

SUPPLEMENTAL SCOPE OF WORK/ REQUIREMENTS FOR SCHOOL HVAC REPLACEMENTS

July 13, 2021

The following is a summary Supplemental Scope of Work for the design and construction of HVAC System Replacements at several locations. The Supplemental Scope of Work includes but is not limited to the following:

1. Design and construction services shall be per the "Design/ Planning Principles & Construction Guidelines for Shelby County Schools", latest edition.
2. A design & construction baseline schedule shall be provided for approval and acceptance prior to the commencement of any design and construction work.
3. Design and Construction services will be required to utilize SCS Department of Major Construction's construction management platform, PROCORE. This access and training will be at no cost to the vendor.
4. The Engineer-of-Record (EOR) shall design the new equipment to provide an energy efficient, sustainable, long life cycle, and low maintenance system related to the existing building envelope. EOR shall not engage a 3rd-party vendor such as a supplier or manufacturer unless written approval has been received from the SCS Director of Construction.
5. Design services shall include but not be limited to demolition, structural, architectural, mechanical, electrical, plumbing, fire protection, life safety, EMS, and site utility.
6. Designer/ Builder shall confirm and verify existing conditions compared to provided as-built documents to ensure required clearances and pathways are available.
7. Design shall meet all current and applicable local, state, and federal codes as adopted and enforced by the AHJs.
8. Designer/ Builder shall confirm and verify that existing HVAC system foundations will support new replacement equipment loads, i.e. cooling tower/ chiller foundations. If not, designer shall provide new design for review and approval.
9. Additional design services expenses, typically referred to as reimbursable fees, shall include those costs related to AHJ applications for reviews and approvals, permit applications, permit fees, and reproduction costs.
10. The construction document estimate shall be submitted for SCS approval prior to construction commencement.
11. All project documents such as construction drawings and the project manual must be reviewed and approved by the SCS Department of Major Construction prior to the submission for any AHJ approvals or permits. It is recommended to provide a signature block on the project documents for SCS signatory approvals. SCS signatory template available upon request.
12. Construction services shall include all equipment, material, and labor for the successful completion of the project per the accepted and approved project drawings and specifications.
13. Contractor shall provide SCS (Owner) opportunity to salvage HVAC equipment as necessary.
14. HVAC systems additional appurtenances/ accessories shall include but not be limited to the following:
 - a. Cabinet extensions to conceal piping or trim accessories necessary to maintain aesthetics.
 - b. Drain pans, piping, condensate pumps (if required), valves, actuators, etc.
 - c. Bipolar ionizers that are salvaged for reinstallation.
 - d. Cottonwood filters
 - e. New fall protection/ guard rails as required for existing roof mounted equipment within 10'-0" of roof edge. See Shelby County Uniform Development Code and current adopted building code for specifics. Installation shall not impact roof system performance.
 - f. Chemical treatment systems
 - g. Bypass feeder with cartridge filter

- h. Air/ dirt separator with blow down
 - i. Pressure reducing valves
 - j. New appropriately sized utilities required to serve new equipment such as gas piping, electrical wiring, water supply lines, etc.
- 15. SCS recommends and prefers condensing boilers, high mass or low mass, as the project requirements dictate or allow.
- 16. An Owner's Contingency WILL NOT be included in the overall construction cost. It is recommended that the contractor include costs for unforeseen conditions that may arise specific to a project's scope and location.
- 17. A 12-month warranty for parts and labor is required
- 18. Project Alternates shall include the following items:
 - a. Energy Management System (EMS) or Building Automation System (BAS)- See the district's approved/preferred vendors list in the **Design/Planning Principles & Construction Guidelines For Shelby County Schools** manual located on p.62. An approved equal shall be considered with appropriate support documentation and justification.
 - b. MLGW Fees- New or modified services for modified equipment loads, etc.
 - c. Fire Alarm System- shall meet current code
 - i. Existing Fire Alarm Panel Replacement- Applicable if current fire alarm panel does not have capacity for any new devices such as required duct detectors. Contractor to confirm.
 - d. HVAC Commissioning- 3rd Party