

## **01010 SCOPE OF THE WORK**

This is a general overview of the entire construction project. It is designed as an aid for the Contractor in understanding the Authority's intent as Owner and the General Contractor. This work scope should be used as an additional piece of reference material only. Housing Authority's Special Conditions, Trade Specifications and Plans will take precedent in this order. Moreover, the plans may have not been created with an Architect or Engineer's seal, they may not show all required details — but the Contractor will be required to be complaint with any and all relevant Codes. The Contractor should read the specifications completely for a complete Scope of Work. The Contractor also agrees to all conditions set forth by the Authority by choosing to participate by supplying a bid proposal. This home will meet and conform to VHDA's Design Criteria 2018, 2012 International Residential Code, Virginia Residential Uniform Statewide Building Code 2012 and all Local, State & National Codes and Ordinances.

The plans and specifications have been designed to produce a single-family residential home, normally with less than 2,000 square feet of heated living space that meets and exceeds the regulations set forth by HRHA. The work includes renovations to a home with one story on slab-on-grade and concrete block foundation with a rafter and/or truss roof system. A site plan has been provided for estimating purposes and to establish the home's setbacks and the location and amount of concrete work.

The Housing Authority's goal is to construct a clean, neat, attractive quality single family residential home renovation, which will be an asset to the City and a credit to the neighborhood. To ensure quality is maintained, the Authority has specified nearly every component of the home. If a Contractor wishes to use equal-to-substitutions, all submittals must be given to the Authority for written approval prior to submitting a bid proposal. The Authority will make the final decision based upon best value determination. Absolutely no lesser quality components submitted for cost savings will be approved. Most cosmetic features are set to ensure compliance of the City's neighborhood pattern book and its curb appeal manual. Moreover, Contractors should not base their bids on anything outside of this bid package unless it has already been specifically approved by the Authority. The Housing Authority is operating on a critical path method timeline; all bids should reflect a realistic lead time or contract duration in respect to manpower/staffing and materials. A low bid based on an realistic delay or scheduling outside the Industry norm will not be found responsive. A notice to proceed response time and work duration is referenced on each individual specification.

The Housing Authority wants the Contractor to be fully aware that the mere completion of work will not be acceptable. Completion of the project/phase will not be deemed completed and approved for payment until inspected and accepted by the Director of Construction or designee. His inspections will be based on industry standards set forth for custom homes rather than those for track and/or prefabricated housing units. Quality workmanship is being stressed by the Hampton Redevelopment & Housing Authority that requires all Contractors to use skilled workman with the appropriate on-site supervision. The Authority requires that all workman/tradesman have the appropriate level of experience in the craft in which work is being performed, evaluated and inspected. The Authority also requires that all Contractors be properly licensed and insured. It is a state code violation that carries a fine and misdemeanor charges for contacting and/or performing work without a valid Virginia contractor's license.

To qualify to place a bid proposal, the Contractor must possess a current and valid Virginia Class A, B, C License (based upon contract amount), a current and active \$1,000,000 liability insurance policy (per occurrence) as a minimum, acquire all necessary bonding, City of Hampton Business License and supply

a valid Federal Tax Identification Number. The Contactor cannot be on the State's or the City's Contractors Debarred List; or has findings by the State's DCR or the Better Business Bureau (BBB). All Contractors must be participating with the State with current and acceptable Workman's Compensation Insurance.

All bid proposals will be evaluated according to the Authority's procurement policy. In addition, any limitations or deviations concealed included in the Contractor's bid contact proposal, from the supplied specifications will NOT take precedent over the Housing Authority's conditions, as all work will require the execution of an Authority contact form.

The Contactor will be responsible for all aspects and costs on the completion of the construction task/item that was contacted for on this house model. The Hampton Redevelopment and Housing Authority will act as the General Contactor (possessing a Virginia Class A — Builder's Classification License) and Owner. The Authority as the General Contractor has divided procurement requirements to permit maximum participation by smaller business (sub- contractors) where economically feasible while maintaining control of the construction schedule. It will be the Authority's responsibility to submit the blueprints and site plan to the City's Codes and Compliance / Public Works office for approval for the Land Disturbance, Right-of-Way and Building Permits. However, each sub-contractor will be responsible for all; maintaining all erosion & sediment control measures, inspections, fees (re-inspection), bonds and additional individual permits involved in their trade (electrical, plumbing, mechanical, etc.).

The property on which the Contractor will build these homes will remain in the possession of the Authority and/or the City of Hampton. However, all liability issues including OSHA and EPA items will be the sole responsibility of the Contractor. Any vandalism or theft involving the Contractor's work (materials and labor) prior to the Authority's acceptance of work will be the Contractor's sole responsibility.

The award of a contract will consist of the Authority's contract form, bid proposal, executed specifications, a purchase order number and a written notice to proceed. The actual scheduling of work may be completed verbally but documented in writing through the use of Notice to Proceed documents. As this project partially utilizes Federal funds, Section 3 regulations apply.

If a contractor hires/employs additional labor (or sub-contracts any work) to perform the duties of the contact; the contactor must follow the mandated course of action (such as, consideration and attempt of hiring qualified public housing residents - a Contractor may self-certify their status as a Section 3 Contractor). Furthermore, no Contractor may sub-contract any work without prior written permission by the Authority, whereas the contactor has identified that they plan to sub-contract work as indicated on their original written proposal. The Authority will require all necessary documentation from any sub-contractor to ensure that they meet the same legal requirements as the Contractor and are deemed responsible. If a Contractor is allowed to sub-contract work; the Contractor shall perform on the site, and with its own organization, work equivalent to at least 12 % of the total amount of work to be performed under the contract or purchase order. The Contractor will be required to attach sub-contractor's billing invoices for documentation as part of their payment invoicing. The Contactor may invoice only completed work that has been verified and accepted by the Authority. Furthermore, payments will be approved only if applicable City inspections have passed. The Housing Authority will hold up to a 10% retainer of contact total, until all aspects of a Contractor's craft is completed, unless work is broken into Rough-In or Trim-Out phases, or other identified specific industry benchmarks (see each individual

specification for particulars).

The Contractor will provide in writing a full two-year warranty on all materials and workmanship to begin on the Ate work was accepted by the Authority, unless an inspection applies. Any work or trade that is involved with a referenced final inspection will not be considered complete or accepted until an approved inspection is obtained. Any contractor that willfully delays the Authority from obtaining a Certificate of Occupancy may be subject to back charged liquidated damages.

Finally, the City of Hampton has put great importance on the control of erosion and the transfer of sediment. The Land Disturbance and Building Permits are in HRHA's name; however, each Vendor and Contractor will be held responsible for any damage done to the site and its sediment controls (existing silt fence). Failure to properly maintain silt fencing may result in a monetary fine or stop work order, with only a two-day period to remedy after notification. Any individual/company found to have damaged erosion controls will immediately correct conditions to the City of Hampton's satisfaction or face back-charges or restrictions on the award of future contacts.

END OF SECTION