

DESIGN/BUILD
SCOPE DOCUMENT

for

Montrose Education Center

Draft #	<u>3</u>
Dated:	<u>5/8/09</u>

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I. GENERAL REQUIREMENTS

A. INTENT

1. This scope document, together with the preliminary Drawings, dated 4/8/09 define the general scope of the work for the proposed education facility in Montrose for Montrose Education Group (Owner) and Buffalo School District (Tenant) utilizing the services of Bauer Design Build, LLC (Design/Builder).

B. GENERAL PROJECT SCOPE

1. The general project scope is listed as follows:
 - a. Site Size 1.24 acres.
 - b. Gross Square Feet of Building 9,000 sf.
2. Regulatory Requirements:
 - a. Design/Builder shall secure all governmental approvals and permits related to the design and construction of the proposed project. Tenants shall be responsible to secure all permits relating to their process operations.
 - b. Costs for the following permits and fees related to governmental approvals are included.
 - 1) All Construction Permits.
 - 2) S.A.C. and W.A.C. Charges

C. QUALITY ASSURANCE

1. Design/Builder shall implement a quality assurance program which includes the following:
 - a. Earthwork observation and testing by an independent agency.
 - b. Bituminous observation and testing by an independent agency.
 - c. Cast-in-place concrete observation and testing by an independent agency.
 - d. Structural steel observation by an independent agency.
 - e. Project Superintendent's reviews and reports.
 - f. Civil Engineer's reviews and observations.
 - g. Architect's reviews and observations.

D. DESIGN/CONSTRUCTION SCHEDULE

1. Design/Builder shall prepare a progress schedule for the project. This schedule shall indicate the dates for starting and completion of the various stages of design and construction, and shall be updated on a regular basis to reflect the actual progress of the work.
2. This proposal is based upon an approximate 2 1/2 month construction schedule with construction commencing on or about 7/15/09.

E. TEMPORARY CONSTRUCTION

1. Design/Builder shall provide all required temporary construction, temporary facilities and erosion control structures, material storage areas, enclosures for tools and other equipment, a heated and air conditioned field office, temporary utility services for construction usage, and temporary toilet facilities as required.

F. CLEAN-UP

1. Design/Builder shall be responsible for construction trash removal and shall at all times keep the building and site free from accumulation of debris. Upon completion, the building shall be turned over to Owner and Tenant in a “clean” condition; glass cleaned, parking lot swept. Floors waxed, all millwork shall be dusted/wiped, and toilet rooms shall be cleaned and sanitized.

G. INSURANCE

1. Design/Builder shall maintain Workmen’s Compensation Insurance, Comprehensive Public Liability Insurance. Design/Builder shall maintain Builder’s Risk Insurance, (“All Risk”) form, for this project for the duration of the work. Deductible losses on the Builder’s Risk Insurance shall be the responsibility of the Design/Builder and considered a cost of work.

H. WARRANTY

1. Design/Builder shall repair or replace any defective or faulty work for a period of one year from the date of substantial completion or certificate of occupancy, which ever is earlier.
2. 10 months after substantial completion, Design/Builder, Owner and Tenant will inspect the project and identify any defects which shall be corrected immediately.

I. BUILDING TURNOVER

1. The building turnover will include the following:
 - a. Operation and Maintenance Manual at substantial completion.
 - b. Record Drawings within 30 Days after Building Turnover.
 - c. Equipment Training.

II. BUILDING

A. SITEWORK

1. Demolition.
 - a. Site: Design/Builder shall demolish and remove existing structures on the site as detailed on drawings, including concrete curb, asphalt, trash enclosure and light poles.
 - b. Building: Design/Builder shall demolish and remove building elements as noted on plans.

2. Earthwork.

- a. Design/Builder shall provide all required site clearing, mass excavation, filling, structural excavation, backfilling and grading as required for the proposed building structure, paved areas and proper site drainage.
- b. Topsoil shall be stockpiled during construction from on-site materials and spread over disturbed areas to be landscaped with sod, seed or other plant materials.

3. Utilities.

- a. All connection fees will be paid by Design/Builder.
- b. Electrical Service.
 - 1) The base proposal includes leaving the existing transformer and services as is.
- c. Gas Service.
 - 1) Shall remain as is.
- d. Telephone.
 - 1) Provide Phone service to the MPOP room from the street.
 - 2) **Alternate: Provide fiber optics from existing MPOP of adjacent elementary school to MPOP of new Montrose Education Center.**
- e. Sanitary Sewer
 - 1) Sanitary sewer service shall remain as is.
- f. Water.
 - 1) Water service shall remain as is.
- g. Storm Sewer.
 - 1) Storm sewer shall remain as is.

4. Bituminous and Concrete Paving.

- a. Bituminous Paving.
 - 1) Bituminous paving shall be provided complete including curb cuts and driveways as indicated on the site plan.
 - 2) Paved areas subject to light truck and car traffic shall consist of 6" of aggregate base and 1 1/2" base course and 1 1/2" LV4WEB bituminous wearing surface.
 - 3) Paved areas subject to garbage truck traffic (main drive lanes) shall consist of 6" of aggregate base and 2" base course and 1 1/2" LV4WEB bituminous wearing surface.
 - 4) Striping and traffic markings shall be provided as indicated on the Drawings.
- b. Concrete Paving.

- 1) Cast-in-place concrete curb and gutter shall be provided as detailed on drawings.
 - 2) Sidewalks shall be 6' wide and constructed with 4000 p.s.i., air entrained, unreinforced concrete.
5. Landscaping.
 - a. Landscaping.
 - 1) Site landscaping shall be designed and installed in accordance with the requirements of the City of Montrose and as approved by Owner. An allowance of \$12,000 is included to cover all seeding, sodding, imported topsoil, trees, mulch, edging, shrubbery, retaining walls and any other landscaping or irrigation systems required by the final landscaping design.
6. Fencing.
 - a. Chain link fence shall be included as noted on plans with safety gates as required. Provisions shall be provided to allow proper mowing equipment into the various areas.
 - b. Existing wood fence, on west property line, shall be appropriately repaired and stained.
7. Site Signage.
 - a. Monument Sign. No specific work has been identified at this time, however an allowance of \$5,000 has been included for building and/or monument signage.
 - b. Traffic Signage.
 - 1) Traffic control signage provided and installed per city requirements and as indicated on the plan.
8. Site Exterior Lighting.
 - a. Site Lighting.
 - 1) Building mounted lights shall be 100 – 150 Watt Metal Halide wall packs
 - 2) Parking lot shall include consist of two 20 foot 250 Watt Metal Halide shoe box style fixtures with double heads.
 - 3) All lighting shall be controlled by a photo eye and timer. Building lights and parking lots shall be able to run on separate schedules.

B. STRUCTURE

1. Metals.
 - a. Structural Steel.
 - 1) The structural framing system for the building shall remain as is, which is a pre-engineered steel building.

C. EXTERIOR ENCLOSURE

1. Roof.
 - a. Roof System.

- 1) Single-ply, 60 mil, fully adhered EPDM membrane.
 - 2) Roof edge fascia and other visible flashings shall be prefinished metal.
 - 3) The roofing system materials shall be guaranteed free from defects for a period of 10 years by the roofing system manufacturer directly to the Owner.
2. Exterior Walls.
 - a. Metal Panel Siding.
 - 1) Exterior siding on North, West, and all but 20 feet of east side shall remain as is.
 - b. Cultured Stone
 - 1) Exterior South wall and most southerly 20 feet of East wall shall be constructed of cultured stone with colored mortar on metal studs and exterior gypsum board sheathing with #15 felt.
 - 2) Flashings and weeps shall be provided at exterior walls as required for control of water infiltration.
 - c. Exterior Insulation Finish System (EIFS).
 - 1) EIFS system shall include steel stud and wall sheathing substrate, expanded polystyrene insulation, synthetic base coat, reinforcing fabric and finish color coat.
 - 2) Finish texture to be standard pebble finish.
3. Exterior Window System.
 - a. Windows shall be 1" thick, thermal panes set in dark bronze anodized aluminum frames with thermally-broken design.
 - b. Metal trim and flashing to match the window system on the exterior wall.
 - c. Sills shall be plastic laminate over particle board substrate.
 - d. Spandrel glass shall be provided at non-vision window areas.
 - e. Areas behind spandrel glass sections shall be insulated.
4. Vapor Retarder.
 - a. Commercial vapor retarder shall be installed in conditioned spaces as required.
5. Exterior Doors.
 - a. Main Entrance Door Frame.
 - 1) Finish shall match window framing system.
 - 2) Aluminum thresholds shall be provided for exterior doors.
 - 3) Panic devices shall be provided at entrance doors where required by code. Manufacture shall be Von Duprin or equal.
 - 4) Door closers provided shall be commercial duty; LCN or equal
 - b. Exterior Hollow Metal Doors.
 - 1) Exterior hollow metal doors shall be 3'-0" x 7'-0", flush face panel design.
 - 2) Exterior hollow metal doors shall be insulated and weather-stripped.
 - 3) Hollow metal doors shall be painted.

6. Miscellaneous Metals.
 - a. Concrete filled pipe bollards shall be provided as indicated on Drawings.

D. INTERIOR FINISHES

1. Carpentry and Millwork.
 - a. Restroom Vanities.
 - 1) Restroom vanities shall be 3/4" substrate material covered with plastic laminate with self rimming lavatories with splash blocks at sides, rear and front apron.
 - b. Wall and Base Cabinets.
 - 1) Cabinets shall consist of plastic laminate countertops, base cabinets and wall cabinets as indicated on the Drawings. (Changing tables/counters in rooms 105 and 117 shall have solid surface.)
 - c. Miscellaneous Millwork.
 - 1) Closet rods and shelves shall be provided as indicated on the Drawings.
 - d. Reception Desk.
 - 1) Shall consist of plastic laminate countertops, base cabinets and wall cabinets as indicated on the Drawings
2. Interior Doors and Frames.
 - a. Wood Doors.
 - 1) Wood doors shall be 3'-0" x 7'-0" solid core wood with stained and sealed, premium grade, plain sliced oak veneer.
 - 2) Doors shall be set in 2" hollow metal frames.
 - b. Bi-fold Doors.
 - 1) Bi-fold doors shall be solid core wood with stained and sealed, premium grade, plain sliced oak veneer mounted on steel overhead track.
 - c. Hollow Metal Doors.
 - 1) Hollow metal doors shall be 3'-0" x 7'-0" flush face panel design.
 - 2) Doors shall be painted.
 - 3) Doors shall be set in 2" hollow metal frames.
 - d. Hollow Metal Frames.
 - 1) All doors and interior glazing shall be set in a 2" welded, painted frame.
 - e. Finish Hardware.
 - 1) Door hardware shall be manufactured by Schlage, Yale, Corbin or equal commercial grade, USD26 finish, with its function appropriate for its intended use.
 - 2) Keying system shall allow doors to be keyed alike within a given area and tied to a building master. This will be designed with input from the Owner.
 - f. Card Key Access.

- 1) Conduit and door prep for accommodating such work at perimeter doors has been included.
 - 2) Hardware and wiring associated to this work has been excluded at this time. Owner/Builder shall provide additional pricing at the time the scope and requirements are further defined.
3. Gypsum Board Partitions.
 - a. Partitions shall be constructed with metal studs and one (1) layer of 5/8" gypsum board on each side.
 - b. All gypsum board shall be taped and sanded where finishes are to be applied or code required.
 - c. Areas exposed to moisture shall be treated with water resistant gypsum board.
 - d. Perimeter walls and columns shall be furred with 1 5/8" metal studs and 5/8" gypsum board.
 - e. The vestibule, conference rooms, and large motor/common room walls shall be full height to underside of structure with steel studs and 5/8" gypsum board and insulated as required.
 - f. Gypsum board soffits shall consist of metal stud framing and 5/8" gypsum board.
4. Acoustical Ceilings.
 - a. Ceilings shall be exposed 15/16" grid system with lay in ceiling board units.
 - b. Units shall be 5/8" thick mineral fiber tile with standard fissured pattern with 24" x 24" reveal edge.
 - c. Refer to Room Finish Schedule for finish type and location.
5. Floor Coverings.
 - a. Carpeting.
 - 1) Carpet shall be installed by the direct glue method with an allowance of \$20.25 per square yard total installed cost.
 - b. Vinyl Composition Tile (VCT).
 - 1) Vinyl composition floor tile shall be 12" x 12" x 1/8" tiles adhesive applied to concrete floors.
 - c. Base.
 - 1) Base shall be 4" high, vinyl adhesive applied to walls with coved profile at hard surface floors and at carpeted areas.
 - d. Tile.
 - 1) Ceramic Tile.
 - (a) Ceramic tile shall be installed by the thin-set method.
 - (b) Floor tile shall be 6" x 6" x 1/4".
 - (c) Wall tile shall be 4" x 4" x 1/4".
 - (d) Coved base shall be provided at the perimeter of ceramic tile floors.
 - 2) Quarry Tile.
 - (a) Quarry tile shall be installed by the thin-set method.

- (b) Tile shall be 6" x 6" x 1/2" with bullnose edges and coved base.
- e. Sheet Vinyl.
 - 1) Sheet vinyl flooring shall be provided in all restrooms.
 - 2) Seams shall be heat welded
 - 3) Base shall consist of continuous flash cove up the walls 4" to 6" with seams heat welded.
- 6. Wall Covering Systems.
 - a. Paint Stained Surfaces.
 - 1) Gypsum board shall be prime coated and receive two coats of paint.
 - 2) Wood doors and other finished hardwood materials shall be stained, sealed and varnished.
 - 3) Door frames, metal doors, and miscellaneous metals shall be painted unless provided with factory finish.
- 7. Interior Glass and Glazing.
 - a. Interior glazed openings shall be 1/4" clear glass set in hollow metal frames.
 - b. Mirrors shall be provided above the toilet room vanities.
 - c. Tempered glass, wire glass and crash rails shall be provided where required by code.
 - d. Stainless steel framed mirrors shall be provided over wall hung lavatories.
- 8. Window Treatments.
 - a. One inch horizontal, metal mini blinds shall be provided at all exterior windows.
- 9. Toilet Partitions and Accessories.
 - a. Toilet partitions shall be floor mounted metal partitions with baked enamel finish complete with baked enamel finish complete with door, latch, rubber stop and coat hook at each stall
 - b. The following accessories shall be provided:
 - 1) Toilet tissue dispenser: One (1) at each toilet stall.
 - 2) Paper towel dispenser: One (1) per lavatory, maximum of two (2) per toilet room.
 - 3) Soap dispenser: One (1) at each lavatory.
 - 4) Grab bars: As required by handicapped code.
- 10. Fire Extinguishers.
 - a. Fire extinguishers shall be provided as required by local fire codes.
 - b. Fire extinguishers shall be housed in painted metal cabinets in finished areas and surface mounted in unfinished areas.
- 11. Interior Signage.
 - a. Code required building signs shall be provided.

E. KITCHEN EQUIPMENT

1. One commercial grade refrigerator
2. One commercial grade freezer
3. Two microwaves
4. One Dishwasher
5. One washer and dryer set
6. An allowance of \$6,000 has been provided for this equipment

F. MECHANICAL SYSTEMS

1. Plumbing.
 - a. Systems.
 - 1) A complete plumbing system will be provided, including all underground piping to public mains, sanitary waste piping, sanitary vent piping, domestic hot and cold water piping, and storm sewer piping installed to all fixtures and roof drains in accordance with all applicable codes. Hot water piping shall be insulated.
 - b. Fixtures.
 - 1) Fixture Counts: 2 handicap & 7 peewee water closets, 12 lavatories, 1 hand sink and 1 three compartment sink in kitchen, 6 wall hung sinks, 12 classroom sinks, 3 water heaters or 1 larger water heater with circulation pump, 2 exterior water fountains w/o coolers, 1 service sink, and 2 wall hydrants.
 - 2) Water Closets: Floor mounted vitreous china tank type.
 - 3) Lavatories: Vitreous china countertop mounted self rimming type and wall hung at other locations. Lavatory trim shall meet ADA requirements.
 - 4) Kitchen Sinks: Stainless steel wall mounted.
 - 5) Electric Water Coolers: Shall meet ADA requirements.
 - 6) Service Sinks: Floor mounted molded fiberglass type receptors.
 - 7) Wall Hydrants: Freeze proof wall hydrants will be provided.
 - 8) Floor Drains: Provided in each bathroom and kitchen.
 - 9) Water Heaters: Electric water heaters shall supply hot water at 105 degrees.
2. Heating, Ventilating and Air Conditioning (HVAC).
 - a. Design Criteria:
 - 1) Cooling: Outdoor conditions 92 ° F. dry bulb, 77 ° F. wet bulb; indoor conditions 78 ° F. dry bulb.
 - 2) Heating: Outdoor conditions - 16 ° F. dry bulb; indoor conditions 72 ° F. dry bulb.
 - 3) Ventilation: Ventilation and outside air requirements shall be provided in accordance with current ASHRAE Standard.
 - b. HVAC System (Packaged DX Units).

- 1) Building shall be heated, cooled and ventilated by means of roof style mounted units on grade, gas fired heating, DX cooling, constant volume, packaged DX mechanical units, with economizers. Unit sizes shall be approximately 5 tons each. 3 units will be provided. All units shall be provided with hail guards.
 - 2) Temperature control shall be by means of wall mounted programmable thermostats with lockable covers.
- c. HVAC System Components.
- 1) Supply air shall be distributed by overhead, ductwork manufactured per SMACNA standards. Insulated flexible ducts shall be used to connect diffusers to main ductwork.
 - 2) Return air shall be returned to the HVAC equipment via free air movement through the open ceiling plenum.
 - 3) A wall mounted electric cabinet unit heater shall provide supplementary heat at the entrance vestibule.
 - 4) An exhaust system, controlled by switch and timer, shall be provided at each bathroom and kitchen which exhausts air to the outside.
3. Fire Protection System.
- a. System Description.
- 1) A complete wet automatic fire protection system shall be provided for the facility in accordance with the requirements with NFPA standards, the local Fire Marshall and applicable codes.
 - 2) Semi-recessed chrome sprinkler head shall be provided. Brass upright or pendant heads shall be provided in areas without a finished ceiling.
- b. Insurance Underwriting Authority: No Owner's insurance underwriter has been identified.

G. ELECTRICAL SYSTEMS

1. Power Distribution.
 - a. A complete electrical system shall be provided in accordance with applicable codes from an existing system which is approximately 277/480 volt, 3-phase 400 amp service to panelboards with circuit breakers and distribution as required to provide power for building systems, lighting, and convenience outlets.
 - b. Grounding: The electrical system and equipment shall have a grounding system.
 - c. Duplex receptacles shall be provided at private offices, class rooms, large motor room, conference rooms, kitchen, corridors, and other areas as required for cleaning and normal daycare and education usages.
2. Lighting.
 - a. Lighting at interior and exterior areas shall be in accordance with the following:

- 1) Head Start, Community, Preschool, Toddler, Infants Areas, and Sibling: 2' x 4' four lamp lay-in fluorescent fixtures with acrylic lenses spaced at approximately 80 s.f. per fixture average. Wall mounted switches shall be provided for individual rooms and open areas.
- 2) Common Area: (18) Eighteen 8', four lamp, strip fluorescent fixtures spaced evenly. Switching shall be from receptionist area.
- 3) Exterior Building Mounted Lights: Wall mounted metal halide fixtures with time clock control.
- 4) Exit and Emergency Lighting: As required by code.
- b. Communications:
 - 1) A telephone service entrance conduit shall be provided from the telephone terminal room (MPOP) to a point 3' outside the building to be used by the telephone company. Phone lines shall be brought into MPOP from outside of building.
 - 2) Telephone and computer outlet openings shall be provided at private offices, Parents, Head Start, Community, Preschool, Toddler, Infants Areas, Kitchen, and Sibling with conduit stubbed into the ceiling plenum.
 - 3) **Communication system and Phone systems shall be priced up by Owner/Builder upon further definition of scope and requirements.**
- c. Fire Alarm Systems: Code required systems have been provided.
- d. **Security systems: These systems have been excluded at this point and pricing shall be provided by Owner/Builder upon further definition of scope.**

III. ALLOWANCES AND EXCLUSIONS

A. ALLOWANCES

1. The following is a summary of allowances included in this Scope Document:

a. Landscaping:	Allowance of \$12,000
b. Carpet:	Allowance of \$20.25/SY
c. Bldg & Monument Sign	Allowance of \$5,000
d. Kitchen Equipment	Allowance of \$6,000
e. Playground Equipment	Allowance of \$60,000

B. EXCLUSIONS

1. The following items are not included in the scope of work proposed herein:
 - a. Tenant business related permits and other special assessments.
 - b. Off-site utility and street work, other than utility connections, curb cuts and driveways indicated on the Drawings.
 - c. Fire protection systems.
 - d. Water treatment or conditioning.

- e. Telephone equipment, telephones or communication wiring.
- f. Security systems and fire alarm systems, other than code required systems.
- g. Central station monitoring of fire or security systems.
- h. Dedicated electrical circuits or other special computer wiring.
- i. UPS system.
- j. Emergency generator.