	Table, Half Moon, 36X72 OR Round 48" Dia	Table, 24X48	Bookcase, 48"H	Cubby w/ Totes	Cubby, 3 Shelf	Cubby Book Display	Teacher Desk, 24X60	Teacher Chair	5 Dwr Vertical File Cabinet	Mobile Ped (for Para)	Table, Science 24X54	Table, Art 42X72X30-36H	Music Chair	Stool, 18 or 24"H	Table, Computer, 24/30 X 60/72 (optional per school)
PreK		30					4	1	1	2	1	1	1	1	1	1						2
Kindergarten		30					4	1	1	2	1	1	1	1	1							2
1st Grade			30				4	1	1	2	1	1		1	1	1						2
2nd Grade			30		26			1	1	2				1	1	1						2
3rd - 5th Grade				30	26			1	1	2				1	1	1						2
6th - 8th Grade				32		28		1	1	2				1	1	1						2
9th - 12th Grade				32		28		1	1	2				1	1	1						2
Gifted/ ESOL/ Foreign Lang [Same as grade level classroom]																						
Special Ed K-2		6	8	1			1	1	1	2	1	1	1	1	1	1						2
Special Ed 3-5				20	15		1	1	1	2	1	1	1	1	1	1						2
Special Ed 6-12				24		20		1	1	2	1	1	1	1	1	1						2
Science ES				30					1	2				1	1	1		15				2
Science MS				30					1	2				1	1	1		15				2
Science HS				30					1	2				1	1	1		15				2
Art ES									1	2				1	1	1			8		30	2
Art MS									1	2				1	1	1			8		30	2
Art HS									1	2				1	1	1			8		30	2
Music ES				30					1	2				1	1	1						2
Band, Orchestra, Choral MS									1	2				1	1	1					30-50	2
Band, Orchestra, Choral HS									1	2				1	1	1					40-60	2
Computer Lab				30					1	2				1	1							15
STEM / Maker Space*				30					1	2				1	1	1			8			2
Facility Dining				8-12			1	2-3 Rnd	1													
Teacher Work Room				4-6			1		1													
Parent Center				4-12			1	2-3 Rnd	1	2				1	1	1						School Dependent
Teachers Office				1					1	1				1	1	1						

\*STEM, Maker Spaces, Tinker Labs - Furniture and layouts may change depending on school focus.

Vocational, technical and other labs will be reviewed on a case by case basis.

Teachers Office includes Art, Music, Band, Orchestra, PE, Clinic Ofc, Kitchen Mgr., Bldg Mgr. Ofc and potentially itinerant staff spaces.



FURNITURE MATRIX

Standard Administrative Furniture

FURNITURE ITEM	Quantity per Space					
	SPACE	Principal Office	Asst. Principal Office / Business Mgr.	Counselor	Staff Office	Main Office / Reception
<u>U-Shaped Desk Unit</u>						
Desk/Table, Adj. Ht., 36X72	1					
Mobile Ped	1	1	1	1	2	
Bridge/Return Component, Open, 18X30	1	1	1	1		
Bridge/Return Component, Dwrs, 18X36	1	1	1	1		
Credenza, w/ BBF Ped 24X72	1					
2 Dwr Lateral File, 24X36	1	1				
5 Shelf Bookcase, 15X36	2	1				
Conference Table, 42" Dia	1	1	1			
Desk Chair	1	1	1	1	2	
Visitor / Conference Chair	4	4	4	2	6-8	
<u>L-Shaped Desk Unit</u>						
Desk/Table, Adj. Ht., 30X66			1	1	1	
Table, 24X48			1			
4 Shelf Bookcase, 15X36				1	1	
5 Dwr Vertical File			1	1	1	

Staff Office includes school secretary, registrar, media specialist, instructional coach. It may also include support staff that are on site full time. i.e. SST/RTI, Social Worker, Psychologist,

Main Office - reception desk to accommodate 2 people.

Conference Spaces

School may choose to have one large table or appropriate number of mobile tables (2 people per 24X60 table)

Main Office Conference Rm, Seating for at least 10-12.

Gym / Multipurpose Room

Padded Folding Chairs and Storage Carts

Elementary School (300 - 400) Chairs, (4-5) Storage Carts

Middle School, (400 - 600) Chairs, (5-8) Storage Carts

High School, (500 - 700) Chairs, (7-9) Storage Carts

# Atlanta Public Schools

## ***Project Close-out Procedures***

In the rush to move on to the next new project the details of the total and proper close-out of the current project may be overlooked. Both the Architect and the Contractor have most likely earned much of their fee at this point in the project and there may be reduced motivation to expend the needed effort to properly close-out the job. At this point in the process the APS Project Manager must take the lead in moving the project to a full and final completion.

The APS Project Manager must make sure to retain sufficient funds to motivate the Architect and the Contractor to perform and to have a logical close out process to follow. The following items, as presented represent many of the major steps in the close-out process. These steps may need to be expanded or adapted to project specific conditions.

The following steps provide a general overview of the project close-out process and are not intended to be an exhaustive check list. Refer to the appropriate contract documents for actual requirements.

1. Refer to the Construction Management contract, APS General Conditions and Architect contract regarding “Substantial Completion”, “Final Payment”, “Construction Phase” and “Post Construction Phase” and any applicable project specific documents regarding project close out.
2. Contractor presents their punch list to the APS Project Manager.
3. If appropriate, execute AIA Certificate of Substantial Completion under terms as described in the project General Conditions.
4. APS Project Manager reviews Contractor punch list in conjunction with the A/E and produces the final “punch list” to be given to the Contractor.
5. APS Project Manager evaluates this list in conjunction with the A/E and assesses a value to each item on the list. Assess each item on the list and estimate an appropriate value and indicate this amount adjacent the item on the list.
6. The value of each item should be sufficient to complete the work by another Contractor if necessary. The intention of this exercise is not to penalize the contractor but to create an incentive large enough to encourage the contractor to complete the work in a timely manner.
7. Contractor completes the punch list, executes close out documents and turns in O&M and As-Built documents and requests a Final Inspection. An example of an APS list of close out documents is included in this manual.

8. APS Project Manager reviews the project in conjunction with the A/E and either certifies the project as complete or not complete. If not complete APS Project Manager and A/E produce a list of remaining items to be completed.
9. Send a letter along with the above referenced list to the Contractor stating, "The items indicated on the attached list must be completed in 60 days. If they are not, the amount associated with each item not completed will be deducted from your contract and the work will be completed by other forces. Any additional costs incurred by APS in the completion of this work will be charged to your account."
10. If the work is not completed as directed, promptly execute a deductive change order in accordance with Item 9 above.
11. Conduct site visits and meetings with APS Facilities Services Department Maintenance representatives and the site based personnel to 1.) confirm completion of in service training, 2.) turn over (O&M, As-Built and Close Out) documents and to 3.) confirm warranty durations and responsibilities.
12. Execute APSCMT Certificate of Final Completion.
13. Obtain Final Affidavit and Release and any other documents required by the contract from the Contractor. .
14. Obtain final certifications, GDOE close-out documents and any other required by the contract from the Architect.
15. Make Final Payments.

## ***Project Close-Out Terms from Architect Contract***

### **PHASE 5**

#### **F. CONSTRUCTION PHASE**

***The close-out process begins with Item 18. Items 1 – 17 have been omitted.***

18. When the Owner and the Project Manager agree that the Work or portions of the Work are substantially complete, Architect and its consultants shall inspect the Work or portions of the Work and prepare and submit to the Project Manager punch lists of the Work of the Contractor(s) which is not in conformance with the Contract Documents. Project Manager shall transmit such punch lists to the Contractor(s). Owner may request that the Architect inspect and prepare a punch list on any portion of the Work.
19. Architect shall review the contractor's record drawings showing significant changes in the Work made during the construction process, based on marked-up contract drawings, prints, and other data furnished by the Contractor(s) and the applicable Addenda, Clarifications, and Change Orders which occurred during the Project. Architect, at his cost, shall then prepare the required As-Built drawings.
20. Architect shall provide assistance in the original operation of any equipment or system such as initial start-up, testing, adjusting and balancing.
21. Architect and/or its consultants shall observe and review test data of the original operation of any equipment or system such as initial start-up testing, adjusting and balancing to make sure that all equipment and systems are properly installed and functioning in accordance with the design and specifications.
22. Architect shall review the Contractor-furnished maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection as required by the Construction Documents and forward all approved copies to the Project Manager for use by the Owner. In addition, Architect shall conduct such observations as necessary to ensure all material and equipment warranties are in compliance with applicable specifications.
23. Architect and its consultants shall conduct comprehensive Final Completion inspections as required per the construction contract at the request of the Owner.
24. Upon correction of the deficiency reports (punch lists), and acceptance of all other close-out submittals and certificates of the Contractor, Project Manager and Architect shall approve the Application for Final Payment and forward it to the Owner for execution.

***Project Close-Out Terms from Architect Contract***

25. Architect and all of his consultants (Mechanical, Electrical, Plumbing, etc.) shall participate and certify in writing completion of any testing, demonstrations, training, commissioning, etc., required by the technical specification.
26. Architect and his consultants, as appropriate, shall, prior to the time of Final Completion, certify in writing that all material, equipment and systems have been properly installed per the contract documents and are properly functioning as designed

**PHASE 6**

**G. POST CONSTRUCTION PHASE**

1. Coordination of operating data for Owner-supplied furniture, furnishing and equipment.
2. Assist in the establishment by the Owner of an in-house or contract program for the operation and maintenance of the physical plant and equipment. Assist in the preparation of operation and maintenance manuals for the Owner.
3. Observe and assist in the operation of building systems during initial occupancy. Assist in the training of the Owner's personnel in proper operations, maintenance schedules, and procedures.
4. Make recommendations concerning inadequate performance materials, systems, and equipment under warranty. Inspect or have inspected materials, systems, and equipment prior to expiration of the warranty period to ascertain adequacy of performance.
5. Review and approve "Close-Out Documents"
6. Certify Construction Manager and Contractor's Final Pay Request.
7. Assist in DOE "close-out" including execution of Final DOE forms and documents.
8. At this point the Architect is entitled to 100% of its fee.

# Atlanta Public Schools

## ***Project Close-Out Terms from Construction Management Contract***

### **ITEM 12 SUBSTANTIAL COMPLETION AND FINAL PAYMENT**

- 12.01 The term “substantial completion” as used in the Contract Documents shall mean the first day after the Project Manager has verified that all of the following have been satisfactorily completed:
- A. All materials and equipment have been incorporated in the Work, including building systems such as, but not limited to, HVAC, Intercom, Fire Alarm, Television, Data, Security System, and the like;
  - B. A certificate of occupancy (Temporary or Final) has been delivered to Project Manager; and
  - C. The Work is completed such that Owner can occupy the entire Project for its intended use, including occupancy by students, without interference from Construction Manager or its Subcontractors.
- 12.02 When the requirements of ITEM 12.01 have been completed, Construction Manager shall prepare the Punch List and shall submit the same along with the Architect’s Punch List to Project Manager for approval with written notice that the Work is ready for verification of substantial completion. Upon receipt of the Punch Lists and notice, Project Manager will inspect the Work to verify that the Punch Lists are accurate and that the Work is substantially completed. If Project Manager determines that the either Punch List is incomplete or incorrect in any way, Project Manager will advise Construction Manager of the required corrections and Construction Manager shall promptly submit a corrected Punch List.
- 12.03 After the Project Manager has verified that the Work is substantially completed, Owner will assume responsibility for the maintenance thereof, except damage, debris and refuse material caused by Construction Manager while completing the Work, which shall be the responsibility of the Construction Manager. It shall be the Project Manager’s responsibility to issue the Certificate of Substantial Completion.
- 12.04
- A. When Construction Manager has completed all Punch List items and all other items required for performance of the Work in compliance with the Contract Documents, Construction Manager shall give written notice to the Project Manager that the Work is ready for final inspection and acceptance. Upon receipt of the notice, Project Manager will inspect the Work to verify that it is entirely completed and in compliance with the Contract Documents. The Work, when so verified, will be accepted by the Project Manager. Work found to be incomplete or not in compliance shall

**Project Close-Out Terms from Construction Management Contract**

be promptly completed or corrected by Construction Manager and Project Manager's acceptance will be withheld until such work has been completed or corrected.

- B. If, after receiving written notice that the work is ready for verification of either substantial completion or final completion, Project Manager, with counsel from the Architect, determines that the Project is not substantially or finally complete, liquidated damages in the amount of one thousand dollars (\$1,000) per occurrence will be assessed to the Construction Manager. This is in addition to and separate from liquidated damages assessed under other Articles in this Contract.
- 12.05 Construction Manager shall submit its final invoice for the remaining amount due Construction Manager under the Contract thirty (30) days after full completion of the Work.
  - 12.06 The final invoice shall be in the form required by ITEM 11 hereof and shall be accompanied by Construction Manager's Final Affidavit and Release and such other documents as set forth in Paragraph 1.13 of Section 01005 of Division 1 of the Specifications, duly executed by the Construction Manager for the full amounts paid and/or due them.
  - 12.07 Construction Manager's final invoice will be processed for payment after a certificate of occupancy and all record documents, operating and maintenance manuals, guarantees and warranties, spare parts and materials and all other documents or materials required by the Contract Documents have been delivered to the Project Manager and after settlement of all claims by Owner against Construction Manager, if any.
  - 12.08 The acceptance of final payment shall constitute a waiver of all claims by Construction Manager except those previously made in writing and identified by Construction Manager in writing as unsettled at the time the final invoice is submitted.

**SECTION 01700**

**CLOSE-OUT**

---

**1.01 CLEANING**

- A. Prior to a final inspection and acceptance of the Work, remove all debris, rubbish, waste material, tools, construction equipment, machinery and surplus materials from the Project site and thoroughly clean the building, including the removal of all dirt, dust, labels, marks, smears, spots, grease and stains from all floors, walls, ceilings, steel, piping, fixtures, equipment, hardware, glass, mirrors and all finish surfaces. In addition, provide any special cleaning required by the specification sections.

**1.02 PROJECT RECORD DOCUMENTS**

- A. During the progress of the Work maintain a set of drawings at the Project site for preparing record drawings. Neatly record all changes in the Work and record specific locations of work shown schematically on the drawings. In addition, record the following on mechanical and electrical drawings:
  - 1. Size, type and capacity each device or piece of equipment.
  - 2. Location of each device or piece of equipment.
  - 3. Location of each source or outlet in building service systems.
  - 4. Location of concealed water and electrical services, water piping, sewers, wastes, vents, ducts, conduit and other piping by indication of measured dimensions to such line from readily identifiable and accessible walls or corners of buildings.
  - 5. Invert elevations of sewers and top of water lines.
- B. Submit the record drawings to Project Manager for approval with the Punch List and written notice that the Work is ready for verification of substantial completion required in the General Conditions. If Project Manager or Architect determines that the drawings are incomplete or incorrect in any way, it will advise Construction Manager of the required corrections and Construction Manager shall promptly submit corrected drawings.
- C. Approved record drawings will be delivered to the Architect and they shall neatly record the information on a set of reproducible drawings. The reproducible set of record documents shall be delivered to Project Manager prior to final payment for the Work.

**1.03 OPERATING AND MAINTENANCE MANUALS**

- A. Prepare three (3) complete sets of manuals containing the manufacturer's instructions for operation and maintenance of each item of equipment, apparatus and operational system furnished under the Contract and any additional data specifically required in the specification sections.
- B. Manuals shall be bound with covers of durable material, arranged in the sequence of the specification sections and shall include the following:
  - 1. Neatly typewritten index.
  - 2. Complete instructions regarding operation, service and maintenance including lubrication, disassembly and reassembly.
  - 3. Complete nomenclature of all parts and part numbers of all replaceable parts.
  - 4. Complete list of sources to be contacted for service and replacement parts including names, addresses and all other pertinent data regarding procurement procedure.
  - 5. Copy of all required guarantees and warranties.
  - 6. Manufacturers' bulletins, cuts, and descriptive data clearly indicating the precise items included in this installation and deleting, or otherwise clearly indicating, all manufacturers' data with which this installation is not concerned.
  - 7. Any other data required in the specification sections.
- C. The operating and maintenance manuals shall be delivered to the Project Manager prior to final payment for the Work.

**1.04 EQUIPMENT DEMONSTRATIONS**

- A. If requested by Project Manager, give physical demonstrations and oral instructions for the operation of equipment, apparatus and operational systems furnished under the Contract. Such demonstrations and instruction shall be given to Project Manager and/or others as Project Manager may choose.

**1.05 GUARANTEES AND WARRANTIES**

- A. Assemble all guarantees, warranties and assignments thereof as required by the General Conditions and the specification sections. The guarantees, warranties and assignments shall be delivered to the Project Manager prior to final payment for the Work.

**1.07 SPARE PARTS AND OPERATION/MAINTENANCE ITEMS**

- A. All spare parts and operation/maintenance items required by the specification sections shall be delivered to the Project Manager prior to final payment for the Work.

# SAMPLE LETTER

## (ARCHITECTURAL FIRM LETTERHEAD)

DATE

**Project Manager**

ATLANTA PUBLIC SCHOOLS

1631 LaFrance Street, NE

Atlanta, Georgia 30307

RE: **Project Name**

Certification of Completion

Dear Project Manager:

Per the Atlanta Public Schools architectural contract, Exhibit A, Architect's Scope of Services, Phase 5 - Construction Phase, Item 25 and 26, as the ***architect of record***, I certify the following.

1. All testing, demonstrations, training and commissioning as required by the project specifications have been satisfactorily completed.
2. All material, equipment and systems have been properly installed per the contract documents and are properly functioning as designed.

CERTIFIED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Architect, Signature

\_\_\_\_\_  
Architect, PRINTED

Name of Firm

Address of Firm

SEAL

# SAMPLE LETTER

## (ENGINEERING FIRM LETTERHEAD)

DATE

**Project Manager**  
ATLANTA PUBLIC SCHOOLS  
1631 LaFrance Street, NE  
Atlanta, Georgia 30307

RE: Project Name  
Certification of Completion

Dear Project Manager:

Per the Atlanta Public Schools architectural contract, Exhibit A, Architect's Scope of Services, Phase 5 - Construction Phase, Item 25 and 26, as the ***civil engineer of record***, I certify the following.

1. All testing, demonstrations, training and commissioning as required by the project specifications have been satisfactorily completed.
2. All material, equipment and systems have been properly installed per the contract documents and are properly functioning as designed.

CERTIFIED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Engineer, Signature

\_\_\_\_\_  
Engineer Name, PRINTED  
Name of Firm  
Address of Firm

SEAL

# SAMPLE LETTER

## (ENGINEERING FIRM LETTERHEAD)

DATE

**Project Manager**  
ATLANTA PUBLIC SCHOOLS  
1631 LaFrance Street, NE  
Atlanta, Georgia 30307

RE: Project Name  
Certification of Completion

Dear Project Manager:

Per the Atlanta Public Schools architectural contract, Exhibit A, Architect's Scope of Services, Phase 5 - Construction Phase, Item 25 and 26, as the **electrical engineer of record**, I certify the following.

1. All testing, demonstrations, training and commissioning as required by the project specifications have been satisfactorily completed.
2. All material, equipment and systems have been properly installed per the contract documents and are properly functioning as designed.

CERTIFIED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Engineer, Signature

\_\_\_\_\_  
Engineer Name, PRINTED  
Name of Firm  
Address of Firm

SEAL

# SAMPLE LETTER

## (ENGINEERING FIRM LETTERHEAD)

DATE

**Project Manager**  
ATLANTA PUBLIC SCHOOLS  
1631 LaFrance Street, NE  
Atlanta, Georgia 30307

RE: Project Name  
Certification of Completion

Dear Project Manager:

Per the Atlanta Public Schools architectural contract, Exhibit A, Architect's Scope of Services, Phase 5 - Construction Phase, Item 25 and 26, as the ***mechanical engineer of record***, I certify the following.

1. All testing, demonstrations, training and commissioning as required by the project specifications have been satisfactorily completed.
2. All material, equipment and systems have been properly installed per the contract documents and are properly functioning as designed.

CERTIFIED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Engineer, Signature

\_\_\_\_\_  
Engineer Name, PRINTED  
Name of Firm  
Address of Firm

SEAL

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

## ***Training Checklist***

<b>Div</b>	<b>Systems requiring training</b>	<b>Date of Training</b>	<b>O/M Manual provided</b>	<b>Comments</b>
<b>11</b>	Kitchen Equipment – all equipment incl. hood, walk-in cooler/freezer, trap,			
<b>14</b>	Elevator			
<b>15</b>	HVAC & Controls			
	<b>Intercom</b>			
	Fire Alarm			
	Security – CCTV			
	Access Control			
	Television Distribution / Satellite			
	Data			
	<b>Telephone</b>			
	Emergency Generator			
	Final Cleaning			

### **Principal Sign-off**

---

*Principal Signature* *Date*

### **SRT Manager Sign-off**

---

*Signature* *Date*

### **Project Manager Sign-Off**

---

*Signature* *Date*

---



***This document is presented to the APS Project Manager with the Final Completion documentation.***

## **ARCHITECTURAL CERTIFICATION**

ATLANTA PUBLIC SCHOOLS  
(Project Name)  
(Project Address)

This is the certify that \_\_\_\_\_  
(State Project Number) (Name of Project)

was fully constructed and completed and the contract fully performed as provided in the plans and specifications on \_\_\_\_\_. The final adjusted contract sum  
(Date Completed)

paid to the contractor was in the amount of \$ \_\_\_\_\_. The final  
adjusted contract sum aid to the architect was in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
Signature of Architect  
Firm

\_\_\_\_\_  
Date

# APS Hazardous Materials Procedures

For each project the Architect shall provide an executed copy of the Asbestos Exclusion Certification Form, attached below, to the APS Project Manager at the completion of construction (project closeout).

## ASBESTOS EXCLUSION CERTIFICATION FORM (New construction, Renovations & Additions ONLY)

In compliance with AHERA Part 763 “Asbestos”, Subpart E “Asbestos Containing Materials in Schools”, Section 763.99 “Exclusions” paragraph (a) (7)

I, \_\_\_\_\_  
Architect of record for

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Substantial completion date

Located at \_\_\_\_\_

\_\_\_\_\_  
School System Name

\_\_\_\_\_  
State Project Number

I, certify that to the best of my knowledge no Asbestos Containing Building Material (ACBM) was specified as a building material in any construction document, nor was any ACBM building material installed in this project.

\_\_\_\_\_  
Architectural Firm (Name & Address)

\_\_\_\_\_  
Signature of Architect of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Georgia Architectural License Number

\_\_\_\_\_  
Seal and Signature



# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

## (SAMPLE) INDEX TO CLOSE OUT DOCUMENTS for ANYPLACE HIGH SCHOOL

### I. PROJECT DIRECTORY

Red Tab

- a. A/E Telephone & Address List
- b. CM / Sub-Contractor Telephone & Address List
- c. Project Data Sheet

### II. ADMINISTRATIVE DOCUMENTS

Yellow Tab

- a. Certificate of Final Completion
- b. Certificate of Substantial Completion
- c. Contractor's Affidavit of Payment of Debt and Claims
- d. Consent of Surety to Final Payment
- e. Contractor's Final Affidavit and Release
- f. Contractor's Statutory Affidavit
- g. Contractor's Non-Influence Affidavit
- h. Building Permit
- i. Certificate of Occupancy
- j. Temporary Certificate of Occupancy
- k. Domestic Water Test Report
- l. COA Backflow Prevention Test Results
- m. Fire Alarm Test Report & Certification
- n. Sprinkler Test Report & Certification
- o. Elevator Inspection Certificate
- p. Health Department Inspection

### III. WARRANTIES

Green Tab

1. Acoustic Ceilings & Drywall (TC Drywall)
2. Acoustic Ceilings & Drywall "Extended" (TC Drywall)
3. Aluminum Windows (Jones Glass)
4. Asphalt Paving (Kelley Paving)
  
5. Caulking & Sealants (Metro Waterproofing)
6. Ceiling Grid (Chicago)
7. Ceiling Grid (Gordon)
8. Ceiling Tile (USG)
9. Ceramic & Quarry Tile (Hollinshead Properties)
10. Chiller Compressor "Extended" (Trane)
11. Coiling Grille (Metro Dock)

*Warranties (continued):*

12.	Cooler & Freezer	(Kolpak)
13.	Concrete	(Eastern Concrete)
14.	Dampproofing	(Metro Waterproofing)
15.	Electrical Labor & Materials	(Volt Construction)
16.	Fencing	(Charis Fence)
17.	Finish Hardware	(John Oatley)
18.	Fire Alarm Equipment	(Simplex)
19.	Fire Protection	(Merit Sprinkler Co.)
20.	Flashing	(Polyguard)
21.	Flagpole	(Flagsource Southeast)
22.	Fire Extinguisher Cabinets	(Wellerworks)
23.	General Contractor	(Fly/Buy/Knight, jv)
24.	Grading & Sitework	(Lewis Trucking – JVC Grading)
25.	Grassing	(Grassco)
26.	Hollow Metal & Wood Doors	(John Oatley)
27.	HVAC & Plumbing	(TQM Mechanical)
28.	Insulation	(Celotex)
29.	Kitchen Equipment	(Atlanta Kitchen)
30.	Lockers & Shelving	(Mason-Hall & Co.)
31.	Masonry	(Logan Masonry)
32.	Mirrors “Extended”	(Bradley)
33.	Membrane Waterproofing	(Metro Waterproofing)
34.	Operable Partitions	(Larry Doster Sales, Inc.)
35.	Painting	(Enterprise Painting)
36.	Pavement Striping	(Wildcat)
37.	Pre-Formed Metal Roofing (Labor)	(Faith Works Contractor)
38.	Pre-Formed Metal Roofing (Material)	(ARS Industries)
39.	Pre-Formed Metal Roofing (Finish)	(ARS Industries)
40.	Pre-Formed Metal Roofing (Watertightness)	(ARS Industries)
41.	Resilient Flooring & Carpet	(Hollinshead Properties)
42.	Retaining Wall System	(Atlanta Wall Co.)
43.	Signs	(Image Makers)
44.	Storefront System	(Jones Glass)
45.	Storefront System (Finish)	(Vista Wall)
46.	Storefront System (Caulking)	(Jones Glass)

*Warranties (continued):*

- |     |                           |                                |
|-----|---------------------------|--------------------------------|
| 47. | Storefront System (Caulk) | (Sonneborn)                    |
| 48. | Storefront System (Glass) | (American Flat Glass)          |
| 49. | Steel Structure           | (Jonquil Steel & Construction) |
| 50. | Termite Treatment         | (Apple Exterminating)          |
| 51. | Toilet Accessories        | (Georgia Accessories)          |
| 52. | Toilet Partitions         | (Georgia Accessories)          |
| 53. | Water Heaters "Extended"  | (A.O. Smith)                   |
| 54. | Wood Doors "Extended"     | (Weyerhaeuser)                 |

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**IV. OPERATION & MAINTENANCE DOCUMENTS**

**Clear Tab**

- a. Index to Operation & Maintenance Manuals Binders
- b. Transmittal / Receipt of Operation & Maintenance Manuals Binders
- c. Records of Training & Instruction
- d. Valve Tag Schedules
- e. Attic Stock Records

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**V. AS BUILT DRAWINGS**

**Blue Tab**

- a. Transmittal / Receipt of As Built Drawings
- b. Index of As Built Drawings
- c. 11" x 17" Floor Plan

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**VI. CONTRACTOR DOCUMENTS**

**Pink Tab**

- a. Construction Contract
- b. Notice to Proceed
- c. Payment Bond
- d. Performance Bond
- e. Insurance Certificate
- f. Purchase Order
- g. Certified Bid Tabulation
- h. Change Order Log
- i. Payment Application Log
- j. Final Pay Request

**VII. ARCHITECT DOCUMENTS****Gold Tab**

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- a. Architectural Contract
- b. Insurance Certificate
- c. Purchase Order
- d. Change Orders
- e. Payment Application Log
- f. Certified Bid Tabulation
- g. Engineer's Certificate of Detention Facility
- h. Final Pay Request

**IX. DEPARTMENT OF EDUCATION DOCUMENTS (GaDOE)****Orange Tab**

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- a. Design Approval Letter
- b. Certificate of Contractor or His Duly Authorized Representative
- c. Schedule of Change Orders
- d. Architectural Certification
- e. Certificate of Board of Education
- f. Capital Outlay Project Cost Certification

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Final Project Acceptance Form***

Project Managers are responsible for assuring that all material, equipment and or systems have been properly installed per the contract documents and are functioning as designed. In addition the Project Manager must make sure that all testing, demonstrations, training, commissioning, etc. have been satisfactorily completed and that the appropriate school and or administrative staff have participated.

Project Managers must obtain a sign-off from the principal that this has been satisfactorily accomplished using the following form.

# Atlanta Public Schools

Facilities Services Department - Construction Management Team

July 1, 2020

## Project Acceptance Form

Project: \_\_\_\_\_

Principal: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Issue	Item Completed (check if yes)	Principal Acceptance (check if yes)	Remarks
Fire Alarm system functioning.			
Staff training completed on Fire Alarm system.			
Burglar Alarm system functioning.			
Staff training completed on Burglar Alarm system.			
CCTV Security system functioning.			
Staff training completed on CCTV Security system.			
Access Control system functioning.			
Staff training completed on Access Control system.			
AI Phone installed and functioning.			
Staff training on AI Phone completed.			
Clock/Bell/Intercom system functioning			
Training completed on Clock/Bell/Intercom system.			
Telephone system functioning.			
Staff training completed on Telephone system.			
Kitchen Equipment in place.			
Staff training completed on Kitchen Equipment.			
All new furniture in place.			
All surplus furniture removed.			
Staff office equipment in place.			
Teacher classroom equipment in place.			
All computers in place.			
Data network access to all computers.			
POS in Cafeteria operational.			
Student transportation coordinated.			
Security guard provided.			
Facility cleaned.			
All keys delivered to Principal.			

**List and Exceptions or Comments:**

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Attach other sheets if necessary.

Project Manager \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

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## ***Architect, CM and Owner Evaluations***

At the conclusion of each APS project the major participants need to be evaluated in order to learn from project experiences. Even the owner can learn and improve with the feedback of the other project participants. These evaluations may reveal traits in an architects' or contractors' performance that would lead an owner to either use an architect or contractor again or possibly avoid them on future projects.

The APS Project Manager is responsible for making sure that the project participants are evaluated in a timely fashion. The evaluation form for the architect, the construction manager and the owner follow.

# Atlanta Public Schools

## ARCHITECT EVALUATION

Project: \_\_\_\_\_ Architect: \_\_\_\_\_

Project Type: \_\_\_\_\_ Architect's PM: \_\_\_\_\_

Rank the Architect in terms of each item listed below from 0 to 5, with 0 being poor performance and 5 being excellent performance. A perfect score will be 100.

1. Ability and willingness to verify "programmed" needs versus facility needs. \_\_\_\_\_
  2. Understanding and willingness to implement APS guidelines. \_\_\_\_\_
  3. Ability to design to construction budget. \_\_\_\_\_
  4. Willingness to produce value engineering suggestions. \_\_\_\_\_
  5. Ability and willingness to cooperate with APS divisions. \_\_\_\_\_
  6. Understanding importance of Owner's schedule and time constraints. \_\_\_\_\_
  7. Level of document coordination between Arch., Mech., Elec., etc. \_\_\_\_\_
  8. Timeliness and quality of responses to RFIs. \_\_\_\_\_
  9. Timeliness in reviewing submittals. \_\_\_\_\_
  10. Level of preparation for job meetings. \_\_\_\_\_
  11. Field personnel's knowledge of contract documents. \_\_\_\_\_
  12. Architect personnel's interest in the project. \_\_\_\_\_
  13. Ability and willingness to respond to and deal with errors and omissions. \_\_\_\_\_
  14. Ability and willingness to deal with Owner's requests for changes. \_\_\_\_\_
  15. Timeliness in reviewing pricing of change requests. \_\_\_\_\_
  16. Quality of written correspondence. \_\_\_\_\_
  17. Willingness to visit site as required. \_\_\_\_\_
  18. Ability to look ahead and foresee problem issues. \_\_\_\_\_
  19. Understanding of project commissioning, closeout and as-built documents. \_\_\_\_\_
  20. Understanding of Owner/Architect relationship, ability to be a "team player". \_\_\_\_\_
- TOTAL** \_\_\_\_\_

Comments:

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\_\_\_\_\_  
APS Project Manager

\_\_\_\_\_  
Date

# Atlanta Public Schools

## CONTRACTOR/CONSTRUCTION MANAGER EVALUATION

Project: \_\_\_\_\_ Contractor/CM: \_\_\_\_\_

Project Type: \_\_\_\_\_ Contractor's PM: \_\_\_\_\_

**Rank the Contractor / CM in terms of each item listed below from 0 to 5, with 0 being poor performance and 5 being excellent performance. A perfect score will be 100.**

- 1. Contractor's knowledge of the contract documents. \_\_\_\_\_
  - 2. Contractor's level of quality control & compliance with contract documents. \_\_\_\_\_
  - 3. Timeliness in submitting RFIs. \_\_\_\_\_
  - 4. Contractor's ability and willingness to recommend viable solutions to RFIs. \_\_\_\_\_
  - 5. Responds to Owner or Architect requests in a timely manner. \_\_\_\_\_
  - 6. Quality of progress schedule and ability to update it during the project. \_\_\_\_\_
  - 7. Understanding importance of Owner's schedule and time constraints. \_\_\_\_\_
  - 8. Contractor personnel's interest in the project. \_\_\_\_\_
  - 9. Ability and willingness to deal with Architect's errors or omissions. \_\_\_\_\_
  - 10. Ability and willingness to deal with Owner's requests for changes. \_\_\_\_\_
  - 11. Fairness of pricing of requests for changes. \_\_\_\_\_
  - 12. Timeliness in providing pricing of requests for changes. \_\_\_\_\_
  - 13. Ability to deal with and coordinate sub-contractors. \_\_\_\_\_
  - 14. Willingness to respond to Owner or Architect notices of deficient work \_\_\_\_\_
  - 15. Quality of written correspondence. \_\_\_\_\_
  - 16. Willingness to walk the site on a daily basis. \_\_\_\_\_
  - 17. Availability of a "decision maker" during project. \_\_\_\_\_
  - 18. Ability to look ahead and foresee problem issues. \_\_\_\_\_
  - 19. Ability to "push" the job at the end to completion. \_\_\_\_\_
  - 20. Understanding of project commissioning and closeout. \_\_\_\_\_
- TOTAL** \_\_\_\_\_

Comments:

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\_\_\_\_\_  
APS Project Manager

\_\_\_\_\_  
Date

# Atlanta Public Schools

Facilities Services Department – Construction Management Team

July 1, 2020

## OWNER EVALUATION

*In an effort to consistently “get better” with our project management efforts the APS Construction Management Team has created this “Owner Evaluation” form. Please fill out the form as indicated being as candid as possible. Make any comments you wish in the space below adding additional sheets if necessary and return the completed form to **Jere Smith** at the address below.*

*Your willingness to respond to this request will help us to provide the highest quality facilities for the children of Atlanta.*

*Thank you.  
Atlanta Public Schools  
Construction Management Team*

**Project:** \_\_\_\_\_ **Contractor / CM:** \_\_\_\_\_

**Architect:** \_\_\_\_\_ **APS Project Mgr:** \_\_\_\_\_

**Rank the APS Construction Management Team in terms of each item listed below from 0 to 20, with 0 being poor performance and 20 being excellent performance. A perfect score will be 100.**

- |    |   |       |
|----|---|-------|
| 1. | Level of definition of program needs or project expectations. | _____ |
| 2. | Timeliness of responses to questions.                         | _____ |
| 3. | Quality of written correspondence.                            | _____ |
| 4. | Availability of APS project management personnel.             | _____ |
| 5. | Timeliness of payments.                                       | _____ |
|    | <b>TOTAL</b>  | _____ |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

# Atlanta Public Schools

## ***Leadership in Energy and Environmental Design (LEED)***

In April of 2007 the USGBC (United States Green Building Council) launched LEED for Schools. This project is committed to achieving a minimum rating of Certified. The U.S. Green Building Council defines LEED as follows.

The Leadership in Energy and Environmental Design (LEED) Green Building Rating System is the nationally accepted benchmark for the design, construction, and operation of high performance green buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality.

The LEED for Schools Rating System recognizes the unique nature of the design and construction of K-12 schools. Based on LEED for New Construction, it addresses issues such as classroom acoustics, master planning, mold prevention, and environmental site assessment. By addressing the uniqueness of school spaces and children's health issues, LEED for Schools provides a unique, comprehensive tool for schools that wish to build green, with measurable results. LEED for Schools is the recognized third-party standard for high performance schools that are healthy for students, comfortable for teachers, and cost-effective.

LEED provides a roadmap for measuring and documenting success for every building type and phase of a building lifecycle. The specific credits in the rating system provide guidelines for the design and construction of schools of all sizes. The intent of LEED for Schools is to assist in the creation of high performance, healthful, durable, affordable and environmentally sound school buildings.

LEED for Schools New Construction and Major Renovations addresses:

- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Materials & Resources
- Indoor Environmental Quality
- Innovation in Design
- Regional Priority Credits

LEED for Schools gives parents, teachers and the community a "report card" for their school buildings, by verifying that schools are built healthy, efficient, and comfortable. Students will learn better, teachers will be more satisfied and schools will run more efficiently. Additional information on green K-12 schools and a preliminary target project checklist can be found on the USGBC's web site.

The Atlanta Public Schools supports the efforts of the Facilities Services Department to implement a sustainable energy efficient building program and has a goal of obtaining LEED Silver certification on all major capital projects where appropriate.

**STANDARD FORM OF CONTRACT  
FOR ARCHITECTURAL SERVICES  
BETWEEN THE  
ATLANTA PUBLIC SCHOOLS  
AND THE  
ARCHITECT**

**Architect:**

**Project Name:**

**Address:**

**Project No.:**

**Description:**

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## CONTRACT FOR ARCHITECTURAL SERVICES

This contract (the “**Contract**”) is made and entered into by and between the *Atlanta Independent School System* (the “**Owner**”) and \_\_\_\_\_ (the “**Architect**”). This Contract is executed under seal and shall be effective on the date executed by the last party to execute it.

The architectural services required by this Contract are to be rendered for a construction project identified as \_\_\_\_\_ the “**Project**”).

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, Owner and Architect agree:

### ARTICLE 1

#### REPRESENTATIONS AND WARRANTIES

In order to induce Owner to execute this Contract and recognizing that Owner is relying thereon, and without limiting or restricting any other representation or warranty set forth elsewhere in this Contract or implied by operation of law, Architect, by executing this Contract, makes the following express representations and warranties to Owner:

1.1 Architect is professionally qualified to act as the architect for the Project and is licensed to practice architecture by all public entities having jurisdiction over Architect and the Project;

1.2 Architect has and shall maintain all necessary licenses, permits or other authorizations necessary to act as architect for the Project until Architect’s duties hereunder have been fully satisfied;

1.3 Architect has become familiar with the Project site and the local conditions under which the Project is to be designed, constructed, and operated;

1.4 Architect shall prepare all documents and things required by this Contract including, but not limited to, all contract plans and specifications, in such a manner that they shall be accurate, coordinated and adequate for construction and shall be in conformity and comply with all applicable law, codes and regulations. The plans and specifications shall also be complete in relation to the Project; and

1.5 Architect assumes full responsibility to Owner for the improper acts and omissions of Architect’s consultants or others employed or retained by Architect in connection with the Project.

## ARTICLE 2

### **PRELIMINARY CONSULTATION, EXAMINATION AND REPORT**

Prior to the preparation of the preliminary design as required by Article 3 below, Architect shall first consult in detail with Owner, and shall carefully examine any information provided by Owner concerning Owner's policies, purposes, concepts, objectives, desires, and design, construction, scheduling, budgetary or operational Project needs, restrictions or requirements, and any other information provided by Owner concerning Owner's criteria for the Project, including design standards (collectively, all of the foregoing information may be referred to as the "**Owner's Criteria**"). Following such examination, and in no event later than fifteen (**15**) days after the effective date of this Contract, Architect shall prepare and submit to Owner a written report detailing Architect's budgetary, operational, or other problems or recommendations which may result from the Owner's Criteria. The written report of the Architect shall also include proposed solutions, if appropriate, addressing each of such identified problems.

## ARTICLE 3

### **DESIGN NARRATIVE AND PRICE ESTIMATES**

3.1 After reviewing with Owner the written report required by Article 2 above, agreeing upon any proposed solutions to identified problems resulting from the Owner's Criteria, and in no event later than thirty (**30**) days after the effective date of this Contract, Architect shall draft and submit to Owner a "**Design Narrative**" for the Project. The Design Narrative shall be consistent with the Owner's Criteria, as, and if, modified, and shall include the following:

3.1.1 Preliminary site, floor or other plans which depict as appropriate each of the basic aspects of the Project including, but not necessarily limited to, the size, location and dimensions of each structure;

3.1.2 Preliminary plans which depict each exterior view of each structure;

3.1.2 A floor plan for each room within the Project and the dimensions thereof;

3.1.3 Written preliminary specifications, together with preliminary plans, if and as necessary or useful to Owner, of the architectural, electrical, mechanical, structural and, if relevant, other systems to be incorporated in the Project;

3.1.4 A written description of the equipment and materials to be specified for the Project and the location of same; and

3.1.5 Any other documents or things necessary or appropriate to describe and depict the preliminary design and the conformity of same with the Owner's Criteria (as, and if, modified as set forth above) for the Project.

3.2 As a part of completing the Design Narrative, Architect shall submit to Owner in writing (see Exhibit E), its estimate of the contractor's anticipated price for constructing the Project. This estimate may be based on current area, volume or similar conceptual estimating

techniques. As the design process progresses through the end of the preparation of the Design for Construction (as said term is defined in Section 4.1 below), Architect shall update and refine the preliminary estimate of the contractor's anticipated price for constructing the Project. At a minimum, Architect shall submit to Owner in writing its updated and refined estimate of the contractor's anticipated price for constructing the Project at the following design stages: (i) 65% completion of the Design for Construction; (ii) 95% completion of the Design for Construction; and (iii) 100% completion of the Design for Construction. With each estimate, Architect shall submit to Owner such backup and supporting documentation as Owner may require. Architect shall advise Owner of any adjustments to previous estimates of the contractor's anticipated price for constructing the Project indicated by changes in Project requirements or general market conditions. If at any time Architect's estimate of the contractor's anticipated price for constructing the Project exceeds Owners budget, Architect shall make appropriate recommendations to Owner to adjust the Project's size, quality or budget.

3.3 In preparing estimates of the contractor's anticipated price for constructing the Project, Architect shall be permitted to include reasonable contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction acceptable to Owner are to be included in the Design for Construction; to make reasonable adjustments in the scope of the Project acceptable to Owner and to include in the Design for Construction alternate bids acceptable to Owner as may be necessary to adjust the estimated contractor's anticipated price for constructing the Project to meet Owner's budget.

#### ARTICLE 4

#### DESIGN FOR CONSTRUCTION

4.1 Upon written direction from Owner, after reviewing with Owner the preliminary design required by Article 3 above, and after incorporating any changes or alterations authorized or directed by Owner with respect to the preliminary design or with respect to the Owner's Criteria, as, and if, modified, and in no event later than one hundred eighty (180) days after the effective date of this Contract, Architect shall draft and submit to Owner the "**Design for Construction**". The Design for Construction shall include, without limitation, plans and specifications which describe with specificity all systems, elements, details, components, materials, equipment, and other information necessary for construction of the Project. In preparing the Design for Construction, including without limitation any changes thereto, Architect shall, as and when necessary, file and review all plans and specifications with all departments, divisions and offices of the State of Georgia and of the City of Atlanta having jurisdiction and requiring such filing or review, including without limitation the State of Georgia Department of Education, State of Georgia Environmental Protection Division, City of Atlanta Building Department, City of Atlanta Development Department and the City of Atlanta Fire Marshall, and incorporate all required review comments into the plans and specifications. The Design for Construction shall be accurate, coordinated and in all respects adequate for construction and shall be in strict conformity, and strictly comply, with all applicable law, codes and regulations, and with all standards, criteria (including the Owner's Criteria), and memoranda of policy furnished by Owner. Products, equipment and materials specified for use shall be readily available unless written authorization to the contrary is given by Owner.

The services required of Architect under this Contract do include, without limitation, an Erosion, Sedimentation and Pollution Control Plan in accordance with the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit, building evacuation plans, site evacuation plans, demolition plans (if demolition is applicable), and any and all other services required by law or otherwise necessary to provide permissible drawings and specifications,

4.2 All plans and specifications shall bear the signature and seal of the Architect. Structural, electrical, and mechanical plans and specifications shall also bear the signature and seal of the respective engineers, licensed in the State of Georgia. One set of all plans and specifications, properly signed and sealed, shall be furnished to Owner. In addition;

4.2.1 Architect shall provide Owner with all final plans on computer disk in AutoCAD version 2015, or scanned onto magnetic media that can be accessed by AutoCAD 2015;

4.2.2 Architect shall provide Owner with 11" x 17" prints of the final site plan, grading plan, staking plan, and overall floor plan; and

4.2.3 The maximum drawing sheet size shall be 30" x 42".

4.3 Architect is responsible for the calculating in detail of all structural, mechanical, and electrical work including, but not limited to, the furnishing to Owner of life-cycle-costing and energy consumption analyses for the purpose of ascertaining and verifying (i) adequacy and correctness of equipment specified or shown on the plans and (ii) that the plans and specifications do not violate sound and accepted engineering principles; and

4.3.1 to confirm that there has been ample provision in the entire structural system for expansion and contraction, including but not limited to, building frames, the roof system, gravel stops, gutters, roof expansion joints, metal flashing and metal counter-flashing roof decks, and masonry walls; and

4.3.2 to confirm that there has been ample provision in the mechanical work for expansion and contraction.

4.4 Architect shall design all buildings in such manner that, if such buildings are constructed in accordance with said design and the construction contract between Owner and contractor applicable to the Project (hereinafter "**Construction Contract**"), such buildings will be free from leaks.

4.5 Architect agrees that budgetary limitations are not a justification for breach of sound principles of architectural and engineering design. Architect shall take no calculated risks in the design of the work. Architect agrees that in the event it cannot design the work within Owner's financial limitations without disregarding sound principles of design or in the event Architect is requested by any person, agency, or public body to make any changes involving quality or quantity of the work, Architect shall give written notice to Owner and obtain written direction from Owner before proceeding.

4.6 Architect acknowledges and agrees that Owner does not undertake to approve or pass upon matters of design and that Owner, therefore, assumes no responsibility for design. Architect acknowledges and agrees that the review of plans and specifications by Owner is limited to determining whether such documents are generally consistent with Owner's Criteria, as, and if, modified. Owner does not undertake to inquire into the adequacy, fitness, suitability, or correctness of engineering or architectural design.

Architect agrees that no review of plans and specifications by Owner or by any person, body, or agency shall relieve Architect of the responsibility for the adequacy, fitness, suitability, and correctness of architectural and engineering design and for designing the work in accordance with sound and accepted engineering and architectural principles.

4.7 Architect shall create and provide to Owner a list of the plans, specifications and other documents constituting the Design for Construction (the "**Design Document List**"). Architect shall update the Design Document List and provide such updates to Owner and the contractor as and when Owner authorized addenda, Change Orders (as said term is defined in the Construction Contract), or other Owner authorized revisions to the Design for Construction are issued. Architect shall ensure that the Design Document List is at all times accurate, complete and current, taking into account all Owner authorized changes to the Construction Contract.

## ARTICLE 5

### **FINAL PRICE ESTIMATE**

5.1 Contemporaneously with the submission of the Design for Construction, Architect shall submit to Owner in writing its final estimate of the contractor's anticipated price for constructing the Project. The final estimate of the contractor's anticipated price for constructing the Project shall be prepared and submitted in accordance with the requirements of paragraphs 3.2 and 3.3 above. Once submitted, the final anticipated price estimate shall not be increased or decreased by Architect unless the Design for Construction is changed upon authorization by Owner. In such event the final anticipated price estimate shall be adjusted by Architect to reflect any increase or decrease in anticipated price resulting from the change in Design for Construction.

## ARTICLE 6

### **EXCEEDING AN ESTABLISHED STATED COST LIMITATION**

6.1 Prior to directing Architect to proceed with preparation of the Design for Construction, Owner may establish and communicate to Architect a maximum amount for payment to the contractor as the Contract Price for constructing the Project (the "**Stated Cost Limitation**"). In the event Architect's final anticipated price estimate as required by Article 5 exceeds the Stated Cost Limitation, or in the event the lowest bid or guaranteed maximum price or negotiated proposal from a qualified contractor exceeds the Stated Cost Limitation, Owner may require Architect, at no cost to Owner, to consult with Owner and to revise the Design for Construction so as to obtain a bid price or proposal at or below the Stated Cost Limitation. Absent clear and convincing evidence of gross negligence of Architect in making its final anticipated price

estimate or in designing the Project without regard to the Stated Cost Limitation, providing such revisions shall fulfill Architect's liability to Owner in connection with the Stated Cost Limitation.

## ARTICLE 7

### **DUTIES, OBLIGATIONS AND RESPONSIBILITIES AFTER DESIGN**

7.1 Architect shall assist Owner in obtaining bids or proposals and in tabulating bids and assessing the qualifications of bidders.

7.2 During construction of the Project, and at all times relevant thereto, Architect shall have and perform the following duties, obligations, and responsibilities:

7.2.1 In addition to its duties, obligations and responsibilities set forth in the following paragraphs of this Article 7, Architect shall have and perform those duties, obligations and responsibilities of Architect set forth in the Construction Contract (**see Exhibit G**). Architect hereby acknowledges that it has received, reviewed and studied a true and correct unexecuted copy of the form of the Construction Contract and same is herein incorporated by reference. Any changes to the form of Construction Contract made by Owner shall be enforceable under this Contract unless such change is inconsistent with this Contract and Architect specifically objects to such change, in writing, not later than five (5) days from Architect's receipt of such change;

7.2.2 Architect shall, as contemplated herein and in the Construction Contract, but not otherwise, act on behalf, and be an agent, of Owner throughout construction of the Project. Instructions, directions, and other appropriate communications from Owner to the contractor shall be given to the contractor by Owner's Project Manager;

7.2.3 Upon receipt, Architect shall carefully review and examine the contractor's schedule of values, together with any supporting documentation or data which Owner or Architect may require from the contractor. The purpose of such review and examination shall be to protect Owner from an unbalanced schedule of values which allocates greater value to certain elements of the work than is indicated by such supporting documentation or data, or than is reasonable under the circumstances. If the schedule of values is not found to be appropriate, or if the supporting documentation or data is inadequate, the schedule of values shall be returned to the contractor for revision or supporting documentation or data. After making such examination, if the schedule of values is found to be appropriate as submitted, or if necessary, as revised, Architect shall sign the schedule of values thereby indicating its informed belief that the schedule of values constitutes a reasonable, balanced basis for payment of the Contract Price to the contractor;

7.2.4 Architect shall carefully inspect the work of the contractor whenever and wherever necessary, including without limitation, within 24 hours of Owner's request, and shall, at a minimum, inspect work at the Project site no less frequently than once per week. Such inspections shall be performed personally by a principal of Architect's firm, licensed in the State of Georgia, at least once per month. Architect shall require its consultants to participate in such inspections and to generate a written report thereof, a copy of which shall be provided to Owner, with respect to their respective disciplines periodically as necessary to protect Owner. The purpose of such inspections shall be to determine the quality and quantity of the work in comparison with the requirements of the Construction Contract. While performing such inspections, Architect shall

protect Owner from deficient or defective work and other hazards as identified in this Section, from unexcused delays in the schedule and from requests for payment which could result in overpayment to the contractor. Within three (3) days of each inspection Architect shall submit a written report of such inspection, together with any appropriate comments or recommendations, to Owner;

7.2.4.1 In addition to any other inspections required by this Contract, Architect, through its consultant(s) as applicable, shall timely inspect the installation of the control measures set forth in the Erosion, Sedimentation and Pollution Control Plan in accordance with the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.4.2 In addition to any other inspections required by this Contract, Architect, through its consultant(s) as applicable, shall timely perform such weekly inspections and inspections after rain (or other precipitation) as are required by the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.4.3 Architect, through its consultant(s) as applicable, shall perform the duties, obligations and responsibilities of the “design professional” under the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit. As used in the immediately preceding sentence, the term “**design professional**” shall have the meaning ascribed to it in the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.4.4 Excepting only the preparation of the Erosion, Sedimentation and Pollution Control Plan referred to in paragraph 4.1, the inspections referred to in paragraphs 7.2.4.1 and 7.2.4.2, and the performance of the duties, obligations and responsibilities of the “design professional” referred to in paragraph 7.2.4.3, Architect shall ensure that the construction contractor provides, satisfies or otherwise complies with all requirements and conditions of the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit, including, without limitation, all notices, fees, plan implementation, monitoring, sampling, inspections, reports, record keeping, submittals and any other requirements and conditions of the State of Georgia Department of Natural Resources Environmental Protection Division storm water discharge permit;

7.2.5 Architect shall initially approve periodic and final payments owed to the contractor under the Construction Contract predicated upon inspections of the work as required in paragraph 7.2.4 hereinabove and evaluations of the contractor’s rate of progress in light of the remaining time under the Construction Contract and shall issue to Owner approvals of payment in such amounts. By issuing an Approval of Payment to Owner, Architect reliably informs Owner that Architect has made the inspection of the work required by paragraph 7.2.4 above, and that the work for which payment is approved has reached the quantities or percentages of completion

shown, or both, that the quality of the contractor's work meets or exceeds the requirements of the Construction Contract, and the Design for Construction, as applicable, and that under the terms and conditions of the Construction Contract, Owner is obligated to make payment to the contractor of the amount approved;

7.2.6 Architect shall promptly provide appropriate interpretations as necessary for the proper execution of the work;

7.2.7 Architect shall reject in writing any work of the contractor which is not in strict compliance with the Construction Contract and the Design for Construction, as applicable, unless directed by Owner, in writing, not to do so;

7.2.8 Architect shall require inspection or re-inspection and testing or retesting of the work in accordance with the provisions of the Construction Contract whenever appropriate;

7.2.9 Architect shall receive and promptly examine, study, and approve, or otherwise respond to, the contractor's shop drawings and other submittals. Approval by Architect of the contractor's submittal shall constitute Architect's representation to Owner that such submittal is in conformance with the Construction Contract;

7.2.10 Architect shall receive and promptly examine and promptly consult with and advise Owner concerning requests for Change Orders from the contractor. Upon request by Owner, Architect shall draft Change Orders, whether initiated by Owner, or by the contractor and approved by Owner, in accordance with the Construction Contract. No change in the Construction Contract, such as the price, the work, or the time for completion, may be made without the written consent of Owner;

7.2.10.1 Architect may, with the prior approval of Owner, authorize or direct minor changes in the work which are consistent with the intent of the Construction Contract and do not involve a change in: the price of the Construction Contract; the time for construction; the Project scope; aesthetics; visual concepts; or approved design elements. Such minor changes shall be issued by written field order, copies of which shall be maintained by Architect in accordance with Section 12.1.

7.2.10.2 Architect shall timely administer and manage all Change Order requests and Change Orders, and shall maintain appropriate records relative to Change Orders, including, without limitation, a log of all Change Order requests and proposals, all actions taken thereon, the dates thereof, the estimated and actual amounts of Change Orders;

7.2.10.3 Architect shall promptly prepare required drawings, specifications and other supporting data as necessary in connection with minor changes, Change Order requests and Change Orders;

7.2.10.4 Architect shall review all Change Order requests or proposals submitted, and, within ten (10) days after receipt thereof, or more

expeditiously if necessary to avoid delay to the construction schedule, Architect shall advise Owner in writing as to:

- .1 the description and nature of the proposed change and by whom the change has been requested;
- .2 the cause of the proposed change and whether the proposed change is due to error or omission, unforeseen conditions, owner requested change or other cause;
- .3 the necessity of the proposed change;
- .4 the purpose of the proposed change;
- .5 the advantages and disadvantages of the proposed change;
- .6 the likely cost of the proposed change;
- .7 the likely effect on the construction schedule of the issuance or non-issuance of the proposed Change Order;
- .8 all other impacts and problems that may result from the issuance or non-issuance of the proposed Change Order;
- .9 any reasonable alternatives to the proposed change; and
- .10 the course of action recommended by Architect.

7.2.11 Architect shall require its consultants to participate in inspections of the Project regarding the determination of whether substantial completion has been achieved and the determination of whether final completion has been achieved, and shall require each consultant to prepare a written listing of those matters, if any, yet to be finished, copies of which shall be furnished to Owner together with Architect's written listing of matters, if any, yet to be finished. Based upon inspections of the Project, Architect shall certify in writing to Owner the fact that, and the date upon which, the contractor has achieved Substantial completion of the Project and the date upon which the contractor has achieved Final completion of the Project;

7.2.12 7.2.12 Architect shall transmit to Owner all manuals, operating instructions, as-built plans, warranties, guarantees and other documents and things required by the Construction Contract and submitted by the contractor;

7.2.13 7.2.13 Architect shall testify in any judicial proceeding concerning the design and construction of the Project when requested in writing by Owner, and Architect shall make available to Owner any personnel or consultants employed or retained by Architect for the purpose of reviewing, studying, analyzing or investigating any claims, contentions, allegations, or legal actions relating to, or arising out of, the design or construction of the Project;

7.2.14 Architect shall review any as-built, or record, drawings furnished by the contractor and shall certify to Owner that same are adequate and complete;

7.2.15 Architect shall be responsible for any errors, omissions, deficiencies, inconsistencies or conflicts in the drawings, specifications or other documents prepared by Architect or its consultant(s), or both, and in any other work or services performed by Architect or its consultant(s), or both. Architect shall, without additional compensation, promptly correct any errors, omissions, deficiencies, inconsistencies or conflicts in the drawings, specifications or other documents prepared by Architect or its consultant(s), or both, and in any other work or services performed by Architect or its consultant(s), or both. Architect at no additional cost will render assistance to Owner in resolving problems relating to the design or specified materials. In addition, Owner may deduct from Architect's fee any premium costs incurred by Owner for additional work by the contractor due to errors and omissions. Architect will receive no additional fee from increased construction costs for work due to errors and omissions.

7.2.16 It shall be the responsibility of Architect to utilize its position as architect to enforce the strict performance by the contractor of the Construction Contract and such responsibility shall not be relieved or affected by the actions or inspections of any agents or employees of Owner. Architect agrees that the responsibility assumed by Architect for approving, accepting, consenting to the covering of, and approving work for payment is not shared with any agents or employees of Owner; and,

7.2.17 Once site work begins, Architect shall attend a job site progress meeting at least once every week.

## **ARTICLE 8**

### **INDEMNITY**

8.1 Architect shall indemnify and hold harmless Owner from and against all liability, claims, loss, costs and expense arising out of, or resulting from, the services of Architect. In the event Owner is alleged to be liable on account of alleged acts or omissions, or both, of Architect, Architect shall defend such allegations through counsel chosen by Owner and Architect shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees actually incurred, court costs, expert witness fees and expenses.

## **ARTICLE 9**

### **SCHEDULE**

9.1 Time is of the essence in the performance of this Contract. Within seven (7) days of the execution hereof, Architect shall provide Owner with a proposed schedule for performance by Architect hereunder ("**Design Schedule**"), which shall include allowance for adequate time for Owner's review of submissions and for approvals of authorities having jurisdiction over the Project. The Design Schedule shall be presented in whatever format, with such detail, and backed up with whatever supporting information Owner requests. At a minimum, the Design Schedule shall include the design milestones set forth in this Contract and shall include itemized tasks, separated by project phase if applicable, substantially as set forth in **Exhibit "A"** attached hereto

and incorporated herein by reference, and shall include for each task: duration, start date, finish date, percentage completion, and a bar chart calendar. Critical tasks and interrelation of tasks shall be shown. The Design Schedule, if approved by Owner, shall constitute the schedule for performance by Architect of its duties hereunder, and shall not, except for good cause, be exceeded by Architect. Architect shall update the Design Schedule to show actual progress and provide a copy to Owner. Should Architect, at any time during the course of performing the Contract, have any reason to believe that it will be unable to meet any completion date in accordance with the Design Schedule, it shall immediately notify Owner in writing. In such notice, Architect shall state the reason for the delay including the party responsible, if any, and the steps being taken to remedy or minimize the impact of the delay.

**ARTICLE 10**

**PERSONNEL AND CONSULTANTS**

10.1 Architect shall assign only qualified personnel to perform any service concerning the Project. Architect’s management, design, and construction administration staff assigned to the Project shall have experience in school construction. Owner shall have the right, but not the obligation, to interview the management, design, and construction administration staff that will be assigned to this Project. At the time of execution of this Contract, the parties anticipate that the following named individuals will perform those functions indicated:

<u>NAME</u>	<u>FUNCTION</u>

So long as the individuals named above remain actively employed or retained by Architect or its consultants, they shall perform the functions indicated next to their names.

10.2 Owner shall have the right, but not the obligation, to review the consultants being considered for this Project prior to Architect entering into a subcontract with such consultant. Architect shall not enter into a subcontract with an intended consultant with reference to whom Owner objects in writing. Any objection, lack of objection, or consent by Owner shall in no way relieve Architect of any of its duties or warranties under the Contract. Identified below are Architect’s proposed consultants for the disciplines stated, and such proposed consultants shall not be changed by Architect without Owner’s prior written consent:

- Geotechnical: \_\_\_\_\_
- Civil: \_\_\_\_\_
- Structural: \_\_\_\_\_
- Mechanical: \_\_\_\_\_
- Electrical: \_\_\_\_\_
- Landscape Architect: \_\_\_\_\_
- Kitchen Consultant: \_\_\_\_\_

All consultants retained by Architect in connection with the services required by this Contract shall be retained at Architect's sole cost and expense.

**ARTICLE 11**

**PAYMENTS**

For its assumption and performance of the duties, obligations and responsibilities set forth herein, Architect shall be paid as follows:

11.1 Architect shall be paid for those services required by this Contract the sum of \_\_\_\_\_ Dollars and No Cents (\$ \_\_\_\_\_), allocated in the following manner **(see Exhibit F)**:

	<u>Milestone description</u>	<u>Allocated Percentage of Amount Set Forth In Paragraph 11.1</u>
11.1.1	Completion of Schematic Design Phase	10%
11.1.2	Completion of Design Development Phase	10%
11.1.3	Completion of Construction Documents Phase	46%
11.1.4	Bid & Award	0%
11.1.5	Construction Administration (Through Substantial completion)	29%
11.1.6	Completion of Post Construction Phase	5%
	Total	100%

11.2 For the assumption and performance of any duties, obligations and responsibilities other than those services required by this Contract, provided same are first authorized in writing by Owner, Architect shall be paid, subject in each case to such supporting documentation as Owner may require, as follows:

(a) For the number of hours actually, reasonably and properly expended by Architect's personnel in the performance of such duties, obligations and responsibilities other than those services required by this Contract, Architect shall be paid at the applicable hourly rate set forth below opposite the title/position of such personnel performing such services:

<b>Title/Position</b>	<b>Hourly Rate</b>	
Principal:	\$ _____	per hour
Director:	\$ _____	per hour

Project Architect:	\$ _____	per hour
Project Manager:	\$ _____	per hour
Project Coordinator:	\$ _____	per hour
Interior Designer:	\$ _____	per hour
Project Captain:	\$ _____	per hour
Technical Staff:	\$ _____	per hour
Contract Administrator:	\$ _____	per hour
Clerical:	\$ _____	per hour

(b) For additional engineering or consultant services actually, reasonably and properly hired by the Architect to perform any such duties, obligations and responsibilities, Architect shall be reimbursed for the cost actually, reasonably and properly incurred by Architect for such services.

11.2.1 For the avoidance of doubt, the services required of Architect by this Contract do not include, unless otherwise amended to the contrary:

- (a) flood plain study and delineation;
- (b) wetlands study and delineation;
- (c) offsite utility system design;
- (d) domestic and fire water wells, towers or pressure booster systems design;
- (e) civil engineering services, studies, drawings/specifications required for off-site road developments/improvements required by City of Atlanta Public Works or Georgia Department of Transportation;

11.3 interior design services other than color In addition to the payments provided for hereinabove, and subject to the two immediately succeeding sentences of this paragraph 11.3, Architect shall be entitled to receive payment for reasonable expenses actually and properly incurred by Architect in connection with the Project and documented with such supporting documentation as Owner may require. Such expenses, however, are limited to transportation, long-distance calls, and actual cost of copying and postage or other reasonable mode of transmission of plans, specifications and other project documents. The aggregate sum of such expenses shall not exceed the amount of \_\_\_\_\_ Dollars and No Cents (\$ \_\_\_\_\_) without first receiving written authorization therefore from Owner and all expenses in excess of said amount shall be paid by Architect without reimbursement from Owner;

11.4 If Architect’s duties, obligations and responsibilities are materially changed through no fault of Architect after execution of this Contract, compensation due to Architect shall be equitably adjusted, either upward or downward;

11.5 As a condition precedent for any payment due under this Article 11, Architect shall submit monthly to Owner, unless otherwise agreed in writing by Owner, an invoice requesting payment for services properly rendered and expenses due hereunder. Architect's invoice shall describe with reasonable particularity each service rendered, the date thereof, the time expended if such services were rendered pursuant to paragraphs 11.2 or 11.4 hereinabove, and the person(s) rendering such service. Architect's invoice shall be in such form and content and shall be accompanied by such supporting documentation or data as Owner may require. If payment is requested for services rendered by Architect pursuant to paragraph 11.1 hereinabove, the invoice shall additionally reflect the allocations as provided in said paragraph and shall state the percentage of completion as to each such allocation. Each invoice shall bear the signature of Architect, which signature shall constitute Architect's representation to Owner that the services indicated in the invoice have reached the level stated, have been properly and timely performed as required herein, that the expenses included in the invoice have been reasonably incurred in accordance with this Contract, that all obligations of Architect covered by prior invoices have been paid in full, and that the amount requested is currently due and owing, there being no reason known to Architect that payment of any portion thereof should be withheld. Submission of Architect's invoice for final payment shall further constitute Architect's representation to Owner that, upon receipt by Owner of the amount invoiced, all obligations of Architect to others, including its consultants, incurred in connection with the Project, will be paid in full;

11.6 In the event that Owner becomes credibly informed that any representations of Architect as set forth in paragraph 11.5 are wholly or partially inaccurate, Owner may withhold payment of sums then or in the future otherwise due to Architect until the inaccuracy, and the cause thereof, is corrected to Owners reasonable satisfaction. Without limiting Owner's other rights under this Contract or applicable law, Architect expressly authorizes Owner to withhold and deduct from the contract amounts otherwise due Architect "premium costs" incurred by Owner on account of any errors, omissions, deficiencies, inconsistencies or conflicts in the drawings, specifications or other documents prepared by Architect or its consultant(s) or both. As used in the immediately preceding sentence, the term "**premium costs**" means costs that would not have been incurred if such drawings, specifications or other documents had been prepared free of any errors, omissions, deficiencies, inconsistencies or conflicts;

11.7 Owner shall make payment to the Architect of all sums properly invoiced under the provisions of this Article 11 and **Exhibit "B"** hereto within thirty (30) days of Owner's receipt of such invoice.

## ARTICLE 12

### **PROJECT RECORDS**

12.1 All records relating in any manner whatsoever to the Project, or any designated portion thereof, which are in the possession of Architect or Architect's consultants, shall be made available to Owner for inspection and copying upon written request of Owner. Additionally, said records shall be made available, upon request by Owner, to any state, federal or other regulatory authorities and any such authority may review, inspect and copy such records. Said records include, but are not limited to, all plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the Project, its

design, and its construction. Said records expressly include those documents reflecting the time expended by Architect and its personnel in performing the obligations of this Contract and the records of expenses incurred by Architect in its performance under said Contract. Architect shall maintain and protect these records for no less than ten (10) years after final completion of the Project, or for any longer period of time as may be required by applicable law or good architectural practice.

### **ARTICLE 13**

#### **DUTIES, OBLIGATIONS AND RESPONSIBILITIES OF THE OWNER**

Owner shall have and perform the following duties, obligations and responsibilities to Architect:

13.1 Owner shall provide Architect with all information requested by Architect and in Owner's possession, including the Owner's Criteria;

13.2 Owner shall review any documents provided by or through Architect requiring Owner's decision, and shall make any required decisions;

13.3 Owner shall, at its own expense, furnish a legal description and any necessary survey of the real property upon which the Project is situated;

13.4 As may be mandated by law or called for by the Construction Contract, Owner shall, at its own expense, provide for all required tests, inspections, filings, studies or reports (except for those tests, inspections, filings, studies or reports expressly required of Architect, its consultants, or both, by this Contract);

13.5 In the event Owner learns of any failure to comply with the Construction Contract by the contractor, or of any errors, omissions or inconsistencies in the work product of Architect, and in the further event that Architect does not have notice of same, Owner shall inform Architect;

13.6 Owner shall afford Architect access to the Project site and to the work as may be reasonably necessary for Architect to properly perform its services under this Contract;

13.7 Owner shall perform its duties set forth in this Article 13 in a timely manner;

13.8 Except for documents requiring Owner's decision as set forth in paragraph 13.2 above, Owner's review of any documents prepared by Architect or its consultants shall be solely for the purpose of determining whether such documents are generally consistent with the Owner's Criteria, as, and if, modified. The review of such documents shall not relieve Architect of its responsibility for the accuracy, adequacy, fitness, suitability or coordination of its work product.

### **ARTICLE 14**

#### **APPLICABLE LAW**

14.1 The law applicable to this Contract is the law of the State of Georgia. Each and every provision required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein. Architect irrevocably consents to the non-exclusive venue of the courts sitting in the county in which the Project is located regarding any matter arising out of or relating to this Contract.

## **ARTICLE 15**

### **OWNERSHIP OF THE PRELIMINARY DESIGN AND THE DESIGN FOR CONSTRUCTION**

15.1 The preliminary design and the Design for Construction shall become and be the sole property of Owner. Architect may maintain copies thereof for its records and for its future professional endeavors upon completion of each.

## **ARTICLE 16**

### **SUCCESSORS AND ASSIGNS**

16.1 Architect shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of Owner. Subject to the provisions of the immediately preceding sentence, each party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other party.

## **ARTICLE 17**

### **NO THIRD PARTY BENEFICIARIES**

17.1 Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

## **ARTICLE 18**

### **ERRORS AND OMISSIONS INSURANCE**

18.1 Architect shall maintain errors and omissions insurance at all times this Contract is in effect and for a period of three (3) years after Final completion of the Project with a minimum level of coverage equal to or greater than twenty percent (20%) of the stated cost limitation of the Project, but not less than two hundred fifty thousand dollars (\$250,000) for the Project and a maximum deductible of fifty thousand dollars (\$50,000). The coverage provided herein shall contain an endorsement providing for sixty (60) days notice to Owner prior to any cancellation of said coverage. Said coverage shall be written by an insurer licensed to do business in the State of Georgia and acceptable to Owner and shall be in form acceptable to Owner.

## **ARTICLE 19**

### **OTHER INSURANCE**

19.1 Architect shall also maintain insurance in accordance with the requirements of Exhibit “C” attached hereto and incorporated herein by reference.

## ARTICLE 20

### TERMINATION

20.1 Either party hereto may terminate this Contract upon giving seven (7) days written notice to the other in the event that such other party substantially fails to perform its material obligations set forth herein;

20.2 This Contract may be terminated by Owner without cause upon seven (7) days written notice to Architect. In the event of such a termination without cause, Owner shall pay Architect for all services rendered prior to the termination, plus any expenses incurred and unpaid which would otherwise be payable hereunder. In such event, Architect shall promptly submit to Owner its invoice for final payment which invoice shall comply with the provisions of Article 11.

## ARTICLE 21

### COOPERATION WITH CONSTRUCTION MANAGER AND PROGRAM MANAGER

21.1 In the event Owner gives Architect written notice that Owner will employ the services of a construction manager or program manager, then the terms of this Article 21 shall apply to the services provided by Architect.

21.2 In the event Owner gives Architect written notice that Owner will employ the services of a construction manager, the term “**contractor**” as used in this Contract shall mean “**Construction Manager**” and the term “**Construction Contract**” as used in this Contract shall mean that “**Construction Management Contract**” entered into by and between Owner and Construction Manager.

21.3 Architect shall fully cooperate with Owner’s Construction Manager and, if applicable, the program manager. Such cooperation shall include, without limitation, providing any requested information to the Construction Manager and, if applicable, the program manager, and advising, meeting with, consulting with, and coordinating with Construction Manager and, if applicable, the program manager.

21.4 Architect acknowledges that it has received, reviewed, and studied the contract between the Owner and Construction Manager. To the extent that the Construction Manager is authorized by its contract with Owner to act as the agent of Owner, Architect agrees to comply with all directions and instructions given by Construction Manager. To the extent that Construction Manager is authorized and responsible for providing certain services delegated to Architect hereinabove, Architect’s role with reference thereto shall be to advise, consult, and cooperate with Construction Manager in its provisions of such services.

21.5 Architect is not a third-party beneficiary of any agreement by and between Owner and Construction Manager or any program manager. It is expressly acknowledged and agreed that

Architect's duties to Owner are independent of, and are not diminished by, any duties owed to Owner by Construction Manager or any program manager.

## **ARTICLE 22**

### **PROHIBITION AGAINST CONTINGENT FEES**

22.1 Architect by execution of this Contract warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for it, any fees, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

## **ARTICLE 23**

### **MANDATORY ADDENDUM AND ASBESTOS STATEMENT**

23.1 Pursuant to the requirements of the Georgia Department of Education, the **“Mandatory Addendum to the Owner/Architect Agreement For Projects Funded in Whole or in Part with State Capital Outlay Funds”** attached hereto as **Exhibit “B”** is hereby incorporated herein and made a part hereof.

23.2 The Architect shall sign and deliver to the Owner the **Asbestos Statement of Declaration**, attached hereto as **Exhibit “D,”** or in such other form as may be required by the Georgia Department of Education, at such time as Owner may require.

## **ARTICLE 24**

### **ENTIRE AGREEMENT**

24.1 This Contract constitutes the entire and exclusive agreement between the parties with reference to the Project and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements. This Contract may be amended only by a writing signed by both Owner and Architect.

## **ARTICLE 25**

### **MISCELLANEOUS**

25.1 Throughout the performance of its duties under this Contract, Architect shall comply with, and shall provide all services necessary for Owner to comply with, all laws applicable to the design of the Project or the administration of the Construction Contract, including without limitation the rules, guidelines, and other requirements of the State of Georgia Environmental Protection Division, the State of Georgia Department of Education and the ordinances and codes of Fulton County, Georgia and the City of Atlanta, Georgia.

25.2 Unless otherwise expressly provided to the contrary in this Contract, the term “day” shall mean calendar day.

25.3 In addition to, and not in limitation of, Architect’s other obligations under this Contract, Architect shall, without additional compensation, promptly assist Owner in resolving any problems arising out of, resulting from or relating to the design of the Project or the materials or equipment specified by Architect or its consultant(s).

25.4 Any claim, dispute or other matter in question arising out of or related to this Contract shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of Architect’s services, Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Contract and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or a court order. The parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Subject to the express approval of the Atlanta Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**CONTRACT FOR ARCHITECTURAL SERVICES**

**OWNER:**

**ARCHITECT:**

Atlanta Independent School System  
130 Trinity Avenue  
Atlanta, Georgia 30303

By: \_\_\_\_\_  
Superintendent (SEAL)

By: \_\_\_\_\_  
Print Name:  
Title: (SEAL)

\_\_\_\_\_  
(Date of Execution)

\_\_\_\_\_  
(Date of Execution)

## EXHIBIT "A"

### ARCHITECT'S SCOPE OF SERVICES

The Basic Services below to be performed by Architect consist of professional tasks which have as their objective the design, production of technical documents and construction administration to provide Owner with a complete and properly functioning facility. The Basic Services shall be performed in accordance with the standard of care set forth in the Contract. The facility shall be suitable for the purposes for which it is intended, comply with all applicable codes and laws, and be completed on a timely basis within the approved construction budget. The services are described under the Project Phases (hereinafter set forth) in which they customarily occur. This order is for convenience only and does not necessarily reflect the sequence in which a service will actually be performed, or necessarily limit the Project, or a designated portion of the Project, to one of each Phase. These Phases may be divided to facilitate the procurement of segregated portions of the Work, pursuant to the approved **MANAGEMENT PLAN AND CRITICAL DATES SCHEDULE**.

#### PHASE I

##### A. PRE-CONTRACTUAL

Upon receipt of notification from Owner that you have been designated as Architect for the Project, the following tasks should be completed prior to execution of the Contract.

1. Review scope and type of project.
2. Review program requirements for completeness and suitability with Owner's construction representatives, including but not limited to, the principal of the school.
3. Review Owner's time schedule for bidding, construction, and occupancy.
4. Review Owner's budget and determine its basis (e.g., cost estimate, available funds, etc.).
5. Review whether project budget, project time schedule and project program are compatible.
6. Organize the team (structural, mechanical, electrical, civil and any special consultants). Verify all consultants' abilities to meet the time schedule, liability insurance and licensing requirements for the Project.
7. Prepare project estimating and budget work sheet in accordance with **Exhibit E** (Summary Priced Scope of Work).
8. Verify authorization of the party signing for Owner.

#### PHASE 2

##### B. SCHEMATIC DESIGN PHASE

1. Architect shall confirm: Owner's educational specifications, space needs, and other program requirements for the Project.
2. Architect shall assemble and review all necessary legal requirements such as codes, ordinances and other related standards.

3. Architect shall complete the following tasks:
  - a. Request and receive from each consultant proof of professional liability insurance coverage.
  - b. Obtain Owner’s approval of consultants. Negotiate, prepare and execute consultant’s agreements when required. Owner reserves the right to reject any consultant that Owner, for any reason, believes will not perform satisfactorily.
  - c. Obtain from appropriate consultants requirements for investigations and tests including soil borings, test pits, percolation tests, soil boring values, and the like, necessary for proper execution of their work and request such information from Owner. Advise Owner in advance of securing proposals for this work.
  - d. Obtain land survey from Owner, when necessary, assist Owner in securing survey. Request from Owner any information required by surveyor.
  - e. Have mechanical, electrical, structural, and other consultants review site information.
  - f. Have appropriate staff members and consultants examine the site.
  - g. Provide engineers and consultants with pertinent program data and functional space diagrams.
  - h. Prepare general description of the Project, construction and equipment outlines.
4. Architect shall examine and analyze available information provided by Owner and Owner’s primary representative (“**Project Manager**”) and shall advise and recommend as to additional information necessary to begin specific design work on the Project.
5. Upon analysis of all available information and prior to initiating any design tasks, Architect shall participate in a “Pre-Design Project Analysis” on the dates specified in the list of critical dates (“**Critical Dates Schedule**”) as may subsequently be approved. Architect shall have in attendance the individuals who will represent the primary architectural and engineering disciplines on the project and others as may be requested by Owner.
6. Upon conclusion of the Pre-Design Project Analysis and in accordance with the Critical Dates Schedule, Architect shall prepare the Design Narrative as set forth in Article 3 of the Contract which is Architect’s interpretation of the Project requirements, design parameters and objectives, and results of the Pre-Design Project Analysis. To the maximum extent possible, the Design Narrative will contain diagrammatic studies and pertinent text relative to:
 

◆ design concept	◆ program of requirements
◆ Internal functions	◆ general space allocations
◆ human, vehicles and material patterns	◆ detailed analysis of operating functions
◆ studies of adjacency	◆ vertical and horizontal affinities
◆ outline descriptions of major building components and systems	

7. Upon written authorization from Owner to proceed and, based on the approved Design Narrative, the "Project Construction Budget," "Program of Requirements," and the "Management Plan," Architect shall prepare "**Schematic Design Studies**" consisting of drawings and other documents illustrating the design concept, scale and relationship of the Project components for approval by Owner.
8. Architect shall provide Project Manager with five (5) copies of "Schematic Design Submittal" for the review of the Schematic Design Phase. At the end of the Schematic Design Phase Architect, at its cost, shall provide Project Manager with three (3) complete sets of the drawings and other documents for approval by Owner. One (1) set will be returned to Architect with approval and/or notations.
9. Architect shall participate as requested in meetings with Owner's staff to review the Project and receive Owner's input. Project Manager will schedule a meeting with Architect and the appropriate representatives of Owner's various departments, such as Nutrition, Education Programs, Maintenance, Technology, Transportation and any other appropriate departments. Architect will make a presentation to this group and they will have a maximum of five (5) days to respond with their comments.
10. If required, Architect shall make a maximum of five (5) presentations of the schematic design to parties designated by Owner.
11. Documents prepared by Architect for final Schematic Design Phase submittal shall include drawings and a written report. The drawings shall include, but not be limited to, a proposed site utilization study (if required by program) of the property of the Project, schematic plans of all floors and simplified elevations indicating the fundamentals of the architectural concept. The report shall incorporate the Architect's Construction Contract(s) Award Price(s) ("**CCAP**") estimate and breakdown, as well as the "Schedule of the Management Plan." The CCAP must comply with requirements of the Stated Cost Limitation as laid out in Article 6. Architect shall prepare such estimates in the form prescribed by Owner to assure itself that the project cost is within the CCAP. Further, the report shall include a summary of programmed versus actual square footage by room or area; such discussion of design factors, if any, as are pertinent in the opinion of Architect; and outline descriptions of proposed engineered systems, construction methods, materials and work to be included in the Construction Contract. The plans shall reflect the drawings and/or notations provided by Owner's staff.
12. To be considered acceptable for final "**Schematic Design Phase**" submittal, the documents shall contain, as a minimum:

#### ARCHITECTURAL

- ◆ Drawings showing complete building layout, identifying the various major areas, core areas and their relationships.
- ◆ Identification of roof system, deck, membrane flashing and drainage technique. Mechanical will show heat transfer co-efficient and type of equipment proposed.

- ◆ Identification of all proposed finishes (includes all exterior surfaces, doors, windows, and type of hardware).
- ◆ Cost estimates.

#### STRUCTURAL

- ◆ Structural systems layout with overall dimensions and floor elevations. Identification of structural system (precast, structural steel with composite deck, structural steel with bar joists, etc.).
- ◆ Identification of foundation requirements (fill requirements, piles, caissons, spread, footings, etc.).

#### MECHANICAL

- ◆ Block heating, ventilating and cooling loads calculations including skin versus internal loading.
- ◆ Single-line drawings of all mechanical equipment spaces, duct chases and pipe chases.
- ◆ Location of all major equipment in allocated spaces.
- ◆ Description of equipment proposed.

#### ELECTRICAL

- ◆ Lighting fixtures outlined in plan and roughly scheduled showing types and quantities of fixtures to be used.
- ◆ Major electrical equipment roughly scheduled indicating size and capacity.
- ◆ Complete preliminary one-line electrical distribution diagrams with indications of final location of service entry, switchboards, motor control centers, panels, transformers and other equipment, if required.
- ◆ Legend showing all symbols used on drawings.

#### ELECTRONIC

- ◆ Type of TV system and layout.
- ◆ Type of intercom system and layout.
- ◆ Equipment for Media Center if in program.
- ◆ Type of computer system and layout.

13. Obtain Owner's written approval of schematic design documents and approval of Georgia Department of Education if state funds are involved.
14. Georgia Department of Education (“DOE”) preliminary review submittal.

### **PHASE 3**

#### C. DESIGN DEVELOPMENT PHASE

1. Architect shall prepare from the approved Schematic Design Studies, for further approval by Owner, the **“Design Development Documents”** consisting of drawings and other documents to fix and describe the size and character of the entire Project as to structural, mechanical and electrical systems, materials and such other essentials as may be appropriate.
2. Architect shall confer with and obtain preliminary review from regulatory agencies such as Building Department, Fire Marshal (state & local), Department of Health, Zoning Commission, Planning Commission, and Design Review Board.
3. Architect shall complete the following tasks:
  - a. Review the program and verify compliance.
  - b. Re-check schematic documents against all codes and regulations.
  - c. Receive results of all investigations and tests, including soil borings and analysis. Request additional information, if necessary. Forward final information to appropriate consultants.
  - d. Verify with Owner the design of the systems required such as:
 

<input type="checkbox"/> clock	<input type="checkbox"/> paging	<input type="checkbox"/> computer	<input type="checkbox"/> Intercom
<input type="checkbox"/> Building protection	<input type="checkbox"/> HVAC equipment	<input type="checkbox"/> lighting	<input type="checkbox"/> telephone
<input type="checkbox"/> gas	<input type="checkbox"/> cable/TV	<input type="checkbox"/> closed circuit TV	<input type="checkbox"/> kitchen equipment

Review with Owner and notify consultants of approval or revisions.

- e. Define actual classroom density for each area and forward to consultants. Check against program.
- f. Have the mechanical and electrical engineers:
  - ◆ Contact utility companies and public authorities on all services.
  - ◆ Request and receive written approval for all service connections.
  - ◆ Investigate and confirm in writing their review of all applicable local public and utility regulations.
  - ◆ Review architectural and structural schematic drawings to establish adequate provisions for specialized systems.
  - ◆ Prepare estimates of probable operating costs, with recommendations.
4. Design Development Documents prepared by Architect shall include drawings and a written report in more detail than the Schematic Design Documents and shall take into account Owner’s comments on the previous submittal. The report shall incorporate Architect’s CCAP estimate and breakdown. Architect shall prepare such estimates in the form prescribed by Owner to assure itself that the Project cost is within the CCAP. Further, the report shall include a summary of programmed versus actual square footage by room or area, such discussion of design factors, if any, as are pertinent in the opinion of Architect; and outline descriptions of proposed engineered systems, construction methods, materials and work to be included in the construction contracts. Drawings shall include dimensioned site development plan, (if required) floors plans, elevations, and one or more typical

sections indicating proposed construction. Drawings shall also include information on major finishes as well as diagrammatic drawings illustrating fundamentals of major engineered systems, i.e., structural, mechanical and electrical.

5. Architect shall provide Project Manager with two (2) copies of in-progress Design Development Documents during the Design Development Phase if requested by Owner. At the end of the Design Development Phase Architect, at its cost, shall provide Project Manager with three (3) complete sets of drawings and other documents for approval by Owner. The documents for this final Design Development Phase submittal shall consist of, as a minimum:

#### **ARCHITECTURAL**

- ◆ Floor plans with final room locations including all openings.
- ◆ Wall sections showing final dimensional relationships, materials and component relationships (where required).
- ◆ Identification of all fixed and loose equipment, furniture, and furnishings to be installed in contract.
- ◆ Finish schedule identifying all finishes.
- ◆ Door and hardware schedule showing final quantity plus type and quality levels.
- ◆ Site conditions where required.
- ◆ Preliminary development of details and large-scale blow-ups.
- ◆ Legend showing all symbols used on drawings.
- ◆ Outline specifications.
- ◆ Reflective ceiling development including ceiling grid and all devices that penetrate ceiling (i.e., light fixtures, sprinkler heads, ceiling register or diffusers, etc.)

#### **STRUCTURAL**

- ◆ Plan drawings with all structural members located and sized.
- ◆ Footing, beam, column and connection schedules.
- ◆ Outline specifications.
- ◆ Foundation drawings.

#### **MECHANICAL**

- ◆ Heating and cooling load calculations for each space and major duct or pipe runs sized to interface structural.
- ◆ Major mechanical equipment scheduled indicating size and capacity.
- ◆ Ductwork and piping substantially located and sized.
- ◆ Devices in ceiling located.
- ◆ Legend showing all symbols used on drawings.
- ◆ Outline specifications.

#### **ELECTRICAL**

- ◆ All power consuming equipment and load characteristics.
- ◆ Total electric load.

- ◆ Major electrical equipment (switchgear, distribution panels, emergency generator, transfer switches, UPS system, etc.) dimensioned and drawn to scale into the space allocated.
  - ◆ Complete preliminary site lighting design.
  - ◆ Outline specifications.
  - ◆ Lighting, power, telecommunications and office automation devices and receptacles shown in plan.
  - ◆ Final light fixture schedule.
  - ◆ Interior electrical loads estimate for systems furniture, receptacles, lighting, food service equipment, and any other special use areas, etc.
6. Architect shall submit to Owner in writing all code researches and the results of those researches.
  7. Obtain Owner's written approval of design development documents and authorization to proceed to the construction documents phase.

#### **PHASE 4**

#### **D. CONSTRUCTION DOCUMENTS PHASE**

1. Upon written authorization from Owner to proceed, Architect shall prepare from the approved "Design Development Documents," "Working Drawings and Specifications" setting forth in detail the requirements for the construction of the entire Project. Owner will provide the "Conditions of the Contract (General and any Supplementary)," "Advertisement for Bids," "Instructions to Bidders," time control specification provisions, and "Construction Proposal Forms" and Agreement(s) which Architect shall incorporate into the Construction Documents.
2. When the construction documents are complete and contain all appropriate information, Architect shall confer with and obtain permit approval from such regulatory agencies as Bureau of Buildings, City Fire Marshall, Department of Health, Georgia Department of Education. Architect shall check with the applicable regulatory agencies and establish schedule for submission and/or review. Any disapproval from these agencies must be corrected before drawings are released for bidding.
3. Architect shall complete the following tasks:
  - a. Coordinate the work of all members of the team, including consultants. Coordinate drawings with project specification.
  - b. Determine what items, if any, are to be furnished by Owner, or are not to be included in the construction contract.
  - c. Obtain schedule for delivery and installation of Owner-furnished materials.
  - d. Check all completed documents for coordination, compliance with program, accuracy and cross-coordination with the consultants' and engineers' work, and have them make similar checks.
  - e. Revise documents if required after check and have consultants and engineers do the same.
  - f. Place appropriate architect and engineer's seals on the documents and obtain any necessary signatures required by reviewing authorities.

4. Construction Documents shall be packaged as prescribed in the Management Plan and be completed in accordance with the Critical Dates Schedule. Inform Owner of any revisions.
5. Detailed drawings shall cover all work included in the Project or designated portion thereof.
6. Single or multiple contracts shall be as stated in the Management Plan, and the detailed drawings for each contract shall be prepared by Architect with appropriate designation noted thereon.
7. Specifications shall be prepared using the Construction Specifications Institute (CSI) format. (On "CD" Disk in fully functional Microsoft Word.
8. Architect shall provide furniture layouts as requested by Owner including but not limited to the following spaces: Science Rooms, Media Center, Cafeteria, and Administration Area.
9. Architect shall provide interior color selection for review and approval by Owner.
10. If requested, Architect shall provide Project Manager copies of in-progress Construction Documents during this phase. Additionally, and in accordance with the Management Plan, Architect, at its cost, shall submit for approval by Owners two (2) sets of preliminary Construction Documents at the stage of 95% completeness.
11. After review and approval of the 95% Construction Documents by Owner, Architect shall continue with preparation of final Construction Documents and "Bid Documents," including final specifications for all authorized work on the Project and shall incorporate in those final documents the comments and any modifications and changes desired by Owner and any modifications required for compliance with all applicable codes, regulations, standards, the approved program, and prior written approvals and instructions of Owner. The resulting final Construction Documents submittal is to be a complete, fully coordinated, integrated package, suitable for bidding distribution, without any significant addenda or further clarification required.
12. Architect shall participate in such reviews and meetings as are necessary to ensure that the project design conforms to all applicable codes and all requirements of responsible agencies and will make any changes to the Construction Documents which are required for issuance of all permits and legal authorizations needed to construct the Project.
13. Documents prepared by Architect for final Construction Documents Phase submittal shall include the final working drawings and a written report. The report shall incorporate Architect's CCAP estimate and breakdown, as well as the "Schedule of the Management Plan." Architect shall prepare such estimates in the form prescribed by Owner to assure itself that the project cost is within the CCAP. Further, the report shall include a summary of programmed versus actual square footage by room or area. Architect, at his cost, shall supply five (5) complete sets of final construction drawings and specifications to Owner for final review and approval.
14. Architect shall apply for all construction permits and approvals on behalf of Owner as noted in item #2 above.
15. After receiving written authorization from Owner, Architect shall proceed with the "Construction Bid/Negotiation Phase." There may be more than one "Construction Bid/Negotiation Phase," depending upon Owner's requirements.
16. Architect shall prepare such clarifications and addenda to the bidding documents as may be required. Architect will provide these to Owner for review prior to issuance to all holders of bid documents.

17. Project Manager will schedule and conduct pre-bid conferences with prospective bidders to review the Project requirements. Architect shall provide knowledgeable representatives, including representatives of its consultants, and participate in these conferences to explain and clarify Bidding Documents. Within two (2) days after the pre-bid conference, Architect shall deliver to Owner, if needed, a final Addendum.
18. Architect shall assist Owner in obtaining bids.
19. Architect and Project Manager shall prepare a certified bid tabulation and make a recommendation to Owner concerning the "Contract Award."
20. Should first bidding or negotiation produce prices in excess of the approved CCAP, Architect shall participate with Project Manager in such re-bidding, re-negotiation, and re-design, at no additional expense to Owner, as may be necessary to obtain price(s) within the approved CCAP or price(s) acceptable to Owner. Owner will assist in re-design decisions. Owner must approve all redesign.
21. Should Architect re-design or conduct re-bidding under its responsibilities set out in the preceding paragraph, its "Construction Phase and Post Construction Phase" services shall be extended to take re-design/re-bid delays into account at no additional expense to Owner.
22. Architect shall confirm in writing to Owner of the following facts:
  - a. All the engineering drawings and architectural drawings have been fully coordinated.
  - b. All the applicable codes have been complied with.

## **PHASE 5**

### **E. CONSTRUCTION PHASE**

1. The Construction Phase for each portion of the Project will commence with the award of the Construction Contract and will terminate when Owner makes the Final Completion payment.
2. Architect shall consult with Project Manager and participate in all decisions as to the acceptability of subcontractors and other persons and organizations proposed by the contractor for various portions of the Work.
3. Architect shall review and approve shop drawings, samples, and other submissions of contractor(s) as well as the Work performed by the contractor(s) for conformance with the design concept of the Project and for compliance with the Contract Documents. Architect shall accomplish the review and return of submittals within ten (10) calendar days from date of receipt except when authorized by Project Manager.
4. Project Manager will establish, with Architect, procedures to be followed for review and processing of all shop drawings, catalog submissions, project reports, test reports, maintenance manuals, and other necessary documentation, as well as requests for changes and applications for extensions of time.
5. Architect shall, when requested by Project Manager, review Change Order documentation.
6. Architect shall render to Project Manager, within ten (10) working days unless otherwise authorized by Project Manager, interpretations of requirements of the Contract Documents. Architect shall make all interpretations consistent with the intent of and reasonably inferable from the Contract Documents. Architect's

- decision in matters relating to artistic effect shall be final if consistent with the intent of the Contract Documents.
7. Should errors, omissions or conflicts in the drawings, specifications or other Contract Documents by Architect be discovered, Architect will prepare and submit to Project Manager, within ten (10) working days unless otherwise authorized by Project Manager, such amendments or supplementary documents and provide consultation as may be required, for which Architect shall make no additional charges to Owner.
  8. Project Manager shall be a point of contact with the contractors, except when Owner shall direct Architect otherwise. Project Manager shall issue all instructions to the contractor(s).
  9. Architect will have access to the Work at all times. All site visits, observations and other activities by Architect shall be coordinated with Project Manager and written report of such visits made promptly to Project Manager.
  10. Architect and its consultants (including, but not limited to, the structural, mechanical and electrical disciplines) shall make such periodic visits to the Project site as may be necessary to familiarize themselves generally with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of such on-site observations, Architect and its consultants shall take the appropriate steps to guard Owner against defects and deficiencies in the Work of the contractor. If Architect observes any work that does not conform to the Contract Documents, Architect shall immediately make an oral and written report of all such observations to Project Manager. Architect and its consultants shall not be required to make exhaustive or full-time on-site observations to check the quality or quantity of the Work, but shall make as many observations as may be reasonably required to fulfill their obligations to Owner. Architect shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the Work, and shall not be responsible for the contractor's failure to carry out the Work in accordance with the Contract Documents, but Architect is responsible for pointing out any failures.
  11. Periodic visits of Architect shall be coordinated with Project Manager. Each engineering discipline shall make periodic visits as may be required, during the course of work applicable to its discipline. During critical work phases, each engineering discipline may be required to make periodic visits weekly. The engineering disciplines shall prepare and submit a report on each visit, submitted via the Architect to Project Manager within three (3) working days of the visit. Included in the contract are consistent periodic visits by Architect and its "Engineering Sub-Consultant," as required in order to ensure full compliance to the contract documents as determined by Project Manager. Architect and its subcontractors will be required to make any and all visits requested by Project Manager.
  12. Architect shall render written field reports relating to the periodic visits and observations of the Project required by paragraph 11 within three (3) working days to Project Manager in the form required by Project Manager.

13. Architect shall hold weekly construction progress meetings attended by Project Manager and representatives of each prime contractor. Architect shall render written minutes of this meeting within three (3) working days to all participants in a format acceptable to Project Manager.
14. Based upon observations at the site and upon the contractor's applications for payment, Project Manager and Architect shall jointly determine the amount owing to the contractor(s), pursuant to the terms of the Construction Contract, and shall issue "Certificates for Payment to the Owner" in such amounts. Project Manager shall consult with Architect in the determination of the amount due the contractor and Architect shall sign the Certificate of Payment prior to the time it is transmitted to Owner by Project Manager. Architect's signature of a Certificate of Payment shall constitute a representation by Architect to Owner, based upon Architect's observations at the site and the data comprising the "Application for Payment" that the Work has progressed to the point indicated, that to the best of Architect's knowledge, information and belief, the quality of the Work appears to be in accordance with the Contract Documents (subject to: an evaluation of the Work for conformance with the Contract Documents upon substantial completion; the results of any subsequent tests required by the Contract Documents; minor deviations from the Contract Documents correctable prior to completion; and to any specific qualifications stated in the Certificate for Payment), and that the contractor is entitled to payment in the amount certified. However, if it should later be found that the contractor has failed to comply with its contract with Owner in any way or detail, such failures and subsequent compliance shall be the sole responsibility of said contractor. By signing a Certificate for Payment to Owner, Architect shall not be deemed to represent that it has made any examination to ascertain how and for what purpose the contractor has used the monies paid on account of the Construction Contract Sum or, as applicable, the Guaranteed Maximum Price (as said term is defined in the Construction Contract).
15. If, in accordance with its duty, Architect advises Project Manager of non-conforming work as stated in paragraph 10, Architect shall confirm the non-conformance in writing to Project Manager within Five (5) days of observation.
16. Architect and Project Manager jointly shall have authority to condemn or reject Work on behalf of Owner when in Project Manager's or Architect's opinion the Work does not conform to the Contract Documents. Whenever in Project Manager's or Architect's reasonable opinion it is considered necessary or advisable to insure the proper implementation of the Highest Intent of the Contract Documents, Project Manager shall have the authority to require special inspection or testing of any Work in accordance with the provisions of the Contract Documents whether or not such Work is fabricated, installed or completed.
17. Architect shall obtain governing agency occupancy approval if any exceptions arise related to the design or specified materials.
18. When Owner and Project Manager agree that the Work or portions of the Work are substantially complete, Architect and its consultants shall inspect the Work or portions of the Work and prepare and submit to Project Manager punch lists of the Work of the contractor(s) which is not in conformance with the Contract Documents. Project Manager shall transmit such punch lists to the contractor(s).

Owner may request that Architect inspect and prepare a punch list on any portion of the Work.

19. Architect shall review the contractor's record drawings showing significant changes in the Work made during the construction process, based on marked-up contract drawings, prints, and other data furnished by the contractor(s) and the applicable Addenda, Clarifications, and Change Orders which occurred during the Project. Architect, at his cost, shall then prepare the required as-built drawings.
20. Architect shall provide assistance in the original operation of any equipment or system such as initial start-up, testing, adjusting and balancing.
21. Architect and/or its consultants shall observe and review test data of the original operation of any equipment or system such as initial start-up testing, adjusting and balancing to make sure that all equipment and systems are properly installed and functioning in accordance with the design and specifications.
22. Architect shall review the contractor-furnished maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection as required by the Construction Documents and forward all approved copies to Project Manager for use by Owner. In addition, Architect shall conduct such observations as necessary to ensure all material and equipment warranties are in compliance with applicable specifications.
23. Architect and its consultants shall conduct comprehensive Final Completion inspections as required per the construction contract at the request of Owner.
24. Upon correction of the deficiency reports (punch lists), and acceptance of all other close-out submittals and certificates of the contractor, Project Manager and Architect shall approve the Application for Final Payment and forward it to Owner for execution.
25. Architect and all of his consultants (Mechanical, Electrical, Plumbing, etc.) shall participate and certify in writing completion of any testing, demonstrations, training, commissioning, etc., required by the technical specification.
26. Architect and his consultants, as appropriate, shall, prior to the time of Final Completion, certify in writing that all material, equipment and systems have been properly installed per the contract documents and are properly functioning as designed.

## **PHASE 6**

### **F. POST CONSTRUCTION PHASE**

1. Coordination of operating data for Owner-supplied furniture, furnishing and equipment.
2. Assist in the establishment by Owner of an in-house or contract program for the operation and maintenance of the physical plant and equipment. Assist in the preparation of operation and maintenance manuals for Owner.
3. Observe and assist in the operation of building systems during initial occupancy. Assist in the training of Owner's personnel in proper operations, maintenance schedules, and procedures.
4. Make recommendations concerning inadequate performance materials, systems, and equipment under warranty. Inspect or have inspected materials, systems, and

equipment prior to expiration of the warranty period to ascertain adequacy of performance.

5. Review and approve “Close-Out Documents”
6. Certify “Construction Manager and Contractor’s Final Pay Request.”
7. Assist in DOE “close-out” including execution of Final DOE forms and documents.
8. At this point Architect is entitled to 100% of its fee.

**EXHIBIT “B”**  
**Mandatory Addendum to the Owner/Architect Agreement**  
**For Projects Funded in Whole or in Part with State Capital Outlay Funds**

The Owner may use any form of agreement mutually agreed upon by the Owner and Architect to contract for the services required. This Mandatory Addendum must be incorporated into the Owner/Architect agreement on any Capital Outlay Program funded projects regardless of the form of agreement used. In the event of a conflict between the terms in the selected form of agreement and this addendum, the terms of this addendum shall prevail. This Mandatory Addendum may not be modified without prior written consent of the Georgia Department of Education. NO CAPITAL OUTLAY FUNDS WILL BE RELEASED FOR AN APPROVED CAPITAL OUTLAY PROJECT WITHOUT THE INCLUSION OF THIS ADDENDUM IN THE OWNER / ARCHITECT CONTRACT. For purposes of this addendum, notwithstanding terminology used in the Owner/Architect Contract, the term “Architect” shall be defined as the architect, engineer, or architect/engineer, whether individually or as a firm, to perform the services required: “Owner” shall mean the Local Board of Education that is requiring the services to be performed; “GDOE” shall refer to the Georgia Department of Education; “contract” shall refer to the master agreement between the Owner and the Architect, to which this Mandatory Addendum is attached and incorporated; “Project” shall refer to the scope of services to be performed under the Contract; “Program” shall consist of the Owners policies, purposes, concepts, and objectives, and design, construction, scheduling, budgetary or operational needs, restrictions, or requirements for the Project; ‘stated cost limitation’ shall mean the maximum amount that the Owner is authorized to spend to construct the Project; and “Record Plans and Specifications” shall mean the as-built plans and specifications, including but not limited to, actual location of utility lines, and any approved change orders.

1. The Architect agrees not to assign, sublet or transfer any interest or rights in the contract to any party without the advance written consent of the Owner. The Architect agrees to utilize the design and management team as presented to the Owner and agrees that no substitutions, additions, or deletions from this team will occur unless consented to in advance in writing by the Owner. The Owner agrees to provide a response within 14 days of request by the Architect.
2. Prior to beginning the “Preliminary Plans and Specifications”, the Architect shall first consult in detail with the Owner to determine the Owners Program, and within 10 days of such consultation, the Architect shall prepare and submit to the Owner a written report detailing the Architects understanding of the Owners Program and identifying any design, construction, scheduling, budgetary, operational, or other problems, including solutions, or recommendations which may result from such consultation, Such report shall also include any applicable educational specifications and GDOE requirements.
3. The Architect shall obtain written authorization from the Owner before proceeding with any work on the “Preliminary Plans and Specifications”, the “Check Set Plans and Specifications”, or the “Final Plans and Specifications”, as defined in “Submittal Requirements for Review of Planning, Bidding, and Construction Documents for Georgia Public Schools” (most recent published edition).
4. The Architect agrees to comply with all applicable Federal, State and Local codes and ordinances in the design of the project. The Architect also agrees to comply with all GDOE

- rules and guidelines regarding capital outlay projects and to make required submittals in a timely manner to GDOE as well as to respond to GDOE comments on submittals within 30 days of receipt of comments for approval.
5. The Architect assumes full responsibility to the Owner for the negligent or willful acts and omissions of the Architect's consultants, sub consultants, or employees in connection with this Contract.
  6. The Architect agrees to design the Project within the Owners budgetary limits and consistent with the Owner's program for the construction of the Project which shall be referred to as the stated cost limitation. The stated cost limitation for this Project shall be \$ \_\_\_\_\_ which is composed of state capital outlay funds in the amount of \$ \_\_\_\_\_, required local funds in the amount of \$ \_\_\_\_\_, and additional required local funds in the amount of \$ \_\_\_\_\_. The stated cost limitation may be amended by written mutual agreement signed by both parties at any time after the Contract between the Architect and Owner is executed.
  7. In the event the Architect's final project cost estimate exceeds the stated cost limitation, the Owner may require the Architect, at no additional cost to the Owner, to consult with the Owner and to revise the design so as to obtain a final project cost at or below the stated cost *limitation*. Notwithstanding the Architect's certification that the *stated cost limitation* shall not be exceeded, the Architect agrees that budgetary limitations are not a justification for breach of sound principles of architectural and engineering design. The Architect shall take no calculated risks in the design of the work. The Architect agrees that in the event he cannot design the work within the financial limitations without disregarding sound principles of design, the Architect will give written notice immediately and in no event longer than seven (7) days to the owner and to the Georgia Department of Education, Facilities Services Unit.
  8. The Architect shall provide cost estimates to the Owner at the following design stages:  
(1) Preliminary Plans and Specifications stage, (2) 65% completion stage, and (3) Check Set Plans and Specifications stage (95% completion).
  9. All plans, specifications, design calculations, designs, drawings, or other documents or data produced hereunder by the Architect, or the Architect's consultants, sub consultants, or employees shall be delivered to the Owner upon request, and shall become the sole property of the Owner regardless of the stage in which the development of the design may have progressed. The Owner shall retain all ownership rights with regard to such plans, specifications, design calculations, designs, and drawings or other documents or data produced hereunder.
  10. The Architect shall provide and maintain Professional Liability Insurance at all times this Contract is in effect and for a period of three (3) years after Final Completion of the Project with a minimum level of coverage equal to or greater than 20% percent of the stated cost limitation, but not less than \$250,000 for the project and a maximum deductible of \$50,000. The coverage provided herein shall contain an endorsement providing sixty (60) days notice to the Owner prior to any cancellation of said coverage. Said coverage shall be written by an insurer licensed to do business in the State of Georgia and acceptable to the Owner.
  11. The Architect shall carefully Inspect the work of the Contractor within 24 hours of the Owner's request, and shall also, at a minimum, inspect work at the Project site no less

frequently than once per week, and in any event, no less frequently than once per month. Of these, at least once per month the inspection shall be performed by an architect or engineer, licensed in the State of Georgia. The purpose of such inspections shall be to determine the quality and quantity of the work in comparison with the requirements of the Construction Contract. In performing such inspections, the Architect shall advise the Owner of noted deficient or defective work, potential and/or real delays in the schedule and requests for payment by the Contractor which could constitute overpayment for the work completed. Within three (3) days of a site visit, the Architect shall submit a written report of such site visit, which shall include any appropriate comments or recommendations to the Owner.

12. The Architect shall provide Owner a set of “Record Plans and Specifications” within thirty (30) days after execution by the Architect of his final certificate. Such plans and specifications shall include any authorized change orders, actual locations of all utility lines, and any other appropriate information. The drawings shall be presented in a Computer Assisted Drafting (CAD) format of the Owners choice, and the specifications shall be presented in a word processing format of the Owner’s choice.
13. The Contract executed between the Owner and the Architect, to which this is an addendum, shall include a termination clause that provides definitions and procedures which gives the Owner the rights of (1) termination of services with cause and (2) termination of services without cause. In the event of termination, the Owner shall pay the Architect for such reasonable services performed prior to the termination, unless otherwise provided for in the terms of the Contract, which in no event shall the percentage of total payment exceed the percentage completion of the project. Payments to the Architect for services rendered prior to termination should be based on statements submitted by the Architect that are supported by time sheets and invoices and which are promptly submitted to the Owner. However, both parties agree that total payment percentage should not exceed total percentage of the project completed.
14. The Architect shall be responsible for the timely submittal and completion of all forms required by GDOE and shall respond to GDOE comments on submittals within 21 days of receipt of comments for approval. Such forms may be obtained from the Facilities Services Unit, Georgia Department of Education, 1670 Twin Towers East, Atlanta, Georgia 30334. At the close of the project, the Architect shall submit an Architectural Certification form, as provided by the GDOE. to the Owner. The completion and submittal of this form is required prior to release of the final payment to the Architect.
15. All architectural plans and specifications shall bear the signature and seal of the Architect, which shall be licensed to practice in the State of Georgia. Civil, survey, structural, electrical, and mechanical plans and specifications shall bear the signature and seal of the respective engineer, which shall be licensed to practice in the State of Georgia.
16. A fully executed copy of the Contract between the Owner and the Architect including a completed copy of this mandatory addendum must be filed with the Facilities Services Unit of the Georgia Department of Education for any project where state funding for the project has been provided in whole or in part under the Capital Outlay Program.

**OWNER:**

**ARCHITECT:**

**ATLANTA INDEPENDENT SCHOOL SYSTEM**

\_\_\_\_\_  
Local Board of Education

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT "C"**  
**OTHER INSURANCE**

1.1 Architect shall maintain the following other insurance at all times the Contract is in effect and for a period of three (3) years after "Final Completion of the Project." Architect shall secure the following insurance at his own expense and shall file Certificates of Insurance with Owner within five (5) days after the execution of the Contract. Insurance will not be acceptable unless written by a company licensed by the State Insurance Department to do business in Georgia at the time the policy is issued and the company must in addition be acceptable to Owner.

- (i) Each such insurer shall be licensed to conduct business in the State of Georgia and maintain throughout the period for which coverage is required, a Best's Rating of "A" or better and a Financial Size Category of "VII" or better according to A. M. Best Company.
- (ii) If, during the period when an insurer is providing the insurance required by this Agreement, an insurer shall fail to comply with the foregoing minimum requirements, as soon as Architect has knowledge of any such failure, Architect shall immediately notify APS and immediately replace the insurance provided by the insurer with an insurer meeting the requirements. Until Architect has replaced the unacceptable insurer with an insurer acceptable to APS, Architect shall be in default of this Agreement.

1.1.1 Workmen's Compensation and Employer's Liability Insurance.

The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"	
Part Two:	\$1,000,000	Each Accident
	\$1,000,000	Disease - Policy Limit
	\$1,000,000	Disease - Each Employee

The Workers' Compensation policy shall be endorsed to include a Waiver of Subrogation in favor of the Atlanta Public Schools.

1.1.2 Comprehensive Commercial General Liability Insurance.

The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$2,000,000	General Aggregate;
\$2,000,000	Products/Completed Operations Aggregate;
\$1,000,000	Personal and Advertising Injury;
\$1,000,000	Each Occurrence;
\$50,000	Fire Damage (Any one fire); and

\$5,000 Medical Expense (Any one person).

The Commercial General Liability policy shall be endorsed to include APS its officers, directors and employees as an additional insured arising out of the performance of services provided by contractor and shall further provide that the coverage afforded to APS as an additional insured shall be primary to any other coverage available to APS.

1.1.3 Automobile Liability Insurance.

The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$1,000,000 Each Occurrence - Bodily Injury and Property Damage Combined

1.1.4 Professional Liability Insurance.

Such insurance shall be on a form acceptable to APS and shall cover Architect for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. Coverage must either be on an occurrence basis; or, if on a claims-made basis, the coverage must respond to all claims reported within four years following the period for which coverage is required and which would have been covered had the coverage been on an occurrence basis. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$10,000,000 Each Claim/Annual Aggregate

The parties understand, acknowledge and agree that this Addendum supplements, modifies and where indicated, replaces certain provisions of the Agreement, but that it does not otherwise, nor is it intended to, change, amend, replace or conflict with the Agreement; nor does it (nor is it intended to) augment, diminish, redefine or otherwise affect any of the rights and obligations of the parties under and pursuant to the Agreement, except where and to the extent set forth in this Addendum.

1.2 Owner shall be included as an additional insured on the coverage's specified in subparagraphs 1.1.2 and 1.1.3, and shall be indicated as such on certificates of insurance required herein.

1.3 These certificates shall contain a provision that coverages afforded under the policies will not be canceled, changed or allowed to expire until sixty (60) days after Owner has received written notice evidence by return receipt of registered letter.

1.4 Unless expressly waived by Owner in writing, Architect shall permit no consultant retained by Architect to enter upon the Project site or perform any services unless such consultant is and remains insured in accordance with the requirements of paragraphs 1.1, 1.2, and 1.3. Architect shall indemnify Owner for any loss or damage suffered by Owner as a result of the failure of any of Architect's consultants to be so insured.

**EXHIBIT "D"**  
**ASBESTOS EXCLUSION CERTIFICATION FORM**  
**(NEW CONSTRUCTION & ADDITIONS ONLY)**

With reference to the project named \_\_\_\_\_ and in compliance with AHERA Part 763 “Asbestos”, Subpart E “Asbestos Containing Materials in Schools”, Section 763.99 “Exclusions” paragraph (a)(7), I, \_\_\_\_\_, the Architect of Record for the \_\_\_\_\_ completed on \_\_\_\_\_ located \_\_\_\_\_ in the Atlanta Public School System \_\_\_\_\_ certify that to the best of my knowledge no Asbestos Containing Building Material (ACBM) was specified as a building material in any construction document, nor was any ACBM building material installed on this project.

INCLUDE:

\_\_\_\_\_  
**(Architectural Firm)**

\_\_\_\_\_  
**(Signature of Architect)**

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

\_\_\_\_\_  
**(Georgia Architectural License Number)**

\_\_\_\_\_  
**(Seal and Signature)**

**EXHIBIT "E"**  
**SUMMARY PRICE SCOPE OF WORK**

Document dated: \_\_\_\_\_

(Scope of Work Consisting of \_\_\_\_\_ Pages Follow This Header Page)

# Atlanta Public Schools

Facilities Services Department  
 Construction Management Team

Exhibit "F" — Architect's Fee Schedule

Date: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Architect: \_\_\_\_\_  
 Stated Cost Limitation:        \$0.00

Fee Calculation

Line	Portion of Stated Cost Limitation	Percentage Rate Applied	Fee
1.	Up to first \$10 million	6.00%	\$ _____
2.	Up to \$20 million	4.75%	\$ _____
3.	Over \$30 million	4.25%	\$ _____
<b>* Total</b>	\$ 0.00		\$ 0.00

*\* Total Design Fee*

Fee Distribution

Phase	Percentage	Fee
Schematic Design Phase Design	10.0%	\$ _____
Development Phase Construction	10.0%	\$ _____
Document's Phase Construction	46.0%	\$ _____
Administration Phase Post	29.0%	\$ _____
Construction Phase	5.0%	\$ _____
<b>Total</b>	<b>100.0%</b>	\$ _____
Reimbursables		\$ _____
<b>TOTAL</b>		\$ _____

**EXHIBIT "G"  
CONSTRUCTION CONTRACT**

**CONSTRUCTION MANAGEMENT CONTRACT**

*for:*

**OWNER:**

***Atlanta Independent School System***  
*130 Trinity Avenue, SW*  
*Atlanta, Georgia 30303*

**CONSTRUCTION MANAGER:**

**ARCHITECTS:**

**AGREEMENT**

THIS AGREEMENT made as of this \_\_\_\_\_ day of \_\_\_\_\_, (the “**Agreement**”), by and between **THE ATLANTA INDEPENDENT SCHOOL SYSTEM**, having a mailing address of 130 Trinity Avenue, SW, Atlanta, Georgia 30303 (hereinafter called “**Owner**”), and \_\_\_\_\_ having a mailing address of \_\_\_\_\_ (hereinafter called “**Construction Manager**”).

**W I T N E S S E T H:**

That whereas Owner intends to do \_\_\_\_\_ (the “**Project**”) located at \_\_\_\_\_ (the “**Premises**” or “**Project Site**”) in accordance with the contract documents herein referred to or attached.

NOW THEREFORE, Owner and Construction Manager, for the consideration hereinafter named, agree as follows:

**ARTICLE 1. CONTRACT DOCUMENTS**

This Agreement, the Drawings and Specifications, Addenda, if any, the General Conditions and General Requirements, the Special Conditions and Special Requirements, the Supplementary or other Conditions and Requirements, if any, written Modifications, and all documents listed or described in **Attachment “A”** and any documents attached to or referenced herein (collectively referred to herein as the “**Contract Documents**”) constitute the “**Contract.**” The Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, representations, commitments, understandings or agreements between the parties, either written or oral, which are not included in the Contract Documents.

Any capitalized terms used in this Agreement and not defined in this Agreement shall have the meanings ascribed to them in the Contract Documents. If any terms, provisions or conditions contained in any of the Contract Documents contradict or are inconsistent with any of the terms, provisions or conditions of this Agreement, this Agreement shall govern.

**ARTICLE 2. CONTRACT WORK**

Construction Manager accepts the relationship of trust and confidence between Owner and the Construction Manager established by this Agreement and agrees to provide all labor, materials, equipment, tools, services and all other things necessary or appropriate for the proper and complete execution of the Work (as said term is defined in Section 00700, Item 2.01 of the Project Manual), including the payment of any and all taxes related thereto.

The Contract Documents are complementary and what is required by one shall be as binding as if required by all. Construction Manager acknowledges and agrees that, in each instance, it is the desire and intent of the parties hereto that, in connection with the interpretation and fulfillment of the Work to be performed pursuant to the Contract Documents, Construction Manager shall construe any and all provisions so that, at all times, the highest intent of the Contract shall govern

the Work to be performed and the manner in which it is completed. A reference in one of the Contract Documents to a particular item of the Work or result to be achieved shall be sufficient to require that such item of Work or result, as applicable, is required under all of the Contract Documents. This may be hereinafter referred to from time to time as achievement of the **“Highest Intent of the Contract.”**

The Work shall comply with all applicable laws, regulations, ordinances and requirements of federal, state and local governments or agencies having jurisdiction over the Work to be performed hereunder. Construction Manager shall give all notices and shall prepare, or cause to be prepared on behalf of Owner appropriate applications for the issuance of those certificates, permits and licenses necessary to be obtained from local government agencies, boards, officials or authorities for the construction of the Work and shall, on a timely basis, obtain all licenses and permits required, unless otherwise indicated in the Contract Documents.

Construction Manager shall provide Owner with a certificate of occupancy.

**ARTICLE 3. TIME OF COMPLETION**

The Work to be performed hereunder shall be commenced within \_\_\_\_\_ calendar days ( \_\_\_\_\_ ) after receipt by Construction Manager of the Notice to Proceed from Owner and shall be fully complete by \_\_\_\_\_, \_\_\_15, time being of the essence of this Agreement. The parties acknowledge and agree that in the event the Work is not substantially completed in \_\_\_\_\_ number of calendar days ( \_\_\_\_\_ ), Owner will suffer substantial damages. The parties agree that a reasonable estimate of said damages is \$1,500.00 per day for each calendar day of delay in substantial completion of the Work. The parties further agree, and specifically acknowledge, that said amount of liquidated damages does not constitute a penalty.

**ARTICLE 4. CONTRACT AMOUNT**

In consideration of the performance of the Work hereunder, Owner agrees to pay Construction Manager, in current funds, the Guaranteed Maximum Price (“GMP”) of \_\_\_\_\_ AND NO/100 DOLLARS (\$ \_\_\_\_\_ ) which is the GMP set forth on the GMP Rider that is a part of **Attachment “A”** hereto and shall be payable in the manner provided in the General Conditions and Division 1 of the Specifications, subject to authorized additions and deductions as provided in the Contract Documents.

**ARTICLE 5. CHANGES IN THE WORK**

Owner may from time to time, by written instructions issued to Construction Manager, make changes in the Drawings or Specifications and issue additional instructions, require additional work or direct the omission of work previously ordered, and the provisions of the Contract shall apply to all such changes, modifications, additions or deletions with the same effect as if they were embodied in the original Contract Documents.

Extensions of the time for full completion of the Work shall not be granted on account of additional work ordered by Owner if it is possible to complete such additional work prior to the completion date.

The cost or credit to Owner resulting from a change in the Work shall be determined in the manner provided in the General Conditions. Such cost if determined by actual cost plus percentage fee markup for overhead and profit shall be compensated as follows:

(i) Actual cost plus \_\_\_\_% for overhead and \_\_\_\_% for profit if performed by Construction Manager;

(ii) Actual cost plus \_\_\_\_% for overhead and profit if performed by subcontractor(s).

Provided that, if the change to the Work results in an additional actual cost of less than \$100,000 then no additional profit will be included in the Change Order or in any request for additional compensation for that change.

To the extent that a change in the Work, or other act or omission of Owner or Owner's other contractors, other vendors, suppliers, agents or representatives, causes the final completion of the Work to be extended, Construction Manager shall be entitled to reimbursement for extended overhead directly attributable to the delay in final completion. In making such claim, the Construction Manager shall have the affirmative duty to provide evidence that there was an actual delay to final completion, which delay was not concurrent with any other delay in final completion, except for any other delay or delays for which adjustment is allowed hereunder. To the extent that Construction Manager receives a markup on its costs, as set forth herein, for the work which gave rise to the delay in final completion, said markup shall be a credit against any extended overhead costs to which Construction Manager is entitled hereunder.

#### **ARTICLE 6. NO ORAL MODIFICATION**

This Contract shall not be changed or modified by any oral agreement or any other agreement unless the same is in writing and signed by the party against whom enforcement of the change, modification or discharge is sought.

#### **ARTICLE 7. LIENS**

Construction Manager for itself and its subcontractors, material suppliers and employees acknowledges that no lien or claim may be filed against the Premises; and further, that if in violation hereof, there shall be any lien, or other claim for monies due or to become due for which, if established, Owner might be liable, and which would be chargeable to Construction Manager, Construction Manager shall immediately satisfy or bond the same, or Owner shall have the right to bond said lien or claim or otherwise discharge the same and to retain out of any payment then due or thereafter to become due, an amount sufficient to completely indemnify it against such lien or claim with interest, together with the expense incident to discharging such lien or claim or defending suit to enforce such lien or claim, including any premiums charged for a bond and any and all reasonable attorneys' fees and disbursements actually incurred, all of

which Construction Manager agrees to pay. Construction Manager expressly agrees to include a lien waiver clause in any and all of its subcontracts.

**ARTICLE 8. DISBURSEMENTS**

Construction Manager shall pay all subcontractors and suppliers in accordance with the Georgia Prompt Payment Act; provided, however, that nothing contained in said Act shall limit the right of Owner to withhold payment for reasons that are in accordance with the terms and provisions of the Contract.

**ARTICLE 9. TITLE TO THE WORK**

Title to all work completed during the course of the construction and all materials on account of which payment has been made shall vest in Owner. Title to all supplies and materials to be incorporated into the Work shall immediately vest in and become the sole property of Owner upon delivery of such supplies and materials to the Project Site and prior to their becoming part of the permanent structure or other improvements.

This provision shall not be construed as relieving Construction Manager from the sole responsibility for the care and protection of materials and work completed and in the course of construction, or the restoration of any damaged work, or as a waiver of the right of Owner to require fulfillment of all terms of this Contract.

**ARTICLE 10. LEGAL ACTIONS**

Whenever, pursuant to any provisions of the Contract, Construction Manager shall be required to appear in or defend any suit, action or proceeding under the Contract and Construction Manager appears in any such suit, action or proceedings, the judgment or final order in which, or the cost of which may be chargeable against Owner under the Contract, Construction Manager shall give Owner prompt written notice thereof. Construction Manager shall have the right to obtain counsel and Owner shall also have the right to reasonably object to any such counsel. Further, Owner shall be promptly notified of all events relating to said action and shall have a right to suggest a course of action to be taken by Construction Manager and its counsel. All reasonable attorneys' fees and costs actually incurred in connection with such action or proceeding shall be paid as required pursuant to any such provision of the Contract.

**ARTICLE 11. ASSIGNMENTS**

Construction Manager shall not assign in whole, or any part of, the Contract, or any monies due thereunder, or to become due thereunder, without the prior written consent of Owner. If Construction Manager assigns all or any part of any monies due or to become due under the Contract, the instrument or assignment shall contain a clause substantially to the effect that the right of the assignee in and to any monies due or to become due to Construction Manager shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied in connection with the performance of the Work.

Notwithstanding anything herein to the contrary, in the event of an assignment by Construction Manager of the right to receive payment hereunder, Owner shall have no obligation to make such payment.

**ARTICLE 12. SEVERABILITY**

The invalidity in whole or in part of any article, section, subsection, sentence, clause, phrase or word, or other provision of this Agreement, and any exhibits attached hereto, shall not affect the validity of the remaining portions thereof. No waiver by Owner of any one or more defaults by Construction Manager in the performance of any of the terms, provisions or conditions of the Contract shall be construed as a waiver of any other defaults, whether of a like kind or different nature.

**ARTICLE 13. INDEMNITY AND INSURANCE****A. GENERAL INDEMNITY**

Construction Manager shall indemnify and hold Owner and its agents, officers, directors and employees (collectively, "Owner-Indemnitees") harmless from and against liability, claims, losses, damages, costs and expenses, including reasonable attorneys' fees and expenses actually incurred, and fees and expenses of experts, arising out of or resulting from any and all acts or omissions, or both, of Construction Manager, its subcontractors, and the employees, agents and consultants of any of them. In the event Owner-Indemnitees are alleged to be liable to any person or entity on account of alleged acts or omissions, or both, of Construction Manager, its subcontractors, or the employees, agents and consultants of any of them, Construction Manager shall defend Owner-Indemnitees against such allegations through counsel reasonably acceptable to Owner-Indemnitees, and Construction Manager shall bear all costs, fees and expenses of such defense, including, without limitation, all reasonable attorneys' fees and expenses actually incurred, court costs, expert witness fees and expenses, and any resulting settlement, judgment or award. This duty to indemnify and defend Owner-Indemnitees shall extend to, but not be limited to, claims for bodily injury (including death), for damage to or loss of property, including damage related to water infiltration, and for any environmental damage caused by Construction Manager, its subcontractors, and the employees, agents and consultants of any of them, and any liabilities incurred or sustained by Owner-Indemnitees or any third party as a result thereof. Should Construction Manager fail to perform its duties to defend and indemnify Owner-Indemnitees as required herein, and upon written notice by Owner-Indemnitees to Construction Manager of such failure, allowing sufficient time for Construction Manager to cure, Owner-Indemnitees may defend or settle such claims as it deems prudent, in the exercise of reasonable judgment, and Construction Manager agrees to be bound by any such defense, settlement, judgment or award that may result from such action by Owner-Indemnitees. Nothing contained herein shall be construed to obligate Construction Manager to indemnify, defend, and hold Owner-Indemnitees harmless for claims caused solely by the negligent acts or omissions of Owner-Indemnitees.

Construction Manager hereby acknowledges that Owner may be conducting operations and doing construction work on the Premises during performance of the Contract by Construction Manager. Construction Manager shall take all necessary precautions to protect the Premises and

all persons and property thereon from damage or injury and shall assume responsibility for the taking of such precautions. Construction Manager shall be solely responsible for the safety of the Project, the Work and all equipment and materials to be used therein until final completion of the same and, at Construction Manager’s sole cost and expense, shall promptly repair any damage to the same, except to the extent that such damage is caused by Owner’s operations on the Premises.

Construction Manager agrees to perform the Work in a safe, workmanlike and first class manner and so as to comply with all laws and ordinances referring to such Work, and shall and hereby does indemnify and save Owner harmless (such indemnity, as used in this Article, shall include the defense of claims made against Owner) from and against all penalties for any violation of same.

Construction Manager shall properly guard the Project, the Work and all areas affected by such Work so as to prevent any person or persons from being injured by it or by the condition of the site, and shall in all respects comply with any and all provisions of the law and local ordinances.

Construction Manager agrees to and hereby does indemnify and hold Owner harmless from and against any and all liens, claims, demands, causes of action, judgments or other liabilities, including reasonable attorneys' fees and expenses actually incurred, which may be asserted against Owner directly by any of Construction Manager's subcontractors or suppliers or any other party claiming through the Construction Manager.

**B. INSURANCE**

Proof of insurance coverage and furnishing of insurance policies acceptable to the Owner shall be as set forth in this Article.

(a) *Policies, Certificates, Limits and Disposition of Documents.* Construction Manager shall obtain at his expense insurance coverage with limits as shown hereinbelow, unless Construction Manager desires to broaden the limits and obtain more protection.

(1) **WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY INSURANCE.** Construction Manager shall procure and maintain Worker’s Compensation and Employers Liability Insurance for all of his employees to be engaged in work or services related to the Project, and in case any such work or services related to the Project are sublet, Construction Manager shall require all subcontractors similarly to provide Worker’s Compensation and Employer’s Liability Insurance for all of the latter’s employees engaged in such work and services related to the Project unless such subcontractor’s employees are covered under insurance policies covering Construction Manager. Worker’s Compensation insurance policies shall include GEORGIA under Section 3A and shall include Other States coverage and Voluntary Compensation.

Worker’s Compensation Limits:            Statutory

Employers Liability Limits:  
Each Accident                                    \$1,000,000

Disease – Policy Limit	\$1,000,000
Disease – Each Employee	\$1,000,00

Construction Manager waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employer’s liability or commercial umbrella liability insurance obtained by Construction Manager pursuant to this Agreement. The Waiver of Our right To Recover From

Others Endorsement, NCCI Form WC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.

(2) **COMMERCIAL GENERAL AND UMBRELLA LIABILITY INSURANCE.** Construction Manager shall procure and shall maintain commercial general liability (“**CGL**”) and if necessary, commercial umbrella insurance with a limit of not less than \$5,000,000 each occurrence, and shall protect Construction Manager and any subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by itself or by any subcontractor or by anyone directly or indirectly employed by either of them. The CGL and commercial umbrella insurance shall be written on an occurrence basis.

CGL insurance shall be written on ISO occurrence form CG 00 01 12 07 (or substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent construction managers, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. Each policy shall be endorsed with ISO Form CG 25 04 Designated Construction Project(s) General Aggregate Limit or equivalent form with wording satisfactory to Owner.

Owner and its respective officers, members, agents and employees shall be included as additional insureds under the CGL, using ISO additional insured endorsements CG 20 10 07 04 and CG 20 37 10 01 or substitutes providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to Owner. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insureds. The status of Owner as an Additional Insured shall not restrict coverage under such CGL, with respect to the escape or release of pollutants at or from a site owned or occupied by or rented or loaned to Owner.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract, or liability arising from pollution or employment-related practices.

Construction Manager waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by commercial

general liability or commercial umbrella liability insurance maintained pursuant to this Agreement. Each policy shall be endorsed with ISO Form CG 24 04 Waiver of Transfer Rights of Recovery endorsement or equivalent form with wording satisfactory to Owner.

(3) BUSINESS AUTO AND UMBRELLA LIABILITY INSURANCE. Construction Manager shall procure and shall maintain business automobile liability (“BAP”), and if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each occurrence. Business auto insurance shall be written on an occurrence basis.

Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

Business auto coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of ISO form CA 00 01.

Owner and its respective officers, members, agents and employees shall be included as additional insureds under the BAP, using ISO form Designated Insured endorsement CA 20 48 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to Owner. There shall be no endorsement or modification of the BAP to make it excess over other available insurance; alternatively, if the BAP states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insureds.

Construction Manager waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by Construction Manager pursuant to this Agreement or under any applicable auto physical damage coverage.

*Endorsement of Casualty/Liability Policies.* There shall be attached to and made a part of every CASUALTY/LIABILITY INSURANCE POLICY an endorsement of the insurance company in accordance with the specimen shown below:

ENDORSEMENT

Attached to and forming part of Policy No. \_\_\_\_\_ of the  
\_\_\_\_\_ (the “Insurance Company”).

Date of Endorsement: \_\_\_\_\_

Name of Project: \_\_\_\_\_

In consideration of the premium for which the policy is written and proper rate adjustment when applicable, the insurance company agrees as follows:

*Item (1)* This policy of insurance shall not be canceled, changed [which includes renewal], allowed to lapse or allowed to expire until the earlier of **forty-five (45) days** after the Atlanta Independent School System (“Owner”) has received written notice addressed as follows:

Atlanta Independent School System  
ATTN: Director of Capital Improvements  
1631 LaFrance Street, N.E.  
Atlanta, Georgia 30307

as evidenced by certified mail, return receipt requested, or until such time as other valid and effective insurance coverage acceptable in every respect to the Owner and providing equal protection called for in the policy shown below shall have been received, accepted, and acknowledged by the Owner. It is also agreed that such notice shall be valid only as to such improvements or projects as shall have been designated by name in such notice and that as to any project not designated by name in the notice, coverage shall be continued in full force and effect.

*Item (2)* This policy shall not be subject to invalidation as to any insured by reason of any act or omission of another insured or any of its officers, employees, agents or other representatives. Except with respect to the Limits of Insurance and any rights or duties specifically assigned to the first Named Insured, this insurance applies: (a) as if each Named Insured were the only Named Insured; and (b) separately to each insured against whom claim is made or suit is brought.

*Item (3)* The Insurance Company acknowledges and agrees that the General Counsel of the Atlanta Independent School System shall represent and defend the Atlanta Independent School System, or his designee, and all of its respective officers, members, employees, directors and agents. In the event of litigation, any settlement of behalf of any of the foregoing must be expressly approved by the General Counsel.

The foregoing insurance provisions have been incorporated into by reference and are hereby made a part of insurance policy No. \_\_\_\_\_, this \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Signature of Authorized Representative

(b) *Certificates.* Construction Manager shall furnish Owner with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Certificates of insurance acceptable to Owner shall be transmitted to Owner with the signed Contract Documents when they are transmitted to Owner for execution. The insurance certificates must provide the following information:

1. Name and address of authorized agent
2. Name and address of insured
3. Name of insurance company(ies)
4. Description of policies
5. Policy Number(s)
6. Policy Period(s)
7. Limits of liability
8. Name and address of Owner as certificate holder
9. Name of Facility and Address of Premises
10. Signature of authorized agent
11. Telephone number of authorized agent
12. Mandatory forty-five (45) days notice of cancellation/non-renewal

**These certificates MUST be altered or indorsed to provide that Coverages afforded under the policies will not be canceled, changed [which includes renewal], or allowed to lapse or expire until the earlier of forty-five (45) days after Owner has received written notice thereof as evidenced by receipt of registered or certified mail or such time as other insurance coverage providing protection equal to protection required by this Agreement shall have been received, accepted and acknowledged by Owner.** Failure of Owner to demand such certificate(s) or other evidence of full compliance with these insurance requirements, or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Construction Manager's obligation to maintain such insurance.

(c) *Retention.* Self-insured retention in any policy, except for qualified self-insurers or group self-insurers, shall not exceed Ten Thousand Dollars (\$10,000).

(d) *Disposition of Insurance Documents.* Prior to commencing work, one certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

(e) *Ratification of Agent's Endorsement.* In furnishing the insurance policy or in furnishing proof of coverage, as the case may be, the insurance carrier shall upon request submit evidence satisfactory to Owner that the agent of the carrier who executed an endorsement had the authority to make changes in the terms of the insurance policy which are binding on the insurance company.

(f) *Acceptability of Insurers to Owner.* No insurance will be acceptable to Owner unless written by a company (i) licensed by the Georgia State Insurance Commissioner to do business in Georgia at the time the policy is issued for the applicable line of insurance, (ii) which is rated with a Best Policyholders Rating of AA- or better (iii) and with a financial size rating of Class V or larger. To avoid inconvenience, the Construction Manager should consult with Owner

to determine whether the insurance company or companies he expects to use is or are acceptable to Owner. All policies and certificates must be signed or countersigned, as the case may be, by resident Georgia agents.

(g) *Prohibition Against Work Until Insurance Requirements Met.* Owner shall have the right, but not the obligation, of prohibiting Construction Manager or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

(h) *Termination for Failure to Maintain Insurance Coverage.* Failure to maintain the required insurance may result in termination of the Contract at Owner's option.

(i) *No Representation of Coverage Adequacy.* By requiring insurance herein, Owner does not represent that coverage and limits will necessarily be adequate to protect Construction Manager, and such coverage and limits shall not be deemed as a limitation on Construction Manager's liability under the indemnities granted to Owner in this agreement.

(j) *Cross-Liability Coverage.* If Construction Manager's liability policies do not provide the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

(k) *Termination of Obligation to Insure.* Unless otherwise expressly provided to the contrary, the obligation to insure as prescribed herein shall not terminate until the Architect shall have executed the final certificate.

(l) *Competence of Insurers.* Construction Manager is responsible for any delay resulting from the failure of his insurance carriers and of insurance carriers of his subcontractors to furnish proof of proper coverage in (i) the prescribed form, (ii) in the prescribed manner, and (iii) in good season.

[SIGNATURES BEGIN ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal as of the day and year first above written.

By \_\_\_\_\_  
Owner (SEAL)

By \_\_\_\_\_  
Construction Manager (SEAL)

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date

By \_\_\_\_\_  
Approved As To Form (SEAL)

By \_\_\_\_\_  
Construction Manager (SEAL)

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date

Recommended By

\_\_\_\_\_  
Executive Director of Facilities Date

**END OF AGREEMENT**

**CONSTRUCTION MANAGEMENT CONTRACT**

*for:*

**OWNER:**  
*Atlanta Independent School System*  
*130 Trinity Avenue, SW*  
*Atlanta, Georgia 30303*

**CONSTRUCTION MANAGER:**

**ARCHITECTS:**

**AGREEMENT**

THIS AGREEMENT made as of this \_\_\_\_\_ day of \_\_\_\_\_, (the “Agreement”), by and between **THE ATLANTA INDEPENDENT SCHOOL SYSTEM**, having a mailing address of 130 Trinity Avenue, SW, Atlanta, Georgia 30303 (hereinafter called “Owner”), and \_\_\_\_\_ having a mailing address of \_\_\_\_\_ (hereinafter called “Construction Manager”).

**WITNESSETH:**

That whereas Owner intends to do \_\_\_\_\_ (the “Project”) located at \_\_\_\_\_ (the “Premises” or “Project Site”) in accordance with the contract documents herein referred to or attached.

NOW THEREFORE, Owner and Construction Manager, for the consideration hereinafter named, agree as follows:

**ARTICLE 1. CONTRACT DOCUMENTS**

This Agreement, the Drawings and Specifications, Addenda, if any, the General Conditions and General Requirements, the Special Conditions and Special Requirements, the Supplementary or other Conditions and Requirements, if any, written Modifications, and all documents listed or described in **Attachment “A”** and any documents attached to or referenced herein (collectively referred to herein as the “Contract Documents”) constitute the “Contract.” The Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, representations, commitments, understandings or agreements between the parties, either written or oral, which are not included in the Contract Documents.

Any capitalized terms used in this Agreement and not defined in this Agreement shall have the meanings ascribed to them in the Contract Documents. If any terms, provisions or conditions contained in any of the Contract Documents contradict or are inconsistent with any of the terms, provisions or conditions of this Agreement, this Agreement shall govern.

**ARTICLE 2. CONTRACT WORK**

Construction Manager accepts the relationship of trust and confidence between Owner and the Construction Manager established by this Agreement and agrees to provide all labor, materials, equipment, tools, services and all other things necessary or appropriate for the proper and complete execution of the Work (as said term is defined in Section 00700, Item 2.01 of the Project Manual), including the payment of any and all taxes related thereto.

The Contract Documents are complementary and what is required by one shall be as binding as if required by all. Construction Manager acknowledges and agrees that, in each instance, it is the desire and intent of the parties hereto that, in connection with the interpretation and fulfillment of the Work to be performed pursuant to the Contract Documents, Construction Manager shall construe any and all provisions so that, at all times, the highest intent of the Contract shall govern

the Work to be performed and the manner in which it is completed. A reference in one of the Contract Documents to a particular item of the Work or result to be achieved shall be sufficient to require that such item of Work or result, as applicable, is required under all of the Contract Documents. This may be hereinafter referred to from time to time as achievement of the **“Highest Intent of the Contract.”**

The Work shall comply with all applicable laws, regulations, ordinances and requirements of federal, state and local governments or agencies having jurisdiction over the Work to be performed hereunder. Construction Manager shall give all notices and shall prepare, or cause to be prepared on behalf of Owner appropriate applications for the issuance of those certificates, permits and licenses necessary to be obtained from local government agencies, boards, officials or authorities for the construction of the Work and shall, on a timely basis, obtain all licenses and permits required, unless otherwise indicated in the Contract Documents.

Construction Manager shall provide Owner with a certificate of occupancy.

**ARTICLE 3. TIME OF COMPLETION**

The Work to be performed hereunder shall be commenced within \_\_\_\_\_ calendar days (\_\_\_\_\_) after receipt by Construction Manager of the Notice to Proceed from Owner and shall be fully complete by \_\_\_\_\_, \_\_\_15, time being of the essence of this Agreement. The parties acknowledge and agree that in the event the Work is not substantially completed in \_\_\_\_\_ number of calendar days (\_\_\_\_\_), Owner will suffer substantial damages. The parties agree that a reasonable estimate of said damages is \$1,500.00 per day for each calendar day of delay in substantial completion of the Work. The parties further agree, and specifically acknowledge, that said amount of liquidated damages does not constitute a penalty.

**ARTICLE 4. CONTRACT AMOUNT**

In consideration of the performance of the Work hereunder, Owner agrees to pay Construction Manager, in current funds, the Guaranteed Maximum Price (“GMP”) of \_\_\_\_\_ AND NO/100 DOLLARS (\$ \_\_\_\_\_) which is the GMP set forth on the GMP Rider that is a part of **Attachment “A”** hereto and shall be payable in the manner provided in the General Conditions and Division 1 of the Specifications, subject to authorized additions and deductions as provided in the Contract Documents.

**ARTICLE 5. CHANGES IN THE WORK**

Owner may from time to time, by written instructions issued to Construction Manager, make changes in the Drawings or Specifications and issue additional instructions, require additional work or direct the omission of work previously ordered, and the provisions of the Contract shall apply to all such changes, modifications, additions or deletions with the same effect as if they were embodied in the original Contract Documents.

Extensions of the time for full completion of the Work shall not be granted on account of additional work ordered by Owner if it is possible to complete such additional work prior to the completion date.

The cost or credit to Owner resulting from a change in the Work shall be determined in the manner provided in the General Conditions. Such cost if determined by actual cost plus percentage fee markup for overhead and profit shall be compensated as follows:

(i) Actual cost plus \_\_\_\_% for overhead and \_\_\_\_% for profit if performed by Construction Manager;

(ii) Actual cost plus \_\_\_\_% for overhead and profit if performed by subcontractor(s).

Provided that, if the change to the Work results in an additional actual cost of less than \$100,000 then no additional profit will be included in the Change Order or in any request for additional compensation for that change.

To the extent that a change in the Work, or other act or omission of Owner or Owner's other contractors, other vendors, suppliers, agents or representatives, causes the final completion of the Work to be extended, Construction Manager shall be entitled to reimbursement for extended overhead directly attributable to the delay in final completion. In making such claim, the Construction Manager shall have the affirmative duty to provide evidence that there was an actual delay to final completion, which delay was not concurrent with any other delay in final completion, except for any other delay or delays for which adjustment is allowed hereunder. To the extent that Construction Manager receives a markup on its costs, as set forth herein, for the work which gave rise to the delay in final completion, said markup shall be a credit against any extended overhead costs to which Construction Manager is entitled hereunder.

#### **ARTICLE 6. NO ORAL MODIFICATION**

This Contract shall not be changed or modified by any oral agreement or any other agreement unless the same is in writing and signed by the party against whom enforcement of the change, modification or discharge is sought.

#### **ARTICLE 7. LIENS**

Construction Manager for itself and its subcontractors, material suppliers and employees acknowledges that no lien or claim may be filed against the Premises; and further, that if in violation hereof, there shall be any lien, or other claim for monies due or to become due for which, if established, Owner might be liable, and which would be chargeable to Construction Manager, Construction Manager shall immediately satisfy or bond the same, or Owner shall have the right to bond said lien or claim or otherwise discharge the same and to retain out of any payment then due or thereafter to become due, an amount sufficient to completely indemnify it against such lien or claim with interest, together with the expense incident to discharging such lien or claim or defending suit to enforce such lien or claim, including any premiums charged for a bond and any and all reasonable attorneys' fees and disbursements actually incurred, all of which Construction

Manager agrees to pay. Construction Manager expressly agrees to include a lien waiver clause in any and all of its subcontracts.

**ARTICLE 8. DISBURSEMENTS**

Construction Manager shall pay all subcontractors and suppliers in accordance with the Georgia Prompt Payment Act; provided, however, that nothing contained in said Act shall limit the right of Owner to withhold payment for reasons that are in accordance with the terms and provisions of the Contract.

**ARTICLE 9. TITLE TO THE WORK**

Title to all work completed during the course of the construction and all materials on account of which payment has been made shall vest in Owner. Title to all supplies and materials to be incorporated into the Work shall immediately vest in and become the sole property of Owner upon delivery of such supplies and materials to the Project Site and prior to their becoming part of the permanent structure or other improvements.

This provision shall not be construed as relieving Construction Manager from the sole responsibility for the care and protection of materials and work completed and in the course of construction, or the restoration of any damaged work, or as a waiver of the right of Owner to require fulfillment of all terms of this Contract.

**ARTICLE 10. LEGAL ACTIONS**

Whenever, pursuant to any provisions of the Contract, Construction Manager shall be required to appear in or defend any suit, action or proceeding under the Contract and Construction Manager appears in any such suit, action or proceedings, the judgment or final order in which, or the cost of which may be chargeable against Owner under the Contract, Construction Manager shall give Owner prompt written notice thereof. Construction Manager shall have the right to obtain counsel and Owner shall also have the right to reasonably object to any such counsel. Further, Owner shall be promptly notified of all events relating to said action and shall have a right to suggest a course of action to be taken by Construction Manager and its counsel. All reasonable attorneys' fees and costs actually incurred in connection with such action or proceeding shall be paid as required pursuant to any such provision of the Contract.

**ARTICLE 11. ASSIGNMENTS**

Construction Manager shall not assign in whole, or any part of, the Contract, or any monies due thereunder, or to become due thereunder, without the prior written consent of Owner. If Construction Manager assigns all or any part of any monies due or to become due under the Contract, the instrument or assignment shall contain a clause substantially to the effect that the right of the assignee in and to any monies due or to become due to Construction Manager shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied in connection with the performance of the Work.

Notwithstanding anything herein to the contrary, in the event of an assignment by Construction Manager of the right to receive payment hereunder, Owner shall have no obligation to make such payment.

**ARTICLE 12. SEVERABILITY**

The invalidity in whole or in part of any article, section, subsection, sentence, clause, phrase or word, or other provision of this Agreement, and any exhibits attached hereto, shall not affect the validity of the remaining portions thereof. No waiver by Owner of any one or more defaults by Construction Manager in the performance of any of the terms, provisions or conditions of the Contract shall be construed as a waiver of any other defaults, whether of a like kind or different nature.

**ARTICLE 13. INDEMNITY AND INSURANCE****A. GENERAL INDEMNITY**

Construction Manager shall indemnify and hold Owner and its agents, officers, directors and employees (collectively, "Owner-Indemnitees") harmless from and against liability, claims, losses, damages, costs and expenses, including reasonable attorneys' fees and expenses actually incurred, and fees and expenses of experts, arising out of or resulting from any and all acts or omissions, or both, of Construction Manager, its subcontractors, and the employees, agents and consultants of any of them. In the event Owner-Indemnitees are alleged to be liable to any person or entity on account of alleged acts or omissions, or both, of Construction Manager, its subcontractors, or the employees, agents and consultants of any of them, Construction Manager shall defend Owner-Indemnitees against such allegations through counsel reasonably acceptable to Owner-Indemnitees, and Construction Manager shall bear all costs, fees and expenses of such defense, including, without limitation, all reasonable attorneys' fees and expenses actually incurred, court costs, expert witness fees and expenses, and any resulting settlement, judgment or award. This duty to indemnify and defend Owner-Indemnitees shall extend to, but not be limited to, claims for bodily injury (including death), for damage to or loss of property, including damage related to water infiltration, and for any environmental damage caused by Construction Manager, its subcontractors, and the employees, agents and consultants of any of them, and any liabilities incurred or sustained by Owner-Indemnitees or any third party as a result thereof. Should Construction Manager fail to perform its duties to defend and indemnify Owner-Indemnitees as required herein, and upon written notice by Owner-Indemnitees to Construction Manager of such failure, allowing sufficient time for Construction Manager to cure, Owner-Indemnitees may defend or settle such claims as it deems prudent, in the exercise of reasonable judgment, and Construction Manager agrees to be bound by any such defense, settlement, judgment or award that may result from such action by Owner-Indemnitees. Nothing contained herein shall be construed to obligate Construction Manager to indemnify, defend, and hold Owner-Indemnitees harmless for claims caused solely by the negligent acts or omissions of Owner-Indemnitees.

Construction Manager hereby acknowledges that Owner may be conducting operations and doing construction work on the Premises during performance of the Contract by Construction Manager. Construction Manager shall take all necessary precautions to protect the Premises and all persons and property thereon from damage or injury and shall assume responsibility for the taking of such

precautions. Construction Manager shall be solely responsible for the safety of the Project, the Work and all equipment and materials to be used therein until final completion of the same and, at Construction Manager’s sole cost and expense, shall promptly repair any damage to the same, except to the extent that such damage is caused by Owner’s operations on the Premises.

Construction Manager agrees to perform the Work in a safe, workmanlike and first class manner and so as to comply with all laws and ordinances referring to such Work, and shall and hereby does indemnify and save Owner harmless (such indemnity, as used in this Article, shall include the defense of claims made against Owner) from and against all penalties for any violation of same.

Construction Manager shall properly guard the Project, the Work and all areas affected by such Work so as to prevent any person or persons from being injured by it or by the condition of the site, and shall in all respects comply with any and all provisions of the law and local ordinances.

Construction Manager agrees to and hereby does indemnify and hold Owner harmless from and against any and all liens, claims, demands, causes of action, judgments or other liabilities, including reasonable attorneys' fees and expenses actually incurred, which may be asserted against Owner directly by any of Construction Manager's subcontractors or suppliers or any other party claiming through the Construction Manager.

**B. INSURANCE**

Proof of insurance coverage and furnishing of insurance policies acceptable to the Owner shall be as set forth in this Article.

(a) *Policies, Certificates, Limits and Disposition of Documents.* Construction Manager shall obtain at his expense insurance coverage with limits as shown hereinbelow, unless Construction Manager desires to broaden the limits and obtain more protection.

(1) **WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY INSURANCE.** Construction Manager shall procure and maintain Worker’s Compensation and Employers Liability Insurance for all of his employees to be engaged in work or services related to the Project, and in case any such work or services related to the Project are sublet, Construction Manager shall require all subcontractors similarly to provide Worker’s Compensation and Employer’s Liability Insurance for all of the latter’s employees engaged in such work and services related to the Project unless such subcontractor’s employees are covered under insurance policies covering Construction Manager. Worker’s Compensation insurance policies shall include GEORGIA under Section 3A and shall include Other States coverage and Voluntary Compensation.

Worker’s Compensation Limits:	Statutory
Employers Liability Limits:	
Each Accident	\$1,000,000
Disease – Policy Limit	\$1,000,000
Disease – Each Employee	\$1,000,00

Construction Manager waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the workers compensation and employers liability or commercial umbrella liability insurance obtained by Construction Manager pursuant to this Agreement. The Waiver of Our right To Recover From

Others Endorsement, NCCI Form WC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.

(2) **COMMERCIAL GENERAL AND UMBRELLA LIABILITY INSURANCE.** Construction Manager shall procure and shall maintain commercial general liability (“**CGL**”) and if necessary, commercial umbrella insurance with a limit of not less than \$5,000,000 each occurrence, and shall protect Construction Manager and any subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by itself or by any subcontractor or by anyone directly or indirectly employed by either of them. The CGL and commercial umbrella insurance shall be written on an occurrence basis.

CGL insurance shall be written on ISO occurrence form CG 00 01 12 07 (or substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent construction managers, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If such CGL insurance contains a general aggregate limit, it shall apply separately to this project. Each policy shall be endorsed with ISO Form CG 25 04 Designated Construction Project(s) General Aggregate Limit or equivalent form with wording satisfactory to Owner.

Owner and its respective officers, members, agents and employees shall be included as additional insureds under the CGL, using ISO additional insured endorsements CG 20 10 07 04 and CG 20 37 10 01 or substitutes providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to Owner. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insureds. The status of Owner as an Additional Insured shall not restrict coverage under such CGL, with respect to the escape or release of pollutants at or from a site owned or occupied by or rented or loaned to Owner.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract, or liability arising from pollution or employment-related practices.

Construction Manager waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by commercial general liability or commercial umbrella liability insurance maintained pursuant to this Agreement. Each policy shall be endorsed with ISO Form CG 24 04 Waiver of Transfer Rights of Recovery endorsement or equivalent form with wording satisfactory to Owner.

(3) **BUSINESS AUTO AND UMBRELLA LIABILITY INSURANCE.** Construction Manager shall procure and shall maintain business automobile liability (“**BAP**”), and if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each occurrence. Business auto insurance shall be written on an occurrence basis.

Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

Business auto coverage shall be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of ISO form CA 00 01.

Owner and its respective officers, members, agents and employees shall be included as additional insureds under the BAP, using ISO form Designated Insured endorsement CA 20 48 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to Owner. There shall be no endorsement or modification of the BAP to make it excess over other available insurance; alternatively, if the BAP states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insureds.

Construction Manager waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by Construction Manager pursuant to this Agreement or under any applicable auto physical damage coverage.

*Endorsement of Casualty/Liability Policies.* There shall be attached to and made a part of every CASUALTY/LIABILITY INSURANCE POLICY an endorsement of the insurance company in accordance with the specimen shown below:

ENDORSEMENT

Attached to and forming part of Policy No. \_\_\_\_\_ of the \_\_\_\_\_ (the “Insurance Company”).

Date of Endorsement: \_\_\_\_\_

Name of Project: \_\_\_\_\_

In consideration of the premium for which the policy is written and proper rate adjustment when applicable, the insurance company agrees as follows:

*Item (1)* This policy of insurance shall not be canceled, changed [which includes renewal], allowed to lapse or allowed to expire until the earlier of **forty-five (45) days** after the Atlanta Independent School System (“Owner”) has received written notice addressed as follows:

Atlanta Independent School System  
ATTN: Director of Capital Improvements  
1631 LaFrance Street, N.E.  
Atlanta, Georgia 30307

as evidenced by certified mail, return receipt requested, or until such time as other valid and effective insurance coverage acceptable in every respect to the Owner and providing equal protection called for in the policy shown below shall have been received, accepted, and acknowledged by the Owner. It is also agreed that such notice shall be valid only as to such improvements or projects as shall have been designated by name in such notice and that as to any project not designated by name in the notice, coverage shall be continued in full force and effect.

*Item (2)* This policy shall not be subject to invalidation as to any insured by reason of any act or omission of another insured or any of its officers, employees, agents or other representatives. Except with respect to the Limits of Insurance and any rights or duties specifically assigned to the first Named Insured, this insurance applies: (a) as if each Named Insured were the only Named Insured; and (b) separately to each insured against whom claim is made or suit is brought.

*Item (3)* The Insurance Company acknowledges and agrees that the General Counsel of the Atlanta Independent School System shall represent and defend the Atlanta Independent School System, or his designee, and all of its respective officers, members, employees, directors and agents. In the event of litigation, any settlement of behalf of any of the foregoing must be expressly approved by the General Counsel.

The foregoing insurance provisions have been incorporated into by reference and are hereby made a part of insurance policy No. \_\_\_\_\_, this \_\_\_\_\_, 20 \_\_.

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Signature of Authorized Representative

(b) *Certificates.* Construction Manager shall furnish Owner with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. Certificates of insurance acceptable to Owner shall be transmitted to Owner with the signed Contract Documents when they are transmitted to Owner for execution. The insurance certificates must provide the following information:

1. Name and address of authorized agent
2. Name and address of insured
3. Name of insurance company(ies)
4. Description of policies
5. Policy Number(s)
6. Policy Period(s)
7. Limits of liability
8. Name and address of Owner as certificate holder
9. Name of Facility and Address of Premises
10. Signature of authorized agent
11. Telephone number of authorized agent
12. Mandatory forty-five (45) days notice of cancellation/non-renewal

**These certificates MUST be altered or indorsed to provide that Coverages afforded under the policies will not be canceled, changed [which includes renewal], or allowed to lapse or expire until the earlier of forty-five (45) days after Owner has received written notice thereof as evidenced by receipt of registered or certified mail or such time as other insurance coverage providing protection equal to protection required by this Agreement shall have been received, accepted and acknowledged by Owner.** Failure of Owner to demand such certificate(s) or other evidence of full compliance with these insurance requirements, or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Construction Manager's obligation to maintain such insurance.

(c) *Retention.* Self-insured retention in any policy, except for qualified self-insurers or group self-insurers, shall not exceed Ten Thousand Dollars (\$10,000).

(d) *Disposition of Insurance Documents.* Prior to commencing work, one certificate of insurance with all endorsements attached must be deposited with Owner for each insurance policy required.

(e) *Ratification of Agent's Endorsement.* In furnishing the insurance policy or in furnishing proof of coverage, as the case may be, the insurance carrier shall upon request submit evidence satisfactory to Owner that the agent of the carrier who executed an endorsement had the authority to make changes in the terms of the insurance policy which are binding on the insurance company.

(f) *Acceptability of Insurers to Owner.* No insurance will be acceptable to Owner unless written by a company (i) licensed by the Georgia State Insurance Commissioner to do business in Georgia at the time the policy is issued for the applicable line of insurance, (ii) which is rated with a Best Policyholders Rating of AA- or better (iii) and with a financial size rating of Class V or larger. To avoid inconvenience, the Construction Manager should consult with Owner

to determine whether the insurance company or companies he expects to use is or are acceptable to Owner. All policies and certificates must be signed or countersigned, as the case may be, by resident Georgia agents.

(g) *Prohibition Against Work Until Insurance Requirements Met.* Owner shall have the right, but not the obligation, of prohibiting Construction Manager or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

(h) *Termination for Failure to Maintain Insurance Coverage.* Failure to maintain the required insurance may result in termination of the Contract at Owner's option.

(i) *No Representation of Coverage Adequacy.* By requiring insurance herein, Owner does not represent that coverage and limits will necessarily be adequate to protect Construction Manager, and such coverage and limits shall not be deemed as a limitation on Construction Manager's liability under the indemnities granted to Owner in this agreement.

(j) *Cross-Liability Coverage.* If Construction Manager's liability policies do not provide the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

(k) *Termination of Obligation to Insure.* Unless otherwise expressly provided to the contrary, the obligation to insure as prescribed herein shall not terminate until the Architect shall have executed the final certificate.

(l) *Competence of Insurers.* Construction Manager is responsible for any delay resulting from the failure of his insurance carriers and of insurance carriers of his subcontractors to furnish proof of proper coverage in (i) the prescribed form, (ii) in the prescribed manner, and (iii) in good season.

[SIGNATURES BEGIN ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement under seal as of the day and year first above written.

By \_\_\_\_\_  
Owner (SEAL)

By \_\_\_\_\_  
Construction Manager (SEAL)

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date

By \_\_\_\_\_  
Approved As To Form (SEAL)

By \_\_\_\_\_  
Construction Manager (SEAL)

\_\_\_\_\_  
Title Date

\_\_\_\_\_  
Title Date

Recommended By

\_\_\_\_\_  
Executive Director of Facilities Date

**END OF AGREEMENT**

# PROJECT MANUAL

*for:*

**OWNER:**  
*Atlanta Independent School System*  
*130 Trinity Avenue, SW Atlanta, Georgia 30303*

**CONSTRUCTION MANAGER:**

**ARCHITECTS:**

<b>TYPE</b>	<b>NUMBER</b>	<b>TITLE</b>	<b>LAST PAGE</b>
<b>I. DOCUMENT IDENTIFICATION</b>			
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**Form Change Order Within the GMP Only  
Form GDOT Certificate of Contractor or His Duly Authorized Representative  
Divisions 2-16 by Architect**

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**APS CAPITAL OUTLAY PROGRAM**

**APS CONSTRUCTION MANAGEMENT PROJECT**

**PROJECT DIRECTORY**

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**PROJECT MANAGER:**

**APS Construction Management Team  
1631 LaFrance Street  
Atlanta, Georgia 30307**

**OWNER:**

**The Atlanta Independent School System  
130 Trinity Avenue, SW  
Atlanta, GA 30303**

**CONSTRUCTION MANAGER:**

**ARCHITECTS:**

# INDEX OF DRAWINGS

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Documents dated: \_\_\_\_\_

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# **GMP RIDER**

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**(GMP Rider Consisting of \_\_\_\_\_ Pages Follow This Header Page)**

**Atlanta Independent School System**  
**Construction Management Team**

**GMP SUMMARY**

**Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Architect:** \_\_\_\_\_

**Construction Manager:** \_\_\_\_\_

LINE	ITEM	COST
1.	Division	
2.	Division	
3.	Division	
4.	Division	
5.	Division	
6.	Division	
7.	Division	
8.	Division	
9.	Division	
10.	Division	
11.	Division	
12.	Division	
13.	Division	
14.	Division	
15.	Division	
16.	<b>Sub Total Divisions</b>	\$
17.	General Conditions % (Line 16)	\$
18.	Bonds & Insurance	\$
19.	<b>Sub Total (Lines 16,17 &amp; 18)</b>	\$
20.	Fee % (Line 19)	\$
21.	<b>TOTAL GMP</b>	\$
22.	Contingency % (Line 16)	\$

## GENERAL CONDITIONS OF CONTRACT

## ITEM 1. CONTRACT DOCUMENTS

- 1.01 The Contract Documents form the Contract. All Contract Documents are identified in Article 1 of the Agreement.
- 1.02 All Contract Documents, other than the Agreement, are complementary and what is required by one shall be as binding as if required by all. Construction Manager shall promptly notify Owner (as said term is hereinafter defined) of all obvious, patent and readily observable errors, omissions, inconsistencies or other defects (including inaccuracies) which it may discover in the Contract Documents. Construction Manager may be requested to provide written recommendations regarding changes or corrections to resolve any such error, omission, inconsistency or defect. Construction Manager shall construe any and all provisions so that, at all times, the highest intent of the Contract (**“Highest Intent of the Contract”**) shall govern the Work to be performed and the manner in which it is completed. A reference in one of the Contract Documents to a particular item of the Work or result to be achieved shall be sufficient to require that such item of Work or result, as applicable, is required under all of the Contract Documents. Construction Manager shall not make a claim premised upon any obvious, patent and readily observable error, omission, inconsistency or defect in the Contract Documents, unless Construction Manager has first provided written notice to Owner of such error, omission, inconsistency or defect.
- 1.03 By executing the Contract, Construction Manager represents that Construction Manager has examined carefully all of the Contract Documents, acquainted itself with all conditions relevant to the Work, and made all evaluations and investigations necessary to a full understanding of any difficulties which may be encountered in performing the Work.
- 1.04 As used in the Contract Documents, the term “full completion” shall be the day when all Work, including all Punch List items, has been completed and all documents including, but not limited to, original manufacturer manuals, final affidavits, as-built drawings, warranties, and the like, have been turned over to and accepted by the Project Manager (as defined in Item 5.01 hereof). The term “days” shall mean consecutive calendar days. Words, abbreviations and acronyms in the Contract Documents which have well-known technical or trade meanings shall have their accepted meanings.
- 1.05 Owner will furnish Construction Manager with five (5) sets of drawings and specifications. Additional sets shall be paid for by Construction Manager.
- 1.06 Construction Manager acknowledges that, prior to submitting its bid on the Project, it carefully studied and reviewed all documents relevant to the Project that have been prepared and furnished by Owner, including but not limited to, the Contract Documents, any geotechnical reports or surveys of the Project Site, and, if applicable, the remedial action work plan. If at any time during the term of the Contract, Construction Manager requires information or documentation that has not been provided by Owner, but is only available to Owner, Construction Manager must request such information from Owner. Failure to request and review such information waives any claim by Construction Manager that such information was necessary to fulfill its obligations pursuant to the Contract Documents.
- 1.07 Construction Manager recognizes that the Contract Documents are substantially complete; however, duplications or conflicts with respect to work, materials and equipment may exist. Construction Manager has an obligation to understand and achieve the Highest Intent of the Contract including, without limitation, the highest design intent and concept as it can be reasonably inferred from and/or is reasonably indicated in the Contract Documents. In the event of an actual or perceived ambiguity or conflict, Construction Manager shall provide the better quality or greater quantity indicated in the Contract Documents in order to achieve the Highest Intent of the Contract. In the event a lesser quality or quantity is directed by the Owner, the Construction Manager shall issue a credit to the Owner for all cost saved.

- 1.08 No duplication of work is intended by the Contract Documents and no duplications shall be the basis of extra cost to Owner.
- 1.09 Construction Manager shall obtain written instructions from the Project Manager before proceeding with work affected by omissions or discrepancies in the Contract Documents.

## ITEM 2. OBLIGATIONS OF THE CONSTRUCTION MANAGER

- 2.01 Construction Manager's General Obligations. Construction Manager shall perform and furnish, as hereinafter provided, all contracting services, including all labor, materials, telephone, tools, supplies, equipment, services, transportation, licenses, supervision, and shall provide all services, business administration and supervision, necessary for, or incidental to, the successful prosecution or successful execution, coordination and final completion of the work (the "**Work**") in the most expeditious and economical manner, consistent with best industry accepted standards, lawful construction practices and the interests of Owner relating to quality, timely completion and economics. The Work shall be performed and executed in the best and most workmanlike manner by qualified and efficient workers, in strict conformance with the Contract Documents, applicable law and best industry trade practices. Construction Manager shall be solely responsible for all construction means, methods, techniques, sequences and procedures relating to the proper execution of the Work except when set forth to the contrary in the Contract Documents.
- 2.02 Construction Manager's Specific Obligations. Construction Manager agrees that it shall perform and complete all of the Work required by the Contract Documents and in connection therewith shall:
- 2.02.1 Consult with Owner and Architect to ascertain Owner's needs and goals and the requirements of the Work;
- 2.02.2 Consult with and advise Owner and Architect concerning all materials and major design, building systems and construction elements to be incorporated in the Work, taking into consideration costs, availability, lead time for ordering materials, speed of construction and maintenance;
- 2.02.3 Review the Contract Documents and make recommendations to Owner with respect to the following:
- 2.02.3.1 the availability of labor, materials and supplies;
- 2.02.3.2 omissions and variations from customary construction practices and methods which, in the opinion of Construction Manager, may cause difficulties or occasional delay in the performance of the Work;
- 2.02.3.3 discrepancies and deficiencies in the Contract Documents, or between the Contract Documents and existing conditions at the Project;
- 2.02.3.4 conduct of construction operations under good construction practices;
- 2.02.3.5 costs of labor, supplies, materials and equipment to be used in the performance of the Work;
- 2.02.3.6 construction detailing; and
- 2.02.3.7 construction economies through alternative methods, materials, or concepts, consistent with requirements of Owner and sound construction practice;
- 2.02.4 Establish, implement and observe all safety, health and environmental protection measures applicable to the Work;

- 2.02.5 Establish procedures for the orderly and expeditious performance of the Work; and maintain coordination among and cooperate with other contractors at the Premises, except Construction Manager shall not be responsible for damages, delays or costs incurred by Owner or to the work attributable solely to such other contractors and not in any way attributable to the Construction Manager;
- 2.02.6 Organize staff and assign personnel to various areas to provide a positive and efficient means by which the Work may be controlled, coordinated and expedited;
- 2.02.7 Coordinate the scheduling and performance of the Work;
- 2.02.8 Except as otherwise provided herein, obtain Owner's prior written approval ("Change Order") of any changes in the Work and any approvals or other documents necessary in connection therewith;
- 2.02.9 Attend necessary job and coordination meetings, which job meetings shall be held not less often than weekly and which coordination meetings shall be held as required;
- 2.02.10 Prepare and maintain, record keeping system, including, but not limited to, records of all changes in the Work necessitated by reason of Change Orders, Proceed Order (as defined in Section 00700, Item 10.02), Emergency Change Orders and Field Orders, Work progress schedules, daily manpower breakdown, records of all pertinent communications with, and recommendations made to Owner and its responses thereto, equipment and material delivery lists, safety and loss control, and other Work related information and make such records available for inspection by Owner;
- 2.02.11 Prepare shop drawings, samples and catalog cuts for the submission to Project Manager (as defined in Section 01300, Item 1.01) for review and approval. Any submittal not stamped as "verified" will be returned without any action on the part of the Project Manager. After return of the shop drawings from Project Manager, review Project Manager's comments to the shop drawings; evaluate and consult with Project Manager on their impact on the Project; and distribute them to the submitting subcontractor and all other affected parties so that the Work may be properly coordinated and implemented into the Project. The approval of shop drawings and other submittals by Project Manager shall not relieve Construction Manager and its subcontractors of any liability or responsibility for non-compliance with the Contract Documents;
- 2.02.12 Upon final completion of the Work, deliver to Owner all documents and other materials referred to in this subparagraph including, if appropriate, two complete sets of "record shop drawings", showing the Work, as actually completed, in such form, content and detail as Owner may specify;
- 2.02.13 Arrange for and monitor the procurement and delivery of critical materials to the Premises and coordinate the deliveries with the progress of the Work to insure that the materials are properly stored and available when required;
- 2.02.14 Notify Owner of the progress of the Work, and advise it in writing within (five) 5 calendar days of any delays or serious potential delays which may affect Final Completion of the Work together with Construction Manager's written recommendations regarding such delays;
- 2.02.15 Perform the Work strictly in accordance with the terms of the Contract Documents, and to the highest level of finish quality in the industry, and all applicable laws, rules and regulations of governmental authorities having jurisdiction over the Work and guard Owner against any delays, or defects and deficiencies in the Work. In connection with the foregoing, Construction Manager shall (i) immediately stop performance of any Work which does not comply with the requirements of the Contract Documents, acknowledged finish quality standards, or applicable laws, rules and regulations of any governmental authorities having jurisdiction over the Work; (ii) reject and correct, or cause to be corrected, those portions of the Work which do not strictly conform to the requirements of the Contract Documents, acknowledged finish quality standards or applicable laws,

rules and regulations of any governmental authorities having jurisdiction over the Work; (iii) inspect all materials, supplies and equipment delivered or installed to insure that the same are in compliance with the requirements of the Contract Documents, acknowledged finish quality standards, and laws, rules and regulations of all governmental authorities having jurisdiction over the Work, and reject and require replacement of all non-conforming work; and (iv) not employ on the Work any person or subcontractor unfit for or unskilled in the assigned task and, remove such unfit or unskilled employee or such subcontractor from the Project Site;

- 2.02.16 Arrange for all cutting, that may be required to complete the Work or to make its several parts fit together properly;
- 2.02.17 Arrange for the storage of all materials, supplies, systems and equipment provided in connection with the performance of the Work;
- 2.02.18 With respect to portions of the Work to be performed pursuant to a Change Order, an Emergency Change Order, or a Field Order, on a time and material, unit-cost or other similar basis, keep and require the keeping of records and computations thereof and maintain accurate cost accounting records;
- 2.02.19 Assist Project Manager in determining when Substantial Completion of the Work has taken place; subsequent to Substantial Completion of such Work, assist Project Manager and Architect in the preparation of lists of incomplete or unsatisfactory Work (“**Punch Lists**”) and complete the items set forth on the Punch Lists on or before the Final Completion Date; provided, however, that the failure to include any element of the Work on such Punch Lists shall not alter the responsibility of Construction Manager to complete the Work strictly in accordance with the Contract Documents; and subsequent to the completion of all items set forth on the Punch Lists and any other unfinished portions of the Work, for the building; provide written notice to Project Manager that such Work has reached the stage of Final Completion and is ready for final inspection; and
- 2.02.20 Provide assistance to, and cooperate with Project Manager in obtaining all necessary approvals of governmental authorities having jurisdiction over the Project.

### ITEM 3. SITE CONDITIONS

- 3.01 By executing the Contract, Construction Manager represents that he has acquainted himself with the site and has made all evaluations and investigations reasonably necessary to determine the means and methods necessary to facilitate the Work.
- 3.02 Any soil investigation data furnished to Construction Manager by Owner shall be for the convenience of Construction Manager, and Owner will not be responsible for any variance in actual conditions with such data or interpretations or conclusions drawn therefrom. Data on subsurface conditions does not constitute a representation or warranty of the continuity of such conditions.

### ITEM 4. SUBSTITUTIONS

- 4.01 Construction Manager shall not make substitutions for the materials, equipment and manufacturers specified without the prior written consent of Owner. All requests for substitutions shall be submitted in writing to the Project Manager. Such requests shall include supporting data and samples, if required to permit a fair evaluation of the quality, serviceability, warranty and other pertinent aspects of the proposed substitute. Requests for substitutions shall also state the effect of the substitute on the cost and schedule of the Work. Substitutions will be considered only if Owner receives the advantage of lesser cost with no decrease in quality, or earlier completion date or both.
- 4.02 If a substitution is approved by Owner, Construction Manager shall assume all risks and costs for redesign and adjustment of all work affected by the substitution and any delays occasioned by its use.

**ITEM 5. OWNER'S PROJECT MANAGER**

- 5.01 Project Manager will be Owner's designated representative and shall be the sole channel of communication between Owner and Construction Manager. Where appropriate, the term "Owner" as used in the Contract Documents shall also mean the Project Manager. Owner shall have the right to change its designated representative at any time, and upon such change, shall notify Construction Manager in writing thereof.
- 5.02 Project Manager shall at all times have access to the project site and the Work under the Contract. Construction Manager shall provide such means of access as may be required for Project Manager to conduct on-site observations and inspections of the Work.
- 5.03 Project Manager will conduct on-site observations and reasonable checks of the Work in progress to determine in general if the quality and progress of the Work are in compliance with the Contract Documents. Project Manager will also inspect portions of the Work, but such inspections shall not constitute acceptance of the Work so inspected and shall not relieve Construction Manager of his responsibility to comply with the Contract Documents.
- 5.04 Project Manager shall have authority to reject Work and materials which do not comply with the Contract Documents and such rejection shall be final and conclusive upon the Construction Manager. If, at any time, Project Manager, in Project Manager's observation of the Work, believes or, has reason to believe, that the Work is not being performed in compliance with the requirements of the Contract Documents so as to achieve the Highest Intent of the Contract, Project Manager may, by written notice, order Construction Manager to immediately correct such rejected Work or portion thereof. Construction Manager shall proceed to replace and or correct such Work and/or materials upon rejection by the Project Manager. Project Manager shall have the authority to approve any corrective action associated with any such rejected Work or materials. Project Manager may require special testing and inspection by others as he deems necessary to insure compliance with the Contract Documents. Any special testing costs associated with non-compliant Work will be the sole responsibility of the Construction Manager. However, failure to reject, test or inspect Work and materials shall not be construed as acceptance thereof. If Construction Manager fails or neglects to commence and continue the corrective or replacement Work within seven (7) days following notice from the Project Manager, Owner may, without prejudice to any other remedies Owner may have, correct such deficiencies in connection with such rejected Work and/or materials, and the cost of any such correction and/or replacement shall be deducted from payments then or thereafter due Construction Manager. If payments then or thereafter due Construction Manager are not sufficient to cover the cost of correction or replacement of the Work and/or materials, Construction Manager shall immediately pay the difference to Owner.
- 5.05 Project Manager shall be the sole interpreter of the intent of the Contract Documents, which shall in each instance be deemed to be the Highest Intent of the Contract. Project Manager's decision on intent shall be final and conclusive.

**ITEM 6. OWNER'S CONSULTANTS**

- 6.01 Owner will, in its discretion, employ architects, engineers and other consultants in connection with the Project. Such persons will be available to Owner for consultation during the construction process and will otherwise be responsible for the administration or inspection of the Work. Construction Manager shall direct all inquiries to the Project Manager.

**ITEM 7. CONSTRUCTION MANAGER'S SUPERINTENDENT & REPRESENTATIVE**

- 7.01 Construction Manager shall provide adequate management and supervisory personnel throughout the duration of the Project. Construction Manager shall submit its proposed project staffing plan to Owner, which plan shall identify by name and title each and every employee of Construction Manager who will provide services for or otherwise work on the Project ("**List of Key Personnel**"). The List of Key Personnel shall identify at a minimum, Construction Manager's: (i) project manager, (ii) superintendent(s), (iii) project engineer, and (iv) safety coordinator. In addition, the List of Key Personnel shall also include a project job

description for each person identified, describing the scope of each person's job responsibilities, and the number of hours per week for the duration of the Project that each person will devote to managing the Project. Upon Owner's approval thereof, Construction Manager shall not replace or change any personnel for the duration of the Project without Owner's prior written consent. Construction Manager shall be liable for liquidated damages in the amount of \$250.00 for each day the Construction Manager fails to comply with this requirement.

- 7.02 Construction Manager's Designated Representative shall represent Construction Manager and all directions, instructions and notices given to the Designated Representative shall be as binding as if given to Construction Manager. The Designated Representative shall have authority to furnish estimates and approve change orders and to act generally on behalf of Construction Manager.
- 7.03 Upon written notice of the Project Manager, Construction Manager shall promptly remove from the project site any superintendent, assistant, foreman or worker not satisfactory to Owner in Owner's sole discretion.

#### ITEM 8. SUBCONTRACTS

- 8.01 All contracts entered into by Construction Manager with subcontractors ("Subcontractors") shall be expressly made subject to the terms and conditions of the Contract.

Within thirty (30) days after execution of the Contract or the date of written notice to commence the Work, whichever is earlier, Construction Manager shall advise Owner in writing as to whom and in what amount all subcontracts are awarded prior to execution of the subcontract agreement or issuance of an award letter. Construction Manager must provide the Project Manager with a copy of the executed subcontract within ten (10) business days of its execution. If the apparent "low bidder" is not awarded the subcontract, Construction Manager must provide, in writing, a detailed explanation to the Project Manager prior to executing any such subcontract. Notwithstanding anything herein to the contrary, no subcontract awarded by Construction Manager shall provide for more than 8% for overhead and 4% for profit for any work to be performed by Subcontractors. Should Construction Manager enter into/award any subcontract that provides for overhead and profit higher than 8% and 4%, respectively, Construction Manager shall be solely liable and responsible for the payment of any such greater amounts and such amounts may not be included in or paid from any portion or line items of the budget established and included in the GMP.

- 8.02 Construction Manager shall be fully responsible and liable to Owner for the acts or omissions of Subcontractors.
- 8.03 Nothing contained in this Contract or any subcontract shall be construed as creating a contractual relationship between Owner and any Subcontractor.
- 8.04 Construction Manager must submit a request letter for any Bid Package that the Construction Manager intends to "self-perform" stating the reasons for self-performing the Work. No Work can be self-performed without prior written approval from the Project Manager. The cost for the self-performed Work cannot exceed the Construction Manager's pre-bid package estimate.
- 8.05 "*Self-performance*" shall be defined by the GDOE Construction Management Guidelines for Capital Outlay Program Projects.(Chapter 160-5-4 of GDOE Office of Administrative Services Facilities Service Unit as it applies to the Construction of Schools)

#### ITEM 9. LABOR RELATIONS

- 9.01 Construction Manager and its Subcontractors shall employ only such persons who will work in harmony with each other and with all persons present at the Project Site, including the employees of Owner and the employees of other vendors, suppliers, contractors and/or subcontractors.

- 9.02 Construction Manager shall use all honorable and reasonable means to avoid violations of labor agreements and to prevent strikes or work stoppages. Should a work stoppage occur, Construction Manager shall make every effort to effect a prompt settlement and resumption of work. Construction Manager shall be responsible to Owner for any delays resulting from labor matters at the site of the Work.
- 9.03 Construction Manager shall at all times enforce strict discipline and good order among his employees and all Subcontractors, vendors, suppliers and other contractors or subcontractors supplying or performing work to or at the Project Site.
- 9.04 Construction Manager shall at all time enforce the following guidelines for his employees and all Subcontractors, vendors, suppliers and other contractors or subcontractors supplying or performing work at the Project Site:
- 9.04.1 NO smoking at any time. All tobacco related products are prohibited inside, outside or anywhere on the site.
  - 9.04.2 Hats and caps are prohibited, except for hard-hats where required or if inclement weather conditions warrant.
  - 9.04.3 Guns or any weapons are prohibited at all times.
  - 9.04.4 No alcoholic beverages. All drugs or controlled substances are prohibited.
  - 9.04.5 Prior to starting work, contractor must report to the main office at all times. Regardless of where the work is conducted, contractors' employees must check in at the Main Office and receive a visitor's badge.
  - 9.04.6 Contractors must have a photo ID visible at all times unless noted otherwise.
  - 9.04.7 Vendors shall not, under any circumstance, interact with students.
  - 9.04.8 Vendors shall not do any work in the hallways, classrooms, instructional area, etc., during school hours.
  - 9.04.9 Exception may be made if previously approved by the Project Manager.
  - 9.04.10 All work areas must be secured from access by students.
  - 9.04.11 Ladders, tools and any other equipment must not be accessible to students.
  - 9.04.12 Firm shall maintain a single point of contact on a 24-hour basis. An alternate may be assigned with the knowledge and permission of the Owner's Representative.
  - 9.04.13 All personnel shall be dressed in a manner authorized by the vendor, unless otherwise indicated by APS in writing. A uniform that identifies the worker as an employee of the vendor's workforce shall be worn at all times during work hours. The uniform should identify the company's name. Attire not within the standards of APS will not be authorized.
  - 9.04.14 The vendor's employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by an APS representative will be grounds for removal from APS property. Vendor employees

are to be respectful to faculty, students and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the employee to be removed from the premises. Also, radios or audible music are not allowed at worksites. Vendor shall assign the required staff to each location to be serviced.

- 9.04.15 The vendor shall be responsible for repairing or replacing, to the satisfaction of Atlanta Public Schools, any damage caused by any willful or negligent act of its employees. The vendor is also liable for any theft proven to be either committed by its employees or made possible by willful or negligent action of its employees. APS reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff.
- 9.04.16 The vendor must reimburse any costs incurred by Atlanta Public Schools due to illegal or inappropriate conduct by the vendor's employees. Such costs shall include, but are not limited to the following:
- 9.04.16.1 Re-keying or restoring of locks; Service charges levied by security alarm vendors, law enforcement agencies, or security companies in response to false alarms;
- 9.04.16.2 Payments to law enforcement agencies or security companies for investigations of conduct that prove an employee's inappropriate or illegal conduct;
- 9.04.16.3 Replacement costs of items missing or damaged, due to an employee's conduct;
- 9.04.17 APS reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff. The acts would be reviewed by assigned APS staff members.
- 9.04.18 No work shall be performed in an area where children may return later in the day unless approved by Owners Representative.
- 9.04.19 All areas of work shall be left in a clean condition and all debris shall be removed upon completion of service. Contractors are responsible for cleanup each day.

#### ITEM 10. CHANGE ORDERS

- 10.01 Owner reserves the right to make such alterations, deviations, additions to, or omissions from the Work as it deems necessary for the satisfactory completion of the Project. Such increases, decreases, alterations or omissions shall not invalidate the Contract or release the Construction Manager's surety. No extra or additional work shall be compensated unless authorized by written change order ("**Change Order**") from the Project Manager prior to execution of the Work. Owner's change order form shall be used for any and all changes. Construction Manager shall include Change Orders as part of its monthly and final invoices as prescribed in the following ITEMS 11 and 12.
- 10.02 Project Manager may issue a written directive ("**Proceed Order**"), directing Construction Manager to proceed with changes in the Work prior to the final determination of the cost of the subject work and issuance of a Change Order. The failure of the Construction Manager to promptly undertake work so directed shall be a material breach of the Contract.
- 10.03 No claim for extra or additional Work shall be considered unless written notice thereof has been given within fourteen (14) days after the event giving rise to such claim.

- 10.04 The cost or credit to Owner resulting from a change in the Work shall be determined by a mutually acceptable lump sum properly itemized or, at the option of Project Manager, by actual cost plus percentage fee markup for overhead and profit unless applicable unit prices are set forth in the Contract Documents or have been subsequently agreed upon. Such unit prices shall be used wherever applicable in lieu of a lump sum or actual cost plus percentage fee markup to determine the cost or credit, unless Construction Manager and Owner mutually agree otherwise.
- 10.05 Unit prices shall include all charges for performance of the applicable Work including, without limitation, those for labor, supervision, materials, supplies, equipment, transportation, tools, taxes, services, overhead and profit. No percentage fee or markup of any kind shall be added to unit prices.
- 10.06 When so requested by Project Manager, Construction Manager shall promptly provide itemized costs for changes in the Work and substantiating data sufficient for cost verification by the Project Manager.

#### ITEM 11. PROGRESS PAYMENTS

- 11.01 Within ten (10) days after the date on which the Project has been bid, Construction Manager shall provide written notice to Owner of Construction Manager's intent to award portions of the Work to Subcontractors. The Contract shall be bought out within sixty (60) days of the first bid date on the items in the appropriate CSI Divisions set forth in the GMP. Within ten (10) days after execution of the Contract, Construction Manager shall submit to the Project Manager a schedule of values showing the amounts of the Contract Sum allocated to various portions of the Work in accordance with the CSI format; provided, however, that no schedule of values shall be completed until all subcontracts have been awarded. The amount indicated in Construction Manager's schedule of values must be consistent with subcontract amounts. The schedule of values must include a line item for each Bid Package. The sum of the CSI Divisions in the Construction Manager's schedule of values shall not exceed the sum of the CSI Divisions set forth in the GMP. Said schedule of values shall be subject to the Project Manager's reasonable approval.

The schedule of values shall be apportioned in accordance with Owner's payment form and shall be accompanied by supporting data sufficient in the opinion of the Project Manager to verify the values. Once approved in writing by the Owner and Architect, the schedule of values may only be changed or altered by Change Order.

- 11.02 Construction Manager shall use DE Form, 0263 Revised March 2003 for invoicing, a copy of which is attached to the General Conditions together with an attachment showing amounts allocated to the various portions of the Work as apportioned in the schedule of values. The payment form shall be completed in its entirety in accordance with its intended format. The supporting documentation set forth in Section 00825 of Division 1 of the Specifications shall be submitted with each pay request.
- 11.03 RESERVED
- 11.04 On or before the tenth (10<sup>th</sup>) day of each month during the period of construction, Construction Manager shall invoice Owner for the portions of the Work completed and/or materials and equipment suitably stored at the Project Site up to the end of the previous month, less a 10% retainage and less amounts previously paid. After 50% completion, Owner may, at its sole discretion, reduce the amount of retainage withheld as long as the manner of completion of the Work and its progress are satisfactory to the Owner. At no time prior to Final Completion will the retainage be reduced to less than 5% of the adjusted Contract amount. Invoices shall include any extra or additional work ordered in writing by the Project Manager and any credits to Owner resulting from a deletion in the Work. Extra or additional work and credits shall be added to a subtotaled original Contract Sum, itemized separately and referenced to the applicable Change Orders. Construction Manager's invoices shall be accompanied by a listing of Subcontractors who performed Work covered by each invoice and such supporting data as Project Manager may require. The retention and disbursement of progress payments will be made in accordance with the provisions of O.C.G.A. 13-10-80 [Georgia Laws 2001, P. 820, §1] which are incorporated herein by reference, including all rights and limitations as specified in said legislation.

- 11.05 If invoices include amounts for materials or equipment not incorporated in the Work but suitably stored at the Project site, payment of such amounts shall be conditioned upon submission by the Construction Manager of bills of sale or such other documents satisfactory to the Project Manager to establish Owner's title to such materials or equipment or otherwise protect Owner's interests.
- 11.06 In addition, Construction Manager shall, if so directed by Project Manager at any time during the course of the Work, promptly provide Owner with affidavits of payment in a form acceptable to Owner from all suppliers who have furnished materials or equipment prior to the date such direction is received from Project Manager.
- 11.07 Monthly invoices submitted in compliance with the Contract Documents will be processed within fifteen (15) days for payment of such amounts as Project Manager determines to be properly due. Payments will be made within thirty (30) days after approval by Project Manager. Progress payments shall not constitute acceptance of any portion of the Work not in compliance with the Contract Documents.
- 11.08 Construction Manager shall pay all Subcontractors and suppliers in accordance with the Georgia Prompt Payment Act; provided, however, that nothing contained in said Act shall limit the right of Owner to withhold payment for reasons that are in accordance with the terms and provisions of this Contract.

**ITEM 12. SUBSTANTIAL COMPLETION AND FINAL PAYMENT**

- 12.01 The term "substantial completion" as used in the Contract Documents shall mean the first day after the Project Manager has verified that all of the following have been satisfactorily completed:
- A. All materials and equipment have been incorporated in the Work, including building systems such as, but not limited to, HVAC, Intercom, Fire Alarm, Television, Data, Security System, and the like;
  - B. A certificate of occupancy (Temporary or Final) has been delivered to Project Manager; and
  - C. The Work is completed such that Owner can occupy the entire Project for its intended use, including occupancy by students, without interference from Construction Manager or its Subcontractors.
- 12.02 12.02 When the requirements of ITEM 12.01 have been completed, Construction Manager shall prepare the Punch List and shall submit the same along with the Architect's Punch List to Project Manager for approval with written notice that the Work is ready for verification of substantial completion. Upon receipt of the Punch Lists and notice, Project Manager will inspect the Work to verify that the Punch Lists are accurate and that the Work is substantially completed. If Project Manager determines that the either Punch List is incomplete or incorrect in any way, Project Manager will advise Construction Manager of the required corrections and Construction Manager shall promptly submit a corrected Punch List.
- 12.03 After the Project Manager has verified that the Work is substantially completed, Owner will assume responsibility for the maintenance thereof, except damage, debris and refuse material caused by Construction Manager while completing the Work, which shall be the responsibility of the Construction Manager. It shall be Project Manager's responsibility to issue the Certificate of Substantial Completion.
- 12.04
- A. When Construction Manager has completed all Punch List items and all other items required for performance of the Work in compliance with the Contract Documents, Construction Manager shall give written notice to Project Manager that the Work is ready for final inspection and acceptance. Upon receipt of the notice, Project Manager will inspect the Work to verify that it is entirely completed and in compliance with the Contract Documents. The Work, when so verified, will be accepted by Project Manager. Work found to be incomplete or not in compliance shall be promptly completed or corrected by Construction Manager and Project Manager's acceptance will be withheld until such work has been completed or corrected.

- B. If, after receiving written notice that the work is ready for verification of either substantial completion or final completion, Project Manager, with counsel from the Architect, determines that the Project is not substantially or finally complete, liquidated damages in the amount of one thousand dollars (\$1,000) per occurrence will be assessed to the Construction Manager. This is in addition to and separate from liquidated damages assessed under other Articles in the Contract.
- 12.05 Construction Manager shall submit its final invoice for the remaining amount due Construction Manager under the Contract thirty (30) days after full completion of the Work.
- 12.06 The final invoice shall be in the form required by ITEM 11 hereof and shall be accompanied by Construction Manager's Final Affidavit and Release and such other documents as set forth in Paragraph 1.13 of Section 01005 of Division 1 of the Specifications, duly executed by the Construction Manager for the full amounts paid and/or due them.
- 12.07 Construction Manager's final invoice will be processed for payment after a certificate of occupancy and all record documents, operating and maintenance manuals, guarantees and warranties, spare parts and materials and all other documents or materials required by the Contract Documents have been delivered to the Project Manager and after settlement of all claims by Owner against Construction Manager, if any.
- 12.08 The acceptance of final payment shall constitute a waiver of all claims by Construction Manager except those previously made in writing and identified by Construction Manager in writing as unsettled at the time the final invoice is submitted.

**ITEM 13. WARRANTIES**

- 13.01 In addition to any specific warranties required by the Contract Documents, Construction Manager hereby warrants:
- (a) That all Work will be performed in a first-class and workmanlike manner and according to generally accepted standard of best industry practices and so as to achieve the Highest Intent of the Contract;
  - (b) That all materials and equipment furnished as part of the construction shall be new, unless otherwise specified in the Contract Documents, of first class quality, in conformance with the Contract Documents and free of defects in materials and workmanship; and
  - (c) That, except as hereinafter provided, all Work, materials and equipment will comply with the Contract Documents and be free from faults and defects in material or workmanship for a period of one (1) year from the date of Substantial Completion of the Work, earlier occupancy in whole or part notwithstanding.
- 13.02 All warranties for materials or equipment furnished to Construction Manager or Subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of Owner. If any manufacturer or supplier of any materials or equipment furnishes a warranty for a period greater than one (1) year from the date of Substantial Completion, Construction Manager's warranty as provided in the preceding ITEM 13.01 shall be deemed to extend for a like period as to such materials or equipment.
- 13.03 Within five (5) days after receipt of written notice thereof, Construction Manager shall at its expense initiate the correction of any faults or defects in material or workmanship found during the applicable warranty period and shall repair, correct or replace any Work or property damage relating to, caused by or resulting from such defects.
- 13.04 The warranties contained herein and elsewhere in the Contract Documents shall not be construed to modify or limit in any way any rights or remedies which Owner may otherwise have against Construction Manager.

- 13.05 Originals of all guarantees and warranties furnished to Construction Manager and Subcontractors by all manufacturers and suppliers shall be delivered to Owner. Such guarantees and warranties, with duly executed instruments assigning the guarantees and warranties to Owner, shall be delivered to Project Manager prior to final payment for the Work.

**ITEM 14. DELAYS AND TIME EXTENSIONS**

- 14.01 If Construction Manager is delayed at any time in the progress of the Work, by any act or omission of Owner or Owner's other contractors, or by labor disputes, fire, unusually severe weather, unavoidable casualties or other causes beyond Construction Manager's control, then the date specified for final completion of the Work shall be extended for a number of days equal to the delay; provided that Construction Manager's written request for such time extension is received by Owner within seven (7) days after the occurrence of such delay to the Work. Delays in delivery shall not be deemed a basis for time extension unless caused by one of the events specifically set forth herein. Notwithstanding any other provision of the agreement between the parties, the Construction Manager shall not be entitled to make any claim for additional costs, including extended overhead, to the extent that the Work is delayed for reasons beyond the control of Owner.
- 14.02 No extensions will be granted for delays which do not impact the Project critical path and actually cause an extension of the duration of the Work. Construction Manager shall substantiate any extension request with documentation satisfactory to Project Manager; provided, however, that a request for extension or notice of delay given by Construction Manager does not mean that any such request for extension or delay will be granted by Owner.

**ITEM 15. OWNER'S RIGHT TO STOP THE WORK**

- 15.01 If Construction Manager fails to correct defective work or persistently fails to supply materials or equipment in compliance with the Contract Documents, Owner may direct Construction Manager to stop the Work, or any portion thereof, until the cause of such failure has been eliminated.

**ITEM 16. OWNER'S RIGHT TO CARRY OUT THE WORK**

- 16.01 If the Construction Manager fails to complete any portion of the Work or fails to correct any Work not in compliance with the Contract Documents, Owner shall give Construction Manager written notice of Owner's intent to complete or correct the Work and deduct the costs thereof from the Contract Sum. Upon receipt of this notification, the Construction Manager shall have seven (7) days to respond with an appropriate plan to correct or complete the Work. If, after this seven (7) day period, Construction Manager has failed to demonstrate an intent to remedy the situation, Owner shall have the right to complete and correct the Work and deduct the costs thereof from the Contract Sum.

**ITEM 17. UNCOVERING OF WORK**

- 17.01 If the Work or any portion thereof should be covered contrary to the written request of the Project Manager, Construction Manager shall uncover the Work (or such portion thereof) for observation if so directed by the Project Manager. The cost of uncovering and replacement shall, in such instance, be at Construction Manager's sole cost and expense.
- 17.02 If any other Work has been covered which Project Manager has not specifically requested to observe prior to being covered, Project Manager may direct Construction Manager to uncover such Work. If such Work is found to be in compliance with the Contract Documents, the cost of uncovering and replacement shall, by appropriate Change Order, be charged to Owner. If such Work is found not to be in compliance, Construction Manager shall pay all costs related to the uncovering and replacement, as well as the costs for the corrections to and replacement of the non-complying Work.

**ITEM 18. SAFETY**

- 18.01 Construction Manager shall take all necessary precautions for the safety of persons and the protection of the Project, the Work and adjoining property. Construction Manager shall comply with all applicable provisions of federal, state and local safety laws and building codes. Construction Manager shall also be responsible for securing the Project site to prevent access by unauthorized persons.
- 18.02 Construction Manager shall erect and properly maintain at all times, as required by conditions and the progress of the Work, all necessary safeguards for the protection of the employees of Construction Manager, Subcontractors, Owner, members of the public and for the protection of the Work, the Project and adjoining property.
- 18.03 Construction Manager shall be responsible for compliance with all applicable federal, state and local environmental protection requirements, codes, laws and regulations. In addition, Construction Manager shall not provide, nor shall any of its Subcontractors or suppliers provide, any products or materials that are considered hazardous waste or substances under any controlling federal, state or local agency rules or regulations. Upon notice from Owner, Construction Manager shall remove any such products or materials at its sole responsibility, cost and expense. Construction Manager shall notify Owner, in writing, of any such materials if they are included in the Specifications and/or in any specified materials or products, or if they are encountered on the Project.

**ITEM 19. OWNER'S RIGHT TO OCCUPY**

- 19.01 Owner shall have the right to occupy or use all or any portion of the Project and the Work prior to its full or substantial completion when such occupancy or use is in the best interests of Owner; provided Owner's use or occupancy does not unreasonably interfere with Construction Manager's activities or job progress.
- 19.02 After Owner has occupied or begun to use all or a portion of the Work or the Project, Construction Manager shall coordinate its activities with Project Manager so as not to disrupt Owner's occupancy or use.
- 19.03 Owner will assume responsibility for care and maintenance of any portion of the Work or the Project it occupies or uses, provided, however, that Construction Manager shall not be relieved of responsibility for full completion of such Work in compliance with the Contract Documents nor of responsibility for safeguarding tools, materials and equipment.

**ITEM 20. OWNER'S RIGHT TO WITHHOLD PAYMENTS**

- 20.01 Owner shall have the right to withhold from amounts to be paid to Construction Manager such sums as Owner deems necessary to protect Owner from damages or additional cost associated with:
- (i) Uncompleted or unsatisfactory work,
  - (ii) The failure of Construction Manager to make prompt payments to Subcontractors or suppliers,
  - (iii) The failure of Construction Manager to prosecute the Work in accordance with the approved schedule,
  - (iv) Any such other reasons which in the opinion of Owner will cause Owner to incur additional cost beyond that which is contemplated by this Agreement.

Owner shall promptly notify Construction Manager in writing of the reasons why any sums are so withheld.

**ITEM 21. INSURANCE**

- 21.01 Before commencing the Work, Construction Manager shall procure the insurance prescribed in the Agreement Form and shall furnish Owner with appropriate certificates from Construction Manager's insurance carrier or carriers as prescribed therein.
- 21.02 Construction Manager shall procure and maintain Builder's Risk Insurance which provides "all-risk" coverage on the buildings, structure or Work, and any and all property of Owner in the care, custody and control of Construction Manager. The amount of such insurance shall at all times be equal to one hundred (100%) percent of the value of the Contract Work at the time of loss or one hundred (100%) percent of the amount paid to Construction Manager for Work performed, whichever is greater. The policy or policies shall be in the name of Owner and Construction Manager as their interests shall appear, and this shall be so stated on the Acord Certificate of Insurance.

Any loss insured under this item is to be adjusted with Owner and made payable to Owner for the insured, as their interests may appear, subject to the provisions of this item. Construction Manager shall pay each Subcontractor a just share of any insurance monies received by Construction Manager, and by appropriate agreement, written where legally required for validity, shall require each Subcontractor to make payments to their subcontractors in a similar manner.

Owner and Construction Manager waive all rights against each other for damages caused by fire or other perils to the extent covered by insurance obtained pursuant to this item, or any other property insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance. Construction Manager shall require, by appropriate agreement, written where legally required for validity, similar waivers in favor of Owner and Construction Manager by Subcontractors of all tiers.

With respect to the waiver rights of recovery, the term "Owner" shall be deemed to include, to the extent covered by property insurance applicable thereto, its consultants, employees, and agents and representatives. Construction Manager waives, as against any separate subcontractor, all rights for damages caused by fire or other perils in the same manner as is provided above as against Owner. Owner shall require, by appropriate agreement, written where legally required for validity, similar waivers in favor of Construction Manager by any separate subcontractor and its subcontractors of all tiers.

Owner, shall have the power to adjust and settle any loss with the insurers unless one of the parties in interest shall object in writing within five (5) days after the occurrence of any such loss to Owner's exercise of this power; and, if such objection be made, the matter shall be decided by a court of competent jurisdiction or as the parties in interest otherwise agree. Owner shall, in that case, make settlement with the insurers in accordance with the orders of the court or as otherwise agreed by the parties in interest.

If Owner finds it necessary to occupy or use a portion or portions of the Project or the Work prior to substantial completion thereof, such occupancy shall not commence prior to a time mutually agreed to by Owner and Construction Manager and to which the insurance company or companies providing the property insurance have consented by endorsement to the policy or policies. This insurance shall not be canceled or lapsed on account of such partial occupancy. Consent of the Construction Manager and of the insurance company or companies to such occupancy or use, shall not be unreasonably withheld.

## **ITEM 22. TAXES**

- 22.01 Construction Manager shall pay all federal, state and local taxes, including excise, use and sales taxes, unless such taxes are required by law to be paid directly by Owner, and shall furnish Owner with a certified record of all such payments, if requested.

## **ITEM 23. OWNERSHIP OF DOCUMENTS**

- 23.01 All drawings, specifications, computations, sketches, test data, survey results, photographs, renderings and other material related to the Work whether prepared by Construction Manager or furnished by Owner or

others shall be the sole property of Owner. Construction Manager shall deliver all such materials to Owner upon full completion of the Work or upon Owner's request.

**ITEM 24. OWNER'S RIGHT TO TERMINATE**

- 24.01 If at any time there shall be filed by or against Construction Manager in any court a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Construction Manager's property; or, if Construction Manager makes an assignment for the benefit of creditors or petitions or enters into an agreement or arrangement with creditors; or, if Construction Manager refuses to supply enough properly skilled workers or proper materials or otherwise fails to secure adequate job progress in the opinion of Owner; or, if Construction Manager fails to correct defective or non-conforming work within a reasonable time; or, if Construction Manager fails to make payment in accordance with ITEM 11 to Subcontractors or suppliers for labor or materials, or disregards laws, ordinances, rules, regulations or orders of any public authority; or, if Construction Manager, without limitation, fails or refuses to perform any provision of the Contract, then Owner may, without prejudice to any right or remedy and after giving Construction Manager and its surety, if any, five (5) days' written notice, terminate the employment of Construction Manager and take possession of the Project site and all materials, equipment, tools, appliances and machinery thereon owned by Construction Manager and may finish the Work by whatever method Owner may deem expedient. In such case, Construction Manager shall not be entitled to receive any further payment until the Work is completed. In the event the unpaid balance of the Contract Amount is in excess of the cost incurred by Owner in completion of the Work and any loss of any other kind arising from the default and termination, such excess shall be paid to Construction Manager. If such costs exceed the unpaid balance, Construction Manager shall promptly pay the difference to Owner. The obligation to make such payments shall survive the termination of the Contract. In the event Owner is required to bring legal proceedings to recover any amounts that may be owed to Owner by Construction Manager pursuant to the terms of this Item 24.1, Owner shall be entitled to recover its cost of bringing such action including, without limitation, legal fees and expenses. Further, nothing herein shall act as a limitation on the rights of Owner to obtain from Construction Manager whatever remedies to which Owner is entitled as a matter of law or in equity.
- 24.02 The Contract may be terminated by Owner for convenience by giving fifteen (15) days advance written notice to the Construction Manager. Upon receipt of such termination notice, Construction Manager shall stop all Work. In such event, Owner will pay to Construction Manager (i) all costs incurred by Construction Manager for Work completed through the date of the termination, less all amounts previously paid, plus (ii) all costs incurred by Construction Manager in organizing and carrying out the stoppage including reasonable and necessary general expenses, and (iii) all costs incurred by Construction Manager in canceling commitments or orders for materials, equipment, supplies, etc. including restocking charges, and (iv) all general expenses incurred through the date of termination, less amounts previously paid, and (v) all overhead and profit allocable to the portion of the Work completed prior to the date of termination less amounts previously paid.
- 24.03 In the event of termination by Owner, a copy of, or if in Construction Manager's possession, original counterparts of all plans, specifications, contracts, agreements, permits, licenses and other documents, instruments, writings owned by or in the possession of Construction Manager and relating to the Work or the Project shall be turned over to Owner by Construction Manager and Owner may require Construction Manager promptly to assign to it all or some subcontracts, materials, equipment, tools, appliances, machinery, rental agreements and any other commitments which Owner in its sole discretion may wish to be assigned, and in such event, Construction Manager shall promptly execute and deliver to Owner written assignments of the same.

**ITEM 25. GOVERNING LAW**

- 25.01 The Contract shall be governed by the laws of the State of Georgia.

**ITEM 26. NOTICES**

26.01 Written notices pursuant to this Contract shall be deemed to have been duly given when delivered, if by hand delivery, or when sent by U.S. Mail, registered or certified mail, postage prepaid, to the addresses specified by Owner and Construction Manager in the Agreement.

**ITEM 27. COMPLIANCE WITH GEORGIA DEPARTMENT OF EDUCATION REQUIREMENTS**

27.01 To the extent that Owner must comply with any Georgia Department of Education requirements or submit any Georgia Department of Education forms or records in connection with the Work on the Project, Construction Manager shall comply with all such requirements and/or provide all such forms and/or records at the times and in the manner required by the Georgia Department of Education as it relates to Construction Manager's Scope of Work or its obligations pursuant to the Contract.

**ITEM 28. NON-WAIVER OF CONTRACT PROVISIONS**

28.01 The failure of Owner to insist on strict compliance with the terms and conditions hereof or to exercise its options hereunder shall not constitute a waiver of its rights to thereafter require strict compliance or preclude Owner from fully exercising options not previously exercised.

**ITEM 29. HAZARDOUS MATERIALS**

29.01 (a) Construction Manager shall, and shall require any subcontractor to, follow all appropriate federal and state regulations in dealing with hazardous materials.

(b) Certain schools within the Atlanta Public School System have been identified as containing asbestos. Some disturbance of asbestos may be necessary. Construction Manager shall review the existing "Asbestos Management Plans" on file in each facility and determine if compliance with the provisions of the plans is necessary. Any necessary compliance will be the responsibility of the successful contractor.

(c) Construction Manager is cautioned that should any suspect asbestos-containing material or any "friable asbestos containing material" be encountered in the Work, Construction Manager shall notify Owner, in writing, immediately (not later than 24 hours after discovery) and shall under no circumstances attempt to remove or abate the material in question, without Owner's approval. After giving the aforesaid written notice, Construction Manager shall await further instructions from Owner.

The only exception to this requirement is roofing and related construction which shall be in accordance with the Technical Specifications.

(d) "Friable Material" is any material containing 1 % or more asbestos which "when dry, may be crumbled, pulverized or reduced to powder by hand pressure."

(e) If asbestos abatement work needs to be performed by Owner during the course of the Work, Construction Manager shall be responsible for coordinating his work and that of any Subcontractor with Owner's asbestos abatement activities to provide for the orderly and timely progress of the Work.

(f) Construction Manager, by submitting a bid for this Project, agrees that it is knowledgeable of the hazards associated with its Work as it relates to asbestos-containing materials.

**ITEM 30. COMPLIANCE WITH THE GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT**

30.01 Construction Manager acknowledges and agrees that it is subject to and will abide by the limitations and requirements of the Georgia Security and Immigration Compliance Act, O.C.G.A. 13-10-91 *et seq.* as

amended, and Georgia Department of Labor Rule 300-10-1 *et seq.* (the “**Immigration Act**”) by registering and participating in a federal work authorization program to verify information on all of its new employees.

- 30.02 Construction Manager is required to affirm its compliance with the Immigration Act by executing and delivering to Owner for inclusion in the Contract the Construction Managers Immigration and Control Affidavit and Agreement which is included in Section 01005 hereof.
- 30.03 Pursuant to O.C.G.A. § 13-10-91 no Construction Manager or subcontractor may propose a contract or enter into a contract with a public employer for the physical performance of services unless the Construction Manager or subcontractor is registered with and participates in the federal work authorization program to verify information of all newly hired employees, and provides certain required affidavits. Any Construction Manager, subcontractor, or sub-subcontractor of such Construction Manager or subcontractor, shall also be required to satisfy the requirements set forth herein.
- 30.04 The Construction Manager agrees that it will require each subcontractor to evidence its compliance with the Immigration Act by securing from each subcontractor and delivering to the Owner for inclusion in this Agreement the Subcontractors Immigration and Control Affidavit and Agreement which is included in Section 01005 hereof.

**END OF GENERAL CONDITIONS**

**SUPPLEMENTAL GENERAL CONDITIONS**

**1.01 SECTION INCLUDES**

- A. Submittals Required
- B. Owner's Responsibilities
- C. Construction Manager's Responsibilities

**1.02 RELATED SECTIONS**

- A. Section 01005 - Administrative Provisions
- B. Section 01220 - Progress Meetings
- C. Section 01300 — Submittals
- D. Section 01500 - Construction Facilities and Temporary Controls
- E. Section 01700 - Contract Closeout

**1.03 SUBMITTALS REQUIRED**

- A. Submit the following:
  - 1. Value Engineering (V.E.) suggestions and pricing constructability review comments
  - 2. Bid package breakdown, Bid Package Advertising, Sub-Contractor Pre-Bid meeting agenda and minutes
  - 3. Bidding and Award Schedules and Overall Construction Schedule in accordance with Section 01300
  - 4. Letter of Intent to award for all sub-contractors and copies of all executed sub-contract agreements
- B. Submit copies of all permits as obtained.

**1.04 OWNER'S RESPONSIBILITIES**

- A. Drawings and Specifications: Furnish Drawings and Specifications describing the materials and workmanship required and procedures to be followed for the construction work.
- B. Project Manager: Project Manager assigned by Owner will be available in person and or by phone for review during the project design and construction process.

**1.05 CONSTRUCTION MANAGER'S SERVICES AND RESPONSIBILITIES**

- A. **RESPONSIBILITIES DURING DESIGN, BIDDING AND AWARD:**
  - 1. Review Drawings and Specifications prepared by Owner's consultant.

2. Provide value-engineering services; prepare list of potential Value Engineering (V.E.) items with associated cost saving amounts.
3. Review documents for constructability and budget conformance.
4. Prepare bid packages for subcontractors and pre-bid estimates for each bid package.
5. Present GMP to Owner when Drawings and Specifications are sufficiently complete for preparation of the Contract. The GMP shall contain the following items and shall be presented in the format requested by Owner.
  - I. Estimates of subcontractor costs of for appropriate items set forth in the respective CSI Divisions.
  - II. Maximum of \_\_\_\_\_% of “I” which represents the Construction Manager’s charges for General Conditions and Division I.
  - III. Estimate for Insurance, Bonds and Taxes
  - IV. Construction Manager’s fee \_\_\_\_\_% of the sum of items I, II, & III above.

The GMP is the sum of items “I” through “W” above.

6. Develop information and advertising to secure competitive subcontractor bids.
7. Schedule and manage pre-bid meetings for all potential subcontractors. Describe project goals, objectives and schedule. Document all questions and assist Owner and Owner’s consultant in preparation and distribution of addenda if required.
8. Receive bids from subcontractors, provide notice to Owner of intent to award subcontract to the lowest “responsive” and most “responsible” bidder.
9. Subcontractors must not be awarded without receipt by Construction Manager of Owner’s written acknowledgement of Construction Manager’s intent to award.
10. By acknowledging Construction Manager’s intent with respect to subcontractor awards, Owner does not assume responsibility for the suitability of the subcontractor, nor does this relieve or diminish the Construction Manager’s obligations and responsibilities under the terms and conditions of the Contract.

**B. RESPONSIBILITIES DURING CONSTRUCTION:**

1. Administer construction progress as the contractor to completion as provided in the Contract Documents.
2. Unless otherwise in writing, Construction Manager acknowledges its intention to solicit and receive sub-contractor bids for the work set forth in the GMP, and that this work is all-inclusive for the Work specifically delineated by the Contract Documents and as customary for the trade to perform. The full contract shall be bought-out and sub-contracted within sixty (60) days of the first bid date on the items set forth in the Divisions of the GMP. If the sub-contractor bids exceed the GMP estimates, Construction Manager is only entitled to payment for the amount established and approved in the GMP. If the subcontractor bids are less than the GMP estimates, Construction Manager is entitled to payment for the

amount of the subcontractor bids only. The difference between the actual subcontractor bids and the amount Construction Manager carried in the GMP will be allocated to the buyout savings (the “**Buyout Savings**”), which Buyout Savings belong solely to Owner and shall be credited to Owner.

3. Construction Manager’s General Conditions and Division 1 work was established in the GMP by calculating \_\_\_\_% of the total estimated costs for the remaining CSI Divisions in the GMP. The actual estimated cost breakdown for materials, labor and other costs shall be provided to Project Manager at this time. Any cost not used and approved by Project Manager at project completion will be allocated to the Buyout Savings to be credited to Owner. The final cost for General Conditions will be \_\_\_\_% of the actual cost of the work in set forth in the remaining CSI Divisions of the GMP.
4. Construction Manager’s Fee was calculated for purposes of establishing the GMP at \_\_\_\_% of the total of all estimated costs. The actual cost will be finally calculated at Project completion. The final fee will be \_\_\_\_% of the actual cost of the work as set forth in the Divisions of the GMP, not including any amount that is credited as Buyout Savings or amounts for self-performed work.

#### **COSTS TO BE INCLUDED IN GMP:**

The term “**Cost of the Work**” shall mean costs necessarily incurred by the Construction Manager in the proper performance of the Work. Such costs shall be at rates not higher than those customarily paid at the place of the Project except with prior written consent of Owner. The Cost of the Work shall include only the items set forth herein.

##### **a. LABOR COST**

1. Wages or salaries of the Construction Manager’s supervisory and administrative personnel when stationed at the site or, with the Owner’s agreement, a portion of the salaries when not stationed on site.
2. Costs paid or incurred by the Construction Manager for taxes, insurance, contributions, assessments and benefits required by law, collective bargaining agreements, and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions; provided that such costs are based on wages and salaries included in the Cost of the Work Subparagraph a (1) above.

##### **b. SUBCONTRACT COSTS**

Subject to the maximum amounts established in ITEM 8 hereof, payments made by the Construction Manager to Subcontractors in accordance with the requirements of the subcontracts.

##### **c. MISCELLANEOUS COSTS**

- (1) That portion of premiums for insurance and bonds, which is directly attributable to the Contract.
- (2) Sales, use or similar taxes imposed by a governmental authority which are related to the Work and for which Construction Manager is liable.

- (3) Fees and assessments for the building permit and for other permits, licenses and inspections which Construction Manager is required by the Contract Documents to pay.
- (4) Fees of testing laboratories for tests required by the Contract Documents, except those related to nonconforming Work.
- (5) Data processing costs related to the Work.
- (6) Deposits lost for causes other than Construction Manager's negligence or failure to fulfill a specific responsibility to Owner set forth in the Agreement.

**d. OTHER COSTS**

Other costs incurred in the performance of the Work if, and to the extent, approved in advance in writing by Owner.

**e. COSTS NOT TO BE INCLUDED IN GMP NOR PAID BY OWNER:**

The Cost of the Work shall not include:

- (1) Salaries and other compensation of Construction Manager's personnel stationed at Construction Manager's principal office except as noted in a. 1. above.
- (2) Expenses of the Construction Manager's principal office and offices other than the Project site office.
- (3) Overhead and general expenses, except as may be expressly included herein.
- (4) Construction Manager's capital expenses, including interest on Construction Manager's capital employed for the Work.
- (5) Rental costs of machinery and equipment, except as specifically provided in the General Conditions and Division 1.
- (6) Costs due to the negligence of Construction Manager or to the failure of Construction Manager to fulfill a specific responsibility to Owner set forth in the Contract.
- (7) Costs for Preconstruction Services.
- (8) Any cost not specifically and expressly described herein, except as provided in Paragraph d. above.
- (9) Costs which would cause the GMP to be exceeded.

**f. DISCOUNTS, REBATES AND REFUNDS**

- 1. Cash discounts obtained on payments made by Construction Manager shall accrue to Owner if (1) before making the payment, Construction Manager included them in an Application for Payment and received payment therefor from Owner, or (2) Owner has deposited funds with Construction Manager with which to make payments; otherwise, cash discounts shall accrue to Construction Manager. Trade discounts, rebates, refunds and amounts received from sales of surplus materials and equipment shall accrue to Owner, and Construction Manager shall make provisions so that they can be secured.
- 2. Amounts which accrue to Owner in accordance with the provisions of Subparagraph f(1) above shall be credited to Owner as a deduction from the Cost of the Work.

**g. ACCOUNTING RECORDS**

Construction Manager shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management under the Contract. The accounting and control systems shall be satisfactory to Owner. Owner and Owner's accountants shall be afforded access to the Construction Manager's records, books, correspondence, instructions, drawings, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to the Project, and Construction Manager shall preserve these for a period of three (3) years after final payment, or for such longer period as may be required by law.

**END OF SECTION**

**GENERAL REQUIREMENTS****1.01 SECTION INCLUDES**

- 1.01A. 1.01A. Work Covered by Contract Documents
- 1.01B. 1.01B. Work by Others
- 1.01C. Work Sequence (Omitted)
- 1.01D. Construction Manager's Use of Premises
- 1.01E. Owner Occupancy
- 1.01F. Owner-Furnished Items
- 1.01G. Coordination
- 1.01H. Field Engineering
- 1.01I. Regulatory Requirements and Fees
- 1.01J. Specification Format and Language
- 1.01K. References
- 1.01L. Manufacturer's Data
- 1.01M. Payment and Change Order Procedures
- 1.01N. Construction Manager's Final Affidavit and Release
- 1.01O. Non-influence Affidavit
- 1.01P. Performance and Payment Bonds
- 1.01Q. Contractor Immigration & Control Affidavit and Agreement
- 1.01R. Subcontractor Immigration & Control Affidavit and Agreement

**1.02 RELATED SECTIONS**

- A. Section 00700 - General Conditions of Contract
- B. Section 00825 - Construction Management Services and Responsibilities.
- C. Section 01045 - Cutting & Patching.
- D. Section 01120 - Project Procedures.
- E. Section 01220 - Progress Meetings.
- F. Section 01300 - Submittals.
- G. Section 01400 - Quality Control.
- H. Section 01500 - Construction Facilities and Temporary Controls.
- I. Section 01600 - Materials and Equipment
- J. Section 01655 - Starting of Mechanical Systems
- K. Section 01700 - Contract Closeout.
- L. Section 01710 - Cleaning

**SECTION 1.01****1.01A. WORK COVERED BY CONTRACT DOCUMENTS**

1. Work of this Contract comprises \_\_\_\_\_,  
an Atlanta Public School Facility

**1.01B. WORK BY OTHERS**

The Atlanta Independent School System may undertake or award other prime construction contracts for any work at, on, or near the Project Site governed by the Contract. Construction Manager shall fully cooperate with such other contractors and with Owner's on-site employees and carefully adapt scheduling and performance of the Work under the Contract to accommodate the Work performed by others and heed any direction that may be provided by the Owner's on-site representative. Construction Manager shall not commit or permit any act, which will interfere with the performance of Work by any other contractor or by any of Owner's employees. Construction Manager shall assume all liability, financial or otherwise, in connection with the Contract and shall protect and save harmless Owner from any and all damage, loss, cost or claims that may arise because of inconvenience, delay, or loss experienced by it because of the presence and operations of other contractors working at or near Project Site governed by this Contract.

**1.01C. WORK SEQUENCE (Omitted)****1.01D. CONSTRUCTION MANAGER USE OF PREMISES**

- A. Construction Manager shall confine operations at the Project site to areas permitted by law, ordinances, permits and the Contract Documents and shall not unreasonably encumber the site with any materials or equipment.

**1.01E. OWNER OCCUPANCY**

- A. Owner shall have the right to occupy or use all or any portion of the Project and the Work as provided in the General Conditions, prior to its full completion.

**1.01F. OWNER-FURNISHED ITEMS**

Reference is made to Contract Documents for Owner furnished items.

**1.01G. COORDINATION**

- A. Construction Manager shall cooperate and coordinate with all contractors and subcontractors.
- B. Construction Manager shall not cut or alter the Work of any other contractor or cut any structural members except with the written consent of the Project Manager.
- C. Construction Manager shall coordinate all fitting of the Work that may be required to make its several parts fit together properly.

**1.01H. FIELD ENGINEERING**

- A. Construction Manager shall establish all grades, lines and levels necessary for the execution of the Work including the location of property lines and bench marks shown on the Drawings.

B. Construction Manager shall verify all grades, lines, levels and dimensions shown on the Drawings and report any errors or inconsistencies in same to Project Manager for correction before starting work.

C. Construction Manager shall protect all property lines, markers and monuments from being disturbed. Disturbed pins, markers and monuments shall be promptly replaced by a registered land surveyor at Construction Managers expense.

#### **1.01I. REGULATORY REQUIREMENTS AND FEES**

A. Construction Manager shall comply with the requirements of the Agreement.

1. In the event of conflicting requirements between applicable codes and the Contract Documents, the applicable codes shall govern.

B. Construction Manager shall procure and pay all fees and costs for approvals, permits, licenses, utility connections and meters.

1. Building permit fee, as charged by the government or agency having jurisdiction of the Work to be performed, will be reimbursed by Owner.

C. Construction Manager shall deliver copies of all permits, licenses and certificates to Project Manager prior to final payment.

#### **1.01J. SPECIFICATION FORMAT AND LANGUAGE**

A. The Specifications are organized in sections of work based upon The Construction Specification Institute's ("CSI") 49 division format.

1. The organization of the Specifications in sections is not intended to imply trade responsibilities.

2. Section titles are not intended to limit the meaning or content of a section, or to be completely descriptive of requirements specified within a section.

B. Specification sections are divided in 3 parts based upon CSI's three-part section format.

1. Part 1 articles titled "Work Included" or "Section Includes" are not intended to limit the scope of a section or to imply a trade responsibility. These articles are merely a convenient listing of the significant items specified within a section.

2. Part 1 articles titled "Related Work" or "Related Sections" are provided as a convenient listing of sections of work directly related to the Work of a particular section. No assurance is given with respect to the completeness of these listings.

C. The imperative language is used generally in the Specifications. These statements of instruction are directed to Construction Manager.

D. Colons are used in the Specifications to list requirements generally for products. The words "Shall be supplied" shall be inferred where a colon (:) is used for such purpose.

#### **1.01K. REFERENCES**

A. For products or execution requirements specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by when a specific date is specified.

B. In the event of conflicting requirements between referenced standards and the Contract Documents, the Contract Documents shall govern.

**1.01L. MANUFACTURER'S DATA**

A. Manufacturer's specifications, recommendations, instructions or other data referenced shall be construed as data contained in manufacturer's printed publications current as of the Building Permit date, except when a specific date is specified.

B. For products or execution requirements specified by reference to manufacturer's data comply with the requirements therein, except when more rigid requirements are specified or are required by applicable codes.

**1.01M. PAYMENT AND CHANGE ORDER PROCEDURES**

Payment and change order procedures shall be as prescribed in the General Conditions.

**1.01N. CONSTRUCTION MANAGER'S FINAL AFFIDAVIT AND RELEASE**

Construction Manager shall provide Construction Manager's Final Affidavit and Release fully executed on the attached form.

**1.01O. CONSTRUCTION MANAGER SHALL PROVIDE NON-INFLUENCE AFFIDAVIT FULLY EXECUTED ON THE ATTACHED FORM.**

**1.01P. PERFORMANCE AND PAYMENT BONDS (forms attached)**

Construction Manager will be required to furnish a performance bond ("**Performance Bond**") and a payment bond (the "**Payment Bond**") (the Performance Bond and Payment Bond are collectively hereinafter referred to as , the "**Bonds**") issued by a surety company licensed by the Commissioner of Insurance for the State of Georgia, to do business as an insurance company in the State of Georgia. The Bonds must be in an amount equal to one hundred percent (100%) of the GMP. The Bonds will be furnished as security for the faithful performance of the Work included in the Contract, including stipulations and agreements of the Contract, the payment of all bills and obligations arising out of the performance of the Contract, which bills and obligations might or would in any manner become a claim against Owner, and guaranteeing the Work included in the Contract against faulty materials or poor workmanship, or both, for one (1) year after final acceptance of the Work by Owner. All Bonds provided by Construction Manager must be accompanied by an affidavit from Construction Manager that an investigation has been made and that the surety is licensed by the Commissioner of Insurance to do business as an insurance company in Georgia and is further authorized to serve as a surety.

The Performance Bond satisfactory to Owner in an amount equal to one hundred percent (100%) of the GMP, and the Payment Bond satisfactory to Owner in an amount equal to one hundred percent (100%) of the GMP, shall be required of Construction Manager to guarantee completion of the Work under contract and payment for all labor and materials. The Bonds shall be written on forms approved by Owner's attorney, copies of which are included in the Contract, with appropriate Powers of Attorney attached to the Bonds when submitted.

The Bonds shall be executed by an agent of the Surety residing in the State of Georgia. The date of the Bonds shall be the same as the date of the Award Letter. The Surety shall appoint an agent for service in Atlanta, Georgia, upon whom all notices shall be shown on each Bond. The person executing the Bonds on behalf of the Surety shall file with the Bonds a General Power of Attorney, unlimited as to amount and type of bonds covered by such Power of Attorney, and certified by an official of said Surety. The Bonds shall be on forms provided by Owner. The Contract will not be executed by Owner until after the receipt and approval of the Bonds by Owner's attorney.

If, at any time after the execution of the Contract, the Surety has been determined to be unsatisfactory by Owner, Owner shall have the right to require new Bonds by issuing a notice to Construction Manager that the Surety on the Bonds is unsatisfactory to Owner. Failure of the Construction Manager to provide replacement Bonds issued by a Surety that is found to be satisfactory to Owner shall constitute a default under this paragraph. In the event of Construction Manager's default under the General Conditions, then Owner shall have such rights and may take such actions as are granted to Owner in the event of a default by Construction Manager pursuant to the General Conditions.

Owner shall not be responsible for any costs incurred as a result of Construction Manager's failure to comply with the its obligation to secure a Bonds as set forth herein.

Consent of Surety shall be required prior to any reduction of retainage or payment of final invoice.

**END OF SECTION**

CONSTRUCTION MANAGER'S FINAL AFFIDAVIT and RELEASE  
Contingent Upon Receipt of Final Payment

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

Personally appearing before the undersigned attested officer, who is duly authorized to administer oaths, \_\_\_\_\_, who after being duly sworn, deposes and says on oath that:

1. He / she is the \_\_\_\_\_ (Title) of \_\_\_\_\_, having an address at \_\_\_\_\_ (hereinafter called "**Construction Manager**") and is duly authorized to make this Affidavit for and on behalf of Construction Manager, Construction Manager being bound by the terms hereof:
2. Construction Manager contracted with Atlanta Independent School System (hereinafter called "**Owner**") for the performance of the construction work described on the following project:  
  
Contract Number: \_\_\_\_\_ (the "**Contract**")  
  
Date of Contract: \_\_\_\_\_ (Notice to Proceed)  
  
Project: \_\_\_\_\_ (the "**Project**")  
  
Project Address: \_\_\_\_\_ (the "**Property**")
3. All cost, bills, debts and other charges whatsoever incurred for the Contract and work thereunder have been paid and satisfied in full and there is no outstanding unpaid obligations or bills due any persons, firms or corporations for labor, services, materials, supplies for Construction Manager's work whatsoever incurred in and about the performance of said Contract, except to the extent that such payments are not yet due to particular persons, firms or corporations, which are listed on **Attachment "A"** hereto (showing the identity of the person involved and the amount remaining to be paid) which amount shall be paid promptly upon receipt of the final payment from Owner by Construction Manager. No laborers or material suppliers have any claim or lien, either actual or inchoate, by virtue of their having furnished labor or material going into or toward the erection of the building, or improvement of said Property.
4. Construction Manager has completed all work described and required by the Contract and agrees that Owner has paid Construction Manager an amount, when the final payment described hereafter is included, which equals or exceeds the reasonable value of the work performed by Construction Manager, and has paid all agreed-upon sums.
5. Upon receipt of \$ \_\_\_\_\_, which represents Construction Manager's final payment, Construction Manager will be paid in full for all amounts due for materials and labor furnished under the Contract and for any and all cost related to the performance of the work thereunder.
6. Construction Manager further accepts the aforesaid amount as full payment and satisfaction of all claims, rights or demands of any nature which Construction Manager, its successors or assigns, has or may have, arising out of or in any way connected with the aforesaid Project, against the Property, or against any property, real or personal, of Owner. \*
7. Construction Manager hereby releases Owner from any and all further claims, demands, rights, action, or causes of action, liens or liabilities whatsoever in connection with or in any way related to the aforesaid Contract or the work performed at Project. Construction Manager agrees to and hereby does indemnify and hold Owner harmless from any and all costs, expenses, damages or losses, including all reasonable attorneys'

fees actually incurred, by reason of any claim or demand of any type by any employee, agent, subcontractor, supplier of material or any person, firm or corporation arising from labor performed or material or equipment furnished in connection with performance of the aforesaid Contract. \*

- 8. Final payment, execution of final affidavit or release of Construction Manager shall not alter the continuing obligations, if any, of Construction Manager or release Construction Manager from obligations under the Contract, including, but not limited to, such responsibilities as may exist for warranty, defective work or maintenance.
- 9. Nothing in this affidavit and release is intended to alter, impair, discharge, waive or release any unresolved change orders or claims for additional compensation that have been properly identified in writing and set forth on **Attachment "B"** hereto.

This affidavit is made pursuant to the Contract for the purpose of inducing Owner to make final payment to Construction Manager and it is recognized that Owner makes final payment in reliance upon the statements contained herein.

Signed, sealed and delivered on the date shown.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Deponent)

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

For: \_\_\_\_\_  
(Officer and Authorized Signatory)

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My Commission Expires \_\_\_\_\_

Non-Influence Affidavit

Contract No. \_\_\_\_\_

COUNTY OF FULTON, STATE OF GEORGIA

I do solemnly swear on my oath that as to the contract dated \_\_\_\_\_, 20\_\_, between \_\_\_\_\_ and the Atlanta Independent School System, I have no knowledge of the exertion of any influence or the attempt of any influence on the firm on behalf of which this affidavit is made in any way, manner or form in the purchase of materials, equipment, or other items involved in the construction, manufacture or employment of labor under the aforesaid contract, by any member of the Atlanta Independent School System, or any employee of the Atlanta Independent School System, or any person connected with the City Government of Atlanta in any way whatsoever.

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature (LS)

\_\_\_\_\_  
(LS)

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

\_\_\_\_\_  
(LS)

Firm

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

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

Personally before me, the undersigned authority, appeared

\_\_\_\_\_  
who is known to me to be an official of the firm of

who after being duly sworn, stated on his/her oath that he/she has read the above statement and that the same is true and correct.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

[NOTARIAL SEAL]

**Performance Bond**

**Contract No** \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, as principal (hereinafter referred to either as **“Principal”** or **“Construction Manager”**), and, \_\_\_\_\_

\_\_\_\_\_, as surety (hereinafter referred to as **“Surety”**), do hereby acknowledge ourselves indebted and firmly bound and held unto the **Atlanta Independent School System** as Oblige (hereinafter referred to as **“Owner”**) in the amount of \_\_\_\_\_ DOLLARS AND NO CENTS (\$\_\_\_\_\_) to which payment Construction Manager and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has entered into a Contract with Owner bearing date of \_\_\_\_\_, 20\_\_ for construction of \_\_\_\_\_ (the **“Project”**) in accordance with Contract Documents prepared by \_\_\_\_\_ Architects, which said Contract is incorporated herein by reference and made a part hereof, and is hereinafter referred to as the **“Contract”**).

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Construction Manager shall promptly and faithfully perform and comply with the terms and conditions of said Contract; and shall indemnify and save harmless Owner against and from all costs, expenses, damages, attorneys’ fees, injury or loss to which said Owner may be subjected by reason of any want of care or skill, default or failure of performance, wrongdoing, including patent infringement, or other misconduct on the part of said Construction Manager, its agents, sub-contractors or employees, in the execution or performance of said Contract, and shall fully reimburse and repay the said Owner any and all outlay, costs, and expenses which it may incur in making good any such default and shall guarantee all products and workmanship against defects, as defined in said Contract Documents, for a period of one year and shall replace all defective work and products for such period of one year then this obligation shall be null and void,; otherwise it shall remain in full force and effect.

- 1) The said Surety to this bond, for value received, hereby stipulates and agrees that no change or changes, extension of time or extensions of time, alteration or alterations or addition or additions to the terms of the Contract or to the work to be performed thereunder, or the specifications or drawings accompanying same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change or changes, extension of time or extensions of time, alteration or alterations or addition or additions to the terms of the Contract or to the work or to the specifications or drawings.
- 2) It is expressly agreed that the penal sum of the bond shall be amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing, in the aggregate, the Guaranteed Maximum Price (**“GMP”**) more than twenty percent (20%) in excess of the original GMP, so as to bind the Principal and Surety to the full and faithful performance of the Contract as so amended. The term **“amendment”** shall include any alteration, addition, extension, or modification of any character whatsoever.
- 3) If, pursuant to the Contract Documents, Construction Manager shall be declared in default and terminated by Owner under the aforesaid Contract, Owner may take possession of the Project and finish the work by whatever method Owner may deem expedient, in accordance with Item 24.01 of the General Conditions of the Contract, and Surety shall remain obligated on this Bond. Surety agrees that said Surety shall, if required in writing to do so by the Owner, take such action as is necessary to complete said Contract.
- 4) Supplementary to and in addition to the foregoing, whenever Owner shall notify Surety that Owner has notice that Construction Manager has failed to pay any sub-contractor, materialman, or laborer for labor or materials certified by Construction Manager as having been paid for by Construction Manager, Surety shall,

within thirty (30) days of receipt of such notice, cause to be paid any unpaid amount for such labor or materials.

- 5) It is expressly agreed by Principal and Surety that Owner, if it desires to do so, is at liberty to make inquiries at any time of sub-contractors, laborers, materialmen, or other parties concerning the status of payments for labor, materials, or services furnished in the prosecution of the work.
- 6) Surety agrees that other than as is provided in this bond it may not demand of Owner that Owner shall (a) perform any thing or act, (b) give any notice, (c) furnish any clerical assistance, (d) render any service, (e) furnish any papers or documents, or (f) take any action of any nature or description which is not required of Owner to be done under the Contract Documents.
- 7) No right of action shall accrue on this bond to or for the use of any person or corporation other than Owner named herein or the legal successors of Owner.

This bond is given pursuant to and in accordance with the provisions of Article 4 of Chapter 91 of Title 36 of the Official Code of Georgia Annotated, and all the provisions of the law referring to this character of bond as set forth in said sections or as may be hereafter enacted and these are hereby made a part hereof to the same extent as if set out in full herein.

[Remainder of Page Left Blank]

[Signatures begin on next page]

Signed and sealed as of \_\_\_\_\_, 20 \_\_\_\_

Signed, sealed and delivered  
in the presence of:

\_\_\_\_\_  
(Insert Name of Construction Manager)

1. \_\_\_\_\_

By: \_\_\_\_\_

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

2. \_\_\_\_\_

Attest: \_\_\_\_\_

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

(CORPORATE SEAL)

Signed, sealed and delivered

in the presence of:

\_\_\_\_\_  
(Insert Name of Surety)

1. \_\_\_\_\_

By: \_\_\_\_\_

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

2. \_\_\_\_\_

Attest: \_\_\_\_\_

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

(CORPORATE SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_

Attorney for Owner

**Payment Bond**

**Bond No.** \_\_\_\_\_

THIS BOND IS EXECUTED WITH ANOTHER BOND IN FAVOR OF THE OWNER AS OBLIGEE  
CONDITIONED UPON PERFORMANCE OF THE CONTRACT.

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, as principal (hereinafter referred to either as **“Principal”** or **“Construction Manager”**), and, \_\_\_\_\_, as surety (hereinafter referred to as **“Surety”**), do hereby acknowledge ourselves indebted and firmly bound and held unto the **Atlanta Independent School System** as Obligee (hereinafter referred to as **“Owner”**) in the amount of \_\_\_\_\_ DOLLARS AND NO CENTS (\$\_\_\_\_\_) to which payment Construction Manager and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has entered into a Contract with Owner bearing date of \_\_\_\_\_, 20\_\_\_\_ for construction of \_\_\_\_\_ (the **“Project”**) in accordance with Contract Documents prepared by \_\_\_\_\_ Architects, which said Contract is incorporated herein by reference and made a part hereof, and is hereinafter referred to as the **“Contract”**).

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if Construction Manager shall promptly make payment to all claimants as hereinafter defined, for all labor and material supplied in the prosecution of the work provided for in said Contract Documents, then this obligation shall be void; otherwise it shall remain in full force and effect, subject, however, to the following conditions:

- 1) The said Surety to this bond, for value received, hereby stipulates and agrees that no change or changes, extension of time or extensions of time, alteration or alterations or addition or additions to the terms of the Contract or to the work to be performed thereunder, or the specifications or drawings accompanying same shall in any wise affect its obligations on this bond, and it does hereby waive notice of any such change or changes, extension of time or extensions of time, alteration or alterations or addition or additions to the terms of the Contract or to the work or to the specifications of drawings.
- 2) It is expressly agreed that this bond shall be amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract Documents not increasing the Guaranteed Maximum Price (**“GMP”**) more than twenty percent (20%) in excess of the original GMP, so as to bind Construction Manager and Surety to the full and faithful performance of the Contract as so amended. The term **“amendment”** shall include any alteration, addition, extension, or modification of any character whatsoever.
- 3) A Claimant is defined as any subcontractor and any person supplying labor, materials, machinery, or equipment in the prosecution of the work provided for in said Contract.
- 4) Every person entitled to the protection hereunder and who has not been paid in full for labor or materials furnished in the prosecution of the work referred to in said bond before the expiration of a period of ninety (90) days after the day on which the last of the labor was done or performed by him, or materials or equipment or machinery was furnished or supplied by him for which such claim is made, or when he has completed his subcontract for which claim is made, shall have the right to sue on such payment bond for the amount, or the balance thereof, unpaid at the time of the commencement of such action and to prosecute such action to final execution and judgment for the sum or sums due him; provided, however, that any person having direct contractual relationship with a subcontractor, but no contractual relationship express or implied with Construction Manager, shall have the right of action upon the said payment bond upon giving written notice to said Construction Manager within ninety (90) days from the day on which such person did or performed the last of the labor, or furnished the last of the materials or machinery or equipment for which such claim

is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished or supplied or for whom the labor was performed or done; provided further that nothing contained herein shall limit the right of action to said 90-day period. Notice may be served by depositing a notice, registered mail, postage prepaid, duly addressed to Construction Manager at any place it maintains an office or conducts its business, or its residence, in any post office or branch post office or any letter box under the control of the United States Postal Service, or notice may be served in any manner in which the sheriffs of Georgia are authorized by law to serve summons or process.

5) Every suit instituted under this section shall be brought in the name of the claimant without Owner being made a party thereto. The official who has the custody of said bond is authorized and directed to furnish, to any person making application therefor who submits an affidavit that he has supplied labor or material for such work and payment therefor has not been made, or that he is being sued on any such bond, a copy of such bond and the Contract for which it was given, certified by the official who has custody of said bond; this copy shall be primary evidence of said bond and the Contract and shall be admitted as evidence without further proof. Applicants shall pay for such certified copies and such certified statements such as fees as the official fixes to cover the cost of preparation thereof, but in no case shall the fee exceed the fees which the clerks of the superior courts are permitted to charge for similar copies.

6) No action can be instituted on this bond after one year from the date of the final acceptance of Owner.

This bond is given pursuant to and in accordance with the provisions of Article 5 of Chapter 91 of Title 36 of the Official Code of Georgia Annotated, and all the provisions of the law referring to this character of bond as set forth in said sections or as may be hereafter enacted and these are hereby made a part hereof to the same extent as if set out in full herein.

Signed and sealed as of \_\_\_\_\_, 20 \_\_\_\_

Signed, sealed and delivered \_\_\_\_\_

in the presence of: (Insert Name of Construction Manager)

1. \_\_\_\_\_ By: \_\_\_\_\_  
(Printed) \_\_\_\_\_

2. \_\_\_\_\_ Attest: \_\_\_\_\_  
(Printed) \_\_\_\_\_

(CORPORATE SEAL)

Signed, sealed and delivered \_\_\_\_\_

in the presence of: (Insert Name of Surety)

2. \_\_\_\_\_ By: \_\_\_\_\_

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

3. \_\_\_\_\_

Attest:\_\_\_\_\_

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

(CORPORATE SEAL)

APPROVED AS TO FORM:

\_\_\_\_\_

Attorney for Owner

**CERTIFICATION OF COMPETITIVE BIDS**

PROJECT NO. \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

This is to certify that \_\_\_\_\_

has solicited two (2) or more bids from \_\_\_\_\_

\_\_\_\_\_

subcontractors/suppliers on the above-referenced contract or bid package.

\_\_\_\_\_

**CONTRACTOR IMMIGRATION AND CONTROL AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned Construction Manager verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Owner has registered with and is participating in any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security and any equivalent federal work authorization program operated by the United States Department of Homeland Security, to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 00-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the Atlanta Independent School System, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-0-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Construction Manager

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**SUBCONTRACTOR IMMIGRATION AND  
CONTROL AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with on behalf of Owner has registered with and is participating in a federal work authorization program operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603 and in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-1091.

\_\_\_\_\_  
EEV/Basic Pilot Program User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Construction Manager

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

# SUMMARY OF WORK



**Documents dated:**



**(Scope of Work Consisting of** 

**Pages Follow This Header Page)**

**PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. This Section includes administrative and procedural requirements for cutting and patching.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
1. Division 1 Section "Coordination" for procedures for coordinating cutting and patching with other construction activities.
  2. Division 2 Section "Selective Demolition" for demolition of selected portions of the building for alterations.
  3. Refer to other Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.
    - a. Requirements of this Section apply to mechanical and electrical installations. Refer to Divisions 15 and 16 for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

**1.3 SUBMITTALS**

- A. Cutting and Patching Proposal: Submit a proposal describing procedures well in advance of the time cutting and patching will be performed if Owner requires approval of these procedures before proceeding. Request approval to proceed. Include the following information, as applicable, in the proposal:
1. Describe the extent of cutting and patching required. Show how it will be performed and indicate why it cannot be avoided.
  2. Describe anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in the building's appearance and other significant visual elements.
  3. List products to be used and firms or entities that will perform work.
  4. Indicate dates when cutting and patching will be performed.
  5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
  6. Where cutting and patching involves adding reinforcing to structural elements, submit details and engineering calculations showing integration of reinforcement with the original structure.
  7. Approval by Project Manager to proceed with cutting and patching does not waive the Owner's right to later require complete removal and replacement of unsatisfactory work.

**1.4 QUALITY ASSURANCE**

- A. Requirements for structural Work: Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio.
  - 1. Obtain approval of the cutting and patching proposal before cutting and patching structural elements.
- B. Operational Limitations: Do not cut and patch operational elements or related components in a manner that would result in reducing their capacity as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.
  - 1. Obtain approval of the cutting and patching proposal before cutting and patching operating elements or safety related systems.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the opinion of Project Manager, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace construction cut and patched in a visually unsatisfactory manner.
  - 1. If possible, retain the original installer or fabricator to cut and patch exposed work. If it is impossible to engage the original installer or fabricator, engage another recognized experienced and specialized firm.

**1.5 WARRANTY**

- A. Existing Warranties: Replace, patch and repair materials and surfaces cut or damaged by methods and with materials in such a manner as not to void any warranties required or existing.

**PART 2 - PRODUCTS****2.1 MATERIALS, GENERAL**

- A. Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible. If identical materials are unavailable or cannot be used, use materials whose installed performance will equal or surpass that of existing materials.
- B. Plaster: Comply with ASTM C 842.
  - 1. Base Coat: Ready-mix, sand aggregate gypsum plaster base.
  - 2. Finish Coat: Ready-mix gypsum finish plaster.

**PART 3 — EXECUTION****3.1 INSPECTION**

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective actions before proceeding.

1. Before proceeding, meet at the Project Site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

### 3.2 *PREPARATION*

- A. Temporary Support: Provide temporary support of work to be cut.
- B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of the Project that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Avoid cutting existing pipe, conduit, or ductwork serving the building but scheduled to be removed or relocated until provisions have been made to bypass them.

### 3.3 *PERFORMANCE*

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at earliest feasible time and complete without delay.
  1. Cut existing construction to provide for installation of other components or performance of other activities and the subsequent fitting and patching  
  
required to restore surfaces to their original condition.
- B. Cutting: Cut existing construction using methods least likely to damage elements retained or adjoining construction. Where possible, review proposed procedures with the original installer; comply with the original installer's recommendations.
  1. In general, where cutting, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
  3. Cut through concrete and masonry using a cutting machine, such as a carborundum saw or diamond-core drill.
  4. Comply with applicable Division 2 Sections where cutting and patching requires excavation and backfilling.
  5. Where utility services are required to be removed, relocated, or abandoned, by-pass utility services, such as pipe or conduit, before cutting. Cutoff pipe or conduit in walls or partitions to be removed. Cap, valve or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after by-passing and cutting.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with specified tolerances.
  1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation.

2. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
  3. Where removing walls or partitions extends one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a smooth painted surface, extend final paint coat over entire unbroken surface containing the patch after the area has received primer and second coat.
  4. Patch, repair or replace existing ceilings as necessary to provide an even-plane surface of uniform appearance.
- D. Plaster Installation: Comply with manufacturer's instruction and install thickness and coats as indicated.
1. Unless otherwise indicated, provide 3-coat work.
  2. Finish gypsum plaster to match existing adjacent surfaces. Sand lightly to remove trowel marks and arises.
  3. Cut, patch, point-up and repair plaster to accommodate other construction.

### 3.4 *CLEANING*

- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finish materials. Restore damaged pipe covering to its original condition.

**END OF SECTION**

**1.01 EXISTING OPERATION**

- A. If the Owner is operating its school from the facility at which the Work is to be performed, Construction Manager shall not interfere with such operation.
  - 1. Owner will conduct its classes between the hours of: 7:30 AM - 4:00 PM on weekdays.
  - 2. Construction Manager will have the facility free and clear for performance of the work during other weekday hours and on weekends.

**1.02 RELATED WORK**

- A. Section 02070 - Selective Demolition

**1.03 PROCEDURES**

- A. Construction Manager shall issue numbered identification cards to each of its employees, including each of the employees of its Subcontractors.
  - 1. Construction Manager shall submit a listing of the cards issued, indicating name of employee and number, to Project Manager before commencing the Work and shall resubmit the list immediately following any revisions.
  - 2. Access to the Work will be limited through the personnel gate at \_\_\_\_\_  
 \_\_\_\_\_ Both locations will be limited to properly identified employees, except as follows:
    - a) Suppliers' delivery employees shall access the Work through the vehicle gate, after signing-in and obtaining a visitor's pass. Upon completion of the delivery, the delivery employee shall immediately return the pass and sign-out.
- B. Construction Manager's employees, subcontractors and suppliers shall be restricted to areas required for performance of the Work.
- C. Construction Manager's employees, subcontractors and suppliers will be permitted to park their vehicles in the \_\_\_\_\_  
 \_\_\_\_\_
- D. Construction Manager's employees, subcontractors and suppliers will not be permitted to use restrooms, other telephones, lunch rooms, vending areas or other of Owner's facilities.
- E. Locate temporary office at \_\_\_\_\_.
- F. Limit project site storage of materials and equipment to any area within the construction fence, except under trees to remain.
- G. Ensure utilities taken out of service for performance of the Work are returned to service at least thirty (30) days prior to occupancy by Owner, or if in continuous operation, one (1) hour prior to scheduled start of class.
- H. Inform Owner immediately upon discovery of hazardous materials.

- I. Ensure debris, rubbish and other waste material caused by Construction Manager, subcontractors and suppliers are removed from the operating areas, both inside and outside the building.

**END OF SECTION**

**1.01 REQUIREMENTS INCLUDED**

- A. Scheduling and administration of progress meetings.
- B. Preinstallation conferences.

**1.02 RELATED REQUIREMENTS (EDIT FOR PROJECT)**

- A. Section 01300 - Submittals: Construction schedule; submittal schedule.
- B. Section 07550 - Built Up Coal Tar Roofing: Preinstallation Conference.
- C. Section 07512 - Built-Up Coal Tar Roofing: Preinstallation Conference.
- D. Section 07532 - Elastomeric Sheet Roofing - Loose Laid/Ballasted: Preinstallation conference.
- E. Section 07533 - Elastomeric sheet Roofing - Mechanically Attached: Preinstallation conference.

**1.03 PROGRESS MEETINGS**

- A. Schedule and administer weekly construction progress meetings and called meetings throughout progress of the Work.
- B. Make physical arrangements, prepare agenda, and distribute notice of each meeting to participants, and to Project Manger, four (4) days in advance of meeting date.
- C. Preside at meetings, record minutes, and distribute copies within two (2) days after meeting to participants, Project Manager and to entities affected by decisions at meetings.
- D. Location of Meetings: Construction Manager's field office.
- E. Attendance: Construction Manager's superintendent, subcontractors and suppliers as appropriate to agenda, Project Manager and others, as deemed appropriate by Project Manager.
- F. Minimum Agenda:
  - 1. Approval of minutes of previous meetings.
  - 2. Review of work progress.
  - 3. Field observations, problems, and decisions.
  - 4. Identification of problems which impede scheduled progress.
  - 5. Review of submittal schedule and status of submittals, including resubmittals.
  - 6. Review of off-site fabrication and delivery schedule.
  - 7. Maintenance of construction schedule.
  - 8. Expediting measures to regain compliance with the construction schedule.
  - 9. Scheduled progress during succeeding work period.

10. Coordination of scheduled progress.
11. Maintenance of quality of work.
12. Effect of proposed changes, if any, on construction schedule and coordination of changes.
13. Review of all claims by Construction Manager, unsettled at the time of the meeting.
14. Other business relating to the Work.

**1.04 PRE-INSTALLATION CONFERENCES**

- A. When required in individual specification sections, schedule and convene a pre-installation conference at the project site prior to commencing work of the section.
- B. Notify Project Manager four (4) days in advance of conference date.
- C. Preside at conference, record minutes, and distribute copies within two (2) days after conference to participants.

**END OF SECTION**

**1.01 PROCEDURES**

- A. Deliver submittals to \_\_\_\_\_ (“**Project Manager**”), APS-Construction Management, 1631 LaFrance Street, Atlanta, Georgia 30307.
- B. Identify submittals with Construction Manager’s name, project name, date of submittal and related specification section numbers.
- C. Make any corrections to the submittals required by Project Manager and resubmit until approved. Direct specific attention in writing to revisions on resubmittals other than the corrections requested by Project Manager on previous submittals.

**1.02 CONSTRUCTION SCHEDULE**

- A. Within thirty (30) days after execution of the Contract or the date of the written notice to commence the Work, whichever is earlier, submit three (3) copies of a detailed construction schedule for approval.
- B. The schedule shall be the CPM (graphic & tabular) type utilizing current software compatible with Primavera “P3”.
- C. Schedule shall graphically show the relationship and interdependence of all activities necessary to fully meet the milestones set forth herein and complete the Work and shall show the sequence in which each activity is to be accomplished. The detail of information shall be such that duration times of activities shall normally range from one (1) to fifteen (15) days. Each activity shall be numbered.
- D. Schedule shall give description of each activity, show its duration in calendar days and reference its start and finish dates to calendar dates.
- E. The schedule shall show for each activity:
  - 1. Those other activities or percentages of other activities that must be completed prior to starting the activity and the latest date the activity can be finished without affecting the date of full completion of the Work.
  - 2. Indicate responsibility for each activity.
- F. The construction schedule, as approved by Project Manager, shall be an integral part of the Contract and shall establish interim contract completion dates for the various activities.
- G. Comply with the approved schedule and expedite the Work when required to maintain the established interim contract completion dates and the full completion date, at no additional cost to Owner.
- H. Should any activity critical to the full completion date be, in the judgment of Project Manager, behind schedule by seven (7) or more days, Project Manager may direct Construction Manager to expedite the Work to regain compliance with the schedule. If so directed, Construction Manager shall promptly expedite the Work by whatever means required including, but not limited to, increasing the Work force, adding additional shifts and working overtime. Such expediting shall be at no additional cost to Owner. Failure of Project Manager to so direct shall not relieve Construction Manager of his responsibility to comply with the construction schedule.
- I. Submit three (3) copies of the construction schedule with monthly invoice. Indicate:

- 1. Activities or portions of activities completed up to the end of the previous month.
  - 2. Actual dates of current or completed work.
- J. The approved construction schedule shall not be changed without Owner’s prior written consent. In such instance, promptly submit three (3) copies of a revised schedule to Project Manager for approval.
- K. The parties acknowledge that compliance with the interim Contract completion dates referenced in Paragraph F above is considered a necessary pre-requisite to maintaining the Project Schedule and achieving the contractually mandated completion date for the entire Work. To the extent that any interim completion dates are not achieved, the parties acknowledge that Owner will be exposed to a risk that the Work will not be completed by the contractually mandated completion date. Under said circumstances, in order to protect Owner from the unavailability of funds to satisfy the liquidated damage provision of the Contract Documents, an amount shall be deducted from any progress payment equal to the per day liquidated damages multiplied by the greatest number of days of delay in achieving an interim contract completion date as of the date of submittal of any progress payment request. To the extent that the duration of the delay is reduced by the time the next progress payment request is submitted, the amount of funds withheld shall be reduced accordingly.
- L. MILESTONES:

ITEM	MILESTONE	DATE
1	Contract Award / NTP	
2	Substantial Completion	
3	Final Completion	
4		
5		
6		
7		
8		
9		
10		

**1.03 SUBMITTAL SCHEDULE**

- A. Within thirty (30) days after execution of the Contract or the date of the written notice to commence the Work, whichever is earlier, submit three (3) copies of a complete schedule of work related submittals including shop drawings, samples and certificates of completion.
- B. Prepare the schedule in chronological order of submittals. Show category of submittal, related specification section numbers, related activity number on the construction schedule and the date for submittal.
- C. Schedule and make all submittals in an orderly sequence so as to cause no delay in the Work or in the work of other construction managers.

- D. Ensure submittals are made far enough in advance of the related work activity to provide time required for reviews, revisions, resubmittals, approvals, placing orders and securing materials and equipment.
- E. In scheduling, allow at least ten (10) days for review following receipt of a submittal by Project Manager. Allow ten (10) days for review of a resubmittal. Large, complex submittals, especially those involving a design engineering consultant, should allow at least fourteen (14) days for review.

**1.04 SHOP DRAWINGS AND SAMPLES**

- A. Submit all drawings, diagrams, illustrations, schedules, performance charts, instructions, specifications and other product data illustrating portions of the Work as required by the specification sections. Such submittals, whether or not referred to as shop drawings, shall comply with the requirements for shop drawings herein prescribed. Unless otherwise noted in the specification sections, submit a minimum of one (1) set of reproducibles and three (3) sets of blueline prints of shop drawings to Project Manager. The reproducible set will be returned to Construction Manager unless otherwise requested. Reproductions of Contract Documents or standard printed documents are not acceptable as shop drawings.
- B. Submit all samples of materials, equipment and workmanship as required by the specification sections. Provide actual samples that are the same as proposed product; facsimiles will not be reviewed.
- C. Whenever a choice of color or pattern is available in a specified product, submit accurate color and pattern charts and samples for review and selection, unless the precise color or pattern is indicated, in which case submit only the final sample required.
- D. Review, stamp with approval and submit, all shop drawings and samples required by the specification sections. Shop drawings or samples submitted without Construction Manager's approval stamp will be returned without review.
- E. By approving and submitting shop drawings and samples, Construction Manager thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalog numbers and similar data and that he has checked and coordinated each shop drawing and sample with the requirements of the Work and of the Contract Documents.
- F. Shop drawings and samples will be reviewed and approved by Owner's consultants and/or Project Manager to determine in general if they are in compliance with the Contract Documents. Such approval shall not relieve Construction Manager of responsibility for any deviations from the requirements of the Contract Documents or from the responsibility for errors or omissions in the shop drawings or samples.
- G. Do not commence any portion of the Work requiring a shop drawing or sample submittal until the submittal has been approved as prescribed herein. All such portions of Work shall be in accordance with approved shop drawings.

**1.05 SCHEDULE OF VALUES**

- A. Submit for Owner's approval, a schedule of values for various portions of the Work as prescribed in the General Conditions within ten (10) days after execution of the Contract or the date of written notice to commence the Work, whichever is earlier.
- B. Use schedule of values form provided by Owner or approved by Owner.

**1.06 CERTIFICATE OF COMPLIANCE**

- A. Submit in duplicate, certificates of compliance for each product specified, prior to installation of the applicable product.
- B. Certificates of compliance shall include certified laboratory test reports, manufacturer's certificates or other evidence sufficient to verify compliance with the product specified.

**END OF SECTION**

**1.01 QUALITY OF WORK**

- A. Perform all Work in a first-class and workmanlike manner so as to achieve the Highest Intent of the Contract and according to generally accepted standard of best industry practices. All Work shall be free from faults and defects in workmanship.
- B. Construction Manager shall be solely responsible for quality control of the Work and shall maintain quality control over suppliers, manufacturers, products, services, site conditions and workmanship, to produce work of specified quality.
- C. Required testing and inspection are intended to assist in determination of probable compliance of the Work with the Contract Documents, but do not relieve Construction Manager of responsibility for such compliance. Specified testing and inspection are not intended to limit Construction Manager's quality control program.

**1.02 TESTING AND INSPECTION**

- A. Testing and inspection, where required by the specification sections, shall comply with the specific requirements of the applicable specification section and the general requirements contained herein.
- B. All testing and inspection whether required by the specification sections or by laws, ordinances, rules, regulations, codes or orders of any public authority having jurisdiction or whether performed by Construction Manager for quality control shall be at Construction Manager's expense unless otherwise indicated in the Contract Documents.
- C. Construction Manager shall fully cooperate and coordinate with the personnel of any testing agency whether performing testing or inspection required by the Contract Documents or any public authority having jurisdiction or performing special testing and inspection required by Project Manager and regardless of whether the testing and inspection has been arranged for by Construction Manager, Project Manager or a public authority having jurisdiction. Testing agency personnel shall have access to the Work at all times for the performance of such testing and inspection and Construction Manager shall provide facilities for access in order that the testing agency may properly perform its function.

**1.03 TESTING LABORATORY SERVICES**

- A. Where the specification sections require testing or inspection by a testing laboratory, Construction Manager shall engage a reputable, independent testing laboratory specializing in the required services unless the testing or inspection is indicated as furnished by Owner. Testing laboratory shall be approved by Project Manager.
- B. Specimens and samples for testing or inspection shall be taken by the testing laboratory.

- C. If testing or inspection is indicated as furnished by Owner, Owner will engage an independent testing laboratory to perform the required services at Owner's expense. Any testing or inspection furnished by Owner shall not constitute acceptance of the Work tested or inspected and shall not relieve Construction Manager of his responsibility to comply with the Contract Documents. Written reports of results of testing or inspection furnished by Owner will be made available to Construction Manager upon written request.

#### **1.04 SPECIAL TESTING AND INSPECTION**

- A. In addition to testing and inspection required by the Contract Documents, Project Manager may require special testing and inspection as provided in the General Conditions. Project Manager may instruct Construction Manager to arrange for such special testing and inspection or may arrange for the special testing and inspection directly. If the Work so tested or inspected is found to be in compliance with the Contract Documents, the cost of testing or inspection shall, by appropriate change order, be charged to Owner. If the Work is found not to be in compliance, Construction Manager shall pay such costs.

#### **1.05 NOTICE OF TESTING AND INSPECTION**

- A. Construction Manager shall give Project Manager timely notice of work ready to be tested or inspected.
1. Unless the testing or inspection is indicated as furnished by Owner, give Project Manager timely notice of the date and time arranged so Project Manager may observe the testing or inspection.
  2. If the testing or inspection is indicated as furnished as by Owner, Project Manager will arrange for testing laboratory to perform the required services.

#### **1.06 TESTING AND INSPECTION REPORTS AND CERTIFICATES**

- A. Construction Manager shall submit written reports of results of required testing or inspection, in duplicate, to Project Manager within three (3) days after completion of the testing or inspection. Reports shall clearly indicate compliance or non-compliance with specified standards and with the Contract Documents.
- B. Construction Manager shall secure required certificates of testing, inspection, or approval and promptly deliver to Project Manager.

#### **1.07 REPLACEMENT AND CORRECTION**

- A. Construction Manager shall promptly replace or correct all work found not be in compliance with the requirements of the Contract Documents and the requirements of any public authority having jurisdiction so as not to delay the Work or the Work of other vendors, suppliers, contractors or

subcontractors regardless of how such failure to comply may be revealed. Replacement and correction shall be expedited as required to maintain interim Contract completion dates and the full completion date.

- B. Project Manager may require additional testing and inspection of Work previously found not to be in compliance until such Work has been properly replaced or corrected. Such additional testing and inspection shall be at Construction Manager's expense.

**END OF SECTION**

**1.01 RELATED WORK**

- A. Section 02070 - Selective Demolition: Temporary work to maintain Owner occupancy during demolition.

**1.02 TEMPORARY UTILITIES**

- A. Construction Manager shall provide or cause to be provided all temporary water, heating, cooling, ventilating, electricity and lighting necessary for the proper performance of the Work and the work of other contractors.
- B. Construction Manager shall provide temporary utilities as necessary for testing and inspection and to ensure suitable working conditions for those performing work on the project.
- C. Construction Manager shall provide temporary weatherproof, sanitary toilet facilities for the use of all personnel performing work on the project. Service facilities regularly and maintain a sanitary condition.
- D. Permanent water, sewer, heating and electrical utilities may be used as temporary utilities by Construction Manager and Owner will assume responsibility of payment for their use when permanently connected to the building services as intended by the Contract Documents.
- E. Construction Manager shall provide temporary telephone service to the project site and pay all costs for such service excepting costs for long distance calls if made by Project Manager.
- F. Construction Manager shall remove all temporary facilities upon completion of the Work or when no longer required.

**1.03 ACCESS ROAD**

- A. Construction Manager shall provide and maintain an access road capable of sustaining heavy vehicular traffic. Construction Manager shall ensure that access to the Work and the work of other contractors is provided continuously during the Contract Time.

**1.04 TEMPORARY CONTROLS**

- A. Construction Manager shall provide pumping, temporary drainage, water diversion, weather protection and controls as required to ensure not to delay the Work or the work of other contractors.

- B. Construction Manager shall keep the premises free from the accumulation of debris, rubbish and other waste material caused by Construction Manager, subcontractors and suppliers and remove all such material from the Project Site at least once every week. In addition, the building concrete floor when constructed shall be kept free from the accumulation of dust and dirt and shall be broom cleaned at least once every week. Should Construction Manager fail to provide cleaning as prescribed, Project Manager may arrange for the cleaning and the costs thereof shall be deducted from the Contract Sum. Should a dispute arise between Construction Manager and other contractors as to the responsibility for cleaning, Project Manager may arrange for the cleaning and the portion of the cost thereof, as Project Manager determines to be just, shall be deducted from the Contract Sum.
  
- C. Construction Manager shall take all precautions and provide all protection necessary to ensure that the building concrete floor will not be marked, spotted, stained or damaged in any way.

**1.05 PROJECT IDENTIFICATION AND SIGNS**

- A. Owner will furnish and install a Project Identification sign. No advertising of any kind shall be allowed at the Project site and no signs shall be installed except with the approval of Project Manager.

**1.06 FIELD OFFICES**

- A. Construction Manager shall maintain a temporary office at the Project site. Such office shall be equipped with a telephone and shall contain sufficient space and means for layout of plans. One (1) copy of all drawings, specifications, references, addenda, approved shop drawings, Change Orders and any correspondence to or from Owner shall be maintained in the office for use by Project Manager.

**END OF SECTION**

**1.01 PRODUCTS**

- A. Where acceptable manufacturers are listed in the specification sections, Construction Manager shall obtain materials and equipment in compliance with the requirements specified from one of the manufacturers listed.
- B. Components required to be supplied in quantity within a specification section shall be the same, supplied by same manufacturer and shall have uniform appearance and be interchangeable.

**1.02 QUALITY OF MATERIALS AND EQUIPMENT**

- A. All materials and equipment shall be new (unless otherwise specified), and of first class quality, free from any faults or defects including blemishes, dents, imperfections, rust and stains. Construction Manager shall not incorporate faulty or defective materials or equipment into the Work.

**1.03 TRANSPORTATION, HANDLING, STORAGE AND PROTECTION**

- A. Construction Manager shall be fully responsible for the transportation, handling, storage and protection of all materials and equipment including, but not limited to, responsibility for damage, loss, theft and pilferage, except that Owner will be responsible for transportation of Owner-furnished items as provided in Section 01005.
- B. Construction Manager shall handle and store materials and equipment in accordance with manufacturer's and supplier's recommendations and store packaged materials and equipment in original, undamaged condition with manufacturer's labels and seals intact.
- C. Construction Manager shall arrange storage to provide access for inspection and maintain stored materials and equipment in a neat and orderly condition at all times.

**1.04 SUBSTITUTIONS**

- A. There shall be no substitutions for the materials, equipment and manufacturers required in the General Conditions.

**END OF SECTION**

**PART 1. GENERAL**

**1.01 WORK INCLUDED**

- A. Start-up of each item of equipment and system in accordance with specified procedures.

**1.02 RELATED WORK**

- A. Section 15060 - Pipes and Pipe Fittings.
- B. Section 15100 - Valves.
- C. Section 15300 - Fire Protection Systems.
- D. Section 15400 - Plumbing Systems.
- E. Section 15440 - Plumbing Fixtures.
- F. Section 15781 - Packaged Roof Top & Split System Heating and Cooling Units.
- G. Section 15782 - Packaged Terminal Air Conditioning Units.
- H. Section 15859 - Fans.
- I. Section 15990 - Testing, Adjusting and Balancing.

**PART 2. PRODUCTS**

**Not Used**

**PART 3. EXECUTION**

**3.01 START-UP PROCEDURES**

- A. Bearings:
  - 1. Inspect for cleanliness and clean and remove foreign materials.
  - 2. Verify alignment.
  - 3. Replace defective bearings, and those which run rough or noisy.

4. Grease as necessary, and in accordance with manufacturer's recommendations.
- B. Drives:
1. Adjust tension in V-belt drives, and adjust varipitch sheaves and drives for proper equipment speed.
  2. Adjust drives for alignment of sheaves and V-belts.
  3. Clean and remove foreign materials before starting operation.
- C. Motors:
1. Check each motor for amperage comparison to nameplate value.
  2. Correct conditions which produce excessive current flow, any which exist due to equipment malfunction.
- D. Pumps:
1. Check mechanical seals for cleanliness and adjustment before running pump.
  2. Inspect shaft sleeves for scoring.
  3. Inspect mechanical faces, chambers, and seal rings. Replace if defective.
  4. Verify that piping system is free of dirt and scale before circulating liquid through pump.
- E. Control Valves:
1. Inspect both manual and automatic control valves and clean bonnets and stems.
  2. Tighten packing glands to assure no leakage, but permit valve stems to operate without galling.
  3. Replace packing in valves to retain maximum adjustment after system is complete.
  4. Replace packing on any valve which continues to leak.
  5. Remove and repair bonnets which leak.
  6. Verify that control valve seats are free from foreign material, and are properly positioned for intended service.
- F. Tighten flanges after system has been placed in operation.
1. Replace flange gaskets which show any sign of leakage after tightening.
- G. After system has been placed in operation, clean strainers, dirt pockets, orifices, valve seats and headers in fluid systems, to assure system is free of foreign materials.
- H. Open steam traps and air vents and remove operating elements.
1. Clean thoroughly, replace internal parts and put back into operation.

- I. Remove rust, scale and foreign materials form equipment and renew defaced surfaces.
- J. Set and calibrate draft gages of air filters and other equipment.
- K. Inspect fan wheels for clearance and balance.
- L. Check each electrical control circuit to assure that operation complies with specifications and requirements to provide intended performance.
- M. Inspect each pressure gage and thermometer for accurate calibration.
  - 1. Replace items which are defaced, broken, or which read incorrectly.
- N. Repair damaged insulation.
- O. Vent gases trapped in any part of systems.
  - 1. Verify that liquids are drained from all parts of gas or air systems.
- P. Check piping for leaks at every joint, and at every threaded, flanged, or welded connection, using a leak detector compound.
  - 1. Promptly remake each joint and connection which appears to be faulty.

**3.02 ADJUSTMENTS**

- A. Provide such periodic continuing adjustment services as necessary to ensure proper functioning of mechanical systems after occupancy of the Work and for a period of one (1) year from the date of full completion of the Work.

**END OF SECTION**

**1.01 CLEANING**

- A. Prior to a final inspection and acceptance of the Work, remove all debris, rubbish, waste material, tools, construction equipment, machinery and surplus materials from the Project Site and thoroughly clean the building, including the removal of all dirt, dust, labels, marks, smears, spots, grease and stains from all floors, walls, ceilings, steel, piping, fixtures, equipment, hardware, glass, mirrors and all finish surfaces. In addition, provide any special cleaning required by the specification sections.

**1.02 PROJECT RECORD DOCUMENTS**

- A. During the progress of the Work maintain a set of drawings at the Project Site for preparing record drawings. Neatly record all changes in the Work and record specific locations of work shown schematically on the drawings. In addition, record the following on mechanical and electrical drawings:
  - 1. Size, type and capacity each device or piece of equipment.
  - 2. Location of each device or piece of equipment.
  - 3. Location of each source or outlet in building service systems.
  - 4. Location of concealed water and electrical services, water piping, sewers, wastes, vents, ducts, conduit and other piping by indication of measured dimensions to such line from readily identifiable and accessible walls or corners of buildings.
  - 5. Invert elevations of sewers and top of water lines.
- B. Submit the record drawings to Project Manager for approval with the Punch List and written notice that the Work is ready for verification of substantial completion required in the General Conditions. If Project Manager or Architect determines that the drawings are incomplete or incorrect in any way, it will advise Construction Manager of the required corrections and Construction Manager shall promptly submit corrected drawings.
- C. Approved record drawings will be delivered to the Architect and they shall neatly record the information on a set of reproducible drawings. The reproducible set of record documents shall be delivered to Project Manager prior to final payment for the Work.

**1.03 OPERATING AND MAINTENANCE MANUALS**

- A. Prepare three (3) complete sets of manuals containing the manufacturer's instructions for operation and maintenance of each item of equipment, apparatus and operational system furnished under the Contract and any additional data specifically required in the specification sections.
- B. Manuals shall be bound with covers of durable material, arranged in the sequence of the specification sections and shall include the following:
  - 1. Neatly typewritten index.
  - 2. Complete instructions regarding operation, service and maintenance including lubrication, disassembly and reassembly.
  - 3. Complete nomenclature of all parts and part numbers of all replaceable parts.

4. Complete list of sources to be contacted for service and replacement parts including names, addresses and all other pertinent data regarding procurement procedure.
  5. Copy of all required guarantees and warranties.
  6. Manufacturers' bulletins, cuts, and descriptive data clearly indicating the precise items included in this installation and deleting, or otherwise clearly indicating, all manufacturers' data with which this installation is not concerned.
  7. Any other data required in the specification sections.
- C. The operating and maintenance manuals shall be delivered to Project Manager prior to final payment for the Work.

**1.04 EQUIPMENT DEMONSTRATIONS**

- A. If requested by Project Manager, give physical demonstrations and oral instructions for the operation of equipment, apparatus and operational systems furnished under the Contract. Such demonstrations and instruction shall be given to Project Manager and/or others as Project Manager may choose.

**1.05 GUARANTEES AND WARRANTIES**

- A. Assemble all guarantees, warranties and assignments thereof as required by the General Conditions and the specification sections. The guarantees, warranties and assignments shall be delivered to the Project Manager prior to final payment for the Work.

**1.06 SPARE PARTS AND OPERATION/MAINTENANCE ITEMS**

- A. All spare parts and operation/maintenance items required by the specification sections shall be delivered to the Project Manager prior to final payment for the Work.

**END OF SECTION**

**CLEANING**

**PART 1.        General**

**1.01    DESCRIPTION**

- A.        Construction Manager shall keep the site clean, unencumbered, and free from accumulation of dirt and of waste materials at all times. Construction Manager shall make all arrangements for removal and proper disposal of the dirt and/or waste materials. Construction Manager shall leave the Project Site daily in a broom-clean condition. Construction Manager shall be responsible for damages or loss resulting from failure to comply with the above.

**1.02    QUALITY ASSURANCE**

- A.        Contractor(s) and Construction Manager shall conduct daily inspections to verify that requirement for cleanliness is being met.
- B.        In addition to the standards described in this section and elsewhere in these specifications comply with pertinent requirements of governmental and local agencies having jurisdiction.

**1.03    PRODUCTS**

- A.        Provide and use products and equipment which are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

**PART 2.        Execution**

**2.01    PROGRESS CLEANING**

- A.        General
  - 1.        Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic, drainage or over loading the structure and providing required protection of materials.
  - 2.        Construction Manager shall not allow accumulation of scrap debris, waste, material and other items not required for construction of the Work.
  - 3.        Construction Manager shall remove debris from the Project Site at the end of each workday. Upon completion of the Work hereafter specified, all debris, equipment and unused materials provided for the Work shall be removed from the site and legally disposed of and the Work area(s) shall be cleaned at no additional expense to Owner.
  - 4.        Construction Manager shall maintain the site and building in a neat and orderly condition at all times.

**END OF SECTION**

**Change Order Within the GMP Only**

**Contractor:** \_\_\_\_\_

**Change Order No.:** \_\_\_\_\_

**Contract No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Contract Title:** \_\_\_\_\_

1. This change order provides full and complete settlement for any and all claims arising out of, or relating to, performance of the work referred to below and described herein as follows.
2. You are hereby directed to proceed with the work described herein as follows:

Net Change to Estimated Construction Cost, Increase (Decrease) \_\_\_\_\_ \$

Est. Contr. Cost:	\$0.00	Total Contingency:	\$
Orig. Contingency:	\$0.00	Previous Change Orders:	\$
Add Contingency:	\$0.00	This Change Order:	\$
GMP:	\$0.00	Total Change Orders to Date:	\$
Contingency Balance:			\$

NOT VALID UNLESS SIGNED BY THE OWNER  
SIGNATURE OF THE CONTRACTOR INDICATES HIS AGREEMENT HEREWITH INCLUDING ANY ADJUSTMENTS IN THE CONTRACT SUM OR CONTRACT TIME.

Architect	Signature:	Date:
Contractor:	Signature:	Date:

INTERNAL APPROVALS Owner: **ATLANTA INDEPENDENT SCHOOL SYSTEM**

Project Manager	Signature	Date:
_____	_____	_____
Director of Capitol Improvement <u>Jere Smith</u>	Signature	Date:
_____	_____	_____
Executive Director of Facilities	Signature	Date:
_____	_____	_____

**Georgia Department of Education  
Facilities Services Unit**

**Certificate of the Contractor or His Duly Authorized Representative**

Reimbursement Request Number \_\_\_\_\_ Project Number \_\_\_\_\_

Project Name \_\_\_\_\_

To be the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work and material shown on this Reimbursement Request Number \_\_\_\_\_ are correct and that all work has been performed and materials supplied in full accordance with the terms and conditions of the contract documents between the

\_\_\_\_\_  
(Owner)

and \_\_\_\_\_ dated \_\_\_\_\_  
(Contractor)

and all authorized changes thereto; and that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate and that no part of the "amount due this estimate" has been received.

1. Original Contract Sum .....	\$ _____
2. Net change by Change Orders .....	\$ _____
3. Contract Sum to Date (1+2) .....	\$ _____
a. Total Amount earned for work in place (original contract) .....	\$ _____
b. Total amount earned for work in place (change orders) .....	\$ _____
c. Value of materials stored at site .....	\$ _____
d. Total amount earned (a plus b plus c).....	\$ _____
e. Amount retained (10%) .....	\$ _____
f. Total earned less retained percentage (d minus e).....	\$ _____
g. Total previously approved.....	\$ _____
h. Total due this request for contractor (f minus g) .....	\$ _____
i. Amount due this request for architect .....	\$ _____
j. Total amount request (h plus i).....	\$ _____

I further certify that all claims outstanding against the undersigned contractor for labor, materials and expendable equipment employed in the performance of said contract have been paid in full in accordance with the requirements of said contract, except such outstanding claims as are listed below or in the attached sheet, which statement contains all claims against the contractor which are not yet paid, including all disputed claims and any claims to which the contractor has or will assert any defense.

I further certify that all the materials indicated on this Reimbursement Request as being stored on the site, but not yet incorporated into the building, have been purchased, delivered and are now stored on the site for future incorporation into the building, and until so incorporated the title to same is, upon payment of this statement, vested in the Owner. Furthermore, the undersigned contractor assumes full responsibility for the existence, protection, and, if necessary, replacement of the above mentioned materials until the completion of this contract.

Contractor/Construction Mgr. \_\_\_\_\_ Date: \_\_\_\_\_

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

**Certificate of the Supervising Architect**

I certify that I have verified this Reimbursement Request and that to the best of my knowledge and belief it is a true and correct statement of work performed and materials supplied by the contractor and that the contractor's certified statement of his account and the amount due him is correct and just and that all work and materials in this Reimbursement Request have been performed in full accordance with the terms and conditions of the contract documents and authorized changes thereto.

Name \_\_\_\_\_, Supervising Architect

Date \_\_\_\_\_

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