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Division of Facilities and Asset Management

Signed by: Employment Training Administration

CONSTRUCTION SCOPE OF WORK

FOR

CAFETERIA FIRE DAMAGE REPAIRS

AT THE

MUHLENBERG JOB CORPS CENTER

GREENFIELD, KY

U.S. DEPARTMENT OF LABOR

PREPARED BY:

Engineering
Support
Contractor

*In Support of the Job Corps Program
for the Department of Labor*

MAY 2023

**CENTER PROJECT
CSOW**

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**CENTER
CONSTRUCTION SCOPE OF WORK
CAFETERIA FIRE DAMAGE REPAIRS
MUHLENBERG JOB CORPS CENTER
GREENFIELD, KY**

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**CENTER
CONSTRUCTION SCOPE OF WORK**

**Cafeteria Fire Damage Repairs
Muhlenberg Job Corps Center
Greenfield, KY**

I. GENERAL

A. SCOPE BACKGROUND

1. The Muhlenberg Job Corps Center is located on a 53-acre site in the City of Greenfield, KY. The facility is leased to the U.S. Department of Labor (DOL) from the Commonwealth of Kentucky, Energy and Environment Cabinet, and is operated by Insights Training Group, LLC.
2. This property is not classified as a historic site.

B. SCOPE INTENT

1. The intent of this Scope of Work is to outline the work required to repair damage in the cafeteria caused by an HVAC Roof Top Unit (RTU) fire above the Food Preparation area, occurring in January of 2022.
2. A more detailed description of the work may be found in Part V- EXTENT OF WORK

II. CONSTRUCTION REQUIREMENTS

A. CODES & REGULATIONS

1. The Contractor shall conform to all applicable codes, ordinances, and regulations including the national building code used in the local area, laws, and local ordinances.
2. All conflicts and requests for interpretation or clarification shall be submitted to the Muhlenberg JCC.
3. The Contractor will conform to the most current edition of the life safety code NFPA-101. The Contractor's responsibility for safety related requirements extends to all impacted areas and access ways affected by the work.
4. All work shall conform to the current regulations of the Environmental Protection Agency (EPA) (40CFR761), and the Occupational Safety and Health Administration (OSHA) (29CFR1926). The regulations of the State of Kentucky shall prevail if they are more stringent than those of the Federal Government.

5. The Contractor shall not submit plans or specifications to any local authority without the prior approval of the Center Director (Gavin Gorham) or designated representative.
6. The Muhlenberg JCC is leased facility and local building permits are required.
7. The Contractor shall be responsible for obtaining all regulatory permits and licensing requirements required to perform this work in Greenfield, KY.
8. Sustainability and Green Building Requirements
 - a. The Department of Labor (DOL) and the Office of Job Corps are committed to the practice of implementing sustainable design and construction best practices into all Job Corps projects, including projects of limited scope.
 - b. The project shall use methodologies, materials, systems, and components that will minimize negative environmental impacts, increase energy efficiency and make use of renewable energy technologies. Within budget constraints, it shall embody best current sustainable design and building practices. The project team is to propose the highest possible implementation of these strategies for consideration by DOL, the Regional DOL office, and the Job Corps Center.
 - c. To the extent possible, the Center and the Center's contractors are to reference, use, and procure materials, components, equipment and services noted in the attached
 - d. "Green Sheet" or JOB CORPS SUSTAINABILITY GUIDELINES FOR PROJECTS OF LIMITED SCOPE OF WORK V.2.26.2015. The Green Sheet is available at: <http://www.solicitationattachments.com/>.
 - e. The Contractor shall verify construction phase sustainability measures as detailed in the Green Sheet and provide noted submittals substantiating compliance.
 - f. Any specifications or proposals shall include requirements to provide documentation and comply with the Green Sheet as far as practicable.
9. Energy Conservation
 - a. The Contractor shall evaluate options for the use of energy and water conservation measures.
 - b. The Contractor shall follow guidelines provided in the Green Sheet for the procurement and installation of Energy Star HVAC equipment, low flow water fixtures, the use of testing, energy efficient lighting, use of controls, sensors, weatherization, and other energy efficient measures.
10. Environmentally Preferable Products

The Contractor shall evaluate options for the use of environmentally preferable products/materials and apply standards as noted in the Green Sheet.

B. SPECIFIC REQUIREMENTS

1. Prior to submitting a proposal, the prospective Contractor must visit the site and become thoroughly familiar with all pertinent conditions that are included in this Scope of Work.
2. The prospective Contractor must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work or cost thereof. Failure to do so shall not relieve proposers from the responsibility for estimating properly the difficulty or cost of successfully performing the work. Arrangements must be made with the center prior to inspecting the site.
3. A Pre-proposal walk-through will be conducted at the project site with all interested Contractors prior to the bid opening date.
4. During the walk-through, questions related to the areas of work can be presented and discussed with the center.
5. Other opportunities may be available for Contractors to visit the site by making arrangements with the center at least 24 hours in advance. The contact person at the center is Brent Lear (Facilities Manager), Phone 270-377-3304, and e-mail is lear.brent@jobcorps.org.
6. Any proposed interruption to center operations during construction must have prior approval from the Center Director after a minimum of 72 hours' notice.
7. The center and its buildings shall remain in operation throughout construction.
8. The Contractor shall propose a sequencing of the work in coordination with the center. This sequencing schedule is to be provided for approval to the Center Director at the pre-construction meeting.
9. No work will be performed on weekends unless the Contractor receives prior approval in writing from the Center Director.
10. Although this Scope of Work identifies specific elements of construction, it is the Contractor's responsibility to provide any and all elements which are incidental to the functioning of the work to be provided.
11. It is not intended that other deficiencies that are not related to the work identified in this Scope be corrected. The Contractor shall limit its efforts only to the work that has been identified (including affected areas) in this Scope of Work.
12. Existing "As-Built" Construction Documents are not available. The Contractor will be responsible for verification of all dimensions, layout, and conditions in and around the construction area involved.

13. The Contractor shall inform the center immediately of any unforeseen conditions which may affect the work.
14. All materials and finishes shall be selected for their ease of maintenance, high durability, and local availability; and shall be coordinated with those currently used by the center.
15. The Pre-construction meeting shall be held at the center after execution of the agreement and prior to commencement of the work. Those in attendance may include the DOL Engineering Support Contractor (ESC) PM, the Center Director or designated representative, the Contractor and sub-contractors.
16. The Contractor shall, at a minimum, submit the following for approval before commencing construction:
 - a. Schedule (submit per Contract)
 - b. Safety Plan
 - c. Quality Plan
 - d. Construction phasing and layout plan (If Applicable)
 - e. Product data and shop drawings for all equipment and materials to be incorporated into the work.
 - f. Paint color samples
 - g. Safety Data Sheets as applicable
17. For work scheduling, the Contractor shall provide a sequenced construction schedule to the center for approval no later than 14 calendar days after he receives a Notice to Proceed (NTP) indicating the areas he desires and the periods of time he requires them vacant in order to perform his work.
18. All materials and finishes shall be selected for their ease of maintenance, high durability, and local availability; and shall be coordinated with those currently used by the center.
19. The Contractor shall be responsible for all cutting and patching incidental to the work described herein.
20. The Contractor shall be responsible for identifying the location of existing utilities and for avoiding damage to same in the completion of this work.
21. The Contractor shall promptly repair/replace any damage to structures, elements, utilities, finishes, etc., occurring due to construction, the cost of which shall be borne by the Contractor.

22. The Contractor shall not interrupt any utilities serving the facilities occupied by the center unless permitted under the following conditions and then only after arranging to provide temporary utility services to maintain facility function:
 - a. Notify the Center Director, or delegated representative, not less than four (4) days in advance of proposed utility interruptions
 - b. Do not proceed with utility interruptions without written permission from Center Director, written permission.
23. The Contractor shall maintain a clean and safe work area throughout the period of construction. The Contractor shall, at the end of each work day, remove all demolition debris and hazardous and potentially dangerous materials used in the work.
24. The Contractor shall collect construction material and debris frequently and dispose of debris and refuse away from the center in a lawful manner.
25. The Contractor shall clean the exterior public areas impacted by construction dust, dirt and debris on a daily basis.
26. The Contractor shall be responsible for all fees, permits, etc., required for waste disposal.
27. The Contractor shall be responsible for receiving, storing, and securing of all materials, equipment, and other items to be used in accomplishing the work.
28. The Contractor shall be responsible for all equipment and materials brought onto the center and shall replace damaged or stolen items at its expense.
29. The Contractor and all persons employed under the contract:
 - a. Shall observe all security regulations in effect at the center.
 - b. Shall not be permitted to use the food service facilities at the center.
 - c. Shall not fraternize with the students or staff of the center.
 - d. Shall not consume or transport any alcoholic beverages or drugs to the center.
 - e. Shall not transport any firearms to the center.
 - f. Persons violating the above shall be dealt with in an appropriate manner.
30. The Contractor shall be required to be licensed in the State of KY by the appropriate authority in the area to conduct the required contractual work. This license must be current.
31. The Contractor will coordinate with the center for locations of staging areas, and vehicle parking.

32. Electricity and water will be made available by the center. Connections to existing power shall be by the Contractor.
33. Following completion, the Contractor shall return the site conditions to their original state.

C. SPECIAL CONDITIONS

1. Acceptance of “As Is” Conditions
 - a. Prior to performing any work at or on an existing center element, the Contractor shall tour that element with the designated representative of the center for the purpose of defining the limits of his work area and establishing existing conditions.
 - b. Once the center and the Contractor agree on the “As Is” condition the Contractor may take possession of that element for the purpose of performing the work.
 - c. The Contractor shall protect all existing items within the work limits which are not specifically part of the work in the contract and, at the completion of work shall restore as necessary the work area to the “As Is” condition agreed to with the center prior to commencement of the work.
 - d. If there is concern that the work area contains damaged elements that might appear as damage caused by the prosecution of the work, the Contractor shall document the damage through memo or video tape the work area and provide a copy to the center prior to commencing any work.
2. Contractors’ Possession of the Work
 - a. Once the Contractor accepts the work area(s) and the “As Is” conditions (item 1 above), the Contractor is responsible for protecting and insuring everything within the work area against damage and harm.
 - b. Only when the center executes a substantial completion certificate for the work completed in a specific work area will the Contractor be relieved of responsibility for the protection of that work area.

D. SCHEDULE AND DELAYS

1. The Contractor shall, upon acceptance of his proposal by the center, perform the work in accordance with the Scope of Work, and start work within 30 days of issue of Notice to Proceed (NTP) by the center.
2. All work, including punch list items, shall be completed within 12 months after written NTP.
3. The Contractor shall immediately notify the center of any expected delays in the acquisition of materials which may delay the completion of the project.

4. In any instances where the approved construction sequence schedule is impacted, the Contractor shall adjust the schedule and resubmit it for center approval.
5. No extensions in time will be granted unless the modified schedule is approved by the center.

III. BID PROPOSALS REQUIREMENTS

1. Each Contractor shall submit a sealed bid based upon Part V, Extent of Work.
2. Detailed itemized estimates for each building shall be submitted for the work as a basis for the contract. However, the prospective Contractor shall submit a proposal for a Single Lump Sum Contract.
3. The proposal shall include all labor, material, and equipment costs, and all incidental costs necessary to complete the work.
4. The Contractor must include with their proposal, certification that they will conform with the latest Davis-Bacon Wage Rate decisions for the area.
5. A minimum 60-day bid guarantee is required.

IV. ACCEPTANCE OF WORK

A. SUBSTANTIAL COMPLETION

1. Substantial completion of the work is defined herein as the point at which the work is complete in all respects except for a few minor items which are to be listed on the Contractor's punch list.
2. With the issuance of a substantial completion certificate executed by the center and the Contractor, the center will occupy/take possession of the work and regain full operation of the buildings.
3. Prior to the issuance of an executed substantial completion certificate the Contractor shall have had all tests completed, witnessed and approved by the center's authorized representative and shall submit the substantial completion documents which include but are not limited to:
 - a. Test and Balance Report
 - b. Inspection Reports
 - c. Test Results
 - d. Training
 - e. O&M Manuals

4. The Contractor shall notify the center in writing at least seven days prior to the estimated date of substantial completion and request a substantial completion walk-through.
5. The letter shall include a dated punch list as developed by the Contractor. The purpose of the walk-through is to review the Contractor's list for accuracy and to identify any additional items needing completion prior to final acceptance.
6. The Contractor, shall, upon receipt of an approved substantial completion punch list, correct his work as required within 30 days or until acceptable to the center.
7. The substantial completion walk-through shall be performed by the Center Director and/or the designated representative.
8. The date of the center's acknowledgment of substantial completion shall establish the date of commencement of the Contractor's one (1) year guarantee of workmanship and the manufacturer's product warranties.
9. Manufacturer's warranty shall include the following information:
 - a. Center Name
 - b. Date of Substantial Completion (warranty commencement date)
 - c. Date Warranty Expires
 - d. Description of Warranty Services
 - e. Serial numbers of equipment under Warranty

B. FINAL INSPECTION

1. The Contractor shall inform the center and submit the Notice of Final Completion in writing at least three days prior to the estimated date of the completion of the work and request a final acceptance inspection.
2. The Contractor shall guarantee all workmanship done under this Scope of Work for a period of at least one year. Prior to final payment, the Contractor shall submit:
 - a. Consent of Surety of final payment
 - b. Release of liens from all subcontractors and material suppliers associated with this project
 - c. All Warranties/Guarantees
 - d. Center acknowledge receipt of approved material submittals, Operating Maintenance manuals and any as -built documents and duly performed training of personnel.

V. EXTENT OF WORK

A. GENERAL

1. Cafeteria Building 1412 is a one-story building constructed in 1974. The HVAC RTU caused the fire above the kitchen area.
2. The building hasn't been used since the fire. The Contractor is responsible to get the building operational and suitable for students and staff use again.
3. See below building layout for specific work locations.

B. DESCRIPTION OF WORK

1. Architectural

a. Demolition

- 1) Remove the existing suspended ceiling system, approximately 600 square feet, including but not limited to grid, ceiling tile, hangars and supports, lay-in light fixtures, supply and return diffusers, etc., and legally dispose offsite.
- 2) Remove and legally dispose of all existing debris located within the Food Preparation area.

b. New Work

- 1) Provide and install a new 60 mil. single-ply Ethylene Propylene Diene Monomer (EPDM) roof membrane and fully adhere to 3/4 inch plywood decking with water-based bonding, approximately 615 square feet.
- 2) For bidding purposes, assume that 300 square feet of the 3/4 plywood to be replaced as needed.
- 3) Procure and install 615 square feet of R-38 fiberglass batt insulation (with vapor barrier) at the bottom side of the decking.
- 4) For bidding purposes, replace 300 square foot of recovery board and tapered insulation.
- 5) Provide and install new metal flashings, flashing boots at all new and existing roof-mounted units and penetrations located on the new roof installation. Refer to Mechanical for roof-top unit locations.
- 6) Provide and install a new Class A suspended acoustical ceiling tile system for kitchen/food preparation (24 in x 48 in x 5/8 in), including, but not limited to a ceiling grid system, grease resistant, washable acoustical tiles, hanger support system, etc., totaling approximately 615 square feet.
- 7) For bidding purposes, use equal or higher quality of the following manufactures:
 - a) Armstrong,

- b) Certain Teed,
 - c) USG
 - d) Or equal
- 8) Patch and repair the existing walls and prepare surfaces for painting. For bidding purposes, assume 300 square feet of patching.
 - 9) Paint walls with one (1) coat of low VOC primer and two (2) coats of low VOC semi-gloss enamel. Seal all existing walls with a commercial grade sealer prior to priming and painting. The paint color is to be selected from the manufacturer's standard paint colors. Finish and repair flush with adjacent surfaces.
 - 10) For bidding purposes: Seal, prime, and paint walls totaling approx. 750 square feet. Repair quarry tile wall base, approximately 49 linear feet. Prime and paint the dining room area totaling approx. 2000 square feet.
 - 11) Contractor is responsible for protecting the existing equipment from damage during construction.
 - 12) Contractor to professionally deep clean and disinfect all new and existing equipment and surfaces located in the Food Preparation, Serving, and Dining area. Contractor to deep clean and disinfect the floors and walls in food preparation and dining area.

2. Structural

- a. The Cafeteria Structural Repair drawings are located here: <http://www.solicitationattachments.com/muhlenbergcafeteria> and include all repairs as required by the drawings. Contractor shall follow all instructions in the drawings.
- b. Work includes, but is not limited to:
 - 1) Demo 3 zee girt, 2 duct opening frames, and girt bracings.
 - 2) Provide and install 3 new 8x3x14GA Zee girt in the middle span, column to column line.
 - 3) Provide and install 2 new 8x3x14GA Zee girt frames for two duct openings.
 - 4) Provide and install new girt bracing around all new Zee girts.
 - 5) Replace existing zee girt bridging and remove for repairs. Match exiting size and location.

3. Mechanical

- a. Remove and legally dispose of the existing fire damaged roof top HVAC unit and its refrigerant above the food preparation area.
- b. Provide and install a new 5-ton, gas fired 72 MBH input with supplemental electric heating HVAC packaged unit above the food preparation area.

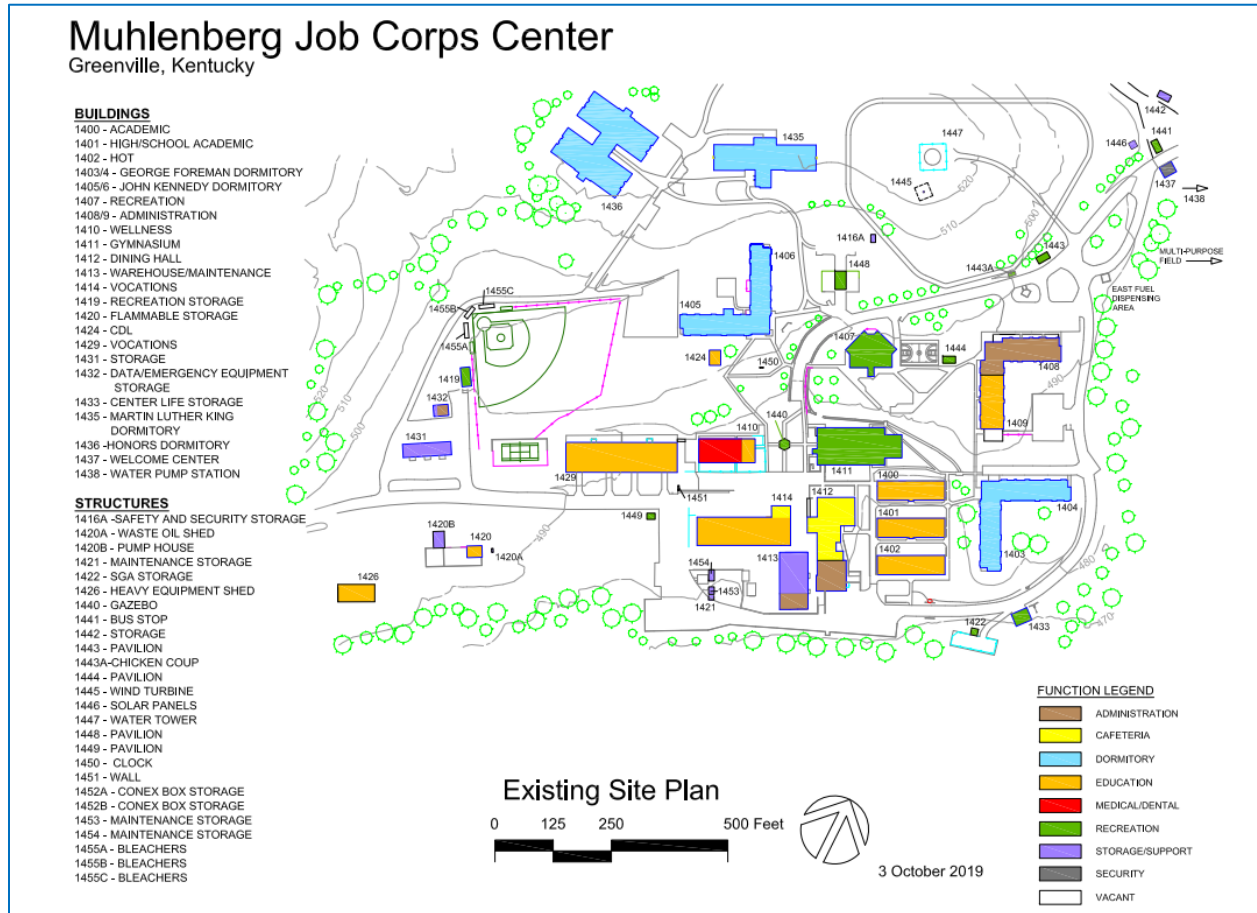
- c. Acceptable new HVAC unit manufacturers are: Trane, York, Carrier, Goodman, Daiken, Rheem.
 - d. Remove and legally dispose of the roof top HVAC unit and its refrigerant above the dining area.
 - e. Provide and install a new 5-ton, gas fired 72 MBH input with supplemental electric heating HVAC packaged unit above the dining area.
 - f. Provide new roof curb gas and electrical connections and controls for both new units.
 - g. Replace the interior ductwork distribution system (supply and return ductwork with new fiberglass 1-inch-thick insulation) including volume dampers, diffusers, and registers in the Food Preparation Area. For bidding purposes, assume 50 feet of 20 inches x 20 inches rectangular duct including transitions to lower size.
 - h. Provide new HVAC automatic temperature controls (ATC), programmable thermostat for both new units and smoke detectors on the return air ductwork.
 - i. Provide and install new condensate drainage piping and air gap to the existing roof drain for both new units.
 - j. The kitchen exhaust hood fan, make up air unit, kitchen hood Ansul fire suppression system and all controls for HVAC and fire systems shall be verified for service by certified HVAC and certified fire suppression (Ansul) system personnel, respectively.
 - k. Remove existing and provide and install new supply air grilles and return air registers in the Food Preparation room. All supply grilles shall be, 12 inch by 12 inch rectangular, 4-way fixed type with insulated backs. For bidding purposes, assume 8 grills.
 - l. Rooftop gas piping: Scrape, prime, and paint all existing gas distribution piping.
 - m. Provide inspection, testing and startup of all building HVAC systems for proper operation and sequence of operations for heating/cooling and ventilation modes.
 - n. The Contractor shall provide a report of the findings and the apparent deficiencies impacting operations of the system within 14 days after Notice-To-Proceed.
 - o. Ensure the entire building has a slightly positive air pressure during occupied operation.
4. Electrical
- a. The Contractor shall thoroughly investigate in field to accurately assess the extent of damages that may include fire alarm appliances (pull station, horn/strobe, smoke and/or heat detectors), recessed 2x4 fluorescent lights, exit and emergency lights, branch circuit wiring conduits (EMT and MC cables), boxes and devices and replace them if required.
 - b. The work and materials described below are for bidding purposes only.

- c. All electrical work shall be performed by the licensed electrician in accordance with NEC 2023 and all locals' applicable codes.
- d. All fire alarm work shall be performed by the licensed fire alarm contractor in accordance with fire code NFPA 72, 2022.
- e. Remove and replace all damaged branch circuit wiring conduits, boxes and devices in the Food Preparation area above the dropped ceiling.
- f. Remove and replace seven recessed-mounted, 2x4, 3-lamp fluorescent fixtures. Remove and replace the exit sign and self-contained dual head lamps emergency.
- g. All new lighting shall be LED, the exit sign and emergency lights shall have 90 minutes battery pack. The replacement and installation of new exit sign and emergency lights shall be in accordance with Life Safety Code NFPA 101, 2021.
- h. Remove and replace approximately 200 linear feet (LF) of ½" and 1" EMT conduits. Provide and installed approximately 400 linear LF of #12 THHN and #3 THHN conductors.
- i. Remove the damaged disconnect switch associated with the burn out roof top unit. Remove the branch circuit wiring conduit back to the originate source.
- j. Coordinate with mechanical trade to identify all power requirements for the new mechanical equipment and provide appropriate disconnect switch and branch circuit in conduit to the equipment in accordance with NEC code requirements and manufacturer's recommendations.
- k. All outdoor electrical equipment shall be in NEMA-3 enclosure and wiring shall be in LFNC conduit.
- l. Remove the damaged pull station, smoke detector and/or heat detector and associates fire alarm cables.
- m. Provide and install a new pull station and smoke/heat detectors. Provide and install approximately 200 LF of fire alarm cable in ½" EMT conduit.
- n. Reconnect the new fire alarm devices to the building's existing fire alarm control panel located to the adjacent mechanical/electrical room.
- o. The new devices and existing fire alarm panel shall be installed and tested in accordance with NFPA 72.
- p. The kitchen hood shall be connected to the fire alarm panel.

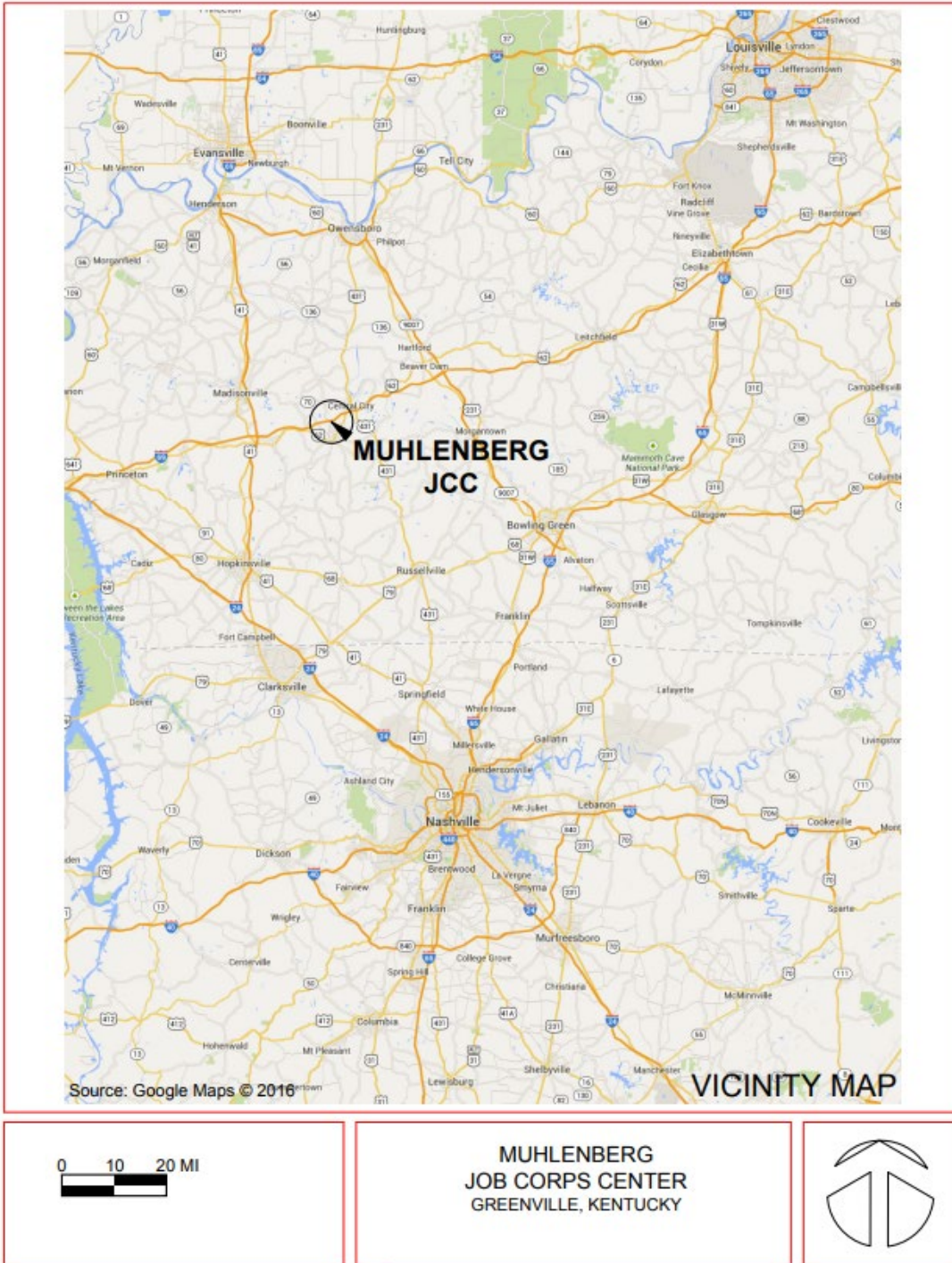
VI. SKETCHES

*Drawings/sketches are not necessarily to scale. They are provided for reference purposes only.

A. EXISTING SITE PLAN



B. VICINITY MAP



C. PHOTOGRAPH

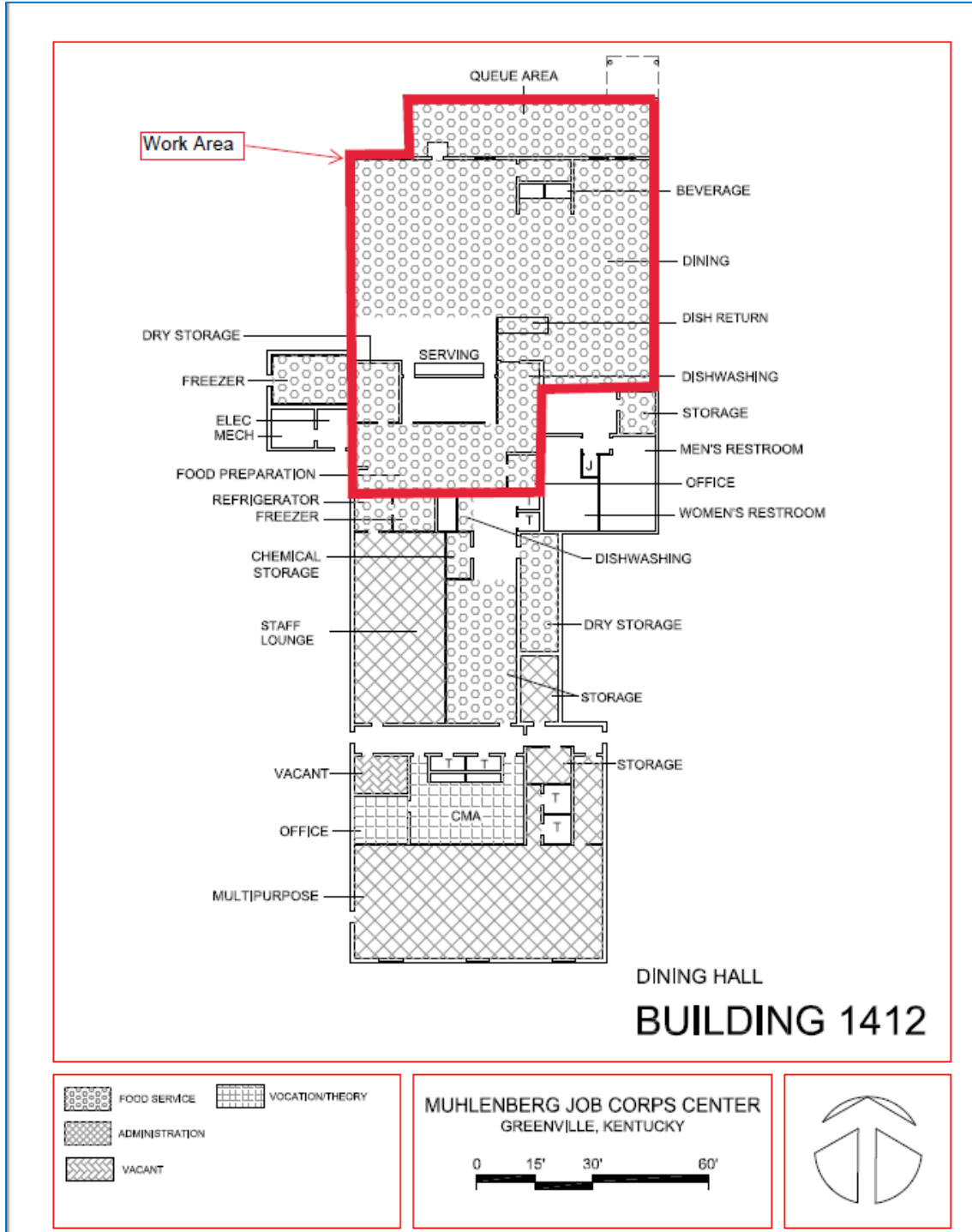


BUILDING 1412 - DINING HALL



BUILDING 1412 – DINING HALL

D. FLOOR PLAN



FOOD PREP & DINING

-----END SCOPE OF WORK-----