Scope of Services

Roof Drainage & Paving Improvements at the Former Essex Plant 5

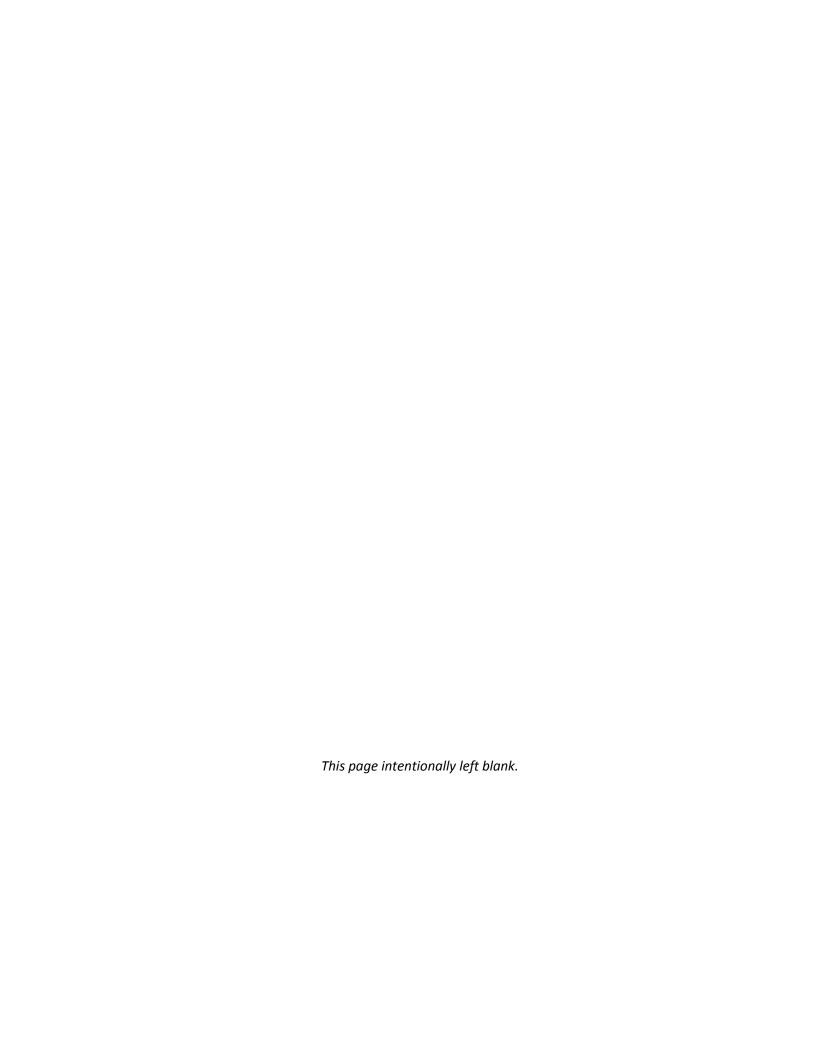
Prepared for

The Essex Specialty Chemical Company

Issued To: Bidding Subcontractors

September 18, 2015





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¹ Acronyms and Abbreviations

AASHTO American Association of State Highway and Transportation Officials

AHA Activity Hazard Analysis

CH2M CH2M HILL

H&S health and safety

HAZWOPER hazardous waste operations and emergency response

HSE Health, Safety, and Environment

NYSDEC New York State Department of Environmental Conservation

NYDOT New York Department of Transportation

OSHA Occupational Safety and Health Administration

PVC polyvinyl chloride

RFI Request for Information

SOW Scope of Work

SSC site safety coordinator
STAC Safety Task Analysis Card
VOC volatile organic compound

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SECTION 1

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Overview of Scope of Services

- 3 On behalf of the Essex Specialty Chemical Company (Essex), CH2M HILL (CH2M) is seeking construction
- 4 services for minor roof drainage and paving improvements at the former Essex-Hope Site Plant 5. The Essex-
- 5 Hope site (Site) is located at 125 Blackstone Avenue in Jamestown, New York, and comprises approximately
- 6 4.7 acres. The site is presently owned by Custom Production Manufacturing. Industrial operations at the
- 7 Site since the early 1900s have resulted in the contamination of soil and groundwater beneath and near the
- 8 site by various volatile organic compounds. The site was listed under the State Superfund Program managed
- 9 by the New York State Department of Environmental Conservation (NYSDEC) in 1988.
- 10 Despite multiple remedial actions, elevated levels of volatile organic compounds (VOCs) remain in
- 11 groundwater and soil. Areas where the scope of services will be occurring have historically observed
- 12 elevated concentrations of trichloroethene (TCE) and subsequent daughter products, acetone, cumene,
- toluene, ethylbenzene, and xylenes (cTEX).
- 14 A summary of the scope of services includes the following.
 - Mobilization and Demobilization
 - Building Scope of Work
 - Cut and remove sections of roof cast iron drainage pipe from four existing roof drains. Cap and abandon downstream vertical pipe and make any cuts into the roof water tight.
 - o Install new polyvinyl chloride (PVC) schedule 40 drainage pipe hung from the interior roof to collect runoff from the roof drains.
 - Core through the exterior of the east wall and route the PVC diagonally down the wall at a
 45 degree angle.
 - Civil Scope of Work
 - Cut and cap the four buried cast iron pipes from the roof drains along the south building wall.
 - o Remove the remaining exterior and below grade drainage piping and dry wells. Route the below grade drainage pipes to the existing City catch basin.
 - o Backfill drywell excavation with suitable materials (i.e., certified clean and as per drawings).
 - o Construct new below grade drainage lines and precast structure.
- o Install new asphalt pavement.
- o Provide a gravel shoulder north of the pavement.

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1 SECTION 2

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Technical Scope of Work

- 3 This section specifies the technical requirements of this scope of services. Design drawings are presented in
- 4 Appendix A and referred to herein.

5 2.1 General

- 6 The subcontractor shall provide all labor, personnel, lodging/per diem, lower-tier subcontractors,
- 7 equipment, tools, materials (unless otherwise noted), and services necessary to complete the work as
- 8 described in the design drawings, specifications, and as outlined in this Scope of Work (SOW). The
- 9 subcontractor is responsible for reading and understanding all the information contained in the SOW. If the
- 10 subcontractor has any questions or concerns, it is the subcontractor's responsibility to contact CH2Mfor
- 11 clarification. In addition, if the subcontractor believes that CH2M HILL has not included all pertinent
- 12 information or if the subcontractor has an alternate method for completing a task, it is the subcontractor's
- responsibility to notify CH2M to obtain written approval and documentation of any scope modification
- 14 before implementing the modified scope.
- 15 The subcontractor shall carefully examine the site during the mandatory site walk and make all inspections
- 16 necessary to determine the full extent of the work required to make the completed work conform to the
- 17 SOW requirements. The subcontractor shall satisfy itself as to the nature and location of the work,
- 18 conditions, the conformation and condition of the existing facility, and the condition of equipment and
- 19 facilities needed for the execution of the work. Any inaccuracies or discrepancies between the actual field
- 20 conditions and the SOW or other reference documents must be brought to CH2M's attention to clarify the
- 21 exact nature of the work included in the SOW requirements and pricing.
- The work shall be performed in accordance with this SOW, the design drawings, technical specifications.
- 23 All work shall be completed in compliance with current federal, state, and local regulations and in
- 24 accordance with standard industry practice. The most stringent of these regulations shall apply in any
- 25 situation regarding clarification. The subcontractor shall comply with all site entry/exit requirements, haul
- 26 routes, health and safety, permitting, work schedule, and any other requirements that may be set by CH2M
- 27 and Essex.

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2.2 Design Package

- 29 The design package containing the design drawings and specifications (located on the drawings) for the Roof
- 30 Drainage & Paving Improvements at the Former Essex Plant 5, dated September 16, 2015 are attached in
- 31 Appendix B for reference.

2.3 Project Intent

- 33 It is the intent of this SOW that all equipment and devices, furnished and/or installed, be properly connected
- and interconnected with other equipment to render the installations complete for successful operation,
- 35 regardless of whether all the connections and interconnections are specifically mentioned in the
- 36 specifications or shown in the design package.
- 37 The sequence of activities across the site may require the Subcontractor to perform some construction
- 38 activities simultaneously with other activities to consolidate the overall construction schedule. A
- 39 preliminary schedule is presented later in this scope of services; however, Subcontractor can provide
- 40 recommendations, with their bid, to improve upon the schedule timeframe.

2.4 Licensing and Permits

- 2 The Subcontractor will be responsible for obtaining any licenses required to work within the City.
- 3 Additionally, the Subcontractor will be required to obtain applicable permits associated with the
- 4 construction services detailed within this scope. Based on past discussions with the City of Jamestown, at a
- 5 minimum a construction permit will be required to tie into the existing catch basin.

2.5 Utility Locate

- 7 Prior to mobilization, the Subcontractor will be required to contact Dig Safely New York at 811 and provide
- 8 proper documentation to CH2M. In addition to Dig Safely New York, the Subcontractor will be required to
- 9 locate and mark existing utilities within the construction zone prior to commencement of work. Non-
- intrusive measures such as a geophysical survey will be required and the approach should be defined in the
- 11 response to this scope of services.

12 2.6 Performance Bonds

- 13 The subcontractor will be required to provide payment and performance bonds for the full contract value of
- the project once a subcontract agreement is in place. The subcontractor shall include Essex as third party on
- 15 all bonds.

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2.7 Pre-construction Submittals

- 17 The subcontractor shall submit construction submittals outlined in Section 3.11 to CH2M for review within 5
- 18 business days after subcontract award. All submittals must be accepted by CH2M personnel prior to
- 19 mobilization.

2.8 Mobilization and Site Preparation

21 2.8.1 Mobilization

- 22 The Subcontractor will mobilize all resources necessary to safely, efficiently, and completely perform this
- scope of service. The resources include, but are not limited to, personnel, equipment, materials, supplies,
- and lower-tier subcontractor's services.
- 25 The following mobilization criteria apply:
 - Store equipment and materials within the designated staging area identified by CH2M and the
 facility. Subcontractor personnel will be responsible for coordinating all deliveries of equipment and
 materials and for notifying CH2M of the delivery schedule.
 - Equipment and tools mobilized to the site will be clean and in safe and proper working order.
 Equipment not meeting these requirements will be replaced by the Subcontractor at no cost to CH2M.

32 2.8.2 Dry Decontamination Stations

- 33 To ensure that no material or uncontaminated soil is tracked out or deposited outside of approved work
- 34 areas (e.g., roads, public and private), the subcontractor shall set up and operate a dry decontamination
- 35 station at the construction entrances and work areas to remove materials from trucks and tires leaving the
- 36 site. Decontamination equipment may include shovels and brooms.

37 2.8.3 Temporary Environmental Controls

- 38 The Subcontractor will provide the following during the execution of this scope of services:
 - Provide methods, means, and facilities to control stormwater on the roof and the site during construction activities.

- Provide methods, means, and facilities required to prevent contamination of soil, water, or
 atmosphere by the discharge of noxious substances during construction.
- Provide equipment and personnel to perform emergency measures (if required) to contain and
 correct any spillages.
 - Take special measures to prevent harmful substances from entering public waters by preventing the disposal of wastes, effluents, chemicals, or other such substances in or adjacent to streams, or in sanitary or storm sewers.
 - All Subcontractors' equipment used as part of construction activities will conform to all current federal, state, and local laws and regulations.

10 2.9 Scope of Work

11 2.9.1 Roof Drain Modification

- 12 The subcontractor shall provide all labor, materials, equipment and incidentals required to removes sections
- of cast iron pipe of the four roof drains within the interior of the building just below the roof of the concrete
- 14 block building, in accordance with the details shown on Drawing C-02 of the design package.

15 2.9.2 Improved Roof Drain Construction

- 16 The subcontractor shall provide all labor, materials, equipment and incidentals required to install the above
- 17 grade components of the improved roof drainage system as detailed on drawings C-01 and C-02 of the
- 18 design package.

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19 2.9.3 Dry Well Removal/Backfill

- 20 The subcontractor shall provide all labor, materials, equipment and incidentals required to cut and cap the
- 21 three existing 8-inch cast iron drain lines that penetrate the south side of the building. Remove the
- 22 remaining drain lines and three existing drywells. Backfill the excavations with subbase materials in
- accordance with the State of New York Department of Transportation (NYDOT) standard specifications.
- 24 Clear and grub the area to be paved. All backfill should be certified clean.

25 2.9.4 Roof Drainage System Installation

- 26 The subcontractor shall provide all labor, materials, equipment and incidentals required to install the above
- 27 grade and below grade components of the new roof drainage system shown and detailed in the attached
- design package.

29 **2.9.5 Asphalt Pavement**

- 30 The subcontractor shall provide all labor, materials, equipment and incidentals required to excavate the
- 31 existing materials within the asphalt area to be paved to a depth of 10.5 inches below the final pavement
- 32 grade and prepare the subgrade. Subcontractor will sawcut the edge of the north edge of the existing
- 33 concrete pavement, elevate the two existing monitoring wells to finished grade, and construct a finished
- 34 asphalt surface as detailed on drawing C-03 of the design package

35 2.9.6 Gravel Placement

- 36 The subcontractor shall provide all labor, materials, equipment and incidentals required to install Type 2B
- 37 gravel north of the pavement to transition the grade to the existing grade along the fence at the north
- 38 property line.

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2.9.7 Waste Handling

- 40 The Subcontractor shall provide all materials and equipment to provide for proper onsite management and
- 41 containerization of all wastes produced as part of this SOW. Waste characterization, off-site transport and
- 42 disposal will be provided by others.

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2.10 Site Restoration and Demobilization

- 3 Upon completion and acceptance of the work by CH2M, the subcontractor will remove all equipment,
- 4 debris, unused materials, and other miscellaneous items resulting from or used to complete this scope of
- 5 services. Perform a final cleanup of areas affected by Subcontractor activities to the satisfaction of CH2M. If
- 6 the Subcontractor cannot complete the work in the time permitted, or leaves the site on their own accord,
- 7 the Subcontractor will not be compensated for additional mobilization or demobilization.
- 8 Subcontractor, solely at their expense, will restore any equipment, road, ground surface, or structure
- 9 damaged by the Subcontractor during the course of performing the work.

1 SECTION 3

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General Requirements

3 The following subsections in this scope of services discuss the general requirements.

4 3.1 Health and Safety

- 5 All Subcontractors' site personnel including lower-tiered subcontractors must abide by these requirements.
- 6 The Subcontractor shall conduct all work in conformance with all applicable federal and state occupational
- 7 safety and health regulations, client requirements, and CH2M HILL's requirements (including the site-specific
- 8 Health and Safety Plan). In addition to the minimum requirements specified below, Subcontractor is
- 9 responsible for providing all labor, materials, equipment, supplies, training, medical surveillance, and
- 10 personal protective equipment, as may be required to complete all work in a safe manner and in accordance
- 11 with regulatory requirements. Additionally, staff will be required to have 40-hour HAZWOPER (29 CFR
- 12 1910.120), 8-hour HAZWOPER refresher training, and any other applicable training required by OSHA.
- 13 Verification of training will be submitted to CH2M HILL Project Manager (Kyle Block at kblock@ch2m.com)
- 14 prior to mobilization.
- 15 The Subcontractor is required to submit all required documents and records identified below prior to the
- start date defined in the Subcontract. Delays in commencing work due to failure by Subcontractor to
- 17 provide such records and documents will not be considered a just cause for delay, as identified in the
- 18 Subcontract terms. Subcontractor will be fully responsible for all losses, costs, expenses, and damages
- incurred by CH2M HILL and Subcontractor due to any work delays relating to such failure.
- The CH2M HILL Project Manager (PM) for this work is Kyle Block.
- 21 This site is considered a Legacy site. There are active facilities around the Site.

22 3.1.1 Site-specific Training and Medical Surveillance

- 23 The following site-specific training and medical surveillance are required.
 - CH2M site-specific Health, Safety, and Environment (HSE) Chartering is to be successfully completed before start of fieldwork.
 - For personnel, 40-hour hazardous waste operations and emergency response (HAZWOPER) (29 CFR 1910.120), 8-hour HAZWOPER refresher training, and any other applicable training required by the Occupational Safety and Health Administration (OSHA) is required. Subcontractors must provide training documentation of training to the Site Safety Coordinator (SSC) at least 1 week prior to mobilization. Records must be available at the work site prior to mobilization and throughout the duration of work. Subcontractors should be prepared to present documentation to the SSC upon request.
 - Medical surveillance is to be provided as required by 29 CFR 1910.120, other applicable OSHA
 regulations, and safety state standards. Subcontractors must provide documentation of medical
 surveillance to the SSC at least 1 week prior to mobilization. Records must be available at the work
 site prior to mobilization and throughout the duration of work. Subcontractors should be prepared
 to present documentation to the SSC upon request.
 - Verification of training for use of air purifying and air supplying respirators, quantitative fit testing, and medical clearance to wear a respirator will be submitted to the SCC at least 1 week prior to mobilization. Records must be available at the work site prior to mobilization and throughout the

duration of work. Subcontractors should be prepared to present documentation to the SSC upon request.

3.1.2 Personal Protective Equipment

- 4 The Subcontractor will provide all personal protective equipment required for its employees working on the
- 5 site. At a minimum, hard hat, safety glasses, safety goggles, work gloves, steel-toed shoes, long sleeve shirts
- and pants, and hearing protection in designated areas will be required. Hearing protection is also required
- 7 while operating equipment.

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8 Personal Protective Equipment Level D

- Coveralls: Work clothes are to be worn at all times including long-sleeved shirts and pants.
- Boots: Steel-toed, leather work boots
- Gloves: Gloves are to be worn at all times; the type of glove (for example, cut-resistant Kevlar gloves,
- leather work gloves, or nitrile gloves) is dependent on the task being performed.
- Hardhat: Splash-shield areas are to be identified by the CH2M SSC.
- Safety glasses
- Hearing protection: Hearing protection should be worn when conversations cannot be held at distances
 of 3 feet or less without shouting.
- Tyvek may be required if unable to keep work clothing free of contaminated soils from soil cuttings.

18 3.1.3 Health Safety and Environment Plan

- 19 Prior to mobilization, the Subcontractor will be briefed on the CH2M project HSE plan and Environmental
- 20 Plan (E-Plan). The HSE plan and E-Plan will be available onsite during construction activities.

21 3.1.4 Activity Hazard Analyses

- 22 The Subcontractor must submit activity hazard analyses (AHAs) for all tasks identified in the scope to the
- 23 CH2M SSC for H&S review and acceptance at least 1 week prior to mobilization. The SSC will coordinate
- review with the CH2M HSE manager. The HSE manager must accept all AHAs prior to mobilization.
- 25 Examples of previously accepted AHAs are available upon request.

26 Field Safety

- Subcontractor personnel are to sign and agree to follow the HSE plan for the project.
- Subcontractor personnel are to participate in daily safety briefings.
- Subcontractor personnel are to document interventions when unsafe conditions or behaviors are
 observed.
- Subcontractor personnel are to conduct self-inspections as required by OSHA, industry standard, Union
 Carbide Corporation, and/or CH2M's HSE plan.
- Subcontractor personnel are to submit learning experiences to the CH2M SSC as they occur.
- Subcontractor personnel are to report all incidents, including near misses, to the CH2M SSC immediately upon occurrence.
- Subcontractor agrees to submit equipment inspection sheets weekly.
- Subcontractor must submit field hours to the CH2M SSC on a minimum monthly basis.
- As requested by CH2M, personnel will complete an H&S survey.

Miscellaneous

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- No presence of weapons, including firearms, is allowed.
- No alcoholic beverages or illegal drugs are allowed.
- Cell phones cannot be used while driving on the property or driving to and from the jobsite.
- CH2M will inform the Subcontractor on cell phone use during the site orientation meetings held by CH2M on the first day an individual is mobilized to the site.
- No smoking is allowed on the property.
- Obey posted speed limits. If caught speeding, you can be barred from the work site.
- Seat belts must be worn at all times when traveling in vehicles.
- No compressed gas cylinders are allowed in office buildings.

3.2 Waste Management

- 12 The Subcontractor will provide for proper onsite management and containerization of all wastes produced
- as part of this scope of services. Anticipated wastes include excess construction debris, materials from
- excavation, decontamination fluids, and personnel protective equipment. Subcontractor shall provide the
- 15 following equipment and services:
- 16 Subcontractor will provide 55-gallon steel drums or a roll-off bin (if necessary) to containerize waste. Drums
- shall be clean USDOT-approved 55-gallon steel drums with proper fitting lids. All containers shall be staged
- 18 by Subcontractor in an area designated by CH2M.
- 19 When delivered to the site, drums/containers/ roll-off will be inspected by CH2M. Any
- drums/containers/roll-offs considered inadequate (with holes, improper fitting lids, etc) at CH2M's sole
- 21 discretion will be turned away with associated costs borne by the Subcontractor. CH2M will not be
- responsible for any costs associated with any delays caused by delivery of inadequate trucks or equipment.
- 23 The Transportation Company shall adhere to and be in compliance with regulatory requirements
- 24 under 49 CFR.
- 25 Subcontractor shall prevent contamination of soil, water, or atmosphere by the discharge of noxious
- 26 substances resulting from their activities; prevent the tracking of soil and debris from the work areas to
- 27 other facility locations as well as off-site; and perform emergency measures (if required) to contain and
- address any releases resulting from Subcontractor operations. Subcontractor should report any releases to
- 29 the CH2M site contact. Should Subcontractor cause a release, Subcontractor will be held financially
- 30 responsible for removal (to be conducted by others) of impacted material, sampling and analysis of waste
- 31 for disposal purposes (to be conducted by others), and disposal (to be conducted by others) costs associated
- 32 with the release.
- 33 Subcontractor will containerize all personal protective equipment and disposable sampling equipment in
- 34 drums with soil.
- 35 Subcontractor will perform any vehicle fueling, lubrication, and maintenance utilizing drip pans and only
- 36 within designated areas.
- 37 At the end of each field day, Subcontractor shall be responsible for loading, transport, and placement of
- drums at a location designated by CH2M.
- 39 Waste characterization, off-site transport and disposal will be provided by others.

1 3.3 Onsite Facilities/Utilities

2 3.3.1 Power

- 3 The Subcontractor will assume that no power source will be available at the site. The Subcontractor will be
- 4 required to provide its own electricity source (for example, generator) to complete this scope of service.

5 3.3.2 Lighting

6 Work will only occur during daylight hours to support safe work.

7 3.3.3 Portable Facilities

- 8 Portable construction office trailers are not permitted in the facility. CH2M will provide and maintain
- 9 lavatory facilities in the onsite treatment building. A small trailer should be used onsite to store and secure
- 10 equipment each night.

11 3.3.4 Telephone Service

- 12 The use of cellular telephones is allowed at the immediate project site. The use of cellular telephones
- 13 (including hands-free devices) is prohibited when driving within the facility.

14 3.4 Site Management/Housekeeping

- 15 Subcontractor shall be responsible for taking all precautions and actions necessary to protect the work and
- all public and private property and facilities from damage. To prevent damage, injury, or loss,
- 17 Subcontractor's actions shall include, but not be limited to, the following:
- Store apparatus, materials, supplies, and equipment in an orderly, safe manner that will not interfere with the progress of the work or the work of any other subcontractors or current onsite activities.
- Provide suitable storage facilities, as necessary at the project site, for all materials that are subject to damage by exposure to weather, theft, breakage, or otherwise.
- Clean up all refuse, rubbish, scrap materials, and debris daily. Keep the work area clean and orderly.
- Provide and maintain adequate barricades and guardrails systems around excavations and other hazardous areas.
- Assume full responsibility for the preservation of all private property.
- Be responsible for protecting all subsurface utilities/process lines, structures and all other property
 during operations and in and around the work area.
- Plan work so that equipment contact with third party owned property is avoided.
- All chemicals brought to the site by the Subcontractor will be accompanied by safety data sheets (SDS),
 copies of all SDS will be given to the-CH2M Site Safety Coordinator. Subcontractor will responsible for
 properly storing and handling all chemicals they bring on site in accordance with the SDS. Any onsite
 chemical releases should be reported to the CH2M HILL.
- 33 Subcontractor will control access to the immediate work area throughout the duration of the project and
- 34 will be responsible for directing their personnel. Subcontractor will secure heavy equipment, storage areas
- 35 and will be responsible for proper equipment staging in accordance with industry standards and facility
- 36 expectations.

3.5 General Quality Assurance/Quality Control Requirements

- 3 The Subcontractor will comply with all applicable federal, state, county, and local laws and regulations and
- 4 Essex requirements. The Subcontractor will obtain all permits required to conduct this work.

5 Workmanship

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- 6 All work will be performed in a safe, neat, and workmanlike manner. CH2M reserves the right to withhold
- 7 approval that a task has been completed if it does not meet the criteria described in this scope of services or
- 8 was finished in a poor manner.

9 Requests for Information

- 10 When information/direction is required, the Subcontractor will submit requests for information (RFIs) in
- 11 writing to CH2M to document a specific problem, question, or concern, and the answer or direction
- 12 obtained in response to the RFI. The RFI will include, at a minimum, a complete description of the
- 13 problem/question/concern, a reasonable response date, and the Subcontractor's signature. CH2M will
- answer and sign the RFI and return the RFI to the Subcontractor.

3.6 Changes in Scope and Technical Direction

- 16 The Subcontractor will submit in writing (along with an estimate of the cost of the change) any notice of
- 17 change in this scope of services or recommendations to optimize an aspect of the design prior to initiating
- 18 the change. Any work performed by the Subcontractor outside the approved scope without CH2M's prior
- 19 written acceptance will not be considered for compensation.
- 20 If CH2M approves a change in scope/technical direction, CH2M will generate a field change notice to
- 21 document the implementation of the approved change. CH2M and Subcontractor field leads will receive a
- 22 copy of the document and will sign it acknowledging that they have been communicated this change and
- 23 understand the new scope.

24 3.7 Standby Time and Down Time

- 25 Provide on the bid form (Attachment A) a daily and hourly standby rate for the entire crew and equipment
- in the event that CH2M requests the Subcontractor to hold on standby for a reason other than that caused
- by the Subcontractor, weather, or a health and safety stand-down. Should the contractor work more than 6
- 28 hours in a day, it is considered a full day and no standby time will be allowed. Subcontractor must be
- 29 delayed at a minimum of 2 hours to claim standby. The CH2M and Subcontractor project manager will
- discuss all standby time before any payment, standby time, or compensation occurs.

3.8 Project Supervision

- 32 The subcontractor shall identify a project manager to manage the project from subcontract award through
- 33 project completion. The project manager shall be the primary point of contact for correspondence related
- to cost, schedule, and scope, as well as for providing all required submittals.
- 35 During construction, the subcontractor shall maintain adequate onsite supervision at all times when work is
- being performed. A designated site superintendent shall be identified whose sole responsibility shall be the
- 37 field execution and safety of all work being conducted. The site superintendent must be onsite at all times
- during work activities. The site superintendent must not operate equipment, perform manual labor tasks
- or drive trucks. If the site superintendent must leave the site, the onsite CH2M HILL representative must be
- 40 informed who the replacement is and that person must abide by the same requirements.
- 41 Both the project manager and site superintendent shall be conversant in English (both speaking and writing)
- 42 or have onsite translation services available at all times. Resumes for the project manager and site
- 43 superintendent shall be provided with the proposal, and shall demonstrate a minimum of 5 years experience

- 1 for each person managing and overseeing similar construction projects. Personnel changes of the project
- 2 manager and site superintendent shall only be made after prior approval from CH2M HILL. If the project
- 3 supervision personnel are not performing the duties as required, CH2M HILL will ask that the person be
- 4 replaced within 5 working days at no additional cost to CH2M HILL.

3.9 Project Meetings

- 6 The project meetings shall include, but are not limited to, a preconstruction meeting before mobilization,
- 7 weekly update meetings and daily safety tailgate meetings. At a minimum, the subcontractor's project
- 8 manager and site superintendent shall attend the preconstruction meeting. At a minimum, the
- 9 subcontractor's project manager and site superintendent shall attend weekly progress meetings. The project
- manager may attend via teleconference. The site superintendent, site safety operator (SSO), and all onsite
- workers shall attend the daily tailgate safety meetings. All meetings will have meeting minutes prepared by
- 12 CH2M HILL, and reviewed and approved by the subcontractor's project manager or site superintendent
- within 2 days of receiving the minutes.

3.10 Work Schedule

- 15 The subcontractor shall be allowed access to the facility during normal operational hours (7 a.m. to 5 p.m.,
- 16 Monday through Friday), except federal holidays. Equipment, supplies and materials shall be received or
- shipped during these defined work hours. Work performed during other hours may be allowed, as approved
- 18 by CH2M HILL.

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- 19 The subcontractor shall determine what their work hours will be and state in its bid the estimated duration
- 20 for performing each of the SOW activities. Extended work hours or different work hours shall be
- 21 coordinated and approved by CH2M HILL and the facility at least 48 hours prior to start of work. No
- 22 extended work hours will be allowed without prior approval.
- 23 Depending on the magnitude of adverse weather and its potential impact to the project schedule, time lost
- 24 during the scheduled workweek may be made up on an accelerated schedule (including evenings and
- 25 weekends) at the discretion of CH2M HILL at no additional cost.

26 3.11 Project Submittals

- 27 The following sections discuss required Subcontractor submittals to CH2M. One copy each of the submittals
- 28 will be sent to the points of contact specified in this scope of services. To expedite approval, legible copies
- of the submittals may also be emailed or faxed. Original hard copies must follow within 2 days to those
- 30 individuals as well.

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Proposal Submittals

- 32 Subcontractor will include the following technical submittals with their bid package:
 - Acknowledgement of services to be completed by Subcontractor and the names and qualifications of lower-tier subcontractors to be utilized
 - Recommendations for alternative scope approaches accompanied with a basis for the change and potential cost implications relative to the original design specified herein
 - Payment schedule form (Appendix C)

Payment Schedule Form

- 39 The Subcontractor will adhere to and provide prices for equipment and labor as requested on the payment
- 40 schedule form (Appendix C), which is structured to evaluate the cost-effectiveness of the bid. No changes
- 41 will be made to the wording of the form, and failure to provide appropriate defined prices may result in
- 42 rejection of the bid. In the case of discrepancy between unit prices and totals, unit prices will prevail.

- 1 Additional materials or equipment required to complete the work as specified, although not specifically
- 2 addressed herein, will be included in the appropriate associated line item. Fully describe any necessary
- 3 additional work included at the bottom of the payment schedule form. All blank spaces on the attached
- 4 payment schedule form must be completed.

5 Pre-construction Submittals

- 6 The following submittals will be required prior to mobilization:
 - Work plan detailing approach and schedule of the project
- All necessary training documentation
 - Welding certifications as required in the specifications
- Site crew's background checks and drug-testing documentation
- Documentation that tooling has met Essex calibration requirements (for example, torque wrench calibration)
- 13 AHAs

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- Construction schedule
- 15 Construction Submittals
- 16 The Subcontractor will maintain a daily log of work activities.
- 17 The Subcontractor will provide CH2M with the following:
- Daily production report (CH2M will provide a template if requested)

19 3.12 Measurement and Payment

- 20 Measurement and payment for the work described in this scope of service will be based on a daily log kept
- 21 by the Subcontractor and a payment schedule form maintained by CH2M based on the Subcontractor's site
- 22 superintendent's daily construction report. At the end of each day, representatives of both CH2M and the
- 23 Subcontractor will review and agree to the daily report and payment schedule form.
- 24 Payment for all work and materials specified herein will be on a not-to-exceed based on quantities and
- amounts stated on the Subcontractor's attached payment schedule form for work successfully completed.
- 26 Additional materials or equipment required to complete the work as specified, although not specifically
- 27 addressed, will be included in the amount stated for mobilization and clean-up. Fully describe any
- additional work included at the bottom of the payment schedule form.
- 29 Upon completing all work under the contract, the Subcontractor will notify CH2M in writing that the work is
- 30 complete and that final payment is appropriate. If the work has been completed to the extent of the
- 31 subcontract, CH2M will accept the completed work and make payment of the final amount due.

1 3.13 Points of Contact

2 Questions and one copy of the proposal submittal should be sent to each of the following:

3 Contractual Contact
 4 Ms. Susie Stallworth
 5 CH2M
 Project Manager
 Mr. Kyle Block
 CH2M

6 135 South 84th Street Suite 400 kyle.block@ch2m.com 7 Milwaukee, WI 53214Suite 201A Phone: (617) 626-7013

8 <u>Susie.Stallworth@ch2m.com</u>
9 Phone : (414) 847-0408

10 Fax: (414) 454-8837 11 Phone: (414) 847-0408 12

To expedite approval, legible copies of the submittals may also be emailed or faxed to the addresses and

14 numbers listed above. Original hard copies must follow to the addresses above.

1 SECTION 4

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Project Schedule

- 3 The anticipated schedule for the work is as follows:
 - Bid Response Requested October 2, 2015
- Bid Award October 15, 2015
- Mobilization November 1, 2015
- Completion of all SOW components by November 26, 2015
- 8 The Bidder will identify and provide any variances or exceptions to this schedule to CH2M with the proposal
- 9 at the bottom of the Subcontractor's Payment Schedule Form (Appendix C).
- 10 The Subcontractor will provide all resources to complete this Scope of Services according to the schedule
- described herein or an alternate schedule approved by CH2M.

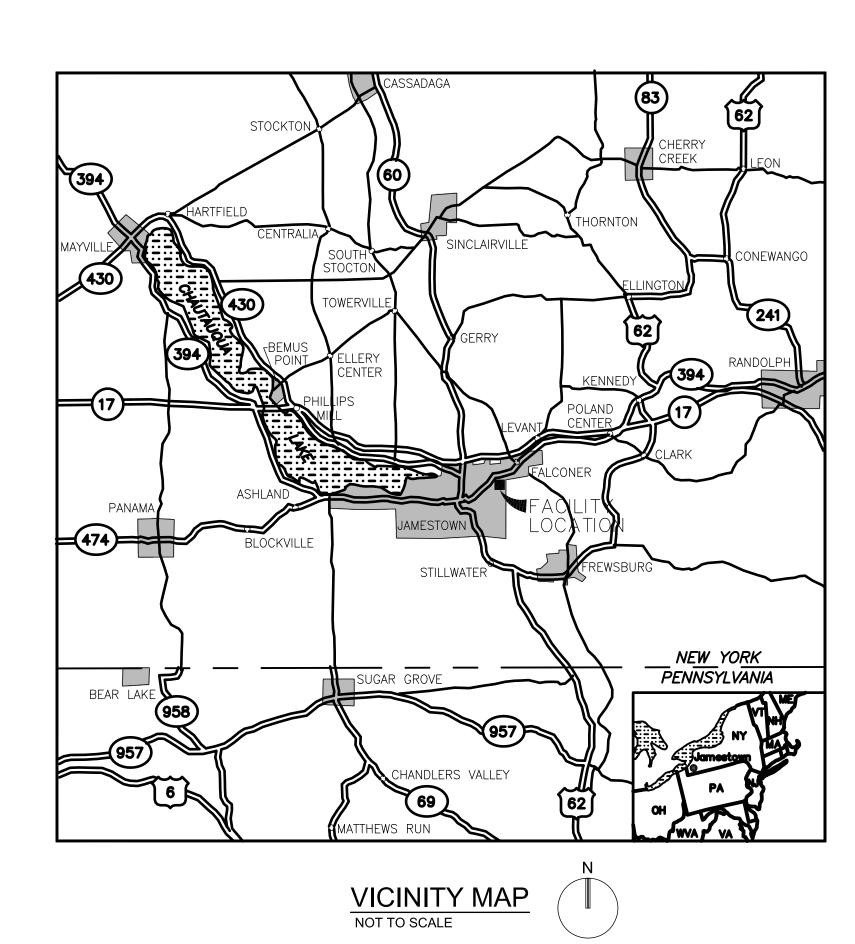
- 1 Table of Contents
- 2 o G-00 Cover Sheet, Vicinity Map, and Index to Drawings
- 3 o C-01 Site Plan
- 4 o C-02 Piping Section, Details, and Specifications
- 5 o CO-O3 Paving & Drainage Sections and Details

ROOF DRAINAGE & PAVING IMPROVEMENTS AT THE FORMER ESSEX PLANT 5

125 BLACKSTONE AVE JAMESTOWN, NEW YORK

PREPARED FOR:

THE DOW CHEMICAL COMPANY



INDEX OF DRAWINGS

SHEET NUMBER	TITLE
GENERAL G-00	COVER SHEET, VICINITY MAP AND INDEX OF DRAWINGS
CIVIL C-01 C-02 C-03	SITE PLAN PIPING SECTIONS, DETAILS, AND SPECIFICATIONS PAVING & DRAINAGE SECTIONS AND DETAILS

VERIFY SCALE ORIGINAL DRAWING.

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