# SHOP OFFICE RETROFIT

# EXHIBIT A

# SCOPE OF WORK

## Upper Floor Joist and Stairway Framing

**ALTERNATE BIDS:** The upper floor elevation is currently dictated by the placement of upper floor joists on top of beams supported by posts. This creates an obstruction for anyone taller than 4' 9". See: "Drawing 3-Section Options – BUILDING SECTION – EXISTING FRAMING"

If the proposed construction budget allows, the District's preferred approach to minimize obstructions would be, as part of the project, to lower the existing floor joists by the height of the joist (8") to provide more clearance. See: "Drawing 3-Section Options – BUILDING SECTION – PREFERRED FRAMING".

If after reviewing the submitted bids the District determines that this preferred approach exceeds available funding or is otherwise not feasible, it is expected the contract will be awarded to exclude this additional component.

Therefore, bidders are asked to submit alternate bids as follows:

**1. BASE BID. The overall cost of the Project using the existing floor framing at the current elevation.** See: "Drawing 3-Section Options – BUILDING SECTION – EXISTING FRAMING"

**2. ALTERNATE BID: The Base Bid with the added component of lowering floor joists (preferred alternative).** See: "Drawing 3-Section Options – BUILDING SECTION – PREFERRED FRAMING":

> Drop the floor joists and subfloor to hang in and be flush with the top of the beam. Salvage and reuse as much of the existing floor joist and subfloor material as possible. Our goal is to keep the existing stairway, but it may need to be modified slightly and a landing placed at the bottom to meet code requirements. If demolishing and replacing the existing framing and stairway with new material is more cost effective than dropping the existing floor, please provide a written justification explaining how this decision was determined and submit the resulting preferred alternative bid using new or a combination of new and existing material.

## Framing, Sheathing, and Insulation

- Frame with 2x6 studs on all four perimeter walls with 2x4 studs on the interior walls
- Plywood sheeting will be used to cover outside of office wall facing shop interior to prevent damage from shop activities
- Upper floor walls in storage area will be plywood sheathing to accommodate shelving and reduce the need for repair. No drywall will be used on upper floor
- Upper floor ceiling will not be covered with sheathing, but covered by plastic

- Insulate with R21 in perimeter walls and ceiling, R25 in floor between levels

- Walls will be created below truss pair that divides the upper storeroom. Walls will be covered with plywood and an opening will be left near the center, in-line with and the same width as the upper floor double door landing (9 ft. opening)

- Install RC channel in lower floor ceiling for noise reduction

- Framing of meeting room will be coordinated with owner to ensure studs are placed to center video panel on west wall.

## Drywall, Texture and Paint

- Only the lower floor office interior walls and ceiling will be covered in drywall

- Ceiling will have brocade texture, walls will have orange peel texture

- Paint color will be an off-white color similar to that used in main office

## Flooring

- Lower floor – Concrete will be sealed with low VOC product safe for occupancy that provides adequate footing without increased likelihood of slipping, prevents moisture from wicking up from the ground, evens out the cracks in the concrete surface, allows for easier cleaning. Contractor will include proposed product name in their bid proposal.

- Upper floor – plywood subfloor with 3/8 in particle board above

- Add vinyl base molding along lower floor walls

## Electrical

High voltage:

- An existing electrical panel is located in the shop building on the north wall. Existing metal conduit supplies receptacles, sodium vapor lights, exterior lights, and shop lights, but may need replaced or extended to meet needs of the new space. Contractor will indicate in bid proposal whether the existing panel will sufficiently meet needs, and if not will propose a solution.

- See attached drawings with locations for electrical outlets and some electrical components. If it is not shown on the electrical drawing, locations for electrical components can be selected by the contractor.

- Additionally, two (2) shop heaters will be installed and will each require 240-volt receptacles with timer switches.

- Wiring will need to be installed for external lighting over the proposed new door opening on the east side of the building.

- Wiring will be needed for two (2) ductless mini-splits, one for each level
- Add two (2) dedicated 20-amp outlets on shop side of new wall partitioning office from shop
- Add 1 dedicated 20-amp weatherproof outdoor outlet with metal bubble cover between new entrance door and south garage door
- Add motion sensors for office, storage, and conference room light switches
- Add dedicated Quad receptacle for upper floor networking components
- One Duplex outlet will be wired and installed in the wall directly behind the video display in addition to the outlet at the same height as the other wall outlets in the room
- On upper floor storage, all shop lights will switch on at the entry point
- New 240-volt receptacle will be added between garage door on the building interior and will be enclosed in a lock box

Low voltage:

- Four existing cat-6 cables terminate in the shop on the north wall, but an additional cable may be required to be pulled from the main building.
- See attached drawings with locations for cat-6 cabling receptacles
- All cat-6 receptacles will need punched down on wall mounted 24 port patch panel in upstairs storage area where identified. Existing 24-port patch will be used unless deemed defective.
- Cat-6 supply lines from Main Office will need to be included in bid. Contractor will suggest whether to run two new cables from the main building or use four existing lines in shop from main building and run lines to network patch on upper floor. Distance and signal strength should be considered.
- All cat-6 terminations on drawing will include two ports per wall plate, except in the ceiling where two single low voltage RJ45 ports will be needed for wireless access points, and on the meeting room wall where the two ports will be split with one directly behind the video display and the other in the wall below at the same height as the other ports in the room.
- HDMI wall plate video input will be wired from input plate behind UHD TV to another plate in the wall directly below the video display in the shop meeting room.

## Lighting Fixtures

- An exterior light fixture, similar to or identical to the current exterior light fixture over existing entrance will be installed above new exterior entrance.

- Where possible, select identical fixtures from the main building for the new office space. If identical fixtures are not available, alternatives will have a similar appearance at a similar or lower cost.

- Light temperature will be consistent with those in the main building.

- New LED shop lights will be installed to be used in place of the sodium vapor lights. The suggested location would be between truss pairs, but alternative suggestions are acceptable if lighting levels are not likely to be sufficient. The shop should be well lit to prevent injuries. Existing sodium vapor lights will be left operational as backup lighting.

- LED lights are preferred on all lighting. If other bulb types are proposed, an explanation of why LED was not feasible will be required.

## HVAC

- Separate ductless mini-split systems for upper and lower floors

## Building Exterior Improvements

- 4ft. x 4ft concrete pad, broom finished without shiners, will be poured as landing for new exterior entrances and should grade away from building to prevent water flow

- Concrete aprons for both garage doors, broom finished without shiners, will be poured as transition from gravel and will extend 4 inches past opening on either side, 4 ft out from building and will be graded to prevent water flow into building

- 4ft. x 12ft. concrete pad, broom finished without shiners, will be poured as landing for existing exterior entrance and should grade away from building to prevent water flow. Existing pad will need to be removed.

## Doors, Hardware, Windows, and Trim

Windows:

- Replace all existing windows in shop with vinyl windows, and correct any issues with weatherization of the openings into the metal siding to prevent water intrusion.

- Use low-E windows for all new exterior windows/glazing in the heated office space. Windows into the shop or upper floor storage area should only have insulated glazing.

- Lower floor exterior windows should be sliders, interior walled window should be fixed per drawing

- Upper floor window on north side should be fixed 4/0 x 4/0

- Upper floor window in storage area should be single hung resized to 4/0 x 5/0 and raised to 24 inches above floor level

Doors

- New exterior door will be steel with weatherstripping, and any issues with weatherization of the openings into the metal siding to prevent water intrusion will be corrected
- Lower and upper floor single interior doors opening to shop space will be solid core and will be weather stripped
- Upper floor French door to shop landing will be solid core ¼ lite with weatherstripping
- Meeting room door will be solid core half lite
- Storage closet door on lower floor should match others in appearance but does not need to be solid core

Hardware

- Hardware finishes will be brushed metal
- Lever handsets, locking on exterior and storage only, meeting room will not have a lock
- Kickplates required on all solid core doors.
- Opener/closers on exterior doors, entrance door from shop to office, and on upper floor storage entrance
- Key Plan should be tied to existing keys in main building for exterior and storage room doors
- Door or wall stops will be installed to protect office space walls. All exterior or entrance doors will have a retractable door stop.

Trim

- Sanitary molding

## Fire/Life/Safety equipment (extinguishers, AED, detectors, etc.)

- Install fire extinguishers per code requirements
- Install an AED device cabinet
- Install smoke and CO detectors on upper and lower floors per code

## Access control and security cameras (separate contract, coordination req'd)

- Contractor will coordinate with the District's access control and security camera contractor before walls and ceiling are closed to allow for easy equipment installation

## Computer Networking Components (owner will complete, coordination req'd)

- Contractor will coordinate with the District during construction to ensure easy owner installation of networking components

## Cubicle planning and buildout (Owner will coordinate)