A close up of a sign

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**Scope of Work – Welcome Center Residential Expansion**

This project is a 8,930 SF tenant improvement in the IRC Welcome Center, which was formally Ann Ott Elementary School. The scope of work includes converting existing classrooms into apartments for sleeping, repairing and creating fire rated walls, and an extensive remodel of existing men’s and women’s restrooms into new restrooms that include showers.

**Scope of work includes, but is not limited to:**

1. Repair of existing fire rated walls and creation of new fire rated walls
2. New walls and doors
3. Conversion of electrical outlets to tamperproof.
4. Minor modifications to existing fire alarm and fire sprinklers.
5. Major remodel to the existing restrooms to add showers – includes MPE work and all new finishes and lighting.
6. See included drawings for full scope of work
7. This project will be permitted through the City of Phoenix Annual Facilities Program.

Note: Exact dimensions and specifications are noted in the technical drawings; any variations in dimensions, materials or designs must be approved in writing by an authorized IRC representative.

**Bid Submissions:**

All Contractors are required to examine the project site prior to bidding and identify all conditions that may affect the work and field verify existing equipment, ducts, mechanical piping, conduits, fire sprinklers, lights, plumbing piping, building structure and all other field conditions prior to bidding on this project and to coordinate new work with existing conditions. No consideration will be given if the contractor fails to examine the project site prior to bidding.

\*If discrepancies are noted between plans and the work site, notify the engineer immediately. \*

**Time Period**

It is proposed that the work be started within a period of six weeks. The timeframe of six weeks is understood to begin within five days of signing the contract and will officially start when any member of the construction crew steps onsite at any time once the permit has been received.

**Place of Performance/Work Site Requirements**

All demolition, construction, plumbing, and electrical work is to be performed onsite at the address of **1801 S. 12th St. Phoenix, Arizona 85034**, otherwise known as the Ann Ott school.

**General Work Site Requirements:**

1. Check-in daily upon arrival on site with security.
2. Ensure maintenance of COVID protocol requiring face masks throughout time on site.
3. Maintain a safe and secure job site throughout the duration of the project in accordance with OSHA standards.
4. Protect all work surfaces from dust and debris during construction and clean entire work area at the end of each shift.
5. Provide adequate shoring and bracing where required throughout this construction.
6. Ensure all work complies with the 2018 IMC, 2018 IECC, 2018 UPC, 2018 IFGC and all City of Phoenix adopted codes and amendments.
7. Guarantee all material, equipment, and installation for two years from substantial completion date. All defects shall be the contractor’s responsibility.
8. Designs are based on scheduled manufacturers. If another manufacturer is used, the contractor shall be responsible for all additional modifications, including any electrical or structural engineering required to modify the structural support and piping.

**Work Requirements**

1. **Bathroom Demolition & Construction**
2. Obtain necessary permits for demolition and disposal.
3. Remove any existing non-functioning toilets, urinals, sinks, light fixtures, etc.
4. Salvage existing toilet partitions, counter, etc. if possible.
5. Salvage in place existing wall tile. Area of floor tile to be salvaged in place (see technical drawings).
6. Remove all non-salvaged items from the job site as the work progresses. Verify the hauling route and dumpster location where applicable with the owner prior to start of work. Authorized IRC staff will select salvaged equipment to retain.
7. Pour back new cement per floor plan.
8. Install plumbing.
9. Install electric wiring.
10. Install trench drain, shower heads and controls for one shower stall in each bank of bathrooms.
11. Replace/install new water heater with applicable piping
12. Replace/install exhaust fan.
13. Replace light fixtures and applicable electrical wiring (see technical drawings).
14. Put in ADA grab bars and double coat hooks.
15. Post appropriate signage.
16. **Sleeping Room Construction**

This stage focuses on the classrooms on the east side of the school. These rooms are being upgraded to allow sleeping occupancy. Scope to include:

* 1. Validation of 1-hour rating for walls around the sleeping suites. These walls are noted on the permitted drawings. Top of wall condition to be evaluated in the field and sealed as necessary. All penetrations also need to be sealed if they are not.
  2. Outside air ductwork penetrations through the 1-hour wall are not currently up to code. The non-compliant duct needs to be removed and replaced from the main trunk line through the rated wall at a minimum. If the fan coil unit is close to the wall, then it might make sense to extend new ductwork all the way to the fan coil.
  3. Outside air needs to be validated at each unit.
  4. Electrical items: emergency lighting must be in working order, exit signs must be lot, outlets in rooms must be AFCI and tamper resistant.
  5. Fire extinguishers need to be mounted in the corridors no further than 75’ apart. There are existing fire extinguishers – they just need to be mounted. Signage should be removed or covered if FE are no longer located in rooms that are noted.

**Schedule**

Contractor is required to submit a weekly update on Fridays of their progress to authorized IRC personnel via email (to be provided at time of contract award and notification).

**Acceptance of Services**

A service shall be considered acceptable by both parties when construction passes benchmark inspections by a certified/licensed building inspector. During inspection, all stakeholders shall have a representative onsite and receive copies of the inspection report for public record.

Should any inspected goods fail to conform to code specifications, the IRC may reject them, and the Contractor shall repair/update the work to pass inspection without extension of time except at the IRC’s sole discretion.

**Security Requirements**

All contractors will be required to provide a secure way to identify construction crew members from other visitors for building security and resident safety. All contractors will also be required to check daily upon arrival on site with security. Contractor must also maintain COVID protocol requiring face masks throughout time on site.

Acceptable forms of identification can include (only one is required):

1. Providing a manifesto list of all construction crew members’ names to security for verification.
2. Construction crew members wear a company T-shirt/Nametag/Uniform that identifies them as working for the approved contractor.

Suggestions for secure identification other than the methods listed above are welcome and can be discussed and approved by authorized IRC personnel, but must be uniform for the entire construction crew.