**SUMMARY OF WORK**

**Revise and/or remove all items in blue.**

1. **GENERAL SCOPE OF WORK**
   1. **The work under the Contract consists of:**
      1. **[Provide Description]**
      2. All Work either shown on the drawings or included in the specifications unless specifically indicated as not to be done.
   2. **In addition, the Work under the Contract includes:**
      1. Work outside the project site as called for in the Contract Documents and as required for the performance of the Work.
      2. The restoration of any items damaged or destroyed by encroaching upon areas outside of the project site.
      3. Providing and restoring, where appropriate, all temporary facilities.
   3. **Additional Selection Criteria:**
      1. General Bidders must meet the additional selection criteria stated in Article 8.8 of the Instructions to Bidders. **[Remove statement for projects under $100k]**
      2. If the Awarding Authority (Owner) cannot verify compliance with the additional selection criteria from the apparent low bidder’s Update Statement, the Awarding Authority (Owner) or its Architect may request the bidder provide additional documentation demonstrating compliance with the Contract requirement. This may occur after the general bid opening, but prior to the Contract Award.
2. **TIME OF COMPLETION**

In accordance with Article 9 of the General Conditions, the Work shall start as stated in the Notice to Proceed and shall be complete within **XXX** consecutive calendar days.

1. **NOTICE TO PROCEED**
   1. Upon the EOHLC’s Validation of the Owner Contractor Agreement the Owner shall Issue the Notice to Proceed for Construction. The Notice to Proceed shall include:
      1. The starting date and Construction Completion date for construction.
      2. The names of the Owner’s contract Officer and Alternate Contract Officer.
   2. The Owner shall send three copies of the Notice to Proceed to the Contractor.
   3. The Contractor shall sign two originals and then;
      1. return one to the Owner, and
      2. keep one copy for its own records.
2. **WORK UNDER SEPARATE CONTRACT**
   1. **Coordination by Owner:**
      1. As provided in Article 7 of the General Conditions, the following items shall be provided by others under a separate agreement with the Owner for which the Owner has coordinating responsibility.
   2. **Coordination by the Contractor:**
      1. The following items shall be provided by the Contractor by other persons under a separate agreement with the Owner for which the Contractor has coordinating responsibility.
3. **ITEMS FURNISHED BY THE OWNER**
   1. The following items will be furnished and delivered f.o.b. to the Project Ste by others at no expense to the Contractor:
   2. The Contractor shall include in the Contract Sum the Cost of Unloading, uncrating and permanently installing the above listed items and remove and properly recycle or dispose off the Project Site all crating and packing materials.
4. **SAMPLE APARTMENT OR WORK**
   1. One apartment, or unit of work, as designated by the Architect shall be completed with all finishes, fixtures, and trim prior to starting the major finish work in the building. This apartment shall establish the acceptable standard of Work for the project.
5. **COORDINATION WITH PROJECT OCCUPANTS**
   1. All dwelling units will be occupied during construction. The Contractor shall take all necessary precautions to ensure the public safety and convenience of the occupants during construction.
   2. The Owner shall assist the Contractor to perform the Work in accordance with the approved operational plan by removing obstructions that may be in the Contractor's way, upon proper notice from the Contractor.
   3. The Owner may provide a Resident Coordinator to act as liaison with residents and to assist the Contractor in fulfilling the following:
      1. Notifying all residents two (2) weeks before any work is scheduled in their apartments.
      2. Notifying each resident in writing forty-eight (48) hours before work is scheduled in his or her particular apartment.
      3. Obtaining signed permission to enter the apartment, if the resident will not be at home.
      4. Obtain from the Owner the keys for any vacant apartment(s) or any apartment(s) where the resident is not at home. The Resident Coordinator will be responsible for the safekeeping of such keys and shall return them at the end of the workday to the Owner.
      5. Notify the Owner of any resident who refuses to cooperate with the proposed operational plan.
6. **RETAINED ITEMS**
   1. The following items which are to be removed and are in good condition shall be retained by the Owner (at the discretion of the Owner) and shall be stored at a location directed by the Owner.

**END OF SECTION 01.11.00**

**SUMMARY OF WORK**