

Mt. Empire Unified School District

District Office Build

DESCANSO ELEMENTARY FRONT  
OFFICE RELOCATION

**ATTACHMENT 23**

**GENERAL SCOPE SUMMARY**

## MEUSD DISTRICT OFFICE BUILD 113-23-001

### GENERAL SCOPE SUMMARY OF WORK INCLUDED:

#### General Notes

- 1.1 The work included is, but is not necessarily limited to, furnishing all labor, materials, appliances, tools, equipment, facilities, transportation, applicable taxes, permits and services necessary for, and incidental to, performing all operations in connection with this Contract, complete as shown on the drawings and/or specified herein. Contractor is to complete all work as detailed herein as well as indicated in plans and specifications in accordance with approved project documents. Multiple mobilizations may be required to perform this work.
- 1.2 This Contractor shall review ALL contract documents to verify the Limits of Work that relate to the Work required by this Contractor. This includes any demolition and repair / replacement of existing features necessary to perform the work.
- 1.3 This Contractor shall be responsible for all scaffolding, hoisting and transportation of materials and personnel required for the completion of its scope of Work.
- 1.4 This Contractor shall furnish and install all braces, brackets and support systems as required for the work of this Contract, unless noted otherwise.
- 1.5 This Contractor understands that there is limited space on site to store materials. All materials will be stored off site at this Contractor's expense and will only be moved on site when the Work is ready for it to be installed. Relocation of stored materials will be at this Contractor's expense.
- 1.6 This Contractor is responsible for submitting inspection requests to the Inspector of Record as he requires, on a form acceptable to him.
- 1.7 While performing work, legally remove and dispose of all construction waste, demolition debris, trash or unsuitable material.
- 1.8 This Contractor is responsible for environmental conditions that affect its work, and shall employ all means necessary to mitigate disruptions, delays, and damages from environmental conditions.
- 1.9 This Contractor acknowledges that this project is to be started very quickly and shall provide all shop drawings, materials, & accessories required for complete performance of the work of this Contract. These shop drawings will also include any and all shoring, laydown and clean-up areas. Provide all submittals and shop drawings required for submittal within the first 30 calendar days after Notice of Award and respond to any returned comments within three (3) calendar days after receipt of same. A penalty of \$50 per day per submittal may be assessed against this Contractor's contract for each late submittal.
- 1.10 This Contractor shall provide and maintain handrail or fall protection as required by Cal-OSHA and their safety manual for this project, to protect the local work area until such time as there is no longer a fall hazard.
- 1.11 This Contractor shall submit a project schedule within ten (10) days of receipt of Notice to Proceed. This schedule shall be in a format acceptable to the Construction Manager and shall show sufficient detail to determine the critical path, start of work, all major work activities, activity durations, and completion of work within the timeframe provided in the Contract Documents. The final activities, their order, interrelationship and duration shall be approved by the Construction Manager. ALL work (including Punch List corrections) is to be completed prior to the Project Completion Date listed in the Bid Documents.
- 1.12 This Contractor is responsible for parking and any necessary transportation to and from the Project Site for its workers and its subcontractor's workers. There will be only limited parking on the Campus or on Site for workers. Without express consent from the District, vehicles parked on the Campus will be towed at the owner's expense.
- 1.13 This Contractor shall protect all existing adjacent finishes from damage while performing the work of this Contract. Repair or replace any damaged surfaces to the satisfaction of the District.
- 1.14 This Contractor shall be responsible for calling Dig Alert and hiring private mark out necessary to locate existing utilities; protect in place all existing features or utilities not indicated in the contract for removal and take appropriate precautions when performing work in areas of existing utilities. Refer to Contract Documents, as-builts and USA/private mark out when performing any work that may affect existing

- utilities. Any damage done to existing features or utilities, in the course of work, will be repaired by this Contractor at no cost to Owner.
- 1.15 This Contractor shall provide all traffic control, permits, barricades, warning lights flag men, etc. as required to keep the Public safe during the execution of the work.
  - 1.16 This Contractor shall provide all drilling, coring, cutting, boring, epoxy, welding or grouting as may be required for installation of work.
  - 1.17 Weekly Progress Meetings will be held (date and time to be determined by Construction Manager) and it is mandatory that this Contractor provide representation by the Project Superintendent and someone with authority to make financial decisions.
  - 1.18 This Contractor's As-built documents of new work and existing utilities are to be kept current daily. If this Contractor fails to keep As-Built's current, their application for payment that month may be delayed or denied.
  - 1.19 All required warranties and guarantees shall be endorsed and furnished by this Contractor prior to retention being paid.
  - 1.20 This Contractor's Close Out documents as well as Operation and Maintenance Data is due prior to Occupancy by the Owner in the format prescribed in the specifications. If this Contractor fails to provide this data by this date, a \$50 per day late fee will be assessed against its contract.
  - 1.21 This Contractor is responsible for fire caulking and/or fireproofing any penetrations that they make or that are made on their behalf in fire rated assemblies.
  - 1.22 This Contractor is responsible for protecting their work from damage until Contract Completion Date. It will be this Contractor's responsibility to repair or replace their damaged work to the District's satisfaction.
  - 1.23 This Contractor is required to keep their work and laydown areas clean per OSHA standards, with trash and debris properly and legally disposed of into containers on a daily basis or more often if necessary to keep the area safe. At the completion of this Contractor's work in an area, the area shall be broom swept clean and debris properly and legally disposed of. If in the opinion of the Construction Manager this is not done, notice will be provided and a cost of \$100 will be imposed for each day that the area is not cleaned. If still not cleaned in a timely manner, the Construction Manager may direct others to perform clean up and this Contractor will be responsible for all costs.
  - 1.24 This Contractor shall provide to the Construction Manager their daily report as well as their subcontractor's (in a format acceptable to the Construction Manager) no later than 9:00 AM the workday following any work on the Site by this Contractor or its subcontractors. A cost of \$50 per day per report may be assessed against this Contractor for each late report.
  - 1.25 This Contractor shall provide to the Construction Manager a copy of their Tailgate Safety Meeting report as well as their subcontractor's no later than 9:00 AM, the workday following the date the report was made. Reports to be performed at frequency required by OSHA.
  - 1.26 This Contractor shall be responsible for removing any dirt or debris that is deposited outside the Project boundaries by vehicle or pedestrian traffic related to its Work. This includes vehicular street sweeping if necessary.
  - 1.27 This Contractor is responsible for temporary power for their Work.
  - 1.28 This Contractor shall furnish and install caulking and sealants per specifications as required for the installation of and between components of work provided under this contract or work previously installed in order to provide a fire rated, water tight and/or acoustic assembly as required.
  - 1.29 This Contractor is responsible for all requirements indicated in the Erosion Control Plan(s), including installation and maintenance of all SWPPP BMP's. BMP's are to be removed upon completion of the Project.
  - 1.30 This Contractor acknowledges that this project is to be completed with an aggressive schedule. Therefore, at no additional cost, this Contractor agrees to provide ample crew size(s), foreman(s), adequate equipment, and overtime if required (at the Construction Manager's discretion), due to its lack of manpower in order to support the success of the project schedule. This Contractor is to provide all resources (labor, material and equipment) to support at a minimum, 5-day workweek with 8-hour days each day for the duration of the project. This Contractor also acknowledges and agrees that crew sizes may fluctuate in size from week to week depending on the status of the Project. The contractor is responsible for providing the CPM schedule

that shall reflect the contract time as noted in Article 2. This shall be updated weekly and used to drive the project.

- 1.31 This Contractor acknowledges and agrees that they are obligated to provide complete re-installations for all Mechanical, Plumbing, Electrical, Fire Sprinkler and other Specialty Equipment and Systems that are removed or relocated during the course of its work. There are no “future” equipment or systems; all equipment and systems require complete and operational hook-up / installation as shown or not shown in the project drawings.
- 1.32 All utilities will be safed off by this contractor. Coordination and scheduling for the utility safe off is the responsibility of this Contractor.
- 1.33 This Contractor is to perform ALL work indicated in the Contract Documents whether listed in this document or not.
- 1.34 This Contractor will be required to utilize Procore for all communications with the Construction Manager. Google Drive Folder will be provided.
- 1.35 Contractor is to provide full time on site supervision of the Work by a District approved Superintendent.

**Project Specific Scope:**

- 1) All Work indicated in Contract Documents including but not limited to demolition of existing building materials in order to install all new work; perform selective demolition at the current front office for relocation of all site systems, site utilities, finishes, site fire alarm, site paving, plumbing, electrical, HVAC, landscaping, etc. for completely functional and ready for use Front Offices.
- 2) Contractor shall include in the cost of the work, an allowance, with a value of \$ 5,000.00 for Unforeseen Soil Conditions. The allowance shall be shown separately on the contractor’s schedule of values. Any unused portion of the allowance will be refunded to the District by deductive change order at the completion of the Project
- 3) Contractor shall include in the cost of the work, an allowance, with a value of \$ 10,000.00 for Unforeseen Hazardous Material Abatement. The allowance shall be shown separately on the contractor’s schedule of values. Any unused portion of the allowance will be refunded to the District by deductive change order at the completion of the Project
- 4) Contractor shall include in the cost of the work, an allowance, with a value of \$ 10,000.00 for Unforeseen Site Utilities. The allowance shall be shown separately on the contractor’s schedule of values. Any unused portion of the allowance will be refunded to the District by deductive change order at the completion of the Project
- 5) Contractor shall include in the cost of the work, an allowance, with a value of \$ 10,000.00 for Unforeseen Repairs to Existing Buildings. The allowance shall be shown separately on the contractor’s schedule of values. Any unused portion of the allowance will be refunded to the District by deductive change order at the completion of the Project
- 6) All ramp work to make a complete and code compliant ramp at the front of the building office as indicated on the drawings.
- 7) Contractor is to include any overtime work necessary to complete the Work within the duration specified.
- 8) Contractor to provide sufficient 6’ tall construction fencing to isolate construction activities and protect the Public during the construction period. Fencing will need to be relocated as necessary.
- 9) Contractor is to provide all saw cutting and demolition of existing asphalt and concrete necessary to perform the work indicated. Patch back asphalt and concrete with same thickness and finish as adjacent paving where necessary.
- 10) The site is not considered to be “balanced” in relation to import and export of soil. Contractor is responsible for import of acceptable soil onto the site if necessary and/or legal export of soil as required to perform the Work.
- 11) Contractor is to include all demolition, clearing and grubbing indicated or necessary to perform the Work, including legal disposal of demolition / clear & grub debris.
- 12) Contractor is to perform all over-excavation and re-compaction required in the contract documents, including mixing, blending, moisture conditioning or other modifications required to achieve the soil composition and relative compaction required.

- 13) Contractor to provide temporary facilities including but not limited to toilets and hand wash stations, as required.
- 14) Contractor is to protect any landscaping that is not designated to be removed. This includes protection of trees extending to the drip line of the tree.
- 15) All Work is to stay 10' clear (measured from the face of the tree trunk) away from any tree.
- 16) Contractor to provide any infrastructure necessary to utilize water provided by the district that is required for construction activities.
- 17) Contractor is responsible to provide all temporary utilities necessary to perform the Work.
- 18) Contractor to replace all concrete removed or damaged during construction to the satisfaction of the Construction manager.
- 19) Contractor is to include repair or replacement of existing landscaping and irrigation system damaged by construction activities.
- 20) Contractor is to provide all erosion and sediment controls indicated, per CASQA Standards.
- 21) Classroom buildings that are to be renovated may require demo for install at the ceiling spaces above the existing drop ceiling that may include hazardous abatement. All ceiling space removal required for a complete HVAC, Electrical, Plumbing, and structural system is to be included.
- 22) The plans and pre-bid RFI's show the ducting and routing of the supply and returns for the HVAC system to be design build in the field and is to be included for a complete operating system. This work shall include the testing and balancing of this work.
- 23) Indicated connection of utilities to new front office is to be performed as contractor's means and methods. This may require the removal and replacement of sub-floor and ceiling spaces.
- 24) The contractor is required to follow all Federal, State, County, City and AGC guidelines for Covid-19 safety requirements.
- 25) The contractor agrees that the Construction Manager will furnish access to Procore and will utilize Procore for communications regarding the contract.

**END OF SECTION**