

**SCOPE OF WORK**  
FOR  
**FRIENDS OF ISRAEL MEETING HALL AND LOBBY**  
Almonesson Road  
Brynmawr, NJ

March 16, 2015

This scope of work for the construction of the 3,000 sf Meeting Hall and Lobby Facility is based on the schematic architectural drawings prepared by Jaffe, Architecture LLC.

**PRELIMINARY BASE PROPOSAL**

**01000 GENERAL REQUIREMENTS**

All necessary support services for building construction including temporary field office and storage trailers; temporary utilities such as telephone, and sanitary facilities; blueprinting and shop drawings; safety and medical equipment; small tools and rentals; trash removal; ongoing and final clean-up.

**Supervision.**

Complete on site supervision to assure adherence to quality standards, compliance with Contract Documents, all coordination and scheduling of all construction activities.

**Permits.**

We do **not** include any building and occupancy permit fees through the Township of Westville, NJ. Worthington Associates will obtain all permit applications and coordinate all submissions through Westfeild Township. We do **not** include any other governmental fees that may be required, i.e. site development and zoning review and approval fees, site inspection escrows, sewer tapping fees, water tie-in fees, and so on, which are normally a part of the Owner's submittal. In addition, on the basis of our understanding of the current requirements of Westfeild Township, we have included no gross receipt or business privilege tax assessments.

**Survey and Layout**

Layout of site improvements is included in this Scope of Work, as well as initial building stake-out which shall be performed by a registered surveyor, assuring compliance with

all regulations within the site plan approval. Layout of building construction components shall be by the Superintendent and field personnel.

## **2000 SITE WORK (Allowance)**

We have included in our proposal an allowance for site development pricing. At this point we do not know the extent or specific scope of the design for the site.

### **Site Demolition.**

Demolition of the existing maintenance building structures and below grade foundations as required.

### **Site Preparation**

Provide a silt fence; tracking pad and inlet protection as required.

### **Earthwork.**

Stripping and stock piling of topsoil on the site, cut grade, haul away excess fill and top soil as required fulfilling the building requirements. All fill will be left on site

### **Storm Drainage System**

Provide Storm system piping and inlets and outlets.

### **Exterior Concrete.**

Concrete walks, curbs, pads or stone base, light pole basis.

### **Paving and Surfacing.**

Prepare sub grade at parking lot for paving, binder sub-base course, or wearing course for the onsite parking lot areas..

### **Foundation Drainage System**

No foundation drainage system will be required at the new facility.

### **Sanitary**

Sanitary tie-ins to existing lines

### **Water**

Water main will be tied into existing water in the existing facility or run to the existing exterior line on site

**Landscaping**

Landscaping as will be required.

**Site Lighting**

Site lighting poles, bases, and electric to all sight lights is included in the scope of work.

**Testing Services**

The scope of work will include required testing of footing soils compaction; pad soils sub grade compaction, concrete footing and new concrete floor testing.

**06040 BUILDING CONSTRUCTION**

**03000 CONCRETE WORK**

**Foundations**

Column pier and continuous perimeter footings are based on 12" thick x 24" wide footing, bottom shall be a minimum of 3'- 0" below finish grade, and shall bear on virgin soil where possible, with a minimum bearing capacity of 3,000 psi. Industry standard reinforcing of concrete footings.

**Concrete Floors.**

Concrete slab on grade shall be 4" thick, 3,000 psi mix with 6 x 6 x 10/10 wire mesh. The slab will be poured over a 4" bed of 3/4" clean stone. Control joints shall be 20 feet each way, with expansion joints aligning with building expansion joints.

**04000 MASONRY**

**Unit Masonry.**

Foundation walls bearing on concrete footings shall be regular 8" or 12 "CMU and four (4) courses high. Horizontal reinforcing shall be installed at every other course. Vertical reinforcing using #5 rebar every 4' OC. Foundation walls will be insulated with 2" rigid board insulation.

Exterior 8" or 12" split face cmu walls be used as support walls in the construction process.

## **05000 METALS**

### **Structural Steel**

Structural steel beam and columns to create support for roof trusses at openings at glass fronts in lobby area

## **06000 WOOD AND PLASTIC**

### **Rough Carpentry.**

Rough carpentry shall include 2x4 wood or metal wall plating, wood or metal studding on the interior side of the existing cmu walls and new interior partitions. New exterior without block veneer will be 2x6 wood or metal framing on the new construction. Roof blocking, rough fascia and soffit work, all necessary door and window, and accessory blocking. New 5/8" plywood sheathing on new roof trusses.

### **Roof Trusses**

New pre-engineered wood trusses will be installed on the building.

### **Finish Carpentry.**

Finish carpentry shall include:

- Shelving in closets and storage rooms.
- Install all doors and frames.
- Install all hardware
- Misc. counters.
- Base and wall cabinets at the at the serving room
- Toilet room plastic laminate counter tops.

## **07000 THERMAL AND MOISTURE PROTECTION**

### **Insulation.**

2" Rigid insulation shall be placed under the concrete slab on grade, 2'- 0" horizontally, around entire perimeter of the building.

R-11 Kraft faced batt-insulation will be placed in the 2x4 stud walls located on the interior side of the existing cmu walls.

R-19 Kraft faced batt-insulation will be placed in the exterior 2x6 stud walls of the studding in the framing of the new building.

R-19 un-faced insulation will be placed in the ceiling joists above the drywall ceilings.

**Roofing.**

25 year fiberglass roof shingles and accessories will be installed on all roof areas. System to include all related aluminum flashings and copings at fascia and soffits, aluminum gutters and downspouts

**Joint Caulking.**

All exterior junctures of dissimilar materials, as well as windows and doors, shall receive caulking. In addition, control and expansion joints in masonry walls shall be caulked with matching colors.

**Exterior Insulation and Building System (Possible Alternate)**

The entire exterior of the building will receive a (3) three portland cement stucco finish system to include a liquid moisture barrier, 2" insulation board, base coat and a synthetic finish coat. Color choice of manufactures standard colors. All doors and windows will have a stucco trim finish

**08000 DOORS AND WINDOWS**

**Entrance Doors and Frames.**

Exterior aluminum egress doors will be double French door entrance system at the front entrance. Single exterior entrance doors will be French doors. All doors will be supplied with required panic hardware.

**Metal Doors and Frames.**

All interior doors shall be installed in industry standard hollow metal frames. Hollow metal doors only where required by code.

**Wood Doors.**

All interior wood doors will be 1 3/4" solid core pre-finished stained birch doors.

**Wood Windows.**

Quality Anderson wood exterior vinyl coated windows white in color, Low E top/bottom glass, with dividing light grilles will be installed according to architectural elevations.

**Hardware.**

All hardware has been included in our Scope of Work. All hardware shall be in accordance with required code and Owner's requirements. All hardware will be Schlage or equal lever type in a US26D brushed chrome finish. All exterior hardware will be the code required panic hardware.

## **09000 FINISHES**

### **Gypsum Board.**

Gypsum board ceilings, walls and partitions will be applied to the wood or metal stud system and ceiling joists throughout the building.

### **VCT Tile.**

Commercial grade VCT will be installed at chair and table storage, Serving and coat rooms

### **Ceramic tile Floors and Walls**

Bathrooms will receive Ceramic Tile floors and ceramic tile walls. Walls will receive a 4' high ceramic tile wainscot using Dal Tile or equal.

### **Acoustical Treatment**

2 x 2 tegular acoustical ceiling tile and grid will be used throughout.

### **Flooring and Carpet.**

Meeting room and Lobby office will receive carpet based on a \$25 psy allowance.

Walls shall receive 4" vinyl base.

Walk off mats at entrances to lobby and patio

### **Painting.**

Interior drywall walls and ceilings shall receive two coats of acrylic latex paint.

Hollow metal doors and frames shall have a painted finish.

Solid core wood doors will receive a factory prefinished stain finish.

## **10000 SPECIALTIES**

### **Closet Specialties.**

Coat closet shall receive a closet assemble with shelf and rod.

### **Fire Extinguisher.**

Fire extinguishers as required by code.

### **Toilet Partitions.**

Toilet partitions at toilets rooms shall be floor to ceiling mounted metal partitions with baked enamel finish.

**Toilet Accessories.**

Toilet accessories have been provided in accordance with ADA requirements, such as mirrors, paper towel dispenser, toilet paper holder, and grab bars in the handicap stalls.

**Louvers and Vents**

Louvers and vents will be provided as necessary.

**Interior Signage**

Allowances have been provided for interior, traffic and handicap signage.

**15000 MECHANICAL**

**Plumbing.**

Plumbing Scope of Work provides for a Design Build system based on the design provided on the schematic drawings.

**Design Build Plumbing Drawing**

Scope includes a set of signed and sealed engineers design build drawings for township permit approval and construction.

**Sprinkler System**

Fire Protection Scope of Work provides for a Design Build system based on the design provided on the schematic drawings.

**Design Build Sprinkler System.**

Scope includes a set of signed and sealed engineers design build drawings for township permit approval and construction.

**HVAC.**

A new HVAC for the new building will consist of two (2) each 4 ton gas fired split system forced air furnaces with air conditioning using single phase service.

Gas piping from meter at building (provided by others) to unit location.

The system will include all supply and central return ductwork, refrigerator, condensate and gas piping. System will be inclusive of all ductwork, diffusers, grills, and registers.

Exhaust fans in bathrooms and janitors closet.

### **Design Build HVAC Drawing**

Scope includes a set of signed and sealed engineers design build drawings for township permit approval and construction.

## **16000 ELECTRICAL**

### **Boxes/Wiring Devices.**

Furnish and install all switching and including GFI type where required.

### **Service and Distribution.**

New single phase 400amp/120/240 1Ph underground service from the closest pole or transformer to the building, and service wiring, has been included in our Scope.

### **Lighting.**

Provide exit and emergency lighting as required by code. Provide lighting as required for the uses provided.

Furnish and install surface mounted light fixtures installed on the drywall ceilings throughout.

### **Electric Utilities.**

Telephone and security systems, from the telephone company to the building, as well as all internal wiring and connections, are the responsibility of the Owner, unless specifically requested as a part of the proposal.

### **Special Systems.**

We **have not** included a fire alarm system in our Scope of Work. This is usually done by the company that the church is currently contracted with.

### **Electric Power Wiring.**

All mechanical equipment will be wired with the appropriate size wiring, including hot water heater, fans, HVAC units, etc.

### **Design Build Electric Drawing**

Scope includes a set of signed and sealed engineers design build drawings for township permit approval and construction.

## **MERIT-SHOP/EQUAL-OPPORTUNITY BIDDING**



### **MERIT-SHOP/EQUAL-OPPORTUNITY BIDDING**

This project has been bid on a merit-shop basis. Although we anticipate that some of the trades may be awarded to union contractors, all bids will be solicited, accepted, and awarded on the basis of the lowest qualified and responsible bidder, without regard to labor affiliations. We do not expect any labor issues regarding this project, and if any arise, we will handle them at no cost to the Owner.

In the unlikely event that the issue arises, we do expect your support in allowing us to protect your right to fair-cost, quality construction services, and our right to conduct our business and fulfill our contract obligations in accordance with all applicable laws and regulations, and without interference from other parties.

This project will be managed with a commitment to assuring equal opportunity in both employment and contracting processes. Affirmative efforts will be made to assure that minority firms are afforded the opportunity to participate in the award of contracts for this project, and all subcontractors will be required to comply with all prevailing laws and regulations regarding equal employment opportunity.

### **Clarifications to Scope of Work:**

#### **General:**

- ◆ Building Permits will be paid for by Friends of Israel and coordinated by Worthington Associates.
- ◆ Performance Bond is not included.
- ◆ Builders Risk Insurance, a form of property insurance during construction, to be obtained by Owner.

#### **Site Work:**

- ◆ Utility Connections Fees (sewer, water, electric, & gas service) to be coordinated by contractor and paid directly by the Owner.
- ◆ Utility relocations are not included.
- ◆ Erosion Control Permits and Inspection Fees are paid by the Owner.
- ◆ Rock Excavation is not anticipated or included.
- ◆ Removal of unsuitable or hazardous materials is not anticipated or included.

#### **Finishes:**

- ◆ Carpet for specified areas is based on a \$ 25/S.Y. installed Allowance.
- ◆ Meeting room furniture is not included.

#### **Design Build Mechanical /Plumbing/Electrical Drawings:**

- ◆ Included as a part of this proposal.

**Allowances:** The following items have been included as allowances in the preliminary budget:

- ◆ Carpet (Installed) \$ 25 /sy

These items will continue as reasonable allowances until the final scope can be determined or decisions are made regarding the final scope required.

**Exclusions:** The following items are ***excluded*** from the scope of work for construction. ***We do not expect ANY of these items to be added to the construction contract at a later time***

Many of these items will be required, but are normally and properly the responsibility of the Owner. These should be budgeted by the church. Others are a matter of choice. Some of these items are entirely a matter of low-probability risk: they are not anticipated to be required or expected to cost the church any funds at all. But we don't know whether they will be necessary or not until work is started.

**Friends of Israel Responsibilities:**

- All site plan application, review, and site inspection fees.
- All site development bonds or letters of credit.
- All site improvement maintenance bonds or escrow accounts.
- All utility installation costs and tie-in fees, including water, sewer, gas, electric, telephone, or cable.
- Any Utility Connection Fees (Water, Sanitary, Electric, Gas, etc).
- Site Security
- Builder's Risk Insurance, a form of property insurance coverage during construction.
- Security System or wiring.
- Telephone System or wiring.
- Computer Systems or wiring.
- Sound System or wiring.
- Furniture and Furnishings
- Window Treatments.
- Stained Glass

**Friends of Israel Options:**

- Soil Borings.
- Soils Testing.
- Performance / Payment Bonds.
- Site Security.
- Master Keying of existing door locks.
- Pews
- Bulletin Boards / Marker Boards/Tack boards/Chalkboards/Corkboards/Message Boards.
- Directory Display.
- Building Signage / Memorial Plaques.

- Postal Specialties
- Wall Mounted Crosses/Roof mounted Crosses
- Curtain Rod/Window Treatments

**Unknown Requirements or Conditions:**

- Sewage Ejector Station/Pumps or septic pump systems.
- Water Meter and Water Meter Pit.
- D. E. P. Soils Testing.
- Any subsurface rock, water, fuel tanks, hazardous wastes, contaminated soils, trash, or any other unknown subsurface conditions are not included the contract price. No shoring of excavation is anticipated or included.
- Any asbestos, lead paint, or radon testing and abatement are not included.
- Any unknown or hidden building conditions not specifically mentioned in the scope of work are not included.
- Winter Concrete
- Relocation of existing utility poles or transformers