**SCOPE OF WORK**

**SEQUENCE #008**

124 HIGH STREET – INTERIOR / EXTERIOR RENOVATIONS

**PART 1 – GENERAL**

1.1 RELATED INFORMATION AND DOCUMENTS

1. This is a 3,302 square foot, two unit, five bedroom graduate wood frame house that will be renovated into a two unit, seven bedroom (2/5) undergraduate house. The project scope shall include but not be limited to minor renovations to two kitchens, the creation of two new bedrooms, painting all interior and exterior paintable surfaces, refinishing all wood floors, upgrading the electrical devices and wiring throughout the house and installing a new sprinkler and fire alarm system. Add/Alternate requested for

2. The Owner shall obtain the building permit for all of the MM FY12 projects. Building permit number shall be provided to the awarded contractor. Contractor shall purchase any Department of Water and Sewer permits. Contractor shall provide to the Owner certified copies of all contractor and sub-contractor licenses. Licenses shall be current and correspond to the type of work being performed by the specific individuals. Contractor shall not be allowed to start work without these copies. Contractor shall schedule and notify Owner of all inspections with the City of Middletown. Owner must be present at inspections.

3. Drawings, photos and general provisions of the Contract, including General and Supplementary Conditions and all other Specification Sections apply to this section.

1.2 HAZARDOUS MATERIAL COORDINATION

1. All painted surfaces are to be treated as positive for lead containing paint due to the construction of the building prior to 1978. Federal, State, Local and OSHA requirements are to be strictly adhered to for all lead removal. Contractor shall wrap lead waste in 6-mil plastic and dispose of in Owner supplied lead dumpster. Owner shall dispose of lead waste.

2. All contractor personnel working on the project shall be certified by the U.S. Environmental Protection Agency (EPA) for lead based paint activities.

3. Contractor shall provide current blood test results for ALL employees working on Wesleyan properties before the start of any work. Monthly reports shall be provided thereafter and also upon completion of the project. See Section 01015.

1.3 SCHEDULE

1. General Project Schedule
   1. Start Work: June 1, 2011
   2. Project Complete: July 29, 2011

1.4 GENERAL PROJECT REQUIREMENTS

1. Contractor shall adhere to the project manual.

2. Contractor to assume all paint is lead containing. Reference the Hazardous Assessment materials report available for viewing at the Owner’s office located at 170 Long Lane.

3. Coordinate all work with Owner’s Representative.

4. This will be an unoccupied residential building. Surrounding private residences are occupied year round. Contractor shall be cognizant and respectful of the surrounding residences.

5. The general contractor will be responsible to ensure each subcontractor is responsible for daily clean up of individual’s work. Project site must be kept clean and free from tripping hazards.
6. Conduct construction waste management activities in accordance with the State of Connecticut EPA, Middletown Municipal Code and all other applicable laws and ordinances. Removal of non-lead based debris is to be disposed of in contractor supplied dumpsters at a location agreed to by the Owner and Contractor.

7. Coordinate all work with work of other trades.

8. Contractor to comply with all State and Federal Codes, City of Middletown Ordinances, OSHA requirements and Wesleyan University General Project Requirements and Closeout Procedures.

9. Provide as-built condition drawings for all work performed in this building.

10. Contractor shall provide dust barriers to all surrounding spaces within building for partial renovations.

11. After review of site, contractors are responsible for any required temporary protection during the work.

12. Prior to the start of exterior work, contractor shall contact CL&P to ensure that protective safety boots are installed at all overhead service wiring locations.

13. Any overtime required to complete the project MUST be brought to Owner’s attention prior to submission of bid.

14. Doors to facilities must be kept locked at all times; any propped doors will be closed by Wesleyan University facility operations staff or public safety, no complaints or exceptions. If doors are to be propped the door shall be watched by a representative of this contractor.

**PART 2 - SCOPE OF WORK BY DIVISION**

**DIVISION 2 – SITEWORK / DEMOLITION**

**SITEWORK:**

1. Contractor shall protect the existing landscaping and trees on the property during construction. If disturbed, Contractor shall re-grade, repair and re-seed landscaped areas upon completion of the work.

2. Contractor shall coordinate the use of motorized lifts, heavy equipment and trucks with the Owner. Contractor shall protect existing turf, concrete walks and pavement as required. Damaged turf, concrete walks and pavement shall be repaired by the contractor at no cost to the Owner.

3. Contractor shall excavate as required from the street to the house to tap into the existing city water line for the new sprinkler system water feed.

4. Contractor shall contact “Call Before You Dig” prior to the start of work.

5. All excavation work shall be in accordance with OSHA requirements and trench boxes shall be used if depths exceed the OSHA maximum.

6. Contractor shall properly backfill and compact the new waterline trench in accordance with specification requirements and City of Middletown requirements (Reference attached City of Middletown Public Works Department detail sheets).

7. Contractor shall return to repave trench section due to settlement or failure. Contractor shall return in 1 year to inspect trench section. If trench section settled or failed, contractor shall repave trench section.

8. Contractor shall neatly sawcut the existing asphalt and concrete sidewalk using wet methods prior to the start of excavation.

9. Upon completion of all backfill activities, Contractor shall re-pave the trench section in accordance with the City of Middletown paving standards (Reference attached City of Middletown Public Works Department detail sheets).

10. Upon completion of all backfill activities, Contractor shall repair the removed concrete sidewalk section. New sidewalk repair shall be in accordance with the City of Middletown concrete sidewalk standards (Reference attached City of Middletown Public Works Department detail sheets).
11. Contractor shall regrade and reseed all disturbed landscaped areas in accordance with specification requirements.

DEMOLITION:

General
1. All demolition activities shall be in accordance with Wesleyan University’s Construction Waste Management guidelines outlined in section 01505.
2. Prior to the start of work, coordinate abatement of entry vestibule ACM tiles and Unit A 1st Floor Kitchen vinyl sheet flooring with Owner and ACM Contractor.
3. Any walls or ceilings required to be demolished to complete the work specified shall be patched, primed and painted upon completion of the work.
4. Salvage existing window shades. Remove, protect and store as required. Re-install all window shades that are removed upon completion of the project.
5. Remove all curtains and rods. Return to Owner.
6. Demolish all existing smoke detectors, related devices and wiremold throughout the house. Return devices/detectors to Owner for proper disposal.

Basement
1. Remove and dispose of all existing items in the basement including the mattress and all other loose items.
2. Contractor shall exercise caution when working in the basement to avoid disturbing the existing asbestos containing fabric wrapped around the ductwork at the transition to the floor above. Coordinate tie-in work with Owner.
3. Contractor shall seal off all gaps or floor openings between the basement and first floor with expanding foam spray and/or rigid insulation.

Unit A - 1st Floor Kitchen
1. Contractor shall remove and recycle the existing dishwasher. Contractor shall remove electrical service from the dishwasher back to the panel. Contractor shall remove drainage piping to the discharge point and cap per code requirements.
2. Contractor shall maintain existing range, range hood and refrigerator.
3. Abatement of kitchen floor to be coordinated with Owner and abatement contractor.

Unit A – 1st Floor Dining Room
1. Contractor shall remove and dispose of the existing flooring.

Unit A – 1st Floor Bathroom
1. Contractor shall remove and dispose of the existing flooring.

Unit A – 1st Floor Living Room (East Side)
1. Contractor shall remove and dispose of the existing wood double doors to the exterior porch and all associated hardware. Maintain sidelights.

Unit A – 2nd Floor Bedroom #3
1. Contractor shall remove and salvage the existing French doors and all associated hardware. Contractor shall wrap in protective plastic and store in basement on pallets. Maintain existing perimeter wood trim.

Unit B - Existing 1st Floor Kitchen
1. Contractor shall maintain existing range, range hood and refrigerator.
2. Contractor shall remove and dispose of the existing flooring and toe kick vinyl cove base.
**Unit B – 2nd Floor Corridor**
1. Contractor shall remove and dispose of existing pull string and ceiling fixture.
2. Contractor shall remove and dispose of wall mounted fixtures.

**Attic**
1. Contractor shall clean and dispose all existing debris in attic.
2. Contractor shall remove and dispose of existing east and west side attic windows.

ADD ALTERNATE – WINDOW REPLACEMENT:
1. Contractor shall remove and recycle the existing storm windows and windows in accordance with Wesleyan University’s Construction Waste Management guidelines outlined in section 01505.
2. Contractor shall remove and salvage window treatments. Reinstall after completion of work.

**DIVISION 3 – CONCRETE**
1. N/A

**DIVISION 4 – MASONRY**
1. N/A

**DIVISION 5 – METALS**
1. N/A

**DIVISION 6 – WOOD AND PLASTICS**

**General:**
1. For all locations where new flooring is installed, Contractor shall install new ¼” round molding around the perimeter of the new sheet vinyl flooring. Fill nail holes, prime and pain (or stain to match if applicable).

**Unit A – 1st Floor Kitchen**
1. Contractor shall provide all finish carpentry work as required to install a new white melamine box and shelving unit to infill the previous dishwasher opening. Box shall contain two adjustable shelves with heavy duty metal shelf support clips.

**Unit A – 1st Floor Living Room (East Side)**
1. Infill previous door opening between Living Room (East) and Living Room (West). Infill shall consist of 2x4 framing, acoustical insulation, and ½” GWB on both sides. Maintain existing perimeter trim.
2. Install new wood wall base to match the existing base height and profile (both sides).

**Unit A – 1st Floor Bedroom #1 and #2**
1. Layout and install new partition wall to divide the existing living room (west) to create new Bedroom #’s 1 and 2. Coordinate the new wall location with the centerline of the existing fireplace. Frame as required to maintain decorative fireplace mantle and details.
2. Infill the existing fireplace opening with 2x4 framing, acoustical insulation, and ½” GWB.
3. Partition wall shall consist of 2x4 framing, acoustical insulation, and 5/8” GWB on both sides.
4. Install new wood wall base to match the existing base height and profile (both sides).

**Unit A – 2nd Floor Bedroom #4**
1. Infill the existing fireplace opening with 2x4 framing, acoustical insulation, and ½” GWB. Maintain existing mantle and wood trim.
ADD ALTERNATE – WINDOW REPLACEMENT:
1. Contractor shall maintain the interior window trim; however, contractor shall install new trim pieces if required to complete the window installation.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

General
1. Contractor shall install new perimeter weatherstripping and door sweeps on all exterior doors, including the attic and basement doors.
2. Provide new vinyl shutters on west elevation of house (4 sets total), color to be White

Unit B - Existing 2nd Floor Bathroom
1. Contractor shall ensure that all penetrations for the bathroom exhaust fan vent are properly sealed for a watertight installation.

Exterior
1. Exterior Caulking Requirements Required for Painting: Contractor shall caulk around all doors, windows, siding to vertical transitions, brick to siding/trim boards, large holes, cracks, gaps and around any other exterior surface or joint that is susceptible to water infiltration.

Attic
1. Contractor shall insulate attic with blown-in insulation beneath floor boards. Contractor shall also install batt insulation to achieve a total R-Value of 60. Contractor shall also insulate kneewalls.

ADD ALTERNATE – WINDOW REPLACEMENT:

1. Prior to installing new windows, Contractor shall remove existing sash, sash weights and sash cords. Contractor shall fill sash weight pockets with cotton batt insulation, apply sealant to head and jambs of existing sash stops and then install window(s). Contractor shall fill voids between old and new with expanding foam, trim interior with new trim pieces as required and seal perimeter interior with clear paintable caulk to eliminate the potential for any air infiltration.
2. Upon completion of window installation, Contractor shall completely caulk around the exterior perimeter of all new windows installed.

DIVISION 8 – DOORS AND WINDOWS

Unit A – 1st Floor Living Room (East Side)
1. Contractor shall provide a new Smooth-Start fiberglass insulated sliding glass patio door to fit within the existing fixed sidelights.
   a. Provide exterior screen.
   b. Provide internal contoured grids to match sidelight configuration.
   c. Provide white exterior finish and stain interior to match existing wood finish.
   d. Hardware finish shall be oil-rubbed bronze.
2. Contractor shall provide all associated hardware required for the new door installation. Core shall be keyed to the street master. Coordinate core and key requirements with the University lockshop.
3. Contractor shall remove and salvage the existing French doors and all associated hardware between the east and west side living rooms. Contractor shall store in basement. Maintain existing perimeter wood trim.
Unit A – 1st Floor Bedroom #1 and #2
1. Install new wood doors, frame and required trim for both bedrooms within the existing room opening. Maintain existing opening trim. New doors and any required new trim shall be 6 panel (horizontal) and match existing as close as possible. Install new thresholds. Coordinate new hardware and core with Wesleyan lockshop.
2. Contractor shall install new peepholes in the new doors installed.

Unit A – 1st Floor Foyer
1. Contractor shall furnish and install all required hardware to provide a locking function for the interior door going into the foyer of unit 124A. Core shall be keyed to the street master. Coordinate core and key requirements with the University lockshop.

Unit A – 2nd Floor Bedroom #3
1. Contractor shall sand/adjust existing enclosed porch door to function and close properly.

Unit B – First Floor Living Room
1. Contractor shall provide all required hardware to provide a locking function for the interior door going into the living room of unit 124B. Core shall be keyed to the street master. Coordinate core and key requirements with the University lockshop.

Attic
1. Contractor shall install (2) new attic windows; one at the east and one at the west elevation. Provide 6/6 double insulated glass window in center unit with fiberglass ½ round louver above and provide fiberglass louvered sidelights. Color shall be white.

ADD ALTERNATE – WINDOW REPLACEMENT:
1. Contractor shall replace all windows in the house excluding the following:
   a. Attic windows
   b. Basement windows.
2. New window divided lite configuration shall be 6 over 6. Color shall be White.
3. New windows for bathrooms shall have obscure glass on both sashes.
4. Contractor shall submit window shop drawings and window schedule to Owner for approval.
5. Contractor shall install fiberglass windows as specified.

DIVISION 9 – FINISHES

General
1. Contractor shall screen all wood floors and apply a minimum of three (3) coats of polyurethane per specification requirements.
2. Contractor shall install new thresholds to transition between different floor types at all locations where new flooring is being installed.
3. Contractor shall plane the underside of the existing wood doors as required if the door rubs due to height variations from the new floor installations.
4. Contractor shall prep all existing surfaces scheduled to be painted except for wallpapered surfaces in the main entry 1st and 2nd floors of Unit A in accordance with the requirements outlined in specification section 09910. Contractor shall clean building surfaces upon completion of all prep work to remove all residues.
5. Contractor shall provide new GWB at all new wall and infill locations shown on the sketches. Contractor shall tape and apply 3-coats of joint compound, sanding between coats, followed by priming and painting.
6. Contractor shall infill, patch, prime and paint any walls or ceilings that were demolished to complete any of the work specified.
7. Contractor shall prep, patch and paint the entire 1st and 2nd floor interior of the house to include all rooms, walls, ceilings, doors, trim and all other interior previously painted surfaces. Contractor shall not paint stained woodwork. All stained woodwork shall be thoroughly cleaned upon completion of the painting.
8. At all locations where new woodwork is installed, contractor shall fill nail holes, prime and paint to match adjacent woodwork per specification requirements.
9. Upon completion of the fire sprinkler installation, contractor shall prime and paint all exposed sprinkler piping on the 1st and 2nd floors. Do not paint sprinkler heads.
10. Prep and paint all floor/wall supply and return vents.

**Unit A / B – Entry Vestibule**

1. Contractor shall install a new walk-off mat in the entry vestibule.

**Unit A – 1st Entry Hall**

1. Contractor shall install new 24” wide stair treads. Reference specification for type and style.

**Unit A – 1st Floor Kitchen**

2. Contractor shall install new 1/4” underlayment and sheet vinyl flooring in the kitchen per specification requirements.
3. Contractor shall install new 1/4” round molding around the perimeter of the new sheet vinyl flooring. Fill nail holes, prime and paint.
4. Contractor shall readjust existing floor registers as required to accommodate new floor installation (typical for all registers).
5. Contractor shall install new vinyl cove base at all toe-kick locations in the kitchen.
6. Contractor shall install new threshold transition strips between new and existing flooring.
7. Contractor shall prep and paint all existing cabinets and woodwork in the kitchen.

**Unit A – 1st Floor Dining Room**

1. Contractor shall install new 1/4” underlayment and sheet vinyl flooring in the kitchen per specification requirements.
2. Contractor shall install new 1/4” round molding around the perimeter of the new sheet vinyl flooring. Fill nail holes, prime and paint.
3. Contractor shall install new vinyl cove base at all toe-kick locations.
4. Contractor shall install new threshold transition strips between new and existing flooring.
5. Contractor shall prep and paint all built-in cabinets and woodwork in the dining room.

**Unit A – 1st Floor Bathroom**

1. Contractor shall install new 1/4” underlayment and sheet vinyl flooring in the kitchen per specification requirements.
2. Contractor shall install new 1/4” round molding around the perimeter of the new sheet vinyl flooring. Fill nail holes, prime and paint.
3. Contractor shall re-secure, clean and maintain existing wallpaper in the bathroom beneath the chair rail. Contractor shall prep and paint balance of all paintable surfaces in the bathroom.

**Unit A – 1st Floor Living Room (East Side)**

1. Contractor shall stain and poly new wood base trim to match existing at all locations where new trim is required to be installed. Provide Owner sample of stain for approval.

**Unit A – 2nd Floor Bedroom #3**
1. Contractor shall remove adhesive shelf paper in the southwest side storage closet and patch hole. Patch, prep and paint lath and plaster wall.

**Unit B - Existing 1st Floor Kitchen**
1. Contractor shall install new ¼” underlayment and sheet vinyl flooring in the kitchen per specification requirements.
2. Contractor shall install new ¼” round molding around the perimeter of the new sheet vinyl flooring. Fill nail holes, prime and paint.
3. Contractor shall readjust existing floor registers as required to accommodate new floor installation (typical for all registers).
4. Contractor shall install new vinyl cove base at all cabinet toe-kick locations in the kitchen.
5. Contractor shall install new threshold transition strips between new and existing flooring.
6. Contractor shall prep and paint all existing cabinets and woodwork in the kitchen.

**Unit B – 2nd Floor Bathroom**
1. Contractor shall resecure the existing fiberglass enclosure and install a new composite channel along the perimeter top edge of the enclosure.

**Exterior Painting**
1. Contractor shall allow 24-48 hours of dry time before applying paint products and use a moisture test meter to ensure that the surface is dry prior to applying paint products – maximum moisture content shall be 14%. Reports shall be given to Owner.
2. Contractor shall wait 24-48 hours after rain and shall use a moisture test meter to ensure that the surface is dry prior to applying paint products – maximum moisture content shall be 14%. Reports shall be given to Owner.
3. Contractor shall also monitor the weather forecast and not apply paint products if rain is predicted.
4. Contractor shall prep, prime and paint / stain all exterior building paintable surfaces.
5. Contractor shall remove gutters and gutter leaders as required to complete the work. Contractor thoroughly clean and re-install cleaned gutters and gutter leaders upon completion of the work.
6. Contractor shall not paint Brownstone foundation walls.
7. Contractor shall not paint gutters and downspouts.
8. Contractor shall remove and reinstall signs, house numbers, light fixtures, and any other items fastened to the areas noted to be painted.
9. Contractor shall apply one coat of Zinsser peel stop to all surfaces noted to be painted, one coat of tinted primer and one topcoat of latex paint in accordance with specification requirements.

**FINISH SCHEDULE:**

**BENJAMIN MOORE/CABOT/SHERWIN WILLIAMS: Solid Stain:**
Wood siding shakes; provide manufacturer’s color palate in existing house color family for Owner selection

**BENJAMIN MOORE: Brilliant White:**
Soffits, brackets, decorative trim, band boards, columns, posts, railing caps, balusters, exterior door jambs, widow trim

**BENJAMIN MOORE: Tudor Brown:**
Basement window sashes, muntins and frames, basement hatchway
BENJAMIN MOORE: Tudor Brown: Basement security straps (DTM paint).
BENJAMIN MOORE: Cottage Red: All exterior doors
BENJAMIN MOORE: April Sky Porch ceiling
BENJAMIN MOORE: #71 Deck Grey Porch decking / Stairs Risers / Lattice (Do not paint composite material)
BENJAMIN MOORE: Brilliant White Lattice fascia boards

DIVISION 10 – SPECIALTIES

General
1. Remove and reinstall existing shades as required to complete the work. Provide new mounting hardware if required.
2. Contractor to provide matching exterior house letters “A” and “B”.
3. Contractor to provide interior unit letters “A” and “B” and install on respective interior entry doors.
4. Contractor shall install new room numbers for all bedrooms in unit 124A, rooms 1 to 5.

Unit A – 1st Floor Bedroom #1 and #2
1. Contractor shall install new 3” black plastic bedroom room numbers.

Unit A – 2nd Floor Bedroom #3
1. Contractor shall install new 3” black plastic bedroom room number.

Unit A – 2nd Floor Bedroom #4
1. Contractor shall install new 3” black plastic bedroom room number.

Unit A – 2nd Floor Bedroom #5
1. Contractor shall install new 3” black plastic bedroom room number.

DIVISION 11 – EQUIPMENT

Unit A - 1st Floor Kitchen
1. Contractor shall thoroughly clean all existing appliances noted to remain.

Unit B - 1st Floor Kitchen
1. Contractor shall thoroughly clean all existing appliances noted to remain.
2. Contractor shall install new non-vented hood fan over existing range.

DIVISION 12 – FURNISHINGS

Unit B - Existing 1st Floor Kitchen
1. Contractor shall install new white, flat door panel cabinet above range for new non-vented hood fan.

DIVISION 13 – SPECIAL CONSTRUCTION
1. N/A

DIVISION 14 – CONVEYING SYSTEMS
1. N/A

DIVISION 15 – MECHANICAL
General
1. Contractor shall install a new fire sprinkler system in accordance with specification requirements.
2. Contractor shall provide sprinkler shop drawings and hydraulic calculations.
3. Contractor shall balance all furnace supply and returns for proper heat distribution throughout the house.

Unit A – 1st Floor Bathroom
1. Contractor shall remove existing toilet and toilet supply line in bathroom to accommodate installation of new flooring.
2. Contractor shall reinstall existing toilet with new wax ring and new stainless steel braided supply line.

Unit A – 1st Floor Bedroom #1 and #2
1. Relocate thermostat from Bedroom #2 to foyer (opposite side of current location). Patch & paint existing hole.
2. Contractor shall properly heat new Bedroom #2 space. Provide new heat supply ductwork as required.

DIVISION 16 – ELECTRICAL

General
1. Contractor shall install a new fire alarm system. The system shall be Siemens FS-250 or approved equal and shall meet specification requirements.
2. New fire alarm system shall have battery back up.
3. Contractor shall provide conventional photoelectric detectors with bases and provide audible bases for all bedrooms.
4. Contractor shall hardwire C.O detectors, one on each sleeping floor and one in the basement.
5. Contractor shall provide keyed pull stations, heat detectors, synched horn strobes, battery backup, programming and all related materials and testing.
6. Contractor shall coordinate installation of new telephone lines (2) and dialer connection with Owner and telecommunications.
7. Contractor shall provide arc-fault breakers for bedrooms.
8. Contractor shall install new outlets for the new bedrooms created as shown on the attached sketches. Ensure appropriate number of outlets per code. Install new light fixtures and new switches – both rooms.
9. Install new lighting throughout per specifications. Where walls are removed and/or new walls installed, conceal all wiring.
10. Contractor shall upgrade all electrical outlets to grounded receptacles and pull new wires as required throughout the house, including the attic and basement.
11. Contractor shall review all specified renovation work and ensure that all electrical work is completed per code requirements.
12. Contractor shall change out existing outlets to GFCI per code requirements.
13. Contractor shall install new GFCI outlet as required by code.
14. Contractor shall install new telephone, data and CATV in one single gang box. Leave 10’ excess data/telephone cable in basement for termination by Westel in basement. Contractor shall terminate all connections to Hubbel data jacks at all other locations. Provide final connection to CATV.

Unit A – Entry Hall & Second Floor Corridor
1. Install new light fixtures with wall mounted occupancy sensors.
Basement
1. Contractor shall install new lighting and lamps in basement.

Unit B – 2nd Floor Bedroom #1
1. Contractor shall install three additional grounded receptacles.

Unit B – 2nd Floor Bathroom
1. Contractor shall install new ceiling vent fan and all associated ductwork and accessories required to vent to the exterior.
2. Contractor shall install new light fixture.

Unit B – 1st Floor Stairwell / 2nd Floor Corridor / 2nd Floor Corridor outside bathroom / 2nd Floor Corridor outside bedroom #2
2. Install new light fixtures with wall mounted occupancy sensors.