

EXHIBIT "A"

SCOPE OF SERVICES

District Seven Brooksville Operations Center Security Fence and Gate FPID: 444727-1-52-01

I. OBJECTIVE

The Florida Department of Transportation (FDOT), District Seven Headquarters, located at 16411 Spring Hill Dr, MS 7-1260. Brooksville, FL 34604, seeks to obtain complete construction services of a qualified, experienced and licensed Contractor to provide and install a 6' (six foot) high FDOT design standard type "B" chain-link fence with barbwire, two (2) electrified and motorized gate openers, two (2) gates, low voltage, electrical infrastructure, licensing, final connections and miscellaneous components to create a complete assembly that operates within manufacturer's recommendations and design parameters.

II. SERVICES TO BE PROVIDED

- A. Contractor shall obtain/provide all necessary permits, equipment, materials, parts, supplies, labor, manufacturer's warranties and Contractor's warranties for parts and labor.
- B. Contractor shall provide all materials, labor, and management to perform work detailed in this Scope of Services.
- C. Contractor shall provide and install an FDOT type "B" chain link fencing with barbwire and a double "V groove" rolling slide gate spanning the access road detailed in Exhibit "C". One end of the new fencing is to be connected to the existing chain-link fence on the east side of the parcel. The opposite side shall terminate neatly at the building, with an end post. All aspects of the fence including but not limited to the start and end fence post must comply with FDOT design standards and specifications for fencing. Fencing provided shall create a complete assembly as well as create an uninterrupted, continuous barrier.
- D. The two (2) "V Groove" motorized rolling slide gates provided by the contractor shall be motorized and meet in the center of the roadway. Gates shall have barbed wire attached.
- E. Contractor shall provide and install all electrical infrastructure and components to power the gates/motors. All installation must be within manufacturer's design

parameters and create a complete assembly. All electrical connections must be in junction boxes and weatherproof.

- F. Contractor shall provide a vehicle sensor on the outbound lane, opening the outbound gate when the sensor is activated.
- G. Contractor shall provide, install, and program a RFID (Radio-frequency identification) card reader and keypad which is to be integrated to the Brooksville Operations Access control system and software. Contractor shall provide all components and licenses necessary to create a functional complete assembly.
- H. Contractor shall provide all materials, licenses and labor to integrate the proposed gates, openers, sensors, badge readers and keypads into the Brooksville operations existing Access Control system. All installation shall be a complete assembly that operates within manufacture design parameters.
- I. Contractor shall provide and install components that seamless integrate with the existing Brooksville access control system, which is a **Siemens** based system. Contractor will provide any licenses needed to create a complete functional assembly.
- J. Contractor shall provide and install concrete pads on which all electrical (high and low voltage) components and motors will be mounted, including but not limited to gate motors, keypads and pedestals. All installations shall be grounded per Florida Building Code and Manufacture recommendations.
- K. Contractor shall provide and install vehicle resistant bollards to protect infrastructure including but not limited to card reader(s)/ keypad(s), electrical infrastructure, motors, sensors or any other section of the installation that is vulnerable to vehicle impact and damage.
- L. Contractor will be responsible for leveling site, in project area as needed to facilitate the work, and create an aesthetically pleasing and uniform complete assembly.
- M. Contractor shall provide and install electrical infrastructure including but not limited to high and low voltage wiring, electrical breakers, conduit, junction boxes, relays, fuses, capacitors, grounding devices, and surge protection devices.
- N. Contractor shall hardwire and install all fixtures/accessories. Contractor shall provide and install all associated components to accommodate the direct wiring of all electrical components. All installations shall be a complete assembly and meet or exceed manufacture recommendations and specifications. All associated wiring must be in conduit and hidden from view.

- O. Contractor will be responsible for repairing and finishing of any damage to the facility made by the Contractor and/or their Sub-contractors during construction. Prior to final acceptance, the FDOT will generate a closing punch list that the contractor will use to make any corrections or repairs to complete the project.
- P. Contractor shall provide and service portable sanitation units for the Contractors' employees, and Sub-contractors, personal use as detailed in Non-Technical Specifications.
- Q. Contractor must make all final connections and programming.
- R. Work area is defined in Exhibit "C"
- S. All fence and gates shall have barbwire.
- T. All installations shall comply with FDOT type "B" design standards for fencing.

III. GENERAL REQUIREMENTS

- A. A site visit is required prior to submitting a bid.
- B. All installations, modifications, or reinstallations must comply with Florida Building Code, 6th edition, 2017.
- C. All components, accessories, and connections of components including but not limited to: electrical installations, Low voltage, Data, phonelines, fiber optic lines, communication lines, must be weathertight in junction boxes and conduit.
- D. Operations conducted by the Contractor shall not affect FDOT operations, in any way. Any operations which would cause a disruption to daily operations shall be scheduled and occur outside of normal business hours.
- E. Contractor shall provide and install any and all components required by building codes and manufacturer recommendations. All installation shall create complete assemblies that operate within manufacturer's design parameters.
- F. Contractor shall obtain/provide all necessary permits, equipment, materials, parts, supplies, labor, manufacturer's warranties and Contractor's warranties for parts and labor.

- G. Prior to final acceptance by the Contract Manager, all items will be tested after installation to prove and document that it meets manufacturer's specifications. Prior to final payment, the project must be inspected and approved by the Contract Manager to issue a written certification of completion that the project has been constructed in accordance with the Scope of Services.
- H. Contractor shall provide warranties on Craftsmanship, materials, installation, and labor for a period of 2 (two) year. The warranty period shall begin at the date of final acceptance.
- I. Contractor shall protect all items that are in the existing site, all items such as but not limited to roads, utilities, signs, machinery, buildings, structures, landscaping, lighting, Vehicles, or any other items in the project area are existing conditions. Contractor shall take every precaution to protect these items. Contractor shall relocate/ move existing items to facilitate the work. Contractor shall return all items to their respective original locations in clean and undamaged condition.
- J. Contractor must obtain all necessary permits and shall complete all work in accordance with plans, specifications, and all local and state codes. See attached Contract Plans.
- K. Contractor shall take all necessary precautions to protect and prevent any damage to buildings/ or Contract Manager property directly and/or indirectly around work area.
- L. Contractor shall protect public from construction activities and provide for a secure construction site.
- M. All installations shall match existing colors and architectural styles of the FDOT campus where the installation is located.
- N. Contractor is responsible for all utility connections.
- O. Contractor shall have been continuously licensed and engaged in construction of similar projects for a minimum of 5 (five) years. Contractor shall have completed at least 3 (three) projects of similar size and scope within the past 5 (five) years.
- P. All conduit or irrigation lines which are in conflict with proposed installation shall be relocated, reconfigured outside of the project area. All out of service utilities, electrical components, and conduit shall be safely terminated and permanently capped below ground.

- Q. All measurements provided in this document are approximate, bidders must take independent measurements, and field verify all measurements and dimensions.
- R. Contractor shall provide full time onsite project management for each project location, throughout the performance period.
- S. Contractor's bid shall include all required permits, labor, materials, equipment and all miscellaneous expenses including mileage and relevant insurance coverage as required to perform the construction. The bid must also account for meetings with the FDOT Facilities Management, Contract Manager and members of their project team to discuss inspection report details, answer questions, sign off on all fixtures and finishes and provide clarification as necessary.
- T. All material supplied by the Contractor will be NEW and without flaws.
- U. All work will be inspected and approved by the FDOT Contract Manager prior to payment.
- V. Contractor shall comply with the FCO Non-Technical Specifications regarding Order of Documents and conflicts. The Order of Documents can be found in the FCO Non-Technical Specifications, Section B-1.
- W. Contractors responsibilities as defined in the FCO NON-TECHNICAL SPECIFICATIONS shall be observed.
- X. Project work area is defined in Exhibit "C".

IV. CONTRACTOR'S RESPONSIBILITIES

- A. Contractor shall field verify site conditions and Scope of Services. Where conflict in design to existing plans or Scope of Services occurs, Contractor shall submit a proposed solution to the Contract Manager prior to taking action.
- B. Contractor shall submit any project delay days to the contract manager within 96 hours of the delay.
- C. Contractor shall inspect completed work for compliance with applicable codes, Contract Documents, Non-Technical Specifications, as well as industry standards of Quality and Craftsmanship before requesting inspections or submitting pay applications.
- D. Contractor shall provide full-time, onsite project management/supervision throughout the project performance period.

- E. Contractor shall provide the Contract Manager with certification of payment to all subcontractors, materialmen, suppliers with each pay application.
- F. Any interruptions in utilities that are necessary as part of the project must be submitted for approval to the contract manager 8 (eight) calendar days in advance of the proposed interruption. Any interruptions must be approved and scheduled with the contract manager. Contractor shall survey, identify, mark, and designate all utilities in the project area before commencing their work.
- G. Contractor shall be responsible for compliance with all Occupational Safety and Health Administration (OSHA) rules and regulations.
- H. Work will take place in a fully occupied site and work area. The Contractor shall take all necessary precaution and implement necessary measures to ensure the safety of all person on site, visiting the site and working on the site.
- I. Contractor shall make all necessary accommodations to minimize disturbances to the daily operations.
- J. Contractor shall be responsible for any structure or property damage resulting from the work.
- K. Contractor shall submit a work schedule, including a material acquisition plan, to the Contract Manager at the meeting prior to work commencing. The Contractor shall coordinate all work activity schedules, material acquisitions and property access with the Contract Manager.
- L. All debris, trash shall be cleaned up at the site daily and disposed of by the Contractor prior to the end of the contract, in compliance with all applicable laws and regulations. Drop cloths shall be used where needed for overspray or spills. Trash and debris shall not be placed in the FDOT trash dumpster or property.
- M. Contractor shall not obstruct hallways, egress routes, offices, roads, sidewalks, access corridors, or any other route, that would interfere with daily operations in any way.
- N. Contractor shall take all necessary precautions to protect and prevent any damage to flooring directly and indirectly around work area.
- O. All new installations shall match construction of existing facility in like and kind. Finishing of new components in contact with existing components shall be visually seamless and inconspicuous.

- P. Prior to commencement of Contractor's work, the Contractor and Contract Manager shall walk through the project to establish a list and photos of existing conditions. Items not identified and later damaged due to construction shall be the Contractor's responsibility, all existing shall be coordinated with new space configurations to identify potential conflicts.
- Q. Contractor must coordinate any outages of water or electricity with the contract manager. Contractor shall schedule any disruption in utilities for after normal business hours, Contractor shall have services restored and functional during normal business hours.

V. ACCESS TO THE SITE, DELIVERY AND INSTALLATION LOCATION

- A. FDOT will provide access to the contractor and Sub-subcontractors to the FDOT properties. The Contractor must coordinate with the FDOT access requirements for all employees and equipment of the Contractor and/or sub-Contractors.
- B. FDOT is to provide an outdoor staging(s) area, Contractor shall submit a request for preferred staging area location(s) to the Contract Manager. The Department shall review and assign staging area(s) for use by Contractor(s).
- C. Contractor shall supply to the FDOT Contract Manager a schedule of work hours/days requested. The FDOT Contract Manager will review the requested work schedule (hours and dates) will approve or request that the schedule be modified due to the FDOT requirements. Upon completion of tasks, the Contractor shall remove all excess and/or additional materials from premises.
- D. Contractor must coordinate any outages of water or electricity with the contract manager. Contractor shall schedule any disruption in utilities for after normal business hours, Contractor shall have services restored and functional during normal business hours. Contractor shall have all utilities and existing infrastructure surveyed and marked before breaking ground. Contractor shall not cause disruption to the operations taking place outside the project work area. Contractor shall notify the Contract Manager 72 hours in advance, should any disruptions need to take place as part of work.
- E. The FDOT will provide a designated area for a construction materials dumpster, to be supplied by the Contractor, as needed for the duration of the project.
- F. The Contractor must coordinate with the Contract Manager access requirements for all employees and equipment of the contract and/or sub-

contractors.

- G. The Contract Manager may request a list of contractors, tradesmen, and employees. The Contract Manager reserves the right to deny property access to any unapproved Contractor, Sub-contractor, or employee.
- H. Contractor is prohibited from Scope of Services deviations or executing directives, in any way, from anyone other than the from FDOT Contract Manager or FDOT Contract Manager's delegate.
- I. All demolition work shall be conducted outside normal business hours. Normal business hours are Monday through Friday, 7:00 am to 5:00 pm, excluding state holidays.
- J. All work other than demolition work, will be performed between 7:30am to 10:00pm Monday through Friday, and between the hours of 6:00am and 11:00pm on weekends or state holidays. Upon completion of task all excess and/or additional materials will be removed from premises. Any Alternate work hours shall be agreed upon by both parties with the contract is executed.

VI. BEGINNING AND LENGTH OF SERVICE

- A. The work to be performed under this contract, including permitting and inspections, shall be commenced within ten (10) calendar days after date of Notice to Proceed shall be substantially completed within 45 calendar days after the date of this Notice to Proceed, and shall be finally completed within 10 calendar days after the date of substantial completion. Time is of the essence as to each and every obligation under this contract.

VII. SERVICES/MATERIALS PROVIDED BY THE DEPARTMENT:

- A. The Department will designate a Contract Manager for administering the terms and conditions of this agreement as follows:

Griffin Dalton, District Seven FCO Specialist
FDOT Facilities Management
Email address: griffin.dalton@dot.state.fl.us
Phone number (813) 975-6144

FDOT reserves the right to change the Contract Manager or appoint a delegate at any time.

- B. Parking and staging will be provided to the Contractor by the Contract Manger.
- C. Contract Manager shall select and or identify colors, finishes for all metal and trim.
- D. After final execution of the Contract and prior to any work being performed, the Contract Manager shall schedule a meeting to coordinate all work activity schedules, material acquisitions and property access with the Contractor or their representative(s).

VIII. SUBMITTALS/DELIVERABLES:

- A. Submittal 1: The Contractor shall submit a Critical Path Method, work schedule to include a material acquisition plan to the Contract Manager prior to beginning work. A meeting will be scheduled with the Contract Manager after the Contract is awarded. At the completion of the project, the Contractor shall provide all manuals and warranties, on maintenance and operations.
- B. Submittal 2: Material Specifications, Manuals, MSDS (Manufacture Safety Data Sheets).
- C. Submittal 3: Contractor shall submit any/all shop drawings.
- D. Submittal 4: Manual and warranty information pertaining to all installed components, and other Materials.
- E. Submittal 5: Maintenance guidelines for all materials used on the project and overall maintenance guidelines and procedures.
- F. Submittal 6: Contractor shall provide a project construction Schedule of Values at preconstruction meeting.
- G. Submittal 7: Contractor shall document all aspects of the project with daily project progress logs, to be submitted with each pay application.
- H. Submittal 8: Close out and final pay application documents as defined in FCO NON-TECHNICAL SPECIFICATIONS; Section B-22.

- I. Submittal 9: Contractor shall record and submit photos of the project before work has commenced. Contractor shall record and submit photos during the performance period, documenting critical aspects of the project and installation. Contractor shall submit final completed photos of the project. Project photos must be in a format approved by the contract manager and be submitted with respective pay application(s).

- J. Submittal 10: Contractor shall record and submit daily logs of the project. Contractor shall record and submit logs throughout the performance period. Project logs must be in a format approved by the contract manager and be submitted with respective pay application(s).

- K. Submittal 11: Contractor shall provide and submit shop drawings and as-builts drawings.

- L. Contractor shall provide closeout documents in a format approved by the contract manager. Contractor will submit two (2) sets of project closeout documents. One copy may be digital, with all documents contained in a single submittal. The second copy must be organized, complete and bound.

EXHIBIT "C"

SCOPE OF SERVICES

District Seven Brooksville Operations Center Security Fence and Gate

FPID: 444727-1-52-01

A.



B.

