**SCOPE OF WORK & LINK TO SPECIFATIONS/DRAWINGS**

**PROVIDED BY CHEROKEE NATION**

**PLANNING & DEVELOPMENT**

**STATEMENT OF WORK**

Demolish Existing Structure and Build New Community Center

Project Name: Southern Cherokee Helpers

17216 Hwy 64 S

Warner, OK 74469

36.638725, -95.269824

May 15, 2024

TABLE OF CONTENTS

1. SCOPE OF WORK

2. AREA OF WORK

3. DESCRIPTION OF WORK

4. PERIOD OF PERFORMANCE

5. MATERIALS & EQUIPMENT

6. GENERAL CONDITIONS

7. DIFFERING SITE CONDITIONS

8. WORKING HOURS

9. UTILITIES

10. DISPOSAL OF MATERIALS AND CLEANUP

11. MATERIAL & EQUIPMENT ACCOUNTABILITY

12. WARRANITES AND WORKMANSHIP

13. ACRONYMS & ABBREVIATIONS

1. SCOPE OF WORK:

The contractor shall provide all labor, personnel, equipment, tools, materials, supervision, transportation, quality control, and other items and services necessary to complete the work as described in this Statement of Work (SOW), the contract drawings, and specifications.

2. AREA OF WORK: Work location is Cherokee Cultural Center 17216 Hwy 64 S

Warner, OK 74469 (Use these coordinates: 35.509083, -95.309083)

Contractor shall work only in the areas designated by the Cherokee Naton Representative (CNR). The primary area of work is front half of this site. All equipment, materials, vehicles, etc. shall not encroach upon neighboring property.

3.DESCRIPTION OF WORK:

3.1. The work specified by this section consists of furnishing all labor, equipment, tools, appliances, transportation, testing, reporting, and materials required to Demolish and remove existing structures (except red iron on center 60’ section; see drawings and demo notes on drawings), equipment, utilities, and materials.

3.2. **Provide industry standard removal, clean up, repair, prep, install and construct new for:**

3.2.1. Approximately 5,517 sq. ft. New Commercial Building (see detailed drawings and detailed notes on drawings).

3.2.2. Completely demo and remove existing structure, materials, equipment and haul off and dispose of properly. (Except for 60’ section of Red Iron, see demo sheet and notes.)

3.2.3. **Bidder/Contractor shall carry, within Base Bid, hazardous materials abatement and disposal of the structures, footings, stem walls, site concrete and all other site appurtenances.** Owner will perform all asbestos survey/testing. Results will be shared with the contractor and abatement/demo procedures will change, as necessary.

* Bidder shall be responsible for all utility disconnects prior to demolition
* Bidder/Contractor shall be responsible for submitting Official Notice to ODEQ a minimum of 10 days prior to demolition
* Bidder/Contractor shall be responsible for all waste disposals. No on-site dumping, burying, burning, or stockpiling will be allowed
* Bidder/Contractor shall be responsible for all asbestos abatement and lead base paint recovery, as stipulated by the governing association
* Bidder/Contractor shall leave the site smooth and dressed without depressions, holes, windrows, rocks, concrete, debris, or other materials resulting from demolition
* Bidder/Contractor shall submit copies of all local, state, and federal documentation to the Cherokee Nation with Final Pay application
* Bidder/Contractor shall pump and remove existing septic systems, including the tank and inlet lines

3.3. Contractor will utilize dust prevention methods to keep dust and flying debris to a minimum as well as preventing possibility of fires while demolishing existing structures.

3.4. **MOST OF THE DETAILS ARE ON THE DRAWINGS AND NOTES ON THE DRAWINGS. Bidders/contractors are urged to review this document as well as the drawings and notes in detail.**

3.4.1 Furthermore, it is the responsibility of the Bidder/Contractor to understand and account for all conditions, whether specified or implied, within this specification. In the absence of written or implied direction, Bidder/Contractor shall account for and bid the higher/more costly of the interpretation of this specification. Cherokee Nation Planning and Development department reserves the right to award contracts, in whole, to multiple prime contractors. Bid items will not be assigned to or broken up between bidders.

4.PERIOD OF PERFORMANCE:

Please note your quickest mobilization date and your estimated completion date on the bid documents. These will be taken into consideration during the decision process.

5. MATERIALS & EQUIPMENT:

5.1. Construction materials must meet relevant code specifications and the State of Oklahoma building code for typical commercial construction.

5.1. All new materials must match existing materials in type and style as close as possible, if applicable.

6. GENERAL CONDITIONS:

6.1. Contractor and all personnel shall comply with the Industry Standard of The State of Oklahoma Codes. Contractor shall work within the timeline specified by CNR.

6.2. All work performed under this SOW shall be conducted in accordance with all applicable state and federal laws and regulations.

6.3. Contractor shall field verify all site conditions, quantities, measurements, and project requirements.

6.4. Contractor shall always protect and barricade all work areas to protect workers, tenants, and the public from injury.

6.5. Contractor shall always protect all structures, utilities, vegetation, sidewalks, and vehicles from damage. Replace all damaged materials with new materials to the satisfaction of the CNR, at no additional cost to the tenant or Cherokee Nation.

6.6. Contractor shall work around tenants as this facility is currently minimally occupied.

6.7. Contractor shall minimize the time the facility is open to the environment and shall not leave the facility open to the environment after work hours. Contractor shall close any openings with appropriate materials such as to eliminate weather conditions.

7. DIFFERING SITE CONDITIONS:

Bring any unforeseen project conditions to the attention of the CNR immediately. Differing site conditions, which may alter the scope of work, shall be approved by the CNR prior to such work being performed.

8. WORKING HOURS:

Work hours shall be Monday thru Friday 0800-1700 hours, except for Federal holidays.

Contractor must have prior, written CNR approval to work outside these hours.

9. UTILITIES:

9.1. The contractor shall provide at no cost to the owner or Cherokee Nation any reasonable amounts of water and electricity to support their contract. Hook up to existing outlets and water faucets will be allowed if it does not disrupt Tenants use and will be the contractor’s responsibility.

10. DISPOSAL OF MATERIALS AND CLEANUP:

10.1. Contractor shall clean up after each work period and dispose of all debris at the close of each day.

10.2. The contractor shall not use any the facilities or Cherokee Nation disposal bins, dumpsters, or trash receptacles for any reason at any time unless otherwise specified in this SOW. The contractor shall provide appropriate disposal bins and/or trash receptacles. Approval of disposal bins/trash receptacle’s location(s) shall be coordinated through the CNR.

10.3. All debris or trash shall be disposed of off-site. All demolition debris shall be disposed of at a permitted landfill, with landfill authorization, unless other arrangements have been coordinated through the Cherokee Nation Environmental Management Office (EMO). Contractor shall coordinate with the base EMO prior to disposing any materials off base.

10.5. Provide documentation of all disposal and recycling of solid waste, such as landfill receipts; waste manifests, or weight tickets from the landfill that accepts the debris at the CNR’s request.

11. MATERIAL & EQUIPMENT ACCOUNTABILITY:

Notify the CNR prior to delivery of any material or equipment to the site. The contractor shall ensure someone is available to receive delivered materials and able to store them safely in an area to be coordinated with the CNR. Any materials delivered without prior coordination and without having someone to take receipt shall not be accepted and turned away.

12. WARRANTIES/WORKMANSHIP:

The contractor/subcontractor shall warranty his work against faulty materials or workmanship for a period of One (1) Year and replace same at the direction of the Cherokee Nation Planning & Development (CN P&D) at no cost to the tenant and/or the Cherokee Nation. The one-year period shall begin on the date of the final acceptance (inspection) for the completed job by the Inspector or designee. All labor shall have a one (1) warranty.

13. MANDATORY ONSITE PRE-BID MEETING

There will be a **Mandatory** Onsite Pre-Bid Meeting (Time and Date stated in attached Bid Documents) and you must contact CNR - Marty Kimble a **Minimum of 24 Hours BEFORE** stated meeting date and time at marty-kimble@cherokee.org or by phone at (918) 570 – 9072 to attend pre-bid meeting.

14. ACRONYMS & ABBREVIATIONS

CFR - Code of Federal Regulations

CN - Cherokee Nation

CNR - Cherokee Nation Representative

CN P&D - Cherokee Nation Planning & Development

EMO - Environmental Management Office

HM - Hazardous Material

NTP - Notice to Proceed

SOW - Statement of Work

**The following link provides all other information for this project.**

[https://blueriverarchitects-my.sharepoint.com/:f:/p/cseat/ErGP8OdXvQNIinrpZ2oVX2kBNgp2PNxaw32ryWR-SehzBw?e=2NF5u1](https://blueriverarchitects-my.sharepoint.com/%3Af%3A/p/cseat/ErGP8OdXvQNIinrpZ2oVX2kBNgp2PNxaw32ryWR-SehzBw?e=2NF5u1)

**Place cursor on link, highlight, right click, select open hyperlink.**

**NOTE: this link is included in a separate document with the bid posting** [**www.cherokeebids.org**](http://www.cherokeebids.org) **to ease access.**