

## **EXHIBIT B – Scope of Work**

### **INTENT:**

In general, this Bid Package is comprehensive to specific CSI Division Work and related Work as referenced, indicated on, or implied by the Project Drawings, Specifications and Project Manual. Subcontractor acknowledges that the following Scope of Work detail is provided as a courtesy and must be used in conjunction with **all** Project Documents. Scope of Work detail listed is not intended to describe a complete and final work scope. It is provided as a summary overview only.

### **I. SCOPE OF WORK SUMMARY:**

The Scope of Work shall include the furnishing and installation, complete, of the **Architectural Millwork Work** as outlined in **The Contract Bidding Requirements** and in accordance with the **Contract Documents**. This shall include, but is not limited to all required, engineering, submittals (samples or mock-ups and shop drawings), materials, fabrication, labor, equipment and tools, supervision, hoisting, scaffolding, and transportation, burden and taxes as required for a complete installation.

### **II. GENERAL REQUIREMENTS**

- A. Subcontractor has included all material, labor, supervision and administration for requirements outlined in the Exhibit C - Special Provisions. These are the standard expectations for all Balfour Beatty Construction projects.
- B. This Subcontractor shall obtain and pay for any additional permits, bonds, or fees as required to complete scope of work under this agreement including any required re-inspection fees / costs are responsibility of Subcontractor.
- C. Subcontractor understands that all work is being done on an active university campus. As such the following apply:
  - 1. Due to the Emergency Declaration associated with this project the guidelines present in Section 5 – Special Provisions, specifically Item No. 4 shall be strictly adhered to without exception. Coordinate ALL weekend work with the Site Superintendent as there are restrictions and guidance from UNCW that must be adhered to on Campus.
    - a. No noise making activities (including trucks backing or equipment prepping or music playing) prior to 7:00 AM or after 6:00 PM
    - b. No work will be permitted to start early without 48 hour written notification to UNCW Project Manager outlining specific tasks to be performed prior to 7:00 AM.
    - c. No afterhours work will be permitted without 48 hour written notification to UNCW Project Manager outlining specific tasks to be performed after 5:30 PM.
    - d. All gates will be locked after 6:00 PM.
  - 2. Streets are to be clean all the time. Subcontractor is responsible for cleaning the roads should their specific activities track dirt or mud onto university streets.

3. No trucks are to be left on university roads.
4. All deliveries are to be accompanied by flagmen at the entry gates.
5. No work shall be performed outside the site fencing without UNCW authorization.
6. At no point are any construction personnel to interact (talk or look) with the students.

D. Employee Conduct:

1. All construction personnel shall be respectful to all University of North Carolina Wilmington staff and students. Any disrespect, harassment, unwelcome comments or advances from any construction personnel toward any staff member or student shall constitute sufficient grounds for University of North Carolina Wilmington to request removal of any specific individuals from this project.
  - a. Such Owner action shall not constitute grounds for a delay claim.
  - b. Owner will not be responsible for any delays caused to the project due to any individual being removed from this project.
  - c. Construction superintendents shall be held accountable for any incident of this nature.
2. All after normal hours work shall be scheduled a minimum of 48 hours for Interior Work and 7 Days for Exterior Work.
3. Special attention is required for traffic control in and out of the Construction Site so as to avoid the Student population as they move around on Campus.
4. Use of tobacco products and other controlled substances on the Project Site is not permitted.
5. No Lottering on campus is allowed at any time.

III. **TRADE SPECIFIC SCOPE OF WORK ITEMS:**

- A. The following is a general outline of items included, but not limited to, under this agreement for *Architectural Millwork* per specification section 06 40 23 and in accordance with the contract documents:
1. Subcontractor shall furnish and install all millwork for the Mail Room 1008 and Copy/Mail Room 2004
  2. The following is a general outline of items included, but not limited to, under this agreement:
    - a. All plastic laminate and wood cabinets
    - b. All plastic laminate countertops and backsplashes
    - c. All solid surfacing-material countertops and backsplashes. Integral sink bowls are included as required and shown.
    - d. All metal reveals within this Work is included
    - e. All wood base

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- f. All prefinished hardware including locks, knobs, handles, operating hardware, grommets, stops, drawer slides, shelf supports, silencers, brackets, etc.
    - g. All required cantilevered counter supports, counter die-walls (included framing etc.), adjustable shelves, fixed shelves, dividers, etc.
    - h. All fillers panels, scribe pieces, end wall panels, upper cabinet top closure panels to ceiling as required on drawings, blank-off materials, etc. to complete this scope to existing substrate is included.
  3. All required plywood substrate backing required for interior finish carpentry and interior architectural woodwork whether shown or not shown is included. All painted reveals within interior finish carpentry and interior architectural woodwork is included as noted on the contract documents. Plywood substrate backing behind acoustical wall panels and acoustical wood planks is included. Coordination with Acoustical Subcontractor prior to installation of plywood substrate immediately behind other materials is included.
  4. All cutouts, grommets, removable access panels, built-in chases, and supports required within this scope for access to cable TV, phone systems, security, fire systems, electrical power, lighting, computer monitors and assemblies, plumbing, plumbing fixtures, sinks, ductwork, computer equipment, etc. whether shop or field performed including reinforcing and refinishing of cutouts is included under this agreement. Cutouts for grommets shall be multiple trips following Owner identification of exact locations with Owner furnished installations.
  5. Protection of all casework countertops installed under this agreement is included in this agreement with ability to withstand construction usage without staining, scarring, or abrasive to finish product upon completion of installation and acceptance of work by Construction Manager.
  6. All keys for casework locks are included in quantities specified in the contract documents and keyed to Owner system. Keys shall not be left in the casework units. All keys shall be transmitted in writing to the Construction Manager with tags, properly packaged, and corresponding numbers to match locking devices by room number.
- B. The following is a general outline of items included, but not limited to, under this agreement for ***Solid Surface Countertops***, etc.:
1. This Subcontractor shall furnish and install all solid surface countertops and backsplashes, as required.
  2. This Subcontractor shall provide all counter top substrate conditions for Solid Surface Materials. Substrate shall include all blocking, plywood, etc. to building up countertops to achieve specified thickness less the specified solid surface thickness.
  3. All field measuring prior to fabrication is included.
  4. All cosmetic and waterproofing caulking is included per Drawings and/or by Owner/Architect direction for work acceptance relating to this Scope and surrounding finishes including, but not limited to solid surface perimeter abutting dissimilar material conditions in custom colors as required by Architect:
    - a. Solid surface joints
    - b. Solid surface to drywall

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- c. Solid surface to ceramic tile
- 5. Cutting and drilling holes in countertops for all plumbing fixtures and accessories shall be by this subcontractor. Coordination with the plumbing subcontractor and accessories subcontractor is included.
- 6. Provide an additional 2% extra materials for each scope of work (based on total percentage of job) as replacement materials for items damaged during construction caused by others as unidentifiable damage.
- C. All materials furnished under this agreement shall be prefinished. All finishes and colors shall be as specified in the contract documents, and meet Architect's approvals for all laminates, melamine, solid surface material, exposed wood trim, hardware, etc.
- D. Included is all surface mounted fire and preservative treated blocking, backing, shims, supports, etc. to install this work per specification section 06 1053.
- E. Scope of work includes ventilation, sweeping compounds, vacuuming systems, etc. to limit the amount of airborne dust during floor preparatory operations as not to soil existing wall finishes, windows, light fixtures, building mechanical ventilation systems, etc.
- F. All cosmetic caulking is included per Drawings and/or by Owner/Architect direction for work acceptance relating to this Scope and surrounding finishes including, but not limited to: casework perimeter to dissimilar material conditions to this Scope, wood base perimeter and to flooring, etc. in custom colors as required by Architect.
- G. Subcontractor acknowledges that casework design on the contract drawings are schematic in nature and will provide a complete and functional casework assembly for the areas of its intended use based on approved shop drawings. Subcontractor shall comply with all ADA access requirements when preparing Shop Drawings and note any discrepancies to the Architect for confirmation.
- H. Subcontractor shall coordinate casework shop drawings and fabrication with other subcontractors to insure that rough openings, required backing materials, etc. to ensure proper execution of this work including sinks, etc.
- I. All required in-wall blocking is by others. Subcontractor shall submit blocking/backing requirements and locations on shop drawings prior to Construction Manager framing wall. Blocking/backing that is not submitted will be the responsibility of this subcontractor. Subcontractor shall also provide a representative on-site to coordinate exact blocking requirements and to review shop drawings with the Drywall Subcontractor.
- J. Subcontractor shall unload and distribute all materials under this agreement. No on-site storage will be permitted and all required off-site warehousing, storage, transportation, insurance, etc. is included. Materials shall be stored in a climate controlled environment per the Specifications until ready for installation.
- K. Subcontractor shall also allow all wall substrates to be primed and first coat finish painted prior to installing work under this agreement.
- L. Schedule: {Description of Critical Path, requirements and crew logic}

1. Deliveries to the site shall be coordinated with the Construction Manager on a per Floor/Area basis. Deliveries shall be whole and complete, and Construction Manager has the right to reject partial unit deliveries until complete units are available for installation by this Subcontractor.
2. Subcontractor understands that multiple mobilizations are required and has included all cost.
3. Subcontractor understands that multiple crews, supervisors, and equipment are required to start and complete work in each of the buildings simultaneously in accordance with the schedule.

#### IV. SCOPE ALLOWANCES

- A. The subcontractor shall include the following allowance(s) in the base bid amount for work above and beyond the work outlined in the bid package scope of work sections.
  1. Subcontractor shall include 2% of the contract value for general clean-up. This will be deducted from the contract and managed by CMAR. Once credited, this Subcontractor shall continue to perform their daily clean-up as required by the Special Provisions.
- B. These allowances are intended to cover the cost of work for the scope described. It is understood that all overhead, profit, insurance or other direct or indirect expense of the Subcontractor are included in the base bid amount and thus will not be accounted for when reconciling these allowances.
- C. Verification of any allowance usage must be signed off on by the Contractor to be validated for billing purposes.
- D. All unused portion(s) of these item(s) will be reconciled based on the unit prices provided on the bid form at the completion of the project via deductive change order.
- E. Any work in excess of the allowance amount(s) will be paid via change order based on the unit prices provided on the bid form.

#### V. UNIT PRICES

- A. The unit prices given shall include cost of material, installation, testing, labor, equipment, rigging, etc., and shall represent the exact amount, per unit, to be paid the Contractor.
- B. It is understood that these unit prices include all overhead, profit, insurance or other direct or indirect expense of the Subcontractor.
  1. Subcontractor shall replace the interior, perimeter wood trim around the exterior windows. Unit price is based on one window. Final quantity to be determined after window replacement.

#### VI. TRADE SPECIFIC SCOPE EXCLUSIONS

The following is a list of specific exclusions normally related to this scope of work:

A. Lab Casework

## VII. RECAP OF CONTRACT AMOUNT

The Total Subcontract Amount is arrived at and recorded as follows:

BP-## – Bid Amount	\$ #,###,###
Additions / Deletions	\$ ###,###
<b>TOTAL SUBCONTRACT AMOUNT</b>	<b>\$ #,###,###</b>