



Bid Package #23 HVAC

Exhibit B

Subcontract Scope of Work

Job Number:

Job Name: Columbia Street West– Ft. Wayne

Subcontractor:

Scope of Work: **HVAC**

GENERAL SUMMARY

Maintain fences, barricades, guard rails, caution tape, silt fence & all soil control measures, gravel construction entrances/drives etc. If these items are damaged or removed by your forces (by accident, or for execution of work) they are to be reinstalled by your forces to an acceptable condition.

All deliveries and staging of materials must be coordinated with the Superintendent.

Maintain cleanliness of roadways to the satisfaction of Model Construction, neighborhood, and local authorities for the duration of your work on site. Subcontractor is responsible for cleaning dirt/debris from road if it is caused by your men, equipment, trucks, etc. If dirt/debris is tracked on the road and not cleaned by end of the work, Model Construction will clean and subcontractor will be back charged. (Model Construction will notify subcontractor and allow reasonable time to clean prior to assuming responsibility of cleaning).

Provide daily clean-up of all construction debris and “personal trash” (lunch wrappers, bottles, etc.) generated by your crew. Clean up after every workday and take trash to the proper dumpster before going home. If the job site is not in a neat and orderly condition, then all contractors on the jobsite will be responsible to pay for the cost plus fee to have a third party contractor make the job site clean, neat and orderly.

All MODEL CONSTRUCTION jobsites are TOBACCO FREE. All smoking, dipping, chewing, etc. must be done off site, in area designated by Model Construction Superintendent. Please inform your crew(s), as this will be enforced.

Temporary restrooms are provided by Model Construction.

All reference to “General Contractor”, Trade Contractor, or “Subcontractor” in the construction documents shall mean Trade Contractor as outlined in this scope of work/contract.

All work shall be performed by OSHA regulations and standards. All safety issues are to be corrected and paid for by this subcontractor.

All workers on Model Construction Job Sites should be OSHA ten hour trained or have the basic knowledge of OSHA laws and regulations.

All Job-Specific SDS Sheets for this Work Scope must be submitted to the Model Project Manager PRIOR to the start of work.

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Weekly subcontractor meeting will be held in the job office. These meetings are MANDATORY! At least one member from the subcontractor (foreman, project manager, or someone with decision making authority) must be in attendance starting two weeks prior to the scheduled start date, and throughout the duration of your scope of work.

Working hours for this project are established as 7:00 AM to 3:30 PM Monday through Friday. If subcontractors desire to work outside of these hours, prior approval must be granted by Model Construction superintendent. Contractors shall be expected/permitted to work Saturday or Federal Holidays as necessary to maintain the progress of the construction schedule.

All work to be in compliance with the complete contract documents (plans and specifications). Documents can also be examined at the Model Website (see below).

Any work not covered in the base contract must be approved by Model Construction before subcontractor proceeds with work. A daily ticket must be signed by Model superintendent for all extra work. All extra tickets must be included in a **Change Order Request** and submitted on a weekly basis. **No** compensation will be paid to subcontractor for extra work until it is signed by the subcontractor and Model Construction. Approved Change Order Requests are to be submitted to the Project Manager on Model's Change Order form **within Two Weeks** of the change order being approved or work is completed.

Proactive thinking and coordination with Model Construction and other subcontractors is expected and required throughout this project.

Any functioning system turned off or disconnected during the day must be put back in service by the end of the work day. Work day is to be considered day or evening shift depending on where the work is taking place.

Provide close out documents, spare parts, O & M manuals, warranty, etc. upon completion of the scope of work.

Provide accurate As-Built drawings.

Provide OSHA 300A at the end of this job documenting the hours logged by workers on the jobsite and any incidents that occurred on the jobsite.

Subcontractor is to provide a 1 year warranty for all work performed, stating on the day the certificate of occupancy is issued. This 1 year warranty must be officially submitted to Model Construction at the end of the project on company letterhead.

Contractor shall visit site and become familiar with existing conditions as they relate to the proposed work prior to submitting bid, ordering materials, etc.

Drawings and dimensions are plus/minus. Contractor responsible for verifying existing conditions, dimensions, etc., prior to commencing work. Report substantial discrepancies to Model Construction immediately, before continuing with work. Do not scale drawings.

Each contractor responsible for performing work according to local, state and national codes, as well as other regulations which apply to such work.

Removal or cutting of structural members is not permitted unless shown on the drawings. Consult with Model Construction regarding repair or removal of structural items.

Materials to be installed must conform to the manufacturer's recommendations.

Hard hats, work boots, protective eyewear and gloves are required for all personnel on-site.

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Final Payment will be paid after contractor complies with submitting its completed company punch list, submitting completed signed copies of Model Construction punch lists and providing all warranty paper work to Model Construction.

Smoking, eating and drinking on-site is prohibited.

This is not a tax exempt project. Include all applicable taxes.

Prevailing Wages do not apply.

Each Subcontractor to provide a written detailed plan on how they will obtain Section 3 involvement in this Project. Plan will need to be updated on a MONTHLY basis.

Model at its own discretion, may assign this subcontract, in total, to the Construction Manager. At time of assignment the General Contractor assumes all rights and privileges granted to Model by this subcontract. Subcontractor will be notified in writing within 5 working days of the assignment.

All work shall be coordinated and scheduled by the forth coming attached project schedule (Exhibit C) and managed through General Contractor.

HVAC SUMMARY

Provide all labor, material, equipment, supplies, taxes, insurances, supervision, inspections, manufacturer's warranty and permits to perform the HVAC Work for The Columbia St. West project in Ft. Wayne Indiana.

The Buildings, and addresses included in this work are:

133-135 W. Columbia St. 611 S. Harrison St.
613 S. Harrison St. 617 S. Harrison St. Ft. Wayne, IN 46802

All specifications, manufacturers, notes, and details are included in the drawing set. If additional clarification is required, it is your responsibility to contact Model Construction during the bidding process and request that clarification.

The General Specifications (Division 1) are spelled out above and shall become a part of any contract.

Specifications directly applicable to this scope of work:

Division 00 - All
Division 01 - All
Division 23 - All

This contract specifically includes, but is not necessarily limited to the following:

HVAC

- A. HVAC Subcontractor to apply for and obtain the necessary permits for their work. All costs, including jurisdictional fees for such permit, shall be included in this subcontract.
- B. Coordinate and follow schedule. Working closely with site superintendent is a must.
- C. All disconnects to "make safe," and identifying all "to remain" components requirements are to be included in this Bid Package.
- D. Demolition of existing components are included in the Demolition Bid Package.

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- E. If carpentry/concrete modification is necessary to install HVAC materials, HVAC Contractor is responsible for modification with approval from Model Construction.
- F. Provide and install all components for the heating, ventilation and air conditioning system for each Building per the HVAC drawings, specifications, and code requirements
- G. Low ambient cooling as required to be included.
- H. All fire caulking/fire collars to be included to achieve appropriate fire rating.
- I. Include all required floor and roof cutting, whether wood or concrete as required for the HVAC scope of work
- J. Dryer exhaust system, complete, including any required fire rated wrappings of duct. Include booster fans as required.
- K. Install smoke detectors at/in ductwork as required (Furnished and wired by Electrical Subcontractor)
- L. All exposed round duct to be spiral configuration
- M. Motorized control dampers
- N. Registers, grilles, and diffusers
- O. Intake relief hoods with associated roof curbs
- P. Electric baseboard heating system, complete.
- Q. Furnish and install electric ceiling hung heaters, wired by electrician.
- R. Furnish and install radiant panel system, wired by electrician.
- S. Furnish and install electric duct heater system, wired by electrician.
- T. Apartment and common area furnace systems with DDC controls
- U. Bathroom exhaust system, complete.
- V. All low voltage controls are included in this bid package.
- W. Provide and install all hangers, fasteners, supports and blocking to complete the HVAC system.
- X. Upon receiving the certificate of Occupancy for the building the furnace should be free of dust and construction debris. A new filter should be installed. Final filter is to be MERV 10 or higher. Submit filter cut sheets prior to installation.
- Y. Provide and install all venting for furnaces, flues, combustion air, makeup air, dryers, bath vents, range-hood-etc.
- Z. All units are required to have less than 3% (0.03 CFM@25/100 SF) duct leakage. Third party testing will be performed at the end of the project. Include any necessary pre-testing. Third party testing by others.
- AA. Coordinate with Model Construction and other subcontractors throughout duration of the project.
- BB. Wear clean gloves when installing finishes. Our intention is to prevent dirt on the finish painted white walls.
- CC. During winter months maintain the furnaces for temporary heat on a regular basis. Filters shall be installed at all times.
- DD. All breakers and systems shall be installed before the HVAC inspection. The systems need to be "ready to go".
- EE. Holes drilled through brick shall not cause damage to the exterior of the building. Such damages shall be repaired at this subcontractor's expense.
- FF. Locate all exhaust fans and dryer vents per drawing. If locations are not conducive to field conditions, coordinate with other MEP contractors and site superintendent to relocate them.
- GG. Include all brick vents and Louvers
- HH. Subcontractor must conform to OSHA regulations including having a fire extinguisher present when open flame is being used.
- II. All duct work is to be FULLY sealed with duct sealant. The intent is to have zero duct leakage. The duct leakage test will take place at the end of the project. Pre-test prior to drywall installation.
- JJ. ALL PENETRATIONS in drywall or assemblies to include supply registers, return grilles, line-sets, ducts, etc. must be either fire caulked (if in fire assembly) or caulked / sealed to prevent air leakage. This means the actual rough in boot need to be sealed.
- KK. All duct work insulation as required. Insulation shall prevent condensation of ductwork.
- LL. Flex duct is to be used as per details or max 5'-0" per point of use.
- MM. Through wall boots shall be sealed to drywall with foil tape or duct sealant in order to prevent air leakage into wall cavity.
- NN. Air handler condensation lines and pans to be provided.
- OO. Include cost for any equipment pads needed for this scope of work.
- PP. All equipment supports, pipe hangers, bracing, etc. required for the performance of this work are to be included.
- QQ. All open ductwork is to be covered and protected @ the end of each workday to inhibit dust, debris, and moisture infiltration.
- RR. Provide and install all smoke damper and fire damper requirements at all rated partitions.

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- SS. Include all HVAC related firestopping requirements. Coordinate with other subcontractors and use same material.
- TT. All bath exhaust fans are to be energy star rated. Include one dual speed, continuously running bath fan per apartment. Submit bath fan cut sheets before installation.
- UU. No HCFC Refrigerants are to be used. Refrigerants must be LEED approved; documentation showing the proper refrigerant was used is required.
- VV. Include test and balancing of systems larger than 5 tons.
- WW. Documentation showing a refrigerant charge test was completed on each unit is required.
- XX. Include doghouses, pitch pockets, boots, etc. necessary for the performance of this work.
- YY. This scope of work includes the implementation and continued use of PROCORE and its safety/collaboration tools throughout the project. It is preferred that each contractor has at least one tablet or at minimum one smartphone, loaded with the program, on the job at all times.
- ZZ. Reference the Historic Part II Narratives; Contractor shall be sensitive to historical preservation requirements related to this scope of work. Bring it to the attention of Model Project Manager if Historic Part II and drawings are contradictory. Demoing, New work needs to follow National Park Service guidelines.
- AAA. **Lead:** For the purposes of this project, all existing painted/coated building materials are assumed to be lead containing, including but not limited to paints, stains, or other coatings. Work involving materials containing or coated with lead (Pb), must be performed in accordance with EPA's RRP regulations. Prior to the start of activities involving lead, the contractor must provide proof of current OSHA training for each person involved with lead activities, and that each person has written evidence of their ability to properly don the necessary respiratory protection If needed.
- BBB. Prior to work a lead scope and work plan must be submitted to Model Construction.

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