**Project Scope of Work**

The work shall include, but not be limited to all labor, materials, tools, equipment, incidentals, insurance, overhead and profit to perform the work as outlined below:

**GENERAL NOTES:**
1. Contractor has inspected all surfaces and job conditions and by signing this contract accepts the conditions of all surfaces and job conditions. Costs associated with these conditions are included within this proposal.
2. Contractor shall field verify locations, sizes and quantities of work required for the project.
3. Include all required cleanup for work completed under this package. Include daily cleanup of all areas where work is performed and disposal of debris to Owner provided dumpster.
4. General building permit shall be provided by the Owner. Contractors/subcontractors shall be responsible for all permits and licensing as is required to complete their respective scope of work and to meet city regulations.
5. Contractor shall provide proof of General Liability and Worker’s Compensation insurance.
6. Jobsite dumpsters are Owner-Furnished.

Owner Furnished vs. Contractor Furnished Material Designation

**OFCI – Owner Furnished, Contractor Installed.**

**CFCI – Contractor Furnished, Contractor Installed.**

1) **DEMOLITION**

1. Scope Items
   
   i) **Kitchen Demolition**
      
      (1) Remove stairwell/kitchen partitions on main level to open into kitchen. Temporarily shore ceiling as necessary.
      
      (2) Remove walls around staircase to create open stairs. Temporarily shore ceiling as necessary.
      
      (3) Remove existing kitchen cabinets.
      
      (4) Remove existing kitchen flooring.
      
      (5) Remove existing gyp board bulkheads & soffits.
      
      (6) Remove existing light fixtures.
      
      (7) Remove wallcovering/wallpaper.
      
      (8) Remove existing vinyl flooring.
      
      (9) Remove existing appliances (place in garage).
      
      (10) Disconnect/cap plumbing for kitchen sink.
      
   ii) **Master Bedroom Demolition**
       
       (1) Remove existing built-in cabinet. **Wall paneling to remain.**
       
       (2) Cut-in (02) new openings for master bathroom & master closet door openings. Salvage paneling to be used to patch opening on North side of room.
       
   iii) **Main Level Bathroom Demolition**
        
        (1) Remove existing floor & wall tile.
        
        (2) Remove existing partitions & doors in bathrooms to accommodate new floor layout.
        
        (3) Remove existing plumbing fixtures and plumbing lines as necessary (vanity cabinets, tubs, shower pans, sinks, toilets)
        
        (4) Disconnect, temporarily cap and remove plumbing fixtures including toilet, bathtub, sink/vanity cabinet
        
   iv) **Basement Bedroom Demolition**
       
       (1) Remove ceiling tiles in basement bedroom.
       
       (2) Remove existing flooring throughout.
       
       (3) **LEAVE THE EXISTING WOOD PANELING TO REMAIN.**
v) **Basement Bathroom Demolition**
   1. Remove existing floor & wall tile.
   2. Remove existing plumbing fixtures (toilet, vanity).
   3. **LEAVE THE SHOWER PAN & SURROUND.**

vi) **Miscellaneous Demo Items**
   1. Remove existing carpet flooring throughout.
   2. Cut-in new opening of the Master Bedroom to new bathroom layout. **Salvage wood wall paneling to be used to patch the door removed on other side of room.**
   3. Remove existing door hardware **(LEAVE DOORS & FRAMES)**
   4. Remove existing attic stair in existing staircase.
   5. Remove existing duct grilles & registers.
   6. Remove existing curtains & window coverings throughout.
   7. General cleanup and prep for new construction activities
   8. Remove and dispose of any furnishings left by previous owner.

Demolition Cost: ________________

2) **EXTERIOR**

1. **Site Work**
   i) **Scope Items:**
      1. Demolish and remove existing bushes along North, East & South side of home.
      2. Remove bushes as required for construction of new deck.

   Site Work Cost: ________________

1. **Concrete**
   i) **Scope Items:**
      1. Demolish and remove existing spalling sidewalk as painted/marked on-site to accommodate new concrete sidewalk.
      2. Furnish and install new concrete sidewalk with 4” baserock to replace existing (CFCI).
      3. Pour concrete landing at new deck stair (CFCI).
      4. Provide tooled construction joints & a brushed finish.
      5. Fine grade, prep & reseed disturbed areas.

Concrete Cost: ________________

2. **Siding**
   i) **Scope Items:**
      1. Patch metal siding on North face where existing exterior door is removed. Use salvaged siding from new patio door opening to patch the siding.
      2. Patch siding as necessary for the removed deck off the North face of the home (if required).
      3. Patch siding at relocated electrical service meter as required.

Siding Cost: ________________

3. **Decking**
   i) All deck framing, decking, railing & stair components are to be contractor furnished, contractor installed.
   ii) **Scope Items:**
      1. Construct approximately 10 x 16 deck off NW corner of home. (CFCI)
(2) Furnish and install 42" tall hand rails w/ 1" wood balusters. (CFCI)
(3) Construct stair off North side of deck down to grade. (CFCI)
(4) Furnish and install concrete footings for deck posts. (CFCI)

iii) Miscellaneous Items:
(1) Deck structural design and layout is to be approved by the City prior to installation.
(2) Wood to be pressure treated decking materials. (CFCI)
(3) Staining of the deck is by Others.

Decking Cost: ____________________

4. Exterior Doors & Windows
i) Scope Items:
   (1) Doors
      (a) Install new 6ft French patio door in existing window opening at NW corner of home in Kitchen. (OFCl)
      (i) Remove existing window, siding, framing and drywall to install new opening as required.
      (b) Remove existing entry door and replace w/ new steel entry door at front entrance. (OFCl)
      (c) Install new glass storm door at front entry. (OFCl)
      (d) Install new steel entry door in basement bedroom at lower level patio. (OFCl)
      (e) Install new door hardware at all new exterior doors. (OFCl)
   (2) Windows
      (a) Furnish and install two (02) new vinyl windows in basement bedroom. (CFCI)
      (b) Furnish and install two (02) new vinyl windows in basement window wells. (CFCI)
      (i) Contractor to field verify size.
   ii) Miscellaneous Items:
   iii) Furnish and install caulking, flashing, trim boards around doors, windows to provide water tight installation. (CFCI)

Exterior Doors & Windows Cost: ____________________

1) INTERIOR
1. Drywall/Framing/Insulation
   i) Scope Items:
   ii) All framing/drywall/insulation components are to be contractor furnished, contractor installed.
   iii) Kitchen Scope of Work
      (1) Furnish and install new structural beam between kitchen/stairwell. Shore existing ceiling as required to install beam and remove structural walls.
      (2) Construct new drywall pantry as indicated on floor plan.
      (3) Construct half-wall partition (4ft tall) at stairs.
      (4) Infill existing exterior door with framing, drywall & batt insulation. Siding patching in siding scope of work.
      (5) Infill existing door opening between kitchen and master bedroom. Patch bedroom side w/ salvage wood paneling.
      (6) Patch ceilings as required at kitchen where soffit is removed.
   iv) Main Level Bathrooms Scope of Work
      (1) Construct new drywall partitions in main level bathrooms as shown on floor plan.
      (2) Rework/patch existing drywall ceilings as required at removed partitions.
      (3) Prep or replace existing drywall where tile wainscot was removed.
      (4) Furnish and install new sister joists as required to support existing floor framing at removed & relocated waste lines.
(5) Patch existing subfloor with new plywood as required.

v) Bedroom 1 Closet Scope of Work
(1) Construct new drywall partitions for Bedroom 1 closet.
(2) Reframe existing ceiling joists as required to install 32”x32” attic access panel.

vi) Basement Scope of Work
(1) Construct new partitions as indicated on the basement floor plan drawing.
(2) Furrout new 4” drywall partitions w/ insulation over the existing basement foundation walls.
(3) Furrout new 4” drywall partitions over existing block fireplace.
(4) Install new gyp board over existing framing in basement.
(5) Furrout and install new gyp board ceilings throughout basement (basement bedroom, laundry room, & opening living area).
(6) Construct drywall soffit over existing ductwork.
(7) Patch basement restroom ceiling for Main floor plumbing rough-in (if required).

vii) Miscellaneous Items:
(1) Provide knockdown ceiling texture throughout.
(2) Patching of walls/ceilings for plumbing/electrical rough-in (if required).
(3) Patching of ceilings where partitions are removed.
(4) Skim coating walls as required where wall covering is removed.
(5) Patching/wall prep of miscellaneous cracks in walls/ceilings.
(6) Patching/wall prep of miscellaneous holes in walls/ceilings.

Drywall & Framing Cost: ______________________

2. Cabinetry Install
i) Scope Items:
(1) Install kitchen cabinets per the layout shown. (OFCl)
(2) Install kitchen cabinets, base, upper & pantry cabinets. (OFCl)
(3) Install kitchen cabinet range hood cabinet. (OFCl)
(4) Install crown molding, base molding, filler panels, end panels & trim pieces. (OFCl)
(5) Install cabinet door pulls. (OFCl)

ii) Bathrooms
(1) Install three (03) new vanity cabinets in bathrooms (OFCl).

iii) Miscellaneous Items:
(1) Provide all necessary shims and fasteners as required.

Cabinetry Installation Cost: ______________________

3. Interior Doors & Trim Install
i) Scope Items:

ii) Doors
(1) Install (01) new steel entry door in basement garage entrance. (OFCl)
(2) Install (03) new hollow core, split jamb doors (OFCl)
   (a) Basement mechanical room door (OFCl)
   (b) Basement laundry room door (OFCl)
   (c) Basement under-stair door (OFCl)
(3) Install (01) new sliding closet door in Bedroom 1 Closet. (OFCl)
(4) Install barn door/barn hardware at Master bedroom cased opening (OFCl).
(5) Install cased openings at Master bedroom bathroom & closet (CFCl).
(6) Install all new door latches at existing & new doors throughout (12 total). (OFCl)
(7) Provide all necessary shims and fasteners as required.

iii) Trim & Wood Work
(1) Install wood hand rail, post & iron balusters at new open stair well. (CFCI)
(2) Install wood floor cap at open stair well transition. (CFCI)
(3) Install wood hand rail at stairs to basement. (CFCI)
(4) Install and rout wood cap at top of half wall in kitchen. (CFCI)
(5) Install crown molding in kitchen. (CFCI)
(6) Install 4” wood base at new drywall partitions (CFCI)
(7) Patch-in new base in wall infills or door infills as required. (CFCI)
(8) Install shoe molding at all hardwood flooring on main level after floors are refinished. (CFCI)

iv) Miscellaneous
(1) Install wire rack closet shelving in Pantry Room. (OFCl)
(2) Install wire rack closet shelving in Master Bedroom 1 Closet. (OFCl)
(3) Install wire closet shelf & rail in Bedroom 1 Closet. (OFCl)
(4) Install new 32”x32” attic access panel in Master Bedroom Closet (OFCl).
(5) Install new 16”x16” access panel at sump pump. (OFCl)
(6) Reinstall existing ceiling molding in Basement Bedroom after drywall ceiling is installed.

**Interior Doors & Trim Installation Cost:______________________________**

4. **Hardwood Flooring Refinishing**
   i) **Scope Items:***
   (1) Sand, fill and refinish the existing hardwood floor on the main level.
   (2) Stain finish of floor to be determined.

   **Hardwood Floor Refinishing Cost:______________________________**

5. **Tiling**
   i) **Scope Items:***
   (1) **Bathrooms:**
      (a) Master Bathroom
         (i) Install floor tile in standard floor tile pattern on bathroom floor. (OFCl)
         (ii) Install shower tile on shower floor. (OFCl)
         (iii) Install wall shower tile w/ 4” glass tile accent strip. (OFCl)
         (iv) Install accent tile in 1ft tall x 36” wide soap alcove. (OFCl)
      (b) Bathroom 1
         (i) Install floor tile on bathroom floor. (OFCl)
      (c) Bathroom 2 (Basement)
         (i) Install floor tile on bathroom floor. (OFCl)
      (d) Kitchen
         (i) Install floor tile on kitchen floor and pantry floor.
         (ii) Install mosaic tile backsplash in kitchen below kitchen cabinets (OFCl)
      (e) Main Entry
         (i) Install floor tile at main entry. (OFCl)
      (f) Miscellaneous
         (i) Furnish and install hardi-backer or cement board (contractors’ preference) at all tile areas. (CFCI)
         (ii) Install pre-fabricated or field built shower base (contractors’ preference) at master bathroom shower.
         (iii) Install fluid-applied or mechanically fastened waterproofing membrane (contractors’ preference) at master bathroom shower.
         (iv) Furnish and install all mortar. (CFCI)
         (v) Install all grout and joint sealants (OFCl)
6. **Interior Painting**
   i) **Scope Items:**
      1. Paint interior walls, ceilings, doors & trim. **(CFC)**
         a) Three-color scheme
            i) Walls – Realist Beige, Flat, Latex
            ii) Ceilings – White, Flat, Latex
            iii) Trim – White, Semi-Gloss, Oil Based
            iv) Doors – White, Semi-Gloss, Oil Based
            v) Door Casings/Window Casings - White, Semi-Gloss, Oil Based
            vi) Bookshelves in Master Bedroom
      2. Prep existing walls to receive paint.
      3. Protect existing surfaces not to receive paint.
      4. Caulk all new & existing trim to receive paint as required. **(CFC)**

   **Interior Painting Cost:** ____________________________

7. **Appliances**
   i) **Scope Items:**
      1. Install and connect owner furnished kitchen appliances **(OFC):**
         a) Range
         b) Wall-mounted range hood
         c) Refrigerator
         d) Dishwasher
         e) Microwave
         f) All cords, hoses & connections to be **Owner-Furnished, Contractor Installed.**

   **Appliance Installation Cost:** ____________________________

8. **Plumbing**
   i) **Scope Items:**
      ii) All work associated with plumbing is contractor furnished, contractor installed unless otherwise noted.
      iii) Copper or PEX piping are acceptable water supply lines.
      iv) Remove any existing piping as required to complete new plumbing work.
      1. **Kitchen:**
         a) Remove existing galvanized waste lines at existing kitchen sink & replace w/ PVC.
         b) Provide rough-in for new kitchen layout.
         c) Provide water supply and new waste lines to sink.
            i) **Note:** Sink to be installed by countertop installation contractor.
         d) Install new kitchen faucet. **(OFC)**
         e) Install new garbage disposal and connection to dishwasher discharge. **(OFC)**
         f) Provide & connect water supply to dishwasher.
         g) Provide & connect water supply to refrigerator.
         h) Remove and cap existing gas service line to kitchen.
      2. **Master Bathroom:**
         a) Provide rough-in for new bathroom layout.
         b) Provide water supply and waste lines for new toilet, shower, vanity sink & faucet.
         c) Install new plumbing fixtures:
            i) Toilet **(OFC)**
            ii) Shower head kit **(OFC)**

   **Plumbing Cost:** ____________________________
(iii) Vanity Sink & Faucet (OFCl)

(3) Bathroom 1:
   (a) Provide rough-in for new bathroom layout.
   (b) Provide water supply and waste lines for new toilet, bathtub, vanity sink & faucet.
   (c) Install new plumbing fixtures:
       (i) Toilet (OFCl)
       (ii) Bathtub and tub surround (OFCl)
       (iii) Shower head kit (OFCl)
       (iv) Vanity Sink & Faucet (OFCl)

(4) Bathroom 2 (Basement):
   (a) Note: Existing plumbing fixtures are staying in same location.
   (b) Install new plumbing fixtures:
       (i) Toilet (OFCl)
       (ii) Vanity Sink & Faucet (OFCl)

(5) Laundry Room (Basement):
   (a) Furnish & install new laundry water supply kit within new drywall partition.

(6) Miscellaneous Items:
   (a) Re-route existing gas pipe in basement to mechanical soffit.

Plumbing Cost:______________________________

9. HVAC
   i) Scope Items:
   ii) Relocate existing wall grille to the floor where new patio door is installed.
   iii) Re-locate existing ductwork as required for new main level bathroom layout.
   iv) Furnish and install new supply and return ductwork as required for basement finish.
   v) Relocate dryer exhaust vent as required for new deck conflict.
   vi) Install new registers and grilles throughout (CFCI).

HVAC Cost:______________________________

10. Electrical
   i) All work associated with electrical is contractor furnished, contractor installed unless otherwise noted.
   ii) Scope Items:
       (1) Perform any necessary electrical demolition to accommodate new floor layout.
       (2) Replace existing electrical panel with new 200 AMP panel & circuit breakers.
       (3) Reuse existing electrical circuits where applicable.
       (4) Replace all existing outlets w/ new white outlets.
   (5) Kitchen
       (a) Rough-in new power & lighting for kitchen as required by code.
           (i) Install new GFI protected outlets along new kitchen cabinet layout as required
               by code.
           (ii) Install new outlets for appliances as required.
           (iii) Install new (04) new can lights (OFCl)
           (iv) Install new surface mounted light fixture in Pantry Room on pull cord. (OFCl)
   (6) Master Bathroom
       (a) Rough-in new power & lighting for new bathroom layout as required by code.
           (i) Furnish and install new GGI protected outlet at vanity cabinet.
           (ii) Install (01) new vanity light and associated switching. (OFCl)
           (iii) Install (01) can light centered in bathroom and associated switching. (OFCl)
(iv) Install exhaust fan on separate switch from light fixtures. (OFCI)

(7) **Bathroom 1**
   (a) Rough-in new power & lighting for new bathroom layout as required by code.
   (i) Furnish and install new GFI protected outlet at vanity cabinet.
   (ii) Install new vanity light and associated switching. (OFCI)
   (iii) Install exhaust fan on separate switch from light fixtures. (OFCI)

(8) **Basement Bathroom 2**
   (i) Install new vanity light on existing circuit. (OFCI)

(9) **Master Bedroom Closet**
   (a) Rough-in new surface mounted light fixture w/ switch. (OFCI)

(10) **Bedroom 1 Closet**
    (a) Rough-in new surface mounted light fixture w/ pull cord. (OFCI)

(11) **Existing Light Fixtures**
    (a) Replace existing light fixtures & ceiling fans on the main level (OFCI). Reuse existing light switching and circuits.

(12) **Basement**
    (a) Install new outlets at new basement walls as required by code.
    (b) Install new can lights in new basement ceiling. (OFCI)

**Electrical Cost:__________________________**

11. **Miscellaneous Items:**
   i) **Scope Items:**
      (1) Install bath accessories (toilet paper bar, towel bar)
      (2) Install bathroom mirrors

**Miscellaneous Items Cost:__________________________**

**Total Proposal:__________________________**

i) **Company:__________________________**

ii) **Name:__________________________**

iii) **Phone:__________________________**

iv) **E-mail:__________________________**

v) **Signature:__________________________**

vi) **Date:__________________________**