

## **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 **Doors and Hardware 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. For all 'existing to remain doors', Subcontractor shall prep and re-finish the wood doors with a clear finish.
- B. The following is a general outline of items included, but not limited to, under this agreement **Hollow Metal Doors and Frames** per Specification Section 08 11 13, **Flush Wood Doors** per Specification Section 08 14 16 and **Door Hardware** per Specification Section 08 7100 and in accordance with the contract documents:
  1. Subcontractor shall be responsible for the following regarding the hollow metal door frames:
    - a. Verify door security rough-ins for conduit, placement locations of devices, etc. Verify all hardware prep on frames at delivery. Construction manager will not accept delivery of frames until verification is complete.
    - b. All door frames will be anchored to building concrete slab condition. It is responsibility of this subcontractor to deduct undercuts for doors based on specified finish flooring conditions at each frame.

- c. Provide all required door frame anchor devices required for concrete walls, masonry walls, drywall partitions, anchoring to floor, etc. Furnish and install all plaster guards on door frames. Subcontractor shall provide 10% extra anchorage devices at no cost.
  - d. Subcontractor is responsible for the field welding (including grinding, bond-o, prime painting) all frames sent to site in multiple sections in order to provide frame installation Subcontractor with a completed unit.
  - e. Provide a single source responsibility of the primer paint system which is to be applied to hollow metal. Primers used shall be by the same manufacturer as, or compatible to, the topcoat system. Provide factory primer for field touch-up. Galvanizing of materials as specified is included.
2. Provide door fabrications with all specified accessories including louvers, glazing stops, door glass vision kits, etc. as required. All accessories shall be factory installed prior to shipment.
  - a. Shipment of all accessories shall be made with corresponding doors.
  - b. Coordinate all glass types and corresponding glass thickness for glazing stop/framing spacing requirements with the Glass and Glazing Subcontractor prior to submitting shop drawings in accordance with the Contract Drawings and glass specifications.
  - c. Subcontractor is responsible for installation of all glazing stops and frames if not factory installed (metal and wood type).
  - d. Provide and maintain Kraft paper or plastic enclosures for the protection of all wood door installations upon completion of swinging doors. Maintenance of protection paper shall be until Owner acceptance of each suite area. Removal and disposal of protection materials is included at Construction Manager's direction.
3. Subcontractor shall furnish and install all door hardware.
  - a. This Subcontractor will provide all magnetic door hold opens and provide to the electrician for installation. This Subcontractor shall ensure that arms are sized correctly to keep the doors open at 90 degrees. If the wrong size arms are installed, this subcontractor will be responsible for paying the electrician to replace.
  - b. All hardware shall be shipped with factory finish in color and texture as approved by the Architect.
  - c. Subcontractor shall not install door hardware items in traffic areas which will be damaged or soiled until such time completion of all work on per floor basis for scope of work is completed (i.e. weather sills, thresholds, etc. shall be delayed until finish accessory installation is needed to complete project).
  - d. Hardware preparation is to be in accordance with the final approved hardware schedule and templates as approved by Architect. Provide all required hardware templates, hardware schedules, and any other required information to manufacturers of items that will be fitted with finish hardware in ample time to avoid delays to the work.
  - e. Conduct a door hardware installation seminar on-site with the door/hardware installation Subcontractor in accordance with manufacturers literature and recommendations to illustrate proper installation procedures upon first scheduled installation, including but not limited to panics, pulls, cylinders, closure, hold open devices, continuous hinges, weather stripping, handicap door operators, etc.
4. Provide complete keying per Specification Section 08 71 00, including key cabinet, key control, proper quantities for key turnover. All doors shall have temporary cores for construction use. Construction Manager will retain ownership of all temporary cores and keys at the conclusion of project.

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- C. Subcontractor shall furnish and install Fire Marshal approved Knox boxes as directed.
- D. All materials furnished under this agreement shall be smooth and free of any defects, and ready to receive finish paint, or finishes as specified, as required.
- E. All materials shall be properly packed, separated, wrapped, etc. for shipment to prevent damage during shipment and unloading. Subcontractor will be responsible for unloading frames from delivery truck upon arrival and moving frames to the floors on which they will be installed.
- F. Deliver doors and frames in original cartons or crates with seals intact and legibly labeled to indicate manufacturer, door number, frame type, sizes, model designations, and contents.
- G. All doors and frames shall be factory prepared to receive scheduled hardware including required reinforcement, backing, and pre-machining.
- H. All doors and frames shall comply with proper UL fire rating, U-Value, and STC sound requirements, and have factory applied labeling affixed to each door and frame.
- I. All wood doors are to be shipped pre-finished, and pre-machined including shipment in protective plaster covers. Provide finish, texture, stain, sheen, etc. to meet Architect's approval at no additional cost.
- J. Provide a complete review and confirmation of the finish schedule to determine floor types/thickness in order to properly undercut all doors per Contract Documents including for return air systems.
- K. Provide a complete review of all hardware specifications, and ADA requirements. Provide a complete listing of any conflicts found concurrent with submitting shop drawings for Architect approval.
- L. Provide coordination of floor plan door layout with the door schedule to confirm wall types and thickness, door swings, ratings, acoustical requirements, U-Value insulating requirements, frame elevations, hardware types, etc.
- M. The following is a general outline of items included, but not limited to, under this agreement for ***Access Doors and Frames:***
1. Provide all access panels shown on Architectural Drawings. Provide rated panels to match wall ratings. Provide as keyed if required.
  2. All furnished items under this agreement shall be prefinished per Architect's approved color and samples.
  3. All products to be shipped in proper protective crates or boxes. All deliveries shall accompanied by tickets indicating carrier's name and individual shipping quantities corresponding with quantities on approved submittals.
  4. All anchorage devices, bolts, screws, nuts, etc. for all items furnished shall be included.
  5. Provide all necessary information for layout requirements of all openings with submittal of shop drawings including rough opening sizes, backing requirements, etc. for verification by Architect.
  6. Coordinate layout with wall types including thickness, ratings, construction materials, etc.

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7. Provide all locks and keying requirements. Tag and turnover all keys to Construction Manager in writing under separate transmittal for each type.
  8. Installation of all items is included as follows:
    - a. Receipt of deliveries, unloading, distribution and installation is included.
    - b. Final cleaning and adjustment upon installation completion is included
    - c. Subcontractor shall remove all trash from the building to Construction Manager provided dumpster. All shipping cartons, packaging, etc. shall be flattened prior to placing into dumpster.
    - d. Provide temporary core in all cylinders for construction access.
- N. Furnish, install, maintain, and remove the following temporary items:
1. Temporary doors including hinges and lockset for the following rooms:
    - a. All Electrical and Telecommunications Rooms
    - b. All Mechanical , Steam and Fire Pump Rooms
    - c. All Elevator Machine Rooms
    - d. All exterior doors of the building
- O. Provide the following miscellaneous items:
1. One (1) day site visit to remove all temporary cores for Owner to install all permanent key cores.
  2. Knox box at site gate if required by the fire department.
  3. Set all nails, putty nail head, and finish for all wood door window kit trims to match doors upon completion of Glazing Subcontractor installing door glass.
- P. Subcontractor shall include in this agreement one (1) replacement wood door leafs for every twenty-five (25) wood door installed for damaged beyond repair not caused by this subcontractor. Cost shall include door and labor installation to replace door.
- Q. Subcontractor shall include in this agreement a 10% repair (based on total quantity of door leafs) cost for wood door repairs. Repairs shall be considered surface dents, dings, scratches, etc. Provide factory representative, or equal as approved by Construction Manager, to perform such repairs.
- R. Subcontractor shall include bondo repairs to all hollow metal doors, door frames, and window frames. Repairs shall be considered as twenty-four (24) man-hours of repairs per each floor level per building including all tools, materials, etc.
- S. Schedule: {Description of Critical Patch, requirements and crew logic}
1. Subcontractor understands that multiple mobilizations are required and has included all cost.
    - a. Provide minimum of two (2) site visits throughout the project to certify door and hardware installations are per manufacturer's recommendations. Provide written reports of status within 24 hours of each site visit.

- b. Provide minimum of six (6) site visits throughout the warranty period to adjust doors operators and closures as directed by the Construction Manager.
  - c. Attend the specified Owner training meeting at Project Completion, and attend again at 6-month continued maintenance service meeting. Included is the development and distribution of all specified written reports.
2. 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.
3. Installation of all doors and hardware is included as follows:
  - a. Receipt of deliveries, unloading, distribution and installation is included.
  - b. Subcontractor shall anchor assemblies to masonry or metal stud construction without the need for in-wall blocking.
  - c. Final cleaning and adjustment upon installation completion is included. Adjust as needed before final inspection of each area.
  - d. Subcontractor shall remove all trash from the building to Construction Manager provided dumpster. All shipping cartons, packaging, etc. shall be flattened prior to disposal in dumpster.
  - e. Installation shall be scheduled on a per floor basis for this scope of work including both hollow metal and wood door installations.

#### 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. TRADE SPECIFIC SCOPE EXCLUSIONS

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

A. {TBD}

## VI. 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>