

**SECTION 01010
SUMMARY OF WORK**

**Orange County Superintendent of Schools
Bid No. 24-11
O.C.D.E. Esplanade Building 4 Elevator Addition**

PART 1 - GENERAL

1.01 SECTION INCLUDES

- 1.02 Work Covered by Contract Documents;
- 1.03 Project Allowances;
- 1.04 Project Phasing and Milestones;
- 1.05 Salvaged Materials;
- 1.06 Not Used;
- 1.07 Contractor's Use of Premises;
- 1.08 Contractor's Duties;
- 1.10 Work by Others;
- 1.11 Work Hours;
- 1.12 Security;
- 1.13 Worker Identification;
- 1.14 Workers;

1.02 WORK COVERED BY THE CONTRACT DOCUMENTS

- A. General: The work indicated on the Contract Documents - Prepared by Ghataode Bannon Architects (GBA), consists of adding an electric all blue/red to black gearless traction elevator to an existing two-story office building, replacing stairs adjacent to elevator, and extending existing balcony at elevator. The engineer's estimate is \$1,100,000, including all stipulated allowances.

- Orange County Superintendent of Schools
Main Administrative Office
200 Kalmus Drive
Costa Mesa, CA 92628

- B. Work Included: The work to be performed by the Contractor shall conform to all of the contract documents such as, but not be limited to, the requirements of the Bid document, Division 0, Division 1, General Conditions, Instructions to Bidders, Specifications and all Drawings, Addenda, and all sheets contained within the project documents and other related documents, and shall include the furnishing of all layout, supervision, labor, services, materials, installation, cartage, craning, hoisting, supplies, insurance, equipment, scaffolding, tools, and other facilities of every kind and description required for the prompt and efficient execution of the Work described herein and to perform work necessary or incidental to complete the Project in strict accordance with the Bid and Contract Documents, for:

Bid No. 24-11 O.C.D.E. Esplanade Building 4 Elevator Addition

- C. General Scope of Construction Work shall be as specified above and shall include, but not be limited to, the following:
1. Removal of existing primary building stairs.
 2. Removal of planting, planters and irrigation system.
 3. Removal of selective exterior walls and door.
 4. Removal of second floor balcony brick pavers and wood decking subfloor. Removal of brick veneer wall finish at balcony.
 5. Removal of existing pair of storefront doors on second floor.

6. Addition of new gearless electric traction elevator including but not limited to: CMU hoistway (protruding through roof), cast-in-place concrete pit, electrical and control rooms adjacent to hoistway (wood stud walls), metal deck roof on top of hoistway with automatic smoke vent/elevator vent through roof. Patching of roof structure around hoistway opening and patching of existing roofing.
7. Exterior cement plaster finish on CMU, stud walls, and soffits on exterior side. Gypsum wall board on interior framed walls.
8. Two new doors and one storefront aluminum window
9. New replacement stairs with structural steel stringers, landing, columns, for precast tread/risers. Guard railing consisting of stainless steel tensioned cabling on stairs.
10. Extension of existing balcony deck with new wood framing and decking. New porcelain pavers over entire balcony floor including in Control Room.
11. New wall finish at balcony where brick veneer removed consisting of T1-11 siding.
12. Remove and replace wood siding at balcony ceiling with fiber cement planks.
13. New and alteration of portion of existing acoustical suspended ceiling.
14. Paint throughout, interior and exterior, including patching existing damaged surfaces to be painted. Patch, repair, seal and paint all surfaces and substrates affected by the work of this contract to match adjacent surfaces to achieve uniformity.
15. Replace concrete paving at ground level in area of alteration.
16. Remove and relocate existing mail cluster box.
17. New 208V 3-phase power circuit for elevator with subpanel and disconnects. Standby power provisions for elevator.
18. New fire alarm system for elevator with smoke detectors supporting elevator emergency operations.
19. New emergency 2-way communication system for elevator.
20. New exterior and interior light fixtures.
21. Perform tests, provide certifications and related reports necessary for the execution of the project.
22. Perform demolition and legal offsite disposal of all materials, surfaces and devices both noted to be removed, and incidental to the execution and installation of the work in accordance with the contract documents. A hazardous materials survey will be provided by OCDE.
23. Execute the work as required to provide a complete and functional installation in accordance with the manufacturer's specifications.
24. Patching: New, unfinished surfaces created by the removal of existing materials and surfaces that were damaged or disturbed by remodeling work, shall be patched with new materials and finished to match existing work and fire rating as much as required to provide a uniform and even appearance.
25. Preserve and protect all existing work to remain. Repair all existing features affecting work to match adjoining parts or surfaces. All demolition work cut back to natural breaks where possible to facilitate continuity of surface planes and satisfactory bending of surfaces.
26. Clean the project site as required to keep the premises in an orderly and safe condition at all times. Provide daily clean-up to keep the site free of dirt, dust and debris.
27. Provide final cleanup for all interior and exterior project areas and surfaces.
28. Layout of the scope of work to insure proper location and accuracy, including field measurements required for coordination and ordering of materials.
29. Provide and maintain on-site, roll-off trash bins for the duration of the project. All costs for dumping, hauling and relocating on site are the responsibility of the Contractor. Maintain dumpsters so that trash is not stockpiled on the sites. Superintendent -owned dumpsters shall not be used.
30. Prime and paint exposed conduit and piping to match surfaces of attachment.
31. Perform the relocation, removal, reinstallation and reconnection of electrical conduit, low voltage conduit or raceway, fire alarm conduit or raceway and respective devices, mechanical ductwork and terminals, and plumbing piping and devices required for the execution and completion of the work under this contract.
32. Provide fire-safing at penetrations through fire rated walls, floors and ceilings.
33. Provide temporary restroom facilities for the workers and temporary fencing for staging and storage areas throughout the duration of the contract.

1.03 PROJECT ALLOWANCES

- A. Superintendent's Allowance/Contingency: Once the bid price is complete, the Contractor will add an Owner's Allowance or contingency to the pricing in the amount of One- Hundred Fifty Thousand Dollars (\$150,000). This money will be added to the bid subtotal included in the total bonded bid price for the project. These monies will be used at the sole discretion of the Superintendent for changes in/additions to the scope of work. Changes to this allowance will be processed administratively like a change order, except that items will require only the signature approval of the Superintendent's representative or project manager (and not of the School Board) in order to allow the work to proceed. Any monies from this fund which are not used by the end of the project will be returned to the Superintendent via a deductive change order.
- B. Building Permit Allowance: The Contractor will include Twenty Thousand Dollars (\$20,000) in the base bid price to pay for the City of Costa Mesa building permit. If actual fees are below this amount, the balance will be added to the Superintendent's Contingency mentioned above. Any excess permit costs will be charged to the Superintendent's Contingency with no mark-up.

1.04 PROJECT PHASING AND MILESTONES

- A. Work durations listed shall be firm, but the actual start dates of each phase/milestone may vary at the sole discretion of the Superintendent. All such work indicated in the Bid and Contract Documents and/or specified herein shall be completed within the time allotted in the Contract as follows:

B.

Activity	Start Date	Completion Date
Milestone 1: Notice to Proceed	6/30/25	6/30/25
Contract Work	7/7/25	1/25/26
Phase 1: Submittals / Procurement	7/7/25	8/3/25
Phase 2: Main Construction Schedule:	8/4/25	1/25/26

- C. Completion of the Contract Work: The Contract Work including processing of submittals and ordering of long lead time items shall be commenced on the date stated in the Superintendent's Notice to Proceed to the Contractor. Completion of the Work shall be achieved within two-hundred ten (210) consecutive calendar days (30 weeks) from the date stated in this Notice.
- D. In addition to the required Contract Time for Completion of the Work, Interim Milestones shall be achieved by the Contractor in accordance with Section 1.03 B. The matrix is a guide for the of sequence of work. Contractor shall develop a schedule that shows the completion of each phase.
- E. Work Phases shall be described as follows:
1. Phase 1: This includes processing of all project submittals, and ordering of critical path or long lead time items needed to facilitate the main construction schedule.
 2. Phase 2: This includes all work scope in all areas. Note that the completion of this phase shall include completion of all punchlist items, all final cleaning, and all inspections needed to obtain the certificate of occupancy.
- F. Delayed Completion of the Work. The Contractor shall be subject to the assessment of Liquidated Damages for failure to achieve Completion of the Construction Work within the time established in the contract. Liquidated Damages shall be at the rate of One Thousand Five Hundred dollars (\$1,500.00) US dollars per consecutive calendar day until completion of the work is achieved.

1.05 SALVAGED MATERIALS

- A. The Superintendent at its own discretion shall have the right to claim all removed materials and equipment. The Contractor at his/her own expense shall arrange for the delivery of selected equipment to the Superintendent's maintenance site. The Contractor shall be responsible to legally dispose of all other equipment the Superintendent wishes not to keep.
- B. Items to be returned to the Superintendent: Contractor to coordinate with Superintendent's Project Manager to identify items to be salvaged, in a site walk prior to the start of demolition. Any items not selected will be fully removed and disposed of legally, off site.

1.06 NOT USED

1.07 CONTRACTOR'S USE OF PREMISES

- A. The entire building and parking lot area will be fully occupied during construction. Contractor shall have use of the premises immediately around the project site only, for the execution of the work as indicated in the Bid and Contract documents.
- B. Coordinate use of the premises under the direction of the Superintendent's project manager. Submit a staging logistics plan showing fenced walk area, for Owner approval.
- C. Assume full responsibility for the protection and safekeeping of products under the Bid and Contract Document.
- D. Move any stored products, materials, equipment, under contractor's control, which interfere with the operations of the Superintendent or of a separate contractor.

1.08 CONTRACTOR'S DUTIES

- A. Attend job conference meetings or such special meetings as requested by the Project Manager.
- B. Promptly submit written notice to the Project Manager of any observed variance in contract documents from legal requirements. Appropriate modifications to contract documents will be issued by the architect to make any necessary changes.
- C. Coordinate with the City of Costa Mesa to pull and pay for the construction permit and call for all required tests and inspections needed to achieve final sign off and receive approvals to occupy the project.
- D. Enforce strict discipline and good order among employees. Do not employ unfit persons and persons not skilled in assigned tasks to perform the work.
- E. Make thorough examination of the site and access to the site to determine all existing conditions affecting the work.
- F. Pursuant to Superintendent regulations, all Superintendent facilities are designated "drug free" and "smoke free" workplaces. Maintain strict policy procedures at the project for all employees, vendors, suppliers, or others providing service or products under the scope of work of the Bid and Contract Documents.
- G. Maintain a clean and orderly work environment and promptly remove all excess materials at the completion of each phase of work and promptly remove all trash and debris resulting from the scope of work under the Bid and Contract Documents.
- H. Contractor must provide and submit Material Data Safety Sheets (MSDS) sheets to the project manager for all materials prior to arrival to the project site. The Contractor shall be responsible for keeping an on-site copy of MSDS and maintaining all stored materials on site in strict accordance with the MSDS and other governing codes and regulations.
- I. Submit "Daily Reports" to the Superintendent's representative at the end of each work week, for all days the contractor or any sub-contractor is on-site. The Superintendent will provide a master template for these reports.
- J. Organize and hold weekly "tailgate" safety meetings with contractor's work force and provide minutes of the meeting to the project manager weekly.
- K. Contractor shall comply with Cal-OSHA safety requirements at all times. It is the

- contractor's responsibility to immediately correct issues arising on Notices of Non-Compliance. Failure to comply may result in penalties assessed to the contractor.
- L. Provide a full-time Superintendent, capable of making commitments on behalf of the Contractor, to be on site during all work hours.
- M. Each morning, unlock all gates and doors for access by any and/or contractors and subcontractors. Each evening, lock all gates and doors for non-working hours.
- N. The Contractor shall provide, distribute and maintain sufficient fire extinguishing equipment for his own work in serviceable condition.
- O. Staging of material and storage containers on site shall be coordinated with and approved by the Superintendent prior to installation at the project site. Provide and maintain for the entire duration of the contract movable fencing, minimum 6' tall chain link panels with stands and privacy screen fastened together for protection of the staging area or as requested by the Superintendent.
- P. Existing systems, including life safety, fire prevention, electrical, communication, security, HVAC and plumbing systems in the buildings shall be kept in continuous and complete working order in all occupied areas of the campus during the performance of this contract unless otherwise expressly approved in advance by Superintendent and any other governing agencies.
- Q. Coordinate service interruptions before the start of business hours 7:30 am or after 5:00 pm.
- R. Should there be an accidental interruption of a utility service to an occupied building or area of the campus, the Contractor shall immediately undertake all necessary repairs to end the interruption. Failure to make repairs in an expeditious manner satisfactory to the Superintendent shall constitute in the Superintendent completing the repairs at the cost of the Contractor.
- S. The Contractor shall include all barricades, equipment, flagmen, and temporary protection for this scope of work.
- T. All temporary construction fencing shall always remain in place, unless specifically approved by the project manager.
- U. Owner will conduct weekly meetings, either via Zoom or in-person. Contractor to have a representative present at every meeting.

1.10 WORK BY OTHERS

- A. Superintendent reserves the right to do other work in connection with the Project or adjacent thereto by contract or otherwise, and Contractor shall always conduct the work to not impose hardship on the Superintendent or others engaged in Superintendent's work or to cause any unreasonably delay or hindrance thereto.
- B. Where two or more Contractors are employed on related or adjacent work, each shall conduct their operation in such a manner as to not cause delay or additional expense to the other.
- C. Contractor shall be responsible to others engaged in the related or adjacent work for all damage to work, to persons, or for loss by failure to finish the work within the specified time for completion. Contractor shall coordinate his/her work with the work of others so that discrepancies do not result in the project.

1.11 WORK HOURS

- A. Standard Work Hours in Accordance with Local Ordinances for **Noise and Construction**: The hours of operation allowed by the City of Costa Mesa – are Monday through Friday from 7:00 a.m. to 6:00 p.m., Saturday and Sundays from 7:00 a.m. to 6:00 p.m. The contractor shall observe the City of Costa Mesa standard work hours as stated. The contractor shall schedule the work within these time frames. The contractor is expected to work weekends and holidays, as necessary, to complete the Work within the specified time of completion without any additional cost to the Superintendent.
- B. Deliveries during Work Hours:

C. Off-Hours Work:

1. Work shall be conducted during Saturdays, Sundays, and evening hours. Only when written notification to the Project Manager and the Superintendent has been submitted and the anticipated schedule of work activities has been approved.
2. Reimbursement to Superintendent for Off-Hours Work. Compensation for the Project Manager as well as any Superintendent Inspectors required during approved "other than normal" working hours shall be the responsibility of the Contractor. Fee for Project Manager's and Superintendent Inspector's services performed during overtime hours may be waived if the Work of the Contractor(s) requiring off-hour duties has been on schedule and is not to correct unsatisfactory Work.

- D. Disruptive Work during business hours: If any work performed during business office hours is found to be disruptive to the business operations as determined by the Superintendent, the Contractor will be required to re-schedule the work to occur during non-business hours at no cost to the Superintendent.

1.12 SECURITY

In addition to the security requirements set forth elsewhere in the Bid and Contract Documents, the Contractor must adhere to the following:

- A. Keys: The contractor will be issued keys that are components of access cards of a master keying system. The Contractor shall be responsible for any lost and/or stolen key and shall therefore be responsible for the rekeying of the entire site. The contractor shall not duplicate keys. The cost of rekeying is \$15,000.00.
- B. Locked Door Policy: No building, room or site gate shall be left unsecured for any period when not occupied by the Contractor and/or after the Contractor's daily work hours.

1.13 WORKER IDENTIFICATION

- A. Workers shall wear company badges and safety vests at all times when on Superintendent premises, outside the construction fenced zone. The Contractor shall be responsible for issuing the badges to his workers and subcontractor's workers and ensure that they are checked out and returned to the Contractor. The contractor shall be responsible for sign-in of each employee and will transmit copies of the sign-in sheet with their daily reports.

1.14 WORKERS

- A. The Contractor shall provide only employees of high moral standards, without criminal records, particularly those classified as of moral turpitude. The workers shall use and wear protective attire and also clothing satisfactory to presentation among a school environment. Persons addicted to alcohol or drugs of any type shall be specifically excluded. Alcohol and drugs of any illegal type shall not be allowed on Superintendent property and the Contractor as well as the Superintendent shall take the necessary legal actions and prosecute as required by law any contravention to these requirements. The Contractor's workers shall be clearly forbidden from using profane language, obscene gestures and offensive clothing. Loud music, from radios or other devices is not permitted and transgressors shall be dismissed immediately, and the devices will be removed from the area. Moreover, the Contractor shall employ only those persons that are in adequate physical condition and of proper fitness to carry on the Work in efficient and satisfactory manner. Further, the Contractor shall comply with the fingerprinting requirements of Education Code Section 45125.1, as necessary.

END OF SECTION