

**Exhibit A**  
**Scope of Services**  
**Florida Department of Transportation (Owner) District 2 Gainesville**  
**Operations Heating, Ventilation, and Air Conditioning**  
**(HVAC) System**

**Scope:**

Provide sufficient work force, equipment, materials, oversight, shop drawings, permitting, safety, clean-up, and all incidentals necessary to install a fully integrated and functioning HVAC system as depicted and specified in contract documents and technical special provisions. Work includes: in-kind replacement of existing constant air DX split AC/Heat pump systems, Variable Air Volume Boxes (VAV), Zone Dampers, Bypass Boxes, Thermostats, Building Digital Data Control (DDC), Building Management Systems (BMS), Outside Air Dampers and associated refrigeration piping, and all electrical rework, ductwork modifications, and incidentals required for equipment installation.

All work will be in accordance with building codes, ordinances, industry standards, contract terms and the 2018 FDOT Standard Specifications for Road and Bridge Construction.

**A mandatory pre-bid meeting will be held at 11:00 am on February 27, 2019 at the below work location. Attendance at the pre-bid meeting is mandatory, and any Bidder who fails to attend will be deemed non-responsive and automatically disqualified from further consideration. Bidders shall sign in as attendees to the meeting upon arrival. Any Bidder not signed in before the meeting starts will be considered late, deemed not in attendance, and will not be allowed to bid on the contract. Bid documents will be issued only to attendees of this meeting.**

**Location:**

- District 2 Gainesville Operations located at 5301 N.E. 39<sup>th</sup> Ave., Gainesville, FL 32609.  
Phone: 352.381.4300.  
Buildings # 2376, #2413, #2416, and #2417  
Please sign in at the Front Lobby

**Work Schedule:**

A pre-work meeting shall be conducted prior to any work commencing on the project. Items to be discussed include:

- Work Schedule: No work shall be accomplished outside of the defined work day without prior written approval of the FDOT's District 2 Representative and the Facility Manager for the work location. Office hours are defined as Monday through Friday from 7:00 am to 5:00 pm; No work will be allowed on State holidays.
- Offices to remain operational during all work activities.
- Contract Time 100 days.
- Job Completion Schedule: Contractor shall provide, for Owner's review and written approval, a schedule of dates for permitting, shop drawing review, and beginning/completion of work.
- Protocol for submittal of all shop drawings, materials, and equipment requests.

- All relevant contract, documentation, and work-related details including containment or disposal of any wastes generated from work activities; include all Safety Data Sheets (SDS) sheets for any products brought onto site.
- Exchange of all relevant contact information for the Contractor and Owner personnel assigned to the project.

### **Technical Design Criteria Services Scope/Original As-Built Plans**

Attached as separate documents.

Section **1.08 Delivery, Storage and Handling** is modified as follows:

Clean all work areas at the end of each work day. Remove, or temporarily store in Contractor provided location, all construction tools, un-installed equipment, and materials from the building(s) upon completion of each work day. If a trailer is used Contractor may park the trailer on-site in a location approved by owner. Owner accepts no responsibility for damage to trailer or loss of contents.

### **Fixed Capital Outlay Non-Technical Special Provisions:**

Non-Technical Specifications Section A-1 Definitions is amended as follows:

The term Laws and Regulations is deleted and replaced with:

Federal, State and Local Rules and Regulations which includes any and all Federal, State, and Local laws, bylaws, ordinances, rules, regulations, orders, permits, or decrees including environmental laws, rules, regulations, and permits.

### **Proposals:**

The following documents are included for informational purposes to assist with project understanding and bidding purposes:

- Cost Estimate,
- Plans: original construction plans for buildings (1993),
- S and T HVAC Modifications (2004)

It is contingent upon each bidder to attend the project pre-bid and visit the project site to confirm work constraints, verify document accuracy, and to fully comprehend project scope. Winning bidder shall be prepared to honor their bid price in completion of the work as contemplated.

The Department may award any combination of buildings to the lowest responsible bidder up to the established budgetary ceiling.