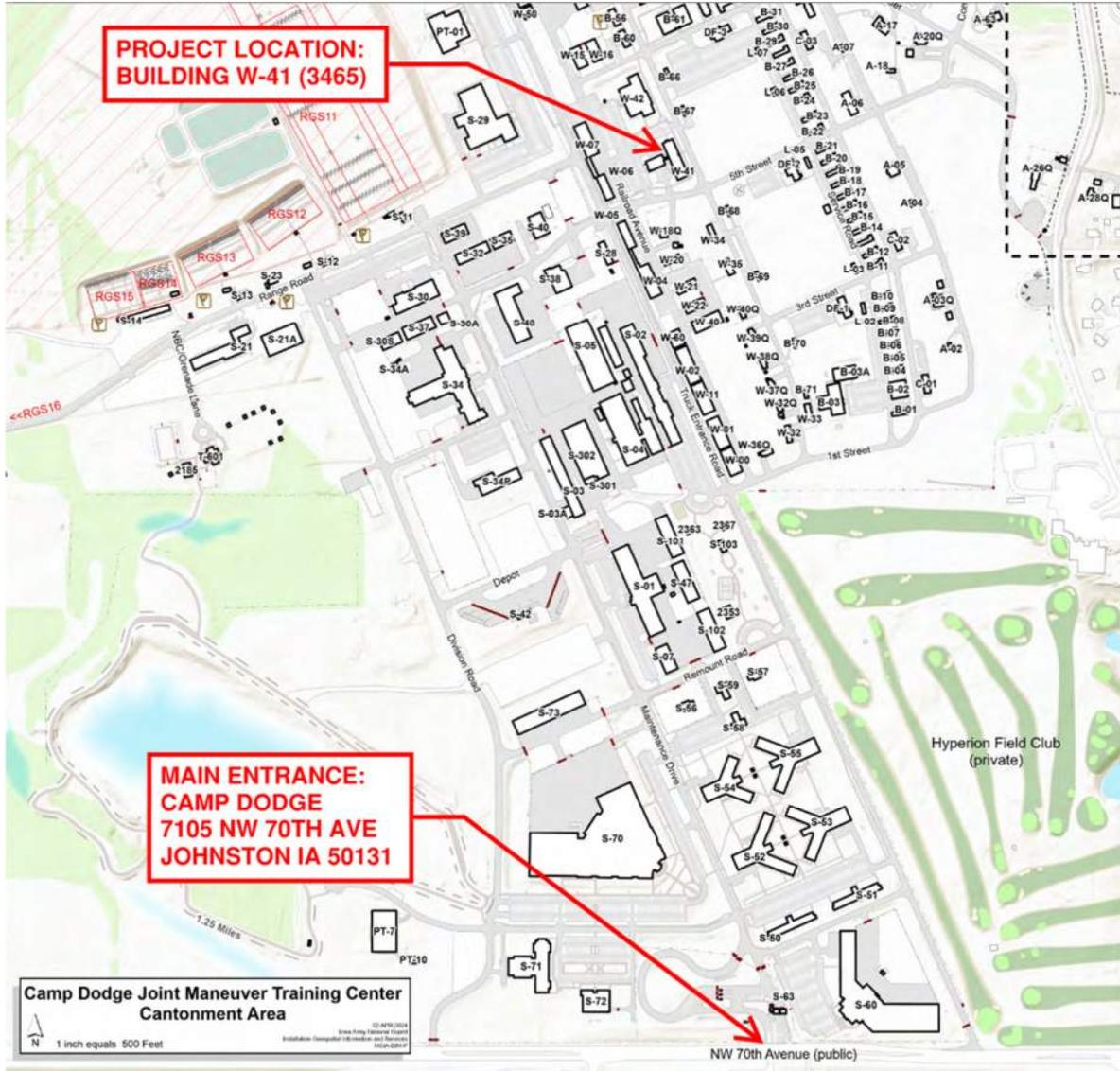


# PROJECT MANUAL

## W-41 P&C OFFICE RENOVATION CAMP DODGE, JOHNSTON, IOWA

APRIL 2, 2024



IOWA ARMY NATIONAL GUARD

DOCUMENT 00 01 10

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**DIVISION 1 - GENERAL REQUIREMENTS**

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**APPENDIX**

Drawing A1 FLOOR PLAN / REFLECTED CEILING PLAN  
Drawing ME1 HVAC AND ELECTRICAL FLOOR PLANS

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## SECTION 01 10 00

### SUMMARY

#### PART 1 - GENERAL

##### 1.1 SECTION INCLUDES

- A. Description of Work.
- B. Contract Description / Method of Award.
- C. Work by Owner.
- D. Contractor's Use of Site and Premises.
- E. Work Sequence
- F. Owner Occupancy.
- G. Temporary Facilities and Controls and Progress Cleaning.
- H. Submittal Procedures.
- I. Substitutions.
- J. Substantial Completion
- K. Final Completion and Final Payment
- L. Final Cleaning

##### 1.2 DESCRIPTION OF WORK

- A. Work of the project includes construction of a private Office 135A within existing Office 135 of Building 3465 (formerly W-41), Camp Dodge, Johnston, Iowa in accordance with these drawings and specifications.
  - 1. Work includes minor mechanical and electrical work as indicated on the drawings. General Contractor shall sub-contract this mechanical and electrical work.

##### 1.3 CONTRACT DESCRIPTION / METHOD OF AWARD

- A. Perform work of contract under a Request for Quote and Award.
- B. It is the intent of the Owner to award a Contract to the lowest qualified Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available. The Owner may reject any or all Bids, waive any irregularities, or technicalities in any Bid, and accept any Bid in whole or in part which it deems to be in the best interest of the Owner.
- C. All requested Alternates (if any) shall be bid. The Owner reserves the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid and Alternate(s) accepted.

#### 1.4 PRE-BID SITE VISIT

A. Bidders may arrange for a site visit by contacting: Evan Schatz @ 515-252-4522.

#### 1.5 WORK BY OWNER

A. Owner will remove or shift all loose equipment or furniture as required for performance of this Work.

#### 1.6 CONTRACTOR'S USE OF SITE AND PREMISES

A. Coordinate with Owner for areas required for temporary storing of materials.

B. Contractor shall assume full responsibility for the protection and safekeeping of materials, tools and equipment under this Contract, stored on the site.

C. Contractor may use existing restroom facilities.

D. Contractor may not use Owner's dumpsters or trash cans. Coordinate location for dumpster, if required, with Owner.

E. Contractor may utilize existing electrical and water sources for the performance of the Work.

F. The existing HVAC system shall remain operational throughout the Work.

G. Coordinate parking with the Owner.

H. Smoking is prohibited within the building.

#### 1.7 WORK SEQUENCE

A. Work sequence is the responsibility of the Contractor.

B. Sequence the work to minimize interruption and access to the building.

#### 1.8 OWNER OCCUPANCY

A. The Owner will occupy the remainder of the building during the construction period.

B. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations and occupancy of the building.

#### 1.9 TEMPORARY FACILITIES AND CONTROLS AND PROGRESS CLEANING

A. Control amount and spread of dust resulting from demolition or construction. Erect partitions or barriers as required to restrict access and prevent migration of dust. All surfaces shall be swept clean and all areas affected by the Work shall be free of debris and cleaned daily.

#### 1.10 SUBMITTAL PROCEDURES

- A. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, and coordination of information is in accordance with requirements of the Work and Contract Documents.
- B. Schedule submittals to expedite Project. Coordinate submission of related items.
- C. Forward submittals in electronic format to Owner via email (brian.p.duster.nfg@army.mil). Owner will return reviewed submittals to contractor via email.
- D. Do not proceed with Work until approval of submittals has been received from the Owner.

#### 1.11 SUBSTITUTIONS

- A. The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.
- B. Substitutions requests during bidding period:
  - 1. No substitution will be considered during the bidding period unless written request has been submitted to the Architect for approval, on the form provided herein, at least 5 days prior to the bid date. Each such request must include the name of the material, product or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, cuts, performance and test data, and any other data or information necessary for a complete evaluation. The burden of proof of the merit of the proposed substitution is upon the proposer.
  - 2. Request for approval of a substitution will not be considered if "Attachment A - Substitution Request Form" provided herein is not completely filled out.
  - 3. If the Architect approves any proposed substitution, such approval is not official until set forth in an addendum. Do not include any substitutions not confirmed by written addenda.
- C. Substitutions after the Contract Award:
  - 1. Requests for substitutions will be considered only in the case of product unavailability or other conditions beyond the control of the Contractor or as follows:
    - a. Timing: Architect will consider requests for substitution if received within 60 days after commencement of the Work or the Notice to Proceed. Requests received after that time may be considered or rejected at the discretion of the Architect.
    - b. Condition: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
      - 1). Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
      - 2). Requested substitution does not require extensive revisions to the Contract Documents.

- 3). Requested substitution is consistent with the Contract Documents and will produce indicated results.
- 4). Substitution request is fully documented and properly submitted.
- 5). Requested substitution will not adversely affect Contractor's Construction Schedule.
- 6). Requested substitution has received necessary approvals of authorities having jurisdiction.
- 7). Requested substitution is compatible with other portions of the Work.
- 8). Requested substitution has been coordinated with other portions of the Work.
- 9). Requested substitution provides specified warranty.

#### 1.12 SUBSTANTIAL COMPLETION

- A. Execute cleaning prior to Request for Substantial Completion.
- B. Submit a written request for Substantial Completion to the Owner. Include with the request a list of items remaining to be completed or corrected prior to Final Payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.
- C. Upon receipt of the Contractor's request for Substantial Completion and list, the Owner will perform an inspection the Work. If, in the opinion of the Owner, the Work is not sufficiently complete and ready for inspection, the Owner will note to the Contractor item(s) requiring further completion. The Contractor shall complete or correct such item(s) and re-submit a written Request for Substantial Completion.
- D. If the Owner determines the Work to be substantially complete, the Owner will prepare a Certificate of Substantial Completion along with a list of additional items, in addition to the items on the Contractor's list which require completion or correction. Failure of the Owner to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The Certificate shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate.
- E. Warranties required by the Contract Documents shall commence on the date of Substantial Completion unless otherwise provided in the Certificate of Substantial Completion.

#### 1.13 FINAL COMPLETION AND FINAL PAYMENT

- A. Upon final completion of the Work, the Contractor shall submit a written request for final inspection and acceptance and final Application for Payment. Owner will then make such inspection. If the Owner finds the Work acceptable under the Contract Documents and the Contract fully performed, and that all required submittals have been made, the Owner will issue Final Payment.

#### 1.14 FINAL CLEANING

- A. Execute final cleaning prior to Request for Substantial Completion. Remove all waste and surplus materials, rubbish, and dumpsters from site.

PART 2 – PRODUCTS AND PART 3 - EXECUTION

Not Used.

END OF SECTION

ATTACHMENT A:  
SUBSTITUTION REQUEST FORM (BIDDING PHASE)

TO: **FORWARD ALL SUBSTITUTION REQUESTS TO:**  
Brian Duster  
Construction & Facilities Management Office  
Camp Dodge, Bldg. 2440 (formerly W-4)  
7105 NW 70<sup>th</sup> Ave.  
Johnston, Iowa 50131-1824  
515-252-4481 (phone) 515-252-4589 (fax) brian.p.duster.nfg@army.mil (email)

PROJECT: W-41 P&C OFFICE RENOVATION, CAMP DODGE, JOHNSTON, IOWA  
Specification: Tile, Section, Page, Paragraph / Article

Proposed Substitution: Description, Manufacturer, Model, Phone No., Trade Name

Product Data: Drawings, Specifications, Performance Data, Test Data – Attached

The Undersigned Certifies: (Check each)

- Substitution is equal or superior in all respects to specified item.
- Will provide same warranty as specified item.
- Same maintenance service and source of replacement parts, as applicable, are available.
- Substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Substitution does not affect dimensions or functional clearances.
- Will coordinate installation and adjust other work which may be required, at no additional cost to the Owner.
- Waives claims for additional costs or time extensions which may subsequently become apparent.
- Will reimburse Owner for review or design services for re-approval by authorities, for changes in building design, detailing, and construction costs caused by the substitutions.

Requested By: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

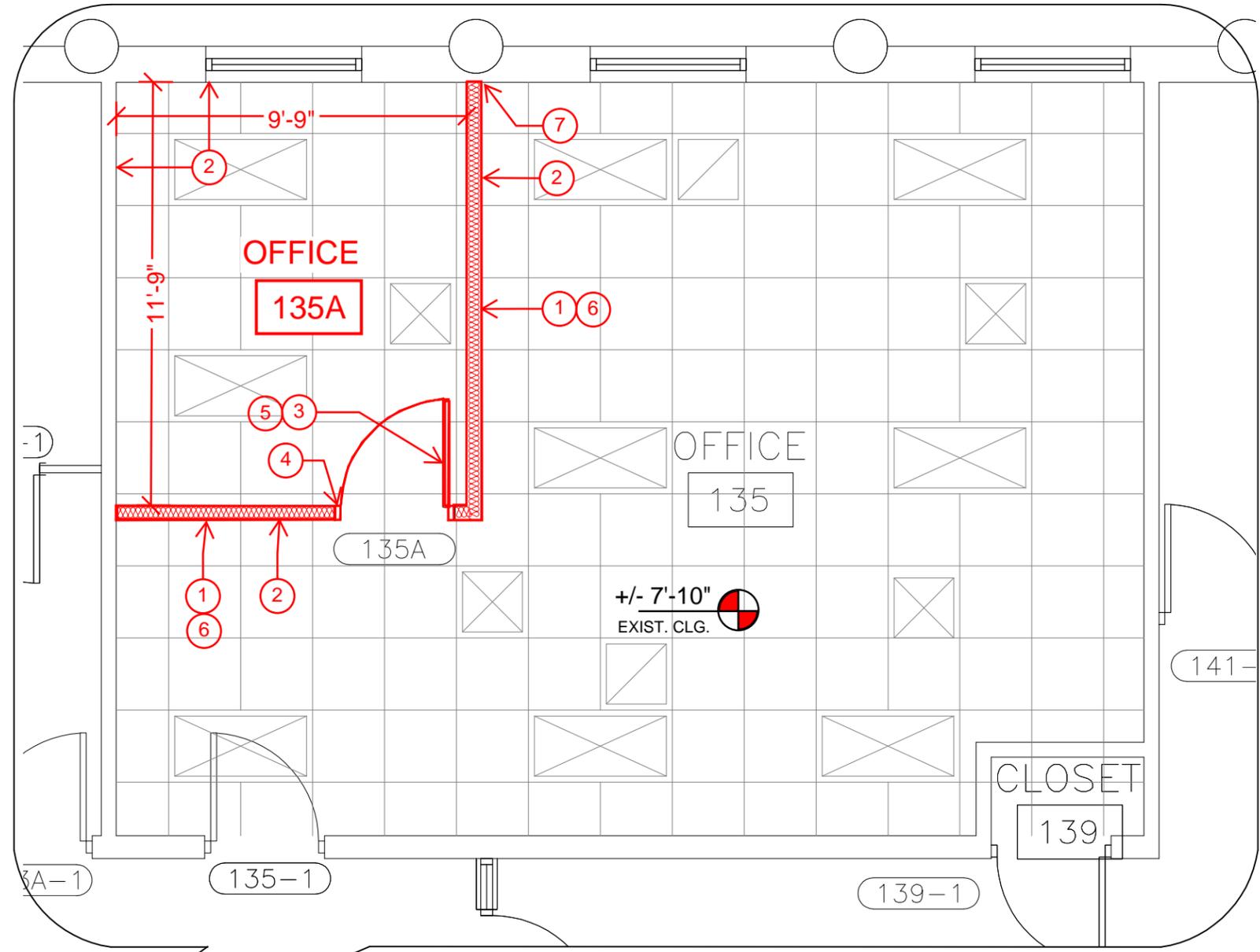
Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

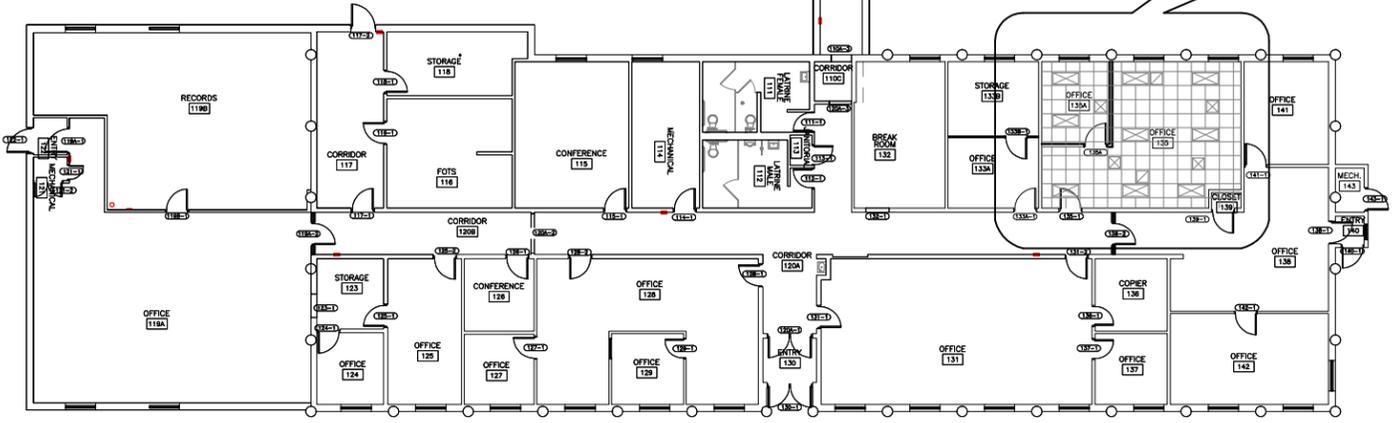
Fax: \_\_\_\_\_

**KEYED NOTES:**

- 1 NEW 5/8" GYP. BD. EACH SIDE OF 3 5/8" METAL STUD FRAMING AT 16" O.C. EXTENDING 6" ABOVE EXISTING CEILING SYSTEM.
  - SET WALLS ON TOP OF EXISTING CARPETING.
  - ANCHOR TOP OF WALLS WITH METAL STUDS DIAGONALLY EACH WAY TO UNDERSIDE OF DECK ABOVE.
  - FILL NEW WALLS WITH SOUND ATTENUATION BATT INSULATION.
  - INSTALL VINYL BASE EACH SIDE OF NEW WALLS TO MATCH EXISTING.
  - PROVIDE GA-214 LEVEL 4 FINISH WITH LIGHT ORANGE PEEL TEXTURE:
- 2 PRIME AND PAINT NEW WALLS EACH SIDE AND PAINT EXISTING SOUTH AND WEST WALL OF OFFICE 135A:
  - MANUFACTURER: SHERWIN WILLIAMS, PPG, OR APPROVED EQUAL.
  - COLOR AND SHEEN: MATCH EXISTING. SUBMIT SAMPLE
  - PRIMER: AS RECOMMENDED BY MANUFACTURER.
  - FINISH: TWO COATS ACRYLIC LATEX.
- 3 NEW 3'-0"W X 7'-0"H SOLID CORE WOOD DOOR:
  - WOOD DOOR VENEER: PLAIN SLICED, BOOK MATCHED.
  - SPECIES AND TRANSPARENT FINISH: MATCH EXISTING. SUBMIT SAMPLE.
  - PROVIDE 1/2" UNDERCUT.
- 4 NEW HOLLOW METAL FRAME:
  - 16GA WITH 4 7/8" THROAT AND 2" FACE AT HEAD AND JAMBS.
  - PRIME AND PAINT NEW FRAME:
    - MANUFACTURER: SHERWIN WILLIAMS, PPG, OR APPROVED EQUAL.
    - COLOR & SHEEN: MATCH EXISTING. SUBMIT SAMPLE
    - PRIMER: AS RECOMMENDED BY MANUFACTURER.
    - FINISH: TWO COATS ALKYD ENAMEL SEMI-GLOSS.
- 5 HARDWARE:
  - HINGES: 3 EA. FIVE KNUCKLE, STANDARD WEIGHT. MCKINNEY TA2714 OR EQUAL. FINISH: US26D
  - LOCKSET: GRADE 2 MODULAR CYLINDRICAL LOCK. SCHLAGE ALX 53 \_ RHO 626. KEYED TO MATCH OWNER'S EXISTING SYSTEM- VERIFY CYLINDER AND KEYING WITH OWNER. PROVIDE 3 CUT KEYS.
  - 1 EA WALL BUMPER: ROCKWOOD 406 US32D
  - 3 EA SILENCERS ROCKWOOD 608
- 6 TRIM AND REPLACE EXISTING CEILING GRID AND CEILING TILES AS REQUIRED FOR INSTALLATION OF NEW WALLS. PROVIDE NEW EDGE MOLDING AND SUSPENSION WIRES AS NEEDED:
  - SALVAGE AND REUSE EXISTING TILES TO PATCH AND INFILL ON THE OFFICE 135 SIDE.
  - INSTALL ALL NEW WITHIN OFFICE 135A.
  - CEILING TILE: USG "FROST" 24X24 BEVELED EDGE. SUBMIT SAMPLE.
  - CEILING GRID: USG DX OR EQUAL TO MATCH EXISTING.
- 7 INSTALL PAINTABLE SEALANT EACH SIDE (TYPICAL).



**ENLARGED FLOOR PLAN / REFLECTED CEILING PLAN**  
NOT TO SCALE



**KEY PLAN**  
NOT TO SCALE

**GENERAL NOTES:**

- A. REPAIR AND PATCH AREAS AFFECTED BY SUCH THINGS AS DEMOLITION, FURNITURE REMOVAL, AND INSTALLATION OF NEW WORK TO MATCH EXISTING ADJACENT FINISHED CONDITIONS.
- B. REPAIR AND PATCH CEILINGS AS REQUIRED TO ALLOW FOR NEW WORK.
- C. OWNER WILL REMOVE AND REPLACE EXISTING SYSTEM FURNITURE IN OFFICE 135 AS REQUIRED TO ALLOW FOR NEW WORK.

**IOWA NATIONAL GUARD ARMORY BOARD**  
DEPARTMENT OF PUBLIC DEFENSE (MILITARY DIV.)  
THE ADJUTANT GENERAL, MG STEPHEN E. OSBORN  
CHAIRMAN IOWA NATIONAL GUARD ARMORY BOARD  
**CONSTRUCTION & FACILITIES MANAGEMENT OFFICE**  
BUILDING B-61 CAMP DODGE  
108 S.W. 70TH AVE.  
JOHNSTON, IOWA 50131-1824



**FLOOR PLAN**  
**REFLECTED CEILING PLAN**

**W-41 P&C OFFICE RENOVATION**  
CAMP DODGE JOHNSTON, IOWA  
IOWA ARMY NATIONAL GUARD

DATE: 02 APR 24  
DRAWN BY: B.P.D.  
PROJECT NO.:  
CONTRACT NO.:

SHEET:  
**A1**

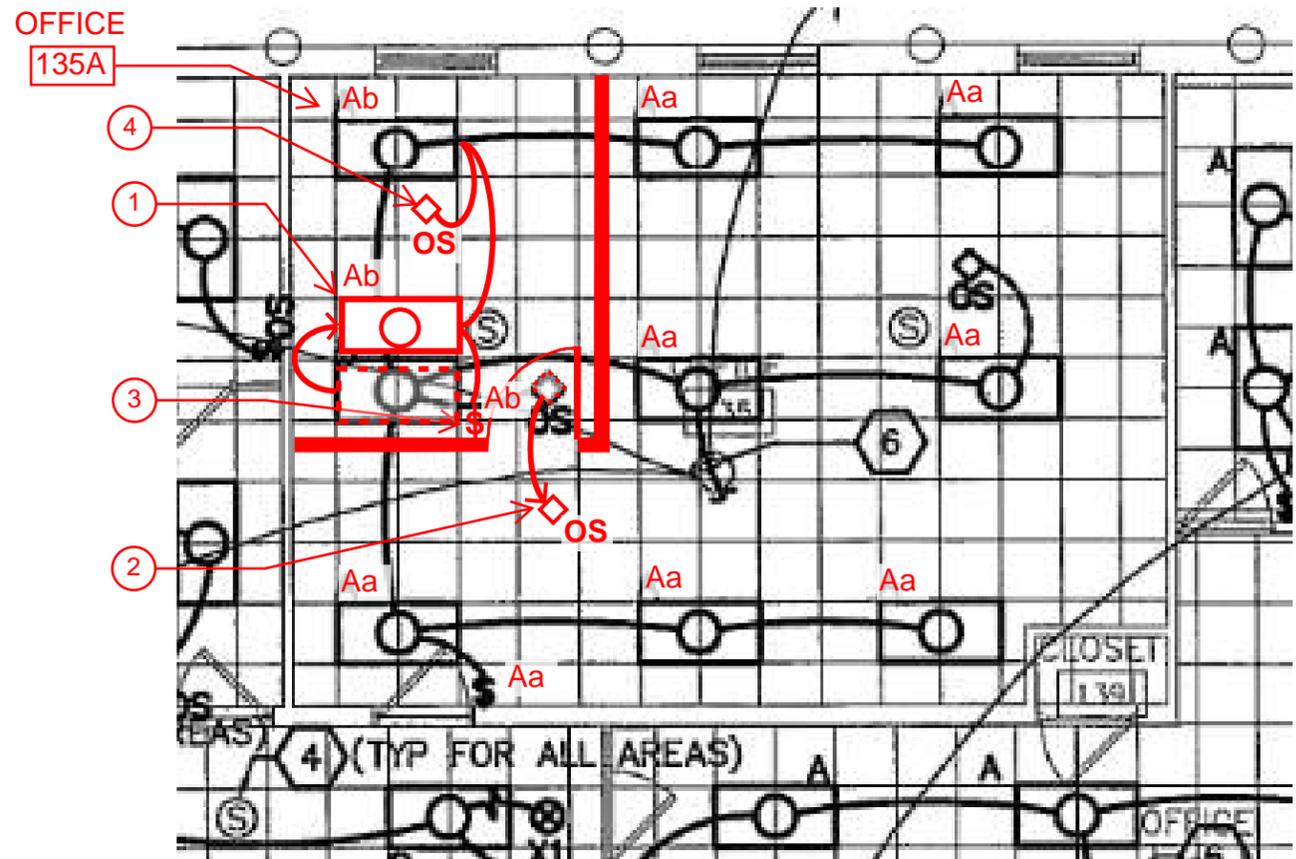
**ELECTRICAL GENERAL NOTES:**

A. REWIRE EXISTING FIXTURES WITHIN OFFICE 135 TO SEPARATE INTO TWO SEPARATE SWITCHING ZONES: OFFICE 135 (Aa) AND OFFICE 135A (Ab). REWORK AND/OR REPLACE EXISTING RACEWAYS AND CONDUCTORS AS NECESSARY TO PERFORM THE WORK.

B. WIRING DEVICE, WALL PLATES, AND SENSOR MATERIAL, FINISH AND COLOR SHALL MATCH EXISTING DEVICES IN THE SAME ROOM.

**ELECTRICAL KEYED NOTES:**

- ① SHIFT EXISTING LIGHT FIXTURE TO NEW LOCATION INDICATED.
- ② SHIFT EXISTING CEILING OCCUPANCY SENSOR TO NEW LOCATION INDICATED.
- ③ INSTALL NEW WALL SWITCH.
- ④ INSTALL NEW CEILING OCCUPANCY SENSOR IN OFFICE 135A:
  - MANUFACTURER: HUBBELL (FIELD VERIFY MANUFACTURER AND MODEL TO MATCH EXISTING).
  - PROVIDE POWER PACKS, CONTROL UNITS, AND RELAYS AS REQUIRED FOR PROPER OPERATION OF OF THE SYSTEM.
  - THIS NEW SWITCH/SENSOR SHALL CONTROL THE TWO LIGHT FIXTURES IN OFFICE 135A.



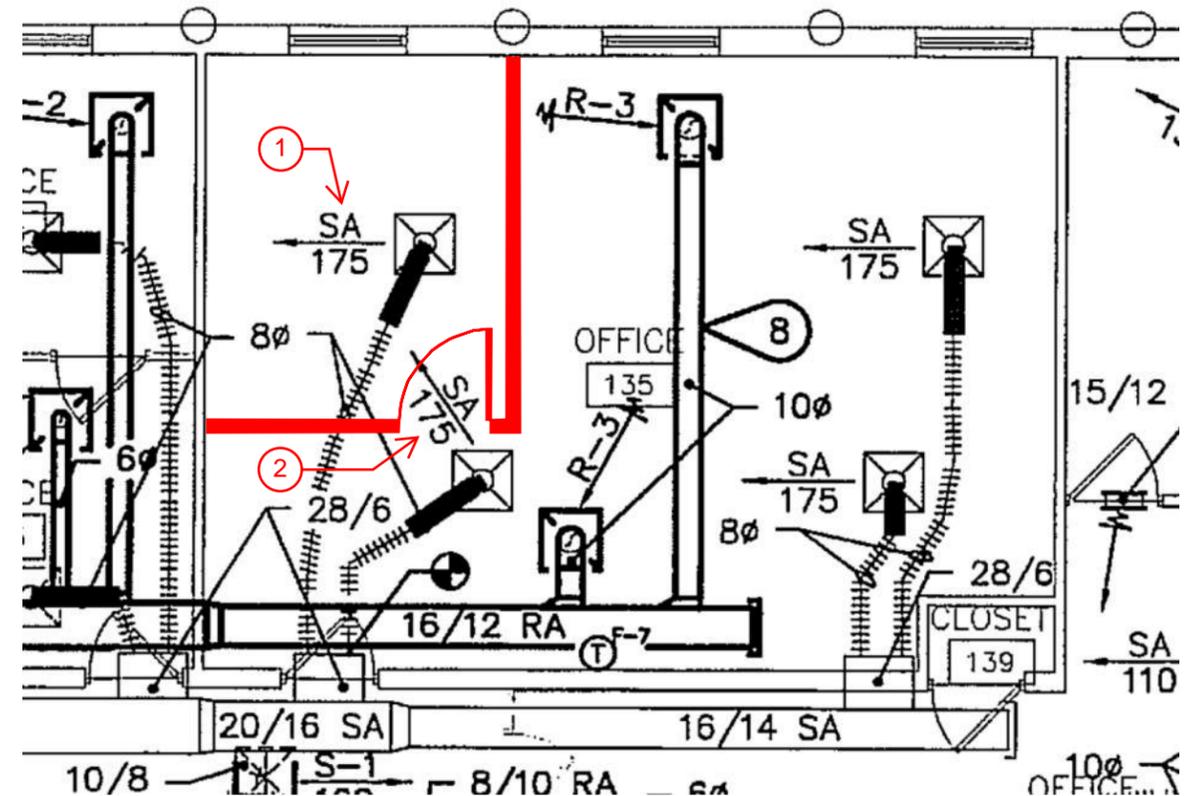
**ELECTRICAL FLOOR PLAN**  
NOT TO SCALE

**MECHANICAL KEYED NOTES:**

- ① REDUCE AIRFLOW AT EXISTING DIFFUSER BY 20 PERCENT (GOAL OF 135 TO 140 CFM).
- ② RETURN AIR FROM OFFICE 135A SHALL BE VIA THE DOOR UNDERCUT- SEE AHEET A1

**GENERAL NOTES:**

A. MECHANICAL AND ELECTRICAL WORK INDICATED ON THE DRAWINGS SHALL BE SUBCONTRACTED UNDER THE GENERAL CONTRACT.



**HVAC FLOOR PLAN**  
NOT TO SCALE

