

## **SCOPE OF WORK**

### **ATTACHMENT D**

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## 1 Overview of Project

### 1.1 General Project Information

The Housing Authority of the City of East Point Georgia (HACEPG) is renovating and expanding its corporate office (the“Project”) located at 3056 Norman Berry Drive, East Point, GA 30344. The 1-story building was originally used as a garage/warehouse and later converted into office space. The goal of the project is to have all staff members work in the same building. Currently two (2) satellite offices are used to accommodate all staff persons. SHAPE H is the architect of record on the Project.

## 2 Description of Work

### 2.1 General Scope of work

Except as otherwise expressly provided herein, Contractor shall supply all adequate and competent labor, supervision, tools and, equipment, installed and consumable materials, services, testing devices, and each and every item of expense necessary for: *design; engineering; supply; fabrication; field erection; hauling; receiving; handling & unloading; field installation; construction; warehousing; lay down areas; assembly; testing; evaluation; quality assurance; and fitting of material.* Specific requirements set out in Section 3.0 below for the Work.

## 3 Scope of Work Breakdown

The following services are included in the Work, each of which is defined below:

### 3.1 Design and Engineering

#### 3.1.1 CONCEPTUAL DESIGN

Contractor shall advise on site use and improvements, selection of materials, building systems and equipment, as well as provide recommendation on construction feasibility, availability of materials and labor, time requirements for installation and construction, and factors related to cost including costs of alternative designs or materials, budget, and possible economics.

#### 3.1.2 Detail Engineering

Detail Engineering includes the completion of all engineering related activities (such as development of Single Line Diagram, Equipment Data Sheets and Safety in Design) and the development of detailed, non-overlapping specific scopes of work, including the specific deliverables, a budget and schedule that can be compared with actual performance, and that is required for actual construction execution (“Construction Work Packages”). The Contractor shall:

- 3.1.2.1 ensure all deliverables are produced to the Standard of Performance, at a rate that meets or exceeds the

requirements of the applicable schedule established under the Contract and this Scope of Work;

- 3.1.2.2 manage the activities of all interdisciplinary interfaces for the Work, including civil, structural, architectural, mechanical, piping, electrical, and instrumentation and controls;
- 3.1.2.3 Contractor, if requested, shall assist in developing a battery limits interface, for coordination and execution of the Project.
- 3.1.2.4 for the Owner vendors, regularly oversee, on Owner's behalf, the performance of such vendors of their respective design responsibilities in order to ensure that all design work is performed by the suppliers in accordance with the respective supplier contracts (the "Vendor Design Deliverables"). It shall review all Vendor Design Deliverables that are submitted for Owner approval and it shall determine and apprise Owner whether: (i) the deliverables can be approved on the basis that they are in general accordance and conform to the requirements set out in the relevant contract; or (ii) alternatively, there are specific errors or omissions in the deliverables that need to be rectified before the deliverables can be approved.

## 3.2 Project Management

- 3.2.1 The Contractor shall perform the following project management and coordination services in accordance with the safety and quality control measures to ensure excellent workmanship is completed at the highest standards in a safe and secure manner. The Contractor's Project Management responsibilities include, but are not limited to:
  - (a) Overall management of the Work in accordance with the Contractor's Project Execution Plan;
  - (b) Planning, controlling, and executing engineering, constructability, procurement, fabrication, assemblies, transportation, construction, integration, and turnover plans, to the extent necessary to achieve performance of the Work; and,
  - (c) Producing and updating Project Schedules in compliance with the overall Project Schedule established under the terms of the Contract.
- 3.2.2 A detailed Project Schedule (the "Project

Schedule”) is to be provided **(30)** days from Project award that sets out:

- 3.2.2.1 A detailed sequence in which the Contractor intends to perform the Work;
- 3.2.2.2 start and completion dates for all separate portions of Work;
- 3.2.2.3 manpower forecasts by trade or discipline;
- 3.2.2.4 key materials and equipment procurement and delivery dates; and,
- 3.2.2.5 other relevant data and information.

The Owner shall review the Contractor’s overall Project Schedule for the Work and planned sequencing activities in the Preliminary Project Schedule and, advise the Contractor if it has any disputes with the contents, with sufficient detail to allow Contractor to revise the disputed item(s), within the time period established by Owner.

- 3.2.3 The Contractor shall update the Project Schedule upon a reasonable request of the Owner during the performance of the Work, and obtain the Owner’s approval of any proposed deviations prior to their implementation. Any material deviations or alterations to the Project Schedule requested by or required due to actions of the Owner will be addressed under the change provisions of the Contract.
- 3.2.4 In addition to subsection 3.2.5, the Contractor shall, as separate identified items, maintain and provide the status of the Work, including the percentage complete of the Work, incurred cost of the Work to date, Project cost and schedule impacts of any changes, Owner requests, deviations or additions to the Work that are expected or are currently required, all in accordance with Attachment XX Reporting Requirements.
- 3.2.5 The Contractor’s monthly reporting shall include:
  - 3.2.5.1 Outstanding issues;
  - 3.2.5.2 Confirmation that there are no reasonably known or anticipated claims for an adjustment to the Contract cost or schedule, or, a statement of those items with reasonably detail;
  - 3.2.5.3 Current actual status of the schedule of the Work in Primavera level 4 detail;
  - 3.2.5.4 A list of pending deliverables for the next 30 days and completed deliverables for the previous 30 days;
  - 3.2.5.5 Any safety issues, near-misses, minor incidents, safety infractions or citations and any serious or lost time incidents;
  - 3.2.5.6 All requests for information (RFIs) that have been submitted, and their

status;

- 3.2.5.7 All change orders that have been submitted, approved, and pending, with an aggregate total of the time and cost effects of the Project change orders to date;
- 3.2.5.8 Site meeting minutes; and,
- 3.2.5.9 A list of all Project submitted and pending dispute notices to date.
- 3.2.5.10 Prepare an execution plan for the Engineering services to be included in the Project Schedule; and,
- 3.2.5.11 Provide on-going engineering support through completion of the Work.

### 3.3 Procurement/Expediting/Logistics

- 3.3.1 Procurement includes the procurement of all tagged and non-tagged equipment and material necessary for the construction of the Work, including safety systems and other equipment and material required for completion of the Work. The Contractor shall be accountable for vendor interface, material management, expediting and logistics management.
- 3.3.2 Contractor shall include a plan for procurement services within the Project Execution Plan and Contractor shall conduct the procurement services in accordance with that plan. The Project Execution Plan shall set out the nature and extent, as well as the frequency, of the reporting that Contractor is to provide in relation to the performance of the procurement services. The Project Execution Plan shall also set out the matrix of the various matters relating to the performance of the procurement services that require Owner approval and the time periods within which Contractor requires a response from the Owner.

### 3.4 Subcontracting

- 3.4.1 Contractor shall:
  - 3.4.1.1 manage subcontractors on the Project site with respect to their planning, scheduling, allocation and assignment of construction resources, progress measurement and reporting;
  - 3.4.1.2 monitor and inspect work performed by its

subcontractors and confirm such work complies with the Standard of Performance, Project Specifications, approved construction safety principles and the quality assurance/quality control plans;

3.4.1.3 incorporate Owner strategies, plans, procedures, and the terms of the PrimeContract into every Subcontract, unless express written approval is provided otherwise by Owner; and,

3.4.1.4 incorporate terms allowing the assignability of subcontracts to the Owner upon notice by the Owner of same.

### 3.5 Construction

3.5.1 The Contractor shall perform all work as described in this Scope of the Work and Owner's strategies, plans and procedures so as to provide all services required to construct, install, test, and deliver a complete and operable facility. The Contractor shall provide all adequate and competent construction management, personnel, supervision, staff, labor, construction planning, scheduling, documentation, construction quality, HSE and testing devices in order to complete the Work in accordance with the Standard of Performance.

3.5.2 The Contractor shall be responsible for providing the following permits and approvals:

3.5.2.1 All licenses, approvals, permits, registrations, and memberships necessary for the Contractor, as a corporate entity and with personnel who may be governed by professional bodies and regulations, to perform the Work;

3.5.2.2 The Owner shall be responsible for providing

the following permits: LDP application

submitted.

## Attachment

### Allowance and Alternative Materials

#### Material Allowances:

Material Description	Allowance
Interior lighting	\$70,000
Aluminum framed folding/paired glass panel system	\$42,000

From the list below (Alternative Materials) the contractor may use the materials suggested by architect or select an alternative material based on similar finish, quality, and grade.

#### Alternative Materials

Ceiling Finishes	
	Acoustical lay-in tile suspended
	Acoustical cloud suspended
	Suspended wood – veneer beams/slats
Walls (Glass)	
	Aluminum framed folding/paired glass panel system
	Store front glass walls for offices