

ADDENDUM TO INVITATION FOR BID (IFB)

Issued By: PURCHASING OFFICE BOARD OF EDUCATION OF PRINCE GEORGE'S COUNTY UPPER MARLBORO, MARYLAND 20772-9983	Addendum No. 1	Date of this Addendum April 15, 2016	Number of Pages 2 Plus Attachments
	IFB No. 045-16	Date IFB Issued April 1, 2016	Date & Hour of Return of IFB April 29, 2016 @ 3:00 pm
	TITLE: Hollywood Elementary School Open Space Pod Conversion Construction Services PSC No. 16.068.15C		

The above IFB is amended as follows. **ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**

The purpose of this Addendum is to **Extend the Bid Opening Date, Extend the Questions Due Date, Provide Site Visit Information, and Provide Modifications to the IFB and Project Manual.**

The Bid Opening Date has been extended to: April 29, 2016, at 3:00pm

The Questions Due Date has been extended to: April 20, 2016, no later than 1:00pm

Site Visit - Tuesday, April 19, 2016 at 1:00 p.m.
Hollywood Elementary School
9811 49th Avenue
College Park, MD 20740
POC: Joseph Howell

Attendance by all interested parties is strongly recommended.

MODIFICATIONS TO THE IFB:

ADD: Minority Business Enterprises Administrative Procedures 7419 Attachments

GENERAL:

This Addendum is hereby made part of the Contract Documents for the above-referenced project. Its provisions supplement and/or supersede those of the previously issued drawings and specifications where contrary thereto.

See link below for Hollywood ES Pod Conversion drawings and specifications for Addendum 1 via GP large file transfer site:

<https://grimmandparker.filetransfers.net/downloadFilePublic.php?filePassId=2961d120e7601454e85e6e35fd222266>

These links will expire on 4/28/16, 10:22 am EDT

DRAWINGS

A-01

1. REVISE reference from IBC 2015 to IEBC 2015
2. REVISE Temporary classrooms and fence layout
3. REVISE indication of existing rated walls

A-0.2

1. ADD gates and flood lights to temporary classroom fence
2. REVISE Temporary classrooms and fence layout

A-1.1

1. REVISE some toilet room wall types
2. ADD general note about preservation of existing wall ratings

A-3.1

1. ADD ratings on door schedule
2. REVISE frame type dimensions
3. REVISE glass types
4. REVISE door types dimensions and glass type notes

A-3.3

1. REVISE wall type K types
2. ADD wall type X6

A-5.4

1. ADD soap dispensers
2. REVISE accessory table

A-6.1

1. REVISE tack boards at projector walls

A-9.1

1. REVISE Gen Furnishing Schedule

A-9.2

1. ADD note 3 on Teaching Wardrobe Elevation "FOR WALL MOUNTED BOXES (PLATES A, B, C) SEE PATHWAY & FACEPLATE DIAGRAMS ON SHEET T-5.0"

Attachments

MBE Administrative Procedures 7419 Attachments

Drawings A-01, A-0.2, A-1.1, A-3.1, A-3.3, A-5.4, A-6.1, A-9.1, A-9.2

Bidders must complete, sign, and return two copies of this Addendum on or before bid opening date.

Failure to do so MAY be cause for your offer to be ruled non-responsive and not considered for award.

If your Bid has already been submitted and, because of this Addendum, you desire to modify your offer, you may do so by letter or email provided such notice makes reference to this Addendum and is received prior to the time specified for return of Bid.

Steve Francisco

April 15, 2016

Buyer's Signature

Date

Company Name of Bidder	Signature of Person Authorized to Sign
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Address	Type or Print Name and Title
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Attachment A (page 1 of 2)

**CERTIFIED MINORITY BUSINESS ENTERPRISE
UTILIZATION AND FAIR SOLICITATION AFFIDAVIT**

NOTE: You must include this document with your bid or offer. If you do not submit the form with your bid or offer, the procurement officer shall deem your bid non-responsive or your offer not reasonably susceptible of being selected for award.

* * * * *

Part I.

I acknowledge the:

- Overall certified MBE subcontract participation goal of ____ % and
- The subgoals, if applicable, of:
 - ____ % for certified African American-owned businesses and
 - ____ % for certified Asian American-owned businesses.

I have made a good-faith effort to achieve this goal. If awarded the contract, I will continue to attempt to increase MBE participation during the project.

Part II.

Check ONE Box

NOTE: FAILURE TO CHECK ONE OF BOXES 1, 2, or 3 BELOW WILL RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

NOTE: INCONSISTENCY BETWEEN THE ASSERTIONS ON THIS FORM AND THE INFORMATION PROVIDED ON THE *MBE PARTICIPATION SCHEDULE* (ATTACHMENT B) MAY RENDER A BID NON-RESPONSIVE OR AN OFFER NOT REASONABLY SUSCEPTIBLE OF BEING SELECTED FOR AWARD

- 1 ☐ I have met the overall MBE goal and MBE subgoals for this project. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details how I will reach that goal.
- or**
- 2 ☐ After having made a good-faith effort to achieve the overall MBE goal and MBE subgoals for this project, I can achieve partial success only. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B], which details the MBE participation I have achieved.

I request a partial waiver as follows:

- Waiver of overall MBE subcontract participation goal: ____ %
- Waiver of MBE subcontract participation subgoals, if applicable:
 - ____ % for certified African American-owned businesses and
 - ____ % for certified Asian American-owned businesses.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

or

- 3 ☐ After having made a good faith effort to achieve the overall MBE goal and MBE subgoals for this project, I am unable to achieve any portion of the goal or subgoals. I submit with this Affidavit [Attachment A] the *MBE Participation Schedule* [Attachment B].

I request a full waiver.

Within 10 days of being informed that I am the apparent awardee, I will submit *MBE Waiver Documentation* [Attachment F] (with supporting documentation).

Part III.

I understand that if I am the apparent awardee or conditional awardee, I must submit **within 10 working days** after receiving notice of the potential award or within 10 days after the date of conditional award – whichever is earlier – the:

- *Outreach Efforts Compliance Statement* (Attachment C)
- *Subcontractor Project Participation Statement* (Attachment D)
- *Minority Subcontractors Unavailability Certificate* (Attachment E) (if applicable)
- Any other documentation the Procurement Officer requires to ascertain my responsibility in connection with the MBE participation goal and subgoals

I acknowledge that if I fail to timely return complete documents, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has been awarded, the award is voidable.

I acknowledge that the MBE subcontractors/suppliers listed in the *MBE Participation Schedule* and any additional MBE subcontractor/suppliers identified in the *Subcontractor Project Participation Statement* will be used to accomplish the percentage of MBE participation that I intend to achieve.

In the solicitation of subcontract quotations or offers, MBE subcontractors were provided the same information and amount of time to respond as were non-MBE subcontractors.

The solicitation process was conducted in such a manner so as to not place MBE subcontractors at a competitive disadvantage to non-MBE subcontractors.

I solemnly affirm under the penalties of perjury that this Affidavit is true to the best of my knowledge, information, and belief.

Bidder/Offeror Name

Address

Address (continued)

Affiant Signature

Printed Name & Title

Date

Attachment B
MBE PARTICIPATION SCHEDULE

SFP 14-302 (a)(2)(ii)
REVISED

This document must be included with the bid or offer. If the bidder or offeror fails to submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

1. Prime Contractor's Name	2. Prime Contractor's Address and Telephone Number
3. Project/School Name	4. Project/School Location
5. LEA and PSC No.	6. Base Bid Amount \$ _____ Accepted Alternates \$ _____ Total \$ _____
7a. Minority Firm Name	Minority Firm Address
Minority Firm Telephone Number _____ Minority Firm Fax Number _____ MDOT Certification Number _____	Minority Group Type <input type="checkbox"/> (African American) <input type="checkbox"/> (Women) <input type="checkbox"/> (Asian) <input type="checkbox"/> (Hispanic) <input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
Work to be Performed and Subcontract Dollar Amount	Percent of Total Contract
7b. Minority Firm Name	Minority Firm Address
Minority Firm Telephone Number _____ Minority Firm Fax Number _____ MDOT Certification Number _____	Minority Group Type <input type="checkbox"/> (African American) <input type="checkbox"/> (Women) <input type="checkbox"/> (Asian) <input type="checkbox"/> (Hispanic) <input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
Subcontract Dollar Amount	Percent of Total Contract
7c. Minority Firm Name	Minority Firm Address
Minority Firm Telephone Number _____ Minority Firm Fax Number _____ MDOT Certification Number _____	Minority Group Type <input type="checkbox"/> (African American) <input type="checkbox"/> (Women) <input type="checkbox"/> (Asian) <input type="checkbox"/> (Hispanic) <input type="checkbox"/> (American Indian) <input type="checkbox"/> (Disabled)
Subcontract Dollar Amount	Percent of Total Contract
8. MBE Total Dollar Amount	9. Total MBE Percent of Entire Contract
10. Form Prepared by : Name _____ Title _____ Date _____	11. Reviewed and Accepted by Board of Education MBE Liaison Name _____ Title _____ Date _____

Total MBE Participation:	_____ %	\$ _____
Total African-American MBE Participation:	_____ %	\$ _____
Total Asian-American MBE Participation:	_____ %	\$ _____
Total Other Participation:	_____ %	\$ _____

Outreach Efforts Compliance Statement

IF THE APPARENT AWARDEE REQUESTS A WAIVER OF MBE SUBCONTRACTING
GOAL OR SUBGOALS:

****Complete and submit this form within 10 business days of notification of apparent award**

In conjunction with the bid or offer submitted in response to the solicitation for *project name* /
Solicitation No. _____, I affirm the following:

1. Bidder/Offeror identified opportunities to subcontract in these specific work categories
(extend list as needed):

a. _____	d. _____
b. _____	e. _____
c. _____	f. _____
2. Attached to this form are copies of written solicitations (with bidding instructions) used
to solicit certified MBEs for these subcontract opportunities.
3. Bidder/Offeror made the following attempts to contact personally the solicited certified
MBEs (extend list as needed):

a. _____
b. _____
c. _____
4. Select ONE of the following:
 - a. ☐ This contract does not involve bonding requirements.

OR

 - b. ☐ Bidder/Offeror assisted certified MBEs to fulfill or seek waiver of bonding
requirements (*describe efforts*).
5. Select ONE of the following:
 - a. ☐ Bidder/Offeror did/did not attend the pre-bid/proposal conference.

OR

 - b. ☐ No pre-bid/proposal conference was held.

_____ Bidder/Offeror Printed Name	By: _____ Signature: _____ Title: _____ Date: _____
Address: _____ _____ _____	

**MINORITY BUSINESS ENTERPRISES SUBCONTRACTOR PROJECT
PARTICIPATION STATEMENT**

PROJECT/ SCHOOL NAME: _____

PROJECT/ SCHOOL LOCATION: _____

LEA: _____

NAME OF PRIME CONTRACTOR: _____

NAME OF MBE SUBCONTRACTOR: _____

MDOT Certification Number

1. Work/Services to be performed by MBE Subcontractor: _____

2. Subcontract Amount: \$ _____
3. Bonds - Amount and type required of Subcontractor if any: _____
4. MBE Anticipated or Actual Commencement Date: _____ Completion Date: _____
5. This MBE subcontract represents the following percentage of the total contract cost: _____
6. This is an African American Firm: Yes _____ No _____
7. This is an Asian American Firm: Yes _____ No _____
8. This is an American Indian, Hispanic or Disabled Firm: Yes _____ No _____

(Circle One)

The undersigned subcontractor and prime contractor will enter into a contract for the work/service indicated above upon the prime contractor's execution of a contract for the above referenced project with the Board of Education. The undersigned subcontractor is a MDOT certified Minority Business Enterprise. The terms and conditions stated above are consistent with our agreements.

Signature of Subcontractor: _____

Date: _____

The term and conditions stated above are consistent with our agreements.

Signature of Prime Contractor: _____

Date: _____

MINORITY SUBCONTRACTOR UNAVAILABILITY CERTIFICATE

1. It is hereby certified that the firm of _____
(Name of Minority firm)
located at _____
(Number) (Street)

(City) (State) (Zip)

was offered an opportunity to bid on the _____ school project
in _____ County by _____
(Name of Prime Contractor's Firm)

2. _____ (Minority Firm), is either unavailable for the
work/service or unable to prepare a bid for this project for the following reason(s):

_____ Signature of Minority Firm's MBE Representative	_____ Title	_____ Date
_____ MDOT Certification #	_____ Telephone #	

.....

3. To be completed by the prime contractor if Section 2 of this form is not completed by the minority firm.

To the best of my knowledge and belief, said Certified Minority Business Enterprise is either unavailable for the work/service for this project, is unable to prepare a bid, or did not respond to a request for a price proposal and has not completed the above portion of this submittal.

_____ Signature of Prime Contractor	_____ Title	_____ Date
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Attachment F

MBE WAIVER DOCUMENTATION

Project Name: _____

PSC No. _____

Base Contract Amount \$ _____

Plus Accepted Alternates \$ _____

Equals Total Contract Amount \$ _____

I have previously requested that a waiver be granted to the overall MBE goal for this project of _____ percent, with a minimum of _____ percent from certified African American-owned businesses, a minimum of _____ percent from certified Asian American-owned businesses, and the balance from all certified minority business enterprises, if applicable. This would include the total dollar value of all materials, supplies, equipment, and services, including construction services directly or indirectly, from Minority Business Enterprises (MBE) which are currently certified by the Maryland Department of Transportation (MDOT).

I _____, hereby certify that my position is
(Name of Company Representative)

_____, and I am the duly authorized representative of
(Position Title)

(Company Name)

I further certify that I have submitted a *Schedule for Participation of Certified Minority Business Enterprises* which reflects the percentage and dollar value of certified Minority Business Enterprise participation which my company expects to achieve for this contract. Therefore, the request for the waiver is as follows:

Summary MBE Participation Schedule from Attachment B

Minority Group	MBE GOAL		Actual MBE Participation		Request For Waiver	
	Dollar Value of Total Contract*	Percent of Total Contract	Dollar Value	Percent of Total Contract	Dollar Value	Percent of Total Contract
a. Sub Goal African American						
b. Sub Goal Asian American						
c. Other * in Sub Goal group a/b above						
TOTALS						

* with accepted/rejected alternates

To support this request for a waiver, I include the following information as attachments which I certify to be true to the best of my knowledge.

1. A detailed statement of the efforts made by the contractor to identify and select portions of the work proposed to be performed by subcontractors in order to increase the likelihood of achieving the stated goal;
2. A detailed statement of the efforts made by the contractor prior to and up to 10 days before the bid opening to solicit minority business enterprises through written notices that describe the categories of work for which subcontracting is being solicited, the type of work to be performed, and specific instructions on how to submit a bid;
3. A detailed statement of the contractor's efforts to make personal contact with MBE firms identified for Item 2. above;
4. A record of the name, address, telephone number, and dates contacted for each MBE identified under items 2. and 3. above;
5. A description of the information provided to MBE's regarding the plans, specifications and the anticipated time schedule for portions of the work to be performed;
6. Information on activities to assist minority business enterprises to fulfill bonding requirements, or to obtain a waiver of these requirements;
7. Information on activities to publicize contracting opportunities to minority business enterprises, attendance at pre-bid meetings, or other meetings scheduled by the MBE Liaison or designated representative;
8. As to each MBE that placed a subcontract quotation or offer which the apparent low bidder or successful offeror considers not to be acceptable, a detailed statement of reasons for this conclusion; and
9. A list of minority subcontractors found to be unavailable. This shall be accompanied by a Minority Subcontractor Unavailability Certificate signed by the minority business enterprise or from the apparent low bidder or successful offeror indicating that the minority business did not provide the written certification.

Signature _____
(Company Representative Name)

Date _____

Sworn and subscribed before me this _____ day.

of _____ in the year _____ Notary Public _____

Reviewed and accepted by the _____ County Board of Education MBE
Liaison.
(County Name)

Signature _____
(County Representative Name)

Date _____

MBE Request For Waiver Master Form (July 2002)



ADMINISTRATIVE PROCEDURE

MINORITY BUSINESS PROCEDURES FOR STATE FUNDED PUBLIC SCHOOL CONSTRUCTION PROJECTS

7419

Procedure No.

October 12, 2015

Date

- I. **PURPOSE:** To fulfill the intent of the law by setting goals for minority business enterprise participation in every contract that includes State funding through the Public School Construction Program. Local Educational Agencies (LEAs) shall attempt to achieve the result that a minimum State goal of 29 percent and the Board of Education of Prince George's County (the Board) goal of an additional 1 percent for a total of 30 percent of the total dollar value of all construction contracts is made directly or indirectly with certified minority business enterprises when State Public School Construction Program (PSCP) funds are utilized, with a minimum of 7 percent from certified African American-owned businesses, a minimum of 4 percent from certified Asian American-owned businesses, and the balance from any certified minority business enterprises. All general contractors, including certified MBE firms, when bidding as general or prime contractors are required to attempt to achieve the MBE subcontracting goals from certified MBE firms.

This Minority Business Enterprise Procedure is applicable to all public school construction projects approved for partial State funding through the State Public School Construction Program.

- II. **BACKGROUND:** In 1978, the Maryland General Assembly passed legislation, which was signed into law to establish the State's Minority Business Enterprise Program. This new law set as a goal that at least 10 percent of each unit of State government's total dollar value of procurement contracts for purchases and/or contracts shall be awarded to minority business enterprises. This law was subsequently modified and the goal was increased to 14 percent. More recently, in 2013, the goal was increased to 29 percent with subcontracting sub-goals of 7 percent for certified African American-owned businesses and 4 percent for certified Asian American-owned businesses.

In 1979, the Rules, Regulations, and Procedures for the Administration of the School Construction Program were revised by the Board of Public Works to require each local board of education to adopt procedures to attempt to include minority business enterprises in State funded school construction projects. The State law was revised and now states: "The Interagency Committee on School Construction (IAC) shall require each local board of education to adopt procedures consistent with this chapter before obtaining funds for public school construction projects".

In May 2007, the Rules, Regulations, and Procedures were replaced by regulations. The regulations concerning project procurement (COMAR 23.03.03) indicate that the State's minority business enterprise goals and procedures apply to all State funded projects, irrespective of procurement method.

- III. **OVERVIEW:** This Minority Business Enterprise (MBE) procedure document was originally developed in response to a requirement set forth in the Rules, Regulations, and Procedures for the Administration of the School Construction Program. The MBE requirement was originally established under HB 64, which was passed in the 1978 session of the Maryland General Assembly and signed into law as Chapter 575 of the Acts of 1978.



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Since the Board adopted its original Minority Business Enterprise Procedures, there have been changes in State statutes, regulations adopted by the Board of Public Works, procedural requirements, project eligibility requirements and the level of State participation in school construction projects. This revised procedure is consistent with current legislation and the changes to the Code of Maryland Regulations (COMAR) requirements, effective November 7, 2005 and May 21, 2007.

IV. **DEFINITIONS:**

1. **Certification** means the determination that a legal entity is a minority business enterprise consistent with the intent of Subtitle 3 of the State Finance and Procurement Article.
2. **Certified Minority Business Enterprise** means a minority business that holds a certification issued by the Maryland State Department of Transportation (MDOT).
3. **Corporation**, as defined by MDOT, is an artificial person or legal entity created by or under the authority of the laws of any state of the United States, the District of Columbia or a territory or commonwealth of the United States and formed for the purpose of transacting business in the widest sense of that term, including not only trade and commerce, but also manufacturing, mining, banking, insurance, transportation and other forms of commercial or industry activity where the purpose of the organization is profit. For eligibility for certification, disadvantaged and/or minority individuals must own at least 51 percent of the voting stock and at least 51 percent of the aggregate of all classes of stock that have been issued by the corporation. (Note: stock held in trust is not considered as stock held by the disadvantaged businesspersons when computing the business person(s) ownership.)
4. **Managerial Control**, as defined by MDOT, means that a disadvantaged or minority owner(s) has the demonstrable ability to make independent and unilateral business decisions needed to guide the future and destiny of a business. Control may be demonstrated in many ways. For a minority owner to demonstrate control, the following examples are put forth, but are not intended to be all inclusive:
 - a. Articles of Incorporation, Corporate Bylaws, Partnership Agreements and other agreements shall be free of restrictive language which would dilute the minority owner's control thereby preventing the minority owner from making those decisions which affect the destiny of a business;
 - b. The minority owner shall be able to show clearly through production of documents the areas of the disadvantaged business owner's control, such as, but not limited to:
 - 1) Authority to sign payroll checks and letters of credit;
 - 2) Authority to negotiate and sign for insurance and/or bonds;



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- 3) Authority to negotiate for banking services, such as establishing lines of credit; and
 - 4) Authority to negotiate and sign for contracts.
- c. Agreements for support services that do not lessen the minority owner's control of the company are permitted as long as the disadvantaged or minority business owner's authority to manage the company is not restricted or impaired.
5. **Minority Business Enterprise (MBE)** means any legal entity, except a joint venture, that is (a) organized to engage in commercial transactions, and (b) at least 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged including:
 - African Americans;
 - American Indian/Native Americans;
 - Asians;
 - Hispanics;
 - Physically or mentally disabled individuals;
 - Women; or
 - A non-profit entity organized to promote the interests of physically or mentally disabled individuals.
6. **Minority Business Enterprise Liaison** means the employee of the school system designated to administer the Minority Business Enterprise Procedures for State funded public school construction projects.
7. **Operational Control**, as defined by MDOT, means that the disadvantaged or minority owner(s) must possess knowledge necessary to evaluate technical aspects of the business entity. The primary consideration in determining operational control and the extent to which the disadvantaged or minority owner(s) actually operates a business will rest upon the specialties of the industry of which the business is a part. The minority owner should have a working knowledge of the technical requirements needed to operate in his/her industry. Specifically, in the construction industry and especially among small (one to five person firms) contractors, it is reasonable to expect the disadvantaged or minority owner(s) to be knowledgeable of all aspects of the business. Accordingly, in order to clarify the level of operational involvement which a minority owner must have in a business for it to be considered eligible, the following examples are put forth, but are not intended to be all inclusive:
 - a. The minority owner should have experience in the industry for which certification is being sought; and
 - b. The minority owner should demonstrate that basic decisions pertaining to the daily operations of the business are independently made. This does not necessarily preclude the disadvantaged or minority owner(s) from seeking paid or unpaid advice and assistance. It does mean that the



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minority owner currently must possess the knowledge to weigh all advice given and to make an independent determination.

8. **Ownership**, as defined by MDOT, means that:
 - a. The minority owner(s) of the firm shall not be subject to any formal or informal restrictions, which limit the customary discretion of the owner(s). There shall be no restrictions through, for example, charter requirements, by-law provisions, partnership agreements, franchise or distributor agreements or any other agreements that prevent the minority owner(s), without the cooperation or vote of any non-minority, from making a business decision of the firm.
 - b. This means that the disadvantaged or minority persons, in order to acquire their ownership interests in the firm, have made real and substantial contributions of capital, expertise or other tangible personal assets derived from independently owned holdings without benefit of a transfer of assets, gift or inheritance from non-minority persons. Examples of insufficient contributions include a promise to contribute capital, a note payable to the firm or its owners who are not minority persons or the mere participation as an employee rather than as a manager. If the ownership interest held by a disadvantaged or minority person is subject to formal or informal restrictions, such as options, security interests, agreements, etc., held by a non-minority person or business entity, the options, security interests, agreements, etc., held by the non-minority person or business entity must not significantly impair the disadvantaged or minority person's ownership interest.
9. **Partnership** means an unincorporated association of two or more persons to carry on as co-owners of a business for profit. For a partnership to be deemed eligible for certification under the MDOT Program, the disadvantaged or minority person's interest must be at least 51 percent of the partnership capital.
10. **Socially and Economically Disadvantaged** means a citizen or lawfully admitted permanent resident of the United States who is socially disadvantaged and economically disadvantaged. The law establishes the level of personal net worth at \$1,500,000, above which an individual may not be found to be socially and economically disadvantaged.
11. **Sole Proprietorship**, as defined by MDOT, is a for-profit business owned and operated by a disadvantaged or minority person in his or her individual capacity. For a sole proprietorship to be deemed eligible for certification under the DBE/MBE Program, the disadvantaged or minority person must be the sole proprietor.



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V. **MBE GOAL SETTING PROCEDURES:**

1. The MBE program requires that all race-neutral measures be considered before making use of race-based measures. Using a combination of race-neutral and race-based measures for each specific school construction project will help ensure that certified MBE firms are afforded the opportunity to submit bids and be utilized to the greatest extent possible.
2. Race-neutral measures include any action taken by the LEA to make it easier for all contractors, including MBEs, to compete successfully for public school construction project contracts.
3. Race-based measures include setting an overall MBE goal and MBE sub goals, if applicable, based upon race, gender, ethnicity, etc., for a specific project.
4. The overall MBE goal and the sub goals, if applicable, should be set for each specific project, considering but not limited to, the following factors:
 - a. The extent to which the work to be performed can reasonably be segmented to allow for MBEs to participate in the project;
 - b. A determination of the number of certified MBEs that potentially could perform the identified work;
 - c. The geographic location of the project in relationship to the identified certified MBEs;
 - d. Information obtained from other State departments/agencies related to establishing a MBE goal and/or sub goals for similar construction projects or work in the jurisdiction;
 - e. Information obtained from other State departments/agencies related to MBE participation in similar construction projects or work in the jurisdiction; and
 - f. Any other activities or information that may be identified as useful and productive.
5. The LEA staff, including the MBE liaison, procurement personnel, and project staff, as well as the project architect and cost estimator should consider the factors cited in 4 above when establishing the MBE goal and sub goals, if applicable, for each project or segmented piece of a project that are reasonable and attainable.
6. It is recognized that by utilizing the factors cited in 4 above, the MBE goal and/or sub goals, if applicable, for a specific project or portion thereof may be significantly higher than the overall goals of the program (29% overall, with 7% from African American-owned businesses and 4% from Asian American-owned businesses). It is also recognized and possible that there will be MBE goals set that are lower than those stated above or even that no MBE goal and/or sub goals will be set for a specific project or the segmented piece of the project.



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7. Assistance in reviewing the factors cited in 4 above and setting a goal and/or sub goals, if applicable, for specific projects or a segmented piece of a project can be obtained by contacting the Public School Construction Program and/or the Governor's Office of Minority Affairs.
8. The basis and rationale for establishing the MBE goal and sub goals, if applicable, should be summarized and recorded and submitted in written form to the PSCP for review at the same time that the Construction Documents are submitted to the State for review.
9. For those projects that do not require a Construction Document submission and are over \$50,000, the basis and rationale for establishing the MBE goal and sub goals, if applicable, should be summarized and recorded and submitted in written form to the PSCP for review at the same time that the project is released for bids or proposals are solicited.
10. **NOTE: New Guidelines Regarding MBE Prime Self-Performance.** Please note that when a certified MBE firm participates as a prime contractor on a Contract, a procurement agency may count the distinct, clearly defined portion of the work of the Contract that the certified MBE firm performs with its own workforce toward fulfilling up to, but no more than, fifty-percent (50%) of the MBE participation goal (overall), including up to one hundred percent (100%) of not more than one of the MBE participation subgoals, if any, established for the Contract.
 - ✓ In order to receive credit for self-performance, an MBE prime must be certified in the appropriate NAICS code to do the work and must list its firm in the MBE Participation Schedule, including the certification category under which the MBE prime is self-performing and include information regarding the work it will self-perform.
 - ✓ For the remaining portion of the overall goal and the remaining subgoals, the MBE prime must also identify on the MBE Participation Schedule the other certified MBE subcontractors used to meet those goals or request a waiver.
 - ✓ These guidelines apply to the work performed by the MBE Prime that can be counted for purposes of meeting the MBE participation goals. These requirements do not affect the MBE Prime's ability to self-perform a greater portion of the work in excess of what is counted for purposes of meeting the MBE participation goals.
 - ✓ Please note that the requirements to meet the MBE participation overall goal and subgoals are distinct and separate. If the contract has subgoals, regardless of MBE Prime's ability to self-perform up to 50% of the overall goal (including up to 100% of any subgoal), the MBE Prime must either commit to other MBEs for each of any remaining subgoals or request a waiver. As set forth in Attachment 1-B Waiver Guidance, the MBE Prime's ability to self-perform certain portions of the work of the Contract will not be deemed a substitute for the good faith efforts to meet any remaining subgoal or the balance of the overall goal.



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- ✓ In certain instances where the percentages allocated to MBE participation subgoals add up to more than 50% of the overall goal, the portion of self-performed work that an MBE Prime may count toward the overall goal may be limited to less than 50%. Please refer to GOMA's website (www.goma.maryland.gov) for the MBE Prime Regulations Q&A for illustrative examples.
- 11. Please refer to the MDOT MBE Directory at www.mdot.state.md.us to determine if a firm is certified with the appropriate North American Industry Classification System ("NAICS") Code **and** the product/services description (specific product that a firm is certified to provide or specific areas of work that a firm is certified to perform). For more general information about NAICS, please visit www.naics.com. Only those specific products and/or services for which a firm is certified in the MDOT Directory can be used for purposes of achieving the MBE participation goals. **WARNING:** If the firm's NAICS Code is in **graduated status**, such services/products **may not be counted** for purposes of achieving the MBE participation goals. A NAICS Code is in the graduated status if the term "Graduated" follows the Code in the MDOT MBE Directory.

VI. **IMPLEMENTING PROCEDURES - \$50,000 OR LESS:**

For construction projects estimated to cost \$50,000 or less, the following procedures will be utilized:

1. A MBE goal and/or MBE sub goals are not required to be set for contracts that are anticipated to be for \$50,000 or less.
2. All advertisements, solicitations, and solicitation documents shall include the following statement:

"Certified Minority Business Enterprises are encouraged to respond to this solicitation."
3. To encourage greater MBE participation the staff of the school system should send out notices of potential projects and a specific project to MBEs to solicit bids or proposals directly from minority business enterprise contractors that are certified.
4. A copy of the solicitation notice, preferably electronically, shall be sent to the Governor's Office of Minority Affairs at the same time the advertisement for the solicitation is released.
5. When a pre-bid or pre-proposal conference or meeting is held, the MBE liaison or designated representative shall explain that all bidders or offerors are encouraged to utilize certified MBEs for this project or segments of the project.



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6. Upon request for a specific project, the school system shall provide one set of drawings and specifications (and addenda when issued) to minority business enterprise associations recognized by the Governor's Office of Minority Affairs. They will be available free of charge to be picked up at a location designated by the LEA. A review of the bid or proposal activity submitted by an association's members may be initiated to justify continuation of this service.
7. Minority Business Enterprise forms identified in Section VII of this procedure for projects over \$50,000, are not required to be submitted for these projects (\$50,000 or less).
8. The names of prime contractors obtaining drawings and specifications will be shared with certified MBEs and MBE associations, upon request.
9. At the time of the contract award, the MBE Liaison or a designated person will record any anticipated certified minority business enterprise participation data made available from the successful contractor.
10. A business that presents itself as a minority business may participate in a project but may not be counted toward MBE participation until it is a certified minority business enterprise. If the MBE is not certified at the time of contract award, it may not be counted at that time. Only the funds paid after MDOT certification can be counted as MBE participation in the project. If a certified MBE fails to meet the standards specified in State Finance and Procurement Article 14-301 (G) and (I), Annotated Code of Maryland, the payments made to the MBE can be recorded and counted under a contract entered into when the MBE was eligible and certified. Ineligibility of an MBE to participate in the MBE program may not be the sole cause of the termination of the MBE contractual relationship for the remainder of the term of the contract.
11. The contractor will complete the Standard Monthly Contractor's Requisition for Payment (IAC/PSCP Form 306.4), specifically page 3 of 16, Minority Business Enterprise Participation, with each requisition submitted for payment. If certified MBE firms are known at the time of contract award their names and other appropriate information should be entered on page 3 of the first and all subsequent requisitions for payment. Any MBEs identified during the life of the project should be added as soon as the contractor engages them.
12. Upon completion of the project the contractor will provide a summary of the total of all funds paid to certified MBE firms. This should be within the contractor's final requisition for payment.

VII. IMPLEMENTING PROCEDURES - Over \$50,000:



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For construction projects estimated to cost in excess of \$50,000, the following procedures will be utilized:

1. All advertisements, solicitations, and solicitation documents shall include the following statements:
 - a. "Certified Minority Business Enterprises are encouraged to respond to this solicitation notice."
 - b. "The contractor or supplier who provides materials, supplies, equipment and/or services for this construction project shall attempt to achieve the specific overall MBE goal of ____ percent established for this project. All prime contractors, including certified MBE firms, when submitting bids or proposals as general or prime contractors, are required to attempt to achieve this goal from certified MBE firms."
 - c. If sub goals have been established for this project then one of the following should be included:
 - 1) "The sub goals established for this project are ____ percent from African American-owned businesses and ____ percent from Asian American-owned businesses."
 - 2) "The sub goal established for this project is ____ percent from African American-owned businesses."
 - 3) "The sub goal established for this project is ____ percent from Asian American-owned businesses."
 - d. "The bidder or offeror is required to submit with its bid or proposal a completed Attachment 1(State Attachment A) - Certified MBE Utilization and Fair Solicitation Affidavit and Attachment 2 (State Attachment B) - MBE Participation Schedule, as described in the solicitation documents.
 - e. If there is no overall MBE goal or MBE sub goals established for the project, then only 1.a. above is to be included.
2. Other Advertisement and Outreach Requirements
 - a. To encourage greater MBE participation the staff of the school system should send out notices of potential projects to MBEs or solicit bids or proposals directly from minority business enterprise contractors that are certified.
 - b. A copy of the solicitation notice, preferably electronically, shall be sent to the Governor's Office of Minority Affairs at the same time the advertisement for the solicitation is released.



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- c. Upon request for a specific project, the school system shall provide one set of drawings and specifications (and addenda when issued) to minority business enterprise associations recognized by the Governor's Office of Minority Affairs. They will be available free of charge to be picked up at a location designated by the LEA. A review of the bid or proposal activity by an association's members may be initiated to justify continuation of this service.
 - d. When a pre-bid or pre-proposal conference is held, the MBE Liaison or designated representative shall explain the MBE goal and sub goals, if applicable; the MBE provisions of the solicitation; the documentation required at the time of submission; its relationship to the responsiveness of the bidder or offeror; how to complete the required attachments, particularly 1(A), 2(B), and 3(C); and additional information and supporting documentation that may be required after the bid or proposal opening. All contractors who attend the pre-bid or pre-proposal conference should receive a list or information explaining how to obtain a listing of certified MBE firms who could perform the work or have expressed an interest in performing the school construction work required for the specific project in the jurisdiction.
 - e. The names of prime contractors obtaining drawings and specifications will be shared with certified MBEs and MBE associations, upon request.
 - f. The MBE liaison, in conjunction with the procurement officer or project staff, should respond to all applicable questions and concerns relating to the project's MBE requirements completely and in a timely fashion to ensure that all potential contractors and subcontractors can compete effectively.
3. All Solicitation Documents Shall Include the Following
- a. "Certified Minority Business Enterprises are encouraged to respond to this solicitation notice."
 - b. "The contractor or supplier who provides materials, supplies, equipment and/or services for this construction project shall attempt to achieve the result that a minimum of __ percent of the total contract value is with certified Minority Business Enterprises, with a minimum of __ percent from certified African American-owned businesses, a minimum of __ percent from certified Asian American-owned businesses, and the balance from any certified Minority Business Enterprises. All contractors, including certified MBE firms, when submitting bids or proposals as prime contractors, are required to attempt to achieve the MBE goal and sub goals, if applicable, from certified MBEs." Note: see VII.1.c. above for variations that may be required.



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- c. Each bid or offer submitted, including a submittal from a certified MBE in response to this solicitation, shall be accompanied by a completed Attachment 1 (State Attachment A) - Certified MBE Utilization and Fair Solicitation Affidavit and a completed Attachment 2 (State Attachment B) - MBE Participation Schedule. These two attachments must be accurate and consistent with each other.
- 1) Attachment 1 (State Attachment A) and Attachment 2 (State Attachment B) shall be submitted with the sealed bid price or proposal at a place, date, and time specified in the solicitation document.
 - 2) As an alternative, and at the discretion of the school system, Attachment 1 (State Attachment A) could be submitted with the sealed bid price or proposal at a place, date, and time specified in the solicitation document. The sealed bids or proposals received by the time specified could be held, unopened for a maximum of 30 minutes. Within that time (30 minutes) each bidder or offeror must submit Attachment 2 (State Attachment B), in a separate sealed envelope. The sealed price envelopes from each bidder or offeror who submits both the sealed bid and proposal and the envelope with Attachment 2 (State Attachment B) will then be opened and reviewed and recorded as a viable submission. Any contractor that fails to submit the second envelope, with Attachment 2 (State Attachment B), prior to the specified time allowed (30 minutes) after the submittal of the sealed bid or proposal will be deemed non-responsive and the sealed bid or proposal will not be opened or considered.
- d. The submittal of a completed and signed Attachment 1 (State Attachment A) - Certified MBE Utilization and Fair Solicitation Affidavit and a completed and signed Attachment 2 (State Attachment B) - MBE Participation Schedule indicates the bidder's or offeror's recognition and commitment to attempt to achieve the MBE goal and/or MBE sub goals, if applicable, for the specific project.
- 1) The bidder or offeror recognizes that their efforts made to initiate contact, to solicit, and to include MBE firms in this project will be reviewed carefully and evaluated based upon the actions taken by them prior to and up to 10 days before the bid or proposal opening. Follow-up actions taken by the bidder or offeror within the 10 days prior to the bid opening will also be considered.
 - 2) Based upon this review and evaluation it will be determined, by the MBE liaison, procurement officer, or a designated person, if a good faith effort was made by the apparent low bidder or apparent successful offeror.



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- e. The bidder or offeror must check one of the three boxes on Attachment 1 (State Attachment A), which relates to the level of MBE participation achieved for the project. The bidder's or offeror's signature indicates that in the event that they did not meet the MBE goal or sub goals, if applicable, that:
 - 1) They are therefore requesting a waiver, and
 - 2) Documentation of their good faith efforts will be provided to the school system staff within 10 days of being notified that they are the apparent low bidder or apparent successful offeror.
- f. The bidder or offeror must submit Attachment 2 (State Attachment B) (as and when described above), which lists and provides information related to each certified MBE firm that the bidder or offeror will utilize on this project. A completed and accurate Attachment 2 (State Attachment B) is required. All of the work specified to be performed by each MBE firm, the contact information, MDOT certification number, minority code, the dollar values, and percentages must be correct.
- g. Attachment 2 (State Attachment B) should be completed and submitted with all calculations utilizing the base bid or offer only. A revised Attachment 2 (State Attachment B) should be submitted by the successful bidder or offeror once a determination is made as to the acceptance and/or rejection of any alternates.
- h. If a request for a waiver has been made, the appropriate box on Attachment 1 (State Attachment A) has been checked and the attachment signed, then the LEA should obtain and review the apparent low bidder's or successful offeror's supporting documentation of the good faith efforts to justify the granting of the waiver, prior to submitting the contract award for approval to the board of education.
- i. The following documentation shall be considered as part of the contract, and shall be furnished by the apparent low bidder or successful offeror to the MBE Liaison or designated person, within ten (10) working days from notification that the firm is the apparent low bidder or successful offeror:
 - 1) A completed Attachment 4 (State Attachment D) - Minority Business Enterprise Subcontractor Project Participation Statement shall be completed and signed by the prime contractor and each MBE firm listed on Attachment 2 (State Attachment B) - MBE Participation Schedule and Attachment 3 (State Attachment C) - Outreach Efforts Compliance Statement shall be signed and completed by the bidder or offeror.
 - 2) Notification for purposes of this procedure means the earliest of the following methods of communication: orally in person, orally by



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telephone, orally by a telephone message, a faxed communication, a letter by date received or an electronic communication.

- 3) The ten (10) working days do not include the day the notification is received, weekends or holidays (State or Federal), but the material submitted must be received by the close of business on the tenth day.
- 4) The requirement to submit the above-listed documentation within the time frame specified will be considered by the IAC in its review of the request for contract award for the project. Failure to submit the required documentation within the time frame specified may result in a delay of the approval of the award of the contract, or the materials being returned without the approval of the award of the contract.

4. Waiver Procedures

- a. If the apparent low bidder or successful offeror has determined that they are unable to meet the overall MBE goal or sub goals, if applicable, for the project at the time of submission of a bid or offer, they must check either of the two boxes on Attachment 1 (State Attachment A). The signature recognizes and acknowledges that a request for a waiver is being made. The apparent low bidder or successful offeror will therefore be required to submit information and substantiating documentation that will be reviewed to justify the granting of a waiver.
- b. If the apparent low bidder or successful offeror is unable to achieve the overall MBE contract goal and/or the MBE sub goals, if applicable, from certified African American-owned businesses and/or from certified Asian American-owned businesses, the apparent low bidder or successful offeror shall submit, within 10 working days from notification that the firm is the apparent low bidder or successful offeror, a completed Attachment 3 (State Attachment C) - Outreach Efforts Compliance Statement, Attachment 5 (State Attachment E) - Minority Subcontractors Unavailability Certificate, and Attachment 6 (State Attachment F) - MBE Waiver Documentation which shall include the following:
 - 1) A detailed statement of the efforts made by the bidder or offeror to identify and select portions of the work proposed to be performed by subcontractors in order to increase the likelihood of achieving the stated goal;
 - 2) A detailed statement of the efforts made by the bidder or offeror prior to and up to at least ten (10) days before the bid or proposal opening to solicit minority business enterprises through written notices that describe the categories of work for which subcontracting is being solicited, the type of work to be performed and specific instructions



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on how to submit a bid or proposal;

- 3) Follow-up actions taken by the bidder or offeror within the 10 days prior to the bid or proposal opening will also be considered.
 - 4) A detailed statement of the bidder's or offeror's efforts to make personal contact with MBE firms identified for item (2) above;
 - 5) A record of the name, address, telephone number and dates contacted for each MBE identified under items (2) and (3) above;
 - 6) A description of the information provided to MBEs regarding the drawings, specifications and the anticipated time schedule for portions of the work to be performed;
 - 7) Information on activities to assist minority business enterprises to fulfill bonding requirements or to obtain a waiver of these requirements;
 - 8) Information on activities to publicize contracting opportunities to minority business enterprises, attendance at pre-bid or pre-proposal meetings or other meetings scheduled by the MBE Liaison or designated representative; and
 - 9) As to each MBE that placed a subcontract quotation or offer which the apparent low bidder or successful offeror considers not to be acceptable, a detailed statement of reasons for this conclusion.
- c. In addition to any waiver documentation the apparent low bidder or successful offeror shall submit one completed Attachment 4 (State Attachment D) - Minority Business Enterprise Subcontractor Project Participation statement for each MBE firm that will participate in the project consistent with the information previously provided at the time of the submission of Attachment 2 (State Attachment B) or the revised Attachment 2 (State Attachment B).
- d. A waiver of an MBE contract goal or sub goal, if applicable, may be granted by the school system only upon receipt of Attachment 3 (State Attachment C) - Outreach Efforts Compliance Statement, Attachment 5 (State Attachment E) - Minority Subcontractors Unavailability Certificate, and Attachment 6 (State Attachment F) - MBE Waiver Documentation as described above in items 1) through 9).
- 1) The MBE Liaison will review and accept or reject the minority business enterprise material that is submitted, and could obtain legal



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advice or assistance from their attorney.

- 2) The MBE waiver request may not be considered unless all of the documentation specified above has been submitted in a timely fashion by the apparent low bidder or successful offeror.
 - 3) Assistance in the review of a request for a waiver (the documentation and justifications) may be requested from the Public School Construction Program and/or the Governor's Office of Minority Affairs.
 - 4) If a determination is made that the apparent low bidder or successful offeror did make a good faith effort, based upon a review of the documentation submitted, then the waiver must be granted. The award of contract shall then be made. The material and information submitted, including the LEA's review and analysis notes and conclusion shall be retained in the project file.
 - 5) If a determination is made that the apparent low bidder or successful offeror did not make a good faith effort, based upon a review of the documentation submitted, then the waiver should not be granted. The material and information submitted, including the LEA's review and analysis notes and conclusion, shall be retained in the project file. The award of contract shall then be made to the next lowest bidder or offeror, who meets the contractual requirements, including the MBE requirements.
 - 6) When a waiver is granted, a copy of Attachment 5 (State Attachment E) - MBE Waiver Documentation, accepted and signed by a school system representative and with the reasons for the determination, shall be forwarded to the Governor's Office of Minority Affairs and the Public School Construction Program within ten (10) days after approval of the contract award by the board of education. Failure to submit the required documentation within the time frame specified may result in delayed approval of the award of contract by the IAC.
5. All Contracts Shall Include the Following
- a. "The contractor shall perform the contract in accordance with the representations made in Attachment 1 (State Attachment A) - Certified Minority Business Enterprise Utilization and Fair Solicitation Affidavit and Attachment 2 (State Attachment B) - MBE Participation Schedule, submitted as part of the bid or proposal".
 - b. "Failure to perform the contract as specified and presented in the bid or proposal submission without prior written consent of the owner shall constitute a violation of a material term of the contract."



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- 1) The contractor shall structure his/her operations for the performance of the contract to attempt to achieve the MBE goals as stated in the solicitation document.
- 2) The contractor agrees to use his/her best efforts to carry out these requirements consistent with the efficient and effective performance of the contract.
- 3) The contractor must ensure that all certified MBEs shall have the maximum practical opportunity to compete for additional subcontract work under the contract, even after the award of the contract.
- 4) The contractor shall submit monthly to the MBE Liaison or the school system's designated representative a report listing any unpaid invoices, over 30 days old, received from any certified MBE subcontractor, the amount of each invoice and the reason payment has not been made.
- 5) The contractor shall included in its agreements with its certified MBE subcontractors, a requirement that those subcontractors submit monthly to the MBE Liaison or appropriate representative a report that identifies the prime contract and lists all payments received from the contractor in the preceding 30 days, as well as any outstanding invoices, and the amount of those invoices.
- 6) The contractor shall cooperate in any reviews of the contractor's procedures and practices with respect to minority business enterprises, which the MBE Liaison, the Public School Construction Program, and/or the Governor's Office of Minority Affairs may, from time to time, conduct.
- 7) The contractor shall maintain such records as are necessary to confirm compliance with its MBE participation obligations. These records must indicate the identity of certified minority and non-minority subcontractors employed on the contract, the type of work performed by each, and the actual dollar value of work performed. Subcontract agreements documenting the work performed by all MBE participants must be retained by the contractor and furnished to the MBE Liaison and or appropriate representative on request.
- 8) All records concerning MBE participation must be retained by the contractor for a period of five years after final completion of the contract, and will be available for inspection by the MBE Liaison, representatives from the Public School Construction Program and/or other designated official entities.



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- 9) At the option of the MBE Liaison or appropriate agency representative, upon completion of the contract and before final payment and/or release of retainage, the contractor shall submit a final report in affidavit form and under penalty of perjury, of all payments made to, or withheld from MBE subcontractors.
- 10) If at any time after submission of a bid or proposal and before execution of a contract, the apparent successful bidder or offeror determines that a certified MBE listed on Attachment 2 (State Attachment B) - MBE Participation Schedule has become or will become unavailable, then the apparent successful bidder or offeror shall immediately notify the procurement officer and provide such officer with a reason(s) why the change has occurred. Any desired change in Attachment 2 (State Attachment B) - MBE Participation Schedule shall be approved in advance by the procurement officer and shall indicate the contractor's efforts to substitute another certified MBE subcontractor to perform the work. Desired changes occurring after the date of contract execution may occur only upon written approval by the LEA.
- 11) A business that presents itself as a minority business may participate in a project but the contract value may not be counted toward the MBE goal or sub goals, if applicable, until the business is certified by MDOT. If it is not certified at the time of contract award it may not be counted toward the goal or sub goals, if applicable, at that time. Only the funds paid after MDOT certification can be counted toward meeting the MBE goal or sub goals, if applicable. If a certified MBE fails to meet the standards specified in State Finance and Procurement Article.14-301, Annotated Code of Maryland, the payments made to the MBE can be recorded and counted under a contract entered into when the MBE was eligible and certified. Ineligibility of an MBE to participate in the MBE program may not be the sole cause of the termination of the MBE contractual relationship for the remainder of the term of the contract.
- 12) Contractors are encouraged to seek additional MBE participation in their contracts during the life of the project. Any additional MBE participation from certified MBEs should be reported to the MBE liaison and should be included in subsequent monthly requisitions for payment.
- 13) The contractor shall complete the Standard Monthly Contractor's Requisition for Payment (IAC/PSCP Form 306.4), specifically Attachment 8 (State Attachment H), Minority Business Enterprise Participation, with each requisition submitted for payment. This submittal should accurately reflect the payments to be made that month to MBEs, and the cumulative total for the period specified.



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Any and all MBE firms that are identified on Attachment 2 (State Attachment B) – MBE Participation Schedule should be included on Attachment 8 (State Attachment H) of the first and all subsequent requisitions for payment. Any MBEs identified during the life of the project should be added as soon as the contractor engages them.

- 14) At the completion of the project the contractor shall prepare a written summary of the final certified MBE participation in the contract as compared to the proposed participation at the time of contract award. This should include the name of each certified MBE, the amount that was anticipated to be paid at the time of contract award, the amount actually paid, and an explanation of any differences that have occurred. Special attention should be given to any situations where the final payment(s) to any MBE was below the level of commitment at the time of contract award.

6. Projects Utilizing a Construction Manager Delivery Method

This section of the procedure has been prepared based upon the utilization of Construction Manager Agency method of delivery. If another alternative method of project delivery is being considered, then these procedures would need to be adapted in consultation with the PSCP before proceeding.

- a. For projects that are being designed and solicited utilizing a Construction Manager Agency delivery method with multiple prime contracts, the school system can structure its procedures to attain the overall MBE goal and sub goals, if applicable, for the project as presented below.
- b. The MBE liaison and other school system staff should work with the project's construction manager, cost estimator, and architect, along with any other individuals who could provide assistance, to determine the overall MBE utilization strategy for the work required, appropriate bid packages, and an appropriate overall MBE goal and sub goals, if applicable, for each specific bid or proposal package.
- c. The overall MBE goal and sub goals, if applicable, for the project shall represent the aggregate of the individual goals and sub goals, if applicable, set for each bid or proposal package.
- d. In setting the specific goals and sub goals, if applicable, for each solicitation package consideration should be given to the potential for MBE participation to the maximum extent possible. The information and procedures provided in Section V MBE Goal Setting Procedures should be consulted and followed for these types of projects.
- e. Prior to submitting the construction documents for State review and authorization to solicit bids or proposals, the school system's



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representative will prepare a complete list of the individual solicitation packages and indicate the MBE goal and sub goals, if applicable, for each solicitation package. This would include the overall MBE goal and sub goals, if applicable, established in the solicitation documents, the estimated cost for each solicitation package, and the estimated MBE dollar amounts for each solicitation package. A copy of this list should be submitted with the construction documents. The list should be retained as a record by the school system for comparison to the actual contracts awarded with MBE participation, and the final actual MBE participation at the completion of the project.

- f. Contractors submitting bids or proposals for solicitation packages that do not include a MBE goal and sub goals, if applicable, would not be required to submit any of the MBE attachments that are otherwise required nor would they be required to indicate that they are requesting a waiver. The school system representative would, however, request information from the contractor at the completion of the project to determine if any certified MBE firms had participated in the contract.
 - g. All other submittals of MBE materials and reporting requirements are applicable for the project, including the submittal of Attachments 1 (State Attachment A) and 2 (State Attachment B) as described above in Section VII., this includes the documentation for a request for a waiver, if applicable and appropriate.
7. Projects Utilizing an Indefinite Delivery/Indefinite Quantity (IDIQ) or Job Order Contracting (JOC) Method of Delivery
- a. The solicitation should be prepared and the overall MBE goal and sub goals, if applicable, established based upon the type of work that is anticipated to be specified or performed under the contract and the availability of certified MBEs. This could include an analysis of the percentages of the different types of work, the estimated dollar value in the entire contract, and the availability of MBEs.
 - b. If an overall goal and sub goals, if applicable, are set the bidders or offerors would be required to submit Attachment 1 (State Attachment A) - Certified Minority Business Enterprise Utilization and Fair Solicitation Affidavit in which they could indicate their anticipated MBE participation based upon the entire contract amount and the types of work specified. The award of contract can be made based upon their estimate of MBE participation since there is no specific task order or description of work to be performed and subcontractors have not been identified or engaged through any type of commitment or subcontract.
 - c. Since MBE participation is only anticipated in a general sense as an objective and specific contracts to MBEs have not been signed, then the



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contract award would not be included in any reporting to the PSCP or subsequent reporting to GOMA.

- d. However, as the contract proceeds and individual task orders and/or purchase orders are issued, the contractor should submit Attachment 2 (State Attachment B) - MBE Participation Schedule for any and all projects or work where MBE subcontractors and/or suppliers might reasonably be utilized. Discussions between the contractor or offeror and the LEA as the task orders and/or purchase orders are being developed should address this aspect of the contract requirements.
 - e. Any MBE participation should be recorded by the MBE liaison and reported to the PSCP MBE Liaison as the task orders and/or purchase orders are approved.
 - f. The contractor shall complete the Standard Monthly Contractor's Requisition for Payment (IAC/PSCP FORM 306.4), specifically page 3 of 16, Minority Business Enterprise Participation, with each requisition submitted for payment. This submittal should accurately reflect the payments to be made that month to MBEs, and the cumulative total for the period specified. Any and all MBE firms that are identified on Attachment 2 (State Attachment B) - MBE Participation Schedule should be included on page 3 of the first and all subsequent requisitions for payment. Any MBEs identified during the life of the project should be added as soon as the contractor engages them.
 - g. At the completion of the contract period or the full utilization of the contract's value a report should be prepared by the LEA MBE Liaison and submitted to the PSCP MBE Liaison summarizing the MBE participation in each and all of the task orders or purchase orders issued under the contract. This should include the anticipated MBE participation prior to the issuance of the solicitation, the MBE participation anticipated at the time of contract award and the actual MBE participation at the completion of the contract.
8. Projects Utilizing the Design/Build Delivery Method
- a. The solicitation is for both A/E services and the actual construction of a public school project. The solicitation should be prepared and the MBE goal and sub goals, if applicable, established for the construction work that is anticipated for the project. The goal setting procedures described in Section V above should be utilized for these types of projects.
 - b. The bidders or offerors should be required to submit Attachment 1 (State Attachment A) - Certified Minority Business Enterprise Utilization and Fair Solicitation Affidavit on which they would indicate their anticipated MBE participation based upon the construction work anticipated and their



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understanding of the MBE goal and sub goals, if applicable, the types of work involved, and the availability of certified MBEs for the project. Since there are no detailed plans or designs for the project and there are no contracts or subcontracts for the actual construction work there is no need to submit any other MBE attachments, at this time.

- c. If the bidder or offeror, who is to be awarded this contract, has indicated that they do not anticipate achieving the overall MBE participation goal and sub goals, if applicable, for this project on Attachment 1 (State Attachment A), then they are in effect requesting a waiver. They will be required to submit documentation at a later date to justify this request.
- d. As the project proceeds through the design phase and the project is nearing the completion of the construction documents for submission to the State to review, the Design/Build Team (team) in consultation with LEA representatives should discuss the opportunities and potential for certified MBEs to participate in the project.
- e. The team should begin to identify potential contractors and subcontractors, opportunities to segment the project, and MBEs that could participate in the project.
- f. At a point in time that is approximately 30 days prior to the anticipated CD submission to the State, the team should complete and submit Attachment 2 (State Attachment B) - MBE Participation Schedule to the LEA for their review and approval.
- g. If the team had indicated on Attachment 1 (State Attachment A) that they would meet the goals and the information on Attachment 2 (State Attachment B) indicates that they did meet the goals then the team should proceed with the construction of the project.
- h. If the team had indicated on Attachment 1 (State Attachment A) that they did not anticipate meeting the overall MBE goal and sub goals, if applicable, or only a portion of the goal and sub goals, if applicable, then Attachment 1 (State Attachment A) should be reviewed by the LEA. The team should, at this time, submit their documentation in support of the waiver requested.
- i. The proposed MBE participation should be reviewed and a determination made as to whether the team has made a good faith effort to meet the MBE goals and sub goals, if applicable, established for the project and as stated on Attachment 1 (State Attachment A), and previously submitted.
- j. If a request for a waiver is made and approved, Attachment 6 (State Attachment F) – MBE Waiver Documentation should be signed by a school system representative and submitted to the PSCP and the



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Governor's Office of Minority Affairs.

- k. Since there was no MBE participation reported at the time of the award of the Design/Build contract, the LEA would submit the entire package of information, including all of the MBE related attachments to the PSCP within ten (10) days of the team being directed to proceed with the actual construction work.
- l. All other submittals of MBE materials and reporting requirements are applicable for the project, as described above in Section VII.

VIII. LIQUIDATED DAMAGES/FAILURE TO PERFORM WORK

The successful bidder accepts this contract with the understanding that should they fail to complete the work in an acceptable manner and in the time stated, they shall be subject to the payment of liquidated damages as stated in the bid document.

Liquidated Damages Schedule - Amount Per Day

\$25,000 and under	\$100.00
\$25,000 - \$100,000	\$250.00
\$100,000- \$500,000	\$500.00
\$500,000- \$1,000,000	\$550.00
\$1,000, 000-\$2,500,000	\$750.00
\$2,500,000-\$5,000,000	\$1,000.00
\$5,000,000-\$10,000,000	\$1,500.00
\$10,000,000-\$15,000,000	\$2,000.00
\$15,000,000 and More	\$2,500.00

Liquidated Damages Provision for State Funded Contracts Containing Minority Business Enterprise Participation Goals:

Liquidated Damages. This contract requires the contractor to make good faith efforts to comply with the Minority Business Enterprise ("MBE") Program and contract provisions. The Board and the Contractor acknowledge and agree that the Board will incur damages, including but not limited to loss of goodwill, detrimental impact on economic development, and diversion of internal staff resources, if the Contractor does not make good faith efforts to comply with the requirements of the MBE Program and MBE contract provisions. The parties further acknowledge and agree that the damages the Board might reasonably be anticipated to accrue as a result of such lack of compliance are difficult to ascertain with precision.

Therefore, upon a determination by the Board that the Contractor failed to make good faith efforts to comply with one or more of the specified MBE Program requirements or contract provisions, the Contractor agrees to pay liquidated



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damages to the State at the rates set forth below. The Contractor expressly agrees that the Board may withhold payment on any invoices as a set-off against liquidated damages owed. The Contractor further agrees that for each specified violation, the agreed upon liquidated damages are reasonably proximate to the loss the Board is anticipated to incur as a result of such violation.

- a. Failure to submit each monthly payment report in full compliance with COMAR 21.11.03.13B (3): \$_____ per day until the monthly report is submitted as required.
- b. Failure to include in its agreements with MBE subcontractors a provision requiring submission of payment reports in full compliance with COMAR 21.11.03.13B (4): \$ _____ per MBE subcontractor.
- c. Failure to comply with COMAR 21.11.03.12 in terminating, canceling, or changing the scope of work/value of a contract with an MBE subcontractor and/or amendment of the MBE participation schedule: the difference between the dollar value of the MBE participation commitment on the MBE participation schedule for that specific MBE firm and the dollar value of the work performed by that MBE firm for the contract.
- d. Failure to meet the Contractor's total MBE participation goal and subgoal commitments: the difference between the dollar value of the total MBE participation commitment on the MBE participation schedule and the MBE participation actually achieved.
- e. Failure to promptly pay all undisputed amounts to an MBE subcontractor in full compliance with the prompt payment provisions of this contract: \$_____ per day until the undisputed amount due to the MBE subcontractor is paid. This section does not apply to contracts that are subject to section 15-226 of the State Finance and Procurement Article – Construction Contracts – Prompt Payment of Subcontractors.

Notwithstanding the use of liquidated damages, the State reserves the right to terminate the contract and exercise all other rights and remedies provided in the contract or by law.

IX. **RECORDS AND REPORTS:**

1. The MBE Liaison shall maintain such records as are necessary to confirm compliance with its Minority Business Enterprise Procedures and activities. The records shall be maintained until the project is audited by the Public School Construction Program. These records shall include by project:
 - a. The contractor report submitted at the completion of the project;
 - b. The identity of the minority contractors employed on the project;
 - c. The type of work performed;
 - d. The actual dollar value of the work, services, supplies or equipment; and
 - e. The MBE percentage of the total contract.



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2. The MBE Liaison will maintain a record of all waivers approved for each project or solicitation package where the prime contractor was unable to achieve the established overall goal or sub goals, if applicable. The MBE Liaison will, however, report to the PSCP all MBE participation by MDOT certified firms who are prime contractors, subcontractors, suppliers, or otherwise making an economically viable contribution to each project. This information shall be reported to PSCP within ten (10) days after approval of the award of the contract by the Board of Education.
3. The LEA shall submit the "Certified Minority Business Enterprise Participation Standard Monthly Contractor's Requisition for Payment" (IAC/PSCP Form 306.4 page 3 of 16, located in the Administrative Procedures Guide), which is Attachment 7 (State Attachment G) in this procedure, to the PSCP Director of Fiscal Services as part of the regular monthly request for payment for the project.
4. The LEA shall submit the "Close-Out Cost Summary" (IAC/PSCP Form 306.6 located in the Administrative Procedures Guide), which is Attachment 8 (State Attachment H) of this procedure, along with the "Certified Minority Business Enterprise Participation Standard Monthly Contractor's Requisition for Payment" (IAC/PSCP Form 306.4) to the PSCP Director of Fiscal Services within 180 days of completion of the project.
5. Each fiscal year end, PSCP Fiscal Services will create a report "Payments Made to Contractors during The Fiscal Year" and maintain such records as are necessary to confirm compliance with its minority business enterprise procedures and activities.
6. Each fiscal year end, PSCP Fiscal Services will create a report "Projects Completed during the Fiscal Year" and maintain such records as are necessary to confirm compliance with its Minority Business Enterprise Procedures and activities. This report will compare the overall MBE goal and sub goals, if applicable, for each specific project with the MBE participation anticipated at the time of contract award and the actual MBE participation at the completion of the project.

X. MONITORING:

1. The LEA's procurement personnel or project staff shall verify that the certified MBE's listed in the MBE participation schedule are actually performing the work.
2. The LEA's procurement personnel shall ensure that MBE subcontractors are receiving compensation as set forth in the MBE participation schedule by ensuring that the contractor submits monthly reports, listing any unpaid invoices over 30 days old received from any certified MBE subcontractor, the amount of each invoice, and the reason payment has not been made.



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3. The MBE Liaison and/or the Public School Construction Program will conduct reviews as deemed necessary to confirm compliance with the minority business enterprise participation requirements.
4. The MBE Liaison will maintain appropriate records, and shall assist the Public School Construction Program in on-site or post-audit reviews upon request.
5. Auditors from the Public School Construction Program will have access to and the ability to audit MBE participation for specific projects, information retained by the LEA, and/or submitted to the IAC in reports/forms filed by the LEA as referenced above.

XI. **MINORITY BUSINESS ENTERPRISE LIAISON:**

1. The Chief Executive Officer shall designate an individual to be identified as the MBE Liaison for the school system.
2. The MBE Liaison will be the contact person who will work with the Public School Construction Program and the Governor's Office of Minority Affairs to implement the Minority Business Enterprise Program for the school system and the State of Maryland.
3. The Chief Executive Officer will immediately notify the Public School Construction Program if there is a change in the MBE Liaison for the school system.

XII. **RELATED PROCEDURES:** Administrative Procedure 3325, Minority Business Enterprise Procurement Procedures.

XIII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the State of Maryland Public School Construction Program and will be reviewed and updated by the Department of Purchasing and Supply as the need may develop.

XIV. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 7419, dated July 1, 2014.

XV. **EFFECTIVE DATE:** February 23, 2015.

Attachments:

1. Certified Minority Business Enterprise Utilization and Fair Participation Affidavit;
2. Minority Business Enterprises Participation Schedule;



ADMINISTRATIVE PROCEDURE

MINORITY BUSINESS PROCEDURES FOR STATE FUNDED PUBLIC SCHOOL CONSTRUCTION PROJECTS

7419

Procedure No.

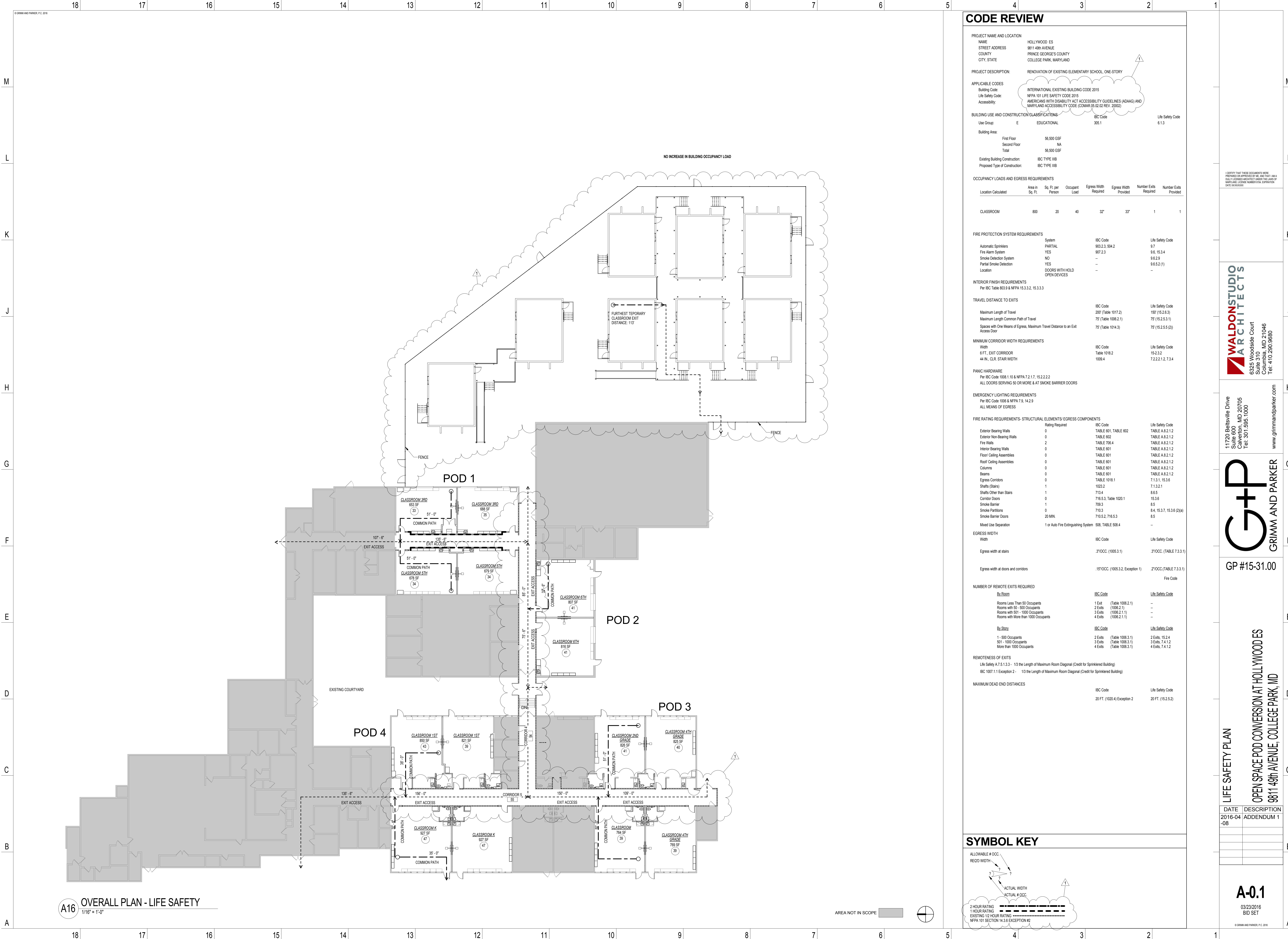
October 12, 2015

Date

3. Minority Business Enterprises Outreach Efforts Compliance Statement;
4. Minority Business Enterprises Subcontractor Project Participation Statement;
5. Minority Subcontractor Unavailability Certificate;
6. Minority Business Enterprise Waiver Documentation;
7. Minority Business Enterprise Participation Standard Monthly Contractor's Requisition for Payment;
8. Close Out Cost Summary

Distribution:

Lists 1, 2, 3, 4, 5, 6, 10, and 11



A16 OVERALL PLAN - LIFE SAFETY
1/16" = 1'-0"

CODE REVIEW

PROJECT NAME AND LOCATION			
NAME	HOLLYWOOD ES		
STREET ADDRESS	9811 49th AVENUE		
COUNTY	PRINCE GEORGE'S COUNTY		
CITY, STATE	COLLEGE PARK, MARYLAND		
PROJECT DESCRIPTION:			
RENOVATION OF EXISTING ELEMENTARY SCHOOL, ONE-STORY			
APPLICABLE CODES			
Building Code:	INTERNATIONAL EXISTING BUILDING CODE 2015		
Life Safety Code:	NFPA 101 LIFE SAFETY CODE 2015		
Accessibility:	AMERICANS WITH DISABILITY ACT ACCESSIBILITY GUIDELINES (ADAAG) AND MARYLAND ACCESSIBILITY CODE (COMAR 05.02.02 REV. 2000)		
BUILDING USE AND CONSTRUCTION CLASSIFICATIONS		IBC Code	Life Safety Code
Use Group:	E EDUCATIONAL	305.1	6.1.3
Building Area:			
First Floor	56,500 GSF		
Second Floor	NA		
Total	56,500 GSF		
Existing Building Construction:	IBC TYPE IIB		
Proposed Type of Construction:	IBC TYPE IIB		

OCCUPANCY LOADS AND EGRESS REQUIREMENTS							
Location Calculated	Area in Sq. Ft.	Sq. Ft. per Person	Occupant Load	Egress Width Required	Egress Width Provided	Number Exits Required	Number Exits Provided
CLASSROOM	800	20	40	32"	33"	1	1

FIRE PROTECTION SYSTEM REQUIREMENTS			
Automatic Sprinklers	System	IBC Code	Life Safety Code
Fire Alarm System	PARTIAL	903.2.3, 504.2	9.7
Smoke Detection System	NO	907.2.3	9.6, 15.3.4
Partial Smoke Detection	YES	--	9.6.2.9
Location	DOORS WITH HOLD OPEN DEVICES	--	9.6.5.2 (1)

INTERIOR FINISH REQUIREMENTS			
Per IBC Table 903.9 & NFPA 15.3.3.2, 15.3.3.3			

TRAVEL DISTANCE TO EXITS			
Maximum Length of Travel	IBC Code	Life Safety Code	
Maximum Length Common Path of Travel	200' (Table 1017.2)	150' (15.2.6.3)	
Spaces with One Means of Egress, Maximum Travel Distance to an Exit Access Door	75' (Table 1006.2.1)	75' (15.2.6.3.1)	
	75' (Table 1014.3)	75' (15.2.6.5 (2))	

MINIMUM CORRIDOR WIDTH REQUIREMENTS			
Width	IBC Code	Life Safety Code	
6 FT., EXIT CORRIDOR	Table 1018.2	15.2.3.3	
44 IN., CLR. STAIR WIDTH	1009.4	7.2.2.2.1.2, 7.3.4	

PANIC HARDWARE			
Per IBC Code 1008.1.10 & NFPA 7.2.1.7, 15.2.2.2.2			
ALL DOORS SERVING 50 OR MORE & AT SMOKE BARRIER DOORS			

EMERGENCY LIGHTING REQUIREMENTS			
Per IBC Code 1008 & NFPA 7.9, 14.2.9			
ALL MEANS OF EGRESS			

FIRE RATING REQUIREMENTS- STRUCTURAL ELEMENTS/ EGRESS COMPONENTS			
	Rating Required	IBC Code	Life Safety Code
Exterior Bearing Walls	0	TABLE 601, TABLE 602	TABLE A.8.2.1.2
Exterior Non-Bearing Walls	0	TABLE 602	TABLE A.8.2.1.2
Fire Walls	2	TABLE 706.4	TABLE A.8.2.1.2
Interior Bearing Walls	0	TABLE 601	TABLE A.8.2.1.2
Floor/Ceiling Assemblies	0	TABLE 601	TABLE A.8.2.1.2
Roof/Ceiling Assemblies	0	TABLE 601	TABLE A.8.2.1.2
Columns	0	TABLE 601	TABLE A.8.2.1.2
Beams	0	TABLE 601	TABLE A.8.2.1.2
Egress Corridors	0	TABLE 1018.1	7.1.3.1, 15.3.6
Shafts (Stairs)	1	1023.2	7.1.3.2.1
Shafts Other than Stairs	1	713.4	8.6.5
Corridor Doors	0	716.5.3, Table 1020.1	15.3.6
Smoke Barrier	1	709.3	8.5
Smoke Partitions	0	710.3	8.4, 15.3.7, 15.3.8 (2)(a)
Smoke Barrier Doors	20 MIN.	710.5.2, 716.5.3	8.5
Mixed Use Separation	1 or Auto Fire Extinguishing System	508, TABLE 508.4	--

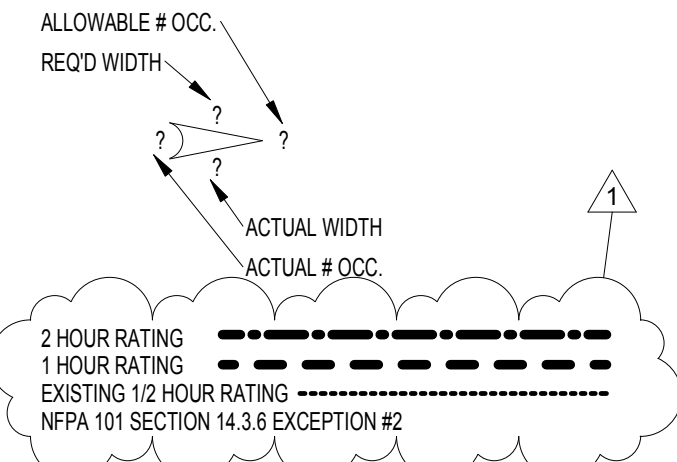
EGRESS WIDTH			
Width	IBC Code	Life Safety Code	
Egress width at stairs	3"/OCC. (1005.3.1)	3"/OCC. (TABLE 7.3.3.1)	
Egress width at doors and corridors	15"/OCC. (1005.3.2, Exception 1)	2"/OCC. (TABLE 7.3.3.1)	Fire Code

NUMBER OF REMOTE EXITS REQUIRED			
By Room	IBC Code	Life Safety Code	
Rooms Less Than 50 Occupants	1 Exit (Table 1006.2.1)	--	
Rooms with 50 - 500 Occupants	2 Exits (1006.2.1)	--	
Rooms with 501 - 1000 Occupants	3 Exits (1006.2.1.1)	--	
Rooms with More Than 1000 Occupants	4 Exits (1006.2.1.1)	--	
By Story	IBC Code	Life Safety Code	
1 - 500 Occupants	2 Exits (Table 1006.3.1)	2 Exits, 15.2.4	
501 - 1000 Occupants	3 Exits (Table 1006.3.1)	3 Exits, 7.4.1.2	
More Than 1000 Occupants	4 Exits (Table 1006.3.1)	4 Exits, 7.4.1.2	

REMOVEDNESS OF EXITS			
Life Safety A.7.5.1.3.3 - 1/3 the Length of Maximum Room Diagonal (Credit for Sprinklered Building)			
IBC 1007.1.1 Exception 2 - 1/3 the Length of Maximum Room Diagonal (Credit for Sprinklered Building)			

MAXIMUM DEAD END DISTANCES			
	IBC Code	Life Safety Code	
	20 FT. (1020.4) Exception 2	20 FT. (15.2.6.2)	

SYMBOL KEY



I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A QUALY LICENSED ARCHITECT UNDER THE LAWS OF MARYLAND, LICENSE NUMBER 0704, EXPIRATION DATE 12/31/2024.

WALDONSTUDIO ARCHITECTS
6325 Woodside Court
Suite 310
College Park, MD 21046
Tel: 410.290.9680

11720 Beltsville Drive
Suite 600
Calverton, MD 20705
Tel: 301.595.1000
www.girmandparker.com

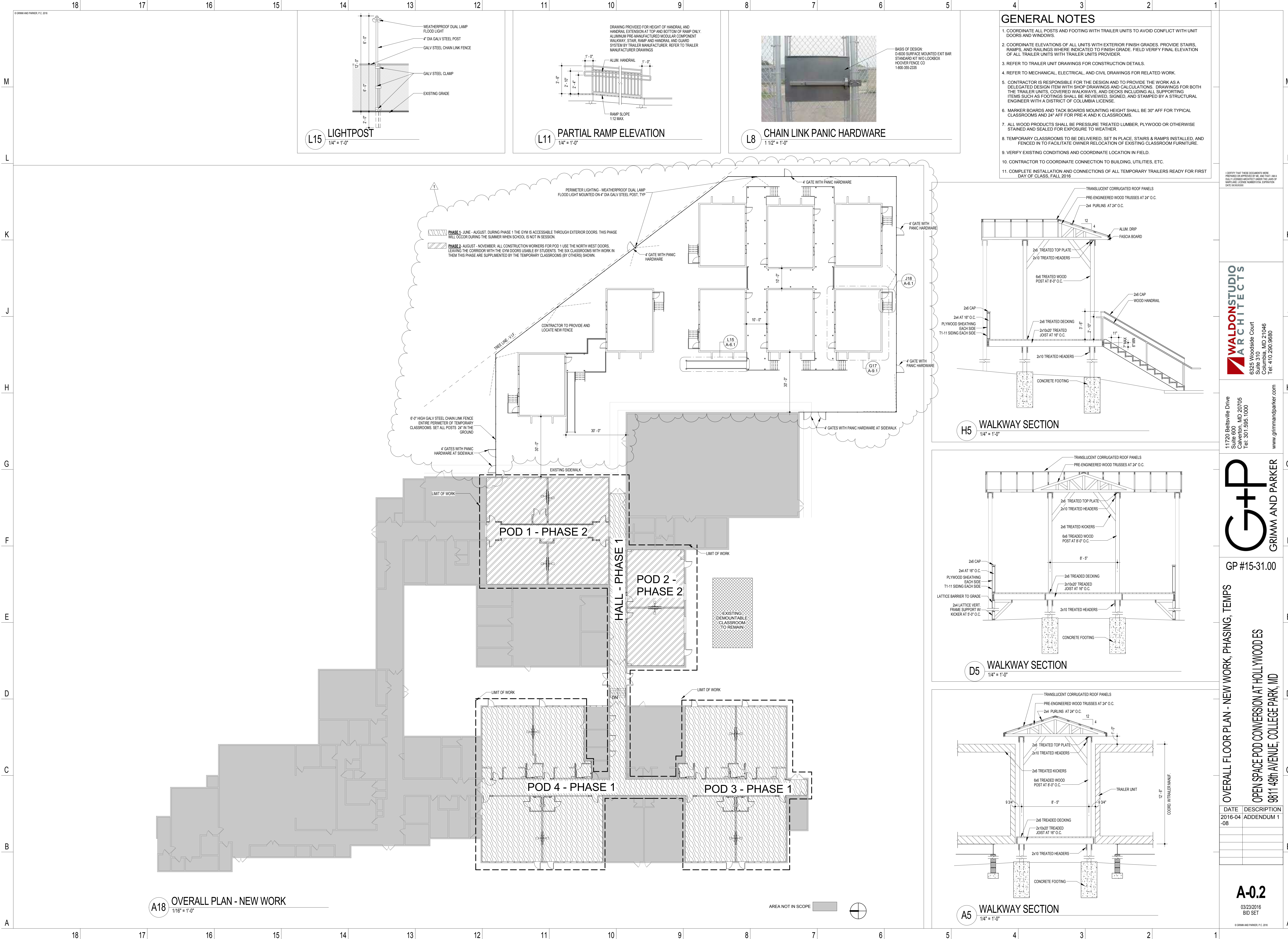
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GP #15-31.00

LIFE SAFETY PLAN
OPEN SPACE POD CONVERSION AT HOLLYWOOD ES
9811 48th AVENUE, COLLEGE PARK, MD

DATE	DESCRIPTION
2016-04-08	ADDENDUM 1

A-0.1
03/23/2016
BID SET



GENERAL NOTES

- COORDINATE ALL POSTS AND FOOTING WITH TRAILER UNITS TO AVOID CONFLICT WITH UNIT DOORS AND WINDOWS.
- COORDINATE ELEVATIONS OF ALL UNITS WITH EXTERIOR FINISH GRADES. PROVIDE STAIRS, RAMPS, AND RAILINGS WHERE INDICATED TO FINISH GRADE. FIELD VERIFY FINAL ELEVATION OF ALL TRAILER UNITS WITH TRAILER UNITS PROVIDER.
- REFER TO TRAILER UNIT DRAWINGS FOR CONSTRUCTION DETAILS.
- REFER TO MECHANICAL, ELECTRICAL, AND CIVIL DRAWINGS FOR RELATED WORK.
- CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND TO PROVIDE THE WORK AS A DELEGATED DESIGN ITEM WITH SHOP DRAWINGS AND CALCULATIONS. DRAWINGS FOR BOTH THE TRAILER UNITS, COVERED WALKWAYS, AND DECKS INCLUDING ALL SUPPORTING ITEMS SUCH AS FOOTINGS SHALL BE REVIEWED, SIGNED, AND STAMPED BY A STRUCTURAL ENGINEER WITH A DISTRICT OF COLUMBIA LICENSE.
- MARKER BOARDS AND TACK BOARDS MOUNTING HEIGHT SHALL BE 30" AFF FOR TYPICAL CLASSROOMS AND 24" AFF FOR PRE-K AND K CLASSROOMS.
- ALL WOOD PRODUCTS SHALL BE PRESSURE TREATED LUMBER, PLYWOOD OR OTHERWISE STAINED AND SEALED FOR EXPOSURE TO WEATHER.
- TEMPORARY CLASSROOMS TO BE DELIVERED, SET IN PLACE, STAIRS & RAMPS INSTALLED, AND FENCED IN TO FACILITATE OWNER RELOCATION OF EXISTING CLASSROOM FURNITURE.
- VERIFY EXISTING CONDITIONS AND COORDINATE LOCATION IN FIELD.
- CONTRACTOR TO COORDINATE CONNECTION TO BUILDING, UTILITIES, ETC.
- COMPLETE INSTALLATION AND CONNECTIONS OF ALL TEMPORARY TRAILERS READY FOR FIRST DAY OF CLASS, FALL 2016.

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF MARYLAND. LICENSE NUMBER: 0704, EXPIRATION DATE: 06/30/2017.

WALDONSTUDIO
ARCHITECTS
6325 Woodside Court
Suite 310
Calverton, MD 21046
Tel: 410.290.9680

11720 Beltsville Drive
Suite 600
Calverton, MD 20705
Tel: 301.595.1000

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GP #15-31.00

OVERALL FLOOR PLAN - NEW WORK, PHASING, TEMPS

OPEN SPACE POD CONVERSION AT HOLLYWOOD ES
9911 40th AVENUE, COLLEGE PARK, MD

DATE	DESCRIPTION
2016-04-08	ADDENDUM 1

A-0.2
03/23/2016
BID SET

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Diagram illustrating the specifications for a Type A tactile sign. The sign is rectangular with a width of 6 inches. The top section contains the text "100A" in large characters and "100a" in smaller characters below it. The bottom section contains the text "CLASSROOM" in large characters and "CLASSROOM" in smaller characters below it. The sign is labeled "TYPE A".

Specifications and dimensions shown:

- 3/4" CAP HEIGHT
- TACTILE TEXT RAISED 1/32" CAPS
- SANS SERIF TYPE STYLE
- GRADE 2 BRAILLE
- MIN. 5/8" CAP HEIGHT
- TACTILE TEXT RAISED 1/32" CAPS
- SANS SERIF TYPE STYLE
- GRADE 2 BRAILLE

HINGE SIDE OF DOOR

DOOR HARDWARE

DOOR HINGES, TYP.

H/2

CONSTRUCTION RM. NUM.	NAME	SIGN ROOM NUMBER	SIGN TYPE
01	CLASSROOM K	1	TYPE A
01A	TOILET	1A	TYPE B
02	CLASSROOM 1ST	2	TYPE A
02A	TOILET	2A	TYPE B
03	CLASSROOM K	3	TYPE A
03A	TOILET	3A	TYPE B
04	CLASSROOM 1ST	4	TYPE A
04A	TOILET	4A	TYPE B
08	CLASSROOM 2ND GRADE	8	TYPE A
08A	TOILET	8A	TYPE B
09	CLASSROOM	9	TYPE A
09A	TOILET	9A	TYPE B
10	CLASSROOM 4TH GRADE	10	TYPE A
10A	TOILET	10A	TYPE B
11	CLASSROOM 4TH GRADE	11	TYPE A
11A	TOILET	11A	TYPE B
12	CLASSROOM 3RD	12	TYPE A
12A	IT	12A	TYPE A
13	CLASSROOM 5TH	13	TYPE A
14	CLASSROOM 3RD	14	TYPE A
15	CLASSROOM 5TH	15	TYPE A
16	CLASSROOM 6TH	16	TYPE A
17	CLASSROOM 6TH	17	TYPE A
50A	ELEC	15A	TYPE A
55A	ELEC	16B	TYPE A
55B	ELEC	10B	TYPE A

Figure 10 consists of three cross-sectional diagrams illustrating different methods for transitioning between a door threshold and a VCT tile floor.

- TS1:** This diagram shows a door threshold. A "TILE TO TERRAZZO ADAPTER" is used, with its "CENTERLINE ALIGNS WITH CENTERLINE OF DOOR WHERE TRANSITION OCCURS AT DOOR THRESHOLD". A "TERRAZZO ALTERNATE" is shown on the other side of the threshold. Labels include "DOOR", "SEE FINISH SCHEDULE", and "T1".
- TS2:** This diagram shows a door threshold. An "ALUMINUM HALF SADDLE THRESHOLD SET IN A BED OF SEALANT" is used. An "EXPANSION JOINT WHERE APPLICABLE" is shown. The "EXTERIOR CONCRETE WALKWAY" is shown on the right, with a "SLOPE" indicated by an arrow. Labels include "DOOR", "VCT TILE", "SEE FINISH SCHEDULE", "CONCRETE SLAB", and "T2".
- TS3:** This diagram shows a door threshold. A "CERAMIC TILE TO VCT ADAPTER" is used, with its "CENTERLINE ALIGNS WITH CENTERLINE OF DOOR WHERE TRANSITION OCCURS AT DOOR THRESHOLD". "CERAMIC TILE" is shown on the right side of the threshold. Labels include "DOOR", "VCT TILE", "SEE FINISH SCHEDULE", and "T3".

1 EA	LOCKSET	45H7TD14H	630
1 EA	CLOSER	P4031-201	ALUM
1 EA	WALL STOP	WS401CCV	US32
1 EA	DOOR BOTTOM	C807A (MTG INSIDE)	ALUM

HARDWARE SET NO.7
TO ELECTRICAL ROOM

RM. NO.	NAME	COLOR SCHEME	FLOOR	BASE	WALLS				CLG.	REMARKS
					A	B	C	D		
01	CLASSROOM K	VCT	RST	PT2	PT3	CT	PT1	APC2		
01A	TOILET	CT	CT	CT	CT	CT	CT	APC2		
02	CLASSROOM 1ST	VCT	RST	PT2	PT3	PT2	PT1	APC2		
02A	TOILET	CT	CT	PT2	CT	CT	CT	APC2		
03	CLASSROOM K	VCT	RST	PT2	PT1	PT2	PT3	APC2		
03A	TOILET	CT	CT	PT2	CT	PT2	CT	APC2		
04	CLASSROOM 1ST	VCT	RST	PT2	PT1	PT2	PT3	APC2		
04A	TOILET	CT	CT	PT2	CT	CT	CT	APC2		
08	CLASSROOM 2ND GRADE	VCT	RST	PT2	PT3	PT2	PT1	APC2		
08A	TOILET	CT	CT	PT2	CT	CT	CT	APC2		
08B	CLASSROOM	VCT	RST	PT2	PT3	PT2	PT1	APC2		
09A	TOILET	CT	CT	CT	CT	CT	PT2	APC2		
10	CLASSROOM 4TH GRADE	VCT	RST	PT2	PT1	PT2	PT3	APC2		
10A	TOILET	CT	CT	PT2	CT	CT	CT	APC2		
11	CLASSROOM 4TH GRADE	VCT	RST	PT2	PT1	PT2	PT3	APC2		
11A	TOILET	CT	CT	CT	CT	CT	CT	APC2		
12	CLASSROOM 3RD	VCT	RST	PT2	PT3	PT2	PT1	APC2		
12A	IT	VCT	RST	PTD	PTD	PTD	PTD	APC2		
13	CLASSROOM 5TH	VCT	RST	PT2	PT3	PT2	PT1	APC2		
14	CLASSROOM 3RD	VCT	RST	PT2	PT1	PT2	PT3	APC2		
15	CLASSROOM 5TH	VCT	RST	PT2	PT1	PT2	PT3	APC2		
16	CLASSROOM 6TH	VCT	RST	PT1	PT2	PT3	PT2	APC2		
17	CLASSROOM 6TH	VCT	RST	PT3	PT2	PT1	PTD	APC2		
50A	ELEC	VCT	RST	PTD	PTD	PTD	PTD	APC2		
55A	ELEC	VCT	RST	ETR	ETR	ETR	ETR	ETR		
55B	ELEC	VCT	RST	ETR	ETR	ETR	ETR	ETR		

		DOOR					FRAME					DOOR LABEL				
		NOMINAL SIZE						SECTIONS					FIRE			
NUMBER	WIDTH	HEIGHT	THK.	TYPE	MAT'L	MAT'L	TYPE	JAMB	HEAD	SILL		RATING	HARDWARE SET	REMARKS		
01	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	TS1		20MIN	3			
01A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
01B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
02	3'-0"	7'-0"	1 3/4"	NV			2	J1	H1	TS1		20MIN	3			
02A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
02B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
03	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	TS1		20MIN	3			
03A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
03B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
04	3'-0"	7'-0"	1 3/4"	NV			2	J1	H1	TS1		20MIN	3			
04A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
04B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
08	3'-0"	7'-0"	1 3/4"	NV			2	J1	H1	TS1		20MIN	3			
08A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
08B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
09	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	TS1		20MIN	3			
09A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
09B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
10	3'-0"	7'-0"	1 3/4"	NV			2	J1	H1	TS1		20MIN	3			
10A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
10B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
11	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	TS1		20MIN	3			
11A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS3			1			
11B	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
12	3'-0"	7'-0"	1 3/4"	NV			2	J1	H1	NONE		20MIN	3			
12A	6'-0"	7'-0"	1 3/4"	F2			1	J1	H1	NONE			7			
13	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	NONE		20MIN	3			
14	3'-0"	7'-0"	1 3/4"	NV			2	J1	H1	NONE		20MIN	3			
15	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	NONE		20MIN	3			
16	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	TS1		20MIN	3			
16A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
17	3'-0"	7'-0"	1 3/4"	NV			2	J2	H2	TS1		20MIN	3			
17A	3'-0"	7'-0"	1 3/4"	F			1	J1	H1	TS2			4			
50A	6'-0"	7'-0"	1 3/4"	F2			1	J1	H1	NONE			7			
52A	6'-0"	7'-0"	1 3/4"	F2			1	EX	EX	TS2				BID ALT		
52B	6'-0"	7'-0"	1 3/4"	F2			2	EX	EX	TS2			6	BID ALT		
55A	3'-0"	7'-0"	1 3/4"	F			1	J2	H2	TS1			2			
55B	3'-0"	7'-0"	1 3/4"	F			1	J2	H2	TS1			6			
60	3'-0"	7'-0"	1 3/4"	F			1	EX	EX	EX				PAINT FRMAE ONLY		
61	3'-0"	7'-0"	1 3/4"	F			1	EX	EX	EX				PAINT FRMAE ONLY		
62	3'-0"	7'-0"	1 3/4"	F			1	EX	EX							

Figure 1 consists of two cross-sectional diagrams of a building envelope. Diagram (1) shows a wall section with an exterior finish, insulation, and structural layers. Diagram (2) shows a window section with a frame, glass, and surrounding wall structure. Both diagrams include dimension lines and labels for various components and materials.

1 CONTRACTOR SHALL VERIFY ALL MASONRY AND ROUGH OPENINGS WITH HOLLOW MULL FRAME SIZES.
2 CONTRACTOR TO COORDINATE REQUIRED TOLERANCES IN ALL DIMENSIONS NEEDED TO
3 MANUFACTURE AND INSTALL HOLLOW MULL FRAME SIZES. VERIFY ACTUAL DIMENSIONS IN THE FIELD
4 WITH DIMENSIONS ON THE DRAWINGS. PROVIDE DETAILS SHOWING OTHER SHEETS
5 CONTINUOUSLY SEAL ALL SIDES OF HOLLOW MULL FRAMES ABUTTING DISSIMILAR MATERIALS AT
6 JAMBS, HEADS, AND SILLS, TYPICALLY (EXCEPT AT DOOR SILLS UNLESS OTHERWISE NOTED).
7 TYPICAL WORD OF RETURNS ON HOLLOW MULL FRAMES IS 1/8" AT HEADS, JAMBS, AND SILLS.
8 PROVIDE FINISH MASONRY OF FRAME SIZES AND FINISHES AS NOTED. TYPE - SEE PLANS.
9 SEE HEAD, JAMB, AND SILL DETAIL SHEET FOR MORE INFORMATION.
10 FILL ALL HOLLOW MULL (HM) FRAMES ABUTTING MASONRY WITH GROUT. FILL INTERMEDIATE MEMBERS
11 AS SHOWN IN DETAILS (TYPICAL).
12 PROVIDE HORIZONTAL BRACE FOR ALL INTERIOR OPENINGS INCLUDING DOOR SILLINGS, BUT EXCLUDING
13 DOOR LILLS UNLESS OTHERWISE NOTED.

G-1	1/4" CLEAR TEMPERED GLASS
G-2	1/4" CLEAR GLASS
G-3	1/4" CLEAR FIRELITE GLASS

NOTE 1: PROVIDE NO HORIZONTAL LOUVER BLINDS AT THIS FRAME OPENING.

1. REFER TO FLOOR PLAN, SECTION ELEVATIONS, INTERIOR ELEVATIONS, SECTIONS AND DETAILS FOR INFORMATION ON LOCATIONS AND EXTENT OF EACH FINISH MORE THAN ONE FINISH IS REQUIRED FOR ANY SPACE.
2. SEE CEILING PLANS FOR HEADERS, CEILING LOCATIONS AND HEIGHTS OF BULBOUS.
3. PAINT ALL EXPOSED STEEL LIGATURES, LINTS, HUNG PLATES, HAND AND GUARDRAILS, STAIRS AND STRINGERS.
4. PAINT ALL EXPOSED STEEL COLUMNS, TRUSSES, JOISTS, BEAMS, DECK AND MISCELLANEOUS BRIDGING, ANGLES, PLATES, ETC.
5. INSTALL CERAMIC TILE EXPOSE BASE FINISH WITH FLOOR TILE AND FINISH WITH CERAMIC WALL.
6. FIELD PAINT ALL CEILING, NON-FACTORY FINISHED STRUCTURAL, MECHANICAL, OR ELECTRICAL COMPONENTS.
7. PROVIDE SEALANT AT INTERSECTIONS OF DISSIMILAR MATERIALS, COMPLYING WITH SPECIFICATIONS.
8. REFER TO FLOOR ELEVATIONS AND SECTIONS FOR ADDITIONAL FINISH INFORMATION. PROVIDE ALL FINISH MATERIALS SHOWN IN PLANS, ELEVATIONS OR SECTIONS AS NOTED OR IDENTIFIED ON THE DRAWINGS AND SPECIFICATIONS.
9. PROVIDE ATTENTION TO THE ARCHITECT'S ATTENTION DURING THE BIDDING PERIOD FOR CLARIFICATION.
10. INSTALL FINISHED FINISHES, MAINTAIN INCLUDE ALL PROJECTIONS, BEND ENDOUSURES, RECESSES, BULBOUS, MATERIAL CHANGES, OR OTHER ENCLOSURES.
11. ELECTRICAL OUTLETS, CLOCKS, P.A. SPEAKERS OR OTHER DEVICES SHOWN ON THE ARCHITECT'S DRAWINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE CODE OF SUCH DEVICES. NOT ALL DEVICES MAY BE SHOWN ON ARCHITECTURAL DRAWINGS. CONSULT THE OTHER DRAWINGS FOR FURTHER INFORMATION AND ADVISE ARCHITECT OF ANY CONFLICT OF LOCATION OR DIMENSIONS SHOWN.
12. PROVIDE MOISTURE RESISTANT GYPSUM BOARD TO TOLL ROOMS, & SERVICE CLOSETS FOR LOCATIONS AS NOTED ON THE ARCHITECT'S ATTENTION DURING THE BIDDING PERIOD. ALL WALLS DESIGNATED AS GYPSUM BOARD WALL TYPES WITH THE FINISH.
13. FIELD PAINT ELECTRICAL PANELS, EXCEPT PANELS LOCATED IN ELECTRICAL CLOSETS AND SERVICE CLOSETS.
14. BRING CONFLICTS BETWEEN THE FINISH SCHEDULE AND MATERIALS SHOWN ON OTHER DRAWINGS AND/OR SPECIFICATIONS TO THE ATTENTION OF THE ARCHITECT IMMEDIATELY. IF A CONFLICT EXISTS BETWEEN THE FINISH SCHEDULE AND MATERIALS SHOWN ON OTHER DRAWINGS AND/OR MORE COSTLY REQUIREMENT SHALL APPLY.
15. PAINT MATERIALS COVERS TO MATCH ADJACENT WALL PATTERN AND COLOR REGARDLESS OF MATERIAL.

FLOORS: VCT
BASE: RST
WALLS: PTD
CEILING: APC2

GYP. BD. ABOVE H.M. FRAMES AS INDICATED ON SECTIONS. DETAILS TO RECEIVE SAME TOP COATS AS ADJACENT WALLS UNLESS OTHERWISE NOTED.

CONC	CONCRETE WITH HARDENER
CPT	CARPET
PT	PORCELAIN TILE
QT	QUARRY TILE
VCT	VINYL COMPOSITION TILE
WD	WOOD FLOOR

CT	CERAMIC TILE
NONE	NO BASE
QT	QUARRY TILE
RST	RESILIENT BASE
VRB	VENTED RUBBER BASE

APC	ACOUSTIC PANEL CLG. - 2'X2'
APC2	ACOUSTIC PANEL CLG. - 2'X4'
GYP	GYPSUM BOARD CEILING
EXP	EXPOSED CONSTRUCTION -

CMU UNPAINTED C.M.
CT CERAMIC TILE
PTD PAINTED

DOORS NOT LISTED ON THE SCHEDULE SHALL HAVE THE TYPICAL FINISHES LISTED BELOW

COORDINATE AND PROVIDE HARDWARE AS DETAILED IN THE SPECIFICATIONS OR, IF NOT SPECIFIED, PROVIDE HARDWARE OF EQUAL QUALITY TO THAT SPECIFIED, AND MOST SIMILAR IN APPEARANCE TO THE TYPE OF DOOR REQUIRED FOR DOORS TO OPERATE AND APPEAR AS INTENDED OR DRAWINGS.

PROVIDE BRUSHED STAINLESS STEEL, KNOX PLATES ON PUSH SIDE OF DOORS WITH PUSH BARS AND PUSH BARS. PROVIDE HARDWARE TO MATCH HARDWARE FROM EACH SIDE OF DOOR, AND MAXIMUM 11" HIGH OR 12" BELOW EDGE OF GLASS LIGHT (IF PRESENT).

PROVIDE EXPOSED HARDWARE WITH BRUSHED-IN FINISH AND "SILVER" METALLIC IN COLOR ALUMINUM, BRASS, OR STAINLESS STEEL.

WHEN EXPOSED CLEAR FINISHED WOOD DOORS ARE PAIRED, TAKE CARE TO SELECT MATCHING GRAIN TYPE AND COLOR FOR EACH DOOR IN PAIR.

PROVIDE 4 POINT HISTS BETWEEN DOORS TO MATCH SCHEDULED WALL PAPER/TILE TYPE (FIRE RATING AS SHOWN ON PLANS, PROVIDE DOORS WITH THE GREATER FIRE RATING OF THE TWO). VARY ALL DIMENSIONS AND CLEARANCES, AND COORDINATE UNDERCUTTING REQUIRED TO FIT DOOR TO FLOOR MATING TO DOOR.

SEE FRAME ELEVATION SCHEDULES FOR FRAME TYPES, (BOTH INLM. AND ALUM. STOREFRONT) AND GLASS TYPE.

IF A GLASS PANEL EXISTS BETWEEN THE DOOR, SCHEDULE REMARKS AND THE HARDWARE SCHEDULE IN THE SPECIFICATIONS, PROVIDE THE HARDWARE NEEDED TO MEET THE MORE STRINGENT OF THE REQUIREMENTS.

SEE SPECIFICATIONS FOR SCHEDULED HARDWARE. SEE SPECIFICATIONS FOR HARDWARE SCHEDULES INDICATED FOR PACKAGED DOOR SYSTEM.

PROVIDE CONTINUOUS WEATHERSTRIPPING AND DOOR BOTTOM SALS AT EXTERIOR DOORS AS SPECIFIED.

11720 Beltsville Drive
Suite 600
Calverton, MD 20705
Tel: 301.595.1000

G+P
GRIMM AND PARKER

GP #15-31.00

SCHEDULES, SIGNAGE, DOOR DETAILS

OPEN SPACE POD CONVERSION AT HOLLYWOODS
9811 49th AVENUE COLLEGE PARK MD

DATE	DESCRIPTION
2016-04-08	ADDENDUM 1

A-3.1
03/23/2016



2. NOT ALL WALL TYPES ARE REPRESENTED IN THIS PROJECT.

3. WALLS SHALL EXTEND FULL HEIGHT FROM FLOOR SLAB TO TOP OF CEILING OR DECK ABOVE UNLESS SPECIFICALLY

4. NOTED OTHERWISE. IN CONCORDANCE WITH THE REQUIREMENTS OF SECTION 9.01 ABOVE CEILING JOINTS

5. REFER TO THE CODE STUDY AND FLOOR PLANS FOR IDENTIFICATION OF ALL SMOKE AND FIRE WALL CONDITIONS

6. AND TO THE SPECIFICATIONS FOR THE IDENTIFICATION OF ALL SMOKE AND FIRE WALL TYPES AND FLOOR PLANS

7. AND VESTIBULE WALLS SHALL BE BUILT TO RESIST THE PASSAGE OF SMOKE.

8. FIRE WALLS, FIRE SEPARATION WALLS, SMOKE BARRIERS WALLS AND WALLS REQUIRED TO RESIST THE PASSAGE OF SMOKE

9. SHALL BE FULL HEIGHT FROM FLOOR SLAB TO TOP OF CEILING OR DECK ABOVE UNLESS SPECIFICALLY

10. NOTED OTHERWISE. IN CONCORDANCE WITH THE REQUIREMENTS OF SECTION 9.01 ABOVE CEILING JOINTS

11. THE DECK OR STRUCTURAL MEMBER WITH AN APPROVED FIRE RESISTIVE JOINT SYSTEM, SEAL, JAIL PENETRATIONS AND

12. TOPS OF WALLS IN ACCORDANCE WITH SPECIFICATION DIVISION 9 SECTION 9.01 FIRE RESISTIVE JOINT SYSTEMS SHALL

13. BE CONSTRUCTED IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 9.01 ABOVE CEILING JOINTS

14. AND SHALL BE TERMINATED IN ACCORDANCE WITH WALL TERMINATION DETAILS ON THIS SHEET. FILL PLATES IN FLOOR

15. SHALL BE FULL HEIGHT FROM FLOOR SLAB TO TOP OF CEILING OR DECK ABOVE UNLESS SPECIFICALLY

16. NOTED OTHERWISE. IN CONCORDANCE WITH THE REQUIREMENTS OF SECTION 9.01 ABOVE CEILING JOINTS

17. INTERRUPTED BY STRUCTURAL MEMBERS, PROVIDE FIRE RESISTIVE JOINT SYSTEM AREAS BETWEEN TOP AND/OR SIDE

18. OF WALL AND STRUCTURAL MEMBER AND BETWEEN DECK ABOVE AND STRUCTURAL MEMBER IN ACCORDANCE WITH

19. APPROVED FIRE RESISTIVE JOINT SYSTEMS.

20. SEE WALL SECTIONS AND DETAILS FOR EXTERIOR WALL TYPES.

21. APPROVED FIRE RESISTIVE JOINT SYSTEMS SHALL BE PROVIDED AT EVERY VERTICAL BREAK OR CHANGE

22. IN WALL TYPE OR DETAIL. SEE WALL SECTIONS AND DETAILS FOR EXTERIOR WALL TYPES.

23. TYPICAL JOINT INTERIOR PARTITION SHALL BE TYPE A3 UNLESS INDICATED OTHERWISE BY WALL TYPE SYMBOLS, WALL

24. TYPE SYMBOLS, WALL SECTIONS AND DETAILS.

25. TYPICAL GYPSUM BOARD/STUCCO WALL PARTITION SHALL BE TYPE 3.58" STUCCO WALL AT 10" OC WITH 60# REINSTEEL

26. GYPSUM BOARD/STUCCO INDICATED OTHERWISE BY WALL TYPE SYMBOLS, WALL SECTIONS OR OTHER DETAILS.

27. WALLS SHALL HAVE BEEN INDICATED IN THIS SCHEDULE FOR EXTERIOR WALL TYPES WHICH ARE COVERED BY WALL

28. SECTIONS.

29. WALL TYPES WHICH DO NOT HAVE A RATING SHALL BE RATED AS PER STRUCTURE. SEE STRUCTURAL AND OTHER DRAWINGS

30. FOR THAT INFORMATION.

31. SEE FINISH SCHEDULE FOR FINISHES TO BE APPLIED TO THESE WALL TYPES.

32. FINISH RATING SHALL BE RATED AS PER STRUCTURE. SEE STRUCTURAL AND OTHER DRAWINGS FOR THAT INFORMATION.

33. FURNISH CHANGES AND STUDY SHALL BE 16" O.C. MAXIMUM UNLESS SPECIFICALLY NOTED OTHERWISE.

34. FURNISH CHANGES AND STUDY SHALL BE 16" O.C. MAXIMUM UNLESS SPECIFICALLY NOTED OTHERWISE.

35. ASIN C045 UNLESS A HEAVIER GAUGE IS INDICATED ON THE WALL TYPE OR DETAILS.

36. WALL TYPES WHICH DO NOT HAVE A RATING SHALL BE RATED AS PER STRUCTURE. SEE STRUCTURAL AND OTHER DRAWINGS

37. FOR THAT INFORMATION.

38. LOCATED ABOVE TOP DOOR, OUTLETS SHALL BE OFFSET AND SEALED. PERMITS WALLS AT ADJACENT WALLS.

39. COLUMNS, CEILING ETC. SHOULD BE SEALED. JOINTS, WALL PENETRATIONS SHALL BE SEALED WITH

40. TYPE OF ACQUADUR.

41. PROVIDE SCAFF FOR DEFLECTION OF BEAMS, JOISTS, AND STEEL DECK @ TOP OF ALL WALLS THAT RUN TO THE DECK. FILL

42. GAP WITH NON COMBUSTIBLE, COMPRESSIBLE FILLER ON NON RATED WALLS AND APPROVED FIRE SAFING ON RATED

43. WALLS. SEE DETAILS FOR THAT INFORMATION.

44. FOR CASES WHEN BEAMS ARE INDICATED TO EXTEND FULL HEIGHT TO THE DECK BUT STOP AT A STRUCTURAL MEMBER,

45. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

46. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

47. ACCESSORIES AND ANOTHER ITEM WHICH PROVIDE SECURE ATTACHMENT TO THE FLOOR OR DECK.

48. PROVIDE 16" FINISHED WALLS TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK

49. REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE

50. DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

51. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

52. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

53. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

54. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

55. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

56. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

57. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

58. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

59. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

60. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

61. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

62. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

63. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

64. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

65. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

66. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

67. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

68. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

69. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

70. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

71. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

72. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

73. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

74. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

75. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

76. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

77. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

78. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

79. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

80. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

81. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

82. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

83. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

84. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

85. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

86. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

87. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

88. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

89. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

90. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

91. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

92. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

93. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

94. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

95. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

96. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

97. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

98. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

99. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

100. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

101. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

102. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

103. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

104. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

105. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

106. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

107. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS

108. TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK. PROVIDE A 4" HIGH X 4" O.C. X 1/2" THICK REQUIRED STEEL

109. PLATE BLOCKING OR 2" RTB BLOCKING IN ALL WALLS TO BE REQUIRED TO BE FULL HEIGHT TO THE DECK.

110. PROVIDE A 4" HIGH X 4" O.C.

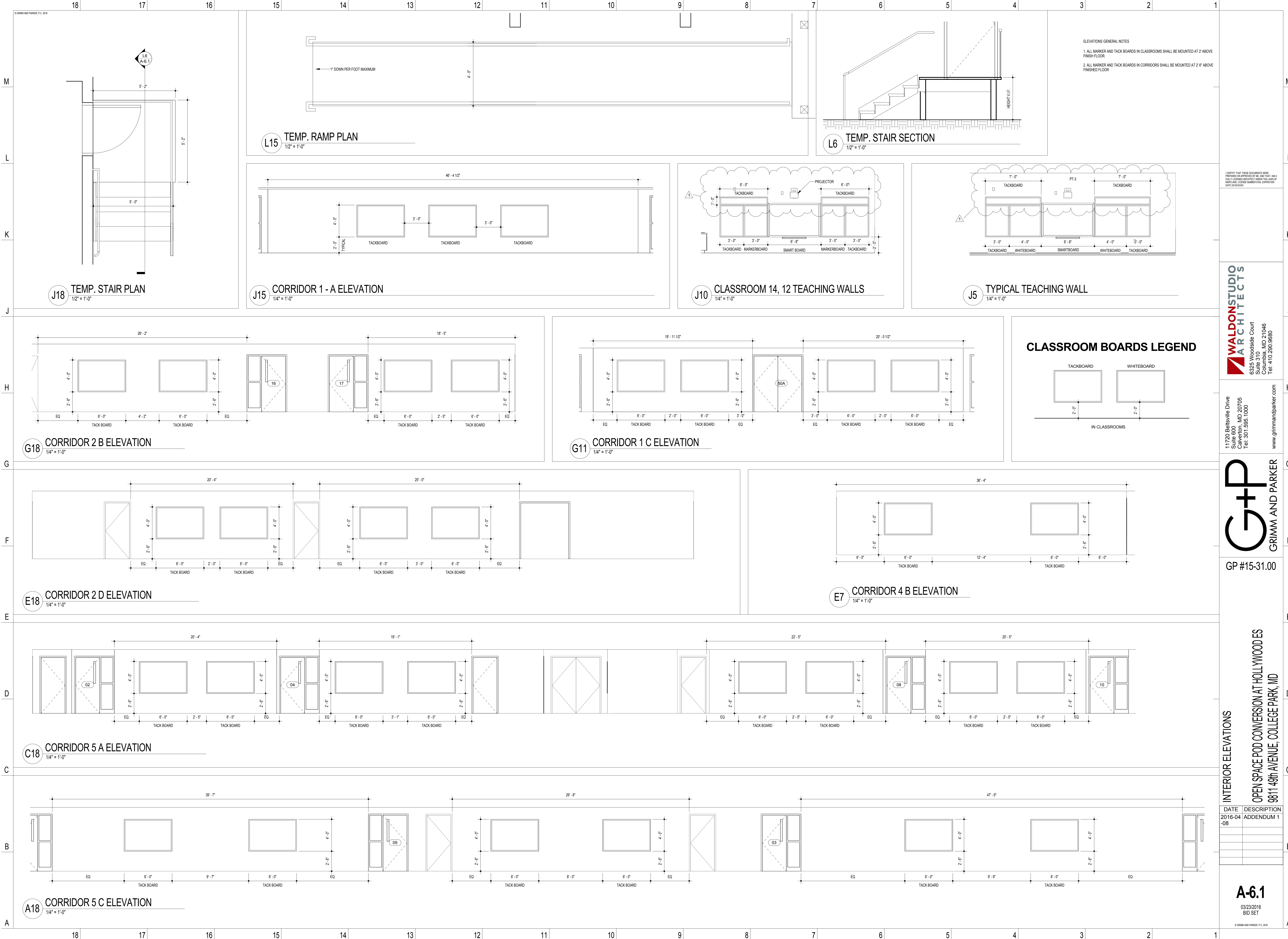
ELECTRICAL BOXES IN FIRE RATED PARTITIONS SHALL NOT EXCEED 16 SQUARE INCHES IN AREA (IF 4"x4"), SHALL BE MADE OF STEEL, SHALL BE SPACED SUCH THAT THE CUMULATIVE AREA OF BOX CUTOUTS IN THE FIREWALL DOES NOT EXCEED 100 SQUARE INCHES PER 100 SQUARE FEET OF WALL AREA. ELECTRICAL BOXES ON OPPOSITE SIDES OF THE SAME FIREWALL SHALL BE SEPARATED BY A HORIZONTAL AND VERTICAL DISTANCE OF NOT LESS THAN 24". THE ELECTRICAL CONTRACTOR SHALL MAKE MINOR ADJUSTMENTS, AS NECESSARY, TO ELECTRICAL BOX LOCATIONS TO ENSURE COMPLIANCE WITH THIS REQUIREMENT SINCE BOX LOCATIONS ARE TYPICALLY NOT DIMENSIONED ON THE DRAWINGS. CONSULT ARCHITECT IF CLARIFICATION IS REQUIRED.

1. USE THESE TYPICAL WALL TERMINATION DETAILS FOR ALL WALLS INDICATED TO EXTEND TO DECK ABOVE, UNLESS SPECIFICALLY DETAILED OTHERWISE. COORDINATE WITH STRUCTURAL FRAMING PLANS.
SEE WALL TYPES ABOVE FOR ACTUAL WALL CONSTRUCTION.
AT FIRE WALLS, FIRE SEPARATION WALLS, SMOKE BARRIER WALLS AND WALLS REQUIRED TO RESIST THE PASSAGE OF SMOKE, ALL COMPRESSIBLE, NON-COMBUSTIBLE MATERIALS REFERENCED IN THE WALL TERMINATION DETAILS SHALL BE NOTED AND PROVIDED IN ACCORDANCE WITH THE APPROVED FIRE RESISTIVE JOINT SYSTEM.
WALLS WALLS REQUIRING A FIRE RATING IS LOCATED DIRECTLY UNDER A BEAM THE FIRE RATING OF THE WALL SHALL BE MAINTAINED TO THE DECK BY EXTENDING WALL AROUND BEAM. CONSULT ARCHITECT FOR EXACT REQUIREMENTS TO MAINTAIN RATING.

A-3.3
03/23/2016
BID SET

A3 TOILET PLANS - 09A, 11A
1/4" = 1'-0"

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ELEVATIONS GENERAL NOTES

1. ALL MARKER AND TACK BOARDS IN CLASSROOMS SHALL BE MOUNTED AT 2' ABOVE FINISH FLOOR

2. ALL MARKER AND TACK BOARDS IN CORRIDORS SHALL BE MOUNTED AT 2' 6" ABOVE FINISHED FLOOR

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF MARYLAND. LICENSE NUMBER: 0004, EXPIRATION DATE: 06/30/2024.

WALDONSTUDIO
ARCHITECTS

6325 Woodside Court
Suite 310
Calverton, MD 21046
Tel: 410.290.9680

11720 Beltsville Drive
Suite 600
Calverton, MD 20705
Tel: 301.595.1000

www.grimmandparker.com

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GP #15-31.00

INTERIOR ELEVATIONS

OPEN SPACE POD CONVERSION AT HOLLYWOOD ES

9911 40th AVENUE, COLLEGE PARK, MD

DATE	DESCRIPTION
2016-04-08	ADDENDUM 1

A-6.1

03/23/2016
BID SET

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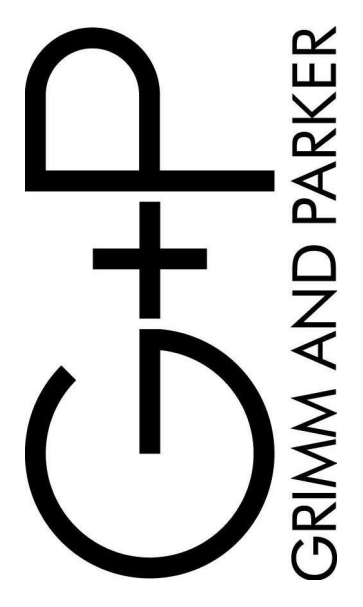


GEN FURNISHING SCHEDULE						
ITEM	DESCRIPTION	SIZE (INCHES)			MANUF.	MANUF. #
		W	D	H		
G1	6 CUBBY UNIT	36	16	60	CASE Systems	Z3230
G2	8 CUBBY UNIT	48	16	60	CASE Systems	Z3240
G3	WALL CABINET	48	15	24	CASE Systems	W0100
G4	BASE CABINET SINK	24	24	29	CASE Systems	D1120
G5	BASE CABINET	24	24	29	CASE Systems	B3020
G7	TEACHER WARDROBE	36	24	84	CASE Systems	T2780
						SEE DETAIL A12/ A-9.2

- GENERAL FURN. AND EQUIP. NOTES**
- NOTE: NOT ALL ITEMS INDICATED ON SCHEDULE ARE REPRESENTED IN THIS PROJECT.
- ALL CABINET HEIGHTS INCLUDE COUNTERTOPS. DIMENSIONS ARE TO THE NEAREST INCH.
 - DIVISIONS IN CASEWORK ARE SHOWN FOR CLARITY AND DO NOT REPRESENT BREAKS IN THE COUNTERTOP.
 - PROVIDE CONTINUOUS COUNTERTOP OVER ALL SIMILAR HEIGHT CASEWORK, UNLESS OTHERWISE NOTED.
 - MANUFACTURER AND CATALOG NUMBERS ARE FOR REFERENCE AND ILLUSTRATION PURPOSES ONLY. SEE SPECIFICATION FOR FULL CASEWORK REQUIREMENTS.
 - PROVIDE RESILIENT BASE FOR ALL CASEWORK THAT MEETS THE FLOOR ON FRONT AND EXPOSED SIDES AND BACK.
 - DOTTED LINES INDICATE WALL HUNG CABINETS, DIVISIONS OF BASE CABINETS BELOW THE COUNTERTOP. FURNITURE NOT IN THE CONTRACT OR PROJECTION SCREENS. SEE CASEWORK KEY AND SPECIFICATIONS.
 - ALL CABINETS AND DRAWERS TO HAVE CMU LOCKS EXCEPT FOR SINK BASE CABINETS.
 - ALL EXPOSED SURFACES (EXPOSED TO VIEW FROM ANY PERSPECTIVE) TO BE COVERED WITH LAMINATE.
 - ALL CASEWORK WHICH MEETS A WALL AT ONE OR BOTH ENDS, TO BE PROVIDED WITH FILLER PANELS AND SCRIBED TO THE WALL(S) AS REQUIRED.
 - SEE SPEC SECTION 12355 FOR REQUIREMENTS OF EDUCATIONAL CASEWORK.
 - SEE SPEC SECTION 12371 FOR REQUIREMENTS OF MEDIA CENTER CASEWORK.
 - SEE SPEC SECTION 12380 FOR REQUIREMENTS OF MUSIC INSTRUMENT STORAGE CABINETS.
 - ALL CABINETS AND DRAWERS IN THE KINDERGARTEN ROOMS TO BE PROVIDED WITH RECESSED HANDLES.
 - ALL COUNTERTOP CORNERS SHALL BE 10" RADIUS UNLESS OTHERWISE NOTED.
 - PROVIDE ADEQUATE BLOCKING IN STUD WALLS AND AT CMU WALLS FOR WALL MOUNTED EQUIPMENT AND FURNISHINGS.
 - CONTRACTOR TO FIELD VERIFY ALL CLEAR OPENINGS PRIOR TO MILLWORK OR CASEWORK FABRICATION.
 - MILLWORK AND CASEWORK DRAWINGS ARE DIAGNOSTIC IN NATURE TO SHOW DESIGN INTENT. ALL WORK TO BE DONE IN ACCORDANCE WITH SPECIFICATIONS. CONSTRUCTION DETAILS ARE TO BE SUBMITTED IN SHOP DRAWINGS AND ARE SUBJECT TO THE APPROVAL OF THE ARCHITECT.

WALDONSTUDIO ARCHITECTS
6325 Woodside Court
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Tel: 410.290.9680

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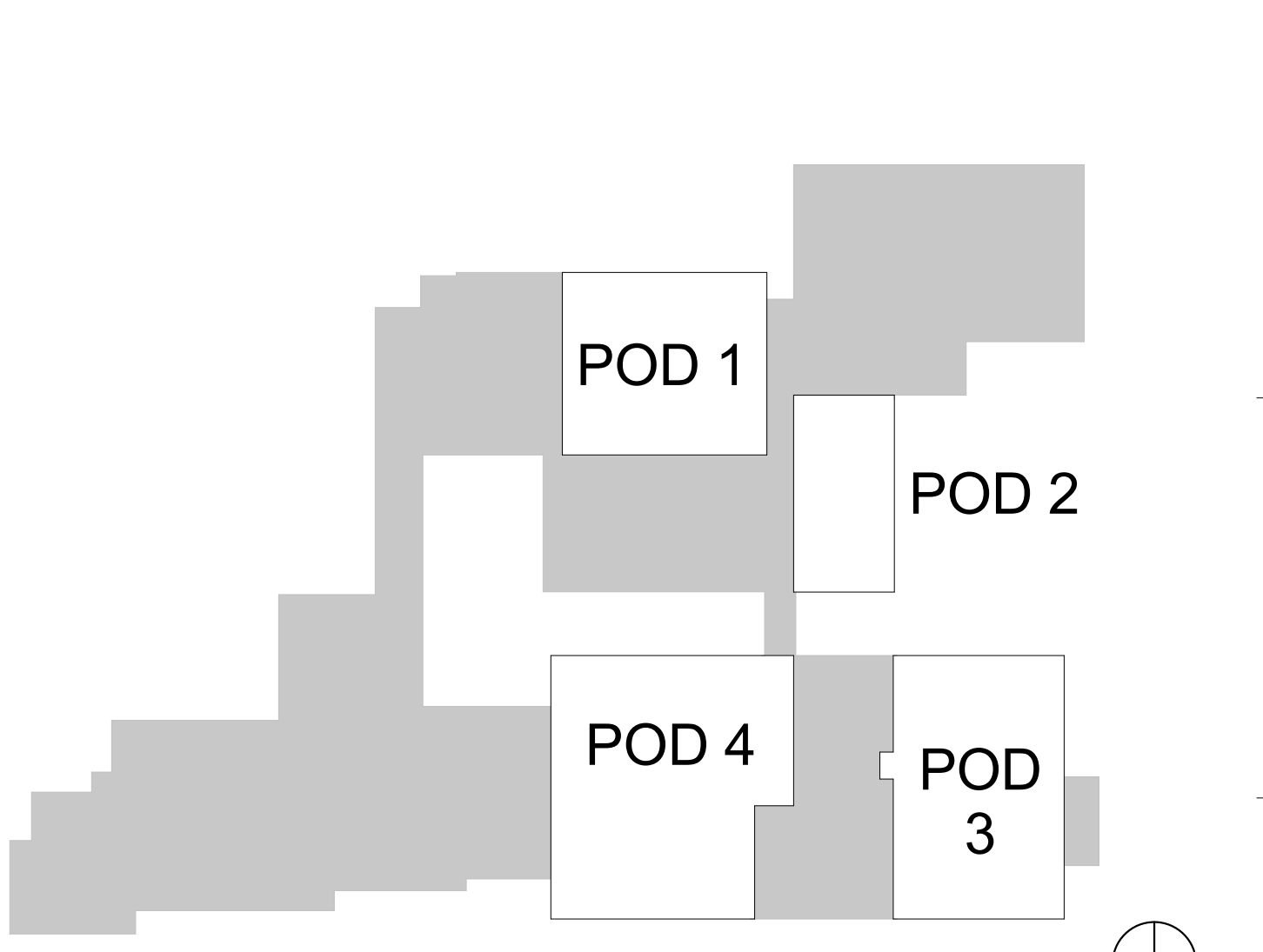
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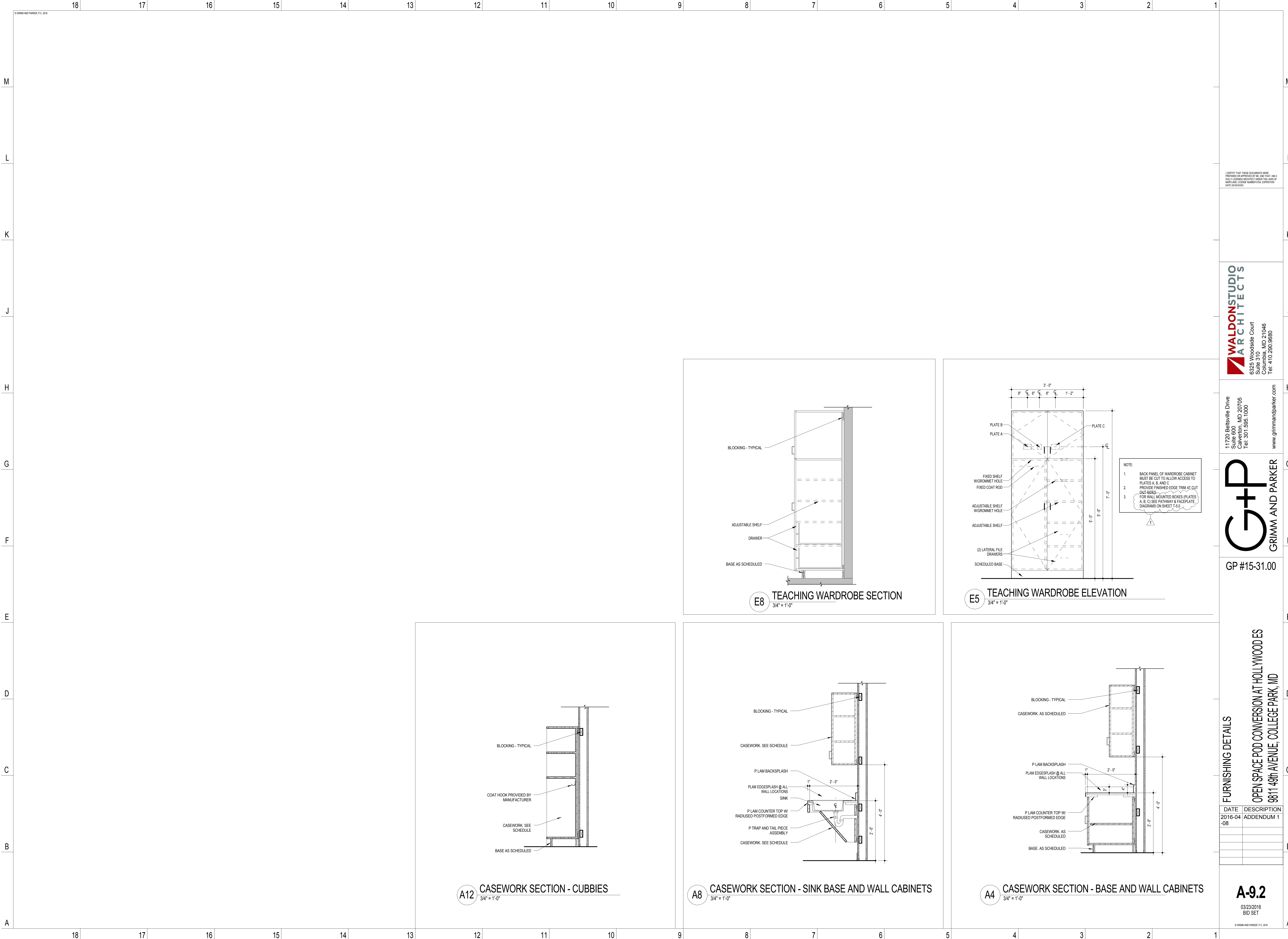
FURNISHING PLANS, TEMP PLAN
OPEN SPACE POD CONVERSION AT HOLLYWOOD ES
9811 40th AVENUE, COLLEGE PARK, MD

DATE	DESCRIPTION
2016-04-08	ADDENDUM 1

A-9.1
03/23/2016
BID SET

FURNISHING LEGEND	
XX	CASEWORK TAG. REFER TO GEN. FURNISHING SCHEDULE
MB	MARKERBOARD
TB	TACKBOARD
TS	TACK STRIP
AREA NOT IN SCOPE	





I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A QUALY LICENSED ARCHITECT UNDER THE LAWS OF MARYLAND. LICENSE NUMBER: 0704, EXPIRATION DATE: 06/30/2024.

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GP #15-31.00

FURNISHING DETAILS
OPEN SPACE POD CONVERSION AT HOLLYWOOD ES
9911 40th AVENUE, COLLEGE PARK, MD

DATE	DESCRIPTION
2016-04-08	ADDENDUM 1

A-9.2
03/23/2016
BID SET

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