



ALLEGRONE
COMPANIES



Construction



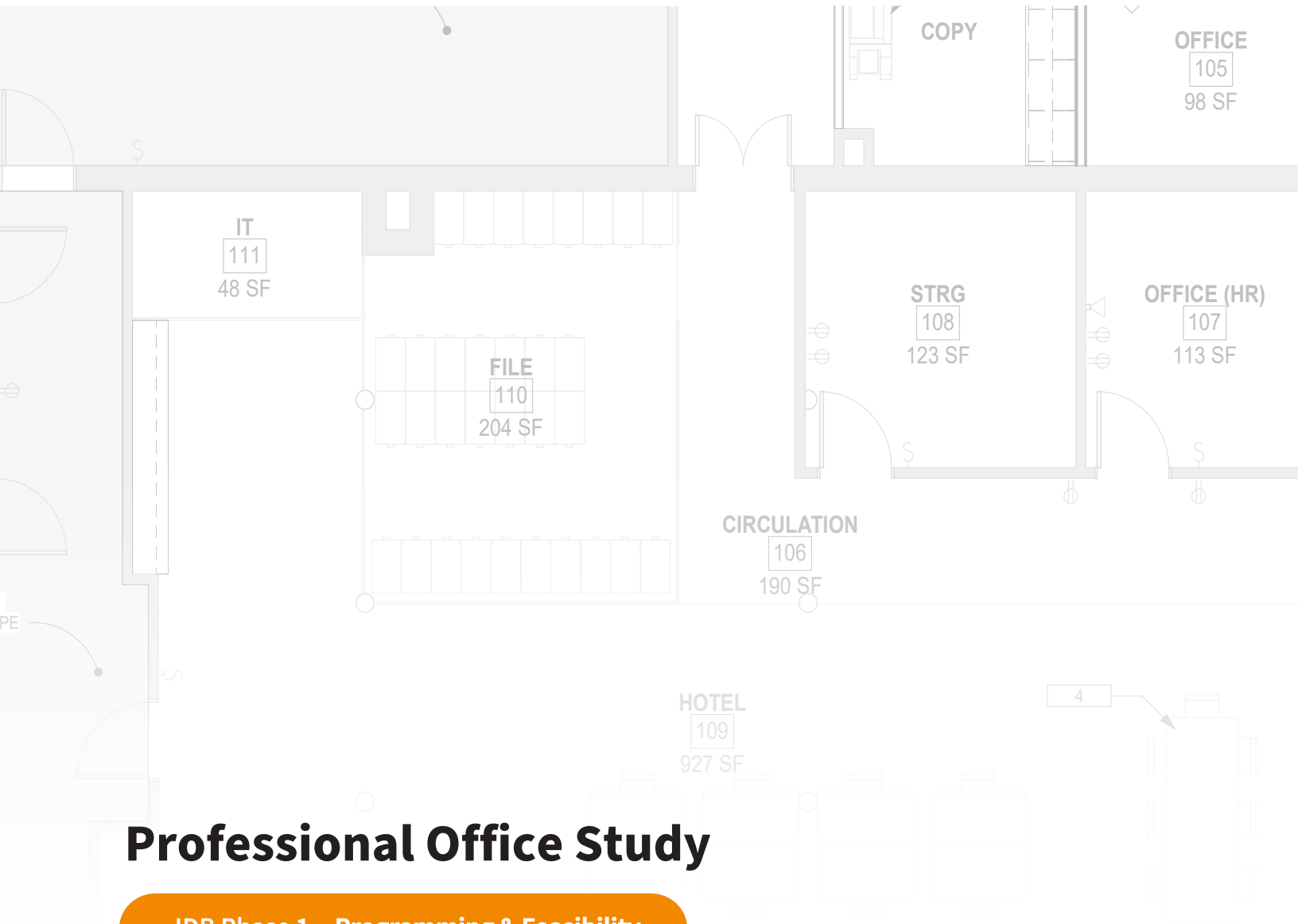
Masonry



Design



Real Estate



Professional Office Study

IDB Phase 1 - Programming & Feasibility

Addressed to:

Owner

Prepared by:

Allegrone Companies

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Deliverable Overview

1. Project Update

- a. Summary
- b. Next Steps

2. Process – Exhibit A

- a. Predesign Planning (PDP)
 - i. PDP Chart
- b. Meeting Logs
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 - ii. Quick Action Log
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- a. Owner Signoff

Project Update

Section 1

- a. Summary
- b. Next Steps

Summary

The Hearthway Office Renovation project holds the goal of gaining more space and functionality while converting to an open office environment in an existing office space. Initial investigation into the feasibility of this project has included recording data about the goals, wants, needs, and ideas of the client to best understand the project parameters. With this data, we have been able to work as a team to investigate the spatial planning including identifying types of rooms, sizes, and locations which has resulted in a viable program path. Alongside the spatial planning exercises, the building code analysis, with a focus on life safety and accessibility requirements, have been given equal priority for purposes of understanding the holistic approach to the project along with completing the order of magnitude budget.

This package marks the completion of Phase 1 Programming & Feasibility. The information contained herein includes the deliverables outlined within the Design Build Services Proposal dated June 12, 2024.

Next Steps

Upon acceptance of the information contained herein, Allegrone will move into the Construction Documents (Phase 2) scope of services. Phase 2 of design will build from the findings of Phase 1 and progress based on the information contained within this package.

 **Completed****Programming & Feasibility
Phase 1** **In Queue****Construction Documents
Phase 2** **In Queue****Construction Management
Phase 3**

Construction Documents: IDB Phase 2

- Building Science & Performance
- Building Connections & Details
- Refinement of Form & Function
- Constructability & Coordination Integration
- Final Estimating & Cost Control
- Scheduling & Logistics
- Permitting

Upon completion of Phase 1 and acceptance of the order of magnitude budget, we will complete construction/permit drawings and finalize the total construction cost. The remaining costs for Phase 2 design can be found within the estimating deliverable provided herein.

Construction Management: IDB Phase 3

Upon a successful delivery of all design and preconstruction deliverables, as your designated construction manager, we propose to coordinate and manage all scope of work for a stipulated management fee as a percentage of all Cost of Work. This fee can be found within the estimating deliverable provided herein.

Process – Exhibit A

Section 2

- a. Predesign Planning (PDP)
- b. Meeting Logs
- c. Project Research

As part of the first step in the design process, the Project Team and Owner underwent extensive conversations to review the project's goals, wants, needs, and ideas prior to launching the design process. These conversations held the goal to gather as much information as possible to assure the efficiency and accuracy of design progression. This information has been captured within the Predesign Planning (PDP) Chart. This document is included within Exhibit A as individual files in original size and format in addition to being referenced within this section.

PDP Chart

Predesign Planning (PDP)

8/15/2024

LEGEND	Need	Goal
Total Estimated SF (Net)		0
Total Estimated SF (Gross, includes 10% wall thickness)		0
Total Estimated # of Occupants		60
Not in Contract (NIC) Items		
Cells not applicable to section or category		

BUILDING CATEGORY	COMPONENTS							Ideas	SQUARE FEET (SF) & OCCUPANCY					USE			COMMENTS		STATEMENT
	Item/Topic	Considerations	Notes	Need	Goal (Priority 1)	Goal (Priority 2)	Not required		Occ Count	Item Count	SF Factor	Total SF	Notes	Group	Adjacency	Notes	Architect	Owner	
SAFETY & OPERATIONS																			
Whole Building	Project Mission	Explain any future growth and expansion that may impact the project, along with the values, goals, objectives, and information that should influence the end product.																	
	Principals and Values	Explain the principals and values of your business and/or organization.																	
	Interviews	Consider possible interviews that would help enhance the design, either by staff or customers.																	
	Measuring Success	Describe how you intend to measure the success of the end product (completed building). Explain goals associated with level of maintenance to achieve.																	
	Maintenance	Is there a desire to reduce maintenance as much as possible through the use of high quality durable materials?																	
	Safety objectives	Are there goals beyond code required accessibility compliance? Also consider security, privacy, etc.																	
SITE & ENVIRONMENTAL																			
Whole Building	Site Acquisition	Site address and location options																	
	Existing Facility Information	Land surveys, record docs, existing program material, design and facility standards, existing facility evaluations, existing vs. new FF&E inventory, etc.	AC has scanned all of Heartway's office, kitchen, restroom, and conference areas.																
	Authority Having Jurisdiction (AHJ) documents	Applicable codes, regulations, ordinances, permitting constraints, building and planning standards, historical documents, archive materials, etc.																	
	Walkthroughs	Existing or new sites with appropriate personnel to consider space inventory needs, traffic and circulation patterns, levels of space usage, square footage and occupancy counts, area allowances, adjacencies, communication, tech and security, and operational procedures.																	
	Site Scope of Work	Beyond the building footprint such as landscaping, patios, etc.																	
	Precedent Studies	Are there any similar relevant existing facilities and/or operations we can visit to observe for evaluation and comparison to the project?																	
	Site Constraints	Location, access, visibility, services, etc.																	
	Signage	Describe any desired building or site signage																	
Master Plan	Is there an applicable master plan to consider?																		

BUILDING CATEGORY		COMPONENTS							SQUARE FEET (SF) & OCCUPANCY					USE			COMMENTS		STATEMENT
		Item/Topic	Considerations	Notes	Need	Goal (Priority 1)	Goal (Priority 2)	Not required	Ideas	Occ Count	Item Count	SF Factor	Total SF	Notes	Group	Adjacency	Notes	Architect	
FUNCTION & OCCUPANCY																			
Whole Building	Space Requirements	List space uses, square footage needs, number occupants, types of occupants, space adjacencies and relationships, efficiency factors (net vs gross), circulation requirements, ergonomics, flexibility, and multiuse.																	
	Building Science	Is there any known criteria for building envelope and performance objectives?																	
	Innovation	Identify any focused areas of innovation and creativity.																	
Room List	Private Office #1 (Eileen)	Desk	4ft long	X					1										
		Table/Chairs for (5) occupants					X												
		(2) chairs			X														
	Private Office #2 (Jane)	Desk	4ft long	X					1										
		(2) chairs			X														
	Private Office #3 (Kristin)	Desk	4ft long	X					1										
		(2) chairs			X														
		Filing Cabinet			X														
		Desk			X				1										
	Private Office #4 (Amy, HR)	Table/Chairs for (5) occupants	Current office is remaining as-is and has enough space for program needs		X														
		Filing Cabinet	(1) 4-drawer "tower"	X															
	Private Office #5	Desk	4ft long	X					1										
		(2) chairs			X														
	Open Office, Permanent (Financial Assistance)	Desks	4ft long	X					13				Can reduce to 10-11 if needed		Next to reception is ideal, but not critical				
		Med ht file cabinet w/ counter	Not needed specifically for Financial Assistance, but should be considered to separate spaces throughout office				X												
		Collab table w/ screen						X											
	Open Office, Permanent (Property Management)	Desks	4ft long	X					2										
		Med ht file cabinet w/ counter	Not needed specifically for Financial Assistance, but should be considered to separate spaces throughout office				X												
	Open Office, Permanent (Leasing)	Desks		X					7						Next to Section 8				
		Filing Cabinets (w/ counter)	Need (32) filing cabinets between leasing and section 8 (can be scattered throughout office)	X															
	Open Office, Permanent (Section 8)	Desks	4ft long	X					5						Next to Leasing				
		Filing Cabinets (w/ counter)	Need (32) filing cabinets between leasing and section 8 (can be scattered throughout office)	X															
	Open Office, Permanent (Real Estate Development)	Desks	4ft long. Can all move to hotel space if needed		X				2										
	Open Office, Permanent (Accounting)	Desks	4ft long	X					5										
	Reception	Desks	4ft long	X					5										
		Printer Area		X															
		Mail Slots					X												
		Large Table for Rent Checks					X												
	Open Office, Hotelling	RSC							6										
		Property Management	Should have mixture of work surfaces (communal vs. individual); Desks can be 3ft long						3										
		Real Estate Development							2										
		Collab Table		X															
Desks		Occupancies of all departments that are hotelling are shown above. Don't need desks for everyone.	X																
Storage	Type	No open storage; Should be closet and cabinets space	X																
Telebooths	Rooms							5				(5) booths is the goal		Can be interior without windows	Used for zoom calls and quiet work space				
	Furniture			X															
Meeting Room	Table/Chairs			X				10				10 occupants would be nice, but not necessarily required.							
Kitchenette/Coffee Station	Screen			X															
	Counter/Cabinets	Upper & lower cabinets	X																
	UC fridge		X																
	Coffee Maker		X																
	Water Dispenser/Storage			X															
Copy/Postage	Counter/Cabinets			X															
Coat/Boot	Area			X															
Lounge (Existing Property Management Office)	Screen			X															
	Furniture			X															
BUDGET																			
Whole Building	Construction Costs	What are the maximum construction costs that are available for the project? Consider design, site acquisition, construction, Not in Contract (NIC) items, and Furniture Furnishings and Equipment (FF&E)	\$350,000 - \$400,000																

BUILDING CATEGORY	COMPONENTS							Ideas	SQUARE FEET (SF) & OCCUPANCY				USE			COMMENTS		STATEMENT
	Item/Topic	Considerations	Notes	Need	Goal (Priority 1)	Goal (Priority 2)	Not required		Occ Count	Item Count	SF Factor	Total SF	Notes	Group	Adjacency	Notes	Architect	
SCHEDULE																		
Whole Building	Design Timeline	Phase 1	Design to be completed in October prior to October board meeting.															Original board meeting set for 10/17. Eileen looking to push this by a week.
	Construction Timeline	Start date																
		Completion date	Construction to be completed during the winter; Office will plan to close (except lobby) and go remote during construction.															
		Milestones and long lead time items																
		Funding																
FORM & AESTHETICS																		
Whole Building	Color palettes	Consider dominant color and material influence																
	Branding material	Consider marketing approach and coordination with the architecture																
	Form and Geometry	Roof types (flat vs. pitched), building height, etc.																
	Fenestration	Glazing, exterior materials, etc.																
CONSTRUCTABILITY & ENGINEERING																		
Whole Building	Sustainability	What is the anticipated sustainability objective?																
Structural System	Framing	Existing Conditions	Structural beam in lobby that has been compromised and is being shored up.															
		Existing Conditions	Existing floor needs to be leveled.															
Mechanical System	Existing System	Current Contractor	Laureyns United															
		Functionality	There are currently issues with the HVAC system as it is not set up to accommodate the office layout. It only has 2 temp control zones, vents are too loud or in wrong spaces, new dampers are very loud															
		Cooling																
		Heating																
Electrical System	Existing System	Functionality	Existing electrical does not work well as there are issues with tripping the breaker.															
	Lighting	New lighting	New lighting to be provided throughout space															
	Switching																	
	Occupancy Sensors																	
	Outlets	Existing	Existing outlets are not in convenient places															
Plumbing System	Standby power	Desks	Floor boxes preferred at desks for cord management															
Ventilation System		ERV and passive ventilation?																
Fire Protection System																		
AV and Security																		
Data and Communication																		
Technology (other)	Desk Setup		Docking stations and adapters with laptops and 2nd screen; Ethernet cables; Power															
Acoustics	Sound Transmission		Noise mitigation is needed for open office environment. is not looking to block sound completely, just make it less of a distraction.															Brown vs. white noise?
	Reverberation and sound quality	Consider where sound control is needed throughout the space and site. Ex: is there sound transmission mitigation necessary between rooms? Are there any spaces where echo/reverberation needs to be controlled?																

Meeting Logs

Throughout the design process, the Project Team presented design progression, the Owner provided feedback, and various ideas and concepts were discussed. This dialogue, along with the decisions made throughout the process, have been captured within the Meeting Minutes and the action items from these minutes are shown within the Quick Action Log (QAL) for clarity of Ball in Court items for both the Owner and Project Team. Both documents (Minutes and QAL) are included within Exhibit A as individual files at original size and format along with outlines shown below for reference.

Design Minutes

The following is an outline of the Design Meetings that have taken place so far:

1. **2024.07.24_Owner's MM_Kickoff & PDP #01**
2. **2024.07.30__Owner's MM_PDP #02**
3. **2024.08.06__Owner's MM_Design #03**
4. **2024.08.13__Owner's MM_Design #04**
5. **2024.08.27__Owner's MM_Design #05**
6. **2024.09.03__Owner's MM_Check-in #06**
7. **2024.09.17__Owner's MM_Check-in #07**
8. **2024.09.24_Owner's MM_Design #08**

Quick Action Log (QAL)

The following items listed below are still in progress and need to be finalized before being considered complete but are not considered a priority for this initial phase of design. Refer to the QAL on the next page for a full list of completed and open action items.

1. **AC to coordinate space needs for IT closet with Source Pass.**
2. **Finalize noise treatment solution(s).**

Meeting Minutes

24-01-036 |
Allegrone Companies

Meeting Type: Design
Meeting Number: 08

Location: Microsoft Teams Video Conference

Meeting Date: 09/24/2024
Meeting Time: 9:00 AM

			Allegrone Companies (AC)		
Attendees	Initials	Present	Attendees	Initials	Present
Owner	EP	X	Anthony Allegrone	ALA	X
Owner	JP	X	Rachel Gordon	RMG	X
			Joseph Simon	JMS	

The following is believed to be an accurate representation of discussions held and decisions made. Please review and advise our office within five (5) days of issuance if there are any discrepancies or omissions. If we do not hear from you, we will conclude that these are to be considered a matter of record.

***Bold items** indicate open action items. Refer to the Quick Action Log for more information and completion status.

0 General / Administrative

- 0.1 Refer to Predesign Planning (PDP) chart for additional information specific to the project's design criteria and programming information. The PDP chart will be used to influence design progression and proposed solutions.
- 0.2 (2024.07.24) Both EP and JP will be primary contacts for the project. They will also serve as the primary decision makers, although Owner Board will need to give final sign off.
- 0.3 (2024.07.24) RMG is the primary design contact for AC. ALA and JMS should continue to be copied on correspondence.
- 0.4 (2024.07.24) HW identifies Tuesdays at 9am as best time for weekly design meeting. AC to schedule.

1 Exterior Form & Fenestration

- 1.1 Building Shape & Roof Design
 - 1.1.01 N/A
- 1.2 Exterior Aesthetic Visions
 - 1.2.01 N/A
- 1.3 Daylight & Glazing
 - 1.3.01 N/A
- 1.4 Façade Products & Material Selections
 - 1.4.01 N/A

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2 Interior Programming & Ergonomics

2.1 Interior Space Layout, Circulation & Navigation

1.1.01 (2024.07.24) HW and AC discuss overall goals for office layout including rough locations for different programs and occupancy needs of each area. Markups were made on the previous floor plan developed for HW and distributed via email on 7/24/24. Additional information can be found in the PDP Chart.

1.1.02 (2024.08.13) AC reviews (2) different program options. Option 1 is organized from most private to least private and organizes the private offices separate from the open office space. Option 2 is based off owner suggestions that distributes program types throughout the space. Notes were recorded in the meeting agenda package and distributed via email.

- HW does not like private offices grouped together as they do not want an “executive suite”.
- Existing private offices on plan south are too big.
- Prioritize daylight to open office space.
- Existing plan NW office is appropriate size for meeting room.
- Consider telebooth units/furniture pieces instead of built-in rooms.
- IT should be able to reduce down to wall space only.
- HR office should be separate for privacy.
- Consider adding glazing in walls/doors of private offices to make more open.

1.1.03 (2024.08.27) AC reviews updated program diagram with the following main points. HW is very happy with the updated program (provides minor comments) and feel that it gives a lot of flexibility. Notes were recorded in the meeting agenda package and distributed via email.

- Even distribution of private offices to avoid executive suite.
- Maximize daylight to open office and hotel areas.
- Simple forms for open spaces.
- Centrally located prefab phone booths to define circulation and enhance collaborative use by various departments.
- Centrally located common areas off main circulation.
- Private HR office.
- Maintains large storage closet.

2.2 Interior Aesthetic Visions

2.2.01 Comment

2.3 Interior Products & Material Selections

2.3.01 (2024.07.24) HW looking for new paint and to refinish/relevel the existing wood flooring.

- (2024.09.030 HW confirms that all non-brick walls, columns, beams, and ceilings should be painted.

2.3.02 (2024.08.13) HW currently working with BB&E for furniture options. AC to provide other recommendations.

- (2024.08.27) Red Thread, Lexington Group, and Conklin are other furniture consultants for consideration by HW.
- (2024.09.17) HW is working with Conklin and are very happy with them.
- (2024.09.17) AC to send Conklin PDF and CAD floor plan.

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- (2024.09.20 email) CAD and PDF distributed to Conklin.
- 2.3.03 (2024.09.03) Consider both refinishing wood floors and new carpet.
- 2.3.04 (2024.09.17) AC and HW confirm in-scope vs. out-of-scope items:
 - Do not include window treatments
 - Paint at GWB walls, beams, columns, ceiling, doors, trim
 - Millwork to be:
 - Formica counter
 - Solid wood cabinets/cubbies
- 2.4 Room Design
 - 2.4.01 (2024.07.24) HW identified rooms/spaces needed for office renovation as follows.
 - (2024.07.30) AC reviews PDP Chart with HW to confirm current needs of each space/room compared against needs of last year's design. Markups were made in the meeting agenda package distributed via email on 7/30/24. All design information can be found in the PDP Chart.
 - 2.4.02 Private Office #1 (Eileen)
 - **Comment**
 - 2.4.03 Private Office #2 (Jane)
 - **Comment**
 - 2.4.04 Private Office #3 (Kristin)
 - **Comment**
 - 2.4.05 Private Office #4 (Amy, HR)
 - **Comment**
 - 2.4.06 Private Office #5
 - (2024.08.15 email) HW requests 5th private office in space. This could end up being a shared space.
 - 2.4.07 Open Office (Permanent Desks)
 - (2024.07.24) Occupancy needs were identified as the following:
 - Financial Assistance – 13, can reduce to 10-11 if needed
 - Property Management – 2, others can be in hotel space
 - Resident Service Coordinators (RSC) – 0, all can be in hotel space
 - Accounting, 0, all can be in hotel space
 - (2024.07.31 email) Accounting needs permanent desk space, not hotel space. Should have 5 desks.
 - Leasing – 7
 - Section 8 – 5
 - Reception – 5
 - Real Estate Development -2, can all move to hotel space if needed
 - (2024.07.24) Storage needs identified as the following:
 - Office supplies
 - (32) filing cabinets between Section 8 and Leasing (based off typical 4 drawer “towers”)

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- (2024.09.17) Now that file cabinets are in (1) location, consider weight of fire-rated cabinets on structure.
 - (2024.07.30 email) HW provides existing storage information.
 - (2024.08.15 email) HW needs line of sight separation between reception and main open office.
- 2.4.08 Open Office (Hotelling)
- (2024.07.24) Should hold space for RSC, Accounting, and possibly Real Estate Development.
 - (2024.07.24) Should have a mix of work surfaces – communal table(s), desks, etc.
 - Desks can be 3ft long
- 2.4.09 Telebooths
- 2.4.10 Meeting Room
- (2024.07.24) Only (1) meeting room is needed within the main office space, as there are meeting rooms remaining in use down the hallway.
- 2.4.11 Kitchenette
- (2024.07.24) Should function as small coffee station and water storage
 - Small counter
 - UC fridge
 - Coffee Maker
 - Water dispenser + storage
 - (2024.09.17) No millwork needed here, this will be a furniture piece.
- 2.4.12 Copy/Postage Area
- (2027.07.30) Counter, cabinets, office storage
- 2.4.13 Coat/Boot Area
- (2024.09.17) This should be built-in millwork.
- 2.4.14 IT Closet
- (2024.07.30) HW is meeting with IT company to remove equipment no longer needed. **AC will need to coordinate with Source Pass for final IT space needs.**
 - Jane to connect AC and Source Pass
- 2.4.15 Additional Spaces outside of main office
- (2024.07.24) Private offices in (E) property management to remain
 - (2024.07.24) (E) open office space in property management to become lounge space
 - (2024.07.24) TBD what AC's scope will be in here. May just be painting.
 - (2024.08.13) Scope to be painting, new screen, and potential lighting.
 - (2024.07.24) (2) conference rooms to remain as-is
 - (2024.07.24) Kitchen to remain as-is
 - (2024.09.24) HW confirms no scope in the following areas:
 - Lobby
 - Hallway outside of elevator
 - Other conference rooms
 - Property Management office

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- Kitchen

3 Engineering Integration

3.1 Structural

3.1.01 (2024.07.30) There is a structural beam in the lobby that has been compromised. The building owner has someone coming to shore it up on 8/12/24.

- AC to look at condition.
- (2024.08.13) Work is now being done on 8/13/24.
- (2024.08.13) AC looked at repair and inquired with contractors. Without having further information, it is hard to AC to comment on the repair.

3.1.02 (2024.07.30) HW would like to include leveling floors at part of the project scope.

3.2 Mechanical

3.2.01 (2024.07.24) HW identified some issues with the HVAC system. Specifics were not discussed.

- (2024.07.30) Current issues identified by HW:
 - HVAC system was originally installed when the space was one big area, and now does not work with office layout (more walls, rooms)
 - Only (2) temp control zones (front and back)
 - Vents are too large or in wrong places
 - New dampers are very loud
- (2024.07.30) AC to reach out to Laureyns to start HVAC investigation.
 - (2024.08.27) Laureyns has agreed to provide a proposal for the project. This preliminary proposal will be used in the phase 1 estimate.

3.2.02 (2024.07.30) Laureyns United is the current HVAC contractor.

3.3 Electrical

3.3.01 (2024.07.24) HW would like new lighting to be provided throughout.

- (2024.09.03) HW confirms new lighting to be provided throughout office space.
- (2024.09.24) No feature lighting required, just general office lighting throughout.

3.3.02 (2024.07.30) Current desk setups:

- Docking stations and adapters with laptops and second screen
- Ethernet cables
- Power
 - HW would prefer floor boxes to help manage cords
 - (2024.09.03) AC recommends receptacles on the columns with wire management details to get wires to desks. AC feels this is a better option for max flexibility over floor boxes. HW agrees with this approach.

3.3.03 (2024.07.30) HW confirms that existing electrical is inadequate.

- Outlets are not in convenient locations
- Issues with tripping the breaker

3.4 Sustainability & Energy

3.4.01 Comment

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3.5 Acoustics

3.5.01 (2024.07.24) HW is looking for some sort of noise treatment for the open office areas. HW's goal is not to block noise, but instead looking to lower distraction. HW mentions brown vs. white noise systems. **AC to investigate noise treatment options.**

- (2024.07.24) AC mentions that acoustic clouds can be provided as an alternate.

4 Constructability & Coordination

4.1 Building Code & Zoning

4.1.01 Comment

4.2 Building Science

4.2.01 Comment

4.3 Construction Details Review

4.3.01 Comment

5 Estimating & Cost Control

5.1 General Budget

5.1.01 (2024.07.24) HW identified their budget as \$350,000 - \$400,000.

5.1.02 (2024.07.30) It would be helpful **to break out costs that can potentially be covered by the building owner**: HVAC, Structural, Leveling Floor.

5.1.03 (2024.09.03) AC is hoping that the project can be \$100-125/SF since the architectural scope is simple. Since the project touches around 5000 SF, hard to say it will cost less than \$500,000.

- Biggest cost factor and unknown is the MEP scope.
- HW is already having conversations with the building owner about the owner covering some of the HVAC costs. Building owner will not commit to anything, but HW is hoping they will contribute \$100,000.
 - (2024.09.17) AC has HVAC proposals from Laureyns for scope of work pertaining both to the office renovation and larger building needs. This was sent to HW via email on 9/16/24.
 - (2024.09.17) Currently (2) options:
 - Retrofit
 - ❖ Response to current design in place
 - ❖ Ductwork, in-line heaters → improved thermal comfort
 - ❖ Minimum scope that AC would recommend to do
 - ❖ Likely a cost to HW (not building owner) since it is a response to the fit out
 - ❖ \$75,000 – estimating not worried about this number
 - Building Equipment Replacement
 - ❖ Ideal recommendation

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- ❖ Right way to do things as the equipment is at end of life and should be replaced
- ❖ Likely gets into building owner costs
- (2024.09.03) HW to send previous proposal from Laureyns.
 - (2024.09.04 email) Proposal sent to AC.
- (2024.09.03) HW would like to have a rough budget range from AC by week of 9/23/24 to review with the board ahead of the phase 1 deadline.
 - (2024.09.17) AC cannot accommodate a budget by week of 9/23/24. Need to revert to original plan to have full estimate based off full phase 1 drawings by the October board meeting.

5.2 Phase I Estimate

5.2.01 Alternates (Adds/Deducts)

- (2024.07.24) Acoustic Clouds
- (2024.09.24) Alternates confirmed as:
 - Carpet in lieu of refinished wood floors
 - Noise cancellation system

5.2.02 (2024.07.30) Not in contract (NIC) items identified as the following:

- Furniture
- Equipment
 - Coffee maker
 - UC fridge
- Tech, Source Pass
 - Screens to be included in budget
- (2024.09.24) NIC items confirmed as:
 - Furniture
 - Equipment (UC fridge, coffee maker, copiers)
 - Screens

5.3 Phase II Estimate

5.3.01 Alternates (Adds/Deducts)

5.3.02 **Comment**

5.4 Phase III Estimate

5.4.01 Alternates (Adds/Deducts)

5.4.02 **Comment**

6 Scheduling & Logistics

6.1 Permitting

6.1.01 **Comment**

6.2 Schedule Milestones

- 6.2.01 (2024.07.24) HW's goal is to present a phase 1 design and estimate to the board on 9/21/24. If this is not feasible, October is also okay, but is the absolute deadline as HW needs to renegotiate their lease.
 - (2024.07.30) October board meeting is on 10/17. HW would need estimate a week before for preparation.

24-01-036 |
Meeting Number: 08
Date: 09/24/2024

- (2024.08.06) AC reviews design schedule with HW.
 - 10/10/24 deliver phase 1 estimate. This is about a week before the October board meeting.
 - Eileen will look to move board meeting back 1 week
 - (2024.08.27) Board meeting is now 10/25/24.
 - AC to adjust design schedule for phase 1 owner approval happening after board meeting.
 - (2024.09.17) New schedule provided.
 - Phase 2 drawings set to complete beginning of December with estimate delivered beginning of January 2025.
 - Construction to start mid-January 2025.
 - HW notes that it is okay if there is a little slippage with schedule as outside of the October board meeting they are not help to any absolutes.

6.2.02 (2024.07.24) HW would like construction to take place over the winter.

6.2.03 (2024.08.13) HW needs to sign off on PDP chart.

- (2024.08.14 email) HW has reviewed and signed off of PDP Chart.

6.3 Lead Times

6.3.01 Comment

6.4 Site Logistics

6.4.01 (2024.07.24) HW plans to close their office during construction (winter).

- (2024.07.30) HW will keep the lobby open at minimum during construction.
- (2024.09.24) HW would like to be open 3 days per week during construction. HW would create workspace in the lobby.
 - AC to communicate and loud days or smells ahead of time.

Quick Action Log

Item	Topic	Question / Action Items	Source	Ball in Court	Date	Architect/CM Response	Engineer Response	Owner Response	Done
0.1	General / Administrative	Schedule weekly owner's design meeting.	AC	AC	07/24/24			(07/24/24) Tuesdays at 9am are best.	✓
1.1	Exterior Form & Fenestration	N/A							
2.1	Interior Programming & Ergonomics	Determine AC's scope in new lounge space (open office area in existing Property Management room).	AC	HW	07/24/24			(08/13/24) Painting, new screen, potentially new lighting.	✓
2.2	Interior Programming & Ergonomics	AC to coordinate space needs for IT closet with Source Pass.	AC	AC	07/30/24				
2.2.1	Interior Programming & Ergonomics	Jane to connect AC and Source Pass.	HW	HW	07/30/24			(08/28/24 email) Connection made with Jill Senecal	✓
2.3	Interior Programming & Ergonomics	AC to provide furniture consultant recommendations.	HW	AC	08/13/24	(08/27/24) BB&E, Red Thread, Lexington Group, Conklin			✓
2.4	Interior Programming & Ergonomics	AC to provide Conklin with PDF and CAD floor plan.	HW	AC	09/17/24	(09/20/24) Distributed via email.			✓
3.1	Engineering Integration	AC reach out to Laureyns to get HVAC investigation moving.	AC	AC	07/30/24	(08/27/24) Laureyns has agreed to provide a proposal for the project.			✓
3.2	Engineering Integration	AC to look at compromised structural beam in the lobby.	HW	AC	07/30/24	(08/13/24) AC went to see repair being done. Hard to comment on much without having more information.		(07/30/24) Beam is being shored on 8/12/24.	✓
4.1	Constructability & Coordination								
5.1	Estimating & Cost Control	Break out costs that can potentially be covered by building owner.	HW	AC	07/30/24	(2024.10.10) HVAC breakout costs provided in phase 1 estimate.			✓
5.2	Estimating & Cost Control	HW to send previous proposal from Laureyns	HW	HW	09/03/24				✓
6.1	Scheduling & Logistics	Finalize noise treatment solution(s).	HW	AC	07/24/24			(07/24/24) Not looking to block noise, but instead have it be less of a distraction in the open office setting.	
6.2	Scheduling & Logistics	Adjust design schedule to account for actual phase 1 owner approval coinciding with October board meeting.	AC	AC	08/06/24	(09/17/24) New schedule provided.		(08/06/24) Original board meeting on 10/17. Looking to push this back a week.	✓
6.2.1	Scheduling & Logistics	to give AC new October board meeting date.	HW	HW	08/06/24			(08/27/24) Meeting is on 10/25.	✓

Project Research

The following breakdown is a snapshot of the high-level building code information related to applicable codes, use groups, means of egress, and occupancy – all of which play an important role in the overall code investigation of the project. Please allow this breakdown to serve as a summary of the basic building information.

Building Code & Zoning

Project Information

NAME: PROFESSIONAL OFFICE STUDY
LOCATION: 1 FENN ST, PITTSFIELD, MA 01201
TYPE: INTERIOR RENOVATION
ZONE: B-D (DOWNTOWN BUSINESS) w/ DOWNTOWN ARTS OVERLAY DISTRICT

Applicable Codes

BUILDING:
780 CMR, MASSACHUSETTS STATE BUILDING CODE (MSBC) 9TH EDITION
2021 INTERNATIONAL BUILDING CODE WITH AMENDMENTS
2021 INTERNATIONAL EXISTING BUILDING CODE

ENERGY:
780 CMR APPENDIX 115AA: MASSACHUSETTS STRETCH ENERGY CODE AND SPECIALIZED
CODE FOR COMMERCIAL BUILDINGS
2021 INTERNATIONAL ENERGY CONSERVATION CODE (IECC) WITH AMENDMENTS

ELECTRICAL:
527 CMR 12, MASSACHUSETTS ELECTRICAL CODE
2017 NATIONAL ELECTRIC CODE (NFPA 70) WITH AMENDMENTS

FIRE PREVENTION:
527 CMR, MASSACHUSETTS FIRE PREVENTION REGULATIONS
2015 NFPA 1 WITH AMENDMENTS
CERTAIN PROVISIONS OF THE 2018 NFPA 1
PORTIONS OF THE 2015 INTERNATIONAL FIRE CODE (IFC)

MECHANICAL:
2015 INTERNATIONAL MECHANICAL CODE (IMC)

PLUMBING:
248 CMR, MASSACHUSETTS FUEL GAS AND PLUMBING CODES

Building Code & Zoning

ACCESSIBILITY:

2010 AMERICANS WITH DISABILITIES ACT (ADA) - STANDARDS FOR ACCESSIBILITY

521 CMR: 2006 MASSACHUSETTS ARCHITECTURAL ACCESS BOARD RULES AND REGULATIONS (MAAB)

Use and Occupancy Classification

EXISTING:

BUSINESS GROUP, B
OFFICES

PROPOSED:

BUSINESS GROUP, B
OFFICES

Classification of Work

Section 601,

Section 602, Alteration Level 1; Chapter 7

Section 603, Alteration Level 2; Chapter 8

Occupancy and Means of Egress

Code compliance requires the building to maintain the level of protection currently provided by the means of egress components such as exit doors. The alterations will not trigger additional means of egress and the existing systems are to remain as-is.

Findings Summary:

All new construction elements, finishes, components, systems, and spaces shall comply with new construction requirements.

Lighting and emergency exit signs must comply with new construction of the International Energy Conservation Code.

Fire alarm and sprinkler modifications to comply with new construction.

Means of egress systems are to remain as-is.

Means of egress and life safety systems level of protection are to remain.

Drawings & Sketches

Various drawings and sketches have been presented and discussed as part of the design process to help develop a finalized solution. The Program Options and Sketches shown below are progress snapshots for reference as to some of the process taken place to reach the end results outlined within Section 3 Design.

Program Options



Sketches



Design – Exhibit B

Section 3

a. Drawings

The following outline lists reference the organization, divisions, and/or sheets included within the current drawing set and Project Manual, if applicable (specifications), for reference and ease of navigation. The full set of these documents can be found within Exhibit B as individual PDF's in original size and format.

Drawing Set

G-001: COVER SHEET

G-002: SHEET LIST

G-003: GENERAL NOTES

G-101: BUILDING INFORMATION & LIFE SAFETY

G-102: TYPICAL CODE COMPLIANCE DETAILS

EX-101 : EXISTING CONDITIONS & DEMO FLOOR PLAN

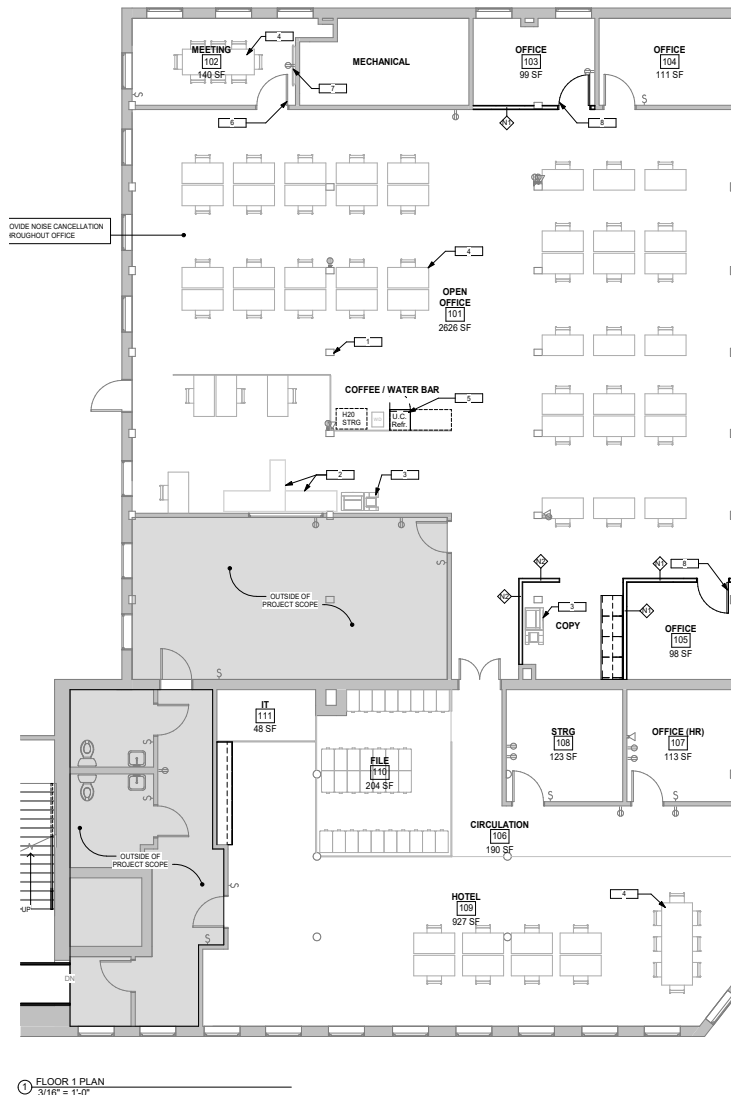
**EX-111: EXISTING CONDITIONS & DEMO REFLECTED
CEILING PLAN**

A-101: FLOOR 1 PLAN

A-111: FLOOR 1 DIMENSION PLAN

A-121: FLOOR 1 REFLECTED CEILING PLAN

A-131: FLOOR 1 FINISHES PLAN & SCHEDULE



Constructability – Exhibit C

Section 4

a. Engineering Narrative

The following outlines relevant constructability related investigation applicable to the project. These investigations include building code and/or engineering analysis applicable to the initial phase of design.

Engineering Narratives

September 6, 2024

Allegrone Companies
150 Pittsfield Road
Lenox, MA 01240

Attn: Joe jmsimon@allegrone.com

Ref: - Cooper Ctr 3rd Fl

We propose to furnish all material, labor, equipment, tools, transportation, design, and insurances required to complete the **MECHANICAL/HVAC** Systems associated with the above referenced project.

Design budget will include:

- A full set of mechanical plans.
- Meetings and coordination as required
- Equipment schedules
- Mechanical details
- General notes as required detailing installation guidelines and design parameters

Construction Budget will include:

- Cost to furnish and install equipment as described below
- Cost to furnish and install required duct modifications and insulation
- Cost to furnish and install required controls

Exclusions: The following items of work **ARE NOT INCLUDED** in the above pricing and shall be furnished or performed by others:

- | | |
|--|--|
| • Concrete & Masonry of any kind | • Gas Company Charges |
| • Dumpsters & Demolition | • Hole cutting, coring, saw cutting and patching |
| • Electrical | • Overtime or Premium labor |
| • Carpentry | • Any work not clearly shown on the plans |
| • Welding | • Painting |
| • Excavation, Trenching, & Backfilling | • Structural work |
| • Exterior Site Utilities | • Roof, flashings, supports, cutting & patching |
| • Concealment of equipment or material | • Roof Safety rails |
| • Fire Sprinkler Work | • Temporary gas, heating, cooling, or hot water |
| • Police details | • Retainage |
| • Access panel installation | • Liquidated damages |

Standard Company Policy & Assumptions:

- Installation & fabrication hourly rate is \$125/hour for normal working hours. Premium & Overtime charged at Time and a Half.
- Engineering & design hourly rate is \$135/hour for normal working hours. Premium & Overtime charged at Time and a Half.
- Normal work hours are performed between 7am-3:30pm Monday through Friday, with a 40-hour work week.
- All additional change order work or time & material work is subject to a 15% total mark-up.
- It is assumed that all site utilities are adequately sized for the completion of this project.
- It is assumed that all work will have clear areas to work around and beneath required work area. Added protection materials and time to protect or move anything will be an added cost on a Time & Material basis.
- It is assumed that dumpsters or removal services will be provided for any rubbish removal.
- Air Balancing can be added as a change order upon request.
- The Existing equipment is assumed to be in fully operational status and should meet the equipment specifications. In the event the existing equipment does not meet as such, changes will be required via change order.

Project Specific**Scope, Inclusions, & Clarifications:**

- Laureyns United will provide design parameters for approval from design team and building owner.
- Laureyns United will provide submittal documents for all proposed equipment to meet those design parameters for use by design team to coordinate space, routings, and electrical requirements.
- Laureyns United will coordinate with other design teams and provide a set of construction plans.
- Laureyns United will furnish equipment and materials to complete construction as designed in completed and approved plans.
- Laureyns United will provide a full system startup of all new equipment and owner training of any newly installed equipment.
- Laureyns United will provide controls required for these systems consisting of thermostats and low voltage wiring. All line voltage by others.
- Laureyns United will pull all permits and schedule inspections for our work as required
 - Warranty information
 - As built drawings
 - Sequence of Control Operations
- **The new system design includes adding (9) New Electric Duct Heaters, (9) New Reliable Thermostats, All required controls All new spiral duct as needed for third floor electrical heaters and retrofit supply duct and registers to conform with the new office plan.**
- Occupancy for load calculations have been made based off the provided proposed floorplan.

- Existing equipment
- Existing trunk lines
- Existing control system

THE TOTAL HVAC DESIGN BUDGET PRICE \$7,200.00

THE TOTAL HVAC CONSTRUCTION BUDGET PRICE \$66,487.00

Payment Terms:

50% upon acceptance of proposal. Balance due upon system startup. Any payments can be made via the link at the bottom of this proposal. CASH PAYMENTS will only be accepted in the Laureyns United Inc. office at 146 Hubbard Ave. Pittsfield MA.

DUE TO CURRENT MARKET FLUCTUATIONS, WE CAN ONLY GUARANTEE OUR COST FOR 15 DAYS. ANY COST INCREASES AT THE TIME OF PURCHASE WILL BE DOCUMENTED AND SUBMITTED AS A CHANGE ORDER TO BE APPROVED BEFORE FINAL PURCHASE.

DUE TO MATERIAL SHORTAGES, ALL EQUIPMENT LEAD TIMES ARE OUT OF OUR CONTROL AND CANNOT BE GUARANTEED.

DUE TO HIGH DEMAND OUR CURRENT MOBILIZATION TIME IS VARIABLE AND CANNOT BE GUARANTEED.

**We thank you for this opportunity to provide you with this proposal.
Should you have any questions, please do not hesitate to call us.**

Prepared By: Nickolas Carpenter

Date: 9/6/2024

Laureyns United Warranty / Special Conditions / Legal Disclosures:

NOTE: THIS CONTRACT EXCLUDES ALL RESPONSIBILITY AND REMOVAL OF ASBESTOS, LEAD PAINT, AND OTHER HAZARDOUS MATERIALS, BOTH HIDDEN AND APPARENT, NEEDED TO COMPLETE THE SCOPE OF WORK IN THE CONTRACT.

Laureyns United Warranty: (LU) herein warrantees all materials, equipment & labor furnished and installed by LU at subject location in conjunction with referenced project for a period of One (1) Year commencing on the date of temporary startup or on the date of beneficial use or occupancy.

During this period, LU will repair and / or replace any work found to be defective, and to the satisfaction of the Owner and Architect / Engineer and at no cost to said parties provided the defective work has been determined to be the fault of LU and not related to other external causes or issues.

This warranty further is subject to cancellation should any part of the systems installed by LU be modified or serviced by any other contractor or entity during this warranty period (other than normal maintenance) without the express written permission of LU.

Manufacturers' warranties also apply to their respective terms. Service problems or equipment malfunction due to lack of recommended scheduled maintenance will void Laureyns' warranty and may also void manufacturer's warranties. Laureyns United will not warranty any work pertaining to existing conditions.

Late Payment Policy: A service charge of 1-1/2% of the total contract amount in addition to any penalties per month (18% per year) will be added to any balance over **30** days. Any monies owed for longer than **90** days may result in legal action.

Signature below is acknowledgement that, should any legal proceedings or procedures be required, Laureyns United Inc. will seek to recover ALL expenses incurred by those proceedings in addition to any monies owed by the undersigned.

Conditions: All work to be completed in a workmanlike manner to local codes. Any deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Owner will carry fire, flood, and other necessary insurance.

Added Scope of Work: Laureyns United will perform the work described above per State and local Codes. Any existing conditions which do not meet the current code are the responsibility of the owner.

Any additional work required beyond the scope listed above will be done on a "Time and Material" basis with a rate of \$125 per hour and with a 15% total mark up.

Note: Due to the volatility in the marketplace, we may withdraw from this proposal if not accepted within **14 days**. This project shall be completed within one year of contract acceptance unless otherwise agreed upon in writing or escalation charges may apply.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted authorizing Laureyns United Inc. to perform the work as specified above. Payment will be made as outlined above. This proposal shall be attached to any other contract issued and the terms of this proposal will supersede any and all terms and conditions of any other contract.

Date of Acceptance: _____

Authorized Signature: _____

Print Name: _____

Accepted Contract Price: _____

Thank you for giving us the opportunity to provide this proposal to you. If you have any additional questions or concerns, please do not hesitate to contact me!

Attn: Robert Shan
1st Fenn Street
Pittsfield Ma 01201

Ref: Cooper Center Roof Top Units

We propose to furnish all material, labor, equipment, tools, transportation, design, and insurances required to complete the **MECHANICAL/HVAC** Systems associated with the above referenced project.

Project Specific

Scope, Inclusions, & Clarifications:

- (2) New Carrier Roof Top Packaged Units
- All Required Crane, Police Service, Road Blocking, and Permitting
- All Required Controls to integrate into the existing system
- All Required Gas and Condensate Piping

The new packaged units will be brought up to current code with the required equipment safety precautions. These new units have been designed to work better with the existing distribution system within the home, the new unit will require additional controls work to properly integrate into the existing controls.

Standard Company Policy & Assumptions:

- Installation & fabrication hourly rate is \$136/hour for normal working hours. Premium & Overtime charged at Time and a Half.
- Engineering & design hourly rate is \$145/hour for normal working hours. Premium & Overtime charged at Time and a Half.
- Normal work hours are performed between 7am-3:30pm Monday through Friday, with a 40-hour work week.
- All additional change order work or time & material work is subject to a 15% total mark-up.
- It is assumed that all site utilities are adequately sized for the completion of this project.
- It is assumed that all work, will have clear areas to work around and beneath required work area. Added protection materials and time to protect or move anything, will be an added cost on a Time & Material basis.
- It is assumed that dumpsters or removal services will be provided for any rubbish removal.
- It is assumed that adequate parking will be provided, for the crew size required, that is safe for both man and machine and within reasonable distance to the construction site.

- It is assumed that adequate facilities will be provided and maintained according to the crew size required.

Exclusions: The following items of work **ARE NOT INCLUDED** in the above pricing and shall be furnished or performed by others:

- | | |
|--|--|
| • Concrete & Masonry of any kind | • Gas Company Charges |
| • Dumpsters & Demolition | • Hole cutting, coring, saw cutting and patching |
| • Electrical | • Overtime or Premium labor |
| • Carpentry | • Any work not clearly shown on the plans |
| • Welding | • Painting |
| • Excavation, Trenching, & Backfilling | • Structural work |
| • Exterior Site Utilities | • Roof, flashings, supports, cutting & patching |
| • Concealment of equipment or material | • Roof Safety rails |
| • Fire Sprinkler Work | • Temporary gas, heating, cooling, or hot water |
| | • Retainage |
| • Access panel installation | • Liquidated damages |

THE TOTAL HVAC RENOVATION PRICE

\$160,641.00

Payment Terms:

50% upon acceptance of proposal. Balance due upon system startup. Any payments can be made via the link at the bottom of this proposal. **CASH PAYMENTS** will only be accepted in the Laureyns United Inc. office at 146 Hubbard Ave. Pittsfield MA.

DUE TO CURRENT MARKET FLUCTUATIONS, WE CAN ONLY GUARANTEE OUR COST FOR 15 DAYS. ANY COST INCREASES AT THE TIME OF PURCHASE WILL BE DOCUMENTED AND SUBMITTED AS A CHANGE ORDER TO BE APPROVED BEFORE FINAL PURCHASE.

DUE TO MATERIAL SHORTAGES, ALL EQUIPMENT LEAD TIMES ARE OUT OF OUR CONTROL AND CANNOT BE GUARANTEED.

DUE TO HIGH DEMAND OUR CURRENT MOBILIZATION TIME IS VARIABLE AND CANNOT BE GUARANTEED.

Laureyns United Warranty / Special Conditions / Legal Disclosures:

NOTE: THIS CONTRACT EXCLUDES ALL RESPONSIBILITY AND REMOVAL OF ASBESTOS, LEAD PAINT, AND OTHER HAZARDOUS MATERIALS, BOTH HIDDEN AND APPARENT, NEEDED TO COMPLETE THE SCOPE OF WORK IN THE CONTRACT.

Laureyns United Warranty: (LU) herein warrantees all materials, equipment & labor furnished and installed by LU at subject location in conjunction with referenced project for a period of One (1) Year commencing on the date of temporary startup or on the date of beneficial use or occupancy.

During this period, LU will repair and / or replace any work found to be defective, and to the satisfaction of the Owner and Architect / Engineer and at no cost to said parties provided the defective work has been determined to be the fault of LU and not related to other external causes or issues.

This warranty does not cover damages or required repairs caused in part by any of the following: power surges or outages, fire, flood, improper maintenance, or lack thereof, misuse or negligence by owner or his/her agents, vandalism, or any other act of God.

This warranty further is subject to cancellation should any part of the systems installed by LU be modified or serviced by any other contractor or entity during this warranty period (other than normal maintenance) without the express written permission of LU.

Manufacturers' warranties also apply to their respective terms. Service problems or equipment malfunction due to lack of recommended scheduled maintenance will void Laureyns' warranty and may also void manufacturer's warranties. Laureyns United will not warranty any work pertaining to existing conditions.

Late Payment Policy: A service charge of 1-1/2% of the total contract amount in addition to any penalties per month (18% per year) will be added to any balance over **30** days. Any monies owed for longer than **90** days may result in legal action.

Signature below is acknowledgement that, should any legal proceedings or procedures be required, Laureyns United Inc. will seek to recover ALL expenses incurred by those proceedings in addition to any monies owed by the undersigned.

Conditions: All work to be completed in a workmanlike manner to local codes. Any deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Owner will carry fire, flood, and other necessary insurance.

Added Scope of Work: Laureyns United will perform the work described above per State and local Codes. Any existing conditions which do not meet the current code are the responsibility of the owner.

Any additional work required beyond the scope listed above will be done on a "Time and Material" basis with a rate of \$125 per hour and with a 15% total mark up.

Note: Due to the volatility in the marketplace, we may withdraw from this proposal if not accepted within **14 days**. This project shall be completed within one year of contract acceptance unless otherwise agreed upon in writing or escalation charges may apply.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted authorizing Laureyns United Inc. to perform the work as specified above. Payment will be made as outlined above. This proposal shall be attached to any other contract issued and the terms of this proposal will supersede any and all terms and conditions of any other contract.

Date of Acceptance: _____

Authorized Signature: _____

Print Name: _____

Accepted Contract Price: _____

Thank you for giving us the opportunity to provide this proposal to you. If you have any additional questions or concerns, please do not hesitate to contact me!

Sincerely,
Ritchie Hostetter
Mechanical Systems Consultant

Estimating– Exhibit D

Section 5

a. Estimate

Estimating 1/4

CSI #	DESCRIPTION	TOTAL
010000	<u>General Conditions</u>	
	Project Management	\$ 36,026
	Project Superintendent	\$ 54,038
	Project Executive	\$ 11,431
	Project Accountant	\$ 3,810
	Total General Conditions	\$ 105,306
010000	<u>General Requirements</u>	
	Reproducible	\$ 700
	Mailing and Supplies	\$ 641
	Site Safety	\$ 972
	First Aid	\$ 691
	Temporary Fire Protection	\$ 266
	Temporary Utility Set-Up	NIC
	Site Communications - IT Connection	NIC
	Field Office / Set-up - Trailer	NIC
	Field Office Equipment and Supplies	NIC
	Office Fit Out	NIC
	Sanitary Facilities	\$ 1,450
	Project Identification - General Signage	\$ 368
	Mobilize	\$ 1,172
	Demobilize	\$ 1,172
	Waste Management and Disposal	\$ 3,453
	Final Cleaning	\$ 3,206
	Project Closeout	\$ 1,672
	Punchlist	\$ 1,844
	Warranty	\$ 3,206
	Total General Requirements	\$ 20,814
020000	<u>Existing Conditions</u>	
	Selective Demo	\$ 17,109
	Dumpsters	\$ 3,250
	Hazmat	NIC
	Total Existing Conditions	\$ 20,359
060000	<u>Wood, Plastics & Composites</u>	

Estimating 2/4

	Rough Carpentry	\$ 7,262
	Interior Finish Carpentry - Door Casing, Knee Wall Cap	\$ 1,770
	General Labor	\$ 8,700
	Temp Protection	\$ 11,376
	Total Wood, Plastics & Composites	\$ 29,108
070000	<u>Thermal & Moisture Protection</u>	
	Insulation	
	Interior Sound Walls - 3.5" Batts	\$ 628
	Roofing	NIC
	Joint Sealants - Fire Stopping	\$ 500
	Joint Sealants	\$ 789
	Total Thermal & Moisture Protection	\$ 1,917
080000	<u>Doors & Windows</u>	
	Doors	
	Interior Doors and Frames	\$ 2,672
	Door Hardware - New Doors	\$ 1,672
	Door Hardware - Existing Door at Meeting 102	\$ 586
	Glazing	
	Doors	\$ 1,122
	Total Doors & Windows	\$ 6,052
090000	<u>Finishes</u>	
	GWB	\$ 6,280
	Flooring	\$ 27,461
	Wood Floor Refinishing	NIC
	Carpet	See Above
	Rubber Base	See Above
	Floor Patching	See Allowances
	Painting	\$ 28,500
	Total Finishes	\$ 62,241
100000	<u>Specialties</u>	
	Interior Signage	\$ 900
	Total Specialties	\$ 900
110000	<u>Equipment</u>	
	Residential Appliances	By Owner
	Total Equipment	\$ -

Estimating 3/4

120000	<u>Furnishings</u>	
	Furniture, FFE, Etc.	By Owner
	Window Treatments	By Owner
	Manufactured Casework	
	Copy Area Base & Upper Cabinets	\$ 9,344
	Shoe/Coat Area Cubbies	\$ 5,840
	Countertops - Plastic Laminate	\$ 1,972
	Copy Room	See Above
	Shoe/Coat Shelf	See Above
	Total Furnishings	\$ 17,156
210000	<u>Fire Suppression</u>	
	Sprinklers - Relocate Sprinkler Heads for New Layout	\$ 9,866
	Total Fire Suppression	\$ 9,866
220000	<u>Plumbing</u>	
	Plumbing	NIC
	Total Plumbing	\$ -
230000	<u>HVAC</u>	
	HVAC	\$ 66,487
	Demo	See Above
	Electric Duct Heaters	See Above
	Rework Ductwork	See Above
	Rework Controls	See Above
	Balancing	See Above
	Controls and Control Wiring	See Above
	Replace RTU (1 ea)	See Alternate
	Total HVAC	\$ 66,487
260000	<u>Electrical</u>	
	Electrical	\$ 93,250
	Demo/Make safe	See Above
	Devices/Receptacles/Branch Wiring	See Above
	Lighting Fixtures	See Above
	Fire Alarm	See Above
	Tele/Data	See Above
	Audio-Visual (Backboxes, conduit, wiring only)	See Above
	Power to MEP Equipment (Electric Duct Heaters)	See Above
	Electrical Gear	Use Existing
	Access Control	NIC
	Total Electrical	\$ 93,250

Estimating 4/4

310000	<u>Earthwork</u>	
	Temporary Fence	NIC
Total Earthwork		\$ -
600000	<u>Allowances</u>	
	Floor Leveling	\$ 2,500
	Wood Floor Patching	\$ 5,000
	GWB Patching	\$ 2,500
	Phasing/Logistics	\$ 10,000
	Structural Work	NIC
	Ceiling Rework	NIC
	Office Furniture Move, Relocate, Etc.	NIC
	Testing	NIC
	Hazmat	NIC
	Winter Conditions - Heat, Snow Mntc, Tenting, Admixtures	NIC
Total Allowances		\$ 20,000
Subtotal Construction Cost		\$ 453,457
	Contingency	\$ 45,346
	Building Permit Fee	\$ 2,112
	Management Fee	\$ 50,091
	General Liability Ins.	\$ 5,510
	P and P Bond	NIC
Total Construction Estimate		\$ 556,515

*Anticipated variance of 20% expected at programming phase

Remaining Design Services		
1	Mechanical Engineering	\$ 8,640
2	Electrical Engineering	TBD
3	Architectural Design	Per Proposal
4	Contract Administration	\$ 14,800
Total Remaining Design Services		\$ 23,440

Alternate Adds		
1	Noise Cancellation System	TBD
2	New carpet in lieu of wood floor refinishing (installed directly on existing wood flooring)	Included in Base
3	Replace (1 ea.) RTU	\$ 124,043
Subtotal Alternates		\$ 124,043

Scheduling– Exhibit E

Section 6

a. Schedule

ID	Task Mode	Task Name	Duration	Start	Finish	% Complete																															
1		Design	123 days	Wed 7/24/24	Fri 1/17/25	16%																															
2		Phase 1 - Programming & Feasibility	62 days	Wed 7/24/24	Fri 10/18/24	41%																															
3		Predesign Planning (PDP)	15 days	Wed 7/24/24	Tue 8/13/24	100%																															
4		Collect Owner Data	5 days	Wed 7/24/24	Tue 7/30/24	100%																															
5		Develop Program Data Chart (PDP)	5 days	Wed 7/24/24	Tue 7/30/24	100%																															
6		Establish Parti Diagram(s)	5 days	Wed 7/24/24	Tue 7/30/24	100%																															
7		Project Narrative	5 days	Wed 7/24/24	Tue 7/30/24	100%																															
8		Compile PDP Package	5 days	Wed 7/24/24	Tue 7/30/24	100%																															
9		PDP Package Approval	10 days	Wed 7/31/24	Tue 8/13/24	100%																															
10		Programming & Space Analysis	45 days	Wed 7/24/24	Wed 9/25/24	56%																															
11		Identify Program Path	21 days	Tue 8/27/24	Wed 9/25/24	100%																															
12		Existing Conditions	5 days	Wed 7/24/24	Tue 7/30/24	100%																															
13		Establish Floor & Ceiling Plan	10 days	Wed 8/14/24	Tue 8/27/24	100%																															
14		Interior Product & Material Selections	15 days	Thu 9/5/24	Wed 9/25/24	75%																															
15		Establish Color Palette	15 days	Thu 9/5/24	Wed 9/25/24	10%																															
16		Phase 1 Presentation Set	15 days	Thu 9/5/24	Wed 9/25/24	45%																															
17		Phase 1 Arch Drawings	20 days	Wed 8/28/24	Wed 9/25/24	45%																															
18		Phase 1 Outline Specifications	20 days	Wed 8/28/24	Wed 9/25/24	15%																															
19		Form & Fenestration	15 days	Thu 9/5/24	Wed 9/25/24	50%																															
20		Preliminary Assembly Details	15 days	Thu 9/5/24	Wed 9/25/24	50%																															
21		Constraints & Constructability Investigation	20 days	Wed 8/28/24	Wed 9/25/24	44%																															
22		Building Code Investigation	20 days	Wed 8/28/24	Wed 9/25/24	75%																															
23		Building Info & Life Safety	20 days	Wed 8/28/24	Wed 9/25/24	75%																															
24		Code Compliance Narrative	20 days	Wed 8/28/24	Wed 9/25/24	15%																															
Project: Date: Tue 9/17/24		Task		Summary		Inactive Milestone		Duration-only		Start-only		External Milestone		Critical Split		Progress		Manual Progress																			
		Split		Project Summary		Inactive Summary		Manual Summary Rollup		Finish-only		Deadline																									
		Milestone		Inactive Task		Manual Task		Manual Summary		External Tasks		Critical																									
Page 1																																					

