

University Renovations



PROJECT COST APPROVAL

Date:	8/29/2022	Requestor:	Cindy Lovelace
Project Title:	Lab 107 Alterations	Client Notifications by email	
Project Location:	College of Engineering West Hall	VCU PM	David Black
Work Request #	2021-563382	PM Phone	804-400-2423
Project Code #	2021-01873		

DESCRIPTION OF WORK:

The purpose of this work is to Install a new fume hood in room 107) Scope of work as outlined on Engineer's Plus Drawings, dated 06/06/2022 - 8 pages Siemen's Industry Inc. will need to perform the control work for this project. Tammy Shifflet from Siemen's is familiar with this project and can provide quotes for the controls portion of this work. Tammy Shifflet can be reached by phone 804-621-3047 or by email; tammy.shifflett@siemens.com

CONTRACTOR	DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	CONTINGENCY BALANCE	NEW CHARGES / ADDITIONS / DEDUCTIONS
James River Air Conditioning inc.	Base Bid			\$ 186,450.00
Contingency	This is charged to cover (minor) unforeseen change orders or additional costs. All unused portions will be returned upon project completion.			\$ 18,000.00
Misc Cost	Commsioning			\$ 1,500.00
Engineers plus	A/E	\$ 9,060.00		
Agency project Management		\$ 7,896.00		
SUB-TOTAL FOR PROJECT		\$ 16,956.00	\$ -	\$ 205,950.00
TOTAL PROJECT COST TO DATE				\$ 222,906.00

If a decision is made for this project to be cancelled for any reason, below is the reimbursable UR fee that needs to be paid by the requestor of this work.

University Renovation (UR) Fee per hour	10	\$	141.00	\$	1,410.00
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By signing below, the client acknowledges that they have reviewed and approved the Scope of Work listed above on this form

Please obtain the necessary approval and return to the Project Manager via email.

If approval is not received within 30 days, this request will be voided. In accordance with the Contract Between Virginia Commonwealth University and University Renovations all projects send out for RFQ or IFB that does not advance to bid as a renovation project, the client will be charged an bidding fee. (See Bold Box Above)

AUTHORIZED SIGNATURE:

Print Name Cindy Lovelace

INDEX CODE:

\$ 205,950.00

DATE: _____

We cannot execute a contract for this project without a valid index (charge) code

After signing this cost approval and scope of work, both documents should be emailed to the project manager (dblack2@vcu.edu) for processing.

University Renovations Scope of Work



Work Order #:	2021-563382	Project Title:	Lab 107 Alterations
Project Code #:	2021-01873	Project Location:	College of Engineering West Hall
VCU Project Manager	David Black	Client:	Cindy Lovelace
Date Written:	7/27/2022	Name of Contractor:	Term Mechanical Contractors

SCOPE OF WORK NOTES:

General Notes:

All work is subject to terms and conditions set forth in these **Supplemental General Conditions**, all applicable codes, all VCU and VCUHS standards and regulations, and all applicable safety standards. These sections are not an all-inclusive listing of work. Refer to the entire package for additional specifications, notes, and details.

- 1.1. **Daily Call-In and Call-out is required on all projects.** Contractors on all jobs are required to call VCU control center upon arrival and departure each day. 828-9364
- 1.2. **Contractor 2-Week Schedule - Contractor shall provide a two (2) week projection schedule detailing all activities anticipated to occur. This schedule shall be a Gantt chart formatted schedule. If the anticipated duration of the Work is less than two (2) weeks, a schedule shall be provided indicating all activities to occur during the completion of the Work. Contractor 2-Week Schedules shall be updated and provided to the University Project Manager at the start of each new week. This schedule shall not take the place of any other contract requirement or act as Notice. As a requirement of the Work, if not received the Contractor's payment may be reduced or withheld.**
- 1.3. All work activities that require coordination with operations, VCU and/or other, will be managed through the VCU Construction Manager (PM). The Contractor is expected to give at least 48 hours notice prior to commencement of work, so that VCU approval and the proper permits may be obtained.
- 1.4. **Contractor shall note that all noisy work and/or work disrupting normal business operation / classroom activities/ research activities are to be conducted after hours and on weekends unless otherwise specifically directed in the contract.** In addition, Contractor is required to provide 1 week notification for all noisy and disruptive work to University Renovations Project Inspector. Contractors shall bid and plan the work accordingly.
- 1.5. Some or all work shall be performed while the facility remains in full operation. While performing this work, the Contractor shall be careful not to limit access and egress. The Contractor shall also take necessary measures to protect personnel from any unsafe conditions created by performing work. There may be situations where work in the area may be suspended for safety precautions. These postponements will likely be of short duration. The Contractor shall have a contingency work plan in place to make the most efficient use of this time.
- 1.6. The Contractor is responsible for initiating and maintaining an adequate safety program for its employees in accordance with VCU requirements.
- 1.7. **Contractor shall be responsible for the coordination of their work with other trades and layout of work.**
- 1.8. The Contractor shall mobilize tools and equipment, do any preliminary work, and coordinate any site visits with the VCU PM that are deemed necessary for planning and preparation prior to commencing work.
- 1.9. Climate and economic conditions shall be taken in account during the time of bid. There will be no time extensions due to weather, material or equipment procurement, or planning oversights.
- 1.10 Time and Material (Cost Reimbursement) Change Orders: Under this contract, the Contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(is), the contractor's hourly rates, the total material cost, and any additional time required to complete the Work. Material costs shall be billed at the Contractor's actual invoice costs (Contractor shall furnish copies of all invoices for materials). If VCU determines that the estimated price is not fair and reasonable, VCU has the right to ask the Contractor to reevaluate the estimate. An executed change order will be issued to the Contractor, as the authority to proceed with the work.
- 1.11. The Contractor shall furnish SDS sheets for all chemicals and materials prior to bringing them on site.
- 1.12. The Contractor shall maintain the work area in a clean and orderly fashion at all times during the performance of the work. Contractor to implement dust control AND any protection measures needed to protect adjacent spaces, equipment, furniture & occupants. The following may or may not be needed but should be considered for all projects: sticky mats at entry points to

University Renovations Scope of Work



work space, plastic barriers, HEPA filters, negative air, covering existing return air grilles, covering local fire detection devices, etc. Contractor should be ready to present VCU project team their protection plan at pre-construction meeting. Note: if project is in patient environments you must meet more stringent barriers. If you have a question about this is should be asked during bidding.

1.13. All floors shall be cleaned daily. The Contractor shall repair all discoloration or other damage to parts of the building, its finish, or furnishings without cost to VCU. Access paths to and from a work location shall be protected and kept clean to include but not be limited to: damp mopping, walk-off adhesive mats, etc.

1.14. Contractors are responsible for the daily removal, disposal, and recycling of all debris generated in the performance of their scope of work. Unless specifically noted, dumpster space and other accommodations are not provided. The contractor shall remove their debris by truck or other means. VCU promotes environmental sustainability recommending that contractors recycle as much of the debris as possible.

1.15. The Contractor is required to meet all Federal, State, Local, and VCU regulations and requirements in regard to waste material handling. Contractor will coordinate with the VCU PM to perform any VCU Environmental Group inspections that are required prior to disposal or transport.

1.16. All removal work shall be performed so as to provide a "clean" demolition of the affected items.

1.17. The VCU PI shall write a final punch list before acceptance and will submit it to the Contractor for disposition. It is understood by the Contractor that any of the scope of work found not completed shall be done immediately and prior to final payment.

1.18. The Contractor shall verify all dimensions, elevations, and existing conditions prior to the commencement of the Scope of Work and should use all drawings provided only to assist in defining the Scope of Work. Errors resulting from the Contractor's failure to check/verify these details shall be corrected at the Contractor's expense.

1.19. The Scope of Work includes all labor, materials and miscellaneous items required to install and maintain all necessary temporary safety barricades, railing, ramps, walkways, signs, tags, locks, etc. required to protect the work and personnel during construction. Any/all permanent safety facilities removed for construction shall be replaced.

1.20. For conflicts between this scope of work, the contract documents (drawings or specifications), or the general terms and conditions, the discrepancy will be resolved by the VCU PM via the Engineer of Record, with the Contractor being the most stringent of these documents.

1.21. The Contractor shall not remove any material without the permission of the VCU PM.

1.22. The Contractor shall maintain continuity of its work force and provide the VCU PM with the required paperwork for security clearances.

1.23. The Contractor shall thoroughly clean all parts of the installation to the complete satisfaction of the VCU PM before acceptance of the complete job.

1.24. The Contractor shall furnish full time supervision, which can be a "working" supervisor, who is fully in charge and able to represent the Contractor. The supervisor may be required to attend a coordination meetings with other VCU and VCU invited representatives to accommodate work progress.

1.25. The Contractor can and should approach the PM with all cost and time saving ideas.

1.26. The Contractor agrees to obtain an authorized Change Order prior to performing any work the Contractor deems to be outside of and/or beyond the scope of work for this project. Failing to obtain the Change Order will void the Contractor's claim to any price adjustments for said work.

1.27. The Contractor shall be responsible for transporting all equipment, materials, etc. furnished by VCU from the onsite storage location to the point of installation as well as transporting all spare/extra equipment and materials to a VCU-designated location.

1.28. The Contractor shall be responsible for submitting all items to be procured to the Engineer of Record for review and approval prior to purchase. Substitutions are not acceptable. Equal products must be approved by the VCU PM prior to procurement.

1.29. The Contractor shall coordinate with the PM as required to establish any lay down areas needed to stage installation materials or demolished materials.

1.30. Install all new equipment in accordance with the manufacturers' instructions.

1.31. Areas disturbed by performance of work shall be returned to original condition prior to the end of the job.

1.32. The lockout of existing or accepted VCU equipment and systems will be performed by VCU. The contractor and all workers shall be responsible for their own personal locks and conformance to all VCU safety requirements and Lockout/Tag out (LOTO)

University Renovations Scope of Work



procedures.

1.33. All hot work must be performed in an area designated by the VCU PM and have the appropriate approved work permits.

1.34. The Contractor shall provide As-Built information on Construction Drawings to VCU upon completion of the project. As-Built information shall include all design, field and startup additions, deletions and changes.

1.35. **Contractor** shall provide a one-year warranty that includes labor and material. The warranty coverage shall begin on the date the VCU PM accepts in writing all corrected items from the project's Punch List.

1.36. **Contractors** are responsible to visit jobsite and look at all surfaces before submitting their bids. They are also responsible to find the closest electrical / mechanical room if it is needed for the any demolition or new work. Items that are visible will not be considered as an unforeseen site condition and will not be considered as a change order to the original contract whether or not it is specifically mentioned in VCU's scope of work. Therefore, it is in the contractor's best interest to use the RFI's during bidding to get any questions answered prior to bidding.

1.37. All **painting** work done at VCU shall be done by the following spec unless otherwise indicated below:

All surfaces to be painted shall be patched and prepped prior to painting. Any patched area to receive one coat of primer. Any surfaces indicated to receive paint shall have a minimum of two coats of finish, high quality commercial paint, Sherwin Williams (Pro-200 or better) or Benjamin Moore (Ultra spec 500 or better) premium paint. Always low odor and low VOC. Walls are typically eggshell and all trim is semi-gloss. When painting, contractor should always figure on corner to corner. This is superseded if VCU provides drawings / specs from Architect or Designer on a project. **Spray application of paint is not a method accepted by VCU unless specifically indicated within the scope of work below.**

1.38. All **new VCT** shall have one week set up or drying time and then receive (2) two coats of sealer and (2) two top coat of wax. No exceptions unless noted specifically in project scope of work. All vinyl base shall be minimum .080 1/8" thick.

1.39. All **new carpet tiles** shall be installed using release glue.

1.40. After flooring asbestos abatement is complete and prior to installation of new flooring, the contractor shall clean the floor to remove chemical residue. This process to include all manufacturer requirements for sub floor preparation for the installation of the new flooring, adhesive and floor patch.

1.41. Any **floor prep** required to install new flooring and any wall prep required to apply new finish is always in the contractor's scope of work unless eliminated or reduced specifically below or in supporting documents. If product fails to adhere, it will be 100%, VCU's prime contractor's responsibility to repair or replace at their cost.

1.42. Any **Blocking, mounting plywood, framing wood** used on projects **MUST be fire rated** unless otherwise specified.

1.43. **All** products used shall be no or low VOC, no exceptions.

1.44. Contractor is responsible to always provide doorstop with new doors that open against wall even if not included specifically in scope below.

1.45. Contractor shall Test & Balance (TAB) existing space prior to commencement of demolition or alteration and again after completion to ensure required/designed CFM's are met.

1.46. Contractor required by code to turn the sprinkler heads up if ceiling tiles are removed for longer than 48 hours.

1.47. Unless otherwise noted there are NO known hazardous materials located within the limits of this scope of work. If during the execution of the work hazardous material is encountered, work affected by that material shall be immediately stopped and the VCU PM notified.

1.48. Contractor shall final clean each space upon its completion to the satisfaction of the VCU PM including but not limited to damp cloth wipe down and damp mop of all surfaces. Glass, electronics, equipment, or other specialty surfaces shall be cleaned per the manufacturers' instructions as not to affect any warranty.

Documents:

2021-01873-001 Engineer's Plus Drawings, dated 06/06/2022 - 8 pages

Limits Of Work: West Hall Room 107 & Penthouse

Schedule: Work to be completed as soon as possible. Any noisy or disruptive work shall be performed after hours and/or on weekends.

University Renovations Scope of Work



Scope of Work - The purpose of this work is to Install a new fume hood in room 107

- 1) Contractor is to provide material and labor; means and methods to accomplish work unless otherwise specified below
- 2) Contractor to implement dust control AND any protection measures needed to protect adjacent spaces, equipment, furniture & occupants. The following may or may not be needed but should be considered for all projects: sticky mats at entry points to work space, plastic barriers, HEPA filters, negative air, covering existing return air grilles, covering local fire detection devices, etc..
- 3) Scope of work as outlined on Engineer's Plus Drawings, dated 06/06/2022 - 8 pages
- 4) Siemen's Industry Inc. will need to perform the control work for this project. Tammy Shifflet from Siemen's is familiar with this project and can provide quotes for the controls portion of this work. Tammy Shifflet can be reached by phone 804-621-3047 or by email; tammy.shifflett@siemens.com
- 5) All RFI's to be sent to Dave Black (dblack2@vcu.edu) and Bill Lampe (BLampe@engineers-plus.com) All RFI's must be in writing. Cut off for RFI's is 7/9/2022 @ noon. We will try to have an addendum out by the end of day on 7/9/2022

In Process

By signing below, all parties agree to the above scope of work and conditions:
VCU Project Manager

Signature: David Black
Print Name: David Black Date

University Renovations Addendum



ADDENDUM #: 001

WR #	2021-563382
Project Code #	2021-01873

Project Title: Lab 107 Alterations

VCU Project Manager: David Black CLIENT: Cindy Lovelace

Project Location: College of Engineering West Hall

Date Issued: 8/5/2022

THIS IS SENT TO ALL INVITED CONTRACTORS WHO ATTENDED PRE-BID CONFERENCE:

SCOPE CLARIFICATIONS:

1) Clarification: The date that RFI's are due is wrong on the University Renovations Scope of work dated 8/1/2022. The correct due date for RFI's is **August 9, 2022 @ noon**. Please have all your RFI's submitted in writing by that date.

All RFI's to be sent to Dave Black (dblack2@vcu.edu) and Bill Lampe (BLampe@engineers-plus.com) All RFI's must be in writing. Cut off for RFI's is **8/9/2022 @ noon**. We will try to have an addendum out by the end of day on **8/9/2022**

All other work as defined by the RFQ / IFB remains unchanged

X This addendum does not affect the bid due date and time.

If you have any questions please contact me at 804-400-2423

***Receipt of this addendum must be acknowledged on the Request for Bid Form and all information contained herin shall be included in the Proposal Base Bid**

David Black
VCU Project Manager

Cindy Lovelace