

PROJECT CRITERIA

DESIGN:

- The Contractor shall provide services from registered design professionals accredited in the appropriate jurisdiction to provide Construction Documents for the Project based on the Project Criteria and Reference Documents.
- The Reference Documents are provided to convey Owner's design intent and Owner makes no claim as to the accuracy, completeness or code compliance of the Reference Documents.
- Contractor shall be responsible for assuring that its documents are produced in accordance with the standards of professional care, diligence, adequacy, and workability expected of architectural firms based in the United States and experienced in providing design services for projects similar in scope, nature and complexity to the Project. The Construction Documents shall be prepared so that the Work will be in compliance with applicable known laws, ordinances, and regulations, and with the requirements of all governmental authorities having jurisdiction over the Project.
- Prior to the commencement of Construction, the Contractor shall present the Construction Documents to the Owner for review and approval. The Construction Documents shall include at a minimum the following:
 - Title Page
 - Project Information, Abbreviations, Code Information, Vicinity Map.
 - Drawing Index
 - Site Plan showing extent of parking lot sealing and, if applicable, relocation of accessible parking spaces.
 - Architectural Plans
 - Floor Plan
 - Roof Plan
 - Reflected Ceiling Plan
 - Elevations
 - Wall / Partition Schedule
 - Details
 - Flashing
 - Millwork
 - Doors and Windows
 - Schedules
 - Door
 - Window / Framed Openings
 - Finishes
 - Structural Plans – As required for building modifications and equipment supports

- Mechanical Plans
 - Abbreviations, Symbol Legend, Notes
 - HVAC Schedules
 - Calculations
 - Floor Plan
 - Roof Plan
 - Details
- Plumbing Plans
 - Abbreviations, Symbol Legend, Notes
 - Plumbing Schedules
 - Floor Plan
 - Details
- Fire Protection Plans
 - Abbreviations, Symbol Legend, Notes
 - Calculations
 - Floor Plan
 - Details
- Electrical Plans / Fire Alarm
 - Abbreviations, Symbol Legend, Notes
 - Luminaire Schedule, Control Schedule
 - Floor Plan
 - Roof Plan
 - Ceiling Plan
 - Panel Schedules
 - Riser
 - Details
- Technology/Access Control/Telecommunications
 - Abbreviations, Symbol Legend, Notes
 - Schedule
 - Floor Plan
 - Details

GENERAL:

- Contractor to provide dumpsters and include cost for dump fees.
- Contractor to provide ALL required permits.
- Contractor to perform Final Cleaning of interior & exterior areas as noted in the Reference Documents.
- Contractor to provide temporary sanitary facilities and servicing of same
- Contractor to secure all required temporary utilities as may be required
- Contractor to provide as-built drawings

DEMOLITION:

- Uninstall existing unit heaters in the space to be fit-out and deliver to Owner.
- Demo existing utility stub-ups not to be used in the fit-out and cap, mark and record location in as-built drawings.
- Demo existing bathroom areas including walls, flooring, ceiling, utilities, etc.
- Demo existing vacant tenant space adjacent to fit-out area. See Reference Drawings.
- Demo exterior block & brick wall for 3x7 frame & door and window located in Kitchen Area.
- Remove five (5) of the rear 3x7 hollow metal door & frame openings as noted on reference drawings. Coordinate with new window and door installation and infill void with block as needed.
- Demo block wall for new window openings located on rear wall for five (5) new storefront windows to be coordinated with new office fit-out.
- Remove existing fabric from exterior awnings.
- Demo any remaining electrical conduit not utilized.
- Demo all existing lights and conduit above hollow metal doors at rear of building to be demolished and plug walls.
- Demo unused storefront doors in front of building and replace with fixed glazing.

SUPERSTRUCTURE:

- Concrete
 - Saw cut and remove concrete slab as needed for new utility & MEP installations
 - Replace all concrete voids with concrete at the same thickness and reinforcement as noted in the existing building drawings (see Reference Drawings)
 - Caulk all open expansion and saw cut joints in the fit-out area.
- Metal Framing
 - Provide supplemental framing as may be required by code for bracing of new construction
 - Provide metal framing as may be required for support for roof mounted HVAC equipment
 - Install new lintels as required for new wall openings.
- Metal Decking
 - Cut and repair metal decking as may be required for installation of roof mounted HVAC equipment. Provide supplemental metal framing to support decking as may be required.

EXTERIOR VERTICAL ENCLOSURES:

- Unit Masonry
 - Pressure wash paint on rear building wall, seal with water proofing sealant, and re-paint with two coats of elastomeric paint
 - Clean all vertical joints and caulk.
 - Patch CMU and exterior brick at new openings as required

- Insulation
 - Provide thermal insulation at all exterior walls within the limits of construction to comply with the more stringent of latest edition of the International Energy Conservation Code or local energy code requirements.
- Flashing
 - Provide flashing all at new exterior openings as required to ensure water tightness
- Joint Sealants
 - Inspect all caulking and sealants at all exterior openings and repair as needed to provide water tightness for the entire building (beyond the limits of the fit-out area.)
- Entrances, Storefronts and Curtainwalls
 - Install new 3x7 storefront door opening within the existing system located on west side of building as noted on Reference Drawings
 - Install new 3x7 storefront door in the door opening located on rear of building as noted on Reference Drawings
 - Install new 3x7 storefront door and full height window at the Kitchen as noted on Reference Drawings
 - Install new fixed glazing storefront at five demo'd opening at front of building
 - Repair broken glazed panels at east side of building.
 - Pressure wash & clean storefront glass.
- Windows
 - Install five (5) new glazed opening at rear of building to be coordinated with new offices
- Hardware
 - Provide exit hardware at all exterior doors as required by code
 - Coordinate all exit hardware with access controls and locking systems
 - Provide RFID access control at all exterior doors.
- Glazing
 - Glazing to match existing glazing
- Louvers and Vents
 - Provide exterior louvers as required for exhaust fans and HVAC installations

EXTERIOR HORIZONTAL ENCLOSURES:

- Roofing
 - Coordinate all roofing work and new openings with Pickens Roofing (John to provide contact information) to maintain Owner's roof warranty.
- Flashing
 - Provide flashing all new roof openings.
- Roof Accessories
 - Provide roof curbs for new HVAC roof mounted equipment
 - Provide walkway pads between roof access hatch and HVAC equipment

INTERIOR CONSTRUCTION:

- Rough Carpentry
 - Wall blocking as required for
 - all toilet accessories,
 - TV mounting locations as noted on Reference Documents
 - Cabinetry
 - Telephone / IT backer boards
- Finish Carpentry / Architectural Woodwork
 - Provide cabinets as noted on the Reference Drawings.
 - High pressure decorative plastic laminate (HPL); vertical grade (.032) for exterior cabinet surfaces. HPL for countertops shall be general-purpose grade (.050). Acceptable Manufacturers: Formica, WilsonArt, and Nevamar.
 - Plywood substrate
 - Bathroom countertops
 - Plan table in Document Control area as shown on Reference Drawings
 - Plan tables in offices as shown on Reference Drawings
 - Reception desk
- Wood Doors and Frames
 - Hollow metal drywall welded, 16 gauge frames for all non-glazed doors.
 - Wood doors to be solid core with stain grade veneer.
 - Hardware: Locksets to be Grade 2 equal to Schlage AL, Closers equal to LCN1461 & Hinges equal to Hager BB 1279
- Entrances, Storefronts and Curtainwalls
 - Full height storefront wall at office/conference entrances:
 - Storefront system – 1-3/4" x 4" clear anodized non-thermal storefront (equal to YKK YES 40 FS)
 - Glazing – 1/2" clear glass (temper as required by code)
 - Doors – Wood doors as noted above
 - Hardware – as noted above
- Plaster and Gypsum Board Partitions
 - Wall Assemblies: Metal stud framing, 5/8 Drywall (U.S. manufactured) with full height sound batts (insulation) with overlap at ceiling intersction
 - Office/Conference Areas: Allow for ten foot(10') ceiling height
 - Corridor Areas: Allow for twelve foot(12') ceiling height

INTERIOR FINISHES:

- Ceiling Assemblies: Acoustical Ceiling System
 - Heights:
 - Office/Conference Areas: 10'
 - Corridors: 12'
 - Grid:
 - Structural Classification: ASTM C 635 Intermediate Duty
 - Color: White
 - Acceptable Product: Silhouette XL 9/16" Bolt Slot – 1/8" Reveal as manufactured by Armstrong or equal.
 - Acoustical Panels:
 - Surface Texture: Fine
 - Composition: Fiberglass
 - Color: White
 - Size: 24in x 24in x 1in
 - Edge Profile: Square Tegular
 - Dimensional Stability: HumiGuard Plus
 - Acceptable Product: Optima Open Plan, 3251 as manufactured by Armstrong or equal.
 - Thermal and Sound Attenuation Batt insulation above ALL ceilings.
- Flooring:
 - Vinyl Composition Tile: Install VCT in Storage, IT/Phone, Janitors Closet locations. Install one coat of wax as soon after installation of VCT, as recommended by the manufacturer. This coat of wax is to insure protection against scuffs and stains. Final wax at building turnover shall also be included in this Scope of Work.
 - Vinyl Composition Tile with Rubber/Cushion Workout Flooring overlay: Install in workout room. For VCT floor install one coat of wax as soon after installation of VCT, as recommended by the manufacturer. This coat of wax is to insure protection against scuffs and stains. Final wax at building turnover shall also be included in this Scope of Work.
 - Carpet Tile: Install friction lock cushion backed Carpet Tile in Office/Conference areas. Corridors & Conference Room areas to receive carpet tile border. Acceptable Manufacturer: Patchcraft or equal.
 - Vinyl Base: Install 2 ½" vinyl base in VCT & Carpet areas. Acceptable Manufacturer: Armstrong or equal.
 - Porcelain Tile & Base: Install porcelain tile in the Men's & Women's Restroom/Showers, Kitchen,. Acceptable Manufacturer: American Olean or equal.
- Wall Finishes
 - Porcelain Tile: Install porcelain tile in the Men's & Women's Restroom/Showers, Kitchen Backsplash. Acceptable Manufacturer: American Olean or equal
- Painting and Coating
 - Prime & 2 paint coat application. Allow for different accent wall locations in Conference and Corridor locations.

- Bathroom Accessories
 - Furnish and install electric hand dryers in all restrooms. Basis of design and pricing to be Dyson Airblade dB series.
 - Toilet paper holder
 - Paper towel dispenser
 - ADA accessories as may be required
 - Mirrors

PLUMBING:

- Existing utilities not utilized in construction of the new office fit-out to be cut & capped.
- Acceptable Fixture Manufacturers: Toto USA, American Standard, Kohler
- All Licenses, permits, inspections, certifications, tests, and warranties as required by applicable codes and local authorities.
- Design & Install Plumbing System in accordance with applicable codes and local authorities.
- Furnish and install wall-mounted tankless gas-fired non-condensing water heater in janitor's closet. Vent either through roof or side wall of building.

HVAC:

- Design, furnish and install **Packaged Roof Top Unit(s)** utilizing direct expansion cooling and natural gas as fuel source for heating. Unit(s) to include the following:
 - Furnishing and installation of all required roof curbs, including cuts through existing roof deck. Coordinate all roofing work and flashing detail with roofing contractor.
 - Furnishing and installation of Vibration Isolators.
 - 2-stage heating and cooling.
 - Air Handling Unit to include variable speed motor with soft start / stop.
 - Filters to be integral to unit. No remote filtration at return air grilles.
 - A minimum of six (6) control zones, with priced option per room to provide individual thermostat and motorized damper for all enclosed rooms.
 - All ductwork trunk lines to be galvanized steel with externally applied insulation. Branch ductwork to be pre-insulated flexible duct except for sizes 12" and greater, which shall be externally insulated galvanized steel.
 - No return air grilles are to be located within or immediately adjacent to the kitchen.
 - Acceptable Manufacturers: York, Carrier, Trane.
 - Ten (10) year minimum warranty.
- Furnish and install all required **restroom ventilation**. Ventilation systems to include commercial grade fans with low noise output and vibration dampening plus metal ducting vented to building exterior with all required backdraft dampers and louvers / vent caps. Fans to be wired to light switch and include time delay feature with minimum ten (10) minute run time after being switched off.

- Furnish and install one (1) **ventilation fan at the kitchen**. System to include commercial grade fan (300 CFM minimum) with low noise output and vibration dampening plus metal ducting vented to building exterior with all required backdraft dampers and louvers / vent caps.
- Furnish and install one (1) **ventilation fan in the workout room**. System to include commercial grade fan with low noise output and vibration dampening plus metal ducting vented to building exterior with all required backdraft dampers and louvers / vent caps.
- Furnish and install one (1) **ventilation fan for each shower (2 fans total) in the workout room**. System to include commercial grade fan suitable for damp locations with low noise output and vibration dampening plus metal ducting vented to building exterior with all required backdraft dampers and louvers / vent caps. Fans to be wired to light switch and include time delay feature with minimum thirty (30) minute run time after being switched off.
- Contractor to design and install all systems in accordance with all applicable codes and local jurisdiction requirements.
- Contractor to furnish all licenses, permits, inspections, certifications, tests, and warranties as required by applicable codes and local authorities.
- Contractor to provide an optional add price for HVAC system maintenance including bi-annual inspections / adjustments and filter replacements in accordance with manufacturer's recommended service interval.

FIRE PROTECTION:

- Modify existing fire protection system for new office fit-out.
- All Licenses, permits, inspections, certifications, tests, and warranties as required by applicable codes and local authorities.
- Design & Install Fire Protection System in accordance with applicable codes and local authorities.

ELECTRICAL:

- Re-Locate existing MC Cable feeding lights in exterior canopies.
- Design & Install Electrical System in accordance with applicable codes and local authorities.
- Electric service for this fit-out shall include full system surge protection.
- Conduit shall be ½" EMT minimum on branch circuits, ¾" EMT minimum on home runs. No MC cable shall be utilized except for lighting whips.
- All wiring devices to be commercial grade.
- Kitchen circuits to be sized to accommodate Owner's small appliance schedule.
- Reference Marked E2 drawing for additional Scope of Work Items.
- All lighting to be 120 Volt, separately circuited from power outlets.
- All Light Fixtures to be furnished by others and free issued to Contractor for installation.

- All offices to have minimum number of outlets as follows:
 - 1 ea. single gang duplex outlet on back wall.
 - 1 ea. single gang duplex outlet on adjacent wall where office door swings open.
 - 1 ea. 2-gang quad outlet box on side wall opposite the wall where door swings open.
- Conference Room to have 3-gang floor box with two (2) duplex floor power outlets and one (1) two-port tele/data outlet in center of room for conference table power and data.
- Install Occupancy Sensors for Light Fixtures within the Office, Conference Room, Kitchen, Bathroom, Workout Room, and Storage Closet areas. Corridors to be zoned as a single zone for each corridor with occupancy sensors placed to provide full coverage over the entire length of any given corridor. All occupancy sensors shall feature motion sensing capability as well as infrared (body heat) detection. Lighting to turn off ten (10) minutes after no occupancy is detected.

FIRE ALARM:

- Design & Install Fire Alarm System in accordance with applicable codes and local authorities.

AUDIO VISUAL:

- Provide boxes, conduit (3/4" EMT minimum), cabling, and terminations for proposed locations in Conference Rooms and Workout Room locations. Each television location to include one coax and one data jack.
 - Television locations to be as follows:
 - One television in Large Conference Room
 - Three televisions in Workout Room
 - One television in identified office on Technology Plan
- Cable service entry will terminate in the IT Room; all distribution to above television sets to originate at the IT Room.
- Provide one (1) ea. 1-1/4" in-slab conduit with pull string from beneath conference table to box behind television in Large Conference Room.
- All TV's to be furnished by Owner and installed by Contractor.

EQUIPMENT:

- Residential Appliances
 - Contractor to install Owner supplied Kitchen appliances.
 - Refrigerator
 - Dish Washer
 - Garbage Disposal
 - Microwave

- Recreational Equipment
 - Contractor to install Owner supplied Recreational Equipment
 - Treadmill
 - Elliptical
 - Stationary Bike
 - Weight bench with free weights

FURNISHINGS:

- Window Treatments
 - Exterior Window 1" Aluminum Blinds.
 - Office Window 1" Aluminum Blinds.

SPECIAL CONSTRUCTION:

- Paint front & side exterior canopy beam and support rods within construction limits to match existing.
- Replace front awning fabric. Color to be selected by Contractor and approved Owner
- Fire extinguishers & cabinets in accordance with applicable codes and local authorities.

SECURITY:

- Contractor to provide CCTV system as shown in Reference Drawings
- Contractor to provide RFID access control at all exterior doors.

TELECOMMUNICATION:

- Furnish and install boxes, conduit (3/4" EMT minimum) & CAT 6 cabling for proposed locations.
- All tele / data cabling to be routed on 2-tier J-hooks above corridors from IT room to point where cable enters conduit at individual drops. Telephone (orange) cable and data (blue) cable to be routed on separate tiers.
- Furnish and all install all jacks and cable terminations. Jack color shall be blue for telephone and orange for data. Cover plate and cables at each jack location shall contain a numbered permanent label which corresponds with a permanent label affixed to each cable in the IT room. Terminations in IT Room to consist of male RJ45 plug affixed to end of cable.
 - Jack locations to be as follows:
 - One telephone and one data jack for each office and small Conference Room. Jacks to be immediately adjacent to quad power receptacles noted above under "Electrical".
 - One telephone and one data jack for Document Control area
 - One telephone and data jack in slab-mounted box in large Conference Room

- Wall-mounted data jacks in large Conference Room and Workout Room as noted above under Audio Visual
 - One data jack at each copier location
 - Three ceiling jacks for wireless access points
- Furnish and install one (1) ea. 4' x 8' x 5/8" Fire Rated Backboard in the IT Room.
- Provide all testing and commissioning of installed cabling.
- All Racks & Equipment to be furnished and installed by others.

SITE IMPROVEMENTS:

- Site Improvements
 - Raise existing water meter covers located in front sidewalk area.
- Parking Lot Pavement (Sealing & Marking)
 - Install asphalt joint sealant in open cracks for entire front & rear areas.
 - Sealcoat & Re-Stripe front and rear asphalt parking areas
- Parking Lot Appurtenances
 - Install 4" pipe bollards in front of gas line stub-up and existing and new HVAC condensing units located in rear of building. Paint pipe bollards safety yellow.
- Pedestrian Pavement
 - Install new concrete paver sidewalk and patio on west side of building from front to rear corners.
 - Pressure wash concrete sidewalk area located in the front.
- Fences and Gates
 - Repair existing dumpster enclosure gates to allow for them to be latched & locked.
 - Install 6' high chain link fencing and swing arm gate with "Road Closed" sign located at separate property drive.