

HUEY P. LONG DECORATIVE LIGHTING 2ND TO 5TH STREETS PROJECT
BKI PROJECT NO: 9344-8350-1
DATE: 3/24/2025

CONTRACT DOCUMENTS, SPECIFICATIONS
AND
CONTRACT DRAWINGS

FOR

HUEY P. LONG DECORATIVE LIGHTING 2ND
TO 5TH STREETS PROJECT

BKI PROJECT NO: 9344-8350-1

ADDENDUM NO. 1

DATE ISSUED: March 24, 2025

BID CLOSE DATE: MARCH 27, 2025 at 1:45 PM

BID LOCATION: Council Chambers, Gretna City Hall
740 2nd Street, Gretna, LA 70053

This addendum shall be part of the Contract Documents as provided in the Instruction to Bidders.

The following items are issued to add to, modify, and clarify the Contract Documents. These items shall have full force and effect as the Contract Documents, and the cost involved shall be included in the bid prices.

Acknowledge receipt of the addendum by inserting its number on the Bid Form of the Bid Documents. Failure to do so will subject the bidder to rejection.

This Addendum No. 1 consists of 43 pages including all attachments.

UPDATES:

- 1.0 The Mandatory Pre-Bid Meeting scheduled for Friday March 21, 2025 at 1:00 pm did not have any Bidders-Contractors attend.
- 2.0 The Bid Opening scheduled for Thursday March 27, 2025 at 1:45 pm has been extended to Friday April 11, 2025 at 10:00 am. Bids can be submitted no later than Friday April 11, 2025 9:45 am.
- 3.0 A Mandatory Per-Bid Meeting will be held on Friday April 4, 2025 at 1:00 pm. We will meet at the corner of 2nd Street and Huey P. Long Avenue in Gretna La.70053, right in front of Gretna City Hall.
- 4.0 The following electrical firms will be contacted directly for bids.

Bayou Electric
Fritzhertz Electric
Heritage Electric
High Tech Electric
Sharp Electric
Leach Electric

ATTACHMENTS:

1. Cover (1 sheet).
2. Invitation to Bid (1 sheet).
3. Instructions to Bidders (8 sheets).
4. Selling of Plans and Specifications (1 sheet).
5. Project Requirements (24 sheets).
6. Project Description and Scope of Work (6 sheets).

CONTRACT DOCUMENTS

AND

TECHNICAL SPECIFICATIONS

FOR

***HUEY P. LONG AVE.
STREET LIGHTING 5TH TO 6TH STS.***

***DEPARTMENT OF PUBLIC WORKS
CITY OF GRETN, LOUISIANA***

January 16, 2025

BURK-KLEINPETER, INC.
2400 VETERAN'S BLVD. KENNER, LA 70062

Set No. _____

INVITATION TO BID

**HUEY P. LONG AVENUE
STREET LIGHTING 2ND TO 5TH STS.
FOR THE
DEPARTMENT OF PUBLIC WORKS
CITY OF GRETNA, LOUISIANA**

Sealed Bids will be received by the City of Gretna in the Council Chambers, Gretna City Hall, 2nd Street and Huey P. Long Avenue, Gretna, Louisiana 70053 or electronically through the website www.publicpurchase.com on April 11, 2025, until 9:45 a.m. local time for:

HUEY P. LONG AVENUE STREET LIGHTING, 2ND TO 5TH STREETS

At 10:00 a.m. local time on the same day, in the Council Chamber, Gretna City Hall, Gretna, Louisiana, all Bids that have been duly received will be officially opened and read aloud.

Without limiting the scope of work described herein, the owner (Gretna) is furnishing,-installing the light poles, luminaires, breakaway couplings, pole base skirts and making terminations from from the poles to the handholes, provided by the contractor. The owner will provide the anchor bolts to the contractor for installation of the foundations. The proposed bid provides for installation of submersible electrical tap connections in the hand holes for owner connection of conductors. Everything specified in the contract documents will be furnished and installed by the contractor.

All Bids must be in accordance with the Contract Documents on file at the office of BURK-KLEINPETER, INC., Consulting Engineers, 2400 Veteran's Blvd., Suite 310 Kenner, Louisiana 70062.

Copies of the Bidding Documents and Contract Documents, consisting of drawings and specifications for use in preparing Bids may be secured from the office of BURK-KLEINPETER, INC., 2400 Veteran's Blvd., Suite 310, Kenner, Louisiana 70062. (504) 483-6271, by licensed contractors upon payment of \$50.00 per set or through the website www.publicpurchase.com. Deposit on the first set of documents furnished bona fide prime bidders will be fully refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. On other sets of documents furnished to prime bidders, the deposit less \$25.00 will be refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. Good condition is defined as free of all pencils, pens and other marks. All sets furnished to subcontractors and suppliers are non-refundable. Partial sets will not be issued. Request for mailing Contract Documents will be handled by Federal Express only, provided the addressee supplies his courier's account number and "street" address.

Each Bidder must obtain a contractor's license from the State of Louisiana prior to submitting his bid.

The work for this project is classified as Category IV, Municipal and Public Works Construction or Category V Electrical. **ONLY** Contractors with these classifications may submit bids for this project. Bids received by Contractors without this classification will not be opened.

Bids will be received on a unit price basis as described in the Contract Documents.

All work is to commence immediately after the Date of Contract. Completion of the work is required within 90 calendar days. All time limits commencing upon issuance of the Owner's "Notice to Proceed."

Bid security in the amount of 5 percent (5%) of the total Bid must accompany each Bid.

The successful Bidder will be required to furnish a Performance and Payment Bond guaranteeing faithful performance and the payment of all bills and obligations arising from the performance of the contract.

Sureties will be required to meet qualifications set forth in the Contract Documents.

Bidders are required to attend a mandatory pre-bid conference on Friday April 4, 2025, at 1:00 p.m. on the corner of 2nd Street and Huey P. Long Avenue, Gretna LA to discuss the project. In the event of rain, the meeting will take place at Gretna City Hall Council Chambers; 740 2nd Street, Gretna, LA 70053. Prebid conference details are set forth in the Bidding Documents.

No Bid may be withdrawn within a period of 45 days after the date fixed for opening Bids.

The City of Gretna reserves the right to reject all Bids, and to reject nonconforming, nonresponsive, or conditional Bids.

Publish: February 26; March 5; and March 12, 2025.

/S/ BELINDA C. CONSTANT
MAYOR
CITY OF GRETNA
STATE OF LOUISIANA

INSTRUCTIONS TO BIDDERS - LIST OF SUBJECTS

- B-1. CROSS REFERENCE TO PRIMARY STATEMENTS
- B-2. QUALIFICATIONS OF BIDDERS
- B-3. LOUISIANA LICENSE REQUIREMENTS
- B-4. FAMILIARIZATION WITH THE WORK
 - B-4.01. Site Conditions
 - B-4.02. Pre-Bid Conference
- B-5. INTERPRETATIONS
- B-6. TAXES AND PERMITS
- B-7. BID SECURITY
- B-8. RETURN OF BID SECURITY
- B-9. CONTRACT TIME
- B-10. SUBCONTRACTORS AND SUPPLIERS
 - B-10.01. Subcontractor Qualification
 - B-10.02. Suppliers
- B-11. BIDS
 - B-11.01. Bid Form
 - B-11.02. Bid Pricing
 - B-11.03. Not Used
 - B-11.04. Submission of Bids
 - B-11.05. Modification and Withdrawal of Bids
 - B-11.06. Bids to Remain Open
- B-12. AWARD OF CONTRACT
- B-13. EXECUTION OF AGREEMENT
- B-14. COPIES OF CONTRACT DOCUMENTS
- B-15. LOCAL MATERIALS AND FIRMS
- B-16. - 20. NOT USED
- B-21. PERFORMANCE AND PAYMENT BOND QUALIFICATIONS
- B-22. BIDDER'S CHECKLIST

INSTRUCTIONS TO BIDDERS

B-1. CROSS REFERENCE TO PRIMARY STATEMENTS. Definitions, requirements, and limitations affecting the bidding are contained in the various Contract Documents, and are not necessarily repeated in these instructions. The following is a partial list of applicable provisions and their locations:

Availability of Land	General Conditions and Division 1
Bonds and Insurance	General and Supplemental Conditions
Definitions	General and Supplemental Conditions
Detailed Description of the Work	Division 1
Liquidated Damages	Agreement and Special Provisions
Laws and Regulations	General and Supplemental Conditions
Retainage	Agreement and Special Provisions
Subsurface Investigations	General and Supplemental Conditions

B-2. QUALIFICATIONS OF BIDDERS. Bidders may be required to submit evidence that they have a practical knowledge of the particular Work bid upon, and that they have the financial resources to complete the proposed Work.

In determining the Bidder's qualifications, the following factors will be considered: Work previously completed by the Bidder and whether the Bidder (a) maintains a permanent place of business, (b) has adequate plant and equipment to do the Work properly and expeditiously, (c) has the financial resources to meet all obligations incident to the Work, and (d) has appropriate technical experience. In accordance with Louisiana Public Contract Law (38:2281), preference will be given to bidders domiciled in Louisiana.

Each Bidder may be required to show that he has handled former work so that no just claims are pending against such work. No Bid will be accepted from a Bidder who is engaged on any work which would impair his ability to perform or finance this Work.

B-3. LOUISIANA LICENSE REQUIREMENTS. Only Bids of Contractors licensed under LSA R.S. - 37:2150 et seq., will be considered. Licensing is supervised by the Louisiana Licensing Board for Contractors, State Capitol Building, Baton Rouge, Louisiana. Contractors desiring to bid shall submit with their Bids evidence that they hold a valid license in the proper classification. This work is classified as Municipal and Public Works construction or Electrical construction. **ONLY** Contractors with these classifications may submit bids for this project. Bids received by Contractors without this classification will not be opened.

B-4. FAMILIARIZATION WITH THE WORK. Before submitting his Bid, each prospective Bidder shall familiarize himself with the Work, the site where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work. He shall carefully correlate his observations with requirements of the Contract Documents and otherwise satisfy himself of the expense and difficulties attending performance of the Work. The submission of a Bid will constitute a representation of compliance by the Bidder. There will be no subsequent financial adjustment for lack of such familiarization.

B-4.01. Site Conditions. Each Bidder shall visit the site of the Work and completely inform himself relative to construction hazards and procedure, the availability of lands, the character and quantity of surface and subsurface materials, and utilities to be encountered, the arrangement and condition of existing structures and facilities, the character of construction equipment and facilities needed for performance of the Work, and facilities for transportation, handling, and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the Bid.

B-4.02. Mandatory Prebid Conference. A mandatory prebid conference will be held at Gretna City Hall, 2nd Street and Huey P. Long Avenue, Gretna, Louisiana, on April 4, 2025, at 1:00 P.M. Representatives of BURK-KLEINPETER, INC., will be present to discuss the Project and answer questions. Bidders, subcontractors, and suppliers are encouraged to attend and participate in the conference. Contractors and subcontractors shall be responsible for all matters discussed at the mandatory pre-bid conference as well as decisions made at that time.

B-5. INTERPRETATIONS. All questions about the meaning or intent of the Contract Documents shall be submitted to the Engineer in writing. Replies will be issued by Addenda, mailed or delivered to all parties recorded by the Engineer as having received the bidding documents. Addenda will be issued at least 72 hours (excluding weekends and holidays) prior to the time stated for opening bids. Questions received less than fifteen calendar days prior to the date for opening Bids will not be answered. Only answers furnished by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

B-6. TAXES AND PERMITS. Attention is directed to the requirements of the General and Supplementary Conditions regarding payment of taxes and obtaining permits. All taxes that are lawfully assessed against Owner or Contractor in connection with the Work shall be paid by the Contractor. The bid prices shall include all such taxes and the costs of all required permits.

B-7. BID SECURITY. The amount of bid security is stated in the Invitation to Bid. The required security must be in the form of a certified or bank cashier's check or a bid bond. The bid bond must be executed by a surety meeting the requirements set forth in General Conditions.

The bid security shall be made payable without condition to the Department of Public Works, City of Gretna, hereinafter referred to as Owner. The bid security may be retained by and shall be forfeited to the Owner as liquidated damages if the Bid is accepted and a contract based thereon is awarded and the Bidder shall fail to enter into a contract in the form prescribed, with legally responsible sureties, within ten days after contract has been delivered to the Bidder by the Owner.

B-8. RETURN OF BID SECURITY. The bid security of the successful Bidder will be retained until he has executed the Agreement and furnished the required Contract Security, whereupon checks furnished as bid security will be returned; if he fails to execute and deliver the Agreement and furnish the required Contract Security within twelve days after the Contract has been delivered to the Bidder by the Owner, Owner may annul the Notice of Award and the bid security of that Bidder will be forfeited. The bid security of any Bidder whom Owner believes to have a reasonable

chance of receiving the award may be retained by Owner until the seventh day after the executed Agreement is delivered by Owner to Contractor and the required Contract Security is furnished but not to exceed 45 days. Checks furnished as bid security by other Bidders will be returned within seven days of the Bid opening.

B-9. CONTRACT TIME. The Contract Time is an essential part of the contract and it will be necessary for each Bidder to satisfy Owner of his ability to complete the Work within the time set forth in the Bid Form. Provisions for delays, liquidated damages, and extensions of time are set forth in the General and Supplementary Conditions.

B-10. SUBCONTRACTORS AND SUPPLIERS. Within seven days after Bids are opened, the apparent low Bidder, and any other Bidder so requested, shall submit a list of all Subcontractors he expects to use in the Work.

B-10.01. Subcontractor Qualification. Particular consideration will be given to the qualifications of each Subcontractor proposed to perform more than ten per cent (10%) of the Work. An experience statement with pertinent information as to similar projects and other evidence of qualification shall be furnished for each named Subcontractor, as requested by the Owner. If Owner or Engineer after due investigation has reasonable objection to any proposed Subcontractor, he may before giving the Notice of Award request the apparent low Bidder to submit an acceptable substitute without an increase in his Bid. If the apparent low Bidder declines to make any such substitution, Notice of Award shall not be given to such bidder, but in declining to make substitution he will not thereby sacrifice his bid security. Any Subcontractor so listed and to whom Owner or Engineer does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to the Owner and Engineer.

Contractor shall not be required to employ any subcontractor against whom he has reasonable objection.

The use of subcontractors listed by the Bidder and accepted by the Owner prior to the Notice of Award will be required in the performance of the Work.

B-10.02. Suppliers. The list of subcontractors shall also include the suppliers and manufacturers of principal items of materials and equipment the Bidder expects to use in the Work.

B-11. BIDS.

B-11.01. Bid Form. Bound sets of Contract Documents are for the Bidder's information only and should not be used when submitting bids. The Bidder shall use the Proposal Form issued by Addendum for the submission of bids. All papers bound with or attached to the Proposal Form are a necessary part thereof and must not be detached. Necessary copies of this form will be furnished for bidding. Proposal Forms must be made out in ink or typed. Illegibility or ambiguity therein may constitute justification for rejection of the bid.

Bids by Corporations must be executed in the corporate name by the signature of the president or vice-president (or other corporate officer accompanied by evidence of

authority to sign) and the corporate seal shall be affixed and attested by the secretary or an assistant secretary. The state of incorporation shall be shown below the corporate name. Bids by partnerships must be executed in the partnership name and signed by a partner; title and the official address of the partnership must be shown below the signature. Bids by joint ventures shall be signed by each participant in the joint venture or by an authorized agent of each participant.

The names of all persons signing must also be legibly printed below the signature. A Bid by a person who affixes to his signature the word "president", "secretary", "agent", or other designation without disclosing his principal may be held to be the Bid of the individual signing. When requested by Owner, evidence of the authority of the person signing shall be furnished.

All blank spaces in the Bid Form shall be filled. A bid price shall be indicated for all unit price items and the total Bid. The total Bid will be determined as the sum of the products of the estimated quantities of each item and the unit price bid.

The bid shall contain an acknowledgment of receipt of all Addenda, the numbers and dates of which shall be filled in on the Bid Form.

No alterations in Bids, or in the printed forms therefore, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, Owner may require the Bidder to identify any alteration so initialed.

B-11.02. Bid Pricing. The Bid shall be based on the Work as indicated on the drawings and as specified. The Bidder shall complete the schedule of unit prices included in the Bid Form.

The total Bid price quoted for the Work shall be stated in figures and in words. The price quoted in the Bid Form shall include all costs necessary for the complete performance of the work in full conformity with the conditions of the Contract Documents, and shall include all applicable Federal, State, County or Parish, Municipal or other taxes.

The final Contract Price will be subject to adjustment according to final measured, used, or delivered quantities, and the unit prices in the Bid will apply to such final quantities.

B-11.03. NOT USED

B-11.04. Submission of Bids. Each Bid and accompanying documents shall be enclosed in duplicate in a sealed opaque envelope or wrapping, addressed to: Gretna City Hall, Mayor's Office, 2nd Street and Huey P. Long Avenue, Gretna, Louisiana 70054 and identified on the outside with the Bidder's name; return address; the words "Huey P. Long Ave. Street Lighting 2nd to 5th Streets" or submitted electronically through the website www.publicpurchase.com.

If the bid is in the amount of \$50,000 or more, the state license number of the bidder, unless otherwise accepted by law. (Amended by Resolution No. 47418) If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof.

Bids shall be deposited at the designated location prior to the time and date for receipt of Bids indicated in the Invitation to Bid, or the modified time and date indicated by Addendum. Bids received after the time and date for receipt of Bids will be returned unopened.

Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

Oral, telephone, or faxed Bids are invalid and will not receive consideration.

No Bidder may submit more than one Bid. Multiple Bids under different names will not be accepted from one firm or association.

B-11.05. Modification and Withdrawal of Bids. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

B-11.06. Bids to Remain Open. All Bids shall remain open for 45 days after the day of the Bid opening. Owner shall release bids and return bid securities as specified in this section under "Return of Bid Security".

B-12. AWARD OF CONTRACT. Owner shall award a contract to the Bidder who, in Owner's judgment, is the lowest responsive, responsible Bidder. Owner reserves the right to reject any or all Bids, to waive informalities, and to reject nonconforming, nonresponsive, or conditional Bids.

In evaluating Bids, Owner shall consider the qualifications of the Bidders, and whether or not the Bids comply with the prescribed requirements. Owner may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material), and may reject the Bid of any Bidder who does not pass any such evaluation to Owner's satisfaction.

If the contract is awarded, Owner shall give the apparent successful Bidder a Notice of Award within 90 days after the date of the Bid opening.

B-13. EXECUTION OF THE AGREEMENT. Engineer will furnish to Contractor six copies of the Agreement and other Contract Documents bound therewith. Within 12 days, Contractor shall execute the Agreement; insert executed copies of the required bonds and power of attorney and submit all copies to the Owner. The date of contract on the Agreement and Bond forms shall be left blank for filling in by Owner. The certification date on the power of attorney also shall be left blank for filling in by Owner.

Owner will execute all copies, insert the date of contract on the Agreement, Bonds, and power of attorney, and return all copies to Engineer for review and distribution. Distribution of signed copies shall be two copies each to Owner and Contractor, and one copy each to Surety and Engineer.

Owner will file one complete copy of the executed Contract Documents with the Recorder of Mortgages in Jefferson Parish and will bill Contractor.

B-14. COPIES OF CONTRACT DOCUMENTS. Copies of the Bidding Documents and Contract Documents, consisting of drawings and specifications for use in preparing Bids may be secured from the office of BURK-KLEINPETER, INC., 2400 Veteran's Blvd, Suite 310 Kenner, LA 70063, (504) 483-6271 by licensed contractors upon payment of \$50.00 per set. Deposit on the first set of documents furnished bona fide prime bidders will be fully refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. On other sets of documents furnished to prime bidders, the deposit less \$25.00 will be refunded upon return of the documents in good condition no later than ten calendar days after receipt of bids. Good condition is defined as free of all pencil, pen and other marks. All sets furnished to subcontractors and suppliers are non-refundable. Partial sets will not be issued.

The Contractor to whom a contract is awarded will be furnished 6 copies of the specifications and the drawings, together with all Addenda thereto.

B-15. LOCAL MATERIALS AND FIRMS. By statutory authority, preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in Louisiana, quality being equal to articles offered by competitors outside of the State (LSA R.S. - 38:2251), and preference is hereby given to firms doing business in the State of Louisiana (LSA R.S. - 38:2253)

B-16. through B-20. NOT USED

B-21. PERFORMANCE AND PAYMENT BOND QUALIFICATIONS. All performance and payment bonds for contracts with the City of Gretna are to be provided by a company or companies with at least an "A" or better financial rating according to the latest A.M. Best Company rating.

B-22. BIDDER'S CHECKLIST. Bidders shall refer to the Bidder's Check List to ensure all required documents and instructions are followed prior to submitting the Bid. Failure to submit required documents may render a bid informal. (See page B-8).

BIDDER'S CHECK LIST

Check off each box as you complete the instructions.

- _____ Bid Surety equal to 5% of total bid in the form of a certified check, cashiers check, or bid bond. Bid Bond must have attached appropriate and satisfactory power of attorney and certificate as to corporate principal. (Res. No. 10677, Section I-1-A and LRS 38:2214) (Pages BB-1 through BB-3).
- _____ Proper attestations affidavit attached to bid, signed and notarized. (Page AA-1 and AA-2).
- _____ Proper affidavit attached to bid, signed and notarized. (Page AF-1).
- _____ Satisfactory evidence of the authority of the person signing on behalf of the individual, firm, partnership, or corporation must be attached. In the case of a corporation, said authority must be in the form of a Corporate Resolution.
- _____ If bid is \$50,000.00 or more, your Louisiana State Contractor's license number must be affixed to the outside of your bid envelope and to the bid form. (Res. No. 10677 as amended by Res. No. 13385 Sec. I-1-A.)
- _____ Your bid package must be submitted with original typed or in ink and receipt of all Addenda acknowledged. (Pages BF-1 through BF-5).
- _____ Bid documents shall be enclosed in a sealed opaque envelope or wrapping properly addressed and identified on the outside with Bidder's name, return address, Louisiana State License Number, Title of Project and Proposal Number or submitted electronically through the website www.publicpurchase.com.
- _____ Check terms, delivery, and/or starting and completion times.
- _____ Certification of Equal Opportunity and Non-Segregated Facilities signed and attached to bid. (Pages EO-1 and NF-1). The documents should be submitted within 10 days after bid deadline.
- _____ Bid forms signed and state license number shown.

BURK-KLEINPETER, INC.

Engineers-Architects-Planners-Environmental Scientists

2400 Veteran's Blvd, Suite 310-Kenner, LA 70062 - (504) 975-7735

SELLING OF PLANS AND SPECIFICATION

JOB NAME	Huey P. Long Ave. Lighting 2nd to 5th STS.
JOB NUMBER	9344-8350
CLIENT:	City of Gretna, Amie Hebert
CONTACT PERSON:	
	Engineer Perry Hogan, PE / David Boyd, PE
	Architect: N/A
DATES OF ADVERTISEMENTS:	2/26/25, 3/5/25 & 3/12/25
PRE-BID DATE:	4/4/25 MANDATORY
PRE-BID TIME:	1:00 PM
PRE-BID LOCATION:	2nd St. and Huey P. Long Avenue.
BID DATE:	4/11/25
BID TIME:	Bids due 9:45 AM, Bid opening 10:00 AM
BID LOCATION:	Gretna City Hall Council Room
DESCRIPTION OF WORK:	
	Without limiting the scope of work described herein, the owner (Gretna) is furnishing,-installing the light poles, luminaires, breakaway couplings, pole base skirts and making terminations from from the poles to the handholes, provided by the contractor. The owner will provide the anchor bolts to the contractor for installation of the foundations. The proposed bid provides for installation of submersible electrical tap connections in the hand holes for owner connection of conductors. Everything specified in the contract documents will be furnished and installed by the contractor.
COST OF PLANS AND SPECIFICATIONS:	\$
ENGINEERS ESTIMATE:	\$

****** PLEASE INFORM DAVID BOYD 504-975-7735 WHEN ADDENDUM COMES OUT.**

DIVISION 1

GENERAL REQUIREMENTS

SECTION 1A - PROJECT REQUIREMENTS

1A-1 GENERAL DESCRIPTION OF WORK. Without limiting the scope of work the owner (Gretna) is furnishing-installing the light poles, luminaires, breakaway couplings, pole base skirts and making terminations from the poles to the handholes, provided by the contractor. The owner will provide anchore bolts to the contractor for installation of foundations. The proposed bid provides for the installation of submersible electrical tap connections in the hand holes for owner connection of conductors. Everything specified in the contract documents will be furnished and installed by the contractor.

1A-2 NOT USED

1A-3 NOT USED

1A-4 RESPONSIBILITY FOR MATERIALS AND EQUIPMENT.

1A-4.1 Items Furnished by Contractor. Contractor shall be fully responsible for all materials and equipment which he has furnished, and shall furnish necessary replacements at any time prior to expiration of the Correction Period.

1A-5 OFF-SITE STORAGE. Off-site storage arrangements for Contractor-furnished equipment shall be acceptable to Owner for all materials and equipment not incorporated into the work but included in Applications for Payment. Such off-site storage arrangements shall be presented in writing and shall afford adequate and satisfactory security and protection. Off-site storage facilities shall be accessible to the Engineer.

1A-6 EQUIVALENT MATERIALS AND EQUIPMENT. In accordance with Louisiana Public Contract Statute (LSA R.S. - 38:2295), these Contract Documents include provisions for use of equivalent materials and equipment. Requests for review of equivalency shall be submitted in accordance with the General Conditions.

A. Material and equipment incorporated into the Work:

1. Conform to applicable specifications and standards.
2. Comply with size, make, type and quality specified or as specifically approved in writing by the Engineer.
3. Do not use material or equipment for any purpose other than that for which it is designed or is specified.

4. Whenever an article, device or piece of equipment specified herein (or as indicated on the Drawings) is referred to in the singular number, such reference shall apply to as many such articles as are indicated on the Drawings or required to complete the installation within the general intent of the Contract Documents.
5. Any items damaged in removal, storage or handling through carelessness or improper procedures shall be replaced by Contractor in kind or with new items.
6. Existing materials and equipment removed by Contractor shall not be reused in the Work except where so specified or indicated.
7. All items mentioned in these Contract Documents shall be handled in conformance with this Section, instructions in the related Sections, and manufacturer's literature.
8. The security of Owner furnished equipment shall become the responsibility of the Contractor upon taking delivery of the items at the office of the Owner.

MANUFACTURER'S INSTRUCTIONS

- A. When Contract Documents require that installation of Work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to parties involved in the installation, including two copies to Engineer.
 1. Maintain one set of complete instructions at the job site during installation and until project completion.
- B. Handle, install, connect, clean, condition and adjust products in strict accordance with such instructions and in conformity with specified requirements.
 1. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with Engineer for further instructions.
 2. Do not proceed with such Work without clear instructions.
- C. Perform Work in accordance with manufacturer's instructions. Do not omit any preparatory step or installation procedure unless specifically modified or exempted by Contract Documents.

1A-7 PREPARATION FOR SHIPMENT. All materials shall be suitably packaged to facilitate handling and protect against damage during transit and storage. Coated surfaces shall be protected against impact, abrasion, discoloration, and

other damage. All coated surfaces which are damaged prior to acceptance of material shall be repaired to the satisfaction of Engineer. If the Engineer deems the damage to be too extensive for repair, the material will be rejected and disposed of by the Contractor at No Direct Pay.

Each item, package, or bundle of material shall be tagged or marked as identified in the delivery schedule. Complete packing lists and bills of material shall be included with each shipment. Arrange deliveries of products in accordance with construction schedules, coordinate to avoid conflicts and delays with Work and conditions at the site.

Deliver products in undamaged condition, in manufacturer's original containers or packaging with identifying labels intact and legible. Labels shall indicate manufacturer and product name, description, mixing and application instructions, limitations, cautions and warnings.

1A-8 SALVAGE OF MATERIALS AND EQUIPMENT. Existing materials, unless otherwise noted on the contract drawings, removed, shall not be reused, as a part of the Work and shall become the property of the Contractor. Contractor shall dispose of material at an off-site location at no direct cost to the Owner.

1A-9 NOT USED.

1A-10 NOT USED.

1A-11 NOTICES TO OWNERS AND AUTHORITIES. Contractor shall, as provided in General Conditions, notify owners of adjacent property and utilities when prosecution of Work may affect them.

When it is necessary to temporarily deny access by owners or tenants to their property, or when any utility service connection must be interrupted, Contractor shall give notices sufficiently in advance to enable the affected persons to provide for their needs. Notices shall conform to any applicable local ordinance and, whether delivered orally or in writing, shall include appropriate information concerning the interruption and instructions on how to limit their inconvenience.

Utilities and other concerned agencies shall be contacted at least 24 hours prior to cutting or closing streets or other traffic areas or excavating near underground utilities or pole lines.

1A-12 MEASUREMENT AND PAYMENT. The project shall be constructed complete as shown and indicated on the Contract Drawings and as described in the Contract Specifications.

Payment shall include all compensation to be received by the Contractor for furnishing all tools, equipment, supplies, and manufactured articles, and for all labors, operations, and incidentals as necessary to complete the various items of work all in accordance with the requirements of the Contract Documents, including all costs of compliance with the regulations of public agencies having jurisdiction. The Contractor is hereby on notice that no separate payment will be made for any item not specifically called out, but that is required to properly complete the project.

The Total Bid Price shall cover all work required by the Contract Documents. All costs in connection with the proper and successful completion of the work, including furnishing all materials, equipment, supplies, and appurtenances; providing all construction equipment, and tools; and performing all necessary labor and supervision to fully complete the work, shall be included in the unit and lump sum prices bid. All work not specifically set forth as a pay items in the Bid Form shall be considered a subsidiary obligation of the Contractor and all costs in connection therewith shall be included in the prices bid.

All estimated quantities stipulated in the Bid Form or other Contract Documents are approximate and are to be used only (a) as a basis for estimating the probable cost of the work, and (b) for the purpose of comparing the bids submitted for the work. The actual amounts of work done and materials furnished under unit price items may differ from the estimated quantities. The basis of payment for work and materials will be the actual amount of work done and materials furnished. No compensation will be given for any quantities not used.

1A-13 LINES AND GRADES. All Work shall be done to the lines, grades, and elevations shown on the Contract Drawings.

Basic horizontal and vertical control points will be established or designated by Engineer. These points shall be used as datum for the Work. All additional survey, layout, and measurement Work shall be performed by Contractor as a part of the Work (No Direct Payment).

Contractor shall provide an experienced instrument man, competent assistants, and such instruments, tools, stakes, and other materials required to complete the survey, layout and measurement Work. In addition, Contractor shall furnish, without charge, competent men from his force and such tools, stakes, and other materials as Engineer may require in establishing or designating control points, in establishing construction easement boundaries, or in checking survey, layout, and measurement Work performed by Contractor.

The Contractor shall keep Engineer informed, a reasonable time in advance, of the times and places at which he wishes to do Work, so that horizontal and vertical control points may be established and any checking deemed necessary by Engineer may be done with minimum inconvenience to Engineer and minimum delay to Contractor. The Contractor shall remove and reconstruct Work which is improperly located.

- 1A-14 EASEMENTS AND RIGHT-OF-WAY (SERVITUDE). The easements and rights-of-way for the work will be provided by the Owner, Contractor shall confine his construction operations within the limits indicated on the drawings, and shall use due care in placing construction tools, equipment, excavated materials, and pipeline materials and supplies, so as to cause the least possible damage to property and interference with traffic.

All Work performed and all operations of Contractor, his employees or Subcontractors, within the limits of rights-of-way, shall be in conformity with the requirements and be under the control (through Owner) of the authority owning, or having jurisdiction over and control of, the right-of-way.

- 1A-15 CONNECTIONS TO EXISTING FACILITIES. Unless otherwise specified or indicated, Contractor shall make all necessary connections to existing facilities including structures, drain lines and utilities such as water, sewer, gas, telephone, and electricity if required. In each case, Contractor shall receive permission from Owner or the owning utility prior to undertaking connections. Contractor shall protect facilities against deleterious substances and damage.

Connections to existing facilities which are in service shall be thoroughly planned in advance, and all required equipment, materials and labor shall be on hand at the time of undertaking the connections. Work shall proceed continuously (around the clock), if necessary, to complete connections in the minimum time. Operation of valves or other appurtenances on existing utilities, when required, shall be by or under the direct supervision of the owning utility.

Materials shall be cut and removed to the extent indicated on the Plans or as required to complete the Work. Materials shall be removed in a careful manner with no damage to adjacent facilities or materials. Materials which are not salvageable shall be removed from the site by Contractor.

All Work and existing facilities affected by cutting operations shall be restored with new materials, or with salvaged materials acceptable to Engineer, to obtain a finished installation with the strength, appearance, and functional capacity required. If necessary, entire surfaces shall be patched and refinished.

- 1A-16 UNFAVORABLE CONSTRUCTION CONDITIONS. Contractor shall confine his operations to work which will not be affected adversely by unfavorable weather, wet ground, or other unsuitable construction conditions. No portion of the Work shall proceed under conditions which would affect adversely the quality or efficiency of the Work, unless suitable special precautions or countermeasures

are taken by Contractor. These special precautions or countermeasures must be approved by the Engineer.

1A-17 CUTTING AND PATCHING.

GENERAL

- 1.01 DESCRIPTION: As provided in the General Conditions and herein, Contractor shall perform all cutting and patching required for the Work, and as may be necessary in connection with uncovering Work for inspection or for the correction of defective Work. Contractor shall perform all cutting and patching required for the installation of improperly timed Work and to remove samples of installed materials for testing.

Contractor shall not undertake any cutting or demolition which may affect the structural stability of the existing facilities without Engineer's concurrence. Contractor shall provide all shoring, bracing, supports, and protective devices necessary to safeguard all Work during cutting and patching operations.

Materials shall be cut and removed to the extent indicated on the drawings or as required to complete the Work. Materials shall be removed in a careful manner with no damage to adjacent facilities or materials. Materials which are not salvageable shall be removed from the site by Contractor.

All Work and existing facilities affected by cutting operations shall be restored with new materials, or with salvaged materials acceptable to Engineer, to obtain a finished installation with the strength, appearance, and functional capacity required. If necessary, entire surfaces shall be patched and refinished.

1A-18 PROTECTION OF SITE AND STORAGE.

- 1.0 GENERAL. The Contractor is responsible for his methods and means of construction. He shall provide all shoring, bracing, supports, and protector devices necessary to safe guard all work performed in this area.

1.01 RELATED REQUIREMENTS

None

- 1.02 DESCRIPTION. All materials shall be suitably packaged (in manufacturer's original packaging with labels and seals intact) to facilitate handling and protect against damage during storage. Painted surfaces shall be protected against impact, abrasion, discoloration, and other damage. All painted surfaces which are damaged prior to acceptance of equipment shall be repainted to the satisfaction of the Engineer.

Each item, package, or bundle of material shall be tagged or marked as identified in the delivery schedule or on the Shop Drawings. Complete packing lists and bills of material shall accompany each shipment.

2.0 PRODUCTS

Not Used

3.01 STORAGE GENERAL

- A. Store products, immediately on delivery, in accordance with manufacturer's instructions. Protect until installed.
- B. Arrange storage in a manner to provide access for maintenance of stored items and for inspection.
- C. Store and handle paints and products subject to spillage in areas where spills will not deface surfaces.
- D. Flammable or hazardous materials:
 - 1. Store minimum quantities in protected areas.
 - 2. Provide appropriate type fire extinguishers near storage areas.
 - 3. Observe manufacturer's precautions and applicable ordinances and regulations.

3.02 EXTERIOR STORAGE

- A. Provide substantial platforms, blocking, or skids, to support fabricated products above ground; slope to provide drainage. Protect products from soiling and staining.
- B. For products subject to discoloration or deterioration from exposure to the elements, cover with impervious sheet material. Provide ventilation to avoid condensation.
- C. Store loose granular materials on clean, solid surfaces such as pavement, or on rigid sheet materials, to prevent mixing with foreign matter.
- D. Provide surface drainage to prevent erosion, pollution by mixing and ponding of water.
- E. Prevent mixing of refuse or chemically injurious materials or liquids.

3.03 NOT USED

3.04 MAINTENANCE OF STORAGE

- A. Periodically inspect stored products on a scheduled basis.
- B. Verify that storage facilities comply with manufacturer's product storage requirements.
- C. Verify that manufacturer's required environmental conditions are maintained continually.
- D. Verify that surfaces of products exposed to the elements are not adversely affected; that any weathering of finishes is acceptable under requirements of Contract Documents.

1A-19 CLEANING. As required by the General Conditions and as specified herein, Contractor shall keep the premises free at all times from accumulations of waste materials and rubbish. Contractor shall provide adequate trash receptacles about the site, and shall promptly empty the containers when filled.

Construction materials, such as concrete forms and scaffolding shall be neatly stacked by Contractor when not in use. Contractor shall promptly remove splattered concrete, asphalt, oil, paint, corrosive liquids and cleaning solutions from surfaces to prevent marring or other damage.

Volatile wastes shall be properly stored in covered metal containers and removed daily.

Wastes shall not be buried or burned on the site or disposed of into storm drains, sanitary sewers, streams, or waterways. All wastes shall be removed from the site and disposed of in a manner complying with local ordinances and antipollution laws.

Adequate cleanup will be a condition for recommendation of progress payment applications.

1A-20 APPLICABLE CODES. References in the Contract Documents to local codes mean all codes enforceable in the unincorporated City of Gretna and the State of Louisiana.

Other standard codes which apply to the Work are designated in the specifications.

1A-21 REFERENCE STANDARDS AND DEFINITIONS.

1.0 GENERAL Reference to the standards of any technical society, organization, or association, or to codes of local or state authorities, shall mean the latest standard, code, specifications, or tentative standard adopted and published at the date of receipt of bids, unless specifically stated otherwise.

1.01 RELATED REQUIREMENTS

NONE

1.02 REFERENCE STANDARDS

A. Reference to the standards of any technical society, organization, or association, or to codes of local or state authorities, shall mean the latest standard, code, specification, or tentative standard adopted and published at the date of receipt of bids, unless specifically stated otherwise.

1.03 DEFINITIONS

- A. **ADVERTISEMENT.** A public announcement inviting bids for work to be performed or materials to be furnished.
- B. **BASE COURSE.** The layer or layers of specified material of designed thickness or a subbase or subgrade to support a surface course.
- C. **BIDDER.** An individual, partnership, firm, corporation, or any acceptable combination thereof, or joint venture submitting a proposal.
- D. **CALENDAR DAY.** Every day shown on the calendar, beginning and ending at midnight.
- E. **CONTRACTING AGENCY.** City, Levee Board, Parish Council or other governing authority of a Parish, State Office, Agency, Board, Commission, Public Corporation or other political subdivision of the State, in whose name the contract will be executed. The Contracting Agency is further defined in the Notice to Contractors.
- F. **CONTRACT BOND.** The approved form of security, executed by the Contractor and his surety or sureties, guaranteeing complete execution of the contract and all supplemental agreements pertaining thereto and payment of all legal debts pertaining to construction of the project.
- G. **CONTRACT ITEM (Pay Item).** A specific unit of work for which a price is provided in the contract.
- H. **EQUIPMENT.** All machinery and equipment, with the necessary supplies for upkeep and maintenance, and also tools and apparatus necessary for proper construction and acceptable completion of the work.

- I. EXTRA WORK. An item of work not provided for in the contract as awarded but found essential by the Owner for satisfactory completion of the contract within its intended scope.
- J. HIGHWAY, STREET OR ROAD. A general term denoting a public way for purposes of vehicular travel, including the entire area within the right-of-way. Recommended usage in urban areas - highway or street; in rural areas - highway or road.
- K. INSPECTOR. The Owner's authorized representative assigned to make detailed inspections of contract performance.
- L. INVITATION FOR BIDS. The advertisement for proposals for all work or materials on which bids are required. Such advertisement will indicate location and description of the work, and time and place of opening bid proposals.
- M. LABORATORY. The Owner's testing laboratory or any other testing laboratory approved by the engineer.
- N. MATERIALS. Any substances specified for use in the construction of the project and its appurtenances.
- O. PARISH. The parish in which the specified work is to be done.
- P. PLAN CHANGE. A general term denoting changes to the contract.
- Q. PLANS. The contract drawings which show location, type, and dimensions of the prescribed work and may include layouts, profiles, cross sections and other details.
- R. PROPOSAL. The offer of a bidder, on the prescribed form, to perform the stated work and to furnish the labor and materials at the prices quoted.
- S. PROPOSAL FORM. The prescribed form on which the offer of a bidder must be submitted.
- T. PROPOSAL GUARANTY. The required security furnished with a bid proposal.
- U. RIGHT OF WAY. Land, property or interest therein, reserved for use in constructing, maintaining and protecting an improvement.
- V. SPECIAL PROVISIONS. Additions and revisions to the standard and supplemental specifications covering conditions applicable to the project.

- W. SPECIFIED. Set forth or stipulated in the plans or specifications or elsewhere in the contract documents; such as materials, equipment or methods.
- X. STATE. The State which the project is being constructed or the Governing body of this state acting through its authorized representative.
- Y. STRUCTURES. Bridges, culverts, catch basins, junction boxes, retaining walls, cribbing, manholes, endwalls, buildings, sewers, dams, floodgates, plumbing stations, docks, wharves, levees, boat ramps, pile dolphins, jetties, service pipes, underdrains, foundation drains and other features encountered in the work and not otherwise classed herein.
- Z. SUBBASE. The layer or layers of specified or selected material of designed thickness placed on a subgrade to support a base course.
- AA. SUBGRADE. The surface of a foundation layer upon which the pavement structure and shoulders are constructed.
- BB. SUBSTRUCTURE. That part of the structure below the bearings of simple and continuous spans, skewbacks or arches and tops of footings or rigid frames, including backwalls, wingwalls and wing protection railings.
- CC. SUPERINTENDENT. The Contractor's authorized representative in responsible charge of the work.
- DD. SUPERSTRUCTURE. The entire structure above the substructure.
- EE. SUPPLEMENTAL AGREEMENT. A written agreement made and entered into by and between the Contractor and the Owner covering work not otherwise provided for, revisions in or amendments to terms of the contract or conditions specifically prescribed in the specifications as requiring supplemental agreements. Such supplemental agreement becomes a part of the contract when approved and properly executed.
- FF. SURETY. The corporation, partnership or individual, other than the contractor, executing a bond furnished by the contractor.

1A-22 ABBREVIATIONS AND SYMBOLS. Abbreviations used in the Contract Documents are defined as follows:

AA	Aluminum Association
AABC	Associated Air Balance Council
AAMA	American Architectural Manufacturers Association
AAN	American Association of Nurserymen

AASHTO	American Association of State Highway and Transportation Officials
ACEC	American Consulting Engineers Council
ACI	American Concrete Institute
ACPA	American Concrete Pipe Association
AFBMA	Antifriction Bearing Manufacturers Association
AGA	American Gas Association
AGC	Associated General Contractors of America
AGMA	American Gear Manufacturers Association
AHA	American Hardboard Association
AI	Asphalt Institute
AIA	American Institute of Architects
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
AMCA	Air Movement and Control Association
ANSI	American National Standards Institute
APA	American Plywood Association
API	American Petroleum Institute
APWA	American Public Works Association
ARI	Air Conditioning and Refrigeration Institute
ARIB	Asphalt Roofing Industry Bureau
ASA	American Standards Association
ASCE	American Society of Civil Engineers
ASHRAE	American Society of Heating, Refrigerating and Air Conditioning Engineers
ASLA	American Society of Landscape Architects
ASME	American Society of Mechanical Engineers
ASSE	American Society of Sanitary Engineering
ASTM	American Society for Testing and Materials
AWG	American Wire Gauge
AWI	American Woodworking Institute
AWPA	American Wood Preservers Association
AWPA	American Wood Products Association
AWPB	American Wood Preservers Bureau
AWPI	American Wood Preservers Institute
AWS	American Welding Society
AWWA	American Water Works Association
BIA	Brick Institute of America
BHMA	Builders Hardware Manufacturers Association
BOCA	Building Officials Council of America
CE	Corps of Engineers, U.S. Army
CISPI	Cast Iron Soil Pipe Institute
CMA	Crane Manufacturing Association
CPSC	U. S. Consumer Products Safety Commission
CRSI	Concrete Reinforcing Steel Institute
CS	Commercial Standard
CSI	Construction Specifications Institute

DHI	Door and Hardware Institute
DOTD	Louisiana Department of Transportation and Development
EJCDC	Engineers Joint Contract Documents Committee
EPA	Environmental Protection Agency
Fed Spec	Federal Specifications
FDA	Food & Drug Administration
FGMA	Flat Glass Marketing Association
FM	Factory Mutual Engineering Corporation
FMA	Flat Glass Marketing Association
FS	Federal Specifications
FSS	Federal Specifications and Standards, General Services Administration
GA	Gypsum Association
HMI	Hoist Manufacturers Institute
IBBM	Iron Body, Bronze Mounted
ICBO	International Conference of Building Officials
IEEE	Institute Electrical and Electronics Engineers
IES	Illuminating Engineering Society
IFI	Industrial Fasteners Institute
IPCEA	Insulated Power Cable Engineers Association
IPS	Iron Pipe Size
ISA	Instrument Society of America
LSGA	Laminators Safety Glass Association
LSSRB	Louisiana Standard Specifications for Roads and Bridges
MBMA	Metal Building Manufacturers Association
MIL	Military Specification
ML/SFA	Metal Lath/Steel Framing Association
MSS	Manufacturers Standardization Society
NAAMM	National Association of Architectural Metal Manufacturers
NACE	National Association of Corrosion Engineers
NBC	National Building Code
NBHA	National Builders Hardware Association
NBS	National Bureau of Standards
NCMA	National Concrete Masonry Association
NEC	National Electrical Code
NEMA	National Electrical Manufacturers Association
NFPA	National Fire Protection Association
NFPA	National Forest Products Association
NPA	National Particleboard Association
NPCA	National Pest Control Association
NPT	National Pipe Thread
NRCA	National Roofing Contractors Association
NSF	National Sanitation Foundation
NSPE	National Society for Professional Engineers
NWMA	National Woodwork Manufacturers Association
NWWDA	National Wood Window and Door Association

OSHA	Occupational Safety and Health Administration
PCA	Portland Cement Association
PCI	Prestressed Concrete Institute
PDI	Plumbing & Drainage Institute
PFI	Pipe Fabrication Institute
PPI	Plastic Pipe Institute
PS	Product Standards
RCSC	Research Council on Structural Connections
RMA	Rubber Manufacturers Association
SAE	Society of Automotive Engineers
SBCCI	Sothorn Building Code Congress International
SCPRF	Structural Clay Products Research Foundation
SCS	Soil Conservation Service, U.S. Department of Agriculture
SDI	Steel Deck Institute
SDI	Steel Door Institute
SFPA	Southern Forest Products Association
SJI	Steel Joist Institute
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SPI	Society of the Plastics Industry
SPIB	Southern Pine Inspection Bureau
SSPC	Steel Structures Painting Council
STI	Steel Tank Institute
SWI	Sealant and Waterproofers Institute
SWI	Steel Window Institute
TCA	Tile Council of America
TPI	Truss Plate Institute
UL	Underwriters' Laboratories
US	U. S. Bureau of Standards
WPRS	Water and Power Resources Service
WRI	Wire Reinforcement Institute
WWPA	Western Wood Products Association

1A-23 NOT USED

1A-24 PROJECT MEETING, PRECONSTRUCTION CONFERENCE AND PROGRESS MEETING.

1A-25A PROJECT MEETING: The Owner's Representative may schedule and administer pre-bid and pre-construction meetings, periodic progress meetings, and specially called meetings throughout the progress of the work. Specially called meetings may be held at the job site during normal working hours, as necessary to expedite the progress of the job.

A. The Owner's Representative shall direct individuals attending the meeting to:

1. Prepare agenda for meetings.
 2. Distribute written notice of each meeting.
 3. Preside at meetings.
 4. Record the minutes; include all significant proceedings and decisions.
 5. Reproduce and distribute copies of minutes.
- B. Representatives of Contractors, subcontractors and suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity each represents.

1A-25B: PRE-CONSTRUCTION CONFERENCE: In accordance with the General Conditions, prior to the commencement of Work at the site, a preconstruction conference will be held at a mutually agreed time and place. The conference shall be attended by:

1. Contractor and his superintendent.
 2. Principal Subcontractors
 3. Representatives of principal suppliers and manufacturers as appropriate.
 4. Engineer and his Resident Project Representative.
 5. Representatives of Owner.
 6. Others as requested by Contractor, Owner, or Engineer.
- A. Unless previously submitted to Engineer, Contractor shall bring to the conference a tentative schedule for each of the following:
1. Schedule of Values.
 2. List of Subcontractors.
 3. List of major material suppliers
 4. Construction Schedule
 5. Procurement Schedule
 6. Shop Drawings and Submittal Schedule
 7. Excavation Plan

8. Progress.

- B. The purpose of the conference is to designate responsible personnel and establish a working relationship. Matters requiring coordination will be discussed and procedures for handling such matters established. The agenda will include:
1. Contractor's tentative schedules.
 2. Transmittal, review, and distribution of Contractor's submittals.
 3. Processing applications for payment.
 4. Maintaining record documents.
 5. Critical Work sequencing.
 6. Field decisions and Change Orders.
 7. Use of premises, office and storage areas, security, housekeeping, and Owner's needs.
 8. Major equipment deliveries and priorities.
 9. Contractor's assignments for safety and first aid.
 10. Submitted of executed bonds and insurance certificates if not previously submitted.
- C. Engineer will preside at the conference and will arrange for keeping the minutes and distributing the minutes to all persons in attendance.

1A-25C PROGRESS MEETINGS:

- A. Progress meetings will be scheduled by the Owner's Representative or the Engineer after consulting with the Owner and the Using Agency. These meetings shall be no more often than one per week as required by progress of the work, exclusive of any other meetings scheduled by the Owner's Representative, Owner or Using Agency.
1. It shall be the responsibility of the Owner's Representative to notify the Owner, Using Agency, and the Contractor of the time, place and date of the "Progress Meeting".

2. It shall be the responsibility of the Contractor to notify all suppliers and subcontractors.
- B. The purpose of these regular meetings is to assess, realistically, the current status and progress of the work, to effect coordination, cooperation and assistance in every practical way and to discuss changes in scheduling, and to resolve other problems that may develop. This should maintain the progress of the project on schedule and complete the project within the contract time.
- C. These meetings will be called as required during progress of the work.
- D. Location of the meetings: The project field office or other location where directed by the Owner's Representative.
- E. Attendance:
1. Owner's representative.
 2. Using Agency's representative.
 3. Engineer, his professional consultants, and his Project Representative.
 1. Contractor.
 2. Contractor's Superintendent.
 3. Principal Subcontractors, and all subcontractors active on the site.
 4. Principal Suppliers and Manufacturer's Representatives.
 8. Others as appropriate.
- F. Suggested Addendum:
- 1 Review and approve minutes of previous meeting.
 - 2 Review of work progress since previous meeting.
 - 3 Note field observations, problems, or conflicts.
 - 4 Identify problems that impede Construction Schedule.
 - 5 Develop corrective measures and procedures to regain projected schedule.
 - 6 Revise Construction Schedule as required.
 - 7 Plan progress, schedule, during succeeding work period.

- 8 Coordination of schedules.
- 9 Review submittal schedules; expedite as required to maintain schedule.
- 10 Review maintenance of quality and work standards.
- 11 Review proposed changes for the effect on Construction Schedule, completion date, and coordination
- 12 Complete other current business.

1A-26 CONSTRUCTION PHOTOGRAPHS. The Contractor shall be responsible for the production of construction photographs showing the regular progress of the Work.

Before commencement of the Work and continuing through the duration of the contract, the Contractor shall take not less than ten (10) exposures consisting of different subjects or angles of view for each exposure. The exposures shall be taken from various locations on the construction site for adequate documentation of the Work. The photographer shall attempt to use the same locations for four (4) exposures at each interval. The exposures shall be taken at intervals not exceeding two (2) weeks in duration. The Contractor shall take ten (10) additional exposures at the completion of the Work as directed by the Engineer. All photographs shall be furnished to the Engineer within two (2) weeks after each exposure.

All photographs shall be produced by a competent photographer, and shall be color photographs of commercial quality. All digital image files and three 4" x 6" prints of each view shall be submitted, bound in 3-ring, hard cover, loose leaf binders. Prints shall be identified with contract number, description of view and date. Prints shall be enclosed in clear plastic sheets in binders, and marked with the name and number of the contract, name of Contractor, description and location of view, and date photographed. Photographs shall be glossy printed on single weight paper and shall be taken with a 8.0 megapixel or greater digital formatted cameras. All photography shall be at the Contractor's expense. Engineer shall transmit, suitably bound, one copy of each photograph to Owner.

1A-27 SITE ADMINISTRATION. Contractor shall be responsible for all areas of the site used by him, and all Subcontractors in the performance of the Work. He will exert full control over the actions of all employees and other persons with respect to the use and preservation of property and existing facilities, except such controls as may be specifically reserved to Owner or others. Contractor

has the right to exclude from the site all persons who have no purpose related to the Work or its inspection, and may require all persons on the site (except Owner's employees) to observe the same regulations as he requires of his employees.

The Contractor shall coordinate scheduling, submittals and work of the various sections of the Specification to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items to be installed later.

Each Contractor and subcontractor involved shall assume all liability, financial or otherwise, in connection with his work and shall protect and save harmless the Owner from any and all damages or claims that may arise because of inconvenience, delay or loss experienced by him because of the presence and operations of any other Contractors working within the limits of this project.

The Contractor shall arrange his work and shall place and dispose of the materials being used so as not to interfere with operations of others working in the surrounding area. He shall join his work with that of others in an acceptable manner and shall perform it in proper sequence to that of the others.

The contracting agency will not be responsible for any delays or inconvenience to the Contractor in carrying on his work while any public utility companies or agencies are making necessary adjustments of their fixtures or appurtenances, nor will the contracting agency be responsible for any cost incurred by the Contractor or utility owners for making said adjustments, by delays, etc.

1A-28 PROGRESS REPORTS: Engineer's representative shall write progress report and furnish it to Engineer with each application for progress payment. If the Work falls behind schedule, it is Contractor's responsibility to notify Engineer's representative of that delay and the Engineer's representative shall document that delay at such intervals as Engineer may request.

Each progress report shall include sufficient narrative to describe current and anticipated delaying factors, their effect on the construction schedule, and proposed corrective actions. Any Work reported complete, but which is not readily apparent to Engineer, must be substantiated with satisfactory evidence.

Each progress report shall also include three prints of the accepted graphic schedule marked to indicate actual progress.

1A-29 PROJECT CLOSEOUT.

GENERAL

1.01 REQUIREMENTS INCLUDED

1.02 RELATED WORK

- A. General and Supplementary Conditions of the Contract. Fiscal provisions, legal submittals and additional administrative requirements.

1.03 CLEANING

- A. Before final acceptance, the Contractor shall remove from the site and adjacent property all surplus materials, weeds, bushes, rubbish and temporary structures; shall satisfactorily restore all property which has been worn, rutted or damaged during the work; and shall leave the site in a presentable condition. Upon completion of work in connection with drainage structures, the Contractor shall remove all obstructions to the flow of water from inside all structures, channels, and culverts whether new or old. No direct payment will be made for this work.
- B. Remove all temporary labels.
- C. Clean site. Sweep paved areas.
- D. Remove all waste and surplus material from site.

1.04 SUBSTANTIAL COMPLETION

- A. When Contractor considers the Work is substantially complete, he shall submit to the Engineer (3 copies each):
 - 1. A written notice that the Work, or designated portion thereof, is substantially complete.
 - 2. A list of items to be completed or corrected. The punch list will include the cost estimate for the particular items of work based on mobilization, labor, material, and equipment costs for correcting each punch list item.
- B. Within a reasonable time after receipt of such notice, the Engineer will make an inspection to determine the status of completion.
- C. Should the Engineer determine that the Work is not substantially complete:
 - 1. Engineer will promptly notify the Contractor in writing, giving the reasons therefor.
 - 2. Contractor shall remedy the deficiencies in the Work, and send a second written notice of substantial completion to the Engineer.
 - 3. Engineer will re-inspect the Work.

- D. When the Engineer finds that the Work is substantially complete, he may:
1. Prepare and deliver to the Owner a notification of Substantial Completion on an appropriate form with the Contractor's list of items to be completed or corrected as verified and amended by the Engineer before final payment.
 2. After consideration of any objections made by the Owner as provided in Conditions of the Contract, and when Engineer considers that the Work is substantially complete, he will countersign and deliver to the Owner and the contractor a definite notification of Substantial Completion with a revised list of items to be completed or corrected.

1.05 FINAL INSPECTION

- A. When Contractor considers the Work is complete, he shall submit written notification that (3 copies):
1. Contract Documents have been reviewed.
 2. Work has been inspected for compliance with Contract Documents.
 3. Work has been completed in accordance with Contract Documents.
 4. Work is completed and ready for final inspection.
 5. All items noted from the Substantial Completion inspection have been completed or corrected.
- B. Engineer will make an inspection to verify the status of completion with reasonable promptness after receipt of such notification.
- C. Should Engineer consider that the Work is incomplete or defective:
1. Engineer will promptly notify the Contractor in writing, listing the incomplete or defective work.
 2. Contractor shall take immediate steps to remedy the stated deficiencies and send a second written notification to Engineer stating that the Work is complete.
 3. Engineer will reinspect the Work.
- D. When the Engineer finds that the Work is acceptable under the Contract Documents, he shall request the Contractor to make closeout submittals, including Application for Final Payment.

1.06 REINSPECTION FEES

- A. Should Engineer perform reinspection due to failure of the Work to comply with the claims of status of completion made by the Contractor:
1. Owner will compensate Engineer for such additional services.
 2. Owner will deduct the amount of such compensation from the final payment to the Contractor.

1.07 CONTRACTOR'S CLOSEOUT SUBMITTALS TO ENGINEER

- A. Project Record Documents.
- B. Warranties, Guarantees and Bonds. All warranty periods shall begin on the date of Final Acceptance.
- C. Spare parts and Maintenance Materials.
- D. Reports of all required tests and demonstrations.
- E. Evidence of Payment and Release of Liens: In accordance with requirements of General and Supplementary Conditions. Additionally, there is to be a 45 day period prior to the request for the clear lien and privilege certificate

1.08 FINAL ADJUSTMENT OF ACCOUNTS

- A. Submit a final statement of accounting to the Engineer.
- B. Statement shall reflect all adjustments to the Contract Sum:
 1. The original Contract Sum.
 2. Additions and deductions resulting from:
 - a. Previous Change Orders.
 - b. Quantity reconciliations.
 - c. Deductions for liquidated damages.
 - d. Deductions for re-inspection payments.
 - e. Deductions for overtime inspection payments.
 - f. Other adjustments.
 3. Total Contract Sum, as adjusted.

- 4. Previous payments.
- 4. Sum remaining due.
- C. Engineer will prepare a final Change Order, reflecting approved adjustments to the Contract Sum which were not previously made by Change Orders.
- D. The Contractor shall furnish a set of "As-Built" drawings upon completion of the work and prior to final inspection. These drawings shall be a legibly marked set of prints of the Contract Drawings, revised to show clearly all field changes. There shall be no direct payment for the keeping of as-built plans.

1.09 FINAL APPLICATION FOR PAYMENT

- A. Contractor shall submit the final Application for Payment in accordance with procedures and requirements stated in the General and Supplementary Conditions of the Contract.

1.10 SUPPLEMENTAL LIQUIDATED DAMAGES

After the establishment of a date of Substantial Completion, the Contractor shall have 45 days to complete any outstanding items of Work remaining to be completed or corrected as listed on a final punch list made a part of the Substantial Completion Package. If upon expiration of said 45 days the outstanding items of Work have not been completed, liquidated damages in the amount agreed to in this contract will be reinstated for every day in which the outstanding items of Work have not been completed. Furthermore, the Owner shall not release monies withheld until all outstanding items of Work have been completed.

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SECTION 01010

PROJECT DESCRIPTION AND SCOPE OF WORK

1.0 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Project Information
 - 2. Work covered by Contract Documents.
 - 3. Work under separate contracts.
 - 4. Access to site and surrounding amenities.
 - 5. Coordination with occupants.
 - 6. Work restrictions.
 - 7. Specification and drawing conventions.
- B. Division 01 Section "Temporary Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.2 PROJECT INFORMATION

- A. Project Identification: HUEY P. LONG AVE., STREET LIGHTING 2ND to 5TH STS.
 - 1. Project Location: Historic Downtown Gretna
 - a. Project limits begin at the intersection of Second Street and Huey P. Long Avenue and extend to intersection of Fifth Street and Huey P. Long Avenue.
- B. Owner: City of Gretna
 - 1. Owner's Representative for Project: Amie Hebert, Project Manager, City of Gretna, 504-654-6078
- C. Prime Consultant
 - 1. Engineer: Burk Kleinpeter, Inc.
 - a. 2400 Veteran's Blvd, Suite 310 Kenner LA 70062
 - b. Project Managers: Perry P. Hogan, PE
 - c. (504) 210-5442 Cell
 - d. Project Managers: David E. Boyd, PE
 - e. (504) 975-7735 Cell

1.3 WORK COVERED BY THE CONTRACT DOCUMENTS

- A. The work of the project is defined by the Contract Documents and consists of the following: Without limiting the scope of work described herein, the owner (Gretna) is furnishing, -installing the light poles, luminaires, breakaway couplings, pole base skirts and making terminations from from the poles to the handholes, provided by the contractor. The owner will provide the anchor bolts to the contractor for installation of the foundations. The proposed bid provides for installation of submersible electrical tap connections in the hand holes for owner connection of conductors. Everything specified in the contract documents will be furnished and installed by the contractor.
- B. Type of Contract Project will be constructed under a single prime contract.

1.4 ACCESS TO THE SITE AND SURROUNDING AMENITIES

- A. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits: Confine construction operations to work area designated on plans or by the owner.
 - 2. Driveways, Walkways and Entrances: Keep driveways parking garage, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Public access to all surrounding businesses shall be maintained throughout the contract duration.
 - 1. In the event that existing access routes to these destinations is affected or blocked at any point during the contract an alternate route shall be provided.

- a. It is the contractor's responsibility to designate, maintain, and ensure clear delineation of the alternate route is provided
- b. All alternate routes shall comply with the US Department of Justice ADA 2010 Standards for accessible routes. Contractor to produce an access route maps, indicating ADA accessible routes.

1.5 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and adjacent building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction. See above in paragraph 1.4.C.
 2. Notify the Owner not less than 72 hours in advance of activities that will affect Owner's operations.
- B. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated.
- C. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work.

Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.

 1. Engineer will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
 2. Before limited Owner occupancy, electrical systems shall be complete, and required tests and inspections shall be successfully

completed. On occupancy, Owner will operate and maintain electrical systems serving occupied portions of Work.

3. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

1.6 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing site to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, except as otherwise indicated.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 1. Notify Engineer, Owner and Residents-Business Owners not less than three days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 1. Notify Engineer and Owner not less than two days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Nonsmoking Building: Smoking is not permitted within buildings or within 25 feet of entrances, operable windows, or outdoor air intakes.
- F. Controlled Substances: Use of tobacco products and other controlled substances on the Project site is not permitted.

1.7 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Drawing Coordination: Requirements for materials and products identified on the Drawings are described in detail in the Specifications. One or more of the following are used on the Drawings to identify materials and products:
 - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.
 - 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.8 PROPOSED ORDER OF WORK

- A. Engineer will not approve or dictate the Contractor's order of work. The Contractor shall dictate their own means and methods that adhere to the entire project specifications, specifically Section 1.6 Work Restrictions.

END OF SECTION 01010

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