

# **QCV RETAIL CENTER SUITE N VANILLA SHELL RESTORATION PROJECT**

---

TULALIP, WASHINGTON

## **SECTION 010100 – SCOPE OF WORK**

### **PART 1 GENERAL**

#### **1.01 GENERAL NOTE**

- A. Where a specific item of Work is not defined, but is normally inherent to a trade it shall be the responsibility of the Prime Contractor to include the Work in its bid proposal.

#### **1.02 CONTRACTOR USE OF SITE**

- A. Perform Work at site in areas permitted by law and Contract Documents.
- B. Do not unreasonably encumber site with materials or equipment, and do not load structure with weight that will endanger structure. Storage of any materials or equipment shall be coordinated with the Construction Manager prior to delivery on-site. Materials shall be delivered to site on an as needed basis.
- C. Assume full responsibility for protection and safekeeping of products stored on-site. Obtain and pay for use of additional storage or work areas needed for operations.
- D. Use of site: Exclusive and complete, for execution of Work, except, if notified by Owner, Owner's Contractors for other than this Work or Project.
- E. Site access: Access to the site for deliveries and operations shall be coordinated with Construction Manager and shall be performed in accordance with all local, city and county requirements.
- F. Contractors' normal working hours shall be 7:30 A.M. to 4:00 P.M Monday thru Friday. Work performed outside of these hours is possible, subject to the approval of the Construction Manager.
  - 1. Request by Contractor for working after hours shall be made at least 72 hours prior to requested period.
  - 2. If performance of Contractor's Work produces excessive fumes, the Owner may require the Work to be performed after business hours.

#### **1.03 SCOPE OF WORK**

- A. The following is a description of the Prime Contract Bid Package for the Project known as "QCV RETAIL CENTER SUITE N REFURBISHMENT WORK". This section describes the work within this Bid Package as designated by the Construction Manager. Contractor shall cooperate and coordinate their work for expedient completion of this Project. This Bid Package description identifies the scope of work to be performed by the successful bidder in the specific Bid Package.

## **QCV RETAIL CENTER SUITE N VANILLA SHELL RESTORATION PROJECT**

---

TULALIP, WASHINGTON

- B. Questions concerning the “SCOPE OF WORK” related to this respective Prime Contract bid package shall be directed to the Construction Manager who shall be the interpreter and be responsible for clarifying the assigned “SCOPE OF WORK.”
- C. This “SCOPE OF WORK” is to aid each Bidder in defining the Scope of Work to be included in its proposal. However, omissions from this “SCOPE OF WORK” do not relieve the Bidder from including in its proposal that Work which will be required to complete its Contract. Bidder should read the entire “SCOPE OF WORK” to completely familiarize himself with the Work and to coordinate the interfacing problems that may occur as the Work is assembled and constructed.

### **PART 2 BID PACKAGE DESCRIPTIONS**

#### **2.01 SUMMARY**

- A. Each Contractor shall supervise his Work, using his best skills and attention. Contractor shall be solely responsible for construction means, methods, techniques, sequences, dimensions and procedures and or coordinating all portions of their Work.
- B. The Tulalip Tribes of Washington is a federally recognized Indian Tribal government with a constitution and bylaws approved by the United States Secretary of the Interior. See: 65 Federal Register 13298, 13301 (March 13, 2000). As a recognized tribal government, the Tulalip Tribes of Washington and all of its governmental agencies, is a tax exempt entity. See: 26 USC §7871, and Washington Administrative Code Excise Tax Rule 192 (WAC 458-20-192). A citation of this code can be viewed at the Washington State Department of Revenue’s “Doing Business With Indians” website at the following address <http://dor.wa.gov/content/doingbusiness/Indians/default.aspx>. This project is Tax Exempt from all Sales and/or Use Taxes for all materials and supplies incorporated in construction of the Work that become a permanent part of the Project. Upon request a Tax Exemption form may be obtained from the Construction Manager.
- C. All parties agree that they are responsible for compliance with all tribal, local, and federal laws, regulations, and standards that pertain to safety, as those laws, regulations, and standards apply to their employees. All parties recognize that the responsibility for employee safety rests with each employer respectively. Each contractor (prime or sub) shall be responsible for the safety of its own employees. The Construction Manager accepts no responsibility for, nor will it provide any safety consultation, monitoring, or enforcement to any contractor on the site concerning the safety of contractor’s employees. Any safety equipment needed on the job, including but not limited to PPE, shall be furnished by each contractor for its employees.
- D. Each contractor, AS A MINIMUM, shall follow all tribal, local, and federal laws regarding worker safety. This shall include all requirements of OSHA and referenced standards therein included.
- E. All contractors shall follow OSHA requirements AS A MINIMUM, including WEARING OF HARDHATS AT ALL TIMES while on the Project site. As a minimum, all personnel shall wear a sleeved shirt, long pants, work boots, and a

## **QCV RETAIL CENTER SUITE N VANILLA SHELL RESTORATION PROJECT**

---

TULALIP, WASHINGTON

hardhat at all times inside the construction limits. This specifically includes delivery drivers and supplier unloading personnel.

1. Horseplay and other unsafe conduct is strictly prohibited.
  2. Alcoholic beverages, non-prescription (illegal) drugs, firearms, fireworks, explosives, or weapons are not allowed on Project property.
  3. No workers are to smoke in the building or within the confines of the site during any phase of construction. This policy also applies to all smokeless tobacco products.
  4. Theft, abuse, or destruction of property, tools, equipment or materials will not be tolerated.
  5. Contractors and all of their employees, including those of subcontractors and suppliers, shall abide by any and all rules the Construction Manager or the Owner may have in effect or hereinafter put into effect at the site of the Work including those pertaining to worker and Owner personnel safety, use of cameras, and security procedures or requirements. Contractor shall remove from the Project site any employee violating these rules at the request of the Owner or Construction Manager.
  6. All Contractors shall distribute a copy of work rules and shall periodically review with tradesmen in weekly Safety meetings. All Contractors shall daily monitor the project to assure that all rules are complied with.
- F. Indiscriminate accumulations of debris, waste, or scrap in work areas will not be permitted. (Areas must be designated for storage or disposal.) All materials, tools, and equipment must be stored in an orderly manner in designated areas.
- G. Each Contractor shall be responsible for the protection and security of their equipment, tools, materials, and finished work until Contract Completion is achieved. Damage to or theft of any tools, equipment, or materials, whether incorporated into the work or not, prior to Contract Completion, shall be repaired and or replaced at Contractor's expense. Contractors shall provide protection and security of all Work at all times. Notify Construction Manager immediately of any damage or theft incidents.
- H. DAILY CLEANUP of each Contractor's trash & debris is mandatory for this Project and is included in the Contract. Contractor shall remove all debris created by the performance of their Work from the Project site.

## **QCV RETAIL CENTER SUITE N VANILLA SHELL RESTORATION PROJECT**

---

TULALIP, WASHINGTON

### 2.02 BID PACKAGE 18-001 – QCV RETAIL CENTER SUITE N REFURBISHMENT PROJECT

1. The Work of this Bid Package consists of the Work as shown and indicated on the Drawing(s) and in the Project Manual. The Work is not restricted by division of drawing(s) or specification(s). Unless otherwise specifically noted, all Work to be performed shall consist of labor, materials, tools, equipment, supervision, insurance, bond, applicable taxes and all other associated provisions necessary to provide and install the complete scope of work of the Prime Contract in its entirety in strict accordance with the Contract Documents.
2. Prime Contractor shall develop and maintain a Project “EMERGENCY SAFETY PLAN”. All contractors shall abide by the Prime Contractor’s “EMERGENCY SAFETY PLAN.”
3. Prime Contractor shall provide and maintain an appropriate number of 20# ABC fire extinguishers and stands to be used for general use throughout the duration of the Project.
4. Prime Contractor shall remove and properly dispose of the existing cabinetry work complete, including all plumbing and fixtures located within the units.
  1. Contractor shall cap all plumbing pipes and leave accessible via access door.
  2. The wall mounted hot water heater shall remain.
5. Prime Contractor shall remove and properly dispose of materials that make up the existing wall that casework is secured to and runs the width of the space, as shown in the drawing.
6. Prime Contractor shall remove and properly dispose of existing small wall that is Five (5) feet long and runs parallel to the wall called out in 2.02 ( E ), as shown in the drawing.
7. Prime Contractor shall remove and properly dispose of all materials within and that make up the storage room as shown in the drawing.
8. Prime Contractor shall preserve and store above the ceiling grid the existing range vent.
  1. Prime Contractor shall ensure that the existing range vent is properly secured for storage and to prevent leakage at both openings.
9. Prime Contractor shall prime and paint all interior walls complete located within Suite “N” in accordance with specification section 09 91 23 Interior Paints and Coatings , except for the following areas:
  1. Bathroom.
10. Prime Contractor shall prime and paint all interior doors and trim complete located within Suite “N” in accordance with specification section 09 91 23.

## **QCV RETAIL CENTER SUITE N VANILLA SHELL RESTORATION PROJECT**

---

TULALIP, WASHINGTON

11. Prime Contractor shall prime and paint the existing suspended ceiling grid as required to cover the existing paint blemishes located along the perimeter within Suite "N" in accordance with specification section 09 91 23.
12. Prime Contractor shall be perform floor preparation and repair work in accordance with specification section 09 65 19 Resilient Tile Flooring to allow for proper flooring installation.
13. Prime Contractor shall install new Vinyl flooring material complete located within Suite "N" in accordance with specification section 09 65 19, except for the following areas:
  1. Bathroom.
14. Prime Contractor shall install new resilient base molding material complete located within Suite "N" in accordance with specification section 09 65 19, except for the following areas:
  1. Bathroom.
15. Prime Contractor shall install new resilient transition strip material complete located within Suite "N" in accordance with specification section 09 65 19 in the following areas:
  1. Bathroom.
16. Contractor shall relocate electrical wiring from the existing cabinetry to the previous location on the storefront wall.
17. Prime Contractor shall remove and replace all existing electrical outlets, switches, and cover plates that have been painted or are missing.
18. Prime Contractor shall provide adequate protection of existing finishes and completed Work to prevent incidental and or accidental damage caused in the performance of Work performed as a part of this Prime Contract. Protection may include protective coverings (e.g., plywood, cardboard, paper, masonite, etc.), as well as, strict adherence to daily cleaning requirements. Prime Contractor shall provide, maintain and remove any protective coverings installed as a part of this Prime Contract.
19. Prime Contractor shall be responsible to repair to like "new" conditions any and all existing finishes that are damaged as a result of work performed as a part of this Bid Package.

END OF SECTION 01 01 00