**Haas Garden Project 2023**

**Scope of Work**

**1. SUMMARY OF THE WORK:**

1. The Haas Garden Project will be installed on the west side of Haas Performing Arts Center, designated on the front page of the construction documents. Project encompasses approximately 3900 square feet, with a 2% slope, South to North.
2. Miss dig and GVSU dig is the responsibility of the contractor before the start of the project.
3. All outdoor seating purchased and installed by the contractor in the areas indicated by the construction documents. In the event there is a delay in the manufacturing of the seating, capped, Sched. 40 PVC sleeves will be installed in the ground where the seating should be located, to be installed at a later date by the contractor.
4. Garden fencing and the optional bench indicated on the drawings are alternatives for bidding purposes, which is required.
5. Contractor is responsible for furnishing all labor, material, services, equipment, bonds and insurance to complete the project as shown on the drawings and specifications in this bid package unless otherwise stated in this scope of work. Any premium time necessary to complete the project per the attached schedule shall be included in the contractor’s base bid.
6. Any damage outside of the immediate and inside the construction area will be the reasonability of the contractor to pay for repairs of the damaged item(s).
7. Staging area for materials and port-a-johns will be located in lot H2 and will be enclosed off with fencing, provided by the contractor.
8. Contractor will install silt sacks in all storm drains to and from the staging area to the project site prior to construction. Contractor is responsible for the care and removal of sediment structures after the completion of the project.
9. All waste material will be hauled off GVSU property and disposed of in an environmentally way. GVSU’s dumpsters will not be used by the contractor or sub-contractor for this project.
10. Project Schedule
    1. Refer to Bid Form for project schedule.
11. Coordination with other trades, including GVSU telecom and/or audio visual.
    1. GVSU Maintenance
    2. GVSU Grounds
12. Contractor shall visit the site for this project and completely inform themselves as to the construction hazards and procedures, labor and all other conditions and factors, local and otherwise, which would affect execution and completion of the work and its cost. Such considerations shall include the arrangement and condition of the existing structures and facilities, the availability and cost of labor and facilities for transportation, handling and storage of materials and equipment. All such factors shall be properly investigated and considered in the preparation of the contractor’s bid. Contractor shall field verify all dimensions and should any error or inconsistency exist, the contractor shall notify the Owner and receive clarification prior to bidding. There will be no subsequent financial adjustment for lack of such prior information.
13. No asbestos containing building materials shall be employed in any GVSU facility. The contractor is required to provide GVSU a statement certifying compliance as part of the project closeout documents.
14. All applicable Federal and State sales and use tax shall be included in the base bid.
15. Contractor is required to schedule and coordinate all work with the GVSU Project Manager.
16. By submitting a bid, contractor has agreed to accept and comply with the GVSU Purchase Order Terms and Conditions which can be reviewed at <https://www.gvsu.edu/purchasing/gvsu-purchase-order-terms-conditions-120.htm>

**2. PROJECT MANAGEMENT & COORDINATION:**

1. Contractor is responsible for the coordination of all work with the Owner as well as the contractor’s subcontractors. Coordinate construction activities included under various sections of these specifications, if any, to assure efficient and orderly installation of each part of the work.
   1. Where installation of one part of the work is dependent on installation of other components, either before or after its own installation, schedule construction activities in the sequence required to obtain the best results.
   2. Where availability of space is limited, coordinate installation of different components to assure maximum accessibility for required maintenance, service and repair.
   3. Make adequate provisions to accommodate items scheduled for later installation.

**3. FACILITIES & CONTROLS**

1. Area is currently open to be accessed by the general public freely.
   1. Fencing off of the construction is required to help with security of construction site and adjacent spaces are to be maintained during construction. Installation of fencing will be the responsibility of the contractor and will not impede movement along sidewalks.
2. All utilities, fire alarm, fire suppression and life safety systems must remain operational during construction. A minimum of two weeks advance notice in writing to the Owner is required prior to any shutdowns of existing utilities that are to remain in operation. Contractor must list the length of downtime in this notification.
3. Keep all entrances serving the premises clear and available to the Owner. Do not use these areas for parking or storage of any materials.
4. Perform work with the least possible disturbance to occupants of existing facilities.
5. Utility Damage: Any contractor causing damage to underground utilities shall be responsible for all costs required to repair or replace the damaged utility to the satisfaction of GVSU. In the event of utility damage, immediately notify the GVSU Project Manager. Perform repairs by appropriate licensed and skilled tradesman.
   1. See Safety Requirements & Procedures for digging procedure.
6. No vehicles shall drive an any GVSU landscaped areas.
7. Use of fuel powered equipment indoors must be approved by GVSU Project Manager.
8. Dust barriers must be provided for any construction activities that generate dust, debris or contaminants.

**4. GVSU POLICY REMINDERS**

1. Refer to bid documents for current policies and reminders.

**5. CLEANING & PROTECTION**

1. Limiting Exposures: Supervise construction activities to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging or otherwise deleterious exposure during the construction period.
2. Clean project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of any construction waste lawfully.

**6. CONSTRUCTION WASTE MANAGEMENT**

1. Except for items or materials to be salvaged, recycled or otherwise reused, remove waste materials from the project site and legally dispose of them. Recycle waste to the greatest extent possible. Use of GVSU waste and recycle facilities is prohibited.

**7. SUBMITTALS**

1. Shop Drawings, Product Data & Samples:
   1. Contractor shall submit one (1) electronic copy of all submittals.
   2. Refer to project specifications for required closeout documents.

**8. QUALITY ASSURANCE**

1. Contractor Qualifications:
   1. See specification section [ ] for requirements.
   2. All work will be in accordance with GVSU Planning and Design Standards. These standards can be found at this link: https://www.gvsu.edu/facilitiesplanning/