

Scope of Work

12/14/2015

General

1. The Owner will assume the responsibilities of the Architect unless the Owner decides to engage the services of the Architect. The Contractor may engage the Architect at his own expense.
2. The Contractor shall visit the site and meet with the Owner at least twice a week for at least an hour each time at the Owner's request.
3. The Contractor or his representative shall be available at least twice a week for at least thirty (30) minutes each time to coordinate the work of all Owner's subcontractors (Article 12 of the Agreement).
4. The Contractor will allow all subcontractors access to the work area as long as it is safe and doesn't restrict Contractor's current work.
5. The third floor attic and the basement entry are the only interior spaces of the Owner's house that are in the Work Area. The rest of the Owner's house is off limits to the contractor. If or when the contractor needs to use the Owner's house to get people or material to the Work Area, he will obtain written permission from the Owner.
6. When requested and reasonable, the Contractor shall provide the Owner with materials that result from structure demolition in reasonable condition. *Note included on 3rd page*
7. The Contractor shall alert the owner to the need for and the timing of inspections to be performed by government agencies. The Contractor shall request the Owner to pay for third-party inspections, but the owner may decline. Accommodations shall be made so that the Owner may be present at inspections.
8. The contractor shall provide a Schedule of Values and a Construction Schedule within one (1) week of being awarded the Contract. The Schedule of Values should include the Contractor's Certificate(s) of Insurance (satisfying Article 17.1 and naming the Project and Owner), the *Maryland* Contractor's business and trade licenses, a list of the crew, planned Subcontractors, and suppliers for principal portions of the Work. The Construction Schedule shall separate the project into at least five (5) phases and identify the corresponding elements of the Schedule of Values.
9. When the Schedule of Values and Construction Schedule are received and deemed adequate by the Owner, the Owner will pay 10% of the Contract Stipulated Sum. Also at this time, monthly Applications for Payment will be accepted and paid following Article 4 of the Agreement.
10. In addition to the monthly progress payments, the Owner will allow additional Applications for Payment on the fifth (5th) day of the month. The Owner has the option to make payment by the fifteenth (15th) day of the month or with the standard monthly progress payment (by the first day of the following month).
11. In addition to the monthly progress payments, the Owner will allow requests by the Contractor to pay for materials. These purchases will be deducted from the Contract Stipulated Sum.

12. At the time of an Application for Payment, the Contractor shall sign a release of liens stating that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment (Article 15.1.4).

Specifications

The contractor will furnish all necessary labor and materials to perform complete foundation and rough-in framing, all exterior building finishes, gutters, siding, roof, sump pump, plumbing underground as per specifications detailed in the below. Contractor will also clean work area and dispose construction debris out of work site. Sections mentioned below refer to Project Plans (Attachment 2, "Gallas 150608 Permit Issue.pdf").

- Division 1: General Requirements.
 - Does not include Sect. 01.14 (Allowances).
- Division 2: Demolition and sitework
 - Only includes sump pump.
 - Does not include interior demolition.
 - Does not include reestablishing lawn.
- Division 3: Concrete.
 - ~~No~~ Include drain to sewer. *Note included on 3rd page*
- Division 4: Masonry.
- Division 5: Metals.
 - All items required for scope.
 - Owner will buy metal guardrail and railings for basement exit to be installed by the Contractor.
- Division 6: Wood and Carpentry.
 - Does not include Sect. 06.06 (Interior Wood Trim), Sect. 06.07 (Bath Vanity Cabinets), Sect. 06.08 (Solid Surface Countertops), Sect. 06.09 (Wood Strip Flooring), Sect. 06.10 (Wood Stairway & Balustrade), or Sect. 06.11 (Closet Rods & Shelving).
 - Does not include decking, stairs, and railing from 1st floor sunroom exit to grade and Sect. 06.12 (3rd floor balcony railing system). Only includes rough carpentry, including posts for railing.
- Division 7: Thermal and Moisture Protection.
 - Does not include Section 07.03 (Insulation).
 - Does not include walkable membrane roof on addition, 3rd floor balcony.
 - Does include all exterior building finishes (dormer, cornice, pilaster, gutters, siding, roof).
- Division 8: Doors and Windows.
 - Does not include Sect. 08.05 (Interior Doors), or Section 08.06 (Finish Hardware). No interior finishes.
- Division 9: Finishes and Accessories. Contractor is only responsible for the Sections listed. *Note included*
 - Sect. 09.01, General.

- Sect. 09.02, Codes & Standards.
- Sect. 09.05, Exterior Painting & Staining / Addition, except decking.
- Sect. 09.07, Paint Preparation.

Notes:

6. OMF will not make any effort during demolition to salvage any material.

8. OMF does not have DC license, owner was notified by email.

Division 3.

- Drain not included.

Division 6.

- No interior work included in this contract.

Division 9.

- No interior work included on contract.

My dear Mr. [unclear]
[unclear] [unclear] [unclear]
[unclear] [unclear] [unclear]

and Mr.

[unclear] [unclear] [unclear] [unclear] [unclear] [unclear]
[unclear] [unclear] [unclear] [unclear] [unclear] [unclear]

[unclear] [unclear] [unclear] [unclear] [unclear] [unclear]
[unclear] [unclear] [unclear] [unclear] [unclear] [unclear]

[unclear] [unclear] [unclear] [unclear] [unclear] [unclear]
[unclear] [unclear] [unclear] [unclear] [unclear] [unclear]

[unclear]

[unclear]