



## **BID PACKAGE**

### **PART IV**

## **SPECIFICATIONS**

**DMH Project#2019-031A  
Repair of Existing Cooling Tower Fan Support  
S.C. Fuller Mental Health Center  
85 East Newton St.  
Boston, MA 02118**

**SCOPE OF WORK FOR**  
**REPAIR OF EXISTING COOLING TOWER FAN SUPPORT**  
**S.C. Fuller Mental Health Center**  
**85 East Newton Street**  
**Boston, MA. 02114**  
**(DMH Project 2019-031A)**

**1.0 EXECUTIVE SUMMARY**

The Statement of Work (SOW) is issued to pre-qualified CONTRACTORS under TRD01 *Tradesperson Contract Installation, Repair, and Maintenance Services*. In particular, subcategories TRD01- HVAC/Sheet Metal Services (PO-17-1080-OSD03-SRC02-10365) and TRD01- General Contracting (PO-17-1080-OSD03-SRC02-10362) are applicable. All requirements and conditions of the Statewide Contract are applicable. In addition, all on-site CONTRACTOR staff must have OSHA 10-hour safety training.

The Massachusetts Department of Mental Health (DMH) is requesting proposals from CONTRACTORS to remove, repair and level the cooling tower fan support at S.C.Fuller Mental Health Center (the SITE). The existing Cooling Tower (north cell) is a Marley **Model # NC422 1-145-91**. The intent of the work is to level and repair the support of cooling tower fan gear box support such that the fan blade will not rub metal to metal on the cone of the tower. The location of the SITE is shown on Figure 1. Figures 2 through 6 are photographs of the structurally impacted members.

**2.0 DEFINITIONS**

A. The following terms shall be applicable to these Specifications:

1. **DMH Project Manager:** Refers to Mark Smith, Massachusetts Department of Mental Health, S.C. Fuller Mental Health Center, 85 East Newton Street, Boston, MA 02118. Phone: 617-626-8850
2. **Contractor:** Refers to the Contractor who has been awarded the overall contract for the work outlined by the Contract Documents.
3. **Subcontractor:** Refers to any contractor who is working under the direct supervision of the Contractor including but not limited to: electrician, carpenter, painter, and trucking/transport companies.
4. **SITE:** Refers to the S.C. Fuller Mental Health Center, 85 East Newton Street, Boston, MA 02118.

B. The terms are provided to facilitate communication but do not supersede the legal definitions provided in the Contract.

### 3.0 SCOPE OF WORK DESCRIPTION

- A. The Scope of Work shall consist of the furnishing of all labor, materials, equipment, services, and permits necessary to remove and replace the following:
  - 1. Motor
  - 2. Gearbox
  - 3. Shaft
  - 4. Bearings,
  - 5. Supporting channels, and
  - 6. All ancillary parts required to make the cooling tower functional.
- B. DMH shall provide the gear box and motor but the remaining equipment shall be procured and delivered by the Contractor.
- C. A general description of the work to be performed shall include but not be limited to:
  - 1. Pre-bid inspection to be held on the date and time listed in the *Instructions to Bidders* at the SITE. It is **Mandatory** that the potential Bidders visit the site at this time in order to Bid on this project and determine the actual field conditions including access, evaluation of the work areas; and protection requirements.
  - 2. Apply for, paying for, and securing any and all permits required from local, state, and federal agencies, and other authorities having jurisdiction over the work activities on the SITE, including submitting, revising, and re-submitting all required plans, permits, and notifications. If the use of any open flame cutting torches or welding units is planned, a Fire Watch and permit **MUST** be pulled at the **Boston Fire Department** and approved permit with requirements given to the Project Manager prior to work beginning.
  - 3. Copies of all applicable Safety Data Sheets (SDS) for materials brought onto the SITE shall be reviewed and approved in advance by the DMH Project Engineer.
  - 4. Coordination with the Project Manager for the protection of existing equipment, rubber membrane roofing, utilities including, but not limited to roofing, cooling tower assembly, water and electric. Includes protection of active utilities encountered within the Work Area and in areas as designated by the Project Manager.
  - 5. Mobilization to the SITE. Meet with Project Manager and the SITE Safety Officer to receive brief training session on building safety requirements and tool safety and monitoring.
  - 6. Prior to the start of project, submit documentation of current OSHA 10 Hour safety training cards for all proposed on-site personnel to the Project Manager.
  - 7. Installation and maintenance of all protective measures for the duration of the

Work to isolate the work area. Protective measures shall include, but not be limited to barriers, signage, and caution tape, as required by the Project Manager and as required by other project permits.

8. Properly and safely support the existing fan such that the underlying equipment can be safely removed. All electrical work shall be performed in accordance with applicable Tag-out and Lock-out procedures.
  9. The DMH-provided and Contractor-supplied equipment shall be installed in accordance with the manufacturer's instructions and recommendations including addition of required oils and lubricating materials.
  10. The installed equipment shall be balanced and leveled.
  11. Remove all lifting and support equipment from inside and around the cooling tower.
  12. Once a final inspection has been done on the installation, the fan motor shall be energized and operation of the unit checked for smooth operation with the Project Manager and the Contractor in attendance.
  13. All areas within the work area shall be thoroughly cleaned.
  14. All materials shall be removed from the SITE for legal disposal in accordance with all applicable local, state and federal laws and regulations.
- D. It is the Contractor's responsibility to determine the most efficient method to legally perform this Work. Unless expressly noted, this Specification does not dictate specific methods to be implemented in the performance of the Work.

### **3.0 CONTRACTOR USE OF THE PREMISES**

- A. The Contractor can gain access to the premises during the hours specified below. In addition the Contractor and his personnel will limit themselves to only within the SITE during working hours. If work needs to be scheduled during times other than those listed below, the Contractor shall inform the Project Manager one week prior to work.
1. Deliveries: 7:00 am to 8:30 am and after 1:00 pm.
  2. General Access: 7:00 am to 5:00 pm.
- B. Confine operations at the SITE to areas permitted by DMH requirements.
- C. The Contractor shall supervise the use of the SITE related to construction and be responsible for correcting any damage identified by Project Manager to DMH's satisfaction.
1. An existing conditions survey shall be conducted prior to any work being

performed with the Project Manager or their representatives.

- D. All available existing utilities adjacent to the construction SITE will be available for use during construction unless indicated otherwise. These utilities would include domestic water, sewer, and electricity (110 volt). Temporary connections to these utilities, all metering, transformers, removal, usage, and their associated costs will be the responsibility of the Contractor.
- E. All apparatus, storage, and the operation of workmen in connection with activities under this Section shall be confined to limits of the Contract. Storage will not be permitted on the property without the approval of the Project Manager.
- F. All parking regulations shall be observed.
- G. Prohibitions - Drinking or eating shall not be permitted in any regulated area or Decontamination Facility. Smoking is prohibited within Commonwealth Facilities and only in designated areas outside of Buildings.
- H. During the project duration, the Contractor shall have use of the SITE for operations only as required to perform the work of the Contract. The Contractor's use of the SITE is limited by Project Manager's reserved rights to employ separate Contractors on portions of the Project.
- I. Use of the premises outside of the mutually agreed upon limits is not allowed. Coordinate activities of all trades required outside the Limits of Work with the Project Manager and will not disturb portions of the SITE beyond the areas in which the Work is indicated.
- J. Damage to existing facilities, utilities, surfaces, and features caused by the Contractor's operations shall be repaired at the Contractor's expense.
- K. Driveways, Entrances and Roadways: Keep driveways and entrances serving the premises clear and available to the Facility Manager and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- L. Schedule and perform work to afford minimum of interruption to normal and continuous operation of utility systems serving adjacent spaces within the Building. The Contractor shall submit to the Project Manager for approval, proposed schedule for performing work; including re-routing of any existing utilities. Schedule shall indicate shutdown time required for each operation.
- M. The Contractor shall notify in writing, 72 hours in advance of the proposed time for shutting down or interrupting any utilities, services or facilities which may affect the operation of the Building and services.
- N. The Contractor shall ensure that all of his/her employees have seen and understand the

evacuation routes. The Contractor is responsible to ensure that the egress routes are kept clear of materials, wastes, etc.

- O. The Contractor's Supervisor shall be present during all periods when work is being performed. All work performed during additional hours of operations shall be at no additional expense to the Commonwealth.
- P. The Contractor shall be prepared to alter its normal schedule to other hours to perform any work which will produce excessive noise, dirt, or dust, as may be deemed necessary by Project Manager or required by the State or other governing agencies.
- Q. The Contractor shall take all proper precautions to protect adjacent properties from damage or unnecessary interference, and replace or put in good condition any existing items, which are damaged or injured in carrying out the work, unless designated to be demolished.

## **5.0 SECURITY REQUIREMENTS**

- A. The Contractor shall familiarize himself with DMH's security requirements and shall abide by and conform to established regulations at all times. The Contractor shall submit a list of personnel who will be on-site. List shall be kept current by Contractor.
- B. Proper identification must be worn at all times.

## **6.0 SAFETY REQUIREMENTS**

- A. The Contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state, and federal requirements that are safety related. All Contractor and subcontractor employees shall be instructed daily to be mindful of the full time requirements to maintain a safe environment for the facility occupants including staff, visitors, clients, and the occurrence of the general public on or near the SITE.
- B. OSHA Safety and Health Course Documentation Records: Chapter 306 of the Massachusetts Acts of 2004 requires that everyone employed at the jobsite must complete a minimum 10-hour long course in construction safety and health approved by the U.S. Occupational Safety and Health Administration (OSHA) prior to working at the SITE. Compliance is required for the Contractor's and subcontractors' on-site employees at all levels. This requirement does not apply to home-office employees visiting the SITE or to suppliers' employees who are making deliveries.
- C. Documentation records shall be initially complied by the Contractor and subcontractors as part of certified payrolls, and the Contractor shall create and maintain a copy of the documentation on-site at all times.

## **5.0 SPECIAL REQUIREMENTS**

- A. The Contractor shall be aware of that sections of the Building are residential units for DMH clients and there is increased sensitivity of other Operating Agencies in and in close proximity to the Limits of Work. The Contractor shall limit noise, dust, debris, and activity within the requirements of the contract documents, regulations, and codes. These requirements will be described during the pre-construction meeting.

## **6.0 PROJECT CLOSEOUT**

- A. The Contractor shall submit the following post-construction submittals to the DMH Project Manager within ten (10) days after completion of the Repair of Existing Cooling Tower Fan Supports :
  - 1. Copies of all Accident Reports
  - 2. All notifications as required elsewhere in these specifications.
  - 3. Report of any deficiencies found during the repair of Cooling Tower.
  - 4. One-year warranty for the work performed by the Contractor from the date of acceptance by the Project Manager.

**END OF SECTION**