Capital Improvements to Shadow Lake Elementary School

State of Washington
Capital Projects Advisory Review Board (CPARB)
Project Review Committee (PRC)

Application for Project Approval

January 25, 2018

Submitted by
The Tahoma School District
For approval to use GC/CM
APPLICATION FOR PROJECT APPROVAL
TO USE THE
GENERAL CONTRACTOR/CONSTRUCTION MANAGER (GC/CM)
CONTRACTING PROCEDURE

The CPARB PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to Questions 1-8 and 10 should not exceed 20 pages (font size 11 or larger). Provide no more than six sketches, diagrams or drawings under Question 9

1. Identification of Applicant
   (a) Legal name of Public Body (your organization):
   Tahoma School District #409

   (b) Address:
   25720 Maple Valley – Black Diamond RD SE
   Maple Valley, WA 98038

   (c) Contact Person Name: Lori Cloud
   Title: Assistant Superintendent, Director of Finance and Operations

   (d) Phone Number: 425.413.3433   Fax: 425.413.3455   E-mail: lcloud@tahomasd.us

2. Brief Description of Proposed Project.
   (a) Name of Project: Capital Improvements to Shadow Lake Elementary School

   (b) County of Project Location: King County

   (c) Please describe the project in no more than two short paragraphs:

      The proposed project includes capital improvements to Shadow Lake Elementary School. The scope of work includes tenant improvements to the administration, library and Kindergarten areas, finishes improvements to the three classroom units, exterior improvements, bus circulation realignments, fire alarm upgrades, security upgrades including a vestibule, access control system and surveillance cameras.
3. **Projected Total Cost for the Project:**

**A. Project Budget**
- Costs for Professional Services (A/E, Legal, PM) $475,735
- Estimated project construction costs (including construction contingencies): $2,635,298
- Equipment and furnishing costs $35,000
- Contingencies (design & owner) (15% of construction budget) $395,294
- Other related project costs (permits, moving, testing, etc.) $131,764
- Sales Tax at 8.6% $226,635

**Total** $3,899,726

**B. Funding Status**
Please describe the funding status for the whole project.

This project is funded by the 2013 Bond Program.

4. **Anticipated Project Design and Construction Schedule**
Please provide:

- The anticipated project design and construction schedule, including (1) procurement; (2) hiring consultants if not already hired; and (3) employing staff or hiring consultants to manage the project if not already employed or hired. *(See Attachment B for an example schedule.)*
- If your project is already beyond completion of 30% drawings or schematic design, please list compelling reasons for using the GC/CM contracting procedure.

<table>
<thead>
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<th>Project Milestones</th>
<th>Date</th>
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<td>Project Scope Development</td>
<td>September 2017</td>
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<td>Selection of Architect/Engineers</td>
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<td>PRC GC/CM Consideration</td>
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<td>Issue GC/CM RFQ</td>
<td>January 30, 2018</td>
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<td>GC/CM Shortlist</td>
<td>February 27, 2018</td>
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<td>GC/CM Proposals</td>
<td>March 6, 2018</td>
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<td>School Board Approval and Intent to Award</td>
<td>March 27, 2018</td>
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<td>Construction Start</td>
<td>July 2018</td>
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<tr>
<td>Substantial Completion</td>
<td>May 2019</td>
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</table>
5. **Why the GC/CM Contracting Procedure is Appropriate for this Project**

Please provide a detailed explanation of why use of the contracting procedure is appropriate for the proposed project. Please address the following, as appropriate:

- If implementation of the project involves complex scheduling, phasing, or coordination, what are the complexities?
- If the project involves construction at an existing facility that must continue to operate during construction, what are the operational impacts on occupants that must be addressed?
  
  *Note: Please identify functions within the existing facility which require relocation during construction and how construction sequencing will affect them. As part of your response you may refer to the drawings or sketches that you provide under Question 9.*

- If involvement of the GC/CM is critical during the design phase, why is this involvement critical?
- If the project encompasses a complex or technical work environment, what is this environment?
- If the project requires specialized work on a building that has historical significance, why is the building of historical significance and what is the specialized work that must be done?
- If the project is declared heavy civil and the public body elects to procure the project as heavy civil, why is the GC/CM heavy civil contracting procedure appropriate for the proposed project?

**Complex Phasing and Coordination Involved:**

The GC/CM will play a critical role during preconstruction with determining the best approach to phasing, scheduling, materials procurement and coordination with the District administration, faculty and staff to ensure that the project is completed in a timely manner with minimal impact to teaching and learning.

**Construction at Existing Facilities:**

The site will be occupied during construction. We anticipate much of the interior work starting the Summer of 2018. During the first phase, the Kindergarten area will be improved with an additional classroom and two restrooms. Following, the administrative area will move to the library to allow for renovation to take place, as well as the finishes improvements to the remaining classrooms. The library will be renovated in the second phase that will commence in late Fall of 2018. However, exterior improvements will likely be completed in the Fall of 2018 and some tenant improvement work (areas with systems upgrades that have longer procurement times) will occur during the school year including security upgrades, access controls upgrades, etc. Having the GC/CM on the team to develop a logistics plan and safety plan is critical to the success of the project.

**GC/CM Involvement is Critical:**

The ability to evaluate existing spaces and identify potential construction pit-falls that could stall our project is crucial. The GC/CM team will have time to identify issues and verify existing conditions during preconstruction and negotiate the appropriate means of addressing those issues, thus minimizing our risk. We have small windows of non-academic time to complete construction, we will not have time to perform re-design work mid-summer. The Design/Bid/Build method is high risk for this work.
6. **Public Benefit**
In addition to the above information, please provide information on how use of the GC/CM contracting procedure will serve the public interest. For example, your description must address, but is not limited to:

- How this contracting method provides a substantial fiscal benefit; or
- How the use of the traditional method of awarding contracts in a lump sum (the “design-bid-build method”) is not practical for meeting desired quality standards or delivery schedules.
- In the case of heavy civil GC/CM, why the heavy civil contracting procedure serves the public interest

**GC/CM Provides Substantial Public Benefit:**

- Due to the logistics, phasing and timing of the project, a DBB delivery process is a high-risk approach for both the Owner and prospective DBB General Contractors. For example, a GC would be managing all the risk of the schedule and logistics of the occupied site with little time to plan for procurement and safety which is not in the best interest of the students, teachers and community.

- Conversely, in a GC/CM process, the team will be able to negotiate appropriate means of addressing the types of risk on the project during preconstruction. The GC/CM delivery method is conducive to reducing both the substantive and perceived risks in the bidding process. The GC/CM will be able to define otherwise unknown conditions and assemble bid packages in logical and manageable sizes for qualified and informed bidders. Tahoma School District will be able to have more predictability in estimating anticipated construction costs during the design effort, including identifying and reducing risks. This method minimizes conflicts and disputes, minimizes change orders, maintains schedule, and can achieve a lower total project cost with reduced variability; thus translating to a lower risk for significant changes to the GMP and schedule.

- Additionally, by having a GC/CM involved in the phasing of the project, the District will be able to provide predictable schedules of activities, utilities shut-downs, etc. that may otherwise impact teaching and learning. Having the GC/CM on board during preconstruction to develop a schedule that does not impact the day-to-day teaching and learning environment is of substantial public benefit.
7. **Public Body Qualifications**

Please provide:

- A description of your organization's qualifications to use the GC/CM contracting procedure.

- A **Project** organizational chart, showing all existing or planned staff and consultant roles.

  *Note: The organizational chart must show the level of involvement and main responsibilities anticipated for each position throughout the project (for example, full-time project manager). If acronyms are used, a key should be provided. (See Attachment C for an example.)*

- Staff and consultant short biographies (not complete résumés).

- Provide the **experience and role on previous GC/CM projects** delivered under RCW 39.10 or equivalent experience for each staff member or consultant in key positions on the proposed project. *(See Attachment D for an example.)*

- The qualifications of the existing or planned project manager and consultants.

- If the project manager is interim until your organization has employed staff or hired a consultant as the project manager indicate whether sufficient funds are available for this purpose and how long it is anticipated the interim project manager will serve.

- A brief summary of the construction experience of your organization’s project management team that is relevant to the project.

- A description of the controls your organization will have in place to ensure that the project is adequately managed.

- A brief description of your planned GC/CM procurement process.

- Verification that your organization has already developed (or provide your plan to develop) specific GC/CM or heavy civil GC/CM contract terms.

The management model for this project will be a collaboration between Tahoma School District and OAC EDU. David McBride will provide project management during preconstruction, design, construction and closeout. OAC EDU’s resource team will support David in the times that the project will be the busiest. Cindy Darcy will provide construction management and will support David with the day-to-day construction management/quality control duties. Lori Cloud and Kasey Wyatt will remain as resources to the project management team and will support any additional staffing requirements that the project might need. OAC EDU has been an integrated team member to Tahoma School District for over 4 years, providing program and project management as part of the District’s 2013 Bond. The District and OAC EDU are well versed alternative delivery veterans that have utilized this delivery method on three previous projects for the District: Tahoma High School & Regional Learning Center, Lake Wilderness Elementary School and Renovations to Tahoma and Cedar River Middle Schools.

Tahoma High School & Regional Learning Center was recognized as the Education Project of the Year Nationally for CMAA and Regionally for ENR Magazine as a result of the collaborative success of the project. The team largely credits the use of alternative delivery for this achievement.

See the following pages and Attachment A for additional details.
Lori Cloud
Assistant Superintendent, Director of Finance and Operations, Tahoma School District

Lori has been Director of Finance and Operations for the Tahoma School District since August 2002, and became the Assistant Superintendent in 2014. A graduate of the University of Montana, she has many years of financial experience in the private sector. Lori oversees all capital projects, finance and operational functions for the District. She is currently overseeing all the 2013 Bond projects including the construction of the New Tahoma High School and Regional Learning Center, Lake Wilderness Elementary and Renovations to Tahoma Middle School and Cedar River Middle School, all GC/CM projects. Lori is a seasoned professional in the practice of alternative delivery projects.

Kasey Wyatt
OAC EDU Principal

Ms. Wyatt leads OAC EDU and will support the Tahoma School District and the OAC EDU team during GC/CM procurement, contracting and subcontractor procurement. A veteran of 15 alternative delivery projects including 13 GC/CM school projects, Ms. Wyatt will work closely with the overall team to bring GC/CM best practices to the project. Kasey has provided program management services to the District since before the passage of the 2013 Bond.

David McBride
OAC EDU Project Manager

David has served as Project Manager with Tahoma School District for the past two years, including the new construction of Tahoma High School and replacement of Lake Wilderness Elementary School, both successful GC/CM projects. David’s additional experience in K-12 construction and project management include the replacement of Evergreen Elementary School in Clover Park School District, long range capital facility and bond planning for South Kitsap School District, bond and levy program support for Lake Washington School District, and the design for replacements of Fords Prairie and Jefferson Lincoln Elementary School at Centralia School District. David will be involved in the preconstruction, construction and closeout of this project and will be responsible for GC/CM procurement, estimate reviews and GMP negotiations as well as schedule and changes reviews.

Cindy Darcy
Tahoma School District Construction Manager

Cindy has provided Construction Management with Tahoma School District for over 4 years and has managed all the District’s small works projects as well as the Renovations of Tahoma Middle School and Cedar River Middle School. Additionally, Cindy attended the AGC’s GC/CM Seminar in 2016. Cindy will be involved in the preconstruction, construction and closeout of this project and will provide day-to-day quality control, coordination with school staff, administration and the GC/CM.
Dick Prentke

Perkins Coie, Chair of Construction Group

Mr. Prentke will prepare contract documents for the GC/CM integrated with the Architect’s contract. The contract documents will be distributed along with clear scope definition, a Cost Responsibility Matrix and other documents for short-listed GC/CM proposers to use when quoting Fees and Specified General Conditions.

Mr. Prentke has over 30 years in the practice of construction law including schools and alternative project delivery methods.

Heather Hocklander, AIA

Ms. Hocklander will lead the design. Heather has over 15 years of architectural experience with BCRA including schools and alternative project delivery methods. She has extensive GC/CM experience as the lead Architect and Project Manager on projects with the Clover Park School District including two simultaneous school projects on two separate occasions – CPSD Tier I – Carter Lake Elementary and Hillside Elementary and CPSD Tier III – Beachwood Elementary and Evergreen Elementary. CPSD Tier I project required an aggressive schedule to be designed and permitted within 6 months which was completed successfully. In addition to Clover Park School District experience, Heather led the design and construction administration effort for the Renovations of Tahoma Middle School and Cedar River Middle School; and the design for replacements of Fords Prairie and Jefferson Lincoln Elementary School at Centralia School District. Her experience includes coordination of remodel/renovations, additions, safety and security upgrades, and school identity branding.

Lori Robbin

Mrs. Robbin will be the interior design lead. Lori has over 14 years of experience with BCRA including schools and alternative delivery methods. She has extensive GC/CM experience as the interior designer with Clover Park School District – CPSD Tier III Beachwood Elementary and Evergreen Elementary. In addition to Clover Park School District experience, Lori led the interior design efforts for the Tahoma School District on the Renovations to Tahoma Middle School and Cedar River Middle School. Lori is also currently working as the interior design lead on two elementary school with Centralia School District – Fords Prairie Elementary and Jefferson Lincoln Elementary – which are both GC/CM projects.

Organizational Controls

TSD has extensive project controls and reporting systems to effectively manage the scope, schedule and budget for the projects. OAC EDU and TSD have implemented standard project budgeting tools and project management websites to manage communications and monitor progress on the capital projects. Budget tracking tools will establish the overall detailed budget to be approved by the TSD Board and then track actual expenses and forecast future costs. Schedule progress will be tracked against the master schedule.
Planned GC/CM Process
Tahoma is planning on utilizing a modified AIA133/CMC owner agreement along with modified
AIA201 general conditions developed in close coordination with Dick Prentke / Perkins Coie. In
addition, Tahoma is planning on a comprehensive preconstruction scope of work and general
requirements (Division 01) that will be coordinated thoroughly with the modified AIA documents for
the GC/CM construction procurement within Washington State.

Preparation of the GC/CM RFP and selection process will be based on a TSD standard forms. This
process will include selection criteria, interviews and final selection evaluations.

8. Public Body (your organization) Construction History:
Provide a matrix summary of your organization’s construction activity for the past six years
outlining project data in content and format per the attached sample provided: (See
Attachment E)
  • Project Number, Name, and Description
  • Contracting method used
  • Planned start and finish dates
  • Actual start and finish dates
  • Planned and actual budget amounts
  • Reasons for budget or schedule overruns

Please refer to Attachment B.

9. Preliminary Concepts, sketches or plans depicting the project
To assist the PRC with understanding your proposed project, please provide a combination
of up to six concepts, drawings, sketches, diagrams, or plan/section documents which best
depict your project. In electronic submissions these documents must be provided in a PDF or
JPEG format for easy distribution. Some examples are included in attachments E1 thru E6.
At a minimum, please try to include the following:
  • A overview site plan (indicating existing structure and new structures)
  • Plan or section views which show existing vs. renovation plans particularly for areas
    that will remain occupied during construction.

    *Note: applicant may utilize photos to further depict project issues during their presentation to the PRC*

Please refer to Attachment C.

10. Resolution of Audit Findings On Previous Public Works Projects
If your organization had audit findings on any project identified in your response to Question
8, please specify the project, briefly state those findings, and describe how your organization
resolved them.

No unresolved findings.

*Caution to Applicants*

The definition of the project is at the applicant’s discretion. The entire project, including all
components, must meet the criteria to be approved.
In submitting this application, you, as the authorized representative of your organization, understand that: (1) the PRC may request additional information about your organization, its construction history, and the proposed project; and (2) your organization is required to submit the information requested by the PRC. You agree to submit this information in a timely manner and understand that failure to do so shall render your application incomplete.

Should the PRC approve your request to use the GC/CM contracting procedure, you also understand that: (1) your organization is required to participate in brief, state-sponsored surveys at the beginning and the end of your approved project; and (2) the data collected in these surveys will be used in a study by the state to evaluate the effectiveness of the GC/CM process. You also agree that your organization will complete these surveys within the time required by CPARB.

Signature of Authorized Representative

I have carefully reviewed the information provided and attest that this is a complete, correct and true application.

Signature: ___________________________
Name: (please print) ___________________________
Title: ___________________________
Date: ___________________________

Lori Cloud
Assistant Superintendent
12/18/17
## ATTACHMENT “A”
### Team Experience

The following table lists some (but not all) of the relevant Alternative Delivery Experience of the TSD team.

<table>
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<tr>
<th>Name</th>
<th>Summary of Experience</th>
<th>Projects</th>
<th>Construction Budget</th>
<th>Procurement Type</th>
<th>Role During Project Phases</th>
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<td>Assistant Superintendent/Director of Finance &amp; Operations</td>
<td>Renovations to Tahoma &amp; Cedar River Middle Schools</td>
<td>$14.7M</td>
<td>GC/CM</td>
<td>Project oversight on all phases</td>
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<td>Kasey Wyatt</td>
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12
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<th>Cindy Darcy</th>
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## ATTACHMENT “B”
### Public Project Experience

The following table lists some (but not all) of Tahoma School District capital projects executed from 2009-2015.

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<thead>
<tr>
<th>Project Name</th>
<th>Budget</th>
<th>Delivery Method</th>
<th>Planning Start</th>
<th>Construction Start</th>
<th>Project Completion</th>
<th>Explanation of Budget or Schedule Overruns</th>
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<td>Exterior Envelope Modernizations</td>
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ATTACHMENT “C”
Preliminary Concept Plans

SITE PLAN
SCOPE OF WORK

LEGEND
- SITE WORK CURRENTLY UNDER CONSTRUCTION
- ADD E/F FENCING TO COMPLETE PERIMETER FENCING (INCLUDING GATES)
- EXISTING BUILDING - REFER TO FLOOR PLANS FOR SCOPE OF WORK
- SIDEWALK EXTENSION FOR TRAFFIC REVISIONS OF BUS AND STUDENT LOADING
- DEMOLITION/REVISIONS OF SITE TO FACILITATE TRAFFIC REVISIONS
- REVISIONS TO STRIPING FOR PARKING AND STUDENT LOADING
- NEW EXTERIOR CANOPY

SITE PLAN
SCOPE OF WORK DESCRIPTION:

1. REMODEL ADMINISTRATION AND KINDERGARTEN AREA - RECONFIGURE AREA TO PROVIDE NEW BUILDING ENTRANCE WITH SAFETY SYSTEMS. ADD NEW ELECTRIC SERVICE TO KINDERGARTEN CLASSROOMS WITH TOILET ROOMS, EXTERNAL LIGHTS, NEW FINISHES, AND REVISIONS TO NEW SECURITY AS NEEDED. PROVIDE NEW CANOPY ENTRANCE AND WALKWAY UPGRADES.

2. SECURITY UPGRADES - INSTALL CAMERAS AND DOOR ACCESS CONTROL SYSTEM. ADD FENCING TO COMPLETE PERIMETER FENCING.

3. UPGRADE FIRE ALARM SYSTEM.

4. REPLACE CARPET FLOORING, REPLACE/REPAIR DAMAGED CEILINGS IN SELECT LOCATIONS, AND PAINT PORTION OF CLASSROOMS AND HALLWAYS IN SELECTED UNITS.

5. REPLACE VCT IN HALLWAYS OF UNIT E.

6. REPLACE EXTERIOR LIGHTING.

7. PAINTING - PAINT PORTIONS OF EXISTING COVERED PLAY AREA AND EXTERIOR OVERHANGS.

8. SWAP CURRENT BUS LOADING AND STUDENT LOADING TO ACCOMMODATE NEW ENTRANCE LOCATION. THIS ALSO SWAPS THE VISITOR PARKING AND STAFF PARKING AREAS. REVISE TRAFFIC ACCESSES AND PROVIDE ADDITIONAL SIDEWALK TO ACCOMMODATE RECONFIGURED BUS LOADING. REVISE STRIPING IN STUDENT LOADING AND VISITOR PARKING.
FLOOR PLAN

SCOPE OF WORK

1. REMODEL ADMINISTRATION AND KINDERGARTEN AREA. RECONFIGURE AREA TO PROVIDE NEW BUILDING ENTRANCE WITH SECURITY VESTIBULE. IMPROVE PROVIDE SECURITY. PROVIDE NEW CANOPY ENTRANCE AND WAYFINDING SIGNAGE.

2. SECURITY UPGRADES - INSTALL CARNING AND DOOR ACCESS CONTROL SYSTEM AND FENCING TO COMPLETE PERIMETER FENCING.

3. UPDATE FIRE ALARM SYSTEM.

4. REPLACE CARPET FLOORING. REPLACE/REPAIR DAMAGED CASework IN SELECT LOCATIONS, AND PRINT PORTION OF CASework AND VALVE FOR USE IN CLASSROOM UNITS.

5. REPLACE VCT IN HALLWAY OF UNIT E.

6. REPLACE EXTERIOR LIGHTING.

7. PAINT - PAINT PORTIONS OF EXISTING COVERED PLAY AREA AND EXTERIOR OVERHANGS.

8. SWAP CURRENT BUS LOADING AND STUDENT LOADING TO ACCOMMODATE NEW MAIN ENTRANCE LOCATION. THIS ALSO SWAPS THE VISITOR PARKING AND STAFF PARKING AREAS. REVIVE TRAFFIC ACCESS. PROVIDE ADDITIONAL SIDEWALKS TO ACCOMMODATE RECONFIGURED BUS LOADING. REVISE STRIPING IN STUDENT LOADING AND VISITOR PARKING.

FLOOR PLAN

LEGEND
- Renovation of Unit D - Administration, Library, and Kindergarten Areas
- Phasing of Kindergarten Classrooms for Completion by Sept 2018
- New VCT in Hallway of Building 503
- Select Areas to Receive New Finishes - Carpet, Paint, and Casework
- New Paint to Existing Overhangs and Covered Play Area
- New Exterior Canopy
- New Building Entrance/Secured Vestibule

SCOPE OF WORK DESCRIPTION:

[Detailed description of each point listed above, including specific areas and work to be completed]