ADDENDUM

ADDENDUM NO: 1 Revised

BID PACKAGE NO:

PROJECT: Ball State University Starbucks Renovation - Student Center

PROJECT NO: 19140 DATE: June 15, 2020 BY: Mary Inchauste

This Addendum is issued in accordance with the provisions of “The General Conditions of the Contract for Construction,” Article 1, “Contract Documents” and becomes a part of the Contract Documents as provided therein. This Addendum includes:

Addendum Pages: ADD 1-2
Attachments: SPECIFICATION SECTIONS: 00 01 10, 00 43 00, 01 20 00
DRAWINGS: A000, A204
MISCELLANEOUS: Pre-Bid Notices

PART 0 - GENERAL INFORMATION

0.1 NOT USED.

PART 1 - BIDDING REQUIREMENTS

1.1 NOT USED

PART 2 - SPECIFICATIONS

2.1 00 01 10 – TABLE OF CONTENTS
A. Remove section 10 44 16 Fire Extinguishers from Table of Contents.

2.2 00 43 00 – BID FORM SUPPLEMENTS
A. Replace entire section with attached revised section.

2.3 01 20 00 – PRICE AND PAYMENT PROCEDURES
A. Replace entire section with attached revised section.

PART 3 - DRAWINGS

3.1 A000 - COVER
A. Add staging area to Key Plan as shown on attached sheet A000.

A204 – TEMPORARY PARTITION PLAN
B. Add sheet to set.

END ADDENDUM NO. 1
Event Confirmation

Pre Bid Meeting

Title: Dept of Purchasing
Requestor: Sanders, June
Scheduler: Scofield, Charles
SC 224
L.A. Pittenger Student Center
Ball State University
Muncie IN 47306
Organization: PURCHASING DEPARTMENT

Event Reference: 2020-ABBPNK
Event Last Modified: Jun 16 2020 2:52 P.M.
Current Event State: Confirmed

Phone: 5-1548
Email: jasanders3@bsu.edu

Phone: 765-285-1850
Fax: 765-285-6615
Email: cscofield@bsu.edu

Event Occurrences

Mon, Jun 22 2020
11:00 A.M. - 12:00 P.M.

Location | Instructions
---------|-----------------
Ballroom  | Layout: Custom - See Diagram

Head Count: Exp: 20, Reg: 0

Student Center Policy and Procedure Summary

1. Reservation requests must be submitted at least 24 hours in advance and by 12 noon on Thursday for weekend events. Last minute reservations may not be accepted.
2. Major changes will not be accepted without 24 hours notice or by 12 noon Friday for weekend events. Major changes in set-ups may result in additional charges.
3. Cancellations must be received at least 48 hours before the event is scheduled to begin and no later than 12 noon Friday for the weekend events.
4. Refreshments and other food service needs must be provided by University Catering.
5. Decoration plans must be reviewed with the Assistant Director or Facilities Assignment Coordinator at the time of the reservation. Due to Indiana State Fire Regulations, candles are not to be used as decorations in the Student Center.
6. The use of tape on walls, doors, or floors is strictly prohibited. Sign holders can be provided upon request.

It is the responsibility of the requestor to read and understand the policies and procedures set forth by the L.A. Pittenger Student Center. Failure to comply with any of the policies and/or procedures may result loss of privileges and/or responsibility of assessed damage charges. Any questions can be directed to the Assistant Director of Operations or the Facilities Assignment Coordinator by contacting 765-285-1926.

A complete listing of the Student Center policies and procedures can be found at the Reservations Office (SC 224) or by visiting: http://cms.bsu.edu/about/administrativeoffices/studentcenter/policies-and-procedures
DOCUMENT 00 01 10
TABLE OF CONTENTS (BID-LD)

Starbucks Renovation – Student Center
BSU Project No. 2020-017.01 SC

Section   Title

DIVISION 00 – PROCUREMENT AND CONTRACTING REQUIREMENTS

INTRODUCTORY INFORMATION
00 01 01   Project Title Page
00 01 10   Table of Contents
00 01 15   List of Drawing Sheets

PROCUREMENT REQUIREMENTS
00 21 13   Notice to Bid
00 21 14   Instructions to Bidders – AIA A701-2018
00 22 13   Supplementary Instructions to Bidders – BSU A701-2018
00 41 13   Bid Form – Indiana Form 96
00 43 00   Bid Form Supplements
00 43 13   Bid Security Form – AIA A310
00 45 00   Representations and Certifications
00 45 39   MBE/WBE/Veteran Participation Plan

CONTRACTING REQUIREMENTS
00 52 14   Agreement Form - AIA A101-2017 Owner Contractor Agreement
00 54 00   Agreement Form Supplements – BSU A101-2017
00 61 00   Bond Forms – AIA A312 Performance Bond and Payment Bond
00 72 14   General Conditions - AIA A201-2017 General Conditions of the Contract for Construction
00 73 13   Supplementary Conditions
00 73 73   Escrow Agreement
00 90 00   Bidding, Contract and Administration Documents and Forms

DIVISION 01 – GENERAL REQUIREMENTS
01 10 00   Summary
01 20 00   Price and Payment Procedures
01 22 00   Unit Prices
01 23 00   Alternates
01 30 00   Administrative Requirements
01 32 16   Construction Progress Schedule
01 33 00   Submittal Procedures
01 40 00   Quality Requirements
01 50 00   Temporary Facilities and Controls
01 60 00   Product Requirements
01 70 00   Execution and Closeout Requirements
DIVISION 02 – EXISTING CONDITIONS

02 41 19  Selective Demolition

DIVISION 03 – CONCRETE

03 30 00  Cast-In Place Concrete
03 54 16  Hydraulic Cement Underlayment

DIVISION 04 – MASONRY

N/A

DIVISION 05 – METALS

05 50 00  Metal Fabrications

DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES

06 10 53  Miscellaneous Rough Carpentry
06 40 00  Architectural Woodwork
06 64 00  Plastic Paneling

DIVISION 07 – THERMAL AND MOISTURE PROTECTION

07 01 50  Roofing Repair
07 84 13  Penetration Firestopping
07 84 46  Fire-Resistive Joint Systems
07 92 00  Joint Sealants

DIVISION 08 – OPENINGS

08 31 13  Access Doors and Frames

DIVISION 09 – FINISHES

09 22 16  Non-Structural Metal Framing
09 29 00  Gypsum Board
09 30 00  Tiling
09 51 13  Acoustical Panel Ceilings
09 64 00  Wood Flooring
09 66 23  Resinous Matrix Terrazzo Flooring
09 72 00  Wall Coverings
09 91 23  Interior Painting

DIVISION 10 – SPECIALTIES

10 26 00  Wall and Door Protection – Corner Guards
10 56 13  Metal Storage Shelving

DIVISION 11 – EQUIPMENT

N/A
DIVISION 12 – FURNISHINGS

N/A

DIVISION 13 – SPECIAL CONSTRUCTION

N/A

DIVISION 14 – CONVEYING EQUIPMENT

N/A

DIVISION 21 – FIRE SUPPRESSION

N/A

DIVISION 22 – PLUMBING

22 01 00 Basic Plumbing Requirements
22 05 00 Basic Plumbing Materials and Methods
22 05 19 Meters and Gages
22 05 23 Valves
22 05 29 Hangers and Supports
22 11 16 Domestic Water Piping
22 11 19 Domestic Water Piping Specialties
22 13 16 Sanitary Waste and Vent Piping
22 13 19 Sanitary Waste Piping Specialties
22 43 00 Plumbing Fixtures

DIVISION 23 – HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

23 01 00 Basic Mechanical Requirements
23 05 00 Basic Mechanical Materials and Methods
23 05 93 Testing, Adjusting, and Balancing
23 37 13 Diffusers, Registers, and Grilles

DIVISION 25 – INTEGRATED AUTOMATION

N/A

DIVISION 26 – ELECTRICAL

26 05 00 Common Work Results for Electrical
26 05 19 Conductors and Cables
26 05 26 Grounding and Bonding
26 05 29 Hangers and Supports
26 05 33 Raceways
26 05 34 Boxes, Cabinets, and Enclosures
26 05 53 Identification for Electrical Systems
26 27 26 Wiring Devices

DIVISION 27 – COMMUNICATIONS

27 05 00 Common Work Results for Communications Systems
27 15 13  Communications Copper Horizontal Cabling

**DIVISION 28 – ELECTRONIC SECURITY AND SAFETY**

N/A

**DIVISION 31 – EARTHWORK**

N/A

**DIVISION 32 – EXTERIOR IMPROVEMENTS**

N/A

**DIVISION 33 – UTILITIES**

N/A

**END OF TABLE OF CONTENTS**
This form must be submitted with the Bid along with additional copies as requested in the Project Manual.

To: Ball State University Board of Trustees
   Ball State University
   Muncie, IN 47306

Project: BSU Starbuck’s Renovation – Student Center
         Muncie, Indiana

BSU Project No. BSU 2020-017.01 SC

Date: ___________________________ June 30th, 2020

Submitted by: ____________________________________________
(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation
(full address)

In accordance with Document 00 21 14 - Instructions to Bidders (AIA A701-2018), we include the Bid Form Supplements Appendices listed below. The information provided shall be considered an integral part of the Bid Form.

These Appendices are as follows:

Appendix A  Receipt of Addenda/Project Completion: If applicable, acknowledge receipt of all Addenda and fill in or acknowledge Completion time/Project Schedule.

Appendix B  Alternatives: Project does not anticipate any alternates.

Appendix C  Unit Prices: When used, include a listing of unit prices specifically requested by the Contract Documents.

Appendix D  Principal Subcontractors: When used, include the names of all Primary Subcontractors and the portions of the Work they will perform.

Appendix E  Supplementary General Construction Information: When used, list the requested Supplementary General Construction Information.

Appendix F  Supplementary Mechanical Information: When used, list the requested Supplementary Mechanical Information.

Appendix G  Supplementary Electrical Information: When used, list the requested Supplementary Electrical Information.

Appendix H  Supplementary Telecommunication Information: When used, list the requested Supplementary Telecommunication Information.
SUBMITTAL SCHEDULE OF APPENDICES

a. All bidders shall submit with their Bid the following Appendices:
   APPENDIX A – Receipt of Addenda/Project Completion
   APPENDIX B – Alternatives – no planned alternates.
   APPENDIX C – Unit Prices
   APPENDIX D – Principal Subcontractors

b. The Low bidder, and the second and third bidders if requested, shall execute and submit to the Owner the remaining SUBCONTRACTOR AND MATERIAL QUESTIONNAIRES.

Submit to the Owner: Finance Office, 2000 West University Avenue, Muncie, Indiana, 47306; the following appendices within forty-eight (48) hours after date and time for receiving bids:

   APPENDIX E – Supplementary General Construction Information
   APPENDIX F – Supplementary Mechanical Information
   APPENDIX G – Supplementary Electrical Information
   APPENDIX H – Supplementary Telecommunication Information

BID FORM SUPPLEMENTS SIGNATURE(S)

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

(Authorized signing officer)

(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF  ss: (seal)
COUNTY OF

__________________________ being duly sworn, deposes and says that he/she is ________________ of the above ___________________________ and that the (Title) (Name of Organization)

statements contained in the foregoing Bid Form Supplements are true and correct.

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

My Commission Expires: _______________________

County of Residence: _______________________

Notary Public
### APPENDIX A - RECEIPT OF ADDENDA/PROJECT COMPLETION

1. **ADDENDA**

   The Bidder acknowledges receipt of the following Addenda:

<table>
<thead>
<tr>
<th>Addendum No.</th>
<th>Dated</th>
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2. **PROJECT COMPLETION**

   If this Bid is accepted, we will:

   Commence on site work on the July 14, 2020 and

   Substantially Complete the Work by the August 26th, 2020.
APPENDIX B - ALTERNATIVES

There are no scheduled alternates included in the project.

APPENDIX C - UNIT PRICES

The following are Unit Prices for specific portions of the Work as listed, and are applicable to authorized variations from the Contract Documents. Refer to Section [01 20 00 - Price and Payment Procedures] [01 22 00 – Unit Prices]: Unit Price Schedule.

<table>
<thead>
<tr>
<th>ITEM OF WORK</th>
<th>UNIT OF MEASUREMENT</th>
<th>UNIT VALUE</th>
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<tbody>
<tr>
<td>Epoxy Terrazzo Flooring</td>
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<td>Existing Wood Flooring Demolition</td>
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APPENDIX D - PRINCIPAL SUBCONTRACTORS

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:
B. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.
C. Provide additional copies of this page as needed for a complete listing.
D. Indicate YES/NO if Subcontractor is required to be pre-qualified (contract value greater than $300,000). If yes, indicate certification expiration date.

<table>
<thead>
<tr>
<th>WORK SUBJECT</th>
<th>SUBCONTRACTOR</th>
<th>Pre-Qualified</th>
<th>Pre-Qualification Certification Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
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<tr>
<td>Concrete</td>
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<td>Miscellaneous Steel</td>
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<td>Carpentry</td>
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<td>Gypsum Board Assemblies and Ceilings</td>
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<td>Tiling</td>
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<tr>
<td>Terrazzo Flooring</td>
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<td>Plumbing</td>
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<td>HVAC</td>
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<td>Electrical</td>
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<tr>
<td>Telecommunications, Data, and Electronic Security</td>
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</tbody>
</table>
### APPENDIX E – SUPPLEMENTARY GENERAL CONSTRUCTION INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
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<tbody>
<tr>
<td>Division 03 Cast-in-Place Concrete</td>
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<td>Division 05 Metal Fabrications</td>
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<td>Division 06 Carpentry</td>
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<td>Division 09 Gypsum Board Assemblies</td>
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<td>Division 09 Tiling (Ceramic)</td>
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<td>Division 09 Resinous Epoxy Terrazzo</td>
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<td>Division 09 Acoustical Panel Ceilings and Baffles</td>
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<td>Division 09 Painting</td>
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</tbody>
</table>
**APPENDIX F - SUPPLEMENTARY MECHANICAL INFORMATION**

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufacturers (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

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<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
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<tr>
<td>Division 21 Fire Protection</td>
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<td>Division 22 Insulation</td>
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<td>Division 22 Valves</td>
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<td>Division 22 Sanitary Piping</td>
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<td>Division 22 Plumbing Fixtures</td>
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<td>Division 22 Plumbing Specialties</td>
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<td>Division 22 Domestic Water Heaters</td>
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<td>Division 23 Insulation</td>
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<td>Division 23 Testing, Adjusting, and Balancing</td>
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<td>Division 23 Ductwork</td>
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<td>Division 23 Diffusers</td>
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</tbody>
</table>
APPENDIX G – SUPPLEMENTARY ELECTRICAL INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
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<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
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<tr>
<td>Division 26 Conductors and cables</td>
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<td>Division 26 Wiring Devices</td>
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</tbody>
</table>
APPENDIX H – SUPPLEMENTARY TELECOMMUNICATION INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
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<tr>
<td>Division 27 Communications Copper Horizontal Cabling</td>
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</table>

END OF SECTION
SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SECTION INCLUDES

A. Cash allowances.
B. Contingency allowances.
C. Testing and inspection allowances.
D. Schedule of Values.
E. Application for Payment.
F. Change procedures.
G. Defect assessment.
H. Unit prices.
I. Alternates.

1.2 CASH ALLOWANCES

A. Costs Included in Cash Allowances: Cost of product to Contractor or Subcontractor, less applicable trade discounts; delivery to Site and applicable taxes unless stated otherwise in Allowance Schedule.

B. Costs Not Included in Cash Allowances but Included in Contract Sum: Product handling at Site including unloading, uncrating, and storage; protection of products from elements and from damage; and labor for installation and finishing unless stated otherwise in Allowance Schedule.

C. Architect Responsibilities:
   1. Consult with Contractor for consideration and selection of products suppliers and Installers.
   2. Select products in consultation with Owner and transmit decision to Contractor.
   3. Prepare Change Order.

D. Contractor Responsibilities:
   2. Obtain proposals from suppliers and installers and offer recommendations.
   3. Upon notification of selection by Owner, execute purchase agreement with designated supplier and installer.
   4. Arrange for and process Shop Drawings, Product Data, and Samples. Arrange for delivery.
5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.

E. Differences in costs will be adjusted by Change Order.

1.3 CONTINGENCY ALLOWANCES

A. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead, and profit will be included in Change Orders authorizing expenditure of funds from this contingency allowance.

B. Funds will be drawn from contingency allowance only by Change Order.

C. At closeout of Contract, funds remaining in contingency allowance will be credited to Owner by Change Order.

1.4 TESTING AND INSPECTION ALLOWANCES

A. Costs Included in Testing and Inspecting Allowances:
   1. Cost of engaging testing and inspecting agency.
   2. Execution of tests and inspecting.
   3. Reporting results.

B. Costs Not Included in Testing and Inspecting Allowance but Included in Contract Sum:
   1. Costs of incidental labor and facilities required to assist testing or inspecting agency.
   2. Costs of testing services used by Contractor separate from Contract Document requirements.
   3. Costs of retesting upon failure of previous tests as determined by Architect.

C. Payment Procedures:
   1. Submit one copy of inspecting or testing firm's invoice with next Application for Payment.
   2. Pay invoice upon approval by Architect.

D. Differences in cost will be adjusted by Change Order.

1.5 SCHEDULE OF VALUES

A. Submit printed and electronic file to Project website of schedule on AIA G703 - Continuation Sheet for G702.

B. Submit Schedule of Values as electronic file to Project website within 3 days after date of Owner-Contractor Agreement or established in Notice to Proceed.

C. Format: Utilize Table of Contents of this Project Manual. Identify each line item with number and title of each specification section, including Division 01 General Requirements. Organize the schedule by floor level, phase, or other major divisions of Work. Provide separate line items for the following:
   1. Site mobilization.
   2. Bonds.
   3. Insurance.
   4. Labor and Material for each designated item of Work.
5. Major equipment or material that may be billed as "stored material".
6. Shop prefabricated assemblies.

D. Include in each line item amount of allowances as specified in this Section. For unit cost allowances, identify quantities taken from Contract Documents multiplied by unit cost to achieve total for each item.

E. Include within each line item, direct proportional amount of Contractor's overhead and profit.

F. Revise schedule to list approved Change Orders with each Application for Payment. Separate costs of the Change Order by applicable Section reference or Schedule of Values line item(s) and list on a separate line by Change Order number and description, not as a lump sum value.

1.6 APPLICATION FOR PAYMENT

A. Submit a draft copy of the Application for Payment to the Owner and Architect a minimum of ten days prior to the due date, for review. Revise Application in accordance with modifications requested after review.

B. Submit four (4) copies of each Application for Payment on AIA G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheet for G702. Each copy shall have original signatures and notary stamp. One copy shall be designated as the "Original".

C. Content and Format: Use Schedule of Values for listing items in Application for Payment.

D. Submit updated construction schedule with each Application for Payment.

E. Payment Period: Submit at intervals stipulated in the Agreement.

F. Submit submittals with transmittal letter as specified in Section 01 33 00 - Submittal Procedures.

G. Submit four (4) copies of lien waivers requested by Owner.

H. Substantiating Data: When Architect requires substantiating information, submit data justifying dollar amounts in question. Include the following with Application for Payment:

1. Current construction photographs specified in Section 01 33 00 - Submittal Procedures.
2. Partial release of liens from major Subcontractors and vendors.
3. Affidavits, insurance, paid invoices and other information attesting to off-site stored products.
4. Construction Progress Schedule, revised and current.

I. Application Preparation: Complete every entry on AIA G702 form, including notarization and execution by person authorized to sign legal documents on behalf of the Contractor. Incomplete applications or those without all other required documents will be returned without action.

1. Entries shall match data on the Schedule of Values and Project Construction Schedule. Use updated schedules if revisions have been made.
2. Include amounts of Change Orders issued prior to the last day of the construction period covered by the application.

J. Payment Period and Date: Monthly, or as indicated in the Owner-Contractor Agreement.

K. Application for Payment (Initial): Administrative actions and submittals that must precede submittal of the first Application for Payment include the following:
1. Schedule of Values.
2. Contractor’s Construction Schedule (current updated version).
3. Submittal submission schedule.
4. List of Subcontractors.
5. List of principal suppliers or fabricators.
7. Schedule of unit prices (if applicable).
8. List of Contractor’s staff assignments.
10. Copies of authorizations and licenses from governing authorities for performance of the Work (as required).
11. Certificates of insurance and insurance policies (to Owner’s Finance Office).
12. Performance and payment bonds (to Owner’s Finance Office).

L. Application for Payment (monthly): Administrative actions and submittals that must be provided with each application for payment include the following:
   1. Partial waiver of Lien for the construction period covered by the previous application for payment.
      a. Submit partial waivers on each item for the amount requested, prior to reduction for retainage, on each item.
      b. Submit Waivers of Lien executed by a person authorized to sign legal documents on behalf of the entity submitting the waiver.
   2. Contractor’s Construction Schedule (updated version).

M. Application for Payment (at Substantial Completion): Following issuance of the Certificate of Substantial Completion, submit an Application for Payment. (This application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work). Administrative, other actions and submittals that shall proceed or coincide with this application may include the following and as specifically required in Division 01 of the Project Manual:
   1. Occupancy permits and similar approvals.
   2. Warranties (guarantees) and maintenance agreements.
   3. Test/adjust/balance records.
   4. Operation and Maintenance Manuals.
   5. Record Documents for review by Owner.
   7. Change-over information related to Owner’s occupancy, use, operation and maintenance.
   8. Final cleaning.
   9. Partial waiver of Lien for the construction period covered by the previous application for payment.
      a. Submit partial waivers on each item for the amount requested, prior to reduction for retainage, on each item.
      b. Submit Waivers of Lien executed by a person authorized to sign legal documents on behalf of the entity submitting the waiver.
   10. List of incomplete Work (punchlist items), recognized as exceptions to Architect’s Certificate of Substantial Completion, to be completed.

N. Payment for Application (Final): Administrative actions and submittals which must precede or coincide with submittal of the Final Application for Payment includes the following:
   1. Submit final waivers of lien from every Subcontractor and major Supplier involved with performance of Work, and Contractors final waiver of lien.
   2. Submit Contractor’s Affidavit of Release of Liens (AIA-G706A).
   3. Contractor’s Affidavit Payment of Debts and Claims (AIA-G706).
4. Executed warranties.
5. Completion of Contract Closeout requirements, Section 01 70 0.
6. Completion of punchlist items specified for completion after Substantial Completion.
7. Transmittal of required Project construction records and record documents to Owner.
8. Proof that taxes, fees and similar obligations have been paid.
9. Removal of temporary facilities and services.
11. Change of door locks to Owner's access.
12. Consent of Surety to Final Payment (AIA-G707).

1.7 CHANGE PROCEDURES

A. Submittals: Submit name of individual who is authorized to receive change documents and is responsible for informing others in Contractor's employ or Subcontractors of changes to the Work.

B. Carefully study and compare Contract Documents before proceeding with fabrication and installation of Work. Promptly advise Architect of any error, inconsistency, omission, or apparent discrepancy.

C. Requests for Information (RFI) and Clarifications: Allot time in construction scheduling for liaison with Architect; establish procedures for handling queries and clarifications.

1. Use AIA G716 - Request for Information for requesting interpretations.
2. Architect may respond with a direct answer on the Request for Interpretation form, Clarification Notice, AIA G710 - Architect's Supplemental Instruction, or AIA G709 - Work Changes Proposal Request.

D. Architect will advise of minor changes in the Work not involving adjustment to Contract Sum or Contract Time by issuing supplemental instructions on AIA G710.

E. Architect may issue AIA G709 - Work Changes Proposal Request including a detailed description of proposed change with supplementary or revised Drawings and Specifications, a change in Contract Time for executing the change with stipulation of overtime work required and with the period of time during which the requested price will be considered valid. Contractor will prepare and submit estimate within seven (7) days.

F. Contractor may propose changes by submitting a request for change to Architect, describing proposed change and its full effect on the Work. Include a statement describing reason for the change and the effect on Contract Sum and Contract Time with full documentation and a statement describing effect on the Work by separate or other Contractors.

G. Stipulated Sum/Price Change Order: Based on Proposal Request] AIA G709 CSI Form 13/6A Notice of Change and Contractor's fixed price quotation or Contractor's request for Change Order as approved by Architect.

H. Unit Price Change Order: For Contract unit prices and quantities, the Change Order will be executed on a fixed unit price basis. For unit costs or quantities of units of that which are not predetermined, execute Work under Construction Change Directive. Changes in Contract Sum or Contract Time will be computed as specified for Time and Material Change Order.

J. Document each quotation for change in Project Cost or Time with sufficient data to allow evaluation of quotation.

K. Change Order Forms: AIA G701 - Change Order.

1.8 DEFECT ASSESSMENT

A. Replace the Work, or portions of the Work, not conforming to specified requirements.

B. If, in the opinion of Architect or Owner, it is not practical to remove and replace the Work, Architect will direct appropriate remedy or adjust payment.

C. The defective Work may remain, but unit sum/price will be adjusted to new sum/price at discretion of Owner.

D. Defective Work will be partially repaired according to instructions of Architect or Owner, and unit sum/price will be adjusted to new sum/price at discretion of Owner.

E. Individual Specification Sections may modify these options or may identify specific formula or percentage sum/price reduction.

F. Authority of Owner to assess defects and identify payment adjustments is final.

G. Nonpayment for Rejected Products: Payment will not be made for rejected products for any of the following reasons:
   1. Products wasted or disposed of in a manner that is not acceptable.
   2. Products determined as unacceptable before or after placement.
   3. Products not completely unloaded from transporting vehicle.
   4. Products placed beyond lines and levels of the required Work.
   5. Products remaining on hand after completion of the Work.

1.9 UNIT PRICES

A. Authority: Measurement methods are delineated in individual Specification Sections.

B. Measurement methods delineated in individual Specification Sections complement criteria of this Section. In event of conflict, requirements of individual Specification Section govern.

C. Unit Quantities: Quantities and measurements indicated on Bid Form are for Contract purposes only. Actual quantities provided shall determine payment.
   1. When actual Work requires more or fewer quantities than those quantities indicated, provide required quantities at contracted unit sum/prices.
   2. When actual Work requires 10 percent or greater change in quantity than those quantities indicated, Owner or Contractor may claim a Contract Price adjustment.
D. Payment Includes: Full compensation for required labor, products, tools, equipment, plant and facilities, transportation, services and incidentals; erection, application, or installation of item of the Work; overhead and profit.

E. Final payment for Work governed by unit prices will be made on basis of actual measurements and quantities accepted by Architect multiplied by unit sum/price for Work incorporated in or made necessary by the Work.

F. Measurement of Quantities:

1. Weigh Scales: Inspected, tested, and certified by applicable State weights and measures department within past year.
2. Platform Scales: Of sufficient size and capacity to accommodate conveying vehicle.
3. Metering Devices: Inspected, tested, and certified by applicable State department within past year.
4. Measurement by Weight: Concrete reinforcing steel, rolled or formed steel, or other metal shapes will be measured by handbook weights. Welded assemblies will be measured by handbook or scale weight.
5. Measurement by Volume: Measured by cubic dimension using mean length, width, and height or thickness.
6. Measurement by Area: Measured by square dimension using mean length and width or radius.
7. Linear Measurement: Measured by linear dimension, at item centerline or mean chord.
8. Stipulated Sum/Price Measurement: Items measured by weight, volume, area, or linear means or combination, as appropriate, as completed item or unit of the Work.

1.10 ALTERNATES

A. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in Owner-Contractor Agreement. The Owner-Contractor Agreement may identify certain Alternates to remain an Owner option for a stipulated period of time.

B. Coordinate related Work and modify surrounding Work. Description for each Alternate is recognized to be abbreviated but requires that each change shall be complete for scope of Work affected.

1. Coordinate related requirements among Specification Sections as required.
2. Include as part of each Alternate: Miscellaneous devices, appurtenances, and similar items incidental to or necessary for complete installation.
3. Coordinate Alternate with adjacent Work and modify or adjust as necessary to ensure integration.

PART 2 - EXECUTION - Not Used

END OF SECTION
## Building Code Summary

**Building Code**:
- 2014 INDIANA BUILDING CODE (2012 INTERNATIONAL BUILDING CODE, FIRST PRINTING)
- 2014 INDIANA FIRE CODE (2012 INTERNATIONAL FIRE CODE, FIRST PRINTING)
- 2014 INDIANA ELECTRICAL CODE (2012 NATIONAL ELECTRICAL CODE)
- 2014 INDIANA MECHANICAL CODE (2012 INTERNATIONAL MECHANICAL CODE)
- 2014 INDIANA PLC (PLATING, COATING, AND DIP) CODE
- 2014 INDIANA PLUMBING CODE
- 2012 INDIANA FUEL OIL CODE
- 2012 INDIANA GAS CODE
- 2012 INDIANA HEATING SYSTEMS CODE
- 2012 INDIANA PLUMBING CODE
- 2012 INDIANA SEDIMENT AND MUD CONTROL CODE
- 2012 INDIANA WELL DRILLING CODE

**Accessibility Design Requirements**:
- ICC/ANSI A117.1-2009 ADA IN 28 CFR PART 35.1 AND CRFR PART 1911

**Life Safety Code**:
- NFPA 10-2010
- NFPA 13-2020
- NFPA 72-2010

**Tenant Space Area**:
- +/- 710 SQUARE FEET

**Construction Type**:
- TYPE IIA OCCUPANT LOAD (OCCUPANCY GROUP CLASSIFICATION: M)
  - ASSEMBLY UNCONCENTRATED (A-2) 15 SQ.FT./OCCUPANT
  - KITCHEN, COMMERCIAL 200 SQ.FT./OCCUPANT
  - STORAGE (S-2) 300 SQ.FT./OCCUPANT

**Egress Width Requirements**:
- DOORS (INCHES/OCCUPANT):
  - CORRIDOR WIDTH OF 44 INCHES MINIMUM

**Travel Distance Restrictions**:
- MERCHANTILE GROUP M:
  - TRAVEL DISTANCE: 280 FEET MAXIMUM
  - COMMON PATH OF TRAVEL: 75 FEET MAXIMUM

### Project Contacts

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**Licensee**
- TONY BRANDON
- tlbrandon@bsu.edu

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- CSO ARCHITECTURE - INTERIOR DESIGN
  - Ross & Baruzzini

**Mechanical/Electrical/Plumbing Engineer**
- CSO ARCHITECTURE - INTERIOR DESIGN
  - Ross & Baruzzini

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**Project Location**
- MAP LOCATION

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**Scope Drawings**
- These drawings indicate the general scope of the project in terms of architectural design concept, the dimensions of the building, the construction materials, and the required engineering systems and services. The drawings should be reviewed by the trade contractors to ensure that all components are properly integrated and that all specifications and requirements are met. The drawings should indicate any special requirements or conditions that may affect the execution and completion of the work. The drawings should be used as the basis for the construction contract and as a guide for the trade contractors during the construction process. Any questions or disputes regarding the drawings should be referred to the architect or engineer of record.
These drawings indicate the general scope of the project in terms of architectural design concept, the dimensions of the building, the major architectural elements and the type of structural, mechanical and electrical systems. The drawings do not necessarily indicate or describe all work required for full performance and completion of the requirements of the Contract. On the basis of the general scope indicated or described, the trade contractors shall furnish all items required for the proper execution and completion of the work.