


**Date:** July 29, 2019  
**To:** Gary Hartfield, Division Director  
Internal Services Department  
**From:**  Corey Jones, Division Director  
Community Action and Human Services Department  
**Subject:** Review of 7360 RPQ No.: HPEDMOD19

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Please review the below for compliance with Miami-Dade County requirements. This item will be funded with federal, CDBG, funds. The estimated cost of this project is \$702,000.00 with a contingency amount of 10%, \$70,200.00 for a total of \$772,200.00

**Intent:**

The requirements in this "Scope of Work" serve as direction to the contractor for the renovation of the Edison/West Little River Community Resource Center, located at 150 NW 79th St. The Contractor shall perform all services in accordance with building industry/professional standards of skill, care and diligence adhered to by reputable, first class contracting firms and shall conform to generally accepted professional practices.

**Project Description:**

The selected contractor will renovate the Edison Community Resource Center, located at 150 NW 79th St. This includes all of the line items listed below in the Scope of Work.

The renovation shall entail the use of only high quality materials/supplies. The selected vendor will use only the brand/type of material specified or will provide specifications for proposed substitutions. Substitutions for brands/types of materials to be used will be reviewed on an item by item basis. Miami-Dade County Community Action and Human Services reserves the right to reject any item it find unacceptable. It will be the responsibility of the selected contractor to recommend a replacement or use the item specified.

Items incidental/necessary for the completion of the scope of work are to be assumed and included in the pricing of the item. There will be no additional consideration for the cost associated after the contractor is selected. Examples: 1. if the trimming of trees or brush adjacent to the building is necessary, the cost of trimming is to be included in that item and 2. Pressure cleaning and/or other preparation of surfaces prior to painting is to be included in cost of painting.

The contractor is responsible for all measurements and counts. The estimates of square footage/yardage and counts provided herein are to be understood as approximations. All exact measurements and calculations must be verified by the contractor. Additionally, the Contractor shall provide measurements, surveys, calculations, shop drawings; warranties and all necessary permits as required by law to rehabilitate the facilities. The Contractor shall maintain necessary insurances and licenses throughout the duration of the project. The contractors shall be required to coordinate all work, verify all site conditions and make submittals as required for approval to the owners and inspectors. The contractor is responsible for all work done by any sub-contractor and shall require that all sub-contractors pull all necessary permits according to code.

The Contractor shall perform the services with the standard skill care and diligence which a competent and suitably qualified person performing such services could reasonably be expected to exercise and in accordance with the Work Write-Up; work must be performed in a professional, "Workman like Manner". CONTRACTOR WILL BE REQUIRED TO SUBMIT AN ACCEPTABLE SCHEDULE PRIOR TO COMMENCEMENT.

1. Replace approximately 16 existing interior lights in lobby with surface mounted 2'x2' surface mounted LED lights, 4000 lumens, 4,000 -5,000 kelvin  
Lights to be similar those used in the SPCC. Contractor will be provided with example of type/style of light requested.
2. Replace all existing troffer lights with LED troffer lights (Luminaire, Lithonia, Philips or equivalent) specifications/style will be provided under separate heading. Light replacement will be site-wide and is intended to include all interior lights not specifically addressed elsewhere in scope or otherwise excluded.
3. Clean and repaint all existing exterior estate fencing and gates.
4. Painting all metal ceiling. It is intended by this item to include all metal ceilings within the building.
5. Replace existing built up roofing, including tapered insulation (approximately 19,000 sf)
6. Remove existing partition walls in lobby and reception area. Install glass storefront and doors in lobby area approx. 220 sf.
7. Install new receptionist desk in lobby, includes location/relocation of electrical and telecom connections. Circular desk to be installed in center of lobby and be capable of seating at least two (2) people simultaneously.
8. In the elderly/senior area install new ceiling grid at height consistent with rest of facility. Includes relocation of lighting, duct work, emergency/fire signs and devices.
9. Remove all exterior wood "chair" rails and wood chair rails in conference room.
10. Painting and patching interior (with the exception of the senior area/multipurpose room) and exterior.
11. Laminated wood flooring (also known as "Vinyl Wood Plank) to be installed at all interior spaces. Fully adhered VCT may be left in place. Contractor to ensure that floor is level (installing new VCT as base, use of self levelling concrete, etc. to remediate any unevenness) prior to installation of laminated wood flooring (also referred to as vinyl wood plank and defined as a multi-layer synthetic flooring product fused together with a lamination process. Laminate flooring simulates wood with a photographic applique layer under a clear protective layer). Exception: floors to remain in the senior area and all storage/custodial closets. Senior area floors and storage/custodial floors to remain.
12. Replace counter top and cabinets in employees lounge with new counter top.
13. Paint all door frames.
14. Install store front doors at entrance to elderly area.
15. Remove and replace existing water fountains with new dual fountains that include bottle filler feature.
16. Remove and cap off exterior bollards.
17. Remove all existing storm shutters and dispose of in a manner of consistent with all municipal, state and federal codes, rules and regulations.
18. Install impact windows at all exterior windows and doors.
19. Remove existing wall in Project FACE (approximately 15 lf, floor to ceiling wall with "teller" windows).
20. Remove and replace storage room doors in conference room.
21. All vents/registers to be replaced.
22. All doors to be replaced, frames to be retained and painted as previously specified. Replacement of doors includes all new door hardware including kick plates. Color to be approved by CAHSD
23. Exterior plate glass at conference room to be removed and replaced with impact resistant store glass

window and door. Impact resistant glass to be floor to ceiling. Exterior door at conference room to be removed and replaced with impact resistant glass door.

24. Pocket wall/retractable wall to be removed and opening closed to match existing wall. All tracks, braces, etc are to be removed and surfaces repaired prior to painting

25. Rm 104 Store front windows at vacant office to be removed and replaced. Door at to be removed and replaced.

26. All switch plates and outlet covers to be removed and replaced with style similar to existing (Material: vinyl. Color to be approved by CAHSD and will be eggshell, off white, almond or ivory).

27. Wall adjacent to sink in lunch room to be converted to cubby area sufficient to accommodate full sized residential refrigerator.

28. Storage room abutting lunch room to have plumbing capped, sink to be removed and wall installed. This will serve as the rear wall of the "cubby" described in 28.

29. CHANGE - Baseboard/cove base to be installed to replace existing vinyl cove base. Replacement must be water resistant. Color to be approved by CAHSD.

30. Replace 2.5 ton A/C unit (Unit to be R-410).

31. Installation of Solatubes in main lobby area and other areas. NOTICE TO

## REFERENCE DOCUMENTS 21000

### GENERAL INFORMATION

1. All work shall comply with applicable Miami-Dade County building department requirements, the 2014 Florida Building Code, 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 herein.**
3. Contractor/vendor shall comply with all applicable Federal, State, County, and City rules and codes.
4. The contractor may not operate beyond the limits unless specifically authorized by CAHSD.
5. The contractor shall limit the use of the site to those operations necessary for the execution of the work of the contract.
6. **The contractor will submit names and other information required of all workers who will be on site. Contractor shall not allow minors or other unauthorized persons on the project construction site at any time. Contractor will not work in areas until specific clearance/permission has been given for that area and that cannot be safely cordoned from center staff, customers or other visitors during normal business hours.**
7. The contractor at all times shall keep the premises free from accumulation of waste materials or rubbish caused by the operations. As required by the work or directed by County representative but no less than once daily 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. Following completion of the work, contractor is required to return the site to its original condition.
8. The contractor shall be responsible for initiating, maintaining and supervising safety programs in connection with the work.

9. 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.
10. 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.
11. The contractor shall request all mandatory inspections from relevant Building Officials, DERM, and other authorities having jurisdiction as per the provisions contained in the FBC, including those as may be required for asbestos removal (when applicable). 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.
12. Bid shall include warranty, building plans, specifications, permit drawings, NOA's and all permit approvals as required by the City of Miami and/or Miami-Dade County Building departments (when applicable).
13. Any item resulting in damage from work procedures shall be repaired or restored to original or better condition. 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.
14. All work shall be done in a neat workmanlike manner.
15. All penetrations through masonry and concrete structures shall be sealed to protect against fire where appropriate and protected against the intrusion of exterior environmental elements into the interior or the migration of elements from one area to the next on the interior.
16. 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.

#### NOTICE TO BIDDERS/PROSPECTIVE CONTRACTOR (S)

This project, in whole or in part, will be assisted through the Miami-Dade County Public Housing and

Community Development with Federal funding from Community Development Block Grant and as such bidder must comply with Presidential Executive Order 11246, as amended; by Executive Order 11375; Title VII of the Civil Rights Act of 1964 as amended; the Davis-Bacon Act of 1968, as amended; the Copeland Anti-Kickback Act; the Contract Work Hours and Safety Standards Act and all other applicable federal, state and local ordinance.

The bidder is required to pay workers on this project the minimum wages as determined in the Wage Determination Decision included in the Bidder's package; and that the contractor must ensure that employees are not discriminated because of race, color, religion, sex or national origin.

This project is also a Section 3 covered activity. Section 3 requires that job training, employment and contracting opportunities be directed to very-low and low income persons or business owners who live in the project's area.