

BP 3A - OUTLINE SCOPE OF WORK

BID DOCUMENTS:

1. Plans – 10-27-22 Mercantile Library Permit Set
2. Mercantile Library Invitation to Bid
3. Mercantile Library Outline Scope of Work (As Applicable to Bid Package)
4. Mercantile Library Initial Schedule
5. Mercantile Library Inspection Report
6. Mercantile Library Site Logistics Plan
7. All Addenda Issued

GENERAL SCOPE SPECIFICALLY PERTAINING TO THE MERCANTILE LIBRARY:

1. **One elevator will remain operational at all times.**
2. **Material only lift will be placed on the Formica building on 4th street pending City approval.**
3. **Subcontractors are responsible for maintaining temporary barricades, partitions, etc.**
4. **The 11th floor historic Library will remain open to the public for the duration of the project. The 1st floor lobby off Walnut street will be left open to the public for use of their Express elevator.**
5. **The Arcade area will also remain open to the public for the duration of the project. These areas are to be avoided if possible. Subcontractors are responsible for any debris, dust, dirt or materials removed from the Arcade area immediately. Arcade not to be used for materials delivery with exception of work related to the area.**
6. **Professional conduct on site at all times as the building has public access and occupied spaces. Anyone reported to superintendent for misconduct will be asked to leave the site.**
7. **Subcontractors are wholly responsible for delivery, unloading, and shakeout within units.**
8. **Project is exempt from sales tax on construction materials**
9. **No prevailing wage rates required.**
10. **A review of subcontractor financial statements is an integral part of our prequalification process. Please forward a copy of your year-end audited, reviewed, or compiled financials directly to our CFO, Tim Carlson. Tim will be the only person in the organization to see the financials. Tim's email is tcarlson@modelgroup.net.**

GENERAL SCOPE OF WORK (Applicable to all Subcontracts):

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. We will utilize a cloud-based scheduling software to coordinate deliveries with all trades.
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.

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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.
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. All work is expected to be completed at industry standards. If work is not completed to industry standards, Model will expect the removal and replacement of any product and installation to the acceptable tolerances. Rework not to hinder overall project schedule in any way.
15. 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.
16. Proactive thinking and coordination with Model Construction and other subcontractors is expected and required throughout this project.
17. 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.
18. Provide close out documents, spare parts, O & M manuals, warranty, etc. upon completion of the scope of work. All documents shall be delivered electronically, including as-built drawings.
19. Subcontractors shall register all warranties on behalf of the Owner. Subcontractor shall request any information needed for warranty registration from Model Construction.
20. Maintain and submit accurate as-built drawings upon completion. These shall be scanned in and submitted electronically.
21. 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.
22. 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.
23. Contractor shall visit site and become familiar with existing conditions as they relate to the proposed work prior to submitting bid, ordering materials, etc.
24. 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.
25. Each contractor responsible for performing work according to local, state, and national codes, as well as other regulations which apply to such work.

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26. Removal or cutting of structural members is not permitted. Consult with Model Construction regarding repair or removal of structural items.
27. Materials to be installed must conform to the manufacturer's recommendations.
28. Hard hats, work boots, protective eyewear and gloves are required for all personnel on-site.
29. 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 paperwork to Model Construction.
30. Subcontractor shall register all warranties on behalf of the Owner.
31. Smoking, eating, and drinking is prohibited in undesignated areas..
32. This Project is exempt from sales tax on construction materials.
33. All work shall be coordinated and scheduled by the to ensure completion in accordance with the project schedule.
34. Cleaning and sweeping of public roadways for dust, mud, debris generated by Subcontractor's work.
35. 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.
36. Multiple mobilizations as required to execute the project in accordance with the Schedule.
37. Material staging is to be coordinated with the superintendent. Locations must be approved by Model. There is ample storage in the basement surrounding the loading dock. These areas can be used by all subcontractors and will be scheduled/coordinated with Model. If materials are left after install or delivered early prior to install and are hindering other trades, it is the subcontractors responsibility to move the material. If the material has to be moved by Model, the subcontractor will be charged.
38. 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.
39. 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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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.

BC1 – CONCRETE:

Subcontractor shall provide a turnkey, all-inclusive concrete scope of work for this project including but not limited to all labor, material, management, overhead, submittals, coordination, tools, equipment, 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:

1. All concrete work identified on the contract documents.
2. Provide all existing concrete slab removal and excavation for new elevator pit foundation.
3. Provide all waterproofing for elevator pit as required.
4. Layout from established control points/building lines.
5. Excavation and backfill required to execute the scope.
6. Stone base as indicated.
7. Reinforcement as indicated.
8. Project adjacent finished surfaces to ensure concrete does not splatter and damage finish.
9. Include all elevated concrete slabs at new infills. Mech included.
10. Include dumpsters for excavation.

BC2 – MASONRY

Subcontractor shall provide a turnkey, all-inclusive masonry scope of work for this project including but not limited to all labor, material, management, overhead, submittals, coordination, tools, equipment, 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:

1. Include all new CMU masonry scope for the new elevator shaft within the Library Building.
2. Include all setting of embeds and coordination with misc metals subcontractor for modified or placement of new steel members.
3. Include all masonry infills noted on the drawings at abandoned window openings. Reference drawings.
4. Provide scaffolding and lifts necessary to execute this scope of work as required.
5. Elevator cap construction is by drywall and framing subcontractor. This masonry contractor shall allow the use of the scaffold to erect the elevator cap.
6. Minor demo may be required for installation of new work. Full demo is by others.

BC3– STRUCTURAL/MISCELLANEOUS METALS:

Subcontractor shall provide a turnkey, all-inclusive structural steel/ miscellaneous metals scope of work for this project including but not limited to all labor, material, management, overhead, submittals, coordination, tools, equipment, 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:

1. Furnish miscellaneous metals:
 - a. Lintels, handrail, steel members, channel, metal decking, angle, bent plate and all necessary hardware, etc.
2. Include multiple mobilizations for phased work within the elevator shaft.

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3. Include furnishing all steel for cast in place concrete.
4. Include scaffolding and lifts necessary to execute this scope as required.
5. Minor demo may be required for installation of new work. Full demo is by others.
6. Include elevator hoist beam and tie-off beam.

BP4 – FRAMING & DRYWALL :

Subcontractor shall provide a turnkey, all-inclusive drywall, and metal framing 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:

1. All metal framing, furring, channel, soffits and shaft walls, etc.
2. Gypsum board wall and ceiling systems
3. Insulation within new drywall cavities.
4. Acoustical Ceilings
5. All existing plaster wall and ceiling patching and fire rating as noted on the drawings.
6. This subcontractor is responsible for sealing the tops, bottoms, and sides of all fire rated assemblies to surrounding decks, slabs, and walls with fire caulk / fire tape / etc. Per the UL rating.
7. Blocking in new partitions for casework, specialties, toilet accessories, closet shelving, shower pans and pocket/barn doors.
8. Provide “Pre-Rock” installation as required for MEP items, showers, chases, shafts, soffits, rated assemblies, thermal insulation, etc.
9. Include all fasteners, sealants, trim and accessories for completion installation.
10. If required, MEP&FP subcontractors will clearly identify locations and sizes of access panels. Drywall subcontractor shall frame out for access panels as required. Assume one large access panel per apartment unit for HVAC and one small access panel per apartment unit for plumbing.
11. This contractor shall also frame out openings at full height metal stud walls for ductwork penetrations (layout by others).
12. After the prime coat of paint is installed, the drywaller is to perform a quality control walkthrough and touch up defects in the drywall finishing or any drywall dents prior to the first coat of paint. Use dye in the drywall mud so the painter can identify the touchup locations and re-prime. Also include a round of touchup immediately prior to final paint.
13. Frame out any recesses for fire extinguisher cabinets, if applicable.
14. Patch existing drywall at any location where an abutting wall is demolished.
15. Repair gypsum/plaster ceilings at locations of demolished walls.
16. Repair drywall where kitchen knee walls are modified below countertops.
17. At any gypsum board infill, finish drywall on both sides of wall to create a smooth finish flush with the existing wall.
18. Shaft wall assemblies include phased work for MEP /trash chute install within shaft walls.
19. Include new floor framing and APA sheathing floor system.
20. Provide separate break out price for existing floor demo to install new floor s shown on the drawings.
21. Include scaffolding and lifts necessary to execute this scope as required.
22. Minor demo may be required for installation of new floor systems, shaft walls and new partitions.
23. This contractor shall include the maintenance of guardrails and toe boards at shaft wall openings once shaft wall construction starts and until each is complete. Guard rails will be provided and installed by others. It is this contractor's responsibility to remove guardrails for construction of new shaft walls.
24. New Mechanical Rooms shall be hung prior to the remaining floor for early installation of MEP equipment.

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25. All drywall to be level 4 finish.
26. Include moisture resistant drywall per the drawings.
27. Includes repair at existing plaster for ceilings and walls. Aras under existing windows within units shall be patched and repaired up to historical trim.
28. The documents reference required UL Systems, This contractor shall examine these systems prior to the submission of the bid. In the event of any discrepancies between UL system and the details shown on the documents, this contract shall include the option of greater financial value.
29. Include additional mobilizations if required to hang hard ceilings within rooms once MEP are complete and inspected. These apply to bulkheads and drop ceilings with MEP equipment, etc.
30. Include in your base bid 16 dumpsters. List this price out separately on the bid form as well.
31. Fire stopping of MEP through wall penetrations is by others, however this contractor shall hang and tape drywall within 1" of all penetrations. All penetrations that are not fire rated or require fire stopping shall be fire taped and sealed by this contractor.
32. Cleanup of drywall, material and joint compound, etc. that is on floors, doors, frames windows etc., throughout the project. Project shall be broom swept after each finishing activity.

BP5 – ELEVATOR MODERNIZATION

Subcontractor shall provide a turnkey, all-inclusive elevator modernization scope of work for this project including but not limited to all labor, material, management, overhead, submittals, coordination, tools, equipment, 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:

Elevator 1 (Existing Freight) – UPGRADED

- Currently Services: bsmt, 1st through 9th, 11th, and 12th
- Future Service: 1 through the 9th floor, 11 and 12th floor.
 1. Upgrade mechanical safeties / door rollers/ door mechanics for passenger use
 2. Upgrade floor (by others)
 3. Upgrade ceiling and lighting - by the elevator contractor
 4. Paint existing cab (by others)
 5. Provide doghouse for construction materials if possible
 6. Provide new fire rated elevator doors (Typ 3rd through 12th floor) (1st and 2nd fl to remain, reference A0.1b)
 - Demo removal of existing is by this subcontractor.
 7. 1st and 2nd fl remain as is (reference drawings)
 - HISTORIC
 - Paint frame and door on 2nd through 10th fl.
 - 1st Floor leave frame and door as is
 - 2nd floor leave frame and door as is
 - 3rd – 12th floor – new fire rated painted doors
 - Reuse existing floor indicators throughout if possible (or replace with new matching historical devices)

Elevator 2 (Library Express) – UPGRADED

- Currently Services 1, 11 and 12th floor.
- Future Service: 1st floor, 11 and 12th floor.

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1. Provide new fire rated elevator door (typ 3-12th floor) (1st and 2nd fl to remain, reference A0.1b)
2. Floor 2 – Access control only – leave as is (did not change “use”)
3. **Elevator 3 (Exist East Passenger) – REMOVED**
4. Remove elevator completely
5. Remove floor frame and doors for new concrete floor, shaft wall, new lobby metal door and frame
6. HISTORIC
 - a. New metal frame going into trash chute room is to match height of existing elevator lobby frame height (West cab)
 - b. First fl – remove and reinstall existing doors in front of new shaft wall
 - c. Retain existing floor indicators for historic - disconnect
- 7.

Elevator 4 (Center Passenger) BEING REMOVED AND REPLACED with NEW CAB

- Current Service: 1st through 10th fl
- Future Service: Bsmt through 10th floor.
 - Provide and install new elevator complete.
 - Controls shall be integrated with Elevator # 1 once its upgraded to passenger elevator.

The Mercantile Library will have a Fire Command Center located off the first-floor lobby – provide cab indicators and associated controls according to local code and jurisdiction having authority. Coordinate with Fire Alarm subcontractor.