

EXHIBIT A - SCOPE OF WORK

FDOT District One Headquarters Lobby Renovation/ Security Modifications
FM 438659-1-52-01

PART 1.00 - GENERAL

1.01 PROJECT DESCRIPTION

A. The general overall description of the work of the contract for the:

FDOT District One
Bartow
District One Headquarters

1. District Office– 801 North Broadway, Bartow, FL

Summarized as follows:

1. The general scope of work consists of the furnishing of all labor, materials, and equipment necessary to renovate the District One lobby at the District One Headquarters as shown on the drawings, summarized in this Technical Special Provision, and in adherence with the Florida Department of Transportation (the Department) Fixed Capital Outlay (FCO) Non-Technical Specifications for Building Construction. This work shall constitute the “Lump Sum” building construction work, unless otherwise specified or indicated on the drawings.
2. If a permit is deemed to be required for the locations above, the Vendor will be responsible for the procurement of the permit from the local agency having jurisdiction.

B. Contract Documents:

1. Requirements of the work are contained in the Contract Documents, and include cross-references herein to published information, which is not necessarily bound therewith.
2. Specifications are included on the drawings and/or as these Technical Special Provisions.

3. Before any work is begun, drawings, equipment, materials list and schedules shall be submitted to the Department's Project Manager for approval.

C. Intent:

1. The intent of the Contract is to provide for construction and completion in a

workmanlike manner, in every detail, of the work described. It is further intended that the Contractor shall furnish all labor, materials, equipment, tools,

transportation, and supplies required to complete the work in a workmanlike manner in accordance with the Contract Documents.

D, Project Manager:

1. The Department's Project Manager is: Chad Ryan Lewis, Facility Superintendent.

1.02 SAFETY AND PROTECTION

A. This facility will remain occupied during construction. Environment control, health and safety of the occupants including visitors are a primary concern in and around the construction site as well as the ability for the office to remain in operation.

1. The contractor will be required to construct a safety wall barrier if any work is to be done during normal business hours. Normal business hours are Monday – Friday, 7AM-5PM. After these hours, the contractor will only be required to secure the construction area with barrier tape.

B. In as much as each work area will be accessible to and used by the Department's personnel during the construction period, it is the Contractor's responsibility to maintain the work area in a safe, hazard free condition always. This will include barricades, fencing, taping up sharp corners, or any other precautions necessary to protect the Department's personnel or any authorized visitors. Should the Department and/or Architect find the area unsafe at any time, Department and/or Architect will notify the Contractor, and the Contractor shall take whatever steps necessary to remedy the unsafe condition. Should the Contractor not be immediately available for corrective action, the Department may remedy the problem and the Contractor shall reimburse the Department for the expense of such correction.

C. Fixed structures, equipment, paving, and vehicles (automobiles, trucks, etc.) shall be protected with appropriate measures to assure maximum protection of all property and vehicles. All damages resulting from this work shall be reimbursed to the Department at cost of replacement and/or repair

D. Fire exits located in any adjacent facility shall not be obstructed in any way during construction. Exterior walkways and entrances/exits shall be protected as required to provide a safe passageway for building occupants and visitors.

E. The Contractor and subs will be required to enter the facility through the back entrance and their vehicles must be parked in the designated parking area directly behind the District Office.

F. A security swipe card badge will be issued to the Supervisor. The Supervisor needs to be on the premises to receive the badge and keys. The security badge and keys must be surrendered upon completion of work each day and left on the premises at the desired location of the Contract Manager.

1.03 SCHEDULING

- A. The Contractor shall be responsible for the planning and scheduling, and the coordination of all work performed under the Contract Documents and the entire project as a whole so that materials will arrive on schedule and work will proceed without delay.
- B. Available working hours for this project will be from 24hrs a day/7 day a week. The Department reserves the right to adjust work hours to serve the specific needs of the facility. Any deviation in the work hours will be coordinated through the Department's Project Manager.
 - 1. The Department will make the building available to contractor at any time.
- D. Power outages are to be scheduled as to not interfere with normal Department of Transportation (DOT) business.
- E. The Vendor shall provide the Department's Project Manager with contact information for all key personnel directly related to the project. The Department shall be notified immediately orally or written of any changes to the contact information.
- F. Deliveries must be made between 8:00 am to 5:00 pm, Monday thru Friday, excluding state holidays, unless otherwise stated herein. Coordination for weekend deliveries must be coordinated through the Department's Project Manager.

1.04 PRESERVATION AND RESTORATION OF PROPERTY

A. General

- 1. General Preserve from damage all property which is in the vicinity of or is in any way affected by the work, where the removal or destruction of which is not specified in the plans. This applies to public and private property, public and private utilities, trees, shrubs, crops, signs, monuments, fences, pipe and underground structures, etc.
- 2. Whenever the Contractor's activities damage or injure such property, immediately restore it to a condition similar or equal to that existing before such damage occurred, at no expense to the Department. Protect property during the entire construction period from damage caused by the construction operations or equipment. The Department will not require the Contractor to provide routine repairs or maintenance for structures. However, immediately repair, at no expense to the Department, all damage occasioned by the construction operations.
- 3. In the event that the Contractor's construction operations result in damage to existing buildings requiring repairs, the Contractor shall make such repairs with any equipment, materials, or labor at the Contractor's disposal prior to continuing contract work.

B. Failure to Restore Damaged Property:

1. In case of failure on the part of the Contractor to restore such property, building, facility or vehicle, or to make good such damage or injury, the Department may, upon 48-hour notice, proceed to repair, rebuild, or otherwise restore such property, building, facility or vehicle as may be deemed necessary, and the Department will deduct the cost thereof from any monies due or which may become due the Contractor under the Contract.
2. Nothing in this clause prevents the Contractor from receiving proper compensation for the removal, damage, or replacement of any public or private property, not shown on the plans, that is made necessary by alteration of the contract work. The Architect and/or Department will authorize such work, provided that the Contractor, or his employees or agents, have not, through their own fault, damaged such property.

C. Final Cleaning Up of Property:

1. Upon completion of the work, and before the Department accepts the work and makes Final Payment, remove from the right-of-way and adjacent property all falsework, equipment, surplus and discarded materials, rubbish and temporary structures; restore in an acceptable manner all property, both public and private, that has been damaged during the prosecution of the work; and leave sidewalks unobstructed and the property in a neat and presentable condition throughout the entire length of the work under Contract. Do not dispose of materials of any character, rubbish, or equipment, on abutting property, with or without the consent of the property owners. The Department will allow the Contractor to temporarily store equipment, surplus materials, usable forms, etc., on a well-kept site owned or leased by the Contractor, adjacent to the project. However, do not place or store discarded equipment, materials, or rubbish on such a site.
2. Shape and dress areas adjacent to the project property that were used as staging areas, materials storage areas or equipment yards when they no longer needed for such purposes.