



PROJECT DESCRIPTION: FIRST FLOOR OFFICE RENOVATIONS

1.1 Introduction

Yard Truck Specialists, Inc. is a vehicle maintenance facility occupying a 15,250 square foot building in Bensalem, PA. The proposed renovations focus on the 2,580 square foot 1st Floor administrative office areas located in the northeast corner of the building. This includes office spaces, staff workstations, toilet rooms, a locker room, break room, and office support space. This project will phase the construction areas with other areas still occupied by Yard Truck employees. Coordination and cooperation will be a necessity from all parties for the success of this project.

1.2 Project Team

Owner: Mr. George Koch
H&K EQUIPMENT, INC.
4200 Casteel Drive
Coraopolis, PA 15108

Local Contact: Ms. Sue Anderson
YARD TRUCK SPECIALISTS, INC.
1510 Ford Road
Bensalem, PA 19020
215-244-1773

Architect: (primary contact for all inquiries regarding this project)

Mr. Eric Morgan
JOHNSRUD & ASSOCIATES ARCHITECTS, LLC
2700 Interplex Drive, Suite 101
Trevose, PA 19053
215-639-4200

Engineer: Ms. Gwyn Foster
ZENGA ENGINEERING, LLC
313 East Broad Street
Palmyra, NJ 08065
856-733-0175

1.3 Project Approach

The contract documents have been prepared anticipating a modified design-build approach to contracting. A general contractor will be selected based on qualifications of the proposed project team, management approach, and proposed lump sum cost for a complete project. Trade subcontractors will be part of that team and will work under the direction of the general contractor.

The general construction scope of work has been developed in detail and information is provided as to the level of quality of materials and products to be used in the project. Final selection of specific materials and products will be done by the contractor and approved by the architect. Formal submission of such specific materials shall be delivered to the architect for final selections and approvals.



Drawings describing the expected finished state of the mechanical, plumbing, and electrical (MPE) systems have been provided. The MPE scope of work associated with the distribution systems, including the extent of modification to align existing system components with the new plan, will be determined by the trade contractors. The intent is to reuse existing components of the systems where appropriate to provide the renovated system and avoid the cost of replacing any satisfactory components. General descriptions of the scope of work on the MPE distribution systems are provided to provide a consistent scope of work for the bidding process but contractors are encouraged to propose potential savings where it is possible to reuse existing components. Bids shall be based on the scope described. Any proposed savings will be identified separately and should identify the system and the unit cost to be used to determine the savings should it be determined that the existing system components are satisfactory.

1.4 Attached Documents

Below is a list of documents attached to this description that are to be used as part of this bid proposal.

- Division 1 specifications describing general requirements of the project and quality of work.
- Phasing Diagrams: These diagrams explain a three and four phase scheme that could be used for this project. The owner would like pricing for each phasing scheme to understand the price impact they will have for each scheme. These phasing schemes were developed at a high level and more detailed investigation will be needed by the contractor to understand the logistics of each phase.
- Contract Documents describing the Architectural, Mechanical, Plumbing, and Electrical scope of work for this project.
- Products Specification Spreadsheet: This is the document describes the products, manufactures, and model numbers of specific items that are listed by name on the drawing or listed by reference category on the drawings.
- Product cut sheets: This is the document that has the specific manufacturer product data cut sheets that are referenced from the Specification Spreadsheet and that are intended for use as the Basis of Design products for this project.
- Product cut sheets addendum: This is the document that has additional information from the specific manufacturer product data cut sheets that are referenced from the Specification Spreadsheet and that are intended for use as the Basis of Design products for this project.
- Doors, Frames, and Hardware: This is the document that has the specific manufacturer data cut sheets that are intended for use as the Basis of Design for the doors, frames, and hardware for this project.

1.5 Contract

Below is a list of AIA contract documents that are being considered by the owner for use on this project:

- A701-1997 Instructions to Bidders
- A105-2007 Standard Form of Agreement Between Owner and Contractor *for a residential or small commercial project*
- A201-2007 General Conditions of the Contract for Construction
- A312-1984 Performance Bond and Payment Bond (owner reviewing to determine if required)



1.6 Construction Phasing

The activities in the Yard Truck administrative offices will not stop for this renovation project. Several phasing schemes have been considered and the owner is willing to consider three and four phases for this project. Enclosed are diagrams outlining these phased areas. Pricing for each phasing option shall be included in the overall price of the project. An allowance for down time shall be considered between phases for occupants to move into and out of "swing space" on the 1st and 2nd Floors, then into their finished space before the next phase is to begin. Only when the next phase occupants have unoccupied their space, can construction begin. This concept shall be followed for all phases.

Some things to consider while the phases of this project are ongoing; Areas not under construction will still be occupied by Yard Truck employees and they are to remain as undisturbed as possible. Areas not under construction could still be served by utilities (i.e. power, data, HVAC) being modified, removed, re-routed, etc... in areas under construction. All utility sources shall be traced out to determine their location before the start of construction. If it is determined that a utility is serving an area outside that phase of construction, that utility shall be temporary re-routed so that area does not lose that source of utility. Demolition of that temporary resource will happen during the phase of the project that area is located in.

1.7 Architectural Scope of Work

This project will consist of interior renovations to an existing administration area, the replacement of the exterior windows and entrance door, and MPE upgrades. Below are a list of demolition and new work tasks:

- Demolition:
 1. Remove portions of the existing concrete slab and soil to accommodate demolition and new work on the underground main sanitary pipe. Coordinate with plumbing contractor.
 2. Remove portion of the existing brick exterior wall to accommodate the new vent ductwork required for new mechanical equipment. Coordinate with mechanical contractor.
 3. Remove existing wood wainscot from existing perimeter offices completely. Prepare wall to receive new wall finish.
 4. Remove existing partition down to existing CMU partition completely. Prepare CMU partition to receive new metal stud furring as part of new work.
- New Work:
 1. Moisture Resistive GWB shall be used on the interior side of the partition in all toilet rooms.
 2. Patch and repair exterior finish as a result of demolition and new work activities. All finishes shall match existing.
 3. Patch and repair holes in existing GWB partitions to remain as a result of demolition and new work activities. Prepare wall surface to receive new finish.
 4. Patch and repair holes in existing CMU partitions to remain as a result of demolition and new work activities. Prepare wall surface to receive new finish.
 5. Provide new precast concrete lintels at new openings in existing CMU wall.
 6. Provide new GWB and metal stud soffit around 2nd Floor toilet sanitary pipe along east wall in Men's Locker Room 117.



7. Provide new GWB and metal stud partition on existing CMU partition at Toilet Rooms and Office Areas and Office Support Area. Use 3 5/8" metal studs at wet walls with plumbing fixtures and 1 5/8" metal studs in all other locations.
8. Millwork in Office Support 112 shall be plastic laminate base cabinets, counter tops, and back splashes. Provide a mix of door and drawer cabinet base units.

1.8 Mechanical Scope of Work

There is one existing rooftop HVAC unit that serves the proposed renovation area. This unit will remain on the rooftop and operational during the phases of the project. Below are a list of demolition and new work tasks:

- Demolition:
 1. All existing ductwork above the ceiling shall be removed back to the main duct branch. This includes, but does not limit, flex duct, spiral duct, duct hangers, diffusers, etc... Main duct branch shall be capped and sealed until new work.
 2. Remove all insulation from ductwork to remain in place to existing HVAC unit ERT-1.
 3. Remove existing thermostats that control existing HVAC unit ERT-1 and relocate as required for temporary control of this unit while area is under construction.
- New Work:
 1. Provide a new split HVAC Unit (GFF-1) above new Corridor 113 that will serve a portion of the renovated area. Refer to drawings for more information.
 2. At the exiting rooftop HVAC Unit (ERT-1), provide new branch ductwork distribution from each room as described on the drawings to the main duct branch.
 3. New ductwork shall be insulated as described on the drawings. Existing ductwork that was not removed from ERT-1 as part of demolition shall be reinsulated.
 4. Provide new thermostat controls and associated wiring to unit in rooms indicated on plans compatible with existing HVAC unit ERT-1.

1.9 Plumbing Scope of Work

There are three toilet rooms that exist on the 1st Floor. All three of these toilet rooms will be renovated; one toilet room moved to a new location. There is also a kitchenette with a sink on the 1st Floor that will be relocated to a new location. Below are a list of demolition and new work tasks:

- Demolition:
 1. Remove all existing toilet fixtures and associated valves, vent cold water, and sanitary piping. Vent piping shall be removed back to main vertical riser and capped. Sanitary piping shall be removed back to main sanitary pipe and capped. Cold water piping shall be removed to above the ceiling and valved-off to prepare for new connection of toilet fixtures. Prepare all areas for connection of piping as part of new work.
 2. Remove all existing lavatory fixtures, associated components, valves, vent, hot/cold water, and sanitary piping. Vent piping shall be removed back to main vertical riser and capped. Sanitary piping shall be removed back to main sanitary pipe and capped. Hot and cold water piping shall be removed to above the ceiling and valved-off to prepare for new connection of lavatory



fixtures for toilet rooms that will remain in the same location. For the hot and cold water piping required for the lavatory fixture in the relocated toilet room and kitchenette, this piping shall be removed back to the main water branch and capped. Prepare all areas for connection of piping as part of new work.

- New Work:
 1. Provide pipe hangers from structure above to support new natural gas line from existing gas meter to new split HVAC unit GFF-1.
 2. Provide pipe hangers from structure above for hot and cold water piping as required to provide proper support of piping.
 3. Relocate existing sanitary drain pipe for 2nd Floor toilet above Men's Locker Room 117 to east wall and tie into sanitary riser in chase behind sink.
 4. All existing piping that was modified as part of demolition and new work activities shall receive new pipe insulation.

1.10 Electrical Scope of Work

This project will consist of interior renovations to an existing administration area only. All power feeds will come from existing panelboards MDP and DP. There are no new panel boards anticipated for this project. Below are a list of demolition and new work tasks:

- Demolition:
 1. All existing light fixtures shall be removed completely. All associated wiring shall be removed back to nearest junction box, sub-panel, or main panelboard, depending on if the circuit will be reused or not.
 2. All existing outlet branch circuit that are being removed shall be remove back to the nearest junction box, sub-panel, or main panelboard, depending on if the circuit will be reused or not.
- New Work:
 1. Existing circuits that are to remain that are connected to circuits that are to be demolished shall be re-distributed from nearest junction box.
 2. All existing outlets that are to remain shall be replaced to match new outlets and cover plate.
 3. Any open circuits that are available as a result of demolition activities shall be left as a spare circuit breaker in the panelboard for the Owner's future connection.