



SCOPE OF WORK

FINANCIAL PROJECT NUMBER: 4312871-52-01

COUNTY: DESOTO

CONTRACT NUMBER: E1M75

PROJECT DESCRIPTION: WORK CONSISTS OF THE REMODELING OF THE MAINTENANCE CREW BUILDING (BUILDING 1012) AT ARCADIA OPERATIONS CENTER.

EXHIBIT "A"

ARCADIA MAINTENANCE CREW BUILDING REMODEL

DESOTO COUNTY

Financial Project Number: 4312871-52-01

Contract: E1M75

The project is located at the Florida Department of Transportation, District 1 – Arcadia Maintenance, 1190 W. Oak Street, Arcadia, Florida 34265

GENERAL

1.01 PROJECT DESCRIPTION

The work described herein includes the remodeling of the current Crew Building for Arcadia Maintenance (Building 1012)

1.01.1 Total Outside Measurements of Remodel Area = 24' x 105' = 2,520 sq ft

1.01.2 Existing Outside Measurements of Each Room to be Remodeled:

- a. Supervisor Offices & Training Room = 24' x 34'
- b. Hallway (between Training Room & Restrooms) = 24' x 4'
- c. Restrooms = 24' x 14'
- d. Stall 1 (Stall 1-4 are Crew Rooms) through Stall 5 (People First Rm & Office) = 24' x 53'

1.01.3 Remodeled Outside Measurements of Each New Area:

- a. New Training Room = 24' x 34'
- b. Hall & Restrooms = no remodel just adding A/C vents to Restrooms
- c. New Contracts/Permits Staff Offices (Stall 1-4) = 24' x 40'
- d. People First Room & New Supervisor Office (Stall 5) = no remodel just adding A/C vents

1.02 PERFORMANCE STANDARDS AND GENERAL REQUIREMENTS

A. The Contractor shall agree to follow customary/standard industry practice in the performance of all construction services specified herein. The Department will have the sole authority to determine whether the Contractor has provided satisfactory services that meet customary/standard industry practice. Should the Contractor fail to adhere to these standards as determined by the Department, the Department may deem such failure as sufficient cause for default and immediately terminate this project.

B. The Contractor must show a minimum of five (5) years experience in remodeling of commercial facilities.

C. The contractor shall provide three (3) references, one of which must show that the company has remodel a building of at least 5,000 square feet. See Form 1 (attached).

D. Only Certified General Contractors holding a valid license issued in their own name by the appropriate State of Florida and/or county of jurisdiction licensing board are qualified to bid on this project.

E. The Contractor shall provide insurance certificates and maintain insurance coverage, i.e. workmen's compensation, bodily injury, property damage and automotive damage, for the duration of this project.

1.03 STAFFING

The Contractor shall provide a schedule of the number of employees who will be assigned to work this project, listing all positions to the Department's Project Manager once the Notice to Proceed (NTP) has been issued. An experienced supervisor must be on site during all hours that work is performed.

1.04 SUBCONTRACTORS

It is the Department's intent that the Contractor will only use its own employees to perform work under this contract, and as such, the Contractor will not subcontract any work without prior written approval by the Department.

1.05 WORK HOURS

Working hours for this project will be from 7:00 am through 5:30 pm, Monday through Friday. The Department reserves the right to adjust work hours to serve the specific needs of the facility. Any deviation in work hours will be coordinated through the Department's Project Manager.

1.06 SUPPLIES

Contractor shall furnish all materials and supplies for successful completion of the project. All products used shall be stored in a clean, neat and safe manner with designated areas approved by the Project Manager.

1.07 SAFETY REQUIREMENTS

Contractor shall comply with all applicable requirements and standards of the OSHA.

1.08 FINES, CITATIONS, DAMAGES AND PERMITS

The Contractor shall be solely responsible for coordination of any permits that may be required. The Contractor shall also be solely responsible for all fines, damages, or penalties of any sort levied by local, state or federal regulators against the Department for incidents resulting from non-compliance relating to regulatory violations and/or negligence on the part of the Contractor, including but not limited to spills, leaks, false alarms, injuries

to the environment, injuries to humans or damages to real property. The Contractor shall be solely responsible for any and all costs, expenses, attorneys' fees and or travel incurred by the Department relating to such violations or negligence.

1.09 LOSS OR DAMAGE

Any damage or loss to the facility or personal property owned by the Department's employees, caused by the Contractor's employees, will be the responsibility of the Contractor to repair or replace in a timely fashion. Contractor shall be responsible for any loss or theft of any items and equipment, public or private, which are left in the workplace, and whose loss or theft are attributed to the Contractor or its employee or agents conduct, negligence or inattention.

1.10 WORK DESCRIPTION: The Contractor shall provide the following services:

1.10.1 REMODEL SCOPE, FOR EACH ROOM:

1.10.1.1 New Training Room

- A. Extend the length of the training room by removing the walls between the training room and the existing supervisor's offices on the east end of the building
- B. Install new 2' x 2' suspended ceiling with tiles (ceiling tiles are to have an R-Rating for insulation value)
- C. Walls are to be studded-out 1 ½" and foam insulation (with an R-value no less than 5) installed behind the finished sheetrock. The room color will be determined during construction.
- D. Install a 12" chair rail around the complete perimeter of training room for protection from chairs, bottom height of 30".
- E. Install 12 new 2'X4' 4-lamp lay-in lighting fixtures with electronic ballast and T-8 lamps
- F. Install new light switches at all exiting doors (Color – White)
- G. Move dimmer light switch from east wall to north wall
- H. Move rollup screen control switch from east wall to north wall
- I. Upgrade existing electrical outlets (20 amp, Color – White)
- J. Existing A/C ductwork is to be framed in and finished with sheetrock with new side wall A/C supply vents installed. (Color – White)
- K. Remove existing floor tile, and repair all cracks, holes and imperfections in the floor. Then install new V.C.T. (Color to be determined at the time of construction)
- L. Stub in conduits for computer, phone, overhead projector cables and audio visual cables for T.V. & receiver equipment (verify locations with owner)
- M. Remove 2 existing doors; and fill with 32"L X 40"W double hung, white vinyl, no mullions windows; and block the remainder of the opening.
- N. Replace 2 existing 32"L X 40"W windows with 2 new impact resistant 32"L X 40"W windows for energy efficiency. Windows are to be double hung, white vinyl, no mullions. (all windows used in remodeling are to match)
- O. Remove window in existing supervisor office on southeast end of building and replace with interior door for access to (Optional) storage room. Use steel door and
 - Use steel door and frame with lever handle passage hardware.

- P. Remove the two window A/C units and concrete block the openings
- Q. Frame in and finish with drywall, a closet for the communications equipment in the back right corner of the conference room. (Approximate size – 16”D x 48”L)
 - Install double bi-fold doors for access

1.10.1.2 Hallway
A. No Remodel

1.10.1.3 Restrooms

1.10.1.3.1 Ladies Restroom

- A. Install new A/C ductwork and vents
- B. Replace existing 32”L X 40”W window with 1 one new impact resistant 32”L X 40”W window for energy efficiency. Windows are to be double hung, white vinyl, no mullions. (all windows used in remodeling are to match)

1.10.1.3.2 Cleaning Supply Closet

- A. No remodel

1.10.1.3.3 Men’s Restroom

- A. Install new A/C ductwork and vents

1.10.1.4 People First Room/Supervisor Office (Stall 5)

- A. Install A/C ductwork, framed in and finished with sheetrock
- B. Remove window unit and close opening with concrete block to match existing finish

1.10.2 NEW A/C SYSTEM

- A. Install a new split A/C system (15 sear) with heat pump to incorporate a total of 1,152 square feet. This will allow for the addition of future offices.
- B. The new A/C system will be placed in the permits’ office located on the East side of the building.
- C. A closet is to be constructed to enclose the system. The closet is to be finished with sheetrock and double doors installed to allow for maintenance of the unit.
 - Lockable lever handle hardware to be installed

1.10.3 NEW CONTRACTS/PERMITTS STAFF OFFICE
(One large office with cubicles)

- A. Walls are to have ¾” furring strips and foam insulation (with an R-value no less than 5) installed behind the finished sheetrock. The room color will be determined during construction
- B. Install a 12” chair rail around the complete perimeter of training room for protection from chairs
- C. Install 9 new 2’X4’ 4-lamp lay-in lighting fixtures with electronic ballast and T-8 lamps
- D. Upgrade light switches at each door (Color – White)

- E. Install a total of 10 new electrical outlets along perimeter walls. (Color – White)
- F. Cut 12"x12" windows into Stall 1E,1W, 4E, and 4W doors
 - install new lever handle lockable hardware
- G. Remove existing doors on Stall 2E, 2W, 3E, and 3W and replace with impact resistant 32"L X 40"W window for energy efficiency. Window is to be double hung, white vinyl, no mullions. Block in the remaining opening.
- H. Install a/c ductwork framed in and finished with sheet rocked with new A/C supply vents installed.
- I. Stub in conduits for computers & phones (cable to be run by DOT staff)
- J. Install new commercial grade, low-pile, carpet squares

1.10.4 NEW STORAGE ROOM (Optional)

- A. Construct a 8'x14' storage room on the east end of the building, matching the new ceiling height (perimeter is to be blocked to match existing building)
- B. Walls are to have ¾" furring strips and foam insulation (with an R-value no less than 5) installed behind the finished sheetrock. The room color will be determined during construction
- C. Install new Vinyl Composition Tile (tile floor) to match Training Room
- D. Install new 2' X 2' suspended ceiling
- E. Install 1 new 2'X4' 4-lamp lay-in fluorescent light with single pole light switch (Color – White)

1.11 BASIS OF PAYMENT

Partial payments may be made for percentages or stages of work completed upon approval of Project Manager. See Non-Technical Specifications and Exhibit "B" Method of Compensation for other terms of payment.