**Scope of Work:**

Contractor shall provide all labor and materials in order to test & repair an existing aggregate base layer of a driveway and parking lot. Contractor shall then repair and level the lot and apply an asphalt finish, and stripe the re-laid parking lot for vehicle parking.

**Location:**

Northeast Delta Human Services Authority/R.I.S.E. Building

4781 South Grand Street

Monroe, LA 71201

**Specifications:**

Contractor shall:

* Repair & level existing aggregate base layer of the approximately 16,000 ft2 driveway & parking lot to make ready for hot mix asphalt finish.
* Provide all equipment and materials required for proper elevations and grading to ensure effective drainage, and that there will be no pooling of water on the parking area.
* No less than a minimum of 2” of hot mix asphalt shall be added above the repaired, leveled aggregate base layer resulting in a well-draining and level parking surface.
* Striping for parking spaces shall be added to a portion of the asphalt once driveway & parking lot is completed. When facing the back of the building, left side striping for parking spaces & rear area striping for parking spaces. Contractor shall be responsible for researching & completing work related to Americans with Disabilities Act (ADA) compliance on number of spaces, and proper asphalt striping associated with indication & visibility of these spaces.
* Include in striping any ADA compliant parking spaces, including symbols, in accordance with federal, state & local codes.
* Completed work shall be evaluated & approved by Northeast Delta Human Services Authority before payment is processed.
* All transitions to existing roadways & driveway shall be smooth & even.

**General Notes/Terms:**

* Bidder must make a site visit.
* No demolition of any paving areas or structures is required for this project.
* The Contractor shall contact Northeast Delta Human Services Authority’s **Maintenance/Repair Contact, Josh Lea (mobile phone: 318-450-0645)**, for scheduling before starting work.
* All work being performed is required during normal business hours, Monday through Friday 7:30AM to 4:30PM (central time).
* All asphalt shall be installed per the manufacturer’s specifications.
* All work shall meet the National Asphalt Pavement Association industry standards and practices.
* Work shall be performed according to industry standard, and meet all federal, state, and local codes.
* Waste materials may be stored adjacent to the construction area until completion of work, as long it does not destroy nor interfere with landscaping, sod or building access.
* Upon completion of work, all waste materials shall be removed & disposed of by the Contractor.
* Any change orders to work or liability due to unforeseen circumstances must be communicated verbally AND in writing to the CFO, Karen Evans, and agreed upon via executed amendment by both Northeast Delta Human Services Authority and the Contractor prior to work related to change order is started, including labor/materials, overhead, profit and time.

**Invoicing/Payment:**

* Invoicing may not occur until after Northeast Delta Human Services Authority has inspected and approved the work completed.
* Invoices are to be sent to Seneca Richard ([NEDHSAAccountsPayable@la.gov](mailto:NEDHSAAccountsPayable@la.gov), office phone: 318-362-4631) for payment processing, within 1 month after Northeast Delta Human Services Authority’s approval of work completion.