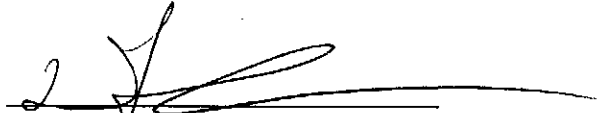


SPECIFICATIONS
FOR THE PURCHASE OF

Stabilization of the Robert Marshall House

FOR THE
TOWNSHIP OF GLOUCESTER



SOLICITOR

DEPARTMENT HEAD

BUSINESS ADMINISTRATOR

MAYOR

BID OPENING DATE: **December 20, 2012** **11:00 AM**

SPECIFICATION: **Grants 12 - 02**

SPECIFICATION DATE: **November 29, 2012**

APPROVAL SIGNATURE PAGE
TOWNSHIP OF GLOUCESTER
COUNTY OF CAMDEN, NEW JERSEY

TOWNSHIP OF GLOUCESTER
COUNTY OF CAMDEN, NEW JERSEY

NOTICE TO BIDDERS

NOTICE is hereby given that sealed proposals for the purchase of

1. Stabilization of the Robert Marshall House

SPECIFICATIONS can be viewed on our web page at glotwp@glotwp.com

BID SPECIFICATION NUMBER: Grants 12-02

Will be received no later than 11:00 A.M. on December 20, 2012 at the Municipal Building, 1261 Chews Landing Road, Laurel Springs, N.J. 08012.

PROPOSALS must be addressed to the **Township Clerks Office, Township of Gloucester, P.O. Box 8, Blackwood, NJ 08012** and must clearly state **Stabilization Robert Marshall House**, and will be opened and read publicly at the above time and date, and should be in sealed envelopes.

PROPOSAL FORMS, instructions to bidders, specifications and other bidding documents may be examined or obtained at the office of the Township Clerk, Gloucester Township Municipal Building, 1261 Chews Landing Road, Laurel Springs, N.J. 08012.

THE Township Council reserves the right to reject any or all proposals in whole or in part, and to waive such informalities as may be permitted by law.

BIDDERS are required to comply with the required of P.L. 1975, Chapter 127, and P.L. 1977, Chapter 33

INFORMATION on Affirmative Action Program requirements is available at the Office of the Township Clerk.

INSTRUCTIONS TO BIDDERS

NO DEPOSIT OR FEE IS REQUIRED FOR SPECIFICATIONS

QUALIFICATIONS OF BIDDERS

All bidders must be prepared to present suitable evidence of their financial standing and to furnish a list of similar work recently completed.

No verbal instructions or information to bidders will be binding. The specifications will be considered as clear and complete unless written attention is called to any discrepancies or incompleteness before the opening of bids. Should any written inquiries be received by the Township Business Administrator, these inquiries will be answered in the form of bulletins and issued to all bidders. These bulletins shall be considered a part of these specifications.

Bids will be considered as conclusive evidence of complete examination of specifications and samples. It is understood that parties making bids accept all the terms and conditions expressed and contained in the specifications attached to the proposal submitted.

A proposal Form/Signature Page is provided in these specifications. This form must be used in submitting a proposal and all pages of the form must be completely filled out and signed by the bidder.

PRESENTATION OF BIDS

Each bid must be enclosed in a sealed envelope and clearly marked on the outside: "PURCHASE OF Stabilization of the Robert Marshall House ", and delivered to the Office of the Township Clerk, Municipal Hall, 1261 Chews Landing Rd., Laurel Springs, New Jersey 08021

WITHDRAWALS

No proposal may be withdrawn later than 4:30 p.m., prevailing time on the day of the opening of the bids. No modifications or explanations of any bid will be allowed after the same is sealed and delivered to the Township Clerk. The proposals will be opened and read publicly by the Township Council.

The Township Council reserves the right to reject any or all bids or parts thereof as deemed to be in the best interest of the Township and to waive any immaterial informality as may be permitted by law.

FORM OF CONTRACT

The successful bidder will be required to execute a written contract with the Township Council within ten (10) days after notice of the acceptance of their proposal.

BID BOND

Each bid shall be accompanied by a certified check, cashier's check or bid bond duly executed by the bidder as the principal and having as surety thereon a surety company approved by the Township of Gloucester in the amount not less than ten percent (10%), but in no case in excess of \$20,000.00 or the amount of bid. Any such bid bond shall be without endorsement or conditions. Bid shall also be accompanied with a certificate letter from a surety company stating that it will provide the bidder with the completion bond.

SURETY BOND

The successful bidder will be required to furnish a surety bond in the amount of one hundred percent (100%) of the contract price, the condition of which shall be in the full and complete execution and performance of each and all of the terms contained in the contract, proposal, specifications and instructions to bidders. The bond shall meet all requirements of the Township Council.

NOTE: Surety bond is automatically required when the contract price exceeds nine hundred ninety nine dollars and ninety nine cents, (\$999.99); when the contract price is under \$999.99, surety bond may be required by the Township Council if they deem it necessary and in the best interest of the Township.

Entire cost of bond(s) shall be paid for by the individuals, firms, or corporations with whom the contract(s) are entered into for the execution of any other purchases, or the furnishing or hiring of any materials or supplies.

SPECIFICATIONS

These specifications are intended to cover the furnishing of all materials and the performance of all work that may be required or necessary for the complete compliance of the contract and the contractor will be required to do all things. Where plans, drawings or schematics accompany certain sections of the specifications, these shall be considered as a part of these specifications.

INTERPRETATIONS OF SPECIFICATIONS

Should the contractor discover discrepancies in the specifications, the matter shall be immediately brought to the attention of the Township of Gloucester and the discrepancies corrected by written agreement before proceeding further.

All explanation, interpretations and instructions required under these specifications will be given by the Township upon written request from bidders.

Equipment to be furnished (if applicable) shall be new, first-class, or as specifically stipulated in the detailed specifications and shall meet with the approval of the Township Council or their designated representative.

All equipment if applicable shall conform to the requirements of these specifications and any equipment rejected by the Council as not complying with these specifications shall be immediately removed and replaced with acceptable equipment.

EXTRA WORK

No extras or additional work will be allowed or paid for unless such extras or additional work is ordered in writing by the Township and the price fixed and agreed before such work is performed.

ADDITIONS OR DEDUCTIONS

The Council of the Township of Gloucester shall have the right, without invalidating the contract, to make additions to or deductions from the work covered by these specifications and in case such deductions in cost shall be made between the Council and the contractor, but must be agreed to in writing.

PROTECTION BY CONTRACTOR

The contractor agrees to indemnify and save harmless the Township and their representatives from all suits or actions of every nature and description brought against them or either of them, or on account of the use of patented or copyrighted material, appliances, products, or processes, with legal protection.

The contractor shall not transfer or sublet any portion of the work covered by these specifications without written consent of the Township.

NOTICE: All contractors who intend to bid on this project are required to attend a Pre-Bid Meeting on Monday, December 10, 2012 at 10AM at the Gabreil Daveis Tavern, 401 Fourth Ave., Glendora NJ 08029

GENERAL CLAUSE

PROPOSAL FORMS

As noted under "instructions to bidders", attached to these specifications is a "Proposal Form/Signature Form", which must be completely filled out and signed by each bidder.

As these Instructions to Bidders, Specifications, Form of Proposal, Signature Page, General and Special Clauses, etc. all refer to each other and together constitute a whole legal binding agreement and must be returned together as when delivered to bidder.

NO BID WILL BE ACCEPTED UNLESS SUBMITTED ON THE FORMS FURNISHED HEREIN

All bids must be sealed, marked and delivered in accordance with the instructions in paragraph 5, and 6. Bids will be opened and read publicly by the Business Administrator at the time and day specified in the Advertisement for Bids. Reading of the bids will take place at the Municipal Building, 1261 Chews Landing Road, Laurel Springs, NJ 08021.

DELIVERY

In general, deliveries shall be at such time and place as may be fixed by Council and shall not be made except upon definite instructions. See "Specifications" for delivery required under these present specifications.

DISPOSAL OF MATERIALS, SUPPLIED ETC...NOT APPROVED.

Bidders shall understand that when materials, supplies, etc. have been delivered to the job which do not comply with the specifications and have not been approved, they shall be immediately removed upon notification to the contractor and replaced with material, supplied, etc., in full accordance with the specifications.

PAYMENTS

Payments shall be made to the contractor within sixty(60) days of receipt of invoice, after inspection and acceptance of the material and/or work and approval of the invoice by the Township Council unless otherwise stipulated by the Township in the form of a contract.

NUMBER OF WORKING DAYS

The contract shall contain the date which the work shall be completed or shall specify the number of working days to be allowed for its completion and/or delivery of materials equipment and supplies.

EXEMPTION FROM FEDERAL EXCISE AND NEW JERSEY SALES TAX

The Township of Gloucester is exempt from Federal Excise Taxes and the New Jersey Sales Tax. Net prices as shown in the proposal shall exclude said Federal and State Tax amounts.

NOTE: This provision shall not apply to construction, repair and/or maintenance contracts where bidder purchases supplies, materials, and/or equipment and includes costs thereof in computation of his bid or proposal.

NEW JERSEY PREVAILING WAGE ACT

All work on this project shall comply with the requirements under the 1963 Revised Statutes of New Jersey Chapter 150, "Prevailing Rate of Wages on Public Contracts".

Current applicable Wage Rate Determination of the State of the New Jersey Department of Labor shall become part of the contract.

DOMESTIC PRODUCTS

Only manufactured products of the United States, wherever available, shall be used in connection with this undertaking, pursuant to 40A:11-18 of the Revised Statutes of the State of New Jersey.

PUBLIC DISCLOSURE

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, County, Municipal, or School District contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said Corporation or Partnership there is submitted a statement. The statement shall set forth the names and addresses of all stockholders in the Corporation or Partnership who own ten percent (10%) or more of its stock or any class, or of all individual partners in the Partnership who owns a ten percent(10%) or greater interest therein.

FAILURE TO SUPPLY THIS INFORMATION WITH "FORM OF PROPOSAL" WILL BE CAUSE TO REJECT THE BID

PROJECT MANUAL

Phase 1 Stabilization of the

Robert Marshall House

510 Almonesson Road
Blenheim, Gloucester Township, NJ

Owner's Representative:

Joan Eller-Hinski, Grants Coordinator
Gloucester Township
P.O. Box 8
Blackwood, NJ 08012
(856) 228-4000x307 ph
(856) 374-3526 fax

Engineer:

Brian Wentz, P.E.
Keast & Hood Company
325 Chestnut Street
Philadelphia, PA 19106-2605
(215) 625-0099

Architect:

Margaret Westfield, R.A.
Westfield Architects & Preservation Consultants
425 White Horse Pike
Haddon Heights, NJ 08035-1706
(856) 547-0465

June 2012

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Keast & Hood Co., June 4, 2012

Project Overview

I. PROJECT INTRODUCTION

The historic Robert Marshall House, located at 510 Almonesson Road, Blenheim, Gloucester Township, New Jersey, was built in four sections, c. 1720, c. 1810, and two later additions that postdate the house's period of significance. The property was listed on the New Jersey Register of Historic Places on 10 October 2007 (ID#4546) and on the National Register of Historic Places on 16 January 2008 (NPS#07001402). The property is owned by the Township and has been vacant since early 2005. The house was recently occupied by a venue (flock) of vultures. In 2011, a structural engineer examined the building and determined that temporary shoring was necessary to stabilize the building and prevent its collapse before any repairs can be undertaken. In addition, it was determined that the roofs must be secured against further water infiltration. As the building is listed on the State and National Registers of Historic Places, all work will be reviewed by the New Jersey Historic Preservation Office for compliance with the Secretary of the Interior's Standards for Rehabilitation.

II. SCOPE OF WORK

The project scope of work defined as Phase 1 Stabilization work consists of the following elements, as shown on the structural drawings and described in the specifications:

1. General conditions, including supervision costs;
2. Permits and approvals not provided by the owner;
3. Temporary facilities and controls, including construction trailer, dumpster, toilets, fencing, etc.;
4. Selective demolition as necessary to complete the shoring installation;
5. Install shoring from basement to roof per design by the structural engineer.
6. Install heavy duty tarps over all roof surfaces.
7. Add-Alternate #1: Remove the dead tree branch above the c.1720 section of the house.
8. Add-Alternate #2: Demolish the rear (west) additions and board up all exposed openings at ground and roof levels, including the basement window on the north wall, openings exposed by demolition of the rear addition (doors and windows), openings in chimney

tops, and holes in the main roof and soffits. Also, padlock the basement entrance doors to prevent unauthorized entrance.

Conditions of the Project

A. Definitions

1. Documents consist of the Drawings, Project Overview, Bidding Requirements, Contract Forms, Conditions of the Contract, and Technical Specifications.
2. The Owner is the Township of Gloucester. The Owner's representative is Joan Eller-Hinski, Grants Coordinator, The Township of Gloucester, 1261 Chews Landing Road, P.O. Box 8, Blackwood, NJ 08012 phone: (856) 228-4000x307. All questions are to be directed to the Owner.
3. The Architect is Westfield Architects & Preservation Consultants, 425 White Horse Pike, Haddon Heights, NJ 08035; phone: (856) 547-0465. Project Contact: Margaret Westfield.

B. Bidding

1. The Base Bid is the sum stated in the Bid for which the Bidder offers to perform the work described in the Bidding Documents to which work may be added or deleted for sums stated in Alternate Bids.
2. Alternate Bid (or Alternate) is an amount stated in the Bid to be added or deducted from the Base Bid amount for a corresponding change in the work as described in the Bidding Documents.

C. Instructions to Bidders

1. Bidders must be licensed or registered Contractors in the State of New Jersey, as required. The certificate of registration must be submitted with the bid.
2. By submitting a Bid, the Bidder represents that:
 - a. The Bidder has read and understands the Bid Documents and the Bid is made accordingly.
 - b. The Bidder has visited the site; become familiar with conditions and has correlated the Bidder's observations with the requirements of the proposed work.
 - c. The Bid is based upon materials, equipments and systems required by the Bid Documents.
 - d. The Bidder will complete the project within the timeframe specified.
3. Bids will be Lump Sum, submitted on the enclosed Bid Form. All bids must be enclosed in a sealed envelope, labeled with the following: the name and address of the bidder, and the name of the nature of the proposal.

4. All bids must be accompanied by:
 - Bid Document Submission Checklist
 - Bid Bond
 - Consent of Surety
 - Noncollusion Affidavit
 - Corporate Disclosure Statement
 - Certificate of Registration with the State
 - List of Subcontractors Forms
5. All bidders are encouraged to attend a pre-bid meeting at the site. The date and time of this meeting will be announced.
6. Bids will be received at the Township of Gloucester at a date and time to be announced, at which time the bids will be opened. Bidders may be present at the opening.
7. The Owner reserves the right to accept any Bid, to reject any and all Bids, to negotiate Contract Terms with the various Bidders, and to waive any formalities in bidding.
8. No proposal may be withdrawn for a period of sixty (60) days subsequent to the date of opening of the Proposals without written consent of the Owner.

D. Documents

1. Bidders shall use complete sets of Bid Documents in preparing bids; neither Owner nor Architect assumes responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.
2. Bid Documents will be distributed to all Bidders who respond to public notices advertising the project. The first set of bid documents to qualified bidders will be delivered via email as a .pdf. The fee for printed bid documents is \$50.00 per set. (These fees cover reproduction and handling costs.)
3. Bidders are required to visit the site before preparing their Bids, compare the Contract Documents with existing conditions, and report any conflicts. Bidders should call Joan Eller-Hinski, Owner's Representative, at (856) 228-4000 x307 to obtain directions and arrange access to the site.
4. If during the bidding period the bidder finds discrepancies, ambiguities, omissions, or is in doubt as to the meaning or intent of Documents, notify the Owner seven (7) calendar days prior to the Bid Due Date. All such necessary clarifications, information, interpretations or amendments shall be answered in the form of written addendum to Drawings and Specifications, issued simultaneously to all holders of complete sets of Documents. The Addendum will become a part of the Construction Contract. **Architect, Engineer and Owner representatives shall not be responsible for oral instructions or interpretations during bidding period.**

E. Insurance

1. The Contractor shall maintain Contractor's Liability Insurance throughout the life of this Contract, written in a comprehensive form, satisfactory to the Owner. Contractor is responsible for protecting the property during construction.
2. Property Insurance for Work-in-place will be carried by the Owner as a rider on the existing property insurance policy.

F. Bonding

1. Bids must be accompanied by a Certified Check, Bid Bond, or Cashier's Check drawn to the order of the Owner for ten percent (10%) of the amount of the total amount bid, provided said security need not be more than \$20,000.00. All bid guarantees shall be accompanied by an executed consent from an approved surety company, licensed to conduct business in the State of New Jersey, agreeing to furnish the required Performance Bond upon the award of contract.
2. The successful bidder will be required to provide a Performance Bond in the amount of 100% of the contract price.

G. Construction Permit

1. Contractor is responsible for obtaining all permits required during construction. Construction Permit Drawing Sets must be kept by the Contractor at the site during construction. Since the building is owned by the Township, the permit fees will be waived.
2. A separate set of documents should be kept to record any field changes or revisions during construction. This set shall be given to the Owner upon completion of all work, along with the required shop drawings, as the required "as built" documentation.

H. Forms

1. Contract will be written and provided by the Township and will incorporate the *Standard Form of Agreement Between Owners and Contractors, Stipulated Sum*, AIA Document A101, dated 1997, the twelfth edition, or an approved similar form.
2. Contractor shall submit bid on the Bid Form in Part 2.
3. Contractor shall submit all forms per the Bid Document Submission Checklist.

I. Payment

1. Prior to commencing work, selected contractor shall submit a Schedule of Values on AIA Document G702 *Application and Certification for Payment Continuation Sheet*. After review and acceptance by the Architect, these values shall become the basis for payment, on percentage completed as the project moves forward.

2. Applications for payment shall be submitted on AIA Document G702 forms on a monthly basis. Retainage of 2% shall be held until project is deemed by the Architect to be 100% complete.

BID DOCUMENT SUBMISSION CHECKLIST

Failure to submit the following documents may be a cause for the proposal to be rejected. (N.J.S.A. 40A:11-23.1b.)

By initialing below, bidder acknowledges inclusion of the following required documents in his/her bid package submission:

Bid Document Submission Checklist

Bid Form

Consent of Surety

Bidders Questionnaire

NonCollusion Affidavit

Corporate Disclosure Statement

Certificate of Registration with State

List of Subcontractors Form

SIGNATURE : The undersigned hereby acknowledges and has submitted the above listed requirements.

Name of Bidder:_____ Signature: _____

BID FORM

From: _____
(Name of General Contractor)

To: The Hon. David Mayer, Mayor
Gloucester Township
1261 Chews Landing Road
P.O. Box 8
Blackwood, NJ 08012

Project: Phase 1: Stabilization of
The Robert Marshall house

Date: _____

The undersigned Bidder acknowledges by his signature that he has visited and examined the site of the proposed construction and has received and examined the Project Manual titled "Stabilization of the Robert Marshall House" dated June 2012, and the Construction Documents prepared by Keast and Hood Company titled "Temporary Stabilization" Drawing Sheets S-1 through S-2, dated June 4, 2012 and has included their provisions in his Bid. The Bidder acknowledges that he has received the following Addenda by indicating the dates thereof:

Addendum No.	1	Date
	2	
	3	

In submitting this Bid, the Bidder agrees:

- a. To hold his Bid for 60 days from the date shown above.
- b. To enter into and execute a Contract, if awarded, on the basis of this Bid.
- c. To accomplish Work in accordance with the Bid Documents within the specified time frame.

BASE BID: The Bidder agrees to construct the Work related to the Stabilization of the Robert Marshall House as shown and specified in the Bid Documents of this project for the lump sum of (show amount in both words and figures):

_____ **Dollars**
\$ _____

ADD-ALTERNATE #1: The Bidder agrees to add the Work related to Add-Alternate #1 in the Bid Documents of this project (Remove dead tree branch) for the lump sum of (show amount in both words and figures):

_____ **ADD** **Dollars**
+ \$ _____

ADD-ALTERNATE #2: The Bidder agrees to add the Work related to Add-Alternate #2 in the Bid Documents of this project (Demolish rear additions and board up exposed openings) for the lump sum of (show amount in both words and figures):

_____ **ADD** **Dollars**
+ \$ _____

Start-up Date:

Completion Date:

Name of Firm:

Signed by:

Title:

Bidder's address:

Bidder's telephone number:

Signature

Date

NOTE: Attach any notes, exceptions or clarifications to the Bid to this Form, along with all required paperwork per the Project Manual.

CONSENT OF SURETY

A performance bond will be required from the successful contractor on this project, and consequent, all bidders shall, with their bid, a certificate in substantially the following form:

TO: _____
(Owner)

RE: _____
(Contractor)

(Project Description)

This is to certify that the

(Surety Company)

will provide to _____ a performance bond
(Owner)

in the full amount of awarded contract in the event that said contractor is awarded a contract for the above project.

(CONTRACTOR)

(Authorized Agent of Surety Company)

Date: _____

**CERTIFICATE OF SURETY MUST BE SIGNED BY AN AUTHORISED AGENT
OR REPRESENTATIVE OF A SURETY COMPANY AND NOT BY THE
INDIVIDUAL OR COMPANY REPRESENTATIVE SUBMITTING THE BID.**

BIDDER'S QUESTIONNAIRE
Phase 1 Stabilization of the
Robert Marshall House

This form must be completed and submitted by prospective bidders who wish to be considered for the project. Failure to complete the Bidder's Questionnaire Statement will result in disqualification of the prospected Bidder. Attachments to this sheet are acceptable (please properly label).

1. Name and Address of Firm: _____

2. Under what other name(s) has your business operated? _____

3. Business form (corporation, partnership, etc.) _____
Date of formation: _____
Principal location: _____
Names and Titles of officers of corporation, or partners and the number of years with the business: _____

4. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? If so, on a separate sheet describe the project, owner, date and circumstances/reasons.
5. Has your firm or any predecessor firm been denied a consent of surety, a bid bond, or a performance bond within the last twelve (12) months? If so, on a separate sheet describe the circumstances/reasons.
6. **GENERAL CONTRACTOR:**
Provide evidence of successful experience on at least two (2) projects involving separate historic buildings or sites and of similar activities and scope of work as the subject project, completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 1995) within the past five (5) years preceding the date of the execution of the Bidder's Questionnaire. At least one of the projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of a county or local municipal authority. The cost of each project must be at least \$50,000.

Project #1

Project Name: _____

Location: _____

Construction Cost: _____

Completion Date: _____

Approximate Construction Date of the Historic Building or Site: _____

Project Superintendent/Manager: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____

Fax: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____

Fax: _____

Historical Review Agency: _____

Project #2

Project Name: _____

Location: _____

Construction Cost: _____

Completion Date: _____

Approximate Construction Date of the Historic Building or Site: _____

Project Superintendent/Manager: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____

Fax: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____

Fax: _____

Historical Review Agency: _____

7. PROPOSED PROJECT SUPERINTENDENT/MANAGER:

Provide evidence of successful experience on at least two (2) projects involving separate historic buildings or sites and of similar activities and scope of work as the subject project completed in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (revised 1995) within the past five (5) years preceding the date of the execution of this Bidder's Questionnaire. At least one of the projects must have been reviewed by a State Historic Preservation Office, or New Jersey Historic Trust, or the historic review body of a county or municipal authority. The cost of each project must be at least \$50,000.

Name and Address of Project Superintendent/Manager: _____

Project #1

Project Name: _____

Location: _____

Construction Cost: _____

Completion Date: _____

Approximate Construction Date of the Historic Building or Site: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Fax: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Fax: _____

Historical Review Agency: _____

Project #2

Project Name: _____

Location: _____

Construction Cost: _____

Completion Date: _____

Approximate Construction Date of the Historic Building or Site: _____

Scope of Work and Nature of Project: _____

Owner: _____

Owner's Contact Person: _____

Phone: _____ Fax: _____

Architect: _____

Architect's Contact Person: _____

Phone: _____ Fax: _____

Historical Review Agency: _____

8. Provide a list of the names, titles, and years of experience of all principal members of the prospective bidder's staff who will be available and assigned to this particular project.
9. **GENERAL CONTRACTOR: PROVIDE THE FOLLOWING INFORMATION ON ALL CURRENT PROJECTS IN PROGRESS: (If necessary, include additional sheets.)**

Project Name: _____

Location: _____

Owner: _____ Phone: _____

Architect: _____ Phone: _____

Contract Amount: _____

Scheduled Completion Date: _____

Architect's Contact Person: _____

Phone: _____

Project Name: _____
Location: _____
Owner: _____ Phone: _____
Architect: _____ Phone: _____
Contract Amount: _____
Scheduled Completion Date: _____
Architect's Contact Person: _____
Phone: _____

Project Name: _____
Location: _____
Owner: _____ Phone: _____
Architect: _____ Phone: _____
Contract Amount: _____
Scheduled Completion Date: _____
Architect's Contact Person: _____
Phone: _____

Project Name: _____
Location: _____
Owner: _____ Phone: _____
Architect: _____ Phone: _____
Contract Amount: _____
Scheduled Completion Date: _____
Architect's Contact Person: _____
Phone: _____

Project Name: _____
Location: _____
Owner: _____ Phone: _____
Architect: _____ Phone: _____
Contract Amount: _____

Scheduled Completion Date:_____

Architect's Contact Person:_____

Phone:_____

CERTIFICATION

I (We) the undersigned certify the truth and correctness of all statements and answers contained herein:

DATE:_____

NAME OF POTENTIAL BIDDER:_____

ADDRESS OF BIDDER:_____

TELEPHONE AND FAX:_____

BY (sign name, no stamps):_____

(Print/type name and title):_____

WITNESSED: (If a Corporation, by the secretary of the corporation)

BY (sign name, no stamps):_____

(Print/type name and title):_____

Subscribed and sworn to before me
this day of , 20

Notary Public of the State
of _____
My commission expires

(Seal)

NON-COLLUSION AFFIDAVIT
Phase 1 Stabilization
at the Robert Marshall House

State of New Jersey

County of _____

SS: _____

I, _____ of the _____ in the County of _____ and the State of _____, of full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____, the bidder making the Proposal for the above named project, and I executed the said Proposal with full authority so to do; said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action to restraint of free, competitive bidding in connection with the above named project; and all statements contained in said Proposal and in this affidavit are true and accurate, and made with full knowledge that the Owner and/or the State of New Jersey relies upon the truth of the statements contained in said Proposal and in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____ (N.J.S.A.52:34-15)

(Name of Contractor)

Signature

Date

Type or print name of affiant.

Subscribed and sworn to before me,
this _____ day of _____, _____.

Notary (Affix Seal and Stamp)

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

CORPORATE DISCLOSURE STATEMENT

The Township of Gloucester has chosen to voluntarily comply with Chapter 33 of the Public Laws of 1977 (N.J.S.A. 52:25-24.2), which provides in pertinent part that no partnership or corporation shall be awarded any State, County, Municipal or School District Contract for the performance of any work or the furnishing of any materials or supplies unless prior to the receipt of the bid or accompanying the bid of said partnership or corporation, there is submitted a statement containing the following information:

1. If the bidder is a partnership, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.

2. If the bidder is a corporation, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.

3. If a corporation owns all or part of any stock of the corporation or partnership submitting the bid, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.

BIDDER MUST COMPLETE ONE OF THE FOLLOWING STATEMENTS:

I. Stockholders or Partners owning 10% or more of the company submitting:

NAME

ADDRESS

Signature

Date

Signature

Date

II. No Stockholder or Partner owns 10% or more of the company submitting bid:

Signature

Date

III. Bid is being submitted by an individual who operates as a sole proprietorship:

Signature

Date

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.

List of Subcontractors

General Contractor:

By signing below, the bidder hereby acknowledges that the following subcontractors will be utilized for the following trades on the Phase 1 Stabilization of the Robert Marshall House:

Name:

Address:

Role in Project:

Name:

Address:

Role in Project:

Name:

Address:

Role in Project:

Name:

Address:

Role in Project:

Name:

Address:

Role in Project:

Name of Bidder:

 Signature:

(Attach additional sheets if required.)

WAIVER OF LIENS

Owner: **Township of Gloucester**
The Hon. David Mayer, Mayor
P.O. Box 8
Blackwood, NJ 08012

Contractor: _____

Date: _____

Whereas, the **Township of Gloucester**, hereinafter called "Owner" and _____, hereinafter called "Contractor," have entered into a Contract dated _____, providing that the Contractor shall furnish the materials and perform the labor and services necessary or contemplated for erection, construction, alteration or repair of a structure or improvement consisting of:

Robert Marshall House

upon the lots of ground owned by the Owner known as the following:

510 Almonesson Road
Blenheim, Gloucester Township, New Jersey

1. Now, therefore, the Contractor covenants and agrees, intending to be legally bound hereunder, that neither the undersigned Contractor nor any sub-contractor nor any other person furnishing labor, materials or services under or in connection with said Contract shall file a claim, commonly called a "Mechanics Lien," for labor, materials or services furnished to said structure, or any part thereof, or for anything done under or in connection with said Contract. Violation of this waiver shall constitute a breach of this Contract and the Contractor agrees to indemnify and hold Owner harmless against all costs of discharging any such "Mechanics Lien", including attorney fees and costs of suit.

2. The Contractor hereby certifies that payment in the amount of \$_____ has been received as consideration for giving this waiver.

(Seal)

By:

Title: .

In witness whereof, said Contractor has subscribed and sworn to these statements before me on this _____ day of _____, 20__.

NOTICE

REQUIRED AFFIRMATIVE ACTION EVIDENCE FOR CONSTRUCTION CONTRACTS

All successful construction contractors must submit the following form of evidence:

- Complete form AA201

Affirmative Action evidence must be submitted no later than 3 days after signing of the contract.

AFFIRMATIVE ACTION COMPLIANCE NOTICE

N.J.S.A 10:5-31 and N.J.A.C. 17:27

**GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notifications of award but prior to execution of this contract, one of the following three documents as forms of evidence.:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned Affirmative Action Program (good for one year from the date of the letter):

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contraction unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____

SIGNATURE _____

PRINT NAME: _____

TITLE: _____

DATE: _____

SUPPLEMENT TO BID SPECIFICATIONS

NON-DISCRIMINATION

During the performance of a contract, the contractor agrees as follows:

1. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicants for employment because of age, race, creed, color, national origin, ancestry, marital status, or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Equal Employment Opportunity Officer setting forth provisions of the non-discrimination clause.
2. The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.
3. The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has collective bargaining agreement or other contract or understanding a notice, to be provided by the Public Agency Equal Employment Opportunity Officer advising the labor union or workers representative of the contractor's commitments under this act and shall post copies of the notice in a conspicuous place available to employees and applicants for employment.
4. The contractor or subcontractor, where applicable agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L., c.127, as amended and supplemented from time-to-time.
5. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by section 5.2 of the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127 as amended and supplemented from time-to-time or in accordance with a binding determination of applicable county employment goals, determined by the Affirmative Action Office pursuant to section 5.2 of the regulations promulgated by Treasurer pursuant to P.L. 1975, c, 127 as amended and supplemented from time-to-time.

6. The contractor or subcontractor agrees to inform in writing all recruitment agencies, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
7. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established and by application Federal Law and applicable Federal Court decisions.
8. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex and conform with the applicable employment goals consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal Law and applicable Federal Court decisions.

Provisions 4, 5, 6, 7, or 8 not required for subcontractors with (4) or fewer employees or a contractor who has presented evidence of a Federally approved or sanctioned Affirmative Action Program

Submitted By:

Name of Firm

Signature

Title

Date

AFFIDAVIT FOR AFFIRMATIVE ACTION

(This Affidavit is part of the Proposal)

STATE OF: _____

COUNTY OF: _____

being duly sworn, deposes and says that he/she resides at:

and that he/she is the _____ of _____
who signed the foregoing Proposal of Bids, that during the course of this contract, he/she will agree
to the Plan for Affirmative Action.

Subscribed and Sworn to

before me on the ____ day

of _____ 20 ____

(Notary Public)

My Commission Expires:

(Seal)

GOODS, PROFESSIONAL SERVICES AND
GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of the nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer to P.L. 1975, c.127, as amended and supplemented from time-to-time and the Americans with Disabilities Act. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127 as amended and supplemented from time-to-time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time-to-time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal Law and applicable Federal Court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions. The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time-to-time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code(NJAC 17:27).

SIGNATURE

(NAME) PRINT OR TYPE

COMPANY NAME:

DATE:

CERTIFICATE OF BIDDER SHOWING ABILITY TO PERFORM CONTRACT

I, _____ of the (City, Town, Township, Borough, etc.)
of _____ in the County of _____ and the
State of _____ of full age, being duly sworn according to law on my
oath depose and say that:

1. I am a(n) owner, partner, shareholder or officer of the company set forth below and am duly authorized to execute this affidavit on its behalf.

(Check Appropriate Statements(s))

_____ I own, lease or control the necessary equipment required by the plans, specifications, and advertisements under which bids are asked for.

_____ I do not own, lease or control all the necessary equipment required by plans, specifications, and advertisements under which bids are asked for.

If the bidder is not the actual owner or lessee of all the necessary equipment provide the source from which the equipment will be obtained (Attach additional sheets if necessary.)

Attach certification from the owner or person in control of the equipment definitely granting to the bidder the control of the equipment required during such time as may be necessary for the completion of that portion of the contract for which it is necessary.)

Subscribed and sworn

before me this _____ day

of _____, 2 _____

Notary Public of _____

My Commission Expires:

(Title)

(Name of Company)

(Seal)

PROOF OF BUSINESS REGISTRATION

N.J.S.A. 52:32-44 required that each contractor submit proof of business registration with the bid proposal. Proof of registration shall be a copy of the bidder's Business Registration Certificate(BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/dca/lgs/lpcl/busregis/bus or by phone at (609) 292-1730. N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract:

- 1) The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) Prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used;
- 3) During the term of this contract, the contractor and its affiliates shall collect and remit and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the Use Tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq) on all sales of tangible personal property delivered into this state.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

NEW JERSEY "BUSINESS REGISTRATION CERTIFICATE" FORM

P.L. 2004 Ch. 57 requires that Business Organization's, be registered with the New Jersey Department of Treasury, Division of Revenue. The definition in the law is as follows:

"Contractor" means a business organization that seeks to enter or has entered into a contract with a contracting agency, to provide goods, services, or a construction project, the cost of which exceeds 15% of the contracting unit's bid threshold.

Please indicate below, for the bidder and all subcontractors listed on the "Subcontractor Declaration" herein, as to their registration with the NJ Department of Treasury, Division of Revenue in accordance with P.L. 2004, Ch57.

Proof of registration is required for all contractor's and named subcontractor's. Proof of registration means a copy of the organization's Business Registration Certificate". No other form can be substituted to fulfill this requirement.

Copies of the Business Registration Certificate shall be submitted and attached to this form.

<u>Name</u>	<u>Not Registered</u>	<u>Registration Number</u>
Bidder _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____
(Subcontractor) _____	_____	_____

Subscribed and Sworn
before me this ____ day
of _____ 20____.

Notary Public of

My Commission Expires _____

(Seal)

Signature

(Type or Print Name)

CONSTRUCTION CONTRACT

During the performance of this contract the contractor agrees as follows:

- 1) The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Equal Employment Opportunity Officer setting forth provisions of this non-discrimination clause.
- 2) The contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.
- 3) The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the Public Agency Equal Employment Opportunity Officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice in a conspicuous place available to employees and applicants for employment.
- 4) The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c 127, as amended and supplemented from time-to-time.
- 5) When hiring workers in each construction trade, the contractor or subcontractor agrees to attempt in good faith to employ minority workers in each construction trade consistent with applicable employment goal prescribed section 7.3 of said regulation; provided however, that the Affirmative Action Office may, in its discretion, exempt a contractor or subcontractor from compliance with the good faith procedures prescribed by the following provision 1, 2 and 3 as long as the Affirmative Action Office is satisfied that the contractor is employing workers provided by a union which provides evidence, in accordance with standards prescribed by the Affirmative Action Office, that its percentage of active "card carrying" members who are minority workers is equal to or greater than the applicable employment goal prescribed by section 7.3 of the regulations promulgated by the treasurer pursuant to

P.L. 1975, c. 127, as amended and supplemented from time-to-time. The contractor or subcontractor agrees that a good faith effort shall include compliance with the following procedures:

- A. If the contractor or subcontractor has a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor shall within(3) days of the contractor award, seek assurance from the union that it will cooperate with the contractor or subcontractor as it fulfills its affirmative action obligations under this contract and in accordance with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as it is supplemented and amended from time-to-time. If the contractor or subcontractor is unable to obtain said assurance from the construction trade union at least five(5) days prior to the commencement of construction work, the contractor or subcontractor agrees directly to attempt to hire minority workers consistent with the applicable employment goal. If the contractors' or subcontractors' prior experience with a construction trade union regardless of whether the union provided said assurance indicates a significant possibility that the trade union will not refer sufficient minority workers consistent with the applicable employment goal by complying with following hiring procedures prescribed under(2): and the contractor or subcontractor further agrees immediately to take said action if it determines or is so notified by the Affirmative Action Office that the union is not referring minority workers consistent with the applicable employment goal.
- B. If the hiring of a work force consistent with the employment goal has not or cannot be achieved for each construction trade by adhering to the procedures of the preceding provision(1), or if the contractor or subcontractor does not have a referral agreement or arrangement with a union for a construction trade, the contractor or subcontractor agrees to take the following actions consistent with the applicable county employment goal:
 - 1. To notify the Public Agency Compliance Office, Affirmative Action Office and at least one minority referral organization of its manpower needs and request the referral of minority workers;
 - 2. To notify any minority workers who have been listed with it as awaiting available vacancies;
 - 3. Prior to commencement of work, to request the local construction trade union if the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, to refer workers to fill job openings;

4. To leave standing requests for additional referral of minority workers with the local construction trade union, if the contractor or subcontractor has a referral agreement or arrangement with a union for the construction trade, the State Training and Employment service and the other approved referral sources until such time as the work force is consistent with the employment goal;
5. If it is necessary to lay off some of the workers in a given trade on the construction site, to assure consistency with the applicable State and Federal Statutes and Court decisions, that sufficient minority employees remain on the site consistent with the employment and to employ any minority workers laid off by the contractor or any other construction site in the area on which its work force composition if not consistent with any employment goal established pursuant to the regulations implementing P.L. 1975, c. 127;
6. To adhere to the following procedure when minority workers apply or are referred to the contractor or subcontractor:
 - i. If said individuals have never previously received any document or certification signifying a level of qualification lower than that required, the contractor or subcontractor shall determine the qualifications of such individuals and if the contractor's or subcontractor's work force in each construction trade is not consistent with the applicable employment goal, it shall employ such persons which satisfy appropriate qualification standards; provided however, that a contractor or subcontractor shall determine that the individual at least possesses the skills and experience recognized by any workers skills and experience classification determination which may have been made by a Public Agency Compliance Officer, Union, Apprentice Program or a Referral Agency, provided the Referral Agency is acceptable to the Affirmative Action Office and provided further, that if necessary, the contractor shall hire minority workers who qualify as trainees pursuant to subsection 2(k) of these regulations. All of the requirements of the paragraph, however, are limited by the provisions of paragraph (c) below.
 - ii: If the contractor's subcontractor's work force is consistent with applicable employment goals, the name of said minority group individual shall be maintained on a waiting list for first consideration in the event the contractor's or subcontractor's work force is no longer consistent with the applicable employment goal.

iii. If for any reason said contractor or subcontractor determines said minority group individual is not qualified or if said individual qualifies as an advance trainee or apprentice, said contractor or subcontractor shall inform said individual in writing with the reasons for the determination and maintain copy in its files, and send a copy to the Public Agency Compliance Officer and the Affirmative Action Office.

7. To keep a complete and accurate record of all requests made for the referral of works in any trade covered by the contract, and said records shall be kept on forms made available by the Affirmative Action Office and shall be submitted promptly to that office upon request.

C. The contractor or subcontractor agrees that nothing contained in the preceding provision(3) shall preclude the contractor or subcontractor from complying with hiring all apprenticeship provisions in any applicable collective bargaining agreement and where required by custom or agreement, it shall send journeymen and trainees to the union for referral or to the apprenticeship program for admission, pursuant to such agreement or arrangements; provided, however, that where the practices of a union or apprenticeship program will result in the exclusion or minority persons or the failure to refer minority group persons consistent with the county employment goal, the contractor or subcontractor shall not be required to employ minority advanced trainees and trained in numbers which result in the employment of advanced trainees as percentage of the total work force for construction, trade, which percentage significantly exceeds the apprentice to journey worker ratio specified in the applicable collective bargaining agreement, or in the absence of a collective bargaining agreement, exceeds the ratio established by practice in the area for said construction trade. Also the contractor or subcontractor agrees that, in implementing the procedures of the preceding provision (b), it shall, where practicable, employ minority workers residing within the geographical jurisdiction of the residing union.

D. The contractor agrees to complete monthly Project Manning Reports on forms provided by the Affirmative Action Office or in the form prescribed by the Affirmative Action Office and submit a copy of said form no later than three(3) days after signing a construction contract and said form once a month thereafter for the duration of this contract the Affirmative Action Office and to the Public Agency Compliance Officer. The contractor agrees to cooperate with the Public Agency in the payment of budgeted funds, as if necessary, for on-the-job programs for outreach and training of minority trainees employed on the construction projects.

Provision 4 and 5 not required for contractors or subcontractors with four(4) or fewer employees or a contractor who has presented evidence of a Federally approved or sanctioned Affirmative Action Program.

PUBLIC WORKS CONTRACTOR REGISTRATION ACT

N.J.S.A. 34:11-56.25, et seq. Requires that a general or prime contractor and any listed subcontractors name in the contractor's bid proposal shall possess a certificate at the time the bid proposal is submitted. After bid proposals are received and prior to award of contract, the successful contractor shall submit a copy of the contractor's certification along with those of all listed subcontractors at any tier have their certificate prior to starting work on the job.

Under the law a "contractor" is a "person, partnership, association, joint stock company, trust corporation or other legal business entity or successor thereof who enters into a contract" which is subject to the provisions of the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25, et seq.). It applies to contractors bases in New Jersey or in another state.

PUBLIC WORKS CONTRACTOR REGISTRATION FORM

C.34:11-56.48, p.l. 1999, Ch. 238 requires that contractors and subcontractors, in certain instances, be registered with the New Jersey Department of Labor, Division of Wage and Hour Compliance. The definition in the law is as follows.

"Contractor means a person, partnership, association, joint stock company, trust, corporation, or other legal business entity or successor thereof who enters into a contract which is subject to the provisions of the "New Jersey Prevailing Wage Act", P.L. 1963, C150 (c.34:11-56.25 et seq.). For the construction, reconstruction, demolition, alteration, repair or maintenance of a public building regularly open to and used by the general public or a public institution, and includes any subcontractor or lower tier subcontractor of a contractor as defined herein, except that, for the purposes of this act, no pumping station, treatment plant or construction, reconstruction, demolition, alteration, repair or maintenance shall be regarded as public building regularly open to and used by the general public or a public institution.

Please indicate below, for the bidder and all subcontractors listed on the "Subcontractor Declaration" herein, as to their registration with the NJ Department of Labor, Division of Wage and Hour Compliance in accordance with P.L. 1999, Ch. 238

<u>NAME</u>	<u>NOT REGISTERED</u>	<u>REGISTRATION #</u>
Bidder _____ (Subcontractor)	_____	_____
_____ (Subcontractor)	_____	_____
_____ (Subcontractor)	_____	_____
_____ (Subcontractor)	_____	_____

IF IN THE PROCESS OF REGISTRATION, BUT HAVE NOT YET RECEIVED A REGISTRATION NUMBER, ATTACH PROOF OF APPLICATION FOR CONTRACTOR AND/OR SUBCONTRACTORS.

Registration forms are available by contacting Contractor Registration Unit at (609) 292-9464.

Subscribed and sworn before me this
_____ day of _____ 20_____.

Signature

Notary Public

(Name & Title Type or Print)

My Commission Expires) _____ 20_____

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with disability

The contractor and the Township of Gloucester, do hereby agree that the provisions of Title 11, of the Americans With Disabilities Act of 1990 42 U.S.C. S12101 et seq, which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractor for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agree that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

GENERAL REQUIREMENTS

1

SECTION 01010 - Summary Of Work

1. General

1.1 DESCRIPTION

- A. Contractor will complete the specified stabilization of the Robert Marshall House located at 510 Almonesson Road, Blenheim, Gloucester Township, NJ. The Owner's representative is Joan Eller-Hinski, phone #(856) 228-4000x307, who is coordinating access to the site. The projects architects are Westfield Architects & Preservation Consultants, 425 White Horse Pike, Haddon Heights, NJ 08035-1706. Contact Margaret Westfield R.A. with any technical questions at 856/547-0465.
- B. The building would be classified as Assembly Use Group A- 3 (IBC NJ Edition 2009). It has an assumed Construction Type of 5B. The contractor must comply with the most current edition of the IBC NJ Edition at the time of construction.
- C. The building appears to meet the conditions stated in UCC Rehabilitation Subcode Section 6.33 and may be subject to interpretation by local construction officials due to its classification as a Historic Building.
- D. Major systems involved are Structural. These specifications, drawings, notes, and Owner-issued bidding documents compose the Contract Documents which delineate work required for this phase of stabilization. The work of all trades under contract is to comply with all applicable state, county, and local codes. The Contractor is responsible for coordination of the work of various trades included in the full scope of work.
- E. The Robert Marshall house was originally built c.1720 with a major addition c.1810. The significance of the structure has been acknowledged by the National Park Service through its listing on the National Register of Historic Places. All work shall be undertaken in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (Revised 1995).
- F. The goal of this project is to stabilize the building and secure it against further water intrusion through the roof.

2. Products - Not Applicable To This Section

3. Execution - Not Applicable To This Section

SECTION 01015 - Project Requirements

1. General

1.1 DESCRIPTION

- A. Contractor will verify all field conditions and be familiar with all facets of the proposed work prior to submitting a bid to the Owners.

- B. All existing historic fabric is to remain or be replaced in kind. Existing architectural elements, where original, are to be used as guides.
- C. Building access is to be coordinated with the Owner's Representative. Contractor will be responsible for securing the building during construction. Any acts of damage, theft, or similar incidents will be the responsibility of the Contractor. Contractor agrees to indemnify and hold harmless Owner from any and all expense, claim, damages, losses, including attorney's fee, resulting from any accidents or injuries to any person who is an agent, workman and/or employee of the Contractor or any subcontractor, or who is at the premises at the request or invitation of the Contractor or subcontractor.
- D. Contractor is to provide for all necessary temporary facilities and utilities on site as deemed necessary to complete the project.
- E. Contractor shall photographically document all unforeseen conditions that are not visible from the ground. The architect can climb a ladder to the second floor level, but cannot climb any higher due to vertigo.
- F. Contractor is responsible for obtaining or paying for all licenses, permits, and/or regulatory fees.
- G. Prior to the start of any work, the successful Contractor will verify all dimensions and conditions, and report any unforeseen conditions or discrepancies to the Architect.
- H. Architect is not responsible for work that the Architect does not review and/or work not completed in accordance with Architect's plans and/or instructions. No deviation from design drawings is permitted without written approval from the Architect. Field Changes and Addenda must be in writing and must be approved by Architect and Owner prior to undertaking related work.
- I. The approved foreman is responsible for coordinating all trades, sequencing all work, and overseeing his own crew and the sub-contractors to ensure that work is being performed in strict accordance with the drawings and specifications and that quality workmanship is maintained.
- J. If existing field conditions do not permit the installation of the work in accordance with the details shown, notify the Architect immediately and provide a sketch of the condition. Contractor shall not resolve problem conditions without prior approval of Architect except in case of an emergency.
- K. In any case of conflict between notes, details, and specifications, the most stringent requirements govern.
- L. Contractor shall protect pedestrians, motorists, and any other persons or property by restricting access throughout the project to any areas where persons or property may be injured by construction work.
- M. Proper temporary bracing of all construction work in progress is the Contractor's responsibility. The Contractor shall maintain on site the proper materials for quickly reinforcing the existing structure should the need arise. Where alterations involve the existing supporting structure, provide all shoring and protection required to ensure the structural integrity of the existing structure. Special care must be taken so that the existing structure is not damaged during construction.

- N. Open flames, heat guns, and all other hot work operations are prohibited unless prior written approval for their use has been obtained from the Architect. Smoking is prohibited within and adjacent to the building as well as anywhere on the property.
- O. Parking is available on the site.

2. Products

2.1 MATERIALS

- A. All existing historic fabric is to remain or be replaced "in kind" to match existing in composition, size, species, grade, finish, and installation methodology (except where noted). Existing architectural elements are to be used as guides.

3. Execution

- 3.1 Contractor shall verify all field conditions and dimensions and be familiar with all facets of the proposed work prior to starting work on related items. If structural drawings are used for laying out column centers and wall lines, all dimensions shall first be verified with the architectural drawings. Layout shall be checked before work is begun. Verify and/or establish all existing conditions and dimensions at the site before ordering any material and commencing any work. Prior to start of any work, the successful contractor will verify all dimensions and conditions, and report any unforeseen conditions or discrepancies to the Architect.
- 3.2 Contractor is to provide for all necessary temporary facilities and utilities on site as deemed necessary to complete the project. Placement of any contractor-related facilities such as dumpsters, a project trailer, port-a-john, etc. must be coordinated with the Owner and approved in advance by the Architect.
- 3.3 Any acts of damage, theft or other similar incidents will be the responsibility of the Contractor. Contractor agrees to indemnify and hold harmless Owner from any and all expense, claim, damages, losses, including attorney's fee, resulting from any accidents or injuries to any person who is an agent, workman and/or employee of the Contractor or any subcontractor, or who is at the premises at the request or invitation of the Contractor or subcontractor.

SECTION 01030 - Alternates

1. General

1.1 DESCRIPTION

- A. List price for inclusion of each alternate. Include cost of modifications to other work to accommodate alternate.

2. Products - Not Applicable To This Section

3. Execution

3.1 SCHEDULE

- A. List of alternates:
 - 1. Add-Alternate #1: Remove the dead tree branch above the c.1720 section of the house.
 - 2. Add-Alternate #2: Demolish the rear (west) additions and board up all of the exposed openings at ground and roof levels, including the basement window on the north wall, openings exposed by the demolition of the rear addition (doors and windows),

openings in the chimney tops, and holes in the main roof and soffits. Also, padlock the basement entrance doors.

SECTION 01045 - Cutting and Patching

1. General

1.1 DESCRIPTION

- A.** "Cutting and patching" includes cutting into existing construction to provide for the installation or performance of other work and subsequent fitting and patching required to restore surfaces to their original condition.
- B.** The goal is to save as much historic fabric as possible. Repair rather than replace whenever possible.
- C.** See also individual sections of specifications for specific instructions regarding cutting and patching requirements and limitations as applicable to those products. Comply with project requirements for:
 - 1. Structural work.
 - 2. Visual requirements, including special detailing.
 - 3. Operational and safety limitations.
 - 4. Fire resistance ratings.
 - 5. Inspection, preparation, and performance.
 - 6. Cleaning.

2. Products

2.1 MATERIALS

- A.** Match existing materials for cutting and patching work with new materials conforming to project requirements.
- B.** Use materials for cutting and patching that are identical to existing materials. If identical materials are not available, or cannot be used, use materials that match existing adjacent surfaces to the fullest extent possible with regard to visual effect and that will result in equal-or-better performance characteristics. All alternate materials must be submitted to the Architect for approval prior to installation.

3. Execution

3.1 STRUCTURAL WORK

- A.** Do not cut-and-patch structural work in a manner resulting in a reduction of load-carrying capacity or load/deflection ratio.
- B.** To prevent failure, provide temporary support of work to be cut.

3.2 VISUAL/QUALITY LIMITATIONS

- A.** Do not cut-and-patch work exposed to view (exterior and interior) in a manner resulting in noticeable reduction of aesthetic and functional qualities, as judged by Architect.

- B. Before cutting, examine surfaces to be cut and patched and conditions under which the work is to be performed. If unsafe or otherwise unsatisfactory conditions are encountered, take corrective action before proceeding with the work.
- C. Protect other work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for that part of the project that may be exposed during cutting and patching operations.
- D. Where cutting is required, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut through concrete and masonry using a cutting machine such as a carborundum saw or core drill. Cut holes and slots neatly to size required with minimum disturbance of adjacent work. To avoid marring existing finished surfaces, cut and drill from the exposed or finished side into concealed surfaces. Temporarily cover openings when not in use.
- E. Patch with seams which are durable and as invisible as possible. Restore exposed finishes of patched areas and where necessary extend finish restoration into retained adjoining work in a manner which will eliminate evidence of patching and refinishing.

3.3 INSTALLATION

- A. Inspect conditions prior to work to identify scope and type of work required. Notify Owner of work requiring interruption to building services or Owner's operations. Conform to project requirements listed above.
- B. Perform work with workmen skilled in the trades involved. Prepare sample area of each type of work involved for approval.
- C. Clean work area and areas affected by cutting and patching operations.

SECTION 01100 - Procedures, Controls, and Payments

1. General

1.1 DESCRIPTION

- A. Provide coordination of work.
 - 1. Supervisory personnel.
 - 2. Preconstruction conference, if determined necessary.
 - 3. Monthly meetings.
 - 4. Other meetings.
- B. Submit monthly and special reports.
- C. Submit progress schedule, bar-chart type, updated monthly.
- D. Prepare submittal schedule; coordinate with progress schedule.
- E. Submit schedule of values.
- F. Submit schedule of required tests (payment and responsibility).
- G. Perform surveys:
 - 1. Laying out the work and verifying locations during construction.
 - 2. Final site survey.

- H. Submit record drawings and specifications; to be maintained and annotated by Contractor as work progresses.
- I. Submit payment request procedures.
- J. Submit beginning, progress, and completion photographs.
- K. Perform quality control during installation.
- L. Perform cutting and patching.
- M. Clean and protect the work.

2. Products - Not Applicable To This Section

3. Execution - Not Applicable To This Section

SECTION 01300 - Submittals, Products, and Substitutions

1. General

1.1 DESCRIPTION

- A. Project Schedule: Within 15 days of the date established for "commencement of the work," submit a comprehensive progress schedule indicating a time bar or specific completion date for each significant category of work to be performed. Arrange schedule to indicate required sequencing and to show time allowances for submittals, inspections, and similar time margins.
- B. Project Meetings: Attend progress and coordination meetings attended by representatives of each entity engaged for performance of work. It is the Contractor's responsibility to coordinate with his subcontractors to attend meetings as necessary. The Architect will distribute copies of minutes to those attending and others affected.
- C. Payment Requests: Submit a request each calendar month. Use AIA Form G702, fully completed and executed. The Contractor shall submit with each executed AIA Form G702, a triplicate set of progress photos, including negatives. As the project is partially funded by grant sources, payment will be made within 45 days of Architect's Certification.
- D. Shop Drawings, Product Data, Samples:
 - 1. Samples of materials which will be required to be provided to Architect and Owner include:
 - a. Wood and fastening materials identified by structural engineer.
 - b. A list of manufacturer's product data to be supplied in advance (with printed data, maintenance manuals, warranty information, and related documents.)
 - 2. Comply with project format for submittals, all to be directed to the Architect.
 - a. Do not delay construction. Order samples with sufficient time for review and approval. Allow sufficient lead time for material order after approval of sample and before the material is required for construction.
 - b. Shop drawings, reviewed and annotated by the Contractor - sepia and 4 blackline prints.
 - c. Product data - 3 copies.

- d. Samples - 1, plus extra samples as required to indicate range of color, finish, and texture to be expected.
 - e. Mock-ups - as required in the individual sections.
 - f. Inspection and test reports - 3 copies.
 - g. Warranties - 3 copies.
 - h. Survey data - 3 copies.
 - i. Closeout submittals - 3 copies.
 - j. Project photographs - 3 sets of 4x6 color prints with the Contractor's Application for Payment each month and at beginning and end of construction. Include digital images on disk or photographic negatives in the Owner's set. (Each and every Application for Payment will not be processed without photographic documentation of work for which payment is requested.)
- 3. Provide types of submittals listed in individual sections and number of copies required.
 - 4. Provide required resubmittals; provide distribution of approved copies.
 - 5. Samples and shop drawings shall be prepared specifically for this project. Shop drawings shall include dimensions and details, including adjacent construction.
 - 6. Provide warranties as specified; warranties shall not limit length of time for remedy of damages Owner may have by legal statute. Warranties shall be signed by Manufacturer and Contractor.
 - 7. Provide products selected or approved equal. Products submitted for substitution shall be submitted with acceptable documentation, and include costs of substitution including related work.
 - 8. Substitutions shall be submitted prior to award of contract, unless otherwise acceptable. The cost of professional services to review substitutions requested by the Contractor after the award of contract shall be the responsibility of the Contractor.
 - 9. Punch list — Contractor will be responsible for inspecting his work and completing all anticipated punchlist work in house so that all work is substantially complete when the Contractor calls for the Architect to prepare the project's Punchlist. Owner will pay for one site visit for Architect to develop Punchlist and one site visit to verify successful completion of the Punchlist work. If additional site visits by the Architect are required due to the Contractor's inability to successfully complete all punchlist work before the Architect's return visit, the cost thereof will be the contractor's responsibility, and deducted from the contractor's retainage on the final Application for Payment. One Architect's visit to prepare the punchlist and one visit to verify successful completion of the punchlist work are included in the Architect's contract with the Owner. The cost of additional visits shall be subtracted from the contractor's retainage prior to release.

2. Products - Not Applicable To This Section

3. Execution - Not Applicable To This Section

SECTION 01500 – Temporary Facilities

1. General

1.1 DESCRIPTION

- A.** Provide temporary services and utilities:
 - 1. Water (potable and non-potable as needed).
 - 2. Power.
 - 3. Metering.
 - 4. Telephone.
- B.** Provide construction facilities:
 - 1. Construction equipment.
 - 2. Enclosure.
- C.** Provide security and protection requirements:
 - 1. Fire extinguishers.
 - 2. Site enclosure fence, barricades, warning signs, and lights.
 - 3. Building enclosure and lock-up.
- D.** Provide personnel support facilities:
 - 1. Contractor's field office.
 - 2. Sanitary facilities.
 - 3. Drinking water.
 - 4. Cleaning and trash removal.

2. Products - Not Applicable To This Section

3. Execution - Not Applicable To This Section

SECTION 01580 –Project Identification and Sign

1. General

1.1 DESCRIPTION

- A.** Contractor shall provide construction sign, 4'x8' in size, with the names of the Project, Owner, Grant Funding source, Contractor, Architect, and Engineer. The background of the sign should be white. The letters should be black and of adequate size to be read by passing motorists.

2. Products

2.1 MATERIALS

- A.** The sign shall be made of 3/4" medium density overlay (MDO) plywood.

3. Execution

3.1 INSTALLATION

- A. The sign shall be secured with two 4"x4" pressure treated wood posts set 3'-0" deep into the ground.
- B. The sign shall be prominently displayed in a location as directed by owner so that the required acknowledgment information is readily visible to the public.
- C. The sign shall be installed within 30 days of contract signing, and before any Application for Payment.

SECTION 01700 - Project Closeout

1. General

1.1 PREREQUISITES TO SUBSTANTIAL COMPLETION

- A. Punch list.
- B. Submittal documentation.
- C. Warranties.
- D. Certifications.
- E. Architect's Certificate of Substantial Completion.

1.2 PREREQUISITES TO FINAL ACCEPTANCE

- A. Final payment request with supporting documentation.
- B. Completed punch list.
- C. Provide record document submittals.

1.3 CLOSEOUT PROCEDURES

- A. Final cleaning and touch-up.
- B. Removal of temporary facilities.
- C. Turnover to Owner's personnel.

2. Products - Not Applicable To This Section

3. Execution - Not Applicable To This Section

END OF DIVISION 1 -GENERAL REQUIREMENTS

SITE WORK

2

SECTION 02070 - Selective Demolition

1. General

1.1 DESCRIPTION

- A. Perform selective demolition as required including, but not limited to, the following:
 - 1. Carefully remove the rear (west) addition.
 - 2. Carefully remove any finishes if directed by structural engineer to accommodate installation of the temporary shoring.
- B. Unless otherwise noted, the term "remove" shall mean disconnect or disassemble **only**. Nothing shall be hauled away from the site until approved by the Owner.
- C. Removed materials not desired by Owner shall become the property of the Contractor, and shall be promptly hauled away from the site and are to be disposed of legally.
- D. It shall be the Contractor's responsibility to provide adequate shoring during all phases of the disassembly. It shall also be the Contractor's responsibility to protect adjacent structures, machinery, equipment, personnel, vehicles, and the public.

1.2 SUBMITTALS

- A. Submit for approval selective demolition schedule, including schedule and methods for capping and continuing utility service.
- B. Submit schedule indicating proposed methods and sequence of operations for selective demolition work to Architect and Engineer for review prior to commencement of work.
- C. Certification: Within 3 days of disposal, submit certification, evidence, or receipts clearly establishing that materials were properly and legally conveyed to, and deposited at, a legal disposal site.

1.3 QUALITY ASSURANCE

- A. Comply with governing codes and regulations. Use experienced workmen.

1.4 PRODUCT HANDLING

- A. If the Owner wishes to retain any items, mark the tag in indelible ink:
 - 1. Property of Gloucester Township.
 - 2. Name of item, e.g. door, door hardware, etc.
 - 3. Location found, e.g. door #. Mark location on keymap.
 - 4. Maintain a list and keymap of all disassembled materials.
 - 5. Place small items in plastic bags, secured to parent item.
 - 6. Store large/small items on site where directed by Owner.

1.5 PROJECT CONDITIONS

- A. Areas of work will not be occupied by Owner's personnel during work.
- B. The building will not be open to the public during the construction period.

2. Products

2.1 TAGS AND BAGS FOR STORAGE

- A. Identification tags: 6-1/4" x 3-1/8" tags, Tyvek material, metal reinforcing ring, steel wire tie, McMaster-Carr Catalog #15765T17 or equal.
- B. Parts Bags: 4ml thick, 12" x 15" zip press polyethylene bags with metal reinforcing grommet and steel wire tie.

3. Execution

3.1 DEMOLITION

- A. Perform selective demolition work in a systematic manner. Use such methods as required to complete work indicated on Drawings and in these specifications in accordance with progress schedule and governing regulations.
- B. Perform all removals and cutting carefully to avoid damage to adjacent elements scheduled to remain. Removal of existing roofing shall be undertaken using hand tools only.
- C. Provide exterior and interior shoring, bracing, and support to prevent movement, settlement, or collapse of sections of the structure indicated to remain.
- D. Take all precautions and use all applicable protective devices or materials that are required to assure that specified portions of the structure to remain are not loaded beyond safe limits and are not broken or otherwise damaged.
- E. If safety of structure appears to be endangered at any time, cease operations immediately and notify Architect.
- F. Use all measures required to protect the structure and its materials, finishes, fixtures, and assemblies from damage resulting from the work of this section. Provide all temporary protection and facilities required to ensure that no removed material damages surfaces not indicated to be removed.
- G. Provide temporary protection to shield elements exposed to the weather as a result of the selective structural demolition.
- H. Do not damage building elements and improvements indicated to remain. Items of salvage value and stated, in writing, not to be desired by the Owner may be removed from the site with the permission of the Owner. Nothing may be removed from the site without the permission of the Owner. Storage or sale of items at the project site is prohibited.
- I. Do not close or obstruct streets, walks, drives, parking areas, or other occupied or used spaces or facilities without the written permission of the Owner and the authorities having jurisdiction. Do not interrupt utilities serving occupied or used facilities without the written permission of the Owner and authorities having jurisdiction. If necessary, provide temporary utilities.
- J. Cease operations if public safety or remaining structures are endangered. Perform temporary corrective measures until operations can be continued properly.
- K. Carefully identify, disassemble, tag, keymap, and store those features:

1. Designated disassemble or salvage.
 2. As necessary to accomplish repairs or replacements.
 3. Noting exact locations and arrangements to permit exact reinstallation.
 4. With a minimum of cuts or joints.
- L. Carefully identify, disassemble, and demolish those features designated demolish or designated remove.
- M. Perform disassembly, demolitions, and removals of all types in a controlled manner without damage to the historic structure or features, damage to the materials or construction to remain, injury or alteration to disassembled material or component, and leaving surfaces ready to receive new or assembled work.

3.2 SCHEDULE

- A. Items to be removed:
1. Items to be stored and reinstalled.
 2. Items to be salvaged and stored for Owner.
 3. Items to be removed from site by Contractor.

3.3 CLEAN-UP

- A. Comply with Article 3.15 of General Conditions in Part 4.
- B. Remove all materials designated and approved to be discarded at the end of each shift.
- C. Remove and dispose of temporary protective materials when complete.
- D. Dispose of all materials off site in compliance with government regulations.

SECTION 02151 - Temporary Shoring and Bracing

1. General

1.1 DESCRIPTION

- A. Provide temporary shoring, bracing, and support to prevent movement, settlement, or collapse of the structure for the project.

1.2 SUBMITTALS

- A. Submit shop drawings and information about materials and design of temporary shoring and bracing to Architect and Engineer for review. Do not proceed with temporary shoring before review of design.

1.3 QUALITY ASSURANCE

- A. Temporary shoring, bracing, needling, and other temporary work required to maintain the stability of the existing structure during demolitions and alterations work must be designed and engineered by a professional engineer registered in the State of New Jersey. All drawings and calculations must be signed and/or sealed by such engineer as required by the State and shall verify proper construction and maintenance of such temporary work by periodic signed written reports. Contractor shall determine frequency of such temporary work by periodic signed written reports.

- B. Contractor shall determine frequency of engineer's inspections of maintenance.
- C. Temporary shoring, for this purpose, is defined as work which does not form a part of the structural system of the finished work.
- D. The purpose of the project structural engineer's review of temporary shoring submittals will be for verifying that shoring methods do not overload or cause other danger to existing structure.
- E. Except as otherwise indicated on the drawings or specified in this section, all work under this section shall conform to the applicable requirements of local building code of all governmental authorities having jurisdiction.
- F. Where requirements indicated on the drawings or specified in this section differ from the building code or the requirements of local building code of all governmental authorities having jurisdiction, the more stringent requirements shall govern.

2. Products

2.1 MATERIALS AND CONNECTIONS

- A. Temporary shoring and bracing materials shall be selected by the Contractor and submitted with the design for review by the Architect and Engineer. Such materials shall be free of defects such as splits or holes.
- B. The Contractor has the sole responsibility for the choice of materials, sizes, arrangements, and connections to provide adequate means for safely supporting superimposed loads or transmitting these onto existing structural elements in a manner which will avoid overstress in these elements.
- C. Shores shall consist of substantial timbers or steel members free of splits, holes, notches, warpage, or other defects. Sizes shall be adequate to support the imposed loading.

3. Execution

3.1 INSTALLATION

- A. Install temporary shoring and bracing using all necessary methods, protective devices, or materials to reduce the amount of damage to the existing appearance of the building. Cutting holes in the walls is only permitted when there are no alternative methods of needling to secure the structure.
- B. Shoring shall be performed in such a manner as to prevent any settlement or vertical or horizontal deformation of the existing structure. Before commencing with the Work, the Contractor shall thoroughly investigate the existing structure to verify its present condition.
- C. Walls shall be shored by needling, shimming, drypacking, and by other acceptable methods, in a safe manner. Do not cut holes in walls where they will be exposed in the finished work unless there is no alternate method of needling.
- D. Floor and roof members shall be shored directly against structural members, not through finish materials such as plaster.
- E. The Contractor shall be fully responsible for the existing structure during all shoring operations.
- F. Carry all loads down in a safe manner such that existing members are not overstressed.

- G. Removal of shoring shall be planned carefully so as to transfer loads uniformly and without impact to new and existing structural elements.

3.2 CLEAN-UP

- A. Remove temporary shoring and bracing with methods that will uniformly transfer loads and prevent damage to the structure.
- B. Remove all temporary shoring and bracing materials from the site.

END OF DIVISION 2-SITE WORK

WOOD

6

SECTION 06050 - Fasteners

1. General

1.1 DESCRIPTION

- A. Work included: Fasteners for wood, including:
 - 1. Nails for framing and as required.

1.2 SUBMITTALS

- A. Submit product data for approval.

1.3 PRODUCT HANDLING

- A. Store fasteners under cover until installed.

2. Products

2.1 FASTENERS

- A. Framing nails:
 - 1. Common wire.
 - 2. Steel.
- B. Spikes
 - 1. Flathead, smooth shank, diamond point.
 - 2. Steel.
- C. Miscellaneous materials:
 - 1. Rough hardware and fasteners: Provide, size, type, materials, and finish indicated and as recommended by applicable standards, comply with applicable Federal Specifications for nails, screws, bolts, nuts, washers, and anchoring devices as manufactured by the Simpson Strong-Tie Company, Inc. (2600 International Street, Columbus, OH 43228, 800/999-5099), or approved equal.

3. Execution

3.1 INSTALLATION

- A. Nailing:
 - 1. Penetrate the receiving piece at least $\frac{1}{2}$ the nail length.
 - 2. Prepare for all fasteners.
 - 3. Do not split wood or timber member with nail or nails.
 - 4. Remove split members and replace in kind.

SECTION 06100 - Rough Carpentry

1. General

1.1 DESCRIPTION

- A.** Provide rough carpentry work:
 - 1. Wood framing for stabilization shoring.
 - 2. Blocking and small dimension framing.
 - 3. Sheathing for covering openings.
 - 4. Nailers, blocking, furring, and sleepers.
 - 5. Shims.
 - 6. Rough hardware.

1.2 SUBMITTALS

- A.** Submit product data for approval.
- B.** Samples: 21 days after award of contract submit sample of each grade stamp and material.

1.3 QUALITY ASSURANCE

- A.** Comply with governing codes and regulations. Provide products of acceptable manufacturers which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.

1.4 PRODUCT HANDLING

- A.** Protection
 - 1. Store wood on shoring, elevated at least 1 foot above the ground.
 - 2. Place a vapor barrier on the bare soil.
 - 3. Cover the wood with a breathable waterproof covering until installed.

2. Products

2.1 MATERIALS

- A.** Lumber, finished 4 sides, 15% maximum moisture content:
 - 1. Light framing: Construction grade douglas fir or southern pine.
 - 2. Structural framing and timbers: No. 1 grade Douglas fir or southern pine.
 - 3. Boards: Construction grade.
- B.** Wood for nailers, blocking, furring and sleepers: Construction grade, finished 4 sides, 15% maximum moisture content. Pressure preservative treat items in contact with roofing, flashing, waterproofing, masonry, concrete or the ground.
- C.** Shims: Discontinuous blocking less than 1/2" in thickness. Construction grade, 15% maximum moisture content. Pressure preservative treat items in contact with roofing, flashing, waterproofing, masonry, concrete, or the ground. Shims used in a structural bearing situation (with wood framing) may not have less compressive strength than the surrounding components, and shall be hardwood.
- D.** Plywood, APA rated for use and exposure:

1. Wall sheathing for doors and windows: APA sheathing, C-D plugged, Exterior.

E. Miscellaneous materials:

1. Rough hardware and fasteners: Provide size, type, material, and finish indicated and as recommended by applicable standards, complying with applicable Federal Specifications for nails, screws, bolts, nuts, washers, and anchoring devices as manufactured by the Simpson Strong-Tie Company, Inc. (2600 International Street, Columbus, Ohio 43228, tel: 800/999-5099) or approved equal.

F. Wood treatment:

1. Preservative treatment: Pressure-treated with waterborne preservatives compatible with the pressure treated preservatives, to comply with AWPB LP-2 or LP-22, as applicable. Kiln dry to 15% max. moisture content. Treat wood exposed to deterioration by moisture, such as items in contact with roofing, flashing, waterproofing, masonry, concrete, or the ground. Treat wood subject to insect attack.

3. Execution

3.1 INSTALLATION

- A. Environmental conditions:** Verify moisture content of finish carpentry material is less than 15% at the time of installation; do not install trim with moisture content exceeding 15%.
- B. Select and position pieces so knots, defects, and repairs do not interfere with locations of fasteners, joints, or connections.**
 - 1. Set loose knots with epoxy
 - 2. Cut out and discard sections with knot holes or defects such as waney edges.
- C. Field treatment of wood for durability:** Saturate the surface of all field cuts in preservative treated members after trial fit-up, but before assembly or fastening (for wood at or below grade only).
- D. Framing lumber:** Make joints true, tight, and well nailed.
- E. Provide nailers, blocking and grounds where required. Set work plumb, level and accurately cut.**
- F. Install materials and systems in accordance with manufacturer's instructions and approved submittals. Install materials and systems in proper relation with adjacent construction. Coordinate with work of other sections.**
- G. Comply with manufacturer's requirements for cutting, handling, fastening and working treated materials.**
- H. Remove and repair/replace any salvaged or replacement wood item which has split.**
- I. Restore damaged components. Protect work from damage.**
- J. Securely attach carpentry work to substrates by anchoring and fastening as indicated, or, if not indicated, as required by recognized standards. Select fasteners of size that will not penetrate through members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood; pre-drill as required. Set nail heads in exposed work which is to be painted or stained and fill resulting holes.**

K. Treated wood: Apply heavy brush coat of treatment materials to field cut surfaces.

END OF DIVISION 6 - WOOD

THERMAL & MOISTURE PROTECTION

7

SECTION 07100 – Temporary Roofing Protection

1. General

1.1 DESCRIPTION

1. Heavy Duty Roof tarp to cover all sections of roofing.

A. Related work:

1. Part 4. Conditions of the Contract.

1.2 SUBMITTALS

A. Product data: 14 days after award of the Contract, submit:

1. Materials list of items to be provided under this Section.
2. Manufacturer's specifications and product data.
3. Manufacturer's recommended installation procedures.

2. Products

- 2.1 Roof Tarp: Super Heavy Duty Vinyl Coated Tarp, 20 mils thick, 18 oz. with grommets 24" on center.

3. Execution

3.1 SURFACE CONDITIONS

1. Remove any sharp boards projecting from the roof surfaces that may pierce the tarp prior to installation.

3.2 INSTALLATION

1. Install in accordance with manufacturer's instructions.

3.3 CLEAN-UP

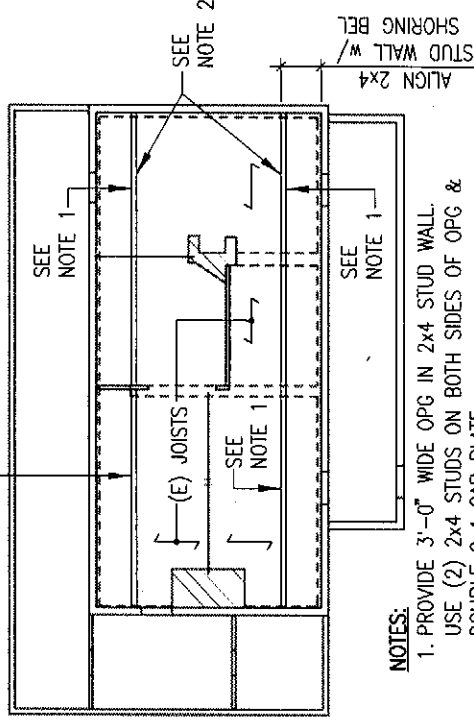
- #### A. Comply with Article 3.15 of General Conditions in Part 4.

END OF DIVISION 7 – THERMAL & MOISTURE PROTECTION
END OF SPECIFICATIONS

GENERAL

- Contractor shall verify all dimensions and accurately locate all existing bearing walls before beginning work.
- Utmost care shall be exercised at all times when working on existing structural members and masonry bearing walls, to avoid impairing the carrying capacity of the member or wall.
- Engineer shall be notified before cutting or removal of any part of the existing structure.
- Burning or welding in the building is prohibited.
- If conditions disclosed during shoring installation do not agree with information shown on drawings, contractor shall notify the engineer of these discrepancies.

2x4 FLOOR PLATE, 2x4 STUDS @ 16" OC & 2x4 CAP PLATE. PROVIDE SHIMS BELOW FLOOR PLATE & ABOVE CAP PLATE AS REQD. PROVIDE BLKG @ 1/2 POINTS AND DIAGONAL 2x4'S NAILED TO FACES OF STUDS TO FORM AN 'X'. ADJUST FOR WALL OPGS PER NOTE 1. (TYP)

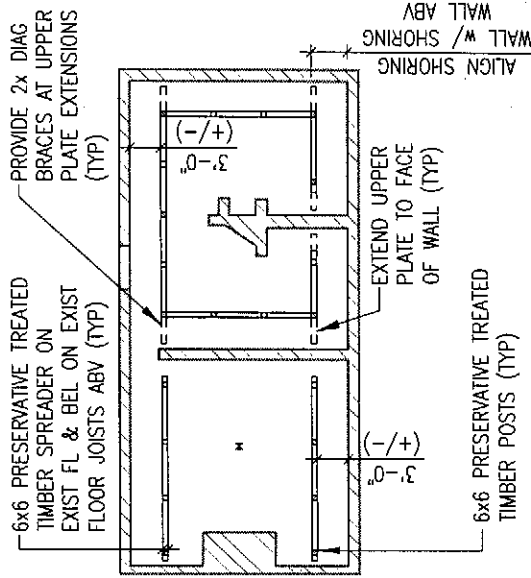


NOTES:

- PROVIDE 3'-0" WIDE OPG IN 2x4 STUD WALL. USE (2) 2x4 STUDS ON BOTH SIDES OF OPG & DOUBLE 2x4 CAP PLATE.
- ALIGN SHORING WALL WITH SHORING WALL BELOW.

2
S-1

FIRST FLOOR PLAN



1
S-1

BASEMENT PLAN

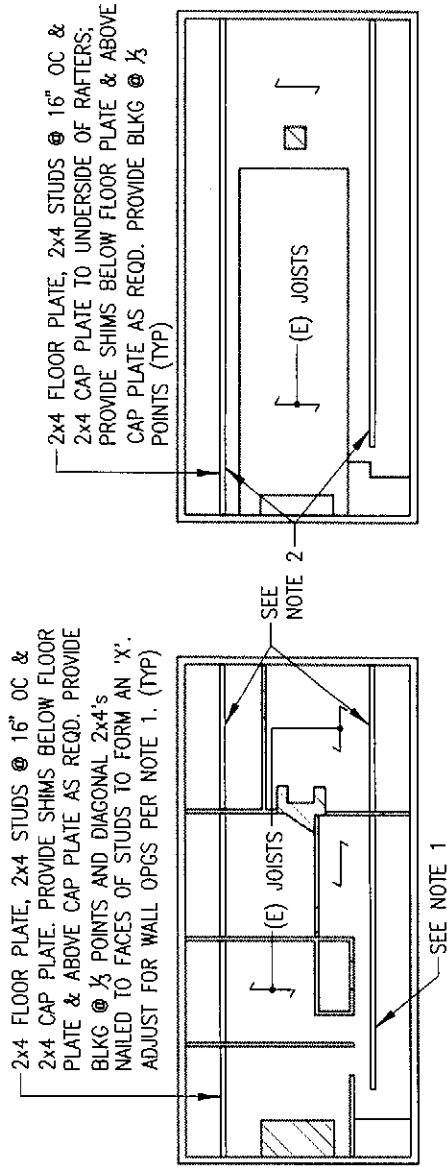
NOTE: SCALE FOR ALL PLANS AND SECTIONS ARE 3/32" = 1'-0".
8' 0 8' 16' 24'
SCALE AT FULL SIZE 3/32" = 1'-0"

DRAFT - NOT FOR CONSTRUCTION

PROJECT:	ROBERT MARSHALL HOUSE GLOUCESTER TOWNSHIP NEW JERSEY		TITLE: TEMPORARY SHORING BASEMENT & FIRST FLOOR FRAMING PLANS	
	CONSTANTINE G. DOUKAKIS PE PE NO. 2462000000 CERT. OF AUTHOR. No. 24627961300	PROJECT NO. 11074 FILENAME: S-1.dwg SCALE: AS NOTED DATE: 6/04/2012		DWG. NO. S-1

STRUCTURAL WOOD

1. Sawn lumber shall be Hem-Fir North #2, Fb = 850 psi, Fc = 725 psi, Fv = 150 psi, E = 1,200,000 psi. Surface dry.
2. Posts and Timbers: Preservative treated Southern Yellow Pine #2 or better, Fb = 850 psi, Fc = 525 psi, Fv = 165 psi, E = 1,200,000 psi.
3. All nails, screws and other hardware used in preservative treated wood shall hot-dipped galvanized.



NOTES:

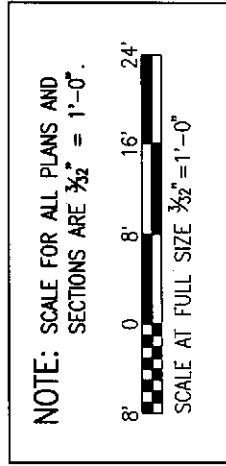
1. PROVIDE 3'-0" WIDE OPG IN 2x4 STUD WALL. USE (2) 2x4 STUDS ON BOTH SIDES OF OPG & DOUBLE 2x4 CAP PLATE.
2. ALIGN SHORING WALL WITH SHORING WALL BELOW.

SECOND FLOOR PLAN

2

ATTIC PLAN

S-2



DRAFT - NOT FOR CONSTRUCTION

PROJECT: ROBERT MARSHALL HOUSE GLOUCESTER TOWNSHIP NEW JERSEY		TITLE: TEMPORARY SHORING SECOND FLOOR & ATTIC FRAMING PLANS	
CONSTANTINE G. DOUMAKIS PE PE NO. 2462040880 CERT. OF AUTHOR. No. 2462040880		PROJECT NO. 11074	DWG. NO. S-2
K&H KEAST & HOOD CO. Structural Engineers 801 Walnut Street Philadelphia, PA 19106 (215) 685-0080 Fax (215) 685-9408		SCALE: AS NOTED	DATE: 6/04/2012
		FILENAME: S-1.dwg	