



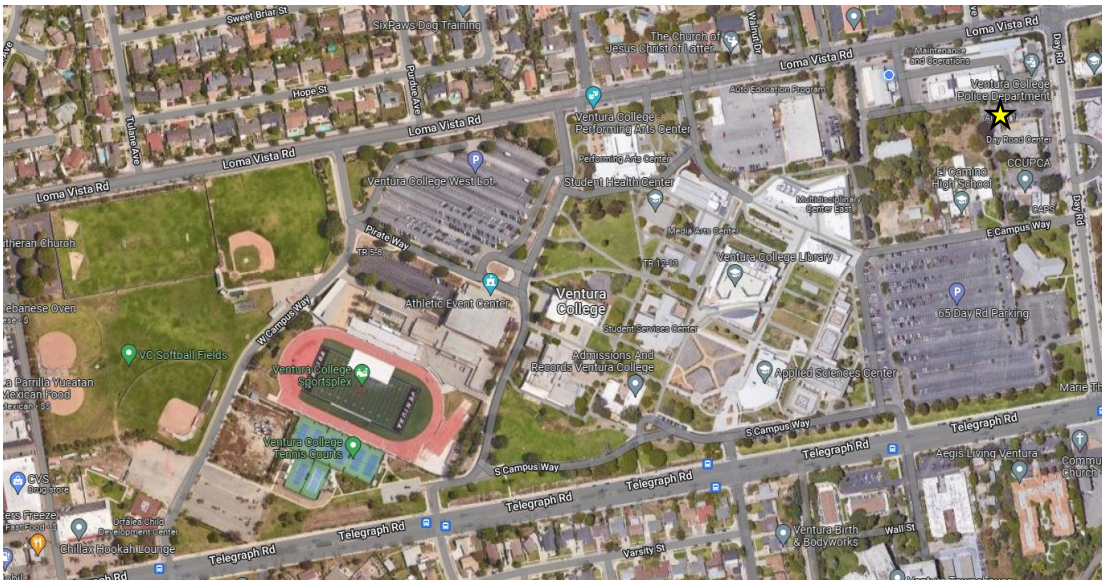
September 10th, 2024

SCOPE OF WORK Annex Modernization

SCOPE OF WORK: Work will consist of furnishing all labor, materials, disposal, equipment, and warranties to remove and replace exterior and interior doors and windows, repair and refinish walls, install new millwork, acoustical ceilings, flooring, and exterior siding, remove and install new roofing system, install an ADA-compliant ramp and stairs, update signage, replace internet and telecommunications infrastructure, upgrade electrical and lighting systems, and install new HVAC units with associated ductwork and air balancing. Proposals shall include costs for Labor, Materials, and Payment & Performance bonds (for any amount over \$25,000).

All work shall comply with trade standards and current applicable codes.

- 1. BACKGROUND:** Ventura College will utilize this space for collaborating with our Pirate Community projects related to marketing, outreach, communications, and advertising. This department offers support for campus-wide events and outreach initiatives. The Construction Manager (CM) for this project will be Jesse J. Sluder or his designated appointee. The CM can be reached at office: (805) 289-6235 or cell: (805) 746-4413.
- 2. LOCATION:** Work site will be in the Annex Building at Ventura College 4667 Telegraph Road, Ventura, CA. 93003.



- 3. PRINCIPAL FEATURES:** The work to be performed will include removal and replacement of doors, windows, ceilings, and flooring, repairs to walls and roofing, installation of new millwork and HVAC units, and upgrades to electrical, lighting, telecommunications, and mechanical systems, along with ADA-compliant accessibility improvements. Additionally, the project includes enhancements to exterior siding, signage, and aesthetic finishes throughout the space. Ensure that all work is performed in accordance with industry standards and client specifications. Conduct quality checks at key milestones to address any concerns promptly.

Implement safety protocols to protect workers, occupants, and the property during the construction process. Outline any responsibilities or actions expected from the client to facilitate the smooth progress of the project. Clearly define the process for obtaining client approval at key project milestones. Provide contact information for the project manager or main point of contact for any inquiries or concerns. This scope of work is subject to approval by all relevant parties before commencement of the project. Any changes to the scope must be documented and agreed upon by both the client and the contractor.

Should any work inadvertently be omitted that would preclude completion of all work associated with this project, please advise the CM prior to submission of your proposal.



Figure 1. Existing Exterior Of The Annex Building

3.1 ARCHITECTURAL

Doors, Windows & Hardware

- 3.1.1 Remove and replace two (2) exterior doors and frames with new exterior rated solid-core metal doors.
- 3.1.2 Remove and dispose of two (2) existing exterior doors and frames.
- 3.1.3 Install two (2) new heavy-duty exterior-rated, solid-core, metal doors and welded frames.
- 3.1.4 Ensure all new door hardware is heavy duty exterior rated, installed and operational. Door closure devices, locksets, kick plates, thresholds, hinges, etc shall be submitted and approved through submittals.
 - 3.1.4.1 The basis of the door hardware design shall be in coordination of Corbin Russwin CR8000 LFIC cores and Schlage Rhodes Single Cylinder Keyed Entry Door Lever Set from ND Collection.
- 3.1.5 Apply weather stripping and ensure proper sealing to prevent air and water infiltration.
- 3.1.6 Finish walls at new installation to match existing interior and exterior surfaces or specified color.
- 3.1.7 Remove and replace existing seven (7) exterior windows with new Milgard retrofits, dual pane, energy rated, low E tinted windows. Window shall match existing opening, ensure proper waterproofing is accounted for. Remove and replace exterior hardie trim around all windows.
- 3.1.8 Provide and install new 2 in. Faux Wood Cordless Blinds at all new windows. Submittal required.



- 3.1.9 All windows shall be installed in accordance with manufacturer's recommendations and meet current trade standards.
 - 3.1.9.1 Perform a water test to confirm that windows are properly sealed.
 - 3.1.9.2 Install new MDF trim to interior window sills on top new finished drywall.
- 3.1.10 Remove six (6) existing interior doors and replace with three (3) new solid-core wood doors to new hollow metal door frames.
- 3.1.11 Ensure proper alignment, smooth operation, Apply finish and paint/stain to match the existing decor or as specified. Door closure devices, locksets, kick plates, thresholds, hinges, etc shall be submitted and approved through submittals.
- 3.1.12 The basis of the door hardware design shall be in coordination of Corbin Russwin CR8000 LFIC cores and Schlage Rhodes Single Cylinder Keyed Entry Door Lever Set from ND Collection.

Walls

- 3.1.13 Remove and dispose of existing partition walls as shown on the attached Exhibit A.
- 3.1.14 Patch and repair any wall surfaces where partitions were removed, ensuring a smooth finish.
- 3.1.15 Install new ¼" gypsum at all interior walls. All walls shall have a level 5 smooth finish ensuring all seams and joints are taped and sanded, even surfaces ready for painting.

Millwork

- 3.1.16 Remove and dispose of existing base cabinet and upper cabinet in existing Server Room, remove and dispose of existing FRP wall board.
- 3.1.17 Install new solid plywood base cabinets and upper cabinets. Submittal required for review.
- 3.1.18 Install new solid surface countertop with backsplash. Submittal required for review.

Acoustical Ceiling

- 3.1.19 Remove and dispose of existing Acoustic Ceiling Tiles and ceiling grid.
- 3.1.20 Provide and install new 2x2 ceiling ¾" grid (must meet all seismic criteria – perimeter wires, splay wires, compression strut, wall angles and light fixture supports) 7/8" thick acoustic ceiling tiles, ensuring they are properly aligned.
- 3.1.21 At perimeter ensure a consistent size of tiles is used for a symmetrical appearance. Reference attached RCP for coordination.
- 3.1.22 A minimum wall (closure) angle of at least 2-inch horizontal leg shall be used at perimeter walls and at interior full height partitions. The first (closest adjacent) ceiling tile shall maintain 3/4" clear from the finish wall surface and shall rest upon and be free to slide on a closure angle.
- 3.1.23 Acoustical Ceiling Application:
 - Manufacturer: Rockfon
 - Product: 'Sonar - X' CDX Concealed
 - Color: White
 - Size: 24" X 24" X 7/8"
 - Edge: 9/16" Beveled Concealed



- Grid: Chicago Metallic 4000 Tempra™ 9/16"
- Grid Finish: White

Flooring

- 3.1.24 Remove and dispose of existing carpet and linoleum flooring. Install new Shaw carpet tile installation with lock dots at quarter turn pattern.
- Install Diffuse 24x24 Ecoworx
 - Product Type: Carpet Tile
 - Collection: Diffuse + Disperse
 - Style Number: 59575
 - Color: Nomad 75750
- 3.1.25 Ensure proper alignment and adherence to the subfloor.
- 3.1.26 Provide a clean finish by trimming edges, provide and install new 4" rolled cove base with preformed inside and outside corners at all walls. Install new transition strips where required.
- 3.1.27 Provide and install new Forbo MCT 12"x12" flooring and new 4" rolled cove base with preformed inside and outside corners at all walls in the "Server Room".
- Product Type: Forbo MCT
 - Collection: mct-3120
 - Color: Rosato

Painting

- 3.1.28 Finish paint interior walls, primer and paint with one (1) coat primer and two (2) finish coats. Ensure even coverage and a smooth finish, free of streaks, holidays and blemishes.
- 3.1.29 Doors shall have a natural wood grain finish with polyurethane finish.
- 3.1.30 Door frames to be Chocolate Chunk DE6070.
- 3.1.31 Interior walls to be Swiss Coffee DEW341.
- 3.1.32 Finish paint all exterior walls, trims, fascia, doors, door frames, conduits, piping, and vents.
- 3.1.33 Ensure proper preparation, including power washing, priming, and caulking as needed. Apply two (2) primer coats and two (2) finish coats for a durable and even finish.
- 3.1.34 Exterior Walls shall be Bungalow Taupe DE6172.
- 3.1.35 Exterior Trim, Fascia, doors, and door frames shall be Big Stone Beach DE6132.
- 3.1.36 All new and existing piping and conduits shall have new paint colors to match the surface they are mounted on.

Exterior Siding

- 3.1.37 Remove and dispose existing exterior skirt siding, vents, horizontal and vertical trim along the roof edge and perimeter walls of the building.
- 3.1.38 Supply and install new Hardie Board exterior skirt siding and trim along the roof edge and perimeter walls of the building.
- 3.1.39 Supply and install new vents, ensuring proper fit and alignment.
- 3.1.40 Supply and install new 3ft by 3ft access panel at the lower portion of the siding located on the west of the building.



- 3.1.41 Install new weep screed at the base and behind the new exterior skirt siding to prevent water intrusion and weathering from exterior elements in accordance with manufacturer recommendations.
- 3.1.42 Waterproof and seal all joints with Sikaflex Thirty (30) year warranty to prevent weathering and damage from external elements. Sealant color to match exterior siding. Submittal review required.

Roofing:

- 3.1.43 Remove and dispose of components of the existing roofing system down to the existing roof plywood deck.
- 3.1.44 Provide and install new plywood roof decking to match existing where necessary, up to 10% of the roof square footage.
- 3.1.45 Provide and install new ½" Densdeck with mechanical fasteners.
- 3.1.46 Apply WeatherWeld NCN-1B-16-30-A Roofing System in accordance with the manufacturer's specifications. Refer to the attached WeatherWeld NCN-1B-16-30-A Roof Report.
- 3.1.47 Provide and install new edge metal factory coated finish.
- 3.1.48 Provide and install and seal new roof jacks at all roof penetrations.
- 3.1.49 Install new wood nailers as necessary.
- 3.1.50 Install new 6"x6" edge metal with drip edge. Seal with 30 year caulking, CONFIRM WITH WEATHERWELD.
- 3.1.51 Provide and install rain diverters at the exterior doors.
- 3.1.52 Ensure all seams and penetrations are properly sealed to prevent future leaks.
- 3.1.53 Flood test roof for ponding and leaks. All areas of ponding in excess .5" beyond a 24 hour period shall be remedied prior to the issuance of the warranty.

Stairs & Ramps

- 3.1.54 Remove and dispose of the existing walkway ramp and stairs at the south entry points of the building.
- 3.1.55 Install new ADA compliant aluminum ramp, stairs, and landings. Ensure the following:
 - Proper slope
 - Handrails
 - Permanent slip-resistant surfaces
- 3.1.56 Patch and repair any adjacent surfaces affected by the removal and installation of new stair and ramp.

Signage

- 3.1.57 Provide and install two (2) new 0.08 thick aluminum exterior building signage.
 - 18" x 36" sign to be mounted towards the top of the building, final location to be field verified.
 - 12" x 24" sign to be mounted at the building entry, final location to be field verified.

3.2 INTERNET AND TELECOMMUNICATIONS



- 3.2.1 Internet and Telecommunications: remove and dispose of all Data cabling, IDF rack (turn over IT rack to VC IT department) and existing termination points/jacks throughout the facility.
- 3.2.2 Provide and re-cable existing all IT Data lines back to the IDF rack and label each line.
- 3.2.3 Provide and install new Forty-Eight (48) Port Switch, Aruba CX-6200 with dual power supplies and SFP fiber connectors for this setup.
- 3.2.4 Provide and install new Middle Atlantic EWR Sectional Wall Mount Rack EWR-10-22SD (Black) and new patch panels to repunch existing cables.
- 3.2.5 Remove and dispose of existing fire rated plywood. Provide and install new fire rated plywood.
- 3.2.6 Remove and protect existing fiber optic junction box and reinstall onto the new fire rated plywood.
- 3.2.7 Remove and salvage existing speakers, Wireless Access Points to be reinstalled by owner.
- 3.2.8 Remove and pull the existing telephone lines from the IDF room and terminate back to the exterior wooden utility pole.
- 3.2.9 Provide and install new Uninterrupted Power Supply by Schneider Electric Smart-UPS C 1500VA RM 2U 120V Mfg # SMC1500-2UC CDW # 4894875 UNSPSC 39121011

3.3 ELECTRICAL AND LIGHTING

- 3.3.1 Remove and replace existing cabling, exterior wall packs, light switches, convenience outlets, cover plates, and light fixtures throughout the facility. Remove and recycle existing romex wire.
- 3.3.2 Remove and recycle existing romex cabling from all lighting, convenience outlets, and switches.
- 3.3.3 Remove and dispose of existing light fixture, switches, and convenience outlets.
- 3.3.4 Provide and install new 200A distribution panel
- 3.3.5 Provide and install new 12/2 romex cable throughout facility to switches, convenience outlets, and lighting
- 3.3.6 Provide and install new LED light fixtures throughout the building IAW RCP lighting plan, see Exhibit C.
- 3.3.7 Provide and install three (3) new Atlas Lighting Independence LED wall pack model WM7L45K (basis of design)
- 3.3.8 Test all fixtures to ensure proper operation and lighting levels
- 3.3.9 Provide and install new 3-way light switches at each entry
- 3.3.10 Provide and install new light switches in each office, storage room, and server room
- 3.3.11 Provide and install new convenience outlets throughout the facility
- 3.3.12 Label all circuits at MDP and all outlets
- 3.3.13 Remove existing exterior mounted conduit on the north side up to the pole location, loop and terminate cable up to the pole. Seal and patch all penetrations along the exterior.
- 3.3.14 Remove existing exterior-mounted conduit up to the pole location.
- 3.3.15 Loop and terminate the cable up to the pole at not less than 15' above finish grade
- 3.3.16 Patch/replace wall panels where penetrations occur from the conduit that was removed to ensure a weather-tight seal, prime and paint to match adjacent surfaces.



3.4 MECHANICAL

- 3.4.1 Remove and dispose of existing exterior mounted HVAC units.
- 3.4.2 Remove and dispose of existing disconnects.
- 3.4.3 Remove and dispose of existing condensate piping.
- 3.4.4 Clean all existing ductwork thoroughly and utilize existing duct work. Perform duct leakage testing to ensure existing ductwork is airtight up to the point of connection to the new HVAC units.
- 3.4.5 Include new framing as needed to support new units. Patch exterior siding and waterproof penetrations as required.
- 3.4.6 Seal any leaks or gaps found during testing.
- 3.4.7 Provide and install (2) bladed fused disconnects with NEMA3R enclosure, model Siemens 60AMP Single Phase.
- 3.4.8 Provide and install two (2) new BARD 3 TON 11.0 EER wall mounted package air conditioner single phase units. Color to match exterior or be beige.
- 3.4.9 Provide and install 1" new condensate piping from the new units to the adjacent planter area. Construct new drywell per the attached Drywell Detail Exhibit E.
- 3.4.10 Provide and install three (3) new Thermostats; one (1) in each corner office and one in the main office space. The new southern unit is to supply the majority of the common area. The new northern unit is to supply the corner office spaces and a portion of the north side of the common area.
- 3.4.11 Provide and install two (2) thermostatically controlled zone dampers.
- 3.4.12 Test and air balance HVAC systems to calibrate for consistent airflow to each space.
- 3.4.13 Adjust dampers, controls, and fans as needed to achieve optimal performance and comfort.
- 3.4.14 Provide a report detailing the results of the air balance test.

END OF SCOPE