

OUTLINE SCOPE OF WORK

BID DOCUMENTS:

1. Plans –The Mercantile Library Building - Bid Set dated 3-31-22
2. The Library Building - Invitation to Bid
3. The Library Building - Outline Scope of Work
4. The Library Building - Bid Schedule
5. Asbestos Inspection Report – Mercantile Library dated May 16th, 2022
6. Asbestos Inspection Report – Formica Library dated May 18th, 2022. (for basement scope)
7. RFI Log
8. All Addenda Issued

GENERAL SCOPE SPECIFICALLY PERTAINING TO THE MERCANTILE LIBRARY BUILDING DEMO and FORMICA BUILDING (BASEMENT ONLY)

1. **Subcontractors are wholly responsible for delivery, unloading, and shakeout within units.**
2. **Project is Taxable.**
3. **Bid Package descriptions are provided to summarize the intended work requirements. These summaries should in no way be constructed as being all-inclusive. It is issued as a guide to aid in the assignment of work. If conflicts regarding assignment of work exist between the drawings notes and these descriptions, the Bid Package Descriptions will take precedence.**
4. **Reference all bid documents as listed in the Table of Contents**

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1. 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.
2. All deliveries and staging of materials must be coordinated with the Superintendent.
3. 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 workday, 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).
4. 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.
5. 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.
6. Temporary restrooms are provided by Model Construction.
7. Disregard all reference to “General Contractor”, “Trade Contractor”, or “Subcontractor” in the Bid Documents, as the Scope of Work outlined herein take precedence.
8. All work shall be performed by OSHA regulations and standards. All safety issues are to be corrected and paid for by this subcontractor.
9. All workers on Model Construction Job Sites should be OSHA ten hour trained or have the basic knowledge of OSHA laws and regulations.
10. 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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11. 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.
12. 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. If time is lost throughout the week, Subcontractors are expected to work Saturday to make up lost production. Otherwise, Subcontractors shall be expected/permitted to work Saturday, Sundays and/or Federal Holidays as required to maintain Schedule commitment.
13. All work shall be completed with strict compliance with the Bid Documents and Manufacturer's written instruction.
14. 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.
15. Proactive thinking and coordination with Model Construction and other subcontractors is expected and required throughout this project.
16. Any functioning system turned off or disconnected during the day must be put back in service by the end of the workday. Workday is to be considered day or evening shift depending on where the work is taking place.
17. Provide close out documents, spare parts, O & M manuals, warranty, etc. upon completion of the scope of work.
18. Subcontractors shall register all warranties on behalf of the Owner. Subcontractor shall request any information needed for warranty registration from Model Construction.
19. Maintain and submit accurate as-built drawings upon completion.
20. 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.
21. 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.
22. Contractor shall visit site and become familiar with existing conditions as they relate to the proposed work prior to submitting bid, ordering materials, etc.
23. 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.
24. Each contractor responsible for performing work according to local, state, and national codes, as well as other regulations which apply to such work.
25. Removal or cutting of structural members is not permitted. Consult with Model Construction regarding repair or removal of structural items.
26. Materials to be installed must conform to the manufacturer's recommendations.
27. Hard hats, work boots, protective eyewear and gloves are required for all personnel on-site.
28. 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 and closeout paperwork to Model Construction.
29. Subcontractor shall register all warranties on behalf of the Owner.
30. Smoking, eating, and drinking is prohibited in undesignated areas..
31. Include all applicable taxes.
32. All work shall be coordinated and scheduled by the to ensure completion in accordance with the project schedule.
33. Cleaning and sweeping of public roadways for dust, mud, debris generated by Subcontractor's work.

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34. All traffic control, safety barricades, permits etc. required for partial, temporary road closures or use for the duration of this work as required to prevent hazards to the public and all project subcontractors or visitors.
35. Multiple mobilizations as required to execute the project in accordance with the Schedule.
36. Material staging is to be coordinated with the superintendent. Locations must be approved by Model.
37. Materials that are approved to be stored inside need to be kept on a mobile rack, cart, or pallet. Tools should be kept in mobile, lockable gang boxes or toolboxes. Model is not responsible for lost, damaged or stolen tools.
38. Each contractor is responsible for compiling their own punchlist, submitting record of it to Model and completing it prior to the architect's punchlist.

PROCORE NOTIFICATION:

Model Construction will be using Procore as the construction management software. This is a free service to an indefinite number of project users. Procore has many collaborative features that offer various benefits to the project, as well as having benefits to individual users. For that reason, there are several requirements that will be expected of all contractors on the project.

1. All subcontractors will be required to complete the Subcontractor Procore Certification.
2. All users will be required to have an individual email with notification of arrival of new email messages.
3. All contractors will be required to utilize the collaborative tools within Procore. These include and are not necessarily limited to RFIs, Submittals, Document Management, Change Management, Drawings, Specs, Photos, Observations etc.
4. A foreman/superintendent for each contractor will be required to have an iPad or tablet with a mobile plan for daily use of the Procore mobile app. The app will require maintenance of updates as frequently as once a week.
5. All contractors will be required to utilize the safety and quality related tools within Procore (i.e., daily inspections, daily JSAs, weekly toolbox talks, jobsite orientations, photos, observations, etc.)

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BID PACKAGES:**BP1 – DEMOLITION AND ABATEMENT****TRADE SPECIFIC SCOPES OF WORK:**

The following provides an outline of the Scope of Work Model Construction anticipates per bid package. Model Construction is open to stand alone and combination bids, however, requests that pricing is broken out per the bid packages below.

Bid Category 01 – DEMOLITION AND ABATEMENT:

Subcontractor shall provide a turnkey, all-inclusive demolition and abatement scope of work for this project including but not limited to all labor, material, management, overhead, submittals, coordination, tools, equipment, applicable taxes, etc. This scope of work shall be in strict conformance with the Bid Documents.

The inclusions of this Scope of Work are generally outlined below:

Abatement:

1. Complete Abatement as noted within the Pinnacle Survey dated May 16th, 2022 for the Mercantile Building located at 414 Walnut Street. Specifically, floors: 2 through 10, 11th floor restrooms only, 12th floor, 13th floor, 14th floor and basement. (Reference breakout items on bid form).
 - a. First floor abatement shall be excluded from this bid.
 - b. Pipe insulation abatement within column enclosures on the 11th floor shall be excluded from this bid
 - c. Abatement within the 11th floor and 12th floor Mercantile Library shall be excluded except for the restrooms. This work shall be done off hours. Including removing and reinstalling heat shield cover for this scope.
2. Complete Abatement as noted within the Pinnacle Survey dated May 18th, 2022 for the Mercantile Formica Building located at 115 E. 5th Street. Specifically, basement area only.

Demolition:

3. Provide all demolition as noted on the contract documents.
4. Provide demolition of all interior walls, floors, ceilings from floors 2 through 10 of the Library Building.
**The Mercantile Library is on floors 11 and 12 (partial) and will remain in operation throughout the demo and renovation period. This floor is off limits other than the abatement listed above.
5. Provide demolition of all interior walls, floors, ceilings with the basement of the Library and Formica Building. Reference D100 drawing.
6. Provide demolition of the 13th floor office area and penthouse. Reference A2.13.
7. Includes the full demolition and removal of three existing elevators. Specifically, passenger elevators 3, 4 and 5. Includes full removal of cab, rails, weights, and equipment. The existing doors on each floor shall remain and be fixed shut. These elevators could also be used for debris removal for the floors prior to their decommissioning and removal.
8. Include removal of raised floors in restrooms on floors 2 through 10.
9. Flooring to be removed to original substrate floor surface.
 - a. Remove down to the existing wood floor
 - b. Existing historic wood floor to be refinished on all floors (by others), extreme care is to be taken in the removal of all flooring on top of the original wood floor.
10. Removal of dropped framed ceilings including framing is included in this Bid Package.
11. No removal of the existing structural ceiling system is to be done.
12. Scrape loose or peeling paint from existing plaster ceilings and walls.

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13. Remove all existing glue dots on the original ceiling. Note this existing ceiling will be the exposed finished ceiling for the new fit-out. Extreme care is required as to not damage the plaster ceiling behind the glue dots.
14. Historic Items:
 - a. Historic marble windowsills will remain in place. Do not damage during construction.
 - b. Historic marble thresholds at exiting electrical closets will remain. Do not damage during construction.
 - c. Picture railing molding along perimeter walls will remain.
 - d. Retain any interior historic picture rail molding on interior walls for use on perimeter wall at a later date (restoration and install by others). Pull nails, bound, label, and stack molding in basement.
 - e. All Historic wood baseboards on perimeter walls will remain.
 - f. Retain any interior historic wood baseboard for use on perimeter wall at a later date (restoration and installation is by others). Pull nails, bound, label and stack baseboard in basement.
 - g. Historic wood window trim, stools and aprons are to remain.
 - h. Contemporary and wood floor finishes will be removed down to the historic wood floors.
15. Remove all nails, fasteners, screws on all wood, masonry or plaster surfaces on a daily basis. A clean wood/masonry/plaster surface is required at all times.
16. Install $\frac{3}{4}$ " plywood over all holes, 2" or larger, in floors and mark "hole" in spray paint. Entire hole to be covered and correctly fastened.
17. Remove existing heating ventilation air conditioning system, all piping and any components of the system including any equipment or boilers. Natural gas line shut-off and disconnect to be coordinated with Model Construction.
18. Remove all existing components of plumbing system.
19. Remove all existing components of electrical/phone/doorbell/security system. Note: Coordinate with Superintendent on whether or not the phone bank switchboard remains or is removed.
20. All material removed by demolition shall be disposed of off-site at an approved disposal facility, with manifest if required. No burning allowed on site. Provide and install trash chutes if required for this scope of work.
21. All demoed material MUST be removed from the building to the dumpster on a daily basis. Absolutely NO stockpiled demo materials.
22. Material to be carried out of the building to the dumpster. Throwing material and debris out the windows is strictly forbidden.
23. Areas, floors or buildings must be completed as you go. Demolition must be done in a coordinated, organized manner.
24. Provide, coordinate placement with site superintendent, and schedule disposal dumpsters throughout duration of the demolition phase. Include all necessary permits as required.
25. Waste/drain piping should be cut off 3' above the basement floor level and capped to prevent debris from clogging them. Floor drains should be covered to prevent pipe blockage.
26. Include a separate cost to remove the existing non-slip tread on all original marble stair treads. These are to be replaced by new non-slip treads in future package (by others). Include a separate price for this on your bid form.
27. Brick, plaster and wood surfaces to remain must be de-nailed in order to receive new finishes on a daily basis.

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28. Secure as necessary or as directed, all areas for safety and security. Example: You remove an exterior door, window, louver, vent pipe, intake ductwork, wall, etc., exposing the interior of the building, it is the responsibility of the demolition contractor to install a "secured temporary door or structure" to prevent access to the interior of the building.
29. Coordinate all Historic casework, doors, and window removal with the site superintendent before demolition of said materials.
30. Contractor shall be sensitive to historical preservation requirements, related to their scope of work.
31. The schedule will be strictly enforced. It is imperative the Demolition Contractor coordinate with the site superintendent continually and be prepared to adjust as needed.
32. Provide hourly labor rates for your scope of work.
33. The Asbestos report is a part of the Demolition documents and costs for the proper removal and disposal of any hazardous materials are to be included in this Bid Package.
34. **Lead:** For the purposes of this project, all painted/coated building materials are assumed to be lead containing, including but not limited to paints, stains, or other coatings. Demolition work involving materials containing or coated with lead (Pb), must be performed in accordance with OSHA's lead requirements as identified in OSHA 29 CFR - 1926.26, and other applicable sections, as well as the EPA's RRP regulations. Prior to the start of demolition activities involving lead, the contractor must provide proof of current OSHA training for each person involved with lead demolition activities, and that each person has written evidence of their ability to properly don the necessary respiratory protection. The contractor is also required to provide applicable medical surveillance and monitoring results as outlined by OSHA, in addition the contractor must provide a Negative Exposure assessment as applicable to the type of work to be performed as outlined by OSHA. Superintendent will monitor these practices daily. If not compliant the work will be stopped until compliance is met.
35. **Asbestos:** Removal and disposal of asbestos containing materials must be performed by a State of Ohio licensed asbestos abatement contractor. In the event asbestos containing materials are encounter, the contractor will be required to submit all applicable asbestos project notifications and fees, proof that each person is currently trained is asbestos abatement as required by the State of Ohio Department of Health, and proof each worker has the ability to use and support the necessary respiratory protection.

End of Scope of Work