

BID PACKAGE 4 - SCOPE OF WORK

BID DOCUMENTS:

1. Plans –
 - a. Mercantile Library Building Permit Set dated 10/27/2022
 - b. Formica Building
 - i. Basement – 6: Permit Set Dated 1/12/2023
 - ii. FLOORS: 6 – 13: Permit Set Dated 12/5/2022
 - c. Interior Finish Schedule- Prepared by INDIO Architecture & Design
2. Mercantile Library & Formica Invitation to Bid
3. Mercantile Library & Formica Scope of Work (As Applicable to Bid Package)
4. Mercantile Library & Formica Initial Schedule
5. Mercantile Library & Formica Inspection Report
6. Mercantile Library & Formica Site Logistics Plan
7. All Addenda Issued
8. Bid Form Library & Formica
9. Mercantile Library Elevator Lobby and Corridor Alternate Flooring Options
10. Historic Part II Narrative
 - a. Mercantile Library Building
 - b. Formica Building

GENERAL SCOPE SPECIFICALLY PERTAINING TO THE MERCANTILE LIBRARY BUILDING AND FORMICA BUILDING:

1. One elevator will always remain operational.
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 always 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 President, Robert Keppler. Robert will be the only person in the organization to see the financials. Robert's email is rkeppler@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.

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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, vaping 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.
11. All workers on site shall attend a 2-hour asbestos awareness training.
12. 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.
13. 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.
14. All work shall be completed with strict compliance with the Bid Documents and Manufacturer's written instruction.
15. 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.
16. 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.
17. Proactive thinking and coordination with Model Construction and other subcontractors is expected and required throughout this project.
18. 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.
19. 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.

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20. Subcontractors shall register all warranties on behalf of the Owner and Subcontractor shall request any information needed for warranty registration from Model Construction.
21. Maintain and submit accurate as-built drawings upon completion. These shall be scanned in and submitted electronically.
22. 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.
23. 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.
24. Contractor shall visit site and become familiar with existing conditions as they relate to the proposed work prior to submitting bid, ordering materials, etc.
25. 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.
26. Each contractor responsible for performing work according to local, state, and national codes, as well as other regulations which apply to such work.
27. Each contractor is responsible for properly protecting their completed scopes of work.
28. Removal or cutting of structural members is not permitted. Consult with Model Construction regarding repair or removal of structural items.
29. Materials to be installed must conform to the manufacturer's recommendations.
30. Hard hats, work boots, protective eyewear and gloves are required for all personnel on-site.
31. 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.
32. Smoking, eating, and drinking is prohibited in undesignated areas.
33. This Project is exempt from sales tax on construction materials.
34. All work shall be coordinated and scheduled by the to ensure completion in accordance with the project schedule.
35. Cleaning and sweeping of public roadways for dust, mud, debris generated by Subcontractor's work.
36. 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.
37. Multiple mobilizations as required to execute the project in accordance with the Schedule.
38. Material staging is to be coordinated with the Model Construction superintendent. 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 subcontractor's responsibility to move the material. If the material must be moved by Model, the subcontractor will be charged.
39. 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.
40. Each contractor is responsible for compiling their own punchlist, submitting record of it to Model and completing it prior to the architect's punchlist.
41. No parking in the basement. Subcontractors are responsible for their own parking.

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SCHEDULE NOTIFICATION:

Subcontractors, Major Suppliers, and Model Construction will collaboratively develop the Project Schedule via a pull planning session. The Project Manager and Superintendent/Foreman for Model Construction and each Subcontractor and Major Supplier will attend the pull planning session. Subcontractors and Major Suppliers should expect to dedicate a full day actively engaged in pull-planning for each project. Model Construction has developed an Initial Schedule based on the pull planning sessions from contractors from Bid Packages 1-3. The Project Schedule developed from the pull planning session from Bid Package 4 is expected to meet or improved upon the dates shown in the Initial Schedule. Once the Project Team has developed the Bid Package 4 Project Schedule, the Project Schedule will be incorporated into each Subcontract and Purchase Order via a no-cost change order.

LEAD NOTIFICATION:

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. Demolition work involving materials containing or coated with lead (Pb), must be performed in accordance with the EPA's RRP regulations. Prior to the start of demolition activities involving lead, the contractor must provide proof of current 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.

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, Daily Reports, 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 reports, 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.

BC – 1 FLOORING:

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.

Please provide base bid and alternative options suggested from design team as well as an economical solution(s) for each.

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

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

1. Coordinate and follow schedule. Working closely with site superintendent is a must.
2. Furnish and install all flooring in accordance with the with the finish schedule. Finish schedule is a separate document. Also reference corridor floor alternate drawings.
3. Job Foreman is to always have a set of drawings onsite.
4. Gypsum underlayment is NOT a part of this BP. However, any other underlayment's or prep needed per manufacturers requirements are included.
5. Provide transition strips between floor types.
6. Subcontractor to coordinate with site superintendent on materials and transitions at leading edges to stairways.
7. Areas, floors or buildings must be completed as you go. Floor installation must be done in a coordinated, organized manner. Installing great quantities of flooring in multiple areas without finishing anything will not be tolerated.
8. Daily cleanup of work area is required.
9. Flooring shall extend under millwork.
10. Flooring to be installed complete under cabinets and restroom vanities in all areas
11. Flooring transitions will be broke under the door.
12. Includes 5% attic stock once project has been completed.
13. Include built up shower bases from depressed concrete for roll in units in ANSI units. (2 per building).
14. Include joint sealants between all work included in this subcontract and adjacent of adjoining surfaces.
15. All floor areas that receive tile must be grouted within 2 days of tile completion.
16. All tile transitions to be aluminum schluter edge to "frame" the edge of the tile. All transitions must be flush.
17. Contractor shall remove all trash and excess material and leave site with broom swept floors at the end of each day.
18. Include floor protection for all finished floors. Cardboard protection with taped seams should be used at a minimum. Cardboard should be a designated cardboard specifically used for floor protection purposes. Damaged floors will be the responsibility of the flooring contractor including material costs.
19. Include installation of waterproof membrane on all shower walls and Tile Ready shower pan. This is inclusive of flashing mesh/tape between cement backer board seams & corners and backerboard joints at shower pan.
20. Use of wet saw is required.
21. NO disposing of or cleaning of grout or thinset into drains of any type. Contractor will be responsible for installation of new drains, etc.
22. Minor floor prep is to be included. Based on industry standards per product.

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23. Include install of underlayment on 9th floor of the Mercantile Library Building to flush out existing electric trench box lid.
24. Include an allowance amount of \$25,000 in base bid for miscellaneous floor prep above and beyond industry standards mentioned in Item 24 and the underlayment material mentioned in Item 25. Subcontractor must receive written approval from Model Construction prior to using floor prep allowance.
25. Include tile restoration see attached PDF and schedule for alternates.
26. Reference historic part two narrative and historic general and keyed notes on architectural drawings.
27. Include restoration of existing tile at elevator lobby for Alternate 2 below.
28. Include restoration of existing tile at elevator lobby and demo and installation of new tile boarded for Alternate 3 below.

The following items are specifically **NOT INCLUDED** in this scope of work:

1. Concrete sealer
2. Epoxy or stained floors.
3. Marble Restoration

Please provide the following 3 alternates in your bid package for the elevator lobbies and corridors in the Mercantile Library Building: *see attachment

Base Bid: Elevator Lobbies and Corridors receive new hardwood throughout.

Alternate 1: Restoring Elevator Lobbies historic tile; corridors receive new hardwood throughout.

Alternate 2: Restoring Elevator Lobbies historic tile; replace border only of lobbies(shall include demo of existing tile); corridors receive new hardwood throughout.

***Reference attachment included in..... INDIO finish package**

BC – 2 SPECIALTIES:

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.

Please provide base bid and alternative options suggested from design team as well as a economical solutions for each.

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

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

1. Coordinate and follow schedule. Working closely with site superintendent is a must.
2. Provide and install all bathroom accessories including but not limited to (towel bars, mirrors, toilet tissue holder, towel bar, ADA grab bars.
3. Provide and install all Fire Extinguishers and fire extinguisher cabinets. Reference rated walls for fire rated cabinets.

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4. Include providing and installing all window treatments.
5. Include Closet Organization System
6. Include built in shelving as noted on the drawings.
7. Provide and install all tempered shower doors and enclosures.
8. Glass corner shelf in showers.
9. Multiple deliveries may be required to meet the project schedule for each floor and for each building.
10. All specialties blocking furnished and installed by framing subcontractor.

BC – 3 PAINTING:

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.

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

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

1. Coordinate and follow schedule. Working closely with site superintendent is a must.
2. All painting and stain/varnish as described on the documents.
3. Provide complete all specified interior painting as described on the drawings, including but not limited to the painting of trim and architectural millwork, ceiling and walls, hollow metal doors ad frames, metal, exposed steel, stairs and railings as described on the drawings.
4. Exterior painting is excluded.
5. Prior to installing finish products included in this subcontract, prepare all surfaces and substrates scheduled to receive paint or stain per the specifications and industry standards.
6. MLB Building – include prep and refinishing of existing historic trim. Specifically at existing library windows casing, window sills, exterior wall base and picture rail. Reference and include all items noted to refinish and paint on Historic Notes on the Architect drawings.
7. Include prep and repainting of the existing mail chute per building.
8. Include all puttying of nail holes in trim.
9. Once puttying and patching of holes are complete, include sand and prime coat prior to finish paint.
10. Include caulking around hollow metal and wood door frames, finish trim, drywall and or plaster patch to existing window frame/casing joints, millwork, and at all flush mounted devices. Include all interior caulking.
11. Includes caulking of door frames to floors.
12. Caulk for any wood cleats or wood to wood joints are the responsibility of this Painting scope of work.
13. Caulk of base and casing, and wood to wood joints is responsibility of this Painting scope of work.
14. Include painting all existing and new guardrail and handrails.
15. Include reconditioning of existing door and door frames where indicated on the drawings.
16. Includes scraping, prepping and painting of existing stairs Stair A and Stair C up to the 11th floor within the MLB Building only. Including all doors and frames within these stairs.
17. Exclude painting inside existing Stair B (stairs between the two buildings on the MLB drawings) and Stair-1 (existing stairs within the Formica Building and on Formica Drawings).
18. Painting of the outside (lobby and/or corridor side) of the existing stair door and frames mentioned above shall be included. Break paint line within jamb at door stop.
19. Daily cleanup of work area is required.
20. Include in your base bid an amount of \$40,000 for exterior painting scope of work. To be used at the discretion of the CM.

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21. Include a full prime coat prior to wall hung items once drywall is finished, a spot prime after drywall touchup has been completed, and two full finish coats including cut-in. Include punchlist touch up. Corridor final coat will be the last activity on a floor.
22. This contractor shall include site visits with GC to coordinate with drywall contractor to aid in approving drywall finish.
23. Supplemental lighting required for this scope is to be provided by this contractor.
24. Include prep and paint of (3) existing elevator frames and doors per floor in Mercantile Library Building (Floors 2-10th). 2nd floor includes 5 existing elevator frames and doors.
25. Include prep and paint of (3) existing elevator frames and doors per floor in Formica Building (Floors B-13th floor).
26. Include painting of existing doors and frames at all stairwells
27. Include breakout price for painting stairwells.

BC – 4 CASEWORK AND COUNTERTOPS:

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.

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

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

1. Coordinate and follow schedule. Working closely with site superintendent is a must.
2. Furnish and install all cabinets, counter tops and back splashed as noted on the drawings and per the finish schedule.
3. Furnish and install all bathroom cabinets and countertops per the finish schedule.
4. Subcontractor is to submit shop drawings (cabinet layout) as soon as contract is awarded so framing contractor and MEP contractors can locate walls and equipment rough-ins.
5. Subcontractor to verify walls and bulkhead heights as soon as framing is complete. Site superintendent will coordinate.
6. Either mark MEP rough-in locations or verify locations if already installed. This is crucial for island cabinet scenarios.
7. Coordinate wall cabinet heights with site superintendent before installation.
8. Provide and include hardware per the finish schedule.
9. Includes caulking of countertop to backsplash or backsplash wall tile.
10. Caulk sides of base cabinets beside the range and fridge and the joint from drywall to cabinet, caulk behind range: tile floor to drywall during installation of cabinets. Color to match cabinets.
11. Include installation (furnish by others) of the combination "over the stove top" microwave / ventless assemblies.
12. Include drilling of all faucet holes and (1) garbage disposal button hole per kitchen.
13. Include all sinks in kitchen and bathrooms.
14. Include (4) screws installed per wall cabinet box.
15. Include adjustment of doors after install
16. Include vacuum cleaning boxes after installation.
17. Reference schedule for durations of floors per building.
18. All casework blocking furnished and installed by framing subcontractor.

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19. Include all residential casework.
20. Include all sinks in kitchen and bathrooms.
21. Include finish panel at all ends or back of cabinets where no wall exist per the drawings.
22. Include the following within the **Mercantile Library Building**:
 - a. All kitchen cabinetry, countertops, and backsplash (where countertop material is called out)
 - b. Bathroom vanity cabinetry and countertops
 - c. Laundry cabinetry and countertops
 - d. Built in shelving - detail 2 & 5 on A7.03
 - e. Pantry shelving and pantry cabinets
 - f. Opening shelving – general note 40
23. Include the following within the **Formica Building**:
 - a. All kitchen cabinetry, countertops and backsplash (where countertop material is called out)
 - b. Bathroom cabinetry and countertops
 - c. Laundry cabinetry and countertops
 - d. Include formica material tops at all exterior existing hvac unit tops throughout the Formica Building. List out separately on the bid form.