

Scope of Work: Asphalt Maintenance Projects & Concrete Work 2026

Property Location: Northgate Plaza, 2230 North Reserve St., Missoula, MT 59808

Project Overview

The project involves milling and overlaying approximately 2 inches of asphalt in the rear parking lot at Northgate Plaza Shopping Center, including concrete work replacing the loading dock at Harbor Freight and repairing sidewalk heaves and curbs, plus striping the front lot.

Scope of Work Details

1. Mobilization

- Include all labor, materials, trucking, and equipment to transport necessary equipment and materials to the site.
- The mobilization unit cost will apply to any additional mobilizations required for the project. Additional mobilizations shall be agreed upon in writing by Owner's Representative, if necessary.
- **NO WORK IS PERMITTED AUGUST 1 – SEPTEMBER 15 – Plan accordingly.**

2. Traffic Control and Site Preparation

- Include all labor, materials, trucking, and equipment to set up traffic control measures, including barricades, signage, and cones, to ensure safe working conditions for both construction workers, tenants, and the public. The traffic control measures must meet current requirements of the *Manual on Uniform Traffic Control Devices (MUTCD)*, Montana Department of Transportation (MDT) (if applicable), and the City of Missoula.
- Coordinate with City of Missoula for traffic control plan approvals, if necessary.
- Clear debris and prepare the site for milling and overlaying. Contractor is responsible for adhering to best management practices (BMPs) as required by the City of Missoula and/or Montana DEQ.
- This item also includes costs associated with removal of traffic control at the conclusion of the project.

3. Concrete Curb Repairs

- Include all labor, materials, trucking, and equipment to demolish, remove, compact base, form and finish concrete repair areas as indicated on the project drawing (attached as **Exhibit A**).
- All concrete debris will be disposed of by the contractor in accordance with all local city, county, and state regulations.
- All curb materials and workmanship shall conform to City of Missoula engineering standards.

4. Concrete Sidewalk Repairs

- Include all labor, materials, trucking, and equipment to demolish, remove, compact base, form and finish concrete repair areas as indicated on Exhibit A.
- All concrete debris will be disposed of by the contractor in accordance with all local city, county, and state regulations.
- All sidewalk materials and workmanship shall conform to City of Missoula engineering standards.

5. Milling and 2" Asphalt Overlay

- Include all labor, materials, trucking, and equipment to mill away old asphalt and place, compact and finish with ¾" B hot mix asphalt (HMA) surface.
- Prior to milling, verify thickness of asphalt, don't assume uniform thickness on whole parking lot. Mill the existing asphalt surface to a depth of approx. 2 inches to remove damaged sections and prepare for the new overlay.

- Apply a tack coat to the milled surface and edges to ensure proper bonding of the new asphalt.
 - Tack must meet City of Missoula Requirements and the 7th Edition of Montana Public Works Standard Specifications (MPWSS).
 - Overlay 2 inches of new ¾" B HMA, compacting the material to meet the City of Missoula and the MPWSS density requirements.
 - Crack seal any other visible cracks or joints to prevent water infiltration to prolong the life of the asphalt.
- 6. Pavement Markings**
- Include all labor materials and equipment to repaint all parking spaces, including regular parking spaces, handicap spaces, and crosswalks to match existing layout and dimensions after paving is completed. Paint and process shall meet City of Missoula public works requirements.
 - All markings should comply with ADA guidelines and City of Missoula regulations.
- 7. Harbor Freight Loading Dock**
- Include all labor, materials, trucking, and equipment to demolish, remove, compact base, form and finish concrete loading dock as indicated on the loading dock drawings (attached as **Exhibit B**).
- 8. Pavement Markings (Main Front Lot)**
- Include all labor materials and equipment to repaint all parking spaces, including regular parking spaces, handicap spaces, and crosswalks like for like after paving is completed. Paint and process shall meet City of Missoula public works requirements.
 - All markings should comply with ADA guidelines and City of Missoula regulations.
- 9. Night Work**
- Consider performing the work at night if needed to minimize tenant disruption.
 - Additional cost may be incurred to perform night work including coordination with the City of Missoula and any conditions imposed by the City.
- 10. Other Costs**
- Include any associated fees, special insurance, and permit costs here.
 - Permit costs shall include the City of Missoula engineering ADA permit and right-way permit (if required). Contractor shall send a copy of the executed permits to Owner prior to beginning work.

Additional Requirements

- **Project Phasing and Timeline**
 - **NO WORK IS PERMITTED AUGUST 1 – SEPTEMBER 15 – Plan accordingly.**
 - Provide a detailed construction schedule in an easy-to-read format that outlines calendar days and working days. As the schedule changes, Contractor must submit updated schedules for the following weeks work.
 - The project schedule should also include an estimated duration for how long each section of the parking lot will be unavailable for use and any additional phasing.
- **Tenant Access and Traffic Flow Coordination**
 - Plan the construction schedule and activities to minimize disruption to tenants' businesses, ensuring continuous access to their properties.
 - Contractor is responsible for communication with tenants and adjacent property owners.
 - Ongoing communication with tenants is essential to avoid conflicts and ensure smooth operations during construction. All permissions and coordination must be obtained in writing and documented. Contractor shall copy Owner's Representative on all communications with tenants.



- **Base Repair** (If necessary)
 - Inspect the subgrade after milling to determine if additional base material or repairs are required. If required, Contractor must notify Owner's Representative and receive written approval prior to making repairs.
 - Replace or repair damaged base material to ensure structural integrity of the parking lot as agreed upon with Owner's Representative.
- **Post-Construction Cleanup & Final Inspection**
 - Remove all construction debris, equipment, and materials from the site upon completion of the work. This includes removing any installed BMPs once instructed to do so by Owner's Representative.
 - Conduct a final inspection to ensure all work has been completed to specifications, and the parking lot is safe for use.

Expectations

- Contractor is responsible for all required permits, licenses, any surveying and/or staking required, and any underground utility locates.
- Contractor is responsible for all coordination with MDT and the City of Missoula.
- Contractor is responsible for properly maintaining the work site and for storing materials in a safe and secure manner; location to be specified by owner. Owner is not responsible for vehicles, equipment, tools and materials that are not secured.
- All construction debris must be contained within a Contractor provided dumpster daily.
- Contractor is responsible for all dump fees when disposing of any debris generated by the work performed.
- Smoking is prohibited on all of Owner's properties.
- OSHA safety standards to be strictly adhered to and work may be stopped if PPE or other safety requirements are not followed.
- Contractor will be responsible for all quality-control issues and for accidental or incidental damage to Owner's property and/or others' property caused during the work.
- Contractor to provide a portable restroom for the duration of the project and shall be locked and secured from unauthorized use and/or vandalism during non-work hours.
- Contractor shall assemble and verify all dimensions, measurements, and quantities and not rely solely on Exhibit A (for reference only).

Evaluation Criteria

- **Detailed Bid Proposal** including schedule of values listed in the RFP, all pricing, work breakdown, and materials.
- **Estimated Timeline** for project completion and parking lot downtime.
- **Confirmation of Night Work Feasibility** with associated costs.
- Ability to minimize disruption to tenants' businesses during construction.

****End of SOW****