

May 8, 2024

**RE: OH3-24-000 Montrose ADA Restroom**  
**RQN #**

**SCOPE OF WORK**

Contractor shall perform the following services at:

Bexley City Schools  
2555 E. Main St  
Bexley, Ohio 43209

The contractor shall provide all required supervision, labor, materials, and equipment necessary to complete the services described to convert an existing room into an ADA-compliant bathroom, including structural modifications, plumbing, electrical work, installation of accessible fixtures, complying with any necessary external agency inspections/requirements to include but not limited to the following items and comply with all federal, state, and local governmental laws, regulations, codes and ordinances. All work will be completed in a workmanlike manner consistent with customary industry practices. Contractor shall ensure that the jobsite is cleaned up, and dispose of any debris at the end of every work day. All itemized scope items below are by contractor unless noted otherwise.

Work to include but is not limited to the following:

**General Notes:**

1. Tenant improvement work occurs in existing occupied School.
2. Prevailing Wage do not apply to this project since schools are exempt from Prevailing Wage cost.
3. The contractor shall use every available precaution to provide the safety of the property, owner, visitors to the site, and all connected with the work under the Contract.
4. All existing facilities shall be protected and maintained free of damage. Existing facilities shall remain operating during the period of construction unless otherwise permitted.
5. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.
6. The Contractor shall provide and install proper safety equipment's in accordance with OSHA safety program.
7. The Contractor is responsible for leaving the work area in a clean and workable condition daily.
8. The Contractor is responsible for the security of all materials on site.
9. Contractor shall field verify condition of work area.
10. Contractor shall verify the existing conditions and building system including standard materials in project area prior to bidding.
11. A sequencing plan will be developed by the contractor, IAP, the School. Contractor shall incorporate sequencing plan into project timeline.

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**Base Bid:**

1. The Contractor shall secure and pay for all permits, design services and certificates of inspection incidental to this scope of work required by City, County, State, or any other governing authority having jurisdiction over premises if needed.
2. Contractor shall provide drawings and design for the construction of an ADA-compliant bathroom within an existing room next to a bathroom, to ensure accessibility and compliance with the Americans with Disabilities Act (ADA) standards. The project aims to provide an inclusive environment for all users by retrofitting the space to meet ADA requirements.
3. The contractor shall convert an existing room into an ADA-compliant bathroom, including structural modifications, plumbing, electrical work, installation of accessible fixtures, and ensuring compliance with local building codes. The build-out will transform the space to accommodate individuals with disabilities while maximizing functionality and usability.
4. The contractor shall be responsible for all structural modifications needed per design from the engineer or local compliance with local building codes. This includes but is not limited to the following.
  - a. Assessment and reinforcement of existing structural elements as needed.
  - b. Adjustment of room layout to provide sufficient space for maneuverability of mobility devices.
  - c. Installation of appropriate doorways and clearances to meet ADA standards for accessibility.
  - d. Construction of reinforced walls to support grab bars and other accessibility features.
5. The contractor shall be responsible for all plumbing modifications needed per design from the engineer or local compliance with local building codes. This includes but is not limited to the following.
  - a. Installation of ADA-compliant toilets with appropriate seat height and clearance.
    - i. Wall hung toilet to meet or exceed existing toilets in the school restrooms.
  - b. Installation of accessible sinks with lever-operated or touchless faucets.
    - i. The contractor shall provide and install one (1) new wall hung vitreous China lavatory, to meet or exceed American Standard Lucerne 0355.012 with wall hanger bracket.
    - ii. The contractor shall provide and install chrome single lever faucet to meet or exceed American Standard Colony 2175.504.
    - iii. The contractor shall provide and install a chrome offset grid drain with overflow, to meet or exceed American Standard 7723.018.
  - c. Adjustment of plumbing fixtures to meet ADA guidelines for reach ranges and operability.
    - i. Contractor to provide and install hot and cold angled supply valves, escutcheon trim, 1 1/2" "P" trap and escutcheon.
      1. The Contractor shall insulate all supply and drain fittings and pipes below sink.
  - d. Provision of adequate drainage and ventilation systems.
6. The contractor shall be responsible for all electrical work/modifications needed per design from the engineer or local compliance with local building codes. This includes but is not limited to the following.
  - a. Installation of adequate lighting to ensure visibility, including task lighting over the sink and toilet areas.
    - i. The contractor shall relocate the existing ceiling light and add switching for fan and light in new toilet room.

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- b. Placement of electrical outlets and switches at accessible heights and locations.
  - c. Installation of emergency call systems if required by local regulations.
7. The contractor shall be responsible for all fixtures and accessories needed per design from the engineer or local compliance with local building codes. This includes but is not limited to the following, unless otherwise expressed in the scope or work.
- a. Procurement and installation of ADA-compliant fixtures, including toilets, sinks, faucets, and mirrors.
  - b. Installation of grab bars, handrails, and other necessary accessories at appropriate heights and locations.
  - c. Mounting of paper towel dispensers, waste receptacles, and other amenities for user convenience.
    - i. The contractor shall install owner-provided toilet paper holder(s), paper towel dispenser(s) and soap dispenser(s).
    - ii. The contractor shall provide and install a mirror on the wall over sink, Mirror to meet or Bobrick B-165 1824 with one piece S.S. channel frame.
    - iii. Contractor shall provide and install new bath exhaust fan, to meet or exceed Broan AE50, 50 CFM Fan.
      1. The contractor shall provide and install a 4" diameter duct through ceiling or wall to exterior vent cap.

#### **General Requirements:**

1. **Quality Control:** Preconstruction/progress meetings, quality assurance, and quality control is mandatory.
2. **Completion Date:** All work shall be completed in consecutive weeks, unless agreed upon Construction Schedule dictates otherwise. Contractor's shall include and confirm compliance with this requirement in proposals. Lead times must be noted in the proposals by Contractors. Exceptions to this requirement may be considered by Bexley City Schools and IAP as mutually agreed with Contractor.
3. **Pre-Construction Documentation:** All pre-construction documentation shall be delivered to IAP within seven (7) business days of contractor receiving a letter of award from IAP Government Services Group INC. The following items shall be submitted either before or at the pre-construction meeting:
  - a. Certificate of insurance listing IAP and the Bexley City Schools as additional insureds at the project address.
  - b. BWC Documentation
  - c. Project Schedule, including milestones if the project is to exceed 30 days in length.
  - d. Submittal Schedule, including a detailed summary of all materials being used for the construction of the project.
  - e. Schedule of Values – To include separate line items for activities of work.
  - f. Emergency Contact List
  - g. Site Specific Safety Plan
  - h. Payment and Performance Bond – if applicable.

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- i. State certified payroll to be submitted throughout construction – if applicable.
  - j. IAP940 – Sub-Supplier list
4. **Contractor Construction Schedule:** Submit a fully developed, bar-chart construction schedule in week increments at the pre-construction meeting. Provide a separate bar for each construction activity with start and completion days based on consecutive weeks and a vertical line to identify the first working day of each week. Indicate substantial completion in advance of the final completion date established.
  5. **Daily Construction Reports:** Contractor shall prepare a daily construction report through Procore by 10:00 A.M. the following day, recording information concerning events at the site. Failure to fulfill this contractual activity daily, will result in payments with-held until reports are completed. To include the following requirements:
    - a. List of manpower on-site and hours worked, each day.
    - b. High and low temperatures, general weather conditions. (This is automatically generated when a new daily report log is entered in Procore)
    - c. Accidents, stoppages, delays, shortages, losses.
    - d. Work completed, with pictures each day. To include the work to be completed the following day.
  6. **Plans or Drawings:** Submit new information, accurately drawn and to scale. Include the following information:
    - a. Dimensions
    - b. Identification of products and materials included.
    - c. Specification notes.
    - d. Notation of coordination requirements.
    - e. Notation of dimensions established by field measurement.
    - f. Any installation notes.
    - g. Engineer Seal of approval
    - h. **Sheet Size:** Except for templates, patterns and similar full-size drawings, submit shop drawings on sheets at least 8-1/2" x 11" but no larger than 30" x 42" (electronically).
  7. **Permits:** Unless otherwise provided in the Contract Documents/Scope of Work, the Contractor shall secure and pay for all permits and governmental fees, licenses, A/E fees, and inspections necessary for proper execution and completion of the Work, which are legally required and customarily secured after execution of the Contract, and or Purchase Order.
    - a. The Contractor shall procure all certificates of inspection and give all notices necessary and incidental to the due and lawful prosecution of the Work and shall comply with all laws, ordinances, rules, regulations and lawful orders of public authorities bearing on performance of the Work.
    - b. Upon Substantial Completion of the Work, the Contractor shall deliver to IAP Project Manager all certificates of inspection and any permit applicable to the Work.
    - c. The Contractor shall determine the need for permitting. If there is no need for a permit(s), the Contractor shall supply with their proposal an official statement from The Ohio Department of Commerce that states "No permits will be required for OH3-24-000 Montrose ADA Restroom".
  8. **Product Data:** Collect product data into a single submittal for each element or system. Mark each copy to show applicable choices and options. Where product data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:

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- a. Compliance with recognized trade association standards.
- b. Compliance with recognized testing agency standards.
- c. Application of testing agency labels and seals.
- d. Notation of coordination requirements.
- e. Notation of installation requirements.
- f. Notation of maintenance requirements.

9. **Mock-Up:** N/A.

10. **Submittal Schedule & Submittals:** Submit electronic product data, shop drawings and associated permit documents to IAP Project Manager, through Procore Submittal tab. Bidding contractors shall reach out to compliance to verify permit requirements as necessary. Submittals shall be received within ten (10) business days from date of issued PO.

- a. Submittal Schedule:
  - i. A schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates.
- b. Submit under provisions of Section 8, Submittals.
  - i. Product Data: Manufacturer's data sheets on each product should include:
  - ii. Product characteristics
  - iii. Storage and handling requirements and recommendations
  - iv. Application methods
  - v. Cleanup Information
  - vi. Selection Samples: Standard color samples shall be submitted to IAP for submission to Bexley City Schools for approval.
- c. **Distribution:** Prepare (2) additional hard copy sets for IAP distribution and additional sets for subcontractors, manufacturers, fabricators, installers, and others as required for performance. Show distribution on transmittal forms.

11. **Liquidated Damages:** The Owner and IAP's right to recover liquidated damages for the work on the Project will be exercised if the mutually agreed upon completion schedule is exceeded. The Contractor shall notify IAP of any anticipated delays as soon as possible to allow for adjustments in the construction schedule.

- a. If the Contractor fails to achieve the Contract Time, it would be difficult, if not impossible, to determine IAP/ Owner resulting damages. Therefore, if the Contractor fails to achieve the Contract Time, the Contractor shall (at IAP/ Owner option) pay to or credit IAP/ Owner the Liquidated Damages per day the sum of a minimum of 1% of the total contract value for each day that the Contractor fails to achieve the Contract Time.
- b. The Liquidated Damages described in this Section 9 are only intended to compensate IAP/ Owner for the direct damages it incurs as a result of the Contractor's failure to achieve the Contract Time.
- c. The Liquidated Damages described in this Section 9 are not intended to compensate IAP/ Owner for any damages IAP/ Owner incurs on account of (1) any claims attributable to the Contractor that are brought by others or (2) any failure of the Contractor to timely, properly, and completely perform the Contract other than the failure to achieve the Contract Time.

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- d. The parties acknowledge that the above-listed Liquidated Damages per day sums are not penalties, and they each irrevocably waive the right (if any) to challenge the validity and enforceability of those Liquidated Damages per day sums.
- e. In addition to other rights that IAP/ Owner may have relative to the Liquidated Damages, IAP/ Owner may deduct the Liquidated Damages from the Contract Sum as the damages accrue. If payments then or thereafter due the Contractor are not sufficient to cover such amounts, the Contractor shall immediately pay the amount of the insufficiency to IAP/ Owner.

#### 12. Final Cleaning:

- a. Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- b. Contractor shall perform an overall cleanup of the entire work site, including broom cleaning and dusting of appropriate surfaces. The Contractor shall remove their rubbish and debris from the building and site to the rubbish collection location.
- c. If cleaning is not performed to the satisfaction of IAP and or Owner, it will be performed for the Contractor at its expense.
- d. If required by Owner, Contractor shall also provide special/institutional cleaning as part of the final cleaning. The work shall be sub-contracted to a professional cleaning service.

#### 13. Final Closeout Documents

- a. Warranty Commencement
- b. Contractor Completion
- c. Record of Final Inspections
- d. Final Payment Affidavit
- e. Final Lien Waivers to include all Sub-Contractors
- f. Final As-Built Drawings
- g. **Miscellaneous Record Submittals:** Assemble miscellaneous records required by Owner or Manufacturer
  - i. Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work.
  - ii. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- h. **Operation and Maintenance Manuals:** Assemble three complete sets of operation and maintenance data indicating the operation and maintenance of each system, subsystem, and piece of equipment not part of a system. Include operation and maintenance data required in individual Specification Sections and as follows:
  - 1. Manufacturer's information, including list of spare parts.
  - 2. Name, address, and telephone number of Installer or supplier.
  - 3. Maintenance procedures.
  - 4. Maintenance and service schedules for preventive and routine maintenance.
  - 5. Maintenance record forms.
  - 6. Sources of spare parts and maintenance materials.
  - 7. Copies of maintenance service agreements.
  - 8. Copies of warranties and bonds.

**All services shall be provided according to the following provisions:**

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1. The Contractor will provide all required supervision, labor, equipment and materials/supplies necessary to complete the services described and comply with all federal, state and local governmental laws, regulations, codes and ordinances. All work will be completed in a workmanlike manner consistent with customary industry practices.
2. All work shall be done in accordance with all plans and specifications included and made part of this project's solicitation.
3. Contractor shall be responsible for field verification of all features and quantities associated with this project.
4. Contractor shall include a 2% Administrative Fee and shall be listed as a separate line item on the Contractor Proposal.
5. The work hours for this project may be limited to Monday through Friday 7:00AM – 3:30PM, no access to facility during holidays and weekends, unless noted otherwise or approved by the Owner.
6. A one-year contractor warranty shall be provided. All manufacturer warranties shall be provided to the Owner at the completion of the project.
7. All products shall be installed per the manufacturers recommendations.
8. Parking, construction staging, and other site restrictions will be discussed during the site visit.
9. The Contractor shall comply with all federal, state, and local codes throughout the duration of this project including but not limited to the IBC, ADA, and OSHA.
10. Payment and performance bond may be required if proposal exceeds \$50,000.
11. Labor wages shall be considered prevailing wage if total project cost exceeds Not Applicable.

Clarifications & Assumptions listed on next page

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### Clarifications & Assumptions- Contractor Specific

1. Contractor attendance at the scheduled site walk is highly recommended, though not mandatory for those contractors that are familiar with the project.
2. Public advertising date from 5/13/2024 to 6/10/2024 on Public News Paper, Owners Website and iap-gsg.com.
3. The site walk will be held 5/21/2024 10:00 AM
4. The IAP Project Manager, Eli Morla, will be waiting for you in the parking lot of the school.
5. All attendees will need to email Kevin Scheider by 5/20/2024 12:00 PM to gain access to the facility at [kschneider@iap-gsg.com](mailto:kschneider@iap-gsg.com)
6. Labor Wages are Prevailing Wage Rates if your total proposal amount exceeds N/A.
7. To the extent the Davis-Bacon Act or state-specific prevailing wage laws apply, Contractor shall abide and maintain full compliance with any such laws and requirements.
8. Payment and Performance Bond is required if your total proposal amount exceeds \$50,000.
9. Should you have any questions, please submit them here: <https://www.iap-gsg.com/rfi>. RFIs will be due 5/28/2024 12:00 PM.
10. Bids will be due by 6/10/2024 12:00 PM
11. All bids shall be in accordance with the contract documents issued to each contractor during the RFQ process.
12. All facility safety rules and guidelines will be discussed at the walk-through.
13. Contractor proposals will need to be honored by the contractor for 90 days after due date.
14. Please keep in mind, all bids must include:
  - a. The IAP Itemized bid sheet including but not limited to, all items listed in the Scope of Work
  - b. Clarifications & Assumptions
  - c. 2% Administrative Fee -separate line item

If you have any questions or concerns, I may be reached at 614-981-0658 or e-mail at [emorla@iap-gsg.com](mailto:emorla@iap-gsg.com)

Best Regards,  
Eli Morla, Project Manager - CQM-C



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