

# **SCOPE OF WORK**

## **Construct and Installation of a Modular Office Unit**

**Camp Cuscowilla 210 NE 134<sup>th</sup> Avenue Micanopy, Florida**

### **Introduction & Background:**

Alachua County is working to revitalize the old YMCA camp at 210 SE 134<sup>th</sup> Avenue in Micanopy, Florida, and requires a modular office unit located on the property. Alachua County wishes to obtain a newly manufactured 25' x 60' modular office unit.

### **Scope of Work:**

1. The Contractor must review the attached (Appendix A) draft floor plan layout, and provide a final design for this new modular office unit. Final design must include at least 3 entrances/exits to the unit, 4 walled offices, 2 bathrooms, 1 breakroom/Kitchenette, 1 conference room, 1 extra large reception/ file storage area, a front lobby with customer counter, and an ADA accessible front porch area. Contractor to perform all site work needed to set the modular unit.
2. The Contractor must provide a complete cost proposal to supply and install a new 25' x 60' modular office unit to the Camp Cuscowilla. Costs must include for all utility connections at the site, delivery of the module, all site work needed, all install charges, metal stairs, ramp and ADA accessible front porch as required, and skirting around the exterior of the module to cover the skid-mount from access/visibility.

### **General Information:**

- The Contractor shall be responsible for all materials, labor and equipment, and permits necessary to complete the work;
- All measurements are to be confirmed on site by the Contractor;
- All finishes, colours and/or patterns are to be approved prior to purchase and/or installation by the Camp Manager or proxy;
- All specialized work (i.e. plumbing, electrical, flooring, concrete works, etc.) shall be completed by a qualified worker.
- All work shall be crafted in a professional manner. No drips, flaws, or second rate work will be accepted. If craftsmanship is lacking, the Contractor shall correct the deficiencies at no additional cost to the Owner;
- Contractor must supply power, water, tools, ladders, hoists and any other material which is required to complete the work;
- Upon completion of all work, the Contractor shall sufficiently clean the work area(s) by vacuuming with a HEPA filter-fitted vacuum all visible surfaces except the ceiling, followed by wet-wiping, where applicable;

- All construction waste generated on Site shall be the responsibility of the Contractor, and shall be disposed of properly off site; and
- Any changes to the Scope of Work and/or costs must be provided in writing to the Project Manager for approval before proceeding.

**General Requirements:**

- a) The Contractor must liaise with the Project Manager and the Parks Manager to determine a schedule for the work to be initiated and completed. A schedule of work must be presented by the Contractor and agreed to by all parties within 2 weeks after the receipt of the Purchase Order.
- b) The Contractor shall coordinate material lay-down area and fenced compound with Project Manager to minimize interruption of Camp activities.
- c) Final placement of the module to be approved by the Camp Manager;
- d) Any other work not detailed herein, that is required to complete the Scope of Work as described above. An on-site pre-bid to the Camp prior to providing an estimate for this work will be arranged, in order to limit any unforeseen costs.

**Detailed Requirements:**

Please see attached, as Appendix B.

**Deliverables:**

- The Contractor must review the attached (Appendix a) draft floor plan layout, and submit to the Project Manager a final design for this new modular office unit. Final design must include at least 3 entrances/exits to the unit, 4 walled offices, 2 bathrooms, 1 breakroom/Kitchenette, 1 conference room, 1 extra large reception/ file storage area, a front lobby with customer counter, and an ADA accessible front porch area.
- The Contractor must provide to the Project Manager a complete schedule of work, within 2 weeks of the receipt of the Purchase Order;

**APPENDIX I – Draft Floor Plan Layout**  
**(attached separately)**

## **APPENDIX II – Detailed Requirements**

**I. Design and Engineering Phase**

- Floor Plan – One (1) 25' x 60' framed “dry” office complex.
- Floor Plan – Client supplied floor plan.

**II. Manufacturing Phase**

- Transport modular unit from Contractor’s facility to the project site.
- Client project site is Camp Cuscowill, Micanopy, Florida.

**III. Setup and Site Work Phase**

**General Conditions:**

- Project management by Contractor’s representative.
- Construction clean of complexes upon completion of the installation.

**Setup:**

- Strip shipping materials from modular unit and dispose of in Contractor supplied dumpster.
- Prepare modular unit for setup.
- Set modular unit on foundation.
- Complete all interior and exterior seams on the mate lines.
- See the attached Contractor Responsibilities document for scope of responsibility.

**Finishes:**

- Furnish and install a suspended ceiling (on mate lines where required, on-site).
- Furnish and install painted MDF joiner board at ceiling (on mate lines where required, on-site).
- Furnish and install Luxury Vinyl Plank flooring (on mate lines where required, on-site).

**Mechanical and Plumbing:**

- Water and Sewer to single point and tie-in to client supplied termination point within 3' of the building.

**Electrical:**

- Connect all electrical subpanels to the main distribution panel within the modular building. Final electrical tie-in to client supplied termination point.
- Complete electrical crossovers for power and lighting within the modular building.

## CONTRACTOR RESPONSIBILITIES

- PERMITS FOR WORK COMPLETED AT SITE
- Labor:
  1. SITE INSPECTION
  2. PROPOSED WORK SCHEDULE
  3. CATALOG CUTS & SAMPLES (if applicable)
  4. PERMITS: CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL PERMITS PERTAINING TO THE BUILDINGS, SITE WORK, INSTALLATION, AND OCCUPANCY.
  5. STRUCTURAL ENGINEERED DRAWINGS
  6. ENGINEERED FOUNDATION PLANS/DETAILS
  7. OTHER ENGINEERS STAMPED DRAWINGS (A. Mechanical, B. Electrical, C. Plumbing, D. Other)
  8. SOIL TESTS (if applicable)
  9. FOUNDATION:

6" – 12" above grade maximum, consisting of concrete blocking as required by code.  
ATTENTION: This type of foundation may not be acceptable if an engineered foundation plan is required by the municipal building inspectors. The extra cost will be at the Contractor's expense.
  10. OR FOUNDATION:

Steel screw piles. 12' long, 12" helix, 4 ½" stem c/w 12" cap plate  
Any concrete, blocks, steel, etc. included in dirt may impede boarding, and therefore may result in extra charges.
  11. TRANSPORT MODULES
  12. INSPECT MODULE & VERIFY RECEIPT OF SHIP LOOSE MATERIALS
  13. POSITION MODULE ON FOUNDATION WITH TRUCK – Trucks must have 120' clearance out from under one end of modules.  
(a) CRANE as requested by Client. The expense of lifting plan, crane, riggers and rigging will be paid by the customer if required. JLG or Manlift by client.
  14. RE-ALIGN INTERSECTING PARTITIONS AND OPENINGS
  15. INSTALL TRIM AT FLOOR, WALLS, CEILINGS & ROOF AT ALL SEAMS
  16. INSTALL AND SEAL ROOF SEAM
  17. INSTALL INTERIOR AND EXTERIOR DOORS (where applicable)
  18. FLOOR COVERING – Consisting of Carpet tiles in the offices and conference room, luxury vinyl planks in all other areas. (ON MODULE JOINTS, WHERE REQUIRED)
  19. SUPPLY & INSTALL OF SPECIAL EQUIPMENT.
  20. METAL SKIRTING: Consists of a PWF treated 2 x 4 as a base plate on the ground and untreated structural members forming the rest of the framing. The skirting material itself will be made up of either vented metal or vinyl or vertically aligned perforated soffit. (VENTS 1.1 sq.ft. vent for every 150 sq.ft. of crawl space) CRAWL SPACE IS NON-INSULATED.
  21. STEPS & DECKS: Fleet Modular 1 step riser, landings, handrails, ADA ramp and front porch for complex. Option for site-built steps, ADA ramp, and front porch.
  22. PLUMBING LINE INTERCONNECTS to One Point.
  23. H.V.A.C. – The basic visual balancing of the system by Contractor. If a technical precise balancing with report is required, the cost will be the client's responsibility.

24. A/C Condenser line sets and connection of condenser by qualified technician on concrete pads.
25. CUSTOMER WILL BRING POWER LINE TO ELECTRICAL PANEL BOX from service feed location.
26. TELEPHONE & DATA SYSTEM Wiring will be finished by the Customer.
27. EXTERIOR and INTERIOR LIGHTS – will be LED
28. SITE RESTORATION TO ORIGINAL CONTOURS
29. SITE SUPERVISOR FOR CONTRACTOR SCOPE OF WORK OR DESIGNATE
30. CLEAN UP OF DEBRIS FROM SET-UP
31. SUPPLY CONTAINER OR OTHER MEANS TO REMOVE DEBRIS FROM SITE (Dumpster)
32. CLEAN UP COMPLEX: Wash and Wax floors, Wash window interior & exterior, Dust interior walls.
33. PROVIDE CRANE AND OPERATOR. The expense of lifting plan, crane, riggers and rigging will be paid by the customer if required.

**This proposal is based on:**

- An assumed soil bearing capacity of 3000 psf at existing/finished grade.
- A staging area located adjacent to the work site.
- Suitable and acceptable access to the site for the module size(s) to be provided.
- Electrical to one point under structure ready for connection by others.
- Contractor's proposal excludes utility upgrades and/or relocations.
- No dewatering of subsurface water.
- Level grade (+/- 6") within the proposed building envelope.
- All dimensions provided are nominal.
- Placement of modules to be accomplished by the Contractor means and methods.
- Storm water management/erosion and sedimentation control by others.
- The Contractor is responsible for obtaining and paying for all necessary permits, fees, licences and Certificates of Occupancy, including transportation.
- **NOTE: "others" denotes not by the Contractor, or its agents, employees, and/or subcontractors.**