

REQUEST FOR PROPOSALS

(RFP No. 01-08-2024)

ARCHITECTURAL/ENGINEERING DESIGN SERVICES FOR RENOVATION OF Findlay Building and Site Improvements

Issuance Date: September 5, 2024

Submission Deadline

October 1, 2024 at 12:00 p.m.

(See Section 8 for details)

Questions Deadline

September 20, 2024 at 5:00 p.m

ALL QUESTIONS MUST BE SUBMITTED IN WRITING TO

kfanjoy@sanmarhope.org

(See Section 11 for details)

Site Visit

September 18, 2024 at 1:00pm

(See Section 5 for details)

Issued by:

San Mar Children's Home, Inc. DBA San Mar Family and Community Services, Inc.

Keith Fanjoy, CEO

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1. INTRODUCTION

San Mar Children's Home Inc., DBA San Mar Family and Community Services, Inc., ("San Mar") seeks proposals from qualified, licensed, and insured Architectural/Engineering (A/E) firms. The selected firm (the "ARCHITECT") will be engaged for design consultation, preparation of construction documents (including architectural plans and specifications), and construction administration services. These services concern a tenant-in-place renovation of a historic orphanage building into an apartment building (the "Renovation Project"):

San Mar Children's Home
Findlay Building
Site Improvements
8504 Mapleville Road
Boonsboro, MD 21713
www.sanmarhope.org

Findlay Building-Built in the early 1900's this three story all brick and concrete structure built as an orphanage and then group home and converted into offices in the early 2000's has significant presences as it stands out in the country setting as a statement of a time past. The current condition is well cared for, with minimal upgrades since it was constructed. This building is proposed to be completely modernized from former dormitory setting that were converted to service offices into fifteen single bedroom apartments with support services for its temporary residence.

Site Improvements- Associated with Findlay Hall are parking areas that have 19 lined spaces as well as an older tar and chip parking lot behind the paper shed. There is also a large round-about to the front of the building and un-lined parking areas to the rear. Parking is to be updated to support apartment living, along with landscaping and updates to flow of traffic.

The renovation is expected to utilize funds from Maryland Department of Housing and Community Development (MDHCD) and its related entity the Community Development Administration (CDA), the US Department of Agriculture (USDA), and other private and public sources. San Mar will select a General ARCHITECT to complete the renovations through a separate selection process. Experience with documentation requirements of DHCD and CDA is desirable.

See additional details about San Mar and the Renovation Project in **Exhibit A** attached hereto.

See a preliminary scope of work for the Renovation Project in **Exhibit B** attached hereto.

Additional Property: San Mar is also exploring a renovation of the South portion of the Campus, 3 buildings utilized for administration and client services, and a farmhouse, built in the late 1800s. San Mar may extend the contract awarded under this RFP to that additional property. Other buildings were built in 1990-2000s.

2. SAN MAR BACKGROUND

San Mar Children's Home Inc. d/b/a San Mar Family & Community Services (San Mar) is a not for-profit human services organization headquartered in Boonsboro, Maryland. For over 140 years San Mar has been an integral part of responding to the needs of children, families, and communities in Western Maryland. The proposed Renovation Project will aim to build a bridge from systems of care to stable and thriving adulthood by preventing homelessness and further hardship with an initial population focus on young women ages 18-21 and catalyzing their life readiness through a variety of critical skills necessary for success over a flexible timeline of two years or less.

The Renovation Project would include the conversion of the Findlay Building from the current use into housing for local young people. Eligible disconnected, independent living ready and unaccompanied females 17-21 will be the initial target population referred to this transitional housing environment. The Renovation Project will encompass 15 apartments in a modernized facility, designed as highly attractive spaces that convey the inherent worth to the youth we serve, along with full amenities and areas to practice connection (shared full kitchens, lounges, gym, laundry). This model, licensed with the state, will provide a sophisticated version of college dorm living structure and staffing, with supports, to account for challenges that these young people have faced.

The Project is projected to serve 15 transition-age women each with their own apartment. As these participants secure stable housing options and move out on their own, additional women will be welcomed into the apartments.

3. CONTRACT PERIOD

The contract period shall be through the length of the project design and construction.

4. ARCHITECT'S QUALIFICATIONS AND ELIGIBILITY

4.1 The ARCHITECT must be a corporation or company that is validly existing and permitted to do business in Maryland. Additionally, the ARCHITECT must be in good standing with the Maryland State Department of Assessments and Taxation. More information is available at <http://www.dat.state.md.us/>.

4.2 The ARCHITECT must possess all necessary licensing under Maryland law to provide the services at time of contract specified in this RFP.

4.3 The ARCHITECT must clear the federal debarment list under the U.S. System for Award Management (SAM) at time of contract. Federal debarment is checked for both the company and principal(s) of the company. More information is available at <https://www.sam.gov/portal/public/SAM/>

- 4.4** The ARCHITECT must have a proven record of providing the services required. San Mar reserves the right to perform investigations as may be deemed necessary to ensure that competent personnel and management will be utilized in the performance of the services.
- 4.5** Although the Architect is not subject to these requirements, this project is partially funded with federal Community Development Block Grant funds and is subject to federal labor standards which includes Davis-Bacon wage rates and Section 3 requirements which will apply to the construction portion of the Renovation Project.]

5. SCOPE OF SERVICES

The ARCHITECT shall provide design consultation, preparation of construction documents (including architectural plans and specifications), and construction administration services for the Renovation Project. See a preliminary scope of renovation in **Exhibit B** attached hereto. Tasks assigned to the ARCHITECT may include, but shall not be limited to, those listed below.

The ARCHITECT, in consultation with San Mar, shall be responsible for subcontracting with additional professionals as necessary to complete the scope of work below. **The architect is the prime for coordination and management of subcontracting professionals. Please provide a list of proposed subcontractors for MEP; Structural; Interior Design; Acoustical; Lighting, and any other proposed vendors. San Mar will oversee civil engineering work.**

5.1 Study/Design Phase.

- 5.1.1 Inspect the Findlay Building and immediate surrounding site and parking to gain a working understanding of the conditions and capital needs of the site
- 5.1.2 Advise San Mar on a desirable and feasible renovation program for the building and site;
- 5.1.3 Prepare any requested preliminary and final design drawings or reports to assist San Mar in determining the renovation program; and
- 5.1.4 Assist with any application or submission to the Maryland Department of Housing and Community Development (MDHCD) and affiliated entity the Community Development Administration (CDA), including, without limitation, requirements of the CDA application package along with later CDA application materials (Viability and Closing packages), all of which can be found at:

5.2 Documentation/Bidding Phase.

- 5.2.1 Prepare schematic and design development drawings for the Renovation Project to San Mar's and any funder's standards;
- 5.2.2 Prepare code-compliant Construction Document (CD) drawings and specifications for the Renovation Project; Prepare and submit permit applications to Washington County and respond to County comments until permit approval is obtained;
- 5.2.3 Prepare drawings for San Mar to be utilized by the General Contractor to use for pricing/bidding (General Contractor will be separately procured by San Mar);
- 5.2.4 Review as built drawings from contractor. Architect may be required to provide as-built drawings if not provided by General Contractor;
- 5.2.5 Participate in all cost estimating and value engineering exercises as needed to align project costs with budget constraints;
- 5.2.6 In close coordination with San Mar and as necessary, hire, coordinate and oversee the work of any and all necessary subconsultants (e.g., structural, MEP, energy); and
- 5.2.7 Conduct quality control reviews and require same of all subconsultants. Architect is responsible for full coordinated drawings with their consultants

5.3 Construction Administration Phase.

- 5.3.1 Review/respond to submittals and shop drawings;
- 5.3.2 Review/respond to RFIs, PCOS and COs, and provide ASIs (Additional Supplemental Information) and CSKs (Construction Sketches) as required;
- 5.3.3 Attend bi-weekly project meetings including monthly requisition meetings;
- 5.3.4 Coordinate with utility companies.
- 5.3.5 Prepare/issue bi-weekly architect field reports;
- 5.3.6 Review general Construction requisitions and prepare requisition review comments;
- 5.3.7 Review/respond to general Contractors punch list and conduct punch list reviews on site;
- 5.3.8 Conduct any closeout activities related to the foregoing tasks.
- 5.3.9 Complete any other requirements of Maryland DHCD, CDA, USDA and any other funders of the project for final closing or post construction.

6. HOLD HARMLESS/INDEMNIFICATION

- 6.1 The ARCHITECT shall indemnify and hold San Mar and Washington County, Maryland harmless from and against any and all liability and expenses, including attorney's fees, howsoever arising or incurred, arising out of or attributable to the ARCHITECT's performance of services specified herein, provided that the ARCHITECT shall not be responsible for acts of negligence or willful misconduct committed by San Mar, its employees, agents and officials.
- 6.2 Any property or work to be provided by the ARCHITECT under this RFP will remain at the ARCHITECT's risk until written acceptance by San Mar; and the ARCHITECT will replace, at ARCHITECT's expense, all property or work damaged or destroyed by any cause whatsoever.

7. INSURANCE REQUIREMENTS

7.1 The ARCHITECT shall purchase and maintain, during the term of the contract, including any extensions thereof, such policies of insurance acceptable to San Mar as will protect the ARCHITECT and San Mar from claims or losses, regardless of whether such claims or losses result from the ARCHITECT's actions or omissions or those of a subARCHITECT or those of anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The following coverages are mandatory but may not be all-inclusive, based on the parameters of the proposal. The ARCHITECT will also need to comply with any insurance requirements of the Project's funders.

7.1.1 Commercial General Liability Insurance: Combined Single Liability limits of \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, naming San Mar Children's Home, Inc., its elected and appointed officials, officers, employees, and authorized volunteers" as additional insureds.

7.1.2 Worker's Compensation Insurance: Statutory coverage for Maryland jurisdiction, including Employer's Liability coverage, with a limit of at least \$100,000.

7.1.3 Automobile Liability Insurance: Combined single limits of liability of at least \$1,000,000 per occurrence.

7.1.4 Professional Liability Insurance: Single limit claims of at least \$2,000,000, and \$4,000,000 in the aggregate. The policy shall contain prior acts coverage sufficient to cover all services performed by the ARCHITECT for the Renovation Project. Upon San Mar's request, the ARCHITECT shall give prompt written notice to San Mar of any and all claims made against the policy during the period in which the policy is required to be maintained. If the policy is written on a claims-made basis and coverage is cancelled at any time, the ARCHITECT will obtain, at its cost, an extended reporting endorsement which provides continuing coverage for claims based upon alleged acts or omissions during the term of the contract awarded hereunder until all applicable statutes of limitation periods have expired.

7.1.5 All policies of insurance shall be underwritten by companies licensed to do business in the State of Maryland.

- 7.1.6 The ARCHITECT shall assure that all subARCHITECTs performing services in accordance with this solicitation carry identical insurance coverage as required of the contract, either individually or as an Additional Insured on the policies of the ARCHITECT. Exceptions may be made only with the written approval of San Mar. ARCHITECT shall indemnify San Mar for any uninsured losses relating to contractual services involving subARCHITECTs, including workers' compensation claims.
- 7.1.7 The ARCHITECT shall not commence work under the contract until San Mar receives evidence of all required coverage. Further, the ARCHITECT shall not reduce, cancel, or change any of the required coverages without 60 days' notice of such change to San Mar.
- 7.1.8 The ARCHITECT will not hold San Mar or Washington County liable for any injuries to the employees, servants, agents, subARCHITECTs or assignees of the contract arising out of or during the course of services relating to this agreement.
- 7.1.9 The providing of any insurance required herein does not relieve the ARCHITECT of any of the responsibilities or obligations assumed by the ARCHITECT in the contract awarded or for which the ARCHITECT may be liable by law or otherwise.
- 7.1.10 Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract for which San Mar may terminate the contract.

8. SUBMISSION OF PROPOSALS

An incomplete response to this RFP may be cause for rejection. To be considered complete, a response to this RFP must include all of the items listed below (Documents A, B, and C are attached hereto):

- 8.1 Completed and executed Document A (Proposal Cover Page);
- 8.2 Responses to the items listed in Document B (Required Proposal Content);
- 8.3 Completed and executed Document C (Pricing Table).

Each proposer must submit one (1) electronic copy of their proposal. Proposers must comply with each of the following submission guidelines:

- 8.4 The electronic copy of the proposal must be in Adobe PDF format and must be e-mailed to kfanjoy@sanmarhope.org

- 8.4.1 If your e-mail is rejected by the server for being too large, your e-mail attachment may be broken into clearly labeled parts and sent over multiple e-mails (example: 1 of 3, 2 of 3, and 3 of 3).

- 8.4.2 You will receive a confirmation e-mail that your proposal has been received. If you DO NOT receive a confirmation e-mail, you should notify us by sending an e-mail to:
kfanjoy@sanmarhope.org.

- 8.5 Proposals must be received by San Mar no later than **12:00 p.m. ET on October 1, 2024.**

Timely proposals become the property of San Mar. Late submissions will not be considered.

A submission in response to this RFP shall be considered as a representation that the proposer:

- 8.6 Has carefully reviewed the terms and conditions of this RFP;
- 8.7 Agrees that the San Mar may copy the proposal to facilitate evaluation and/or responding to requests for public records; and
- 8.8 Warrants that any copying of the proposal by San Mar will not violate the rights of any third party.

9. EVALUATION OF PROPOSALS

San Mar intends to make award to the responsible proposer whose proposal represents the best overall value to San Mar. Proposals will be evaluated based on the following criteria:

- 9.1 Qualifications, experience, education and technical competence of the firm and its personnel in providing similar services for entities similar to San Mar;
- 9.2 Experience with projects that have used financing and/or involved programs of the Maryland Department of Housing and Community Development (MDHCD) and/or the Community Development Administration (CDA) or other similar agencies in other jurisdictions.
- 9.3 Knowledge of applicable local, State and Federal accessibility laws and regulations, including, but not limited to, the Americans with Disabilities Act (ADA);
- 9.4 Experience and/or commitment to trauma informed design. For more information, see the following website:

<https://traumainformedhousing.poah.org/what-is-trauma-informed-design>

<https://www.toronto.ca/wp-content/uploads/2023/08/8e2c-SDTG-2023-Release-FinalJuly-11AODA.pdf>

- 9.5 Completeness of the proposal; and
- 9.6 Price Proposal (upon selection of final architects).

San Mar may enter into negotiations and interviews with proposers and invite best and final proposals as deemed to be in the best interest of San Mar. Negotiations and interviews may be in the form of face-to-face, telephone, facsimile, e-mail or written communications, or any combination thereof, at San Mar's sole discretion. Proposers, however, are strongly advised not to prepare their proposals based on any assumption or understanding that negotiations or interviews will take place. Proposers are advised to respond to this RFP fully and with forthrightness at the time of submission. Upon selection of candidates, San Mar will provide programming and pricing.

San Mar reserves the right, in its sole discretion, to:

- (1) reject all proposals;
- (2) select a winning proposal and, if terms cannot be agreed to, select another proposal (this process may be repeated);
- (3) select more than one proposal; or
- (4)

proceed in any manner that is advantageous to San Mar.

10. PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT

Timely proposals become the property of San Mar. A proposal will be open to the public under the Maryland Public Information Act (Title 4 of the General Provisions Article of the Annotated Code of Maryland) (the “PIA”) and other applicable laws and rules.

Proposers may request that San Mar treat certain information contained in their proposals as exempt from disclosure. To receive such treatment, the proposer must show the specific grounds in the PIA or other applicable law or rule that support exempt treatment and must submit an additional copy of the proposal with the exempt information deleted. The additional copy must provide the general nature of the material removed and shall retain as much of the original proposal as possible.

A proposer shall be responsible for any costs or damages associated with defending the proposer’s request for exempt treatment.

The other provisions of this Section notwithstanding, San Mar shall retain the ultimate discretion to determine whether any part of any proposal should be disclosed.

11. QUESTIONS AND SITE VISIT

Questions concerning this RFP must be made in writing and e-mailed to kfanjoy@sanmarhope.org. Questions must be received no later than **5:00 p.m. ET on September 20 , 2024**. Answers to questions and any addenda/amendments to the RFP will be posted by **Monday, September 23, 2024** via email.

San Mar will conduct a site visit for interested respondents on 9/18/2024 at 1pm.

DOCUMENT A

PROPOSAL COVER PAGE

TITLE: Architectural/Engineering Design Services for Renovation of Findlay Building (San Mar RFP No. 01-08-2024)

TO: SAN MAR
8504 Mapleville Road
Boonsboro, MD 21713

Company Name: _____

Address: _____

(City) (State) (Zip Code)

Phone: _____ Fax: _____ E-Mail: _____

Federal Tax ID No.: _____

Request for Confidential Treatment (check one):

- We are not requesting confidential treatment for this proposal.
- We are requesting confidential treatment for portions of this proposal. We have supplied, as an attachment to this proposal, a list of the provisions identified by section number for which we seek confidential treatment along with the statutory basis under Maryland law for exempting that information from public disclosure. We have supplied an additional copy of the proposal with confidential information deleted. In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to indemnify and hold San Mar and Washington County, Maryland harmless for any costs or damages arising out of San Mar agreeing to withhold the materials based on our request. Our stated bases for confidential treatment notwithstanding, we understand that San Mar shall have the ultimate discretion to determine whether the information provided in our proposal should be disclosed in accordance with applicable law. We agree that San Mar may deem our request for confidential treatment to be invalid if we fail to include in this submission all information and documentation required by this paragraph.

The undersigned affirms that all statements in this submission are true and accurate to the best of the knowledge and belief of the undersigned:

SIGNATURE

DATE

PRINTED NAME

TITLE

DOCUMENT B

REQUIRED PROPOSAL CONTENT

TITLE: Architectural/Engineering Design Services for Renovation of Findlay Building (San Mar RFP No. 01-08-2024)

The Proposal must address each of the following items:

1. **Description of Proposer.** Provide a concise description of the proposer and the resumes and relevant certifications of all key personnel involved in performing the services solicited by this RFP.
2. **Statement of Qualifications.** Explain the knowledge and experience that qualifies the proposer's firm and personnel to perform the services solicited by this RFP. This should include a discussion of the proposer's ability to meet tight deadlines.
3. **Timeframe and Timeliness:** Since the Renovation Project involves funding from MDHCD and CDA, the architectural Plans and Specification submission requirements of the CDA Viability Submission Package (see Exhibit C) must be met. Please indicate the amount of time from the date of formal engagement that the proposer estimates it will take to complete these requirements.
4. **References.** List clients for whom the proposer and the key personnel have rendered services similar to those solicited by this RFP within the past three (3) years. Each listed client must be accompanied by each of the following:
 - a. Description the project;
 - b. Narrative of services rendered by the proposer and key personnel involved;
 - c. Fees charged; and
 - d. Client contact information.
5. **Fee Proposal.** Complete **Document C** – Pricing Table.

DOCUMENT C

PRICING TABLE

TITLE: Architectural/Engineering Design Services for Renovation of North Campus (San Mar RFP No. 01-08-2024)

I. Fee proposal for architectural work (e.g., design, architectural plans, specification development, construction documents, permitting the work, and performing construction administration) assuming the Project will move forward. This proposal should be in the form of amounts of the estimated construction cost of the Renovation Project. Fees shall be based on the combined fees of the Architect and its consultants. Proposal should include base administration fee plus hourly rates.

ITEM	AMOUNT
Architect – Design	
Architect – Administration	

Describe the timing of payment of the above fees in the context of a 6 month pre-construction and 14-16 month construction timeframe..

If additional space is needed, use multiple copies of this Document

EXHIBIT A
PROPERTY DESCRIPTION

Property Name: Findlay Building

Address: 8504 Mapleville Road Boonsboro, MD 21713

Website: www.sanmarhope.org

Building Type: All brick, two story schoolhouse type building with full, predominantly finished basement, and full walk-up attic. Set on a stone and concrete foundation, it contains 11,986 square feet above grade, plus 5,993 square feet of basement area. The attic is not calculated as part of the usable square footage, although it does provide an estimated 4,800 square feet of full height storage space. Buildings of this type that were constructed from the 1920's through the early 1950's were designed to be self-contained and left little practical ability to be expanded or even retro-fitted.

Site Area/Density: The subject property is found in the eastern portion of Washington County approximately mid-way between U.S. Route 40 and the Town of Boonsboro. It fronts the west side of Mapleville Road, south side of Benevola Church Road, and is split from east to west by Fahrney's Church Road.

+6.75 acres immediately supporting Findlay
and other buildings, 3.38 acres/31.36 units per acre

Year Built: 1927

Parking: The subject has several formalized parking areas, as well as several open paved areas that could easily accommodate more vehicles. Associated with Findlay Hall are parking areas that have 19 lined spaces as well as an older tar and chip parking lot behind the paper shed. It appears to accommodate 16 vehicles. There is also a large round-about to the front of the building and un-lined parking areas to the rear. To the south of Fahrney's Church Road and associated with the group homes and learning center is a "T" shaped paved parking lot with 22 lined spaces and concrete sidewalks. The farm house has on-site parking in the form of a dirt and gravel driveway, and the pump house has a paved driveway and parking pad. Parking is more than sufficient by modern standards. The parking currently found on-site is more than sufficient to serve the subject, and exceeds all current mandated requirements. Should the collection of Barr/Graff/Bowman be converted to some type of medical use, the requirement would change to 1 space per 200 square feet of building area. Given the gross building area, 63 parking spaces would meet the requirement. Currently 16 are provided.

It is possible that some variance may be given depending upon the specific use of the buildings, although additional lands to the rear of these would likely be consumed by a new parking lot. Given the needed spaces and the typical size associated with parking, about a third to half an acre of land would be needed.

Occupancy: Building is currently occupied by staff.

Exterior: The exterior of the building is brick with quoined corners, and some older framed sections along the western elevations. The foundation is partially raised along the northern, western and southern elevations with some daylight windows and masonry parged cover. There are walk-out double doors along both the southern and northern elevations.

Interior: The basement area has a central north/south hallway corridor measuring 6.75 feet in width with walk-out stairwells at either end. In the middle is a central staircase. It is demised into 13 rooms, plus two restrooms, and some smaller storage areas. It is estimated that 80% of the area is finished, while the furnace and mechanical rooms, as well as some of the storage areas are unfinished. Notable is one large conference room that has superior finishes as compared to the rather dated finishes in the other rooms.

The first floor is fully finished and demised into a large entry foyer, commercial grade kitchen, dining room, 10 private offices and administrative rooms. Finishes include carpet, LVT, ceramic tile, and vinyl floor coverings, drywall walls and either drywall or suspected Celotex ceilings. Both recessed and surface mounted lighting is present. Other appointments include floor and trim moldings, etc. The kitchen in particular is significant with a full range of applications, fire suppression system, walk-in freezer, and generous size. It is approved by the county for food service.

The second floor is also fully finished and was originally designed like a dormitory. It has an "L" shaped central corridor that is flanked by former bedrooms and two large restrooms. There are 15 private rooms, two large restrooms, and one private office. The finishes are similar to the first floor. The restrooms contains three commodes and three shower stalls each, as well as wall mounted counter tops with sinks, and other typical restroom fixtures. The attic is walk-up style, floored and suitable for general storage.

Roofs: The roof is a combination of a central mansard style roof with asphalt shingle cover and several gable roofs, also with asphalt shingle cover. The building has gutters and downspouts and the roof is reported to be in very good condition.

Windows: The windows are frame, double hung with six-over-one glass

panes. The doors are secured, fireproof style doors with locks.

HVAC: The building is heated by a propane fired, hot water boiler system and cooled by a series of window air-conditioners. The plumbing as well as the electrical service are reported to be in good working order and require no repairs or replacements. This building is not sprinklered although there are strategically placed fire extinguishers and smoke detectors. It is serviced by the private water system and a traditional septic system.

Water: The building has its own private water supply, via a 86k gallon water tower. It services all the occupied structures except for the farmhouse and the bank barn.

EXHIBIT B

*Please note, while these guidelines are not required for architectural, these conditions are a part of the overall campus project. Architect is to coordinate with Civil Engineering firm selected by San Mar.

GUIDELINES FOR PLANS AND SPECIFICATIONS

DRAWING REQUIREMENTS

1. Civil Engineering Documents. The following documents should reflect near completion and be coordinated with the development of other documents.

- a) Site plan
- b) Grading plan
- c) Sediment and erosion control plan
- d) Storm water management plan
- e) Demolition plan (if applicable)*
- f) Civil Plans = 1" = 30' scale

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements, require more detail than on a typical project.

- a) Landscape plan and schedule including benches, areas of seed and sod, etc.
- b) Utility plan(s)
- c) Utility profiles and structure schedule
- d) Site details sheet, including paving sections, sidewalk, curb sections, disabled accessibility features, dumpster pad sections, retaining walls, mail boxes and tot lots, etc.
- e) Public works standard details (reproduce in the construction documents)
- f) Drawings = 1" = 50' scale

2. Architectural Documents. The following documents shall reflect near completion and shall be coordinated with the development of other documents.

- a) Title Sheet
 - Project Information including Project name and address
 - The names, addresses and telephone numbers of the Owner and all Consultants
 - The date
 - The submissions level
 - The CDA project number
 - List of Drawings
 - Project Area Breakdown
 - Unit Mix and Square Footages

* Generally applies only to renovation projects.

- Vicinity Map
- b) Code Analysis Sheets
 - Designate uses and fire areas on schematic floor plans
 - Provide written code analysis
- c) Phasing Plans (if required), which apply particularly to Renovation projects especially if to be completed with partial or full building occupancy*
- d) Demolition Foundation Plan (1/8" scale min)*
- e) Foundation Plan (1/8" scale min)
- f) Demolition Floor Plans for Each Building Level (1/8" scale min)*
- g) Floor Plans for Each Building Level (1/8" scale min)
- h) Demolition Roof Plan (1/16" scale min)*
- i) Roof Plan (1/16" scale min)
- j) Demolition Attic Plan (where applicable)*
- k) Attic Plan (where applicable), indicating draft-stopping, firewalls and attic access
- l) Demolition Plans of Individual Units (1/4" scale min)*
- m) Individual Unit Plans (1/4" scale min)
- n) Detailed Demolition Plans of Common Areas (1/4" scale min)*
- o) Detailed Plans of Common Areas (1/4" scale min)
- p) Demolition Reflected Ceiling Plans for Each Building Level (1/8" scale min)*
- q) Reflected Ceiling Plans for Each Building Level (1/8" scale min)
- r) Demolition Reflected Ceiling Plans of Individual Unit (1/4" scale min)*
- s) Individual Unit Reflected Ceiling Plans (1/4" scale min)
- t) Detailed Demolition Reflected Ceiling Plans of Common Areas (1/4" scale min)*

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- u) Detailed Demolition Reflected Ceiling Plans of Common Areas (1/4" scale min)*
- v) Detailed Reflected Ceiling Plans of Common Areas (1/4" scale min)
- w) Exterior Building Elevations (1/8" scale min)
 - Provide elevations of all exterior wall areas
 - Provide schematic key plan indicating elevation locations
 - Include Demolition information as required. Note some projects will require a complete set of Demolition Exterior Elevations separate from the New Construction Exterior Elevations. *
- Interior Elevations (1/8" scale min)
 - Provide elevations of interior corridor and common space wall areas where necessary to describe the project
 - Provide schematic key plan indicating elevation locations

* Generally applies only to renovation projects.

- Include Demolition information as required. Note some projects will require a complete set of Demolition Interior Elevations separate from the New Construction Interior Elevations. *
- x) Kitchen And Bath Elevations and Details (1/4" scale min)
 - Demolition information, elevations and details as required*

Include the following demolition information as required:

- y) Overall building Sections (1/2" scale min)
- z) Typical Wall Sections (1/2" scale min) in sufficient quantity to describe the varying building conditions
- aa) Enlarged Construction Plan Details (3/4" scale min)
- bb) Specific Building Details Sections (3/4" scale min)
- cc) Elevator Plans, Sections and Details (3/4" min)
- dd) Stair Tower Plans and Details (3/4" scale min)
- ee) Trash Chute and Compactor Details (1/2" scale min)
- ff) Wall Type Schedules and Details (1/2" scale min)
- gg) Floor and Ceiling Type Schedules and Details (1/2" scale min)
- hh) Expansion joint Details (1/2" scale min)
- ii) Finish Schedules
- jj) Door and Frame Schedules and Details
- kk) Window Schedules and Details
- ll) Hollow Metal and Aluminum Storefront and curtain Wall Schedules and Details
- mm) Louver, Panels and Vent Schedules and Details
- nn) Additional Plans and Details as may be required by the Specific Report

3. Structural Documents. The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) Demolition Foundation Plan (1/8" scale min)*
- b) Foundation Plan (1/8" scale min)
- c) Demolition Framing Plan for Each Floor Level (1/8" scale min)*
- d) Framing Plan for Each Floor Level (1/8" scale min)
- e) Demolition Roof Framing Plan (1/8" scale min)*
- f) Roof Framing Plan (1/8" scale min)

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- g) Enlarged Demolition Structural Plans (as required) (1/4" scale min)*

* Generally applies only to renovation projects.

- h) Enlarged Structural Plans (as required) (1/4" scale min)

Include the following demolition information as required:

- i) Structural Schedules (as required)
- j) Structural Sections (as required)
- k) Typical Details (as required)
- l) Structural Notes

4. Plumbing Documents. The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) General Notes and Legends
- b) Plumbing Floor Plan for Each Building Level (1/8" scale min)
 - Include demolition information as required*
- c) Plumbing Unit Plans (1/4" scale min)
 - Include demolition information as required*
- d) Enlarged Plumbing Plans (as required) (1/4" scale min)
 - Include demolition information as required*

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- e) Riser Diagrams
 - Domestic
 - Waste
 - Heating/Cooling system piping
 - Condensate systems
 - Gas
 - Sprinkler including standpipes, valves and tamper switches
 - Include demolition information as required*
- f) Fixture Schedules
 - Include demolition information as required*
- g) Fire Pump Details (if required)
 - Include demolition information as required*
- h) Boiler, Chiller, Hot Water Heating and Other Systems Plans As Required
 - Include demolition information as required*

5. HVAC Documents. The following documents shall reflect near completion and shall be coordinated with the other documents.

* Generally applies only to renovation projects.

- a) General Notes and Legends
- b) HVAC Floor Plan for Each Building Level (1/8" scale min)
 - Include demolition information as required*
- c) HVAC Unit Plans (1/4" scale min)
 - Include demolition information as required*
- d) Enlarged HVAC Plans (as required) (1/4" scale min)
 - Include demolition information as required*

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- e) Riser Diagrams
 - Central duct systems (corridors, supply and exhaust, etc)
 - Flues
 - Kitchen and bath exhaust systems
 - Control systems
 - Include demolition information as required*
- f) Equipment Schedules
 - Include demolition information as required*
- g) Louver and Vent Schedules
 - Include demolition information as required*
- h) Boiler, chiller and other systems plans as required
 - Include demolition information as required*
- i) Enlarged Mechanical Room Plans and Details (1/4" scale min)
 - Include demolition information as required*

6. Electrical Documents. The following documents shall reflect near completion and shall be coordinated with the other documents.

- a) General Notes and Legends
- b) Power Floor Plan for Each Building Level (1/8" scale min)
 - Include demolition information as required*
- c) Lighting Floor Plan for Each Building Level (1/8" scale min)
 - Include demolition information as required*
- d) Power and Lighting Unit Plans (1/4" scale min)
 - Include demolition information as required*
- e) Enlarged Power and Lighting Plans (as required) (1/4" scale min)
 - Include demolition information as required*

* Generally applies only to renovation projects.

The following documents shall reflect a completion level of 65% or greater, generally indicating the level of work but not completed or completely coordinated. Some sections and details may be omitted or incomplete. However, these shall be provided in sufficient detail and quantity to generally detail the requirements of the project. Sections and details shall address specific areas, which are more complex, or, due the specific project requirements require more detail than on a typical project.

- f) Electrical Riser Diagrams
 - Power
 - Fire Alarm
 - Access Control
 - Systems Control
 - Cable TV and master antenna systems
 - Internet Access
 - CCTV
 - Dialers, intercoms and door entry systems
 - Security systems
 - Hearing Impaired systems
 - Emergency call systems
 - Include demolition information as required*
- g) Schedules
 - Lighting
 - Panels
 - Electrical equipment
 - Include demolition information as required*
- h) Fire alarm and other systems plans as required
 - Include demolition information as required*
- i) Fire Pump and Emergency Generator Details, etc.
- j) Site Lighting Plan and Details

SPECIFICATION REQUIREMENTS

7. Design Development Documents Specifications

- a) The Design Development Documents Specification shall include all sections of the 16 Division CSI format applicable to project.
- b) The specification shall be in CSI/Master Spec format.
- c) The Specification cover shall include the following:
 - The names, addresses and telephone numbers of the Owner and all Consultants
 - The project name and address
 - The date
 - The submissions level
 - The CDA project number
- d) A complete table of contents shall be included at the front of the Specification

- e) Division I should include General Conditions and other project requirements, including those of the lender
 - Include a summary of all anticipated Allowances, Alternates and Unit Prices in the appropriate Sections.
 - Include Specific Renovation/Demolition related sections as required*
- f) Divisions II—where Division II is prepared by an separate Owner-retained Consultant, bind these Sections into the single Project Specification
- g) Divisions II through XVI
 - Include sections for all known elements. It is recognized that some modifications will still be required as the project moves to completion.
 - When products are specified three or more manufacturers shall be listed in addition to “or equal” clause.
 - Include Specific Renovation/Demolition related sections as required*

* Generally applies only to renovation projects.