

CITY OF BALTIMORE

BRANDON M. SCOTT,
Mayor



DEPARTMENT OF RECREATION AND
PARKS

CAPITAL DEVELOPMENT AND PLANNING
2600 Madison Avenue
Baltimore, Maryland 21217

ADDENDUM NO. 1

DATE: May 13, 2026

For
DRAWINGS, SPECIFICATIONS, PROPOSAL, CONTRACT AND BOND

For
GWYNNS FALLS CAMPGROUND RENOVATION & IMPROVEMENTS
CONTRACT NO. RP 22805

FOR THE MAYOR AND CITY COUNCIL OF BALTIMORE

TO BIDDERS: THIS ADDENDUM IS HEREBY MADE A PART OF THE CONTRACT DOCUMENTS ON WHICH THE CONTRACT WILL BE BASED AND IS ISSUED TO EXTEND THE BIDDING PERIOD AND CLARIFY QUESTIONS RELATED TO THE PROJECT AND BIDDING PROCESS. THIS ADDENDUM ALSO ISSUED TO MODIFY, EXPLAIN AND/OR CORRECT THE ORIGINAL DRAWINGS AND SPECIFICATIONS.

PLEASE ATTACH THIS ADDENDUM TO YOUR CONTRACT DOCUMENTS AND ACKNOWLEDGE IT ON THE BID OR PROPOSAL PAGE WHERE INDICATED.

EXTEND BID DUE DATE FROM MAY 20TH TO JUNE 3RD 2026 AT 11AM

SEE ATTACHED FOR RESPONSES TO PRE-BID QUESTIONS AND CHANGES TO THE CONTRACT DOCUMENTS, SPECIFICATIONS AND PLANS.

APPROVED:

Adam Boarman, RLA
CHIEF OF CAPITAL DEVELOPMENT
DEPARTMENT OF RECREATION AND PARKS

Reginald Moore
DIRECTOR OF RECREATION AND PARKS
GWYNNS FALLS CAMPGROUND RENOVATION & IMPROVEMENTS

MAY 12, 2026
 ADDENDUM NO. 1

Acknowledgement: Acknowledge receipt of this addendum by inserting its number and date on your bid form. This addendum form is part of the Contract Documents and modifies them as follows:

1. CHANGES TO CONTRACT DOCUMENTS:

ITEM NO.	SECTION	CORRESPONDING INSTRUCTIONS & PAGE DETAILS
1.1	<i>Table of Contents</i>	DELETE page XIII and REPLACE with page XIIIr
1.2	<i>Table of Contents</i>	DELETE page XIV and REPLACE with page XIVr
1.3	<i>Table of Contents</i>	DELETE page XVI and REPLACE with page XVIr
1.4	<i>Notice of Letting</i>	DELETE page 1 and REPLACE with page 1r
1.5	<i>Bid or Proposal</i>	DELETE page 51 and REPLACE with page 51r and ADD Duplicate 51r to Duplicate Packet.
1.6	<i>Schedule of Prices</i>	DELETE pages 53C and 53D and REPLACE with pages 53Cr and 53Dr and ADD new page 53E
1.7	<i>MBE and WBE Bid Participation Commitment Forms</i>	DELETE page 66 and REPLACE with page 66r
1.8	<i>Part E: MBE/WBE Bid Participation Goal Waiver Request Form</i>	DELETE page 70 and REPLACE with page 70r
1.9	<i>D. Mayor and City Council of Baltimore, Maryland -Baltimore Apprentice Trainee Program (BATP)</i>	DELETE page 78 and REPLACE with page 78r
1.10	<i>Local Hiring</i>	DELETE pages 96-98 and REPLACE with pages 96r-98r and ADD new pages 98A- 98K

2. CHANGES TO THE SPECIFICATIONS:

ITEM NO.	SECTION NO.	CORRESPONDING INSTRUCTIONS & PAGE DETAILS
2.1	00 01 10 Table of Contents	DELETE pages 109-110 and REPLACE with pages 109r-110r
2.2	01 22 00 Unit Prices	DELETE pages 123-124 and REPLACE with pages 123r-124r
2.3	01 29 00 Payment Procedures	DELETE page 134 and REPLACE with pages 134r-134D
2.3	01 35 00 Special Procedures	DELETE pages 156-159 and REPLACE with pages 156r-159r
2.4	01 50 01 Engineer's Field Office	DELETE pages 194-196 and REPLACE with pages 194r-196r

2.5	01 56 39 Temporary Tree and Plant Protection	DELETE pages 197-204 and REPLACE with pages 197r-204r
2.6	10 14 00 Signage	DELETE pages 381-386 and REPLACE with pages 386r-386D

3. RESPONSES TO REQUEST FOR INFORMATION / CLARIFICATION:

QUESTION 1: Who is paying for the building permit? How much is the building permit if the contractor is to pay for it?

ANSWER: The Owner (BCRP) shall obtain and pay for the Building Permit, including the filing fee. The Contractor shall be responsible for obtaining and paying for any and all extensions of the Building Permit should extensions become necessary. The Contractor shall be responsible for safeguarding the permit and shall pay all costs for replacement of the permit documents should it become lost, stolen, damaged or otherwise removed from the site. The Contractor shall be responsible for the expense of all trade and any other permits required by Agencies having jurisdiction. Please refer to revised Specification Section 01 35 00 'Special Procedures' for additional information.

QUESTION 2: When is the anticipated start for the project?

ANSWER: The anticipated start date of construction is September of 2026.

QUESTION 3: Are all the picnic tables and benches provided by Camp Small and installed by the Contractor? The drawings say to carry an allowance. What allowance should the contractor carry?

ANSWER: Picnic tables and benches to be purchased by the Owner (BCRP) from Camp Small. The Contractor is responsible for delivering the picnic tables and benches to the site and completing installation. Revised drawing L300 will be issued in a forthcoming addendum.

QUESTION 4: Are the wood stairs being replaced or repaired on drawing L101 note C8?

ANSWER: The wood stairs are to be replaced in kind. Refer to note C-22 drawing C-2 and specification section 32 30 00 'Timber Structures' for additional information.

QUESTION 5: Will the city inspector need a personal trailer onsite, or can they share one with the contractor?

ANSWER: It is acceptable for the City inspector to share an onsite trailer with the Contractor. Please refer to revised specification Section 01 50 01 'Engineer's Field Office' for additional information.

QUESTION 6: Is there any more parking for the contractors other than parking on the street in the neighborhood?

ANSWER: Parking for contractor personnel is available along the portion of the access road entering the park from Chesolm Road and along the road beyond the access road to the campground. Parking should be limited within the surrounding residential area to avoid resident impact.

QUESTION 7: How much do the cisterns weigh?

ANSWER: The cisterns are estimated to weigh approximately 200 lbs each.

QUESTION 8: Can you please clarify the requirements of composting toilets?

ANSWER: Composting toilet facilities are to be installed in accordance with the drawings and specifications. The sanitary profile will be revised to call for installation of double wye fitting to connect to the wash station, and installation of a cleanout for future connection of the composting toilet facilities to the septic field. Revised drawing C-12 will be issued in a forthcoming addendum.

QUESTION 9: Can you please provide the location of the enclosure fencing? (pg191)

ANSWER: It is recommended that the Contractor enclose the existing parking lot area in its entirety with a chain link fence so it may be used as a staging area. The Contractor is responsible for securing the site in accordance with specification section 01 50 00 'Temporary Facilities and Controls'. BCRP will install Jersey Barriers to prevent access to the site from the Jastrow Levin Trail. BCRP will also place signage to notify the public that the trails are closed in this area.

Following award and prior to the commencement of on-site operations, the Contractor is to provide a security plan submittal for Owner/Architect review. Fencing around the

pavilion, use of a webcam and/ or motion sensor lights, and use of lockable jobsite boxes is up to the discretion of the Contractor. Should the Contractor elect to install a webcam, BCRP requests the rights to access surveillance footage.

QUESTION 10: Can you please provide the location of the field office?

ANSWER: The Field office would best be located along the road at the base of the campground access road

QUESTION 11: Can you please provide the location of the staging area? (c-21 note 3)

ANSWER: The existing parking lot can be used as the staging area.

QUESTION 12: Is the wash rack option required for the SCE?

ANSWER: Yes, a wash rack is required.

QUESTION 13: Can a second site walkthrough be scheduled once campsite locations and path are established?

ANSWER: Bidders are welcome to visit the site at their convenience to review marked locations for the individual camp sites and pathways. Refer to site visit follow up email dated 4/23/26 for additional information. Additional site visits can also be coordinated with BCRP's project manager, Kate Brower, by emailing her at: kbrower@baltimorecity.gov.

TABLE OF CONTENTS

NOTICE TO BIDDERS I

EXECUTIVE ORDER BALTIMORE CITY EMPLOY BALTIMORE.. II-III

EXECUTIVE ORDER BALTIMORE CITY YOUTH WORKS..... IV

RESOLUTION OF THE BOARD OF ESTIMATES OF THE CITY OF BALTIMORE.. V-VI

RESOLUTION OF THE BOARD OF ESTIMATES APPRENTICESHIP TRAINING PROGRAMS..... VII

RESOLUTION OF THE BOARD OF ESTIMATES THE REGULATION OF MEETINGS AND PROTESTS..... VIII-IX

RESOLUTION OF THE BOARD OF ESTIMATES FOR A HUBZONE NEIGHBORHOOD PREFERENCE IN SOLICITATIONS..... X-XI

PRE-BID MEETING..... XII

TABLE OF CONTENTS..... XIII-XVII

I. NOTICE OF LETTING..... 1r-3

II. SPECIAL PROVISIONS..... 4

 A. INSTRUCTIONS TO BIDDERS 5-8

 B. SPECIAL CONDITIONS..... 9-48

 C. EXTRA WORK CERTIFICATION..... 49

 D. SUBCONTRACTOR’S ACKNOWLEDGEMENT OF PROGRESS PAYMENTS..... 50

III. BID OR PROPOSAL..... 51r-54

 A. BID/PROPOSAL AFFIDAVIT 55-59

 B. EXHIBIT 1 60

 C. MINORITY AND WOMEN’S BUSINESS OPPORTUNITY REQUIREMENTS AND FORMS..... 61-77

 D. THE BALTIMORE APPRENTICE TRAINEE PROGRAM..... 78r-89

 E. BALTIMORE CITY’S YOUTHWORKS..... 90

BALTIMORE CITY EMPLOY BALTIMORE 91-98K

 G. BID BOND..... 99-100

IV. AGREEMENT..... 101-102

V. BONDS (PERFORMANCE AND PAYMENT)..... 103-108

-----End of Volume 1- Beginning of Volume 2 -----

TABLE OF CONTENTS.....109r-112

PROCUREMENT & CONTRACTING REQUIREMENTS

00 01 01 – Project Directory113
00 01 15 - List of Drawings114-115
00 73 16.01 – Compensation, Liability, & Property Damage Insurance116-117

VI. CONSTRUCTION DETAILS AND MATERIALS (DIV. SEC. 01-37)118

DIVISION 1 – GENERAL REQUIREMENTS

01 10 00 - Summary.....119-121
01 20 00 - Measurement and Payment.....122
01 22 00 - Unit Prices.....123r-124r
01 25 00 - Substitution Procedures125-127
01 26 00 - Contract Modification Procedures.....128-129
01 29 00 - Payment Procedures.....130-134D
01 29 73 - Schedule of Values.....135-136
01 31 00 - Project Management and Coordination.....137-142
01 32 00 - Construction Progress Documentation.....143-145
01 32 33 - Construction Photographs.....146
01 33 00 - Submittal Procedures.....147-155
01 35 00 - Special Procedures.....156r-159r
01 40 00 - Quality Requirements.....160-168
01 42 19 - Reference Standards.....169-181
01 45 00 - Quality Control.....182-184
01 45 29 - Testing Laboratory Services.....185-187
01 50 00 - Temporary Facilities and Controls.....188-193
01 50 01 - Engineer’s Field Office.....194r-196r
01 56 39 - Temporary Tree and Plant Protection.....197r-204r
01 60 00 - Product Requirements.....205-209
01 62 00 - Product Options.....210-211
01 62 00.01 - Substitution Request.....212

08 90 00 -Louvers and Vents..... 364-367

DIVISION 9 – FINISHES

09 67 00 - Methyl-Methacrylate Based Self Leveling Floor System..... 368-375

09 91 00 - Painting..... 376-380

DIVISION 10 – SPECIALTIES

10 14 00 Signage..... 381-386D

DIVISION 22 – PLUMBING

22 13 53 - Facility Septic System..... 387-392

22 42 70 - Composting Toilet..... 393-394

DIVISION 26 – ELECTRICAL

26 05 19 - Low Voltage Electrical Power Conductors and Cables395-399

26 05 26 - Grounding and Bonding for Electrical Systems.....,.....400-406

26 05 29 - Hangers and Supports for Electrical Systems..... 407-410

26 05 33 - Raceways and Boxes for Electrical Systems.....411-421

26 05 44 - Sleeves and Sleeve Seals for Electrical Raceways & Cabling..... 422-425

26 05 53 - Identification for Electrical Systems.....426-433

26 09 23 - Lighting Control Devices.....434-438

26 24 16 - Panelboards..... 439-448

26 27 26 - Wiring Devices.....449-454

26 41 13 - Lightning Protection for Structures.....455-457

26 51 00 - Interior/Exterior Lighting.....458-461

DIVISION 31 – EARTHWORK

31 10 00 - Clearing and Grubbing.....462-464

31 14 13 - Topsoil and Subsoil.....465-468

31 23 16 - Excavation.....469-471

31 23 23 - Embankment and Subgrade.....472-474

31 23 23.10 - Tamped Fill.....475

**CITY OF BALTIMORE
DEPARTMENT OF RECREATION AND PARKS**

I. NOTICE OF LETTING

Sealed Bids or Proposals for **Baltimore City Contract RP 22805 – GWYNNS FALLS CAMPGROUND RESTORATION & IMPROVEMENTS** will be received at the Office of the Comptroller, Room 204, City Hall, Baltimore, Maryland until **JUNE 3, 2026** at 11:00 A.M EST. Board of Estimates employees will be stationed at the Security Unit Counter just inside the Holliday Street entrance to City Hall from 10:45 A.M. to 11:00 A.M. every Wednesday to receive Bids. Positively no bids will be received after 11:00 A.M. The bids will be publicly opened by the Board of Estimates in Room 215, City Hall at Noon.

The proposed Contract Documents may be examined, without charge, at the Department of Recreation and Parks Capital Development located at 2600 Madison Avenue, Baltimore, Maryland 21217 by **appointment only Monday through Friday, 8:30am until 4:00pm by e-mailing Benitaj.randolph@baltimorecity.gov** starting **APRIL 3, 2026**, and copies may be purchased for a non-refundable cost of **\$100.**

A certified check of the bidder or a bank cashier's check or a bank treasurer's check drawn on a solvent clearing house bank, made payable to the Director of Finance or a bid bond executed on the form as provided in the Bid or Proposal for an amount which is not less than that determined by multiplying the total bid submitted by two percent will be required with each bid over \$100,000.00. If the bid is less than or equal to \$100,000.00, no Bid Bond is required.

Bidders interested in utilizing the City's Self-Insurance Program for payment and performance security for contracts not exceeding \$100,000.00 may contact the Department of Finance, the Program Administrator, for eligibility requirements and premium costs.

All Bids will be irrevocable when filed with the Comptroller of Baltimore City. The Board of Estimates reserves the right to reject any and all Bids and/or to waive technical defects, if in its judgment, the interest of the Mayor and City Council of Baltimore may so require.

All contractors bidding on this Contract must first be prequalified by the City of Baltimore Office of Boards and Commissions, 4 South Frederick Street, 4th Floor, Baltimore, Maryland 21202 whose recommendations for an assigned dollar Work Capacity Rating and Work Classification(s) are effective after ratification and confirmation by the Board of Estimates. Contractors will not be permitted to bid on any single Contract having a dollar value in excess of the contractor's assigned Work Capacity Rating and will not be awarded any Contract if the Contract dollar value, when added to the contractor's uncompleted backlog at time of award, exceeds the contractor's assigned Work Capacity Rating.

Bidding Contractors must maintain a valid prequalification status through the time of award, when work commences and remain prequalified for the duration of the project. Subcontractors intending to perform City work in excess of Fifty Thousand Dollars (\$50,000.00) shall qualify in the same manner as prime contractors and such qualification must be established before they are permitted to commence work. **If a bid is submitted by a joint venture (“JV”), then in that event, the document that established the JV shall be submitted with the bid for verification purposes.** The Prequalification Category required for bidding on this project is **G90132 PARK REHABILITATION.**

The Cost Classification Range for this project will be from **\$2,000,000.00** to **\$3,000,000.00.**

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

**ORIGINAL (NOT TO BE DETACHED)
NOTICE TO BIDDERS**

**CITY OF BALTIMORE
DEPARTMENT OF RECREATION AND PARKS**

THE COMPLETE (ORIGINAL)
CONTRACT BOOK AND

CONTRACT NUMBER: RP22805

DUPLICATE OF BID OR
PROPOSAL MUST BE
INCLUDED IN THE
BID ENVELOPE

GWYNN FALLS CAMPGROUND RESTORATION & IMPROVEMENTS

III. BID OR PROPOSAL

Opening of Bids **JUNE 3, 2026**

Certified Check or Bank Cashier's Check or Bank Treasurer's Check or Bid Bond Equal to Two Percent (2%) of Total Bid Submitted.

Days of Completion **360** Consecutive Calendar Days

Liquidated Damages **\$2500.00** per Consecutive Calendar Day

Made this _____ day of _____ 20_____

By _____
(Name)

(Address)

(NOTE: The Bidder's name and address must be inserted above, and in the case of a Firm, the name of the Firm and of each and every Member of the Firm must be inserted. In the case of a Bid submitted by or on behalf of any corporation, the name of such Corporation must be written above.) Shall sign below to signify the following:

To "The Board of Estimates of Baltimore City":

I/We, the undersigned Contractor have familiarized myself/ourselves with the requirements and stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.

I/We propose to furnish all labor, materials, and equipment and to do everything except as otherwise provided in the Contract Documents.

Specifications, Special Provisions, Drawings, and/or other Contract Documents hereto attached, at the following prices:

NOTE: NO INFORMATION OTHER THAN THAT INCLUDED IN OR ATTACHED TO THIS ORIGINAL BID DOCUMENT (WHERE SUCH ATTACHMENT IS PERMITTED) WILL BE USED IN DETERMINING AWARD.

**ORIGINAL (NOT TO BE DETACHED)
NOTICE TO BIDDERS**

**CITY OF BALTIMORE
DEPARTMENT OF RECREATION AND PARKS**

THE COMPLETE (ORIGINAL)
CONTRACT BOOK AND

CONTRACT NUMBER: RP22805

DUPLICATE OF BID OR
PROPOSAL MUST BE
INCLUDED IN THE
BID ENVELOPE

DUPLICATE

GWYNN FALLS CAMPGROUND RESTORATION & IMPROVEMENTS

III. BID OR PROPOSAL

Opening of Bids **JUNE 3, 2026**

Certified Check or Bank Cashier's Check or Bank Treasurer's Check or Bid Bond Equal to Two Percent (2%) of Total Bid Submitted.

Days of Completion **360** Consecutive Calendar Days

Liquidated Damages **\$2500.00** per Consecutive Calendar Day

Made this _____ day of _____ 20_____

By _____
(Name)

(Address)

(NOTE: The Bidder's name and address must be inserted above, and in the case of a Firm, the name of the Firm and of each and every Member of the Firm must be inserted. In the case of a Bid submitted by or on behalf of any corporation, the name of such Corporation must be written above.) Shall sign below to signify the following:

To "The Board of Estimates of Baltimore City":

I/We, the undersigned Contractor have familiarized myself/ourselves with the requirements and stipulations of the Contract Documents, and the site of the proposed work, and fully understand and appreciate the extent and character of the work to be done under the Contract.

I/We propose to furnish all labor, materials, and equipment and to do everything except as otherwise provided in the Contract Documents.

Specifications, Special Provisions, Drawings, and/or other Contract Documents hereto attached, at the following prices:

SCHEDULE OF PRICES

THIS PROPOSAL SHALL BE FILLED IN BY BIDDER WITH PRICES WRITTEN IN WORDS AND NUMERALS. EXTENSIONS SHALL BE MADE FOR COMPLETE INFORMATION CONCERNING THESE ITEMS. SEE SPECIFICATIONS, SPECIAL PROVISIONS AND CONTRACT.

ITEM NOS	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE DOLLARS	.CTS	AMOUNT DOLLARS	.CTS
201	1	CONTINGENT TREE REMOVAL TO GROUND - 4" -15" DIAMETER AT BREST HEIGHT: Removal of trees 4" -15" in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. Clear the tree from existing pathways (2' clear on either side) and distribute wood within surrounding site. Stump removal is not required. Payment will be made for the actual number of trees removed. _____ PER EA.	_____	_____	_____	_____
201a	1	CONTINGENT TREE REMOVAL TO GROUND - 4" -15" DIAMETER AT BREST HEIGHT: Removal of trees 4" -15" in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. Remove trees from the site – either stack for Camp Small or remove entirely by chipping, grinding or cutting. Stump removal is not required. Payment will be made for the actual number of trees removed. _____ PER EA.	_____	_____	_____	_____
202	1	CONTINGENT TREE REMOVAL TO GROUND - 15" AND ABOVE DIAMETER AT BREST HEIGHT: Removal of trees 15" and above in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. Clear the tree from existing pathways (2' clear on either side) and distribute wood within surrounding site. Stump removal is not required. Payment will be made for the actual number of trees removed. _____ PER EA.	_____	_____	_____	_____
202a	1	CONTINGENT TREE REMOVAL TO GROUND- DIAMETER OF 15" AND ABOVE AT BREST HEIGHT: Removal of trees 15" and above in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. Remove trees from the site – either stack for Camp Small or remove entirely by chipping, grinding or cutting. Stump removal is not required. Payment will be made for the actual number of trees removed. _____ PER EA.	_____	_____	_____	_____

SCHEDULE OF PRICES

THIS PROPOSAL SHALL BE FILLED IN BY BIDDER WITH PRICES WRITTEN IN WORDS AND NUMERALS. EXTENSIONS SHALL BE MADE FOR COMPLETE INFORMATION CONCERNING THESE ITEMS. SEE SPECIFICATIONS, SPECIAL PROVISIONS AND CONTRACT.

ITEM NOS	APPROXIMATE QUANTITIES	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	UNIT PRICE DOLLARS	.CTS	AMOUNT DOLLARS	.CTS
203	1	CONTINGENT STONE WALL REPAIR: Removal and replacement of deteriorated stone masonry in accordance with specification section 04 40 00 " Stone Masonry Repairs" . Payment will be made for the actual square footage of stone wall repairs to be completed. _____ PER FACE SF	_____	_____	_____	_____
204	1	CONTINGENT ROCK EXCAVATION: Rock excavation in utility trenches; backfill with Engineered Fill in accordance with specification section 31 23 33 " Trenching and Backfilling" . Payment will be made for the actual number of cubic yards of rock removed. _____ PER CY	_____	_____	_____	_____

SCHEDULE OF PRICES

THIS PROPOSAL SHALL BE FILLED IN BY BIDDER WITH PRICES WRITTEN IN WORDS AND NUMERALS. EXTENSIONS SHALL BE MADE FOR COMPLETE INFORMATION CONCERNING THESE ITEMS. SEE SPECIFICATIONS, SPECIAL PROVISIONS AND CONTRACT.

	DESCRIPTION OF ITEMS AND PRICES BID (IN WRITTEN WORDS)	TOTAL BID DOLLARS	.CTS
TOTAL BASE BID	(USING THE FOLLOWING ITEMS) 101, 201, 201a, 202, 202a, 203, 204 _____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

TOTAL BID



**MBE AND WBE BID PARTICIPATION
COMMITMENT FORMS**

Name of Bidder (Proposer): _____

Address: _____

Contracting Agency: **Baltimore City Recreation & Parks**

Contract (Project) Title: **GWYNNS FALLS CAMPGROUND RESTORATION & IMPROVEMENTS**

Contract Number: **RP 22805**

Total Value of Bid: \$ _____

Bid Due Date: **JUNE 3, 2026**

FY2026 Effective July 1, 2025 through July 1, 2026

PART E: MBE/WBE BID PARTICIPATION GOAL WAIVER REQUEST FORM

Name of Bidder _____

Address _____

Contracting Agency: **Baltimore City Recreation & Parks**

Contract (Project) Number and Title: **RP22805 Gwynns Falls Campground Restoration & Improvements**

Bid Due Date: **JUNE 3, 2026**

Goals on this contract..... MBE: **25** % and WBE: **10** %
I have achieved..... MBE: _____ % and WBE: _____ %
I am requesting a waiver of..... MBE: _____ % and WBE: _____ %

ONLY WHOLE NUMBERS ACCEPTED. NO DECIMALS OR FRACTIONS.

I have contacted SMBA&D for assistance: _____ Yes _____ No (Check One)

Number of MBE firms contacted: _____ (Attach a list of names of businesses and detailed efforts taken secure their participation.)

Number of WBE firms contacted: _____ (Attach a list of names of businesses and detailed efforts taken to secure their participation.)

Attach documentation of your good faith efforts to secure, contact and negotiate with MBEs and WBEs, including:

- (1) The reasons your company is unable to secure sufficient MBE/WBE participation to meet the stated goals
- (2) The efforts made by your company to select portions of the contract to be performed by MBEs and WBEs
- (3) For each MBE or WBE that placed a bid that you consider to be unacceptable, a statement that explains the basis for that conclusion
- (4) **Please consult the Bidder Information Guide & SMBA&D FAQ for additional waiver guidance.**

Signature of Authorized Company Representative

Date

FY2026 Effective July 1, 2025 through July 1, 2026

**D. MAYOR AND CITY COUNCIL OF BALTIMORE,
MARYLAND THE BALTIMORE APPRENTICE TRAINEE
PROGRAM (BATP)
BID FORM**

Contracting Agency DEPARTMENT OF RECREATION AND PARKS

Contract Project Title **RP 22805 GWYNNS FALLS CAMPGROUND
RESTORATION & IMPROVEMENTS**

Scheduled Bid Due Date **WEDNESDAY, JUNE 3, 2026**

THIS APPRENTICE TRAINEE FORM IS DUE WITH THE BID.

FOR MORE INFORMATION ABOUT THIS FORM OR ASSISTANCE, CONTACT:

Mayor's Office of Small Minority Business Advocacy & Development (SMBA&D)

3000 Druid Park Drive,

Baltimore, MD 21215

(410) 396-3818

Christopher Lundy, Chief

SMBA&D (July 1, 2023)

The screenshot shows the City of Baltimore Vendor Profile dashboard. The left sidebar contains navigation links: My Alerts, My Certifications, My Contracts, My Contract Audits, My Workforce Audits, My Concessions, My Concession Audits, My Utilization Plans, My Outreach, My Events, My Reviews, My Questionnaires, My Bid Solicitations, My Prevailing Wage, My Favorite Vendors, and My Messages. The main content area is divided into several sections:

- Dashboard:** Displays records assigned to 'your company'. It includes a 'Contracts' table with columns for Total, Open, and Soon to end (3 mo). Below it is a 'Certifications' table with columns for Active, Pending, and Renewing. There are also sections for 'Utilization Plans' (Approved) and 'Reviews' (Total, All Pending, Pending Submission, Past Due, Accepted).
- Key Actions:** Includes links for 'Renew/Apply for Certification', 'Take a Training Class', and 'Watch a Training Video'.
- Enhanced Account Security:** Prompts the user to activate enhanced account security through multi-factor authentication.
- Alerts:** Shows 'No Activated Alerts. View Pending Alerts.'
- Configure:** Includes links for 'Change Your Password', 'Activate Enhanced Account Security', 'Edit Your User Account Settings', and 'View, Vote, & Post to the Wish List'. It also has links for 'Business Info', 'Profile Setup', 'List/Add Users', 'Main Contacts', 'Commodity Codes', and 'EEO/Workforce Comp.'

Red callout boxes with arrows point to the following elements:

- 'My Contracts' in the sidebar: 'To view the details of your contracts'
- 'My Reviews' in the sidebar: 'To view the employment analyses and monthly employment reports that are due'
- 'Watch a Training Video' in Key Actions: 'To configure your account and to watch vendor trainings'

In your Vendor Profile (Click “My Contracts” or “Business Info”)

- Change your business information, addresses, or contact person(s)
- Add employees to your profile (required for **new hires only working on city contracts** subject to local hiring)

On your Contract Profile

- Access contract information and change your contact person for the contract
- Access your reviews (employment analyses and monthly employment reports)
- View or change subcontractors/subgrantees/subrecipients
- “Workforce Employee List” to go to your vendor profile to add employees or assign employees to contracts (required for **new hires only working on city contracts** subject to local hiring)

Reviews

- Employment reports: generated by the first business day of the month. **Do not check for them early!** Not required after your contract end date.
- Employment analyses: do once per contract, look for guidance from our local hiring coordinator for filling out. Reminders sent after two weeks.

Local Hiring in B2Gnow

Employment Analyses

Once per contract, to project workforce needs

Where to find:

These are labeled employment analyses and are found in the **Reviews** section of contacts and your home page along with monthly employment reports. They should generally be completed with the guidance of the MOED local hiring coordinator, especially if you are unfamiliar with filling these documents out in the past.

Click “Edit,” under the actions, to complete.

Fields:

1. Total number of employees on payroll = what is your approximate company size by employee count? Rounding or estimations are acceptable.
2. Total number of workers required to complete this project for the Company/Contractor = For your company specifically, not including subcontractors, how many people are expected to be needed to complete the work on this city contract?
3. Total number of workers required to complete this project for the subcontractors = Put zero if you are not subcontracting work. The total number of workers expected to be needed to complete this project from subcontractors.
4. Does the company require recruitment for new hires on this project? = Will there be job openings related to this contract or is it being performed entirely by your existing workforce? If yes, how soon? If no, briefly in one sentence explain why not.
5. Does your company have other local openings in the Baltimore area? = Do you have other hiring opportunities in the Baltimore area that MOED could assist with recruiting for (for free!).
6. If you’re subcontracting work on the project: Check the sub tab of your contract profile (save as draft and exit if necessary). Confirm that the list is accurate and then return to finish the subcontractor question.
7. Attachment: if you have openings to send to MOED, either for the contract or other openings in the Baltimore area, go ahead and download the hyperlinked MOED job posting template and attach that to the employment analysis here.

Additional Information

Attach a completed EB Ready to Work Job Posting Template if job posting services are needed with MOED.

Download the Template [here](#)

ATTACH FILE(S)

Local Hiring in B2Gnow

Monthly Employment Reports

If your contact is already set up in B2Gnow, these will be generated to be completed each month

Where to find:

These are labeled monthly employment reports and are found in the **Reviews** section of contacts and your home page along with employment analyses. They will not appear ahead of time, please check back at the beginning of each month to fill out for the reporting period (the full previous month).

Click “Edit,” under the actions, to complete.

Fields:

Pay attention to the “**Employment Report Instructions**” at the top of the form and help text on fields.

Reporting period = If you are filling out a report generated at the beginning of January 2025, the reporting period is December 2024. To keep formatting consistent, we have made this a date selection field, so select or type in a day in December 2024 (e.g. 12/1/2024). **All below information will be for activity during that month, for the work on the contract.**

1. How many workers from your company specifically, not subcontractors, worked on this contact during that month.
2. How many of those workers were Baltimore City residents? *This is not held to any percentage requirement.*
3. How many existing workers in your company did you assign to this project? This would be expected to be highest in the month you started work on the contract and might be zero for the rest of the contract. This number plus hires should add up to how many workers are on the contract.
4. How many new job openings were created this month for the contract. **Unless you have a waiver, you should be contacting MOED with these. This report should not be the first we hear about new job openings.**
5. How many of those job openings were listed with MOED? Unless you have a waiver, there shouldn't be a reason this isn't the same as number 4.
6. How many new hires this month for the contract? **You need to enter in the employee's information and assign them to the contract.**
7. How many of those new hires from question 6 were Baltimore City residents? This number can't be higher than your answer to question 6.

Local Hiring in B2Gnow

Entering New Hire Information

If you reported that you hired workers for the contract and you do not have a waiver for hiring locally:

We need the address and other required information on new hires for city contracts. They need to be added to your vendor profile once and then can be assigned to contracts as needed.

Where to find:

In the vendor profile, “Employees” tab. On the contract profile, “Workforce Employee List” and then “Manage Employees” button. Add all the new hires you’ve hired for city contracts only once, and then assign them as needed to contracts according to how many new hires you’ve reported on your monthly employment report.

Fields:

In “Add Employee” (Only Once per Worker)

1. Employee Information: First name; Last name; Active employee; SSN (Social Security Number, at least last four digits); Position (job title). Skip other fields.
2. Additional Information: Date state; Pay rate (basic or standard); Skip down to the local hiring fields marked with a red star – Referral source, Highest education level completed, Benefits offered, Hours per week, Date posted with MOED (if applicable), Application date. You may leave comments in Notes or attach supporting files if desired.
3. Work contact information: skip
4. Home contact information: Fill out address, city, state, and zip code.
5. Apprentice information: not used, skip
6. Insurance information: not used, skip

Save.

In “Assign Employee to Contract” (in Contract’s Workforce Employee List Tab)

1. Select employee(s) in drop-down list (if not found, see “Add Employee” above)
2. In “Craft”, select the only option, “New Hire.”
3. Start date on contract – *should be in the reporting period*
4. **All other fields are optional**

Save

Contract Review: Edit Review

Please complete all required fields. Required fields are denoted by a red asterisk.

* required entry

Review

NAME	LOCAL HIRING EMPLOYMENT ANALYSIS (ONE-TIME)	
DESCRIPTION	One-time projection of workforce needs completed with the assistance of the local hiring coordinator when being added to a contract	
CATEGORY	Contract	
CONTRACT NUMBER	1234567	
REFERENCE	TESTING CONTRACT	
CONTRACTOR	*Test Vendor*	
STATUS	Incomplete	
CREATED	2/20/2026 by Joseph Kim	
DUE	3/6/2026	Access view page to change date Last Reminder: 2/20/2026 # Reminders: 1
LOCK DATE	5/20/2026	Access view page to change date
ACCESS RULE	Vendor	Access view page to change setting
SEND VENDOR NOTICES	Yes	Access view page to change setting

Please estimate/project these numbers to the best of your ability at this phase of the project.

Workforce Information

Total number of employees on payroll * v

The value must be a number

Total number of workers required to complete this project for the Company/Contractor * v

The value must be a number

Total number of workers required to complete this project for the subcontractors * v

The value must be a number

Total number of new workers required/projected for this project *

V

The value must be a number

Total number of positions to be posted with MOED *

V

The value must be a number

Does the company require recruitment for new hires on this project? *

V

No

If no, explain

Yes

If yes, provide how soon in # of days

Attach job posting to the attachments in 'Additional Information' below

Does your company have other local openings in the Baltimore area? *

V

MOED is happy to assist with recruitment on any local job openings for free!

No

Yes

Provide Location

Attach job posting to the attachments in 'Additional Information' below

Subcontractor Information

Will this company be utilizing subcontractors on this project? *

V

Subcontractors will be required to complete this form.

No

Yes

Have you verified that all (if any) subcontractors are in the subcontractor list on this contract? *

V

Yes

No

Additional Information

ATTACH FILE(S)

Attach File

COMMENTS

Save Draft

Save

Cancel

[Help Center](#)

Copyright © 2026 B2Gnow. All rights reserved.

[Print This Page](#) | [Print To PDF](#) | [Translate](#)



Vendor Profile: Edit Employee

- General
- Public Profile
- Business Highlights
- Users
- Commodity Codes
- Contacts & Owners
- Employees
- Comments
- Certifications
- Contracts
- Site Visits
- Docs
- Reports

Test Vendor

System Vendor Number: 21135739

[Mark As Favorite](#)

* required entry

Employee Information

EMPLOYEE NAME *	Prefix	First name *	Middle name	Last name *	Suffix
REFERENCE					
ACTIVE EMPLOYEE *	<input checked="" type="radio"/> Yes <input type="radio"/> No				
SSN					
EMPLOYEE NUMBER					
POSITION					
GENERAL WORK CATEGORY					

Additional Information

DATE START	mm/dd/yyyy				
DATE TERMINATED/RETIRED	mm/dd/yyyy				
GENDER	None selected ▾				
ETHNICITY	None selected ▾				
EXEMPTIONS					
PAY RATE	Basic	Fringes	Standard	Overtime	Doubletime
	\$	\$	\$	\$	\$
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OWNER/OPERATOR	<input type="checkbox"/>				

SAMPLE

CONTRACT RP 22805

DRIVERS LICENSE NUMBER

LICENSES

CERTIFICATIONS

REFERRAL SOURCE*

None selected

HIGHEST EDUCATION LEVEL COMPLETED*

None selected

BENEFITS OFFERED?*

None selected

HOURS PER WEEK*

*enter number between 0-100.
Example: Full time salaried employees enter 40*

DATE JOB POSTED WITH MOED

APPLICATION DATE*

ATTACHED FILE(S)

NOTES

Work Contact Information

ADDRESS

1234 Test Dr, phoenix, AZ 86004

PHONE NUMBER

Ext.

MOBILE NUMBER

FAX NUMBER

98F

ADDENDUM NO. 1 - Page 26 of 60

EMAIL

Home Contact Information

ADDRESS

Enter a location

CITY

STATE

ZIP CODE

 -

PHONE NUMBER

MOBILE NUMBER

FAX NUMBER

EMAIL

Apprentice Information

APPRENTICE

APPRENTICE ID

RATE PERCENT

PERIOD LEVEL

EMAIL

REGISTRATION DATE

mm/dd/yyyy

APPROVAL DATE

mm/dd/yyyy

EXPIRE DATE

mm/dd/yyyy

APPROVED BY

Insurance Information

HEALTH BENEFIT
PROVIDER/ORGANIZATION

ADDENDUM NO. 1 - Page 27 of 60

SAMPLE

CONTRACT RP 22805

PROVIDER PHONE NUMBER	<input type="text"/>
GROUP NUMBER OR PAYOR ID	<input type="text"/>
INSURANCE ID OR POLICY NUMBER	<input type="text"/>
EMPLOYER CONTRIBUTION	\$ <input type="text"/>
EMPLOYEE CONTRIBUTION	\$ <input type="text"/>
COVERAGE START DATE	<input type="text" value="mm/dd/yyyy"/>
COVERAGE END DATE	<input type="text" value="mm/dd/yyyy"/>

[Help Center](#)

Copyright © 2026 B2Gnow. All rights reserved.

[Home](#) | [Print This Page](#) | [Print To PDF](#) | [Translate](#)

Powered by **B2Gnow**

Contract Review: Edit Review

The City of Baltimore Local Hiring Law Section 27-8 requires businesses to complete and submit this Employment Report by the **5th business day of each month** for the duration of the City contract award or city-subsidized project. Intentional violation of any provision of the Law may result in disbarment and/or criminal penalties.

* required entry

Review

NAME	LOCAL HIRING MONTHLY EMPLOYMENT REPORT	
DESCRIPTION	Local Hiring report to be completed and submitted by the 5th business day of each month. <i>for the previous month (e.g. report 11/1 to 11/30/2024 data between 12/1 and 12/6/2024)</i>	
CATEGORY	Contract	
CONTRACT NUMBER	1234567	
REFERENCE	TESTING CONTRACT	
CONTRACTOR	*Test Vendor*	
STATUS	Incomplete	
CREATED	2/20/2026 by Joseph Kim	
DUE	3/22/2026	Access view page to change date Last Reminder: 2/20/2026 # Reminders: 1
LOCK DATE	4/20/2026	Access view page to change date
ACCESS RULE	Vendor	Access view page to change setting
SEND VENDOR NOTICES	Yes	Access view page to change setting

Reporting Period

Reporting Period: *

V

Select the first day of the reporting month. Example: 05/01/2024 "Reporting month" covers the full previous calendar month. Example 5/1 to 5/31/2024.

Employment Report Instructions

1. Please indicate the # of workers on payroll for this project (this month).
2. Please indicate the # of City residents on payroll for this project (this month).
3. Please indicate the # of workers transferred from other projects – not newly hired – to work on this project this month.
4. Please indicate the # of new job openings created for this project this month.

- 5. Please indicate the # of openings posted with MOED this month.
- 6. Please indicate the # of new employees hired this month.
- 7. Please indicate the # of Baltimore City residents hired this month.

Workforce Activity

1. Employees needed/on payroll for the contract *

V

Include at least one for the contract administrator

2. Baltimore City Residents on Payroll for this contract *

V

3. Current employees transferred from other projects to work on this contract *

V

4. New job openings created *

V

5. Job openings listed with MOED *

V

6. Total of all new employees hired this month *

V

Please also complete employee information form in B2G

7. Total Baltimore City Residents hired this month *

V

Additional Information

ATTACH FILE(S)

SAMPLE

COMMENTS

Save Draft

Save

Cancel

[Help Center](#)

Copyright © 2026 B2Gnow. All rights reserved.

[Print This Page](#) | [Print To PDF](#) | [Translate](#)

**Gwynns Falls Campground
Restoration & Improvements**

RRMM Project No. 20635

TABLE OF CONTENTS-----109r-112

PROCUREMENT & CONTRACTING REQUIREMENTS

00 01 01 Project Directory ----- 113
 00 01 15 List of Drawings----- 114-115
 00 73 16.01 Compensation, Liability, & Property Damage Insurance ----- 116-117

VI. CONSTRUCTION DETAILS AND MATERIALS (Divisions 01-37) --- 118

DIVISION 1 – GENERAL REQUIREMENTS

01 10 00 Summary----- 119-121
 01 20 00 Measurement and Payment ----- 122
01 22 00 Unit Prices----- 123r-124r
 01 25 00 Substitution Procedures ----- 125-127
 01 26 00 Contract Modification Procedures ----- 128-129
01 29 00 Payment Procedures----- 130-134D
 01 29 73 Schedule of Values----- 135-136
 01 31 00 Project Management and Coordination ----- 137-142
 01 32 00 Construction Progress Documentation----- 143-145
 01 32 33 Construction Photographs----- 146
 01 33 00 Submittal Procedures ----- 147-155
01 35 00 Special Procedures----- 156r-159r
 01 40 00 Quality Requirements----- 160-168
 01 42 19 Reference Standards ----- 169-181
 01 45 00 Quality Control ----- 182-184
 01 45 29 Testing Laboratory Services----- 185-187
 01 50 00 Temporary Facilities and Controls ----- 188-193
01 50 01 Engineer’s Field Office----- 194r-196r
01 56 39 Temporary Tree and Plant Protection ----- 197r-204r
 01 60 00 Product Requirements ----- 205-209
 01 62 00 Product Options----- 210-211
 01 62 00.01 Substitution Request ----- 212
 01 66 00 Product Storage and Handling Requirements----- 213-215
 01 73 00 Execution ----- 216-224
 01 73 29 Cutting and Patching----- 225-227
 01 74 19 Construction Waste Management and Disposal ----- 228-234
 01 77 00 Closeout Procedures ----- 235-240
 01 78 23 Operation and Maintenance Data ----- 241-247
 01 78 36 Warranties ----- 248-249
 01 78 39 Project Record Documents----- 250-253

**Gwynns Falls Campground
Restoration & Improvements**

RRMM Project No. 20635

DIVISION 2 – EXISTING CONDITIONS

02 20 01	Construction Stakeout -----	254-255
02 41 13.14	Minor Selective Site Demolition-----	256
02 41 18	Minor Demolition -----	257-258

DIVISION 3 – CONCRETE

03 30 00	Cast-in-Place Concrete -----	259-297
03 40 00	Precast Concrete-----	298-306

DIVISION 4 – MASONRY

04 21 13	Brick Masonry -----	307-311
04 40 00	Stone Masonry Repairs-----	312-316
04 40 40	Repointing Stone Masonry-----	317-323

DIVISION 6 – WOOD, PLASTICS, AND COMPOSITIES

06 10 00	Rough Carpentry -----	324-331
06 15 33	Decking and Framing-----	332-336

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

07 18 00	Exterior Stucco -----	337-340
07 60 00	Flashing and Sheet Metal -----	341-344
07 71 23	Gutter and Downspout-----	345-347

DIVISION 8 – OPENINGS

08 16 13	Fiberglass Doors-----	348-351
08 31 00	Access Doors and Panels-----	352-353
08 70 00	Hardware -----	354-363
08 90 00	Louvers and Vents -----	364-367

DIVISION 9 – FINISHES

09 67 00	Methyl-Methacrylate Based Self Leveling Floor System-----	368-375
09 91 00	Painting -----	376-380

DIVISION 10 – SPECIALTIES

10 14 00	Signage -----	381-386D
-----------------	----------------------	-----------------

01 22 00
UNIT PRICES

PART 1 – GENERAL

1.1 SUMMARY

A. This Section includes administrative and procedural requirements for unit prices.

1.2 DEFINITIONS

A. A unit price is an amount proposed by the Contractor as part of the bid process to establish a price per unit of measurement for materials or services added to or deducted from the Contract Sum by incorporating the unit price stipulated in the Contractor's bid form, and multiplying the unit price by the amount of work completed (work that is subject to unit pricing) to arrive at the amount of compensation to be paid the Contractor for the unit price work.

1.3 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, labor, equipment, installation, insurance, applicable taxes, overhead, and profit.
- B. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor.
- C. A list of unit prices is included in Part 3. Specification sections referenced in the schedule contain requirements for materials described under each unit price.
- D. The Owner reserves the right to withdraw the work described in the unit prices from the Work of the Contract and reduce the Contract stipulated fee by the dollar values assigned to the respective unit prices.
- E. The Owner reserves the right to increase the Contract lump sum amount using the respective unit prices, if the measurement of the volume of unit price work exceeds the amount included in the Contract.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.1 LIST OF UNIT PRICES

A. General: Provide a cost for each unit price item on the Bid Form:

Bid Item # 201 Contingent Tree Removal to Ground- 4"-15" Diameter at breast height:

Removal of trees 4"-15" in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. **Clear the tree from existing pathways (2' clear on either side) and distribute wood within the surrounding site. Stump removal is not required.** Payment will be made for the actual number of trees removed.

Bid Item # 201a Contingent Tree Removal to Ground- 4"-15" Diameter at breast height:

Removal of trees 4"-15" in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. Remove trees from the site – either stack for Camp Small or remove entirely by chipping, grinding or cutting. Stump removal is not required. Payment will be made for the actual number of trees removed.

Bid Item # 202 Contingent Tree Removal to Ground- Diameter of 15" and above at breast height: Removal of trees 15" and above in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. **Clear the tree from existing pathways (2' clear on either side) and distribute wood within the surrounding site. Stump removal is not required.** Payment will be made for the actual number of trees removed.

Bid Item # 202a Contingent Tree Removal to Ground- Diameter of 15" and above at breast height: Removal of trees 15" and above in diameter at breast height, deemed to be unsatisfactory by BCRP, Forestry, and the project landscape architect. Remove trees from the site – either stack for Camp Small or remove entirely by chipping, grinding or cutting. Stump removal is not required. Payment will be made for the actual number of trees removed.

Bid Item # 203 Contingent Stone wall repair:

Removal and replacement of deteriorated stone masonry in accordance with specification section 04 40 00 "Stone Masonry Repairs". Payment will be made for the actual square footage of stone wall repairs completed.

Bid Item # 204 Contingent Rock Excavation:

Rock excavation in utility trenches; backfill with Engineered Fill in accordance with specification section 31 23 33 "Trenching and Backfilling". Payment will be made for the actual number of cubic yards of rock removed.

END OF SECTION 01 22 00

2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Engineer occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF VALUES

<u>A. Construction Categories, Sub-categories</u>	<u>Amount</u>
B. DIVISION 01- GENERAL REQUIREMENTS	
1. Mobilization	_____
2. Erosion and Sediment Control**	_____
a. Initial Installation (50% lump)	_____
b. Remaining (Incremental)	_____
c. SCE Stabilized Construction Entrance	_____
d. FL-18 Filter Log	_____
e. Silt Fence	_____
f. DF Diversion Fence	_____
g. COIP Combination Inlet Protection	_____
h. Temporary Seeding	_____
i. Sandbag Dike	_____
3. Engineer's Field Office	_____
4. Temporary Tree and Plant Protection	_____
C. DIVISION 02 -EXISTING CONDITIONS	
1. Construction Stakeout	_____
Paving Removal	
a. Sawcut Existing Pavement	_____
b. Existing Concrete	_____
c. Existing Asphalt	_____
2. Selective Site Demolition	
a. Existing Driveway	_____
b. Remove existing Concrete Curb & Gutter	_____
c. Remove existing stone and wood terrace	_____
d. Existing camping pads	_____
e. Existing play structure and swings	_____
f. Existing wood timber steps and railing	_____
g. Existing wood benches	_____

- h. Existing split rail fence _____
- 3. Site Utility Demolition
 - a. Remove Existing Water meter/vault _____
 - b. Remove Existing Water Filtration System, abandon water line _____
 - c. Remove and Salvage existing Cistern System, Return to Owner _____
 - d. Remove Existing CMP pipe and endwall _____
 - e. Remove Existing Box Culvert and Endwall _____
- 4. Select Building Demolition-Pavilion
 - a. Remove picnic table, return to owner _____
 - b. Protect existing stone portico and steps _____
 - c. Remove damaged interior siding and sheathing, assume 10% _____
 - d. Patch and prep stucco wall finish, 20% _____
 - e. Patch and prep floor slab for new finish _____
 - f. Patch and sand wood framing and exposed wood ceiling and gables _____
 - g. Clean and prep metal roof _____
 - h. Remove portion of damaged metal roof, gutter, rafter, and drip edge, 96 sf _____
 - i. Insect treatment for damaged gable tie beam _____

D. DIVISION 03 -CONCRETE

- 1. Miscellaneous Cast-in-Place Concrete _____
- 2. Bituminous Concrete Paving _____
- 3. Patch Slab and Faucet _____

E. DIVISION 04 – MASONRY

- 1. Stone Masonry Repairs _____
- 2. Repointing Stone Masonry _____
- 3. Soft Clean Stone Portico, steps and walls _____
- 4. Patch Stone at Removed Cistern Supports _____

F. DIVISION 06 – WOOD, PLASTICS AND COMPOSITES

- 1. Firewood Storage Shed
 - a. Wood Framing, pressure treated lumber _____
 - b. Steel Mesh and Frame Doors, painted _____
 - c. Standing Seam Metal Panel Roof, Ice & Water Shield _____
- 2. Finish Carpentry
 - a. Replace Damaged Interior Siding/ Sheathing assume 10% _____
 - b. Plywood Ceiling Panel and Perimeter Trim (1x4) _____
 - c. Vandal Proof Access Panel (20 x 30) _____
 - d. Wood Base Trim _____

G. DIVISION 07 – THERMAL AND MOISTURE PROTECTION

- 1. Standing Seam Metal Panel Roof, Ice & Water Shield, Patch Pavilion _____
- 2. New Gutters, Metal and drip edge _____
- 3. Secure Existing gutters, new hangers, drip edge _____
- 4. New Downspout _____
- 5. New SST insect screen assembly _____
- 6. New splash block _____

H. DIVISION 08 – OPENINGS

- 1. Fiberglass Door, Frame and Hardware 3-0 x 6-8 (2) _____
- 2. Fiberglass Door, Frame and Hardware 3-4 x 6-10 (1) _____

- 3. Exterior HD Aluminum Louver (4) _____
- 4. Exterior HD Aluminum Louver, Triangular, (1) _____

I. DIVISION 09 – FINISHES

- 1. Paint Plywood Ceiling and Trim (3 coats) _____
- 2. Paint Walls (3 coats) _____
- 3. Paint Base Trim (3 coats) _____
- 4. Paint Metal Roof _____
- 6. Stain Wood Framing, Exposed Wood Ceiling & Gables, 2 coats _____
- 7. Epoxy Floor Finish _____

J. DIVISION 12 – FURNISHINGS

- 1. Wall Cabinet _____
- 2. Concrete Countertop with Backsplash _____
- 3. HD Countertop Bracket _____

K. SPECIAL CONSTRUCTION

- 1. Double Composting Toilet Structures and Installation _____
- 2. Wash Basin Structure _____
 - a. 12'x10' Gazebo and footings _____
 - b. Wash basin, concrete slab _____
 - c. Wash basin, thickened slab edge _____
 - d. Wash basin, 6" CMU _____
 - e. Wash basin, 8", split face CMU _____
 - f. Wash basin, custom precast, including plumbing fixtures
8x8 access panel _____

L. DIVISION 22 – PLUMBING

- 1. Remove existing faucet to below slab _____
- 2. Plumbing Connections Composting Toilets _____
- 3. Plumbing Connections Wash Basin & Assoc, Piping _____
- 4. Systems Cleaning, Testing, Commissioning _____
- 5. Systems Identification _____
- 6. Fire Stop Penetrations _____

M. DIVISION 26 – ELECTRICAL

- 1. Power and Distribution _____
- 2. Feeders & Misc. Electrical Distribution _____
- 3. Branch Power _____
- 4. Motor Connections _____
- 5. Lighting Controls _____
- 6. Grounding & Lighting Protection _____
- 7. Commissioning of Electrical Systems _____
- 8. Interior Lighting _____
- 9. Exterior Lighting _____

L. DIVISION 31 EARTHWORK

- 1. Selective Site Clearing (Clearing and Grubbing) _____
 - a. Remove Tree and stump _____
 - b. Remove vines from existing tree _____
 - c. Remove downed wood greater than 3" _____
 - d. Remove trees for campsite areas, 4 locations _____
 - e. Remove shrubs for access _____
 - f. TPF Tree Protection Fence _____
 - g. Root Pruning _____

- 2. Topsoil
 - a. Topsoil, strip & stockpile, on-site _____
 - b. Topsoil, amendments, respread, on site _____
 - c. Import and spread tree planting soil _____
- 3. Earthwork
 - a. Rough Grading _____
 - b. Excavate for toilet structures, wash basin _____
 - c. Gravel fill for toilet structures, wash basin _____
- 4. Final Grade & Shaping: Final Elevation
 - a. Proof roll buildings _____
 - b. Proof roll pavements _____
 - c. Fine grade _____
- 5. Termite Control _____

M. DIVISION 32 – EXTERIOR IMPROVEMENTS

- 1. Site Hardscape
 - a. P-1 3" Crushed gravel with 6" #57s, geotextile fabric _____
 - b. P-2 3" Bonded gravel with 6" #57s, geotextile fabric _____
 - c. P-5 3" Mulched path _____
 - d. Timber stairs, 4x6 _____
 - e. Timber stair guardrail _____
 - f. Repair existing site stone wall, note C-11 _____
 - g. Repair existing flagstone path _____
- 2. Asphalt Paving
 - a. Asphalt paving, vehicular, 8" aggregate, 3.5" asphalt _____
 - b. Asphalt curb _____
- 3. Paving Specialties/Markings
 - a. Concrete wheel stops _____
 - b. Pavement markings _____
- 4. Site Signage/ Traffic _____
- 5. Site Furnishings
 - a. Waste receptacle and foundation _____
 - b. Vehicular gate _____
 - c. 4x4 Reflective post _____
- 6. Individual Camping Site and Fire Pit - 4 locations
 - a. Pressure treaded deck with composite decking _____
 - b. Pressure treaded and wire mesh guardrail _____
 - c. Pressure treated 4x4 fire pit perimeter, av 3 courses high _____
 - d. Fire pit with adjustable grill and concrete footing _____
- 7. Large Fire Pit, 3 Locations
 - a. Concrete stem wall and footing, 3 locations _____
 - b. Fieldstone veneer, 2"th _____
 - c. Bluestone paver, 2" th, 24"x20" _____
- 8. Landscape
 - a. Major trees _____
 - b. Minor trees _____
 - c. Evergreen trees _____
 - d. Tree care and maintenance _____
 - e. 2"th Mulch _____
 - f. Native woods seed mix, assumed hydroseed _____
 - g. Additional seed areas, Native woods seed mix, assumed hydroseed Lawn/turf, assumed sod _____

N. Division 33 – UTILITIES

- 1. Water Service

- a. Water service connect to existing water main _____
- b. Freeze proof ground hydrant _____
- c. Waterline 2" HDPE _____
- d. Waterline 6" Steel sleeve/carrier pipe _____
- 2. Sewer Service
 - a. 1,500 Gal Septic Tank _____
 - b. Concrete distribution box _____
 - c. Sanitary piping, 4", SDR-35 _____
 - d. Sanitary piping, 4", Schedule 40 perforations _____
 - e. Geotextile filter cloth _____
 - f. Cleanout assembly, 4" _____
 - g. Excavate for septic tank, piping and lateral trenches _____
 - h. Fill, pipe bedding, sand or pea gravel _____
 - i. Fill, lateral trenches, 3/4-2-1/2" gravel _____
 - j. Fill, septic tank, #57s _____
 - k. Fill, soil _____
 - l. Haul off excess soil _____
- 3. SWM Facilities
 - a. Precast manhole <12vlf _____
 - b. Curb inlet, precast concrete _____
 - c. 18" HDPE pipe _____
 - d. 24" HDPE pipe _____
 - e. 36" Elliptical RCP pipe, class V _____
 - f. End section 24" _____
 - g. Concrete endwall, 24" pipe _____
 - h. Concrete headwall, 36" elliptical pipe, HW-1 _____
 - i. Concrete headwall, 36" elliptical pipe, HW-2 _____
 - j. Rip rap outfall _____
 - k. Gabion wall _____
 - l. Excavate for SWM piping and structures _____
 - m. Fill, pipe bedding, structures _____
 - n. Fill, soil _____
 - o. Haul off excess soil _____

**Note: Item B #2 Shall be subdivided into the costs for incremental installation of sediment control devices as required by the Sequence of Construction indicated on the Drawings. Payment under this breakdown will be limited to an initial payment of 50 percent of the value for devices installed for each increment of sediment control required for that Sequence of Construction at the first monthly estimate after satisfactory installation. The remaining sum will be paid incrementally as a percentage of the remaining time the sediment control devices will be installed as long as those devices are required and properly maintained to the satisfaction of the Engineer.

END OF SECTION 01 29 00

01 35 00
SPECIAL PROCEDURES

PART 1 - GENERAL

1.1 DESCRIPTION OF WORK

- A. The types of minimum requirements for procedures and performance or control work of a general nature include but are not necessarily limited to the following categories:
 - 1. General installation provisions
 - 2. Coordination and meetings
 - 3. Surveys and records
 - 4. Limitations for use of site
 - 5. Workmanship
 - 6. Cleaning and protection
 - 7. Conservation and salvage

1.2 EXISTING SITE CONDITIONS

The Owner makes no guarantee as to the accuracy of the data shown on the drawings as existing conditions. The Contractor shall verify all pre-existing conditions on the site prior to the start of work.

1.3 PERMITS AND INSPECTIONS BY AGENCIES HAVING JURISDICTION

A. Permits:

The Owner will pay for the initial Building Permit application. The **Owner** shall obtain and pay for the Building Permit, **including** the filing fee. The Contractor shall be responsible for obtaining and paying for any and all extensions of the Building Permit should extensions become necessary. The Contractor shall be responsible for safeguarding the permit and shall pay all costs for replacement of the permit documents should it become lost, stolen, damaged or otherwise removed from the site. The Contractor shall be responsible for the expense of all trade and any other permits required by Agencies having jurisdiction.

For all projects over 1 acre, the Contractor must follow the MDE guidelines to obtain a Notice of Intent Permit/Discharge Permit (NOI) prior to any soil disturbance. Contactor shall coordinate with BCRP to file and obtain a joint Stormwater Pollution Prevention Plan (SWPPP).

B. Inspection by Agencies Having Jurisdiction:

The Contractor shall be responsible for the timely scheduling of inspections of the Work by Agencies having jurisdiction. The Contractor shall be responsible for notification of the appropriate Agencies, coordination with the inspection procedures of the Agencies, and providing adequate access for inspectors

1.4 SITE UTILITIES

- A. Coordinate construction operations of all trades involved in the project to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations that depend on each other for proper installation, connection, and operation.
- B. Schedule construction operations in sequence required to obtain the best results where

installation of one part of the Work depends on installation of other components, before or after its own installation.

- C. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
- D. Make adequate provisions to accommodate items scheduled for later installation.

1.5 SMOKING

Smoking is strictly prohibited at the job site at all times.

1.6 CONSTRUCTION MANAGEMENT SOFTWARE

The contractor is responsible for accessing and utilizing the Owner’s preferred web-based construction management software program for collaborative document management throughout the construction process.

1.7 OWNER’S SYSTEM VENDORS

The contractor is responsible for coordination with the owner’s system vendors. Contractor to coordinate construction operations that depend on each other for proper installation, connection, and operation, and appropriately allocate time in the construction schedule to allow for coordination with the owner’s system vendors.

PART 2 – PRODUCTS

NOT APPLICABLE

PART 3 – EXECUTION

3.1 LAYING OUT WORK

- A. The Contractor shall lay out their own work and be responsible for all lines, elevations, and measurements of work they execute under Contract. They must exercise proper precaution to verify figures shown on Drawings before laying out work.
- B. The Contractor shall take field measurements prior to preparation of shop drawings and fabrication, to ensure proper fitting of work.

3.2 MANUFACTURER’S DIRECTIONS

All manufactured articles, materials, equipment, fixtures, and accessories shall be handled, stored, applied, installed, connected, erected, used, cleaned, and conditioned as manufacturers direct, unless Architect otherwise indicates, specifies, or directs, in writing.

3.3 GENERAL INSTALLATION PROVISIONS

- A. Manufacturer’s Instructions
 - 1. Where installations include manufactured products, comply with manufacturer’s applicable instructions and recommendations for installation, to the extent these are more explicit or more stringent than requirements indicated in the contract documents.
 - 2. All manufactured articles, materials, equipment, fixtures, and accessories shall be handled, stored, applied, installed, connected, erected, used, cleaned, and conditioned as manufacturers direct, unless Architect otherwise indicates, specifies, or directs, in writing.
 - 3. Inspect each item of materials or equipment immediately prior to installation and

- reject damaged and defective items.
- 4. Provide attachment and connection devices and methods for securing work properly as it is installed; true to line and level, and within recognized industry tolerances if not otherwise indicated. Allow for expansion and building movements. Provide uniform joint widths in exposed work, organized for best possible visual effect. Refer questionable visual effect choices to the Architect for final decision.
- 5. Recheck measurements and dimensions of the work, as an integral step of starting each installation.
- 6. Install work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion which will ensure best possible results for each unit of work, in coordination with entire work. Isolate each unit of work from non-compatible work, as required to prevent deterioration.
- 7. Coordinate enclosure of work with required inspections and tests, so as to minimize the necessity of uncovering work for that purpose.

B. Mounting Heights

Where mounting heights are not indicated, mount individual units of work at industry recognized standard mounting heights for applications indicated. Refer questionable mounting height choices to the Architect for final decision.

3.4 COORDINATION OF ALL WORK OF THE CONTRACT

A. General

Prepare, communicate and distribute to each entity performing work at the project instructions on required coordination activities, including required notices, reports and attendance at meetings. Take all necessary action to coordinate separate contractors where interfacing of work is required. The Contractor is responsible for reviewing all of the separate systems, equipment, finishes and appurtenances of the project in advance of their fabrication, delivery, and construction. The Contractor shall layout all work of the contract in advance of fabrication, delivery and construction, and shall resolve all interference between the separate systems, equipment, finishes and appurtenance components.

B. Coordination Drawings

Where work by separate entities requires off-site fabrication of products and materials which must be accurately interfaced and closely intermeshed to produce required results, prepare coordination drawings to indicate how work shown by separate shop drawings will be interfaced, intermeshed, and sequenced for installation. Comply with submittal requirements of "Submittals" section.

C. Responsibility for Quality Assurance:

The Contractor is responsible for the timing and/or scheduling of the ordering, shipping, fabrication, delivery and installation of all materials at all times throughout the contract. Payment by the Owner for stored materials shall not be an indication of acceptance of those materials with regards to the quality, size, fit or dimensional accuracy. The Owner does not waive the Owner's right to reject unsatisfactory, unacceptable materials, by way of payment for stored materials.

3.5 LIMITATIONS FOR USE OF SITE

A. General

In addition to site utilization limitations and requirements shown on the drawings, and indicated by other contract documents, administer allocation of available space equitably among entities needing access and space, so as to produce the best overall efficiency in

performance of total work of project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site.

3.6 TRADESPERSONS AND WORKMANSHIP STANDARDS

A. General

Investigate and maintain procedures to ensure that persons performing work at site are skilled and knowledgeable in methods and craftsmanship needed to produce required quality levels for workmanship in completed work. Remove and replace work which does not comply with workmanship standards as specified and as recognized in the construction industry for applications indicated. Remove and replace other work damaged or deteriorated by faulty workmanship or its replacement.

3.7 CLEANING AND PROTECTION

A. General

During handling and installation of work at the project site, clean and protect work in progress and adjoining work on a basis of perpetual maintenance. Apply suitable protective covering on newly installed work where reasonably required to ensure freedom from damage or deterioration at time of substantial completion; otherwise, clean and perform maintenance on newly installed work as frequently as necessary through remainder of construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

B. Limiting Exposures of Work

To the extent possible through reasonable control and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work is subject to dangerous, damaging, or otherwise deleterious exposures during construction period. Such exposures include (where applicable, but not by way of limitation) static loading, dynamic loading, internal pressures, external pressures, high or low temperatures, thermal shock, high or low humidity, air contamination or pollution, water, ice, solvents, chemical, light, radiation, puncture, abrasion, heavy traffic, soiling, bacteria, insect infestation, combustion, electrical current, high speed operation, improper lubrication, unusual wear, misuse, incompatible interface, destructive testing, misalignment, excessive weathering, unprotected storage, improper shipping/handling, theft and vandalism.

3.8 CONSERVATION AND SALVAGE

It is a general procedural requirement for supervision and administration of the work that construction operations be carried out with maximum practical consideration for conservation of energy, water and materials; and with maximum practical consideration for salvaging materials and equipment involved in performance of the work but not incorporated therein. Refer to other sections for required disposition of salvage materials and equipment which are Owner's property.

END OF SECTION 01 35 00

01 50 01
ENGINEER'S FIELD OFFICE

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for furnishing, cleaning and maintaining, in good condition, an Engineer's Field Office at a location within the immediate vicinity of the project. **The Engineer's Field Office shall be shared with that of the Contractor and approved by the Engineer. The Contractor shall provide a private office furnished with all the technology requirements identified in this specification.** The Engineer's office shall be separated from any offices used by the Contractor, and it, and all items therein, shall be for the exclusive use of the City's Engineers and Inspectors. Rented properties that conform to the type of office specified in the Contract Documents will be acceptable.

1.2 INFORMATIONAL SUBMITTALS

- A. Office Floor Plan: Show walls, windows, doors, furniture, fixtures, and electrical, plumbing and mechanical elements.

PART 2 -PRODUCTS

2.1 TEMPORARY FACILITIES

- A. Field Offices, General: Prefabricated or mobile unit, with serviceable finishes, temperature controls, and foundations adequate for normal loading.

PART 3 -EXECUTION

3.1 GENERAL

- A. The Office shall be set up, equipped and made ready for use a minimum of five (5) days prior to commencement of the Work and shall remain until all field records have been completed, unless otherwise arranged with the Engineer. Upon removal the location shall be restored and left in a condition acceptable to the Engineer.
- B. Unless otherwise specified, the Office and all equipment and accessories furnished by the Contractor shall become the property of the Contractor at the completion of the project.

3.2 FIELD OFFICE REQUIREMENTS

- A. Provide a field office *with* adequate natural light. Windows shall be capable of being opened and closed and be equipped with latches and screens. Each window shall have venetian blinds or shades. Ceiling height shall be a minimum of 7'-6".
- B. The Office shall be entirely enclosed, waterproofed, walls shall achieve minimum R11, ceiling/roof shall achieve minimum R30.

- C. The Office shall have **a separate outdoor entrance that locks.**
- D. In some cases, Contract Documents will designate a space for the Engineer's office, however when the Contract Documents do not designate an area, it is understood that the Contractor will provide space for the Engineer's office and laydown areas.
- E. Unless specified otherwise, The Office shall comply with the Federal Americans with Disability Act (ADA) Accessibility Guidelines for Buildings and Facilities.
- F. Provide cleaning once per week, including dusting of all surfaces, and mopping of the floors. Provide additional cleaning at The Engineer's reasonable request during phases of high dust and high traffic on the site.
- G. A four foot by one foot (4' X 1') minimum sign with the message "ENGINEER'S OFFICE - BALTIMORE CITY" shall be attached to or mounted in front of the office. The sign shall have a black background with minimum three inch (3") height white lettering. It shall have a one inch (1") wide white border around the entire sign.
- H. Electrical service shall conform to national and state electrical codes with satisfactory artificial lighting. The minimum illumination level shall be seventy-five (75) foot-candles.
- I. Equipment shall be provided to enable heating the office to at least seventy degrees (70°) F and cooling to at least seventy-eight degrees (78°) F.
- J. Fire extinguishers and any other safety equipment required by code shall be provided and maintained.
- K. Wireless internet service shall be provided for The Office.
- L. Provide, deliver, and regularly maintain self-contained toilet units of type acceptable to Engineer, adequate for Engineer's use at the project site. The Engineer's sanitary facilities shall be separate from any toilet units used by the Contractor. Soap and paper towels will be re-supplied at the Engineer's reasonable request.
- M. Provide a minimum of 10 sf of lockable closet space.
- N. Provide One (1), twelve (12) cu.ft. refrigerator.
- O. Provide One (1), apprx. 1.3 cu ft, 1200-Watt Countertop Microwave.
- P. Provide One (1) electric water cooler including bottled water and disposable cups.
- Q. Provide a printer/copier machine capable of up to 11x17 black and white output. Contractor shall supply service as necessary, ensure The Engineer can connect to it through Wired and Wireless connection, and a reasonable supply of paper and ink upon request.
- R. Provide One (1) 55" LCD Monitor/TV with capability for wired and wireless connections.
- S. Provide at least one desk between 36" and 60" in width, and one working table 36" x 54" inches. Provide a minimum of two desk chairs and 4 conference chairs.

3.3 OTHER OFFICE REQUIREMENTS

- A. Provide One (1) Laptop.
1. The Laptop will, immediately upon provision, become the permanent property of The Engineer. Provide all necessary payment/warranty information necessary such that the Engineer can invoke warranty service.
 2. Provide Dell Precision 55xx series, or approved equal, with latest Windows (64-bit) Operating system pre-installed, Intel i7 Processor, min. 16 gb of Ram, 250 Gb Solid State Hard drive, and CADD-grade graphics chip.

END OF SECTION 01 50 01

SECTION 015639

TEMPORARY TREE AND PLANT PROTECTION

PART 1 - GENERAL

1.1 SUMMARY

- A. The Work of this Section Includes: General protection and pruning of existing trees and plants that are affected by execution of the Work, whether temporary or permanent construction.
- B. Related Requirements:
 - 1. Section 024113 Selective Site Demolition for removal of existing site features.
 - 2. Section 024113.13 Paving Removal for removal of paving which may impact tree roots.
 - 3. Section 015000 "Temporary Facilities and Controls" for temporary controls, utilities, support facilities, temporary site fencing, and, if applicable, temporary erosion and sedimentation controls if not specified in Section 311000 "Site Clearing".
 - 4. Section 311000 "Site Clearing and Grubbing" for removing existing trees and shrubs and for temporary erosion- and sedimentation-control measures if not specified in Section 015000 "Temporary Facilities and Controls".

1.2 DEFINITIONS

- A. Caliper: Diameter of a trunk measured by a diameter tape or the average of the smallest and largest diameters at a height 6 inches (150 mm) above the ground for trees up to and including 4-inch (100-mm) size at this height and as measured at a height of 12 inches (300 mm) above the ground for trees larger than 4-inch (100-mm) size.
- B. Caliper (DBH): Diameter breast height; diameter of a trunk as measured by a diameter tape or the average of the smallest and largest diameters at a height 54 inches (1372 mm) above the ground line for trees with caliper of 8 inches (200 mm) or greater as measured at a height of 12 inches (300 mm) above the ground.
- C. Tree-Protection Zone: Area surrounding individual trees or groups of trees to be protected during construction and indicated on Drawings.
- D. Vegetation: Trees, shrubs, groundcovers, grass, and other plants.

1.3 PREINSTALLATION MEETINGS

- A. Mandatory Preinstallation Conference: Conduct conference at Project site prior to commencement of excavation or demolition activities.

1. Review methods and procedures related to temporary tree and plant protection including, but not limited to, the following:
 - a. Tree-service firm's personnel and equipment needed to make progress and avoid delays.
 - b. Arborist's responsibilities.
 - c. Quality-control program.
 - d. Coordination of Work and equipment movement with the locations of protection zones.
 - e. Trenching by hand or with air spade within protection zones.
 - f. Field quality control.
 - g. Procedures for mitigating trees damaged by construction activities.
2. Conference shall include the Owner, Engineer, Design Team project manager and representatives from Baltimore City Forestry Department.

1.4 ACTION SUBMITTALS

A. Product Data:

1. General protection and pruning of existing trees and plants that are affected by execution of the Work, whether temporary or permanent construction

B. Shop Drawings:

1. Staging and Access Plan: Include plans, elevations, and sections showing trees and plants to be protected, locations of protection-zone fencing and signage, and the relationship between equipment-movement routes and material storage locations with protection zones. Clearly indicate the location of any construction access within the critical root zones of trees.
2. Detail fabrication and assembly of protection-zone fencing and signage.
3. Indicate extent of utility boring and trenching by hand or with air spade within protection zones.

C. Tree-Pruning Schedule: Written schedule detailing scope and extent of pruning of trees to remain that interfere with or are affected by construction.

1. Species and size of tree.
2. Location on site plan. Include unique identifier for each.
3. Reason for pruning.
4. Description of pruning to be performed.
5. Description of maintenance following pruning.

D. Maintenance Recommendations: From arborist, for care and protection of trees affected by construction during and after completing the Work.

E. Mitigation Requirements: As required by jurisdiction or as developed by the Owner's Forester, for mitigation of damage to trees and other plantings caused by construction practice which do not comply with the drawings or specifications. Include the following:

1. Minimum 24 hours notice to the Owner to inspect construction damage to protected trees.

2. Local ordinances governing tree mitigation.
3. Standards established under the approved tree mitigation report developed by the arborist.
4. "Digital Guide for Plant Appraisal" by Council of Tree and Landscape Appraisers.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Statements: For arborist and tree service firm.
- B. Certification: From arborist, certifying that trees indicated to remain have been protected during construction in accordance with recognized standards and that trees were promptly and properly treated and repaired when damaged.
- C. Maintenance Recommendations: From arborist, for care and protection of trees affected by construction during and after completing the Work.
- D. Existing Conditions: Field Verified documentation of existing trees and plantings indicated to remain, which establishes preconstruction conditions that might be misconstrued as damage caused by construction activities.
 1. Use sufficiently detailed photographs or video recordings.
 2. Include plans and notations to indicate specific wounds and damage conditions of each tree or other plants designated to remain.
- E. Quality-control program.

1.6 QUALITY ASSURANCE

- A. Arborist Qualifications: Certified Arborist as certified by ISA.
- B. Tree-Service Firm Qualifications: An experienced tree-service firm that has successfully completed temporary tree- and plant-protection work similar to that required for this Project and that will assign an experienced, qualified arborist to Project site during execution of the Work.
- C. Quality-Control Program: Prepare a written program to systematically demonstrate the ability of personnel to properly follow procedures and handle materials and equipment during the Work without damaging trees and plantings. Include dimensioned diagrams for placement of protection-zone fencing and signage, the arborist's and tree-service firm's responsibilities, instructions given to workers on the use and care of protection zones, and enforcement of requirements for protection zones.

1.7 FIELD CONDITIONS

- A. The following practices are prohibited within protection zones:
 1. Storage of construction materials, debris, or excavated material.
 2. Moving or parking vehicles or equipment.
 3. Foot traffic.
 4. Erection of sheds or structures.
 5. Impoundment of water.

6. Excavation or other digging unless otherwise indicated.
 7. Attachment of signs to or wrapping materials around trees or plants unless otherwise indicated.
- B. Do not direct vehicle or equipment exhaust toward protection zones.
- C. Prohibit heat sources, flames, ignition sources, and smoking within or near protection zones and organic mulch.
- D. Take precautions to protect plants from airborne contaminants, such as paint or fireproofing overspray.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Backfill Soil: Planting soil of suitable moisture content and granular texture for placing around tree; free of stones, roots, plants, sod, clods, clay lumps, pockets of coarse sand, concrete slurry, concrete layers or chunks, cement, plaster, building debris, and other extraneous materials harmful to plant growth.
1. Planting Soil Mixture: Well-blended mix of 1/3 existing soil with 1/3 planting soil and 1/3 existing soil.
- B. Organic Mulch: Free from deleterious materials and suitable as a top dressing for trees and shrubs, consisting of one of the following:
1. Type: Shredded hardwood Ground or shredded bark Wood and bark chips.
 2. Size Range: ½” – 2” in length
 3. Color: Natural.
 4. Plastic Protection-Zone Fencing: Plastic construction fencing constructed of high-density extruded and stretched polyethylene fabric with 2-inch (50-mm) maximum opening in pattern and weighing a minimum of 0.4 lb/ft. (0.6 kg/m); remaining flexible from minus 60 to plus 200 deg F (minus 16 to plus 93 deg C); inert to most chemicals and acids; minimum tensile yield strength of 2000 psi (13.8 MPa) and ultimate tensile strength of 2680 psi (18.5 MPa); secured with plastic bands or galvanized-steel or stainless steel wire ties; and supported by tubular or T-shape galvanized-steel posts spaced not more than 96 inches (2400 mm) apart.
 - a. Height: **[48 inches (1200 mm)]**.
 - b. Color: High-visibility orange, nonfading.
 5. Gates: Single- swing access gates matching material and appearance of fencing, to allow for maintenance activities within protection zones; leaf width 36 inches (914 mm).
- C. Protection-Zone Signage: Shop-fabricated, rigid plastic or metal sheet with attachment holes prepunched and reinforced; legibly printed with nonfading lettering and as follows:
1. Size and Text: As indicated on Drawings.

2. Lettering: 3-inch- (76-mm-) high minimum, black characters on white background.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Erosion and Sedimentation Control: Examine the site to verify that temporary erosion- and sedimentation-control measures are in place. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross protection zones.
- B. Prepare written report, endorsed by arborist, listing conditions detrimental to tree and plant protection.

3.2 PREPARATION

- A. Field Locate and clearly identify trees, shrubs, and other vegetation to remain. each tree trunk at 54 inches (1372 mm) above the ground.
- B. Protect tree root systems from damage caused by runoff or spillage of noxious materials while mixing, placing, or storing construction materials. Protect root systems from ponding, eroding, or excessive wetting caused by dewatering operations.

3.3 TREE PROTECTION

- A. Tree-Protection Zones: Mulch areas inside tree-protection zones and other areas indicated. Do not exceed indicated thickness of mulch.
 1. Apply 3-inch (50-mm) uniform thickness of organic mulch unless otherwise indicated. Do not place mulch within 6 inches (150 mm) of tree trunks.
 2. Install temporary root-protection matting over mulch where construction vehicles will be impacting critical root zones.
- B. Trunk Protection: Protect the trunk of each tree to remain as follows:
 1. Install 2-by-4-inch (50-by-100-mm) wood planks around trunk at maximum 3 inches (76 mm) apart. Minimum three planks per tree. Band together with no less than three steel bands stapled to the planks to hold them securely in place. Wrap orange plastic construction fencing to a minimum of three layers outside slats. Fasten wrap with wire.
 - a. Height: 48 inches (1200 mm).

3.4 PROTECTION ZONES

- A. Protection-Zone Fencing: Install protection-zone fencing along edges of protection zones before materials or equipment are brought on the site and construction operations begin in a manner

that will prevent people and animals from easily entering protected areas except by entrance gates. Construct fencing so as not to obstruct safe passage or visibility at vehicle intersections where fencing is located adjacent to pedestrian walkways or in close proximity to street intersections, drives, or other vehicular circulation.

1. Plastic Fencing: Stretch fabric taut and secure to posts without bows or sags.
- B. Protection-Zone Signage: Install protection-zone signage in visibly prominent locations in a manner approved by Architect. Install one sign spaced approximately every 20 ft. (6 m) on protection-zone fencing, but no fewer than four signs with each facing a different direction.
- C. Maintain protection zones free of weeds and trash.
- D. Maintain hydration of plants to assure plant survival.
- E. Maintain protection-zone fencing and signage in good condition as acceptable to Architect and remove when construction operations are complete and equipment has been removed from the site.
1. Do not remove protection-zone fencing, even temporarily, to allow deliveries or equipment access through the protection zone.
 2. Temporary access is permitted subject to preapproval in writing by arborist if a root buffer effective against soil compaction is constructed as directed by arborist. Maintain root buffer so long as access is permitted.

3.5 EXCAVATION

- A. General: Excavate at edge of protection zones and for trenches indicated within protection zones in accordance with requirements in Section 312000 "Earth Moving" unless otherwise indicated.
- B. Trenching within Protection Zones: Where utility trenches are required within protection zones, excavate under or around tree roots by hand or with air spade, or tunnel under the roots by drilling, auger boring, or pipe jacking. Do not cut main lateral tree roots or taproots; cut only smaller roots that interfere with installation of utilities. Cut roots as required for root pruning. If excavating by hand, use narrow-tine spading forks to comb soil and expose roots.

3.6 ROOT PRUNING

- A. Prune tree roots that are affected by temporary and permanent construction. Prune roots as indicated on Drawings.
1. Cut roots manually by digging a trench and cutting exposed roots with sharp pruning instruments; do not break, tear, chop, or slant the cuts. Do not use a backhoe or other equipment that rips, tears, or pulls roots.
 2. Cut Ends: Do not paint cut root ends.
 3. Temporarily support and protect roots from damage until they are permanently covered with soil.
 4. Cover exposed roots with burlap and water regularly.

5. Backfill as soon as possible in accordance with requirements in Section 312000 "Earth Moving."

B. Root Pruning at Edge of Protection Zone: Prune tree roots flush with the edge of the protection zone by cleanly cutting all roots to the depth of the required excavation.

C. Root Pruning within Protection Zone: Clear and excavate by hand or with air spade to the depth of the required excavation to minimize damage to tree root systems. If excavating by hand, use narrow-tine spading forks to comb soil to expose roots. Cleanly cut roots as close to excavation as possible.

3.7 CROWN PRUNING

A. Prune branches that are affected by temporary and permanent construction. Prune branches as indicated on Drawings, under direction of Owner's Forester.

1. Prune to remove only injured, broken, dying, or dead branches unless otherwise indicated. Do not prune for shape unless otherwise indicated.

2. Do not remove or reduce living branches to compensate for root loss caused by damaging or cutting root system.

3. Pruning Standards: Prune trees in accordance with ANSI A300 (Part 1).

a. Type of Pruning: raising to 15' height as required to prevent damage from construction vehicles.

b. Specialty Pruning: Structural where indicated.

B. Unless otherwise directed by arborist and acceptable to Engineer, do not cut tree leaders.

C. Cut branches with sharp pruning instruments; do not break or chop.

D. Do not paint or apply sealants to wounds.

E. Provide subsequent maintenance pruning during Contract period as recommended by arborist.

F. Chip removed branches and spread over areas identified by Owner.

3.8 FIELD QUALITY CONTROL

A. Inspections: Engage a qualified arborist to direct plant-protection measures in the vicinity of trees, shrubs, and other vegetation indicated to remain and to prepare inspection reports.

3.9 REPAIR AND REPLACEMENT

A. General: Repair or replace trees, shrubs, and other vegetation indicated to remain or to be relocated that are damaged by construction operations, in a manner approved by Engineer and Owner.

1. Submit details of proposed pruning and repairs.

2. Perform repairs of damaged trunks, branches, and roots within 24 hours in accordance with arborist's written instructions.
 3. Replace trees and other plants that cannot be repaired and restored to full-growth status, as determined by Architect.
- B. Trees: Remove and replace trees indicated to remain that are more than 25 percent dead or in an unhealthy condition before the end of the two year warranty period or are damaged during construction operations that Engineer determines are incapable of restoring to normal growth pattern.
- a. Species: As selected by Owner's Forester.
2. Plant and maintain new trees as specified in Section 329300 "Plants."

3.10 PENALTIES FOR CONSTRUCTION DAMAGE TO TREES

- A. General: the Contractor shall pay the following penalties for damage to trees during the construction process.
1. Penalties shall be the equivalent to Baltimore City's Fee In Lieu charge for removal of specimen trees.
 - a. These penalties shall be for the first 60" diameter breast height removed, without the step down requirement.
 2. Tree survival will be evaluated by the Owner's Forester continuously within the required two-year warranty period.
 3. Construction damage is defined as physical damage to the tree's trunks or branches or practices such as damaging roots without proper treatment, storing materials within the protected critical root zone or compaction to root systems from construction vehicles.

END OF SECTION 015639

3.2 EXTERIOR ALUMINUM SIGN SCHEDULE

A. Exterior aluminum signs to be provided and installed by Contractor. Owner to provide digital artwork files. Exterior aluminum signs to be secured to galvanized U-channel with galvanized nuts and bolts. U-channel to be set in 12” square concrete footing min. 2’-6” below grade. Contractor to coordinate final installation locations with Owner.

B. Exterior Aluminum Sign Quantities (in addition to those detailed on the civil drawings)

Authorized Vehicles: 1

Size: 1'-0"W x 1'-6"H



Campground Access: 1

Size: 1'-0"W x 1'-6"H



Campground Permit: 2

Size: 1'-6"W x 2'-0"H



Campground Rules: 1
Size: 1'-6"W x 2'-0"H
English and Spanish versions mounted back-to-back on post



Fire Extinguisher Here: 1
Size: 6"W x 8"H



Fire Rules: 7
Size: 1'-6"W x 2'-0"H
English and Spanish versions mounted back-to-back on post



Grill Permit: 1
Size: 1'-6"W x 2'-0"H



No Parking: 1
Size: 1'-0"W x 1'-6"H



Restroom: 2
Size: 6"W x 6"H



3.3 EXTERIOR WOOD SIGN SCHEDULE

A. Exterior wood signs to be procured by Owner from Camp Small. Contractor is responsible for delivering Owner procured wood signs to the site and completing secure installation. Contractor to coordinate final installation locations with Owner.

B. Exterior Wood Sign Quantities

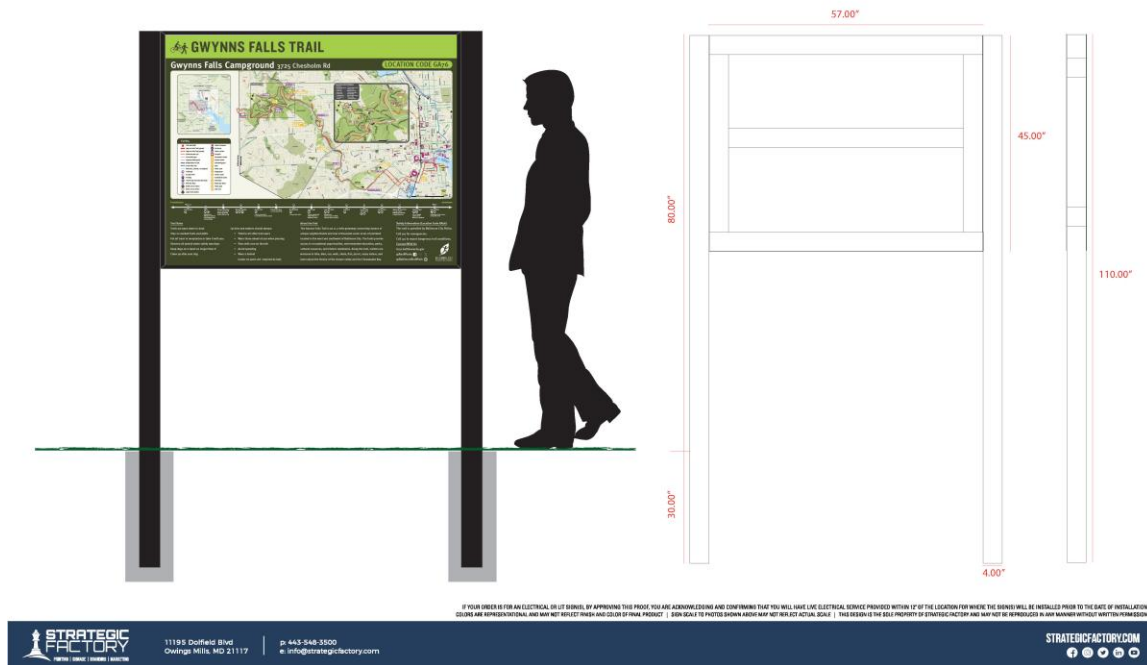
Amphitheater: 1, Size: 1'-6"W x 2'-0"H
Bulletin board: 1, Size: 57"W x 45"H, 80" tall

- Campsite 3: 1, Size: 1'-6"W x 6"H
- Campsite 4: 1, Size: 1'-6"W x 6"H
- Campsite 5: 1, Size: 1'-6"W x 6"H
- Campsite 6: 1, Size: 1'-6"W x 6"H
- Group Campsite 1: 1, Size: 1'-6"W x 6"H
- Group Campsite 2: 1, Size: 1'-6"W x 6"H
- Pedestrians Only: 1, Size: 1'-6"W x 6"H
- To Campsites 3-6: 1, Size: 1'-6"W x 6"H
- To Campsites 4-6: 1, Size: 1'-6"W x 6"H
- To Group Campsite 2: 1, Size: 1'-6"W x 6"H
- Water (non-potable): 1, Size: 1'-6"W x 6"H

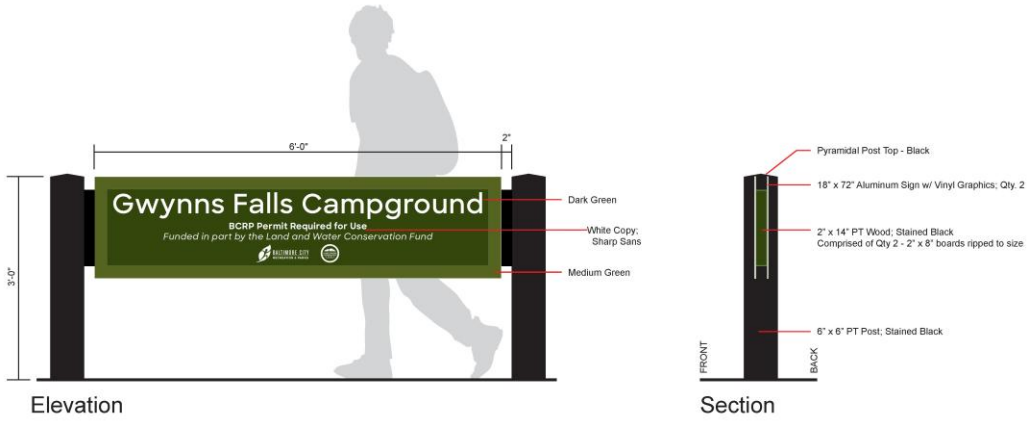
3.4 LARGE FORMAT EXTERIOR WOOD SIGN SCHEDULE

- A. Large format exterior wood signs to be provided and installed by Contractor. Owner to provide digital artwork files. Large format exterior wood signs to be installed with 6"x6" pressure treated wood posts set in 12" square concrete footings min. 2'-6" below grade. Contractor to coordinate final installation locations with Owner.**

Kiosk (with map): 1
Size: 57"W x 45"H, 80" tall



Campground Name: 2
Size: 6'-0"W x 1'-6"H, 3'-0" tall



Gwynns Falls Campground - Name Sign Concept

NOTE:
Black Stain: Minwax "Ebony"



END OF SECTION 10 14 00