

**SECTION 01010
SUMMARY OF WORK**

**Orange County Superintendent of Schools
Bid No. 23-13
O.C.D.E. Tenant Improvements-Sunburst Youth Challenge Academy**

PART 1 - GENERAL

1.01 SECTION INCLUDES

- 1.02 Work Covered by Contract Documents;
- 1.03 Project Phasing and Milestones;
- 1.04 Salvaged Materials;
- 1.05 Related Work by Superintendent;
- 1.06 Contractor's Use of Premises;
- 1.07 Contractor's Duties;
- 1.08 Work by Others;
- 1.09 Work Hours;
- 1.10 Security;
- 1.11 Worker Identification;
- 1.12 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 the removal and replacement of white boards, lighting, carpet, tile flooring, counter tops, toilet partitions, grab bars, toilet paper holders and improvements necessary to provide tenant improvements for various administrative offices/ instructional areas as shown on the drawings.
 - Orange County Superintendent of Schools
Sunburst Youth Challenge Academy
Joint Forces Training Base
4022 Saratoga Ave., Bldg.25
Los Alamitos, CA 90720
- 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. 23-13 O.C.D.E. Tenant Improvements-Sunburst Youth Challenge Academy

- C. General Scope of Construction Work shall be as specified above and also shall include, but not be limited to, the following:
 - 1. Remove existing various white boards, carpet /tile flooring, counter tops lighting, toilet partitions, grab bars and toilet paper dispensers as depicted in the drawings.

2. Move classroom furniture, office desks, file cabinets within the premises to allow the execution of your work.
3. Patch, repair, seal and paint all surfaces and substrates affected by the work of this contract to match adjacent surfaces to achieve uniformity.
4. Install new energy efficient lighting and controls per plans,
5. Provide, procure, remove old existing and install new white boards:
 - (9) WHS22-72-1248 WHS Slider 454 White/1/2 Honeycomb/015 Alum 2 Track w/2 ea ½ Width Sliding Panels-454 White Full Fixed Back Panel 2" Natural Maprail/Blade Tray,12'-0" X 48". **Bldg 25-typical classroom.**
 - (3) DTSM21-0848-10475 DTS Markerboard, 454 White/1/2 Partbd/005 Alum 1" Natural Maprail/Blade Tray -8'-0" WX48"H **-Classroom 110 (lab) east wall.**
 - (1) DTSM21-0448 DTS Markerboard, 454 White/1/2 Partbd/005 Alum/ 1" Natural Maprail/Blade Tray 4'0"W X 48"H **Classroom 110 (lab) west wall.**
 - (1) DTSM21-1048-10478- DTS Markerboard 454 White/1/2 Partbd/005 Alum/1" Natural Maprail/Blade Tray 10'0W X 48"H **Classroom in Bldg. north of 25. North wall.**
- (1) CRATING- Crating for local delivery by flatbed. Not applicable to LTL carrier-included based on order size.
- (1) MFC Job site delivery via flatbed-Fork lift or hand unloading by others. and associated site work as depicted on the drawings.
(Available through ABC School Equipment, Inc.)
6. Comprehensive electrical/low voltage systems.
7. Install new counter tops per detail.
8. Install and plumb new sinks in counter tops per detail.
9. Owner furnished/Contactor installed new carpet flooring per detail.
10. Owner furnished/Contractor installed new LVT flooring per detail.
11. Adjust or cut doors to accommodate for new flooring if required.
12. Install new toilet partitions, grab bars, toilet paper dispensers per detail.
13. Patch and Paint throughout per detail.
14. Perform tests, provide certifications and related reports necessary for the execution of the project.
15. 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.
16. Execute the work as required to provide a complete and functional installation in accordance with the manufacturer's specifications.
17. 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.
18. 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.
19. 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.
20. Provide final cleanup for all interior and exterior project areas and surfaces.
21. Layout of the scope of work to insure proper location and accuracy, including field measurements required for coordination and ordering of materials.
22. 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.
23. Prime and paint exposed conduit and piping to match surfaces of attachment.
24. Perform the relocation, removal, reinstallation and reconnection of electrical conduit, light fixtures, 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.
25. Provide fire-safing at penetrations thru fire rated walls, floors and ceilings.

26. Provide temporary restroom facilities for the workers throughout the duration of the contract.

1.03 PROJECT PHASING AND MILESTONES

A. Phasing of the Work and Milestones:
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:

Activity	Start Date	Completion Date
Milestone 1: Notice to Proceed	5/3/2024	5/3/24
Contract Work	5/6/24	7/5/24
Start of Submittals / Procurement Period	5/6/24	5/13/24
Phase 0: Procurement of Materials	5/6/24	6/14/24
Main Construction Schedule:	6/15/24	7/5/24
Phase 1: Primary GC Work	6/15/24	7/5/24
Phase 2: Final GC Scope/Clean-up/ Punchlist	7/5/24	7/5/24

B. Completion of the Contract Work: The Contract Work shall be commenced on the date stated in the Superintendents Notice to Proceed to the Contractor. Completion of the Work shall be achieved within Sixty-one (61) consecutive calendar days from the date stated in such Notice.

C. 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 A. The matrix is guide of sequence of work. Contractor shall develop a schedule that shows the completion of each phase.

D. Work Phases shall be described as follows:

1. Phase 0: This period of time is for the Procurement of Materials by the GC or others if agreed to by the Superintendent of Schools.
2. Phase 1: This includes all work scope in all areas except where listed as restricted elsewhere. Note that by the completion of this phase all demo, installation of white boards, carpet /tile flooring, lighting, toilet partitions and painting, etc. must be 100% complete, including Owner sign-off/punch list.
3. Phase 2: This phase allows the Contractor primary/unrestricted access to complete final work and clean up in all areas. During this phase a final punchlist will be issued with the items to be completed during this period.

- E. 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.
- F. Not Used.

1.04 SALVAGED MATERIALS

- A. The Superintendent at its own discretion shall have the right to claim all removed, materials & 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 salvage items.
- C. All white boards shall be carefully removed for possible re-installation.

1.05 SUPERINTENDENT FURNISHED PRODUCTS

- A. Owner will furnish the following products. The work includes receiving, unloading, handling, storing, protecting and installing Superintendent-furnished products (OFCL.)
 - 1. Sheet carpeting.
 - 2. Luxury Vinyl Tile (LVT.)

1.06 RELATED WORK BY DISTRICT

- A. Not Used.

1.07 CONTRACTOR'S USE OF PREMISES

- A. Contractor shall have use of the premises 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.
- 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 Los Alamitos to pull 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" work places. 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 to keep on-site copy of MSDS and maintain all stored materials on site in strict accordance with the MSDS and other governing codes and regulations.
 - I. Submit "Daily Reports" to the Project Manager at the end of each work day, for all days the contractor is on-site.
 - 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, or an individual capable of making commitments on behalf of the Contractor.
 - M. Each morning, unlock all gates and doors for access by any and/or contractors and subcontractors. Each evening, lock-up 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 building during the performance of this contract unless otherwise expressly approved in advance by Superintendent and any other governing agencies.
 - Q. Coordinate for service interruptions before the start of business hours 7:30 am or after 5:00 pm.
 - R. Should there 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 remain in place at all times, unless specifically approved by the project manager.

1.08 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 at all times conduct the work so as 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.

1.09 WORK HOURS

A. Standard Work Hours in Accordance with Local Ordinances for **Noise and Construction:** The hours of operation allowed by the military base– are Monday through Friday from 7:00 a.m. to 4:00 p.m., The contractor shall observe The Joint Forces Training Base 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, and only with permission from the Joint Forces Training Base 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:

Work shall be conducted during Saturdays, Sundays, and evening hour only if permitted by The Joint Forces Training Base. When written notification to the Project Manager and the Superintendent has been submitted and the anticipated schedule of work activities has been approved.

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 substantially 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.

1.10 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 of time when not occupied by the Contractor and/or after the Contractor's daily work hours.

1.11 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.

1.12 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, with children and minors not being exposed to gross views or conduct. 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