

Project Scope of Work

4277 East Road Remodeling for NOACSC

This project scope of work is not intended to be all-inclusive. Firms responding to the RFP are to use this as a guideline in preparation for their response. All questions or clarification should be addressed to the NOACSC Executive Director, Ray Burden at ray@noacsc.org or by calling the NOACSC office at 419-228-7417 x112. If the Director is not available, email Kevin Hellman, Network/Student Services Manager, at kevin@noacsc.org or call 419-228-7417 x110.

Demolition/Pre-remodeling Work

The following is to be removed:

- North/South wall dividing the North section of the building
- Both Restrooms
- East/West wall and double door in North section
- The bar located on the West wall of the North section
 - Dismantle for potential sale
- All drop ceiling material and speakers
- All existing carpet and tile

All materials are supplied by firm unless specifically stated.

All finishes are to be office professional quality.

Paint

- All walls are to be primed before final color applied
- The NOACSC will select a color for all walls

Doors

- Doors into all offices, meeting rooms, and training room should be 36" wide
- 42" wide door for the Server Room

Drop Ceiling

- 2' x 4' tiles, white
- 9' ceilings in all rooms but:
 - 10' ceiling in Training and Board Rooms

Flooring

- All Restrooms: Ceramic Tile, 12x12
- Server Room: seal the concrete floor
- Mop Room: seal the concrete floor
- Kitchen/Break Room: Ceramic Tile
- Guest Entrance: Ceramic Tile
- All other areas: Commercial office grade carpet (carpet squares preferred)

Baseboard moldings should be installed on walls where appropriate and in compliance with "professional office finish"

Prefer 4" vinyl wall base molding - glued

Training Room

44' EW x 29' NS

Door located in relatively the same position as the schematic

A presenter area is to be located in the front or north middle of the room

Two ceiling mounted projectors pointed north

Projector screens appropriately installed for proper viewing

Need HDMI drops for each projector

One Cat6 drop in ceiling/center of room

Two Cat6 drops at presenter station

Overhead lighting incorporated into drop ceiling

Separate switches for each row of lighting - dimmable

Power along South, North and West walls

Drop ceiling

Walls – studded drywall, painted

HVAC – include air returns and outlets necessary for the size of room

The door located on the schematic at the southwest corner is to be retained as an alternate exit for this room

Board Room

18' EW by 29' NS

Door located in relatively the same position as the schematic

An acoustic wall should be constructed or installed between Board and Training

Rooms that can easily be opened for use as one large room

Move 70" TV and mount from Main St to East Road

Need HDMI connection

Two Cat6 drops along East wall

Wireless access – Cat6 in ceiling/center of room

Overhead lighting incorporated into drop ceiling

Power along South, North and East walls

Drop ceiling

Walls – studded drywall, painted

HVAC – include air returns and outlets necessary for the size of room

Remainder of South section

Storage

Approximately 29 x 17

No walls or ceiling are required

NOACSC will install necessary storage capacity

Power on South and West walls

Entrance

Keep existing door and garage door on East side

New door next to Guest Entrance

No HVAC required for this room

Guest Entrance

Located on East side of building
Remodel existing garage door into foyer double door
Foyer double door entrance
7' EW by 7' NS
Inside double door will require "buzzing" in
Small reception desk at Guest Entrance
Drop ceiling
Overhead lighting incorporated into drop ceiling
Wall over door on East side of building

Storage/Supply Room

Located on East side – use schematic
19' NS by 12' EW
Entrance should be close to entrance of Network Team room
Power – two receptacles each on West and East walls
Two Cat6 drops each on West and East walls
Drop ceiling
Walls – studded drywall, painted
HVAC – include air returns and outlets necessary for the size of room
Overhead lighting incorporated into drop ceiling

Network Team Room

Located on East side – use schematic
26' NS by 16' EW
Accommodate 5 staff at counter height workstations
See attached picture for example
Will require 3, 20 amp service and needed receptacles along all walls
Will require two Cat6 drops for each staff location (5)
Add two windows to East wall located in this room
Mount TV using existing equipment
Button to buzz in guests
Overhead lighting incorporated into drop ceiling
Drop ceiling
Walls – studded drywall, painted
HVAC – include air returns and outlets necessary for the size of room

Meeting Room (East)

Located on East side – use schematic
10' NS by 10' EW
Two power outlets, one on South wall, one on East wall
Two Cat6 drop outlet on East wall
Overhead lighting incorporated into drop ceiling
Drop ceiling

Walls – studded drywall, painted
HVAC – include air returns and outlets necessary for the size of room

Kitchen/Break Room

Located centrally South in the building – use schematic
Maintain a minimum 7' hallway between Kitchen/Break Room and Training Room/Board Room North walls
20' EW by 17' NS
8' wide centrally located framed entrance on East side, no door
Along West wall install countertops (laminated) and cabinets (upper and lower)
Include double sink and fixture, dishwasher, and space for refrigerator (36")
Overhead lighting incorporated into drop ceiling
Power outlets (3) along North and South walls and countertop area
Drop ceiling
Walls – studded drywall, painted
HVAC – include air returns and outlets necessary for the size of room

Individual Restrooms (2)

Located centrally South in the building – use schematic
Along West wall of Kitchen/Break room
ADA compliant
8' by 8' square
One toilet
Vanity with single sink and fixture, plus wall mounted mirror
Towel dispenser
One power outlet next to sink
Tile Floor
Drop ceiling
Walls – studded drywall, painted
Optional quote: Block wall construction
Non-permeable wall covering as required by code
Venting as required by code
Overhead lighting incorporated into drop ceiling

Men's Restroom

Located on East wall – use schematic
16' EW by 11' NS
Tile Floor
2 stalls and 2 urinals
Drop ceiling
Walls – studded drywall, painted
Non-permeable wall covering as required by code
Venting as required by code
HVAC if necessary
Overhead lighting incorporated into drop ceiling
5' vanity with Double sink, fixtures and two wall mounted mirrors

Two power outlets above sink area
Towel dispenser

Women's Restroom

Located on East wall – use schematic
16' EW by 11' NS
Tile Floor
4 stalls
Drop ceiling
Walls – studded drywall, painted
Non-permeable wall covering as required by code
Venting as required by code
HVAC is necessary
Overhead lighting incorporated into drop ceiling
5' vanity with Double sink, fixtures and two wall mounted mirrors
Two power outlets above sink area
Towel dispenser

Mop Room

16' EW by 5' NS
Install Mop Sink that was previously removed
Will be used as cleaning supply room for Cleaning Contractor
Drop ceiling
Overhead lighting incorporated into drop ceiling
One power outlet
Sealed concrete floor

Server Room

Located on East Wall – use schematic
16' EW by 22' NS
Sealed Concrete Flooring – no tile or carpet
Drop ceiling
Overhead lighting incorporated into drop ceiling
Will need to move 7.5 ton Carrier unit from South Main to East Road and incorporate as cooling unit for Server Room
Unique lockset for this door
For additional information use separate Computer Room documents

Director's Office

Located on East Wall – use schematic
16' EW by 14' NS
Add two windows on West wall for this office
Three power outlets, one each on South, West, and North walls
Two Cat6 drops, one on West wall, one on South wall
Entrance close to schematic
Button to buzz in guests

- Mount TV using existing equipment
- Drop ceiling
- Walls – studded drywall, painted
- HVAC – include air returns and outlets necessary for the size of room
- Overhead lighting incorporated into drop ceiling

Meeting Room (West)

- Located on West side – use schematic
- 11' EW by 11' NS
- Two Power outlets, one on South wall, one on West wall
- One Cat6 outlet on West wall
- Drop ceiling
- Walls – studded drywall, painted
- HVAC – include air returns and outlets necessary for the size of room
- Overhead lighting incorporated into drop ceiling

Cubicles

- Use schematic
- 8' wide (EW) by 8' long (NS)
- Will supply desired layout
- Used cube material rather than new is desired
- Quote as separate cost
 - The NOACSC may choose to move existing cubicles from S. Main St
 - Or
 - The NOACSC may choose to contract with a member district
- Overhead lighting incorporated into drop ceiling

Staff Entrances (2)

- Use existing doors on North side
- Should be electronically accessible via key-fob or standard key if key-fob fails

HVAC

- Utilize existing HVAC
- All HVAC has been serviced as of July 20, 2016
- Redo ductwork as required for rooms

Server Room HVAC

- Add concrete pad 17 x 11 between HVAC units labeled #2 and #3
- Move Carrier unit at 645 S. Main to this location
- Add required ductwork

Power

- Move primary power from East to West side of building

Generator

Preferred location is inside storage area indicated on schematic
NOACSC may contract separately with contractor for Generator and Transfer switch installation

Parking Lot

- Provide multiple options and costs

- Along East outside wall

 - Tie all downspouts into drainage

 - Add 5' wide concrete sidewalk along the entire length of the building

Security

- Firm will work with NWOSS of Lima for installation of security system

- Work with NWOSS for placement of wiring for required motion/heat sensors throughout the building

Desk Picture for Network Area

