

**DEPARTMENT INPUT
CONSTRUCTION CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Check applicable Ordinance(s): 90-143 Responsible Wage and Benefits 03-237 (formerly 03-1) Community Workforce Program

PROJECT INFORMATION See attachment

Contract/Project/*Work Order No.: NMEASTHAIT
 *Reference corresponding project number when submitting a work order

Contract/Project Title: EASTER SEALS HAITIAN YOUTH HS/EHS DELEGATE AGENCY SITE 2

Description/Scope of Work: MISCELLANEOUS REPAIR WORK TO DELEGATE AGENCIES AT VARIOUS SITES

Estimated Cost: \$30,000.00 Funding Source: FEDERAL.

Location of Project (street address or beginning and ending points) i.e. 12345 NE 23rd Ct or Starts at 135 St. ends at 145 St.

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CWP) See attachment

Engineer/Department or Agency's estimated required workforce for Project Work Order

Trade/Skills Required	Est. # of workforce required per trade	Est. # of total days to complete job

Comments: _____

PROJECT ANALYSIS FOR GOAL RECOMMENDATION (CSBE) See attachment

Sub-Trade	Est. Cost	% of Item to Base Bid	Availability

RECOMMENDATION

Set-Aside: Level 1 Level 2 Level 3 Trade Set-Aside Sub-Contractor Goal Workforce Goal No Measure

Basis for Recommendation: _____

Date submitted to DBD: _____
 Contact Person: _____
 Telephone No.: _____

REFERENCE DOCUMENTS

GENERAL INFORMATION

1. All work shall comply with applicable Miami-Dade County building department requirements, the 2010 Florida Building Code, the 2008 National Electrical Code (NFPA-70), and the Miami Dade DERM requirements for asbestos removal
2. Contractor shall take measurements, and verify those measurements. Miami Dade County CAHSD will not be held liable for any incorrect measurements provided initially.
3. All work must be coordinated with the Center Director, in addition to the county project manager.
4. Contractor/vendor shall comply with all applicable Federal, State, County, and City rules and codes.
5. All construction shall be in accordance with contract documents & requirements
6. Permitting and inspections and all associated plans, specifications and signed and sealed drawings incidental for the performance of the work described herein. The signed/sealed engineering drawings shall include, but not limited to, the following minimum requirements:
 7. Defining the actual area that the contractor is restricted to for the work of the contract.
 8. The contractor may not operate beyond the limits unless specifically authorized to do so by the Owner.
 9. The contractor shall limit the use of the site to those operations necessary for the execution of the work of the contract.

10. The contractor is responsible for evaluating field conditions by visiting the site prior to commencing/bidding work.

11. The contractor shall not allow minors or other unauthorized persons on the project construction site.

12. Unless otherwise indicated, demolished materials become contractor's property. Comply with EPA regulations and disposal regulations of authorities having jurisdiction. Conduct demolition without disrupting Owner's use of the building.

13. Maintain and protect existing utilities to remain in service before proceeding with demolition, providing bypass connections to other parts of the building. Locate, identify, shut off, disconnect, and cap off utility services to be removed. Conduct demolition operations and remove debris to prevent injury to people and damage to adjacent buildings and site improvements. Provide and maintain shoring, bracing, or structural support to preserve building stability and prevent movement, settlement, or collapse.

14. Promptly patch and repair damaged areas of work caused by demolition. Restore exposed finishes of patched areas and extend finish restoration into remaining adjoining construction.

15. The contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by the operations. At least once weekly during the construction, and at the completion of the work, all waste materials and rubbish shall be removed from the project, as well as tools, construction equipment, machinery and surplus materials, and shall clean all surfaces and leave the work "broom" clean except as otherwise specified.

16. The contractor shall be responsible for initiating, maintaining and supervising safety programs in connection with the work.

17. The contractor shall take all reasonable precautions for the safety of and shall provide reasonable protection to prevent damage, injury or loss to:

- a. All employees on the work and all other persons whom may be affected thereby.
- b. All work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the contractor or any subcontractors.
- c. Other property at the site or adjacent thereto, and not designated for removal, relocation or replacement in the course of construction.

18. The contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction or the safety of persons or property for to protect them from damage, injury or loss. The contractor shall erect and maintain as required by the existing conditions and progress of the work, all reasonable safeguards for protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities. The contractor shall be responsible to the Owner for all damage or loss to any property caused in whole or in part by the contractor or any subcontractors, or anyone directly employed by any of them, or by anyone for whose acts any of them may be liable, and not attributable to the fault or negligence of the contractor.

19. The contractor shall request all mandatory inspection from the Building Official, Miami-Dade County, DERM, and other authorities having jurisdiction as per the provisions contained in the FBC, including those as may be required for asbestos removal. Inspections by the design professional shall not relieve the contractor, nor take the place of the mandatory inspections contained in the FBC or required by law.

20. Bid shall include warranty, building plans, specifications, permit drawings, and all permit approvals as required by the City of Miami, Miami-Dade-Dade County permitting departments (when applicable). Bid shall also include approval through Miami –Dade County DERM (asbestos approval).

21. Any item resulting in damage from work procedures shall be repaired or restored to original condition including, but not limited to, sidewalk, trees, sod area, fences, irrigation, etc. Satisfactorily repair/replace equipment or part of structure damaged as a result of the work. Surfaces and finished areas shall be restored to match adjacent areas. Approval shall be obtained from the Architect/Engineer of Record prior to cutting or drilling any structural support member.

22. Contractor to supply "as built" drawings to project manager at job completion (if applicable).

23. Location of existing utilities: contractor to verify exact location and avoid damage during construction. Coordinate with utilities companies MDWSD, etc.

24. All work shall be done in a neat workmanlike manner.

25. All penetrations through masonry and concrete structures shall be sealed to protect against fire with environmental conditions that exist.

26. Before starting work in a new area or movement of equipment one area to another, coordination with the facility and the County is required to ensure children's safety.

27. It is the contractor's responsibility to make the proper coordination in advance for major interruptions (15 calendar days) and any delay of work due to improper notice will be the responsibility of the contractor not CAHSD.

28. At any time improper procedures are observed that put client safety, staff, or contractor workers safety at risk, the work will be stopped until corrections are made and approved by the government and the contractor held responsible for any delay due to improper adherence to the contract/documents and/or safety regulations.

29. Before any new electrical, mechanical, and/or site modifications the contractor must notify CAHSD 72 hours in advance for proper coordination to ensure client, staff, and workers safety.

GENERAL SPECIFICATIONS

1.1. ALTERATIONS

- A. Survey: Before any work is started, the Contractor shall make a thorough survey with the CM and a representative of CAHSD, of areas of building in which alterations occur and areas which are

anticipated routes of access, and furnish a report, signed by all three, to the CM. This report shall list by rooms and spaces:

1. Existing condition and types of resilient flooring, doors, windows, walls and other surfaces not required to be altered throughout affected areas of building.
2. Existence and conditions of items such as plumbing fixtures and accessories, electrical fixtures, equipment, venetian blinds, shades, etc., required by drawings to be either reused or relocated, or both.
3. Shall note any discrepancies between drawings and existing conditions at site.
4. CM shall designate areas for working space, materials storage and routes of access to areas within buildings where alterations occur and which have been agreed upon by Contractor and Construction Manager.

B. Any items required by scope of work to be either reused or relocated or both, found during this survey to be non-existent, or in opinion of CM and/or Supply Representative, to be in such condition that their use impossible or impractical, shall be furnished and/or replaced by Contractor with new items in accordance with specifications which will be furnished by Government. Provided the contract work is changed by reason of this subparagraph B, the contract will be modified accordingly, under provisions of clause entitled "DIFFERING SITE CONDITIONS".

C. Protection: Provide the following protective measures:

1. Wherever existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
2. Temporary protection against damage for portions of existing structures and grounds where work is to be done, materials handled and equipment moved and/or relocated.
3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.

1.9 RESTORATION

A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of the COR. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the CONSTRUCTION MANAGER before it is disturbed. Materials and workmanship used in restoring work

shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

B. Upon completion of contract, deliver work complete and undamaged. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.

C. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.

D. Expense of repairs to such utilities and systems not shown on drawings or locations of which are unknown will be covered by adjustment to contract time and price.

1.10 AS-BUILT DRAWINGS

A. The contractor shall maintain two full size sets of as-built drawings which will be kept current during construction of the project, to include all contract changes, modifications and clarifications (when applicable).

B. All variations shall be shown in the same general detail as used in the contract drawings. To insure compliance, as-built drawings shall be made available for the CONSTRUCTION MANAGER's review, as often as requested.

C. Contractor shall deliver two approved completed sets of as-built drawings to the CONSTRUCTION MANAGER within 15 calendar days after each completed

D. Paragraphs A, B, & C shall also apply to all shop drawings

1.13 TEMPORARY TOILETS

A. Provide where directed, (for use of all Contractor's workmen) ample temporary sanitary toilet accommodations with suitable sewer and water connections; or, when approved by CONSTRUCTION MANAGER, provide suitable dry closets where directed. Keep such places clean and free from flies, and all connections and appliances connected therewith are to be removed prior to completion of contract, and premises left perfectly clean.

SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

1-1. Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements.

Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:

- A. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
- B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
- C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of CAHSD.

1-2. Forward submittals in sufficient time to permit proper consideration and approval action by Miami Dade County. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.

1-3. Submittals will be reviewed for compliance with contract requirements by CAHSD, and action thereon will be taken by CM on behalf of the Contracting Officer.

1-4. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.

1-5. Samples, shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to:

Nelson Medina,
701 NW 1st Court, 11th Floor,
Miami, FL 33136

SAFETY REQUIREMENTS

I. **PLANS (PROGRAMS, PROCEDURES) REQUIRED.** Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks in site-specific compliance and accident prevention plans. These Plans shall include but are not be limited to procedures for addressing the risks associates with the following:

- a. Emergency response;
- b. Contingency for severe weather;
- c. Fire Prevention;
- d. Medical Support;
- e. Posting of emergency telephone numbers;
- f. Prevention of alcohol and drug abuse;
- g. Site sanitation (housekeeping, drinking water, toilets);
- h. Night operations and lighting;
- i. Hazard communication program;
- j. Welding/Cutting "Hot" work;
- k. Electrical Safe Work Practices
- l. General Electrical Safety
- m. Site-Specific Fall Protection & Prevention;
- n. Respiratory protection;
- o. Health hazard control program;
- p. Demolition plan (to include engineering survey)

II. **INSPECTIONS:** The PM/Superintendent shall conduct frequent and regular safety inspections (daily) of the site and each of its subcontractors shall conduct frequent and regular safety inspections (daily) of their work operations. Each week, the PM/Superintendent shall conduct a formal documented inspection of the entire construction areas with the subcontractors present in their work areas. Coordinate with, and report findings and corrective actions weekly to Facility Safety Manager and Construction Manager.

III. ACCIDENTS, OSHA 300 LOGS, AND MAN-HOURS: Notify the Facility Safety Manager and Contracting Officer Representative as soon as practical, but no more than four hours after any accident meeting the definition of OSHA Recordable Injuries or Illnesses or High Visibility Accidents, property damage equal to or greater than \$5,000, or any weight handling equipment accident.

IV. PERSONAL PROTECTIVE EQUIPMENT (PPE):

a. PPE is governed in all areas by the nature of the work the employee is performing.

b. Mandatory PPE includes:

i. Hard Hats – unless written authorization is given by the Facility Safety Manager and Construction Manager in circumstances of work operations that have limited potential for falling object hazards such as during finishing work or minor remodeling. With authorization to relax the requirement of hard hats, if a worker becomes exposed to an overhead falling object hazard, then hard hats would be required in accordance with the OSHA regulations.

ii. Safety glasses - unless written authorization is given by the Facility Safety Manager and Construction Manager Representative appropriate safety glasses meeting the ANSI Z.87.1 standard must be worn by each person on site.

iii. Appropriate Safety Shoes – based on the hazards present, safety shoes meeting the requirements of ASTM F2413-11 shall be worn by each person on site unless written authorization is given by the Facility Safety Manager and Construction Manager Representative.

iv. Hearing protection - Use personal hearing protection at all times in designated noise hazardous areas or when performing noise hazardous tasks

EASTER SEALS SOUTH FLORIDA, INC.

HEAD START/EARLY HEAD START CENTERS

Caleb

5400 NW 22 Avenue

MIAMI, FL 33142

- No Strategic Plan Pending
- Work to be done by Internal Services Department over Summer Break (Daycare Roof)

Jackson Dade

801 NW 17 Street.

Miami, FL 33136

- Removal and Replacement of Chipped Tile in Girls Bathroom
 - o Approximately 40 Square Feet of 4"X4" tiles
- Deep Cleaning of Utility Closet
- Deep Cleaning of Boys and Girls Bathrooms
- Landscaping Approx.1200 Sq. Ft. (Low Maintenance Shrubbery, plants, and Sod)
 - o Cocoplum
 - o Mammy Crotons
 - o Blue Daze
- Deep Cleaning of Staff Bathroom

Liberty Square

6304 NW 14th Avenue

Miami, FL 33147

- Deep Cleaning of 5 Bathrooms throughout Center
- Painting of Classrooms and Bathrooms in Center
- Removal and Installation of New Baseboards in Classroom 1
 - o Approximately 200 linear feet

Removal and Replacement of Lower and upper Cabinets in Toddler room

- Removal and Replacement of Baseboards in the Children's Library
 - o Approximately 200 linear feet

Ophelia E. Brown

16425 NW 25 Avenue

Miami Gardens, FL. 33054

- Breathable Mesh/Tarp and Hardware

- o 20' X 25' (500 SQ FT)

HAITIAN YOUTH HEAD START/EARLY HEAD START CENTER

Early Steps Learning Center

14500 NE 6th Avenue

MIAMI, FL. 33161

- Deep Cleaning of Girls and Boys Bathrooms
- Painting of Girls and Boys Bathrooms
- Removal and Installation of 3 Exterior Metal Emergency Doors and Frames
- o With Panic Bars and Locking dead bolt mechanisms
- Replacement of Ceiling Tiles throughout Center