

**Outline Description of Work:**

Norwell Town Hall/ Feasibility Study  
345 Main Street, Norwell, MA  
July 1, 2019

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**PHASING**

It is anticipated that the project will be an occupied phased construction, with each Phase of work to be performed under separate Work contracts, in either immediate succession from the previous Phase, or after an undetermined time pending approval of funding. This will permit Town Hall operations and public access to substantially remain in effect throughout the duration of all Phases of work, but will result in additional costs to the Town to advertise, bid, select and contract the Work compared to a single phased contract. The Feasibility Estimate therefore includes construction costs for phased construction in an occupied building, such as escalation, temporary enclosures/ protection and/ or other General Conditions costs, but does not include ancillary costs for moving of furnishings, equipment, or costs that may be required for utilization of potential swing-spaces for temporary occupancy throughout the duration of construction. Escalation assumptions have been made based on an overall ten year outlook for completion of all Phases of Work. See the Feasibility Estimate for detailed assumptions, along with soft-costs inclusions and exclusions.

**Phase 1**

**1. General Scope of Work (Phase 1)**

- 1.1 Phase 1 Work will consist of construction of an elevator with lobbies at all Levels to provide public access to current third floor areas, and will include complete renovation of Level three spaces to accommodate new or relocated Town Hall program. New toilet facilities are proposed at Levels 2 and 3, as well as limited interior alterations at Level 2 and Level 1 spaces.
- 1.2 Within Phase I, construction work is anticipated to be performed in sequence such that existing occupied spaces can remain in use to the greatest extent possible. Allowances for any anticipated added General Conditions cost(s) related to sequencing have been considered in the cost estimate.
- 1.3 Building exterior and envelope work proposed to be performed under this Phase of work will include window replacement and masonry repairs only at areas of Phase 1 work/ within the Limit of Work area(s) defined.
- 1.4 Facade improvements, including new cladding, window replacement and fenestration modifications at Levels 2 and 3 on limited portions of the south, southeast and south west building exterior are proposed as an *Alternate Scope of Work* under this Phase.
- 1.5 Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Work will include a new fire suppression, fire alarm, and HVAC and electrical power and distribution system(s) and equipment to service areas within the Limit of Work, as well as plumbing for new toilet facilities. Refer to Vlachos Associates report and recommendations for further detail.
- 1.6 Site work and site improvements will include site utility work required for recommended MEP/FP work (new sprinkler main; repair or replacement of existing sanitary line); new/ reconfigured parking areas and drive aisles including pavement, curbing, walkways, site lighting, plantings. As an *Alternate Scope of Work*, certain areas of site work are proposed to be self-performed under this Phase – refer to details of the cost estimate.
- 1.7 Presence of hazardous materials has been determined within the Limit of Work Area(s). Hazardous materials removal, procedures and/ or abatement are considered in the cost estimate/ scope of anticipated work.

## **2. Demolition (Phase 1)**

- 2.1 Remove furnishings, fixtures, equipment, files, storage or other items from the Limit of Work area(s) to locations directed by the Owner. (By Others)
- 2.2 Remove existing interior construction at Level 3, including glazed block and drywall partitions, doors, ceilings, wall and floor finishes.
- 2.3 Selective demolition within the Limit of Work area(s) at Levels 1 and 2 required for new toilets, relocated/ expanded Planning/ Conservation Commission Department and new mail room.
- 2.4 Removal of portions of exterior wall for new openings at all three Levels to connect the new elevator/ elevator lobbies to existing spaces.
- 2.5 Remove existing windows, glass block and ancillary construction at existing window openings within the Limit of Work Area(s) required for replacement windows.
- 2.6 Refer to details of Hazardous Materials Report and Recommendations (FLI Environmental) for anticipated scope of work required for hazardous materials removal, procedures and/ or abatement.
- 2.7 Mechanical, Electrical, Plumbing or Fire Protection (MEP/FP) demolition is anticipated to include substantial removal of existing MEP/FP systems, equipment and devices within the Limit of Work Area(s), particularly at Level 3 and including: distribution wiring, light fixtures, fire alarm devices, HVAC ductwork, unit ventilators and terminals, and plumbing fixtures. Certain portions of existing systems/ infrastructure will remain in place to be adapted or re-used for new work/ systems, Refer also to MEP/FP Report and Recommendations prepared by Vlachos Associates, Inc.

## **3. Sitework (Phase 1)**

- 3.1 Site utility work to include new sprinkler main and replacement of existing water line. Refer also to MEP/FP Report and Recommendations. Assume location of new sprinkler main to be from street at mid-point of the property to new front entry lobby location.
- 3.2 Site preparation/ removal of existing construction including existing pavement, plantings, signage, flag pole.
- 3.3 Re-grading as required.
- 3.4 Site drainage systems to service new parking area(s); drive aisles.
- 3.5 New parking areas and drive aisles as illustrated including paving and striping. Assume asphalt curbing.
- 3.6 Concrete walkways as illustrated; allow 5' wide.
- 3.7 Plantings at new parking areas as illustrated; loam & seeding in other disturbed areas.
- 3.8 Provide (4) exterior light poles and footings. Assume LED; 18' high. Consider solar-powered in lieu of trenching to the building for power supply.
- 3.9 Free-standing illuminated sign. 2-sided; constructed of materials to match exterior materials of new addition/ as illustrated. Metal letters/ town logo integrally illuminated with edge-lit acrylic ('halo effect'). See also 'Specialties'
- 3.10 New flag pole; commercial grade anodized aluminum; ground mounted; allow 30' high. Flags to be furnished by Others/ Owner.
- 3.11 Site furnishings by Others/ Owner.

#### **4. Concrete/ Masonry (Phase 1)**

- 4.1 Poured-in-place reinforced concrete foundation walls, footings and elevator pit for new lobby/ elevator addition. Assume standard spread footings; no atypical subsurface conditions.
- 4.2 Concrete slabs at new elevator lobbies Levels 2 and 3 (over metal deck); slab-on-grade at Level 1/ Entry Level.
- 4.3 Concrete for metal pan stairs at lobby entrance level to Levels 1 and 2.
- 4.4 Assume reinforced CMU elevator shaft; 3.5 Levels with brick veneer all sides, including interior exposed surfaces
- 4.5 Minor crack repair of existing pre-cast concrete/ stone masonry sills; allow for 10% of sill area/ sills within the Limit of Work Area(s).
- 4.6 Infill existing openings where unit ventilators are to be removed using like materials (brick veneer) to match existing. 'Tooth-in' new masonry to existing.
- 4.7 Spot point/ patch of brick/ brick masonry only at areas immediately adjacent to repairs or infill work and as required.
- 4.8 (Alternate Scope of Work – South Facade Improvements): Concrete slab at South Facade Improvements (assume 4' x 32').

#### **5. Metals (Phase 1)**

- 5.1 Structural steel for new elevator lobby structure. Assume composite metal decking over square tube steel columns with standard wide-flange horizontal members.
- 5.2 Sub-structural steel to include supports/ attachments for lobby glazing system; steel stringers/ metal pan stairs; steel railings and guardrails.
- 5.3 Exterior canopy and supports; galvanized painted steel. C-channel or square tubular shapes
- 5.4 (Alternate Scope of Work – South Facade Improvements): Structural steel for +/- 4' cantilever; approximate 32' length. Assume composite metal decking over standard wide-flange horizontal members; vertical TS columns/ intermediate support as required. Sub-structural steel to include light or heavy gauge metal stud framing systems for new exterior wall construction, and at infill exterior walls required for new fenestration as illustrated.

#### **6. Wood/ plastics (Phase 1)**

- 6.1 Rough framing/ lumber to include support/ framing for rooftop mechanical equipment and miscellaneous concealed blocking/ supports.
- 6.2 Architectural millwork to include the following:
  - A. Public counters where indicated. Fixed  $\frac{3}{4}$ " wood veneer panels with hardwood edgeband mounted on metal or wood stud back-up; 1.25" thick solid surface or quartz countertops.
  - B. Custom grade wood base cabinets with solid wood top (allow 14 LF at Selectmen's Office).
  - C. Desktop and supports:  $\frac{3}{4}$ " plastic laminated plywood with 1.5" hardwood edgeband supported with metal wall brackets and end cleats. Allow 8 LF at Selectmen's Office
  - D. Storage shelving. Heavy duty metal standards and brackets at 4'-0" O.C.; (4) shelves;  $\frac{3}{4}$ " plywood with plastic laminate veneer and PVC edgeband. Allow 24 LF total for Level 3.

## 7. Thermal/Moisture Protection (Phase 1)

- 7.1 Wall Insulation: Provide closed cell spray foam; allow 2.0" thickness/ R-11.4 minimum on the inside face of all existing exterior walls; thickness to achieve R-20 at infill exterior walls, or at new construction locations.
- 7.2 Roof insulation (at new addition) – see below under 'Roof'.
- 7.3 Allow for sound attenuation at all interior partitions at offices, meeting rooms and toilets.
- 7.4 Damp proofing. Provide damp proofing at new exterior foundation walls at below-grade locations and surrounding elevator pit.
- 7.5 Air/ moisture barrier: Provide and install air/moisture barrier (weather-resistive barrier) at all new exterior wall locations using any acceptable material in conformance with Code.
- 7.6 Sealants/ Caulking: Provide sealants and caulking of joints at dissimilar materials or elsewhere as required for the prevention of the passage of air, moisture and sound, and to eliminate cracks and crevices.
- 7.7 Patch existing roof as required for mechanical equipment installation/ curbs, new penetrations and if, or as required, skylight curbs/ skylight work. Refer also to MEP/FP Report and Recommendations.
- 7.8 Roof: New roof/ assembly at elevator/ lobby addition to be fully-adhered EPDM, 50 year warranty over tapered rigid insulation of thicknesses to achieve minimum R-30.
- 7.9 Architectural aluminum/ metal edge roof fascia/ flashing at elevator/ lobby addition. Aluminum or metal soffit panels at underside of high roof; painted finish to match roof edge flashing.
- 7.10 (Alternate Scope of Work – South Facade Improvements): Non-insulated architectural aluminum panel cladding system. Concealed mounting on metal channel furring over existing brick masonry and/ or infill back up wall construction as occurring. Include all metal trims, returns, flashings at openings and base, corner and head and jamb terminations.
- 7.11 (Alternate Scope of Work – South Facade Improvements): Back-up wall construction at infill window openings and new Selectmen's Meeting Room extension. Assume drained, back-ventilated or vented rain screen assembly; continuous rigid insulation per code over air/ moisture barrier / gypsum fiberglass sheathing on light or heavy gauge metal stud framing

## 8. Windows and Doors (Phase 1)

- 8.1 Window System(s) – typical for all replacement units and punched openings: high-performance fixed windows/ window units; thermally-broken insulated anodized aluminum frames with 1" insulated glass; Low-E coating. Standard color. Allow for additional horizontal mullion pattern as illustrated.
- 8.2 Curtainwall system – (at elevator lobby addition): 6" curtainwall system with high-performance glazing.
- 8.3 Skylights. Replace existing roof skylights with new insulated aluminum sloped glazing. Triple insulated; high performance.
- 8.4 Entrance Doors: Insulated aluminum wide stile with, insulated laminated safety glass ; Low E coating on inside face of exterior lite; rated for high traffic and high abuse applications. Standard color.
- 8.5 Exterior door to roof/ other roof access: Existing to remain.
- 8.6 Interior doors. Assume all doors to be 3'-0" x 7'-0"; pre-finished solid core wood; quarter sawn maple. Knock down hollow metal frames, except at sidelight frame locations as illustrated. Allow for 50% of doors to have full height tempered glazing. Provide (1-hr) fire rated doors at egress stair enclosures.
- 8.7 Interior vision lites/ sidelights/ glazed partitions. (At meeting rooms, Town Administration Office, and other locations as illustrated): non-insulated tempered or laminated safety glass; full height (7'-0"); anodized aluminum frames; standard color.

## 9. Finishes/ Finish Systems (Phase 1)

9.1 Interior Wall Assemblies: Metal stud framing with single layer 5/8" gypsum board with skimcoat plaster both sides for new interior partitions; extend studs to underside deck; gypsum board to 4" above finished ceiling as occurring. Extend fire rated partitions gypsum board enclosure full height to underside structure. Provide metal stud furred wall/ furring at all perimeter wall locations, at column enclosures or where otherwise required by new layout – single layer gypsum board with skimcoat plaster on metal stud framing.

9.2 Interior finishes/ finish systems are proposed as follows:

- **TYPE 1: Selectmen's Meeting Room/ Corridors**

- Luxury Vinyl Tile (LVT); 6" rubber base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Stain with clear finish custom hardwood panel wainscot to 4'-0" AFF
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

- **TYPE 2: Stairs**

- Existing Vinyl Composition Tile, 12"x12" (VCT); 6" rubber base to remain; patch with like materials as required (allow 20%)
- Existing plaster finish/ walls to remain; patch with like materials; paint
- Existing gypsum board/ plaster ceiling to remain; patch with like materials; paint

- **TYPE 3: Offices/ Departments/ Meeting Rooms**

- Carpet tile (2'x2'); 4" vinyl carpet base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems, 30% coverage with Acoustic Tile Ceiling 2'x2' grid; value grade system

- **TYPE 4: Toilet Rooms**

- Porcelain ceramic tile floors; 6" ceramic tile base
- Acoustic Tile Ceiling; 2'x2' grid; value grade system
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Porcelain ceramic tile wainscot to 4'-0" AFF
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

- **TYPE 5: Storage/ Utility Rooms**

- Sealed concrete floors
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems

- **TYPE 6: New Elevator Lobby/ Lobbies**

- Sealed/ polished concrete floors
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems; 30% coverage with Acoustic Tile Ceiling 2'x2' grid; value grade system

## **10. Specialties (Phase 1)**

- 10.1 Window Treatments: All window treatments are to be Owner Furnished, owner Installed.
- 10.2 Room signage: Allow for code-required signs, and room signage at all rooms with braille, typical.
- 10.3 Building Signage. (at entrance canopy): Post-mounted non-illuminated aluminum channel letters ('TOWN HALL'). 2.5" thick, 18" High. Brushed satin or painted finish.
- 10.4 Building Signage. (town logo): surface mounted with stand-off non-illuminated laser-cut aluminum or metal. 1/2" thick. Brushed satin or painted finish.
- 10.5 Free-standing illuminated sign. 2-sided; constructed of materials to match exterior materials of new addition/ as illustrated. Metal letters/ town logo integrally illuminated with edge-lit acrylic ('halo effect').

## **11. Appliances/ Equipment (Phase 1)**

- 11.1 All appliances and equipment are Owner Furnished, Owner Installed. The following existing to be re-used or new appliances/ equipment should be considered in the Owner's budget:
  - Audio-visual screens and equipment
  - Public Access TV studio equipment/ specialties
  - TV monitors

## **12. Furnishings (Phase 1)**

- 12.1 Furnishings are Owner Furnished, Owner Installed.

## **13. Special Construction(Phase 1)**

- 13.1 (Not Applicable)

## **14. Conveying Systems (Phase 1)**

- 14.1 Elevator: Allow for new 4 stop hydraulic elevator; 3500lb. capacity; 150 FPM. Doors on two sides to accommodate mid-level stop between Levels 1 and 2. Standard high traffic/ high use finishes within cab; equipment to be located in (sub) Level 1 machine room, accessed from lowest lobby level adjacent to pit.

## **15. Mechanical/ Plumbing/ Fire Protection Systems and Equipment (Phase 1)**

- 15.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

## **16. Electrical Power and Lighting (Phase 1)**

- 16.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

## Phase 2

### 1. General Scope of Work (Phase 2)

- 1.1 Phase 2 Work will consist of renovations and alterations to existing Level 2 spaces at the north wing of the building to accommodate an expanded Recreation Department, including a new entrance vestibule/ exterior enclosure with building signage to provide a separate, distinct public entry directly to the department.
- 1.2 Phase 2 work is anticipated to be performed in sequence such that any remaining existing occupied spaces (Food Pantry and/ or any other department functions not already relocated to the completed Phase 1 areas) can remain in use to the greatest extent possible. Allowances for any anticipated added General Conditions cost(s) related to sequencing have been considered in the cost estimate.
- 1.3 Building exterior and envelope work proposed to be performed under this Phase of work will include window replacement and masonry repairs only at areas of Phase 2 work/ within the Limit of Work area(s) defined.
- 1.4 Entrance Vestibule/ Enclosure. Work will also include enclosing approximately 120 SF of existing exterior semi-enclosed/ canopy space to satisfy vestibule requirements of the energy code, Minor façade alterations are proposed in this area to create a distinct department entrance, including new cladding, parapet extension and building signage as illustrated.
- 1.5 Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Work will include new toilets/ toilet facilities as illustrated, and new fire suppression, fire alarm, and HVAC and electrical power and distribution system(s) and equipment to service areas within the Limit of Work. Refer to Vlachos Associates report and recommendations for further detail.
- 1.6 Site work and site improvements will include removal of existing areas of asphalt pavement at the north side of the building, re-grading, seeding and selective plantings to create a single, contiguous multi-use lawn area for Recreation Department program. As an Alternate Scope of Work, certain areas of site work are proposed to be self-performed under this Phase – refer to details of the cost estimate.
- 1.7 Presence of hazardous materials has been determined within the Limit of Work Area(s). Hazardous materials removal, procedures and/ or abatement are considered in the cost estimate/ scope of anticipated work.

### 2. Demolition (Phase 2)

- 2.1 Remove furnishings, fixtures, equipment, files, storage or other items from the Limit of Work area(s) at locations directed by the Owner. (By Others)
- 2.2 Selective demolition within the Limit of Work area(s) required for new department needs, including: removal of glazed block and drywall partitions, gym platform (stage) and associated construction, doors, ceilings, wall and floor finishes.
- 2.3 Remove existing windows, glass block and ancillary construction at existing window openings within the Limit of Work Area(s) required for replacement windows.
- 2.4 Remove existing roof; roof curbs and facie as required at Gym (high roof) for replacement roof work
- 2.5 Refer to details of Hazardous Materials Report and Recommendations (FLI Environmental) for anticipated scope of work required for hazardous materials removal, procedures and/ or abatement.
- 2.6 Mechanical, Electrical, Plumbing or Fire Protection (MEP/FP) demolition is anticipated to include substantial removal of existing MEP/FP systems, equipment and devices within the Limit of Work Area including: distribution wiring, light fixtures, fire alarm devices, HVAC ductwork, unit ventilators

and terminals, and plumbing fixtures. Certain portions of existing systems/ infrastructure will remain in place to be adapted or re-used for new work/ systems, Refer also to MEP/FP Report and Recommendations prepared by Vlachos Associates, Inc.

### **3. Sitework (Phase 2)**

- 3.1 Site preparation/ removal of existing construction including existing pavement at north parking and loading areas.
- 3.2 Re-grading as required.
- 3.3 Modify existing drive-aisle at northeastern section to create turnaround; new asphalt pavement; patch to Limit of Work. Assume asphalt curbing.
- 3.4 Concrete walkways as illustrated; allow 5' wide.
- 3.5 Plantings at new disturbed/ selective areas adjacent to building areas or as illustrated; loam & seeding in other disturbed areas.
- 3.6 Site furnishings by Others/ Owner.

### **4. Concrete/ Masonry (Phase 2)**

- 4.1 Patch/ repair existing concrete steps/ landings as required.
- 4.2 Minor crack repair of existing pre-cast concrete/ stone masonry sills; allow for 10% of sill area/ sills within the Limit of Work Area(s).
- 4.3 Spot point/ patch of brick/ brick masonry only at areas immediately adjacent to repairs or infill work and only as required.

### **5. Metals (Phase 2)**

- 5.1 LGMF for vestibule parapet extension; assume 60 SF total area.
- 5.2 Sub-structural steel to include supports/ attachments for vestibule parapet extension; replacement steel railings and guardrails at exterior steps.

### **6. Wood/ plastics (Phase 2)**

- 6.1 Rough framing/ lumber to include support/ framing for rooftop mechanical equipment and miscellaneous concealed blocking/ supports.
- 6.2 Patch/ repair existing damaged exterior wood cladding using like materials or replacement composite/ PVC as or where appropriate (at Multi-Purpose Room); allow 100 SF total area cladding and trim.
- 6.2 Architectural millwork to include the following:
  - Public counter at Vestibule/ Entrance. Fixed  $\frac{3}{4}$ " wood veneer panels with hardwood edgeband mounted on metal or wood stud back-up; 1.25" thick solid surface or quartz countertops.
  - Kitchen cabinets. Standard grade laminated wood base and upper cabinets (allow 16 LF) with 1.25" thick solid surface or quartz top.
  - Desktop and supports (@ Registration):  $\frac{3}{4}$ " plastic laminated plywood with 1.5" hardwood edgeband supported with metal wall brackets and end cleats. Allow 6 LF.
  - Storage shelving. Shelving/ shelving systems for Storage room(s) to be furnished and installed by Owner.
  - Cubbies/ open shelving (at Changing Rooms).  $\frac{3}{4}$ " plastic laminated plywood with  $\frac{3}{4}$ " hardwood edgeband; 12" square cubbies to 6'-0" AFF as illustrated.



## 7. Thermal/Moisture Protection (Phase 2)

- 7.1 Wall Insulation: Provide closed cell spray foam; allow 2.0" thickness/ R-11.4 minimum on the inside face of all existing exterior walls; thickness to achieve R-20 at infill exterior walls, or at new construction locations.
- 7.2 Roof insulation (at Gym roof to be replaced) – see below under 'Roof'.
- 7.3 Allow for sound attenuation at all interior partitions at offices, multi-purpose room(s) and toilets.
- 7.4 Air/ moisture barrier: Provide and install air/moisture barrier (weather-resistive barrier) at all new exterior wall locations using any acceptable material in conformance with Code.
- 7.5 Sealants/ Caulking: Provide sealants and caulking of joints at dissimilar materials or elsewhere as required for the prevention of the passage of air, moisture and sound, and to eliminate cracks and crevices.
- 7.6 Patch existing roof as required for mechanical equipment installation/ curbs, new penetrations, at vestibule/ parapet extension and if, or as required, for skylight curbs/ skylight work. Refer also to MEP/FP Report and Recommendations.
- 7.7 Roof: Replacement roof at Gym to be fully-adhered EPDM, 50 year warranty over tapered rigid insulation of thicknesses to achieve minimum R-30.
- 7.8 Architectural aluminum/ metal edge roof fascia/ flashing at existing portico/ new vestibule enclosure and at Gym roof as required. Aluminum or metal; painted finish to match Phase 1 work.
- 7.9 Non-insulated architectural aluminum panel cladding system (at infill window openings at Gym). Concealed mounting on metal channel furring over infill back up wall construction as occurring. Include all metal trims, returns, flashings at openings and base, corner and head and jamb terminations. Assume 75% of existing window opening areas to be infilled.
- 7.10 Back-up wall construction (at infill window openings at Gym). Assume drained, back-ventilated or vented rain screen assembly; continuous rigid insulation per code over air/ moisture barrier / gypsum fiberglass sheathing on light or heavy gauge metal stud framing.

## 8. Windows and Doors (Phase 2)

- 8.1 Window System(s) – typical for all replacement units and punched openings: high-performance fixed windows/ window units; thermally-broken insulated anodized aluminum frames with 1" insulated glass; Low-E coating. Standard color. Allow for additional horizontal mullion pattern as illustrated. Allow for laminated safety glass at Gym windows.
- 8.2 Skylights. Replace existing roof skylights with new insulated aluminum sloped glazing. Triple insulated; high performance.
- 8.3 Entrance Doors: Insulated aluminum wide stile with, insulated laminated safety glass ; Low E coating on inside face of exterior lite; rated for high traffic and high abuse applications. Standard color.
- 8.4 Exterior Exit Doors: Insulated hollow metal in existing or new HM frame; 3" x 33" vision panel; insulated tempered or safety glazing.
- 8.5 Interior doors. Assume all doors to be 3'-0" x 7'-0"; pre-finished solid core wood; quarter sawn maple. Knock down hollow metal frames, except at sidelight frame locations as illustrated. Allow for 50% of doors to have full height tempered glazing. Provide (1-hr) fire rated doors at egress stair enclosures.
- 8.6 Interior vision lites/ sidelights/ glazed partitions. (At Director/ Assistant Offices as illustrated): non-insulated tempered or laminated safety glass; full height (7'-0"); anodized aluminum frames; standard color.

## 9. Finishes/ Finish Systems (Phase 2)

9.1 Interior Wall Assemblies: Metal stud framing with single layer 5/8" gypsum board with skimcoat plaster both sides for new interior partitions; extend studs to underside deck; gypsum board to 4" above finished ceiling as occurring. Extend fire rated partitions gypsum board enclosure full height to underside structure. Provide metal stud furred wall/ furring at all perimeter wall locations, at column enclosures or where otherwise required by new layout – single layer gypsum board with skimcoat plaster on metal stud framing.

9.2 Interior finishes/ finish systems are proposed as follows:

- **TYPE 1: Corridors**

- Luxury Vinyl Tile (LVT); 6" rubber base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Stain with clear finish custom hardwood panel wainscot to 4'-0" AFF
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

- **TYPE 2: (Not Used)**

- **TYPE 3: Offices/ Departments**

- Carpet tile (2'x2'); 4" vinyl carpet base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems, 30% coverage with Acoustic Tile Ceiling 2'x2' grid; value grade system

- **TYPE 4: Toilet Rooms/ Changing Rooms**

- Porcelain ceramic tile floors; 6" ceramic tile base
- Acoustic Tile Ceiling; 2'x2' grid; value grade system
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Porcelain ceramic tile wainscot to 4'-0" AFF
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

- **TYPE 5: Storage/ Utility Rooms**

- Sealed concrete floors
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems

- **TYPE 6: (Not Used)**

- **TYPE 7: (Multi-Purpose Room)**

- Luxury Vinyl Tile (LVT); 6" rubber base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

- **TYPE 8: (Entrance Vestibule)**

- Porcelain Ceramic Tile floor and base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

● **TYPE 9: (Gym)**

- Floating resilient (maple) wood flooring system with high performance polyurethane coating over existing concrete
- 6" rubber base
- New high-impact gypsum board w/ exposed areas/ where occurring; paint
- Existing plaster finish/ CMU walls to remain where occurring; paint
- Exposed/painted structure and building systems, allow 30% coverage with Acoustic panels

**10. Specialties (Phase 2)**

- 10.1 Window Treatments: All window treatments are to be Owner Furnished, owner Installed.
- 10.2 Room signage: Allow for code-required signs, and room signage at all rooms with braille, typical.
- 10.3 Building Signage. (At entrance vestibule): Surface-mounted non-illuminated aluminum channel letters ('RECREATION'). 2.5" thick, 18" High. Brushed satin finish.
- 10.4 Manually operated vinyl/ vinyl mesh gym divider curtain. Single curtain at mid-point gym. Allow 18' high.

**11. Appliances/ Equipment (Phase 2)**

- 11.1 All appliances and equipment are Owner Furnished, Owner Installed. The following existing to be re-used or new appliances/ equipment should be considered in the Owner's budget:
  - Gym equipment/ basketball backboard and/ or other installed sports equipment specialties
  - Kitchen appliances
  - Vending machines

**12. Furnishings:**

- 12.1 Furnishings are Owner Furnished, Owner Installed.

**13. Special Construction (Phase 2)**

- 13.1 (Not Applicable)

**14. Conveying Systems (Phase 2)**

- 14.1 (Not Applicable)

**15. Mechanical/ Plumbing/ Fire Protection Systems and Equipment (Phase 2)**

- 15.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

**16. Electrical Power and Lighting (Phase 2)**

- 16.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

## Phase 3

### 1. General Scope of Work (Phase 3)

- 1.1 Phase 3 Work will consist of renovations and alterations to existing Ground Level spaces to accommodate existing and/ or relocated Town Hall Departments/ department needs.
- 1.2 Phase 3 work is anticipated to be performed in sequence such that existing occupied spaces can remain in use to the greatest extent possible. This may require several 'phases' of work within Phase 3. Allowances for any anticipated added General Conditions cost(s) related to sequencing have been considered in the cost estimate.
- 1.3 Building exterior and envelope work proposed to be performed under this Phase of work will include window replacement and masonry repairs only at areas of Phase 3 work/ within the Limit of Work area(s) defined.
- 1.4 Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Work will include new toilets/ toilet facilities as illustrated, and new fire suppression, fire alarm, and HVAC and electrical power and distribution system(s) and equipment to service areas within the Limit of Work. Refer to Vlachos Associates report and recommendations for further detail.
- 1.5 Site work and site improvements will include re-surfacing and re-striping of existing parking areas as well as minor reconfiguration to create new parking area plantings. As an Alternate Scope of Work, certain existing paved surface areas are proposed to be removed and restored as a landscape buffer to the adjacent wetland/ property boundary to the east.
- 1.6 Presence of hazardous materials has been determined within the Limit of Work Area(s). Hazardous materials removal, procedures and/ or abatement are considered in the cost estimate/ scope of anticipated work.

### 2. Demolition (Phase 3)

- 2.1 Remove furnishings, fixtures, equipment, files, storage or other items from the Limit of Work area(s) at locations directed by the Owner. (By Others)
- 2.2 Selective demolition within the Limit of Work area(s) required for new department layout as illustrated, including: removal of glazed block or drywall partitions, doors, ceilings, wall and floor finishes.
- 2.3 Remove existing windows, glass block and ancillary construction at existing window openings within the Limit of Work Area(s) required for replacement windows.
- 2.4 Refer to details of Hazardous Materials Report and Recommendations (FLI Environmental) for anticipated scope of work required for hazardous materials removal, procedures and/ or abatement.
- 2.5 Mechanical, Electrical, Plumbing or Fire Protection (MEP/FP) demolition is anticipated to include substantial removal of existing MEP/FP systems, equipment and devices within the Limit of Work Area including: distribution wiring, light fixtures, fire alarm devices, HVAC ductwork, unit ventilators and terminals, and plumbing fixtures. Certain portions of existing systems/ infrastructure will remain in place to be adapted or re-used for new work/ systems, Refer also to MEP/FP Report and Recommendations prepared by Vlachos Associates, Inc.

### 3. Sitework (Phase 3)

- 3.1 Site preparation/ removal of existing construction including existing pavement at east parking where new plantings are proposed.

- 3.2 New asphalt pavement over existing paved areas; patch to Limit of Work. Assume asphalt curbing.
- 3.3 Plantings at new areas adjacent to building areas or as illustrated; loam & seeding in other disturbed areas.
- 3.4 Alternate Scope of Work (Restore Portion of East Parking Area as Landscaped Area): Remove portion of existing paved areas at east parking area; re-grade as required. Plantings, loam and seed to restore as landscaped buffer/ landscaped area.

#### **4. Concrete/ Masonry (Phase 3)**

- 4.1 Minor crack repair of existing pre-cast concrete/ stone masonry sills; allow for 10% of sill area/ sills within the Limit of Work Area(s).
- 4.2 Spot point/ patch of brick/ brick masonry only at areas immediately adjacent to repairs or infill work and only as required.
- 4.3 Infill existing openings where unit ventilators are to be removed using like materials (brick veneer) to match existing. 'Tooth-in' new masonry to existing.

#### **5. Metals (Phase 3)**

(Not Used)

#### **6. Wood/ plastics (Phase 3)**

- 6.1 Rough framing/ lumber to include concealed blocking/ supports.
- 6.2 Architectural millwork to include the following:
  - Public counter at Water Department. Fixed  $\frac{3}{4}$ " wood veneer panels with hardwood edgeband mounted on metal or wood stud back-up; 1.25" thick solid surface or quartz countertops.
  - Kitchen cabinets (Employee Break Groom). Standard grade laminated wood base and upper cabinets (allow 14 LF) with 1.25" thick solid surface or quartz top.
  - Storage shelving. Shelving/ shelving systems for Storage room(s) and Food Pantry to be furnished and installed by Owner.

#### **7. Thermal/Moisture Protection (Phase 3)**

- 7.1 Wall Insulation: Provide closed cell spray foam; allow 2.0" thickness/ R-11.4 minimum on the inside face of all existing exterior walls; thickness to achieve R-20 at infill exterior walls, or at new construction locations.
- 7.2 Allow for sound attenuation at all interior partitions at offices, multi-purpose room(s) and toilets.
- 7.3 Air/ moisture barrier: Provide and install air/moisture barrier (weather-resistive barrier) at all new/ infill exterior wall locations using any acceptable material in conformance with Code.
- 7.4 Sealants/ Caulking: Provide sealants and caulking of joints at dissimilar materials or elsewhere as required for the prevention of the passage of air, moisture and sound, and to eliminate cracks and crevices.
- 7.5 Patch existing roof as required for mechanical equipment installation/ curbs, new penetrations, and if, or as required. Refer also to MEP/FP Report and Recommendations.
- 7.6 Roof: Patch existing roof is or as required for installation of new mechanical equipment. Refer also to Vlachos Associates, Inc. Report and Recommendations.

## 8. Windows and Doors (Phase 3)

- 8.7 Window System(s) – typical for all replacement units and punched openings: high-performance fixed windows/ window units; thermally-broken insulated anodized aluminum frames with 1” insulated glass; Low-E coating. Standard color. Allow for additional horizontal mullion pattern as illustrated. Allow for laminated safety glass at Gym windows.
- 8.8 Exterior Exit Doors: Insulated hollow metal in existing or new HM frame; 3” x 33” vision panel; insulated tempered or safety glazing.
- 8.9 Interior doors. Assume all doors to be 3’-0” x 7’-0”; pre-finished solid core wood; quarter sawn maple. Knock down hollow metal frames, except at sidelight frame locations as illustrated. Allow for 50% of doors to have full height tempered glazing. Provide (1-hr) fire rated doors at egress stair enclosures.
- 8.10 Interior vision lites/ sidelights/ glazed partitions. (At Highway, Tree & Grounds, Board of Health; Facilities as illustrated): non-insulated tempered or laminated safety glass; full height (7’-0”); anodized aluminum frames; standard color.

## 9. Finishes/ Finish Systems (Phase 3)

- 9.1 Interior Wall Assemblies: Metal stud framing with single layer 5/8” gypsum board with skimcoat plaster both sides for new interior partitions; extend studs to underside deck; gypsum board to 4” above finished ceiling as occurring. Extend fire rated partitions gypsum board enclosure full height to underside structure. Provide metal stud furred wall/ furring at all perimeter wall locations, at column enclosures or where otherwise required by new layout – single layer gypsum board with skimcoat plaster on metal stud framing.
- 9.2 Interior finishes/ finish systems are proposed as follows:
  - **TYPE 1: Corridors**
    - Luxury Vinyl Tile (LVT); 6” rubber base
    - New gypsum board with skimcoat plaster walls where occurring; paint
    - Existing plaster finish/ walls to remain where occurring; paint
    - Stain with clear finish custom hardwood panel wainscot to 4’-0” AFF
    - Acoustic Tile Ceiling; 2’x2’ grid; value grade system
  - **TYPE 2: Stairs**
    - Existing Vinyl Composition Tile, 12”x12” (VCT); 6” rubber base to remain; patch with like materials as required (allow 20%)
    - Existing plaster finish/ walls to remain; patch with like materials; paint
    - Existing gypsum board/ plaster ceiling to remain; patch with like materials; paint
  - **TYPE 3: Offices/ Departments**
    - Carpet tile (2’x2’); 4” vinyl carpet base
    - New gypsum board with skimcoat plaster walls where occurring; paint
    - Existing plaster finish/ walls to remain where occurring; paint
    - Exposed/painted structure and building systems, 30% coverage with Acoustic Tile Ceiling 2’x2’ grid; value grade system

● **TYPE 4: Toilet Rooms**

- Porcelain ceramic tile floors; 6" ceramic tile base
- Acoustic Tile Ceiling; 2'x2' grid; value grade system
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Porcelain ceramic tile wainscot to 4'-0" AFF
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

● **TYPE 5: Storage/ Utility Rooms**

- Sealed concrete floors
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems

**10. Specialties (Phase 3)**

10.1 Window Treatments: All window treatments are to be Owner Furnished, owner Installed.

10.2 Room signage: Allow for code-required signs, and room signage at all rooms with braille, typical.

**11. Appliances/ Equipment (Phase 3)**

11.1 All appliances and equipment are Owner Furnished, Owner Installed. The following existing to be re-used or new appliances/ equipment should be considered in the Owner's budget:

- Employee Break Room appliances
- Vending machines

**12. Furnishing (Phase 3)**

12.1 Furnishings are Owner Furnished, Owner Installed.

**13. Special Construction (Phase 3)**

13.1 (Not Applicable)

**14. Conveying Systems (Phase 3)**

14.1 (Not Applicable)

**15. Mechanical/ Plumbing/ Fire Protection Systems and Equipment (Phase 3)**

15.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

**16. Electrical Power and Lighting (Phase 3)**

16.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

## Phase 4

### 1. General Scope of Work (Phase 4)

- 1.1 Phase 4 Work will consist of renovations and alterations to existing Level 2 spaces to accommodate existing and/ or relocated Town Hall Departments/ department needs.
- 1.2 Phase 4 work is anticipated to be performed in sequence such that existing occupied spaces can remain in use to the greatest extent possible. This may require several 'phases' of work within Phase 4. Allowances for any anticipated added General Conditions cost(s) related to sequencing have been considered in the cost estimate.
- 1.3 Building exterior and envelope work proposed to be performed under this Phase of work will include window replacement and masonry repairs only at areas of Phase 4 work/ within the Limit of Work area(s) defined.
- 1.4 Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Work will include new fire suppression, fire alarm, and HVAC and electrical power and distribution system(s) and equipment to service areas within the Limit of Work. Refer to Vlachos Associates report and recommendations for further detail.
- 1.5 No Site work or site improvements are anticipated in this Phase of work, other than restoration of any disturbed areas required for construction staging/ operations.
- 1.6 Presence of hazardous materials has been determined within the Limit of Work Area(s). Hazardous materials removal, procedures and/ or abatement are considered in the cost estimate/ scope of anticipated work.

### 2. Demolition (Phase 4)

- 2.1 Remove furnishings, fixtures, equipment, files, storage or other items from the Limit of Work area(s) at locations directed by the Owner. (By Others)
- 2.2 Selective demolition within the Limit of Work area(s) required for new department layout as illustrated, including: removal of glazed block or drywall partitions, doors, ceilings, wall and floor finishes.
- 2.3 Remove existing windows, glass block and ancillary construction at existing window openings within the Limit of Work Area(s) required for replacement windows.
- 2.4 Refer to details of Hazardous Materials Report and Recommendations (FLI Environmental) for anticipated scope of work required for hazardous materials removal, procedures and/ or abatement.
- 2.5 Mechanical, Electrical, Plumbing or Fire Protection (MEP/FP) demolition is anticipated to include selective removal of existing MEP/FP systems, equipment and devices within the Limit of Work Area including: distribution wiring, light fixtures, fire alarm devices, HVAC ductwork, unit ventilators and terminals, and plumbing fixtures. Certain portions of existing systems/ infrastructure will remain in place to be adapted or re-used for new work/ systems, Refer also to MEP/FP Report and Recommendations prepared by Vlachos Associates, Inc.

### 3. Sitework (Phase 4)

(Not Applicable)



#### **4. Concrete/ Masonry (Phase 4)**

- 4.1 Minor crack repair of existing pre-cast concrete/ stone masonry sills; allow for 10% of sill area/ sills within the Limit of Work Area(s).
- 4.2 Spot point/ patch of brick/ brick masonry only at areas immediately adjacent to repairs or infill work and only as required.
- 4.3 Infill existing openings where unit ventilators are to be removed using like materials (brick veneer) to match existing. 'Tooth-in' new masonry to existing.

#### **5. Metals (Phase 3)**

(Not Used)

#### **6. Wood/ plastics (Phase 3)**

- 6.1 Rough framing/ lumber to include concealed blocking/ supports.
- 6.2 Architectural millwork to include the following:
  - Public counter at Building Department; Assessors Department and / or as illustrated. Fixed ¾" wood veneer panels with hardwood edgeband mounted on metal or wood stud back-up; 1.25" thick solid surface or quartz countertops.
  - Storage shelving. Shelving/ shelving systems for Storage room(s) and Food Pantry to be furnished and installed by Owner.

#### **7. Thermal/Moisture Protection (Phase 3)**

- 7.1 Wall Insulation: Provide closed cell spray foam; allow 2.0" thickness/ R-11.4 minimum on the inside face of all existing exterior walls; thickness to achieve R-20 at infill exterior walls, or at new construction locations.
- 7.2 Allow for sound attenuation at all interior partitions at offices, multi-purpose room(s) and toilets.
- 7.3 Air/ moisture barrier: Provide and install air/moisture barrier (weather-resistive barrier) at all new/ infill exterior wall locations using any acceptable material in conformance with Code.
- 7.4 Sealants/ Caulking: Provide sealants and caulking of joints at dissimilar materials or elsewhere as required for the prevention of the passage of air, moisture and sound, and to eliminate cracks and crevices.
- 7.5 Patch existing roof as required for mechanical equipment installation/ curbs, new penetrations, and if, or as required. Refer also to MEP/FP Report and Recommendations.
- 7.6 Roof: Patch existing roof is or as required for installation of new mechanical equipment. Refer also to Vlachos Associates, Inc. Report and Recommendations.

#### **8. Windows and Doors (Phase 3)**

- 8.11 Window System(s) – typical for all replacement units and punched openings: high-performance fixed windows/ window units; thermally-broken insulated anodized aluminum frames with 1" insulated glass; Low-E coating. Standard color. Allow for additional horizontal mullion pattern as illustrated. Allow for laminated safety glass at Gym windows.
- 8.12 Exterior Exit Doors: (Not Used)

- 8.13 Interior doors. Assume all doors to be 3'-0" x 7'-0"; pre-finished solid core wood; quarter sawn maple. Knock down hollow metal frames, except at sidelight frame locations as illustrated. Allow for 50% of doors to have full height tempered glazing. Provide (1-hr) fire rated doors at egress stair enclosures.
- 8.14 Interior vision lites/ sidelights/ glazed partitions. (At Departments as illustrated): non-insulated tempered or laminated safety glass; full height (7'-0"); anodized aluminum frames; standard color.

## 9. Finishes/ Finish Systems (Phase 3)

- 9.1 Interior Wall Assemblies: Metal stud framing with single layer 5/8" gypsum board with skimcoat plaster both sides for new interior partitions; extend studs to underside deck; gypsum board to 4" above finished ceiling as occurring. Extend fire rated partitions gypsum board enclosure full height to underside structure. Provide metal stud furred wall/ furring at all perimeter wall locations, at column enclosures or where otherwise required by new layout – single layer gypsum board with skimcoat plaster on metal stud framing.
- 9.2 Interior finishes/ finish systems are proposed as follows:

### ● TYPE 1: Corridors

- Luxury Vinyl Tile (LVT); 6" rubber base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Stain with clear finish custom hardwood panel wainscot to 4'-0" AFF
- Acoustic Tile Ceiling; 2'x2' grid; value grade system

### ● TYPE 2: Stairs

- Existing Vinyl Composition Tile, 12"x12" (VCT); 6" rubber base to remain; patch with like materials as required (allow 20%)
- Existing plaster finish/ walls to remain; patch with like materials; paint
- Existing gypsum board/ plaster ceiling to remain; patch with like materials; paint

### ● TYPE 3: Offices/ Departments

- Carpet tile (2'x2'); 4" vinyl carpet base
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems, 30% coverage with Acoustic Tile Ceiling 2'x2' grid; value grade system

### ● TYPE 4: Toilet Rooms (Not Used)

### ● TYPE 5: Storage/ Utility Rooms

- Sealed concrete floors
- New gypsum board with skimcoat plaster walls where occurring; paint
- Existing plaster finish/ walls to remain where occurring; paint
- Exposed/painted structure and building systems

## 10. Specialties (Phase 3)

- 10.1 Window Treatments: All window treatments are to be Owner Furnished, owner Installed.
- 10.2 Room signage: Allow for code-required signs, and room signage at all rooms with braille, typical.

**11. Appliances/ Equipment (Phase 3)**

11.1 (Not Applicable)

**12. Furnishing (Phase 3)**

12.1 Furnishings are Owner Furnished, Owner Installed.

**13. Special Construction (Phase 3)**

13.1 (Not Applicable)

**14. Conveying Systems (Phase 3)**

14.1 (Not Applicable)

**15. Mechanical/ Plumbing/ Fire Protection Systems and Equipment (Phase 3)**

15.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

**16. Electrical Power and Lighting (Phase 3)**

16.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work