

KCCD Building and Tenant Improvements Project

ADDENDUM NO. 2
Issued: January 18, 2021

To All Contract Document Holders:

You are hereby notified of the following changes, deletions, additions, corrections and clarifications to the plans, specifications and other documents comprising the Contract Documents for the Kittitas County Conservation District’s KCCD Building Improvements Project issued for bid January 4, 2021.

Contents	
A. Summary of questions and clarifications	2
B. Bid Document Changes	3
C. Plan Sheet Modifications.....	21

A. Summary of questions and clarifications

- 1) Is the insurance requirement \$1 million or \$3 million?
 - a. The insurance requirements are \$1 million. The \$3 million noted was an error.
- 2) Is SECTION 1 General Requirements 1.02 WOOD PRODUCTS (B) necessary?
 - a. No, that item has been deleted.
- 3) Are doors and door hardware to be included?
 - a. Only one door will need to be provided by the contractor, as there are enough existing doors (and hardware) available to supply the remainder necessary. Per the Technical Specifications, door closers must be installed on the entry doors for the FSA, NRCS and USDA storage offices in Suites 5 and 6 as well as the ADP room. A total of four (4) automatic door closers are necessary. Cipher locks are required for those doors as well. The cipher locks will be provided by KCCD, the contractor is required to install the locks. Page 1 of the plans (existing conditions) now includes identification of the available doors and indications of whether they are solid core or full glass panel.
- 4) Are there additional electrical requirements?
 - a. Yes, see the Technical Specifications, Section 3.01 USDA SUITE & ROOM REQUIREMENTS and Section 3.02 USDA/OCIO/ITS REQUIREMENTS for electrical requirements as well as Page 2 of the Plans for indications of the outlet numbers and locations for Suites 5 and 6. In Suite 1, in-floor outlets/data ports are required in the Conference room.
- 5) Are ceiling tile system modifications necessary?
 - a. Yes, the drop ceiling tile system will need to be modified to accommodate the remodel work.
- 6) Are additional light fixtures needed?
 - a. Yes, one (1) additional fixture is needed in the USDA storage room (Suite 5) and two (2) additional fixtures are needed in the Suite 6. Existing fixtures should be relocated as indicated on the plan sheet.
- 7) Are there HVAC system modifications required for this project?
 - a. The ADP (Server) Room has temperature and humidity requirements that must be met and so it needs a dedicated system. Otherwise the only HVAC system requirements are relocation of the intakes and vents as needed for the new workspace configurations. Separate controls (thermostats) are necessary for the Suites 1 (one for the conference room and one for the back offices), Suite 5 (one for USDA Storage and one for NRCS suite), and Suite 6 (one for FSA office and one for NRCS office).
- 8) How would construction occur since the building is occupied?
 - a. The construction could be sequenced so that the Suite 1 work (conference room and two office spaces) is completed first and then the staff currently occupying Suites 5 and 6 could be temporarily re-located to the new conference room while work in those suites occurs. KCCD is open to other suggestions for sequencing work so that is efficient for the contractor as well. Note that the contractor is to assist with moving the
- 9) What is the schedule for construction?

- a. Bids are due January 22. Construction is expected to begin February 1, contingent on USDA providing KCCD with a notice to proceed the week of January 25th. At this time, there is a high confidence that will occur. Once USDA provides the notice to proceed, KCCD has 90 days to complete all aspects of the lease requirement modifications to the building.
- 10) The specifications for the carpet do not include style or pattern. What is expected?
 - a. Carpet should be of similar style and pattern as the existing carpet in the building.
- 11) There are no measurements for tile in the entryways of Suite 1 and Suites 5 & 6.
 - a. The entry way for Suite 1 is approximately 4'x 8'. This square footage is included in Bid item 9.
 - b. The entry way for Suites 5 and 6 is approximately 5' x 8.75'. This square footage is included in Bid item 14.
- 12) The ADP room flooring is not specified.
 - a. Flooring in the ADP room must not be carpet and must be "resilient". Commercial grade vinyl or laminate flooring is acceptable.
- 13) Can construction occur during regular hours?
 - a. Yes, construction can occur during business hours as well as weekends.

B. Bid Document Changes

- 1) **Bidding and General Project Description** – Section 9. Insurance is amended to state \$1 million insurance requirements. Section 13 Commencement, Prosecution and Completion of work is modified to extend the completion date by two weeks. Underlined text has been added. Strikethrough text is deleted.
- 2) **Technical Specifications** – The Technical Specifications are attached with revisions based on questions and clarifications that have emerged since the bid advertisement. Note the specifications for the drinking fountain as well. Underlined text has been added. Strikethrough text is deleted.
- 3) **Plans** – Plan sheets for existing conditions and the modifications have been amended to include additional information about existing doors and new door placements as well as indicating the correct number of light fixtures in Suite 1. Also note that the door to NRCS private office should swing in, not out as previously drawn.

BIDDING & GENERAL PROJECT DESCRIPTION

CONTRACT CLAUSES

9. INSURANCE – WORK ON A DISTRICT PROJECT

- A. Commercial General Liability (CGL) Insurance written under ISO Form CG0001 or its equivalent, with minimum limits of \$1,000,000 per occurrence and in the aggregate for each 1-year policy period. This coverage may be any combination of primary, umbrella, or excess liability coverage affording total liability limits of not less than ~~\$3,000,000~~ \$1,000,000 per occurrence and in the aggregate. Products and completed operations coverage shall be provided for a period of 3 years following Substantial Completion of the Work.

13. COMMENCEMENT, PROSECUTION, AND COMPLETION OF WORK

- A. The Contractor shall be required to (a) commence on the ground work under this contract on or about February 1, 2021, (b) prosecute the work diligently with particular adherence to negotiated schedule for office space sequencing requirements, and (c) complete the entire work ready for use by 6 PM (local time) March 26, 2021 ~~12, 2021~~. The time stated for final completion shall include final cleanup of the premises.

Technical Information

The requested modifications must at a minimum meet City of Ellensburg building code. The modifications should match existing design of the current office space unless otherwise noted below. The following information only applies to areas of the building proposed for modifications at this time.

SECTION 1 General Requirements

1.01 EXISTING FIT-OUT, SALVAGED, OR REUSED BUILDING MATERIAL

Items and materials existing in the Premises, or to be removed from the Premises during the demolition phase, are eligible for reuse in the construction phase of the project. The reuse of items and materials is preferable to recycling them; however, items considered for reuse shall be in re-furnished condition and shall meet the quality standards set forth by in this document. In the absence of definitive quality standards, the contractor is responsible to confirm that the quality of the item(s) in question shall meet or exceed accepted industry or trade standards for first quality commercial grade applications.

1.02 WOOD PRODUCTS

- A. Particle board, strawboard, and plywood materials used shall be free of formaldehyde or sufficiently aged prior to use such that indoor air levels in the finished leased space shall not exceed 0.016 parts per million (ppm) of formaldehyde.
- ~~B. All materials comprised of combustible substances, such as wood plywood and wood boards, shall be treated with fire retardant chemicals by a pressure impregnation process or other methods that treats the materials throughout as opposed to surface treatment.~~

1.03 DEMOLITION

The contractor shall remove existing abandoned electric, telephone, and data cabling and devices, as well as any other improvements or fixtures in place to accommodate the District's requirements.

1.04 CEILINGS

Contractor is responsible for all costs in regard to the disassembly, storage during construction, and subsequent re-assembly of any of the ceiling components which may be required to complete the improvements. The Contractor shall also bear the risk for any damage to the ceiling or any components thereof during the construction of the TIs.

1.05 FLOOR COVERING AND PERIMETERS

- A. Exposed interior floors in primary entrances and lobbies shall be marble, granite, or terrazzo. Exposed interior floors in secondary entrances, and primary interior corridors shall be high-grade carpet, marble, granite, or terrazzo. Resilient flooring shall be used in telecommunications rooms. Floor perimeters at partitions shall have wood, rubber, vinyl, marble, or carpet base.

- B. Any alternate flooring must be pre-approved by the Contracting Officer.

1.06 DRINKING FOUNTAINS

The Contractor shall provide a drinking fountain with chilled potable water. The fountain shall comply with Section F211 of the Architectural Barriers Act Accessibility Standard. The drinking fountain should include a bottle filler and be an Elkay EZH2O Bottle Filling Station with Single ADA Cooler (Model LZS8WSLK) or approved equivalent.

1.07 HEATING, VENTILATION, AND AIR CONDITIONING

- A. Central HVAC systems shall be installed and operational, including, as appropriate, main and branch lines, VAV boxes, dampers, flex ducts, and diffusers, for an open office layout, including all common areas.
- B. Areas having excessive heat gain or heat loss, or affected by solar radiation at different times of the day, shall be independently controlled.
- C. Equipment Performance. Temperature control for office Spaces shall be provided by concealed central heating and air conditioning equipment. The equipment shall maintain Space temperature control over a range of internal load fluctuations of plus 0.5 W/SF to minus 1.5 W/SF from initial design requirements of the tenant.
- D. Ductwork Re-use and Cleaning. Any ductwork to be reused and/or to remain in place shall be cleaned, tested, and demonstrated to be clean in accordance with the standards set forth by NADCA. The cleaning, testing, and demonstration shall occur immediately prior to occupancy to avoid contamination from construction dust and other airborne particulates.
- E. During working hours in periods of heating and cooling, ventilation shall be provided in accordance with the latest edition of the American National Standards Institute, American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/ASHRAE) Standard 62.1, Ventilation for Acceptable Indoor Air Quality.

1.08 TELECOMMUNICATIONS: DISTRIBUTION AND EQUIPMENT

- A. Sufficient space shall be provided for the purposes of terminating telecommunications service into the Building. Space shall have door(s) fitted with an automatic door-closer and deadlocking latch bolt with a minimum throw of 1/2 inch. The telephone closets shall include a telephone backboard.
- B. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable Telecommunications Industry Association (TIA) and Electronic Industries Alliance (EIA) standards. These standards include the following:
 - 1. TIA/EIA-568, Commercial Building Telecommunications Cabling Standard,
 - 2. TIA/EIA 569, Commercial Building Standard for Telecommunications Pathways and Spaces,
 - 3. TIA/EIA-570, Residential and Light Commercial Telecommunications Wiring Standard, and
 - 4. TIA/EIA-607, Commercial Building Grounding and Bonding Requirements for Telecommunications Standard.

- C. Telecommunications switch rooms, wire closets, and related spaces shall meet applicable NFPA standards. Bonding and grounding shall be in accordance with NFPA Standard 70, National Electrical Code, and other applicable NFPA standards and/or local code requirements.

1.09 LIGHTING: INTERIOR

- A. INTERIOR FIXTURES: High efficiency T-8, T-5, or LED light fixtures (and associated ballasts or drivers) shall be installed as either ceiling grid or pendant mounted for an open-office plan. Ceiling grid fixtures shall be either 2' wide by 4' long or 2' wide by 2' long.
- B. OCCUPANCY/VACANCY SENSORS: The Contractor shall provide ceiling mount occupancy sensors, or vacancy sensors (preferred), or scheduling controls through the building automation system (BAS) throughout the Space in order to reduce the hours that the lights are on when a particular space is unoccupied. No more than 1,000 square feet shall be controlled by any one sensor. Occupancy sensors in enclosed rooms shall continue to operate after the BAS has shutdown the building at the end of the workday.

1.10 INDOOR AIR QUALITY DURING CONSTRUCTION

- A. The Contractor shall provide to the District safety data sheets (SDS) or other appropriate documents upon request, but prior to installation or use for the following products, including but not limited to, adhesives, caulking, sealants, insulating materials, fireproofing or fire stopping materials, paints, carpets, floor and wall patching or leveling materials, lubricants, clear finishes for wood surfaces, janitorial cleaning products, and pest control products.
- B. Where demolition or construction work occurs adjacent to occupied Space, the Contractor shall erect appropriate barriers (noise, dust, odor, etc.) and take necessary steps to minimize interference with the occupants.
- C. HVAC during Construction: If air handlers are used during construction, the Contractor shall provide filtration media with a MERV of 8 at each return air grill, as determined by the latest edition of ASHRAE Standard 52.2, Method of Testing General Ventilation Air Cleaning Devices for Removal Efficiency by Particle Size.

A. Flush-Out Procedure:

1. HVAC flush-out shall commence after construction ends and the Building has been completely cleaned. All interior finishes, such as millwork, doors, paint, carpet, acoustic tiles, and movable furnishings (e.g., workstations, partitions), must be installed, and major VOC punch list items must be finished.
2. Prior to occupancy, Contractor shall install new filtration media and perform a building flush-out by supplying a total air volume of 14,000 cubic feet of outdoor air per square foot of gross floor area while maintaining an internal temperature of at least 60°F (15°C) and no higher than 80°F (27°C) and relative humidity no higher than 60%.
3. If the Contracting Officer determines that occupancy is required before flush-out can be completed, the Space may be occupied only after delivery of a minimum of 3,500 cubic feet of outdoor air per square foot of gross floor area while maintaining an internal temperature of at least 60°F (15°C) and no higher than 80°F (27°C) and relative humidity no higher than 60%. Once the Space is occupied, it must be ventilated at a minimum rate of 0.30 cubic foot per minute (cfm) per square foot of outdoor air or greater. During each day of the flush-out period, ventilation must begin at least three hours before occupancy and continue during occupancy. These conditions must be maintained until a total of

14,000 cubic feet per square foot of outdoor air (4270 liters of outdoor air per square meter) has been delivered to the space.

SECTION 2 TENANT IMPROVEMENT COMPONENTS

2.01 TENANT IMPROVEMENT COMPONENTS

The requirements under these paragraphs shall pertain to tenant improvements (TI):

- DOORS: INTERIOR
- DOORS: HARDWARE
- PARTITIONS; SUBDIVIDING
- HEATING AND AIR CONDITIONING
- ELECTRICAL: DISTRIBUTION
- LIGHTING: INTERIOR

2.02 DOORS: SUITE ENTRY

Suite entry doors shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 84" high (per leaf). Doors shall meet the requirements of being a flush, solid core, 1-3/4-inch thick, wood door with a natural wood veneer face or an equivalent pre-approved by the Contracting Officer. Hollow core wood doors are not acceptable. They shall be operable by a single effort; and shall meet the requirement of NFPA 101, Life Safety Code or the International Building Code (current as of the Contract Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a low VOC semi-gloss oil-based paint finish that does not result in indoor air quality levels above 0.016 parts per million (ppm) of formaldehyde.

2.03 DOORS: INTERIOR

Doors within the Space shall be provided as part of the TIs and shall have a minimum clear opening of 32" wide x 80" high. Doors shall be flush, solid core, wood with a natural wood veneer face or an equivalent door pre-approved by the Contracting Officer. Hollow core wood doors are not acceptable. They shall be operable with a single effort, and shall meet the requirements of NFPA 101, Life Safety Code or the International Building Code (current as of the Lease Award Date). Doors shall be installed in a metal frame assembly which is primed and finished with a low VOC semi-gloss oil-based paint and which does not result in indoor air quality levels above 0.016 parts per million (ppm) of formaldehyde.

2.04 DOORS: HARDWARE

Doors shall have door handles or door pulls with heavyweight hinges. The Contractor is encouraged to avoid the use of chrome-plated hardware. All doors shall have corresponding doorstops (wall- or floor-mounted) and silencers. All door entrances leading into the Space from public corridors and exterior doors shall have automatic door closers. Doors designated by the Government shall be equipped with cipher locks. This includes the Storage Room, FSA Office, NRCS Office and the ADP room in Suites 5 and 6. The cipher locks must be Trilogy T2DL2700, DL2700WP and will be provided by the District. ~~5-pin, tumbler cylinder locks and strike plates. All locks shall be master keyed. Furnish at least two master keys for each lock to the District.~~

2.05 DOORS: IDENTIFICATION

Door identification shall be installed in approved locations adjacent to office entrances as part of the TIs. The form of door identification shall be approved by the Contracting Officer.

2.06 PARTITIONS: SUBDIVIDING

- A. Office subdividing partitions shall comply with applicable building codes and local requirements and ordinances and shall be provided as part of the TIs. Partitioning shall extend from the finished floor to the finished ceiling and shall be designed to provide a minimum sound transmission class (STC) of 37. Partitioning shall be installed by the Contractor at locations to be determined by the District in attached plans. They shall have a flame spread rating of 25 or less and a smoke development rating of 450 or less (ASTM E-84).
- B. HVAC shall be rebalanced and lighting repositioned, as appropriate, after installation of partitions.
- C. If installed in accordance with the "Automatic Fire Sprinkler System" and "Fire Alarm System" paragraphs, sprinklers and fire alarm notification appliances shall be repositioned as appropriate after installation of partitions to maintain the level of fire protection and life safety.
- D. Partitioning requirements may be satisfied with existing partitions if they meet standards and layout requirements.

2.07 PAINTING

- A. Prior to acceptance, all surfaces within the Space which are designated for painting shall be newly finished in colors and type of paint acceptable to the District.

2.08 FLOOR COVERINGS AND PERIMETERS

- A. Broadloom carpet or carpet tiles shall meet the requirements set forth in the specifications below. Floor perimeters at partitions shall have wood, rubber, vinyl, or carpet base. Floor covering shall be installed in accordance with manufacturing instructions to lay smoothly and evenly.
- B. Specifications for Carpet to be Newly Installed or Replaced
 - 1. Face fiber content: Face yarn must be 100 percent nylon fiber. Loop Pile shall be 100 percent Bulk Continuous Filament (BCF); cut and loop shall be 100 percent BCF for the loop portion and may be BCF or staple for the cut portion; cut pile carpet shall be staple or BCF.
 - 2. Performance requirements for broadloom and modular tile:
 - a. Static: Less than or equal to 3.5 kV when tested by AATCC Test Method 134 (Step Test Option).
 - b. Flammability: Meets CPSC-FF-1-70, DOC-FF-1-70 Methenamine Tablet Test criteria.
 - c. Flooring Radiant Panel Test: Meets NFPA 253 Class I or II depending upon

occupancy and fire code when tested under ASTM E-648 for glue down installation.

- d. Smoke Density: NBS Smoke Chamber - Less than 450 Flaming Mode when tested under ASTM E-662.

NOTE: Testing must be performed in a NVLAP accredited laboratory.

3. Texture Appearance Retention Rating (TARR). Carpet must meet TARR rating of at least 3.0 TARR for moderate traffic areas such as private offices, and heavy traffic areas such as training space, conference rooms, courtrooms, etc., and at least 3.5 TARR for severe traffic areas, including open office space, cafeteria, corridors and lobbies. The carpet must be evaluated using ASTM D-5252 Hexapod Drum Test as per the commercial carpet test procedure and the TARR classification determined using ASTM D-7330.
4. Carpet reclamation. Reclamation of existing carpet to be determined with potential vendor. When carpet is replaced, submit certification documentation from the reclamation facility to the Contracting Officer.
5. Warranty. Submit a copy of the manufacturer's standard warranty to the Contracting Officer within the first 60 days of occupancy. The District is to be a beneficiary of the terms of this warranty.

2.09 HEATING AND AIR CONDITIONING

- A. Zone Control. Provide individual thermostat control for office Space with control areas not to exceed 1,500 ABOA SF. Interior spaces must be separately zoned.

2.10 ELECTRICAL: DISTRIBUTION

- A. All electrical, telephone, and data outlets within the Space shall be installed in accordance with the DIDs, if applicable. All electrical outlets shall be installed in accordance with NFPA Standard 70.
- B. All outlets within the Space shall be marked and coded for ease of wire tracing; outlets shall be circuited separately from lighting. All floor outlets shall be flush with the plane of the finished floor. Outlet cover colors shall be coordinated with partition finish selections.
- C. The Contractor shall in all cases safely conceal outlets and associated wiring (for electricity, voice, and data) to the workstation(s) in partitions, ceiling plenums, in recessed floor ducts, under raised flooring, or by use of a method acceptable to the District.

Section 3 USDA Service Center Ellensburg, Kittitas County, Washington
FSA and NRCS Agency Specific Requirements

The Agency Specific Requirements (ASR's) do not reduce the minimum requirements. These ASR's provide specific agency requirements, which may be complementary, more specific, or more stringent than those of the minimum requirements. In case of conflicting information with the agency specific requirements, contact the Contracting Officer for clarification.

3.01 USDA SUITE & ROOM REQUIREMENTS:

When multiple suites for multiple agencies are in the same building each suite shall be lockable but allowing each agency to have access to the shared storage areas, restrooms, and the IT room.

- A. **GENERAL OFFICE AREA:** Throughout the space provide manual lighting control. Provide Modular Carpet, Agency color approved wall paint, 4-inch rubber base cove on carpeted areas and tiled areas. Provide acoustical sound deadening ceiling tile throughout.
- B. **PRIVATE OFFICE AREA:** Shall have exterior windows with contractor provided horizontal blinds. Doors shall be solid core and lockable. Lighting in these rooms shall be on a separate switch and motion detector. Coordinate VoIP Phone/Data installation with OCIO. Provide four (duplex) power outlets at work surface height and one (4-plex) data port in each enclosed office. Wall mounted power outlet shall be mounted at 18 inches AFF to centerline, unless noted otherwise in each enclosed office.
- C. **OPEN WORKSTATIONS:** There shall be two (2) 48 sf workstations located within each of the two open work areas. Coordination among the Contractor and the Design Team and Government's Furniture Provider is necessary to avoid "Pig Tails" that provide electrical and data connecting ability. Provide 4 duplex power outlets at work surface height and 2 additional power outlets below work surface. Provide a (4-plex) data ports at work surface height. Provide access to daylight with ability to control glare (e.g., blinds).
- D. **CONFERENCE/CONSULTATION ROOM:** Meeting rooms shall be used for large meetings, tele/video conferencing, and training as well as presentations. Provide for Electrical and OCIO data capability preferably in floor level with the floor (no monuments or power poles). Provide supports for and install Tenant provided Video and Sound webinar equipment and Monitor. Wall Mounted power outlets shall be mounted at 18" AFF to centerline, unless noted otherwise. Provide Concealed venting for A/V in wall to plenum above, if required. Coordinate with OCIO IT for installation of 4-data outlets in this room. Contractor provided Adjustable Horizontal Blinds for all windows and sidelights.

3.02 USDA/OCIO/ITS REQUIREMENTS

A. SPECIFICATIONS FOR THE ADP ROOM

1. Square Footage. The ADP/computer room shall be a minimum of 75 square feet and a maximum of 100 square feet. The configuration of the room shall allow a three-foot clearance around equipment.

2. Doors. The number of entrances to the ADP room will be kept to a minimum as required by local fire code. Every entrance into an ADP room must be a metal clad or solid core, lockable door. ~~A managed process will be utilized to control all access to the room. The process can be electronic or manual (key access). One key or code will be assigned to an individual from each service center agency (SCA). All computer room doors shall be removed from the master key system of the facility.~~ Exterior doors must have either interior hinges or exterior hinges with non-removable pins. A cipher lock (provided by KCCD) must be installed on ADP room door.

3. Windows. There shall be **NO WINDOWS** in the ADP room, even if a portion of the room has exterior walls.

4. Flooring. The flooring shall be anti-static hard surface; no carpet. Commercial grade vinyl or laminate flooring is acceptable.

5. Walls. Walls of the ADP room shall extend from the structural floor slab to the structural ceiling slab with sound transmission class 40 or better.

6. Temperature and Humidity. The ADP room shall be cooled at all times. The ambient room temperature shall be maintained between 65° to 78°F (18° to 26°C). The ambient relative humidity levels shall be maintained between 35% and 55%. The temperature and humidity controls shall be managed within the room, including point of contacts for emergency situations. The ADP room shall have access to temperature readings within the space. Air conditioning must be controlled on the weekends as needed to maintain the minimum temperature in the room.

7. Design Approval. ADP (computer) room floor plans must be provided to and approved by the Contracting Officer prior to beginning construction. The plans must include the locations of all phone jacks, data ports, and electrical outlets.

8. Electrical Power. Where possible, the capability of shutting off power to an information system component that may be malfunctioning or threatened without endangering personnel by requiring them to approach the equipment shall be included in new or refurbished ADP rooms.

B. DEDICATED ELECTRICAL CIRCUITS AND OUTLETS FOR ADP EQUIPMENT

1. ADP Room and Demarcation Point Circuits: Provide and install dedicated electrical circuits with isolated grounds in the computer room. Dedicated circuits must be 110 volt, 20-amp standard three-prong circuits with true earth ground terminated into orange or other uniquely marked (computer use only) duplex outlets. Provide and install duplex outlets for each dedicated electrical circuit in the

computer room and any distribution closets. One dedicated outlet for the explicit use of USDA/OCIO/CEC should also be provided at the demarcation point. The main electrical panel for the computer/voice equipment will be properly grounded.

2. **General Office Space Circuits:** Provide enough dedicated electrical circuits and multiple outlets at designated locations throughout the service center to accommodate workstations, copiers, etc.

3. **Electrical Requirements for Uninterruptible Power Supply (UPS) Circuit:** All CEC network equipment in the computer room is required to be connected to a UPS.

4. **Number and Type of Circuits:** There will be a minimum of one 120 volt, 30-amp minimum with true ground, terminated into a twisting-lock NEMA L5-30R receptacle. Each dedicated circuit must have insulated, isolated earth ground; conduit ground is not acceptable.

5. **Location of the UPS receptacle:** The receptacle will be located within a maximum of 4.5 feet from the back of the computer room wiring cabinet.

C. PLYWOOD

One sheet of $\frac{3}{4}$ inch 4 x 4-foot plywood or equivalent open space on an existing backboard, shall be vertically mounted on the wall at the internal demarcation point within 3-feet of an electrical outlet. The backboard should be attached to the wall using correct mounting hardware and procedures. If the wall is sheet-rocked, attach the backboard to the studs. If the wall is concrete, attach the backboard using anchors. The backboard should be painted with fire retardant paint the same color as the interior walls of the building.

D. DEMARCATION POINT (D-MARK)

1. When possible, all telecommunication company demarcation points should be internal to the building. The lessor is responsible for ensuring there is a route available for any extended demark need from the building demark to the USDA ADP room. Any demarcation extension should be coordinated with TSD and the sponsoring agency to ensure the work is properly sourced and funded.
2. A 4-inch conduit with pull cable for the explicit use of USDA should be installed from the demarcation point to the USDA ADP (Computer) Room.
3. For any analog Plain Old Telephone Service (POTS) lines delivered to the office, extend them from the demark to the extended demark at the computer room and utilize 6P4C surface mount jacks to accommodate RJ11 cables, such as the following:



E. Distribution Closets and Cable Pathways

1. For the standard service center, data cabling may traverse non-USDA space (for example, in the space above a drop ceiling) without any special protection (conduit, etc.). Any exceptions to this will be identified site-specifically by the TSD GM.
2. Data cabling may terminate in USDA or USDA partner space. If any space changes definition (for example, a USDA office is discontinued without the entire location being closed, and the abandoned space is leased to a non-USDA tenant), the USDA cable terminations must be removed from the now, non-USDA space.
3. When multiple buildings are to be connected as part of one cable plant, the connection is to be run via fiber optic cable.
4. When cable consists of multiple runs, the ~~facility owner~~ contractor shall provide cable trays or J-hooks to ensure that the cable does not come into contact with the suspended ceiling.

F. DATA CABLING/TELECOMMUNICATIONS

1. All new installations will use Category (Cat) 6 Ethernet cabling or higher and will meet local building codes. Exceptions: Minor renovations to buildings that currently contain Cat 5 cable and terminations may continue to do so. However, all substantial additions to or replacements of existing wiring should be replaced with Cat 6 where possible.
2. Cat 5 cabling is unsuitable for Ethernet speeds above 100 Mb/sec and for office Wireless Access Points (WAPs). So, all cabling specifically for WAPs must use Cat 6. In addition, when a move or renovation leads to an upgrade of an office to Cat 6, the patch cables in the ADP room must be replaced with Cat 6 compliant cables as well.
3. Copper Cable Installation: All data cable and voice cables shall be terminated with Cat 6 compliant terminations (patch panels, wall outlets, etc.). Upon completion, it shall be tested and certified by the installer to ensure it is operational and within compliance of the reference documents. Finally, if occupying space with existing cabling, it should still be tested and certified to comply with the reference documents as well.
4. Data Fiber Cable Installation: All strands of each fiber cable shall be terminated at each end of the cable, with either Straight Tip (ST) or Standard Connector (SC) connectors, as appropriate to the related equipment interface connector, and will be conveyed to the selected cable contractor upon request.

SC Connector

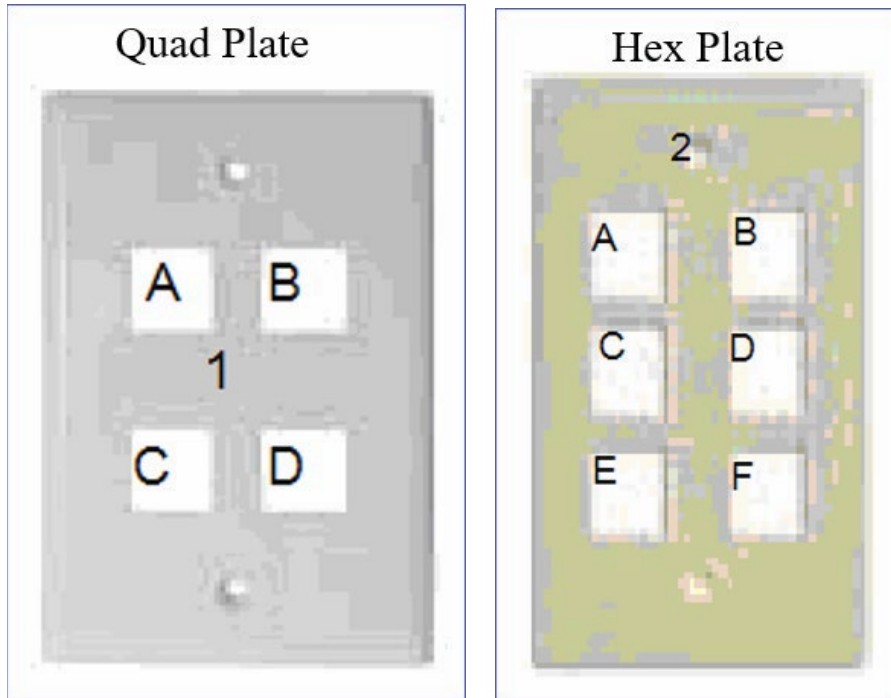


ST Connector



Note: Supply several sets of fiber patch cords that should not only serve immediate switch connection concerns but allow for possible switch update connections in the future. The unused fiber patch cables will be kept in reserve at this site.

5. Wall Input/Output (I/O) Face Plates for Work Areas: Work areas will have a dual, quad, or hex outlet plate with corresponding RJ-45 connectors (see diagram below) or integrated into modular furniture. Extra outlet plate connectors will also be required in some common areas. All drops will be identified and numbered on the office floor plan prior to installation. The other end will be punched down on an RJ-45/110-type patch panel in the ADP room wiring cabinet. Each dual, quad, or hex plate must be labeled with the workstation number (1, 2, etc.) and the A, B, C etc. format. Each connection must be identified as (1A, 1B, 2A, 2B, etc.) on the corresponding patch panel location.



IV. LAN/WANNOICE CABINET

1. The Government will provide the LAN/WAN/Voice cabinet, and a cable installation contractor will provide and install the wiring, cabling, and patch panels in the cabinet as specified by the TSD GM. Patch panels will be RJ-45/110 type and appropriately sized, based upon the number of outlet plates. A wire service loop that will allow the cabinet to freely move a minimum of six feet in any direction will be installed by the cable installation contractor as part of the cable installation. The RJ-45/110 type patch panel must be mounted in the cabinet in the place designated by the TSD GM. Note: Though not recommended, the patch panels may be installed on the plywood board and the cabling terminated into them only if required by the lessor.
2. Where patch panel size and equipment requirements have grown beyond the capacity of a single cabinet, racks or additional cabinets may be used. However, any additional racks or cabinets need to follow similar specifications as that original equipment.
3. Distribution points that have smaller equipment requirements (for example, a single 24-port switch) can utilize half-height or wall mounted racks, rather than full, floor standing cabinets. However, this equipment still should be secured and protected in some sort of cabinet.

SECTION 4 BID ITEM DESCRIPTION AND PAYMENT BASIS

The Bid Item descriptions below are intended to clarify the work required. Specifications stated in previous sections apply whether mentioned here or not. Items paid by lump sum include all work necessary to meet the space modifications, where mentioned specifically here or not.

4.01 General

1. Mobilization

Measurement for payment for mobilization shall be on a lump sum all required basis. The amount for mobilization shall not exceed 5 percent of the total bid price. Payment shall be made at the lump sum price stated in the Bid Schedule for "Mobilization/Demobilization." Seventy-five percent of the bid amount for mobilization/demobilization will be made on the first payment request and the remaining 25 percent of the bid amount will be paid on the final payment request.

4.02 Suite 1 Modifications

2. Demolition of existing interior walls

Measurement and payment for demolition shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to demolish existing interior walls in Suite 1 as identified in the plans. Some materials (including doors) are eligible for re-use if approved by the Contracting Officer.

3. Construction of Conference room

Measurement and payment for construction of the conference room shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to construct a new north wall with a door to access hallway; enclose the existing bathroom door and construct and install new door into Suite 2 for bathroom access; modify the ceiling system, electrical, and HVAC as needed; ~~and~~ install data/telecommunication ports connected to both the KCCD and the USDA server rooms; install independent controls for HVAC; and install floor outlets as indicated on the plan drawing.

4. Construction of Office Spaces

Measurement and payment for construction of the office spaces shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to construct new walls; install two (2) doors (one of which may be glass door from Suite 6 and the other repurposed from Suite 1); modify the ceiling system, electrical, and HVAC; install independent HVAC control; construct new opening into Suite 2; and install one duplex data/telephone port in each office connected to the KCCD server room.

5. Window Treatments – Conference Room

Measurement and payment for window treatments will be on a per window basis. The work shall include all labor, materials, and equipment required to install window treatments that are horizontal blinds matching those currently in the front office of Suite 6.

6. Paint - Conference Room

Measurement and payment for wall paint shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required apply the selected paint color to all interior walls of the Conference Room.

7. Paint – Hallway, Office Spaces

Measurement and payment for wall paint shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required apply the selected paint color to all interior walls of the office spaces and the new hallway.

8. Flooring – Hallway, Office Spaces

Measurement and payment for flooring shall be on a per square foot basis. The work shall include all labor, materials, and equipment required for carpet installation in both offices and the hallway to Suite 2.

9. Flooring – Conference Room

Measurement and payment for flooring shall be on a per square foot basis. The work shall include all labor, materials, and equipment required for carpet installation in conference room and tile at the entryway (replace existing with high-quality tile of similar quality and design to entryway of Suite 4).

4.03 Suite 3 – Breakroom and Restroom Modifications

10. Drinking Fountain Installation

Measurement and payment for the drinking fountain shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to install a drinking fountain in the break room area of Suite 2.

11. Bathroom Modifications

Measurement and payment for bathroom modifications shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to move the bathroom's entry door from its east wall to its south wall; and modify the interior floor and wall finishes (tile, paint, etc.) of the bathroom and the entryway to the bathroom.

4.04 Suite 5 & 6 Modifications

12. Demolition of existing interior walls

Measurement and payment for demolition shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to demolish existing interior walls in Suite 5 and Suite 6 as identified in the plans. Some materials (including doors) are eligible for re-use if approved by the Contracting Officer.

13. Construction of Office Spaces

Measurement and payment for wall paint shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required for:

- a) Construction of walls for the open and private office spaces including modifications of the ceiling system, electrical and HVAC as required including independent controls for front and back of Suites 5 and 6 and installing outlets and data ports per the plan drawings.
- b) Three (3) new light fixtures (two in FSA office and one in storage).
- c) Installation of all needed data/telecommunications cabling connecting to the USDA server room and/or mechanical room.
- d) Door Installations – There are seven existing doors in Suites 5 and 6 that must be modified. The glass doors from the hallway into the current office spaces ~~and in the hallway between Suite 4 and Suite 5~~ must be replaced with solid core doors. The ~~one private office space and the interior door between FSA and NRCS~~ may have a glass door. In all, there are enough doors in the building available for reuse that only one solid core door must be supplied by the contractor for this item. ~~All doors (repurposed or new) must meet the requirements of Section 2.~~
- e) ~~Mechanical Room – The door to the existing mechanical room will be modified to meet the requirements in Section 2.~~
- f) Temporary relocation of the USDA staff occupying these Suites to another location in the building must occur, including moving furniture and ensuring access to data and telecommunications. Upon completion, the staff and furniture must be moved back into Suites 5 and 6.

14. Flooring – Hallways and Office Space

Measurement and payment for flooring shall be on a per square foot basis. The work shall include all labor, materials, and equipment required for carpet installation in open office space, private office, storage room and hallways and tile installation in the entryway similar to the entryway of Suite 4.

15. Paint Hallways and Office Space

Measurement and payment for wall paint shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to apply the chosen paint color will be to all walls of Suites 5 and 6 (including the hallways and restroom).

16. Window Treatments

Measurement and payment for window treatments will be on a per window basis. The work shall include all labor, materials, and equipment required to install window treatments that are horizontal blinds matching those currently in the front office of Suite

6. This includes two windows in the USDA storage room and three in the NRCS office.
~~four windows on the north wall of the building and one on the west wall.~~

17. ADP Room (Server Room) Construction

Measurement and payment for construction of the ADP Room shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required for the ADP room as described in Section 3.02, except the dedicated Air Conditioning unit.

18. ADP Room (Server Room) Dedicated Air Conditioning Unit

Measurement and payment for construction of the dedicated Air Conditioning unit shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to install a dedicated AC unit that achieves Section 3.02 A) 6) above.

4.05 Suites 2, 3, & 4 ~~5 & 6~~ Modifications

19. Paint

Measurement and payment for wall paint shall be on a lump sum all required basis. The work shall include all labor, materials, and equipment required to apply the chosen paint color will be to all walls of Suites 2, 3, and 4. This is an additional bid item that may be selected if District funding is available.

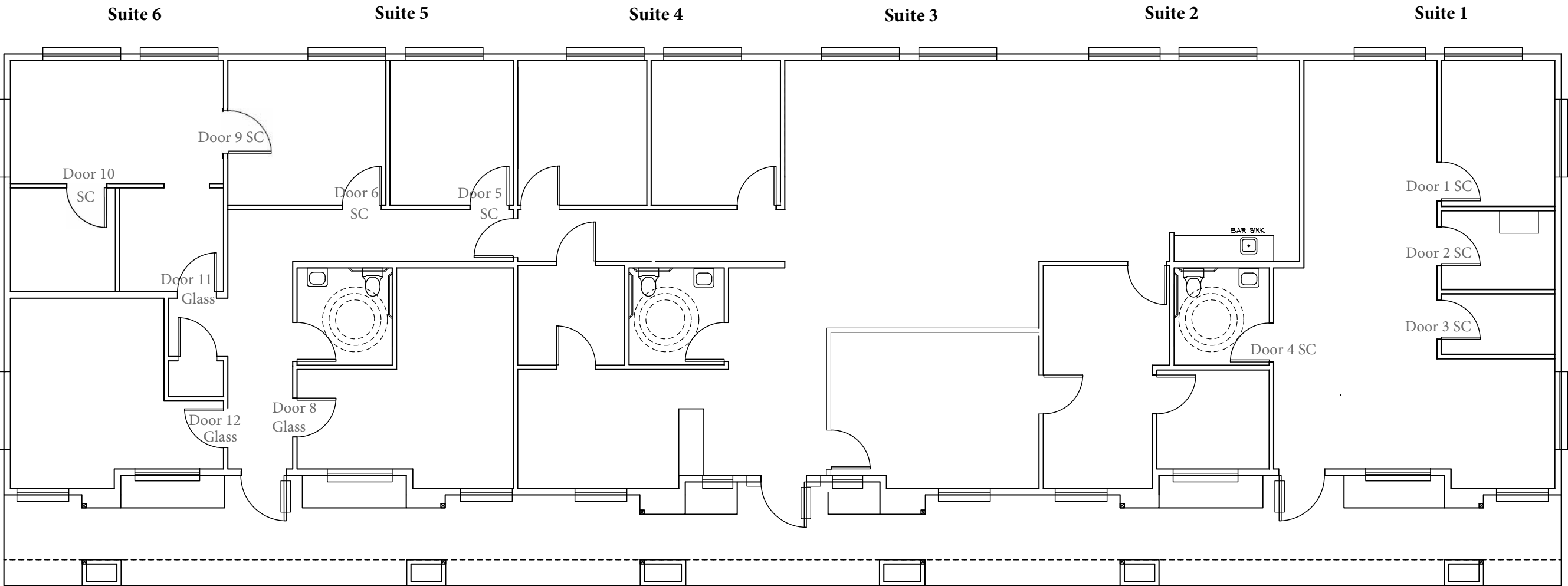
20. Flooring

Measurement and payment for flooring shall be on a per square foot basis. The work shall include all labor, materials, and equipment required for carpet installation in the remainder of Suites 2, 3 and 4 (current District occupied space); except for the District Server room where an anti-static hard surface would be installed. This is an additional bid item that may be selected if District funding is available.

C. Plan Sheet Modifications

Existing Floor Plan

Door Inventory below includes only doors that will be modified as part of the tenant improvements. SC indicates solid core doors. Glass indicates full glass panel doors



MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"

3448 - MAIN FLOOR PLAN

SQ. FT.

CUSTOM DESIGNED FOR:

K.C.C.D.

(509) 925-3352

WESTERN BUILDING DESIGN, LLC

CUSTOM RESIDENTIAL & COMMERCIAL DESIGN

MARTY SCHOOLCRAFT

OWNER/DESIGNER

PH. 509.944.8070

NECOMMERCIALDESIGN.NET

REVISID:

MARK	DATE
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PLAN #

19131

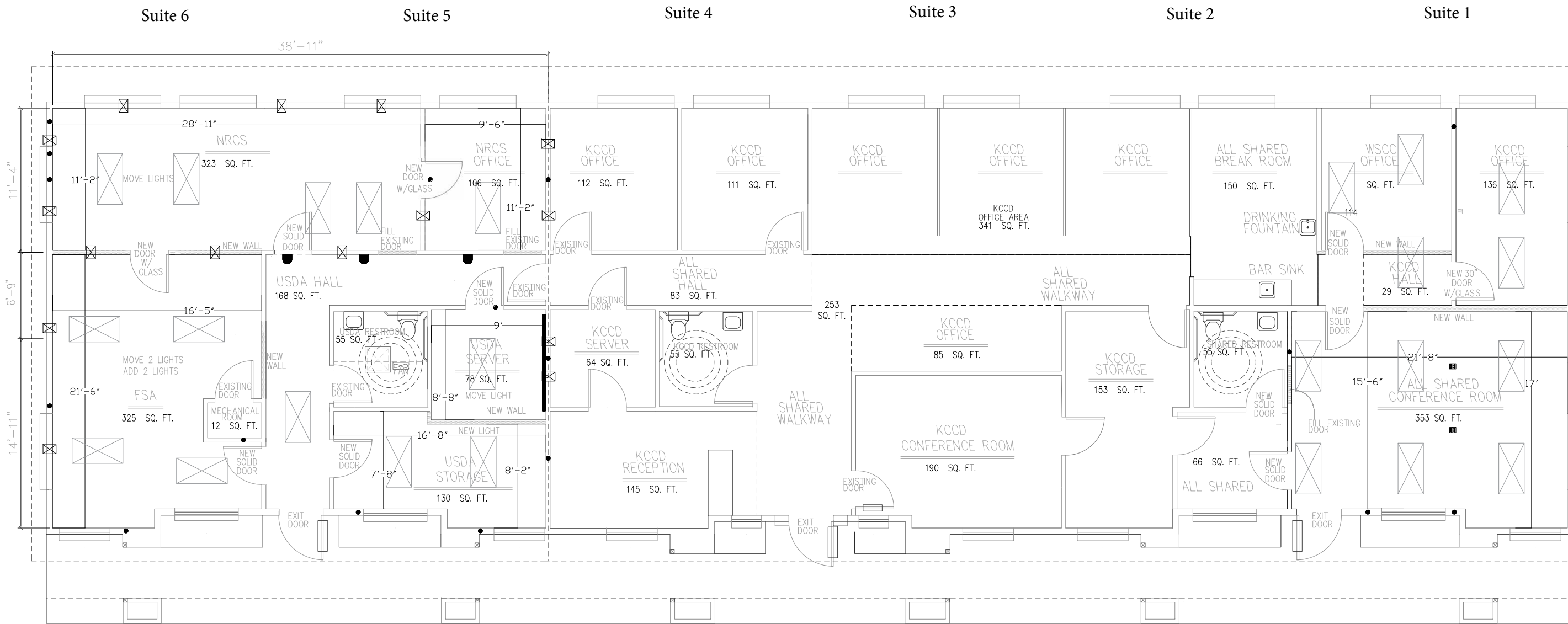
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DESIGNATES EXISTING 2'x4' FLORESCENT LIGHT



DESIGNATES EXISTING WALL SCONCE LIGHTING



DESIGNATES EXISTING POWER DATA PHONE PORTS



DESIGNATES FLOOR POWER PLUS DATA PORTS



DESIGNATES NEW FLOOR DUAL POWER PORTS

DESIGNATES NEW EQUIPMENT MOUNTING BOARD

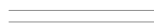


DESIGNATES NEW WALL POWER/DATA PORTS

MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"

NOTE: VERIFY ALL EXISTING
LIGHTING IN OFFICE AREAS
ADD OR SUBTRACT AS NECESSARY
REPAIR CEILING TILES AS NECESSARY



DESIGNATES EXISTING WALLS TO REMAIN



DESIGNATES NEW WALLS

TYPE VB CONSTRUCTION

APPLICABLE CODES :

2015 INTERNATIONAL BUILDING CODE

2015 INTERNATIONAL MECHANICAL CODE

2015 INTERNATIONAL FIRE CODE

2015 WASHINGTON STATE ENERGY CODE - CLIMATE ZONE 1

2015 INTERNATIONAL PLUMBING CODE

ALL BATHROOM

AND CLOSET WALLS

TO BE TILE OR FRP

UP TO 48"

ABOVE FLOOR

PLUMBING, HVAC , AND ELECTRICAL SHALL BE DEFERRED SUBMITTALS

NOTES

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WESTERN BUILDING DESIGN, LLC

CUSTOM RESIDENTIAL & COMMERCIAL DESIGN

MARTY SCHOOLCRAFT

OWNER/DESIGNER

1015 S. 40TH AVE, SUITE 14
YAKIMA WA 98908

PH: 509.966.8071
INFO@WESTERNBUILDINGDESIGN.COM

REVISED:

MARK	DATE
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▲	

PLAN #
19137
FEB. 2020

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OF
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CUSTOM DESIGNED FOR:

K.C.C.D.

(509) 925-3352

SQ. FT.

3998 = MAIN FLOOR PLAN

KCCD = 2692 SQ. FT.

NRC = 650 SQ. FT.

FSA = 656 SQ. FT.