

GRAND BOULEVARD

MANAGEMENT OFFICE EXPANSION & RENOVATION

Comprehensive General Contractor Bid Scope of Work

PROJECT	Second-Story Office Expansion and Renovation
LOCATION	Grand Boulevard, 585 Grand Boulevard, Miramar Beach / Sandestin, Florida
EXISTING OFFICE AREA	Approximately 1,974 SF
NEW EXPANSION AREA	Approximately 1,165 SF
TOTAL OFFICE AREA	Approximately 3,139 SF
BASIS OF DESIGN	Southern Lines Design schematic floor plan A1.0, Project 26034, dated July 23, 2026
ISSUE	For General Contractor Bid

This document defines the Owner's requested bid scope. The schematic plan is not a complete permit or construction document set. The General Contractor shall verify conditions, coordinate design and engineering, identify assumptions, and provide a complete turnkey proposal.

1. Project Summary

The Work consists of a second-story office expansion into adjacent raw space and a comprehensive renovation of the existing occupied office. The base bid shall deliver a complete, code-compliant, fully operational workplace and restore all affected existing areas. The planned combined office area is approximately 3,139 SF, consisting of approximately 1,974 SF of existing office and 1,165 SF of expansion area.

The conceptual program shown on the schematic plan includes reception, conference room, kitchen, workroom, IT/server functions, private offices, and circulation. The final arrangement, dimensions, equipment locations, and systems requirements shall be confirmed against the issued design documents and field conditions.

SEPARATE BILLING SCOPE: Renovation of the building office lobby/common corridor and public restrooms shall be priced separately from the office base bid. Do not blend this pricing into the office construction total.

1.1 Bid Structure

Bid Component	Required Pricing Treatment
Base Bid - Office Expansion and Renovation	Complete turnkey work for the approximately 3,139 SF combined office, including relocation, construction, systems, finishes, commissioning, restoration and all work reasonably required for a complete operational office unless expressly listed as an Owner-furnished item or approved exclusion.
Separate Scope - Lobby and Restrooms	Standalone price, schedule, assumptions and trade breakdown for the common office lobby/corridor/elevator lobby and public restrooms. Exact limits and area shall be field verified, and any work outside the agreed limits shall be identified as an alternate or qualification.
Alternates / Unit Prices	Clearly itemized and not included in the base bid unless specifically accepted by Owner.

1.2 Governing Intent

- Provide all labor, supervision, project management, design coordination, engineering, permits, inspections, taxes, freight, delivery, equipment, temporary facilities, protection, demolition, construction, testing, startup, commissioning, cleaning and closeout required for a complete result.
- Where a component is reasonably required for a complete and operational installation, include it even if not individually listed.
- Identify conflicts, concealed-condition risks, incomplete design information, exclusions and qualifications before award.
- All dimensions and square footages are approximate and shall be field verified by the bidder.
- No substitution that reduces performance, durability, appearance, warranty or compatibility is permitted without written Owner approval.

2. Preconstruction, Design Coordination and Permitting

2.1 Site Investigation and Existing Conditions

- Attend a mandatory pre-bid walk-through and inspect the existing office, expansion shell, common corridors, restrooms, storage area, above-ceiling conditions, electrical rooms, mechanical systems, fire protection, pathways and access constraints.
- Field verify dimensions, wall construction, slab and deck conditions, ceiling heights, utility capacity, equipment access, existing life-safety devices and tie-in points.
- Perform selective exploratory work as approved to validate concealed conditions. Patch all exploratory openings if the project is not awarded or if openings are not incorporated into the Work.
- Confirm whether asbestos, lead, mold or other regulated materials surveys are required. Hazardous-material testing or abatement shall be identified separately unless expressly included.

2.2 Design and Engineering Coordination

- Coordinate architectural, mechanical, electrical, plumbing, fire sprinkler, fire alarm, low-voltage, security, millwork, glazing, ceiling, lighting and furniture requirements.
- Provide or retain licensed design professionals as required for permit documents, delegated design, calculations, shop drawings and sealed submittals.
- Prepare coordination drawings showing reflected ceiling elements, HVAC, sprinkler heads, lighting, detectors, speakers, access panels and other ceiling devices aligned in an orderly layout.
- Coordinate final furniture plan with power, data, floor boxes, lighting controls and clearances before rough-in.
- Provide written requests for information when design intent is unclear. Do not proceed with concealed work based on an unapproved assumption.

2.3 Authorities and Codes

Comply with the current adopted editions of applicable Florida Building Code provisions, accessibility requirements, fire prevention and life-safety requirements, energy code, electrical, mechanical, plumbing and local authority requirements. The Contractor shall confirm the actual code editions and permitting authority requirements applicable at the time of permit.

- Obtain and pay for building permits, trade permits, review fees, inspections, testing and certificates required for occupancy.
- Coordinate with the building Owner, property management, fire alarm monitoring provider, security/access-control provider and serving utilities.
- Maintain required egress, fire protection and accessibility for occupied portions of the building throughout the Work.

3. Project Management, Logistics and Protection

3.1 Occupied Building Requirements

- Perform the Work in an occupied multi-use commercial building. Protect adjacent tenants, common areas, elevators, corridors, restrooms and existing operations.
- Provide dust-tight temporary partitions, floor protection, negative-air control where needed, daily housekeeping, noise control and secure separation between construction and occupied areas.
- Schedule disruptive work, utility shutdowns, coring, demolition, odor-producing work and material deliveries with Property Management. Include after-hours or weekend work where required to limit interruption.
- Coordinate tenant-disruptive work for overnight execution wherever feasible, including noisy work, service interruptions, utility shutdowns, demolition, odor-producing activities, heavy material movement and any work that may affect tenant access, customer experience or normal business operations. Overnight work shall be scheduled in advance with Property Management and communicated with sufficient notice for tenant coordination.
- Do not block public circulation, exits, fire department access, elevators or loading access. Restore common areas damaged by construction.

3.2 Schedule and Downtime Analysis

The bid shall include a detailed baseline schedule and a written downtime plan. Owner specifically requires the GC to state the anticipated length of total office downtime and each material service interruption.

Required Schedule Item	Bidder Response Requirement
Overall duration	Calendar duration from notice to proceed through final completion.
Office downtime	Consecutive and total days the existing office cannot be normally occupied.
IT/network outage	Expected outage window for server, internet, voice and network cutover.
Utility interruptions	Planned HVAC, power, plumbing, fire alarm or sprinkler shutdowns, with duration and proposed timing.
Phasing	Sequence for shell build-out, existing office renovation, contents move, cutover, punch, cleaning and move-back. Bidders shall identify which activities are proposed for overnight coordination to minimize lease disruption to tenants, including any required access, staffing, security, noise-control, cleanup and next-morning readiness measures.
Long-lead items	Submittal, release and delivery dates for HVAC, electrical gear, lighting, doors/hardware, millwork, glazing, carpet, shades and appliances.
Milestones	Permit, mobilization, demolition, rough-in, inspections, close-in, finishes, commissioning, move-back, substantial and final completion.

3.3 Temporary Facilities and Controls

- Provide temporary power, lighting, ventilation, fire extinguishers, barriers, signage and sanitation required for the Work.
- Maintain conditioned and dry storage for materials. Protect moisture-sensitive flooring, millwork and equipment.
- Provide dumpsters, legal disposal, recycling where feasible and daily debris removal.
- Assign a qualified superintendent present whenever work is occurring and a project manager responsible for schedule, submittals, change control and communication.

4. Office Contents, Furniture and Equipment Relocation

4.1 Temporary Storage Location

Temporary furniture and contents storage will be located in the same building, across the hall in the vacant raw space next to the current office. No off-site storage is anticipated in the base bid unless the GC identifies a specific need and separately prices it.

4.2 Move-Out Scope

- Prepare a move plan, sequence and inventory in coordination with Owner.
- Provide labor, carts, dollies, bins, labels, protective wrap and temporary protection of corridor, door, wall and elevator finishes.
- Pack, label, move and organize existing furniture, workstations, chairs, tables, files, file cabinets, shelving, office equipment, artwork and supplies.
- Maintain logical grouping and access to Owner-identified critical records. Do not dispose of any item without written authorization.
- Protect stored contents from dust, moisture, impact and unauthorized access. Provide temporary partitions or locked storage measures as required.
- Disconnect and reconnect modular furniture electrical components only through qualified personnel.

4.3 Move-Back and Setup

- Return contents after final cleaning and Owner authorization.
- Reassemble and level furniture, reinstall shelves and accessories, place furniture per approved plan and reconnect equipment under the appropriate trade.
- Repair construction- or move-related damage.
- Include one coordinated final adjustment visit after occupancy for minor furniture placement corrections.

5. IT, Server and Communications Relocation

5.1 Planning and Coordination

Coordinate all server and communications work with the Owner and Owner's IT provider. The Contractor shall not disconnect, move or energize active technology equipment without an approved migration plan and authorized IT participation.

- Inventory server rack, servers, switches, patch panels, firewall/router, modem, telecom equipment, UPS units, grounding, cable management and connected circuits.
- Confirm the final IT/server location, rack clearances, dedicated power, cooling, grounding/bonding, pathways, firestopping and access security.
- Prepare a written cutover plan identifying responsibilities, sequence, backup precautions, temporary service, outage duration, testing and rollback approach.
- Schedule cutover during an Owner-approved off-hours window where feasible.
- Provide temporary protection, anti-static handling, transport equipment and secure staging.

5.2 Infrastructure and Restoration

- Relocate and reinstall the rack and associated equipment as directed by the IT provider.
- Provide dedicated receptacles/circuits and UPS connections as designed.
- Extend, replace, re-terminate, label and test copper and fiber cabling where required.
- Provide ladder rack, J-hooks, sleeves, conduit, backboards, grounding and firestopping.
- Verify internet, network, Wi-Fi, phones, printers and other Owner-designated systems are operational before turnover.
- Document test results, labeling scheme and final port schedule.

6. Demolition and Selective Removal

- Provide selective demolition necessary to join the existing office and expansion space and accommodate the final plan.
- Remove designated partitions, doors, frames, ceilings, flooring, base, lighting, electrical devices, HVAC distribution, piping, low-voltage cabling, window treatments, millwork and accessories.
- Sawcut, core or patch floors and walls only after scanning and coordination. Protect structure and existing embedded systems.
- Cap, terminate or reroute abandoned utilities in a code-compliant manner. Do not leave loose or unidentified abandoned cabling above ceilings.
- Salvage and store Owner-designated items. Legally dispose of remaining debris.
- Patch adjacent construction to receive new finishes, with transitions not visibly apparent.

7. Hallway Access Doors and Storage Area Modifications

7.1 New Exterior Hallway Doors

Provide two new doors/openings from the exterior common hallway into the raw expansion space to establish required access. Exact locations, ratings, dimensions, swing, egress function and hardware shall be coordinated with the design professional, fire/life-safety requirements and Property Management.

- Layout and cut openings; provide structural lintels, framing, rated assemblies and patching as required.
- Provide commercial hollow-metal or approved door/frame assemblies suitable for the common corridor rating and design.
- Provide closers, seals, thresholds, stops, lever hardware, keyed cylinders and access-control preparation as required.
- Match adjacent corridor finishes and maintain required fire/smoke ratings.
- Coordinate signage and any fire alarm, security or egress modifications associated with the new openings.

7.2 Howard Group Storage Cage and Contents

- Inventory and photograph the existing storage cage and stored items with Owner representative before relocation.
- Temporarily protect and relocate the Howard Group storage cage and contents within the storage area to accommodate construction.
- Provide dismantling, reconstruction, anchorage, gates, locks and patching as required.
- Maintain security and Owner access during the project.
- Return stored contents in an organized condition and repair damage caused by relocation.

8. Architectural Construction

8.1 Framing and Drywall

- Provide metal stud framing sized for wall height, loading, doors, millwork, glazing and required ratings.
- Provide 5/8-inch gypsum board unless another type or thickness is required by the permitted design. Use moisture-resistant board at wet locations and fire-rated assemblies where required.
- Provide backing for millwork, monitors, accessories, shades, wall-mounted equipment, shelves and door hardware.
- Finish new and patched gypsum board to Level 4 minimum for painted surfaces, or higher where required by lighting conditions and finish selection.
- Provide control joints, corner bead, sealants and fire/smoke stopping.

8.2 Acoustic / Sound Control

Provide enhanced sound-control treatment in both the existing and new office areas. The intent is improved speech privacy and reduced sound transfer, recognizing that the final performance depends on the complete wall, ceiling, door, duct and penetration assemblies.

- Install sound-attenuation insulation above the suspended ceiling throughout the current and expansion areas, coordinated so that insulation does not obstruct sprinklers, lighting, access, return-air paths or equipment service.
- Provide acoustic batt insulation in new conference room and private office partitions; extend partitions to deck where shown or required by the final acoustic design.
- Seal wall perimeters, deck interfaces, penetrations, boxes and conduits with acoustical sealant. Stagger or acoustically treat back-to-back devices.
- Provide duct lining, transfer silencers or other measures where return-air pathways would compromise privacy, as recommended by the mechanical/acoustic design.
- Provide perimeter seals and automatic door bottoms at rooms designated for enhanced privacy, if accepted by Owner.
- Submit proposed assemblies and expected laboratory STC ratings. Field performance is not warranted unless field testing and a stated NIC/ASTC criterion are included.

8.3 Ceilings

- Provide new or modified commercial suspended acoustical ceiling systems throughout affected areas.
- Match existing grid and tile where retained, or provide a coordinated new system where matching is impractical.
- Provide cleanly cut penetrations, required hold-down clips, seismic requirements, access panels and perimeter trim.
- Replace stained, damaged or mismatched ceiling tiles within the construction limits.

9. Doors, Frames, Glazing and Hardware

9.1 Main Office Entry

- Provide a double-door office entry with commercial-grade wood doors and frosted glass insets.
- Provide compatible frames, safety glazing, hinges, closers, coordinator/astragal where needed, stops, seals, thresholds, locksets, cylinders and panic/egress hardware if required.
- Coordinate access control, electrified hardware, door position monitoring and fire alarm interface where applicable.
- Submit veneer/species, stain or paint sample, glass pattern/opacification and hardware set for Owner approval.

9.2 New Internal Office Door and Sidelight

- Provide new interior wood office door with an adjacent sidelight.
- Use frosted or privacy glazing consistent with the design intent and compliant safety glass.
- Coordinate sidelight dimensions, frame type, acoustic seals, hardware, accessibility clearances and required ratings.

9.3 Remaining Doors and Hardware

- Provide all new and modified interior doors, frames and hardware required by the final plan.
- Match quality and appearance across the suite. Key to Owner's approved system.
- Adjust all doors for smooth, quiet operation and proper latching at turnover.

10. Custom Millwork, Reception, Workroom and Kitchen

10.1 General Millwork Requirements

- Field measure before fabrication and submit coordinated shop drawings, finish samples, hardware, edge details, appliance cut sheets and countertop samples.
- Provide commercial-grade construction, durable low-emitting finishes, concealed adjustable hinges, full-extension slides, pulls and finished exposed surfaces.
- Provide required blocking, scribing, fillers, end panels, toe kicks, grommets, ventilation, removable access panels and code-required clearances.
- Coordinate power, data, plumbing, appliances, undercabinet lighting and equipment dimensions before fabrication.

10.2 Custom Reception Desk

- Provide a custom reception desk sized and configured to the approved plan.
- Include public transaction counter, accessible transaction section, staff work surface, modesty panels, finished end panels, integrated lockable storage, drawers and equipment space.
- Provide concealed wire management, grommets, accessible pathways and coordination for power, data, phone, monitors and other receptionist equipment.
- Use durable decorative laminate, wood veneer and/or solid-surface materials selected by Owner. Provide protection at high-contact edges and toe-kick areas.
- Coordinate clearances, knee space and reach ranges with accessibility requirements.

10.3 Workroom Millwork

- Provide base and wall cabinets, tall storage where shown, continuous work counter, adjustable shelves and file/supply storage.
- Coordinate copier/printer equipment, clearances, ventilation, dedicated circuits, data and cable routing.
- Provide lockable cabinets where directed and finished backsplash at counter areas as selected.

10.4 Kitchen Millwork

- Provide base cabinets, wall cabinets, appliance openings, solid-surface or quartz countertop, backsplash, sink base and finished panels.
- Coordinate refrigerator, drawer dishwasher and undercounter ice machine dimensions, required air gaps, ventilation, access and manufacturer clearances.
- Provide trash/recycling cabinet or allowance if shown in final design.
- Seal countertop, backsplash and cabinet interfaces at wet areas.

11. Appliances and Plumbing

11.1 Appliances

Provide, deliver, install, connect, level, test and commission the following appliances. Bid shall identify manufacturer, model, finish, capacity, warranty and allowance or included cost. Final selections are subject to Owner approval.

Appliance / Fixture	Minimum Scope
Refrigerator	Full-size refrigerator; coordinate water connection if equipped with water/ice dispenser.
Drawer dishwasher	Undercounter drawer-type dishwasher; provide power, water, drainage, air gap/high loop and cabinetry coordination.
Undercounter ice machine	Commercial-quality undercounter unit; provide dedicated power, water, filtration if required, drainage, ventilation and service clearance.
Sink and faucet	Kitchen sink, faucet, strainers, stops, trap and accessories; finish selected by Owner.

11.2 Plumbing Work

- Verify available domestic water, sanitary/vent and condensate routes and capacity.
- Provide hot and cold water, sanitary waste, venting and shutoff valves required for sink and appliances.
- Provide refrigerator and ice machine water lines, accessible shutoffs and manufacturer-required filtration.
- Provide dishwasher supply and drainage.
- Provide indirect waste, floor sink, condensate pump or other drainage arrangement if required by code/manufacturer; identify any such requirement in the bid.
- Insulate piping, firestop penetrations, provide access panels and repair all affected finishes.
- Test for leaks, flush systems and demonstrate operation.

12. HVAC and Controls

Provide complete heating, ventilation and air-conditioning modifications serving both the existing office and the approximately 1,165 SF expansion. A licensed mechanical design professional shall verify loads, zoning, ventilation, equipment capacity and code requirements.

12.1 Basis of Bid

- Perform load calculations accounting for envelope, occupancy, lighting, equipment, conference room density, IT/server heat load and operating schedule.
- Assess existing equipment capacity and condition. Clearly state whether the bid assumes reuse, modification, supplementary equipment or replacement.
- Provide additional HVAC capacity as required for the expansion, including equipment, ductwork, piping, drains, electrical, structural support, controls and roof/wall penetrations as applicable.
- Provide separate or enhanced cooling strategy for the IT/server area where required by calculated heat load and uptime needs.
- Coordinate equipment location and service access with Owner and building requirements.

12.2 Distribution and Controls

- Reconfigure existing supply, return and exhaust distribution and provide new distribution throughout expansion.
- Provide diffusers, registers, grilles, dampers, lined duct where needed, flex duct within permitted lengths, supports and insulation.
- Provide outside air and exhaust as required.
- Provide thermostats, zoning, sensors, control wiring, programming and integration with existing controls where applicable.
- Avoid placing noisy equipment or high-velocity outlets where they interfere with conference or office use.
- Seal ductwork, provide access to dampers and coordinate ceiling layout.

12.3 Testing and Commissioning

- Start up all equipment under manufacturer requirements.
- Provide independent testing and balancing of supply, return, exhaust and outside air.
- Provide final air quantities, control settings, temperature checks and deficiency correction.
- Train Owner staff and provide filters, warranties, O&M manuals and as-built controls information.

13. Fire Sprinkler, Fire Alarm and Life Safety

13.1 Fire Sprinkler

- Provide licensed design, hydraulic calculations as required, permits, inspections and approvals.
- Relocate existing heads and add heads to accommodate the final wall and ceiling layout in both existing and new spaces.
- Provide concealed or semi-recessed head types where compatible with building standard.
- Coordinate shutdowns, drain-downs, impairment procedures, fire watch and restoration with Property Management.
- Test, inspect, label and document the completed system.

13.2 Fire Alarm and Life Safety

- Relocate or add smoke detection, notification appliances, pull stations, speakers/strobes and other devices as required by the final occupancy and layout.
- Coordinate with the existing building fire alarm manufacturer/service provider and monitoring company.
- Provide exit signs and emergency lighting required for paths of egress.
- Test initiating, notification and interface functions and obtain required acceptance.
- Maintain fire-rated and smoke-rated construction at all penetrations.

14. Electrical Power and Lighting

14.1 Electrical Distribution and Power

- Assess existing panel capacity, available fault current, grounding and spare circuit availability. Provide panel modifications, breakers, feeders, transformers or new panels as required.
- Provide code-compliant receptacle layout for offices, reception, conference room, workroom, kitchen, IT/server room and circulation areas.
- Provide dedicated circuits for refrigerator, drawer dishwasher, ice machine, microwave or other equipment shown in the final schedule, IT rack/UPS, copier/printer and HVAC equipment.
- Provide GFCI/AFCI protection where required. Coordinate tamper resistance and countertop spacing.
- Provide floor boxes or poke-through devices at conference table and other freestanding locations shown; scan slab and coordinate core drilling.
- Provide wiring devices, plates and finishes coordinated with Owner selections. Label panels and circuits.
- Provide temporary power and planned transfer/cutover with minimal interruption.

14.2 Lighting and Controls

- Provide a complete high-efficiency LED lighting system for all existing and expansion areas within the project limits.
- Coordinate fixture style, color temperature, color rendering, trim, glare control and dimming with the design intent.
- Provide suitable task and ambient lighting for reception, offices, conference room, workroom, kitchen, IT room and circulation.
- Provide undercabinet task lighting at kitchen and workroom where indicated.
- Provide occupancy/vacancy sensors, dimmers, daylight controls and automatic shutoff required by energy code. Conference room lighting shall be dimmable and zoned for presentation use.
- Prepare a lighting layout and calculations sufficient to demonstrate appropriate illumination and energy-code compliance.
- Provide emergency lighting and exit signage; test battery backup and controls.

15. Low-Voltage, Audio-Visual, Security and Wireless

15.1 Structured Cabling

- Provide Cat 6A cabling unless Owner's IT standard directs otherwise.
- Provide labeled data outlets at offices, reception, conference room, workroom, appliances/equipment and wireless access points based on the approved furniture and technology plan.
- Terminate at patch panels; certify each permanent link and submit electronic test reports.
- Provide compliant pathways, sleeves, J-hooks, cable tray, conduit, pull strings and firestopping.
- Remove abandoned cable within the construction limits unless explicitly approved to remain.

15.2 Conference Room AV

- Provide infrastructure for display, camera, microphones, speakers, table connectivity and control equipment as defined by Owner's AV requirements.
- Provide recessed boxes, conduit, blocking, backing, power and data at display and table locations.
- Coordinate lighting zones and blackout shades for presentation use.
- AV equipment procurement shall be clearly identified as included, allowance, Owner furnished/Contractor installed or excluded.

15.3 Wireless, Security and Access Control

- Coordinate wireless access point locations and cabling to achieve coverage throughout the combined suite.
- Extend access control to the main entry and new hallway doors where directed.
- Provide electrified hardware, power supplies, cabling, readers, request-to-exit, door contacts and system programming as applicable.
- Coordinate intrusion alarm, cameras and other security devices affected by construction.
- Test systems with the Owner's vendors before turnover.

16. Flooring, Painting and Interior Finishes

16.1 Substrate Preparation

- Test concrete or other substrates for moisture and pH as required by the flooring manufacturer.
- Remove adhesives, patch cracks, grind high spots and provide leveling compounds for a smooth, warrantable installation.
- Submit test results and identify mitigation before installation where conditions exceed manufacturer limits.

16.2 Carpet Tile

- Provide commercial low-pile, solution-dyed nylon carpet tile throughout the existing and new office areas except designated tile locations.
- Provide heavy-commercial wear performance, dimensional stability, stain resistance, compatible backing and manufacturer warranty suitable for office traffic.
- Provide Owner-selected color/pattern and approved installation direction/layout.
- Use low-VOC adhesive and provide attic stock equal to at least 2 percent of installed quantity, unless the final specification requires more.

16.3 Tile

- Provide commercial porcelain tile at the office entry and kitchen.
- Provide slip-resistant finish suitable for the location, coordinated grout, transitions, movement joints and base condition.
- Prepare waterproofing or crack isolation where required by substrate and product.
- Provide attic stock equal to at least 2 percent of installed quantity.

16.4 Base and Transitions

- Provide coordinated resilient, wood or tile base as selected for each area.
- Provide flush, accessible transition strips between flooring materials.
- Replace base throughout affected existing and expansion areas for a consistent finished appearance.

16.5 Painting

- Prepare, patch, sand, prime and paint all walls, soffits, exposed trim, doors and frames within the renovation limits as required for a uniform finish.
- Provide two finish coats over properly prepared substrates unless manufacturer requirements dictate otherwise.
- Use low-VOC commercial coatings; provide washable finish at high-use areas and moisture-resistant finish at wet/service areas.
- Owner will select colors. Include reasonable allowance for accent colors and cut-in.
- Protect adjacent finishes and correct flashing, lap marks, overspray and surface defects.

17. Window Treatments

- Provide new commercial roller shades at windows throughout both the current and new office areas.
- Use UV-resistant fabric and components suitable for frequent commercial operation. Submit openness factor, visible light transmission, solar performance and color samples.
- Provide manual clutch or approved operating system, fascia, brackets, hem bars, chains/tension devices and blocking. Comply with applicable safety requirements.
- At the conference room, provide an added blackout layer or dual-shade system capable of presentation darkening. Include side channels or light-blocking details if required to meet the selected performance.
- Field measure after adjacent construction is complete and coordinate with glazing, mullions, HVAC and furniture.
- Provide operating instructions, warranty and final adjustment.

18. Accessories, Signage and Miscellaneous Work

- Provide room identification, code-required signage, tactile/accessible signage and door labels affected by the Work.
- Provide wall protection, corner guards, coat hooks, marker boards, artwork blocking and accessories shown in final documents.
- Coordinate moving or reinstalling existing artwork, branding and directories.
- Patch and finish all areas disturbed by MEP, low-voltage, access-control or furniture work.
- Provide sealants at material transitions and all final adjustments for a complete appearance.

19. Cleaning, Testing, Training and Closeout

19.1 Final Cleaning

- Provide construction cleaning throughout and a final professional cleaning before furniture move-back.
- Clean ceilings, lights, diffusers, glass, shades, millwork, counters, appliances, plumbing fixtures, flooring and affected common areas.
- Replace HVAC filters after construction and before occupancy.

19.2 Punch and Turnover

- Perform Contractor pre-punch before requesting Owner inspection.
- Complete Owner/design professional punch items promptly and clean affected work.
- Demonstrate appliances, lighting controls, shades, access control, AV infrastructure and HVAC controls.
- Provide keys, credentials, spare parts, attic stock and special tools.

19.3 Closeout Documents

- Final permits, inspection approvals and certificate required for occupancy/use.
- As-built drawings showing architectural and MEP changes, device locations, panels, circuits, cabling and controls.
- Approved submittals, warranties, O&M manuals, startup reports, TAB report, fire alarm/sprinkler acceptance, cable test reports and appliance documentation.
- Written warranty contact list and correction procedures.
- Final lien releases, subcontractor/supplier releases and consent of surety if applicable.

20. Separate Bid Scope: Building Office Lobby and Public Restrooms

PRICING INSTRUCTION: Provide this entire section as a separate proposal and separate billing schedule from the office expansion/renovation. Exact square footage and limits were not provided and shall be field verified before bid.

20.1 Areas Included

- Building office lobby and reception/common circulation outside the suite.
- Elevator lobby and immediately associated office common corridor areas.
- Public restrooms serving the office lobby area.
- Associated doors, frames, ceilings, lighting, signage and transitions within the agreed limits.

20.2 Common Lobby / Corridor Scope

- Protect building occupants and maintain accessible circulation and restroom availability through a phased plan.
- Remove and replace designated flooring, base and transitions. Bidder shall provide recommended commercial finish options and allowances if final materials are not selected.
- Patch, prepare and repaint walls, ceilings/soffits where applicable, doors and frames within the limits.
- Replace damaged or mismatched acoustical ceiling tiles and modify ceiling grid as required for new fixtures.
- Provide LED lighting upgrades, controls, emergency lighting and exit signage as required. Include a fixture schedule or allowance basis.
- Remove, protect and reinstall directories, artwork, signage, furniture and accessories, or price replacements separately.
- Provide final cleaning and repair all adjacent finishes affected by the Work.

20.3 Public Restroom Scope

- Field verify existing plumbing fixtures, toilet conditions, partitions, accessories, granite countertops, mirrors, existing floor tile, existing wall tile, lighting, ventilation, ceilings, doors, hardware and accessibility conditions before pricing demolition, reuse, repair or replacement.
- Restroom finish scope shall include upgraded lighting, new paint and new or upgraded wall tile/wall finish as selected by Owner.
- Existing floor tile shall remain in place unless concealed damage, code requirements or Owner-approved changes require limited repair or replacement.
- Existing granite countertops shall remain in place and be protected throughout the Work. Include cleaning, caulking, minor repair and coordination of any plumbing, fixture or accessory work that affects the existing countertops.
- Ladies restroom toilets are generally understood to be in good condition. Include field verification and adjustment/raising of one toilet as required to meet final height/accessibility requirements, including related carrier/support, plumbing, caulking and finish repair work.
- Provide demolition and legal disposal only for components designated for replacement, including wall finishes, lighting, accessories or other selected items.
- Reuse existing plumbing fixtures, partitions, counters and mirrors where field verification confirms acceptable condition and compliance, unless specifically directed otherwise by final design.
- Provide toilet accessories and partitions only where replacement is selected or required, including dispensers, grab bars, sanitary disposal, hooks and baby-changing station only where shown or accepted.
- Provide LED lighting upgrades, controls, GFCI receptacles, exhaust verification/modification and required electrical work.
- Provide plumbing connections, shutoffs, carriers/supports, fixture adjustments, fixture repairs, testing and caulking required by the final scope.
- Confirm and correct accessibility items within the project scope as directed by the permitted design, including clearances, mounting heights, maneuvering clearances, hardware and signage.
- Maintain at least one usable restroom where feasible or provide an approved temporary plan. State any full restroom shutdown duration.
- Provide separate allowances or alternates for expanded fixture replacement, partition replacement, countertop replacement, floor tile replacement or full wall-tile replacement if final selections are incomplete or if conditions require work beyond the intended base scope.

20.4 Required Separate Price Breakdown

Cost Category	Separate Amount Required
General conditions / permits	State amount
Demolition and protection	State amount
Lobby/corridor flooring and base	State amount
Lobby/corridor painting and finishes	State amount
Ceilings and lighting	State amount
Restroom architectural finishes	State amount
Restroom plumbing fixtures and accessories	State amount
Electrical / mechanical / plumbing modifications	State amount
Signage / accessories	State amount
Final cleaning and closeout	State amount
Total separate lobby/restroom scope	State lump sum

21. Submittals and Owner Selections

Do not order finish materials or visible products before written Owner approval. Provide a consolidated submittal log and sufficient review time without delaying the schedule.

Submittal	Minimum Content
Material samples	Carpet tile, tile/grout, base, paint, countertops, laminate/veneer, cabinet hardware, doors, glazing and shades.
Shop drawings	Reception desk, workroom/kitchen millwork, doors/frames/hardware, glazing, ceilings, sprinkler, HVAC, electrical, structured cabling and shades.
Product data	HVAC equipment, fixtures, lighting, controls, appliances, plumbing fixtures, flooring, adhesives, coatings and acoustic products.
Coordination drawings	Reflected ceiling plan, MEP routing, floor boxes, furniture/power/data plan and IT/server layout.
Schedules	Submittal schedule, procurement log, construction schedule, shutdown plan, move plan and testing/commissioning plan.

22. Bid Submission Requirements

Bidders shall keep the office expansion/renovation base bid, the lobby/restroom separate scope, allowances, alternates and unit prices clearly separated throughout the proposal. Pricing that is blended, embedded only in qualifications or not tied to the required bid categories may be considered incomplete for comparison purposes.

1. Provide a signed base bid for the office expansion and renovation and a separate signed price for the lobby/restroom scope.
2. Provide a detailed schedule of values broken out by trade and major material/equipment category.
3. Provide a project schedule showing design/permitting, procurement, construction, commissioning, move-back and closeout.
4. State total anticipated office downtime, all planned utility outages and the IT/server cutover duration.
5. List assumptions, qualifications, exclusions, clarifications and Owner-furnished items. Silence will be interpreted as inclusion where the work is reasonably required for completion.
6. Identify proposed subcontractors and design professionals for mechanical, electrical, plumbing, fire sprinkler, fire alarm, low voltage, millwork, flooring and moving.
7. Identify long-lead items and recommended early releases.
8. Provide alternates and unit prices on the bid form, not embedded in narrative qualifications.
9. Provide insurance, licensing, bonding capacity if requested, safety record, relevant occupied-office experience and references.
10. Provide proposed warranty periods and service-response contacts.
11. Acknowledge receipt of all drawings, addenda and bid clarifications.

22.1 Required Allowances

To ensure all bidders carry the same assumptions, each proposal shall include the following allowances in the base bid unless otherwise directed in writing by Owner. For each allowance, bidder shall clearly state whether the amount includes material, freight, sales tax, delivery, installation, coordination and contractor markup, and shall identify the credit or add method if final selections exceed or are less than the stated allowance.

12. Item	13. Required Allowance
Appliances	\$7,500
Reception Desk Millwork	\$10,000
Kitchen Cabinetry	\$15,000
Workroom Cabinetry/storage	\$20,000
Conference Room AV Infrastructure	\$15,000
Window Shades	\$8,000
Acoustic Treatments	\$10,000

22.2 Required Alternates / Unit Prices

Item	Pricing Instruction
Enhanced acoustic package	Price upgrades beyond base acoustic insulation, such as full-height walls, acoustic doors/seals, duct attenuation or field testing.
Floor moisture mitigation	Unit price per SF and/or lump-sum allowance if testing indicates mitigation is required.
After-hours work	Hourly or shift premium by trade where not included in base logistics.
Additional data outlet	Installed, labeled and certified unit price.
Additional electrical receptacle/circuit	Unit price identifying assumptions.

Item	Pricing Instruction
Carpet/tile allowance adjustment	Credit/add per SF above or below carried material allowance.
Off-site storage	Separate alternate only if bidder believes onsite raw-space storage is insufficient.
Lobby/restroom upgrades	Separate alternates for full fixture replacement, full partition replacement, premium finish packages or expanded limits.

23. Bid Clarifications and Exclusions

Each bidder shall complete the following in the proposal. Broad exclusions such as “not shown,” “not included,” or “by others” are not acceptable where the work is reasonably required for a complete, code-compliant and operational system. Any exclusion must identify the affected scope, cost impact, schedule impact and party responsible.

- Permitting and design fees included/excluded.
- Utility company, fire alarm vendor, access-control vendor, elevator vendor and IT provider charges included/excluded.
- Hazardous material testing/abatement basis.
- Structural modifications and engineering basis.
- Furniture procurement versus move-only scope.
- AV equipment procurement basis.
- Appliance allowance and exact included models.
- Finish material allowances and sales tax/freight basis.
- Temporary cooling, power, internet or office accommodations included/excluded.
- Patch/paint limits and ceiling replacement assumptions.
- Normal working hours and included after-hours work.
- Bond, insurance, contingency and escalation basis.

24. Owner / Contractor Responsibility Matrix

Activity	GC Responsibility	Owner / Owner Vendor Responsibility
Permits and trade inspections	Manage and include unless noted.	Provide signatures/authorizations as needed.
Construction design coordination	Coordinate complete permit and shop-drawing package.	Review and approve design intent and selections.
Furniture move	Pack, move, protect, store onsite and reinstall.	Identify disposition, layout and critical files.
Server/IT move	Provide pathways, power, cooling, physical move support and coordination.	IT provider directs shutdown, backup, configuration and validation.
Finish selections	Submit options, samples and schedule impacts.	Make timely written selections.
Access and shutdowns	Prepare plans and requests.	Property Management approves timing and building access.
Testing/commissioning	Coordinate, perform and document.	Witness and accept demonstrations.
Final occupancy	Complete punch, cleaning, approvals and closeout.	Approve move-back and operational acceptance.

25. Bidder Acknowledgment

Before signing, bidder shall confirm that all pricing, assumptions, exclusions, alternates, allowances, shutdown requirements, schedule impacts and separate lobby/restroom scope items have been fully disclosed in the proposal. Any material omission may require clarification before award.

By submitting a bid, the bidder acknowledges that the bidder has reviewed the available schematic information, visited the site, examined accessible existing conditions, identified missing information, and included all work reasonably necessary to deliver the stated scope, subject only to clearly written qualifications and exclusions.

Company: _____

Authorized Representative: _____

Signature: _____

Date: _____

Base Bid - Office: _____

Separate Bid - Lobby / Restrooms: _____

Total Calendar Duration: _____

Anticipated Office Downtime: _____

Anticipated IT / Network Downtime: _____

Appendix A - Bid Review Checklist

- ☐ Base office bid is separate from lobby/restroom bid
- ☐ Schedule of values included
- ☐ Required allowances included and clearly identified
- ☐ Total duration stated
- ☐ Office downtime stated
- ☐ IT outage stated
- ☐ Phasing and move plan included
- ☐ Permits and engineering included
- ☐ HVAC capacity basis stated
- ☐ Fire sprinkler/fire alarm included
- ☐ Reception desk included
- ☐ Workroom and kitchen millwork included
- ☐ Appliances identified
- ☐ Carpet/tile basis identified
- ☐ Roller and blackout shades included
- ☐ Acoustic scope and rated assemblies identified
- ☐ Two hallway doors included
- ☐ Howard Group storage cage relocation included
- ☐ Onsite furniture storage included
- ☐ Server relocation coordination included
- ☐ Testing, commissioning and closeout included
- ☐ Alternates and unit prices completed
- ☐ Exclusions clearly listed