Addison City Council Meeting

January 14, 2025
Addison Conference Centre
15650 Addison Road
Addison, Texas 75001

AMENDED: 1/14 at 2:15 PM - 1. Addition of Council Q&A Document to WS Item #3a. 2. Corrected pricing data in item caption and background and addition of corrected Resolution tp Consent Item #4d.

Email comments may be submitted using the Public Comment Form located on Addison's website by 3:00 PM on the meeting day. The meeting will be live-streamed at www.addisontexas.net.

WORK SESSION

The Addison City Council will convene in the Acacia Room beginning at 6:30 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**

2. **Citizen Comments on the Consent Agenda Items.** This item allows citizens to speak on any item listed on the Consent Agenda prior to its consideration. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the beginning of this item.

3. **Council Member Clarification Requests Regarding Consent Agenda Items.**

   a. Council Questions and Answers

4. **Work Session Reports**

a. Present and discuss the format of the Town's two annual Town Meetings.

COUNCIL MEETING

The Addison City Council will convene for a Council Meeting beginning at 7:00 PM in the Council Chambers.

1. **Pledge of Allegiance.** United States and Texas Flags

2. **Proclamations / Presentations**

   a. City Manager's Announcements

   b. Employee Recognition

   c. Town Volunteer Recognition - Virgil Burkhardt

3. **Public Comment.** The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.

4. **Consent Agenda.** All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.

   a. Consider action on the Minutes from the December 10, 2024 City Council Meeting.

b. Consider action on a Resolution adopting the Town's 2025 State Legislative Priorities; directing the City Manager or his designee to act with regard to the City's Legislative Priorities; and providing an effective date.

c. Consider action on a Resolution approving an agreement between the Town of Addison and The Barber Shop Marketing for marketing services and authorizing the City Manager to execute the agreement in an amount not to exceed $560,000.

d. Consider action on a Resolution approving an agreement with J & K Project Management Consultants, LLC. dba ACT Construction for the Service Center Lobby and Office Space Project and authorizing the City Manager to execute the agreement in an amount not to exceed $145,859.00.

e. Consider action on a Resolution approving an agreement with Visionality for the design, installation, and maintenance of a new audio system at the Addison Athletic Club, as outlined in the proposal; authorizing the City Manager to execute the agreement in the amount of $77,714.12; and providing an effective date.

f. Consider action on a Resolution approving an agreement with Affiliate ComNet to assist the Town in transitioning to VoIP platform, provide ongoing support, maintenance, and VoIP services in conformance with the Service Agreement No. 24048-01 and 24028-02 for a service term of up to thirty-six (36) months; authorizing the City Manager to execute the agreement; and providing an effective date.

5. **Public Hearings.**

a. Hold a public hearing, present, discuss, and consider action on a request to rezone a 1.55-acre property, located at 3953 Belt Line Road, from Planned Development (PD) Ordinance No. 083-071, to Local Retail (LR) zoning district, for an existing multi-tenant retail center. Case 1927-Z/3953 Belt Line Road Rezoning.

6. **Items for Individual Consideration.**

a. Present, discuss and consider action on a Resolution supporting the Town of Addison's application to the North Central Texas Council of Governments' 2025 Regional Transportation Alternatives call for projects for the Westgrove Drive / Quorum Bike Lanes to the Silver Line and Cotton Belt Trail.

b. Present, discuss, and consider action on a Resolution approving a construction services agreement with C Green Scaping, LP for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1, and authorize the City Manager to execute the agreement at an amount not to exceed $1,526,233.00.

c. Present, discuss, and consider action on a Resolution approving an agreement with Dunaway Associates, LLC for landscape architecture and park planning services to perform conceptual design for a trail through east Addison and taking consideration of the future land use of the Addison Finance property and authorizing the City Manager to execute the agreement for an amount not to exceed $155,600.

d. Present, discuss, and consider action on an Ordinance calling and ordering the May 3, 2025 General Election.

7. **Items of Community Interest.** The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.

8. **Adjourn Meeting.**

NOTE: The City Council reserves the right to meet in a Closed Meeting at any time during this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551. Any decision held on such matters will be conducted in an Open Meeting following the conclusion of the Closed Meeting.

THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS WITH

DISABILITIES. PLEASE CALL (972) 450-7017 AT LEAST 48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.

Posted by: Valencia Garcia, City Secretary
Date posted: January 9, 2025 Time posted: 2:57 PM
Date removed from bulletin board: _____
Removed by: _____

City Council Regular Meeting **3. a.**
Meeting Date: 01/14/2025
Department: City Secretary

AGENDA CAPTION:
Council Questions and Answers

BACKGROUND:
The Council Questions and Answer document, along with any handout(s) provided during the meeting, will be attached below. Due to the requirement to post the agenda prior to these attachments being created, the Council Questions and Answers document will be uploaded just prior to the meeting. Any handouts presented during the meeting will be added on the next business day.

RECOMMENDATION:
Information only.

Attachments
Answers to Council Questions - January 14, 2025

Answers to Council Questions – January 14, 2025

Consent

Item #4c. Consider action on a Resolution approving an agreement between the Town of Addison and The Barber Shop Marketing for marketing services and authorizing the City Manager to execute the agreement in an amount not to exceed $560,000.

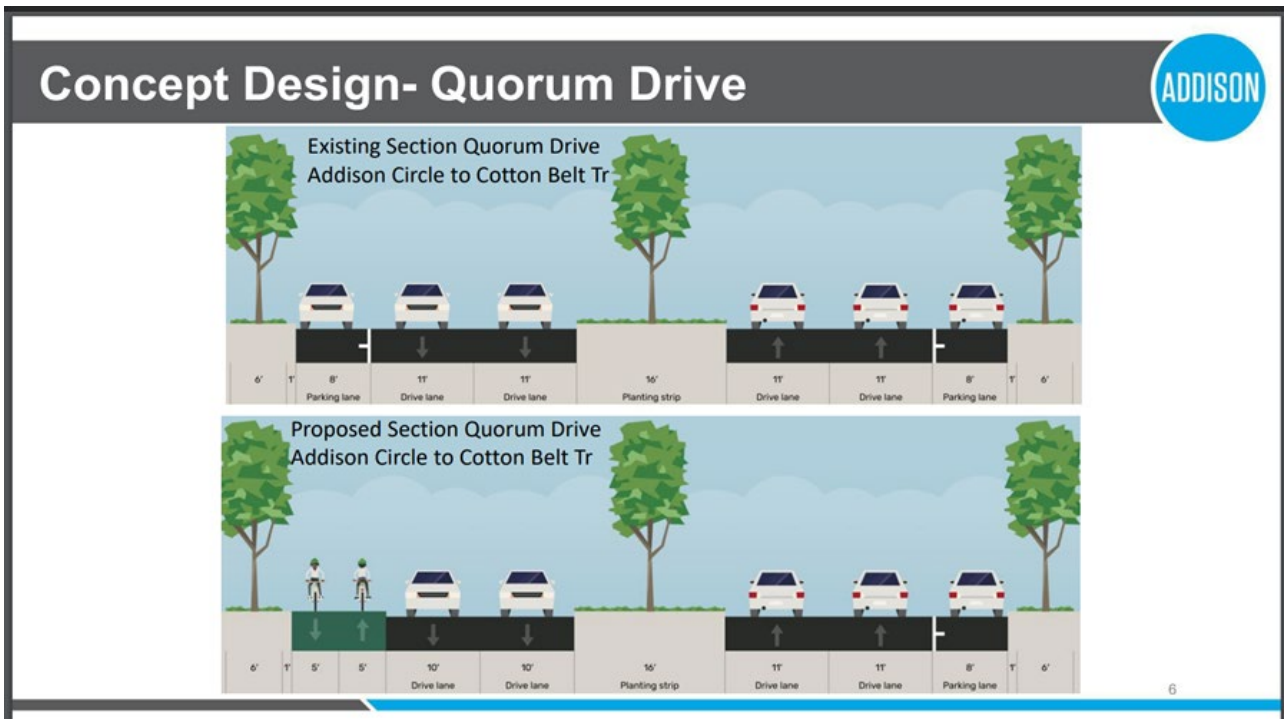
Question 1: How is this funded and when was it approved?

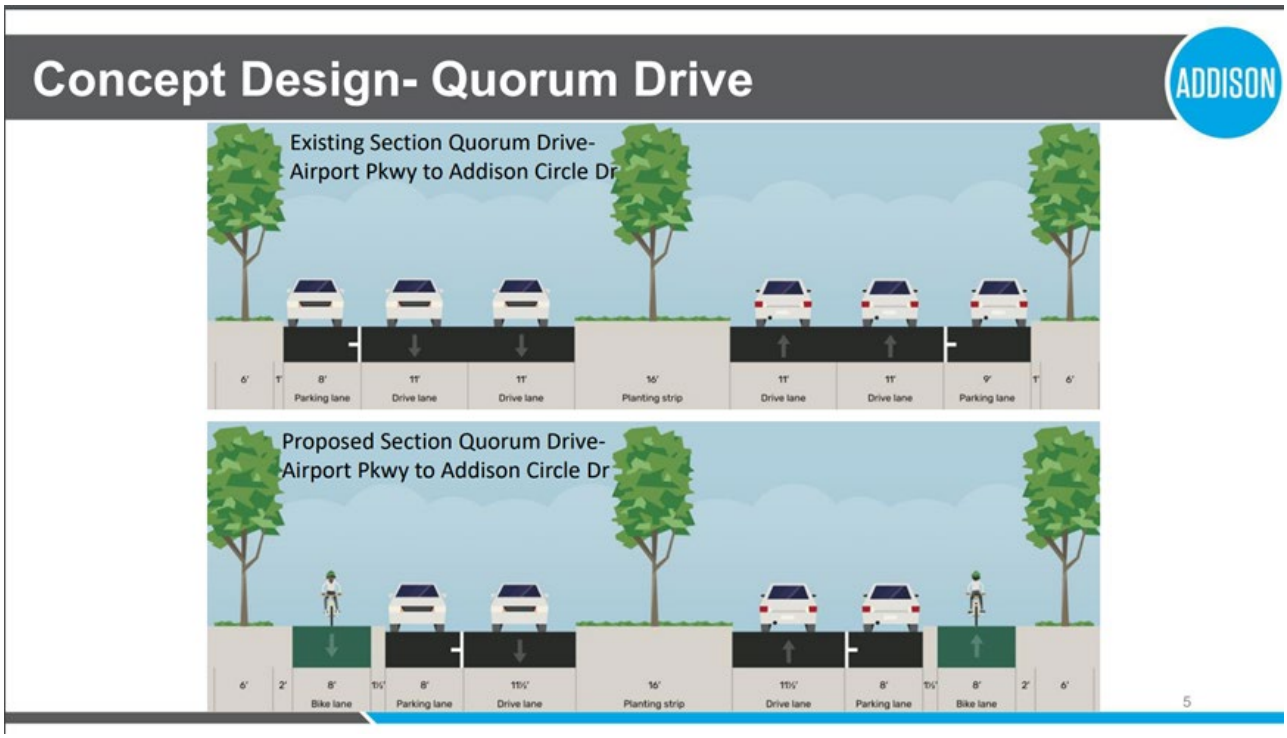
Response: Advertising funds are included in Marketing & Tourism accounts 612 and 614 in the Hotel Fund and were approved as part of the FY25 budget process. As with most of our contracts, any renewals are contingent on the appropriation of funding by the City Council.

Individual Consideration

Item #6a. Present, discuss and consider action on a Resolution supporting the Town of Addison's application to the North Central Texas Council of Governments' 2025 Regional Transportation Alternatives call for projects for the Westgrove Drive / Quorum Bike Lanes to the Silver Line and Cotton Belt Trail.

Question 1: Quorum Drive is going from four to two lanes the whole way except for the section from between the Cotton Belt trail (just north of Arapaho) to Addison Circle. Would it make more sense to make it simply two lanes the entire way and just spread out for turn lanes at intersections so there isn't a bottleneck problem?





Response: A traffic engineer was involved in the development of plans for bike lanes on

Quorum Drive. The engineer took into account the current volume of traffic in the area as well as the projected traffic growth that will be associated with the Silver Line and TOD development in this area. This information led to the recommendation that a lane of traffic could be removed on Quorum in each direction except for the segment of Quorum Drive between Addison Circle and Arapaho Drive.

Item #6b. Present, discuss, and consider action on a Resolution approving a construction services agreement with C Green Scaping, LP for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1, and authorize the City Manager to execute the agreement at an amount not to exceed $1,526,233.00.

Question 1: There is a reference to a Public Input Survey regarding the Beltway Drive Trail project. Could you please provide the details of that survey, how it was designed, who designed, who distributed it and how, the results of the survey, etc.

Response: Presentation slides that provide details regarding the Public Input Survey are attached to this document. The survey was designed by Parks staff with guidance from MIG. An online survey was conducted by Town staff between April 4th and May 19th, 2022. Staff presented the data from the survey along with staff recommendations to Council on June 14th, 2022. The information is included in the attached presentation.

Question 2: What happens to the trail/bike path once it comes to intersection of Beltway and Belt Line?

Response: When the Beltway Trail bike lanes reach Belt Line Road, a new northbound bicycle crossing will be created as a part of this project to an enhanced landing near an updated signal at the Dallas Water Utility sidewalk north of Belt Line Road. From this new landing, recommendations from the City-Wide Trail Master Plan will be considered for the next phase of bike trail development east along Belt Line Road to Quorum Drive. See below image of the next phase of recommended development on Belt Line Road. The purple line represents a recommended shared use off-road path. A new southbound crossing will also be created as a part of this project. Town staff are also exploring partnerships with Dallas Water Utilities to provide a connection to the Cotton Belt Trail.

Shared Use Path on Belt Line from Beltway Dr to Quorum DR.

Map 4-2: Phase 1 Network

Beltway Drive Trail Project

June 14, 2022

Background

- May 25, 2021 Council Adopted the City-Wide Trails Master Plan (CWTMP).

- The Adopted Plan Included Phase I Recommendations to be completed in 0-5 Years.

- Staff Identified the Proposed Trail along Beltway Drive, Included in the CWTMP Phase I Recommendations, as a Priority Project and Requested Budget Funds for Implementation.

- September 14, 2021 Council Adopted the FY2022 Budget which included $66,000 for the Beltway Drive Trail Project. The project includes:
  - Conceptual Design of the Trail
  - Development of an Open Space Plan
  - Development of a Trail Signage and Wayfinding Plan.

- December 14, 2021 Council Approved an Agreement with Moore Iacofano Goltsman, Inc. (MIG) for Professional Services for Conceptual Design of the Addison Beltway Trail Project.

Background

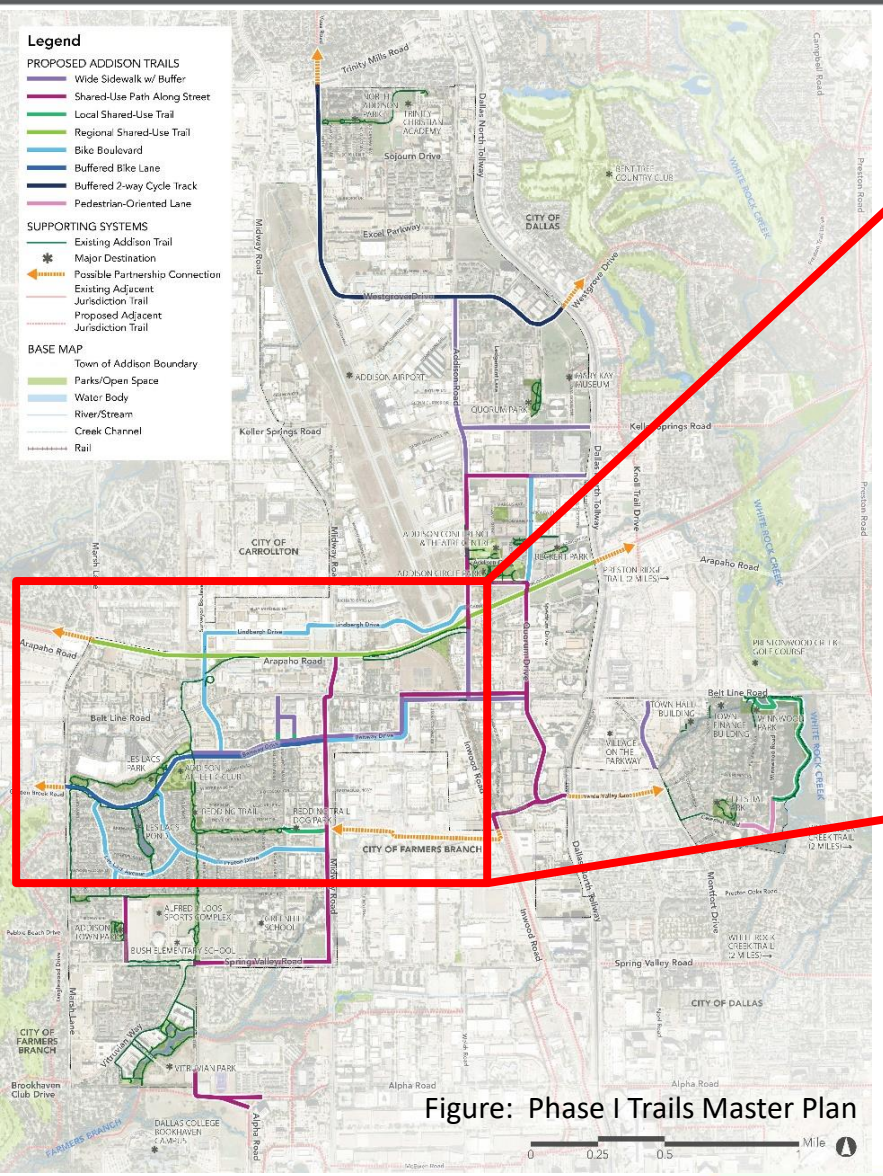
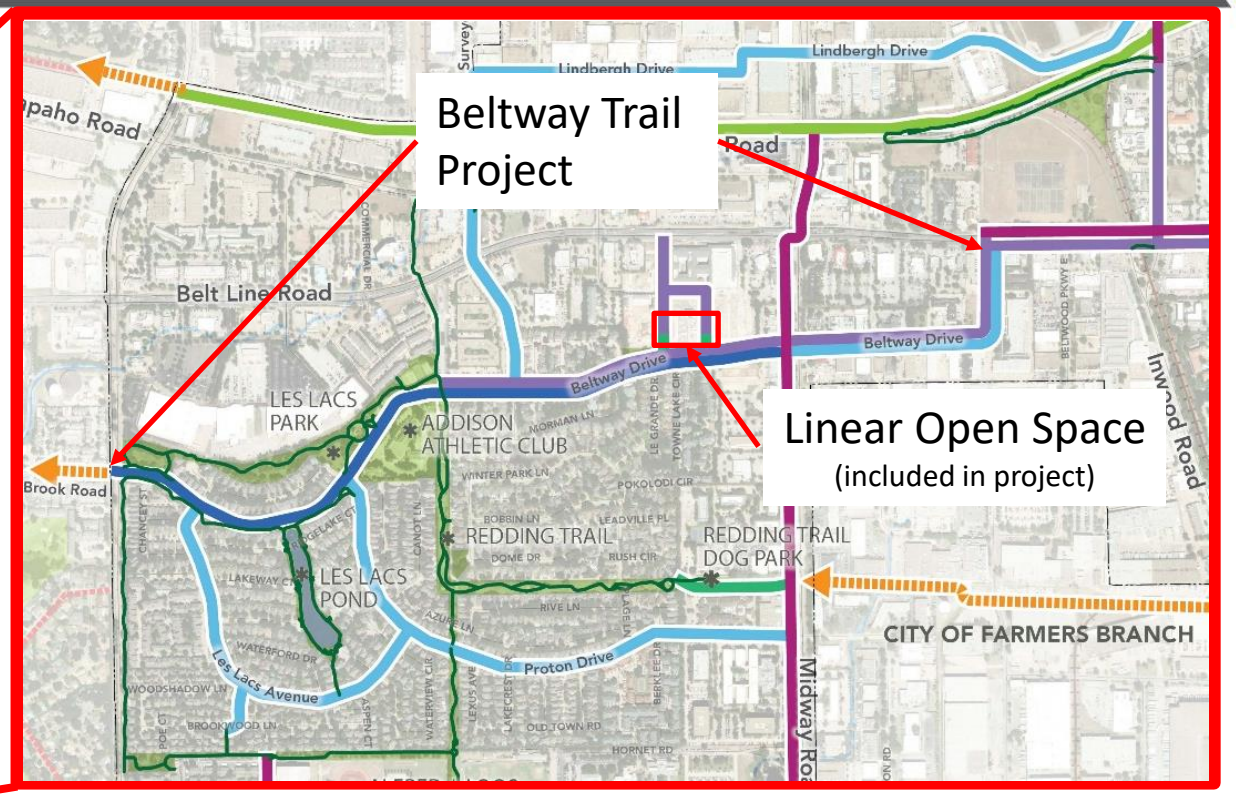


Figure: Phase I Trails Master Plan



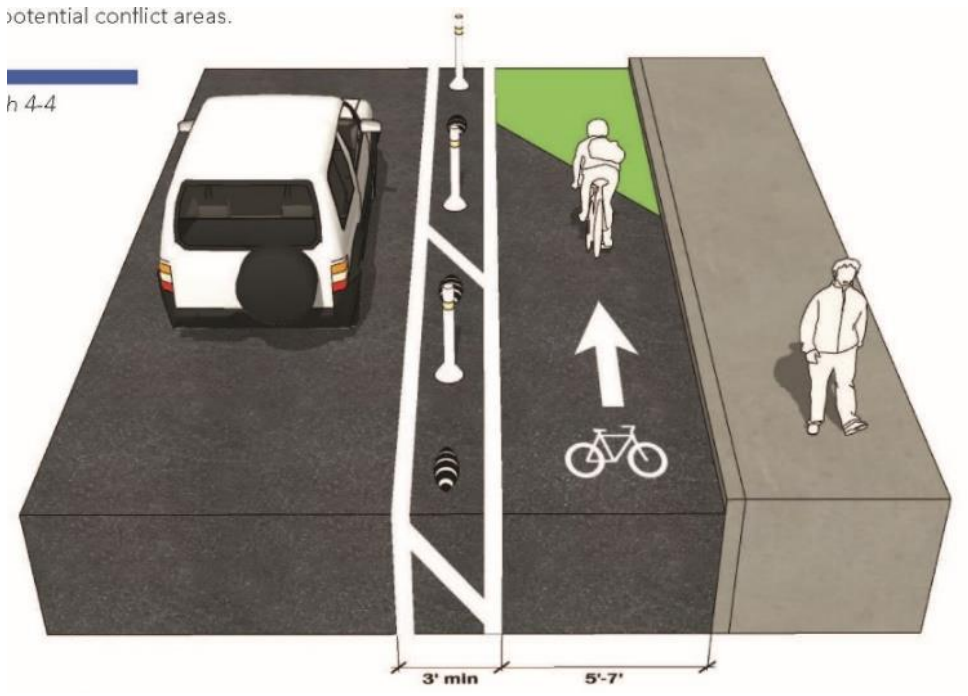
Enlargement: Phase I Trails Master Plan

MIG's Scope Included Conceptual Design of the Following:

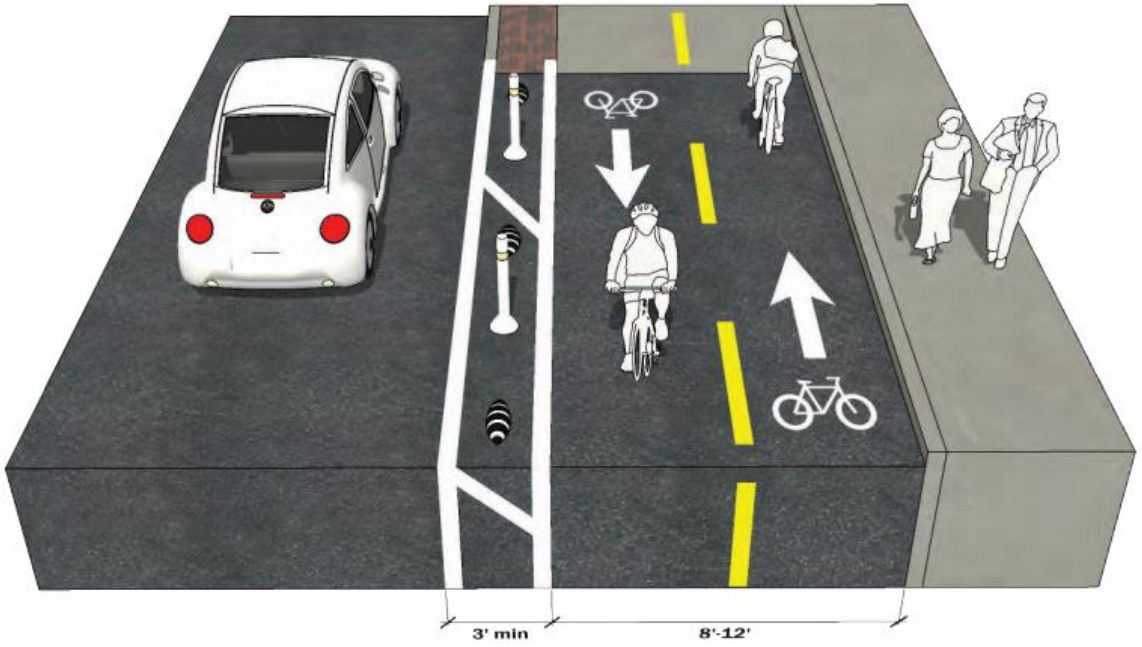
- Buffered Bike Lanes Between Marsh Lane and Midway Road
- Bike Boulevard Between Midway Road and Belt Line Road.
- Identify Locations for a New Widened Sidewalk with Buffer from Redding Trail to Midway Road.
- Identify Locations to Integrate the Existing Sidewalk into the Trail System from Redding Trail to Midway Road.
- Linear Open Space Plan for Green Space South of Addison Grove.
- Develop Trail Signage Wayfinding Standards.

Background

- When approving MIG's Professional Services Agreement Council requested that MIG also analyze if a two-way cycle track on the north side of Beltway would be more functional than buffered bike lanes on the north and south side of the road.



Buffered Bike Lane



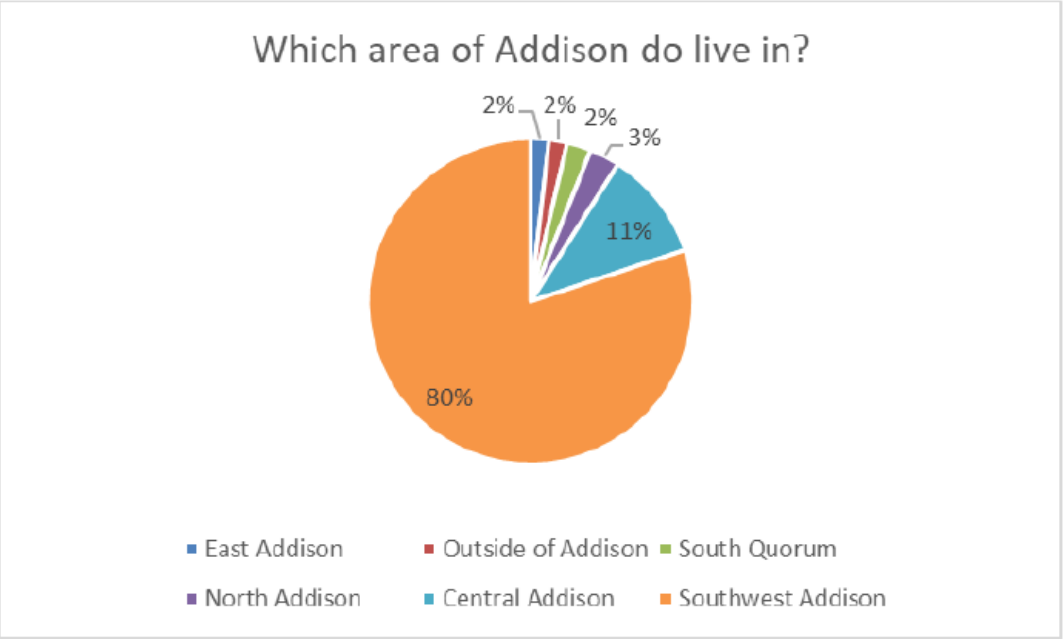
Two-Way Cycle Track

Public Input

- An important component of the project was to gather feedback from the community.
- An online survey was conducted between April 4th and May 19th. Staff will present the data from the survey and make recommendations.
- The survey was active for 36 days and 168 people participated and answered a combined total of 674 questions.

I. Which area of Addison do live in?

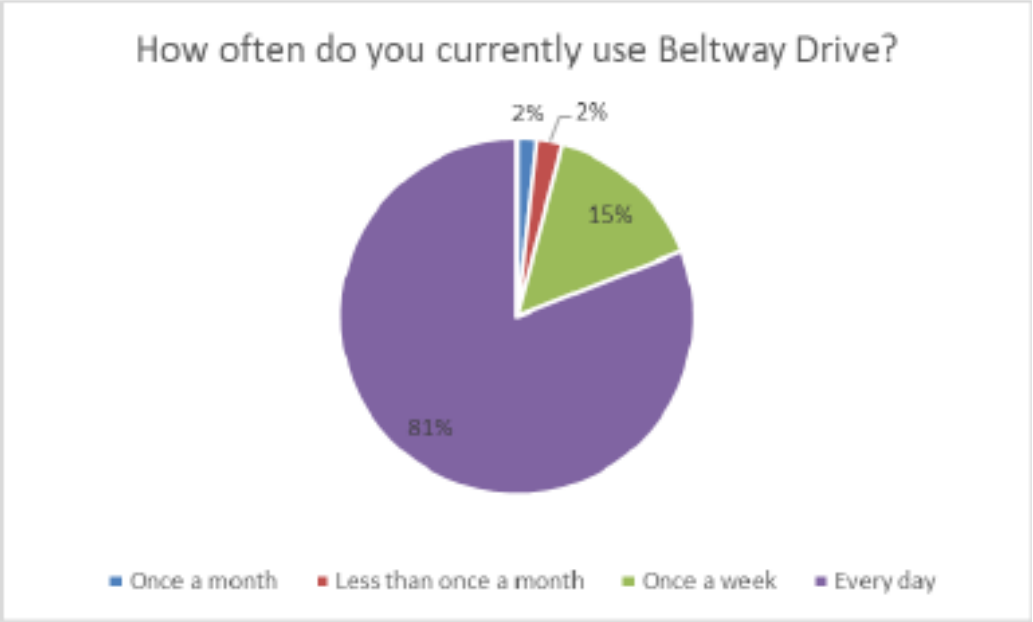
	Number of Responses	Percent of Responses
Southwest Addison	133	80%
Central Addison	18	11%
North Addison	5	3%
South Quorum	4	2%
East Addison	3	2%
Outside of Addison	3	2%



Public Input

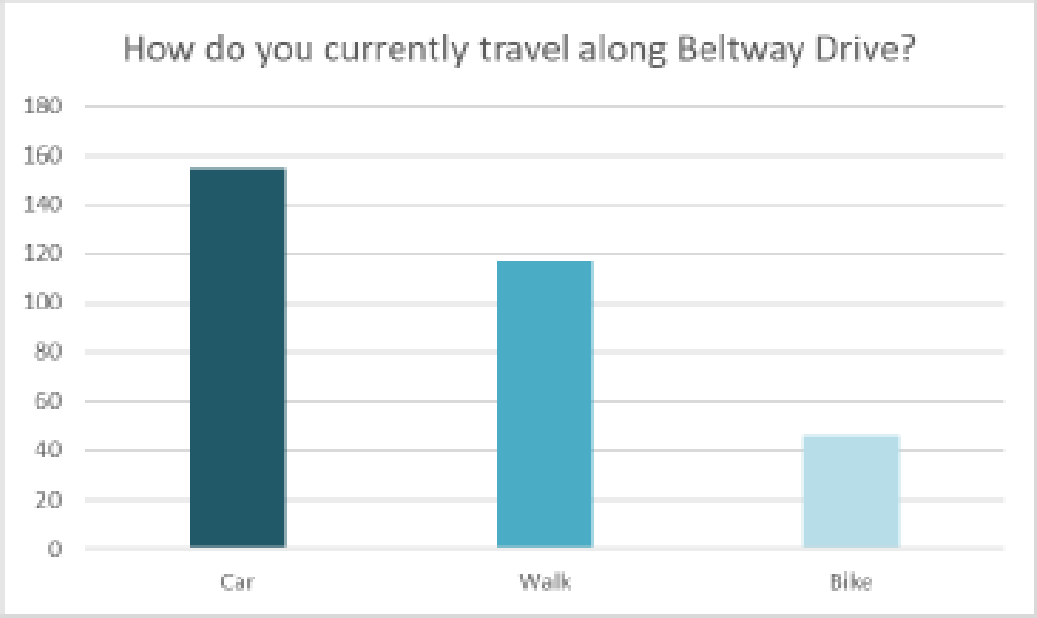
II. How often do you currently use Beltway Drive?

	Number of Responses	Percent of Responses
Every day	136	81%
Once a week	25	15%
Less than once a month	4	2%
Once a month	3	2%



III. How do you currently travel along Beltway Drive?

	Number of Responses
Car	155
Walk	117
Bike	46



Public Input - Question 1

Question 1: On-Street Bicycle Improvements Between Marsh Lane and Le Grande Drive

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

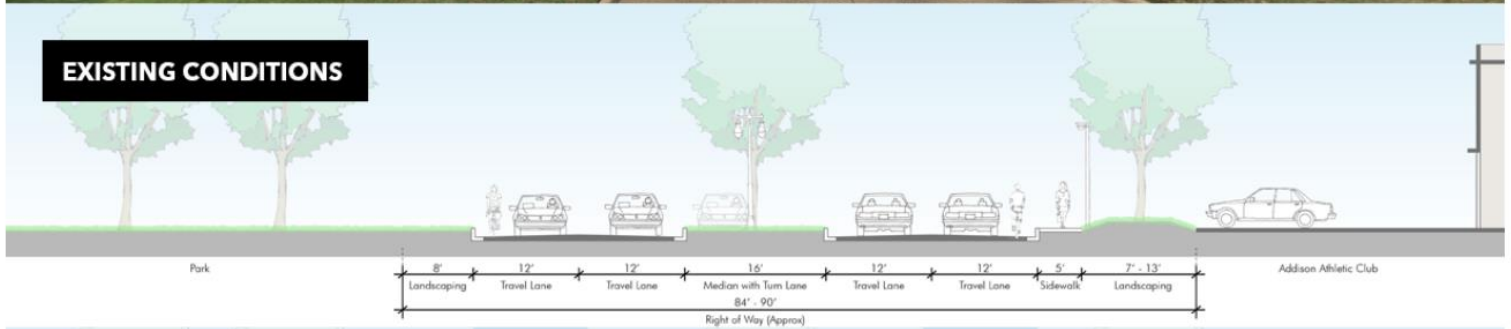
Option A: Single Direction Buffered Bike Lanes

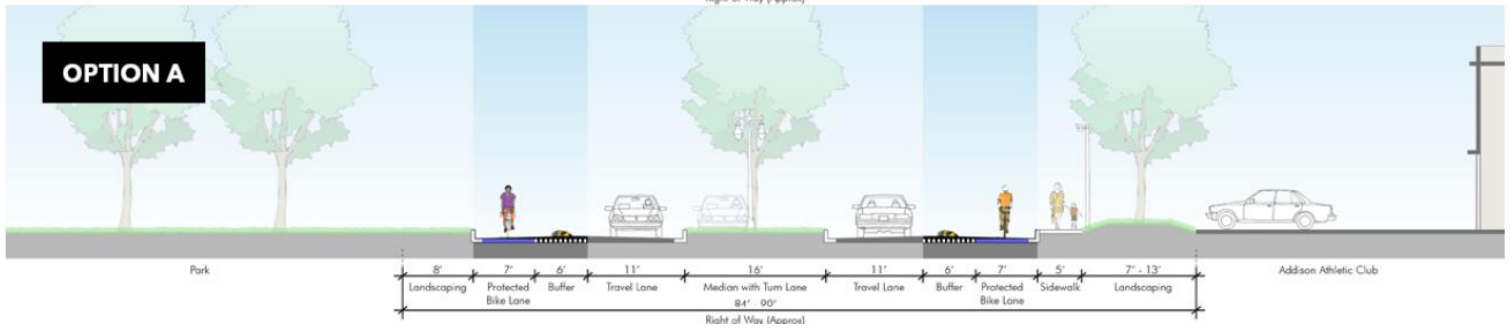
Benefits:

- Provides separation between people biking and cars
- Bike lane provides separation between people walking and cars
- Narrower traffic lanes encourage drivers to comply with the speed limit

Trade-offs:

- Reduce traffic lanes to one lane westbound and eastbound from Marsh Ln to Redding Trail. Traffic studies performed for this option indicate that lane reduction will not impact congestion.
- Does not simplify turning conflicts between people biking and cars at the Athletic Club





Public Input – Question 1

Question 1: On-Street Bicycle Improvements Between Marsh Lane and Le Grande Drive

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

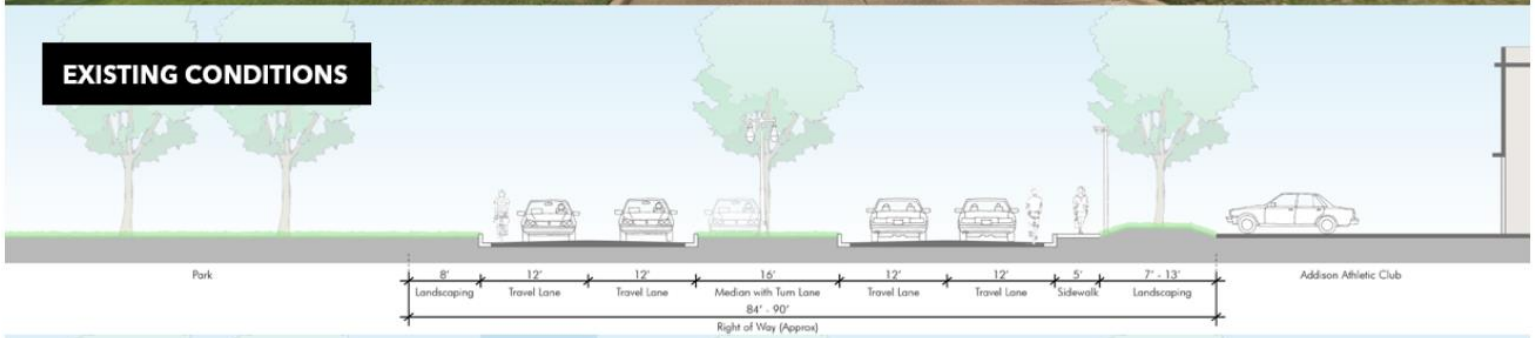
Option B: Two-way Cycle Track Only

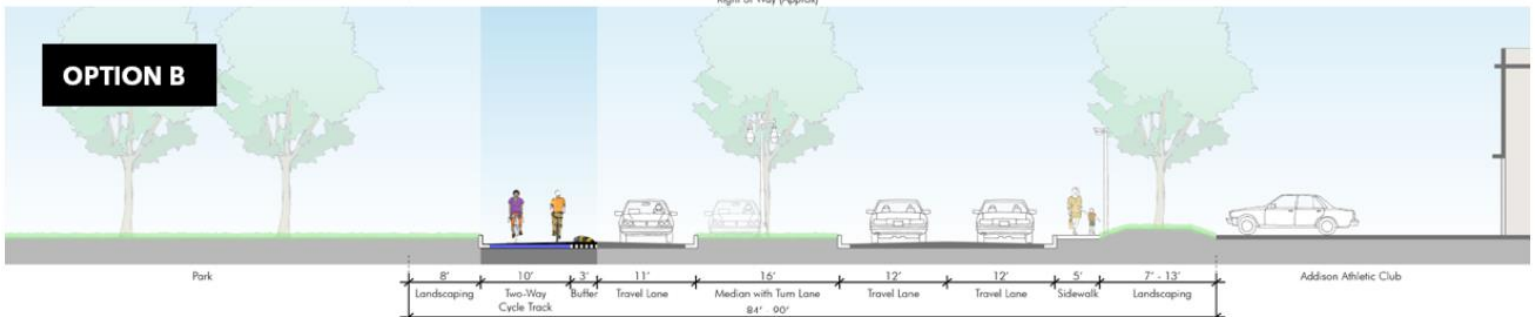
Benefits:

- Provides separation between people biking and cars
- Narrower traffic lanes encourage drivers to comply with the speed limit
- Simplifies turning conflicts between people biking and cars at the Athletic Club

Trade-offs:

- Reduce traffic lanes to one lane westbound. Traffic studies performed for this option indicate that lane reduction will not impact congestion.





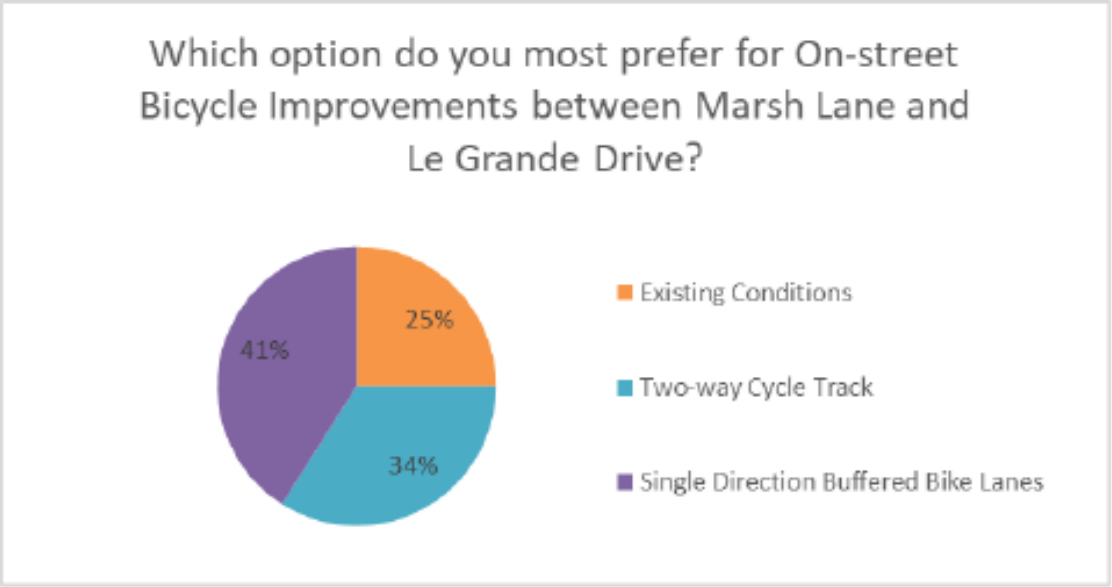
Public Input – Question 1

Question 1: On-street Bicycle Improvements

Between Marsh Lane and Le Grande Drive

1.A. Which option do you most prefer for the On-street Bicycle Improvements?

	Number of Responses	Percent of Responses
Single Direction Buffered Bike Lanes	41	41%
Two-way Cycle Track	34	34%
Existing Conditions	25	25%



Example of Single Direction Buffered Bike Lanes

Example of Two-way Cycle Track

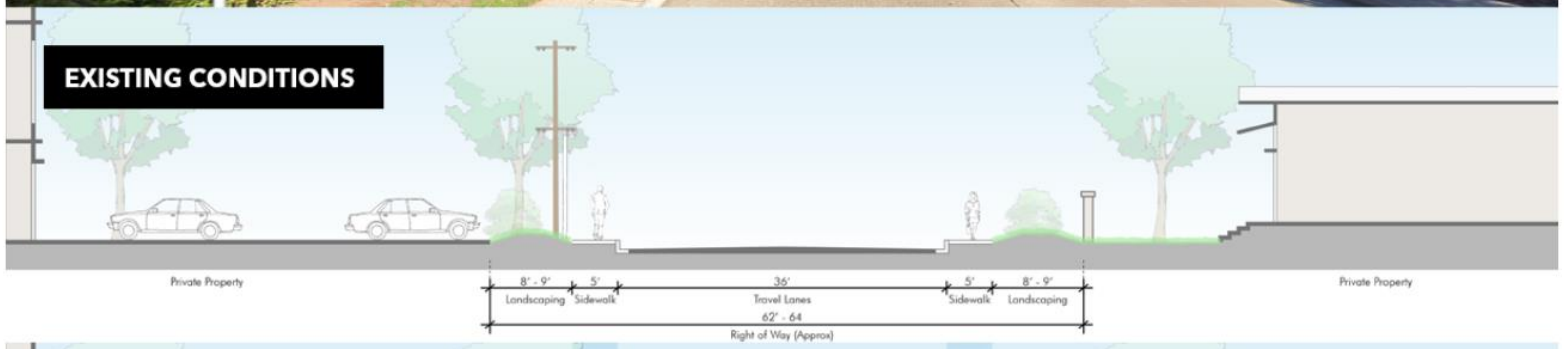
Staff Recommendation:
Two-Way Cycle Track Between Marsh Lane and Le Grande Drive

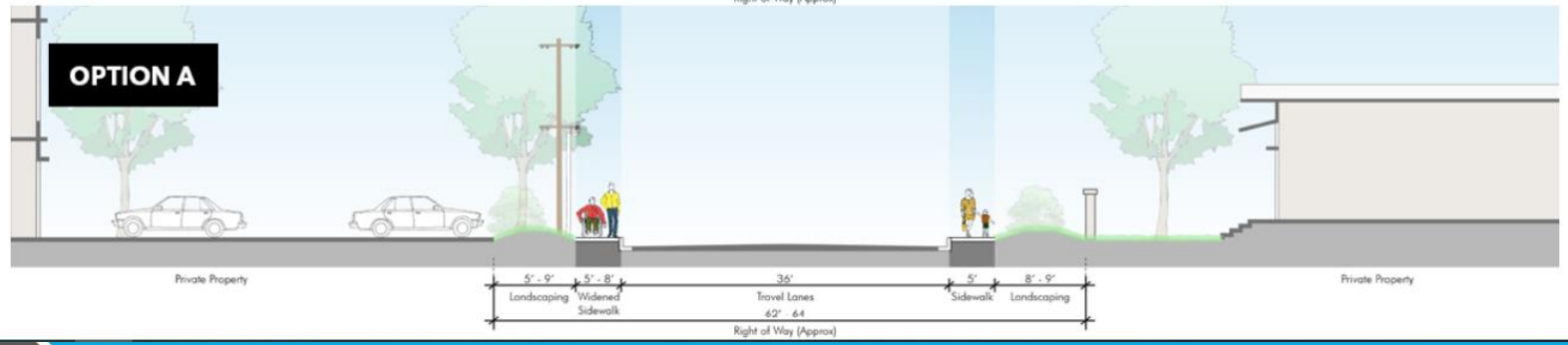
- Increased safety due to limited number of drive approach conflicts between cyclists and automobiles.
- Improved automobile flow into athletic club,
- Half the amount of outer line striping which receives the most wear and therefore maintenance demands.

Public Input – Question 2

Question 2: Sidewalk Improvements Between Redding Trail and Le Grande Drive

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions





Option A: Widen Existing Sidewalk Only at Locations Without Tree Conflicts

Benefits:

- Bike lane provides separation between people walking and cars
- Protects existing trees

Trade-offs:

- Sidewalks remain narrow along most of the street and are adjacent to the street

Public Input – Question 2

Question 2: Sidewalk Improvements Between Redding Trail and Le Grande Drive

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

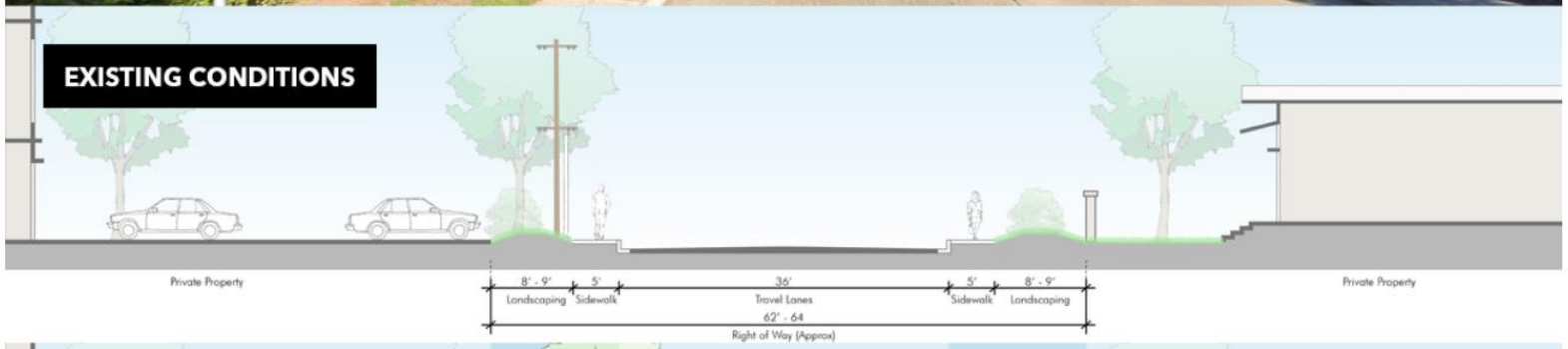
Option B: Widened Sidewalk with Landscape Buffer

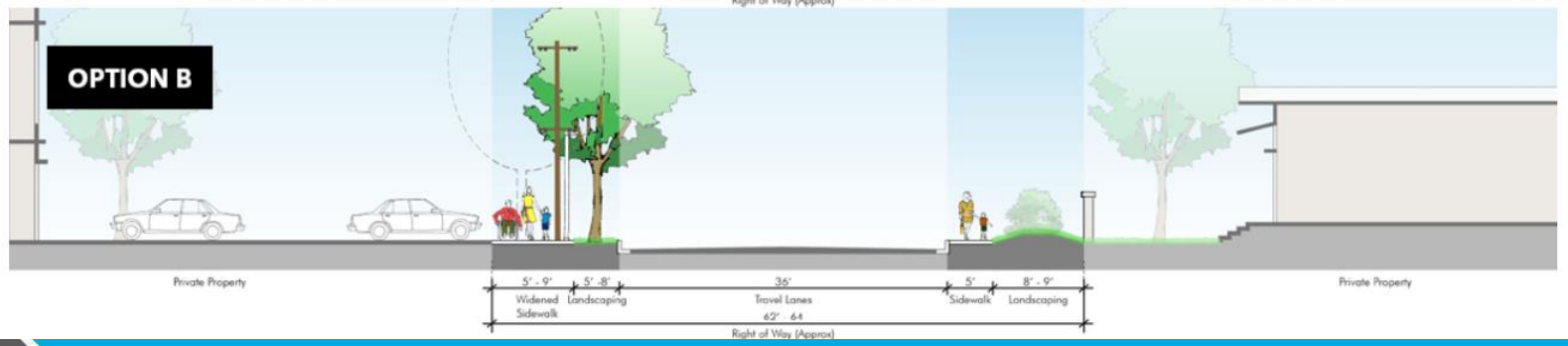
Benefits:

- Landscaping provides separation between people walking and people biking
- Allows for wider sidewalks

Trade-offs:

- Requires removal of existing trees and planting new trees
- Eliminates buffer between sidewalk and private property
- May require relocation of utility poles and street lights





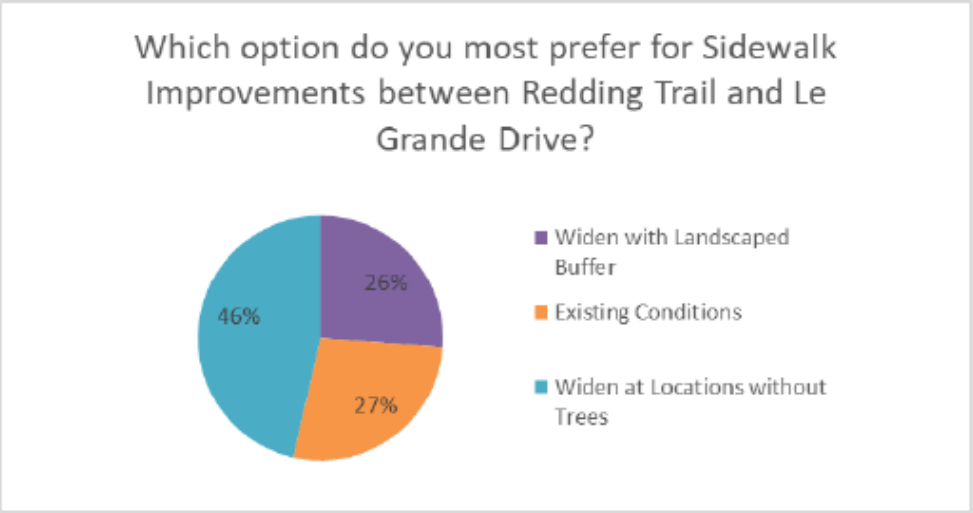
Public Input – Question 2

Question 2: Sidewalk Improvements

Between Redding Trail and Le Grande Drive

2.A. Which option do you most prefer for the On-street Bicycle Improvements?

	Number of Responses	Percent of Responses
Widen at Locations without Trees	39	46%
Existing Conditions	23	27%
Widen with Landscaped Buffer	22	26%



Staff Recommendation:

Keep the existing sidewalk in place. Consider widening in the future if redevelopment occurs.

- There are limited stretches of sidewalk improvements that could be implemented without impacts to trees, existing lights and utilities.
- Additional Right-Of-Way would need to be required.
- Construction of this portion of the project would be very disruptive to residents that use Beltway.

Public Input – Question 3

Question 3: Sidewalk and On-Street Improvements Between Le Grande Drive and Midway Road

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

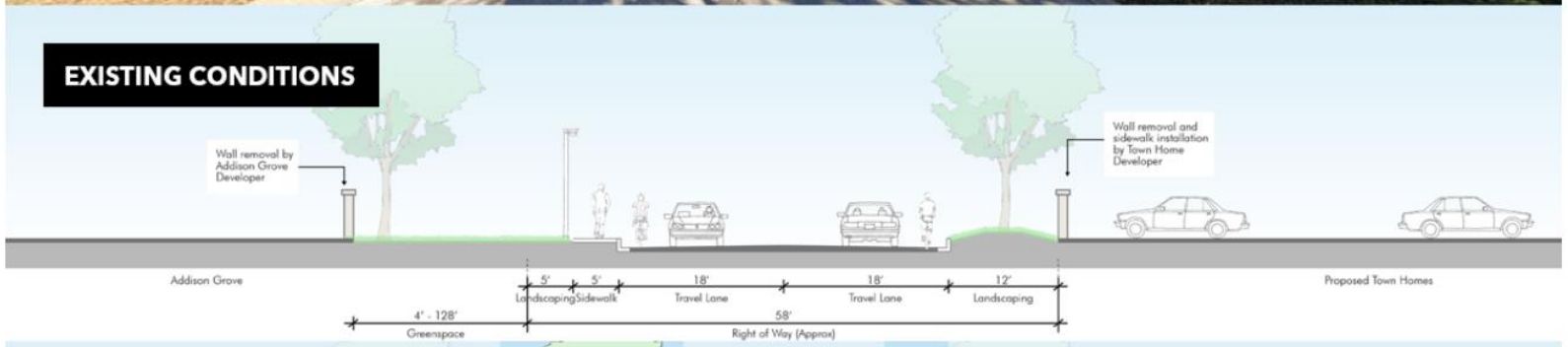
Option A: Single Direction Buffered Bike Lanes with Buffered Sidewalk

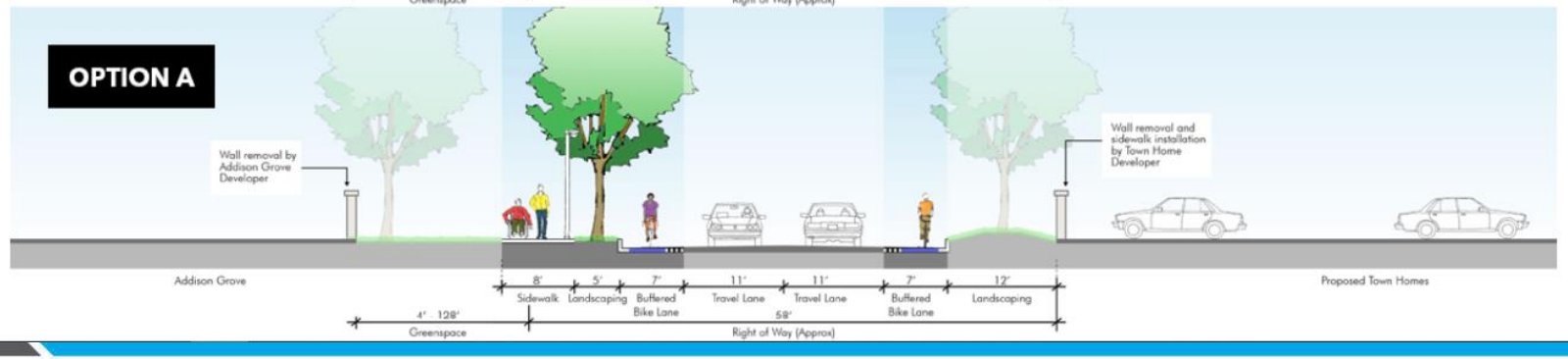
Benefits:

- Provides separation between people biking and cars
- Landscaping provides separation between people walking and people biking
- Allows for wider sidewalks
- Narrower traffic lanes encourage drivers to comply with the speed limit

Trade-offs:

- Sidewalk moves into park area





Public Input – Question 3

Question 3: Sidewalk and On-Street Improvements Between Le Grande Drive and Midway Road

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

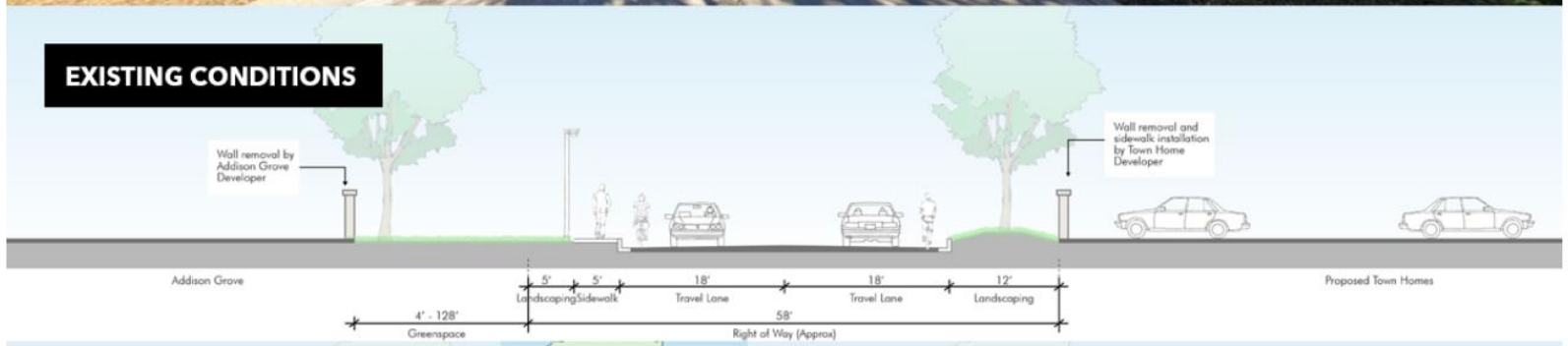
Option B: On-street Two-way Cycle Track with Buffered Sidewalk

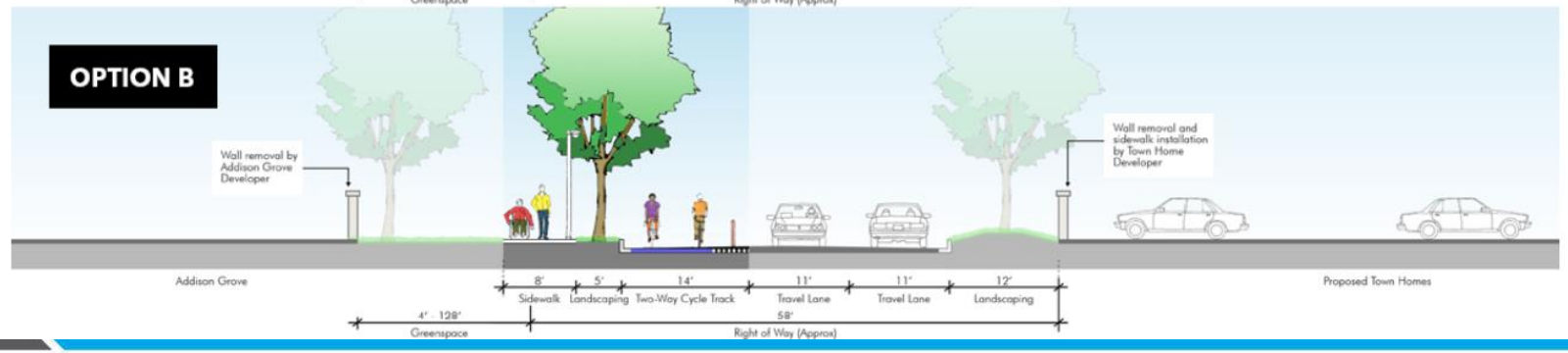
Benefits:

- Provides separation between people biking and cars
- Landscaping provides separation between people walking and people biking
- Allows for wider sidewalks
- Narrower traffic lanes encourage drivers to comply with the speed limit

Trade-offs:

- Sidewalk moves into greenspace





Public Input – Question 3

Question 3: Sidewalk and On-Street Improvements Between Le Grande Drive and Midway Road

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

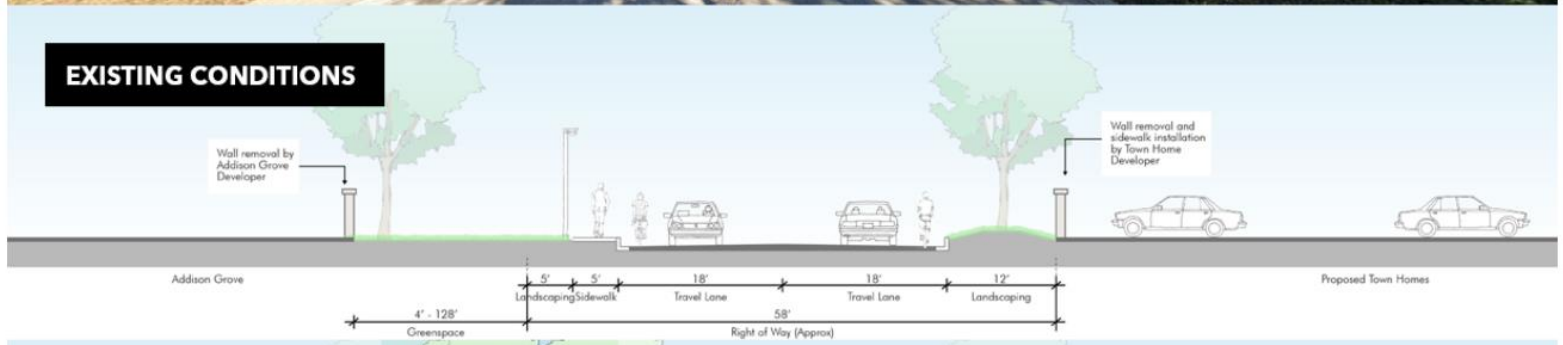
Option C: Off-street Two-way Cycle Track

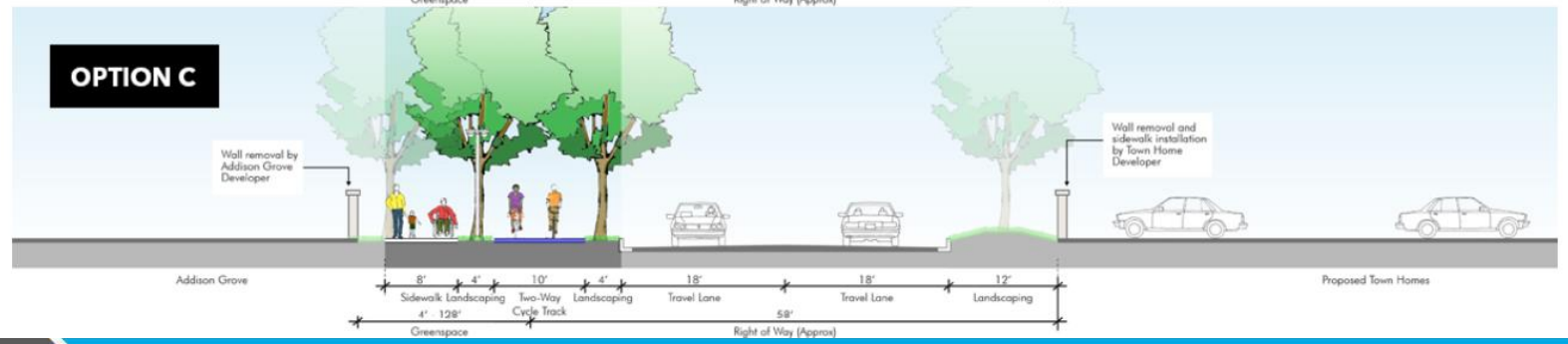
Benefits:

- People biking are moved out of the street
- Landscaping provides separation between people walking and people biking
- Allows for wider sidewalks

Trade-offs:

- Sidewalk and cycle track move into greenspace





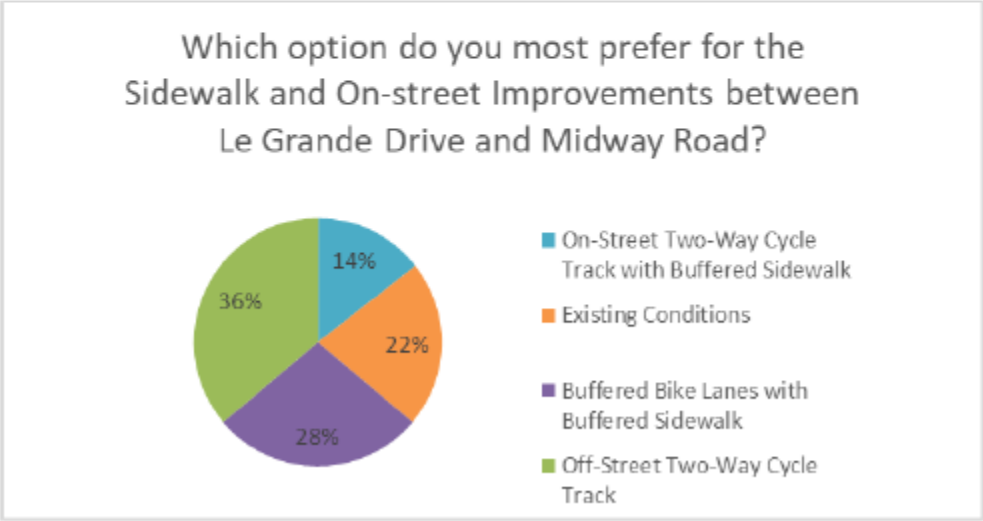
Public Input – Question 3

Question 3: Sidewalk and On-street Improvements

Between Le Grande Drive and Midway Road

3.A. Which option do you most prefer for the Sidewalk and On-street Improvements?

	Number of Responses	Percent of Responses
Off-Street Two-Way Cycle Track	30	36%
Buffered Bike Lanes with Buffered Sidewalk	23	28%
Existing Conditions	18	22%
On-Street Two-Way Cycle Track with Buffered Sidewalk	12	14%



Staff Recommendation:

Off-Street Two-Way Cycle Track and consider a separate soft-surface walking path for pedestrians.

- Creates a safer condition where cyclists are separated from the roadway.
- Limits amount of striping which will require on-going maintenance.
- Combines Pedestrians and Cyclists at the crossing of Midway.

Public Input – Question 4

Question 4: Bike Boulevard Between Midway Road and Belt Line Road

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

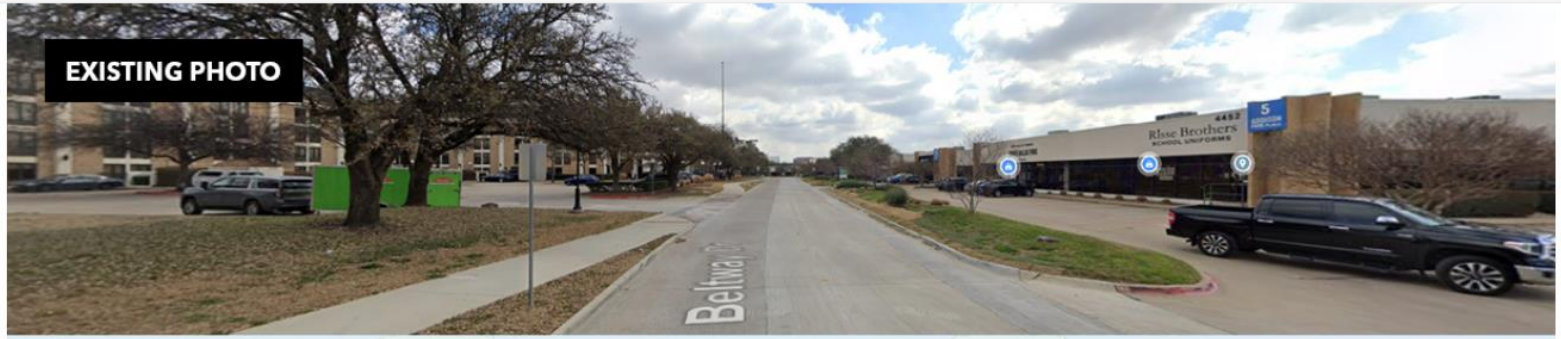
Proposed: Bike Boulevard

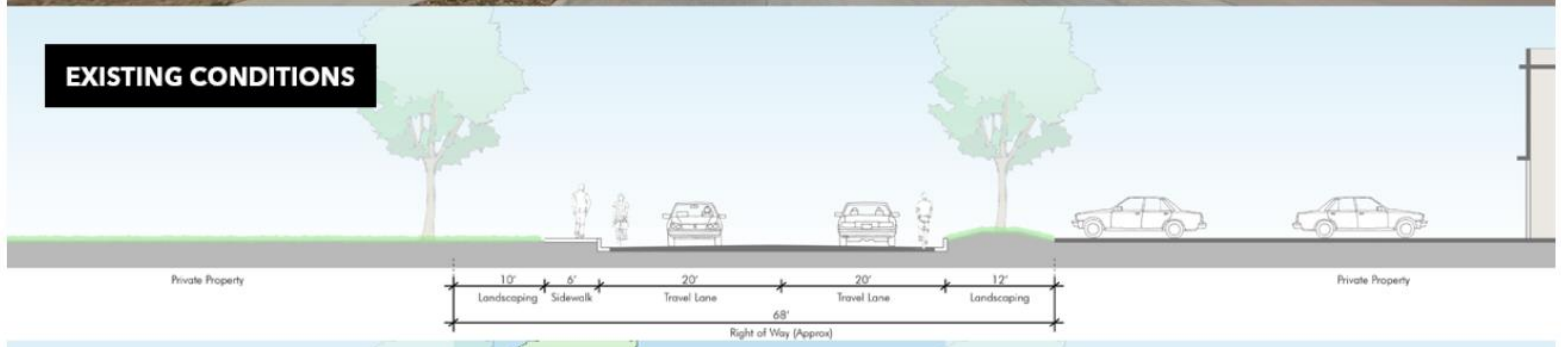
Benefits:

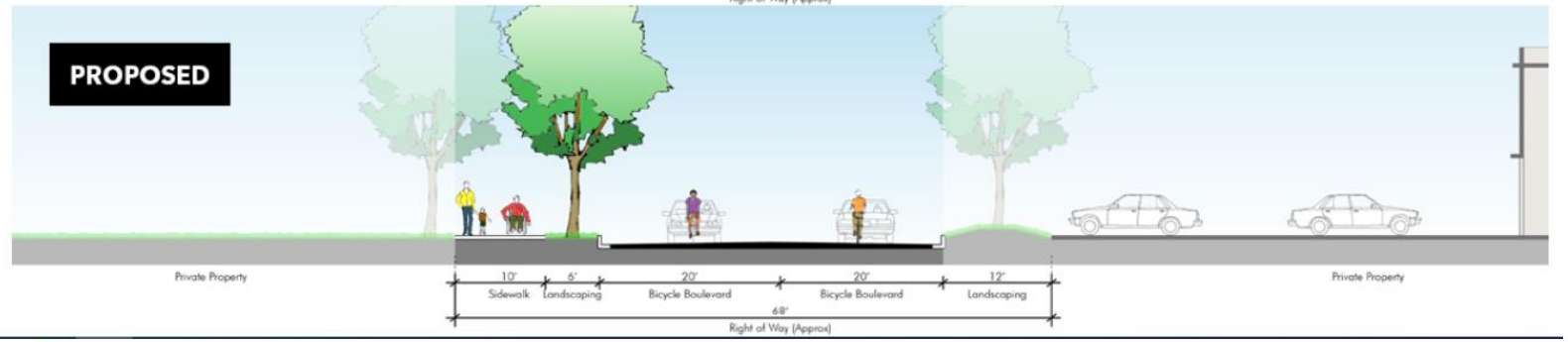
- Landscaping provides separation between people walking and cars
- Allows for wider sidewalks
- Provides shared lane markings a.k.a. "Sharrows" and additional signage to indicate to people biking and driving in cars to share the road

Trade-offs:

- People biking continue to share lane with cars, existing condition







Public Input – Question 4

Question 4: Bike Boulevard Between Midway Road and Belt Line Road

Intro Questions | Question 1 | Question 2 | Question 3 | Question 4 | Greenspace | Closing Questions

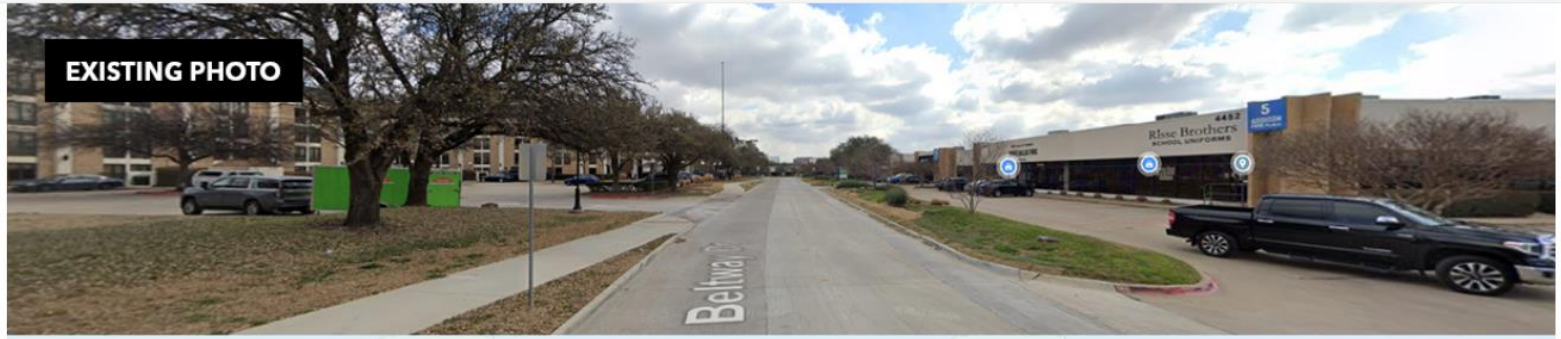
Proposed: Bike Boulevard

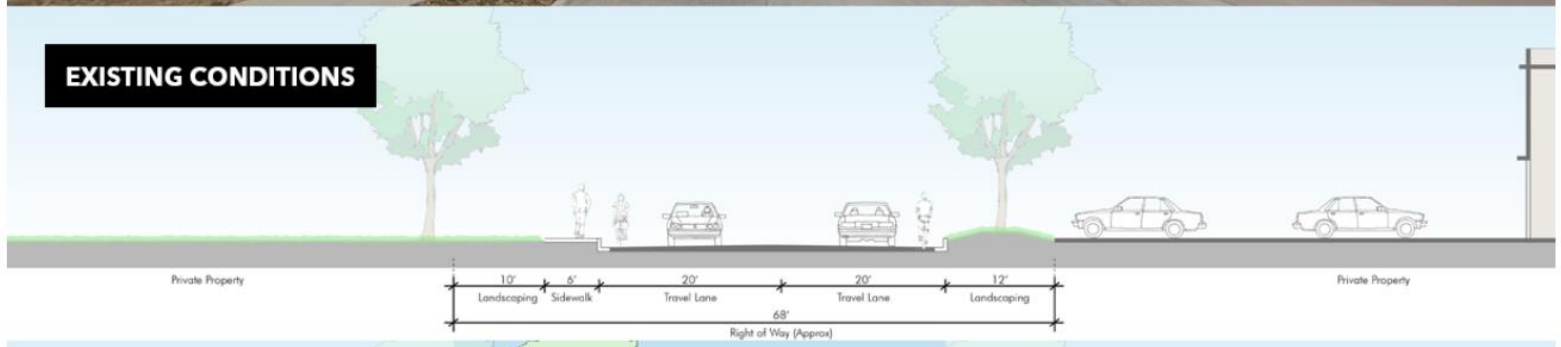
Benefits:

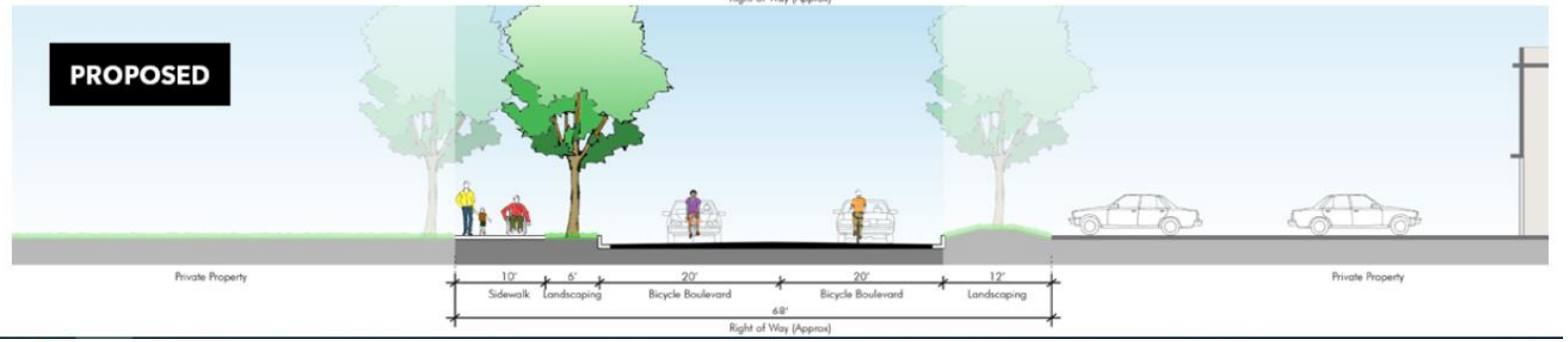
- Landscaping provides separation between people walking and cars
- Allows for wider sidewalks
- Provides shared lane markings a.k.a. "Sharrows" and additional signage to indicate to people biking and driving in cars to share the road

Trade-offs:

- People biking continue to share lane with cars, existing condition







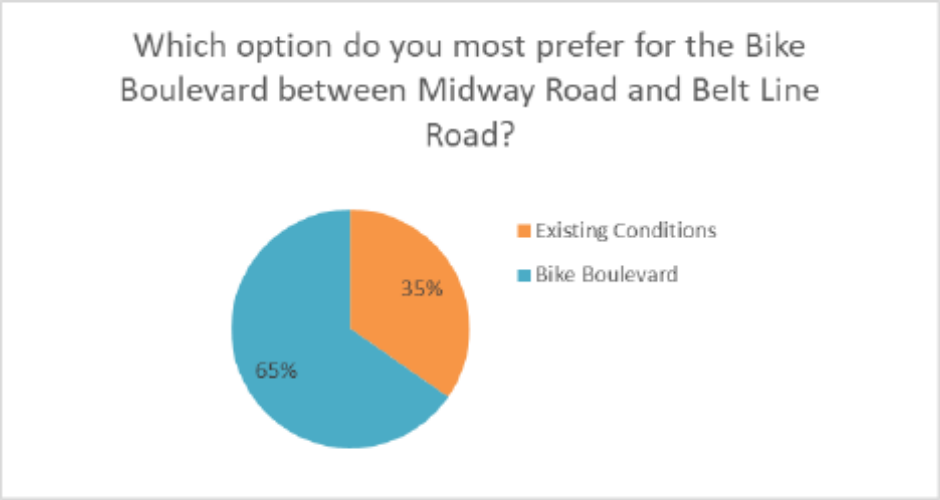
Public Input – Question 4

Question 4: Bike Boulevard

Between Midway Road and Belt Line Road

4.A. Which option do you most prefer for the Bike Boulevard?

	Number of Responses	Percent of Responses
Bike Boulevard	49	65%
Existing Conditions	26	35%



Staff Recommendation:
Bike Boulevard Between Midway and Belt Line Road.

- Continues flow of cycling traffic on Beltway Drive.
- Does not require additional Right-Of-Way

Public Input – Question 5

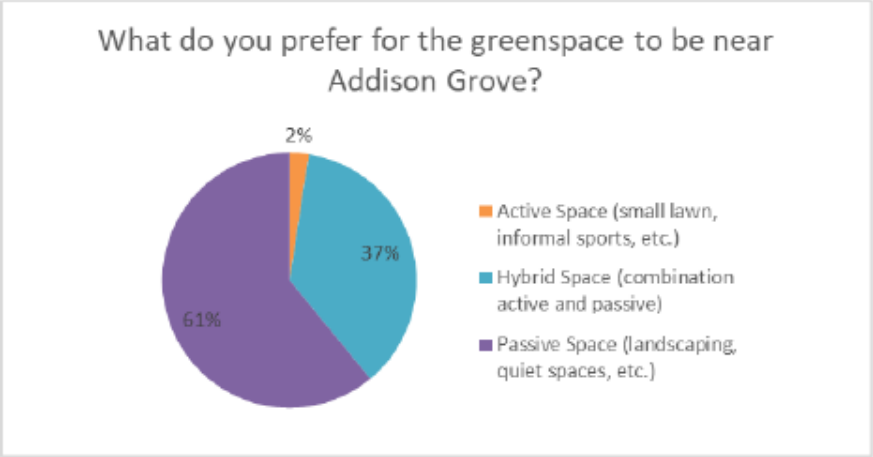
Question 5: Reimagine the Greenspace South of the Addison Grove Development

Question 5: Greenspace

On Beltway Drive, near Addison Grove

5.A. What do you prefer for the greenspace to be?

	Number of Responses	Percent of Responses
Passive Space (landscaping, quiet spaces, etc.)	50	61%
Hybrid Space (combination active and passive uses)	30	37%
Active Space (small lawn, informal sports, etc.)	2	2%



5.B. If you are a current user of the space, please share what activities you do while in the greenspace.

- I sit on the bench and walk through with my dog
- Space is too small for active area and doesn't have easily accessible parking. Usually used for dog bathroom.
- Sit on the bench and enjoy quiet nature
- There is already a bench there if you need to rest. We mostly enjoy walking through and admire the landscaping.
- I walk there with my 2 dogs occasionally.
- Walking
- Lots of people NOT picking up their dog poop- can the city fine?
- Dog walking
- Walk dog/dog park/sit and reflect/walk sidewalk; never see any persons in this area "kicking around a ball".
- Walking with dog and sitting in park to enjoy the trees.
- Talk to neighbors when we run into them

Public Input – Question 5

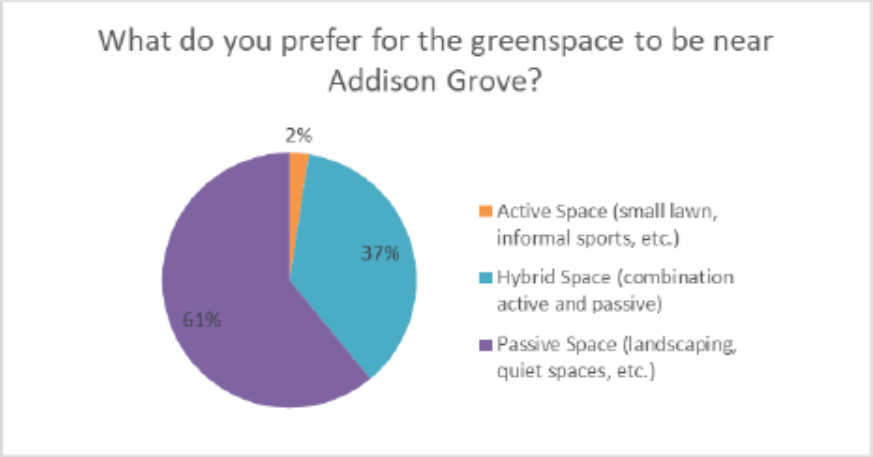
Question 5: Reimagine the Greenspace South of the Addison Grove Development

Question 5: Greenspace

On Beltway Drive, near Addison Grove

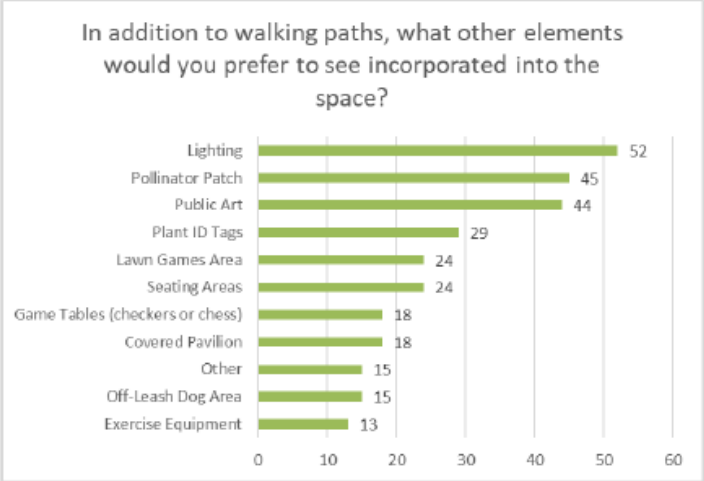
5.A. What do you prefer for the greenspace to be?

	Number of Responses	Percent of Responses
Passive Space (landscaping, quiet spaces, etc.)	50	61%
Hybrid Space (combination active and passive uses)	30	37%
Active Space (small lawn, informal sports, etc.)	2	2%



5.C. In addition to walking paths, what other elements would you prefer to see incorporated into the space?

	Number of Responses
Lighting	52
Pollinator Patch	45
Public Art	44
Plant ID Tags	29
Seating Areas	24
Lawn Games Area	24
Covered Pavilion	18
Game Tables (checkers or chess)	18
Off-Leash Dog Area	15
Other (see list on following page)	15
Exercise Equipment	13



Staff Recommendation:
Keep the space as a passive space

- Include seating and enhanced landscaping.
- Include additional lighting.
- Look into adding the following elements:
  - Pollinator Patch
  - Public Art
  - Plant ID Tags

Summary of Staff Recommendations

Staff Recommendations for the Conceptual Design:

- Include a Two-Way Cycle Track Between Marsh Lane and Le Grade Drive.
- Between Redding Trail and Le Grande Drive Keep the existing sidewalk in place but consider widening if future redevelopment occurs.
- Between Le Grande Drive and Midway Road transition Two-Way Cycle Track to an Off-Street Cycle Track and consider a separate soft-surface walking path for pedestrians.
- Between Midway and Belt Line Road transition from a Cycle Track to a Bike Boulevard.
- Keep the Green Space south of the Addison Grove Development passive with enhanced landscaping and seating.

Questions?

City Council Regular Meeting **4. a.**

Meeting Date: 01/14/2025

Department: Communications & Marketing

Key Focus Areas: Community Engagement

AGENDA CAPTION:

Present and discuss the format of the Town's two annual Town Meetings.

BACKGROUND:

Since April 2009, the Town of Addison has conducted Town Meetings biannually in the spring and fall. These meetings have been instrumental in fostering community engagement and transparent communication between the City Council and residents. With the integration of video updates, meeting durations have increased, potentially affecting attendee engagement.

The next Town Meeting is scheduled for April 1, 2025 and will be held at the Renaissance Dallas Addison. Staff seeks Council feedback on the format for future Town Meetings to enhance efficiency and engagement.

RECOMMENDATION:

Staff seeks Council direction.

Attachments

Presentation - 2025 Town Meetings Format

Town Meeting Format

Mary Rosenbleeth, Director of Marketing & Tourism

January 14, 2025

Background

- Addison hosts two Town Meetings per year, typically in April and October.
- Recorded Town Meetings date back to April 2009.
- The next Town Meeting is scheduled for April 1, 2025 and will be held at the Renaissance Dallas Addison due to construction at the Conference Centre.

Current Meeting Format

- Each Council Member speaks for 5-7 minutes.
- Topics for the last two meetings have focused on Strategic Plan Key Focus Areas.
- With the integration of video updates, meeting durations have increased, potentially affecting attendee engagement.

Feedback from October Meeting

- Presentation portion of the night ran long.
- Material and videos were repetitive.
- Q&A was informative.
- Stations prior to the meeting were well received.

Formats for Comparator Cities

Mayor Presents

Allen*
Carrollton
Coppell
Flower Mound*
Irving
Lewisville*
Plano

Panel Discussion

Frisco*
(presentation by Mayor followed by panel with Mayor, City Manager, President of ED Corporation and Executive Director of Visit Frisco)

McKinney*
(panel with Mayor, City Manager, Collin College President and MISD Superintendent)

Video Followed by Q&A

Farmers Branch
University Park
Richardson
(Mayor and Council Members introduce videos)

Grapevine does not have a State of the Union.

**Hosted by a Chamber of Commerce*

Area City Survey

City Manager Presents	9%
Mayor Presents	68%
All Council Members Present	1%
Video only with Q and A after	4%
Other	18%

Texas Association of Municipal Information Officers – January 7, 2025
22 votes

City Manager Presents:

Bedford
Mont Belvieu
Springtown

Mayor Presents:

Arlington
Denton
Houston
La Porte
Pearland
Trophy Club

Other:

- Mansfield: Mayor and City Manager co-present.
- Princeton: State Fair themed event with a brief presentation by the Mayor followed by fun and games.
- Round Rock: Local reporter interviews Mayor.

Possible Meeting Format

- Presentation by City Manager or Mayor.
- Heavy use of videos.
- Provide an “on camera” opportunity for all Council Members.
- Presentation followed by Q & A.
- Extend the “pre-meeting” from 30 minutes to one hour and promote this as an opportunity to engage with Department Directors and social service agencies, ask questions about projects, and meet neighbors.
- Gamify the engagement time to encourage attendance and participation by offering prizes, swag, etc.

Discussion

Is there interest in exploring alternative formats for Addison's Town Meetings?

Questions

City Council Regular Meeting **2. a.**
Meeting Date: 01/14/2025
Department: City Secretary

AGENDA CAPTION:
City Manager's Announcements

BACKGROUND:
The City Manager will make announcements of interest to the Town.

RECOMMENDATION:
Information only.

City Council Regular Meeting **2. b.**
Meeting Date: 01/14/2025
Department: City Secretary

AGENDA CAPTION:
Employee Recognition

BACKGROUND:
The City Manager will recognize an employee for his/her service to the Town.

RECOMMENDATION:
Information only.

City Council Regular Meeting **2. c.**
Meeting Date: 01/14/2025
Department: City Secretary

AGENDA CAPTION:
Town Volunteer Recognition - Virgil Burkhardt

BACKGROUND:
Virgil Burkhardt has been a dedicated and active member of the Addison community since moving here in August 1991. By trade, Virgil is an accomplished electrical engineer. His passion for the community has been evident throughout his many years in Addison. In 2000, Virgil participated in the Town's first Citizens Academy, showcasing his commitment to understanding and supporting the town's initiatives. In 2005, he began volunteering with the Town of Addison, before the establishment of an official volunteer program. Over the years, Virgil has volunteered hundreds of hours, including serving as a weekly volunteer at both the Treehouse and Town Hall.

From 2000 to 2012, Virgil also brought his professional expertise to Addison in a unique way. As a paid website administrator, he assisted the marketing department by researching and cataloging information on local restaurants.

The Town would like to thank Virgil for his years of dedication and the positive impact he has made in Addison. His efforts are deeply appreciated and serve as an inspiration to us all.

RECOMMENDATION:
Information only.

City Council Regular Meeting **4. a.**

Meeting Date: 01/14/2025

Department: City Secretary

Key Focus Areas: Financial Health and Organizational Excellence

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AGENDA CAPTION:

Consider action on the Minutes from the December 10, 2024 City Council Meeting.

BACKGROUND:

The minutes for the December 10, 2024 City Council Meeting have been prepared for consideration.

RECOMMENDATION:

Staff recommends approval.

Attachments

Minutes - December 10, 2024 City Council Meeting

D R A F T

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

December 10, 2024

Addison Conference Centre
15650 Addison Road, Addison, TX 75001
5:00 PM Work Session – Acacia Room
7:00 PM Regular Meeting – Buckthorn & Sycamore Rooms

Present: Mayor Bruce Arfsten; Mayor Pro-Tempore Darren Gardner; Deputy Mayor Pro-Tempore Nancy Craig; Council Member Chris DeFrancisco; Council Member Howard Freed; Council Member Dan Liscio; Council Member Marlin Willesen

WORK SESSION

The Addison City Council will convene in the Work Session in the Acacia Room at 5:00 PM.

1. **Call Meeting to Order and Announce that a Quorum is Present.**

Mayor Arfsten called the meeting to order in the Acacia Room at 5:02 PM.

2. **Citizen Comments on the Consent Agenda Items.** *This item allows citizens to speak on any item listed on the Consent Agenda prior to its consideration. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the beginning of this item.*

No citizens requested to address the City Council on an item included in the Consent Agenda.

3. **Council Member Clarification Requests Regarding Consent Agenda Items.**

   a. **Council Questions and Answers**

Mayor Arfsten closed the Open Meeting to convene the City Council into Closed Meeting at 5:07 PM.

4. **Closed Session.** The Addison City Council will enter a Closed Meeting pursuant to Texas

Government Code Sections 551-071 through 090 to discuss the following items:

a. *Section 551.087 (1) and (2) Deliberation Regarding Economic Development Negotiations* - to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects:
    - Project Recall

b. *Section 551.074 (a) (1) Personnel Matters* to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee -
    - Annual City Manager Evaluation

Mayor Arfsten convened the City Council into Open Meeting at 6:33 PM. No action was taken as a result of the Closed Meeting.

5. **Open Meeting**. In accordance with Texas Government Code Chapter 551, the Addison City Council will reconvene in an Open Meeting to consider action, if any, on matters discussed in the Closed Meeting.

6. **Work Session Reports**

Mayor Arfsten proceeded to Work Session Reports with the decision to begin with Work Session Item #6b and to postpone Work Session Item #6a until the end of the Regular Meeting.

b. **Present and discuss the development of the Addison Circle Park Vision Plan.**
[Director of Parks & Recreation, Janna Tidwell]

Director of Parks & Recreation Janna Tidwell presented an update regarding the development of the Addison Circle Park Vision Plan.

The Parks, Recreation and Open Space (PROS) Master Plan adopted by Council in 2019 identified the need to plan for the redevelopment of Addison Circle Park and the spaces around the Conference and Theatre Centre in conjunction with the Dallas Area Rapid Transit (DART) Silver Line, Cotton Belt Trail and the Transit-Oriented Development (TOD). These recommendations were guided by citizen input that requested more opportunities and activities in the park or providing a new park with these amenities. The PROS plan also identified businesses in Addison Circle District, especially those within close proximity of the park, that would benefit from activating the park on a more frequent basis.

To move forward with the recommendations in the PROS Master Plan, Council allocated funds in the FY24 budget to hire a consultant to develop a Vision Plan for Addison Circle Park. In November 2023, an RFQ was issued to solicit responses from qualified project teams to submit

their qualifications to facilitate the development of the Vision Plan. At the end of this RFQ process, OJB Landscape Architecture was identified as the most qualified for the project due to their record of:

- Proven and successful public engagement strategies.
- Creating visions for dynamic, multi-functional urban parks that serve as an amenity for residents and attract visitors of all ages and abilities.
- Substantial experience developing programming bubble diagrams including spatial analysis of uses and creating a park programming activity plan which includes daily, weekly seasonal and annual events.
- Substantial experience developing park operations plans that identify management, programming, maintenance and security needs.
- Revenue generation for parks.

On February 27, 2024, Council awarded a contract to OJB Landscape Architecture to develop a Vision Plan for Addison Circle Park. On March 26, 2024, Council appointed a Public Advisory Committee to help guide and inform the development of the plan. Since that time, OJB and staff have worked to gather information from the advisory committee, the public, and other parks systems with active parks. All of these steps have contributed to and informed decisions that have been made in the development of the Vision Plan for Addison Circle Park. Representatives from OJB made a presentation to Council detailing the information gathered in this process and the recommendations that are being made for the future of Addison Circle Park.

Mayor Arfsten closed the Work Session at 7:20 PM.

COUNCIL MEETING

Mayor Arfsten convened the City Council Meeting at 7:30 PM in the Addison Conference Centre Council Chambers - Buckthorn/Sycamore Rooms.

1. **Pledge of Allegiance.** United States and Texas Flags

Mayor Arfsten led the Pledge of Allegiance to the United States and Texas Flags.

2. **Proclamations / Presentation**

    a. **City Manager's Announcements.**
    b. **Employee Recognition**
        - Police Department: Police Chief Chris Freis introduced Police Officer Ryan Claustre.
    c. **Addison Police Department Preservation of Life Award**

3. **Public Comment.** *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to Public Hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

The following citizens submitted a comment to be acknowledged by the City Council during the Public Comment period:

- Lee and Rose Ann Hopwood, 4111 Leadville Place – submitted a comment to the Council regarding the nominations to the Planning & Zoning Commission that were scheduled to be made at this Council Meeting.

4. **Consent Agenda.** *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

a. **Consider action on the Minutes from the November 7, 2024 City Council Work Session Meeting.**

b. **Consider action on the Minutes from the November 12, 2024 City Council Meeting.**

c. *Resolution No. R24-106:* **Consider action on a Resolution authorizing an Interlocal Cooperation Agreement ("ILA") with the City of Allen for shared data center rack space; authorizing the city manager to take any additional acts to carry out the city's obligations under the ILA; authorizing the city manager to execute the agreement; and providing an effective date.**

d. *Resolution No. R24-107:* **Consider action on a Resolution approving an Events Agreement between the Town of Addison and DCO Realty, Inc. for the management, operation, coordination, and control of a variety of events at Vitruvian Park and authorizing the City Manager to execute the agreement in an amount not to exceed $185,000.**

e. *Ordinance No. O24-064:* **Consider action on an Ordinance amending Chapter 58, Parks and Recreation, Article III, Addison Athletic Club, by amending and restating Sections 58-66 in its entirety.**

f. *Ordinance No. O24-065:* **Consider action on an Ordinance approving a Developer Participation Agreement ("Contract") between the Town of Addison and Westgrove Air Plaza I, LLC, provided for under Subchapter C, Chapter 212, Tex. Loc. Gov. Code ("Code") to reconstruct a portion of Addison Airport's airport taxilane and aircraft apron.**

g. *Resolution No. R24-108:* **Consider action on a Resolution approving the Fourth Amendment to Ground Lease between the Town of Addison and Westgrove Air Plaza I, LLC, and between the Town of Addison and Westgrove Air Plaza II, LLC,**

pertaining to commercial aviation use at Addison Airport at 4750 and 4700 Westgrove Drive, authorizing the City Manager to execute the Fourth Amendment for each Ground Lease Agreement and establishing an effective date.

h. *Ordinance No. O24-066:* **Consider action on an Ordinance amending Chapter 22 of the Town's Municipal Code to repeal the Business Registration program.**

i. *Resolution No. R24-109:* **Consider action on a Resolution approving an Economic Development Program Grant Agreement with Topaz Labs LLC, and authorizing the City Manager to execute the agreement.**

MOTION: Council Member DeFrancisco moved to approve §4 - CONSENT AGENDA (a-i) as presented. Deputy Mayor Pro-Tempore Craig seconded the motion. Motion carried unanimously.

5. **Public Hearings**

a. *Ordinance No. O24-067:* **Hold a public hearing, present, discuss, and consider action on a request for a Special Use Permit (SUP) for property located at 5100 Belt Line Road, Suite 700, that is currently zoned Planned Development (PD), through Ordinance No. O23-03, to allow a restaurant with the sale of alcoholic beverages for on-premises consumption. Case 1926-SUP/5100 Belt Line Road, Suite 700 (La Parisienne).**
[Director of Development & Neighborhood Services, Lesley Nyp]

The Addison Planning and Zoning Commission, meeting in regular session on November 19, 2024, voted to recommend approval of a request for a Special Use Permit (SUP) to allow a restaurant with the sale of alcoholic beverages for on-premises consumption on a property located at 5100 Belt Line Road, Suite 700, which is currently zoned Planned Development (PD), Ordinance No. O23-03.

Voting Aye: Barker, Braun, Chavez, Copeland, Fansler, Smith
Voting Nay: none
Absent: none

SPEAKERS AT THE PUBLIC HEARING:

For: none
On: none
Against: none

Staff recommended approval.

Mayor Arfsten opened the Public Hearing. No citizens requested to address the Council.
Mayor Arfsten closed the Public Hearing.

MOTION: Council Member Liscio moved to approve Ordinance No. O24-067, approving an SUP

allowing for the sale of alcoholic beverages for on-premises consumption at La Parisienne. Council Member Willesen seconded the motion. Motion carried unanimously.

b. *Ordinance No. O24-068:* **Hold a public hearing, present, discuss, and consider action on an Ordinance of the Town of Addison amending the Code of Ordinances by repealing and replacing Division 7 "Industrial Wastewater Standards" of Article III "Sewers" of Chapter 82 "Utilities" of the Town of Addison Code of Ordinances in its entirety; adopting new uniform requirements for users of the Publicly Owned Treatment Works (POTWs)**
[Director of Development & Neighborhood Services, Lesley Nyp]

The Town and Trinity River Authority (TRA) collaborate to administer local, state, and federal regulations to ensure the quality of the wastewater discharged into the Town's sanitary sewer system. The Town of Addison sends domestic and commercial wastewater to the Trinity River Authority for treatment before being released into the Trinity River.

The Town of Addison currently monitors four industrial pretreatment sites and enforces our Industrial Wastewater Standards found within Chapter 82, Article III, Division 7 of the Code of Ordinances. Those sites receive annual permits, which includes an onsite inspection by representatives from the Town's Environmental Health Division and the Trinity River Authority.

The pretreatment program is focused on ensuring industrial facilities properly treat their wastewater before discharging it into the sewer system. They also protect the wastewater treatment plants and the environment by managing potential pollutants like heavy metals and organics through regular monitoring, permitting, and compliance inspections. This includes ongoing efforts to stay updated with regulations, potentially implementing new technologies for pollutant removal, and actively collaborating with industrial businesses to promote best practices in pretreatment processes.

TRA has drafted the proposed amendment to provide additional details related to pretreatment and update regulations and procedures for compliance, monitoring, and administration under modernized frameworks. This amendment does not create or modify fees. The last amendment to this ordinance occurred in 2003. The proposed changes have been reviewed by Town staff and the City Attorney.

Staff recommended approval.

Mayor Arfsten opened the Public Hearing. No citizens requested to address the Council.
Mayor Arfsten closed the Public Hearing.

MOTION: Council Member Liscio moved to approve Ordinance No. O24-068 approving an amendment to the Code of Ordinances updating regulations and procedures for compliance regarding wastewater. Council Member Willesen seconded the motion. Motion carried unanimously.

6. Items for Individual Consideration

a. *Ordinance No. O24-069:* **Present, discuss, and consider action on request granting a Meritorious Exception to Chapter 62 of the Code of Ordinances for UDR, located at 3900 Vitruvian Way (Savoy 2), in order to allow a 154 square-foot mural on the northeast facade. (Case MR2024-11/3900 Vitruvian Way - UDR).**
[Director of Development & Neighborhood Services, Lesley Nyp]

The applicant, UDR, Inc., requested a Meritorious Exception to the Town's Sign Ordinance in order to complete a mural on the eastern facade of an existing apartment building, Savoy 2, located at 3900 Vitruvian Way, which is visible from Vitruvian Way.

The proposed mural is defined as an attached sign by the Town's sign ordinance. With this mural encompassing 154 square-feet in effective area (14 feet tall and 11 feet wide), this sign is in excess of the area requirements prescribed for attached signs. The applicant pursued a Meritorious Exception to the sign ordinance based on the below code provision:

- Town of Addison Code of Ordinances, Chapter 62 (Signs)
  - Section 62-33. – Meritorious exceptions.
    - (d)(3) The council may consider appeals on the basis that such regulations and/or standards will, by reason of exceptional circumstances or surroundings, constitute a practical difficulty or unnecessary hardship or on the basis that the proposed improvement although falling under the definition of a "sign," constitutes art that makes a positive contribution to the visual environment.

The applicant's mural is not commercial in nature, and instead highlights various elements that can be found in Vitruvian Park. The proposed mural would be located on the northeast facade of the existing apartment building at Savoy 2. The placement of the mural would provide visibility from Vitruvian Way.

Staff believes that the proposed mural constitutes art that makes a positive contribution to the visual environment of the surrounding area, meeting the Meritorious Exception approval criteria. Staff recommended approval.

MOTION: Deputy Mayor Pro-Tempore Craig moved to approve Ordinance No. O24-069, approving an Ordinance granting UDR a Meritorious Exception for the proposed mural. Mayor Pro-Tempore Gardner seconded the motion. Motion carried 6-1 with Council Member Willesen voting against.

b. **Present, discuss, and consider action on a request for a Meritorious Exception to Chapter 62 of the Code of Ordinances for Rainbow Shops, located at 3752 Belt Line Road, in order to allow an attached wall sign to exceed the maximum effective area and maximum letter height on the north facade within the Addison Town Center Special District. (Case MR2024-12/3752 Belt Line Road - Rainbow Shops).**
[Director of Neighborhood & Development Services, Lesley Nyp]

Rainbow is an existing apparel store located within Addison Town Center, addressed as 3752 Belt

Line Road. Rainbow is in the process of expanding into the adjacent suite, which was formerly occupied by Dollar Tree. With the expansion, the company has proposed updated signage.

Rainbow has requested a Meritorious Exception to the Sign Ordinance to install a new attached wall sign, which each exceeds the maximum effective area and maximum letter height. The property lies within the Addison Town Center Special Sign District, which allows one sign per 20 feet of linear frontage, with a maximum square footage of a sign to be 3.5% of the square footage of the facade, and a maximum letter height to be six feet for all letters. The district was intended to create cohesive and unified signage for the shopping center and account for the suburban style of development.

The proposed wall sign exceeds the maximum effective area and the maximum letter height. The proposed sign exceeds the maximum effective area by 154 square feet and exceeds the maximum letter height by 2 feet 3 inches. The proposed sign is located on the north facade above the suite entrance. All other applicable standards are met with the proposed sign. Rainbow also has signage on the existing multi-tenant pole sign along Belt Line Road.

Meritorious exceptions to the Sign Ordinance are allowed under the following provision:

- Town of Addison Code of Ordinances, Chapter 62 (Signs)
  - Section 62-33. – Meritorious exceptions.
    - (d)(3) The council may consider appeals on the basis that such regulations and/or standards will, by reason of exceptional circumstances or surroundings, constitute a practical difficulty or unnecessary hardship or on the basis that the proposed improvement although falling under the definition of a "sign," constitutes art that makes a positive contribution to the visual environment.

Staff did not believe that the criteria for a meritorious exception had been met for the proposed attached wall sign. The Addison Town Center Special Sign District created standards to create uniformity throughout the center, while also accounting for a suburban retail style of development. The proposed sign represents a significant deviation from the district standards. Additionally, the proposed sign would feature the tallest letter height within the Special District.

Staff recommended denial.

MOTION: Mayor Pro-Tempore Gardner moved to approve this item granting a Meritorious Exception to the Town's Sign Ordinance for Rainbow. Council Member Freed seconded the motion. Motion failed as Mayor Pro-Tempore Gardner amended his motion before the vote.

MOTION: Mayor Pro-Tempore Gardner moved to deny this item granting a Meritorious Exception to the Town's Sign Ordinance for Rainbow. Council Member Willesen seconded the motion. Motion carried 6-1 with Council Member Freed voting against.

c. *Resolution No. R24-110:* **Present, discuss, and consider action a Resolution for appointments to the Addison Airport Master Plan Steering Committee.**
[Addison Airport Director, Joel Jenkinson]

On July 25, 2024, Council approved the acceptance of an Airport Improvement Program (AIP) grant from the Federal Aviation Administration (FAA) administered by the Texas Department of Transportation - Aviation Division (TxDOT Aviation). This grant in the amount of $1,050,000 (including a 10% matching share of $105,000 from the Airport Fund) will fund a new Airport Master Plan (AMP) update.

Two committees will be established to drive the AMP update. First is the Executive Committee, which includes the consultant team, staff, and representatives of TxDOT Aviation. The Executive Committee is responsible for the overall administration and management of the project. Second is the Project Steering Committee (PSC), which will be composed of airport and community stakeholders. The primary function of the PSC is to serve as the vehicle for public participation and input in the Master Plan process. Public engagement is a required part of this update process. At the October 8, 2024 City Council meeting, staff recommended that a Project Steering Committee be created to help guide and inform the development of the Master Plan, with each Council member appointing two members representing Addison residents and businesses.

The following individuals were nominated for appointment to the Airport Master Plan Steering Committee:

- Mayor Arfsten nominated Julio Noriega and Kimberly Lloyd.
- Mayor Pro-Tempore Gardner nominated Mike Gelhausen and Al Cioffi.
- Deputy Mayor Pro-Tempore Craig nominated Elizabeth Jones and Richard Teza.
- Council Member DeFrancisco nominated Neil Resnik and Schnell Blanton.
- Council Member Freed nominated Zubair Shaikh and Sharon Simmons.
- Council Member Liscio nominated Alan Guarino and Kathryn Wheeler.
- Council Member Willesen nominated Tomas Maerli and Heather Snyder.

MOTION: Council Member Liscio moved to approve Resolution No. R24-110 approving the Council's nominations to the Airport Master Plan Steering Committee. Deputy Mayor Pro-Tempore Craig seconded the motion. Motion carried unanimously.

d. *Resolution No. R24-111:* **Present, discuss, and consider action on a Resolution establishing an advisory committee entitled the Community Partnership Committee comprised of three (3) members appointed by the City Council; providing for Committee rules and the appointment of the initial Committee members; and providing an effective date.**
[Deputy City Manager, Passion Hayes]

On November 12, 2024, City Council held a Work Session to consider forming a Council Committee to work with Town staff on developing a new process and criteria to evaluate and recommend funding support to non-profit organizations for the FY2026 budget and to ensure recommended funding for performing arts organizations aligns with the goals identified in the Theatre Study.

Council provided direction to form an advisory committee to develop a recommendation on a new process to evaluate applications for funding and, upon approval of the new process, to review applications and make recommendations to the City Council as part of the annual budget process. The committee would be composed of three (3) Council Members.

If approved, this resolution would establish the committee, to be called the Community Partnership Committee. The following Council Members have expressed interest in serving on the committee: Deputy Mayor Pro Tempore Nancy Craig, Council Member Chris DeFrancisco, and Council Member Marlin Willesen.

MOTION: Mayor Pro-Tempore Gardner moved to approve Resolution No. R24-111 creating the Community Partnership Committee and appointing Deputy Mayor Pro-Tempore Craig, Council Member DeFrancisco and Council Member Willesen to the Committee. Council Member Liscio seconded the motion. Motion carried unanimously.

e. *Resolution No. R24-112:* **Present, discuss, and consider action on a Resolution nominating three (3) citizens to serve on the Board of Zoning Adjustment for two-year terms commencing January 1, 2025 and providing an effective date.**
[Deputy City Manager, Ashley Shroyer]

Historically, the City Council reviews the standing board and commission memberships in the last quarter of each calendar year. Notifications were made to the community informing individuals interested in serving on the Board of Zoning Adjustment of the opportunity to apply. The application deadline was set for November 22, 2024. All current Board members were notified that their terms are expiring and were asked to complete and submit a new application indicating an interest in continuing their service. City Council members were provided with a complete list of applicants and their respective applications.

The Board of Zoning Adjustment has three (3) members with terms expiring on December 31, 2024. Board members may serve up to three (3) consecutive two-year terms. The next term of office begins in January 2025 and expires in December 2026. The following individuals were nominated to the Board of Zoning Adjustment:

- Place 1 – Kimberly Lloyd

MOTION: Mayor Pro-Tempore Gardner moved to nominate Kimberly Lloyd to Place 1 of the Board of Zoning Adjustment. Council Member Freed seconded the motion. Motion carried unanimously.

- Place 2 – Curtis Green

MOTION: Council Member DeFrancisco moved to nominate Curtis Green to Place 2 of the Board of Zoning Adjustment. Council Member Willesen seconded the motion. Motion carried unanimously.

- Place 3 – Jimmy Niemann

MOTION: Council Member Freed moved to nominate Jimmy Niemann to Place 3 of the Board of Zoning Adjustment. Council Member Liscio seconded the motion. Motion carried unanimously.

f. *Resolution No. R24-113:* **Present, discuss, and consider action on a Resolution nominating three (3) citizens to serve on the Planning & Zoning Commission for two-year terms commencing January 1, 2025 and providing an effective date.**
[Deputy City Manager, Ashley Shroyer]

Historically, the City Council reviews the standing board and commission memberships in the last quarter of each calendar year. Notifications were made to the community informing individuals interested in serving on the Planning & Zoning Commission of the opportunity to apply. The application deadline was set for November 22, 2024. All current Commission members were notified that their terms are expiring and were asked to complete and submit a new application indicating an interest in continuing their service. City Council members were provided with a complete list of applicants and their respective applications.

The Planning & Zoning Commission has three (3) members with terms expiring on December 31, 2024. Board members may serve up to three (3) consecutive two-year terms. The next term of office begins in January 2025 and expires in December 2026. The following individuals were nominated to the Planning & Zoning Commission:

- Place 1 – Denise Fansler

MOTION: Mayor Pro-Tempore Gardner moved to nominate Denise Fansler to Place 1 of the Planning & Zoning Commission. Council Member DeFrancisco seconded the motion. Motion carried unanimously.

- Place 2 – Tyler Wright

MOTION: Council Member DeFrancisco moved to nominate Tyler Wright to Place 2 of the Planning & Zoning Commission. Deputy Mayor Pro-Tempore Craig seconded the motion. Motion carried unanimously.

- Place 3 – Alan Then

MOTION: Council Member Freed moved to nominate Alan Then to Place 3 of the Planning & Zoning Commission. Council Member Willesen seconded the motion. Motion carried 6-1 with Council Member DeFrancisco voting against.

g. *Resolution No. R24-114:* **Present, discuss, and consider action to approve a Resolution nominating a Suburban Cities' Representative to the Dallas Central Appraisal District Board of Directors.**
[Deputy City Manager, Ashley Shroyer]

The Town received notice from Dallas Central Appraisal District's Deputy Chief Appraiser,

Cheryl Jordan, that the nomination process for persons to serve on this Board had been completed. By state law, the Town is required to vote by official ballot resolution. Should the Town choose to abstain from voting, that must be submitted to Ms. Jordan in writing.

The Dallas Central Appraisal District has five members on its Board of Directors, including Dallas County Tax Assessor/Collector as an ex-officio member, representing the following groups:

- Dallas County
- City of Dallas
- Dallas Independent School District
- Suburban Cities
- Suburban School District

The nominees are as follows:

- Kevin Carbo, Sr.
- Brett Franks
- Clyde C. Hairston
- Beth Nunneley Mazziotta
- Pauline Medrano
- Dan Micciche
- Carma R. Morgan
- Elishima Myles
- Debra North *
- Demarcus Odom
- Larry Offutt
- William David Palmer
- Cassandra Phillips
- Yemi Salau
- Camile White

Debra North had withdrawn her name as a candidate. Since her notice of withdrawal occurred after the ballot was prepared and sent to the voting taxing units, DCAD could not withdraw her name from the ballot.

The Town was allocated 25 votes. Council could choose to cast all 25 votes for one candidate or distribute the 25 votes across multiple candidates. Council decided to cast all 25 votes for Clyde C. Hairston.

MOTION: Mayor Arfsten moved to approve Resolution No. R24-114 casting all of the Town's 25 allocated votes for Clyde C. Hairston as the Suburban Cities' Representative to the Dallas Central Appraisal District's Board of Directors. Mayor Pro-Tempore Gardner seconded the motion. Motion carried 6-1 with Council Member Willesen voting against.
Mayor Arfsten continued the meeting by resuming the postponed Work Session Item.

Work Session Continued:

a. **Present and discuss the Town of Addison's legislative priorities for the 89th Texas State Legislative Session.**
[City Manager, David Gaines]

The 89th session of the Texas Legislature will begin in January 2025. In advance of recent legislative sessions, the Town has adopted legislative priorities to be utilized as a guide to protect and enhance the Town's municipal interests. A draft list of legislative priorities was drafted by staff for Council consideration. The adopted legislative priorities signal policy areas that are most important to the Town, provide the City Council's position on legislative topics that may be considered during the session, and provide direction to Town staff to act quickly on priority issues.

The Town's legislative efforts will be coordinated with its state delegation members. Additionally, the Town will coordinate efforts when interests are aligned with partners, including but not limited to: Texas Municipal League, Texas Coalition of Cities for Utility Issues, North Central Texas Council of Governments, Dallas Area Rapid Transit, and Metrocrest Chamber of Commerce.

Staff sought direction on the draft legislative priorities and will bring forward a resolution to Council for consideration at the January 14, 2025 meeting.

7. **Items of Community Interest.** *The City Council will have this opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition; a reminder about an upcoming event organized or sponsored by the Town of Addison; information regarding a social, ceremonial, or community event that was or will be attended by an Addison City Council member or an official; and, announcements involving an eminent threat to public health and safety in Addison that has arisen since posting this agenda.*

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8. **Adjourn Meeting.**

There being no further business to come before the City Council, Mayor Arfsten adjourned the meeting at 8:47 PM.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

City Council Public Comment Form

Submitted on	10 December 2024, 1:00PM
Receipt number	16
Related form version	7

	Acknowledged
Meeting Date	12/10/2024
I wish to speak during:	
Which Agenda Item #?	
If you do not wish to speak, you may provide comments here	December 10, 2024, 12:55pm TO: City Council, Town of Addison FROM: Lee and Rose Ann Hopwood, 4111 Leadville Place, Addison, Texas RE: Apparent Conflict of Interest: Planning & Zoning Commission Appointee Due to our concerns about an apparent conflict of interest, we ask the Addison City Council to vote against the appointment of Diane Chavez to the Addison Planning and Zoning Commission while her spouse, David Chavez, is employed by Addison's Economic Development Department or any other department whose progress is integrally related to the actions of Addison's Planning & Zoning Commission. The Addison City Council's December 10, 2024, agenda (footnote i) includes item 6.f. "Present, discuss, and consider action on a Resolution appointing three (3) citizens to serve on the Planning & Zoning Commission for two-year terms commencing January 1, 2025, and providing an effective date." The Agenda materials state that City Council Members received a list of applicants for three positions open on the P&Z Commission and that Council Member DeFrancisco has nominated Diane Chavez to serve again on the P&Z Commission. Diane Chavez, as a public official on the P&Z Commission, will make decisions critical to the progress of the Addison Economic Development Department. According to his LinkedIn profile, David Chavez has been Manager of Economic Development for Addison since October 2024. Dianne Chavez thus has an apparent substantial interest in Addison's Economic Development Department, since it pays the salary of her spouse. Both Texas and Addison (footnote ii) codes prohibit officials from voting on or participating in matters in which they have a substantial interest. As evidenced by Addison's own website, the Economic Development Department is integrally related to the Development Services Department, and both are directly affected by decisions of the Planning & Zoning Commission. The two departments exist in a place of tension, with the former working to stimulate Addison's economy by "promoting and retaining high-quality" businesses and the latter seeking to "promote safe and sustainable growth and development." While Texas code allows officials to abstain from votes in which they have a substantial interest, it is hard to imagine many P&Z Commission decisions that would not

directly affect Addison's Economic Development Department.

Please see below pertinent excerpts from the Texas Municipal League document, "Understanding Your Personal Liability as a City Official: A Primer." It was helpful to us as we considered this issue.
Thank you.
Lee and Rose Ann Hopwood

Understanding Your Personal Liability as a City Official: A Primer (footnote iii)
Texas Municipal League, 2019
"A common source of alleged wrongdoing revolves around conflicts of interest. Whether real or perceived, these allegations often arise out of a conflict of interest relating to personal financial gain, employment, or special treatment for family members or business relations. This section highlights various state laws that require city officials disclose information about these matters to the public by filling out some type of disclosure or abstaining from voting on a matter. If you have any doubt whether you have a conflict of interest, you should comply with these requirements."

"Chapter 171 of the Local Government Code regulates local public officials' conflicts of interest (TEX. LOC. GOV'T CODE §§ 203.026, 203.047). It prohibits a local public official from voting on or participating in a matter involving a business entity or real property in which the official has a substantial interest if an action on the matter will result in a special economic effect on the business that is distinguishable from the effect on the public... A public official has a substantial interest in a business entity if the official: (3) receives funds from the business entity that exceed 10 percent of the person's gross income for the preceding year."

"The term "local public official" is defined to mean "a member of the governing body or another officer, whether elected, appointed, paid, or unpaid, of any . . . municipality . . . or other local governmental entity who exercises responsibilities beyond those that are advisory in nature." This term includes a member of a planning and zoning commission (Tex. Att'y Gen. Op. Nos. KP-0105 (2016), DM-309 1994)."

"A knowing violation of Chapter 171 is a Class A misdemeanor, which is punishable by a fine and/or confinement (§ 171.003; see also Marra v. State, 399 S.W.3d 664, 2013)."

i https://www.addisontx.gov/Government/Meetings-Agendas Downloaded 12.10.2024
ii Addison Code of Ordinances, Chapter 2 ADMINISTRATION, ARTICLE III, DIVISION 2 Code of Ethics
https://library.municode.com/tx/addison/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIIIOFEM
iii https://www.tml.org/DocumentCenter/View/2896/Understanding-Your-Personal-Liability-as-a-City-Official-September-2021 Downloaded 12.10.2024

Name	Lee and Rose Ann Hopwood
Street	4111 Leadville Place
City	Addison
State	TX
Zip	75001

Phone Number	[redacted]
Email	[redacted]
If you represent a group or organization, please list it below.	NA

City Council Regular Meeting **4. b.**

Meeting Date: 01/14/2025

Department: City Manager

Key Focus Areas: Public Safety
Economic Development and Revitalization
Mobility and Connectivity
Infrastructure Development and Maintenance
Financial Health and Organizational Excellence
Community Engagement
Vibrant and Active Community

AGENDA CAPTION:

Consider action on a Resolution adopting the Town's 2025 State Legislative Priorities; directing the City Manager or his designee to act with regard to the City's Legislative Priorities; and providing an effective date.

BACKGROUND:

The 89th session of the Texas Legislature will begin in January 2025. In advance of recent state legislative sessions, the Town has adopted legislative priorities to be utilized as a guide to protect and enhance the Town's municipal interests. During the December 10, 2024 Council meeting, staff presented and reviewed a draft list of state legislative priorities to City Council during a work session.

The adopted legislative priorities will signal policy areas that are most important to the Town, provide the City Council's position on legislative topics that may be considered during the session, and provide direction to Town staff to act quickly on priority issues. The Town's legislative efforts will be coordinated with our state delegation members. Additionally, the Town will coordinate efforts when interests are aligned with partners, including but not limited to: Texas Municipal League, Texas Coalition of Cities for Utility Issues, North Central Texas Council of Governments, Dallas Area Rapid Transit, and Metrocrest Chamber of Commerce.

RECOMMENDATION:

Staff recommends approval.

Attachments

Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS ADOPTING THE TOWN'S 2025 STATE LEGISLATIVE PRIORITIES; DIRECTING THE CITY MANAGER OR HIS DESIGNEE TO ACT WITH REGARD TO THE CITY'S LEGISLATIVE PRIORITIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 89th Texas State Legislature (the "Legislature") will convene in regular session beginning on January 14, 2025; and

WHEREAS, it is anticipated that many legislative issues affecting local government will be considered; and

WHEREAS, the City Council has reviewed the recommended 2025 State Legislative Priorities and is of the opinion that such legislative priorities are in the best interest of the Town of Addison (the "Town") and its citizens, should be adopted, and should be forwarded for consideration by the Legislature; and

WHEREAS, the City Council is of the further opinion that the City Council, the Town's legislative consultants, and the City Manager and his designees should be directed to take action with regard to the legislative priorities as outlined below.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The Town of Addison 2025 State Legislative Priorities, attached hereto as **Exhibit A** is hereby adopted and approved as the 2025 State Legislative Priorities for the Town.

SECTION 2. The City Council and each of its members, the Town's legislative consultants, and the City Manager or his designees are directed to communicate the items included in the Town's 2025 State Legislative Priorities to members of the Texas Legislature, in general, and/or to the appropriate legislative committees, committee members and others as appropriate.

SECTION 3. For the items designated as "introduce and support", the City Manager or his designees are directed to actively introduce and pursue passage of the appropriate legislation by drafting appropriate legislation, seeking a sponsor, working with other partner entities, and actively pursuing the passage of such legislation by providing testimony and through other means.

SECTION 4. For those items designated as "support", the City Manager or his designees are directed to actively pursue passage of the appropriate legislation if it is introduced by some other entity. The City Manager's efforts to obtain passage of the legislation may include actively pursuing passage of such legislation by providing testimony and through other means.

SECTION 5. For those items designated as "oppose", the City Manager or his designees are directed to attempt to impede the passage of any such legislation.

SECTION 6. It is recognized that Addison's legislative priorities will often be implemented in the context of numerous legislative proposals being considered within short time periods. Town representatives, under the direction of the City Manager, shall be authorized to act on behalf of the Town consistent with the necessary broad policy concerns set forth in this list of legislative priorities.

SECTION 7. This Resolution shall become effective immediately upon its passage.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***January*** **2025.**

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO FORM:

_____
Whitt Wyatt, City Attorney
[vf 12.29.2024]

Exhibit A
Town of Addison – 2025 State Legislative Priorities

The Town of Addison supports public policies that grow our economy, attract investment, and allow local governments to govern their affairs in accordance with the desires and priorities of local communities as represented by the duly elected members of their governing bodies. The Town of Addison seeks to promote the following legislative priorities:

Local Authority

- Oppose legislation that would erode municipal authority in any way, impose an unfunded mandate, or otherwise be detrimental to cities.
- Oppose legislation that would erode municipal authority related to development matters, including with respect to the following issues: (1) eminent domain, (2) zoning, (3) regulatory takings, (4) building codes, (5) tree preservation, (6) short-term rentals.
- Oppose legislation that would require candidates for city office to declare party affiliation to run for office.
- Oppose legislation that would limit or prohibit the authority of city officials to use municipal funds to communicate with legislators and state agencies on matters of public interest.

Revenue, Finance, and Budget

- Support local responsibility for property taxation decisions and appraisals.
- Oppose legislation that would impose further revenue and/or tax caps of any type.
- Introduce and support legislation that would prohibit housing finance corporations from taking action that would remove property from the tax rolls without the approval of the governing body of the jurisdiction in which the property is located.
- Oppose legislation or Comptroller rules that change the current sales tax origination definitions.
- Oppose legislation that would erode the ability of a city to issue debt, change the definition of "debt", or restrict certain debt types from inclusion in the debt service property tax rate calculation.
- Oppose state or federal legislation that would further erode the authority of a city to be adequately compensated for the use of its rights-of-way and/or erode municipal authority over the management and controls of rights-of-way.

Economic Development

- Support legislation that helps Texas remain competitive by continuing the use of all economic development tools that incentivize growth and promote the recruitment of larger employers.
- Support maintaining all economic development tools available to cities so Texas cities can remain competitive with cities outside the state.
- Support legislation that protects or strengthens the Town's vibrant community and economy including economic development agreements, tourism, parks & recreation, and public safety.

Transportation, Mobility, and Aviation

- Support increased funding to foster airport development for public use and general aviation airports to meet future demands.
- Support legislation that would: (1) allow for greater flexibility by local governments to fund

local transportation projects; (2) amend or otherwise modify state law to help local governments fund multimodal transportation projects; or (3) provide local governments with additional funding options to address multimodal transportation needs that include additional funding to the Texas Department of Transportation, County, and Council of Governments.

- Support legislation that ensures adequate funding of statewide and regional efforts to maintain and improve multimodal transportation systems.
- Support legislation that would provide local, state, and federal transportation funding for rail as one component of transportation infrastructure.
- Support legislation that encourages transportation system innovations through technology, autonomous vehicles, autonomous freight, connected vehicle infrastructure, and mobility technologies.
- Oppose legislation that impedes local authorities from adopting, implementing, or considering ordinances that regulate traffic controls and safety in their communities.

City Council Regular Meeting **4. c.**

Meeting Date: 01/14/2025

Department: Communications & Marketing

Key Focus Areas: Vibrant and Active Community

AGENDA CAPTION:

Consider action on a Resolution approving an agreement between the Town of Addison and The Barber Shop Marketing for marketing services and authorizing the City Manager to execute the agreement in an amount not to exceed $560,000.

BACKGROUND:

The Town of Addison contracts for advertising services for Special Events and Tourism. The current contract expired on October 1, 2024. In November 2024, staff released a Request for Proposal, and ten agencies responded:

- The Barber Shop*
- Belmont*
- BrandEra*
- Diplomat
- Highspirits Essential
- Launch*
- Maretwave Asher
- Proterra
- Vohl Agency
- Social Revolt

Applicants designated with an asterisk were selected as finalists and were interviewed by a committee consisting of the following individuals:

- Mary Rosenbleeth, Director of Marketing & Tourism
- Amber Patterson, Tourism Manager
- Reagan Gray, Marketing Specialist
- Wil Newcomer, Purchasing Manager

The resulting scores were as follows.

Vendor Name	Total Score
The Barber Shop	98.9
Belmont	97
Launch	88.9
BrandEra	80

The incumbent agency, The Barber Shop, was selected to assist with creating a comprehensive marketing strategy and project management for the Special Events and Marketing & Tourism Departments including creative concepts, copywriting, printing, and production of fliers, buttons, and signage as outlined in the scope of services. The not-to-exceed contract value includes associated advertising costs for print and digital advertisements, billboards, radio, and other media as needed to achieve the team's objectives within the approved budget. Approximately $250,000 of the total budget will be allocated to tourism, with the remainder supporting special events. This allocation ensures balanced support for both tourism efforts and the promotion of Addison’s signature events.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - Advertising Services

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AN AGREEMENT WITH THE BARBER SHOP MARKETING FOR MARKETING SERVICES IN AN AMOUNT NOT TO EXCEED $560,000.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to authorize an agreement with The Barber Shop Marketing for marketing services in conformance with the City's requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The City Council hereby approves the agreement between the Town of Addison and The Barber Shop Marketing for Marketing Services in conformance with the City's requirements and in an amount not-to-exceed of $560,000.00, a copy of which is attached to this Resolution as **Exhibit A**. The City Manager is hereby authorized to execute the agreement.

SECTION 2. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***JANUARY***, 2025.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement ("Agreement") is made by and between the **Town of Addison, Texas** ("City"), and **The Barber Shop Marketing** ("Consultant") (each a "party" and collectively the "parties"), acting by and through their respective authorized representatives.

RECITALS

WHEREAS, City desires to engage Consultant to perform certain work and services, hereinafter referred to only as "services", as further specified in the Scope of Services defined in Section 1 of this Agreement; and

WHEREAS, Consultant has expressed a willingness to perform said services in conformance with this Agreement.

NOW, THEREFORE, for and in consideration of the covenants and promises made one to the other herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Section 1. Scope of Services

Upon written notice to proceed by City, Consultant agrees to provide to City the consulting services set forth in the Scope of Services attached hereto as **Exhibit "A"** and incorporated herein by reference (the "Scope of Services"). Consultant shall not be entitled to any claim for extra services, additional services or changes in the services without a written agreement with City prior to the performance of such services.

Section 2. Term of Agreement

The term of this Agreement shall become effective as of December 1, 2024 (the "Effective Date") and shall remain in effect until December 31, 2025 (the "Initial Term"), unless sooner terminated as provided in this Agreement. The parties may, upon mutual written agreement, renew this Agreement for up to four (4) additional one-year periods ending on December 31st of each year (each a "Renewal Term"). City may, in its sole discretion, extend the term hereof as necessary to allow Consultant to complete work on any uncompleted services authorized by City prior to the expiration of this Agreement. Notwithstanding the foregoing, this Agreement may be sooner terminated as provided herein.

Section 3. Consultant's Obligations

(a) Performance of Services. Consultant shall furnish and pay for all labor, tools, software, materials, equipment, supplies, transportation, and management necessary to perform the services. To the extent reasonably necessary, Consultant may engage the services of any agents, assistants, or other persons that Consultant may deem proper to assist in the performance of the services under this Agreement; provided, that Consultant shall be responsible for all costs related thereto, except as expressly authorized in writing in advance by City.

(b) Standard of Care. Consultant shall perform the services with the skill and care ordinarily provided by competent consultants practicing in the same or similar locality and under the same or similar circumstances and professional licenses. Consultant shall be responsible for the professional quality, technical accuracy, and coordination of all services, including all Project Documents, designs, drawings, specifications, plans, reports, presentations, and all other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or revise any errors or deficiencies

in the services. Consultant shall further make, without expense to City, such revisions to the Project Documents as may be required to meet the needs of City and which are within the Consultant's Scope of Services.

(c) Additional Services. Should City require additional services not included under this Agreement, Consultant shall make reasonable effort to provide such additional services in accordance with the fee schedule set forth in **Exhibit A**, and within the time schedule prescribed by City; and without decreasing the effectiveness of the performance of services required under this Agreement.

(d) No Waiver of City's Rights. Neither City's review, approval/acceptance of, nor payment for any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable to City in accordance with applicable law for all damages to City caused by Consultant's negligent performance of any of the services furnished under this Agreement.

(e) Independent Contractor. It is understood and agreed by and between the parties that Consultant, while performing under this Agreement, is acting independently and that City assumes no responsibility or liabilities to any third party in connection with Consultant's actions. All services to be performed by Consultant pursuant to this Agreement shall be in the capacity of an independent contractor and not as an agent or employee of City. Consultant shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. There is no intended third-party beneficiary to this Agreement.

(f) Inspection of Records. Consultant grants City and its designees the right to audit, examine, or inspect, at City's election, all of Consultant's Records relating to the performance of services under this Agreement, during the term of the Agreement and any retention period herein. City's audit, examination, or inspection of Consultant's Records may be performed by a City designee, which may include its internal auditors or an outside representative engaged by City. Consultant agrees to retain Consultant's Records for a minimum of four (4) years following termination of the Agreement, unless there is an ongoing dispute under the contract; then, such retention period shall extend until final resolution of the dispute. "Consultant's Records" shall include any and all information, materials, and data of every kind and character generated as a result of the services under this Agreement. City agrees that it will exercise its right to audit, examine, or inspect Consultant's Records only during regular business hours. Consultant agrees to allow City and its designees access to all of Consultant's Records, Consultant's facilities, and the current or former employees of Consultant, deemed necessary by City or its designee(s), to perform such audit, inspection, or examination.

(g) Certification of No Conflicts. Consultant hereby warrants to the City that Consultant has made full disclosure in writing of any existing or potential conflicts of interest related to Consultant's services under this Agreement. In the event that any conflicts of interest arise after the Effective Date of this Agreement, Consultant hereby agrees immediately to make full disclosure to the City in writing.

Section 4. Performance Schedule

(a) Time for Performance. Consultant shall perform all services as provided for under this Agreement in a proper, efficient, timely, and professional manner in accordance with City's requirements. In the event Consultant's performance of this Agreement is delayed or interfered with by acts of the City or others, Consultant may request an extension of time in conformance with this Section 4 for the performance of same as hereinafter provided but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

(b) Extensions; Written Request Required. No allowance of any extension of time, for any cause whatever (including an event of Force Majeure as defined herein below), shall be claimed or made to Consultant, unless Consultant shall have made written request upon City for such extension within forty-eight (48) hours after the cause for such extension occurred, and unless City and Consultant have agreed in writing upon the allowance of additional time to be made.

Section 5. Documents

(a) Project Documents. All surveys, studies, proposals, applications, drawings, plans, specifications, and other documents, including those in electronic form, prepared by Consultant and its employees, professionals, subcontractors, agents, representatives, and/or sub-consultants (collectively referred to in this section as "Consultant") in connection with this Agreement ("Project Documents") are intended for the use and benefit of City. Consultant and its consultants, subcontractors, agents, representatives, and/or employees shall be deemed the authors of their respective part of the Project Documents. Notwithstanding, upon payment by City as required by this Agreement, City shall own, have, keep, and retain all rights, title, and interest in and to all Project Documents, including all ownership, common law, statutory, and other reserved rights, including copyrights (except copyrights held by the Consultant) in and to all Project Documents, whether in draft form or final form, which are produced at City's request and in furtherance of this Agreement. City shall have full authority to authorize contractor(s), subcontractors, consultants, City professionals, and material or equipment suppliers to reproduce applicable portions of the Project Documents to and for use in their execution of the services or for any other purpose. Acceptance and approval of the Project Documents by City shall not constitute nor be deemed a release of the responsibility and liability of Consultant, its employees, associates, agents, and professionals for the accuracy or competency of their designs, working drawings, and specifications, or other documents and work; nor shall such approval be deemed to be an assumption of such responsibility by City for any defect in the designs, working drawings and specifications, or other documents prepared by Consultant, its employees, contractor, agents, or professionals.

(b) Consultant's Documents. All previously owned intellectual property of Consultant, including but not limited to any computer software (object code and source code), tools, systems, equipment or other information used by Consultant or its suppliers in the course of delivering the Services hereunder, and any know-how, methodologies or processes used by Consultant to provide the services or protect deliverables to City, including without limitation, all copyrights, trademarks, patents, trade secrets and any other proprietary rights inherent therein and appurtenant thereto ("Consultant's Documents"), shall remain the sole and exclusive property of Consultant or its suppliers. Notwithstanding, Consultant agrees that City shall have the right to access to all such information, and City is granted the right to make and retain copies of Consultant's Documents. City acknowledges that any reuse of Consultant's Documents without specific written verification or adaptation by Consultant will be at City's sole risk and without liability or legal exposure to Consultant.

(c) Confidential Information. Consultant agrees it will notify City in writing if it considers specific information to be confidential or proprietary trade secrets and will use its best efforts to clearly mark all such information as "Confidential" and/or "Proprietary – Trade Secret" at the time it is delivered or made accessible to City. City acknowledges that all such designated information is considered by Consultant to be confidential and the exclusive property of Consultant. Notwithstanding the foregoing, Consultant acknowledges that this Agreement, and all services performed hereunder, are subject to the legal requirements of the Texas Public Information Act and that City will have no obligation to protect or otherwise limit disclosure of any confidential or proprietary information if Consultant has not notified City of such designation in conformance with this section. Consultant agrees and covenants to protect any and all proprietary rights of City in any materials provided to Consultant. Additionally, any materials provided to Consultant by City shall not be released to any third party without the consent of City and shall be

returned intact to City upon termination or completion of this Agreement or if instructed to do so by City. In the event City delivers to Consultant information that it has expressly marked "Confidential" or has notified Consultant is confidential or is the proprietary information of a third-party, Consultant agrees it shall not disclose to anyone directly or indirectly during the term of this Agreement or at any time thereafter, any such information, nor shall it use any such information for any purpose other than in connection with Consultant's performance of the services under this Agreement. Consultant shall further, at its own expense, defend all suits or proceedings instituted against City and pay any award of damages or loss resulting from an injunction, against City, insofar as the same are based on any claim that materials or services provided under this Agreement constitute an infringement of any patent, trade secret, trademark, copyright or other intellectual property rights. Notwithstanding, the foregoing confidentiality obligations shall not extend to and nothing herein shall limit either party's right to disclose any information provided hereunder which: (i) was or becomes generally available to the public, other than as a result of a disclosure by the receiving party or its personnel; (ii) was or becomes available to the receiving party or its representatives on a non-confidential basis, provided that the source of the information is not bound by a confidentiality agreement or otherwise prohibited from transmitting such information by a contractual, legal, or fiduciary duty; (iii) was independently developed by the receiving party without the use of any confidential information of the disclosing party; or (iv) is required to be disclosed by applicable law or a court order.

Section 6. Payment

(a) Compensation. Consultant's compensation shall be as specified in the payment schedule set forth in **Exhibit A;** provided that Consultant's total compensation under this Agreement shall not exceed $560,000 without the prior written approval of City.

(b) Payment Terms. City agrees to pay Consultant for all services authorized in writing and properly performed by Consultant in general conformance with the fee schedule set forth in **Exhibit A**, subject to changes in the Scope of Services or additional services agreed upon in writing. Unless otherwise agreed in writing, all payments to Consultant by City shall be based on detailed monthly invoices submitted by Consultant for work performed and accepted by City, less any previous payments. Payment will be due within thirty (30) days of the City's receipt and acceptance of an approved invoice. Notwithstanding the foregoing, City reserves the right to delay, without penalty, any payment to Consultant when, in the opinion of City, Consultant has not made satisfactory progress on the Project as described in the Scope of Services.

(c) Deductions. City may deduct from any amounts due or to become due to Consultant any sum or sums owing by Consultant to City. In the event of any breach by Consultant of any provision or obligation of this Agreement, or in the event of the assertion by other parties of any claim or lien against City, or City's premises, arising out of Consultant's performance of this Agreement, City shall have the right to retain out of any payments due or to become due to Consultant an amount sufficient to completely protect City from any and all reasonably anticipated loss, damage or expense therefrom, until the breach, claim or lien has been satisfactorily remedied or adjusted by Consultant.

(d) Appropriation of Funding. All payments made hereunder shall be paid solely from lawfully available funds that have been appropriated by the City. Under no circumstances shall the City's obligations hereunder be deemed to create any debt within the meaning of any constitutional or statutory provision. Consequently, notwithstanding any other provision of this Agreement, the City shall have no obligation or liability to pay any amount due under this Agreement unless the City appropriates funds to make such payment during the budget year in which said amount is payable. City shall not be obligated to pay any commercial bank, lender, or similar institution for any loan or credit agreement made by the Consultant. None of the City's obligations under this Agreement shall be pledged or otherwise encumbered in favor of any commercial lender and/or similar financial institution.

Section 7. Default; Force Majeure

(a) Default; Notice to Cure. A party shall be deemed in default under this Agreement if the party is in breach of a material provision of this Agreement and said breach is not cured within fifteen (15) days written notice of default by the other party. In the event the breaching party has notified the other party in writing that it is diligently working to cure the breach and has provided reasonable written evidence in support of the same, the breaching party shall not be deemed in default until the thirtieth (30th) day following the non-breaching party's notice of default.

(b) Default by Consultant. In addition to default under Section 7(a) above, Consultant shall be in default under this Agreement if Consultant fails to comply or becomes disabled and unable to comply with the provisions of this Agreement related to Consultant's performance of the services, including the quality or character of the services or time of performance for any material component of the services. If such default is not corrected within ten (10) days from the date of City's written notice to Consultant regarding the same, City may, at its sole discretion without prejudice to any other right or remedy:

(i) Terminate this Agreement and be relieved of the payment of any further consideration to Consultant except for all services determined by City to be satisfactorily completed prior to termination. Payment for work satisfactorily completed shall be for actual costs, including reasonable salaries and travel expenses of Consultant to and from meetings called by City at which Consultant is required to attend, but shall not include any loss of profit of Consultant. In the event of such termination, City may proceed to complete the services in any manner deemed proper by City, either by the use of its own forces or by re-subletting to others; or

(ii) City may, without terminating this Agreement or taking over the services, furnish the necessary labor, materials, equipment, supplies and/or assistance necessary to remedy the situation at the expense of Consultant.

(c) Force Majeure. To the extent either party of this Agreement shall be wholly or partially prevented from the performance of any obligation or duty placed on such party by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, or a government restriction, quarantine or mandatory closure order enacted in response to a pandemic or other public health crises, or other specific cause reasonably beyond the party's control and not attributable to its malfeasance, neglect or nonfeasance (each an event of "Force Majeure"), the time for performance of such obligation (other than a payment obligation) may be extended for a period equal to the time lost by reason such event, provided, that the party complies with the provisions of this section. Specifically, the party asserting Force Majeure (i) shall give prompt notice to the other party of the prevention of performance as soon as the asserting party is reasonably aware of such prevention, and (ii) has the burden of demonstrating (1) how and why their performance was so prevented, (2) the period of time during which they were so prevented from performing (which under the facts may be equal to, or shorter or longer than, the duration of the Force Majeure event itself), and (3) that the party used commercially reasonable efforts to mitigate and/or eliminate such prevention and resumed performance under this Agreement as soon as reasonably practicable.

Section 8. Termination; Suspension

(a) Termination Upon Default. Either party may terminate this Agreement upon written notice if the other party is in default of this Agreement, subject to the defaulting party's right to cure in conformance with the terms of this Agreement.

(b) Termination by City. City shall be entitled to terminate this Agreement, with or without cause, by providing thirty (30) days prior written notice to Consultant.

(c) Termination Following Request for Modification. Should City require a modification of this Agreement with Consultant, and in the event City and Consultant fail to agree upon a modification to this Agreement, City shall have the option of terminating this Agreement and Consultant's services hereunder at no additional cost other than the payment to Consultant, in accordance with the terms of this Agreement, for the services reasonably determined by City to be properly performed by Consultant prior to such termination date.

(d) Suspension. City reserves the right to suspend this Agreement for the convenience of City by issuing a written notice of suspension, which shall describe City's reason(s) for the suspension and the expected duration of the suspension. Such expected duration shall, in no way, guarantee what the total number of days of suspension shall occur. Such suspension shall take effect immediately upon Consultant's receipt of said notice. Should such suspension extend past the expected duration identified by City in its latest notice of suspension, Consultant shall have the right to terminate this Agreement if (i) Consultant provides not less than thirty (30) days prior written notice to City requesting to recommence the services, and (ii) City does not recommence the services within the time requested.

Section 9. Insurance

Consultant shall during the term hereof maintain in full force and effect all policies of insurance reasonably required by City. Consultant's obligation to provide acceptable certificates of insurance is a material condition of this Agreement, and services under this Agreement shall not commence until certificates of insurance have been received, reviewed, and accepted by City. The minimum coverages and limits of liability for the policies of insurance required for the specific services under this Agreement are maintained by and accessible through the City's purchasing department.

Section 10. Indemnification; Notice.

CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF CONSULTANT PURSUANT TO THIS AGREEMENT. CONSULTANT HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY INDEMNITEES") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY INDEMNITEES. CONSULTANT AGREES TO INDEMNIFY, DEFEND, AND SAVE HARMLESS THE CITY INDEMNITEES FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE NEGLIGENT PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF CONSULTANT, ITS OFFICERS, DIRECTORS, MANAGERS, EMPLOYEES, CONTRACTORS, SERVANTS, REPRESENTATIVES, PROFESSIONALS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO THE GROSS NEGLIGENCE OR WILFUL MISCONDUCT OF A CITY INDEMNITEE, IN WHOLE OR IN PART, IN WHICH CASE CONSULTANT SHALL INDEMNIFY THE CITY INDEMNITEES TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED

TO CONSULTANT, ITS OFFICERS, AGENTS, OR EMPLOYEES AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION).

Notices of Claim. Consultant shall promptly advise City in writing of any claim or demand against the City, related to or arising out of Consultant's acts or omissions under this Agreement and shall see to the investigation and defense of such claims or demand at Consultant's sole cost and expense; provided, that City, at its option and at its own expense, may participate in such defense without relieving Consultant of any of its obligations hereunder. Consultant's obligations under this section shall not be limited to the limits of coverage of insurance maintained or required to be maintained by Consultant under this agreement.

THE PROVISIONS OF THIS SECTION SHALL SURVIVE EXPIRARTION OR TERMINATION OF THIS AGREEMENT FOR A PERIOD OF FOUR (4) YEARS.

Section 11. Notice.

All notices required by this Agreement shall be in writing and addressed to the parties at the addresses set forth on the signature page(s) of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this section). All notices shall be delivered by (a) personal delivery, (b) certified or registered mail (in each case, return receipt requested, postage prepaid), (c) nationally recognized overnight courier (with all fees pre-paid), or (d) email of a pdf document containing the required notice. Such notice or document shall be deemed to be delivered or given, whether actually received or not, (i) when received if delivered or given in person, (ii) if sent by United States mail, three (3) business days after being deposited in the United States mail as set forth above, (iii) on the next business day after the day the notice or document is provided to a nationally recognized carrier to be delivered as set forth above, or (iv) if sent by email, the next business day. A confirmation of delivery report, which reflects the time that the email was delivered to the recipient's last notified email address, is prima facie evidence of its receipt by the recipient unless the sender receives a delivery failure notification indicating that the email has not been delivered to the recipient.

Section 12. Verifications by Consultant

Consultant's execution of this Agreement shall serve as its formal acknowledgment and written verification that:

(a) if the requirements of Subchapter J, Chapter 552, Government Code, apply to this Agreement and Consultant agrees that the Agreement can be terminated if Consultant knowingly or intentionally fails to comply with a requirement of that subchapter;

(b) pursuant to Texas Government Code Chapter 2270, that Consultant's organization does not presently boycott Israel and will not boycott Israel during the term of this Agreement; and

(c) pursuant to Texas Government Code Chapter 2251, that Consultant's organization does not currently discriminate against firearm and ammunition industries and will not for the term of the contract. Discriminating means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations, specifically with the firearm or ammunition industry or with a person or entity doing business in the firearm or ammunition industry, but does not include an action made for ordinary business purposes.

Section 13. Miscellaneous

(a) Consultant shall not assign or sublet this Agreement, in whole or in part, without the prior written consent of City. (b) Consultant shall comply with all federal, state, county, and municipal laws, ordinances, resolutions, regulations, rules, and orders applicable to the services under this Agreement. (c) The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the state district courts of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said courts. (d) This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements, or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. (e) The exhibits attached hereto, if any, are incorporated herein and made a part hereof for all purposes. (f) Unless expressly provided otherwise herein, this Agreement may only be modified, amended, supplemented or waived by a mutual written agreement of the parties. (g) In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it. (h) Any of the representations and obligations of the parties, as well as any rights and benefits of the parties pertaining to a period of time following the termination of this Agreement shall survive termination. (i) This Agreement may be executed by the parties in separate counterparts, each of which, when so executed and delivered, shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties. (j) Each party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement. (k) Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Effective Date.

For City:

TOWN OF ADDISON, TEXAS

By:_____
David Gaines
City Manager

Date: _____

Notice Address:

Town of Addison
Attn: City Manager
P.O. Box 9010
Addison, Texas 75001
E: dgaines@addisontx.gov

For Consultant:

THE BARBER SHOP MARKETING

By:_____
Amy Hall
President

Date: 1/3/25

Notice Address:

The Barber Shop Marketing
Attn: Amy Hall, President
14135 Midway Rd G-270
Addison, Texas 75001
E: amy@thebarbershopmarketing.com

Addison Contract ID:
Consultant Agreement__TC_January 1, 2025_v1_rev20220628

EXHIBIT A
SCOPE OF SERVICES

SERVICES	Comprehensive Marketing strategy and project management for the Special Events and Tourism Departments. Creative concepts and implementation for special events marketing initiatives including: Taste Addison, Kaboom Town!, Oktoberfest and any ad hoc events. Creative concepts and implementation for tourism. Attend all event marketing team meetings as required by Addison. Regular status calls to review outstanding items. Track budget, schedule, and project manage list of deliverables to ensure timely completion, review and submission. Consult on advertising and insertions in relation to overall strategy for the town. Provide monthly reporting and insights for ongoing campaigns. Provide a marketing recap following each event or campaign no later than 20 days following each event. Recap shall include the following as a minimum: o Impressions and /or response rate for all media o Update on marketing activity completed during the time period. o Tracking success metrics/KPIs identified in the marketing plan o Success stories o Suggestions for improvement Services include: Creative Strategy Media buying Tactical management and implementation of including, but not limited to TV, Radio, OOH, Print, Digital, Paid Social, PPC/SEM, SEO, influencer, and creative. Purchase/creation of photography and/or illustration for the event campaigns Copywriting, script writing, and editing services for all collateral pieces and campaigns. Copywriting to include original and two rounds of revisions. Printing and production as outlined in the Creative Deliverables Graphic design and production as outlined in the Creative Deliverables
CREATIVE DELIVERABLES	Concepting, Social Media, Website, Print, Digital, Scripts, Signage, Promotional items
URLS	https://addisontexas.net/ http://tasteaddisontexas.com/ http://addisonoktoberfest.com/ http://addisonkaboomtown.com/ https://visitaddison.com/tourism
CLIENT CONTACT	Mary Rosenbleeth, Amber Patterson, Abby Morales
COMPENSATION	Creative hours will be billed at a blended rate of $150 per hour Account Service hours will be billed at a blended rate of $150 an hour Any media will be billed at standard agency commission 15% of gross Any promotional or printed items will be billed separately from creative or account service
ESTIMATES OF ADDITIONAL SERVICES	Additional services outside this scope of work will be negotiated in good on an hourly or per project basis. A signed estimate will be required before services commence.

City Council Regular Meeting **4. d.**

Meeting Date: 01/14/2025

Department: General Services

Key Focus Areas: Infrastructure Development and Maintenance

AGENDA CAPTION:

Consider action on a Resolution approving an agreement with J & K Project Management Consultants, LLC. dba ACT Construction for the Service Center Lobby and Office Space Project and authorizing the City Manager to execute the agreement in an amount not to exceed $145,859.00.

BACKGROUND:

The Service Center Lobby and Office Space Project was initiated to enhance security and workspace efficiencies at Town facilities. This project modifies the existing lobby to house Utility Billing personnel, add customer service windows, and install a controlled access door between the lobby and the remainder of the facility. Utility Billing and Development Services will serve customers from the new customer service windows. Customers and guests needing to enter the secured portions of the building will be escorted by a staff member. The second component of the project is to add two new office spaces on the second floor mezzanine for the Parks department.

The project was designed by TSK Architects. Town staff contacted six contractors that have performed satisfactory work for the Town and are members of purchasing co-operatives. These contractors were provided copies of the project plans and allowed to tour the project space. The Town received four proposals. After reviewing the proposals, staff selected ACT Contractors based on their proposal having the lowest cost.

Contractor's Name	Proposal Amount
ACT Construction	$145,859
SDB	$169,590
Gutter Solutions	$195,049
MexZim	$241,529

The FY2025 budget includes $250,000 for this project.

RECOMMENDATION:

Administration recommends approval.

Attachments

Resolution - Service Center Lobby & Office Space

Service Center Lobby and Parks Office Space Renovation Plans

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AN AGREEMENT WITH ACT CONSTRUCTION FOR THE SERVICE CENTER LOBBY AND OFFICE RENOVATION PROJECT IN AN AMOUNT NOT TO EXCEED $145,859.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to authorize an agreement with ACT Construction for the Service Center Lobby and Office Renovation Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The City Council hereby approves the contract agreement between the Town of Addison and ACT Construction for the Service Center Lobby and Office Renovation Project in an amount not to exceed $145,859.00, a copy of which is attached to this Resolution as **Exhibit A**. The City Manager is hereby authorized to execute the agreement.

SECTION 2. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***JANUARY***, 2025.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

EXHIBIT A

CONSTRUCTION SERVICES AGREEMENT

(Service Center Lobby and Office Renovation Project)

This CONSTRUCTION SERVICES AGREEMENT ("Agreement") is made as of the Effective Date by and between J. & K. Project Management Consultants, LLC. dba **ACT Construction**, hereinafter called "Contractor", and the **Town of Addison, Texas**, hereinafter called "City".

RECITALS

WHEREAS, City desires Contractor to perform certain work and services set forth in Section 1, below; and

WHEREAS, Contractor has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in the Contract Documents and Section 1 of this Agreement.

NOW, THEREFORE, for and in consideration of the covenants and promises made one to the other herein, City and Contractor agree as follows:

Section 1. Scope of Services

Upon written notice to proceed by City, Contractor agrees to provide to City the Service Center Lobby and Office Renovation Project ("Project"), as set forth in the Scope of Services attached hereto as **Exhibit "A"** and incorporated herein by reference (the "Scope of Services"). Contractor shall not be entitled to any claim for extra services, additional services or changes in the services without a written agreement with City prior to the performance of such services.

Section 2. Term of Agreement

The term of this Agreement shall begin on the last date of execution hereof (the "Effective Date") and shall continue until Contractor completes the services required herein to the satisfaction of City and has been paid in full by City, unless sooner terminated in conformance with this Agreement.

Section 3. Contract Documents

(a) This Agreement is a part of the "Contract Documents", which include:

(1) This Agreement, including all exhibits and addenda hereto;
(2) City's written notice(s) to proceed to the Contractor;
(3) Properly authorized change orders; and
(4) Any other materials distributed by the City that relate to the Project.

In the event there exists a conflict between any term, provision, and/or interpretation of the Contract Documents, the documents shall take precedent and control in the order listed above in this section. If discrepancies are found that may impact Contractor's performance of the services for the Project, it shall be the Contractor's obligation to seek clarification as to which requirements or provisions control before undertaking any work on that component of the Project. Should the Contractor fail or refuse to seek a clarification of such conflicting or inconsistent requirements or provisions prior to any work on that component of the Project, the Contractor shall be solely responsible for the costs and expenses - including additional time - necessary to cure, repair and/or correct that component of the Project.

Section 4. Contractor Obligations

(a) Performance of Services. To the extent reasonably necessary for Contractor to perform the services under this Agreement, Contractor shall be authorized to engage the services of any agents, assistants, persons, or corporations that Contractor may deem proper to aid or assist in the performance of the services under this Agreement with the prior written approval of City. The cost of such personnel and assistance shall be a reimbursable expense to Contractor only if authorized in writing in advance by City. Unless otherwise agreed, Contractor shall provide and pay for all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and all water, light, power, fuel, transportation and all other facilities necessary for the execution and completion of the Project.

(b) Quality Materials. Contractor shall be responsible for the professional quality, technical accuracy, and coordination of all materials, construction, installation and other services furnished by Contractor under this Agreement. Unless otherwise specified in writing by City, all materials shall be new and both workmanship and materials shall be of a good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials. Materials or work described in the Contract Documents that, so applied, have well known, technical or trade meaning shall be held to refer to such recognized standards. Contractor shall, without additional compensation, correct or revise any errors or deficiencies in the installation and construction of the Project components to conform as shown in the Project drawings and specifications.

(c) Additional Services. All minor details of the work not specifically mentioned in the Contract Documents but obviously necessary for the proper completion of the work, such as the proper connection of new work to old, shall be considered as incidental to and a part of the work for which the prices are set forth in this Agreement. Contractor will not be entitled to any additional compensation therefor unless specifically stated otherwise. Should City require additional services not included under this Agreement, Contractor shall make reasonable effort to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by City, and without decreasing the effectiveness of the performance of services required under this Agreement. The terms "extra work" and “additional services” as used in this Agreement shall be understood to mean and include all work that may be required by City to be done by Contractor to accomplish any alteration or addition to the work as shown on the Project plans and drawings. It is agreed that Contractor shall perform all extra work under the direction of the City's representative when presented with a written work/change order signed by the City’s representative, subject, however, to the right of Contractor to require written confirmation of such extra work order by City. No claims for extra services, additional services or changes in the services whatsoever, including any change in pricing or time for performance related to the services will be made by Contractor without first obtaining the City’s written agreement and approval of a work/change order reflecting the same.

(d) Independent Contractor. It is understood and agreed by and between the parties that Contractor, while performing under this Agreement, is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with Contractor’s acts or omissions. All services to be performed by Contractor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Contractor shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. There is no intended third-party beneficiary to this Agreement.

(e) Inspection of Records. Contractor grants City and its designees the right to audit, examine, or inspect, at City’s election, all of Contractor's Records relating to the performance of services under this Agreement, during the term of the Agreement and any retention period herein. City’s audit, examination, or inspection of Contractor’s Records may be performed by a City designee, which may include its internal auditors or an outside representative engaged by City. Contractor agrees to retain Contractor’s Records for

a minimum of four (4) years following termination of the Agreement, unless there is an ongoing dispute under the contract; then, such retention period shall extend until final resolution of the dispute. "Contractor's Records" shall include any and all information, materials and data of every kind and character generated as a result of the services under this Agreement. City agrees that it will exercise its right to audit, examine or inspect Contractor's Records only during regular business hours unless City has provided advance written notice of an alternate time. Contractor agrees to allow City and its designees access to all of Contractor's Records, Contractor's facilities and the current or former employees of Contractor, deemed necessary by City or its designee(s), to perform such audit, inspection, or examination.

(f) Certification of No Conflicts. Contractor hereby warrants to the City that Contractor has made full disclosure in writing of any existing or potential conflicts of interest related to Contractor's services under this Agreement. In the event that any conflicts of interest arise after the Effective Date of this Agreement, Contractor hereby agrees immediately to make full disclosure to the City in writing.

(g) No Waiver of City's Rights. Neither City's review, approval or acceptance of, nor payment for any of the materials or services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Contractor shall be and remain liable to City in accordance with applicable law for all damages to City caused by Contractor's negligent performance of any of the services furnished under this Agreement.

(h) Rights-of-Access. City will endeavor to provide such rights of access on any project site as may be reasonably necessary for Contractor to perform any required preliminary site studies, surveys, tests, or other necessary investigations prior to mobilization for the Project. Contractor will take all necessary and reasonable precautions to minimize damage to all personal and real property in the performance of such surveys, tests, studies and investigations.

(i) Compliance with Laws. Contractor shall comply with all laws, ordinances, rules, policies, orders, directives, and other regulations governing Contractor's performance of this Agreement.

Section 5. Payment

(a) Compensation. City agrees to pay Contractor for all services authorized in writing and properly performed by Contractor in a total amount not to exceed ONE HUNDRED and FORTY-FIVE THOUSAND EIGHT HUNDRED and FIFTY-NINE DOLLARS ($145,859.00) ("Contract Price"), subject to additions or deletions for change orders and/or extra work agreed upon in writing.

(b) Method of Payment. Unless otherwise agreed by the parties in writing, payment to Contractor shall be based on invoice(s) submitted for completed work. The City shall pay such invoices within thirty (30) days after receipt of a completed submission and City's verification of the services performed.

(c) Deductions; Withholding. City may deduct from any amounts due or to become due to Contractor any sum or sums owing by Contractor to City. In the event of any breach by Contractor of any provision or obligation of this Agreement, or in the event of the assertion by any third-party of a claim or lien against City, or the City's premises, arising out of Contractor's performance under this Agreement, City shall have the right to retain out of any payments due or to become due to Contractor an amount sufficient to completely protect the City from any and all loss, damage or expense therefrom, until the breach, claim, or lien has been satisfactorily remedied by Contractor. Additionally, City may, on account of subsequently discovered evidence, withhold the whole or part of any payment to such extent as may be necessary to protect itself from loss on account of:

(1) defective work not remedied;
(2) claims filed or reasonable evidence indicating possible filing of claims;
(3) failure of Contractor to make payments promptly to subcontractors or for material or labor which City may pay as an agent for the Contractor; or
(4) damages to another contractor or subcontractor.

When the above grounds are removed, or Contractor provides a letter of credit, or similar guaranty satisfactory to City (to be determined in City's sole discretion) which will protect City in the amount withheld because of said grounds, City will release the amounts withheld.

Section 6. Performance Schedule

(a) Extensions; Written Request Required. No allowance of any extension of time, for any cause whatever (including an event of Force Majeure), shall be claimed by or granted to Contractor, unless (i) Contractor shall have made written request to City for such extension within forty-eight (48) hours after the cause for such extension occurred, and (ii) City and Contractor have agreed in writing that such additional time shall be granted. As used in this section, the term "Force Majeure" shall mean that Contractor's performance of the services under this Agreement is prevented or delayed, in whole or in part, to such an extent that Contractor would not be able to complete the services (or any partial component thereof) within the time for performance set forth herein by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, act of God, pandemic, or other specific cause reasonably beyond Contractor's control and not attributable to its malfeasance, neglect or nonfeasance. Should Contractor timely request an extension of time due to an event of force majeure under this section, City and Contractor may agree in writing to suspended Contractor's performance until such disability to perform (other than a payment obligation) is removed; provided, that Contractor shall use commercially reasonable efforts to remove any such causes and resume performance of the services under this Agreement as soon as reasonably practicable.

(b) Costs of Delay. Contractor understands and agrees that time is of the essence of this contract, and that for each day of delay beyond the number of calendar days agreed upon for the completion of the work herein specified and contracted for (after due allowance for such extension of time as may otherwise be provided for extension of time herein), the Owner may withhold permanently from the Contract Price an amount equal to $250.00 per day, which the parties agree represents a reasonable estimation of the actual costs that would be incurred by the City in the event of such delay. In the event Contractor's performance under this Agreement is delayed or interfered with, regardless of reason, Contractor shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

Section 7. Ownership of Project; Bill of Sale; No Liens

(a) Title of Ownership. Contractor warrants that title to all services, including all equipment and materials incorporated into the Project, will pass to City no later than the time of final payment. Contractor further warrants that upon payment by City, all services for which payments have been received from City shall be free and clear of liens, claims, security interests or other encumbrances in favor of Contractor or any other person or entity whatsoever.

(b) Assignment; Bill of Sale. Contractor agrees, no later than the time of completion of the Project, to assign to City all manufacturer's warranties relating to equipment, materials and labor used in the Project and further agrees it will at all times perform the services in a manner that will, to the greatest extent possible, preserve all manufacturer's warranties. If necessary as a matter of law, Contractor may retain the right to enforce directly any such manufacturers' warranties during the one-year period following

the date of acceptance of the Project by City; provided, that City's rights related to the same shall not be subordinate to Contractor's enforcement rights.

CONTRACTOR AGREES TO INDEMNIFY, DEFEND, AND SAVE CITY HARMLESS FROM ALL CLAIMS RELATED TO ANY DEMANDS OF SUBCONTRACTORS, LABORERS, WORKMEN, MECHANICS, MATERIALMEN, AND SUPPLIERS OF MACHINERY AND PARTS THEREOF, EQUIPMENT, POWER TOOLS, ALL SUPPLIES ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT. CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE THAT ALL OBLIGATIONS DESCRIBED HEREIN HAVE BEEN PAID, DISCHARGED OR WAIVED UPON CITY'S WRITTEN REQUEST.

Section 8. Default; Termination; Abandonment

(a) Default by Contractor. Should Contractor fail to comply with any term or condition this Agreement applicable to Contractor, or become disabled and unable to comply with any provisions of this Agreement related to the quality or character of the services or time of performance, Contractor shall be deemed in default of this Agreement. If such default is not corrected within ten (10) days after written notice by City to Contractor, City may, at its sole discretion and without prejudice to any other right or remedy:

(1) terminate this Agreement and be relieved of any further payment or consideration to Contractor except for all services determined by City to be satisfactorily completed prior to such termination. Payment for work satisfactorily completed shall be for actual costs incurred and non-refundable, including reasonable salaries and travel expenses of Contractor to and from meetings called by City at which Contractor is required to attend, but shall not include any loss of profit of Contractor. City may further proceed to complete the services in any manner deemed proper by City, either by the use of its own forces or by resubletting to others; or

(2) City may, without terminating this Agreement or taking over the services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at Contractor's sole expense.

(b) Suspension or Termination by City. City may suspend or terminate this Agreement for cause or without cause at any time by giving written notice to Contractor. In the event suspension or termination is without cause, payment to Contractor, in accordance with the terms of this Agreement, will be made based on services reasonably determined by City to be satisfactorily performed as of the date of suspension or termination. Such payment will become payable upon delivery of all instruments of service to City and City's acceptance of the same. If City requires a modification of the services under this Agreement, and in the event City and Contractor fail to agree upon such modification(s), City shall have the option of terminating this Agreement and Contractor's services hereunder at no additional cost other than the payment to Contractor in accordance with the terms of this Agreement for the services reasonably determined by City to be properly performed prior to such termination date.

(c) Abandonment. If Contractor should abandon and fail or refuse to resume work within ten (10) days after written notification from the City, or if Contractor fails to timely comply with the orders of the City, when such orders are consistent with the Contract Documents, then, and in that case, where a performance bond(s) exists, the surety on the bond(s) may be notified in writing by City and directed to complete the work (at City's sole discretion), and a copy of said notice shall be delivered to Contractor. After receiving said notice of abandonment, Contractor shall not remove from the work any machinery, equipment, tools, materials or supplies then on the job, but the same, together with any materials and equipment under contract for the work, may be held for use on the work by the City or the surety on the performance bond, or another Contractor in completion of the work; and Contractor shall not receive any rental or credit

therefore, having hereby acknowledged that the use of such equipment and materials will ultimately reduce the cost to complete the work and be reflected in the final settlement. In the event a surety fails to comply with City's written notice provided for herein, then the City may provide for completion of the work in either of the following elective manners:

(1) the City may employ such labor and use such machinery, equipment, tools, materials and supplies as said City may deem necessary to complete the work and charge the expense of such labor, machinery, equipment, tools, materials and supplies to Contractor, which shall be deducted and paid by City out of such amounts as may be due, or that may thereafter at any time become due to the Contractor under this Agreement. In case such expense is less than the sum which would have been payable under this Agreement if the same had been completed by the Contractor, then Contractor shall receive the difference. In case such expense is greater than the sum which would have been payable under this Agreement if the same had been completed by said Contractor, then the Contractor and/or its surety (ies) shall pay the amount of such excess to the City; or

(2) the City may (under sealed bids when and in the manner required by law) let the contract to another Contractor for the completion of the work under substantially the same terms and conditions which are provided in this Agreement. In the case of any increase in cost to the City under the new contract as compared to what would have been the cost under this Agreement, such increase shall be charged to the Contractor and its surety (ies) shall be and remain bound therefor. However, should the cost to complete any such new contract prove to be less than what would have been the cost to complete under this Agreement, the Contractor and/or its surety (ies) shall be credited therewith.

(d) Remedies Cumulative. The remedies in this section are cumulative and nothing herein shall be deemed a waiver of any other remedy available to the City under this Agreement, including its remedies upon default provided herein above.

Section 9. Insurance

Contractor shall during the term hereof maintain in full force and effect all policies of insurance reasonably required by City and in compliance with the Contract Documents. Contractor's obligation to provide acceptable certificates of insurance is a material condition of this Agreement, and services under this Agreement shall not commence until certificates of insurance have been received, reviewed, and accepted by City. The minimum coverages and limits of liability for the policies of insurance required under this Agreement are maintained by and accessible through the City's purchasing department.

Section 10. Indemnification

(a) Release of liability. CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF CONTRACTOR PURSUANT TO THIS AGREEMENT. CONTRACTOR HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER.

(b) Contractor's Indemnity Obligation. CONTRACTOR AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR

DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY CONTRACTOR'S PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF CONTRACTOR, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE, IN WHOLE OR IN PART, FROM OR ARE ATTRIBUTED TO THE GROSS NEGLIGENCE OF CITY, IN WHICH CASE CONTRACTOR SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO CONTRACTOR AND/OR ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION).

(c) Notice of Claim(s). Contractor shall promptly advise City in writing of any claim or demand against the City, related to or arising out of Contractor's acts or omissions under this Agreement and shall see to the investigation and defense of such claims or demand at Contractor's sole cost and expense; provided, that City, at its option and at its own expense, may participate in such defense without relieving Contractor of any of its obligations hereunder.

CONTRACTOR'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY CONTRACTOR UNDER THIS AGREEMENT. THE PROVISIONS OF THIS SECTION 11 SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

Section 11. Notice

All notices required by this Agreement shall be in writing and addressed to the parties at the addresses set forth on the signature page(s) of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this section). All notices shall be delivered by (a) personal delivery, (b) certified or registered mail (in each case, return receipt requested, postage prepaid), (c) nationally recognized overnight courier (with all fees pre-paid), or (d) email of a pdf document containing the required notice. Such notice or document shall be deemed to be delivered or given, whether actually received or not, (i) when received if delivered or given in person, (ii) if sent by United States mail, three (3) business days after being deposited in the United States mail as set forth above, (iii) on the next business day after the day the notice or document is provided to a nationally recognized carrier to be delivered as set forth above, or (iv) if sent by email, the next business day. A confirmation of delivery report which reflects the time that the email was delivered to the recipient's last notified email address is prima facie evidence of its receipt by the recipient, unless the sender receives a delivery failure notification, indicating that the email has not been delivered to the recipient.

Section 12. Sales and Use Taxes

Contractor understands and acknowledges that City is a governmental entity and exempt from the payment of sales and use taxes for certain materials and equipment conveyed to City as part of this Project or otherwise incorporated into the Project. City agrees to provide Contractor such documentation as may otherwise be required by state law to allow Contractor to avoid payment of sales and uses taxes for materials and equipment with respect to the Project to the extent allowed by law.

Section 13. Texas Government Code Verifications

(a) Contractor's execution of this Agreement shall serve as its acknowledgement and written verification that:

(1) the requirements of Subchapter J, Chapter 552, Government Code, apply to this Agreement and Contractor agrees that the Agreement can be terminated if Contractor knowingly or intentionally fails to comply with a requirement of that subchapter;

(2) pursuant to Texas Government Code Chapter 2270, that Contractor's organization does not presently boycott Israel and will not boycott Israel during the term of this Agreement; and

(3) pursuant to Texas Government Code Chapter 2251, that Contractor's organization does not current discriminate against firearm and ammunition industries and will not for the term of the contract. Discriminating means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with the firearm or ammunition industry or with a person or entity doing business in the firearm or ammunition industry, but does not include an action made for ordinary business purposes.

Section 14. **Miscellaneous**

(a) Contractor shall not assign or sublet this Agreement, in whole or in part, without the prior written consent of City. (b) Contractor shall comply with all federal, state, county and municipal laws, ordinances, resolutions, regulations, rules, policies, orders, and directives applicable to the services under this Agreement. (c) The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the state district courts of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said courts. (d) This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. (e) The exhibits attached hereto, if any, are incorporated herein and made a part hereof for all purposes. (f) Unless expressly provided otherwise herein, this Agreement may only be modified, amended, supplemented or waived by a mutual written agreement of the parties. (g) In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it. (h) Any of the representations and obligations of the parties, as well as any rights and benefits of the parties pertaining to a period of time following the termination of this Agreement shall survive termination. (i) This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties. (j) Each party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement. (k) Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY –
SIGNATURES ON FOLLOWING PAGE(S)]

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Effective Date.

For City:

TOWN OF ADDISION, TEXAS

By: _____
David Gaines
City Manager

Date:_____

Notice Address:

Town of Addison
Attn: City Manager
P.O. Box 9010
Town of Addison, Texas 75001
E: dgaines@addisontx.gov

For Contractor:

ACT CONSTRUCTION

By: _____
Joseph Murray
Chief Executive Officer

Date: _____

Notice Address:

ACT Construction
Attn: Joseph Murray
350 McDonald Street
Lewisville, Texas 75057
E: jmurray@actconstruction.com

EXHIBIT A

Scope of Services

PROPOSAL

Project Information	
Project #	11-07-24
Title	Addison Service Center Mezzanine Project
Address	16801 Westgrove Dr
City, State, Zip	Addison, TX 75001

Estimate Information	
Estimate #	001
Description	Addison Service Center Mezzanine and Lobby
Contract #	TIPS Contract # 240014
Valid Thru Date	01/18/2024

From	
Contact	Hopkins, Trevor
Company	Act Construction
Address	350 McDonnell St
City, State, Zip	Lewisville, TX 75057
Phone	972-436-1144

To	
Contact	Brad Boganwright
Company	Town of Addison
Address	16801 Westgrove Drive
City, State, Zip	Addison, TX 75001
Phone	972-489-7107

We are pleased to quote the following labor, equipment, and materials in accordance with the plans and specifications listed above. This proposal is subject to exclusions that may be listed below.

LOCATION : ADDISON SERVICE CENTER
16801 Westgrove Dr. Addison, TX 75001

GENERAL CONDITIONS INCLUSIONS - ACT WILL PROVIDE

- **All work found in the construction drawings is considered to be part of this proposal and all items called out as by contractor are assumed to be within ACT's scope of work unless otherwise specifically noted here.**
- Keep site secure and clean at all times
- Provide full time superintendent to manage operations on site and project management support team to manage OAC items
- Leave site clean and like new upon completion
- Provide weekly progress schedule, full submittals, and closeout documents for project
- **Access Control is included in this proposal with an owner approved allowance of $10,000**

EXCLUSIONS

- Anything not in above described scope of work
- Fire sprinklers excluded - none in building
- Inspection fees, permitting fees

CLARIFICATIONS

- **REFERENCE TIPS CONTRACT #24010402**
- All work to be done during normal working hours; Mon.-Fri. 8:00A-5:00P
- Bonding included
- All work bid per provided permit drawings

PROPOSAL

SCHEDULE OF VALUES			
Item #	Description	UOM	SUBTOTALS
1	**MEZZANINE AREA – EXTEND OFFICES INTO GARAGE SPACE ANDD REFIINISH**	**TOTAL**	**$ 118,509.00**
	Demo, Framing and Finishes		$ 31,150.00
	HVAC		$ 25,607.00
	Electrical		$ 17,945.00
	Doors		$ 3,600.00
	Signage		$ 750.00
	Roofing and Penetrations		$ 3,457..00
	Project supervision		$ 10,000.00
	General Conditions : dumpster, bonds and insurance, temporary protection, etc		$ 14,000.00
	OHP		$ 12,000.00
2	**LOBBY AREA – PROVIDE NEW SECURED ENTRY**	**TOTAL**	**$ 17,350.00**
	Demo, Framing, and Finishes		$ 6,700.00
	HVAC		$ 6,50.00
	Electrical		$ 2,000.00
	Doors and Transaction Window		$ 3,500.00
	Flooring		$ 1100.00
	Project Supervision		$ 1500.00
	General Conditions : dumpster, bonds and insurance, temporary protection, etc		$ 1,900.00

16-700: Phone/Data/Communications		TOTAL 10,100.00	$
Item #	Description	UOM	TOTAL
3	Access Control Allowance per owner request	LS	$ 10,000.00

Estimate Total:
$145,859.00

MEZZANINE AREA SCOPE OF WORK

DEMOLITION

- Remove existing closet doors, frames and associated walls to closet in hallway on 2nd floor

DOORS

- Provide and install three office doors, frames, and hardware

FRAMING/SHEETROCK

- Install 6" 20Ga. metal framing from mezzanine to deck above
- F2-R19 fiberglass BATT insulation in new walls
- Install 5/8" type X Gypsum on each side
- Install new door frames and doors
- Finish and paint all walls to owner approved color and spec

FLOORING:

- Infill tile area with attic stock provided by owner

CEILING

- Install new 15/16" grid system and 2x4 Armstrong #1729 lay-in ceiling tiles

HVAC

- Provide and install new LG multi-heat pump system and associated metal ductwork
- System to be 208V/1Ph/60Hz
- (1) outdoor heat pump unit, (2) programmable thermostat with BACnet, (2) 4-way ceiling cassette fan coil units with integral condensate lift
- Remove existing equipment per plans and extend new HVAC per plans and specs to provide air conditioning for new offices

ROOFING AND STRUCTURAL FRAMING

- Provide any necessary stiffening and repairs to the roof deck, including penetrations and flashing the existing roof system back upon completion of penetrations

ELECTRICAL

- Provide and install all new circuits, lights, outlets, raceway, and associated infrastructure to extend power per plans into the new offices

FIRE ALARM

- Allowance included for necessary fire alarm devices in renovation area

ROOM SIGNAGE

- Provide and install new ADA complaint room signage including owner approved shop drawings in a design matching existing signs per plans and specs.

REMOVABLE RAILING

- Labor to relocate existing removable railing; per plans confirm final location with owner

1ST FLOOR LOBBY - ADD SECURED ENTRANCE

DEMOLITION

- Remove existing soffit where noted on plans and ceiling grid in area
- Remove existing ceiling grid at new walls location

FRAMING/SHEETROCK

- 6" 20Ga. wall to deck with one layer of 5/8" gypsum each side
- new 20Ga. soffit framing with one layer 5/8" gypsum at lobby where noted per plans
- Provide and install R19 un-faced fiberglass BATT insulation

FLOORING

- Provide new carpet in vestibule area per finish F1 using an allowance
- Patch owner provided flooring tile per notes
- Existing concrete flooring to remain
- New base and transition strips to be provided per plans as needed

DOORS

- Install (1) new opening including door, frame, and hardware per plans and owner provided scope notes

ACT CEILING

- Patch back 2x2 Armstrong #1728 flat lay-in with 15/16" grid system

ELECTRICAL

- Existing light fixture to be removed
- Existing receptacle to be removed, including conductors and conduit to nearest junction box
- (4) existing 2x2 light fixtures to be relocated per plans
- (1) existing receptacle to be relocated per plans

MECHANICAL/HVAC

- Modify existing ductwork including salvage and reuse of some areas and providing new duct and devices in some areas to extend HVAC per plans and specs

TOWN OF ADDISON SERVICE CENTER MEZZANINE

PERMIT SET

07/19/2024

PROJECT ADDRESS:

16801 Westgrove Drive

Addison, TX 75001

CLIENT:

TOWN OF ADDISON

DESIGN TEAM

ARCHITECT

TSK ARCHITECTS
5830 Granite Pkwy, Suite 750
Plano, TX 75024

ENGINEERING

IEG
Granite Park Building 5, Suite 750
Plano, Texas 75024

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
ERIC A. J. BIGGS
26773
STATE OF TEXAS
08/08/2024

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Consultant

IEG

Granite Park Building 5, Suite 750
Plano, Texas 75024

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

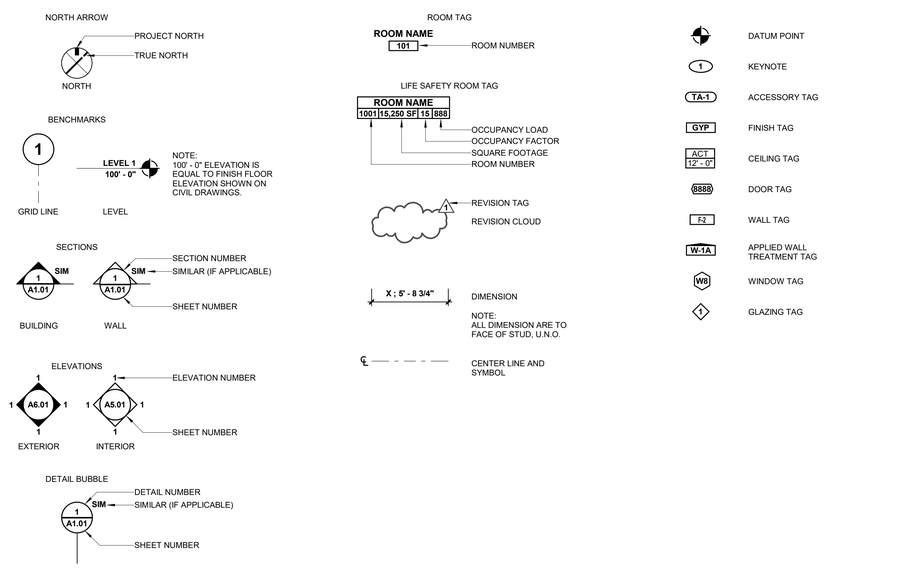
PERMIT SET

07/19/2024

ABBREVIATIONS

(E) / EXIST.	Existing
A.D.	Area Drain
A.V.	Audio/Visual
ACC.	Accessible
ACOUS.	Acoustical
ADJ.	Adjustible
AGGR.	Aggregate
AL.	Aluminum
APPROX.	Approximate
ARCH	Architectural
ASPH.	Asphalt
B.O.F.	Bottom of Fixture
BD.	Board
BITUM.	Bituminous
BLDG.	Building
BLK.	Block
BLKG.	Blocking
BM.	Beam
BOT.	Bottom
C.B.	Catch Basin
C.F.C.I.	Contractor Furnished Contractor Installed
C.F.O.I.	Contractor Furnished Owner Installed
C.G.	Corner Guard
C.I.	Cast Iron
C.J.	Control Joint
C.M.U.	Concrete Masonry Unit
CAB.	Cabinet
CEM.	Cement
CER.	Ceramic
CLG.	Ceiling
CLKG.	Caulking
CLO.	Closet
CLR.	Clear
CNTR.	Counter
COL.	Column
CONC.	Concrete
CONN.	Connection
CONST.	Construction
CONT.	Continuous
CORR.	Corridor
CPT.	Carpet
CT.	Ceramic Tile
CTR.	Center
CTSK.	Countersunk
D.F.	Drinking Fountain
D.O.	Door Opening
D.S.P.	Dry Standpipe
DBL.	Double
DEPT.	Department
DET.	Detail
DIA.	Diameter
DIM.	Dimension
DISP.	Dispenser
DN.	Down
DR.	Door
DS.	Downspout
DWG.	Drawing
DWR.	Drawer
E.	East
E.I.F.S.	Exterior Insulation Finish System
E.J.	Expansion Joint
E.P.	Electrical Panelboard
E.P.D.M.	Single Ply Roof Membrane
E.W.C.	Electric Water Cooler
EA.	Each
ELEC.	Electrical
ELEV.	Elevation
EMER.	Emergency
ENCL.	Enclosure
EQ.	Equal
EQUIP.	Equipment
EXP.	Expansion
EXT.	Exterior
F.A.	Fire Alarm
F.B.	Flat Bar
F.D.	Floor Drain
F.E.	Fire Extinguisher
F.E.C.	Fire Extinguisher Cabinet
F.H.C.	Fire Hose Cabinet
F.O.C.	Face of Concrete
F.O.F.	Face of Finish
F.O.S.	Face of Stud
F.S.	Fulll Size
FDN.	Fountain
FIN.	Finish
FLASH.	Flashing
FLOUR.	Flourescent
FLR.	Floor
FPRF.	Fireproof
FT.	Foot or Feet
FTG.	Footing
FURR.	Furring
FUT.	Future
G.B.	Grab Bar
G.F.R.C.	Glass Fiber Reinforced Concrete
GA.	Gauge
GALV.	Galvanized
GL.	Glass
GND.	Ground
GR.	Grade
GYP.	Gypsum
H.B.	Hose Bibb
H.M.	Hollow Metal
HDWD.	Hardwood
HDWE.	Hardware
HGT.	Height
HORIZ.	Horizontal
HR.	Hour
I.D.	Inside Diameter (Dim.)
INSUL.	Insulation
INT.	Interior
JAN.	Janitor
JT.	Joint
KIT.	Kitchen
LAB.	Laboratory
LAM.	Laminate
LAV.	Lavatory
LKR.	Locker
L.T.	Light
M.C.	Medicine Cabinet
M.O.	Masonry Opening
MAX.	Maximum
MECH.	Mechanical
MEMB.	Membrane
MFGR.	Manufacturer
MH.	Manhole
MIN.	Minimum
MIR.	Mirror
MISC.	Miscellaneous
MTD.	Mounted
MTL.	Metal
MUL.	Mullion
N.	North
N.I.C.	Not in Contract
N.T.S.	Not to Scale
NO. OR #	Number
NOM.	Nominal
O.A.	Overall
O.C.	On Center
O.D.	Outside Diameter (Dim.)
O.F.C.I.	Owner Furnished Contractor Installed
O.F.O.I.	Owner Furnished Owner Installed
O.H.	Opposite Hand
O.R.D.	Overflow Roof Drain
OBS.	Obscure
OFF.	Office
OPNG.	Opening
OPP.	Opposite
P.LAM.	Plastic Laminate
P.T.D.	Paper Towel Dispenser
P.T.D./R.	Combination Paper Towel Dispenser and Receptacle
P.T.R.	Paper Towel Receptacle
PL.	Plate
PLAS.	Plaster
PLYWD	Plywood
PR.	Pair
PRCST.	Pre-cast
PT.	Point
PTN.	Partition
Q.T.	Quarry Tile
R.	Riser
R.D.	Roof Drain
R.O.	Rough Opening
R.W.L.	Rain Water Leader
RAD.	Radius
REF.	Reference
REFR.	Refrigerator
REINF.	Reinforce
REQD	Required
RESIL.	Resilient
RGTR.	Register
RM.	Room
RRM	Restroom
RWD	Redwood
S.	South
S.C.	Solid Core
S.C.D.	Seat Cover Dispenser
S.D.	Soap Dispenser
S.N.D.	Sanitary Napkin Dispenser
S.SK.	Service Sink
SCHED.	Schedule
SECT.	Section
SH.	Shelf
SHR.	Shower
SHT.	Sheet
SIM.	Similar
SPEC.	Specification
SQ.	Square
SST.	Stainless Steel
STA.	Station
STD.	Standard
STL.	Steel
STO.	Storage
STRL.	Structural
SUSP.	Suspended
SYM.	Symmetrical
T.&G.	Tongue and Groove
T.B.	Towel Bar
T.C.	Top of Curb
T.O.W.	Top of Wall
T.P.	Top of Pavement
T.P.D.	Toilet Paper Dispenser
T.V.	Television
TEL.	Telephone
TER.	Terrazzo
THK.	Thick
TRD.	Tread
TYP.	Typical
U.N.O.	Unless Noted Otherwise
UNIF.	Unfinished
UR.	Urinal
V.B.	Vapor Barriers
V.C.G.	Vinyl Corner Guard
V.T.	Vinyl Tile
VAR.	Varies
VERT.	Vertical
VEST.	Vestibule
W.	West
W.C.	Water Closet
W/	With
W/O	Without
WD.	Wood
WK.P.	Working Point
WP.	Waterproof
WSCT.	Wainscot
WT.	Weight

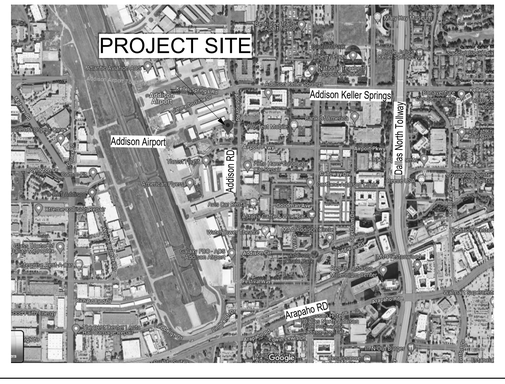
SYMBOL LEGEND



MATERIALS LEGEND

- EARTH
- CONCRETE
- MASONRY
- METAL
- PLYWOOD
- FINISH WOOD
- ROUGH WOOD
- BLOCKING
- RIGID INSULATION
- THERMAL INSULATION
- ACOUSTIC INSULATION

VICINITY MAP



CODE ANALYSIS

APPLICABLE CODES:

2024 International Building Code with Town of Addison Amendments

2024 International Mechanical Code with Town of Addison Amendments

2024 International Plumbing Code with Town of Addison Amendments

2024 International Fire Code with Town of Addison Amendments

2018 International Energy Conservation Code with Town of Addison Amendments

2023 National Electrical Code with Town of Addison Amendments

2012 Texas Accessibility Standards

OCCUPANCY CLASSIFICATION: PROPOSED OFFICE SPACE - B
OFFICE SPACE (EXISTING) - B
STORAGE (EXISTING) - S-2 (ACCESORY USE)

CONSTRUCTION TYPE: II - B

ALLOWABLE HEIGHT (TABLE 504.3 - 2024 IBC): 3 STORIES (55' MAXIMUM)

ACTUAL HEIGHT: 25'-0" 2 STORY
ALLOWABLE HEIGHT: 55'-0" 3 STORY

ALLOWABLE AREA = 40,250 = [23,000+(23,000 X 0.75)] PER 506.2.2 MIXED-OCCUPANCY BUILDING (EQUATION 5-3), 506.3 FRONTAGE INCREASE, TABLE 506.3.3 FRONTAGE INCREASE FACTOR, 508.3 NONSEPARATED OCCUPANCIES, 508.3.2 ALLOWABLE BUILDING AREA, HEIGHT AND NUMBER OF STORIES - MOST RESTRICTIVE IS B OCCUPANCY AT 23,000SF VS. S-2 AT 26,000SF (NS = NOT EQUIPPED WITH SPRINKLER SYSTEM).

SCOPE OF WORK: NEW TOTAL AREA = 34,400 SF BY ENCLOSING AND CONVERTING 630 SF OF MEZZANINE TO OFFICE SPACE SEPARATED FROM THE STORAGE/MEZZANINE AND ACCESSED FROM THE MAIN BUILDING CORRIDOR. EXISTING 1,400 SF MEZZANINE LOCATED IN 3,100 SF STORAGE AREA IS REDUCED TO A 770 SF MEZZANINE IN COMPLIANCWE WITH IBC 2024 505.2 (MEZZANINE IS LIMITED TO 1/3 OF FLOOR AREA OF ROOM. 1,400/3=1,033).

REQUIRED OCCUPANCY SEPARATION: NONSEPARATED OCCUPANCIES PER 508.3

(TABLE 601 - 2024 IBC)
FIRE RESISTANCE RATING REQUIREMENTS:

STRUCTURAL FRAME:	0 HOUR
BEARING EXTERIOR WALLS:	0 HOUR
BEARING INTERIOR WALLS:	0 HOUR
NON-BEARING EXTERIOR WALLS:	0 HOUR (TABLE 705.5)
NON-BEARING INTERIOR WALLS:	0 HOUR
FLOOR:	0 HOUR
ROOF:	0 HOUR
CORRIDOR FIRE-RESISTANCE RATING: (TABLE 1020.1 - 2024 IBC)	0 HOUR
FIRE WALLS FOR AREA SEPARATION:	0 HOUR
TRAVEL DISTANCE	300 FT (TABLE 1017.2 - 2024 IBC)

DRAWING INDEX

#	SHEET NAME	SCHEMATIC DESIGN (04.29.24)	CONSTRUCTION DOCUMENTS (06.27.24)	PERMIT SET (07.19.24)	Project Submittal 4	Project Submittal 5	Project Submittal 6	Project Submittal 7	Project Submittal 8	Project Submittal 9	Project Submittal 10
00_COVER SHEET											
0.0	COVER SHEET	■	■	■							
01_GENERAL											
G1.01	GENERAL ACCESSIBILITY DETAILS		■	■							
G1.02	GENERAL ACCESSIBILITY DETAILS		■	■							
G1.03	GENERAL ACCESSIBILITY DETAILS		■	■							
G1.04	SPECIFICATIONS		■	■							
G1.05	SPECIFICATIONS		■	■							
G1.06	SPECIFICATIONS		■	■							
G1.07	SPECIFICATIONS		■	■							
G1.08	SPECIFICATIONS		■	■							
G1.09	SPECIFICATIONS		■	■							
AE1.01	LIFE SAFETY PLAN		■	■							
04.5_ARCHITECTURAL DEMO											
AD1.01	SECOND FLOOR DEMOLITION PLAN	■	■	■							
05_ARCHITECTURAL											
A1.11	SECOND FLOOR ENLARGED PLAN		■	■							
A2.11	SCHEDULES AND DETAILS		■	■							
A2.31	PARTITION TYPES AND DETAILS		■	■							
A2.51	SIGNAGE PLAN		■	■							
A3.01	SECOND FLOOR CEILING PLAN		■	■							
06_STRUCTURAL											
S1.01	STRUCTURAL DEMOLITION PLAN AND GENERAL NOTES		■	■							
07_MECHANICAL											
M0.01	MECHANICAL SYMBOL LEGEND		■	■							
M2.01	MECHANICAL PLAN		■	■							
08_ELECTRICAL											
E0.01	ELECTRICAL GENERAL NOTES		■	■							
E2.01	ELECTRICAL PLAN		■	■							

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

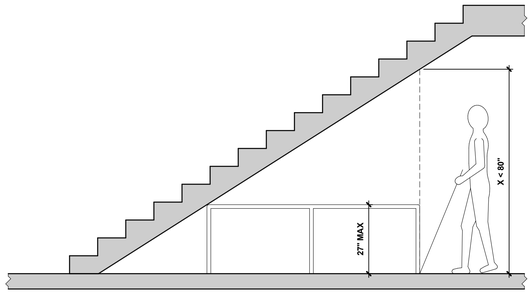
Sheet Title

GENERAL SHEET

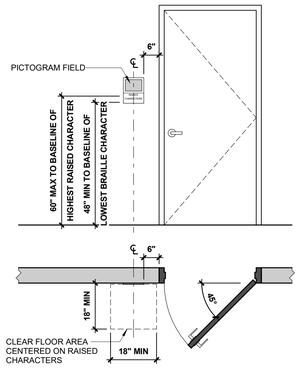
Date: 07/19/2024

Sheet No:

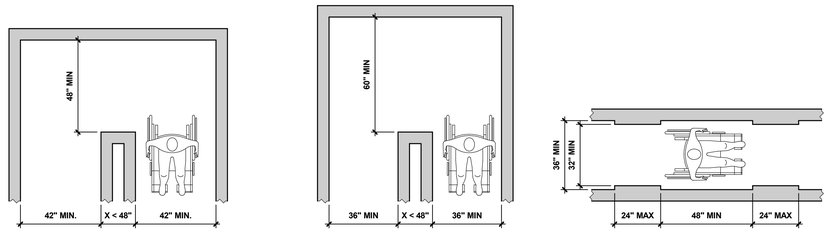
G0.00



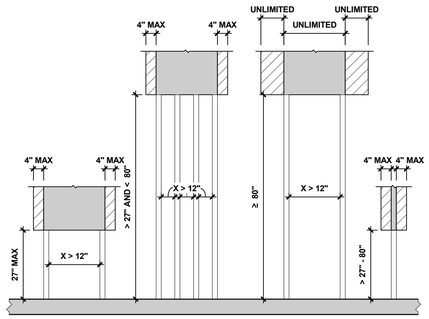
20 REDUCED VERTICAL CLEARANCE
SCALE: 1/2" = 1'-0"



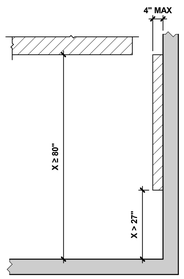
12 LOCATION OF SIGNS AT DOORS
SCALE: 1/2" = 1'-0"



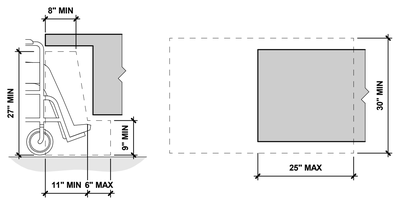
8 CLEAR WIDTH OF AN ACCESSIBLE ROUTE AND CLEAR WIDTH AT TURN
SCALE: 3/8" = 1'-0"



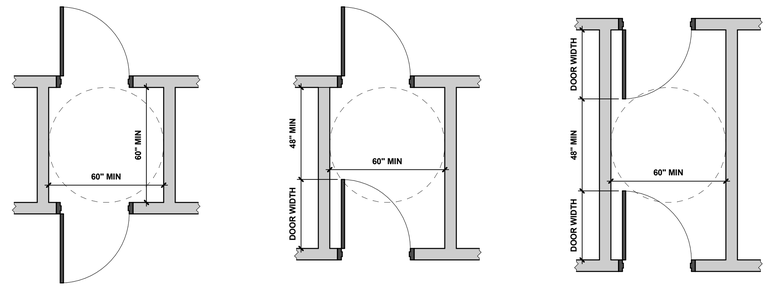
19 POST MOUNTED PROTRUDING OBJECTS
SCALE: 1/2" = 1'-0"



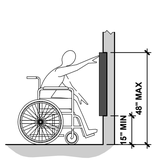
15 LIMITS OF PROTRUDING OBJECTS
SCALE: 1/2" = 1'-0"



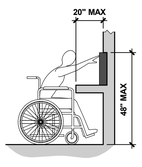
11 KNEE AND TOE CLEARANCE
SCALE: 3/4" = 1'-0"



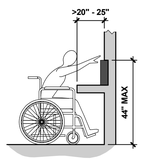
7 MANEUVERING CLEARANCE AT TWO DOORS IN SERIES
SCALE: 3/8" = 1'-0"



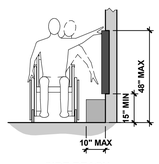
FORWARD REACH UNOBSTRUCTED



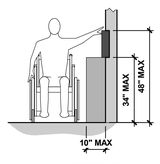
HIGH FORWARD REACH OBSTRUCTED (A)



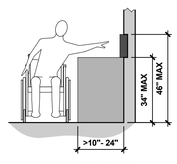
HIGH FORWARD REACH OBSTRUCTED (B)



SIDE REACH UNOBSTRUCTED

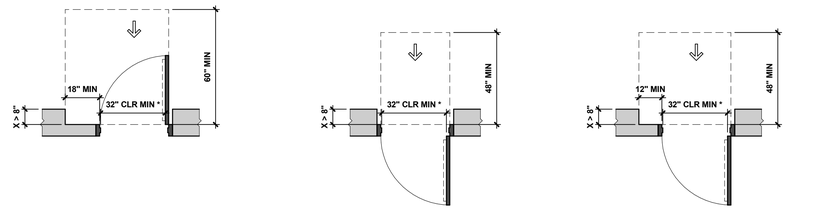


HIGH SIDE REACH OBSTRUCTED (A)



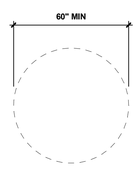
HIGH SIDE REACH OBSTRUCTED (B)

18 REACH RANGES
SCALE: 3/8" = 1'-0"

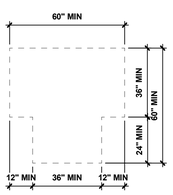


NOTES:
* CLEAR WIDTH SHALL COMPLY WITH LOCAL CODE AMENDMENT REQUIREMENTS

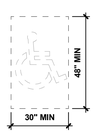
6 MANEUVERING CLEARANCE AT RECESSED DOORS
SCALE: 3/8" = 1'-0"



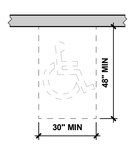
TURNING SPACE CIRCULAR



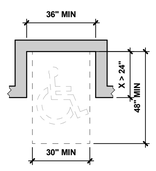
TURNING SPACE T-SHAPED



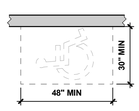
CLEAR FLOOR SPACE FOR WHEELCHAIR



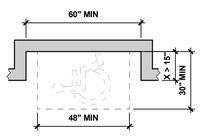
CLEAR FLOOR SPACE FORWARD APPROACH



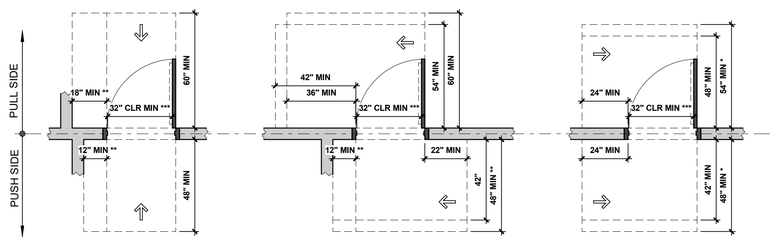
CLEAR FLOOR SPACE FORWARD APPROACH IN ALCOVE



CLEAR FLOOR SPACE SIDE APPROACH



CLEAR FLOOR SPACE SIDE APPROACH IN ALCOVE



FRONT APPROACH

HINGE APPROACH

LATCH APPROACH

NOTES:
* IF CLOSER IS PROVIDED
** IF BOTH LATCH AND CLOSER ARE PROVIDED
*** CLEAR WIDTH SHALL COMPLY WITH LOCAL CODE AMENDMENT REQUIREMENTS

5 MANEUVERING CLEARANCE AT DOORS
SCALE: 3/8" = 1'-0"

17 WHEELCHAIR TURNING SPACE
SCALE: 3/8" = 1'-0"

13 WHEELCHAIR CLEAR FLOOR SPACE
SCALE: 3/8" = 1'-0"

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERIC A.J. BIGH 26773 STATE OF TEXAS 08/08/2024

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Project
TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

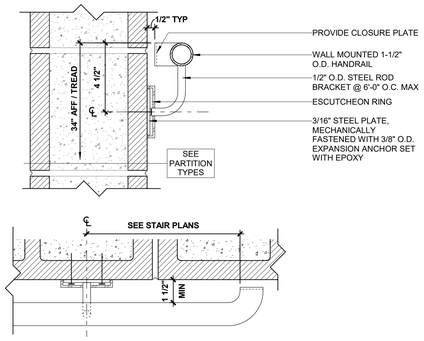
Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

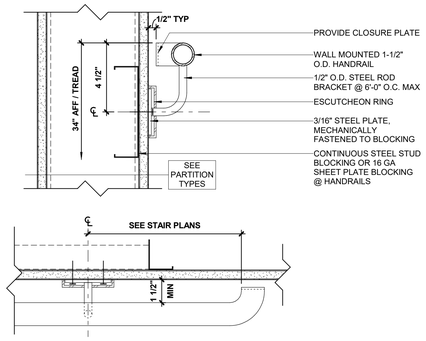
Sheet Title
GENERAL ACCESSIBILITY DETAILS

Date: 07/19/2024
Sheet No:
G1.01



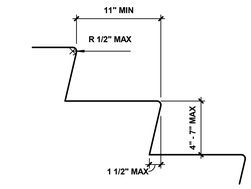
GENERAL NOTES:
1. ALL WELDS TO BE CONTINUOUS AND GROUND SMOOTH

12 WALL MOUNTED HANDRAIL - CMU WALL
SCALE: 3" = 1'-0"



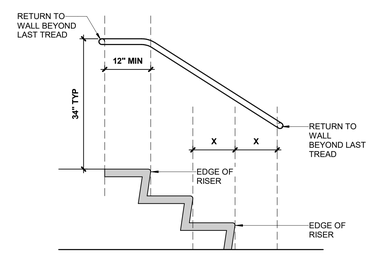
GENERAL NOTES:
1. ALL WELDS TO BE CONTINUOUS AND GROUND SMOOTH

8 WALL MOUNTED HANDRAIL - STUD WALL
SCALE: 3" = 1'-0"

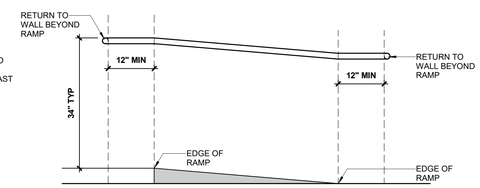


GENERAL NOTES:
1. ALL STEPS ON A FLIGHT OF STAIRS SHALL HAVE UNIFORM RISER HEIGHTS AND TREAD DEPTH
2. THE LEADING 2" OF TREAD SHALL HAVE VISUAL CONTRAST OF DARK-ON-LIGHT OR LIGHT-ON-DARK FROM THE REMAINDER OF THE TREAD

4 TREAD AND RISERS
SCALE: 1 1/2" = 1'-0"

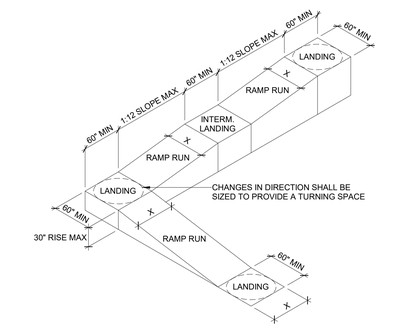


HANDRAIL EXTENSION AT STAIRS



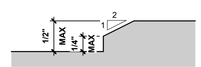
HANDRAIL EXTENSION AT RAMP

11 HANDRAIL EXTENSIONS
SCALE: 3/4" = 1'-0"

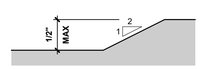


RAMP WITH TURNING PLATFORM

PERMITTED VERTICAL CHANGE

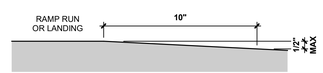


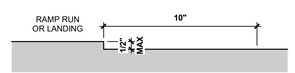
PERMITTED BEVELED CHANGE



PERMITTED BEVELED CHANGE

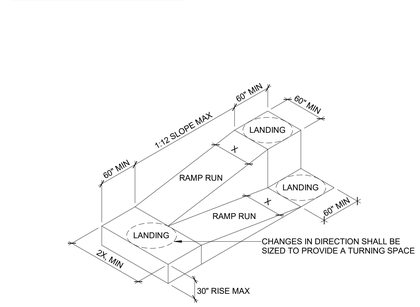
10 CHANGES IN LEVEL
SCALE: 12" = 1'-0"



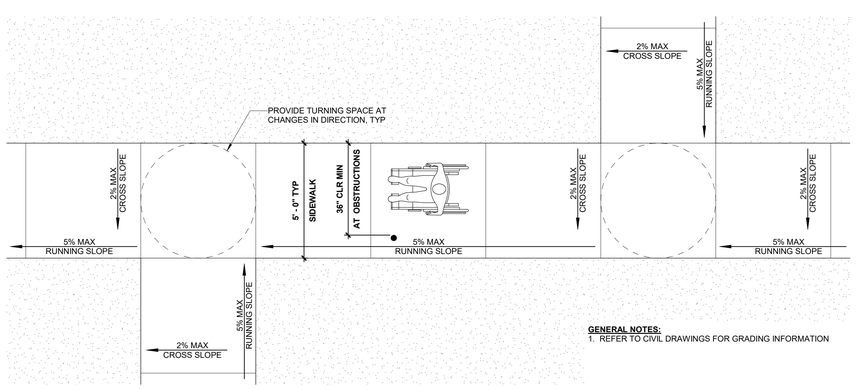


GENERAL NOTE:
1. EDGE PROTECTION SHALL NOT BE REQUIRED ON RAMPS OR LANDINGS HAVING A VERTICAL DROP-OFF OF 1/2" MAX WITHIN 10" HORIZONTALLY OF THE MINIMUM RAMP OR LANDING AREA.

6 RAMP EDGE PROTECTION EXCEPTION
SCALE: 3" = 1'-0"

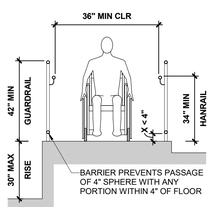


RAMP WITH INTERMEDIATE SWITCH-BACK PLATFORM

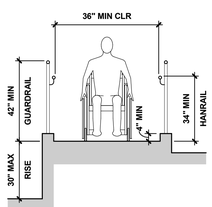


GENERAL NOTES:
1. REFER TO CIVIL DRAWINGS FOR GRADING INFORMATION

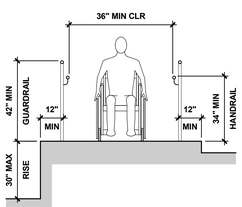
17 ACCESSIBLE ROUTE ON SITE
SCALE: 3/8" = 1'-0"



BARRIER EDGE PROTECTION

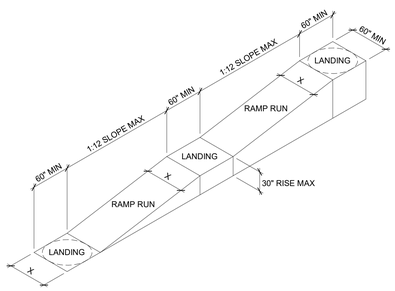


CURB EDGE PROTECTION



EXTENDED SURFACE EDGE PROTECTION

9 RAMP EDGE PROTECTION
SCALE: 3/8" = 1'-0"



STRAIGHT RAMP

GENERAL NOTES:
1. ACCESSIBLE ROUTE WIDTH (SHOWN AS "X"), SHALL BE 36" MINIMUM
2. WHEN DOOR SWINGS ONTO LANDING, THE DOOR SWING SHALL NOT OVERLAP TURNING SPACE
3. RAMP RUNS WITH A RISE HIGHER THAN 6" SHALL HAVE HANDRAILS
4. EDGE PROTECTION SHALL BE PROVIDED ON EACH SIDE OF RAMP RUN AND LANDING

1 RAMP DETAILS
SCALE: 1/8" = 1'-0"

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERIC A.J. BIGH 26773 STATE OF TEXAS 08/08/2024

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Project
TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner
TOWN OF ADDISON

PERMIT SET

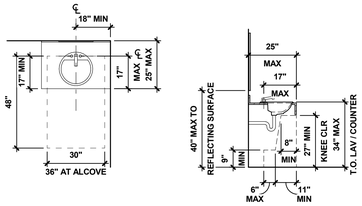
REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
GENERAL ACCESSIBILITY DETAILS

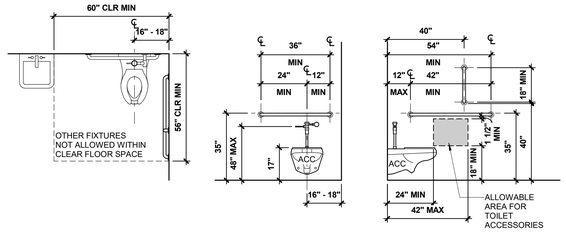
Date: 07/19/2024
Sheet No:
G1.02

DESIGN CRITERIA FOR ACCESSIBLE RESTROOMS

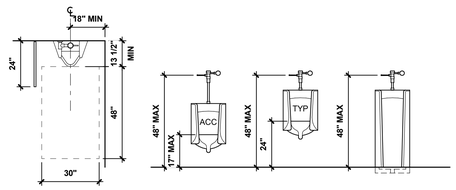
NOTE:
ALL HEIGHT DIMENSIONS ARE TO THE HIGHEST OPERATING CONTROL, INCLUDING COIN SLOT.
THIS INCLUDES ALL ACCESSORIES.



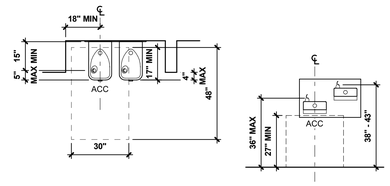
LAVATORY



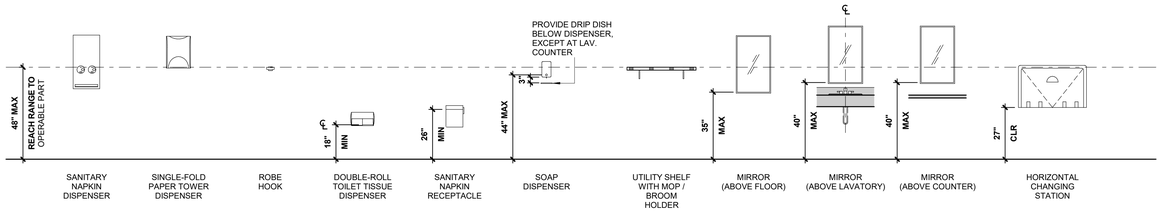
TOILET



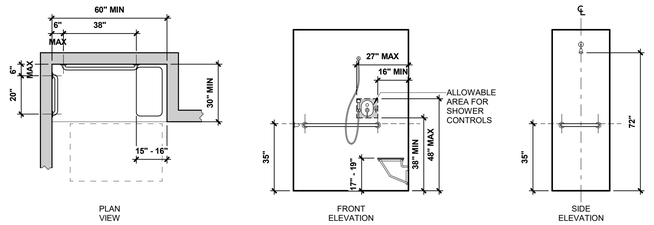
URINAL



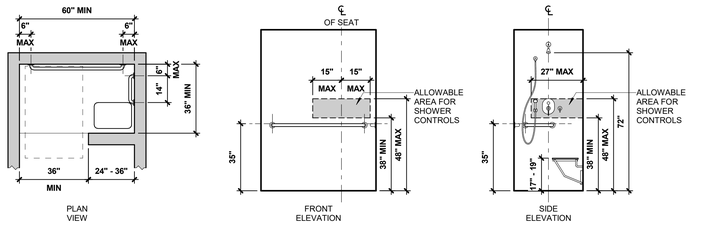
DRINKING FOUNTAIN



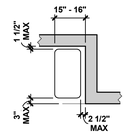
RESTROOM ACCESSORIES (ADULT)



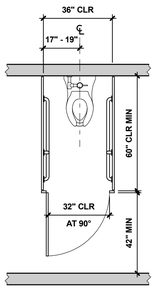
STANDARD ROLL-IN-TYPE SHOWER COMPARTMENT



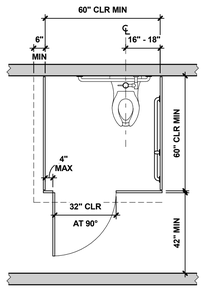
ALTERNATE ROLL-IN-TYPE SHOWER COMPARTMENT



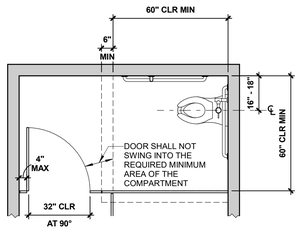
SHOWER COMPARTMENT SEAT

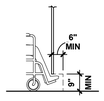


AMBULATORY STALL

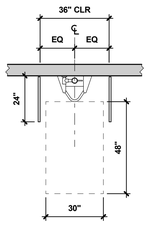


ACCESSIBLE STALL





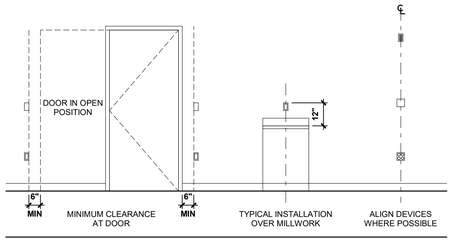
TOE CLEARANCE



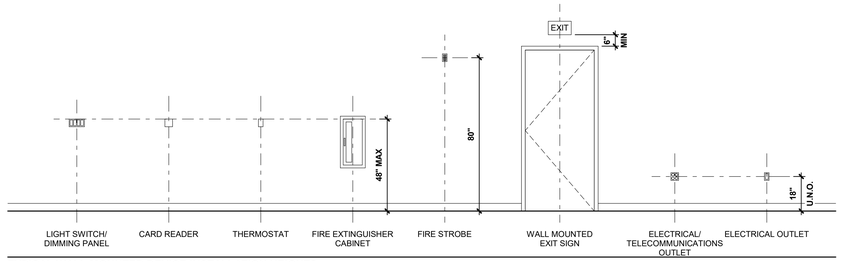
URINAL

18 TYPICAL FIXTURE AND ACCESSORY ELEVATIONS

SCALE: 3/8" = 1'-0"



TYPICAL WALL MOUNTED DEVICE INSTALLATION



TYPICAL WALL MOUNTED DEVICE INSTALLATION HEIGHTS

17 WALL MOUNTED DEVICES - TYPICAL MOUNTING HEIGHTS

SCALE: 3/8" = 1'-0"

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

GENERAL ACCESSIBILITY DETAILS

Date: 07/19/2024

Sheet No:

G1.03

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Administrative and procedural requirements for substitutions.

1.2 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.

2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Substitution Requests: Submit (1) electronic copy of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Substitution Request Form: Use form provided in Project Manual. Refer to Document 006325 - Substitution Request Form.

C. Documentation: Show compliance with requirements for substitutions and the following, as applicable:

1. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.

2. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate Contractors, that will be necessary to accommodate proposed substitution.

3. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.

D. Product Data, including drawings and descriptions of products and fabrication and installation procedures.

E. Samples, where applicable or requested.

F. Certificates and qualification data, where applicable or requested.

G. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.

H. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.

I. Research reports evidencing compliance with building code in effect for Project, and applicable code organization.

J. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.

K. Cost information, including a proposal of change, if any, in the Contract Sum.

L. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.

M. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

1.4 QUALITY ASSURANCE

A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

a. Requested substitution is consistent with the Contract Documents and will produce indicated results.

b. Substitution request is fully documented and properly submitted.

c. Requested substitution will not adversely affect Contractor's construction schedule.

d. Requested substitution has received necessary approvals of authorities having jurisdiction.

e. Requested substitution is compatible with other portions of the Work.

f. Requested substitution has been coordinated with other portions of the Work.

g. Requested substitution provides specified warranty.

h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Architect will consider requests for substitution if received within 30 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

a. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.

b. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.

c. Requested substitution does not require extensive revisions to the Contract Documents.

d. Requested substitution is consistent with the Contract Documents and will produce indicated results.

e. Substitution request is fully documented and properly submitted.

f. Requested substitution will not adversely affect Contractor's construction schedule.

g. Requested substitution has received necessary approvals of authorities having jurisdiction.

h. Requested substitution is compatible with other portions of the Work.

i. Requested substitution has been coordinated with other portions of the Work.

j. Requested substitution provides specified warranty.

k. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION

3.1 SUBSTITUTION SUBMITTAL PROCEDURES

A. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.

B. Substitution request must be completed with all required information. Incomplete substitution requests will be returned with no action taken.

1. Form: Refer to Document 006325 - Substitution Request Form - Substitution Request (After the Bid).

C. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.

D. Submit 1 copy (electronic) of request for substitution for consideration. Limit each request to one proposed substitution.

E. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.

F. Substitution request does not replace the required submittal. Submittals for any items accepted through the Substitution Request procedure are still required.

3.2 ARCHITECTS ACTION

A. If necessary, Architect will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution.

B. Architect will notify Contractor of acceptance or rejection of proposed substitution within:

1. 14 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.

C. Forms of Acceptance:

1. Architect's Supplemental Instructions (ASI) for minor changes in the Work.

2. Notice of Clarifications (NOC).

3. Construction Change Directive:

a. Architect may issue a directive, signed by Owner, instructing Contractor to proceed with a change for subsequent inclusion in a Change Order.

b. Documentation will describe changes in Work and designate method of determining any change to Contract Sum or Contract Time. Promptly execute change.

4. Change Orders:

a. AIA Document G701.

D. The Architect will notify Contractor in writing of decision to accept or reject request.

3.3 CLOSEOUT ACTIVITIES

A. See Section 017800 - Closeout Procedures and Submittals, for closeout submittals.

B. Include completed Substitution Request Forms as part of the Project record. Include both approved and rejected Requests.

END OF SECTION 012500 012500

SECTION 012613 - REQUEST FOR INFORMATION

PART 1 GENERAL

1.1 SUMMARY

A. Section Includes: Requirements for Request for Information / Interpretation (RFI).

1.2 DEFINITIONS

A. Request For Information / Interpretation (RFI):

1. A document submitted by the Contractor requesting clarification of a portion of the Contract Documents, hereinafter referred to as RFI.

2. A properly prepared Request for Information / Interpretation shall include a detailed written statement that indicates the specific Drawing or Specification in need of clarification and the nature of the clarification requested.

a. Prepare using an electronic version of the Document 006313 - Request for Information Form. Each page of attachments to the RFI shall bear the RFI number at the upper left corner. OR

1) Use AIA G716 - Request for Information . OR

2) Use CSI/CSC Form 13.2A - Request for Interpretation.

b. Drawings shall be identified by sheet number and detail number or location on the drawing sheet.

c. Specifications shall be identified by section number, article, paragraph and page number.

3. Requests for Information: Request made by Contractor concerning items not indicated on drawings or contained in Project Manual that is necessary to properly perform the work.

4. Requests for Interpretation: Request made by Contractor in accordance with Owner's Representative's third party obligations to the contract for construction.

5. Clouding of the specific item on a drawing or within the specification in question is expected.

B. Improper RFI's: RFI's that are not properly prepared will be returned without review.

C. Frivolous RFI's:

1. RFI's that request information that is clearly shown on the Contract Documents.

2. Frivolous RFI's may be returned unanswered or may be processed by the Architect at the Architect's standard hourly rate. The Architect will charge the Owner, and such costs will be deducted from monies still due the Contractor. The Owner and Contractor will be notified by the Architect prior to the processing of frivolous RFI's.

1.3 CONTRACTOR'S REQUESTS FOR INFORMATION

A. RFI's shall be originated by the Contractor and is responsible for reviewing, numbering sequentially, and forwarding all RFI's to the Architect of Record with one (1) copy to Owner.

1. RFI's from subcontractors or material suppliers shall be submitted through, reviewed by, and signed by the Contractor prior to submittal to the Architect.

2. RFI's from subcontractors or material suppliers sent directly to the Owner's Representative, Architect or the Architect's consultants shall not be accepted.

B. Content of the RFI:

1. Forms shall be completely filled in, all request shall be typed.

2. Include a detailed, legible description of item needing interpretation and the following:

a. Project Name.

b. Date.

c. Name of Contractor, and authoring company.

d. Name of Architect or Engineer.

e. RFI number.

1) RFI's shall be submitted in numerical order with no breaks in the consecutive numbering.

2) Each page of attachments to RFI's shall bear the RFI number and shall be consecutively numbered in chronological order.

3) If an RFI is resubmitted, it MUST have the same number as the original RFI with a suffix identifying it as a resubmittal, for example RFI-002-1, RFI-002-A, or RFI-002-R1.

f. Specification Section number and title and related paragraphs, as appropriate.

g. Drawing number and detail references, as appropriate.

h. Field dimensions and conditions, as appropriate.

i. Contractor's suggested solution(s):

1) If Contractor's solution(s) impact the Contract Time, Contractor shall state impact in the RFI.

2) All RFI's must have potential schedule and budget impact noted, when applicable.

j. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.

k. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.

C. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.

1. Attachments shall be electronic files in Adobe Acrobat or BlueBeam PDF format.

D. RFI's may be submitted by Email.

1. Address for Email will be distributed by the Architect at the PreConstruction Conference.

E. When the Contractor is unable to determine from the Contract Documents, the material, process or system to be installed, the Architect shall be requested to make a clarification of the indeterminate item as follows:

1. Contractor shall prepare and submit an RFI to the Architect of Record with one (1) copy to Owner.

2. RFI's may not be sent directly to the Architect's Consultants. All RFI's shall be sent directly to the Architect.

3. Non-compliance Reports, Inspection Reports, Substitution Requests, Submittal Requests and Confirmations shall not be submitted as an RFI.

F. Contractor shall carefully study the Contract Documents to assure that the requested information is not available therein. RFI's which request information available in the Contract Documents will be deemed either "improper" or "frivolous" as noted above.

G. Contractor shall endeavor to keep the number of RFI's to a minimum.

H. In cases where RFI's are issued to request clarification of coordination issues, for example, pipe and duct routing, clearances, specific locations of work shown diagrammatically and similar items, the Contractor shall prepare a complete layout of a suggested solution using drawings or sketches drawn to scale, and submit same with the RFI. RFI's which fail to include a suggested solution will be returned unanswered with a requirement that the Contractor submit a complete request.

I. RFI's shall NOT be used for the following purposes:

1. To request approval of submittals

2. To request approval of substitutions,

3. To request changes which are known to entail additional cost or credit.

4. To request different methods of performing work other than those drawn and specified.

5. To request additional time to be added to the Project schedule.

J. In the event the Contractor believes that an RFI response by the Architect results in additional cost or time, Contractor shall not proceed with the work indicated by the RFI until a Construction Change Directive (CCD) is prepared and approved. RFI's shall not automatically justify a cost increase in the work or a change in the project schedule.

1. Answered RFI's shall not be construed as an approval to perform the additional work.

2. Unanswered RFI's will be returned with a stamp or notation "Not Reviewed".

K. Contractor shall prepare and maintain a log of RFI'S, and at any time requested by the Architect and Owner, Contractor shall furnish copies of the log showing outstanding RFI'S. Contractor shall note unanswered RFI's in the log. Logs shall be reviewed as part of weekly construction meetings.

L. It is the Contractor's responsibility to allow for a reasonable review period for each RFI. Unless an expedited review is requested and agreed upon by the Owner's Representative, Architect of Record and the Contractor prior; Contractor shall allow no less than 7 Working days review and response time for RFI'S.

1. RFI's shall state requested date/time for response. However, this requested date/time for response is not a guarantee that the RFI will be answered by that date/time if that date/time is too expeditious.

1.4 ARCHITECT'S RESPONSE TO RFI'S

A. Review Time: Architect will respond and return RFIs to Contractor within seven Working days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.

1. Architect may determine that additional time is required to respond, and notify contractor in writing of additional days required.

2. If a review is required of multiple consultants, then the review and response period shall be 10 Working days.

3. The Architect will endeavor to respond in a timely fashion to RFI's.

4. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.

B. Architect will respond to RFI's on one of the following forms:

1. Properly prepared RFI's:

a. Response directly upon Request for Information / Interpretation form.

1) Response to properly prepared RFI's may or may not be made directly upon the RFI form as deemed appropriate by the Architect.

b. Architect's Supplemental Instruction (ASI).

c. Request for Proposal (RFP).

d. Construction Change Directive (CCD).

2. Improper or Frivolous RFI's:

a. Notification of Processing Fee(s).

b. Unanswered RFI's will be returned with a stamp or notation: "Not Reviewed".

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION 012613

SECTION 013000 - ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Project Meetings

1. Preconstruction meeting.

2. Site mobilization meeting.

3. Preinstallation Meetings.

4. Progress meetings.

B. Progress Photographs.

C. Coordination Drawings.

1.2 RELATED REQUIREMENTS

A. Section 012500 - Substitution Procedures. For Substitution Requests.

B. Section 013300 - Submittal Requirements: for Submittal procedures including Deferred Submittals.

C. Section 017800 - Closeout Procedures and Submittals.

D. Section 017836 - Warranties and Bonds.

E. Section 024100 - Demolition: Pre-Demolition Meetings

1.3 PROJECT COORDINATION

A. Owner's Representative: Owner's PM Phone#.

B. Cooperate with the Owner's Project Manager in allocation of mobilization areas of site; for field offices and sheds, for Site access, traffic, and parking facilities.

C. During construction, coordinate use of site and facilities through the Project Manager.

D. Comply with Project Manager's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.

E. Comply with instructions of the Project Manager for use of temporary utilities and construction facilities.

F. Coordinate field engineering and layout work under instructions of the Project Manager.

G. Make the following types of submittals to Architect with copies to Project Manager.

1. Requests for interpretation/information.

2. Requests for substitution.

3. Shop drawings, product data, and samples.

4. Test and inspection reports.

5. Design data.

6. Applications for payment and change order requests.

7. Progress schedules.

8. Coordination drawings.

9. Closeout submittals.

H. Make the following types of submittals to Project Manager.

1. Change order requests.

2. Progress schedules.

PART 2 PRODUCTS - NOT USED.

PART 3 EXECUTION

3.1 PRECONSTRUCTION MEETING

A. Owner will schedule a meeting after Notice of Award.

B. Attendance Required:

1. Owner.

2. Architect.

3. Project Manager.

4. General Contractor / Construction Manager.

5. Sub-Contractors.

6. Special Consultants.

7. Others that are deemed necessary by Owner, Architect and General Contractor.

C. Agenda:

1. Submission of executed bonds and insurance certificates.

2. Discuss items of significance that could affect progress, including the following:

a. Tentative construction schedule.

b. Phasing.

c. Critical work sequencing and long-lead items.

d. Designation of key personnel and their duties.

e. Procedures for processing field decisions and Change Orders.

f. Procedures for RFIs.

g. Procedures for testing and inspecting.

h. Procedures for processing Applications for Payment.

i. Procedures for Submittals.

j. Preparation of Record Documents.

k. Preparation of operating and maintenance manuals.

l. Use of the premises and existing building.

m. Work restrictions.

n. Owner's occupancy requirements.

o. Responsibility for temporary facilities and controls.

p. Construction waste management and recycling.

q. Parking availability.

r. Office, work, and storage areas.

s. Equipment deliveries and priorities.

t. First aid.

u. Security.

v. Progress cleaning.

w. Working hours.

x. Distribution of Contract Documents.

3. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.

4. Designation of personnel representing the parties to Contract, Owner, and Architect of Record of Record.

5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.

6. Special requirements.

D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Project Manager, participants, and those affected by decisions made.

3.2 SITE MOBILIZATION MEETING

A. Owner will schedule a meeting at the Project site prior to Contractor occupancy.

B. Attendance Required:

1. Contractor.

2. Owner.

3. Architect.

4. Special Consultants.

5. Contractor's Superintendent.

6. Major Subcontractors.

7. Other's that are deemed necessary by Owner, Architect and Contractor.

C. Agenda:

1. Use of premises by Owner and Contractor.

2. Owner's requirements and partial occupancy prior to completion.

3. Construction facilities and controls provided by Owner.

4. Temporary utilities provided by Owner.

5. Survey and building layout.

6. Security and housekeeping procedures.

7. Schedules.

8. Application for payment procedures.

9. Procedures for testing.

10. Procedures for maintaining record documents.

11. Requirements for start-up of equipment.

12. Inspection and acceptance of equipment put into service during construction period.

D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Project Manager, participants, and those affected by decisions made.

3.3 PREINSTALLATION MEETINGS

A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.

B. Preinstallation Meetings: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect 1 week (7 days) in advance of scheduled meeting dates.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:

a. The Contract Documents.

b. Options.

c. Related RFIs.

d. Related Change Orders.

e. Purchases.

f. Deliveries.

g. Submittals.

h. Review of mockups.

i. Possible conflicts.

j. Trade responsibilities.

k. Compatibility problems.

l. Time schedules.

m. Weather limitations.

n. Manufacturer's written recommendations.

o. Warranty requirements.

p. Compatibility of materials.

q. Acceptability of substrates.

r. Temporary facilities and controls.

s. Space and access limitations.

t. Regulations of authorities having jurisdiction.

u. Testing and inspecting requirements.

v. Installation procedures.

w. Coordination with other work.

x. Required performance results.

y. Protection of adjacent work.

z. Protection of construction and personnel.

C. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.

D. Reporting: Record minutes of the meeting.

1. Distribute copies within two days after meeting to participants, with 1 copy to Architect, Owner, participants, and those affected by decisions made.

E. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

3.4 PROGRESS MEETINGS

A. General Contractor shall make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

B. Attendance Required: Job superintendent, major SubContractors and suppliers, Owner, Architect, others as appropriate to agenda topics for each meeting.

C. Agenda:

1. Review minutes of previous meetings.

2. Review of Work progress.

3. Field observations, problems, and decisions.

4. Identification of problems that impede, or will impede, planned progress.

5. Review of submittals schedule and status of submittals.

6. Review of off-site fabrication and delivery schedules.

7. Maintenance of progress schedule.

8. Corrective measures to regain projected schedules.

9. Planned progress during succeeding work period.

10. Coordination of projected progress.

11. Maintenance of quality and work standards.

12. Effect of proposed changes on progress schedule and coordination.

13. Other business relating to Work.

D. Record minutes and distribute copies within 5 days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

E. An electronic copy of the meeting minutes as well as the current submittal schedule, submittal log and RFI log must be submitted after each meeting. This upload must occur within one (1) business day following the end of the progress meeting.

1. When submitted electronically the meeting minutes and supplemental logs must be in Portable Document Format (.pdf)

a. Prepare file for submittal by converting it to PDF using Adobe Acrobat or BlueBeam Revu, latest version. Legible scanned PDF files of plain paper documents are acceptable, but PDF sets created by electronically converting files using Adobe Acrobat or BlueBeam Revu are preferable. Scanned documents are more difficult to annotate, are usually less legible, and produce larger attachment sizes.

3.5 CONSTRUCTION PROGRESS SCHEDULE.

A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.

B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.

1. Include written certification that major Subcontractors have reviewed and accepted proposed schedule.

D. Within 10 days after joint review, submit complete schedule.

E. Submit updated schedule with each Application for Payment.

3.6 PROGRESS PHOTOGRAPHS

A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.

B. Submit new photographs at least once a month, within 3 days after exposure.

C. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.

D. Photography Type: Digital; electronic files.

E. Provide photographs of site and construction throughout progress of Work produced by an experienced photographer, acceptable to Architect.

F. In addition to periodic, recurring views, take photographs of each of the following events:

1. Completion of site clearing.

2. Excavations in progress.

3. Foundations in progress and upon completion.

4. Underground utility lines.

5. Utility lines running below slab on grade.

6. Structural framing in progress and upon completion.

7. Enclosure of building, upon completion.

8. Final completion, minimum of ten (10) photos.

G. Views:

1. Provide aerial photographs from four cardinal views at each specified time, until structure is enclosed.

2. Provide non-aerial photographs from four cardinal views at each specified time, until Date of Substantial Completion.

3. Consult with Architect for instructions on views required.

4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
ERIC A.J. BIRK
26773
STATE OF TEXAS
08/08/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 07/19/2024

Sheet No:

G1.04

5. Point of View Sketch: Provide sketch identifying point of view of each photograph.

H. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.

1. Delivery Medium: On photo CD.
2. File Naming: Include project identification, date and time of view, and view identification.
3. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal; include point of view identification in each photo file name.
4. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.

3.7 COORDINATION DRAWINGS

A. Provide information required by Project Coordinator for preparation of coordination drawings.

B. Prepare and submit Coordination Drawings when required by other Sections.

1. For places where clearances are limited, or for places where several elements of the Work must be located with precision in order to fit into available space, or requested by the Project Manager, prepare and submit a PDF file containing color coded Coordination Drawings (Shop Drawings) at a suitable scale, showing the required dimensions, and including, but not limited to, the following:
   a. Lights.
   b. Audio/video devices.
   c. Fire protection devices.
   d. Reflected ceiling plan and/or elevations.
   e. Elevations.
   f. Fire sprinklers.
   g. HVAC devices.
   h. Expansion joints.
      1) A project proposal drawing that illustrates the system installed in wall or ceiling construction that is specific to the project. Typical catalog cut sections will not be accepted.
   i. Other equipment, appurtenances or drawings as required to provide complete coordination of all involved items.
2. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
   a. Prepare and submit coordinated composite layouts of the mechanical systems and equipment for all areas, drawn at a scale not less than 1/4" per foot showing on both plan and elevation, including, but not limited to, all equipment, ducts, pipe sleeves, piping including plumbing and sprinkler system, lighting, special supports and other items contained within the space and finished ceiling. Show mechanical and electrical services as well as architectural and structural features drawn to scale. Provide composite drawings for all areas such as corridors, specialty spaces, mechanical rooms, shafts, tunnels, and all congested areas. Distribute copies of composite drawings to all trades to assure a complete, coordinated copies of composite drawings to all trades to assure a complete, coordinated installation of work within the space available. Include elevation drawings indicating finish ceiling heights, and heights above finished floor to bottom of ductwork, piping and conduit.
   b. Indicate functional and spatial interrelationships of components of architectural, structural, civil, mechanical, and electrical systems.
   c. Indicate required installation sequences.
   d. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
   e. Submit certificate guaranteeing that coordination drawings have been done and are being utilized at the project site.
   f. Call attention in advance to Architect of any dimensional or detail information needed to complete the coordination drawings.
   g. The General Contractor and Sub-Contractors may use the Architect's CADD background drawings but must execute the Electronic Data Transfer Agreement obtained from Architect.

C. Review drawings prior to submission to Architect and Architect's PM.

D. Number of Copies: Submit (1) electronic copies of each submittal. Architect will return upon review and mark-up.

END OF SECTION 013000

SECTION 013300 - SUBMITTAL REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Delegated-Design Services.

B. Submittals:
1. Submittal Schedule.
2. Submittals for Review.
3. Submittals for Information.
4. Submittals for Project Closeout.
5. Number of copies of submittals.
6. Submittal procedures.

C. Engineered Deferred Submittals.

1.2 RELATED REQUIREMENTS

A. Section 012500 - Substitution Procedures: For Substitution Requests.

B. Section 016000 - Product Requirements: for requirements for submitting comparable product submittals for products by listed manufacturers.

C. Section 017300 - Execution Requirements:

D. Section 017800 - Closeout Procedures and Submittals

1.3 DELEGATED-DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of General Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to General Contractor to be designed or certified by a design professional.
1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

C. Refer to Paragraph 3.7 - Engineered Deferred Submittals.

PART 2 PRODUCTS - NOT USED.

PART 3 EXECUTION

3.1 SUBMITTALS SCHEDULE

A. After the General Contractor's Construction Schedule has been developed and accepted, prepare a complete schedule of submittals.
1. Two weeks after notice to proceed, General Contractor shall prepare the Submittals Requirements Schedule in detail:
   a. Use one line per item for each section and paragraph number
   b. Provide one copy for the Owner and one copy for the Architect of Record.
   c. Obtain Architect of Record's and Project Manager's approvals
2. Coordinate the Submittal Schedule with the General Contractor's Construction Schedule, Schedule of Values, Subcontracts, list of products and other pertinent information.
3. Coordinate submittals into logical groupings to facilitate interrelation of several items:
   a. Finishes which involve Architect of Record selection of colors, textures or patterns.
   b. Associated items which require correlation for efficient function or for installation.
   c. Provide:
      1) All submittals required by a particular section at one time.
      2) Shop drawings, schedules, product data, coordination drawings, samples, color charts and other information as required (whether listed or not) for Architect of Record's complete evaluation.
      3) Define the deferred submittal schedule.
   d. Incomplete information or partial submittals will be cause for rejection.
4. Prepare the schedule in chronological order and provide the following:
   a. Scheduled date for the initial submittal.
   b. Section number per this specification.
   c. Submittal category (Shop Drawing, Product Data or Sample).
   d. Name of General Contractor.
   e. Description of the part of the work covered by this submittal.
   f. Date required for this submittal to be returned but not less than the stipulated date herein.

B. After approval of the Submittal Schedule, distribute in print and electronically in pdf format to the Owner's representative, Architect, subcontractors and all other parties required to comply with the dates indicated in the Submittal Schedule.
1. Submit the Submittal Schedule within 10 days of the date required for submittal of the General Contractor's Construction Schedule.

C. Update and reissue the Submittal Schedule after revised dates, agreed upon by the affected parties, have been approved.

D. Submittal schedule shall be updated periodically to reflect changes in the construction schedule.

3.2 SUBMITTALS FOR REVIEW

A. Submittals shall be numbered according to Architect's Project Manual of Specifications.

B. When the following are specified in individual sections, submit them for review:
1. Product data: Collect information into a single submittal for each element of construction and type of product or equipment.
   a. Submit only pages which are pertinent. Mark each copy of standard printed data to identify relevant products and the related Specification Section and Article Number.
   b. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
   c. Mark each copy of each submittal to show which products and options are applicable.
2. Include the following information, as applicable:
   a. Manufacturer's catalog cuts.
   b. Manufacturer's product specifications.
   c. Performance characteristics and capacities
   d. Finishes
      1) Standard color charts.
   e. Component parts
   f. Statement of compliance with specified referenced standards.
   g. Testing by recognized testing agency.
   h. Application of testing agency labels and seals.
   i. Notation of coordination requirements.
   j. Other information as required by the individual specification sections
   k. Availability and delivery time information.
3. For equipment, include the following in addition to the above, as applicable:
   a. Wiring diagrams showing factory-installed wiring.
   b. Printed performance curves.
   c. Operational range diagrams.
   d. Dimensions
   e. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
   f. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the Work. Delete information that is not applicable.
   g. Submit Product Data before or concurrent with Samples.
   h. Submit Product Data in the following format:
      1) PDF electronic file.

C. Shop drawings: Submit newly prepared Project-specific information, drawn accurately to scale.
1. Do not reproduce Contract Documents or copy standard product information as the basis of Shop Drawings.
   a. Submittals received on the Architect's Titleblock will be automatically rejected.
2. Present in a clear and thorough manner Job Specific shop drawings. (Generic shop drawings will be rejected.) Title each drawing sheet with Project Name and Number; identify each element of the drawings by reference to Sheet Number and Detail, Specification Section, Schedule or Room Number listed in the Contract Documents and CAD Standards Manual.
3. Standard information prepared without specific reference to the Project is not a Shop Drawing.
4. Identify field dimensions; show relation to adjacent or critical features of Work or Products.
5. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
   a. Identification of products.
   b. Schedules.
   c. Compliance with specified standards.
   d. Notation of coordination requirements.
   e. Notation of dimensions established by field measurement.
   f. Relationship and attachment to adjoining construction clearly indicated.
   g. Seal and signature of professional engineer if specified.
6. Scale Required: Unless otherwise specifically directed by Architect of Record, make all shop drawings accurate to a scale sufficiently large enough to show all pertinent features of the item and its methods of connection to the Work.
7. Submit Shop Drawings in the following format:
   a. PDF electronic file.
8. Provide a 5" x 4" blank space on each submittal sheet or sample label for Architect of Record's review stamp.

D. Samples for Selection:
1. Provide 4 of each sample or color chart.
2. Submit full range of manufacturer's standard finishes, except when more restrictive requirements are specified, indicating colors, textures, and patterns, for Architect of Record's selection. ALL color charts shall be originals, no photocopies allowed.
3. Submit samples to illustrate functional characteristics of products, including parts and attachments.
4. Label each sample with Project Name and Number, Interior Design Specification Number (as applicable), and Room Number.
5. Mock-up: Provide field samples of finishes and assemblies at the site as required by individual specification sections.
   a. Install each sample or assembly complete and finished.
   b. Locate as directed by the Owner or Architect of Record.
   c. Acceptable mock-up may or may not remain as part of the Work at the Architect of Record's discretion.

E. Samples for Verification:
1. Provide 4 of each sample or color chart.
2. Submit full range of manufacturer's standard finishes, except when more restrictive requirements are specified, indicating colors, textures, and patterns, for Architect of Record's selection. ALL color charts shall be originals, no photocopies allowed.
3. Submit samples to illustrate functional characteristics of products, including parts and attachments.
4. Label each sample with Project Name and Number, Interior Design Specification Number (as applicable), and Room Number.

F. Samples will be reviewed only for aesthetic, color, or finish selection.
1. Submit sample of material in size, finish, texture and color as required by the specific specification section and indicating the range of any variations that may occur.

G. After review, provide copies and distribute in accordance with **Submittal Procedures** article below and for record documents purposes described in Section 01 78 00 - Closeout Procedures and Submittals.

H. Fire Alarm System Shop Drawings shall be submitted to submittal to the Architect whose approval shall be obtained prior to the submittal to the state and local Fire Marshall.

3.3 SUBMITTALS FOR INFORMATION:

A. When the following are specified in individual sections, submit them for information:
1. Design data.
2. Certificates.
3. Test reports.
4. Inspection reports.
5. Manufacturer's instructions.
6. Manufacturer's field reports.
7. Other types indicated.

B. Submit for Architect's knowledge as Contract Administrator or for Owner. No action will be taken.

3.4 SUBMITTALS FOR PROJECT CLOSEOUT:

A. Submit for Owner's benefit during and after project completion and in accordance with Section 017800 - Closeout Procedures and Submittals.

B. When the following are specified in individual sections, submit them at project closeout:
1. Project record documents.
2. Operation and maintenance data.
3. Warranties & Bonds
4. Other types as indicated.

3.5 NUMBER OF COPIES OF SUBMITTALS

A. Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.

B. Documents for Information: Submit one electronic copy to Architect of Record.

C. Extra Copies at Project Closeout: See Section 017800 - Closeout Procedures and Submittals. Make one reproduction of submittal originally reviewed. Submit one extra of submittals for information.

D. Samples: Submit the number specified in individual specification sections or (4) of each if no specific number is specified in the specific section; one of which will be retained by Architect.
1. After review, produce duplicates.
2. Retained samples will not be returned to Contractor unless specifically so stated.

3.6 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

B. Schedule submittals to expedite the Project and coordinate submission of related items. The General Contractor is solely responsible for coordinating the delivery of submittals, including any necessary corrections and resubmittals, to assure that Architect of Record approval can be obtained without delaying the Work. The General Contractor shall start the submittal process within three weeks after award or as required to meet the Contract Schedule requirements.

C. General: Electronic copies of the digital files of the Construction Documents may be made available by the Architect for the General Contractor's use in the preparation of the Submittals. The Architect nor the General Contractor shall be obligated to use such documents in the preparation of the Submittals.
1. Transfer of the digital files from the Architect to the General Contractor shall be subject to the Terms and Conditions of a Digital File Transfer Agreement at the time of such transfer.
2. The use of the digital files prepared by the Architect in the preparation of the Shop Drawings shall not in any way obviate the recipient's responsibility for the proper checking and coordination of dimensions, field conditions, details, member sizes, gauges,quantities, and any other condition as required to facilitate complete and accurate fabrication and erection.

D. Transmit each submittal with approved form.

E. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

F. Identify Architect's PM, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

G. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

H. General Contractor Review:
1. Review submittals (prior to sending to Architect of Record) to determine and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.
2. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
3. Coordinate submittals with requirements of Work and Contract Documents.
4. Sign or initial each sheet of shop drawings and product data or each sample label to certify compliance with the requirements of Contract Documents using a submittal stamp with the following information incorporated:
   a. General Contractor Submittal Approval
   b. By making this Submittal No. _____, (Insert General Contractor's Name) does hereby approve said submittal and does certify that it has determined and verified all materials, field measurements and field construction criteria related thereto, and has checked and coordinated the information within this submittal with the requirements of the Work and Contract Documents.
   c. Signed for the General Contractor: _____ Date: _____.

I. Submittal Mark-ups:
1. Submittals shall be marked-up as follows:
   a. Contractor Comments: Make all Contractor comments in "Blue" ink.
   b. Design Team will make all comments in "Red" ink.

J. Identify Project number, General Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy. Architect will not review submittals that do not bear the General Contractor's approval stamp and will return them without action.

K. Apply General Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

L. All submittals **NOT** made through the General General Contractor will be rejected.

M. The Architect will return unsolicited submittals without action.

N. No portion of the Work which requires a shop drawing or sample submission shall be commenced until the submission has been reviewed and returned as approved by Architect of Record.

O. Deliver physical submittals to Architect at business address.

P. For each submittal for the initial review, allow 10 Working days excluding delivery time to and from the Contractor.
1. For concurrent review of submittals by Consultants, Owner and other parties, allow 5 additional Working days excluding time to and from the Contractor.
2. Extension of review time shall not constitute a basis to automatically extend the Contract time.

Q. For each resubmittal, allow for 10 Working days excluding time to and from the General Contractor.

R. Submittals and Samples shall be submitted in a timely manner to allow for resubmittal and not cause a delay in the Work.

S. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.

T. Provide space of approximately 5" x 4" for Contractor and Architect review stamps.
1. General Contractor shall include the following information on label for processing and recording action taken:
   a. Project name.
   b. Date.
   c. Project number.
   d. Name and address of Architect.
   e. Name and address of General Contractor.
   f. Name and address of Subcontractor.
   g. Name and address of Supplier.
   h. Name of Manufacturer.
   i. Unique identifier, including revision number(s).
   j. Number and title of appropriate Specification Section.
   k. Drawing number and detail references, as appropriate.
   l. Other necessary identification.
2. Architect shall mark the action stamp indicating the action taken.

U. When revised for resubmission, identify all changes made since previous submission.
1. The General Contractor shall make any corrections required by the Architect of Record and resubmit.
   a. The General Contractor shall direct specific attention in writing or on the resubmitted shop drawings to revisions other than the correction(s) required by Architect of Record on previous submissions.
   b. When revised for resubmission, identify all changes made since previous submission.
   c. The revised submittal will be identified with the original submittal number plus a suffix to mark it as a resubmittal, i.e. 099900.001-R1, 099900.001a or 099900.001A. If not so identified, the resubmittal will be returned as revise and resubmit with the proper number.
   d. Should the Contractor's resubmittals be returned as Revise and Re-submit after (3) reviews by the Architect; any further reviews may be processed by the Architect, at the Architect's standard hourly rate. The Architect will charge the Owner, and such costs will be deducted from monies still due the Contractor. The Architect will notify the Owner and Contractor prior to the processing of deficient Submittals.

V. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.h

W. Electronic submittals must be provided in a Portable Document Format (.pdf) file when submitted electronically.
1. Prepare file for submittal by converting it to PDF using BlueBeam Revu, latest version. Legible scanned PDF files of plain paper documents are acceptable, but PDF sets created by electronically converting files using BlueBeam Revu are preferable. Scanned documents are more difficult to annotate, are usually less legible, and produce larger attachment sizes.
2. Ensure that sheets are ready to print out to a PDF format on the appropriate sheet size, with no additional formatting required by the viewer, and with all required information.
3. The option in BlueBeam Revu to print "Documents and Markups" in the "Print What" drop down list on the "Print" options window must be chosen to correctly see all applicable information in the request answer. This will ensure all pertinent information is printed if the document is printed.
4. Electronic signatures and stamps must be utilized on electronic submittals where signatures and stamps are required in Section 3.1 Submittal Schedule items A.1-4 and Section 3.6 Submittal Procedures items A-W above.

X. Substitutions will not be considered when they are indicated or implied on shop drawings, product data submittals or samples without a separate written request complying to the requirement in Section 012500 - Substitution Procedures.

Y. Maintain one (1) set of all approved submittals at the Project Site in the General Contractors office.

3.7 ENGINEERED DEFERRED SUBMITTALS:

A. Definition: Per Owner Project Number International Building Code (IBC) (Section 107.3.4.1).
1. *"Portions of the design that are not submitted at the time of the (permit) application and that are to be submitted to the building official within a specified period."*

B. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge [EOR], (through the Architect of Record), who shall review them and forward them, (through the General Contractor), to the building official with a notation indicating that the deferred documents have been reviewed and found to be in general conformance to the design of the building.

C. Contractor is responsible for making all submittals of deferred items to the Building Officials, (AHJ).

D. Refer to deferred submittal items on the Construction Documents.

E. Deferred Submittals include but are not limited to the following list. Provide as applicable to the Project.
1. Emergency call system.
2. Exit illumination.
3. Through-penetration fire stop systems and Spray fireproofing submittal data.
4. HVAC system plans, specifications and calculations.
5. Metal guardrails and handrails.
6. Elevator shop drawings including guide rails and support brackets.

F. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item.

G. All pre-engineered, pre-fabricated, pre-manufactured or other products designed after issuance of a permit must be designed for loads and deflection criteria as required by the applicable edition of the International Building Code (IBC).

END OF SECTION 013300

SECTION 017300 - EXECUTION REQUIREMENTS

PART 1 -GENERAL

1.1 SUMMARY

A. Section includes: General procedural requirements governing execution of the Work including, but not limited to, the following:
1. Construction layout.
2. Field engineering and surveying.
3. General installation of products.
4. Progress cleaning.
5. Starting and adjusting.
6. Protection of installed construction.
7. Correction of the Work.
8. Adjustment of the Work
9. Final Cleaning
10. General requirements for maintenance service.

1.2 RELATED REQUIREMENTS

A. Section 011000 - Summary:

B. Section 013000 - Administrative Requirements: For Coordination Drawing requirements.

C. Section 014000 - Quality Requirements:

D. Section 015000 - Temporary Facilities and Controls: Temporary exterior enclosures.

E. Section 017329 - Cutting and Patching:

F. Section 017419 - Construction Waste Management and Disposal: Additional procedures for trash/waste removal, recycling, salvage, and reuse.

G. Section 017800 - Closeout Procedures and Submittals:

H. Section 017836 - Warranties and Bonds:

I. Individual Product Specification Sections:
1. Advance notification to other sections of openings required in work of those sections.
2. Limitations on cutting structural members.

1.3 REFERENCE STANDARDS

A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2013.

1.4 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Certificates: Submit certificate signed by land surveyor or professional engineer certifying that location and elevation of improvements comply with requirements.

C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

D. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.5 QUALIFICATIONS

A. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in the State in which the Project is located.

1.6 PROJECT CONDITIONS

A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

B. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.

C. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes jackhammers.
2. Outdoors: Limit conduct of noisy exterior work to hours approved by the Owner's Representative.
3. Indoors: Limit conduct of noisy interior work to hours approved by the Owner's Representative.

1.7 COORDINATION

A. See Section 011000 for occupancy-related requirements.

B. Verify all dimensions and conditions at the site.

C. Coordinate the Work of this section with all trades.

D. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

E. Notify affected utility companies and comply with their requirements.

F. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

G. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

H. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.

I. Coordinate completion and clean-up of work of separate sections.

J. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

K. All work, including materials and workmanship, shall conform to the requirements of applicable local codes, laws, ordinances, the adopted building codes, ANSI A117.1 - Guidelines for Accessible & Useable Buildings and Facilities, and ADAAG- ADA Accessibility Guidelines for Buildings & Facilities.

PART 2 PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the maximum allowable VOC levels.

PART 3 EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.

B. Before construction, verify the location and points of connection of utility services.

C. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
1. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

D. Acceptance of Conditions:
1. Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations. Start of work means acceptance of existing conditions.
2. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

E. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

F. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.

G. Examine and verify specific conditions described in individual specification sections.

H. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or mis-fabrication.

I. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

J. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

K. Notify Owner and Architect of discrepancies prior to commencement of Work.

3.2 PREINSTALLATION CONFERENCES - REFER TO SECTION 013000 - ADMINISTRATIVE REQUIREMENTS.

3.3 PREPARATION

A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.4 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

B. General: Engage a land surveyor or professional engineer to lay out the Work using accepted surveying practices.
1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
3. Inform installers of lines and levels to which they must comply.
4. Check the location, level and plumb, of every major element as the Work progresses.
5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERICA J. BISH 26773 STATE OF TEXAS 08/08/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 07/19/2024

Sheet No:

G1.05

6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

7. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and invert elevations.

8. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

9. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.5 FIELD ENGINEERING

A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

3.6 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level, unless otherwise indicated.

2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.

B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.

C. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

D. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

E. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

2. Allow for building movement, including thermal expansion and contraction.

3. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

4. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

G. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

H. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.

I. Make neat transitions between different surfaces, maintaining texture and appearance.

3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.

1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.

3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

4. Site: Maintain Project site free of waste materials and debris.

5. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

a. Remove liquid spills promptly.

b. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

6. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

7. Concealed Spaces: Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

8. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.

9. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

10. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

11. Limiting Exposures: Supervise construction operations to assure that no part of the construction completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

12. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.8 STARTING AND ADJUSTING

A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.

C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.9 CORRECTION OF THE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Section 017329 - Cutting and Patching.

1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

2. Restore permanent facilities used during construction to their specified condition.

3. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

4. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

5. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

3.10 DEMONSTRATION AND INSTRUCTION

A. See Section 017900 - Demonstration and Training.

3.11 PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

G. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.12 ADJUSTING

A. Adjust operating products and equipment to ensure smooth and unhindered operation.

B. Testing, adjusting, and balancing HVAC systems: Refer to Drawings.

3.13 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Execute final cleaning prior to Substantial Completion.

1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.

C. Use cleaning materials that are nonhazardous.

D. Clean interior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.

E. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.

F. Remove tools, construction equipment, machinery, and surplus material from Project site.

G. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition,free of stains, films, and similar foreign substances.

1. Avoid disturbing natural weathering of exterior surfaces.

2. Restore reflective surfaces to their original condition.

H. Remove debris and surface dust from limited access spaces, including plenums, shafts, equipment vaults, and similar spaces.

I. Sweep concrete floors broom clean in unoccupied spaces.

J. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.

K. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.

L. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.

M. Replace filters of operating equipment. Clean exposed surfaces of diffusers, registers, and grills.

N. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.

1. Clean HVAC system in compliance with NADCA Standard; 2021. Provide written report on completion of cleaning.

O. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.

P. Clean debris from roofs, gutters, downspouts, and drainage systems.

Q. Clean site; sweep paved areas, rake clean landscaped surfaces.

R. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.

S. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

T. Clean Owner-occupied areas of work.

U. Provide Project Manager with clean material's MSDS sheets.

3.14 MAINTENANCE

A. Provide service and maintenance of components indicated in specification sections.

B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.

C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.

D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.

E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION 017300

SECTION 017329 - CUTTING AND PATCHING

PART 1 GENERAL

1.1 SUMMARY

A. This section specifies the cutting and patching of nominally completed and/or previously existing work in order to accommodate the coordination of Work, to install other Work, to uncover other Work for access or inspection, to obtain samples for testing, or for similar purposes; and excludes integral cutting and patching during the manufacturing, fabricating, erecting, and installing of individual units of Work, including attendant excavation and backfill necessary to complete the Work.

B. Refer to other sections of the Specifications for specific cutting and patching requirements and limitations applicable to individual units of work.

1. Comply with NFPA 51B standard for fire prevention in use of cutting and welding processes.

1.2 DEFINITIONS

A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.

B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Minimum 2 week notification in advance of executing any cutting or alterations, submit written request(s) to the Owner for consent to proceed with cutting which affects:

1. Work of Owner or other trades.

2. Structural value or integrity of any element of the Project.

3. Integrity or effectiveness of weather exposed or moisture resistant elements or systems.

4. Efficiency, operational life, maintenance or safety of operational elements.

5. Visual qualities of sight exposed elements.

6. Owner operations.

C. Product Data:

1. Submit manufacturer's product data for the protective compound to be applied to core-drilled surfaces and cut concrete surfaces

D. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:

1. Necessity: Describe why cutting and patching cannot be avoided.

2. Changes to Existing Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.

3. Description of proposed Work:

a. Scope of cutting, patching, alteration, or excavation.

b. Trades which will execute Work.

c. Products proposed to be used.

d. Extent of refinishing to be done.

4. Dates: Indicate when cutting and patching will be performed.

5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out of service. Indicate how long service will be disrupted.

6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.

7. Cost proposal, when applicable.

8. Written permission of trades whose Work will be affected.

9. Architects Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.4 QUALITY ASSURANCE

A. Structural Elements: Do not cut and patch structural elements without written approval from Structural Engineer.

B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.Operational elements include (but are not limited to) the following:

1. Primary LRT operational, systems, and equipment (trackwork, ductbank, signals, ticket vending/validator, CCTV, variable message boards, Overhead Catenary System etc.).

2. Utility systems piping, drains (storm and sanitary) and plumbing.

3. Communication systems (fiber optic).

4. Electrical wiring systems (lighting, etc.) and vaults.

C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:

1. Water, moisture, or vapor barriers.

2. Joint material.

3. Membranes and flashings.

4. Exterior curtain-wall construction.

5. Equipment supports.

6. Piping, ductwork, vessels, and equipment.

7. Noise-and vibration-control elements and systems.

8. Handrails and fences.

D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

1. If possible, retain original Installer or fabricator to cut and patch exposed Work listed below. If it is impossible to engage original Installer or fabricator, engage another recognized, experienced, and specialized firm.

a. Firestopping.

b. Stucco and ornamental plaster.

c. HVAC enclosures, cabinets, or covers.

1.5 PAYMENT FOR COSTS

A. Cost caused by ill-timed or defective Work or Work not conforming to Contract Documents, including costs for additional services of Architect and Engineer to be paid by Contractor.

B. Cost of Work done on written instructions of Architect, other than defective or nonconforming Work, will be paid by Owner on approval by the Owner, on approval of written Change Order. Provide written cost proposals prior to proceeding with cutting and patching proposed by Architect.

1.6 WARRANTY

A. See Section 017836 -- Warranties and Bonds; for additional warranty requirements.

B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections of these Specifications.

B. Provide for replacement of Work removed.

C. Where required patch materials are not specified, use materials which will result in equal or better work than work being cut and patched in terms of performance characteristics and visual effects.

D. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to the Architect for the visual and functional performance of in-place materials.

E. Compound Applied to Core-Drilled Surfaces and Cut Concrete Surfaces:

1. After core-drilling and before installing the utility or equipment through the penetration, coat exposed concrete and steel with solvent-free, two-component, epoxy protective coating.

2. Product and Manufacturer: Provide one of the following:

a. Sikagard 62, by Sika Corporation.

b. Or approved equal.

F. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 012500 .

PART 3 EXECUTIONH

3.1 EXAMINATION

A. Inspect existing conditions of Work, including elements subject to movement or damage during cutting and patching, and excavating and backfilling. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.

B. Compatibility: Before patching, verify compatibility with and suitability of substrates,including compatibility with existing finishes or primers.

C. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

D. Report unsatisfactory or questionable conditions in writing to Owner and Architect and Engineer. Do not proceed with work until further instructions are received.

3.2 PREPARATION

A. Contractors shall be responsible for exact location and size of all holes, sleeves, and openings required to be cut, formed, built-in or necessary for their work.

B. Temporary Support: Provide shoring, bracing and supports as necessary to maintain structural integrity of work.

C. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

D. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

2. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes as shown on Drawings and as specified.

3. Fit Work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces. Conform to fire code requirements for penetrations and maintain integrity of fire walls and ceilings.

4. Restore Work which has been cut or removed. Install new products to provide completed Work in accordance with requirements of Contract Documents and as required to match surrounding areas and surfaces.

B. Coring: Core-drill holes to be cut through concrete and masonry walls, slabs, or arches, unless otherwise accepted by Engineer in writing.

1. Perform coring with non-impact rotary tool using diamond core-drills. Size holes for pipe, conduit, sleeves, equipment or mechanical seals, as required, to be installed through the penetration.

2. Do not core-drill through electrical conduit or other utility lines embedded in walls or slabs without approval of Engineer. To extent possible, avoid cutting reinforcing steel in slabs and walls.

3. Protection:

a. Protect existing equipment, utilities, and adjacent areas from water and other damage covered by core-drilling operations.

b. After core-drilling and before installing the utility or equipment through the penetration, coat exposed concrete and steel with protective coating material indicated in Paragraph 2.1.E of this Section. Apply protective coating in accordance with manufacturer's instructions.

C. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.

3. Concrete, Stucco and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.

4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.

5. Proceed with patching after construction operations requiring cutting are complete.

6. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.

7. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

8. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

9. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space.Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

10. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.

11. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

D. Floor Finishes:

1. Cut back and reinstall including carpeting and pad to accommodate installation of doors and trim. Provide new tack strips, trim and padding as required for a complete and finished installation.

E. Electrical: Extend existing electrical devices where application of new drywall or installation of new duct enclosures is required. Devices include lights, fans, receptacles, switches, telephone jacks, cable TV jacks, thermostats, smoke detectors, audio jacks and other electrical systems. Provide new plaster rings, boxes and wiring as needed and in conformance with electrical codes.

F. Drywall: Patch drywall with new materials to provide a level surface with texture to match adjacent surface. Use metal trim at corners. Where drywall butts dissimilar materials, use metal "LC" trim that is taped into drywall leaving a finished appearance with no metal showing. Use perforated joint tape and ready mixed joint compound on joints.

G. Plaster: Provide an even surface of uniform finish, color, texture, and appearance. Match texture of adjacent surface. Remove existing wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

H. Stucco: Mix and apply stucco in two coats to match existing texture. Provide new wire lath and corner beads if required by conditions. If existing stucco is an integral color material provide new stucco in matching integral color.

I. Painting: Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire wall surface containing the patch to the edges of natural breaks. Provide additional coats until patch blends with adjacent surfaces.

J. Existing Hardware Removal: Where existing window and door frames remain in openings that have new products installed, complete the following:

1. Remove existing hardware and hardware parts which are no longer in use.

2. Patch holes remaining after removal. Fill holes more than 1/4 inch deep with wood infill, glued in place. Holes less than 1/4 inch deep may be filled with wood or with spackle.

3. Patch to blend with existing surface. Sand smooth and paint to match.

3.4 CLEANING

A. Refer also to Section 017300 - Execution Requirements for final cleaning requirements.

B. Cleaning and Restoration:

1. Clean areas and spaces where cutting, coring, or patching were performed.

2. Clean piping, conduit, and similar constructions before applying paint or other finishing materials.

3. Restore damaged coverings of pipe and other utilities to original condition.

END OF SECTION 017329

SECTION 017800 - CLOSEOUT PROCEDURES AND SUBMITTALS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Administrative and procedural requirements for contract closeout including, but not limited to the following: (as part of Set of Manuals & Documents for Commissioning process) Inspection procedures including Pre-Functional Checklists and Pre-Substantial Checklists.

B. Functional Testing Procedures (part of Commissioning process)

C. Project record documents.

D. Operation and maintenance data.

E. Substantial Completion procedures.

F. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 1 through 48 and shall be coordinated with this Section

1.2 RELATED REQUIREMENTS

A. Section 013000 - Administrative Requirements:

B. Section 017300 - Execution Requirements:

C. Section 017836 - Warranties and Bonds.

D. Individual Product Sections: Specific requirements for operation and maintenance data.

E. Individual Product Sections: Warranties required for specific products or Work.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.

1. Provide duplicate, notarized copies of the documents required in the Final Completion and Final Payment article of the General Conditions.

C. Operation and Maintenance Data:

1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.

2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.

3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.

4. Submit two sets of revised final documents in final form within 10 days after final inspection.

1.4 SUBSTANTIAL COMPLETION

A. Definition: Substantial Completion is that condition which occurs when the Owner accepts the certification of the Architect that construction is sufficiently complete in accordance with the Contract Documents so that the Project may be occupied for the use for which it is intended.

B. Contractor Notification: When Contractor considers work substantially complete, and after the building commissioning and training, submit written declaration to the Architect that Work or designated portion thereof, is substantially complete. Include list of items to be completed or corrected.

C. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete with request.

1. Prepare a list of items to be completed and corrected (Contractor's punch list), the value of items on the list, and reasons why the Work is not complete.

2. Advise Owner of pending insurance changeover requirements.

3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar re-leases.

5. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.

6. Prepare and submit: Completed Commissioning Manual including but not limited to - Summary by specification # Record of Approved Submittals and Samples, Project Record Documents (including but not limited to As-Built Record Drawings, As-Built Record Specifications, Operating and Maintenance Manuals, Certification of No Asbestos Products Incorporated in Project, Completed Punch Lists, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.

7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.

8. Complete startup testing of systems.

9. Submit test/adjust/balance records and Specification compliant Final Report.

10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

11. Advise Owner of changeover in heat and other utilities.

12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

13. Complete final cleaning requirements, including touchup painting.

14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

15. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.

16. Prior to preliminary Substantial Completion and Inspection - Submit:

a. Operating and Maintenance Data

b. Keys and keying schedule

c. Guarantees, Warranties and Bonds

d. Completed pre-substantial completion checklists

D. Preliminary Inspection: Architect will make a preliminary inspection within 7 business days after receipt of Contractor's declaration.

E. Submit a written request for inspection for Substantial Completion. Upon receipt of request, Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion A.I.A. Document G704 or similar, after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

2. Results of completed inspection will form the basis of requirements for final completion.

F. Upon determining that Work is substantially complete, Architect will:

1. Punch List: Prepare a punch list of items to be completed or corrected, as determined by the inspection.

2. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

a. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.

b. Include the following information at the top of each page:

1) Project name.

2) Date.

3) Name of Architect and Construction Manager.

4) Name of Contractor.

5) Page number.

c. Submit list of incomplete items in the following format:

1) PDF electronic file.

3. Certificate: Prepare and process a certificate of substantial completion, containing:

a. Date of substantial completion.

b. Punchlist of items to be completed or corrected.

c. The time within which punchlist items shall be completed or corrected.

d. Date and time the Owner will take occupancy of Project or designated portion thereof.

e. Responsibilities of Owner and Contractor for:

1) Insurance.

2) Utilities.

3) Operation and maintenance of mechanical, electrical and other systems.

4) Maintenance and cleaning.

5) Security.

f. Signatures of:

1) Architect.

2) General Contractor.

3) Owner.

4) Prime Contractor.

G. Contractor is responsible for the following:

1. Corrections: Complete all Work listed for completion or correction within designated time.

2. Final Cleaning: Perform final cleaning.

H. Occupancy: Using Agency will occupy Project or designated portions thereof under provisions stated in the Certificate of Substantial Completion.

I. Complete All Work: At time of inspection, should substantial completion not be certified, Contractor shall complete the Work and resubmit declaration in accordance with the requirements of this Section.

1.5 FINAL ACCEPTANCE

A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and complete operations where required.

2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.

3. Submit certified copy of the Architect's final inspection list of items to be completed or corrected, endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance and shall be endorsed and dated by the Architect.

4. Submit consent of surety to final payment.

5. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

6. Submit pest-control final inspection report and warranty.

7. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Final Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect and Construction Manager will either proceed with inspection with Contractor or/and as appropriate notify Contractor of unfulfilled requirements to ensure completion of all Contract requirements.

C. Closeout Documents: Architect will prepare and process closeout documents when all Work is considered finally complete in accord with Contract Document requirements including all Deliverable Documentation.

D. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

E. Re-inspection Procedure:

1. The Architect will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to the Architect.

2. Upon successful completion of re-inspection, the Architect will prepare a certificate of final acceptance. If the Work is incomplete, the Architect will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance. When necessary, reinspection will be repeated.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERIC A.J. BIRT 26773 STATE OF TEXAS 08/08/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 07/19/2024

Sheet No:

G1.06

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 CLOSEOUT PROCEDURES

A. Accompany Project Manager on preliminary inspection to determine items to be listed for completion or correction in Contractor's Notice of Substantial Completion.

B. Accompany Project Manager on preliminary final inspection.

3.2 CLOSEOUT SUBMITTALS

A. Make submittals that are required by governing or other authorities.

1. Provide copies to Architect and Owner.

B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in Contractor's Notice of Substantial Completion.

C. Notify Architect when work is considered ready for Substantial Completion.

D. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review.

E. Owner will occupy all of the building as specified in Section 011000.

F. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Owner-occupied areas.

G. Accompany Project Coordinator on preliminary final inspection.

H. Notify Architect when work is considered finally complete.

I. Complete items of work determined by Architect's final inspection.

3.3 PROJECT RECORD DOCUMENTS

A. Maintain on site one set of the following record documents; record actual revisions to the Work:

1. Drawings.

2. Specifications.

3. Addenda.

4. Change Orders and other modifications to the Contract.

5. Reviewed shop drawings, product data, and samples.

6. Manufacturer's instruction for assembly, installation, and adjusting.

7. Inspection Reports.

8. Laboratory Test Records.

9. Field Test Reports and Records.

10. Factory Test Reports and Records.

B. Ensure entries are complete and accurate, enabling future reference by Owner.

C. Maintain for record purposes at a location approved by the Architect /Owner, electronic files for those shop drawings and other documents which are required to be submitted electronically. Ensure that backups of electronic files are made on a regular basis and stored at a remote location.

D. Store record documents separate from documents used for construction.

E. Record information concurrent with construction progress.

F. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:

1. Manufacturer's name and product model and number.

2. Product substitutions or alternates utilized.

3. Changes made by Addenda and modifications.

G. Record Drawingsand Shop Drawings: Legibly mark each item to record actual construction including:

1. Measured depths of foundations in relation to finish first floor datum.

2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.

4. Field changes of dimension and detail.

5. Details not on original Contract drawings.

H. Final Punchlist.

I. Receipt from AHJ regarding substantial completion and certificate of occupancy.

3.4 OPERATION AND MAINTENANCE DATA

A. Owner's Manual: Prior to final payment, provide three copies (two printed and one digital) hardback, loose-leaf binders, and a "pdf" format file of same, containing the following required submittals and any others required in other Sections, suitably typed, indexed and labeled for ready reference, to the Owner with notification to the Architect of each transmittal and an affidavit that the Manual is complete and in accordance with the Project Specifications.

B. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

C. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

1. Warranties and certifications.

2. Affidavit from General Contractor and subcontractors on use of asbestos free materials.

3. Maintenance and operating instructions and parts list.

4. List of extra materials delivered to Owner, signed by Owner's representative.

5. Other items required by the Specifications.

D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.

E. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.5 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

A. For Each Product, Applied Material, and Finish:

1. Product data, with catalog number, size, composition, and color and texture designations.

2. Information for re-ordering custom manufactured products.

B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.

D. Additional information as specified in individual product specification sections.

E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

F. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

3.6 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

A. For Each Item of Equipment and Each System:

1. Description of unit or system, and component parts.

2. Identify function, normal operating characteristics, and limiting conditions.

3. Include performance curves, with engineering data and tests.

4. Complete nomenclature and model number of replaceable parts.

B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.

D. Include color coded wiring diagrams as installed.

E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

G. Provide servicing and lubrication schedule, and list of lubricants required.

H. Include manufacturer's printed operation and maintenance instructions.

I. Include sequence of operation by controls manufacturer.

J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

K. Provide control diagrams by controls manufacturer as installed.

L. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.

M. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

N. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

O. Include test and balancing reports.

P. Additional Requirements: As specified in individual product specification sections.

3.7 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.

B. Where systems involve more than one specification section, provide separate tabbed divider for each system.

C. Submit two draft copies of the Operation and Maintenance Manuals a minimum of 14 days prior to requesting the inspection for Substantial Completion or the scheduled date for Substantial Completion, whichever is earliest.

D. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

E. Prepare data in the form of an instructional manual.

F. Prior to the final payment, submit to the Owner, one binder with the required information identified in this section.

G. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.

H. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.

I. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.

J. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

K. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.

L. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.

M. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

N. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.

O. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:

1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.

2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:

a. Significant design criteria.

b. List of equipment.

c. Parts list for each component.

d. Operating instructions.

e. Maintenance instructions for equipment and systems.

f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.

3. Part 3: Project documents and certificates, including the following:

a. Shop drawings and product data.

b. Air and water balance reports.

c. Certificates.

d. Photocopies of warranties and bonds.

P. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.

Q. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect, Consultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.

3.8 SPARE PARTS AND MAINTENANCE MATERIALS

A. Deliver spare parts, extra stock, tools and other items specified in individual specification sections to the Owner with a copy of the transmittal to the Architect. Label with manufacturer's name and model number where applicable. Obtain a signed and dated receipt from the Owner of this transfer.

END OF SECTION 017800

DIVISION 08 - OPENINGS

SECTION 081213 - HOLLOW METAL FRAMES

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Non-fire-rated hollow metal frames for non-hollow metal (Flush Wood) doors.

1.2 RELATED REQUIREMENTS

A. Section 081416 - Flush Wood Doors: Non-hollow metal door for hollow metal frames.

B. Section 087100 - Door Hardware: Hardware, silencers, and weatherstripping.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Product Data: Materials and details of design and construction, hardware locations, reinforcement type and locations, anchorage and fastening methods, and finishes; and one copy of referenced grade standard.

C. Shop Drawings: Details of each opening, showing elevations, glazing, frame profiles, and identifying location of different finishes, if any.

D. Manufacturer's Certificate: Certification that products meet or exceed specified requirements.

1.4 QUALITY ASSURANCE

1.5 DELIVERY, STORAGE, AND HANDLING

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Hollow Metal Frames with Integral Casings:

1. Ceco Door, an Assa Abloy Group company: www.assaabloydss.com/#sle.

2. Steelcraft, an Allegion brand: www.allegion.com/#sle.

2.2 PERFORMANCE REQUIREMENTS

A. Hollow Metal Frames: AAMA/WDMA/CSA 101/I.S.2/A440 requirements for specific frame type:

1. Performance Class (PC): AW.

B. Refer to Door and Frame Schedule on drawings for frame sizes, fire ratings, sound ratings, finishing, door hardware to be installed, and other variations, if any.

C. Door Frame Type: Provide hollow metal door frames with integral casings.

1. Interior Doors: Use frames with integral casings.

D. Steel Sheet: Comply with one or more of the following requirements; galvannealed steel complying with ASTM A653/A653M, cold-rolled steel complying with ASTM A1008/A1008M, or hot-rolled pickled and oiled (HRPO) steel complying with ASTM A1011/A1011M, commercial steel (CS) Type B, for each.

E. Accessibility: Comply with ICC A117.1 and ADA Standards.

F. Combined Requirements: If a particular door and frame unit is indicated to comply with more than one type of requirement, comply with the specified requirements for each type; for instance, an exterior frame that is also indicated as being sound-rated must comply with the requirements specified for exterior frames and for sound-rated frames; where two requirements conflict, comply with the most stringent.

G. Hardware Preparations, Selections and Locations: Comply with BHMA A156.115, NAAMM HMMA 830, NAAMM HMMA 831 or ANSI/SDI A250.8 (SDI-100) in accordance with specified requirements.

2.3 HOLLOW METAL DOOR FRAMES WITH INTEGRAL CASINGS

A. Frame Finish: Factory primed and field finished.

B. Type 1 , Interior Door Frames, Non-Fire Rated: Full profile/continuously welded type.

1. Based on SDI Standards: ANSI/SDI A250.8 (SDI-100).

a. Level 2 - Heavy-duty.

b. Physical Performance Level B, 500,000 cycles; in accordance with ANSI/SDI A250.4.

c. Frame Metal Thickness: 16 gauge, 0.053 inch, minimum.

2.4 FINISHES

A. Primer: Rust-inhibiting, complying with ANSI/SDI A250.10, door manufacturer's standard.

2.5 ACCESSORIES

A. Silencers: Resilient rubber, fitted into drilled hole; provide three on strike side of single door, three on center mullion of pairs, and two on head of pairs without center mullions.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

B. Verify that opening sizes and tolerances are acceptable.

C. Verify that finished walls are in plane to ensure proper door alignment.

3.2 INSTALLATION

A. Install frames in accordance with manufacturer's instructions and related requirements of specified frame standards or custom guidelines indicated.

B. Coordinate frame anchor placement with wall construction.

C. Install door hardware as specified in Section 087100.

3.3 TOLERANCES

A. Maximum Diagonal Distortion: 1/16 inch measured with straight edges, crossed corner to corner.

3.4 SCHEDULE

A. Refer to Door and Frame Schedule on the drawings.

END OF SECTION 081213

SECTION 081416 - FLUSH WOOD DOORS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Flush wood doors; flush configuration; non-rated.

1.2 RELATED REQUIREMENTS

A. Section 081213 - Hollow Metal Frames.

B. Section 099300 - Staining and Transparent Finishing: Field finishing of doors.

1.3 REFERENCE STANDARDS

A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards, 2nd Edition; 2014, with Errata (2016).

1.4 SUBMITTALS

A. See Section 013000 - Administrative Requirements for submittal procedures.

B. Product Data: Indicate door core materials and construction; veneer species, type and characteristics.

C. Shop Drawings: Show doors and frames, elevations, sizes, types, swings, undercuts, beveling, blocking for hardware, factory machining, factory finishing, cutouts for glazing and other details.

1. Provide information as required by AWI/AWMAC/WI (AWS).

D. Samples: Submit two samples of door veneer, 6 by 6 inches in size illustrating wood grain, stain color, and sheen.

1.5 QUALITY ASSURANCE

A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section, with not less than three years of documented experience.

1. Company with at least one project within past five years with value of woodwork within at least 20 percent of cost of woodwork for this project.

B. Installer Qualifications: Company specializing in performing work of the type specified in this section, with not less than three years of documented experience.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Package, deliver and store doors in accordance with specified quality standard.

B. Accept doors on site in manufacturer's packaging, and inspect for damage.

C. Protect doors with resilient packaging sealed with heat shrunk plastic; do not store in damp or wet areas or areas where sunlight might bleach veneer; seal top and bottom edges with tinted sealer if stored more than one week, and break seal on site to permit ventilation.

1.7 WARRANTY

A. See Section 017800 - Closeout Procedures and Submittals for additional warranty requirements.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Wood Veneer Faced Doors:

1. Masonite Architectural; Cendura Standard Wood Veneer Doors: www.architectural.masonite.com/#sle.

2.2 DOORS AND PANELS

A. Doors: See drawings for locations and additional requirements.

1. Quality Standard: Custom Grade, Heavy Duty performance, in accordance with AWI/AWMAC/WI (AWS), unless noted otherwise.

2. Wood Veneer Faced Doors: 5-ply unless otherwise indicated.

B. Interior Doors: 1-3/4 inches thick unless otherwise indicated; flush construction.

1. Provide solid core doors at each location.

2. Wood veneer facing for field transparent finish as indicated on drawings.

2.3 DOOR AND PANEL CORES

A. Non-Rated Solid Core and 20 Minute Rated Doors: Type particleboard core (PC), plies and faces as indicated.

2.4 DOOR FACINGS

A. Veneer Facing for Transparent Finish: White birch, veneer grade in accordance with quality standard indicated, plain sliced (flat cut), with book match between leaves of veneer, running match of spliced veneer leaves assembled on door or panel face.

1. Vertical Edges: Same species as face veneer.

2. "Running Match" each pair of doors and doors in close proximity to each other.

2.5 DOOR CONSTRUCTION

A. Fabricate doors in accordance with door quality standard specified.

B. Cores Constructed with stiles and rails:

1. Provide solid blocks at lock edge for hardware reinforcement.

2. Provide solid blocking for other throughbolted hardware.

C. Where supplementary protective edge trim is required, install trim after veneer facing has been applied full-width.

D. Factory machine doors for hardware other than surface-mounted hardware, in accordance with hardware requirements and dimensions.

E. Factory fit doors for frame opening dimensions identified on shop drawings, with edge clearances in accordance with specified quality standard.

F. Provide edge clearances in accordance with the quality standard specified.

2.6 FINISHES - WOOD VENEER DOORS

A. Finish work in accordance with AWI/AWMAC/WI (AWS), Section 5 - Finishing for grade specified and as follows:

1. Transparent:

a. System - 11, Polyurethane, Catalyzed.

b. Sheen: Satin.

2.7 ACCESSORIES

A. Hollow Metal Door Frames: See Section 081213.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

B. Verify that opening sizes and tolerances are acceptable.

C. Do not install doors in frame openings that are not plumb or are out-of-tolerance for size or alignment.

3.2 INSTALLATION

A. Install doors in accordance with manufacturer's instructions and specified quality standard.

B. Factory-Finished Doors: Do not field cut or trim; if fit or clearance is not correct, replace door.

C. Field-Finished Doors: Trimming to fit is acceptable.

1. Adjust width of non-rated doors by cutting equally on both jamb edges.

2. Trim maximum of 3/4 inch off bottom edges.

D. Use machine tools to cut or drill for hardware.

E. Coordinate installation of doors with installation of frames and hardware.

3.3 TOLERANCES

A. Comply with specified quality standard for fit and clearance tolerances.

B. Comply with specified quality standard for telegraphing, warp, and squareness.

3.4 ADJUSTING

A. Adjust doors for smooth and balanced door movement.

B. Adjust closers for full closure.

END OF SECTION 081416

DIVISION 09 - FINISHES

SECTION 090561 - COMMON WORK RESULTS FOR FLOORING PREPARATION

PART 1 GENERAL

1.1 SECTION INCLUDES

A. This section applies to floors identified in Contract Documents that are receiving the following types of floor coverings:

1. Resilient tile flooring.

B. Removal of existing floor coverings.

C. Preparation of existing concrete floor slabs for installation of floor coverings.

D. Independent Testing of concrete floor slabs for moisture and alkalinity (pH).

E. Independent Testing of existing concrete floor slabs for moisture and alkalinity (pH) has already been conducted; test report is attached.

F. Remediation of concrete floor slabs due to unsatisfactory moisture or alkalinity (pH) conditions.

1. Contractor shall perform all specified remediation of concrete floor slabs. If such remediation is indicated by testing agency's report and is due to a condition not under Contractor's control or could not have been predicted by examination prior to entering into the contract, a contract modification will be issued.

G. Patching compound.

H. Remedial floor coatings.

I. Remedial floor treatment.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Coordinate scheduling of cleaning and testing, so that preliminary cleaning has been completed for at least 24 hours prior to testing.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Visual Observation Report: For existing floor coverings to be removed.

C. Floor Covering and Adhesive Manufacturers' Product Literature: For each specific combination of substrate, floor covering, and adhesive to be used; showing:

1. Moisture and alkalinity (pH) limits and test methods.

2. Manufacturer's required bond/compatibility test procedure.

D. Remedial Materials Product Data: Manufacturer's published data on each product to be used for remediation.

1. Manufacturer's qualification statement.

2. Certificate: Manufacturer's certification of compatibility with types of flooring applied over remedial product.

3. Test reports indicating compliance with specified performance requirements, performed by nationally recognized independent testing agency.

4. Manufacturer's installation instructions.

5. Specimen Warranty: Copy of warranty to be issued by coating manufacturer and certificate of underwriter's coverage of warranty.

E. Independent Testing Agency's Report:

1. Description of areas tested; include floor plans and photographs if helpful.

2. Summary of conditions encountered.

3. Moisture and alkalinity (pH) test reports.

4. Copies of specified test methods.

5. Recommendations for remediation of unsatisfactory surfaces.

6. Product data for recommended remedial coating.

7. Submit report directly to Owner.

8. Submit report not more than two business days after conclusion of testing.

F. Adhesive Bond and Compatibility Test Report.

G. Floor Moisture Testing Technician Certificate: International Concrete Repair Institute (ICRI) Concrete Slab Moisture Testing Technician- Grade I certificate.

H. Copy of RFCI (RWP).

1.4 QUALITY ASSURANCE

A. Moisture and alkalinity (pH) testing will be performed by an independent testing agency employed and paid by Owner.

B. Contractor may perform adhesive and bond test with Contractor's own personnel or hire a testing agency.

C. Testing Agency Qualifications: Independent testing agency experienced in the types of testing specified.

1. Submit evidence of experience consisting of at least 3 test reports of the type required, with project Owner's project contact information.

D. Contractor's Responsibility Relating to Independent Agency Testing:

1. Provide access for and cooperate with testing agency.

2. Confirm date of start of testing at least 10 days prior to actual start.

3. Allow at least 4 business days on site for testing agency activities.

4. Achieve and maintain specified ambient conditions.

5. Notify Owner when specified ambient conditions have been achieved and when testing will start.

E. Floor Moisture Testing Technician Qualifications: International Concrete Repair Institute (ICRI) Concrete Slab Moisture Testing Technician Certification- Grade I.

F. Remedial Coating Installer Qualifications: Company specializing in performing work of the type specified in this section, trained by or employed by coating manufacturer, and able to provide at least 3 project references showing at least 3 years' experience installing moisture emission coatings.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, handle, and protect products in accordance with manufacturer's instructions and recommendations.

B. Deliver materials in manufacturer's packaging; include installation instructions.

C. Keep materials from freezing.

1.6 FIELD CONDITIONS

A. Maintain ambient temperature in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 65 degrees F or more than 85 degrees F.

B. Maintain relative humidity in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 40 percent and not more than 60 percent.

PART 2 PRODUCTS

2.1 MATERIALS

A. Patching Compound: Floor covering manufacturer's recommended product, suitable for conditions, and compatible with adhesive and floor covering. In the absence of any recommendation from flooring manufacturer, provide a product with the following characteristics:

1. Cementitious moisture-, mildew-, and alkali-resistant compound, compatible with floor, floor covering, and floor covering adhesive, and capable of being feathered to nothing at edges.

2. Latex or polyvinyl acetate additions are permitted; gypsum content is prohibited.

3. Compressive Strength: 3000 psi, minimum, after 28 days, when tested in accordance with ASTM C109/C109M or ASTM C472, whichever is appropriate.

4. Products:

a. ARDEX Engineered Cements; ARDEX Feather Finish: www.ardexamericas.com/#sle.

b. LATICRETE International, Inc; SKIM LITE: www.laticrete.com/#sle.

c. USG Corporation; Durock Brand Advanced Skim Coat Floor Patch: www.usg.com/#sle.

d. Or Equal.

B. Alternate Flooring Adhesive: Floor covering manufacturer's recommended product, suitable for the moisture and pH conditions present; low-VOC. In the absence of any recommendation from flooring manufacturer, provide a product recommended by adhesive manufacturer as suitable for substrate and floor covering and for conditions present.

C. Remedial Floor Coating: Single- or multi-layer coating or coating/overlay combination intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.

1. Thickness: As required for application and in accordance with manufacturer's installation instructions.

2. Products:

a. Custom Building Products; TechMVC Moisture Vapor and Alkalinity Barrier: www.custombuildingproducts.com/#sle.

b. LATICRETE International, Inc; LATICRETE VAPOR BAN E with LATICRETE NXT LEVEL PLUS: www.laticrete.com/#sle.

c. Sika Corporation; Sikafloor Moisture Tolerance Epoxy Primer and Sikafloor Self-Leveling Moisture Tolerant Resurfacer: www.sikafloorusa.com/#sle.

d. USG Corporation; Durock CoverPrep: www.usg.com/#sle.

e. Or Equal.

D. Remedial Floor Treatment: Penetrating, spray-applied, silicate-based product intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.

PART 3 EXECUTION

3.1 CONCRETE SLAB PREPARATION

A. Follow recommendations of testing agency.

B. Perform following operations in the order indicated:

1. Existing concrete slabs (on-grade and elevated) with existing floor coverings:

a. Visual observation of existing floor covering, for adhesion, water damage, alkaline deposits, and other defects.

b. Removal of existing floor covering.

2. Preliminary cleaning.

3. Moisture vapor emission tests; 3 tests in the first 1000 square feet and one test in each additional 1000 square feet, unless otherwise indicated or required by flooring manufacturer.

4. Internal relative humidity tests; in same locations as moisture vapor emission tests, unless otherwise indicated.

5. Alkalinity (pH) tests; in same locations as moisture vapor emission tests, unless otherwise indicated.

6. Specified remediation, if required.

7. Patching, smoothing, and leveling, as required.

8. Other preparation specified.

a. Methods of Surface Preparation: Depending upon conditions of the concrete one or more methods of surface preparation may be required. It is common for decontamination to precede mechanical preparation, and if necessary, a second decontamination to follow. The preferred methods for creation of a surface profile, including the removal of dirt, dust, laitance and curing compounds, is steel shot blasting, abrasive (sand) blasting or scarifying. The steel shot blasting, or vacuum blasting process is commonly referenced by equipment brand names, such as, Blastrac, Vacu-Blast, Shot-Blast, etc.

1) CAUTION: The use of high-pressure water jetting will introduce large amounts of water, which may contribute to moisture related problems. The following table provides a guide for the degree of surface profile required for the coating or overlay to be applied and the preparation methods used to generate each profile.

Application	Profile	Surface Preparation Method
Sealers	0-3 mils	Detergent scrub Low-pressure Water Acid Etching (not recommended) Cup Grinding, Steel Shot Blast CSP-3
Thin Film	4-10 mils	Acid Etching (not recommended) Cup Grinding Steel Shot Blast CSP 3-4
High-Build	10-40 mils	Steel Shot Blast CSP 3-4 Scarifying
Self-Leveling	50mils-1/8 inch	Steel Shot Blast CSP 4-5 Scarifying Needle Scaling High/Ultra high Pressure Water Jetting 40,000 psi
Polymer Overlay	1/8-1/4 inch	Steel Shot Blast CSP 5-6 or 7 Scarifying Needle Scaling High/Ultra high Pressure Water Jetting Scabbling Flame Blasting Milling/rotomilling

b. Surfaces to receive the bonded polymer system must be inspected after the surface is prepared to insure that the substrate is sound and structurally durable. Areas found to be unsound or non-durable must be removed and replaced as described in 2., above. Dust or other deleterious substances not removed after the initial surface preparation must be vacuumed, leaving the surface dust free and clean.

c. Warning: Scabbling, Scarifying, Milling/Roto milling all leave micro-fractures in the concrete surface because of the heavy pounding and shock the surface receives. These surfaces should be Shot Blasted to remove all micro fractured concrete for best adhesion of subsequent systems.

9. Adhesive bond and compatibility test.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERICA J. BIGGS 26773 STATE OF TEXAS 08/08/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 07/19/2024

Sheet No:

G1.07

10. Protection.

C. Remediations:

1. Active Water Leaks or Continuing Moisture Migration to Surface of Slab: Correct this condition before doing any other remediation; re-test after correction.

2. Excessive Moisture Emission or Relative Humidity: If an adhesive that is resistant to the level of moisture present is available and acceptable to flooring manufacturer, use that adhesive for installation of the flooring; if not, apply remedial floor coating or remedial sheet membrane over entire suspect floor area.

3. Excessive Alkalinity (pH): If remedial floor coating is necessary to address excessive moisture, no additional remediation is required; if not, if an adhesive that is resistant to the level present is available and acceptable to the flooring manufacturer, use that adhesive for installation of the flooring; otherwise, apply a skim coat of specified patching compound over entire suspect floor area.

3.2 REMOVAL OF EXISTING FLOOR COVERINGS

A. Comply with local, State, and federal regulations and recommendations of RFCI (RWP), as applicable to floor covering being removed.

B. Dispose of removed materials in accordance with local, State, and federal regulations and as specified.

3.3 PRELIMINARY CLEANING

A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive laitance, mold, mildew, and other materials that might prevent adhesive bond.

B. Do not use solvents or other chemicals for cleaning.

3.4 MOISTURE VAPOR EMISSION TESTING

A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.

B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.

C. Test in accordance with ASTM F1869 and as follows.

D. Plastic sheet test and mat bond test may not be substituted for the specified ASTM test method, as those methods do not quantify the moisture content sufficiently.

E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if test values exceed 3 pounds per 1000 square feet per 24 hours.

F. Report: Report the information required by the test method.

3.5 INTERNAL RELATIVE HUMIDITY TESTING

A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.

B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.

C. Test in accordance with ASTM F2170 Procedure A and as follows.

D. Testing with electrical impedance or resistance apparatus may not be substituted for the specified ASTM test method, as the values determined are not comparable to the ASTM test values and do not quantify the moisture content sufficiently.

E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if any test value exceeds 75 percent relative humidity.

F. Report: Report the information required by the test method.

3.6 ALKALINITY TESTING

A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.

B. The following procedure is the equivalent of that described in ASTM F710, repeated here for the Contractor's convenience.

1. Use a wide range alkalinity (pH) test paper, its associated chart, and distilled or deionized water.

2. Place several drops of water on a clean surface of concrete, forming a puddle approximately 1 inch in diameter. Allow the puddle to set for approximately 60 seconds, then dip the alkalinity (pH) test paper into the water, remove it, and compare immediately to chart to determine alkalinity (pH) reading.

3. Use of a digital pH meter with probe is acceptable; follow meter manufacturer's instructions.

C. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if alkalinity (pH) test value is over 10.

3.7 PREPARATION

A. See individual floor covering section(s) for additional requirements.

B. Comply with requirements and recommendations of floor covering manufacturer.

C. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.

D. Do not fill expansion joints, isolation joints, or other moving joints.

3.8 ADHESIVE BOND AND COMPATIBILITY TESTING

A. Comply with requirements and recommendations of floor covering manufacturer.

3.9 APPLICATION OF REMEDIAL FLOOR COATING

A. Comply with requirements and recommendations of coating manufacturer.

3.10 APPLICATION OF REMEDIAL FLOOR TREATMENT

A. Comply with requirements and recommendations of treatment manufacturer.

3.11 PROTECTION

A. Cover prepared floors with building paper or other durable covering.

END OF SECTION 090561

SECTION 092116 - GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Performance criteria for gypsum board assemblies.

B. Metal stud wall framing.

C. Gypsum wallboard.

D. Joint treatment and accessories.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Coordination: Coordinate the installation of gypsum board assemblies with size, location, and installation of service utilities.

B. Preinstallation Meeting: Conduct a preinstallation meeting one week prior to the start of the work of this section; require attendance by all affected installers.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Product Data:

1. Provide data on gypsum board, glass mat faced gypsum board, accessories, and joint finishing system.

C. Test Reports: For stud framing products that do not comply with AISI S220 or ASTM C754, provide independent laboratory reports showing maximum stud heights at required spacings and deflections.

D. Installer's Qualification Statement.

1.4 QUALITY ASSURANCE

A. Designer Qualifications: Perform design under direct supervision of a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

B. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than 25 years of documented experience.

C. Installer Qualifications: Company specializing in performing work of the type specified and with at least five years of documented experience.

D. Regulatory Requirements: Comply with the applicable codes relating to the fire rated assemblies as shown on the drawings.

E. Documents at Project Site: Maintain at the project site a copy of manufacturer's instructions, erection drawings, and shop drawings.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Store gypsum products and accessories indoors and keep above freezing. Elevate boards above floor, on nonwicking supports, in accordance with manufacturer's recommendations.

B. Store metal products to prevent corrosion.

1.6 DELIVERY, STORAGE AND HANDLING

A. Comply with GA-216 and Manufacturer's instructions.

1.7 WARRANTY

A. See Section 017836 - Warranties and Bonds for additional warranty requirements.

B. Special Warranty

1. Include warranty coverage for a minimum of 6 months exposure; clearly state that the product will remain free of defects and suitable for its intended use after installation and before the exterior weather barrier or cladding is installed.

PART 2 PRODUCTS

2.1 GYPSUM BOARD ASSEMBLIES

A. Provide completed assemblies complying with ASTM C840 and GA-216.

1. See PART 3 for finishing requirements.

B. Interior Partitions: Provide completed assemblies with the following characteristics:

1. Acoustic Attenuation: STC as indicated calculated in accordance with ASTM E413, based on tests conducted in accordance with ASTM E90.

C. Fire-Resistance-Rated Assemblies: Provide completed assemblies with the following characteristics:

1. ICC IBC Item Numbers: Comply with applicable requirements of ICC IBC for the particular assembly.

2. Gypsum Association File Numbers: Comply with requirements of GA-600 for the particular assembly.

3. UL Assembly Numbers: Provide construction equivalent to that listed for the particular assembly in the current UL (FRD).

2.2 METAL FRAMING MATERIALS

A. Material and Product Requirements Criteria: AISI S201.

B. Steel Sheet: ASTM A1003/A1003M, subject to the ductility limitations indicated in AISI S220 or equivalent.

1. Corrosion Protection Coating Designation: G40, or equivalent in accordance with AISI S220.

C. Manufacturers - Metal Framing, Connectors, and Accessories:

1. ClarkDietrich: www.clarkdietrich.com/#sle.

2. Furnish products manufactured by a company that is a member of the Steel Stud Manufacturers Association (SSMA).

3. SCAFCO Corporation: www.scafco.com/#sle.

D. Nonstructural Framing System Components: AISI S220; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/120 at 5 psf.

1. Studs: C-shaped with knurled or embossed faces.

2. Runners: U shaped, sized to match studs.

3. Furring Members: Hat-shaped sections, minimum depth of 7/8 inch.

E. Partition Head To Structure Connections: Provide track fastened to structure with legs of sufficient length to accommodate deflection, for friction fit of studs cut short and fastened as indicated on drawings.

2.3 MANUFACTURERS

A. Basis of Design: Contract Documents are based on products specified below to establish a standard of quality. Other acceptable manufacturers with products having equivalent characteristics may be considered, provided deviations are minor and design concept expressed in Contract Documents is not changed, as determined by the Architect.

1. Georgia-Pacific Gypsum: www.gpgypsum.com.

B. Acceptable Manufacturers: Subject to compliance with requirements of Contract Documents, provide product by one of manufacturers listed alphabetically below. If not listed. submit as substitution according to Conditions of the Contract and Division 1 Sections.

1. Manufacturers - Gypsum-Based Board:

a. CertainTeed Corporation: www.certainteed.com/#sle.

b. National Gypsum Company: www.nationalgypsum.com/#sle.

c. USG Corporation: www.usg.com/#sle.

C. Substitutions: Refer to Section 012500 - Substitution Procedures.

2.4 MATERIALS

A. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.

1. Application: Use for vertical surfaces, unless otherwise indicated.

2. Glass mat faced gypsum panels, as defined in ASTM C1658/C1658M, suitable for paint finish, of the same core type and thickness may be substituted for paper-faced board.

3. At Assemblies Indicated with Fire-Resistance Rating: Use type required by indicated tested assembly; if no tested assembly is indicated, use Type X board, UL or WH listed.

4. Thickness:

a. Vertical Surfaces: 5/8 inch.

5. Paper-Faced Products:

a. Georgia-Pacific Gypsum; ToughRock: www.gpgypsum.com/#sle.

b. National Gypsum Company; Gold Bond Brand Gypsum Wallboard.

c. USG Corporation; Sheetrock Brand Gypsum Panels.

6. Mold-Resistant, Paper-Faced Products:

a. Georgia-Pacific Gypsum; ToughRock Mold-Guard: www.gpgypsum.com/#sle.

b. USG Corporation; Sheetrock Brand Mold Tough Firecode SCX Panels 5/8 in. (15.9 mm): www.usg.com/#sle.

7. Glass Mat Faced Products:

a. Georgia-Pacific Gypsum; DensArmor Plus: www.gpgypsum.com/#sle.

b. Georgia-Pacific Gypsum; DensArmor Plus Fireguard C: www.gpgypsum.com/#sle.

2.5 GYPSUM BOARD ACCESSORIES

A. Acoustic Insulation: ASTM C665; preformed mineral-fiber, friction fit type, unfaced; thickness 2 inches.

B. Finishing Accessories: ASTM C1047, extruded aluminum alloy (6063 T5) or galvanized steel sheet ASTM A924/A924M G90, unless noted otherwise.

1. Types: As detailed or required for finished appearance.

2. Corner Beads: GA216; Type CB; electrogalvanized steel.

3. Edge Trim: GA216; Type L bead; electrogalvanized steel and Type LC rolledformed zinc. Milcore No. 66 Jmetal edge, or as approved by Architect, at unfinished gypsum board edges against other finish materials.

4. Control Joint: U.S. Gypsum No. 093, rollformed zinc.

5. Special Shapes: In addition to conventional corner bead and control joints, provide U-bead at exposed panel edges.

6. Products:

a. Same manufacturer as framing materials.

b. Phillips Manufacturing Co: www.phillipsmfg.com/#sle.

c. U.S. Gypsum.

C. Joint Materials: ASTM C475/C475M and as recommended by gypsum board manufacturer for project conditions.

1. Fiberglass Tape: 2 inch wide, coated glass fiber tape for joints and corners, except as otherwise indicated.

2. Paper Tape: 2 inch wide, creased paper tape for joints and corners, except as otherwise indicated.

3. Joint Compound: Drying type, vinyl-based, ready-mixed.

4. Joint Compound: Setting type, field-mixed.

D. Finishing Compound: Surface coat and primer, takes the place of skim coating.

1. Products:

a. CertainTeed Corporation; Quick Prep Plus Interior Prep Coat: www.certainteed.com/#sle.

E. Screws: ASTM C1002 for steel drill screws. Type G for fastening to gypsum board and Type S for fastening to light gauge steel framing.

F. Wall Texture: As manufactured by USG, multipurpose, prepackaged, nonasbestos type.

G. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inches in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion-resistant.

H. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion-resistant.

I. Drywall Primer:

1. Paint material specifically formulated to fill the pores and equalize the suction difference between gypsum board surface paper and the compound used on finished joints, angles, fastener heads and accessories and over skim coatings.

2. Drywall primer which is applied to the finished surface of the work specified in this section shall be provided as specified under Sections 09 90 00 as applicable.

3. A good quality, white latex drywall primer formulated with high binder solids, applied undiluted, and shall be applied to gypsum board surfaces prior to the application of texture materials.

J. Anchorage to Substrate: Tie wire, nails, screws, and other metal supports, of type and size to suit application; to rigidly secure materials in place.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify that project conditions are appropriate for work of this section to commence.

3.2 FRAMING INSTALLATION

A. Metal Framing: Install in accordance with ASTM C1007AISI S220 and manufacturer's instructions.

B. Studs: Space studs as indicated.

1. Extend partition framing to structure where indicated and to ceiling in other locations.

2. Partitions Terminating at Ceiling: Attach ceiling runner securely to to ceiling framing in accordance with details.

3. Partitions Terminating at Structure: Attach extended leg top runner to structure, maintain clearance between top of studs and structure, and brace both flanges of studs with continuous bridging.

C. Openings: Reinforce openings as required for weight of doors or operable panels, using not less than double studs at jambs.

D. Furring for Fire-Resistance Ratings: Install as required for fire-resistance ratings indicated and to GA-600 requirements.

3.3 BOARD INSTALLATION

A. Comply with ASTM C840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.

B. Single-Layer Nonrated: Install gypsum board in most economical direction, with ends and edges occurring over firm bearing.

1. Exception: Tapered edges to receive joint treatment at right angles to framing.

C. Fire-Resistance-Rated Construction: Install gypsum board in strict compliance with requirements of assembly listing.

D. Installation on Metal Framing: Use screws for attachment of gypsum board except face layer of nonrated double-layer assemblies, which may be installed by means of adhesive lamination.

E. Apply acoustical putty pads completely around all electrical boxes and other items penetrating into acoustically rated walls, walls with acoustical insulation and all guestroom wall conditions.

3.4 INSTALLATION OF TRIM AND ACCESSORIES

A. Control Joints: Place control joints consistent with lines of building spaces and as indicated.

1. Not more than 30 feet apart on walls and ceilings over 50 feet long.

2. At exterior soffits, not more than 30 feet apart in both directions.

B. Corner Beads: Install at external corners, using longest practical lengths.

C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials.

3.5 JOINT TREATMENT

A. Glass Mat Faced Gypsum Board and Exterior Glass Mat Faced Sheathing: Use fiberglass joint tape, embed and finish with setting type joint compound.

B. Paper Faced Gypsum Board: Use paper joint tape, embed with drying type joint compound and finish with drying type joint compound.

3.6 FINISHES

A. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:

1. Level 5: Walls and ceilings to receive gloss paint finish where indicated and other areas specifically indicated.

a. Joints and interior angles shall have tape embedded in joint compound and 2 separate coats of joint compound applied over flat joints and one separate coat applied over interior angles.

b. Fastener heads and accessories shall be covered with 3 separate coats of joint compound.

c. A thin skim coat of joint compound, or a material manufactured especially for this purpose, shall be applied to the entire surface to fill imperfections in the joint work, smooth the paper texture and provide a uniform surface for decorating. Excess compound shall be immediately sheared off, leaving a film of skim coating compound completely covering the paper.

d. The surface shall be smooth and free of tool marks and ridges.

e. Surface to be coated with Drywall Primer as specified herein prior to application of texture.

f. Untextured surfaces to be coated with Drywall Primer prior to application of final finishes as specified in Sections 09 90 00 as applicable.

2. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise indicated. (Typical finish for all interior locations, unless otherwise indicated) (Appearance areas to receive flat paints, light texture, or where backed wallcoverings are to be applied. This level of finish is not to be used where gloss and enamel paints are to be applied.):

a. Joints and interior angles shall have tape embedded in joint compound and 2 separate coats of joint compound applied over flat joints and one separate coat of joint compound applied over interior angles.

b. Fastener heads and accessories shall be covered with 3 separate coats of joint compound..

c. Joint compound shall be smooth and free of tool marks and ridges.

d. Surface to be coated with Drywall Primer as specified herein prior to application of texture.

e. Untextured surfaces to be coated with Drywall Primer prior to application of final finishes as specified in Sections 09 90 00 as applicable.

3. Level 3: (Utility and Mechanical Spaces) (Appearance areas to receive heavy or medium texture (spray or hand applied) finishes before final painting, or where heavy grade wallcoverings are to be applied as final decoration. This level of finish is not to be used where smooth painted surface or light to medium wallcoverings are to be applied.):

a. Joints and interior angles shall have tape embedded in joint compound and one additional coat of joint compound applied over joints and interior angles.

b. Fastener heads and accessories shall be covered with 2 separate coats of joint compound.

c. Joint compound shall be smooth and free of tool marks and ridges.

d. Surface to be coated with Drywall Primer as specified herein prior to application of texture.

e. Untextured surfaces to be coated with Drywall Primer prior to application of final finishes as specified in Sections 09 90 00 as applicable.

4. Level 2: In utility areas, behind cabinetry, and on backing board to receive tile finish.(Areas to receive applied wall panels, wood paneling, applied products, etc.):

a. Joints and interior angles shall have tape embedded in joint compound and wiped with a joint knife leaving a thin coating joint compound over joints and interior angles.

b. Fastener heads and accessories shall be covered with a coat of joint compound.

c. Surface shall be free of excess joint compound.

d. Tool marks and ridges are acceptable.

e. Joint compound applied over the body of the tape at the time of tape embedment shall be considered a separate coat of joint compound and shall satisfy the conditions of this level.

5. Level 1: Fire rated wall areas above finished ceilings, in attics, in areas where the assembly will be concealed or in building service corridors and other areas not normally open to public view whether or not accessible in the completed construction.

a. Joints and interior angles shall have tape embedded in joint compound.

b. Surface shall be free of excess joint compound.

c. Tool marks and ridges are acceptable.

6. Level 0: Temporary partitions and surfaces indicated to be finished in later stage of project.No taping, finishing, or accessories required.

B. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.

1. Feather coats of joint compound so that camber is maximum 1/32 inch.

2. Taping, filling, and sanding are not required at surfaces behind adhesive applied ceramic tile and fixed cabinetry.

3. Taping, filling, and sanding are not required at base layer of double-layer applications.

C. Where Level 5 finish is indicated, spray apply high build drywall surfacer over entire surface after joints have been properly treated; achieve a flat and tool mark-free finish.

D. Fill and finish joints and corners of cementitious backing board as recommended by manufacturer.

3.7 TOLERANCES

A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet in any direction.

3.8 PROTECTION

A. Protect installed gypsum board assemblies from subsequent construction operations.

END OF SECTION 092116

SECTION 092216 - NON-STRUCTURAL METAL FRAMING

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Metal partition and ceiling framing.

B. Framing accessories.

1.2 RELATED REQUIREMENTS

A. Section 092116 - Gypsum Board Assemblies: Execution requirements for anchors for attaching work of this section.

1.3 SUBMITTALS

A. See Section 013000 - Administrative Requirements for submittal procedures.

B. Shop Drawings:

1. Indicate prefabricated work, component details, stud layout, framed openings, anchorage to structure, acoustic details, type and location of fasteners, accessories, and items of other related work.

2. Describe method for securing studs to tracks, splicing, and for blocking and reinforcement of framing connections.

C. Product Data: Provide data describing framing member materials and finish, product criteria, load charts, and limitations.

D. Product Data: Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.

1.4 QUALITY ASSURANCE

A. Installer Qualifications: Company specializing in performing the work of this section with minimum five years documented experience and approved by manufacturer.

B. Manufacturer Qualifications: Member of Steel Stud Manufacturers Association (SSMA): www.ssma.com/#sle.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Metal Framing, Connectors, and Accessories:

1. CEMCO: www.cemcosteel.com/#sle.

2. ClarkDietrich: www.clarkdietrich.com/#sle.

3. MarinoWARE: www.marinoware.com/#sle.

4. SCAFCO Corporation: www.scafco.com/#sle.

5. Substitutions: See Section 016000 - Product Requirements.

2.2 FRAMING MATERIALS

A. Material and Product Requirements Criteria: AISI S201.

B. Non-Loadbearing Framing System Components: AISI S220; sheet steel, of size and properties necessary for the spacing indicated, with maximum deflection of wall framing of L/240 at 5 psf.

1. Studs: C-shaped with flat faces.

2. Paired Studs for Sound-Rated Assemblies: Engineered single-piece assemblies comprised of paired studs coupled by sound isolators, designed to replace conventional side-by-side, parallel, double-wall partition framing.

a. Widths: As indicated on drawings.

3. Runners: U-shaped, sized to match studs.

4. Ceiling Channels: C-shaped.

5. Furring: Hat-shaped sections, minimum depth of 7/8 inch.

6. Resilient Furring Channels: Single or double leg configuration; 1/2 inch channel depth.

C. Shaft Wall Studs and Accessories: AISI S220; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 and specified performance requirements.

D. Partition Head to Structure Connections: Provide track fastened to structure with legs of sufficient length to accommodate deflection, for friction fit of studs cut short and braced with continuous bridging on both sides.

E. Preformed Top Track Firestop Seal:

1. Provide components UL-listed for use in UL-listed fire-resistance-rated head of partition joint systems indicated on drawings.

F. Non-Loadbearing Framing Accessories:

1. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.

2. Bracing and Bridging: ASTM A653/A653M G90 galvanized steel; for lateral bracing of wall studs with slots for engaging on-module studs.

3. Framing Connectors: ASTM A653/A653M steel clips; secures cold rolled channel to wall studs for lateral bracing.

4. Sheet Metal Backing: 0.0395 inch thick.

2.3 FABRICATION

A. Fabricate assemblies of framed sections to sizes and profiles required.

B. Fit, reinforce, and brace framing members to suit design requirements.

C. Fit and assemble in largest practical sections for delivery to site, ready for installation.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

3.2 INSTALLATION OF STUD FRAMING

A. Comply with requirements of ASTM C1007.

B. Extend partition framing to structure where indicated and to ceiling in other locations.

C. Partitions Terminating at Ceiling: Attach ceiling runner securely to ceiling track in accordance with manufacturer's instructions.

D. Partitions Terminating at Structure: Attach top runner to structure, maintain clearance between top of studs and structure, and connect studs to track using specified mechanical devices in accordance with manufacturer's instructions; verify free movement of top of stud connections; do not leave studs unattached to track.

E. Align and secure top and bottom runners at 24 inches on center.

F. At partitions indicated with an acoustic rating:

1. Provide components and install as required to produce STC ratings as indicated, based on published tests by manufacturer conducted in accordance with ASTM E90 with STC rating calculated in accordance with ASTM E413.

2. Place one bead of acoustic sealant between runners and substrate , studs and adjacent construction.

3. Place one bead of acoustic sealant between studs and adjacent vertical surfaces.

G. Fit runners under and above openings; secure intermediate studs to same spacing as wall studs.

H. Install studs vertically at spacing indicated on drawings.

I. Align stud web openings horizontally.

J. Secure studs to tracks using crimping method. Do not weld.

K. Fabricate corners using a minimum of three studs.

L. Install double studs at wall openings, door and window jambs, not more than 2 inches from each side of openings.

M. Coordinate erection of studs with requirements of door frames; install supports and attachments.

N. Coordinate installation of bucks, anchors, and blocking with electrical, mechanical, and other work to be placed within or behind stud framing.

O. Blocking: Use steel channels secured to studs. Provide blocking for support of plumbing fixtures, toilet partitions, wall cabinets, toilet accessories, hardware, and opening frames.

P. Furring: Install at spacing and locations shown on drawings. Lap splices a minimum of 6 inches.

3.3 CEILING AND SOFFIT FRAMING

A. Comply with requirements of ASTM C754.

B. Install furring after work above ceiling or soffit is complete. Coordinate the location of hangers with other work.

C. Install furring independent of walls, columns, and above-ceiling work.

D. Securely anchor hangers to structural members or embed them in structural slab. Space hangers as required to limit deflection to criteria indicated. Use rigid hangers at exterior soffits.

E. Space main carrying channels at maximum 72 inches on center, and not more than 6 inches from wall surfaces. Lap splice securely.

F. Securely fix carrying channels to hangers to prevent turning or twisting and to transmit full load to hangers.

G. Place furring channels perpendicular to carrying channels, not more than 2 inches from perimeter walls, and rigidly secure. Lap splices securely.

H. Reinforce openings in suspension system that interrupt main carrying channels or furring channels with lateral channel bracing. Extend bracing minimum 24 inches past each opening.

I. Laterally brace suspension system.

3.4 TOLERANCES

A. Maximum Variation From True Position: 1/8 inch in 10 feet.

B. Maximum Variation From Plumb: 1/8 inch in 10 feet.

END OF SECTION 092216

SECTION 095100 - ACOUSTICAL CEILINGS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Suspended metal grid ceiling system.

B. Acoustical units.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Sequence work to ensure acoustical ceilings are not installed until building is enclosed, sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.

B. Do not install acoustical units until after interior wet work is dry.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Product Data: Provide data on suspension system components and acoustical units.

C. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.

D. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. See Section 016000 - Product Requirements, for additional provisions.

2. Extra Acoustical Units: Quantity equal to 5 percent of total installed.

1.4 FIELD CONDITIONS

A. Maintain uniform temperature of minimum 60 degrees F, and maximum humidity of 40 percent prior to, during, and after acoustical unit installation.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Acoustic Tiles/Panels: REfer to Drawings and Material Schedule.

1. Certainteed Architectural: www.certainteed.com/ceilings-and-walls/#sle.

2.2 ACOUSTICAL UNITS

A. Acoustical Units - General: ASTM E1264, Class A.

1. VOC Content: Certified as Low Emission by one of the following:

a. Product listing in UL (GGG).

B. Acoustical Panels, Type C-1: Painted mineral fiber, with the following characteristics:

1. Application(s): As indicated on Drawings.

2. Classification: ASTM E1264 Type III.

a. Form: 2, water felted.

b. Pattern: "C" - perforated, small holes.

3. Size: 24 by 48 inches.

4. Thickness: 3/4 inch.

5. Light Reflectance: 0.84 percent, determined in accordance with ASTM E1264.

6. NRC Range: 0 to 0.55, determined in accordance with ASTM E1264.

7. Ceiling Attenuation Class (CAC): 35, determined in accordance with ASTM E1264.

8. Panel Edge: Reveal.

9. Color: White.

10. Suspension System: Reuse existing. Replace any damaged suspension system members with members to match existing. .

11. Products:

a. Certainteed Architectural; Fine Fissured Customline: www.certainteed.com/ceilings-and-walls/#sle.

2.3 SUSPENSION SYSTEM(S)

A. Metal Suspension Systems - General: Complying with ASTM C635/C635M; die cut and interlocking components, with perimeter moldings, hold down clips, stabilizer bars, clips, and splices as required.

2.4 ACCESSORIES

A. Support Channels and Hangers: Galvanized steel; size and type to suit application, seismic requirements, and ceiling system flatness requirement specified.

B. Hanger Wire: 12 gauge, 0.08 inch galvanized steel wire.

C. Seismic Clips: Manufacturer's standard clips for seismic conditions and to suit application.

D. Perimeter Moldings: Same metal and finish as grid.

1. Size: As required for installation conditions and specified Seismic Design Category.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

B. Verify that layout of hangers will not interfere with other work.

3.2 PREPARATION

A. Install after major above-ceiling work is complete.

B. Coordinate the location of hangers with other work.

3.3 INSTALLATION - SUSPENSION SYSTEM

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERICA J. BISH 26773 STATE OF TEXAS
08/08/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 07/19/2024

Sheet No:

G1.08

A. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.

B. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.

1. Use longest practical lengths.

C. Suspension System, Non-Seismic: Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.

D. Seismic Suspension System, Seismic Design Category C: Hang suspension system independent of walls, columns, ducts, pipes and conduit. Maintain a 3/8 inch clearance between grid ends and wall.

E. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.

F. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.

G. Support fixture loads using supplementary hangers located within 6 inches of each corner, or support components independently.

H. Do not eccentrically load system or induce rotation of runners.

I. Install light fixture boxes constructed of gypsum board above light fixtures in accordance with fire rated assembly requirements and light fixture ventilation requirements.

3.4 INSTALLATION - ACOUSTICAL UNITS

A. Install acoustical units in accordance with manufacturer's instructions.

B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.

C. Fit border trim neatly against abutting surfaces.

D. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.

E. Cutting Acoustical Units:

1. Make field cut edges of same profile as factory edges.

F. Where round obstructions occur, provide preformed closures to match perimeter molding.

3.5 TOLERANCES

A. Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet.

B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

3.6 CLEANING

A. Clean surfaces.

B. Replace damaged or abraded components.

END OF SECTION 095100

SECTION 096500 - RESILIENT FLOORING, WALL BASE AND ACCESSORIES

PART 1 GENERAL

1.1 SECTION INCLUDES

A. LVT Plank Flooring.

B. Resilient base.

C. Installation accessories.

1.2 RELATED REQUIREMENTS

A. Section 090561 - Common Work Results for Flooring Preparation: Removal of existing floor coverings, cleaning, and preparation.

1.3 REFERENCE STANDARDS

A. ASTM D6329 - Standard Guide for Developing Methodology for Evaluating the Ability of Indoor Materials to Support Microbial Growth Using Static Environmental Chambers; 1998 (Reapproved 2023).

B. ASTM E648 - Standard Test Method for Critical Radiant Flux of Floor-Covering Systems Using a Radiant Heat Energy Source; 2023.

C. ASTM F710 - Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring; 2022.

D. NFPA 253 - Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source; 2023.

1.4 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Product Data: Provide data on specified products, describing physical and performance characteristics; including sizes, patterns and colors available; and installation instructions.

1. Include information stating Static Coefficient of Friction.

2. MSDS

a. Submit Material Safety Data Sheets (MSDS) available for flooring products, adhesives, patching/leveling compounds, floor finishes (polishes) and cleaning agents.

3. For resilient products. Use same designations indicated on Drawings.

C. Verification Samples: Submit 4 samples, 6 by 6 inch in size illustrating color and pattern for each resilient product specified.

D. Certification: Prior to installation of flooring, submit written certification by flooring manufacturer and adhesive manufacturer that condition of subfloor is acceptable.

E. Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning, stripping, and re-waxing.

F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. See Section 016000 - Product Requirements, for additional provisions.

2. Extra Wall Base: 100 linear feet of each type and color.

1.5 QUALITY ASSURANCE AND REGULATORY REQUIREMENTS

A. Single-Source Responsibility: provide types of flooring and accessories supplied by one manufacturer, including leveling and patching compounds, and adhesives.

B. Slip resistance of floor surfaces and changes in level shall be in accordance with applicable law.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Upon receipt, immediately remove any shrink-wrap and check materials for damage and the correct style, color, quantity and run numbers.

B. Store all materials off of the floor in an acclimatized, weather-tight space.

C. Maintain temperature in storage area between 55 degrees F and 90 degrees F.

D. Protect roll materials from damage by storing on end.

E. Do not double stack pallets.

1.7 FIELD CONDITIONS

A. Store materials for not less than 48 hours prior to installation in area of installation at a temperature of 70 degrees F to achieve temperature stability. Thereafter, maintain conditions above 55 degrees F.

B. Install flooring and accessories after the other finishing operations, including painting, have been completed. Close spaces to traffic during the installation of the flooring. Do not install flooring over concrete slabs until they are sufficiently dry to achieve a bond with the adhesive, in accordance with the manufacturer's recommended bond and moisture tests.

1.8 WARRANTY

A. See Section 017300 - Execution Requirements, for additional warranty requirements.

B. Resilient Products:

1. Resilient Base: Submit a written warranty executed by the manufacturer, agreeing to repair or replace resilient base that fails within the warranty period.

C. Warranty Period

1. Warranty Period: 2 years

2. LVT: 15 Year Standard Warranty.

D. Rights

1. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

PART 2 PRODUCTS

2.1 MANUFACTURERS:

A. Basis of Design: Contract Documents are based on products specified below to establish a standard of quality. Other acceptable manufacturers with products having equivalent characteristics may be considered, provided deviations are minor and design concept expressed in Contract Documents is not changed, as determined by the Architect.

1. Approved Manufacturer(s): Refer to Drawings and Material Schedules.

a. As specified in this section for other products.

B. Substitutions: Refer to Section 012500 - Substitution Procedures.

2.2 LVT PLANK FLOORING

A. Basis of Design Manufacturer:

1. Interface: www.interface.com

B. Acceptable Manufacturers:

1. Armstrong: www.armstrongflooring.com/#sle.

2. Mohawk Group: mohawkgroup.com

3. Or Approved Equal.

C. Substitutions: Refer to Section 012500 - Substitution Procedures.

D. Type(s) F-1: Resilient solid luxury vinyl printed pattern tile flooring meeting ASTM F1700 Class III Type B.

1. Collection: Fresco Valley Collection. Style: Ridge. Product Number: A023

2. Construction: High Performance Luxury Vinyl Tile.

3. Size: 19.69 in by 19.69 in inch.

4. Color: Refer to Material Schedule.

5. Thickness: 4.5 mm.

6. Pattern: Stagger.

7. Wear Layer: 20 mil (0.02 in).

8. Edge treatment: Square Edge (SE).

9. Installation method: Direct Glue.

E. Installation Materials:

1. Tile Adhesive: Recommended by tile manufacturer; releasable type.

a. Solvent free no VOC as recommended by manufacturer.

2. Leveling and Patching Compounds: Use only Portland-based patching and leveling compounds. Do not install resilient flooring over gypsum-based patching and/or leveling compounds.

2.3 RESILIENT BASE

A. Resilient Base: ASTM F1861, Type TS rubber, vulcanized thermoset; top set Style B, Cove.

1. Approved Manufacturers:

a. Basis of Design: Johnsonite, a Tarkett Company: www.johnsonite.com.

b. Roppe Corporation: www.roppe.com/#sle.

2. Critical Radiant Flux (CRF): Minimum 0.45 watt per square centimeter, when tested in accordance with ASTM E648 or NFPA 253.

3. Height: 4 inches.

4. Thickness: 0.15 inch.

5. Finish: Satin.

6. Length: 4 foot sections.

7. Color: As indicated on drawings.

8. Accessories: Premolded external corners and internal corners.

B. Adhesives: as recommended by Tarkett to meet site conditions

1. Tarkett 960 Cove Base Adhesive (Porous applications)

2. Tarkett 946 Premium Contact Bond Adhesive (Non-porous applications)

2.4 ACCESSORIES

A. Subfloor Filler: White premix latex; type recommended by adhesive material manufacturer.

B. Primers, Adhesives, and Seam Sealer: Waterproof; types recommended by flooring manufacturer.

C. Adapters, Moldings, Transition and Edge Strips: Construction: A homogeneous composition of polyvinyl chloride (PVC), high quality additives, and colorants..

1. Refer to Drawings.

a. Type TS-1: CTA-XX-A: 1/4" (6.35mm) carpet to 1/8" (3.18mm) resilient materials, 1-3/8" (3.49cm) cap with 1/8" (3.18mm) wide support.

2. Manufacturers:

D. Filler for Coved Base: Plastic.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive resilient base.

3.2 PREPARATION

A. Prepare floor substrates for installation of flooring in accordance with Section 090561.

B. Clean substrate.

C. Apply primer as required to prevent "bleed-through" or interference with adhesion by substances that cannot be removed.

3.3 INSTALLATION - GENERAL

A. Starting installation constitutes acceptance of subfloor conditions.

B. Install in accordance with manufacturer's written instructions.

C. Adhesive-Applied Installation:

1. Spread only enough adhesive to permit installation of materials before initial set.

2. Fit joints and butt seams tightly.

3. Set flooring in place, press with heavy roller to attain full adhesion.

3.4 INSTALLATION - LVT FLOORING

A. Install flooring in strict accordance with the latest edition of Armstrong Flooring Guaranteed Installation Systems manual, F-5061. Failure to comply may result in voiding the manufacturer's warranty listed in Section 1.08.

B. Install flooring wall to wall before the installation of floor-set cabinets, casework, furniture, equipment, movable partitions, etc. Extend flooring into toe spaces, door recesses, closets, and similar openings as shown on the drawings.

C. If required, install flooring on pan-type floor access covers. Maintain continuity of color and pattern within pieces of flooring installed on these covers. Adhere flooring to the subfloor around covers and to covers.

D. Scribe, cut, and fit to permanent fixtures, columns, walls, partitions, pipes, outlets, and built-in furniture and cabinets.

E. Roll with a 100-pound (45.36 kilogram) roller in the field areas. Refer to specific rolling instructions of the flooring manufacturer

F. Install flooring with adhesives, tools, and procedures in strict accordance with the manufacturer's written instructions. Observe the recommended adhesive trowel notching, open times, and working times.

3.5 INSTALLATION - RESILIENT BASE

A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches between joints.

B. Miter internal corners. At external corners, use premolded units. At exposed ends, use premolded units.

C. Install base on solid backing. Bond tightly to wall and floor surfaces.

D. Scribe and fit to door frames and other interruptions.

3.6 CLEANING

A. Remove excess adhesive from floor, base, and wall surfaces without damage.

B. Clean in accordance with manufacturer's written instructions.

3.7 PROTECTION

A. Prohibit traffic on resilient flooring for 48 hours after installation.

END OF SECTION 096500

SECTION 098453 - SOUND BARRIER MULLION TRIM CAP

PART 1 GENERAL

1.1 SUMMARY

A. Section includes sound barrier mullion trim caps providing sound transmission control at curtain wall.

1.2 RELATED REQUIREMENTS:

A. Section 079000 - Joint Sealants for joint sealing.

B. Section 092216 - Non-Structural Metal Framing for interior wall construction.

C. Section 092116 - Gypsum Board Assemblies for interior wall construction

1.3 ACTION SUBMITTALS

A. Product Data:

1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for sound barrier wall end cap system.

B. Shop Drawings:

1. Include typical dimensioned cross-section(s) at the location where drywall partition terminates at the perimeter curtain wall, indicating:

a. Dimensions

b. Finish

C. Samples: For each exposed product and for each color and texture specified.

1. Size: 6 inch (152 mm) sound barrier mullion trim cap sample and 2" x3-1/2" (51 mm x 89 mm) custom color paint sample.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For Installer.

B. Product Test Reports: For each sound barrier mullion trim cap assembly, for ASTM E 90 tests performed by a qualified third party testing agency.

1.5 QUALITY ASSURANCE

A. Manufacturer Qualifications: Manufacturer of aluminum extrusions and anodizing shall be ISO-9001 certified.

B. Installer Qualifications: An entity that employs installers and supervisors who are approved by manufacturer.

C. Testing Agency Qualifications: ASTM E 90 testing to be performed by laboratory accredited by IAS as complying with ISO/IEC Standard 17025.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Do not deliver sound barrier mullion trim caps until spaces to receive them are clean, dry, and ready for their installation.

B. Store sound barrier mullion trim caps in original undamaged packaging inside well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity.Division 01 Section "Product Requirements."

1.7 WARRANTY

A. Manufacturer's Warranty: Manufacturer agrees to repair or replace sound barrier mullion trim caps that fail in materials or workmanship within specified warranty period.

1. Warranty Period: Ten years limited warranty from date of Substantial Completion.

2. Limited warranty does not cover adjacent products or improper installation.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Products: Subject to compliance with requirements, provide the following:

1. MULL-it-OVER Products; Sound barrier mullion trim cap systems.

a. Tel: (616) 730-2162

b. url: www.mullitoverproducts.com

2.2 SYSTEM DESCRIPTION

A. General: Provide sound barrier mullion trim caps of design, basic profile, materials, and operation indicated. Provide units with capability to accommodate variations in adjacent surfaces.

1. Furnish units in lengths of sufficient additional length to allow for field trimming to required length to match variations in construction tolerances of adjacent systems.

2.3 PERFORMANCE REQUIREMENTS

A. Sound Transmission:

1. Double-Sided Installations: STC 55.

B. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes.

1. Mullion trim cap to be sized to accommodate thermal movement.

2.4 SOUND BARRIER MULLION TRIM CAP

A. Sound Barrier Mullion Trim Cap:

1. Products: MULL-it-OVER Products; Mullion Trim Cap.

B. Profile: Custom: Wide Sound Barrier (No Mullion)

2.5 COMPONENTS

A. Aluminum Extrusions:

1. Thickness: 0.125 inches.

2. Profile: As selected and approved by Architect to allow solid attachment and fastening to the partition wall framing.

B. Sound Absorbing Foam:

1. Resistant to smoke, flame, and microbial growth.

2. Fire Rating: ASTM E84 Class 1.

3. Fungi Resistance: Zero rating per ASTM G21.

C. Compressible Foam: Between edge of extrusion and interior face of curtain wall glass.

1. Thickness: ¾" (19.1 mm) as required to accommodate mullion deflection.

2. Color: Light Gray.

D. Fasteners:

1. Self Tapping or appropriate threaded fastener.

2. Compatible with all materials fasteners will contact with and not causing galvanic corrosion.

E. Snap Cover: Snap-on fastener cover.

F. Acoustical Sound Sealant: Acrylic latex based.

2.6 ACCESSORIES

A. Provide necessary and related parts and tools to complete installation.

2.7 FABRICATION

A. Extrusions and generic profiles to be shipped in custom lengths as required to meet project requirements or shipped in standard incremental foot lengths and cut to exact length on jobsite.

2.8 FINISHES

A. Exposed surfaces of exposed aluminum extrusion:

1. Standard Finish: Supplied in clear anodized finish.

B. Finishes:

1. Aluminum - clear anodize:

a. Clear anodized finish in accordance with AA-M10 C22 A41 Class I (0.7 to 1.0 thick anodic coating)

PART 3 EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.

B. Examine walls and adjacent curtain wall for suitable conditions where sound barrier wall end cap will be installed.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. Measure and cut sound barrier wall end cap to proper lengths.

B. Notch around horizontal mullions, sills, or other obstructions leaving appropriate gap for differential movement between the sound barrier wall end cap and the obstruction.

C. Apply continuous bead of acoustical sealant to the unexposed side of extruded aluminum surface that will be in contact with the drywall edge.

D. Place sound barrier wall end cap on the vertical surface of the drywall partition wall and loosely install fasteners in the top and bottom slotted holes of the wall end cap.

E. Plumb the wall end cap leaving recommended gap spacing between the interior glass surface and the wall end cap. Foam gasket to be in contact with glass.

F. Tighten top and bottom fasteners to secure end cap.

G. Install additional fasteners at 12 inches on center, minimum.

H. Install snap cover to conceal fasteners.

I. Apply color matched sealant at joints of dissimilar materials as desired.

3.3 CLEANING

A. After work is complete in adjacent areas, clean exposed surfaces with suitable cleaner that will not harm or attack the finish.

3.4 PROTECTION

A. Protect sound barrier wall end caps from damage during installation, general construction activities, and until turnover of structure.

END OF SECTION 098453

SECTION 099000 - PAINTING AND COATING

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Surface preparation.

B. Interior painting and coating systems.

C. Scope:

1. Finish surfaces exposed to view, unless fully factory-finished and unless otherwise indicated, including the following:

a. Interior:

1) Metal: Aluminum and galvanized.

2) Drywall: Walls, ceilings, gypsum board, and similar items.

1.2 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Product Data: Provide complete list of products to be used, with the following information for each:

1. Product characteristics.

2. Surface preparation instructions and recommendations.

3. Primer requirements and finish specification.

4. Storage and handling requirements and recommendations.

5. Application methods.

6. Clean-up information.

C. Samples: Submit four paper draw down samples, 8-1/2 by 11 inches in size, illustrating range of colors available for each finishing product specified.

D. Certification: By manufacturer that paints and finishes comply with VOC limits specified.

E. Applicator's qualification statement.

F. Maintenance Data: Submit coating maintenance manual including finish schedule showing where each product/color/finish was used, product technical data sheets, safety data sheets (SDS), care and cleaning instructions, touch-up procedures, repair of painted and finished surfaces, and color samples of each color and finish used.

G. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. See Section 016000 - Product Requirements for additional provisions.

2. Extra Paint and Finish Materials: 1 gallon of each color; from the same product run, store where directed.

3. Label each container with color in addition to manufacturer's label.

1.3 QUALITY ASSURANCE

A. Applicator Qualifications: Company specializing in performing the type of work specified with minimum 3 years experience and approved by manufacturer.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.

B. Container Label: Include manufacturer's name, type of paint, product name, product code, color designation, VOC content, batch date, environmental handling, surface preparation, application, and use instructions.

C. Paint Materials: Store at a minimum of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

D. Handling: Maintain a clean, dry storage area to prevent contamination or damage to materials.

1.5 FIELD CONDITIONS

A. Do not apply materials when environmental conditions are outside the ranges required by manufacturer.

B. Follow manufacturer's recommended procedures for producing the best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Basis of Design Products: Subject to compliance with requirements, provide Sherwin-Williams Company (The) products indicated; www.sherwin-williams.com/#sle.

2.2 PAINTINGS AND COATINGS

A. General:

1. Provide factory-mixed coatings unless otherwise indicated.

2. Do not reduce, thin, or dilute coatings or add materials to coatings unless specifically indicated in manufacturer's instructions.

B. Volatile Organic Compound (VOC) Content:

1. Provide paints and finishes that comply with the most stringent requirements specified in the following:

a. 40 CFR 59, Subpart D--National Volatile Organic Compound Emission Standards for Architectural Coatings.

b. Ozone Transport Commission (OTC) Phase II Model Rule, Architectural and Industrial Maintenance Coatings; www.otcair.org.

c. Architectural coatings VOC limits of Nevada.

C. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.

2.3 PAINT SYSTEMS - INTERIOR

A. Metal: Aluminum and galvanized.

1. Latex Systems:

a. Eg-Shel/Satin Finish High Performance:

1) 1st Coat: Sherwin-Williams Pro Industrial Pro-Cryl Universal Primer, B66-1310 Series: www.sherwin-williams.com/#sle.

(a) 5 mils wet, 2 mils dry per coat.

2) 2nd and 3rd Coats: Sherwin-Williams Pro Industrial Acrylic Eg-Shel, B66-660 Series: www.sherwin-williams.com/#sle.

(a) 2 to 4 mils dry per coat.

B. Drywall: Walls, ceilings, gypsum board, and similar items.

1. Latex Systems:

a. Eg-Shel Finish High Performance (HP):

1) 1st Coat: Sherwin-Williams ProMar 200 Zero VOC Interior Latex Primer, B28W2600: www.sherwin-williams.com/#sle.

(a) 4 mils wet, 1.5 mils dry per coat.

2) 2nd and 3rd Coat: Sherwin-Williams ProMar 200 HP Zero VOC Eg-Shel, B20-1950 Series: www.sherwin-williams.com/#sle.

(a) 4 mils wet, 1.7 mils dry per coat.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.

B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.

C. Test shop-applied primer for compatibility with subsequent cover materials.

3.2 PREPARATION

A. Clean surfaces thoroughly and correct defects prior to application.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

C. Gypsum Board: Fill minor defects with filler compound; sand smooth and remove dust prior to painting.

D. Galvanized Surfaces:

1. Remove surface contamination and oils and wash with solvent according to SSPC-SP 1.

2. Prepare surface according to SSPC-SP 2.

E. Ferrous Metal:

1. Solvent clean according to SSPC-SP 1.

2. Shop-Primed Surfaces: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Prime bare steel surfaces.

3. Remove rust, loose mill scale, and other foreign substances using methods recommended by paint manufacturer and blast cleaning according to SSPC-SP 6. Protect from corrosion until coated.

3.3 APPLICATION

A. Remove unfinished louvers, grilles, covers, and access panels on mechanical and electrical components and paint separately.

B. Apply products in accordance with manufacturer's written instructions.

C. Apply coatings at spread rate required to achieve manufacturer's recommended dry film thickness.

D. Regardless of number of coats specified, apply additional coats until complete hide is achieved.

3.4 PRIMING

A. Apply primer to all surfaces unless specifically not required by coating manufacturer. Apply in accordance with coating manufacturer's instructions.

B. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to top coat manufacturers.

3.5 CLEANING

A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

B. Clean surfaces immediately of overspray, splatter, and excess material.

C. After coating has cured, clean and replace finish hardware, fixtures, and fittings previously removed.

3.6 PROTECTION

A. Protect finished coatings from damage until completion of project.

B. Touch-up damaged finishes after Substantial Completion.

END OF SECTION 099000

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERICA J. BISH 26773 STATE OF TEXAS 08/08/2024

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Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

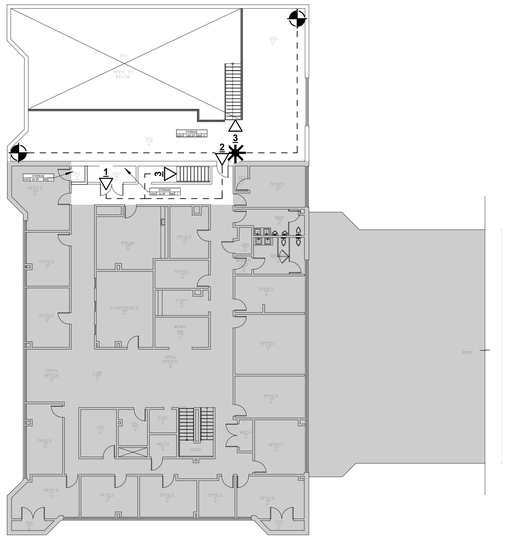
Sheet Title

SPECIFICATIONS

Date: 07/19/2024

Sheet No:

G1.09



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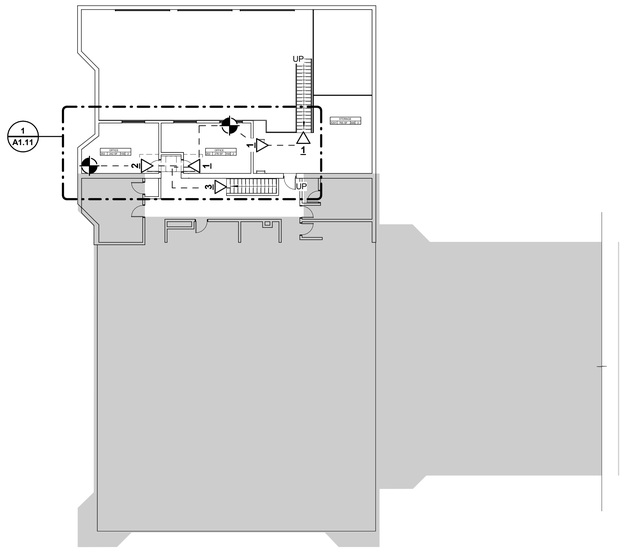

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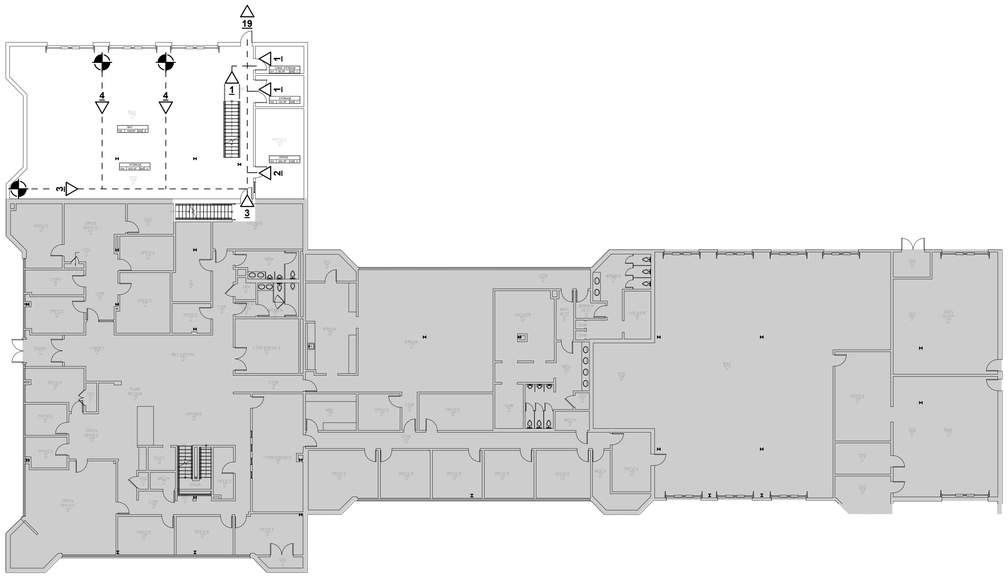

1 LEVEL 1
SCALE: 1/16" = 1'-0"

GENERAL NOTES

1 KEYNOTES

LEGEND

ROOM NAME 1001 | 15,250 SF | 15 | 888
- ROOM NAME
- OCCUPANT LOAD
- OCCUPANT LOAD FACTOR
- AREA
- ROOM NUMBER

1 HR RATED PARTITION

2 HR RATED PARTITION

PATH OF EGRESS TO EXIS DISCHARGE

POINT AT WHICH 2 EXIT PATHS BECOME AVAILABLE

42 EXIT DIRECTION AND NUMBER OF OCCUPANTS

MOST REMOTE POINT FOR TRAVEL DISTANCE

FIRE EXTINGUISHER CABINET, SEE LIFE SAFETY DETAILS AE2.XX

X OCCUPANCY

X OCCUPANCY

X OCCUPANCY

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project
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16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

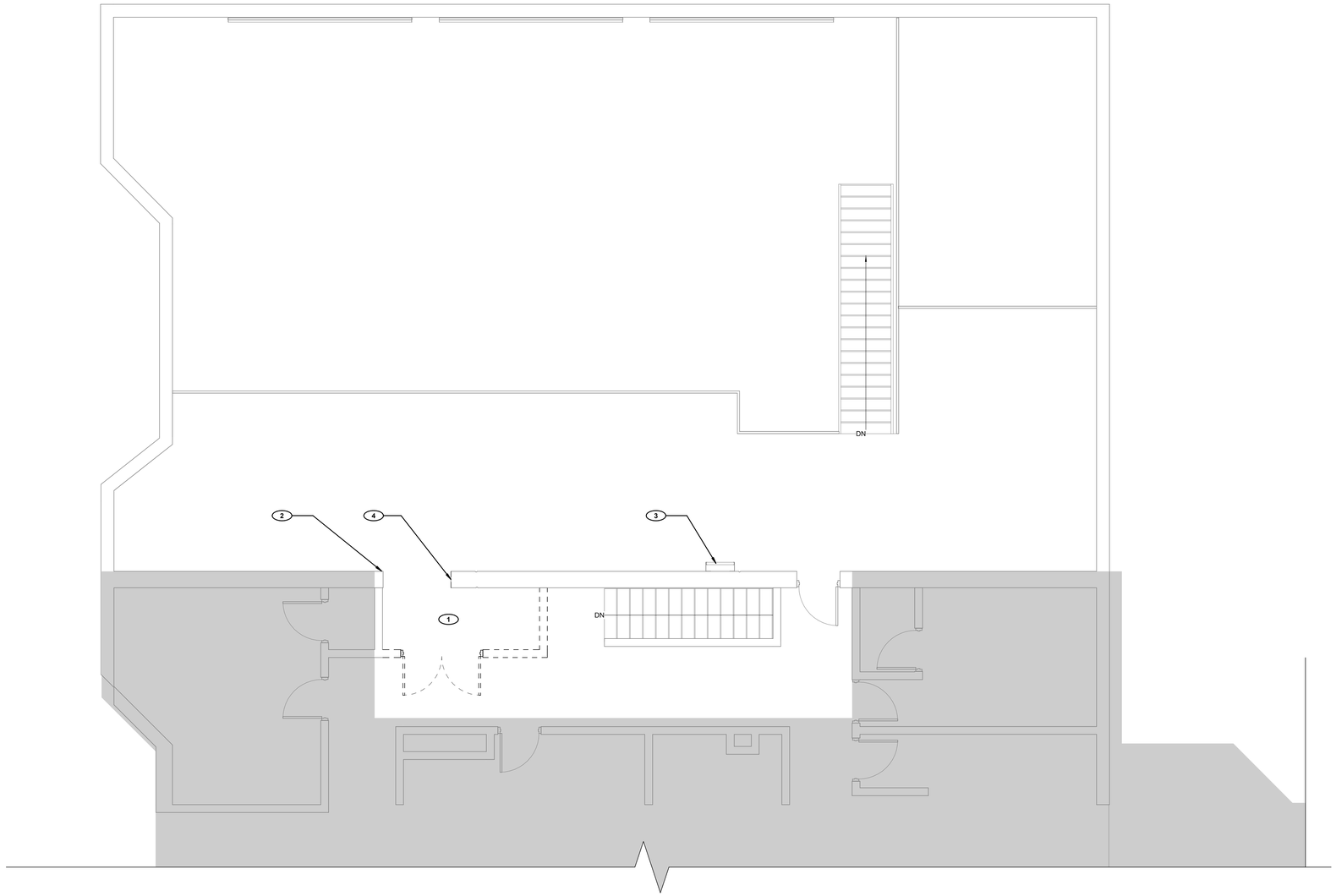
Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
LIFE SAFETY PLAN

Date: 07/19/2024
Sheet No:
AE1.01



1 LEVEL 2 EXISTING AND DEMOLITION PLAN
SCALE: 1/4" = 1'-0"

NORTH

GENERAL NOTES

1. THESE DRAWINGS (ALL DISCIPLINES) ARE A COHESIVE SET OF DRAWINGS EACH TRADE SHALL REVIEW ALL ARCHITECTURAL AND ENGINEERED DRAWINGS FOR INFORMATION THAT CROSSES OVER VARIOUS TRADES.
2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONFIRM EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
3. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES WITH CONTRACT DOCUMENTS AS SOON AS POSSIBLE.
4. PATCH AND REPAIR WALLS WHERE NEEDED TO PROVIDE FLUSH AND LEVEL SURFACE TO ACCEPT NEW WALLS, NEW WORK, AND NEW FINISHES
5. MASK OFF AREAS THAT ARE NOT TO RECEIVE ANY WORK TO PROTECT FROM CONSTRUCTION DUST AND DAMAGE
6. ALL DIMENSIONS ARE TAKEN FROM FACE OF STUD, MASONRY, OR CONCRETE UNLESS NOTED OTHERWISE.

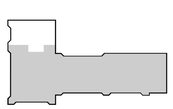
1 KEYNOTES

1. REMOVE EXISTING LAMINATE FLOORING. PREP SURFACE FOR CERAMIC TILE INSTALLATION
2. PATCH/REPAIR CONCRETE WALL PRIOR TO PAINT AND DOOR INSTALLATION
3. EXISTING ROOF ACCESS LADDER
4. APPLY PLASTER SKIM COAT TO MATCH ADJACENT SURFACES. PREP AND PAINT TO MACH EXISTING COLOR PROVIDED BY OWNER.

LEGEND

- EXISTING CONSTRUCTION TO BE REMOVED
- EXISTING CONSTRUCTION TO BE REMAIN
- NEW CONSTRUCTION
- EXISTING CONSTRUCTION ZONE TO BE REMAIN AND PROTECTED FROM DAMAGE

KEYPLAN



tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
ERIC A.J. BIRK
26713
STATE OF TEXAS
08/08/2024

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Project
TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

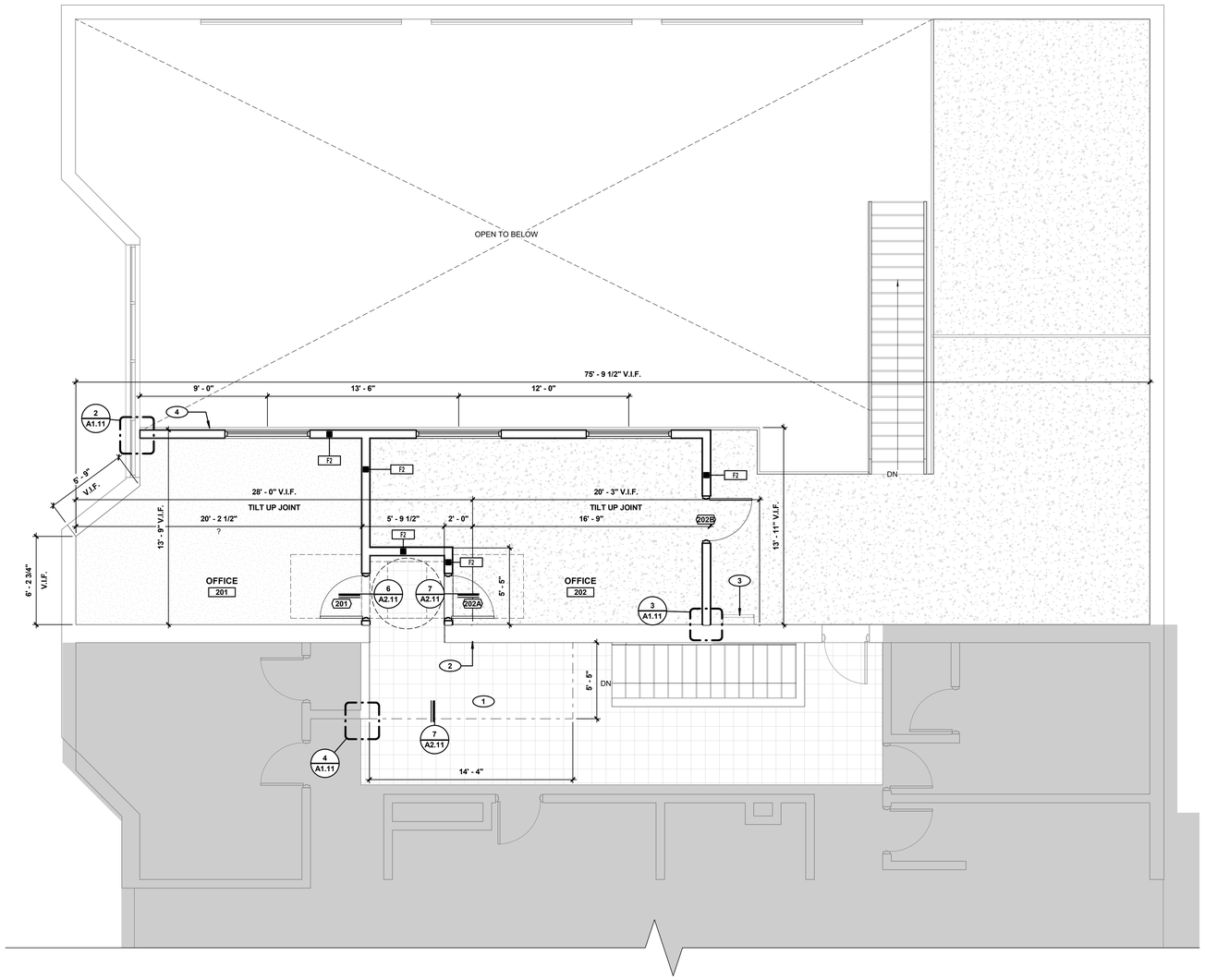
Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

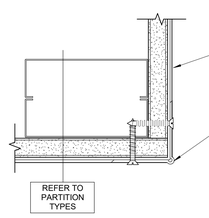
Sheet Title
SECOND FLOOR DEMOLITION PLAN

Date: 07/19/2024
Sheet No:
AD1.01



1 LEVEL 2 ENLARGED PLAN
SCALE: 1/4" = 1'-0"

NORTH



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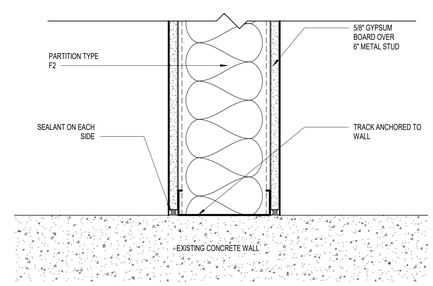
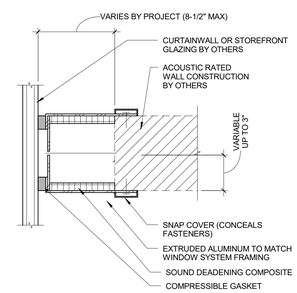
SCALE: 6" = 1'-0"



3 DETAIL (N) PARTION TO (E) CONCRETE WALL
SCALE: 3" = 1'-0"



2 SOUND BARRIER
SCALE: 3" = 1'-0"

GENERAL NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH THE ADOPTED BUILDING CODES OF THE CITY OF RENO AND WASHOE COUNTY. FOR A LIST OF ADOPTED CODES SEE BUILDING DATA CRITERIA.
2. THESE DRAWINGS (ALL DISCIPLINES) ARE A COHESIVE SET OF DRAWINGS EACH TRADE SHALL REVIEW ALL ARCHITECTURAL AND ENGINEERED DRAWINGS FOR INFORMATION THAT CROSSES OVER VARIOUS TRADES.
3. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONFIRM EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
4. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES WITH CONTRACT DOCUMENTS AS SOON AS POSSIBLE.
5. REFER TO WALL TYPE AND LIFE SAFETY DRAWINGS FOR RATING SEPERATIONS AND UL RATED DESIGN DRAWINGS FOR REQUIRED FIRE RESISTIVE CONSTRUCTION.
6. SEE STRUCTURAL, MECHANICAL/PLUMBING, AND ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
7. ALL DIMENSIONS ARE TAKEN FROM FACE OF FINISH TO FACE OF FINISH UNLESS NOTED OTHERWISE.
8. SEE A2.31 FOR PARTITION TYPES
9. GYPSUM CEILING SYSTEM TO BE TAPED, TEXTURED, AND PAINTED WITH TWO COATS OF EPOXY PAINT.
10. PROVIDE NEW DUCTWORK DIFFUSERES, AND RETURN GRILLS.

1 KEYNOTES

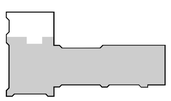
1. INFILL TILE AREA WITH ATTIC STOCK PROVIDED BY OWNER MATCH EXISTING GROUT WIDTH & COLOR
2. EXISTING CONCRETE PANEL JOINT.
3. EXISTING ROOF ACCESS LADDER
4. EXISTING REMOVABLE RAILING TO BE RELOCATED. CONFIRM FINAL LOCATION WITH OWNER

LEGEND

- CARPET (F-1)
- CERAMIC FLOOR TILE (F-2)
- CONCRETE (F-3)

SEE MATERIAL FINISH SCHEDULE

KEYPLAN



tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
ERIC A.J. BIGH
56773
STATE OF TEXAS
08/08/2024

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Sheet Title
SECOND FLOOR ENLARGED PLAN

Date: 07/19/2024
Sheet No:
A1.11

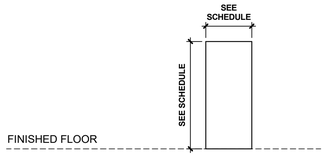
DOOR SCHEDULE

DR. NO.	RM. NO.	PR	PANEL SIZE W	PANEL SIZE H	PANEL SIZE T	PANEL TYPE	PANEL MAT'L		FRAME TYPE	FRAME MAT'L	FRAME HEAD DTL	FRAME SILL DTL	FRAME JAMB DTL (LATCH)	FRAME JAMB DTL (HINGE)	HDWR SET	LABEL	REMARKS
201	201		3' - 0"	7' - 0"	1 3/4"	F	HM		1	HM	1/A2.11		2/A2.11	2/A2.11	OFFICE FUNCTION - MATCH EXISTING		
202A	202		3' - 0"	7' - 0"	1 3/4"	F	HM		1	HM	1/A2.11		2/A2.11	2/A2.11	OFFICE FUNCTION - MATCH EXISTING		
202B	202		3' - 0"	7' - 0"	1 3/4"	F	HM		1	HM	1/A2.11		2/A2.11	2/A2.11	OFFICE FUNCTION - MATCH EXISTING		

INTERIOR FINISHES

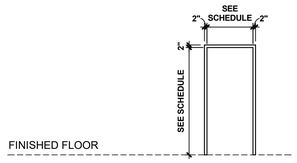
WALLS - PAINT, MATCH EXISTING
CEILING - ACT, MATCH EXISTING

FLOORS
- F1 - CARPET TO BE SELECTED BY OWNER (ALLOWANCE $XX/YARD)
- F-2 - EXISTING CONCRETE TO REMAIN
- F-3 - TILE FROM OWNER ATTIC STOCK



F

DOOR PANEL TYPES
SCALE: 1/4" = 1'-0"



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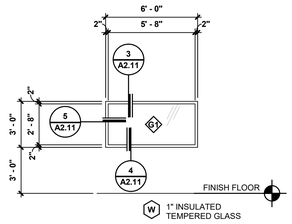
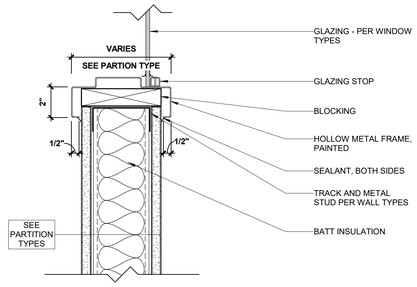
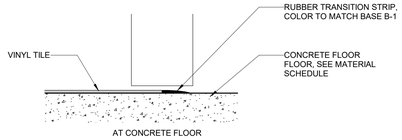
DOOR FRAME TYPES
SCALE: 1/4" = 1'-0"



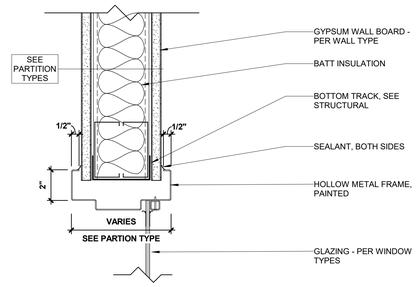
A HOLLOW METAL WINDOW
SCALE: 1/4" = 1'-0"



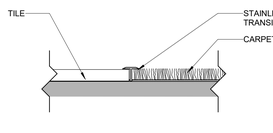
4 SILL DETAIL
SCALE: 3" = 1'-0"



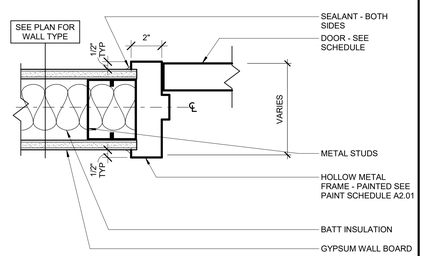
7 DETAIL - CONCRETE TO TILE TRANSITION
SCALE: 6" = 1'-0"



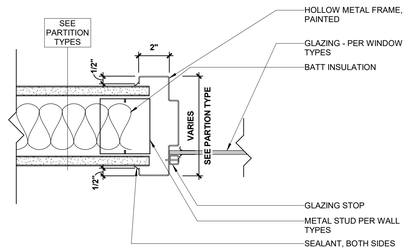
3 HEAD DETAIL
SCALE: 3" = 1'-0"



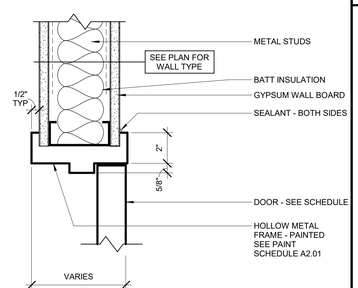
6 DETAIL - CARPET TO TILE TRANSITION
SCALE: 6" = 1'-0"



2 JAMB
SCALE: 3" = 1'-0"



5 JAMB DETAIL
SCALE: 3" = 1'-0"



1 HEAD
SCALE: 3" = 1'-0"

GENERAL NOTES

1 KEYNOTES

LEGEND

HM	HOLLOW METAL
SC	SOLID-CORE
STL	STEEL
AL	ALUMINUM
PR	PAIR
X	GLASS TYPE, SEE SPECIFICATIONS
	CLEAR GLAZING

GLAZING TYPES:

G1	INTERIOR 1/4" FULLY TEMPERED SAFETY GLAZING

NOTE: REFER TO SPECIFICATION FOR FULL DESCRIPTION OF GLAZING TYPES

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERIC A.J. BIER 26773 STATE OF TEXAS 08/08/2024

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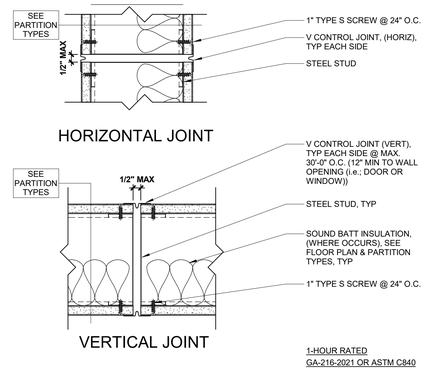
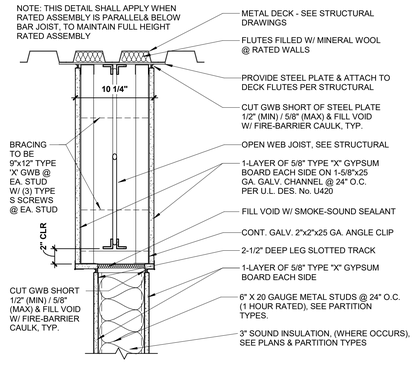
SCHEDULES AND DETAILS

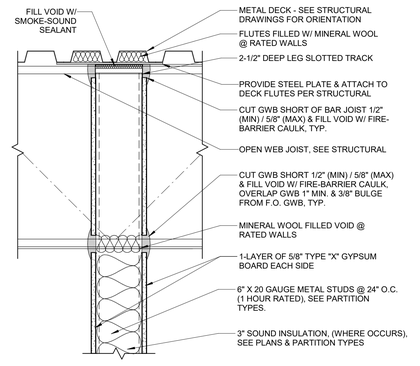
Date: 07/19/2024
Sheet No:
A2.11



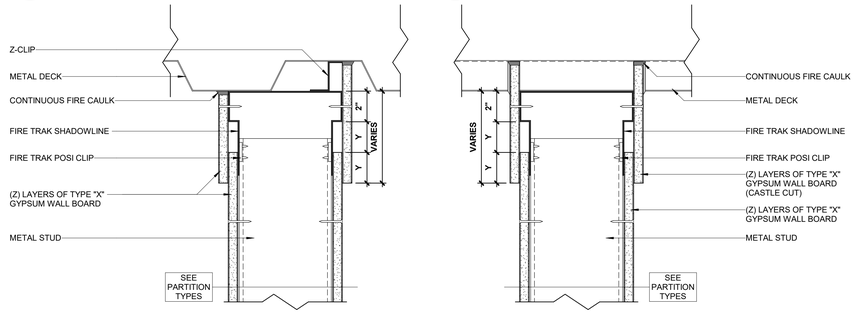
5 STUD CONTROL JOINT DETAIL
SCALE: 3" = 1'-0"



7 WALL AT BAR JOIST
SCALE: 1 1/2" = 1'-0"

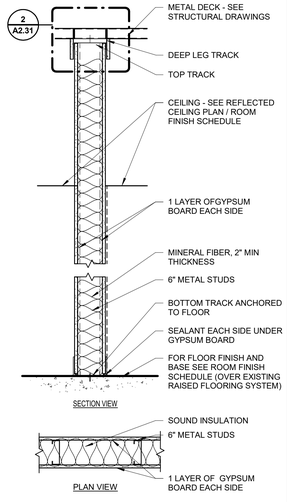


3 1HR RATED WALL PERP TO FRAMING
SCALE: 1 1/2" = 1'-0"



NOTE:
1. REFER TO STRUCTURAL DRAWINGS FOR DEFLECTION REQUIREMENT (SHOWN AS "Y")
2. ONLY (1) LAYER OF TYP "X" GYPSUM WALL BOARD SHOWN FOR CLARITY, SEE PARTITION TYPES FOR ACTUAL NUMBER OF LAYERS REQUIRED (SHOWN AS "Z")

2 HEAD-OF-WALL DEFLECTION DETAIL
SCALE: 3" = 1'-0"



NOTE:
INSULATION RODS TO BE USED TO HOLD INSULATION IN PLACE

PARTITION TYPE ACOUSTICAL PARTITION - STC 45 F2
SCALE : 1 1/2" = 1'-0"

GENERAL NOTES

1. PARTITION TYPE DETAILS DENOTING "X" AS THE STUD CONFIGURATION APPLY TO MULTIPLE PARTITION TYPES.
2. NUMBER SHOWN INDICATES STUD SIZE AND GYP BD CONFIGURATION (DETAILS WITH THE SAME NUMBER ALL HAVE THE SAME GENERAL CONSTRUCTION), REFER TO STUD CONFIGURATION FOR ATTACHMENT CONDITION
3. REFER TO PARTITION SCHEDULE FOR SILL AND HEAD DETAILS
4. PROVIDE A 1" MINIMUM GAP BETWEEN PARTITIONS, U.N.O.

1 KEYNOTES

LEGEND

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT ERIC A.J. BIGH 26713 STATE OF TEXAS 08/08/2024

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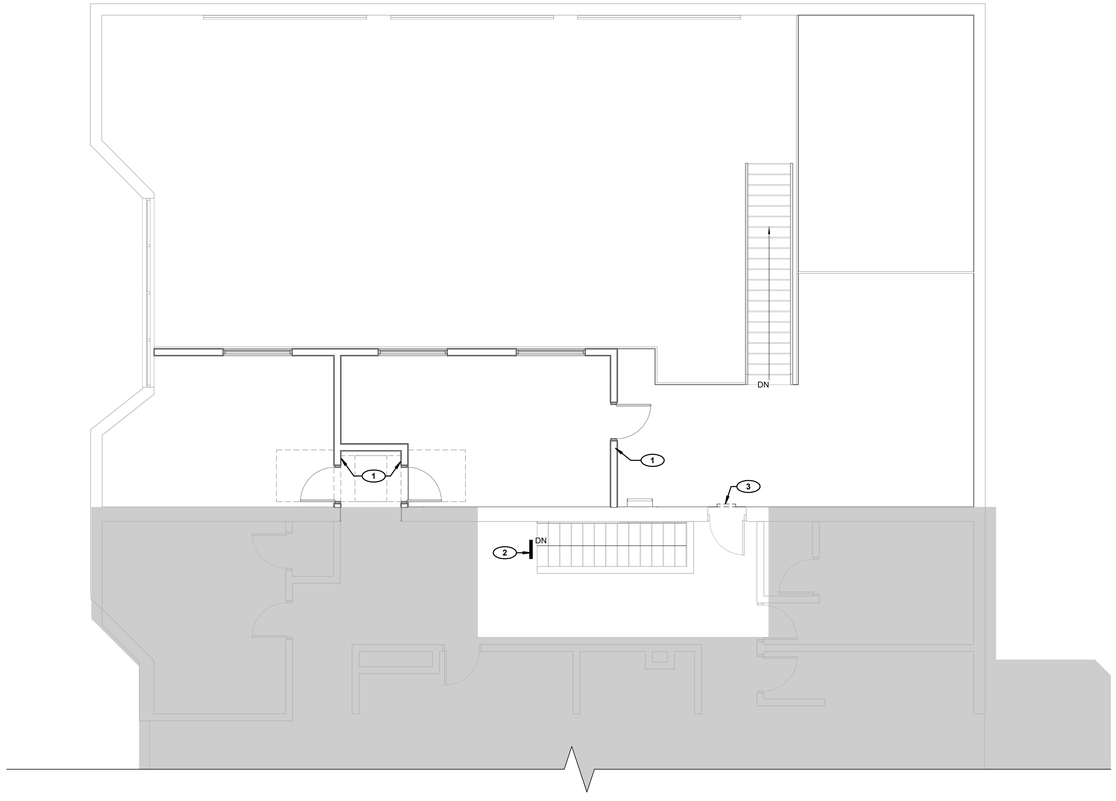
PARTITION TYPES AND DETAILS

Date: 07/19/2024
Sheet No:
A2.31



1 LEVEL 2 SIGNAGE PLAN
SCALE: 3/16" = 1'-0"

NORTH

GENERAL NOTES

1 KEYNOTES

1 NEW ADA COMPLIANT ROOM SIGNAGE TO MATCH EXISTING - CONFIRM TEXT WITH OWNER
2 EXISITNG EXIT SIGNAGE
3 NEW EXIT SIGNAGE OVERHEAD

LEGEND

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
ERIC A.J. BIGH
26773
STATE OF TEXAS
08/08/2024

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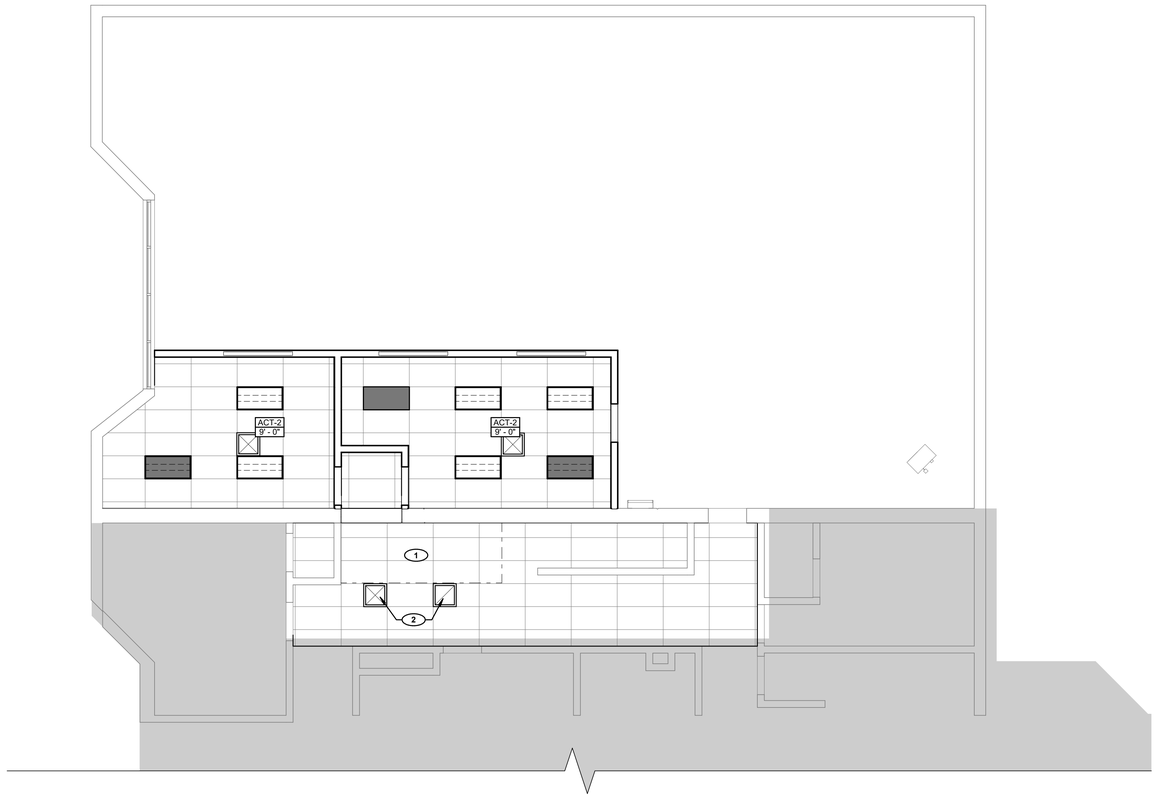
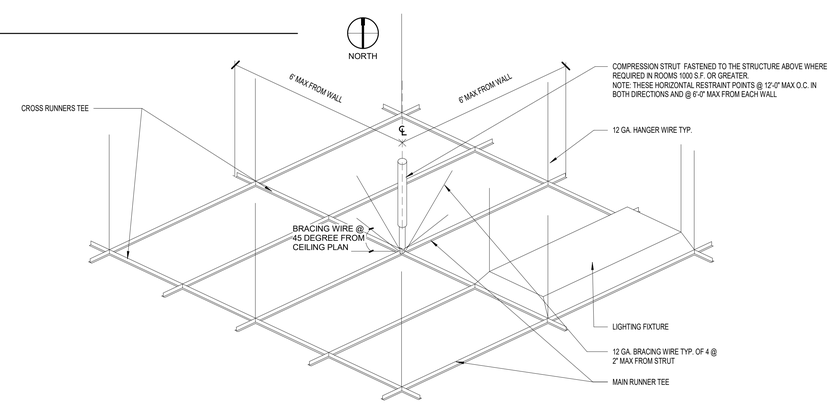
Sheet Title
SIGNAGE PLAN

Date: 07/19/2024
Sheet No:
A2.51



1 REFLECTED CEILING PLAN - LEVEL 2
SCALE: 3/16" = 1'-0"



2 SUSPENDED ACOUSTIC CEILING DETAIL
SCALE: 1/2" = 1'-0"

GENERAL NOTES

KEYNOTES

1 REPAIR/REPLACE ACT WHERE DAMAGED BY DEMOLITION OF WALLS
2 EXISTING SUPPLY/RETURN DIFFUSERS TO REMAIN

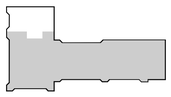
LEGEND

2'X4' ACOUSTIC CEILING TILE (ACT-1)

GYPSUM BOARD CEILING (C-2)

2'X4' TROFFER LIGHT

KEYPLAN



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Suite 100
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phone: 702.456.3000
fax: 702.898.6209
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REV	DATE	DESCRIPTION

Sheet Title
SECOND FLOOR CEILING PLAN

Date: 07/19/2024
Sheet No:
A3.01

GENERAL NOTES:

1. REFER TO THE PROJECT MANUAL FOR GOVERNING JOB REQUIREMENTS AND MATERIAL SPECIFICATIONS. THE FOLLOWING NOTES ARE SUPPLEMENTAL TO THE ABOVE REQUIREMENTS.
2. ALL DIMENSIONS TO, OF, AND IN EXISTING STRUCTURES SHALL BE VERIFIED IN FIELD BY CONTRACTOR WITH ALL DISCREPANCIES REPORTED TO THE ENGINEER.
3. DO NOT CHANGE THE SIZE NOR SPACING OF STRUCTURAL ELEMENTS WITHOUT THE APPROVAL OF THE ENGINEER.
4. DETAILS SHOWN AS TYPICAL APPLY TO SIMILAR CONDITIONS UNLESS NOTED OTHERWISE.
5. THESE DRAWINGS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY.
6. THE STRUCTURAL DRAWINGS AND SPECIFICATIONS REPRESENT THE FINISHED STRUCTURE. THEY DO NOT INDICATE THE METHODS OF CONSTRUCTION UNLESS SPECIFICALLY STATED OR NOTED. THE CONTRACTOR SHALL PROVIDE ALL MEASURES NECESSARY TO PROTECT THE WORKMEN AND OTHER PERSONS DURING CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL REQUIRED BRACING OF THE BUILDING AND OTHER STRUCTURES REQUIRED FOR CONSTRUCTION AND WIND LOADS UNTIL ALL STRUCTURAL ELEMENTS NEEDED FOR STABILITY ARE INSTALLED.
7. THE DESIGN IS BASED ON 2024 INTERNATIONAL BUILDING CODE.
8. CONTRACTOR SHALL DETERMINE EXACT LOCATION OF EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE UNDERGROUND UTILITIES.
9. INCORRECTLY FABRICATED, DAMAGED, OR OTHERWISE MISFITTING OR NONCONFORMING MATERIALS OR CONDITIONS SHALL BE REPORTED TO THE OWNER PRIOR TO REMEDIAL OR CORRECTIVE ACTION. ANY SUCH ACTION SHALL REQUIRE ENGINEER'S APPROVAL.
10. EACH CONTRACTOR SHALL COOPERATE WITH THE OWNER'S REPRESENTATIVE AND COORDINATE HIS WORK WITH THE WORK OF OTHERS.
11. PRINCIPAL OPENINGS ARE INDICATED ON THE STRUCTURAL DRAWINGS. REFER TO ARCHITECTURAL, MECHANICAL AND ELECTRICAL DRAWINGS FOR SLEEVES, BLOCKOUTS, INSERTS, CURBS, OPENINGS AND SLAB DEPRESSIONS THAT ARE REQUIRED BUT NOT SHOWN ON THE STRUCTURAL DRAWINGS. VERIFY SIZE AND LOCATION OF OPENINGS PRIOR TO BEGINNING WORK. FOR DIMENSIONS NOT SHOWN, SEE MECHANICAL, ELECTRICAL, CIVIL AND ARCHITECTURAL DRAWINGS.
12. THE STRUCTURAL DRAWINGS SHALL NOT BE SCALED FOR DETERMINATION OF QUANTITY, LENGTH OR FIT OF MATERIALS.
13. CONTRACTOR SHALL COMPARE STRUCTURAL AND ARCHITECTURAL DRAWINGS AND REPORT ANY DISCREPANCY TO THE ARCHITECT PRIOR TO FABRICATION OR INSTALLATION OF STRUCTURAL MEMBERS.
14. CONTRACTOR SHALL ENSURE THAT CONSTRUCTION MATERIALS WHOSE WEIGHT EXCEEDS THE DESIGN LIVE LOADS INDICATED ON THE STRUCTURAL DRAWINGS ARE NOT STORED ON STRUCTURALLY SUPPORTED FLOOR OR ROOF FRAMING.
15. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY CONDITION WHICH, IN HIS OR HER OPINION, MIGHT ENDANGER THE STABILITY OF THE STRUCTURE OR CAUSE DISTRESS IN THE STRUCTURE.

IMPORTANT NOTE REGARDING STABILITY DURING CONSTRUCTION:

1. THE EXTERIOR REINFORCED CONCRETE TILT WALLS ARE SHEAR WALLS PROVIDING PERMANENT STABILITY TO THE BUILDING. UNTIL THESE WALLS ARE CONSTRUCTED AND CAN PROVIDE STABILITY TO THE STRUCTURE, THE GENERAL CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT A PROPER MEANS OF TEMPORARY STABILITY IS PROVIDED TO THE CONSTRUCTION.

IMPORTANT REMODEL NOTES:

1. THE PLANS AND SECTIONS DO NOT NECESSARILY SHOW ALL LOCATIONS WHERE TYPICAL DETAILS APPLY. IN ADDITION, TYPICAL DETAILS PROVIDED ON DRAWING SHEETS FOR ANY PORTION OF THE OVERALL CONSTRUCTION CONTRACT (E.G. DIFFERENT VOLUMES, CONSTRUCTION PHASES, BUILDING AREAS TO BE REMODELED, ETC…) SHALL APPLY TO ALL WORK IN THE CONSTRUCTION CONTRACT EVEN IF THEY ARE NOT EXPLICITLY SHOWN ON THE DRAWINGS FOR THIS SPECIFIC PORTION OF THE OVERALL CONSTRUCTION CONTRACT. REFER TO THE ARCHITECTURAL DRAWINGS FOR THE FINISHED SCOPE AND REFER TO THE STRUCTURAL DRAWINGS AND NOTES FOR DIRECTION ON HOW TO ACHIEVE THAT FINISHED SCOPE UNDER THE EXISTING CONDITIONS. EXAMPLES OF THIS INCLUDE AREAS WHERE THE EXISTING SLAB ON GROUND FOUNDATIONS WILL BE REQUIRED TO BE REMOVED AND REPLACED TO FACILITATE INSTALLATION OF NEW PLUMBING. THE CONTRACTOR SHALL DETERMINED THE LOCATIONS WHERE EXISTING SLABS WILL HAVE TO BE REMOVED AND REPLACED, AND WHERE THE TYPICAL EXISTING SLAB ON GROUND REPAIR DETAIL SHALL APPLY.
2. AT NEW OPENINGS IN EXISTING WALLS AND WHERE EXISTING WALLS ARE DEMOLISHED, UNLESS OTHERWISE INDICATED ON THE STRUCTURAL PLANS AND/OR SECTIONS/DETAILS, THE CONTRACTOR SHALL SHORE UP THE EXISTING STRUCTURE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY OF PERSONNEL AND ANY DAMAGE TO PROPERTY CAUSED BY DEMOLITION OPERATIONS. ADDITIONAL MEANS OF SHORING THE WALLS DURING DEMOLITION SHOULD BE PROVIDED IF THE CONTRACTOR BELIEVES APPROPRIATE.
3. AT INTERIOR WALLS TO BE DEMOLISHED, WHERE DEMOLITION ENDS AT AN EXISTING INTERIOR CFMF OR EXISTING INTERIOR MASONRY WALL, INSTALL NEW INTERIOR WALL BRACING PER TYPICAL DETAILS FOR NEW CONSTRUCTION.
5. AT DEMOLITION OF EXISTING BUILDING COMPONENTS, THE CONTRACTOR SHALL NOT STOCKPILE DEBRIS SUCH THAT IT EXCEEDS THE DESIGN VALUES NOTED ON THESE GENERAL NOTES.

POST INSTALLED ANCHORS:

1. ADHESIVE ANCHORS WITH THREADED ROD:
   DUE TO THE DIFFERENT CAPACITIES OF VARIOUS PRODUCTS, ALL SUBSTITUTION REQUESTS SHALL BE SENT TO THE ENGINEER OF RECORD FOR REVIEW AND APPROVAL PRIOR TO ITS USE.
   A. IN CONCRETE: ADHESIVE ANCHORS SHALL HAVE BEEN TESTED AND QUALIFIED IN ACCORDANCE WITH ACI 355.4 AND ICC-ES AC 308.
      1. HILTI HIT-HY 200 SAFE SET (ICC-ES ESR-3187), HILTI INC. IS THE BASIS OF DESIGN.
         ALTERNATE PRODUCTS:
         a. HIT-RE 500V3 SAFE SET (ICC-ES ESR-3814), HILTI INC.
   B. THREADED ANCHOR ROD SHALL BE (UNO):
      1. HILTI ADHESIVE: "HIT-Z" AISI 1038
   C. UNLESS NOTED MORE STRINGENTLY ON THE CONSTRUCTION DOCUMENTS, THE MINIMUM EMBEDMENT DEPTH OF ADHESIVE ANCHORS INTO CONCRETE SHALL BE AS FOLLOWS.
      1. 3/8" DIA: 4 1/2"
      2. 1/2" DIA: 4 1/2"
      3. 5/8" DIA: 5 5/8"
      4. 3/4" DIA: 6 3/4"
      5. 7/8" DIA: 7 7/8"
      6. 1" DIA: 9"

2. ANCHOR AND DOWEL INSTALLATION:
   A. ANCHORS AND DOWELS OF THE SIZE AND EMBEDMENT SHOWN ON THE DRAWINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, THE MANUFACTURER'S RECOMMENDATIONS, AND THE MANUFACTURER'S CURRENT EVALUATION (ICC-ES OR IAPMO-ES) REPORT FOR THE ANCHOR. IF CONFLICTS EXIST BETWEEN THESE REFERENCED DOCUMENTS, THE MOST STRINGENT REQUIREMENTS SHALL GOVERN.
   B. THE CONTRACTOR SHALL LOCATE ALL EXISTING REINFORCING STEEL AND OTHER EMBEDDED ITEMS CONTAINED IN THE CONCRETE USING NON-DESTRUCTIVE METHODS AND SHALL POSITION ANCHOR LOCATIONS TO AVOID CONFLICTS WITH EXISTING EMBEDDED ITEMS. ANCHOR OR DOWEL LOCATIONS CAN BE ADJUSTED BY A MAXIMUM OF 1 1/2" FROM DETAILED LOCATIONS TO AVOID CONFLICTS, BUT SHALL NEITHER CHANGE ARRANGEMENT NOR MOVE CLOSER TO A CONCRETE EDGE.
      1. *(THIS NOTE HAS BEEN MODIFIED SO THAT BASEPLATE ASSEMBLIES DO NOT HAVE TO BE DESIGNED FOR MISLOCATED ANCHORS)*
   C. BASED ON FIELD VERIFIED LOCATIONS OF REINFORCING STEEL AND EMBEDDED ITEMS, THE CONTRACTOR SHALL CREATE TEMPLATES FOR EACH ANCHOR GROUP AND SUBMIT THE TEMPLATE DIMENSIONS FOR REVIEW PRIOR TO FABRICATION OF CONNECTION PLATES.
   D. HOLES FOR ANCHORS AND DOWELS SHALL BE DRILLED IN A CONTINUOUS OPERATION USING THE DRILL-BIT TYPE AND SIZE RECOMMENDED BY THE ANCHOR MANUFACTURER. HOLES SHALL BE DRILLED PERPENDICULAR TO THE CONCRETE SURFACE AND SHALL NOT BE ENLARGED OR REDIRECTED AT ANY POINT ALONG IT'S LENGTH. HOLES SHALL BE DRILLED USING A HAMMER DRILL, CORING SHALL NOT BE ALLOWED, UNLESS NOTED OTHERWISE.
      1. *(CORED HOLES ARE PERMITTED FOR RE500 SD AND HY200 SAFE SET ADHESIVES WHEN THEY ARE USED WITH HIT-Z RODS)*
   E. OIL FREE COMPRESSED AIR SHALL BE USED TO BLOW OUT THE HOLES; SHOP VACS, SQUEEZE BULBS, ETC. SHALL NOT BE USED. REFER TO MANUFACTURER'S INFORMATION FOR DETAILED CLEANING INSTRUCTIONS.
      1. HILTI SAFE-SET SYSTEM MAY BE USED TO ELIMINATE HOLE CLEANING WITH ADHESIVE ANCHORS.
   F. ALL ABANDONED HOLES SHALL BE FILLED WITH NON-METALLIC NON-SHRINK GROUT CAPABLE OF REACHING A DESIGN COMPRESSIVE STRENGTH OF 5,000 PSI AT 28 DAYS.
   G. HOLES IN CONNECTION PLATES SHALL BE NO MORE THAN 1/16" LARGER THAN THE ANCHOR DIAMETER. IF LARGER HOLES ARE REQUIRED FOR ERECTION PURPOSES, CONTRACTOR SHALL NOTIFY THE ENGINEER OF RECORD SUCH THAT A PLATE WASHER SIZE CAN BE PROVIDED.
   H. CONCRETE RECEIVING POST-INSTALLED ANCHORS SHALL HAVE ACHIEVED MINIMUM COMPRESSIVE STRENGTH OF 2,500 PSI.
   I. ADHESIVE ANCHORS AND DOWELS: CONCRETE AND MASONRY SUBSTRATES SHALL HAVE THE FOLLOWING MINIMUM AND MAXIMUM TEMPERATURES AT THE TIME OF ADHESIVE ANCHOR OR DOWEL INSTALLATION:
      (THE TEMPERATURE VALUES ARE TAKEN FROM THE ESR'S. TECHNICALLY THE TEMPERATURES ARE THE "INTERIOR" TEMPERATURES OF THE SUBSTRATE - BUT SINCE THERE IS NO DIRECT WAY OF MEASURING INTERIOR TEMPERATURE, THE WORD "INTERIOR" IS LEFT OFF. WITH SOME PRODUCTS THE STRENGTH VALUES DROP OFF SUBSTANTIALLY WHEN OUTSIDE THE MAX/MIN TEMPS. REVISE TABLE IF REQUIRED TO COMPLY WITH DESIGN REQUIREMENTS).

PRODUCT	MINIMUM (DEGREES F)	MAXIMUM (DEGREES F)
HILTI HIT RE-500V3 SAFE SET SI	NONE SPECIFIED	NONE SPECIFIED
HILTI HY-270	41	104
HILTI HY-200 SAFE SET	14	104

(THE BOND STRENGTH PARAMETERS MUST BE NOTED ON THE CONTRACT DOCUMENTS IN ACCORDANCE WITH ACI 318-11 SECTION D9.2.1. THIS INCLUDES THE MINIMUM COMPRESSIVE STRENGTH, AGE, AND TEMPERATURE OF THE CONCRETE AT THE TIME OF INSTALLATION IN ACCORDANCE WITH ITEMS 3.H AND 3.I)

3. THE FOLLOWING PARAMETERS WERE USED IN THE DETERMINATION OF THE ADHESIVE BOND STRESS FOR ADHESIVE ANCHORS:
   A. CONCRETE TEMPERATURE RANGE:
      1. HIT-HY200 SAFE SET (ICC-ES ESR-3187): TEMPERATURE RANGE "A" (MAX SHORT TERM TEMP = 104 DEG F, MAX LONG TERM TEMP = 75 DEG F)
      2. HIT-RE 500V3 SAFE SET (ICC-ES ESR-3814); TEMPERATURE RANGE "A" (MAX SHORT TERM TEMP = 110 DEG F, MAX LONG TERM TEMP = 80 DEG F)
   B. FOR ADHESIVE ANCHORS INSTALLED IN A HORIZONTAL ORIENTATION SUBJECT TO SUSTAINED TENSION LOADING AND ALL UPWARDLY INCLINED (INCLUDING SOFFIT INSTALLATIONS) ORIENTATION:
      1. *(ENGINEER TO CHOOSE ONE OF THE BELOW BASED ON APPLICABLE VERSION OF CODE. THE ACI ADHESIVE ANCHOR INSTALLER CERTIFICATION PROGRAM IS IN THE EARLY STAGES OF DEVELOPMENT. REFER TO http://www.concrete.org/certification/Cert_pgminfo.asp?pgm=Adhesive+Anchor+Installer FOR PROGRAM INFORMATION AND TO http://www.concrete.org/events/eventresults.asp FOR A LISTING OF CERTIFICATION CLASSES.)*
      2. PER ACI 318-11 (D.9.2.2): INSTALLATION SHALL BE PERFORMED BY PERSONNEL CERTIFIED BY ACI/CRSI "ADHESIVE ANCHOR INSTALLER CERTIFICATION PROGRAM." CERTIFICATION SHALL INCLUDE WRITTEN AND PERFORMANCE TESTS.
      3. PER ACI 318-14 (17.8.2.2): INSTALLATION SHALL BE PERFORMED BY PERSONNEL CERTIFIED BY ACI/CRSI "ADHESIVE ANCHOR INSTALLER CERTIFICATION PROGRAM." CERTIFICATION SHALL INCLUDE WRITTEN AND PERFORMANCE TESTS.

DESIGN LOADS:

THE FOLLOWING DESIGN LOADS WERE USED FOR THIS BUILDING BASED ON THE 2024 INTERNATIONAL BUILDING CODE:

1. FLOOR LIVE LOADS:
   A. OFFICE USE ABOVE THE GROUND FLOOR: 50 PSF

IMPORTANT NOTE TO PROPOSERS:

THESE DRAWINGS AND SPECIFICATIONS DO NOT NECESSARILY INDICATE ALL OF THE WORK REQUIRED FOR THE COMPLETION OF THE PROJECT.
THESE DRAWINGS DO NOT NECESSARILY INDICATE ALL SECONDARY FRAMING WHICH MAY BE REQUIRED BASED ON THE ARCHITECTURAL DRAWINGS.

DELEGATED DESIGN:

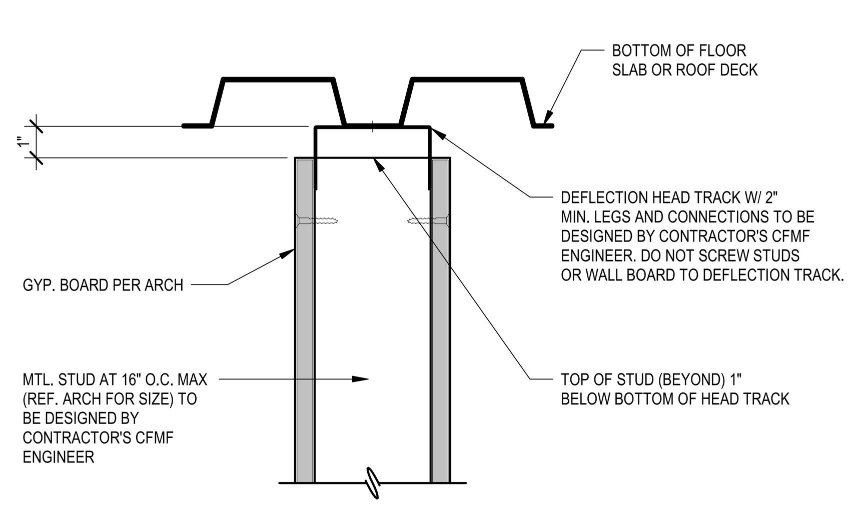
1. THE FOLLOWING IS A CONDENSED LIST OF THE REQUIRED DELEGATED DESIGN ITEMS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL OF THE REQUIREMENTS IN THE SPECIFICATIONS INCLUDING ITEMS THAT REQUIRE DELEGATED DESIGN ARE COMPLETED.
   • COLD FORMED METAL STUDS, CONNECTIONS AND REQUIRED BRACING TO SUPERSTRUCTURE.

IMPORTANT ARCHITECTURAL - STRUCTURAL DEMOLITION COORDINATION NOTE

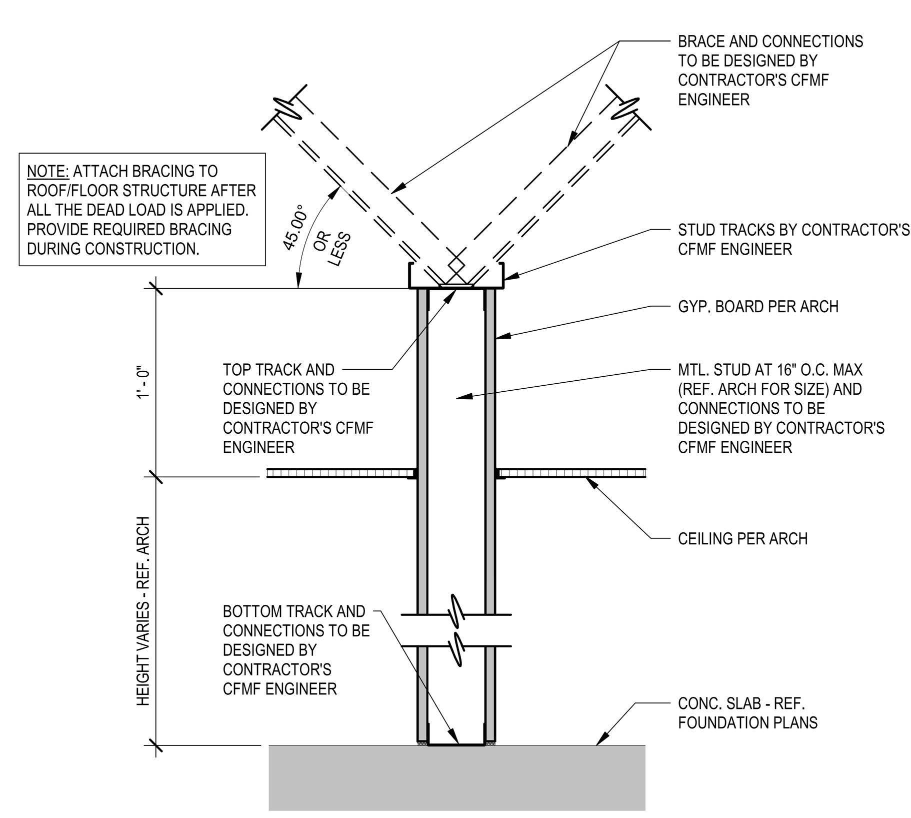
1. BEFORE BEGINNING DEMOLTION WITHIN EXISTING BUILDING(S), CONTRACTOR SHALL REVIEW BOTH THE ARCHITECTURAL AND STRUCTURAL DEMOLITION PLAN. IF ANY DISCREPENCIES BETWEEN BOTH DEMOLITION PLANS ARE PRESENT (E.G. WALLS SHOWN TO BE DEMOLISHED/MODIFIED ON ARCHITECTURAL PLANS ARE NOT SHOWN ON STRUCTURAL DEMOLITION PLANS), CONTRACTOR SHALL SUBMIT A RFI SO THAT ISSUE CAN BE ADDRESSED AND FURTHER DIRECTION CAN BE PROVIDED TO THE CONTRACTOR FOR DEMOLITION. WALLS WHICH ARE INDICATED AS NON-LOAD BEARING AND ARE INDICATED TO BE REMOVED OR DEMOLISHED SHALL BE VERIFIED BY THE CONTRACTOR TO BE NON-LOAD BEARING BEFORE DEMOLISHING ANY PORTION OF THE WALL. IF THE WALL IS DISCOVERED TO BE LOAD BEARING, OR THE CONTRACTOR HAS ANY REASON TO BELIEVE THE WALL IS LOAD BEARING, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND ARCHITECT FOR FURTHER DIRECTION BEFORE DEMOLISHING ANY PORTION OF THE WALL.

IMPORTANT NOTE REGARDING SCOPE OF WORK SHOWN ON THIS SHEET

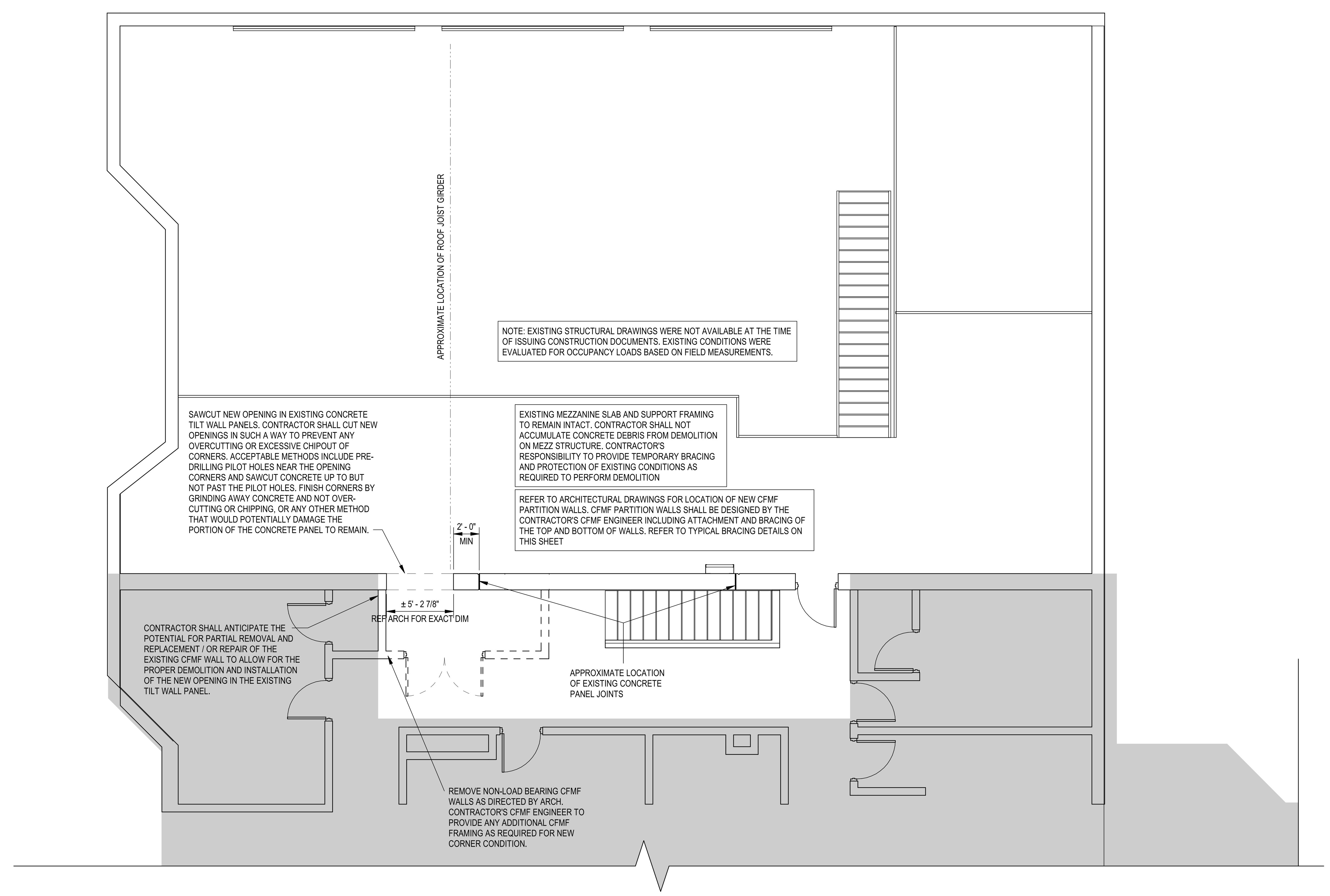
1. THIS PLAN DOES NOT NECESSARILY SHOW ALL LOCATIONS WHERE WORK WILL BE REQUIRED AND TYPICAL DETAILS APPLY. REFER TO THE ARCHITECTURAL AND MECHANICAL DRAWINGS FOR THE FINISHED SCOPE AND REFER TO THE STRUCTURAL DRAWINGS AND NOTES FOR TYPICAL DIRECTION ON HOW TO ACHIEVE THE FINISHED SCOPE SHOWN ON THE ARCHITECTURAL AND PLUMBING DRAWINGS UNDER THE EXISTING CONDITIONS.
2. AT NEW OPENINGS IN EXISTING WALLS AND WHERE EXISTING WALLS ARE DEMOLISHED, UNLESS OTHERWISE INDICATED ON THE STRUCTURAL PLANS AND/OR SECTIONS/DETAILS, THE CONTRACTOR SHALL SHORE UP THE EXISTING STRUCTURE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY OF PERSONNEL AND ANY DAMAGE TO PROPERTY CAUSED BY DEMOLITION OPERATIONS. ADDITIONAL MEANS OF SHORING THE WALLS DURING DEMOLITION SHOULD BE PROVIDED IF THE CONTRACTOR BELIEVES APPROPRIATE.



3 TYPICAL SOUND PARTITION CONNECTION OF WALL PARALLEL TO DECK
S1.01 3" = 1'-0"

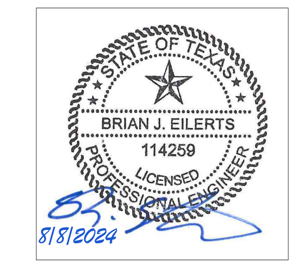


2 TYPICAL INTERIOR DRYWALL PARTITION
S1.01 1 1/2" = 1'-0"



1 LEVEL 2 STRUCTURAL DEMOLITION PLAN
S1.01 3/16" = 1'-0"

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com



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AS INSTRUMENTS OF SERVICE, THESE DOCUMENTS ARE NOT FINAL AND READY FOR USE, AND THEREFORE NOT VALID, UNLESS THEY ARE SEALED, SIGNED AND DATED.

Consultant
IEG
Innovative Engineering Group
www.iegengineers.com
817.410.2858
TBPELS Firm No. F-5923

PLEASE RECYCLE

Project
TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive
Addison, TX 75001

Job No: 24-003.33

Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
STRUCT DEMOLITION PLAN AND GENERAL NOTES

Date: 07/19/2024
Sheet No:
S1.01

ABBREVIATIONS

A (0.5)	COMPRESSED AIR (WORKING PRESS.)
AAV	AUTOMATIC AIR VENT
ABV	ABOVE
AC	ALTERNATING CURRENT
A/C	AIR CONDITIONING
ACU	AIR CONDITIONING UNIT
AD	ACCESS DOOR, AREA DRAIN
AFF	ABOVE FINISHED FLOOR
AHU	AIR HANDLING UNIT
AI	ANALOG INPUT
ALT	ALTITUDE
AMB	AMBIENT
AMP	AMPERE
AO	ANALOG OUTPUT
AP	ACCESS PANEL
APD	AIR PRESSURE DROP
APPROX	APPROXIMATE
AS	AIR SEPARATOR
ASC	ABOVE SUSPENDED CEILING
AHJ	AUTHORITY HAVING JURISDICTION
AVG	AVERAGE
AWG	AMERICAN WIRE GAUGE
B&S	BELL & SPIGOT
B/B	BACK TO BACK
BAL	BALANCE
BBR	BASE BOARD RADIATOR
BFC	BELOW FINISHED CEILING
BFG	BELOW FINISHED GRADE
BFV	BUTTERFLY VALVE
BFBP	BOILER FEED BOOSTER PUMP
BFW	BOILER FEED WATER
BLDG	BUILDING
BHP	BRAKE HORSEPOWER
BLR	BOILER
BLW	BELOW
BO	BLOWOFF
BOD	BOTTOM OF DUCT
BOP	BOTTOM OF PIPE
BOS	BOTTOM OF STEEL
BTU	BRITISH THERMAL UNIT
BTUH	BRITISH THERMAL UNIT PER HOUR
BV	BALL VALVE
BYP	BYPASS
°C	CELSIUS [DEGREES]
C/C	COOLING COIL
CAP	CAPACITY
CD	CONDENSATE DRAIN
CF	CHEMICAL FEED
CFM	CUBIC FEET PER MINUTE
CFS	CUBIC FEET PER SECOND
CH	CHILLER
CHW	CHILLED WATER
CHWP	CHILLED WATER PUMP
CHWPP	CHILLED WATER PRIMARY PUMP
CHWR	CHILLED WATER RETURN
CHWS	CHILLED WATER SUPPLY
CHWSP	CHILLED WATER SECONDARY PUMP
CI	CAST IRON
CIP	CAST IRON PIPE
CKT	CIRCUIT
CKV	CHECK VALVE
CL	CENTER LINE (℄)
CONN	CONNECTION
CPD	CONDENSATE PUMP DISCHARGE
CRAC	COMPUTER ROOM A/C UNIT
CRP	CONDENSATE RETURN PUMP
CT	COOLING TOWER
CU	CONDENSING UNIT
CU FT	CUBIC FEET
CU IN	CUBIC INCH
CUH	CABINET UNIT HEATER
Cv	COEFFICIENT - VALVE FLOW
CW	COLD WATER (POTABLE)
CWP	CONDENSER WATER PUMP
CWR	CONDENSER WATER RETURN
CWS	CONDENSER WATER SUPPLY
D	DRAIN
DB	DRY BULB
DBT	DRY BULB TEMPERATURE
dB	DECIBEL
DC	DIRECT CURRENT
DDC	DIRECT DIGITAL CONTROL
DEG	DEGREES [CELSIUS OR FAHRENHEIT]
DENS	DENSITY
DEWPT	DEW POINT TEMPERATURE
DIA	DIAMETER
DIP	DUCTILE IRON PIPE
DOV	DRAIN OFF VALVE
DPS	DIFFERENTIAL PRESSURE SENSOR
DPT	DIFFERENTIAL PRESSURE TRANSMITTER
DS	DISCONNECT SWITCH
DWV	DRAIN, WASTE & VENT
EA	EXHAUST AIR
E/P	ELECTRIC PNEUMATIC
EAT	ENTERING AIR TEMPERATURE
ECON	ECONOMIZER
ECU	EVAPORATIVE COOLING UNIT
EDBT	ENTERING DRY BULB TEMPERATURE
EDH	ELECTRIC DUCT HEATER
EER	ENERGY EFFICIENCY RATIO
EF	EXHUAST FAN
EFF	EFFICIENCY
EL	ELEVATION
ENT	ENTERING
EOV	ELECTRONICALLY OPERATED VALVE
ESP	EXTERNAL STATIC PRESSURE
ET	EXPANSION TANK
EUH	ELECTRIC UNIT HEATER
EVAP	EVAPORATOR
EWBT	ENTERING WET BULB TEMPERATURE
EWT	ENTERING WATER TEMPERATURE
EXCH	EXCHANGER
EXH	EXHAUST
EXP	EXPANSION

FCU	FAN COIL UNIT
FD	FLOOR DRAIN
°F	FAHRENHEIT [DEGREES]
FLA	FULL LOAD AMPS
FLG	FLANGE
FMS	FACILITY MANAGEMENT SYSTEM
FOB	FLAT ON BOTTOM
FOT	FLAT ON TOP
FPB	FAN POWERED BOX
FPI	FINS PER INCH
FPM	FEET PER MINUTE
FPS	FEET PER SECOND
FRP	FIBERGLASS REINFORCED PLASTIC
FT	FOOT, FEET
FT LB	FOOT-POUND
GA	GAUGE, GAGE
GAL	GALLON
GALV	GALVANIZED
GEN	GENERATOR
GPD	GALLONS PER DAY
GPH	GALLONS PER HOUR
GPM	GALLONS PER MINUTE
GSW	GROUND SOURCE WATER (GEOTHERMAL)
GTV	GATE VALVE
HC	HEATING COIL
HD	HEAD
HG	HEAT GAIN
HGT	HEIGHT
HP	HEAT PUMP, HORSEPOWER
HPC	HIGH PRESSURE CONDENSATE
HPS	HIGH PRESSURE STEAM (>100 PSI)
HR	HOUR
HS	HUMIDITY SENSOR
HSTAT	HUMIDISTAT
HVAC	HEATING, VENTILATION AND A/C
HW	HEATING WATER
HWB	HEATING WATER BOILER
HWC	HEATING WATER COIL
HWCP	HEATING WATER CIRCULATING PUMP
HWP	HEATING WATER PUMP
HWR	HEATING WATER RETURN
HWS	HEATING WATER SUPPLY
HWT	HEATING WATER TANK
HZ	HERTZ (FREQUENCY)
I/O	INPUT/OUTPUT
ID	INSIDE DIAMETER
IE	INVERT ELEVATION
IN WC	INCHES WATER COLUMN
INV	INVERT
IOM	INSTALLATION, OPERATION, AND MAINTENACE
IP	IRON PIPE
IPS	IRON PIPE SIZE, INCHES PER SECOND
IPT	IRON PIPE THREADED
IR	INFRARED
IW	INDIRECT WASTE
K	KELVIN, THERMAL CONDUCTIVITY
KIP	THOUSAND POUNDS
KIP FT	THOUSAND FOOT-POUNDS
KW	KILOWATT
KWh	KILOWATT HOUR
LAT	LEAVING AIR TEMPERATURE
LB	POUNDS
LDBT	LEAVING DRY BULB TEMPERATURE
LF	LINEAR FEET
LG	LENGTH
LH	LATENT HEAT
LHG	LATENT HEAT GAIN
LP	LOW PRESSURE
LPC	LOW PRESSURE CONDENSATE
LPS	LOW PRESSURE STEAM (<15 PSI)
LRA	LOCKED ROTOR AMPS
LT	LEAVING TEMPERATURE
LTHW	LOW TEMPERATURE HOT WATER
LWBT	LEAVING WET BULB TEMPERATURE
LWT	LEAVING WATER TEMPERATURE
mA	MILLIAMPERES
MAX	MAXIMUM
MCA	MINIMUM CIRCUIT AMPACITY
MCC	MOTOR CONTROL CENTER
MIN	MINIMUM
MOCP	MAXIMUM OVERCURRENT PROTECTION
MOV	MOTOR OPERATED VALVE
MP	MEDIUM PRESSURE
MPC	MEDIUM PRESSURE CONDENSATE
MPS	MEDIUM PRESSURE STEAM (15-99 PSI)
MPT	MALE PIPE THREAD
MU	MAKE-UP WATER
MVD	MANUAL VOLUME DAMPER
NA	NOT APPLICABLE
NC	NOISE CRITERIA, NORMALLY CLOSED
NIC	NOT IN CONTRACT
NO	NORMALLY OPEN, NUMBER
NPS	NOMINAL PIPE SIZE
NR	NOISE REDUCTION
NRC	NOISE REDUCTION COEFFICIENT
NTS	NOT TO SCALE
OA	OUTSIDE AIR
OAF	OUTSIDE AIR FAN
OAI	OUTSIDE AIR INTAKE
OBD	OPPOSED BLADE DAMPER
OD	OUTSIDE DIAMETER
OZ	OUNCE
P	PUMP
P/E	PNEUMATIC ELECTRIC
%	PERCENT
PC	PUMPED CONDENSATE
PCC	PRECOOL COIL
PD	PRESSURE DROP

POS	POSITIVE
PR	PUMPED RETURN
PG	PRESSURE GAUGE
PH	PHASE
PHC	PREHEAT COIL
PRV	PRESSURE REDUCING VALVE
PPM	PARTS PER MILLION
PLBG	PLUMBING
PRESS	PRESSURE
PS	PRESSURE SWITCH
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PSIG	POUNDS PER SQUARE INCH GAUGE
PTAC	PACKAGED TERMINAL A/C
Q	TOTAL, TOTAL HEAT
QT	QUART
QTY	QUANTITY
R	RELIEF, THERMAL RESISTANCE
RA	RETURN AIR
RAC	ROOM AIR CONDITIONER
RECT	RECTANGULAR
REFR	REFRIGERATION
RET	RETURN
RED	REDUCER
REV	REVOLUTIONS
REF	REFERENCE
RH	RELATIVE HUMIDITY
RHC	REHEAT COIL
RHG	REFRIGERANT HOT GAS
RHV	REHEAT VALVE
RL	REFRIGERANT LIQUID
RPM	REVOLUTIONS PER MINUTE
RPS	REVOLUTIONS PER SECOND
RS	REFRIGERANT SUCTION
RTU	ROOF TOP UNIT
RV	RELIEF VALVE
S	SECOND
SA	SUPPLY AIR
SAT	SATURATION
SC	SHADING COEFFICIENT
SEER	SEASONAL EER
SF	SQUARE FEET
SG	SPECIFIC GRAVITY, STEAM GAUGE
SH	SENSIBLE HEAT
SHG	SENSIBLE HEAT GAIN
SHGC	SOLAR HEAT GAIN COEFFICIENT
SHR	SENSIBLE HEAT RATIO
SOLV	SOLENOID VALVE
SOV	SHUT OFF VALVE
SP	STATIC PRESSURE, SUMP PUMP
SPEC	SPECIFICATION
SPLY	SUPPLY
SPS	STATIC PRESSURE SENSOR
SQ	SQUARE
SSP	STAINLESS STEEL PIPE
SST	STAINLESS STEEL
STD	STANDARD
STM	STEAM
STR	STRAINER
STWP	STEAM WORKING PRESSURE
SUCT	SUCTION
SUP	SUPPLY
$V	SAFETY VALVE
T&P	TEMPERATURE AND PRESSURE
TCV	TEMPERATURE CONTROL VALVE
TD	TEMPERATURE DIFFERENCE
TEMP	TEMPERATURE
TOP	TOP OF PIPE
TRANS	TRANSFER
TSTAT	THERMOSTAT
U	HEAT TRANSFER COEFFICIENT
U/G	UNDERGROUND
UH	UNIT HEATER
UON	UNLESS OTHERWISE NOTED
V	VOLTS
VAC	VOLTS ALTERNATING CURRENT
VAR	VARIABLE
VAV	VARIABLE AIR VOLUME
VDC	VOLTS DIRECT CURRENT
VEL	VELOCITY
VENT	VENT, VENTILATION
VERT	VERTICAL
VFD	VARIABLE FREQUENCY DRIVE
VP	VELOCITY PRESSURE
VRF	VARIABLE REFRIGERANT FLOW
VSD	VARIABLE SPEED DRIVE
W	WATT
WB	WET BULB
WBT	WET BULB TEMPERATURE
WC	WATER COLUMN
WG	WATER GAGE
WH	WATER HEATER
WL	WATER LINE
WLD	WELDED
WM	WATER METER
WNF	WELD NECK FLANGE
WP	WATER PUMP
WPD	WATER PRESSURE DROP
WPR	WORKING PRESSURE DROP
WSHP	WATER SOURCE HEAT PUMP
WSP	WORKING STEAM PRESSURE
WT	WEIGHT
YD	YARD, YARD DRAIN
YR	YEAR
	ZONE

MECHANICAL GENERAL NOTES

1. ISOLATION VALVES SHALL BE PROVIDED IN ALL BRANCH PIPING AND AT EQUIPMENT CONNECTIONS.
2. PIPING CONNECTIONS TO ALL EQUIPMENT SHALL BE FABRICATED WITH THE ISOLATION VALVES, FLANGES AND/OR UNIONS POSITIONED TO ALLOW REMOVAL AND SERVICE OF THE COMPONENT PARTS.
3. INSTALL MANUAL AIR VENTS AT THE HIGH POINTS OF THE PIPING SYSTEMS.
4. ROUTE PIPING IN AN ORDERLY MANNER AND MAINTAIN PROPER GRADES. INSTALL TO CONSERVE HEADROOM AND TO CREATE MINIMUM INTERFERENCE WITH USE OF SPACE. ROUTE ALL PIPING PARALLEL TO BUILDING LINES UON. GROUP PIPING AT COMMON BOP ELEVATIONS WHENEVER PRACTICAL. PIPES LOCATED IN CONCEALED SPACES SHALL BE ROUTED CLOSE TO BUILDING STRUCTURE UON.
5. INSTALL PIPING TO ALLOW FOR EXPANSION AND CONTRACTION WITHOUT STRESSING PIPE OR EQUIPMENT CONNECTED.
6. INSTALL VALVES WITH STEMS UPRIGHT OR HORIZONTAL, NOT INVERTED.
7. INSTALL VALVES AND EQUIPMENT IN ACCESSIBLE LOCATIONS. INSTALL ACCESS DOORS IN PARTITIONS OR CEILINGS WHERE VALVES AND EQUIPMENT WOULD OTHERWISE BE INACCESSIBLE.
8. WHEN SOCKET WELD OR SOLDER END VALVES ARE INSTALLED, SPECIAL CARE SHALL BE TAKEN TO AVOID OVERHEATING AND DAMAGING THE VALVE BODY, TRIM OR PACKING. DAMAGED VALVES SHALL BE REPLACED AT CONTRACTOR'S EXPENSE.
9. IDENTIFY EACH PIPE WITH LABELING AS REQUIRED BY SPECIFICATIONS.
10. SLEEVE ALL PIPING THAT PENETRATES FIRE RATED WALLS, FLOORS AND PARTITIONS. PENETRATIONS SHALL BE SEALED WITH A U.L. LISTED ASSEMBLY TO PROVIDE A RATING EQUAL TO OR GREATER THAN THAT OF THE PENETRATED WALL, FLOOR OR PARTITION.
11. SLEEVE ALL PIPING THAT PENETRATES EXTERIOR BUILDING WALLS AND GRADE BEAMS. SEAL PENETRATIONS WATERTIGHT.
12. COORDINATE WITH OTHER TRADES BEFORE FABRICATION OR INSTALLATION OF ANY SYSTEMS.
13. EXISTING DUCTWORK, PIPING AND EQUIPMENT SHOWN ON THESE DRAWINGS INDICATES THE GENERAL LOCATION AND ROUTING. THE ACTUAL LOCATION SHALL BE DETERMINED BY THE CONTRACTOR WHO SHALL COORDINATE ALL WORK WITH ALL TRADES NECESSARY TO INSTALL NEW DUCTWORK, PIPING OR EQUIPMENT AS SHOWN ON THE DRAWING.
14. THESE DRAWINGS DO NOT NECESSARILY SHOW ALL OFFSETS OR ELEVATION DIFFERENCES WHICH MAY BE NECESSARY FOR THE COMPLETE INSTALLATION. THESE SHALL BE PROVIDED AS REQUIRED TO PROVIDE A COMPLETE AND FUNCTIONAL SYSTEM AT NO ADDITIONAL COST TO THE CONTRACT.
15. ALL NEW DUCTWORK SHALL BE EXTERNALLY INSULATED AS SPECIFIED.
16. WHERE REMOVAL OF EXISTING DUCTWORK OR PORTIONS OF ANY AIR SYSTEM IS NECESSARY, THE DUCT SHALL BE PATCHED AND SEALED AIRTIGHT USING PATCH OF SAME MATERIAL AND EQUAL OR GREATER THICKNESS AS EXISTING. PATCHES SHALL BE ATTACHED WITH SHEET METAL SCREWS OR OTHER MEANS OF POSITIVE ATTACHMENT (WELDING, BONDING, ETC.) AS SPECIFIED FOR THE PARTICULAR DUCT SYSTEM. NEW INSULATION SHALL BE EQUAL TO OR BETTER THAN EXISTING AND SHALL BE PATCHED AND SEALED TO MATCH EXISTING INSULATION AND MAINTAIN VAPOR BARRIER.
17. COORDINATE ALL REMODEL WORK WITH NEW CONSTRUCTION AND OTHER TRADES.
18. THE CONTRACTOR SHALL ADJUST AND BALANCE ALL MECHANICAL SYSTEMS TO DESIGN SETTINGS AS SHOWN AND SHALL REBALANCE TO RESTORE SETTINGS OF SYSTEMS TEMPORARILY ALTERED FOR THE PURPOSES OF COMPLETING THE WORK OF THIS PROJECT.
19. NOTIFY AND COORDINATE WITH THE OWNER AT LEAST SEVEN DAYS PRIOR TO SHUTDOWN OF ANY BUILDING SERVICES OR EQUIPMENT. SHUTDOWN TIME SHALL BE KEPT TO A MINIMUM.
20. ANY ITEMS DAMAGED DURING DEMOLITION SHALL BE REPLACED WITH NEW MATERIALS TO MATCH EXISTING.
21. CONTRACTOR SHALL PROVIDE TEMPORARY DUCTWORK, ELECTRICAL SERVICE, PIPING OR OTHER BUILDING SERVICES AS REQUIRED TO KEEP OTHER AREAS IN OPERATION DURING REMODELING. NOTIFY OWNER PRIOR TO SHUT-DOWN FOR ANY TEMPORARY SERVICE REQUIREMENTS. ALL TEMPORARY WORK SHALL BE COMPLETELY REMOVED ONLY AFTER NEW SERVICES ARE COMPLETELY INSTALLED AND FUNCTIONAL.
22. REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR LOCATIONS OF CEILING-MOUNTED HVAC DEVICES AND EQUIPMENT.
23. DUCT ROUTING CHANGES MADE BY THE CONTRACTOR FOR THE PURPOSE OF ACCOMMODATING FIELD CONDITIONS SHALL INCLUDE FIRE DAMPERS AND COMBINATION FIRE/SMOKE DAMPERS IN RATED PARTITIONS AS SHOWN IN ORIGINAL ROUTING ARRANGEMENTS.
24. FURNISH AND INSTALL ACCESS DOORS (AD) IN THE DUCTWORK IMMEDIATELY ADJACENT TO EACH FIRE DAMPER AND EACH FIRE/SMOKE DAMPER. PARTITIONS SHALL BE PROVIDED WITH ACCESS DOORS TO PROVIDE SERVICE AND ACCESS TO DAMPER ACCESS DOORS.
25. PROVIDE FIRE AND COMBINATION FIRE/SMOKE DAMPERS WHERE REQUIRED BY CODE. FIRE, SMOKE, AND COMBINATION FIRE/SMOKE DAMPERS SHALL BE UL LISTED, SHALL BEAR THE UL LABEL AND SHALL COMPLY WITH NFPA BULLETIN NO. 90A. FULLY-OPEN DAMPERS SHALL NOT HAVE ANY PROJECTIONS INTO THE AIRSTREAM.
26. ABANDONED DUCT SHALL BE REMOVED WHERE INDICATED ON THE DRAWINGS. DUCT REMAINING IN PLACE SHALL BE CAPPED, SEALED AIR TIGHT AT POINT(S) OF DEMOLITION, AND INSULATED TO MATCH EXISTING..
27. NEW HOLES THROUGH EXISTING FLOORS SHALL BE CORE DRILLED. ALL CORES SHALL BE X-RAYED PRIOR TO CORING.
28. ALL DUCT SIZES SHOWN HEREIN REPRESENT INSIDE CLEAR DIMENSIONS. EXTERNAL SHEET METAL DIMENSIONS OF DUCTWORK THAT IS SPECIFIED TO BE INTERNALLY LINED SHALL BE ADJUSTED BY THE CONTRACTOR TO ALLOW FOR THICKNESS OF LINING.
29. THE OWNER SHALL HAVE THE OPTION TO DESIGNATE ANY MATERIALS REMOVED OR DEMOLISHED DURING THIS WORK AS "RECYCLABLE" AND SHALL HAVE FINAL DISPOSITION OVER THE DISPOSAL OF THESE MATERIALS. ALL MATERIALS REMOVED/DEMOLISHED BY THE CONTRACTOR FOR THIS JOB AND NOT RETAINED BY THE OWNER FOR RECYCLING OR OTHER PURPOSES SHALL BE DISPOSED OFF-SITE BY THE CONTRACTOR.
30. THE OWNER SHALL HAVE FIRST RIGHT OF REFUSAL OF ANY EQUIPMENT DESIGNATED FOR REMOVAL. THE OWNER SHALL PROVIDE A LIST OF ITEMS THEY REQUIRE TO BE SALVAGED PRIOR TO THE START OF DEMOLITION. THE CONTRACTOR SHALL REMOVE THESE ITEMS USING REASONABLE CARE TO MINIMIZE DAMAGE.
31. ANY AND ALL WATER CONNECTIONS MADE FOR THE PURPOSE OF CLEANING TOOLS OR THE WORK AREA OR FOR ANY OTHER CONSTRUCTION-RELATED PURPOSES SHALL BE MADE ONLY TO DOMESTIC WATER HOSE BIBBS OR TO CONTRACTOR-SUPPLIED WATER SOURCES. APPROVED BACKFLOW PREVENTION DEVICES SHALL BE USED AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION. CONNECTIONS SHALL NOT BE MADE TO FIRE WATER, CHILLED WATER, CONDENSER WATER, HEATING HOT WATER, DOMESTIC HOT WATER OR ANY OTHER TREATED WATER SOURCE UNLESS REQUIRED AS PART OF WORK ON THESE SYSTEMS.
32. EXCEPT WHERE REQUIRED AT EQUIPMENT NOZZLES, FLANGES SHALL BE RAISED FACE WELD-NECK.
33. INSTALL DIELECTRIC FITTINGS AT ALL FERROUS PIPE CONNECTIONS TO NON-FERROUS METALLIC PIPE OR EQUIPMENT.
34. BULLHEAD TEES SHALL NOT BE USED TO JOIN CONVERGING (RETURN) FLOWS, REGARDLESS OF ARRANGEMENT SHOWN ON PLANS.
35. PROVIDE ESCUTCHEON PLATES WHERE PIPES EXPOSED TO VIEW PENETRATE FINISHED WALLS, FLOORS AND CEILINGS. SPLIT-RING ESCUTCHEON PLATES SHALL NOT BE USED UON.
36. PROVIDE CAPPED DRAIN VALVES AT LOW POINTS OF PIPING SYSTEMS AND AT EQUIPMENT CONNECTIONS. PROVIDE HOSE BIBB CONNECTIONS WITH CAPS AT DRAIN VALVES WHICH DO NOT DISCHARGE DIRECTLY OVER OR ARE NOT PIPED DIRECTLY TO AN APPROPRIATE DRAIN.
37. PIPING, DUCTWORK OR EQUIPMENT CONNECTIONS OPENED BY DEMOLITION OR RENOVATION SHALL BE TEMPORARILY SEALED TO KEEP OUT FOREIGN MATTER UNTIL SUCH TIME AS RECONNECTIONS ARE MADE.

MECHANICAL DEMOLITION NOTES

GENERAL

1. EXISTING WORK SHOWN ON PLANS IS FROM PREVIOUS ENGINEERING DOCUMENTS AND FIELD OBSERVATIONS. ACTUAL CONDITIONS MAY VARY; FIELD VERIFY EXISTING WORK AND MAKE MINOR ADJUSTMENTS NECESARY TO COMPLETE WORK. IF EXISTING CONDITIONS PROHIBIT WORK, NOTIFY THE ARCHITECT FOR DIRECTION, AS REQUIRED.
2. WHERE EXISTING EQUIPMENT OR DUCTWORK IS LOCATED SUCH THAT IT IS ALONG THE TOP OF NEW WALLS TO DECK, IT SHALL BE RELOCATED. COORDINATE SUCH WORK WITH OTHER TRADES. RELOCATED EQUIPMENT SHALL BE TO A LOCATION THAT ALLOWS ACCESS FOR PERIODIC SERVICING AND REPAIR.
3. COORDINATE WITH ALL TRADES FOR REQUIRED CEILING REMOVAL IN EXISTING BUILDING. NOTIFY THE ARCHITECT AND OWNER PRIOR TO COMMENCING REMOVAL. REMOVE ONLY THAT PORTION OF THE CEILING NECESSARY TO ACCESS AND COMPLETE THE WORK. UPON COMPLETION OF THE ABOVE CEILING WORK, CEILING IS TO BE REINSTALLED. REPLACE ANY DAMAGED CEILING TILES WITH NEW TILES TO MATCH EXISTING.
4. DEMOLITION SHALL EXTEND TO POINTS OF CONNECTION WITH LIVE SERVICES (PANELBOARDS, PIPING MAINS, ETC.). DEMOLITION SHALL NOT PERMIT ABANDONMENT OF ANY PORTION OF ANY SYSTEM UNLESS SPECIFICALLY NOTED AS "ABANDON IN PLACE" OR "TO REMAIN".
5. DEMOLITION SHALL INCLUDE EQUIPMENT, PIPING, DUCTWORK, SUPPORTS, FITTINGS, ACCESSORIES, CONTROLS, WIRING, CONDUIT, ETC, IN THEIR ENTIRETY UNLESS OTHERWISE NOTED.
6. VERIFY THE CONDITION OF ALL EXISTING EQUIPMENT WITHIN THE PROJECT SCOPE, EXACT SIZES OF EXISTING DUCT AND PIPING, ETC BEFORE COMMENCING DEMOLITION WORK. REPORT AND DISCREPANCIES BETWEEN PLANS AND ACTUAL FIELD CONDITIONS TO ARCHITECT PRIOR TO THE COMMENCEMENT OF DEMOLITION WORK.
7. PATCH OPENINGS IN WALLS TO MAINTAIN THE INTEGRITY OF THE WALL WHERE AIR DEVICES HAVE BEEN REMOVED. REFER TO ARCHITECTURAL DRAWINGS/SPECIFICATIONS FOR ADDITIONAL INSTRUCTIONS.
8. THE LOCATION OF EXISTING UNDERGROUND UTILITIES IS SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR SHALL PAY FOR AND REPAIR ALL DAMAGES CAUSED BY FAILURE TO LOCATE AND PRESERVE UNDERGOUND UTILITIES.

EQUIPMENT

1. THE OWNER HAS THE FIRST RIGHT OF REFUSAL FOR ALL DEMOLISHED EQUIPMENT. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL AND PROPER DISPOSAL OF ANY EQUIPMENT REFUSED BY THE OWNER.
2. ALL REMOVED EQUIPMENT SHALL BE MAINTAINED IN GOOD CONDITION. REMOVED EQUIPMENT NOT INDICATE FOR RE-USE SHALL REMAIN THE PROPERTY OF THE OWNER. REMOVE THE EQUIPMENT AND DELIVER IT TO THE OWNER. SHOULD THE OWNER DECLINE THE POSSESSION OF THE REMOVED EQUIPMENT, IT SHALL BECOME THE PROPERTY OF THE CONTRACTOR FOR REMOVAL FROM THE SITE.
3. WHEN ALL CONSTRUCTION IS COMPLETE, INSTALL NEW, CLEAN PRE-/POST-FILTERS IN AIR UNITS SERVING THE RENOVATED AREAS. VERIFY CONDITION OF UNIT FILTER GAUGES AND REPAIR OR REPLACE IF FOUND TO BE DAMAGED OR NON-FUNCTIONAL.

DUCTWORK

1. CAP AND SEAL AIR TIGHT ALL POINTS AT WHICH DUCTWORK IS REMOVED FROM DUCTWORK THAT WILL REMAIN. RE-INSULATE REMAINING DUCTWORK TO MAINTAIN VAPOR BARRIER.
2. TAKE AIR FLOW READINGS ON EACH FAN INLET. OUTSIDE AIR INTAKE, AND SUPPLY AIR FAN DISCHARGE, PRIOR TO DEMOLITION WORK. RECORD AND SUBMIT TO ARCHITECT/ENGINEER.
3. TAKE AIR READINGS OF ALL GRILLES, REGISTERS, AND DIFFUSERS IN PROJECT AREAS PRIOR TO DEMOLITION. RECORD AND SUBMIT TO ARCHITECT/ENGINEER.
4. VERIFY CLEARANCE REQUIREMENTS AND INDICATE ROUTING OF NEW DUCTWORK BEFORE FABRICATION BEGINS AS RISES AND DROPS MAY BE NECESSARY DUE TO EXISTING FIELD CONDITIONS.

CONTROLS

1. DEMOLITION AND/OR RELOCATION OF CONTROLS FOR EQUIPMENT SHALL INCLUDE, BUT NOT BE LIMITED TO:
   A. SPACE AND DUCT THERMOSTATS
   B. SPACE AND DUCT TEMPERATURE/HUMIDITY SENSORS
   C. SMOKE DETECTORS, FIRE-STATS, FREEZE-STATS, AND OTHER SAFETY OR LIMITING DEVICES
   D. RTU AND EXISTING CONTROL SYSTEMS CONTROL PANELS.
2. VERIFY CONDITION OF ALL EXISTING LIFE SAFETY DEVICES (FIRE DAMPERS, DUCT DETECTORS, ETC) THAT ARE TO REMAIN AND ARE WITHIN THE LIMITES OF CONSTRUCTION. REPAIR OR REPLACE IF FOUND TO BE DAMAGED OR NON-FUNCTIONAL.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

STATE OF NEVADA
BRANDON K. ADAMS
142295
LICENSED PROFESSIONAL ENGINEER
THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY BRANDON K. ADAMS, PE #142295 ON 08/05/2024

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Innovative Engineering Group
www.ieggroupinsers.com
817.410.2858
TBPELS Firm No. F-5923

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Project

TOWN OF ADDISON SERVICE CENTER MEZZANINE

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner

TOWN OF ADDISON

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REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

MECHANICAL SYMBOL LEGEND

Date: 07/19/2024

Sheet No:

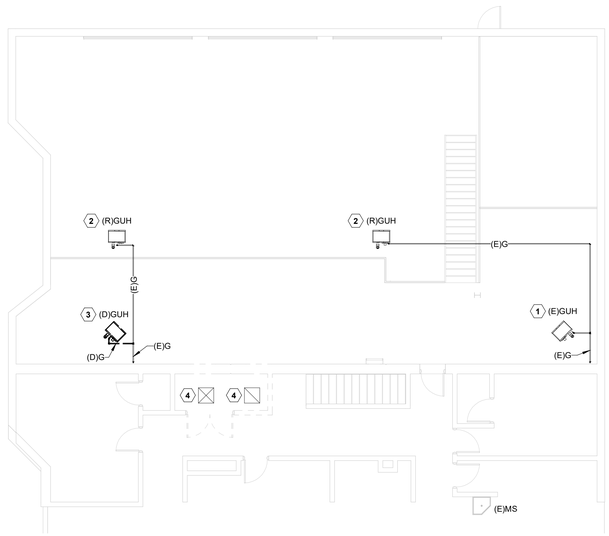
M0.01

MULTIZONE HEAT PUMP SYSTEM SCHEDULE

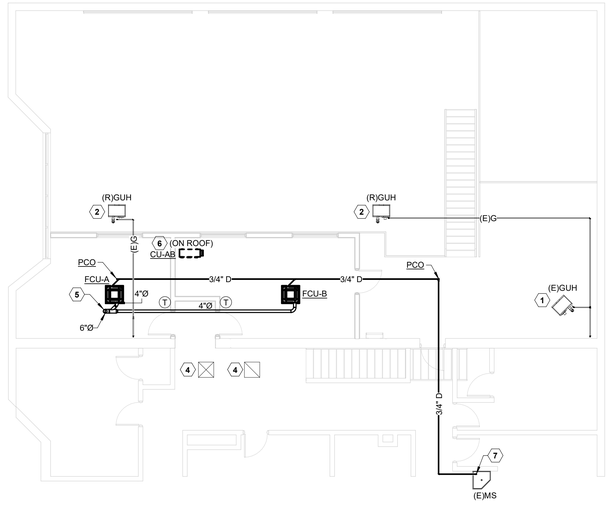
MARK				INDOOR UNIT							CONDENSING UNIT													
FCU- /CU-	ARRANGEMENT	UNIT CFM	O/A CFM	POWER CONNECTION				UNIT WT (LB)	MIN CAP (MBH)	DAIKIN MODEL SERIES	QUANTITY	REF	QUANTITY	POWER CONNECTION				UNIT WT (LB)	MIN CAP (MBH)	AMB DB (DEG F)	MIN. SEER	MIN. HSPF	DAIKIN MODEL SERIES	REMARKS
				V	PH	MCA	MOCP				COMP	TYPE	FANS	V	PH	MCA	MOCP							
FCU-A/CU-AB	CASSETTE	380	30	208	1	0.3	15	40	9	FFQ09Q2VJU	1	R-410A	1	208	1	15.8	20	150	18	105	18.9	10.3	2MXS18NMVJUA	1,2,3,4,5,6
FCU-B/CU-AB	CASSETTE	380	30	208	1	0.3	15	40	9	FFQ09Q2VJU														1,2,3,4,5,6

REMARKS:

1. CONDENSING UNIT SERVES MULTIPLE INDOOR UNITS.
2. SIZE, ROUTE, INSULATE AND PROVIDE APPURTENANCES FOR DX PIPING SYSTEMS, IN STRICT ACCORDANCE WITH MANUFACTURER'S PUBLISHED INSTUCTIONS.
3. LISTED CAPACITIES ARE FOR THE EACH FAN COIL UNIT. UNITS SHALL PERFORM TO LISTED CAPACITIES.
4. DAIKIN IS THE BASIS OF DESIGN. ACCEPTABLE MANUFACTURERS ARE: LG, MITSUBISHI, SAMSUNG.
5. SEER / HSPF RATINGS ARE AT ARI CONDITIONS FOR CONDENSING UNIT ONLY.
6. PROVIDE HARDWIRED FACTORY PROGRAMMABLE THERMOSTAT.



1 M2.01 MECHANICAL SECOND FLOOR DEMO PLAN
1/8" = 1'-0"



2 M2.01 MECHANICAL SECOND FLOOR PLAN
1/8" = 1'-0"

NOTES BY SYMBOL

1	EXISTING GAS-FIRED UNIT HEATER TO REMAIN. PROTECT FROM DAMAGE THRU ALL PHASES OF CONSTRUCTION.
2	EXISTING GAS-FIRED UNIT HEATER TO BE RELOCATED PLAN NORTH SUCH THAT THE MINIMUM REQUIRED MANUFACTURER CLEARANCE OF 18-INCHES IS PROVIDED FROM UNIT HEATER TO NEW PARTITION WALL. EXTEND GAS AND COMBUSTION AIR CONNECTIONS AS REQUIRED WITH RESPECT TO NEW UNIT HEATER LOCATION. REFER TO ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
3	EXISTING GAS-FIRED UNIT HEATER TO BE REMOVED AND RETURNED TO OWNER FOR FIRST RIGHT OF REFUSAL. DISCONNECT, REMOVE, AND CAP ASSOCIATED GAS PIPING FROM UNIT HEATER BACK TO NEAREAST MAIN. DISCONNECT AND REMOVE ASSOCIATED COMBUSTION AIR DUCTWORK FROM UNIT HEATER. TEMPORARILY COVER ROOF OPENING FOR REUSE IN NEW CONSTRUCTION PHASE. REFER TO ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
4	EXISTING AIR DEVICE TO REMAIN. PROTECT FROM DAMAGE THRU ALL PHASES OF CONSTRUCTION. CLEAN AND TOUCH UP TO BE IN "LIKE NEW" CONDITION AT COMPLETION OF WORK.
5	6-INCH OUTDOOR AIR DUCT UP THRU EXISTING ROOF PENETRATION. TERMINATE DUCT WITH ROOF CAP.
6	NEW CONDENSING UNIT TO BE INSTALLED ON ROOF. COORDINATE EXACT LOCATION ON SITE PRIOR TO BID.
7	3/4-INCH CONDENSATE DOWN TO MOP SINK. DISCHARGE VIA AIR GAP.

SPECIFICATIONS

GENERAL SCOPE:
THE INTENT OF THE SPECIFICATIONS AND DRAWINGS IS TO PROVIDE A COMPLETE AND FULLY OPERATIONAL MECHANICAL SYSTEM. PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY TO COMPLETE THE MECHANICAL WORK.

SITE EXAMINATION:
THOROUGHLY EXAMINE ALL AREAS WHERE EQUIPMENT, DUCTWORK, AND PIPING WILL BE INSTALLED AND REPORT ANY CONDITION THAT, IN YOUR OPINION, PREVENTS THE PROPER INSTALLATION OF THE MECHANICAL WORK. STANDARDS, EQUIPMENT, AND MATERIALS SHALL CONFORM WITH APPROPRIATE PROVISIONS OF ARL, ASME, ASTM, UL, NEMA, ANSI, SMACNA, ASHRAE, NFPA, AS APPLICABLE TO EACH INDIVIDUAL UNIT OR ASSEMBLY. ALL EQUIPMENT SHALL BE NEW AND OF THE BEST QUALITY NORMALLY USED FOR THE PURPOSE IN GOOD COMMERCIAL PRACTICE AND SHALL BE THE PRODUCTS OF REPUTABLE MANUFACTURERS. ALL EQUIPMENT SHALL BE INSTALLED IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

CODES:
ALL WORK SHALL BE PERFORMED IN STRICT ACCORDANCE WITH ALL APPLICABLE STATE AND LOCAL CODES AND ORDINANCES. IN CASE OF CONFLICT BETWEEN THE DRAWINGS AND SPECIFICATIONS AND THE CODES AND ORDINANCES, THE HIGHEST STANDARD SHALL APPLY. SATISFY CODE REQUIREMENTS AS A MINIMUM STANDARD WITHOUT ANY EXTRA COST TO THE OWNER.

PERMITS AND FEES:
PROCURE AND PAY FOR ALL PERMITS, FEES, AND INSPECTIONS NECESSARY TO COMPLETE THE MECHANICAL WORK.

WARRANTY:
UNCONDITIONALLY WARRANT ALL WORK TO BE FREE OF DEFECTS IN MATERIAL AND WORKMANSHIP FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF FINAL ACCEPTANCE AND REPAIR OR REPLACE ANY DEFECTIVE WORK PROMPTLY AND WITHOUT CHARGE AND RESTORE ANY OTHER EXISTING WORK DAMAGED IN THE COURSE OF REPAIRING DEFECTIVE MATERIALS AND WORKMANSHIP. WARRANTY SHALL FURTHER INCLUDE REPLACEMENT OF REFRIGERANT LOSS NOT DUE TO OWNER NEGLIGENCE.

DUCTWORK & ACCESSORIES
SHEET METAL DUCTWORK:
ALL DUCTWORK TO BE RIGID SHEET METAL CONSTRUCTED FROM GALVANIZED SHEET STEEL IN ACCORDANCE WITH SMACNA CONSTRUCTION STANDARDS. ASSEMBLE AND INSTALL DUCTWORK IN ACCORDANCE WITH RECOGNIZED INDUSTRY PRACTICE FOR ACHIEVING AN AIR TIGHT SYSTEM. FURNISH ALL REQUIRED DAMPERS, TRANSITIONS, CONNECTIONS, AND ACCESSORIES NECESSARY FOR A COMPLETE OPERATING SYSTEM.

DUCT SEALANT:
SEAL ALL LONGITUDINAL (EXCEPT LOCKING TYPE) AND TRANSVERSE JOINTS WITH A NON-HARDENING, NON-MIGRATING MASTIC OR LIQUID ELASTIC SEALANT OF A TYPE RECOMMENDED BY THE MANUFACTURER FOR SEALING JOINTS AND SEAMS IN SHEET METAL DUCTWORK. COVER ALL FIELD JOINTS, JOINTS AROUND SPIN-IN FITTINGS, AND FASTENING SCREWS WITH MASTIC.

SUPPORTS:
PROVIDE HOT-DIPPED GALVANIZED STEEL, FASTENERS, ANCHORS, RODS, STRAPS, TRIM, AND ANGLES FOR SUPPORT OF DUCTWORK.

VOLUME DAMPERS:
PROVIDE OPPOSED-BLADE, MULTI-LEAF VOLUME CONTROL DAMPERS WHERE INDICATED ON DRAWINGS.

THERMAL INSULATION:
PROVIDE EXTERNAL THERMAL INSULATION WITH AN INTEGRAL VAPOR BARRIER FACING OF SUFFICIENT THICKNESS TO MEET LOCAL ENERGY CODE REQUIREMENTS. PROVIDE INSULATION ON ALL OUTSIDE AIR DUCTS. THERMAL INSULATION TO COMPLY WITH AN NFPA FLAME SPREAD OF 25 OR LESS, AND SMOKE DEVELOPED RATING NO GREATER THAN 50.

PIPING
REFRIGERANT PIPING
REFRIGERANT PIPING SHALL BE PRE-CHARGED TYPE "L" COPPER OR TYPE "L" HARD COPPER WITH WROUGHT SOLDER JOINT FITTINGS. PIPE INSULATION SHALL BE FLEXIBLE ELASTOMERIC THERMAL INSULATION, CLOSED-CELL, SPONGE- OR EXPANDED-RUBBER MATERIALS OF SUFFICIENT THICKNESS TO MEET LOCAL ENERGY CODE REQUIREMENTS. COMPLY WITH ASTM C 534.

CONDENSATE PIPING
ABOVEGROUND, CONDENSATE DRAINAGE PIPING: COPPER DWV TUBE: ASTM B 306, DRAINAGE TUBE, DRAWN TEMPER. COPPER DRAINAGE FITTINGS: ASME B16.23, CAST COPPER OR ASME B16.29, WROUGHT COPPER, SOLDER-JOINT FITTINGS. CONDENSATE DRAINAGE PIPE INSULATION INSIDE THE BUILDING SHALL BE 1/2" THICK FLEXIBLE ELASTOMERIC THERMAL INSULATION, CLOSED-CELL, SPONGE- OR EXPANDED-RUBBER MATERIALS OF SUFFICIENT THICKNESS TO MEET LOCAL ENERGY CODE REQUIREMENTS. COMPLY WITH ASTM C 534.

GAS PIPING
GAS PIPING ABOVE GROUND SHALL BE STEEL PIPE ASTM A 53; TYPE E OR S; GRADE B; SCHEDULE 40; BLACK WITH MALLEABLE-IRON THREADED FITTINGS: ASME B16.3, CLASS 150, STANDARD PATTERN, WITH THREADED ENDS ACCORDING TO ASME B1.20.1. PROVIDE PRIMER PAINT WITH RUST INHIBITOR ON ALL GAS PIPING DURING CONSTRUCTION TO PREVENT RUST AND PROVIDE A FINAL FINISHING PAINT WITH COLOR OF GRAY. GAS STOPS SHALL BE BRONZE BODY WITH AGA STAMP, PLUG TYPE WITH BRONZE PLUG AND FLAT OR SQUARE HEAD, BALL TYPE WITH CHROME-PLATED BRASS BALL AND LEVER HANDLE.

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

STATE OF NEVADA
BRANDON K. ADAMS
142295
LICENSED
PROFESSIONAL ENGINEER
THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY BRANDON K. ADAMS, PE #15295 ON 08/06/2024

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Innovative Engineering Group
www.iegengineers.com
817.410.2858
TBPELS Firm No. F-5923

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Project
TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner
TOWN OF ADDISON

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REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
MECHANICAL PLAN

Date: 07/19/2024
Sheet No:
M2.01

COMMON ABBREVIATIONS

AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
AHJ	AUTHORITY HAVING JURISDICTION
AL	ALUMINUM
AWG	AMERICAN WIRE GAUGE
BAS	BUILDING AUTOMATION SYSTEM
BFG	BELOW FINISHED GRADE
BLDG	BUILDING
BMS	BUILDING MANAGEMENT SYSTEM
C	CONDUIT
CU	COPPER
DEG. °	DEGREES
DEMO	DEMOLITION
EMT	ELECTRICAL METALLIC TUBING
FT	FEET
G, GND	GROUND
GA	GAUGE
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GFI	GROUND FAULT INTERRUPTER
HZ	HERTZ
IG	ISOLATED GROUND
IN	INCHES
IT	INFORMATION TECHNOLOGY, DATA
L	LENGTH
LBS	POUNDS
LCD	LIQUID CRYSTAL DISPLAY
LED	LIGHT-EMITTING DIODE
LTG	LIGHTING
MAX	MAXIMUM
MDP	MAIN DISTRIBUTION PANEL
MIN	MINIMUM
N/A	NOT APPLICABLE
NEC	NATIONAL ELECTRICAL CODE
NEMA	NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
NO.	NUMBER
OD	OUTSIDE DIAMETER
PA	PUBLIC ADDRESS
PVC	POLYVINYL CHLORIDE
RE:	REFERENCE, REFER
RFI	REQUEST FOR INFORMATION
SE	SERVICE ENTRANCE
TYP	TYPICAL
U/F	UNDER FLOOR
U/G	UNDER GROUND
U/S	UNDER SLAB
UL	UNDERWRITERS LABORATORIES
U/NO	UNLESS NOTED OTHERWISE
UON	UNLESS OTHERWISE NOTED
UPS	UNINTERRUPTIBLE POWER SUPPLY
V	VOLTS, VOLTAGE
W	WATTS
W/	WITH
W/O	WITHOUT
WP	WEATHER RESISTANT, WEATHER PROOF

PROJECT GENERAL NOTES

1	REFER TO SPECIFICATIONS FOR MATERIALS AND METHODS OF ELECTRICAL CONSTRUCTION.
2	REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR THE EXACT LOCATION OF ALL CEILING MOUNTED DEVICES.
3	REFER TO ARCHITECTURAL INTERIOR ELEVATION DRAWINGS, WHERE THE ARCHITECT HAS DRAWN SUCH ELEVATIONS, FOR THE LOCATIONS OF ALL WALL MOUNTED DEVICES.
4	COORDINATE THE EXACT LOCATION OF ALL THERMOSTATS, STARTERS, DISCONNECTS, ETC. AND COORDINATE ALL REQUIREMENTS FOR CONTROL AND POWER WIRING WITH THE MECHANICAL CONTRACTOR OR THE TRADE PROVIDING THE EQUIPMENT.
5	ALL RECEPTACLE OUTLETS LOCATED WITHIN 6'-0" OF A WET BAR OR SINK SHALL BE GFI TYPE. ALL RECEPTACLE OUTLETS LOCATED OUTDOORS SHALL BE WP/GFI. ALL RECEPTACLES SERVING VENDING MACHINES AND ELECTRIC WATER COOLERS SHALL BE GFI TYPE.
6	ALL CONDUIT PENETRATIONS THROUGH THE ROOF TO SERVE MECHANICAL EQUIPMENT SHALL BE WITHIN THE ASSOCIATED EQUIPMENT ROOF CURB. COORDINATE LOCATIONS OF PENETRATIONS WITH THE MECHANICAL CONTRACTOR.
7	PROVIDE ACCESS DOORS IN WALLS AND CEILINGS WHERE ACCESS TO CONCEALED ELECTRICAL BOXES AND DEVICES IS REQUIRED. ALL ACCESS LOCATIONS ARE
8	EACH BRANCH AND FEEDER CIRCUIT SHALL BE PROVIDED WITH A GROUND CONDUCTOR SIZED PER ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE (NFPA 70). WHERE A CONDUIT CONTAINS MULTIPLE BRANCH CIRCUITS, PROVIDE A SINGLE GROUND CONDUCTOR UNLESS OTHERWISE NOTED.
9	INTEGRATED EQUIPMENT RATINGS (AIC) SHOWN ARE MINIMUMS. CONTRACTOR SHALL PROVIDE MANUFACTURER'S EQUAL OR NEXT HIGHER STANDARD RATINGS.
10	ALL PULL CORD/WIRE PROVIDED FOR EMPTY RACEWAY/CONDUIT SYSTEMS SHALL HAVE A MINIMUM STRENGTH OF 200 LBS TENSILE STRENGTH. ALL EMPTY CONDUITS SHALL HAVE A PULL CORD.
11	PROVIDE LUGS AS REQUIRED FOR ALL ELECTRICAL EQUIPMENT TO ACCEPT THE SIZE AND NUMBER OF CONDUCTORS SHOWN IN THESE DOCUMENTS.
12	ALL CONDUCTORS SHALL BE THWN/THHN UNLESS OTHERWISE INDICATED. CONDUCTORS SHALL BE RATED FOR 75 DEGREES C. TERMINATIONS SHALL BE RATED FOR 75 DEGREES C. DEVIATIONS SHALL COMPLY WITH NEC ARTICLE 110 FOR EXACT EQUIPMENT BEING PROVIDED.
13	OUTLET BOXES SHALL NOT BE INSTALLED BACK TO BACK IN WALLS. A MINIMUM OF 6" SEPARATION BETWEEN BOXES SHALL BE MAINTAINED TO REDUCE SOUND TRANSMISSION.
14	THERE SHALL BE NO SPLICES OF WIRING INSIDE PANELBOARDS OR DISCONNECT SWITCHES. ONLY ONE WIRE SHALL BE TERMINATED TO ANY SINGLE LUG ON A CIRCUIT BREAKER.
15	EXPOSED CONDUIT INSTALLED IN OPEN CEILING AREAS SHALL BE MOUNTED TIGHT TO STRUCTURE AND ROUTE IN PARALLEL WITH ADJACENT WALL.
16	COORDINATE THE REQUIREMENTS FOR OVERCURRENT PROTECTIVE DEVICE SIZE, DISCONNECT SWITCH SIZE, AND CONDUCTOR AND CONDUIT SIZES WITH THE REQUIREMENTS OF THE MECHANICAL EQUIPMENT THAT IS ACTUALLY TO BE INSTALLED, AND PROVIDE AND INSTALL ALL ELECTRICAL COMPONENTS AS REQUIRED. THE ELECTRICAL COMPONENT SIZING SHOWN ON THESE DRAWINGS IS BASED UPON THE REQUIREMENTS FOR THE SPECIFIED MECHANICAL EQUIPMENT AVAILABLE AT THE TIME OF DESIGN. VARIATIONS IN REQUIREMENTS MAY OCCUR AS A RESULT OF THE PROVIDING OF OTHER MANUFACTURER'S EQUIPMENT OR IN CHANGES TO THE SPECIFIED EQUIPMENT. SUCH REVISED REQUIREMENTS ARE A PART OF THIS CONTRACT AND SHALL BE ACCOMMODATED WITHOUT ADDITIONAL CHARGE.
17	FOR COORDINATION PURPOSES, DEVICES MAY BE MOVED A MAXIMUM DISTANCE OF FIVE FEET, PRIOR TO INSTALLATION, AT NO COST TO THE OWNER, UPON INSTRUCTION BY THE ARCHITECT OR ENGINEER
18	ALL DEVICE PLATE COLORS TO BE AS SPECIFIED BY ARCHITECT.
19	CIRCUITS SHOWN TO SPECIFIC EQUIPMENT ARE SHOWN TO DISCONNECT. CONTRACTOR SHALL EXTEND CIRCUIT FROM DISCONNECT TO FINAL TERMINATION OF DEVICE PROVIDED BY OTHERS AND MAKE UNIT OPERATIONAL. COORDINATE EXACT TERMINATION POINTS WITH SUPPLIER OF EQUIPMENT.
20	ALL CONDUIT SHALL BE CONCEALED IN NEW BUILDING CONSTRUCTION WHERE POSSIBLE.
21	ALL RECEPTACLES SHALL BE TAMPER RESISTANT PER NEC 406.12

MOUNTING HEIGHTS

NOTE
MOUNTING HEIGHTS SHOWN BELOW SHALL BE USED AS THE DEFAULT MOUNTING HEIGHT FOR THE ITEMS LISTED UNLESS STATED OTHERWISE IN PLAN. ARCHITECT MAY REVISE ANY MOUNTING HEIGHT NECESSARY FOR PREFERENCE OF DESIGN. CONTRACTOR SHALL OBTAIN AND REVIEW ALL ELEVATIONS PROVIDED BY ARCHITECT/OWNER TO VERIFY LOCATIONS PREFERRED BY OWNER OR ARCHITECT.

LIGHTING CONTROL SWITCHES:
- 44" AFF TO HIGHEST OPERABLE PART IN "ON" POSITION.

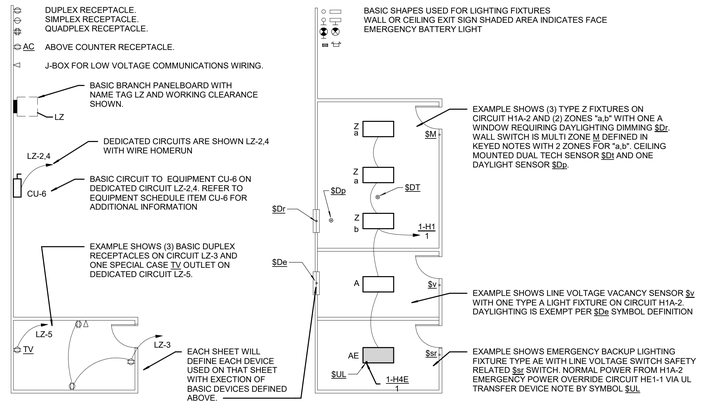
WALL RECEPTACLES:
- 15" MINIMUM AFF TO CENTERLINE OF LOWEST RECEPTACLE OR 18" AFF TO CENTERLINE OF BOX.
- WATER COOLERS-DIRECTLY BEHIND COOLER - COORDINATE ELEVATION WITH THE COOLER TO BE INSTALLED PRIOR TO ROUGH-IN
- IN AREAS NOT LISTED BELOW ABOVE COUNTER RECEPTACLES SHALL BE 6" ABOVE COUNTER

BATHROOM RECEPTACLES:
-44" MAX AFF TO CENTERLINE OF HIGHEST RECEPTACLE.
-12" MINIMUM FROM ANY OBSTRUCTION
-12" MAX FROM LEADING EDGE OF VANITY COUNTER IF ON SIDE WALL.

RECEPTACLES BEHIND KITCHEN COUNTERS:
-44" MAX AFF TO CENTERLINE OF HIGHEST RECEPTACLE
-12" MIN FROM ANY OBSTRUCTION (INCLUDING FRIDGE)
-36" MINIMUM FROM CORNERS
-44" MAX AFF TO "ON" POSITION OF REDUNDANT CONTROLS FOR RANGE HOOD (TYPE A UNITS / ACCESSIBLE UNITS / COMMON AREA KITCHENS)
-24" MAX DEPTH BETWEEN LEADING EDGE OF COUNTERTOP AND RECEPTACLES/SWITCHES LOCATED ON KITCHEN BACKSPLASH WALL (TYPE A UNITS / ACCESSIBLE UNITS / COMMON AREA KITCHENS)

DATA JUNCTION BOX FOR DATA AND OR COMMUNICATIONS:
-MOUNT ADJACENT TO ASSOCIATED POWER OUTLET FOR SIMILAR DEVICES OR USE. IN THE EVENT IT IS NOT CLEAR VERIFY WITH ARCHITECTURAL ELEVATIONS OR CONFIRM WITH DESIGNER.

SYMBOLS ARE NOT LIMITED TO EXAMPLES SHOWN BELOW, REFER TO KEYED NOTES EACH SHEET FOR MORE SPECIFIC DEFINITIONS AND DIRECTIONS.



ELECTRICAL SPECIFICATIONS

CODES AND REGULATIONS
1. CONFORM TO ALL APPLICABLE CODES AND REGULATIONS INCLUDING NATIONAL ELECTRICAL CODE. OBTAIN PERMITS AND PAY FEES AND INSPECTION COSTS.
2. CONFORM TO ALL RULES AND REGULATIONS OF OSHA AS APPLIED TO CONSTRUCTION PROJECT.
3. OBTAIN, BECOME FAMILIAR WITH AND COMPLY WITH ALL OWNER REQUIREMENTS.

SCOPE
1. INCLUDE ALL LABOR, EQUIPMENT, TOOLS AND MATERIALS FOR ELECTRIC DISTRIBUTION, AS SHOWN ON DRAWINGS.
2. PERFORM ALL ELECTRICAL WORK, INCLUDING POWER WIRING FROM PANEL IN BUILDING AND WIRING OF OTHER ITEMS INDICATED.
3. FURNISH AND INSTALL NEW LIGHTING AS INDICATED ON DRAWINGS.
4. PROVIDE MODIFICATIONS TO EXISTING FIRE ALARM SYSTEM TO CONFORM TO NEW BUILDING LAYOUT.
5. PROVIDE OTHER ELECTRICAL ITEMS INDICATED OR REQUIRED.

SHOP DRAWINGS SUBMITTALS
1. THE CONTRACTOR SHALL SUBMIT THE SHOP DRAWINGS OF THE FOLLOWING EQUIPMENT THROUGH THE ARCHITECT TO THE ENGINEER AND THEN RESUBMITTED FOR FINAL APPROVAL IF NECESSARY:
   - WIRING DEVICES
   - WIRE AND CONDUIT
   - LIGHTING FIXTURES
   - LIGHTING SWITCHES AND SENSORS

   ALL SUBMITTED SHOP DRAWINGS (MANUFACTURERS' EQUIPMENT DESCRIPTIVE SHEETS OR VENDORS' PREPARED DRAWINGS) SHALL HAVE THE GENERAL CONTRACTOR'S OR SUBCONTRACTOR'S "STAMP OF APPROVAL" INDICATING THAT THE ITEM SUBMITTED IS AS CALLED FOR ON THE PLANS AND SPECIFICATIONS, IS APPROVED BY THE GENERAL CONTRACTOR OR SUBCONTRACTOR, THE DATE OF APPROVAL AND INITIALED BY THE PERSON APPROVING THE SUBMITTAL AND THE NAME OF THE COMPANY SUBMITTING SAID EQUIPMENT FOR APPROVAL.
2. ALL DESCRIPTIVE LITERATURE SHALL BE SUBMITTED WITH A COVER IDENTIFYING THE FOLLOWING:
   - NAME OF THE JOB
   - LOCATION OF THE JOB
   - ADDRESS, CITY AND STATE
   - NAME AND ADDRESS OF THE COMPANY SUBMITTING
   - DATE OF THE SUBMITTAL.
3. EVERY EFFORT SHALL BE MADE IN CHECKING THE SHOP DRAWINGS TO DETECT AND CORRECT ALL ERRORS, OMISSIONS AND INACCURACIES. FAILURE TO DO THIS WILL NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY FOR THE PROPER AND COMPLETE INSTALLATION IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

CONDUIT INSTALLATION
1. ALL WIRING TO BE INSTALLED IN CONDUIT IN ACCORDANCE WITH THE N.E.C. SO THE REQUIRED CONDUCTORS MAY BE PULLED WITHOUT INJURY OR STRAIN. CONDUIT SHALL BE PROPERLY SUPPORTED.
2. ALL CONDUITS TO BE CONCEALED IN BUILDING NEW CONSTRUCTION WHERE AVAILABLE.
3. EXPOSED CONDUIT MAY BE RUN ON EXISTING MASONRY WALLS IN WORKROOMS. VERIFY ALL LOCATIONS WITH OWNER PRIOR TO ROUGH-IN.
4. INTERIOR WIRING TO BE INSTALLED IN ELECTRICAL METALLIC TUBING (EMT) WITH SET SCREW TYPE COUPLINGS AND CONNECTORS. EMT IS NOT APPROVED FOR INSTALLATION IN CONCRETE SLABS OR UNDERGROUND.
5. NO CONDUIT TO BE RUN EXPOSED, ON EXTERIOR OF BUILDING WALLS, OR ON THE FLOORS.
6. PROVIDE ALL PULL BOXES AND FITTINGS WHEREVER NECESSARY OR SHOWN. ALL STRAIGHT CONDUIT RUNS SHALL NOT EXCEED 100 FEET WITHOUT PULL BOX, NOT OVER 75 FEET FOR RUN WITH ONE RIGHT ANGLE BEND AND NOT OVER 50 FEET FOR RUN WITH TWO RIGHT ANGLES.
7. ALL CONDUIT SHALL BE PROPERLY SUPPORTED IN ACCORDANCE WITH THE N.E.C. CONDUIT SHALL BE INDEPENDENTLY SUPPORTED FROM STRUCTURE AND NOT FROM DUCTWORK, CEILING HANGERS OR CEILING SUPPORT WIRES.
8. FINAL CONNECTION TO LIGHT FIXTURES AND EQUIPMENT SHALL BE MADE WITH FLEXIBLE STEEL CONDUIT ("GREENFIELD" - 6' MAXIMUM LENGTH) IN DRY AREAS AND LIQUID TIGHT FLEXIBLE METALLIC CONDUIT ("SEALTITE") IN DAMP OR WET AREAS.
9. ALL EMPTY CONDUITS ARE TO BE PROVIDED WITH PULL WIRES AND NYLON BUSHINGS AT BOTH ENDS.

TESTING AND PLACING IN SERVICE
1. ANY MATERIAL OR EQUIPMENT FAILING A TEST SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE.

QUALITY ASSURANCE
1. ALL PRODUCTS SHALL BE NEW AND OF THE TYPE AND QUALITY SPECIFIED. WHERE MATERIALS, EQUIPMENT, APPARATUS OR OTHER PRODUCTS ARE SPECIFIED BY MANUFACTURER, BRAND NAME, TYPE OR CATALOG NUMBER, SUCH DESIGNATION SHALL ESTABLISH THE STANDARDS OF THE DESIRED QUALITY AND STYLE. IT IS THE INTENT OF THESE SPECIFICATIONS TO ESTABLISH A STANDARD OF QUALITY OF MATERIALS AND EQUIPMENT INSTALLED.

WIRE & CABLE
1. #12 AWG AND #10 AWG SOLID OR STRANDED CONDUCTOR COPPER, 600 VOLT, TYPE THWN, XHHW, OR THW (75 DEGREES C).
2. #14 AWG MAY BE USED FOR LOW VOLTAGE CONTROL WIRING ONLY.
3. COLOR CODING SHALL BE USED FOR ALL WIRE AND CABLES IN ACCORDANCE WITH N.E.C. CODING STANDARDS. CONTROL CONDUCTORS SHALL BE CONTINUOUSLY COLOR CODED.
4. JOINTS IN #10 AWG AND SMALLER WIRE SHALL BE MADE WITH "SCOTCH LOCKS" (OR EQUAL) AND BE INSULATED WITH SCOTCH #33 ELECTRICAL TAPE.
5. JOINTS IN #8 AWG AND LARGER SHALL BE MADE WITH PRESSURE TYPE MECHANICAL CONNECTOR AND INSULATED WITH ELECTRICAL TAPE TO 200 PERCENT OF THE INSULATING VALUE OF THE CONDUCTOR.
6. COLOR CODE CONDUCTORS (EXCEPT CONTROL AND INSTRUMENTATION CONDUCTORS) AS FOLLOWS:

	208/120V	480/277V
PHASE A	BLACK	BROWN
PHASE B	RED	PURPLE
PHASE C	BLUE	YELLOW
NEUTRAL	WHITE	GRAY
GROUND	GREEN	GREEN

   HIGH LEG OF HIGH LEG DELTA SYSTEMS SHALL BE ORANGE
7. #12 AND #10 CONDUCTORS SHALL HAVE CONTINUOUS INSULATION COLOR AS LISTED ABOVE.
8. COLOR CODE CONDUCTORS LARGER THAN #12, WHICH DO NOT HAVE CONTINUOUS INSULATION, COLOR BY APPLICATION OF AT LEAST TWO LAPS OF COLORED TAPE ON EACH CONDUCTOR AT ALL POINTS OF ACCESS INCLUDING JUNCTION BOXES. COLOR TAPE SHALL BE THE EQUAL OF 3M PRODUCTS SCOTCH #35.
9. INSULATION TYPE SHALL BE TYPE THHN OR THWN. THHN SHALL NOT BE USED IN WET OR DAMP LOCATIONS.
10. FLEXIBLE CORD SHALL BE HEAVY DUTY TYPE SO WITH AN EQUIPMENT GROUND CONDUCTOR IN ADDITION TO THE CURRENT CARRYING CONDUCTORS.
11. FORM AND TIE ALL WIRING IN PANELBOARDS.
12. THERE SHALL BE NO WIRENUT JOINTS OR SPLICES MADE INSIDE SWITCHBOARDS/PANELBOARDS OR DISCONNECT SWITCHES.
13. BRANCH CIRCUIT WIRE SIZES (AND CONDUITS) SHALL BE INCREASED FROM THOSE INDICATED ON THE PLANS TO PREVENT EXCESSIVE VOLTAGE DROP. BRANCH CIRCUITS SHALL BE INSTALLED WITH WIRES OF SUFFICIENT SIZE SO THAT VOLTAGE DROP BETWEEN THE PANEL AND THE LOADS DOES NOT EXCEED LIMIT OF 2.5%

GROUNDING
1. A GREEN PIGTAIL SHALL BE INSTALLED FROM GROUNDING SLOTS WHERE RECEPTACLE ATTACHMENT BAR IS NOT IN DIRECT CONTACT WITH THE OUTLET BOX.

LIGHTING
1. FURNISH AND INSTALL LIGHTING FIXTURES AS SHOWN AND SCHEDULED ON THE DRAWINGS.
2. COORDINATE FIXTURE TYPE AND TRIM WITH CEILING CONSTRUCTION.
3. ALL FIXTURES IN LAY-IN CEILING SHALL BE SUPPORTED FROM THE STRUCTURE INDEPENDENT OF THE CEILING SYSTEM AT ALL FOUR CORNERS AND ATTACHED WITH GRID CLIPS.

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project
TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner
TOWN OF ADDISON

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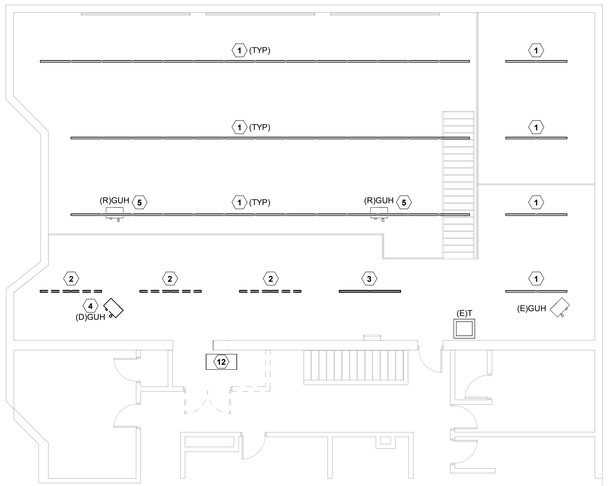
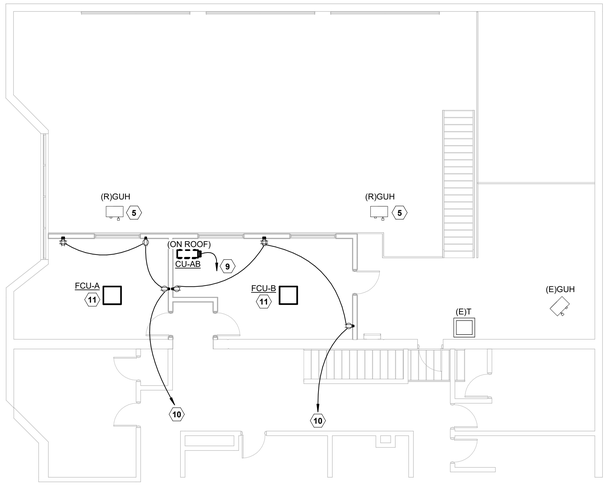
REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
ELECTRICAL GENERAL NOTES

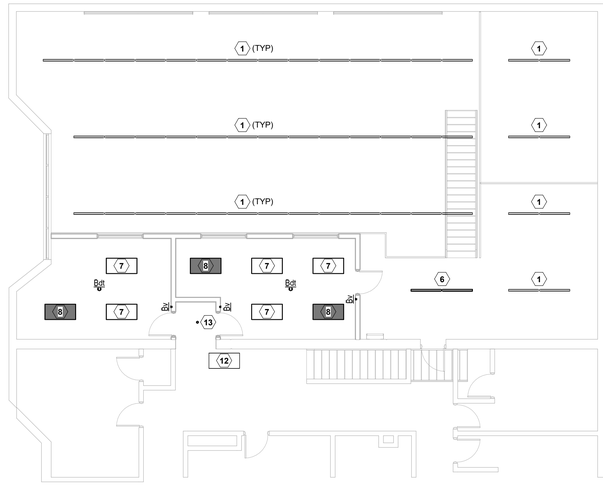
Date: 07/19/2024
Sheet No:
E0.01



1 ELECTRICAL SECOND FLOOR DEMO PLAN
E2.01 1/8" = 1'-0"



2 ELECTRICAL SECOND FLOOR POWER PLAN
E2.01 1/8" = 1'-0"



3 ELECTRICAL SECOND FLOOR LIGHTING PLAN
E2.01 1/8" = 1'-0"

ELECTRICAL GENERAL NOTES

ALL EQUIPMENT IS TO BE LABELED WITH THE FOLLOWING WHEN APPLICABLE: NAME, VOLTAGE, PHASE, FUSE SIZE, INCOMING CABLE SIZE, FEED FROM NAME.
PROVIDE SEALING FITTINGS AT ALL PENETRATIONS THRU WALLS OF DIFFERENT TEMPERATURE SPACES.
PROVIDE TAMPER RESISTANT RECEPTACLES PER N.E.C. ARTICLE 406.12.
ALL DEVICES/DISCONNECTS MOUNTED EXTERIOR TO BUILDING SHALL WP AND OR NEMA 3R RATED DEVICES/DISCONNECTS.

ELECTRICAL UNDERLINED NOTES _

Bdt	DUAL TECHNOLOGY SENSOR COORDINATED WITH ASSOCIATED SWITCHING SYSTEM
Bv	DIGITAL LOW VOLTAGE BUTTON PROGRAMMED TO VACANCY SENSOR(ON/OFF,RAISE/LOWER) USED TO ALLOW OCCUPANTS TO MANUALLY TURN LIGHTS ON WHEN THEY ENTER THE ROOM AND HAVE LIGHTS TURN OFF AUTOMATICALLY WHEN ROOM IS VACANT

NOTES BY SYMBOL

1	EXISTING UTILITY STRIP LIGHTING TO REMAIN. PROTECT FROM DAMAGE THRU ALL PHASES OF CONSTRUCTION.
2	EXISTING UTILITY STRIP LIGHTING TO BE REMOVED AND RETURNED TO OWNER FOR FIRST RIGHT OF REFUSAL. DISCONNECT AND REMOVE ALL ASSOCIATED WIRE, CONDUIT, ETC.
3	EXISTING UTILITY STRIP LIGHTING TO BE RELOCATED.
4	DISCONNECT AND REMOVE POWER CONNECTION SERVING EXISTING UNIT HEATER TO BE REMOVED.
5	RELOCATE POWER CONNECTION, AS REQUIRED, TO NEW LOCATION OF EXISTING UNIT HEATER.
6	PROPOSED LOCATION OF RELOCATED UTILITY STRIP LIGHT. RELOCATE CONDUIT/WIRE, ETC. AS REQUIRED.
7	NEW 2X4 DIRECT/INDIRECT LIGHT FIXTURE (LITHONIA 28LT4 40L ADSM GZ1 LP835) TO BE INSTALLED IN NEW CEILING GRID. LIGHT FIXTURE SHALL MATCH EXISTING VOLTAGE AVAILABLE. CONNECT LIGHT FIXTURE TO EXISTING LIGHTING CIRCUIT MADE AVAILABLE FROM EXISTING FIXTURES TO BE REMOVED.
8	NEW 2X4 DIRECT/INDIRECT LIGHT FIXTURE WITH EMERGENCY BATTERY BACKUP (LITHONIA 28LT4 40L ADSM GZ1 LP835 EL14L) TO BE INSTALLED IN NEW CEILING GRID. LIGHT FIXTURE SHALL MATCH EXISTING VOLTAGE AVAILABLE. CONNECT LIGHT FIXTURE TO EXISTING LIGHTING CIRCUIT MADE AVAILABLE FROM EXISTING FIXTURES TO BE REMOVED.
9	EXTEND NEW 208V/20A/1PH CIRCUIT TO CONDENSING UNIT ON ROOF FROM EXISTING PANEL "M" LOCATED IN 2ND FLOOR ELECTRICAL ROOM.
10	EXTEND NEW 120V/20A CIRCUIT TO FROM EXISTING PANEL "E" LOCATED IN 2ND FLOOR ELECTRICAL ROOM TO POWER OFFICE RECEPTACLES.
11	FAN COIL UNIT IS POWERED THRU OUTDOOR CONDENSING UNIT.
12	EXISTING LIGHT FIXTURE TO REMAIN IN ITS EXISTING LOCATION. DEMOLISH EXISTING LIGHT CIRCUIT/CONTROLS AND RECONNECT LIGHT FIXTURE TO EXISTING CORRIDOR LIGHTING CIRCUIT/CONTROLS.
13	NEW 6-INCH CAN LIGHT WITH EMERGENCY BATTERY BACKUP (LITHONIA LDN6 35/10 LO4AR LSS MVOLT GZ1 ELRSD) TO BE INSTALLED IN NEW CEILING GRID. LIGHT FIXTURE SHALL MATCH EXISTING VOLTAGE AVAILABLE. CONNECT LIGHT FIXTURE TO EXISTING CORRIDOR LIGHTING CIRCUIT AND CONTROLS.

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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TOWN OF ADDISON SERVICE CENTER MEZZANINE
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-003.00

Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title
ELECTRICAL PLAN

Date: 07/19/2024
Sheet No:
E2.01

TOWN OF ADDISON SERVICE CENTER LOBBY

PERMIT SET

10/28/2024

PROJECT ADDRESS:

16801 Westgrove Drive

Addison, TX 75001

CLIENT:

TOWN OF ADDISON

DESIGN TEAM

ARCHITECT

TSK ARCHITECTS
5830 Granite Pkwy, Suite 750
Plano, TX 75024

ENGINEERING

IEG
Granite Park Building 5, Suite 750
Plano, Texas 75024

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
MICHAEL ANDREW KIMSEY
25557
STATE OF TEXAS
10/28/2024

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Granite Park Building 5, Suite 750
Plano, Texas 75024

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TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

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Job No: 24-000.00

Owner

TOWN OF ADDISON

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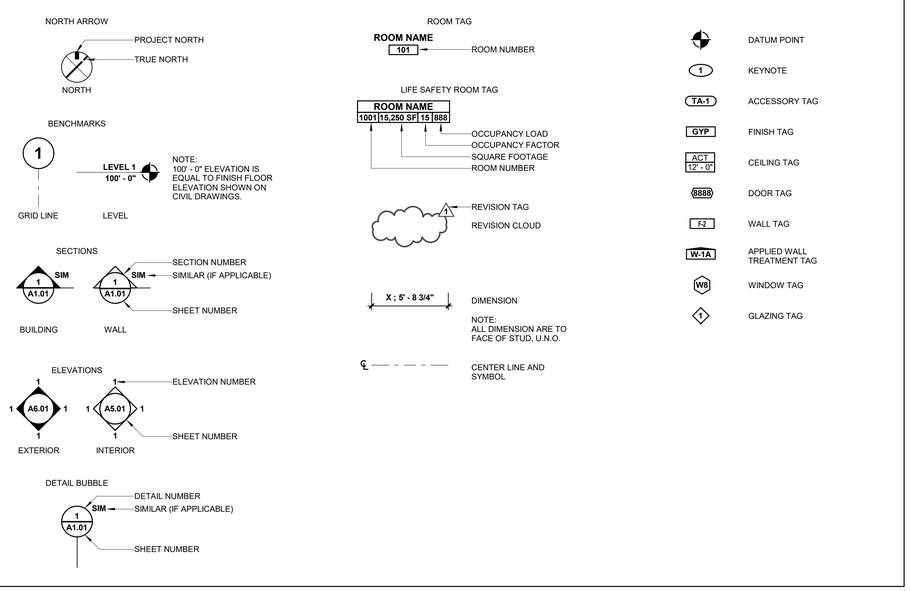
10/28/2024

ABBREVIATIONS

(E) / EXIST.	Existing
A.D.	Area Drain
A.V.	Audio/Visual
ACC.	Accessible
ACOUS.	Acoustical
ADJ.	Adjustible
AGGR.	Aggregate
AL.	Aluminum
APPROX.	Approximate
ARCH	Architectural
ASPH.	Asphalt
B.O.F.	Bottom of Fixture
BD.	Board
BITUM.	Bituminous
BLDG.	Building
BLK.	Block
BLKG.	Blocking
BM.	Beam
BOT.	Bottom
C.B.	Catch Basin
C.F.C.I.	Contractor Furnished Contractor Installed
C.F.O.I.	Contractor Furnished Owner Installed
C.G.	Corner Guard
C.I.	Cast Iron
C.J.	Control Joint
C.M.U.	Concrete Masonry Unit
CAB.	Cabinet
CEM.	Cement
CER.	Ceramic
CLG.	Ceiling
CLKG.	Caulking
CLO.	Closet
CLR.	Clear
CNTR.	Counter
COL.	Column
CONC.	Concrete
CONN.	Connection
CONST.	Construction
CONT.	Continuous
CORR.	Corridor
CPT.	Carpet
CT.	Ceramic Tile
CTR.	Center
CTSK.	Countersunk
D.F.	Drinking Fountain
D.O.	Door Opening
D.S.P.	Dry Standpipe
DBL.	Double
DEPT.	Department
DET.	Detail
DIA.	Diameter
DIM.	Dimension
DISP.	Dispenser
DN.	Down
DR.	Door
DS.	Downspout
DWG.	Drawing
DWR.	Drawer
E.	East
E.I.F.S.	Exterior Insulation Finish System
E.J.	Expansion Joint
E.P.	Electrical Panelboard
E.P.D.M.	Single Ply Roof Membrane
E.W.C.	Electric Water Cooler
EA.	Each
ELEC.	Electrical
ELEV.	Elevation
EMER.	Emergency
ENCL.	Enclosure
EQ.	Equal
EQUIP.	Equipment
EXP.	Expansion
EXT.	Exterior
F.A.	Fire Alarm
F.B.	Flat Bar
F.D.	Floor Drain
F.E.	Fire Extinguisher
F.E.C.	Fire Extinguisher Cabinet
F.H.C.	Fire Hose Cabinet
F.O.C.	Face of Concrete
F.O.F.	Face of Finish
F.O.S.	Face of Stud
F.S.	Fulll Size
FDN.	Fountain
FIN.	Finish
FLASH.	Flashing
FLOUR.	Flourescent
FLR.	Floor
FPRF.	Fireproof
FT.	Foot or Feet
FTG.	Footing
FURR.	Furring
FUT.	Future
G.B.	Grab Bar
G.F.R.C.	Glass Fiber Reinforced Concrete
GA.	Gauge
GALV.	Galvanized
GL.	Glass
GND.	Ground
GR.	Grade
GYP.	Gypsum
H.B.	Hose Bibb
H.M.	Hollow Metal
HDWD.	Hardwood
HDWE.	Hardware
HGT.	Height
HORIZ.	Horizontal
HR.	Hour
I.D.	Inside Diameter (Dim.)
INSUL.	Insulation
INT.	Interior
JAN.	Janitor
JT.	Joint
KIT.	Kitchen
LAB.	Laboratory
LAM.	Laminate
LAV.	Lavatory
LKR.	Locker
L.T.	Light
M.C.	Medicine Cabinet
M.O.	Masonry Opening
MAX.	Maximum
MECH.	Mechanical
MEMB.	Membrane
MFGR.	Manufacturer
MH.	Manhole
MIN.	Minimum
MIR.	Mirror
MISC.	Miscellaneous
MTD.	Mounted
MTL.	Metal
MUL.	Mullion
N.	North
N.I.C.	Not in Contract
N.T.S.	Not to Scale
NO. OR #	Number
NOM.	Nominal
O.A.	Overall
O.C.	On Center
O.D.	Outside Diameter (Dim.)
O.F.C.I.	Owner Furnished Contractor Installed
O.F.O.I.	Owner Furnished Owner Installed
O.H.	Opposite Hand
O.R.D.	Overflow Roof Drain
OBS.	Obscure
OFF.	Office
OPNG.	Opening
OPP.	Opposite
P.LAM.	Plastic Laminate
P.T.D.	Paper Towel Dispenser
P.T.D./R.	Combination Paper Towel Dispenser and Receptacle
P.T.R.	Paper Towel Receptacle
PL.	Plate
PLAS.	Plaster
PLYWD	Plywood
PR.	Pair
PRCST.	Pre-cast
PT.	Point
PTN.	Partition
Q.T.	Quarry Tile
R.	Riser
R.D.	Roof Drain
R.O.	Rough Opening
R.W.L.	Rain Water Leader
RAD.	Radius
REF.	Reference
REFR.	Refrigerator
REINF.	Reinforce
REQD	Required
RESIL.	Resilient
RGTR.	Register
RM.	Room
RRM	Restroom
RWD	Redwood
S.	South
S.C.	Solid Core
S.C.D.	Seat Cover Dispenser
S.D.	Soap Dispenser
S.N.D.	Sanitary Napkin Dispenser
S.SK.	Service Sink
SCHED.	Schedule
SECT.	Section
SH.	Shelf
SHR.	Shower
SHT.	Sheet
SIM.	Similar
SPEC.	Specification
SQ.	Square
SST.	Stainless Steel
STA.	Station
STD.	Standard
STL.	Steel
STO.	Storage
STRL.	Structural
SUSP.	Suspended
SYM.	Symmetrical
T.&G.	Tongue and Groove
T.B.	Towel Bar
T.C.	Top of Curb
T.O.W.	Top of Wall
T.P.	Top of Pavement
T.P.D.	Toilet Paper Dispenser
T.V.	Television
TEL.	Telephone
TER.	Terrazzo
THK.	Thick
TRD.	Tread
TYP.	Typical
U.N.O.	Unless Noted Otherwise
UNIF.	Unfinished
UR.	Urinal
V.B.	Vapor Barriers
V.C.G.	Vinyl Corner Guard
V.T.	Vinyl Tile
VAR.	Varies
VERT.	Vertical
VEST.	Vestibule
W.	West
W.C.	Water Closet
W/	With
W/O	Without
WD.	Wood
WK.P.	Working Point
WP.	Waterproof
WSCT.	Wainscot
WT.	Weight

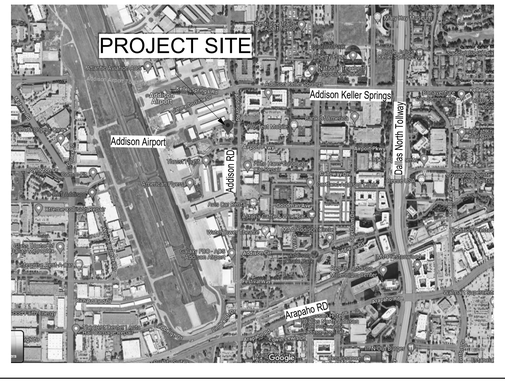
SYMBOL LEGEND



MATERIALS LEGEND

- EARTH
- CONCRETE
- MASONRY
- METAL
- PLYWOOD
- FINISH WOOD
- ROUGH WOOD
- BLOCKING
- RIGID INSULATION
- THERMAL INSULATION
- ACOUSTIC INSULATION

VICINITY MAP



CODE ANALYSIS

APPLICABLE CODES:

2024 International Building Code with Town of Addison Amendments

2024 International Mechanical Code with Town of Addison Amendments

2024 International Plumbing Code with Town of Addison Amendments

2024 International Fire Code with Town of Addison Amendments

2018 International Energy Conservation Code with Town of Addison Amendments

2023 National Electrical Code with Town of Addison Amendments

2012 Texas Accessibility Standards

OCCUPANCY CLASSIFICATION: PROPOSED OFFICE SPACE - B
OFFICE SPACE (EXISTING) - B
STORAGE (EXISTING) - S-2 (ACCESORY USE)

CONSTRUCTION TYPE: II - B

ALLOWABLE HEIGHT (TABLE 504.3 - 2024 IBC): 3 STORIES (55' MAXIMUM)

ACTUAL HEIGHT: 25'-0" 2 STORY
ALLOWABLE HEIGHT: 55'-0" 3 STORY

ALLOWABLE AREA = 40,250 = [23,000+(23,000 X 0.75)] PER 506.2.2 MIXED-OCCUPANCY BUILDING (EQUATION 5-3), 506.3 FRONTAGE INCREASE, TABLE 506.3.3 FRONTAGE INCREASE FACTOR, 508.3 NONSEPARATED OCCUPANCIES, 508.3.2 ALLOWABLE BUILDING AREA, HEIGHT AND NUMBER OF STORIES - MOST RESTRICTIVE IS B OCCUPANCY AT 23,000SF VS. S-2 AT 26,000SF (NS = NOT EQUIPPED WITH SPRINKLER SYSTEM).

SCOPE OF WORK: INSTALLATION OF NEW PARTITION TO ALLOW FOR ENCLOSED LOBBY SPACE.

REQUIRED OCCUPANCY SEPARATION: NONSEPARATED OCCUPANCIES PER 508.3

(TABLE 601 - 2024 IBC)
FIRE RESISTANCE RATING REQUIREMENTS:

STRUCTURAL FRAME:	0 HOUR
BEARING EXTERIOR WALLS:	0 HOUR
BEARING INTERIOR WALLS:	0 HOUR
NON-BEARING EXTERIOR WALLS:	0 HOUR (TABLE 705.5)
NON-BEARING INTERIOR WALLS:	0 HOUR
FLOOR:	0 HOUR
ROOF:	0 HOUR
CORRIDOR FIRE-RESISTANCE RATING: (TABLE 1020.1 - 2024 IBC)	0 HOUR

FIRE WALLS FOR AREA SEPARATION: 0 HOUR
TRAVEL DISTANCE 300 FT
(TABLE 1017.2 - 2024 IBC)

DRAWING INDEX

#	SHEET NAME	SCHEMATIC DESIGN	CONSTRUCTION DOCUMENTS	PERMIT SET(11.01.24)	Project Submittal 4	Project Submittal 5	Project Submittal 6	Project Submittal 7	Project Submittal 8	Project Submittal 9	Project Submittal 10
00_COVER SHEET											
0.0	COVER SHEET	■	■	■							
01_GENERAL											
G1.01	GENERAL ACCESSIBILITY DETAILS		■	■							
G1.02	GENERAL ACCESSIBILITY DETAILS		■	■							
G1.03	GENERAL ACCESSIBILITY DETAILS		■	■							
G1.04	SPECIFICATIONS		■	■							
G1.05	SPECIFICATIONS		■	■							
G1.06	SPECIFICATIONS		■	■							
G1.07	SPECIFICATIONS		■	■							
G1.08	SPECIFICATIONS		■	■							
G1.09	SPECIFICATIONS		■	■							
AE1.01	LIFE SAFETY PLAN		■	■							
04.5_ARCHITECTURAL DEMO											
AD1.01	FIRST FLOOR DEMOLITION PLAN		■	■							
05_ARCHITECTURAL											
A1.11	FIRST FLOOR ENLARGED PLAN		■	■							
A2.11	SCHEDULES AND DETAILS		■	■							
A2.31	PARTITION TYPES AND DETAILS		■	■							
A3.01	FIRST FLOOR CEILING PLAN		■	■							
07_MECHANICAL											
M0.01	MECHANICAL SYMBOL LEGEND		■	■							
M2.01	MECHANICAL PLAN - LEVEL 1		■	■							
M6.01	MECHANICAL DETAILS			■							
08_ELECTRICAL											
E0.01	ELECTRICAL GENERAL NOTES AND DETAILS		■	■							
E1.01	ELECTRICAL DEMOLITION PLAN - LEVEL 1			■							
E3.01	ELECTRICAL PLAN - LEVEL 1		■	■							

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project
TOWN OF ADDISON SERVICE CENTER LOBBY
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

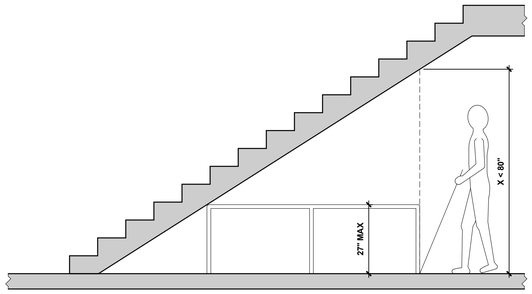
Owner
TOWN OF ADDISON

PERMIT SET

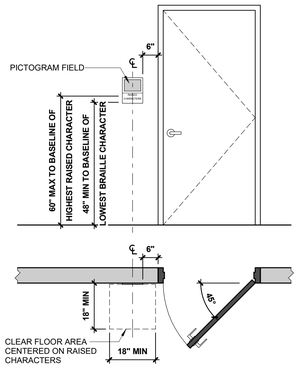
REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
GENERAL SHEET

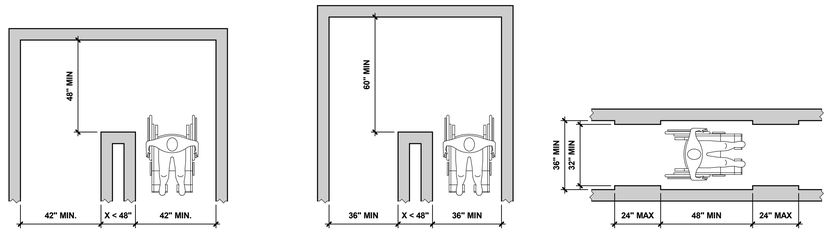
Date: 10/28/2024
Sheet No:
G0.00



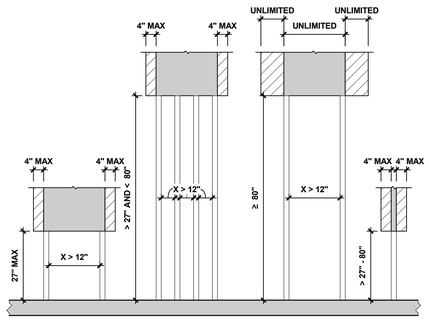
20 REDUCED VERTICAL CLEARANCE
SCALE: 1/2" = 1'-0"



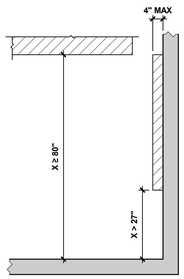
12 LOCATION OF SIGNS AT DOORS
SCALE: 1/2" = 1'-0"



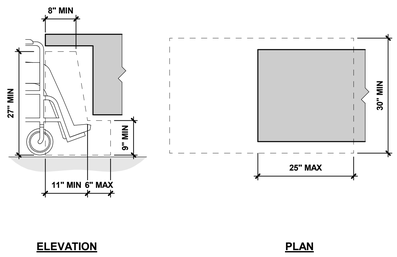
8 CLEAR WIDTH OF AN ACCESSIBLE ROUTE AND CLEAR WIDTH AT TURN
SCALE: 3/8" = 1'-0"



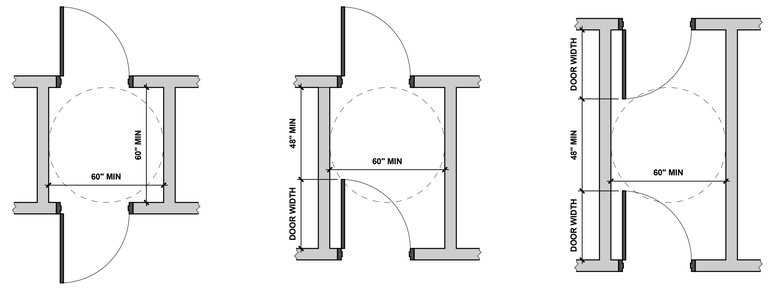
19 POST MOUNTED PROTRUDING OBJECTS
SCALE: 1/2" = 1'-0"



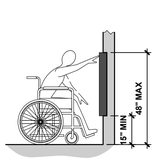
15 LIMITS OF PROTRUDING OBJECTS
SCALE: 1/2" = 1'-0"



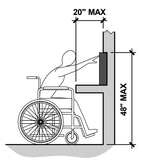
11 KNEE AND TOE CLEARANCE
SCALE: 3/4" = 1'-0"



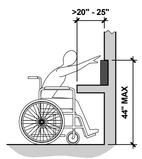
7 MANEUVERING CLEARANCE AT TWO DOORS IN SERIES
SCALE: 3/8" = 1'-0"



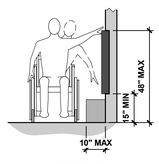
FORWARD REACH UNOBSTRUCTED



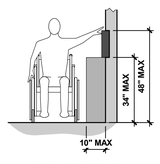
HIGH FORWARD REACH OBSTRUCTED (A)



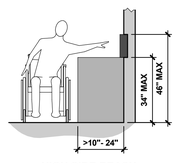
HIGH FORWARD REACH OBSTRUCTED (B)



SIDE REACH UNOBSTRUCTED

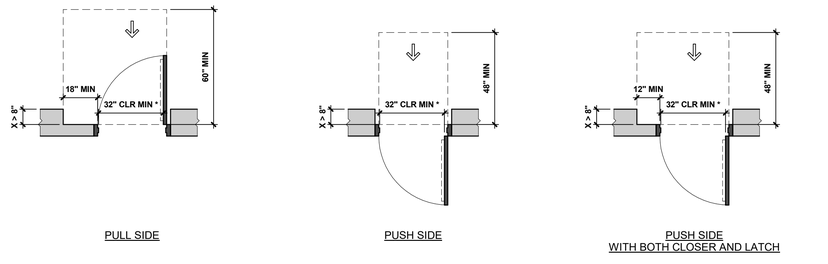


HIGH SIDE REACH OBSTRUCTED (A)



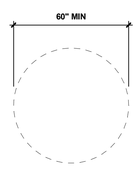
HIGH SIDE REACH OBSTRUCTED (B)

18 REACH RANGES
SCALE: 3/8" = 1'-0"

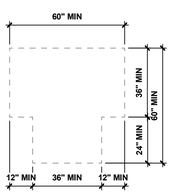


NOTES:
* CLEAR WIDTH SHALL COMPLY WITH LOCAL CODE AMENDMENT REQUIREMENTS

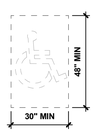
6 MANEUVERING CLEARANCE AT RECESSED DOORS
SCALE: 3/8" = 1'-0"



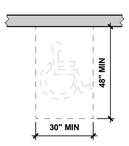
TURNING SPACE CIRCULAR



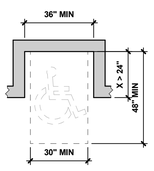
TURNING SPACE T-SHAPED



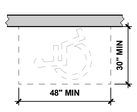
CLEAR FLOOR SPACE FOR WHEELCHAIR



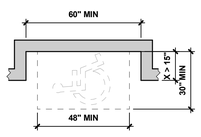
CLEAR FLOOR SPACE FORWARD APPROACH



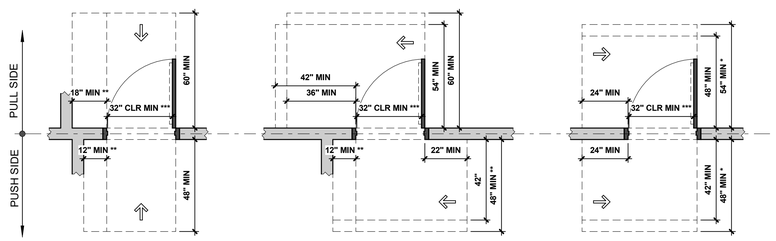
CLEAR FLOOR SPACE FORWARD APPROACH IN ALCOVE



CLEAR FLOOR SPACE SIDE APPROACH



CLEAR FLOOR SPACE SIDE APPROACH IN ALCOVE



FRONT APPROACH

HINGE APPROACH

LATCH APPROACH

NOTES:
* IF CLOSER IS PROVIDED
** IF BOTH LATCH AND CLOSER ARE PROVIDED
*** CLEAR WIDTH SHALL COMPLY WITH LOCAL CODE AMENDMENT REQUIREMENTS

17 WHEELCHAIR TURNING SPACE
SCALE: 3/8" = 1'-0"

13 WHEELCHAIR CLEAR FLOOR SPACE
SCALE: 3/8" = 1'-0"

5 MANEUVERING CLEARANCE AT DOORS
SCALE: 3/8" = 1'-0"

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT MICHAEL ANDREW KIMSEY 25557 STATE OF TEXAS 10/28/2024

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Project
TOWN OF ADDISON SERVICE CENTER LOBBY
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

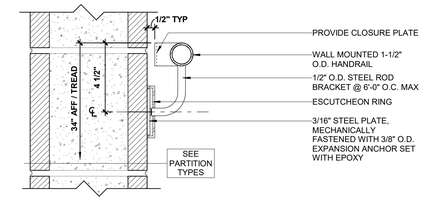
Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

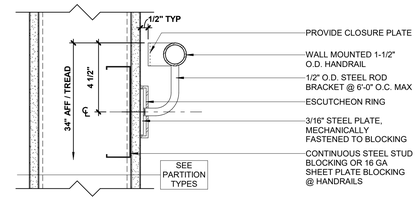
Sheet Title
GENERAL ACCESSIBILITY DETAILS

Date: 10/28/2024
Sheet No:
G1.01



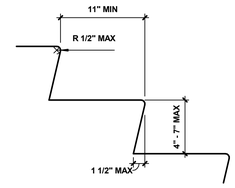
GENERAL NOTES:
1. ALL WELDS TO BE CONTINUOUS AND GROUND SMOOTH

12 WALL MOUNTED HANDRAIL - CMU WALL
SCALE: 3" = 1'-0"



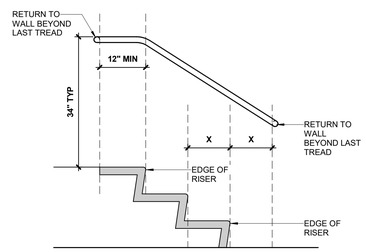
GENERAL NOTES:
1. ALL WELDS TO BE CONTINUOUS AND GROUND SMOOTH

8 WALL MOUNTED HANDRAIL - STUD WALL
SCALE: 3" = 1'-0"

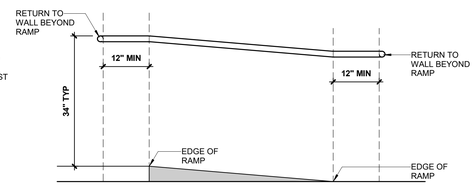


GENERAL NOTES:
1. ALL STEPS ON A FLIGHT OF STAIRS SHALL HAVE UNIFORM RISER HEIGHTS AND TREAD DEPTH
2. THE LEADING 2" OF TREAD SHALL HAVE VISUAL CONTRAST OF DARK-ON-LIGHT OR LIGHT-ON-DARK FROM THE REMAINDER OF THE TREAD

4 TREAD AND RISERS
SCALE: 1 1/2" = 1'-0"

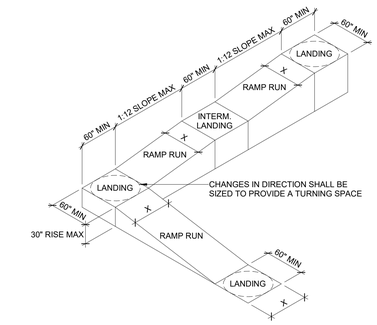


HANDRAIL EXTENSION AT STAIRS



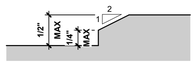
HANDRAIL EXTENSION AT RAMP

11 HANDRAIL EXTENSIONS
SCALE: 3/4" = 1'-0"

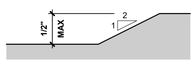


RAMP WITH TURNING PLATFORM

PERMITTED VERTICAL CHANGE

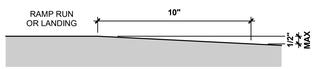


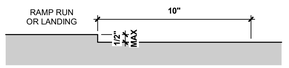
PERMITTED BEVELED CHANGE



PERMITTED BEVELED CHANGE

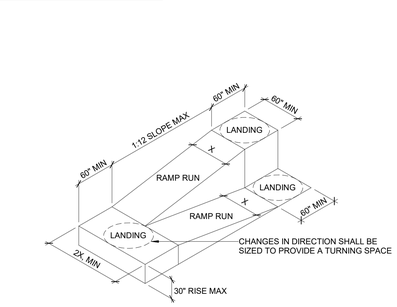
10 CHANGES IN LEVEL
SCALE: 12" = 1'-0"



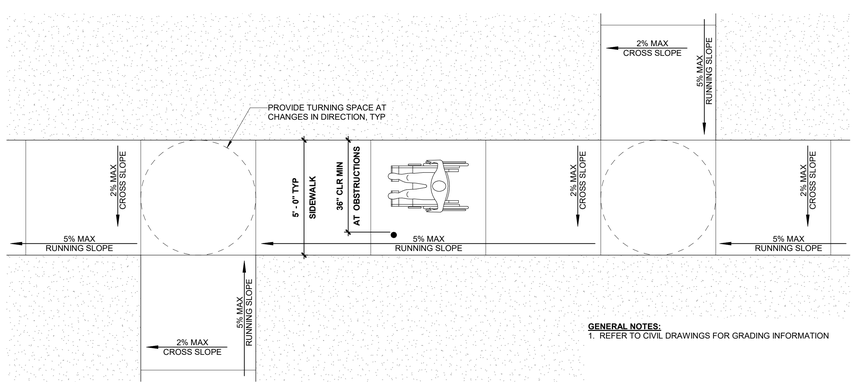


GENERAL NOTE:
1. EDGE PROTECTION SHALL NOT BE REQUIRED ON RAMPS OR LANDINGS HAVING A VERTICAL DROP-OFF OF 1/2" MAX WITHIN 10" HORIZONTALLY OF THE MINIMUM RAMP OR LANDING AREA.

6 RAMP EDGE PROTECTION EXCEPTION
SCALE: 3" = 1'-0"

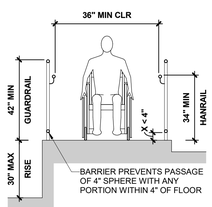


RAMP WITH INTERMEDIATE SWITCH-BACK PLATFORM

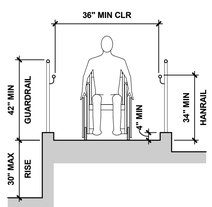


GENERAL NOTES:
1. REFER TO CIVIL DRAWINGS FOR GRADING INFORMATION

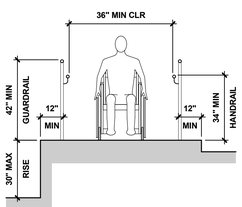
17 ACCESSIBLE ROUTE ON SITE
SCALE: 3/8" = 1'-0"



BARRIER EDGE PROTECTION

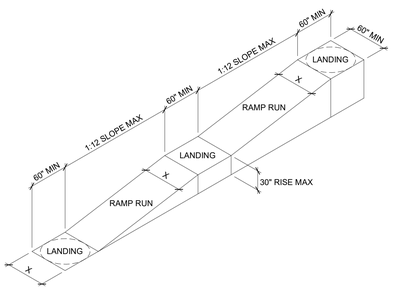


CURB EDGE PROTECTION



EXTENDED SURFACE EDGE PROTECTION

9 RAMP EDGE PROTECTION
SCALE: 3/8" = 1'-0"



STRAIGHT RAMP

GENERAL NOTES:
1. ACCESSIBLE ROUTE WIDTH (SHOWN AS "X"), SHALL BE 36" MINIMUM
2. WHEN DOOR SWINGS ONTO LANDING, THE DOOR SWING SHALL NOT OVERLAP TURNING SPACE
3. RAMP RUNS WITH A RISE HIGHER THAN 6" SHALL HAVE HANDRAILS
4. EDGE PROTECTION SHALL BE PROVIDED ON EACH SIDE OF RAMP RUN AND LANDING

1 RAMP DETAILS
SCALE: 1/8" = 1'-0"

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project
TOWN OF ADDISON SERVICE CENTER LOBBY
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner
TOWN OF ADDISON

PERMIT SET

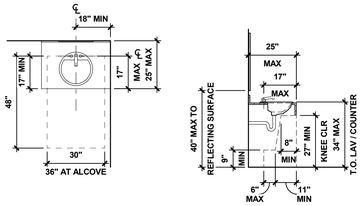
REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
GENERAL ACCESSIBILITY DETAILS

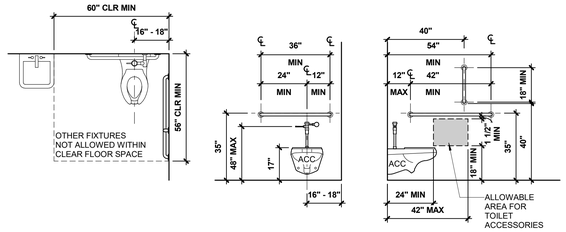
Date: 10/28/2024
Sheet No:
G1.02

DESIGN CRITERIA FOR ACCESSIBLE RESTROOMS

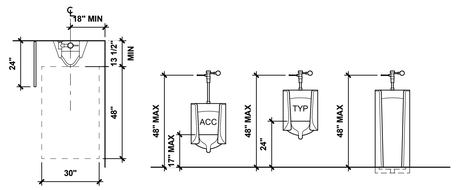
NOTE:
ALL HEIGHT DIMENSIONS ARE TO THE HIGHEST OPERATING CONTROL, INCLUDING COIN SLOT.
THIS INCLUDES ALL ACCESSORIES.



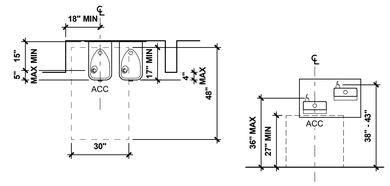
LAVATORY



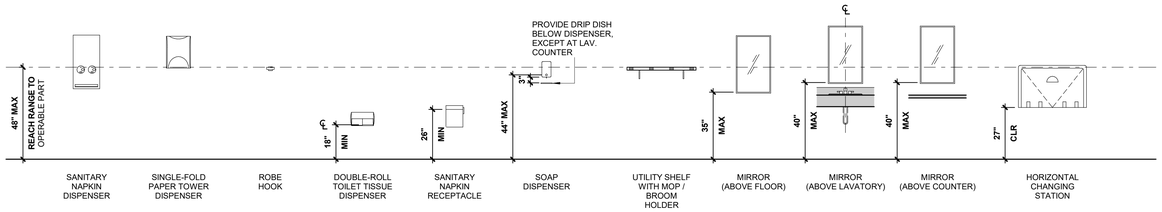
TOILET



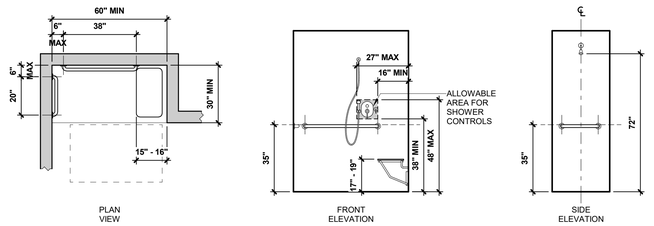
URINAL



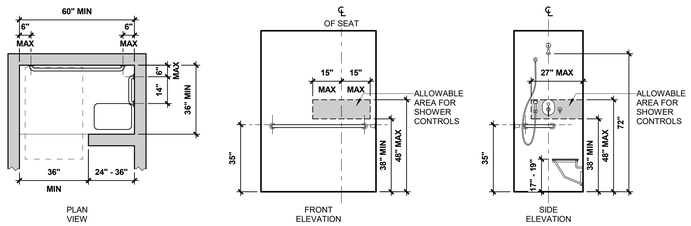
DRINKING FOUNTAIN



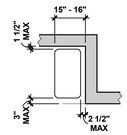
RESTROOM ACCESSORIES (ADULT)



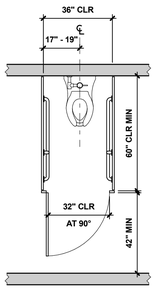
STANDARD ROLL-IN-TYPE SHOWER COMPARTMENT



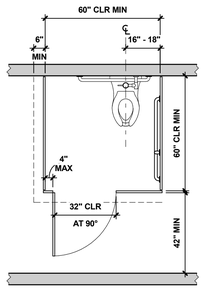
ALTERNATE ROLL-IN-TYPE SHOWER COMPARTMENT



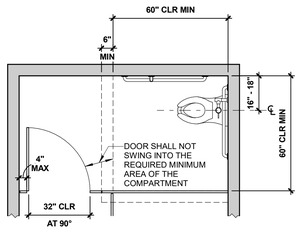
SHOWER COMPARTMENT SEAT

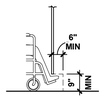


AMBULATORY STALL

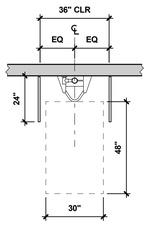


ACCESSIBLE STALL





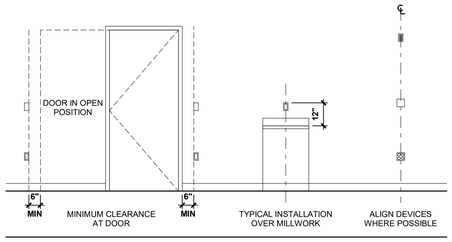
TOE CLEARANCE



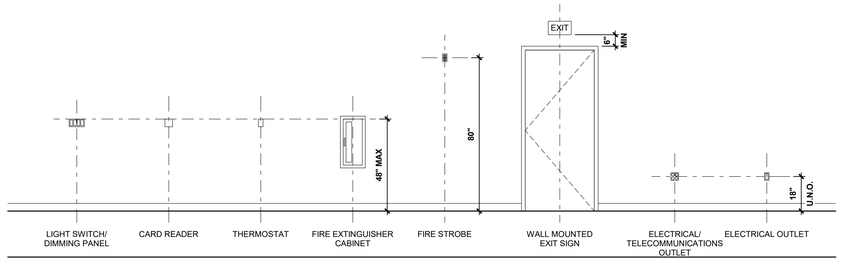
URINAL

18 TYPICAL FIXTURE AND ACCESSORY ELEVATIONS

SCALE: 3/8" = 1'-0"



TYPICAL WALL MOUNTED DEVICE INSTALLATION



TYPICAL WALL MOUNTED DEVICE INSTALLATION HEIGHTS

17 WALL MOUNTED DEVICES - TYPICAL MOUNTING HEIGHTS

SCALE: 3/8" = 1'-0"

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314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

GENERAL ACCESSIBILITY DETAILS

Date: 10/28/2024

Sheet No:

G1.03

DIVISION 01 - GENERAL REQUIREMENTS

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section includes:

1. Administrative and procedural requirements for substitutions.

1.2 DEFINITIONS

A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.

2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Substitution Requests: Submit (1) electronic copy of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.

1. Substitution Request Form: Use form provided in Project Manual. Refer to Document 006325 - Substitution Request Form.

C. Documentation: Show compliance with requirements for substitutions and the following, as applicable:

1. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.

2. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate Contractors, that will be necessary to accommodate proposed substitution.

3. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.

D. Product Data, including drawings and descriptions of products and fabrication and installation procedures.

E. Samples, where applicable or requested.

F. Certificates and qualification data, where applicable or requested.

G. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.

H. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.

I. Research reports evidencing compliance with building code in effect for Project, and applicable code organization.

J. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.

K. Cost information, including a proposal of change, if any, in the Contract Sum.

L. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.

M. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

1.4 QUALITY ASSURANCE

A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

a. Requested substitution is consistent with the Contract Documents and will produce indicated results.

b. Substitution request is fully documented and properly submitted.

c. Requested substitution will not adversely affect Contractor's construction schedule.

d. Requested substitution has received necessary approvals of authorities having jurisdiction.

e. Requested substitution is compatible with other portions of the Work.

f. Requested substitution has been coordinated with other portions of the Work.

g. Requested substitution provides specified warranty.

h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Architect will consider requests for substitution if received within 30 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

a. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.

b. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.

c. Requested substitution does not require extensive revisions to the Contract Documents.

d. Requested substitution is consistent with the Contract Documents and will produce indicated results.

e. Substitution request is fully documented and properly submitted.

f. Requested substitution will not adversely affect Contractor's construction schedule.

g. Requested substitution has received necessary approvals of authorities having jurisdiction.

h. Requested substitution is compatible with other portions of the Work.

i. Requested substitution has been coordinated with other portions of the Work.

j. Requested substitution provides specified warranty.

k. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION

3.1 SUBSTITUTION SUBMITTAL PROCEDURES

A. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.

B. Substitution request must be completed with all required information. Incomplete substitution requests will be returned with no action taken.

1. Form: Refer to Document 006325 - Substitution Request Form - Substitution Request (After the Bid).

C. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.

D. Submit 1 copy (electronic) of request for substitution for consideration. Limit each request to one proposed substitution.

E. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.

F. Substitution request does not replace the required submittal. Submittals for any items accepted through the Substitution Request procedure are still required.

3.2 ARCHITECTS ACTION

A. If necessary, Architect will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution.

B. Architect will notify Contractor of acceptance or rejection of proposed substitution within:

1. 14 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.

C. Forms of Acceptance:

1. Architect's Supplemental Instructions (ASI) for minor changes in the Work.

2. Notice of Clarifications (NOC).

3. Construction Change Directive:

a. Architect may issue a directive, signed by Owner, instructing Contractor to proceed with a change for subsequent inclusion in a Change Order.

b. Documentation will describe changes in Work and designate method of determining any change to Contract Sum or Contract Time. Promptly execute change.

4. Change Orders:

a. AIA Document G701.

D. The Architect will notify Contractor in writing of decision to accept or reject request.

3.3 CLOSEOUT ACTIVITIES

A. See Section 017800 - Closeout Procedures and Submittals, for closeout submittals.

B. Include completed Substitution Request Forms as part of the Project record. Include both approved and rejected Requests.

END OF SECTION 012500 012500

SECTION 012613 - REQUEST FOR INFORMATION

PART 1 GENERAL

1.1 SUMMARY

A. Section Includes: Requirements for Request for Information / Interpretation (RFI).

1.2 DEFINITIONS

A. Request For Information / Interpretation (RFI):

1. A document submitted by the Contractor requesting clarification of a portion of the Contract Documents, hereinafter referred to as RFI.

2. A properly prepared Request for Information / Interpretation shall include a detailed written statement that indicates the specific Drawing or Specification in need of clarification and the nature of the clarification requested.

a. Prepare using an electronic version of the Document 006313 - Request for Information Form. Each page of attachments to the RFI shall bear the RFI number at the upper left corner. OR

1) Use AIA G716 - Request for Information . OR

2) Use CSI/CSC Form 13.2A - Request for Interpretation.

b. Drawings shall be identified by sheet number and detail number or location on the drawing sheet.

c. Specifications shall be identified by section number, article, paragraph and page number.

3. Requests for Information: Request made by Contractor concerning items not indicated on drawings or contained in Project Manual that is necessary to properly perform the work.

4. Requests for Interpretation: Request made by Contractor in accordance with Owner's Representative's third party obligations to the contract for construction.

5. Clouding of the specific item on a drawing or within the specification in question is expected.

B. Improper RFI's: RFI's that are not properly prepared will be returned without review.

C. Frivolous RFI's:

1. RFI's that request information that is clearly shown on the Contract Documents.

2. Frivolous RFI's may be returned unanswered or may be processed by the Architect at the Architect's standard hourly rate. The Architect will charge the Owner, and such costs will be deducted from monies still due the Contractor. The Owner and Contractor will be notified by the Architect prior to the processing of frivolous RFI's.

1.3 CONTRACTOR'S REQUESTS FOR INFORMATION

A. RFI's shall be originated by the Contractor and is responsible for reviewing, numbering sequentially, and forwarding all RFI's to the Architect of Record with one (1) copy to Owner.

1. RFI's from subcontractors or material suppliers shall be submitted through, reviewed by, and signed by the Contractor prior to submittal to the Architect.

2. RFI's from subcontractors or material suppliers sent directly to the Owner's Representative, Architect or the Architect's consultants shall not be accepted.

B. Content of the RFI:

1. Forms shall be completely filled in, all request shall be typed.

2. Include a detailed, legible description of item needing interpretation and the following:

a. Project Name.

b. Date.

c. Name of Contractor, and authoring company.

d. Name of Architect or Engineer.

e. RFI number.

1) RFI's shall be submitted in numerical order with no breaks in the consecutive numbering.

2) Each page of attachments to RFI's shall bear the RFI number and shall be consecutively numbered in chronological order.

3) If an RFI is resubmitted, it MUST have the same number as the original RFI with a suffix identifying it as a resubmittal, for example RFI-002-1, RFI-002-A, or RFI-002-R1.

f. Specification Section number and title and related paragraphs, as appropriate.

g. Drawing number and detail references, as appropriate.

h. Field dimensions and conditions, as appropriate.

i. Contractor's suggested solution(s):

1) If Contractor's solution(s) impact the Contract Time, Contractor shall state impact in the RFI.

2) All RFI's must have potential schedule and budget impact noted, when applicable.

j. Attachments: Include drawings, descriptions, measurements, photos, Product Data, Shop Drawings, and other information necessary to fully describe items needing interpretation.

k. Supplementary drawings prepared by Contractor shall include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.

C. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.

1. Attachments shall be electronic files in Adobe Acrobat or BlueBeam PDF format.

D. RFI's may be submitted by Email.

1. Address for Email will be distributed by the Architect at the PreConstruction Conference.

E. When the Contractor is unable to determine from the Contract Documents, the material, process or system to be installed, the Architect shall be requested to make a clarification of the indeterminate item as follows:

1. Contractor shall prepare and submit an RFI to the Architect of Record with one (1) copy to Owner.

2. RFI's may not be sent directly to the Architect's Consultants. All RFI's shall be sent directly to the Architect.

3. Non-compliance Reports, Inspection Reports, Substitution Requests, Submittal Requests and Confirmations shall not be submitted as an RFI.

F. Contractor shall carefully study the Contract Documents to assure that the requested information is not available therein. RFI's which request information available in the Contract Documents will be deemed either "improper" or "frivolous" as noted above.

G. Contractor shall endeavor to keep the number of RFI's to a minimum.

H. In cases where RFI's are issued to request clarification of coordination issues, for example, pipe and duct routing, clearances, specific locations of work shown diagrammatically and similar items, the Contractor shall prepare a complete layout of a suggested solution using drawings or sketches drawn to scale, and submit same with the RFI. RFI's which fail to include a suggested solution will be returned unanswered with a requirement that the Contractor submit a complete request.

I. RFI's shall NOT be used for the following purposes:

1. To request approval of submittals

2. To request approval of substitutions,

3. To request changes which are known to entail additional cost or credit.

4. To request different methods of performing work other than those drawn and specified.

5. To request additional time to be added to the Project schedule.

J. In the event the Contractor believes that an RFI response by the Architect results in additional cost or time, Contractor shall not proceed with the work indicated by the RFI until a Construction Change Directive (CCD) is prepared and approved. RFI's shall not automatically justify a cost increase in the work or a change in the project schedule.

1. Answered RFI's shall not be construed as an approval to perform the additional work.

2. Unanswered RFI's will be returned with a stamp or notation "Not Reviewed".

K. Contractor shall prepare and maintain a log of RFI'S, and at any time requested by the Architect and Owner, Contractor shall furnish copies of the log showing outstanding RFI'S. Contractor shall note unanswered RFI's in the log. Logs shall be reviewed as part of weekly construction meetings.

L. It is the Contractor's responsibility to allow for a reasonable review period for each RFI. Unless an expedited review is requested and agreed upon by the Owner's Representative, Architect of Record and the Contractor prior; Contractor shall allow no less than 7 Working days review and response time for RFI'S.

1. RFI's shall state requested date/time for response. However, this requested date/time for response is not a guarantee that the RFI will be answered by that date/time if that date/time is too expeditious.

1.4 ARCHITECT'S RESPONSE TO RFI'S

A. Review Time: Architect will respond and return RFIs to Contractor within seven Working days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.

1. Architect may determine that additional time is required to respond, and notify contractor in writing of additional days required.

2. If a review is required of multiple consultants, then the review and response period shall be 10 Working days.

3. The Architect will endeavor to respond in a timely fashion to RFI's.

4. Response period may be shortened or lengthened for specific items, subject to mutual agreement, and recorded in a timely manner in progress meeting minutes.

B. Architect will respond to RFI's on one of the following forms:

1. Properly prepared RFI's:

a. Response directly upon Request for Information / Interpretation form.

1) Response to properly prepared RFI's may or may not be made directly upon the RFI form as deemed appropriate by the Architect.

b. Architect's Supplemental Instruction (ASI).

c. Request for Proposal (RFP).

d. Construction Change Directive (CCD).

2. Improper or Frivolous RFI's:

a. Notification of Processing Fee(s).

b. Unanswered RFI's will be returned with a stamp or notation: "Not Reviewed".

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION 012613

SECTION 013000 - ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Project Meetings

1. Preconstruction meeting.

2. Site mobilization meeting.

3. Preinstallation Meetings.

4. Progress meetings.

B. Progress Photographs.

C. Coordination Drawings.

1.2 RELATED REQUIREMENTS

A. Section 012500 - Substitution Procedures. For Substitution Requests.

B. Section 013300 - Submittal Requirements: for Submittal procedures including Deferred Submittals.

C. Section 017800 - Closeout Procedures and Submittals.

D. Section 017836 - Warranties and Bonds.

E. Section 024100 - Demolition: Pre-Demolition Meetings

1.3 PROJECT COORDINATION

A. Owner's Representative: Owner's PM Phone#.

B. Cooperate with the Owner's Project Manager in allocation of mobilization areas of site; for field offices and sheds, for Site access, traffic, and parking facilities.

C. During construction, coordinate use of site and facilities through the Project Manager.

D. Comply with Project Manager's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.

E. Comply with instructions of the Project Manager for use of temporary utilities and construction facilities.

F. Coordinate field engineering and layout work under instructions of the Project Manager.

G. Make the following types of submittals to Architect with copies to Project Manager.

1. Requests for interpretation/information.

2. Requests for substitution.

3. Shop drawings, product data, and samples.

4. Test and inspection reports.

5. Design data.

6. Applications for payment and change order requests.

7. Progress schedules.

8. Coordination drawings.

9. Closeout submittals.

H. Make the following types of submittals to Project Manager.

1. Change order requests.

2. Progress schedules.

PART 2 PRODUCTS - NOT USED.

PART 3 EXECUTION

3.1 PRECONSTRUCTION MEETING

A. Owner will schedule a meeting after Notice of Award.

B. Attendance Required:

1. Owner.

2. Architect.

3. Project Manager.

4. General Contractor / Construction Manager.

5. Sub-Contractors.

6. Special Consultants.

7. Others that are deemed necessary by Owner, Architect and General Contractor.

C. Agenda:

1. Submission of executed bonds and insurance certificates.

2. Discuss items of significance that could affect progress, including the following:

a. Tentative construction schedule.

b. Phasing.

c. Critical work sequencing and long-lead items.

d. Designation of key personnel and their duties.

e. Procedures for processing field decisions and Change Orders.

f. Procedures for RFIs.

g. Procedures for testing and inspecting.

h. Procedures for processing Applications for Payment.

i. Procedures for Submittals.

j. Preparation of Record Documents.

k. Preparation of operating and maintenance manuals.

l. Use of the premises and existing building.

m. Work restrictions.

n. Owner's occupancy requirements.

o. Responsibility for temporary facilities and controls.

p. Construction waste management and recycling.

q. Parking availability.

r. Office, work, and storage areas.

s. Equipment deliveries and priorities.

t. First aid.

u. Security.

v. Progress cleaning.

w. Working hours.

x. Distribution of Contract Documents.

3. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.

4. Designation of personnel representing the parties to Contract, Owner, and Architect of Record of Record.

5. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.

6. Special requirements.

D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Project Manager, participants, and those affected by decisions made.

3.2 SITE MOBILIZATION MEETING

A. Owner will schedule a meeting at the Project site prior to Contractor occupancy.

B. Attendance Required:

1. Contractor.

2. Owner.

3. Architect.

4. Special Consultants.

5. Contractor's Superintendent.

6. Major Subcontractors.

7. Other's that are deemed necessary by Owner, Architect and Contractor.

C. Agenda:

1. Use of premises by Owner and Contractor.

2. Owner's requirements and partial occupancy prior to completion.

3. Construction facilities and controls provided by Owner.

4. Temporary utilities provided by Owner.

5. Survey and building layout.

6. Security and housekeeping procedures.

7. Schedules.

8. Application for payment procedures.

9. Procedures for testing.

10. Procedures for maintaining record documents.

11. Requirements for start-up of equipment.

12. Inspection and acceptance of equipment put into service during construction period.

D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect, Project Manager, participants, and those affected by decisions made.

3.3 PREINSTALLATION MEETINGS

A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.

B. Preinstallation Meetings: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect 1 week (7 days) in advance of scheduled meeting dates.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:

a. The Contract Documents.

b. Options.

c. Related RFIs.

d. Related Change Orders.

e. Purchases.

f. Deliveries.

g. Submittals.

h. Review of mockups.

i. Possible conflicts.

j. Trade responsibilities.

k. Compatibility problems.

l. Time schedules.

m. Weather limitations.

n. Manufacturer's written recommendations.

o. Warranty requirements.

p. Compatibility of materials.

q. Acceptability of substrates.

r. Temporary facilities and controls.

s. Space and access limitations.

t. Regulations of authorities having jurisdiction.

u. Testing and inspecting requirements.

v. Installation procedures.

w. Coordination with other work.

x. Required performance results.

y. Protection of adjacent work.

z. Protection of construction and personnel.

C. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.

D. Reporting: Record minutes of the meeting.

1. Distribute copies within two days after meeting to participants, with 1 copy to Architect, Owner, participants, and those affected by decisions made.

E. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

3.4 PROGRESS MEETINGS

A. General Contractor shall make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.

B. Attendance Required: Job superintendent, major SubContractors and suppliers, Owner, Architect, others as appropriate to agenda topics for each meeting.

C. Agenda:

1. Review minutes of previous meetings.

2. Review of Work progress.

3. Field observations, problems, and decisions.

4. Identification of problems that impede, or will impede, planned progress.

5. Review of submittals schedule and status of submittals.

6. Review of off-site fabrication and delivery schedules.

7. Maintenance of progress schedule.

8. Corrective measures to regain projected schedules.

9. Planned progress during succeeding work period.

10. Coordination of projected progress.

11. Maintenance of quality and work standards.

12. Effect of proposed changes on progress schedule and coordination.

13. Other business relating to Work.

D. Record minutes and distribute copies within 5 days after meeting to participants, with copies to Architect, Owner, participants, and those affected by decisions made.

E. An electronic copy of the meeting minutes as well as the current submittal schedule, submittal log and RFI log must be submitted after each meeting. This upload must occur within one (1) business day following the end of the progress meeting.

1. When submitted electronically the meeting minutes and supplemental logs must be in Portable Document Format (.pdf)

a. Prepare file for submittal by converting it to PDF using Adobe Acrobat or BlueBeam Revu, latest version. Legible scanned PDF files of plain paper documents are acceptable, but PDF sets created by electronically converting files using Adobe Acrobat or BlueBeam Revu are preferable. Scanned documents are more difficult to annotate, are usually less legible, and produce larger attachment sizes.

3.5 CONSTRUCTION PROGRESS SCHEDULE.

A. Within 10 days after date of the Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.

B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.

C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.

1. Include written certification that major Subcontractors have reviewed and accepted proposed schedule.

D. Within 10 days after joint review, submit complete schedule.

E. Submit updated schedule with each Application for Payment.

3.6 PROGRESS PHOTOGRAPHS

A. Submit photographs with each application for payment, taken not more than 3 days prior to submission of application for payment.

B. Submit new photographs at least once a month, within 3 days after exposure.

C. Maintain one set of all photographs at project site for reference; same copies as submitted, identified as such.

D. Photography Type: Digital; electronic files.

E. Provide photographs of site and construction throughout progress of Work produced by an experienced photographer, acceptable to Architect.

F. In addition to periodic, recurring views, take photographs of each of the following events:

1. Completion of site clearing.

2. Excavations in progress.

3. Foundations in progress and upon completion.

4. Underground utility lines.

5. Utility lines running below slab on grade.

6. Structural framing in progress and upon completion.

7. Enclosure of building, upon completion.

8. Final completion, minimum of ten (10) photos.

G. Views:

1. Provide aerial photographs from four cardinal views at each specified time, until structure is enclosed.

2. Provide non-aerial photographs from four cardinal views at each specified time, until Date of Substantial Completion.

3. Consult with Architect for instructions on views required.

4. Provide correct exposure and focus, high resolution and sharpness, maximum depth of field, and minimum distortion.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT MICHAEL ANDREW MARSH 25557 STATE OF TEXAS
10/28/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 10/28/2024

Sheet No:

G1.04

5. Point of View Sketch: Provide sketch identifying point of view of each photograph.

H. Digital Photographs: 24 bit color, minimum resolution of 1024 by 768, in JPG format; provide files unaltered by photo editing software.

1. Delivery Medium: On photo CD.
2. File Naming: Include project identification, date and time of view, and view identification.
3. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal; include point of view identification in each photo file name.
4. PDF File: Assemble all photos into printable pages in PDF format, with 2 to 3 photos per page, each photo labeled with file name; one PDF file per submittal.

3.7 COORDINATION DRAWINGS

A. Provide information required by Project Coordinator for preparation of coordination drawings.

B. Prepare and submit Coordination Drawings when required by other Sections.

1. For places where clearances are limited, or for places where several elements of the Work must be located with precision in order to fit into available space, or requested by the Project Manager, prepare and submit a PDF file containing color coded Coordination Drawings (Shop Drawings) at a suitable scale, showing the required dimensions, and including, but not limited to, the following:
   a. Lights.
   b. Audio/video devices.
   c. Fire protection devices.
   d. Reflected ceiling plan and/or elevations.
   e. Elevations.
   f. Fire sprinklers.
   g. HVAC devices.
   h. Expansion joints.
      1) A project proposal drawing that illustrates the system installed in wall or ceiling construction that is specific to the project. Typical catalog cut sections will not be accepted.
   i. Other equipment, appurtenances or drawings as required to provide complete coordination of all involved items.
2. Content: Project-specific information, drawn accurately to scale. Do not base Coordination Drawings on reproductions of the Contract Documents or standard printed data. Include the following information, as applicable:
   a. Prepare and submit coordinated composite layouts of the mechanical systems and equipment for all areas, drawn at a scale not less than 1/4" per foot showing on both plan and elevation, including, but not limited to, all equipment, ducts, pipe sleeves, piping including plumbing and sprinkler system, lighting, special supports and other items contained within the space and finished ceiling. Show mechanical and electrical services as well as architectural and structural features drawn to scale. Provide composite drawings for all areas such as corridors, specialty spaces, mechanical rooms, shafts, tunnels, and all congested areas. Distribute copies of composite drawings to all trades to assure a complete, coordinated copies of composite drawings to all trades to assure a complete, coordinated installation of work within the space available. Include elevation drawings indicating finish ceiling heights, and heights above finished floor to bottom of ductwork, piping and conduit.
   b. Indicate functional and spatial interrelationships of components of architectural, structural, civil, mechanical, and electrical systems.
   c. Indicate required installation sequences.
   d. Indicate dimensions shown on the Contract Drawings and make specific note of dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternate sketches to Architect for resolution of such conflicts. Minor dimension changes and difficult installations will not be such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
   e. Submit certificate guaranteeing that coordination drawings have been done and are being utilized at the project site.
   f. Call attention in advance to Architect of any dimensional or detail information needed to complete the coordination drawings.
   g. The General Contractor and Sub-Contractors may use the Architect's CADD background drawings but must execute the Electronic Data Transfer Agreement obtained from Architect.

C. Review drawings prior to submission to Architect and Architect's PM.

D. Number of Copies: Submit (1) electronic copies of each submittal. Architect will return upon review and mark-up.

END OF SECTION 013000

SECTION 013300 - SUBMITTAL REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Delegated-Design Services.

B. Submittals:
1. Submittal Schedule.
2. Submittals for Review.
3. Submittals for Information.
4. Submittals for Project Closeout.
5. Number of copies of submittals.
6. Submittal procedures.

C. Engineered Deferred Submittals.

1.2 RELATED REQUIREMENTS

A. Section 012500 - Substitution Procedures: For Substitution Requests.

B. Section 016000 - Product Requirements: for requirements for submitting comparable product submittals for products by listed manufacturers.

C. Section 017300 - Execution Requirements:

D. Section 017800 - Closeout Procedures and Submittals

1.3 DELEGATED-DESIGN SERVICES

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of General Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file and three paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to General Contractor to be designed or certified by a design professional.
1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

C. Refer to Paragraph 3.7 - Engineered Deferred Submittals.

PART 2 PRODUCTS - NOT USED.

PART 3 EXECUTION

3.1 SUBMITTALS SCHEDULE

A. After the General Contractor's Construction Schedule has been developed and accepted, prepare a complete schedule of submittals.
1. Two weeks after notice to proceed, General Contractor shall prepare the Submittals Requirements Schedule in detail:
   a. Use one line per item for each section and paragraph number
   b. Provide one copy for the Owner and one copy for the Architect of Record.
   c. Obtain Architect of Record's and Project Manager's approvals
2. Coordinate the Submittal Schedule with the General Contractor's Construction Schedule, Schedule of Values, Subcontracts, list of products and other pertinent information.
3. Coordinate submittals into logical groupings to facilitate interrelation of several items:
   a. Finishes which involve Architect of Record selection of colors, textures or patterns.
   b. Associated items which require correlation for efficient function or for installation.
   c. Provide:
      1) All submittals required by a particular section at one time.
      2) Shop drawings, schedules, product data, coordination drawings, samples, color charts and other information as required (whether listed or not) for Architect of Record's complete evaluation.
      3) Define the deferred submittal schedule.
   d. Incomplete information or partial submittals will be cause for rejection.
4. Prepare the schedule in chronological order and provide the following:
   a. Scheduled date for the initial submittal.
   b. Section number per this specification.
   c. Submittal category (Shop Drawing, Product Data or Sample).
   d. Name of General Contractor.
   e. Description of the part of the work covered by this submittal.
   f. Date required for this submittal to be returned but not less than the stipulated date herein.

B. After approval of the Submittal Schedule, distribute in print and electronically in pdf format to the Owner's representative, Architect, subcontractors and all other parties required to comply with the dates indicated in the Submittal Schedule.
1. Submit the Submittal Schedule within 10 days of the date required for submittal of the General Contractor's Construction Schedule.

C. Update and reissue the Submittal Schedule after revised dates, agreed upon by the affected parties, have been approved.

D. Submittal schedule shall be updated periodically to reflect changes in the construction schedule.

3.2 SUBMITTALS FOR REVIEW

A. Submittals shall be numbered according to Architect's Project Manual of Specifications.

B. When the following are specified in individual sections, submit them for review:
1. Product data: Collect information into a single submittal for each element of construction and type of product or equipment.
   a. Submit only pages which are pertinent. Mark each copy of standard printed data to identify relevant products and the related Specification Section and Article Number.
   b. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
   c. Mark each copy of each submittal to show which products and options are applicable.
2. Include the following information, as applicable:
   a. Manufacturer's catalog cuts.
   b. Manufacturer's product specifications.
   c. Performance characteristics and capacities
   d. Finishes
      1) Standard color charts.
   e. Component parts
   f. Statement of compliance with specified referenced standards.
   g. Testing by recognized testing agency.
   h. Application of testing agency labels and seals.
   i. Notation of coordination requirements.
   j. Other information as required by the individual specification sections
   k. Availability and delivery time information.
3. For equipment, include the following in addition to the above, as applicable:
   a. Wiring diagrams showing factory-installed wiring.
   b. Printed performance curves.
   c. Operational range diagrams.
   d. Dimensions
   e. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
   f. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information and to provide information specifically applicable to the Work. Delete information that is not applicable.
   g. Submit Product Data before or concurrent with Samples.
   h. Submit Product Data in the following format:
      1) PDF electronic file.

C. Shop drawings: Submit newly prepared Project-specific information, drawn accurately to scale.
1. Do not reproduce Contract Documents or copy standard product information as the basis of Shop Drawings.
   a. Submittals received on the Architect's Titleblock will be automatically rejected.
2. Present in a clear and thorough manner Job Specific shop drawings. (Generic shop drawings will be rejected.) Title each drawing sheet with Project Name and Number; identify each element of the drawings by reference to Sheet Number and Detail, Specification Section, Schedule or Room Number listed in the Contract Documents and CAD Standards Manual.
3. Standard information prepared without specific reference to the Project is not a Shop Drawing.
4. Identify field dimensions; show relation to adjacent or critical features of Work or Products.
5. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
   a. Identification of products.
   b. Schedules.
   c. Compliance with specified standards.
   d. Notation of coordination requirements.
   e. Notation of dimensions established by field measurement.
   f. Relationship and attachment to adjoining construction clearly indicated.
   g. Seal and signature of professional engineer if specified.
6. Scale Required: Unless otherwise specifically directed by Architect of Record, make all shop drawings accurate to a scale sufficiently large enough to show all pertinent features of the item and its methods of connection to the Work.
7. Submit Shop Drawings in the following format:
   a. PDF electronic file.
8. Provide a 5" x 4" blank space on each submittal sheet or sample label for Architect of Record's review stamp.

D. Samples for Selection:
1. Provide 4 of each sample or color chart.
2. Submit full range of manufacturer's standard finishes, except when more restrictive requirements are specified, indicating colors, textures, and patterns, for Architect of Record's selection. ALL color charts shall be originals, no photocopies allowed.
3. Submit samples to illustrate functional characteristics of products, including parts and attachments.
4. Label each sample with Project Name and Number, Interior Design Specification Number (as applicable), and Room Number.
5. Mock-up: Provide field samples of finishes and assemblies at the site as required by individual specification sections.
   a. Install each sample or assembly complete and finished.
   b. Locate as directed by the Owner or Architect of Record.
   c. Acceptable mock-up may or may not remain as part of the Work at the Architect of Record's discretion.

E. Samples for Verification:
1. Provide 4 of each sample or color chart.
2. Submit full range of manufacturer's standard finishes, except when more restrictive requirements are specified, indicating colors, textures, and patterns, for Architect of Record's selection. ALL color charts shall be originals, no photocopies allowed.
3. Submit samples to illustrate functional characteristics of products, including parts and attachments.
4. Label each sample with Project Name and Number, Interior Design Specification Number (as applicable), and Room Number.

F. Samples will be reviewed only for aesthetic, color, or finish selection.
1. Submit sample of material in size, finish, texture and color as required by the specific specification section and indicating the range of any variations that may occur.

G. After review, provide copies and distribute in accordance with **Submittal Procedures** article below and for record documents purposes described in Section 01 78 00 - Closeout Procedures and Submittals.

H. Fire Alarm System Shop Drawings shall be submitted to submittal to the Architect whose approval shall be obtained prior to the submittal to the state and local Fire Marshall.

3.3 SUBMITTALS FOR INFORMATION:

A. When the following are specified in individual sections, submit them for information:
1. Design data.
2. Certificates.
3. Test reports.
4. Inspection reports.
5. Manufacturer's instructions.
6. Manufacturer's field reports.
7. Other types indicated.

B. Submit for Architect's knowledge as Contract Administrator or for Owner. No action will be taken.

3.4 SUBMITTALS FOR PROJECT CLOSEOUT:

A. Submit for Owner's benefit during and after project completion and in accordance with Section 017800 - Closeout Procedures and Submittals.

B. When the following are specified in individual sections, submit them at project closeout:
1. Project record documents.
2. Operation and maintenance data.
3. Warranties & Bonds
4. Other types as indicated.

3.5 NUMBER OF COPIES OF SUBMITTALS

A. Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.

B. Documents for Information: Submit one electronic copy to Architect of Record.

C. Extra Copies at Project Closeout: See Section 017800 - Closeout Procedures and Submittals. Make one reproduction of submittal originally reviewed. Submit one extra of submittals for information.

D. Samples: Submit the number specified in individual specification sections or (4) of each if no specific number is specified in the specific section; one of which will be retained by Architect.
1. After review, produce duplicates.
2. Retained samples will not be returned to Contractor unless specifically so stated.

3.6 SUBMITTAL PROCEDURES

A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

B. Schedule submittals to expedite the Project and coordinate submission of related items. The General Contractor is solely responsible for coordinating the delivery of submittals, including any necessary corrections and resubmittals, to assure that Architect of Record approval can be obtained without delaying the Work. The General Contractor shall start the submittal process within three weeks after award or as required to meet the Contract Schedule requirements.

C. General: Electronic copies of the digital files of the Construction Documents may be made available by the Architect for the General Contractor's use in the preparation of the Submittals. The Architect nor the General Contractor shall be obligated to use such documents in the preparation of the Submittals.
1. Transfer of the digital files from the Architect to the General Contractor shall be subject to the Terms and Conditions of a Digital File Transfer Agreement at the time of such transfer.
2. The use of the digital files prepared by the Architect in the preparation of the Shop Drawings shall not in any way obviate the recipient's responsibility for the proper checking and coordination of dimensions, field conditions, details, member sizes, gauges,quantities, and any other condition as required to facilitate complete and accurate fabrication and erection.

D. Transmit each submittal with approved form.

E. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

F. Identify Architect's PM, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

G. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

H. General Contractor Review:
1. Review submittals (prior to sending to Architect of Record) to determine and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.
2. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
3. Coordinate submittals with requirements of Work and Contract Documents.
4. Sign or initial each sheet of shop drawings and product data or each sample label to certify compliance with the requirements of Contract Documents using a submittal stamp with the following information incorporated:
   a. General Contractor Submittal Approval
   b. By making this Submittal No. _____, (Insert General Contractor's Name) does hereby approve said submittal and does certify that it has determined and verified all materials, field measurements and field construction criteria related thereto, and has checked and coordinated the information within this submittal with the requirements of the Work and Contract Documents.
   c. Signed for the General Contractor: _____ Date: _____.

I. Submittal Mark-ups:
1. Submittals shall be marked-up as follows:
   a. Contractor Comments: Make all Contractor comments in "Blue" ink.
   b. Design Team will make all comments in "Red" ink.

J. Identify Project number, General Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy. Architect will not review submittals that do not bear the General Contractor's approval stamp and will return them without action.

K. Apply General Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

L. All submittals **NOT** made through the General General Contractor will be rejected.

M. The Architect will return unsolicited submittals without action.

N. No portion of the Work which requires a shop drawing or sample submission shall be commenced until the submission has been reviewed and returned as approved by Architect of Record.

O. Deliver physical submittals to Architect at business address.

P. For each submittal for the initial review, allow 10 Working days excluding delivery time to and from the Contractor.
1. For concurrent review of submittals by Consultants, Owner and other parties, allow 5 additional Working days excluding time to and from the Contractor.
2. Extension of review time shall not constitute a basis to automatically extend the Contract time.

Q. For each resubmittal, allow for 10 Working days excluding time to and from the General Contractor.

R. Submittals and Samples shall be submitted in a timely manner to allow for resubmittal and not cause a delay in the Work.

S. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.

T. Provide space of approximately 5" x 4" for Contractor and Architect review stamps.
1. General Contractor shall include the following information on label for processing and recording action taken:
   a. Project name.
   b. Date.
   c. Project number.
   d. Name and address of Architect.
   e. Name and address of General Contractor.
   f. Name and address of Subcontractor.
   g. Name and address of Supplier.
   h. Name of Manufacturer.
   i. Unique identifier, including revision number(s).
   j. Number and title of appropriate Specification Section.
   k. Drawing number and detail references, as appropriate.
   l. Other necessary identification.
2. Architect shall mark the action stamp indicating the action taken.

U. When revised for resubmission, identify all changes made since previous submission.
1. The General Contractor shall make any corrections required by the Architect of Record and resubmit.
   a. The General Contractor shall direct specific attention in writing or on the resubmitted shop drawings to revisions other than the correction(s) required by Architect of Record on previous submissions.
   b. When revised for resubmission, identify all changes made since previous submission.
   c. The revised submittal will be identified with the original submittal number plus a suffix to mark it as a resubmittal, i.e. 099900.001-R1, 099900.001a or 099900.001A. If not so identified, the resubmittal will be returned as revise and resubmit with the proper number.
   d. Should the Contractor's resubmittals be returned as Revise and Re-submit after (3) reviews by the Architect; any further reviews may be processed by the Architect, at the Architect's standard hourly rate. The Architect will charge the Owner, and such costs will be deducted from monies still due the Contractor. The Architect will notify the Owner and Contractor prior to the processing of deficient Submittals.

V. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.h

W. Electronic submittals must be provided in a Portable Document Format (.pdf) file when submitted electronically.
1. Prepare file for submittal by converting it to PDF using BlueBeam Revu, latest version. Legible scanned PDF files of plain paper documents are acceptable, but PDF sets created by electronically converting files using BlueBeam Revu are preferable. Scanned documents are more difficult to annotate, are usually less legible, and produce larger attachment sizes.
2. Ensure that sheets are ready to print out to a PDF format on the appropriate sheet size, with no additional formatting required by the viewer, and with all required information.
3. The option in BlueBeam Revu to print "Documents and Markups" in the "Print What" drop down list on the "Print" options window must be chosen to correctly see all applicable information in the request answer. This will ensure all pertinent information is printed if the document is printed.
4. Electronic signatures and stamps must be utilized on electronic submittals where signatures and stamps are required in Section 3.1 Submittal Schedule items A.1-4 and Section 3.6 Submittal Procedures items A-W above.

X. Substitutions will not be considered when they are indicated or implied on shop drawings, product data submittals or samples without a separate written request complying to the requirement in Section 012500 - Substitution Procedures.

Y. Maintain one (1) set of all approved submittals at the Project Site in the General Contractors office.

3.7 ENGINEERED DEFERRED SUBMITTALS:

A. Definition: Per Owner Project Number International Building Code (IBC) (Section 107.3.4.1).
1. *"Portions of the design that are not submitted at the time of the (permit) application and that are to be submitted to the building official within a specified period."*

B. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge [EOR], (through the Architect of Record), who shall review them and forward them, (through the General Contractor), to the building official with a notation indicating that the deferred documents have been reviewed and found to be in general conformance to the design of the building.

C. Contractor is responsible for making all submittals of deferred items to the Building Officials, (AHJ).

D. Refer to deferred submittal items on the Construction Documents.

E. Deferred Submittals include but are not limited to the following list. Provide as applicable to the Project.
1. Emergency call system.
2. Exit illumination.
3. Through-penetration fire stop systems and Spray fireproofing submittal data.
4. HVAC system plans, specifications and calculations.
5. Metal guardrails and handrails.
6. Elevator shop drawings including guide rails and support brackets.

F. Deferred submittal documents and drawings must be submitted and approved prior to the construction/installation of the deferred item.

G. All pre-engineered, pre-fabricated, pre-manufactured or other products designed after issuance of a permit must be designed for loads and deflection criteria as required by the applicable edition of the International Building Code (IBC).

END OF SECTION 013300

SECTION 017300 - EXECUTION REQUIREMENTS

PART 1 -GENERAL

1.1 SUMMARY

A. Section includes: General procedural requirements governing execution of the Work including, but not limited to, the following:
1. Construction layout.
2. Field engineering and surveying.
3. General installation of products.
4. Progress cleaning.
5. Starting and adjusting.
6. Protection of installed construction.
7. Correction of the Work.
8. Adjustment of the Work
9. Final Cleaning
10. General requirements for maintenance service.

1.2 RELATED REQUIREMENTS

A. Section 011000 - Summary:

B. Section 013000 - Administrative Requirements: For Coordination Drawing requirements.

C. Section 014000 - Quality Requirements:

D. Section 015000 - Temporary Facilities and Controls: Temporary exterior enclosures.

E. Section 017329 - Cutting and Patching:

F. Section 017419 - Construction Waste Management and Disposal: Additional procedures for trash/waste removal, recycling, salvage, and reuse.

G. Section 017800 - Closeout Procedures and Submittals:

H. Section 017836 - Warranties and Bonds:

I. Individual Product Specification Sections:
1. Advance notification to other sections of openings required in work of those sections.
2. Limitations on cutting structural members.

1.3 REFERENCE STANDARDS

A. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2013.

1.4 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Certificates: Submit certificate signed by land surveyor or professional engineer certifying that location and elevation of improvements comply with requirements.

C. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

D. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.5 QUALIFICATIONS

A. For field engineering, employ a professional engineer of the discipline required for specific service on Project, licensed in the State in which the Project is located.

1.6 PROJECT CONDITIONS

A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

B. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.

C. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes jackhammers.
2. Outdoors: Limit conduct of noisy exterior work to hours approved by the Owner's Representative.
3. Indoors: Limit conduct of noisy interior work to hours approved by the Owner's Representative.

1.7 COORDINATION

A. See Section 011000 for occupancy-related requirements.

B. Verify all dimensions and conditions at the site.

C. Coordinate the Work of this section with all trades.

D. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

E. Notify affected utility companies and comply with their requirements.

F. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

G. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

H. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.

I. Coordinate completion and clean-up of work of separate sections.

J. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

K. All work, including materials and workmanship, shall conform to the requirements of applicable local codes, laws, ordinances, the adopted building codes, ANSI A117.1 - Guidelines for Accessible & Useable Buildings and Facilities, and ADAAG- ADA Accessibility Guidelines for Buildings & Facilities.

PART 2 PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the maximum allowable VOC levels.

PART 3 EXECUTION

3.1 EXAMINATION

A. Existing Conditions: The existence and location of site improvements, utilities, and other construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the Work.

B. Before construction, verify the location and points of connection of utility services.

C. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities and other construction affecting the Work.
1. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

D. Acceptance of Conditions:
1. Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations. Start of work means acceptance of existing conditions.
2. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

E. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

F. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.

G. Examine and verify specific conditions described in individual specification sections.

H. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or mis-fabrication.

I. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.

J. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

K. Notify Owner and Architect of discrepancies prior to commencement of Work.

3.2 PREINSTALLATION CONFERENCES - REFER TO SECTION 013000 - ADMINISTRATIVE REQUIREMENTS.

3.3 PREPARATION

A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.

B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

D. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.4 CONSTRUCTION LAYOUT

A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.

B. General: Engage a land surveyor or professional engineer to lay out the Work using accepted surveying practices.
1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
2. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
3. Inform installers of lines and levels to which they must comply.
4. Check the location, level and plumb, of every major element as the Work progresses.
5. Notify Architect when deviations from required lines and levels exceed allowable tolerances.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT MICHAEL ANDREW KIMSEY 25557 STATE OF TEXAS 10/28/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 10/28/2024

Sheet No:

G1.05

6. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.

7. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and invert elevations.

8. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.

9. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.5 FIELD ENGINEERING

A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.

B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.

1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.

3.6 INSTALLATION

A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.

1. Make vertical work plumb and make horizontal work level, unless otherwise indicated.

2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.

3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.

B. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.

C. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

D. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.

E. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.

F. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.

2. Allow for building movement, including thermal expansion and contraction.

3. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

4. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

G. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

H. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.

I. Make neat transitions between different surfaces, maintaining texture and appearance.

3.7 PROGRESS CLEANING

A. General: Clean Project site and work areas daily, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.

1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F.

3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.

4. Site: Maintain Project site free of waste materials and debris.

5. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

a. Remove liquid spills promptly.

b. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.

6. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

7. Concealed Spaces: Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

8. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.

9. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.

10. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.

11. Limiting Exposures: Supervise construction operations to assure that no part of the construction completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

12. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.8 STARTING AND ADJUSTING

A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.

B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.

C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.9 CORRECTION OF THE WORK

A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Section 017329 - Cutting and Patching.

1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

2. Restore permanent facilities used during construction to their specified condition.

3. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.

4. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.

5. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

3.10 DEMONSTRATION AND INSTRUCTION

A. See Section 017900 - Demonstration and Training.

3.11 PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

G. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.12 ADJUSTING

A. Adjust operating products and equipment to ensure smooth and unhindered operation.

B. Testing, adjusting, and balancing HVAC systems: Refer to Drawings.

3.13 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Execute final cleaning prior to Substantial Completion.

1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.

C. Use cleaning materials that are nonhazardous.

D. Clean interior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.

E. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.

F. Remove tools, construction equipment, machinery, and surplus material from Project site.

G. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition,free of stains, films, and similar foreign substances.

1. Avoid disturbing natural weathering of exterior surfaces.

2. Restore reflective surfaces to their original condition.

H. Remove debris and surface dust from limited access spaces, including plenums, shafts, equipment vaults, and similar spaces.

I. Sweep concrete floors broom clean in unoccupied spaces.

J. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.

K. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.

L. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.

M. Replace filters of operating equipment. Clean exposed surfaces of diffusers, registers, and grills.

N. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.

1. Clean HVAC system in compliance with NADCA Standard; 2021. Provide written report on completion of cleaning.

O. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.

P. Clean debris from roofs, gutters, downspouts, and drainage systems.

Q. Clean site; sweep paved areas, rake clean landscaped surfaces.

R. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.

S. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

T. Clean Owner-occupied areas of work.

U. Provide Project Manager with clean material's MSDS sheets.

3.14 MAINTENANCE

A. Provide service and maintenance of components indicated in specification sections.

B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.

C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.

D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.

E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION 017300

SECTION 017329 - CUTTING AND PATCHING

PART 1 GENERAL

1.1 SUMMARY

A. This section specifies the cutting and patching of nominally completed and/or previously existing work in order to accommodate the coordination of Work, to install other Work, to uncover other Work for access or inspection, to obtain samples for testing, or for similar purposes; and excludes integral cutting and patching during the manufacturing, fabricating, erecting, and installing of individual units of Work, including attendant excavation and backfill necessary to complete the Work.

B. Refer to other sections of the Specifications for specific cutting and patching requirements and limitations applicable to individual units of work.

1. Comply with NFPA 51B standard for fire prevention in use of cutting and welding processes.

1.2 DEFINITIONS

A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.

B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Minimum 2 week notification in advance of executing any cutting or alterations, submit written request(s) to the Owner for consent to proceed with cutting which affects:

1. Work of Owner or other trades.

2. Structural value or integrity of any element of the Project.

3. Integrity or effectiveness of weather exposed or moisture resistant elements or systems.

4. Efficiency, operational life, maintenance or safety of operational elements.

5. Visual qualities of sight exposed elements.

6. Owner operations.

C. Product Data:

1. Submit manufacturer's product data for the protective compound to be applied to core-drilled surfaces and cut concrete surfaces

D. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:

1. Necessity: Describe why cutting and patching cannot be avoided.

2. Changes to Existing Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.

3. Description of proposed Work:

a. Scope of cutting, patching, alteration, or excavation.

b. Trades which will execute Work.

c. Products proposed to be used.

d. Extent of refinishing to be done.

4. Dates: Indicate when cutting and patching will be performed.

5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out of service. Indicate how long service will be disrupted.

6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.

7. Cost proposal, when applicable.

8. Written permission of trades whose Work will be affected.

9. Architects Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.4 QUALITY ASSURANCE

A. Structural Elements: Do not cut and patch structural elements without written approval from Structural Engineer.

B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.Operational elements include (but are not limited to) the following:

1. Primary LRT operational, systems, and equipment (trackwork, ductbank, signals, ticket vending/validator, CCTV, variable message boards, Overhead Catenary System etc.).

2. Utility systems piping, drains (storm and sanitary) and plumbing.

3. Communication systems (fiber optic).

4. Electrical wiring systems (lighting, etc.) and vaults.

C. Miscellaneous Elements: Do not cut and patch the following elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Other construction elements include but are not limited to the following:

1. Water, moisture, or vapor barriers.

2. Joint material.

3. Membranes and flashings.

4. Exterior curtain-wall construction.

5. Equipment supports.

6. Piping, ductwork, vessels, and equipment.

7. Noise-and vibration-control elements and systems.

8. Handrails and fences.

D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

1. If possible, retain original Installer or fabricator to cut and patch exposed Work listed below. If it is impossible to engage original Installer or fabricator, engage another recognized, experienced, and specialized firm.

a. Firestopping.

b. Stucco and ornamental plaster.

c. HVAC enclosures, cabinets, or covers.

1.5 PAYMENT FOR COSTS

A. Cost caused by ill-timed or defective Work or Work not conforming to Contract Documents, including costs for additional services of Architect and Engineer to be paid by Contractor.

B. Cost of Work done on written instructions of Architect, other than defective or nonconforming Work, will be paid by Owner on approval by the Owner, on approval of written Change Order. Provide written cost proposals prior to proceeding with cutting and patching proposed by Architect.

1.6 WARRANTY

A. See Section 017836 -- Warranties and Bonds; for additional warranty requirements.

B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 PRODUCTS

2.1 MATERIALS

A. General: Comply with requirements specified in other Sections of these Specifications.

B. Provide for replacement of Work removed.

C. Where required patch materials are not specified, use materials which will result in equal or better work than work being cut and patched in terms of performance characteristics and visual effects.

D. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to the Architect for the visual and functional performance of in-place materials.

E. Compound Applied to Core-Drilled Surfaces and Cut Concrete Surfaces:

1. After core-drilling and before installing the utility or equipment through the penetration, coat exposed concrete and steel with solvent-free, two-component, epoxy protective coating.

2. Product and Manufacturer: Provide one of the following:

a. Sikagard 62, by Sika Corporation.

b. Or approved equal.

F. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 012500 .

PART 3 EXECUTIONH

3.1 EXAMINATION

A. Inspect existing conditions of Work, including elements subject to movement or damage during cutting and patching, and excavating and backfilling. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.

B. Compatibility: Before patching, verify compatibility with and suitability of substrates,including compatibility with existing finishes or primers.

C. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

D. Report unsatisfactory or questionable conditions in writing to Owner and Architect and Engineer. Do not proceed with work until further instructions are received.

3.2 PREPARATION

A. Contractors shall be responsible for exact location and size of all holes, sleeves, and openings required to be cut, formed, built-in or necessary for their work.

B. Temporary Support: Provide shoring, bracing and supports as necessary to maintain structural integrity of work.

C. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

D. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

3.3 PERFORMANCE

A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

2. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes as shown on Drawings and as specified.

3. Fit Work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces. Conform to fire code requirements for penetrations and maintain integrity of fire walls and ceilings.

4. Restore Work which has been cut or removed. Install new products to provide completed Work in accordance with requirements of Contract Documents and as required to match surrounding areas and surfaces.

B. Coring: Core-drill holes to be cut through concrete and masonry walls, slabs, or arches, unless otherwise accepted by Engineer in writing.

1. Perform coring with non-impact rotary tool using diamond core-drills. Size holes for pipe, conduit, sleeves, equipment or mechanical seals, as required, to be installed through the penetration.

2. Do not core-drill through electrical conduit or other utility lines embedded in walls or slabs without approval of Engineer. To extent possible, avoid cutting reinforcing steel in slabs and walls.

3. Protection:

a. Protect existing equipment, utilities, and adjacent areas from water and other damage covered by core-drilling operations.

b. After core-drilling and before installing the utility or equipment through the penetration, coat exposed concrete and steel with protective coating material indicated in Paragraph 2.1.E of this Section. Apply protective coating in accordance with manufacturer's instructions.

C. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

2. Existing Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.

3. Concrete, Stucco and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.

4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.

5. Proceed with patching after construction operations requiring cutting are complete.

6. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.

7. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

8. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

9. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space.Provide an even surface of uniform finish, color, texture, and appearance. Remove existing floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

10. Ceilings: Patch, repair, or rehang existing ceilings as necessary to provide an even-plane surface of uniform appearance.

11. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

D. Floor Finishes:

1. Cut back and reinstall including carpeting and pad to accommodate installation of doors and trim. Provide new tack strips, trim and padding as required for a complete and finished installation.

E. Electrical: Extend existing electrical devices where application of new drywall or installation of new duct enclosures is required. Devices include lights, fans, receptacles, switches, telephone jacks, cable TV jacks, thermostats, smoke detectors, audio jacks and other electrical systems. Provide new plaster rings, boxes and wiring as needed and in conformance with electrical codes.

F. Drywall: Patch drywall with new materials to provide a level surface with texture to match adjacent surface. Use metal trim at corners. Where drywall butts dissimilar materials, use metal "LC" trim that is taped into drywall leaving a finished appearance with no metal showing. Use perforated joint tape and ready mixed joint compound on joints.

G. Plaster: Provide an even surface of uniform finish, color, texture, and appearance. Match texture of adjacent surface. Remove existing wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.

H. Stucco: Mix and apply stucco in two coats to match existing texture. Provide new wire lath and corner beads if required by conditions. If existing stucco is an integral color material provide new stucco in matching integral color.

I. Painting: Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire wall surface containing the patch to the edges of natural breaks. Provide additional coats until patch blends with adjacent surfaces.

J. Existing Hardware Removal: Where existing window and door frames remain in openings that have new products installed, complete the following:

1. Remove existing hardware and hardware parts which are no longer in use.

2. Patch holes remaining after removal. Fill holes more than 1/4 inch deep with wood infill, glued in place. Holes less than 1/4 inch deep may be filled with wood or with spackle.

3. Patch to blend with existing surface. Sand smooth and paint to match.

3.4 CLEANING

A. Refer also to Section 017300 - Execution Requirements for final cleaning requirements.

B. Cleaning and Restoration:

1. Clean areas and spaces where cutting, coring, or patching were performed.

2. Clean piping, conduit, and similar constructions before applying paint or other finishing materials.

3. Restore damaged coverings of pipe and other utilities to original condition.

END OF SECTION 017329

SECTION 017800 - CLOSEOUT PROCEDURES AND SUBMITTALS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Administrative and procedural requirements for contract closeout including, but not limited to the following: (as part of Set of Manuals & Documents for Commissioning process) Inspection procedures including Pre-Functional Checklists and Pre-Substantial Checklists.

B. Functional Testing Procedures (part of Commissioning process)

C. Project record documents.

D. Operation and maintenance data.

E. Substantial Completion procedures.

F. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 1 through 48 and shall be coordinated with this Section

1.2 RELATED REQUIREMENTS

A. Section 013000 - Administrative Requirements:

B. Section 017300 - Execution Requirements:

C. Section 017836 - Warranties and Bonds.

D. Individual Product Sections: Specific requirements for operation and maintenance data.

E. Individual Product Sections: Warranties required for specific products or Work.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.

1. Provide duplicate, notarized copies of the documents required in the Final Completion and Final Payment article of the General Conditions.

C. Operation and Maintenance Data:

1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.

2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.

3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.

4. Submit two sets of revised final documents in final form within 10 days after final inspection.

1.4 SUBSTANTIAL COMPLETION

A. Definition: Substantial Completion is that condition which occurs when the Owner accepts the certification of the Architect that construction is sufficiently complete in accordance with the Contract Documents so that the Project may be occupied for the use for which it is intended.

B. Contractor Notification: When Contractor considers work substantially complete, and after the building commissioning and training, submit written declaration to the Architect that Work or designated portion thereof, is substantially complete. Include list of items to be completed or corrected.

C. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete with request.

1. Prepare a list of items to be completed and corrected (Contractor's punch list), the value of items on the list, and reasons why the Work is not complete.

2. Advise Owner of pending insurance changeover requirements.

3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar re-leases.

5. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.

6. Prepare and submit: Completed Commissioning Manual including but not limited to - Summary by specification # Record of Approved Submittals and Samples, Project Record Documents (including but not limited to As-Built Record Drawings, As-Built Record Specifications, Operating and Maintenance Manuals, Certification of No Asbestos Products Incorporated in Project, Completed Punch Lists, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.

7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.

8. Complete startup testing of systems.

9. Submit test/adjust/balance records and Specification compliant Final Report.

10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

11. Advise Owner of changeover in heat and other utilities.

12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

13. Complete final cleaning requirements, including touchup painting.

14. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

15. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.

16. Prior to preliminary Substantial Completion and Inspection - Submit:

a. Operating and Maintenance Data

b. Keys and keying schedule

c. Guarantees, Warranties and Bonds

d. Completed pre-substantial completion checklists

D. Preliminary Inspection: Architect will make a preliminary inspection within 7 business days after receipt of Contractor's declaration.

E. Submit a written request for inspection for Substantial Completion. Upon receipt of request, Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion A.I.A. Document G704 or similar, after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

2. Results of completed inspection will form the basis of requirements for final completion.

F. Upon determining that Work is substantially complete, Architect will:

1. Punch List: Prepare a punch list of items to be completed or corrected, as determined by the inspection.

2. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

a. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.

b. Include the following information at the top of each page:

1) Project name.

2) Date.

3) Name of Architect and Construction Manager.

4) Name of Contractor.

5) Page number.

c. Submit list of incomplete items in the following format:

1) PDF electronic file.

3. Certificate: Prepare and process a certificate of substantial completion, containing:

a. Date of substantial completion.

b. Punchlist of items to be completed or corrected.

c. The time within which punchlist items shall be completed or corrected.

d. Date and time the Owner will take occupancy of Project or designated portion thereof.

e. Responsibilities of Owner and Contractor for:

1) Insurance.

2) Utilities.

3) Operation and maintenance of mechanical, electrical and other systems.

4) Maintenance and cleaning.

5) Security.

f. Signatures of:

1) Architect.

2) General Contractor.

3) Owner.

4) Prime Contractor.

G. Contractor is responsible for the following:

1. Corrections: Complete all Work listed for completion or correction within designated time.

2. Final Cleaning: Perform final cleaning.

H. Occupancy: Using Agency will occupy Project or designated portions thereof under provisions stated in the Certificate of Substantial Completion.

I. Complete All Work: At time of inspection, should substantial completion not be certified, Contractor shall complete the Work and resubmit declaration in accordance with the requirements of this Section.

1.5 FINAL ACCEPTANCE

A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:

1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include insurance certificates for products and complete operations where required.

2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.

3. Submit certified copy of the Architect's final inspection list of items to be completed or corrected, endorsed and dated by the Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance and shall be endorsed and dated by the Architect.

4. Submit consent of surety to final payment.

5. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

6. Submit pest-control final inspection report and warranty.

7. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.

B. Final Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect and Construction Manager will either proceed with inspection with Contractor or/and as appropriate notify Contractor of unfulfilled requirements to ensure completion of all Contract requirements.

C. Closeout Documents: Architect will prepare and process closeout documents when all Work is considered finally complete in accord with Contract Document requirements including all Deliverable Documentation.

D. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

E. Re-inspection Procedure:

1. The Architect will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except for items whose completion is delayed under circumstances acceptable to the Architect.

2. Upon successful completion of re-inspection, the Architect will prepare a certificate of final acceptance. If the Work is incomplete, the Architect will advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance. When necessary, reinspection will be repeated.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
MICHAEL ANDREW KIMSEY
25557
STATE OF TEXAS
10/28/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 10/28/2024

Sheet No:

G1.06

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 CLOSEOUT PROCEDURES

A. Accompany Project Manager on preliminary inspection to determine items to be listed for completion or correction in Contractor's Notice of Substantial Completion.

B. Accompany Project Manager on preliminary final inspection.

3.2 CLOSEOUT SUBMITTALS

A. Make submittals that are required by governing or other authorities.

1. Provide copies to Architect and Owner.

B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in Contractor's Notice of Substantial Completion.

C. Notify Architect when work is considered ready for Substantial Completion.

D. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review.

E. Owner will occupy all of the building as specified in Section 011000.

F. Correct items of work listed in executed Certificates of Substantial Completion and comply with requirements for access to Owner-occupied areas.

G. Accompany Project Coordinator on preliminary final inspection.

H. Notify Architect when work is considered finally complete.

I. Complete items of work determined by Architect's final inspection.

3.3 PROJECT RECORD DOCUMENTS

A. Maintain on site one set of the following record documents; record actual revisions to the Work:

1. Drawings.

2. Specifications.

3. Addenda.

4. Change Orders and other modifications to the Contract.

5. Reviewed shop drawings, product data, and samples.

6. Manufacturer's instruction for assembly, installation, and adjusting.

7. Inspection Reports.

8. Laboratory Test Records.

9. Field Test Reports and Records.

10. Factory Test Reports and Records.

B. Ensure entries are complete and accurate, enabling future reference by Owner.

C. Maintain for record purposes at a location approved by the Architect /Owner, electronic files for those shop drawings and other documents which are required to be submitted electronically. Ensure that backups of electronic files are made on a regular basis and stored at a remote location.

D. Store record documents separate from documents used for construction.

E. Record information concurrent with construction progress.

F. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:

1. Manufacturer's name and product model and number.

2. Product substitutions or alternates utilized.

3. Changes made by Addenda and modifications.

G. Record Drawingsand Shop Drawings: Legibly mark each item to record actual construction including:

1. Measured depths of foundations in relation to finish first floor datum.

2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.

4. Field changes of dimension and detail.

5. Details not on original Contract drawings.

H. Final Punchlist.

I. Receipt from AHJ regarding substantial completion and certificate of occupancy.

3.4 OPERATION AND MAINTENANCE DATA

A. Owner's Manual: Prior to final payment, provide three copies (two printed and one digital) hardback, loose-leaf binders, and a "pdf" format file of same, containing the following required submittals and any others required in other Sections, suitably typed, indexed and labeled for ready reference, to the Owner with notification to the Architect of each transmittal and an affidavit that the Manual is complete and in accordance with the Project Specifications.

B. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

C. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

1. Warranties and certifications.

2. Affidavit from General Contractor and subcontractors on use of asbestos free materials.

3. Maintenance and operating instructions and parts list.

4. List of extra materials delivered to Owner, signed by Owner's representative.

5. Other items required by the Specifications.

D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.

E. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.5 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

A. For Each Product, Applied Material, and Finish:

1. Product data, with catalog number, size, composition, and color and texture designations.

2. Information for re-ordering custom manufactured products.

B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.

D. Additional information as specified in individual product specification sections.

E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

F. Provide a listing in Table of Contents for design data, with tabbed fly sheet and space for insertion of data.

3.6 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

A. For Each Item of Equipment and Each System:

1. Description of unit or system, and component parts.

2. Identify function, normal operating characteristics, and limiting conditions.

3. Include performance curves, with engineering data and tests.

4. Complete nomenclature and model number of replaceable parts.

B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

C. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.

D. Include color coded wiring diagrams as installed.

E. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.

F. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

G. Provide servicing and lubrication schedule, and list of lubricants required.

H. Include manufacturer's printed operation and maintenance instructions.

I. Include sequence of operation by controls manufacturer.

J. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.

K. Provide control diagrams by controls manufacturer as installed.

L. Provide Contractor's coordination drawings, with color coded piping diagrams as installed.

M. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

N. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.

O. Include test and balancing reports.

P. Additional Requirements: As specified in individual product specification sections.

3.7 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.

B. Where systems involve more than one specification section, provide separate tabbed divider for each system.

C. Submit two draft copies of the Operation and Maintenance Manuals a minimum of 14 days prior to requesting the inspection for Substantial Completion or the scheduled date for Substantial Completion, whichever is earliest.

D. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

E. Prepare data in the form of an instructional manual.

F. Prior to the final payment, submit to the Owner, one binder with the required information identified in this section.

G. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.

H. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.

I. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.

J. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

K. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.

L. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.

M. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

N. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.

O. Contents: Prepare a Table of Contents for each volume, with each product or system description identified, in three parts as follows:

1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.

2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers. Identify the following:

a. Significant design criteria.

b. List of equipment.

c. Parts list for each component.

d. Operating instructions.

e. Maintenance instructions for equipment and systems.

f. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.

3. Part 3: Project documents and certificates, including the following:

a. Shop drawings and product data.

b. Air and water balance reports.

c. Certificates.

d. Photocopies of warranties and bonds.

P. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.

Q. Table of Contents: Provide title of Project; names, addresses, and telephone numbers of Architect, Consultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.

3.8 SPARE PARTS AND MAINTENANCE MATERIALS

A. Deliver spare parts, extra stock, tools and other items specified in individual specification sections to the Owner with a copy of the transmittal to the Architect. Label with manufacturer's name and model number where applicable. Obtain a signed and dated receipt from the Owner of this transfer.

END OF SECTION 017800

DIVISION 08 - OPENINGS

SECTION 081213 - HOLLOW METAL FRAMES

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Non-fire-rated hollow metal frames for non-hollow metal (Flush Wood) doors.

1.2 RELATED REQUIREMENTS

A. Section 081416 - Flush Wood Doors: Non-hollow metal door for hollow metal frames.

B. Section 087100 - Door Hardware: Hardware, silencers, and weatherstripping.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Product Data: Materials and details of design and construction, hardware locations, reinforcement type and locations, anchorage and fastening methods, and finishes; and one copy of referenced grade standard.

C. Shop Drawings: Details of each opening, showing elevations, glazing, frame profiles, and identifying location of different finishes, if any.

D. Manufacturer's Certificate: Certification that products meet or exceed specified requirements.

1.4 QUALITY ASSURANCE

1.5 DELIVERY, STORAGE, AND HANDLING

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Hollow Metal Frames with Integral Casings:

1. Ceco Door, an Assa Abloy Group company: www.assaabloydss.com/#sle.

2. Steelcraft, an Allegion brand: www.allegion.com/#sle.

2.2 PERFORMANCE REQUIREMENTS

A. Hollow Metal Frames: AAMA/WDMA/CSA 101/I.S.2/A440 requirements for specific frame type:

1. Performance Class (PC): AW.

B. Refer to Door and Frame Schedule on drawings for frame sizes, fire ratings, sound ratings, finishing, door hardware to be installed, and other variations, if any.

C. Door Frame Type: Provide hollow metal door frames with integral casings.

1. Interior Doors: Use frames with integral casings.

D. Steel Sheet: Comply with one or more of the following requirements; galvannealed steel complying with ASTM A653/A653M, cold-rolled steel complying with ASTM A1008/A1008M, or hot-rolled pickled and oiled (HRPO) steel complying with ASTM A1011/A1011M, commercial steel (CS) Type B, for each.

E. Accessibility: Comply with ICC A117.1 and ADA Standards.

F. Combined Requirements: If a particular door and frame unit is indicated to comply with more than one type of requirement, comply with the specified requirements for each type; for instance, an exterior frame that is also indicated as being sound-rated must comply with the requirements specified for exterior frames and for sound-rated frames; where two requirements conflict, comply with the most stringent.

G. Hardware Preparations, Selections and Locations: Comply with BHMA A156.115, NAAMM HMMA 830, NAAMM HMMA 831 or ANSI/SDI A250.8 (SDI-100) in accordance with specified requirements.

2.3 HOLLOW METAL DOOR FRAMES WITH INTEGRAL CASINGS

A. Frame Finish: Factory primed and field finished.

B. Type 1 , Interior Door Frames, Non-Fire Rated: Full profile/continuously welded type.

1. Based on SDI Standards: ANSI/SDI A250.8 (SDI-100).

a. Level 2 - Heavy-duty.

b. Physical Performance Level B, 500,000 cycles; in accordance with ANSI/SDI A250.4.

c. Frame Metal Thickness: 16 gauge, 0.053 inch, minimum.

2.4 FINISHES

A. Primer: Rust-inhibiting, complying with ANSI/SDI A250.10, door manufacturer's standard.

2.5 ACCESSORIES

A. Silencers: Resilient rubber, fitted into drilled hole; provide three on strike side of single door, three on center mullion of pairs, and two on head of pairs without center mullions.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

B. Verify that opening sizes and tolerances are acceptable.

C. Verify that finished walls are in plane to ensure proper door alignment.

3.2 INSTALLATION

A. Install frames in accordance with manufacturer's instructions and related requirements of specified frame standards or custom guidelines indicated.

B. Coordinate frame anchor placement with wall construction.

C. Install door hardware as specified in Section 087100.

3.3 TOLERANCES

A. Maximum Diagonal Distortion: 1/16 inch measured with straight edges, crossed corner to corner.

3.4 SCHEDULE

A. Refer to Door and Frame Schedule on the drawings.

END OF SECTION 081213

SECTION 081416 - FLUSH WOOD DOORS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Flush wood doors; flush configuration; non-rated.

1.2 RELATED REQUIREMENTS

A. Section 081213 - Hollow Metal Frames.

B. Section 099300 - Staining and Transparent Finishing: Field finishing of doors.

1.3 REFERENCE STANDARDS

A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards, 2nd Edition; 2014, with Errata (2016).

1.4 SUBMITTALS

A. See Section 013000 - Administrative Requirements for submittal procedures.

B. Product Data: Indicate door core materials and construction; veneer species, type and characteristics.

C. Shop Drawings: Show doors and frames, elevations, sizes, types, swings, undercuts, beveling, blocking for hardware, factory machining, factory finishing, cutouts for glazing and other details.

1. Provide information as required by AWI/AWMAC/WI (AWS).

D. Samples: Submit two samples of door veneer, 6 by 6 inches in size illustrating wood grain, stain color, and sheen.

1.5 QUALITY ASSURANCE

A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section, with not less than three years of documented experience.

1. Company with at least one project within past five years with value of woodwork within at least 20 percent of cost of woodwork for this project.

B. Installer Qualifications: Company specializing in performing work of the type specified in this section, with not less than three years of documented experience.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Package, deliver and store doors in accordance with specified quality standard.

B. Accept doors on site in manufacturer's packaging, and inspect for damage.

C. Protect doors with resilient packaging sealed with heat shrunk plastic; do not store in damp or wet areas or areas where sunlight might bleach veneer; seal top and bottom edges with tinted sealer if stored more than one week, and break seal on site to permit ventilation.

1.7 WARRANTY

A. See Section 017800 - Closeout Procedures and Submittals for additional warranty requirements.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Wood Veneer Faced Doors:

1. Masonite Architectural; Cendura Standard Wood Veneer Doors: www.architectural.masonite.com/#sle.

2.2 DOORS AND PANELS

A. Doors: See drawings for locations and additional requirements.

1. Quality Standard: Custom Grade, Heavy Duty performance, in accordance with AWI/AWMAC/WI (AWS), unless noted otherwise.

2. Wood Veneer Faced Doors: 5-ply unless otherwise indicated.

B. Interior Doors: 1-3/4 inches thick unless otherwise indicated; flush construction.

1. Provide solid core doors at each location.

2. Wood veneer facing for field transparent finish as indicated on drawings.

2.3 DOOR AND PANEL CORES

A. Non-Rated Solid Core and 20 Minute Rated Doors: Type particleboard core (PC), plies and faces as indicated.

2.4 DOOR FACINGS

A. Veneer Facing for Transparent Finish: White birch, veneer grade in accordance with quality standard indicated, plain sliced (flat cut), with book match between leaves of veneer, running match of spliced veneer leaves assembled on door or panel face.

1. Vertical Edges: Same species as face veneer.

2. "Running Match" each pair of doors and doors in close proximity to each other.

2.5 DOOR CONSTRUCTION

A. Fabricate doors in accordance with door quality standard specified.

B. Cores Constructed with stiles and rails:

1. Provide solid blocks at lock edge for hardware reinforcement.

2. Provide solid blocking for other throughbolted hardware.

C. Where supplementary protective edge trim is required, install trim after veneer facing has been applied full-width.

D. Factory machine doors for hardware other than surface-mounted hardware, in accordance with hardware requirements and dimensions.

E. Factory fit doors for frame opening dimensions identified on shop drawings, with edge clearances in accordance with specified quality standard.

F. Provide edge clearances in accordance with the quality standard specified.

2.6 FINISHES - WOOD VENEER DOORS

A. Finish work in accordance with AWI/AWMAC/WI (AWS), Section 5 - Finishing for grade specified and as follows:

1. Transparent:

a. System - 11, Polyurethane, Catalyzed.

b. Sheen: Satin.

2.7 ACCESSORIES

A. Hollow Metal Door Frames: See Section 081213.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

B. Verify that opening sizes and tolerances are acceptable.

C. Do not install doors in frame openings that are not plumb or are out-of-tolerance for size or alignment.

3.2 INSTALLATION

A. Install doors in accordance with manufacturer's instructions and specified quality standard.

B. Factory-Finished Doors: Do not field cut or trim; if fit or clearance is not correct, replace door.

C. Field-Finished Doors: Trimming to fit is acceptable.

1. Adjust width of non-rated doors by cutting equally on both jamb edges.

2. Trim maximum of 3/4 inch off bottom edges.

D. Use machine tools to cut or drill for hardware.

E. Coordinate installation of doors with installation of frames and hardware.

3.3 TOLERANCES

A. Comply with specified quality standard for fit and clearance tolerances.

B. Comply with specified quality standard for telegraphing, warp, and squareness.

3.4 ADJUSTING

A. Adjust doors for smooth and balanced door movement.

B. Adjust closers for full closure.

END OF SECTION 081416

DIVISION 09 - FINISHES

SECTION 090561 - COMMON WORK RESULTS FOR FLOORING PREPARATION

PART 1 GENERAL

1.1 SECTION INCLUDES

A. This section applies to floors identified in Contract Documents that are receiving the following types of floor coverings:

1. Resilient tile flooring.

B. Removal of existing floor coverings.

C. Preparation of existing concrete floor slabs for installation of floor coverings.

D. Independent Testing of concrete floor slabs for moisture and alkalinity (pH).

E. Independent Testing of existing concrete floor slabs for moisture and alkalinity (pH) has already been conducted; test report is attached.

F. Remediation of concrete floor slabs due to unsatisfactory moisture or alkalinity (pH) conditions.

1. Contractor shall perform all specified remediation of concrete floor slabs. If such remediation is indicated by testing agency's report and is due to a condition not under Contractor's control or could not have been predicted by examination prior to entering into the contract, a contract modification will be issued.

G. Patching compound.

H. Remedial floor coatings.

I. Remedial floor treatment.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Coordinate scheduling of cleaning and testing, so that preliminary cleaning has been completed for at least 24 hours prior to testing.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Visual Observation Report: For existing floor coverings to be removed.

C. Floor Covering and Adhesive Manufacturers' Product Literature: For each specific combination of substrate, floor covering, and adhesive to be used; showing:

1. Moisture and alkalinity (pH) limits and test methods.

2. Manufacturer's required bond/compatibility test procedure.

D. Remedial Materials Product Data: Manufacturer's published data on each product to be used for remediation.

1. Manufacturer's qualification statement.

2. Certificate: Manufacturer's certification of compatibility with types of flooring applied over remedial product.

3. Test reports indicating compliance with specified performance requirements, performed by nationally recognized independent testing agency.

4. Manufacturer's installation instructions.

5. Specimen Warranty: Copy of warranty to be issued by coating manufacturer and certificate of underwriter's coverage of warranty.

E. Independent Testing Agency's Report:

1. Description of areas tested; include floor plans and photographs if helpful.

2. Summary of conditions encountered.

3. Moisture and alkalinity (pH) test reports.

4. Copies of specified test methods.

5. Recommendations for remediation of unsatisfactory surfaces.

6. Product data for recommended remedial coating.

7. Submit report directly to Owner.

8. Submit report not more than two business days after conclusion of testing.

F. Adhesive Bond and Compatibility Test Report.

G. Floor Moisture Testing Technician Certificate: International Concrete Repair Institute (ICRI) Concrete Slab Moisture Testing Technician- Grade I certificate.

H. Copy of RFCI (RWP).

1.4 QUALITY ASSURANCE

A. Moisture and alkalinity (pH) testing will be performed by an independent testing agency employed and paid by Owner.

B. Contractor may perform adhesive and bond test with Contractor's own personnel or hire a testing agency.

C. Testing Agency Qualifications: Independent testing agency experienced in the types of testing specified.

1. Submit evidence of experience consisting of at least 3 test reports of the type required, with project Owner's project contact information.

D. Contractor's Responsibility Relating to Independent Agency Testing:

1. Provide access for and cooperate with testing agency.

2. Confirm date of start of testing at least 10 days prior to actual start.

3. Allow at least 4 business days on site for testing agency activities.

4. Achieve and maintain specified ambient conditions.

5. Notify Owner when specified ambient conditions have been achieved and when testing will start.

E. Floor Moisture Testing Technician Qualifications: International Concrete Repair Institute (ICRI) Concrete Slab Moisture Testing Technician Certification- Grade I.

F. Remedial Coating Installer Qualifications: Company specializing in performing work of the type specified in this section, trained by or employed by coating manufacturer, and able to provide at least 3 project references showing at least 3 years' experience installing moisture emission coatings.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Deliver, store, handle, and protect products in accordance with manufacturer's instructions and recommendations.

B. Deliver materials in manufacturer's packaging; include installation instructions.

C. Keep materials from freezing.

1.6 FIELD CONDITIONS

A. Maintain ambient temperature in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 65 degrees F or more than 85 degrees F.

B. Maintain relative humidity in spaces where concrete testing is being performed, and for at least 48 hours prior to testing, at not less than 40 percent and not more than 60 percent.

PART 2 PRODUCTS

2.1 MATERIALS

A. Patching Compound: Floor covering manufacturer's recommended product, suitable for conditions, and compatible with adhesive and floor covering. In the absence of any recommendation from flooring manufacturer, provide a product with the following characteristics:

1. Cementitious moisture-, mildew-, and alkali-resistant compound, compatible with floor, floor covering, and floor covering adhesive, and capable of being feathered to nothing at edges.

2. Latex or polyvinyl acetate additions are permitted; gypsum content is prohibited.

3. Compressive Strength: 3000 psi, minimum, after 28 days, when tested in accordance with ASTM C109/C109M or ASTM C472, whichever is appropriate.

4. Products:

a. ARDEX Engineered Cements; ARDEX Feather Finish: www.ardexamericas.com/#sle.

b. LATICRETE International, Inc; SKIM LITE: www.laticrete.com/#sle.

c. USG Corporation; Durock Brand Advanced Skim Coat Floor Patch: www.usg.com/#sle.

d. Or Equal.

B. Alternate Flooring Adhesive: Floor covering manufacturer's recommended product, suitable for the moisture and pH conditions present; low-VOC. In the absence of any recommendation from flooring manufacturer, provide a product recommended by adhesive manufacturer as suitable for substrate and floor covering and for conditions present.

C. Remedial Floor Coating: Single- or multi-layer coating or coating/overlay combination intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.

1. Thickness: As required for application and in accordance with manufacturer's installation instructions.

2. Products:

a. Custom Building Products; TechMVC Moisture Vapor and Alkalinity Barrier: www.custombuildingproducts.com/#sle.

b. LATICRETE International, Inc; LATICRETE VAPOR BAN E with LATICRETE NXT LEVEL PLUS: www.laticrete.com/#sle.

c. Sika Corporation; Sikafloor Moisture Tolerance Epoxy Primer and Sikafloor Self-Leveling Moisture Tolerant Resurfacer: www.sikafloorusa.com/#sle.

d. USG Corporation; Durock CoverPrep: www.usg.com/#sle.

e. Or Equal.

D. Remedial Floor Treatment: Penetrating, spray-applied, silicate-based product intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.

PART 3 EXECUTION

3.1 CONCRETE SLAB PREPARATION

A. Follow recommendations of testing agency.

B. Perform following operations in the order indicated:

1. Existing concrete slabs (on-grade and elevated) with existing floor coverings:

a. Visual observation of existing floor covering, for adhesion, water damage, alkaline deposits, and other defects.

b. Removal of existing floor covering.

2. Preliminary cleaning.

3. Moisture vapor emission tests; 3 tests in the first 1000 square feet and one test in each additional 1000 square feet, unless otherwise indicated or required by flooring manufacturer.

4. Internal relative humidity tests; in same locations as moisture vapor emission tests, unless otherwise indicated.

5. Alkalinity (pH) tests; in same locations as moisture vapor emission tests, unless otherwise indicated.

6. Specified remediation, if required.

7. Patching, smoothing, and leveling, as required.

8. Other preparation specified.

a. Methods of Surface Preparation: Depending upon conditions of the concrete one or more methods of surface preparation may be required. It is common for decontamination to precede mechanical preparation, and if necessary, a second decontamination to follow. The preferred methods for creation of a surface profile, including the removal of dirt, dust, laitance and curing compounds, is steel shot blasting, abrasive (sand) blasting or scarifying. The steel shot blasting, or vacuum blasting process is commonly referenced by equipment brand names, such as, Blastrac, Vacu-Blast, Shot-Blast, etc.

1) CAUTION: The use of high-pressure water jetting will introduce large amounts of water, which may contribute to moisture related problems. The following table provides a guide for the degree of surface profile required for the coating or overlay to be applied and the preparation methods used to generate each profile.

Application	Profile	Surface Preparation Method
Sealers	0-3 mils	Detergent scrub Low-pressure Water Acid Etching (not recommended) Cup Grinding, Steel Shot Blast CSP-3
Thin Film	4-10 mils	Acid Etching (not recommended) Cup Grinding Steel Shot Blast CSP 3-4
High-Build	10-40 mils	Steel Shot Blast CSP 3-4 Scarifying
Self-Leveling	50mils-1/8 inch	Steel Shot Blast CSP 4-5 Scarifying Needle Scaling High/Ultra high Pressure Water Jetting 40,000 psi
Polymer Overlay	1/8-1/4 inch	Steel Shot Blast CSP 5-6 or 7 Scarifying Needle Scaling High/Ultra high Pressure Water Jetting Scabbling Flame Blasting Milling/rotomilling

b. Surfaces to receive the bonded polymer system must be inspected after the surface is prepared to insure that the substrate is sound and structurally durable. Areas found to be unsound or non-durable must be removed and replaced as described in 2., above. Dust or other deleterious substances not removed after the initial surface preparation must be vacuumed, leaving the surface dust free and clean.

c. Warning: Scabbling, Scarifying, Milling/Roto milling all leave micro-fractures in the concrete surface because of the heavy pounding and shock the surface receives. These surfaces should be Shot Blasted to remove all micro fractured concrete for best adhesion of subsequent systems.

9. Adhesive bond and compatibility test.

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT NICHOLAS ANDREW KIMSEY 25557 STATE OF TEXAS 10/28/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 10/28/2024

Sheet No:

G1.07

10. Protection.

C. Remediations:

1. Active Water Leaks or Continuing Moisture Migration to Surface of Slab: Correct this condition before doing any other remediation; re-test after correction.

2. Excessive Moisture Emission or Relative Humidity: If an adhesive that is resistant to the level of moisture present is available and acceptable to flooring manufacturer, use that adhesive for installation of the flooring; if not, apply remedial floor coating or remedial sheet membrane over entire suspect floor area.

3. Excessive Alkalinity (pH): If remedial floor coating is necessary to address excessive moisture, no additional remediation is required; if not, if an adhesive that is resistant to the level present is available and acceptable to the flooring manufacturer, use that adhesive for installation of the flooring; otherwise, apply a skim coat of specified patching compound over entire suspect floor area.

3.2 REMOVAL OF EXISTING FLOOR COVERINGS

A. Comply with local, State, and federal regulations and recommendations of RFCI (RWP), as applicable to floor covering being removed.

B. Dispose of removed materials in accordance with local, State, and federal regulations and as specified.

3.3 PRELIMINARY CLEANING

A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive laitance, mold, mildew, and other materials that might prevent adhesive bond.

B. Do not use solvents or other chemicals for cleaning.

3.4 MOISTURE VAPOR EMISSION TESTING

A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.

B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.

C. Test in accordance with ASTM F1869 and as follows.

D. Plastic sheet test and mat bond test may not be substituted for the specified ASTM test method, as those methods do not quantify the moisture content sufficiently.

E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if test values exceed 3 pounds per 1000 square feet per 24 hours.

F. Report: Report the information required by the test method.

3.5 INTERNAL RELATIVE HUMIDITY TESTING

A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.

B. Where this specification conflicts with the referenced test method, comply with the requirements of this section.

C. Test in accordance with ASTM F2170 Procedure A and as follows.

D. Testing with electrical impedance or resistance apparatus may not be substituted for the specified ASTM test method, as the values determined are not comparable to the ASTM test values and do not quantify the moisture content sufficiently.

E. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if any test value exceeds 75 percent relative humidity.

F. Report: Report the information required by the test method.

3.6 ALKALINITY TESTING

A. Where the floor covering manufacturer's requirements conflict with either the referenced test method or this specification, comply with the manufacturer's requirements.

B. The following procedure is the equivalent of that described in ASTM F710, repeated here for the Contractor's convenience.

1. Use a wide range alkalinity (pH) test paper, its associated chart, and distilled or deionized water.

2. Place several drops of water on a clean surface of concrete, forming a puddle approximately 1 inch in diameter. Allow the puddle to set for approximately 60 seconds, then dip the alkalinity (pH) test paper into the water, remove it, and compare immediately to chart to determine alkalinity (pH) reading.

3. Use of a digital pH meter with probe is acceptable; follow meter manufacturer's instructions.

C. In the event that test values exceed floor covering manufacturer's limits, perform remediation as indicated. In the absence of manufacturer limits, perform remediation if alkalinity (pH) test value is over 10.

3.7 PREPARATION

A. See individual floor covering section(s) for additional requirements.

B. Comply with requirements and recommendations of floor covering manufacturer.

C. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.

D. Do not fill expansion joints, isolation joints, or other moving joints.

3.8 ADHESIVE BOND AND COMPATIBILITY TESTING

A. Comply with requirements and recommendations of floor covering manufacturer.

3.9 APPLICATION OF REMEDIAL FLOOR COATING

A. Comply with requirements and recommendations of coating manufacturer.

3.10 APPLICATION OF REMEDIAL FLOOR TREATMENT

A. Comply with requirements and recommendations of treatment manufacturer.

3.11 PROTECTION

A. Cover prepared floors with building paper or other durable covering.

END OF SECTION 090561

SECTION 092116 - GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Performance criteria for gypsum board assemblies.

B. Metal stud wall framing.

C. Gypsum wallboard.

D. Joint treatment and accessories.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Coordination: Coordinate the installation of gypsum board assemblies with size, location, and installation of service utilities.

B. Preinstallation Meeting: Conduct a preinstallation meeting one week prior to the start of the work of this section; require attendance by all affected installers.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Product Data:

1. Provide data on gypsum board, glass mat faced gypsum board, accessories, and joint finishing system.

C. Test Reports: For stud framing products that do not comply with AISI S220 or ASTM C754, provide independent laboratory reports showing maximum stud heights at required spacings and deflections.

D. Installer's Qualification Statement.

1.4 QUALITY ASSURANCE

A. Designer Qualifications: Perform design under direct supervision of a Professional Engineer experienced in design of this type of work and licensed in the State in which the Project is located.

B. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section, with not less than 25 years of documented experience.

C. Installer Qualifications: Company specializing in performing work of the type specified and with at least five years of documented experience.

D. Regulatory Requirements: Comply with the applicable codes relating to the fire rated assemblies as shown on the drawings.

E. Documents at Project Site: Maintain at the project site a copy of manufacturer's instructions, erection drawings, and shop drawings.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Store gypsum products and accessories indoors and keep above freezing. Elevate boards above floor, on nonwicking supports, in accordance with manufacturer's recommendations.

B. Store metal products to prevent corrosion.

1.6 DELIVERY, STORAGE AND HANDLING

A. Comply with GA-216 and Manufacturer's instructions.

1.7 WARRANTY

A. See Section 017836 - Warranties and Bonds for additional warranty requirements.

B. Special Warranty

1. Include warranty coverage for a minimum of 6 months exposure; clearly state that the product will remain free of defects and suitable for its intended use after installation and before the exterior weather barrier or cladding is installed.

PART 2 PRODUCTS

2.1 GYPSUM BOARD ASSEMBLIES

A. Provide completed assemblies complying with ASTM C840 and GA-216.

1. See PART 3 for finishing requirements.

B. Interior Partitions: Provide completed assemblies with the following characteristics:

1. Acoustic Attenuation: STC as indicated calculated in accordance with ASTM E413, based on tests conducted in accordance with ASTM E90.

C. Fire-Resistance-Rated Assemblies: Provide completed assemblies with the following characteristics:

1. ICC IBC Item Numbers: Comply with applicable requirements of ICC IBC for the particular assembly.

2. Gypsum Association File Numbers: Comply with requirements of GA-600 for the particular assembly.

3. UL Assembly Numbers: Provide construction equivalent to that listed for the particular assembly in the current UL (FRD).

2.2 METAL FRAMING MATERIALS

A. Material and Product Requirements Criteria: AISI S201.

B. Steel Sheet: ASTM A1003/A1003M, subject to the ductility limitations indicated in AISI S220 or equivalent.

1. Corrosion Protection Coating Designation: G40, or equivalent in accordance with AISI S220.

C. Manufacturers - Metal Framing, Connectors, and Accessories:

1. ClarkDietrich: www.clarkdietrich.com/#sle.

2. Furnish products manufactured by a company that is a member of the Steel Stud Manufacturers Association (SSMA).

3. SCAFCO Corporation: www.scafco.com/#sle.

D. Nonstructural Framing System Components: AISI S220; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/120 at 5 psf.

1. Studs: C-shaped with knurled or embossed faces.

2. Runners: U shaped, sized to match studs.

3. Furring Members: Hat-shaped sections, minimum depth of 7/8 inch.

E. Partition Head To Structure Connections: Provide track fastened to structure with legs of sufficient length to accommodate deflection, for friction fit of studs cut short and fastened as indicated on drawings.

2.3 MANUFACTURERS

A. Basis of Design: Contract Documents are based on products specified below to establish a standard of quality. Other acceptable manufacturers with products having equivalent characteristics may be considered, provided deviations are minor and design concept expressed in Contract Documents is not changed, as determined by the Architect.

1. Georgia-Pacific Gypsum: www.gpgypsum.com.

B. Acceptable Manufacturers: Subject to compliance with requirements of Contract Documents, provide product by one of manufacturers listed alphabetically below. If not listed. submit as substitution according to Conditions of the Contract and Division 1 Sections.

1. Manufacturers - Gypsum-Based Board:

a. CertainTeed Corporation: www.certainteed.com/#sle.

b. National Gypsum Company: www.nationalgypsum.com/#sle.

c. USG Corporation: www.usg.com/#sle.

C. Substitutions: Refer to Section 012500 - Substitution Procedures.

2.4 MATERIALS

A. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.

1. Application: Use for vertical surfaces, unless otherwise indicated.

2. Glass mat faced gypsum panels, as defined in ASTM C1658/C1658M, suitable for paint finish, of the same core type and thickness may be substituted for paper-faced board.

3. At Assemblies Indicated with Fire-Resistance Rating: Use type required by indicated tested assembly; if no tested assembly is indicated, use Type X board, UL or WH listed.

4. Thickness:

a. Vertical Surfaces: 5/8 inch.

5. Paper-Faced Products:

a. Georgia-Pacific Gypsum; ToughRock: www.gpgypsum.com/#sle.

b. National Gypsum Company; Gold Bond Brand Gypsum Wallboard.

c. USG Corporation; Sheetrock Brand Gypsum Panels.

6. Mold-Resistant, Paper-Faced Products:

a. Georgia-Pacific Gypsum; ToughRock Mold-Guard: www.gpgypsum.com/#sle.

b. USG Corporation; Sheetrock Brand Mold Tough Firecode SCX Panels 5/8 in. (15.9 mm): www.usg.com/#sle.

7. Glass Mat Faced Products:

a. Georgia-Pacific Gypsum; DensArmor Plus: www.gpgypsum.com/#sle.

b. Georgia-Pacific Gypsum; DensArmor Plus Fireguard C: www.gpgypsum.com/#sle.

2.5 GYPSUM BOARD ACCESSORIES

A. Acoustic Insulation: ASTM C665; preformed mineral-fiber, friction fit type, unfaced; thickness 2 inches.

B. Finishing Accessories: ASTM C1047, extruded aluminum alloy (6063 T5) or galvanized steel sheet ASTM A924/A924M G90, unless noted otherwise.

1. Types: As detailed or required for finished appearance.

2. Corner Beads: GA216; Type CB; electrogalvanized steel.

3. Edge Trim: GA216; Type L bead; electrogalvanized steel and Type LC rolledformed zinc. Milcore No. 66 Jmetal edge, or as approved by Architect, at unfinished gypsum board edges against other finish materials.

4. Control Joint: U.S. Gypsum No. 093, rollformed zinc.

5. Special Shapes: In addition to conventional corner bead and control joints, provide U-bead at exposed panel edges.

6. Products:

a. Same manufacturer as framing materials.

b. Phillips Manufacturing Co: www.phillipsmfg.com/#sle.

c. U.S. Gypsum.

C. Joint Materials: ASTM C475/C475M and as recommended by gypsum board manufacturer for project conditions.

1. Fiberglass Tape: 2 inch wide, coated glass fiber tape for joints and corners, except as otherwise indicated.

2. Paper Tape: 2 inch wide, creased paper tape for joints and corners, except as otherwise indicated.

3. Joint Compound: Drying type, vinyl-based, ready-mixed.

4. Joint Compound: Setting type, field-mixed.

D. Finishing Compound: Surface coat and primer, takes the place of skim coating.

1. Products:

a. CertainTeed Corporation; Quick Prep Plus Interior Prep Coat: www.certainteed.com/#sle.

E. Screws: ASTM C1002 for steel drill screws. Type G for fastening to gypsum board and Type S for fastening to light gauge steel framing.

F. Wall Texture: As manufactured by USG, multipurpose, prepackaged, nonasbestos type.

G. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inches in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion-resistant.

H. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion-resistant.

I. Drywall Primer:

1. Paint material specifically formulated to fill the pores and equalize the suction difference between gypsum board surface paper and the compound used on finished joints, angles, fastener heads and accessories and over skim coatings.

2. Drywall primer which is applied to the finished surface of the work specified in this section shall be provided as specified under Sections 09 90 00 as applicable.

3. A good quality, white latex drywall primer formulated with high binder solids, applied undiluted, and shall be applied to gypsum board surfaces prior to the application of texture materials.

J. Anchorage to Substrate: Tie wire, nails, screws, and other metal supports, of type and size to suit application; to rigidly secure materials in place.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify that project conditions are appropriate for work of this section to commence.

3.2 FRAMING INSTALLATION

A. Metal Framing: Install in accordance with ASTM C1007AISI S220 and manufacturer's instructions.

B. Studs: Space studs as indicated.

1. Extend partition framing to structure where indicated and to ceiling in other locations.

2. Partitions Terminating at Ceiling: Attach ceiling runner securely to to ceiling framing in accordance with details.

3. Partitions Terminating at Structure: Attach extended leg top runner to structure, maintain clearance between top of studs and structure, and brace both flanges of studs with continuous bridging.

C. Openings: Reinforce openings as required for weight of doors or operable panels, using not less than double studs at jambs.

D. Furring for Fire-Resistance Ratings: Install as required for fire-resistance ratings indicated and to GA-600 requirements.

3.3 BOARD INSTALLATION

A. Comply with ASTM C840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.

B. Single-Layer Nonrated: Install gypsum board in most economical direction, with ends and edges occurring over firm bearing.

1. Exception: Tapered edges to receive joint treatment at right angles to framing.

C. Fire-Resistance-Rated Construction: Install gypsum board in strict compliance with requirements of assembly listing.

D. Installation on Metal Framing: Use screws for attachment of gypsum board except face layer of nonrated double-layer assemblies, which may be installed by means of adhesive lamination.

E. Apply acoustical putty pads completely around all electrical boxes and other items penetrating into acoustically rated walls, walls with acoustical insulation and all guestroom wall conditions.

3.4 INSTALLATION OF TRIM AND ACCESSORIES

A. Control Joints: Place control joints consistent with lines of building spaces and as indicated.

1. Not more than 30 feet apart on walls and ceilings over 50 feet long.

2. At exterior soffits, not more than 30 feet apart in both directions.

B. Corner Beads: Install at external corners, using longest practical lengths.

C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials.

3.5 JOINT TREATMENT

A. Glass Mat Faced Gypsum Board and Exterior Glass Mat Faced Sheathing: Use fiberglass joint tape, embed and finish with setting type joint compound.

B. Paper Faced Gypsum Board: Use paper joint tape, embed with drying type joint compound and finish with drying type joint compound.

3.6 FINISHES

A. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:

1. Level 5: Walls and ceilings to receive gloss paint finish where indicated and other areas specifically indicated.

a. Joints and interior angles shall have tape embedded in joint compound and 2 separate coats of joint compound applied over flat joints and one separate coat applied over interior angles.

b. Fastener heads and accessories shall be covered with 3 separate coats of joint compound.

c. A thin skim coat of joint compound, or a material manufactured especially for this purpose, shall be applied to the entire surface to fill imperfections in the joint work, smooth the paper texture and provide a uniform surface for decorating. Excess compound shall be immediately sheared off, leaving a film of skim coating compound completely covering the paper.

d. The surface shall be smooth and free of tool marks and ridges.

e. Surface to be coated with Drywall Primer as specified herein prior to application of texture.

f. Untextured surfaces to be coated with Drywall Primer prior to application of final finishes as specified in Sections 09 90 00 as applicable.

2. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise indicated. (Typical finish for all interior locations, unless otherwise indicated) (Appearance areas to receive flat paints, light texture, or where backed wallcoverings are to be applied. This level of finish is not to be used where gloss and enamel paints are to be applied.):

a. Joints and interior angles shall have tape embedded in joint compound and 2 separate coats of joint compound applied over flat joints and one separate coat of joint compound applied over interior angles.

b. Fastener heads and accessories shall be covered with 3 separate coats of joint compound..

c. Joint compound shall be smooth and free of tool marks and ridges.

d. Surface to be coated with Drywall Primer as specified herein prior to application of texture.

e. Untextured surfaces to be coated with Drywall Primer prior to application of final finishes as specified in Sections 09 90 00 as applicable.

3. Level 3: (Utility and Mechanical Spaces) (Appearance areas to receive heavy or medium texture (spray or hand applied) finishes before final painting, or where heavy grade wallcoverings are to be applied as final decoration. This level of finish is not to be used where smooth painted surface or light to medium wallcoverings are to be applied.):

a. Joints and interior angles shall have tape embedded in joint compound and one additional coat of joint compound applied over joints and interior angles.

b. Fastener heads and accessories shall be covered with 2 separate coats of joint compound.

c. Joint compound shall be smooth and free of tool marks and ridges.

d. Surface to be coated with Drywall Primer as specified herein prior to application of texture.

e. Untextured surfaces to be coated with Drywall Primer prior to application of final finishes as specified in Sections 09 90 00 as applicable.

4. Level 2: In utility areas, behind cabinetry, and on backing board to receive tile finish.(Areas to receive applied wall panels, wood paneling, applied products, etc.):

a. Joints and interior angles shall have tape embedded in joint compound and wiped with a joint knife leaving a thin coating joint compound over joints and interior angles.

b. Fastener heads and accessories shall be covered with a coat of joint compound.

c. Surface shall be free of excess joint compound.

d. Tool marks and ridges are acceptable.

e. Joint compound applied over the body of the tape at the time of tape embedment shall be considered a separate coat of joint compound and shall satisfy the conditions of this level.

5. Level 1: Fire rated wall areas above finished ceilings, in attics, in areas where the assembly will be concealed or in building service corridors and other areas not normally open to public view whether or not accessible in the completed construction.

a. Joints and interior angles shall have tape embedded in joint compound.

b. Surface shall be free of excess joint compound.

c. Tool marks and ridges are acceptable.

6. Level 0: Temporary partitions and surfaces indicated to be finished in later stage of project.No taping, finishing, or accessories required.

B. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.

1. Feather coats of joint compound so that camber is maximum 1/32 inch.

2. Taping, filling, and sanding are not required at surfaces behind adhesive applied ceramic tile and fixed cabinetry.

3. Taping, filling, and sanding are not required at base layer of double-layer applications.

C. Where Level 5 finish is indicated, spray apply high build drywall surfacer over entire surface after joints have been properly treated; achieve a flat and tool mark-free finish.

D. Fill and finish joints and corners of cementitious backing board as recommended by manufacturer.

3.7 TOLERANCES

A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet in any direction.

3.8 PROTECTION

A. Protect installed gypsum board assemblies from subsequent construction operations.

END OF SECTION 092116

SECTION 092216 - NON-STRUCTURAL METAL FRAMING

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Metal partition and ceiling framing.

B. Framing accessories.

1.2 RELATED REQUIREMENTS

A. Section 092116 - Gypsum Board Assemblies: Execution requirements for anchors for attaching work of this section.

1.3 SUBMITTALS

A. See Section 013000 - Administrative Requirements for submittal procedures.

B. Shop Drawings:

1. Indicate prefabricated work, component details, stud layout, framed openings, anchorage to structure, acoustic details, type and location of fasteners, accessories, and items of other related work.

2. Describe method for securing studs to tracks, splicing, and for blocking and reinforcement of framing connections.

C. Product Data: Provide data describing framing member materials and finish, product criteria, load charts, and limitations.

D. Product Data: Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.

1.4 QUALITY ASSURANCE

A. Installer Qualifications: Company specializing in performing the work of this section with minimum five years documented experience and approved by manufacturer.

B. Manufacturer Qualifications: Member of Steel Stud Manufacturers Association (SSMA): www.ssma.com/#sle.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Metal Framing, Connectors, and Accessories:

1. CEMCO: www.cemcosteel.com/#sle.

2. ClarkDietrich: www.clarkdietrich.com/#sle.

3. MarinoWARE: www.marinoware.com/#sle.

4. SCAFCO Corporation: www.scafco.com/#sle.

5. Substitutions: See Section 016000 - Product Requirements.

2.2 FRAMING MATERIALS

A. Material and Product Requirements Criteria: AISI S201.

B. Non-Loadbearing Framing System Components: AISI S220; sheet steel, of size and properties necessary for the spacing indicated, with maximum deflection of wall framing of L/240 at 5 psf.

1. Studs: C-shaped with flat faces.

2. Paired Studs for Sound-Rated Assemblies: Engineered single-piece assemblies comprised of paired studs coupled by sound isolators, designed to replace conventional side-by-side, parallel, double-wall partition framing.

a. Widths: As indicated on drawings.

3. Runners: U-shaped, sized to match studs.

4. Ceiling Channels: C-shaped.

5. Furring: Hat-shaped sections, minimum depth of 7/8 inch.

6. Resilient Furring Channels: Single or double leg configuration; 1/2 inch channel depth.

C. Shaft Wall Studs and Accessories: AISI S220; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 and specified performance requirements.

D. Partition Head to Structure Connections: Provide track fastened to structure with legs of sufficient length to accommodate deflection, for friction fit of studs cut short and braced with continuous bridging on both sides.

E. Preformed Top Track Firestop Seal:

1. Provide components UL-listed for use in UL-listed fire-resistance-rated head of partition joint systems indicated on drawings.

F. Non-Loadbearing Framing Accessories:

1. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.

2. Bracing and Bridging: ASTM A653/A653M G90 galvanized steel; for lateral bracing of wall studs with slots for engaging on-module studs.

3. Framing Connectors: ASTM A653/A653M steel clips; secures cold rolled channel to wall studs for lateral bracing.

4. Sheet Metal Backing: 0.0395 inch thick.

2.3 FABRICATION

A. Fabricate assemblies of framed sections to sizes and profiles required.

B. Fit, reinforce, and brace framing members to suit design requirements.

C. Fit and assemble in largest practical sections for delivery to site, ready for installation.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

3.2 INSTALLATION OF STUD FRAMING

A. Comply with requirements of ASTM C1007.

B. Extend partition framing to structure where indicated and to ceiling in other locations.

C. Partitions Terminating at Ceiling: Attach ceiling runner securely to ceiling track in accordance with manufacturer's instructions.

D. Partitions Terminating at Structure: Attach top runner to structure, maintain clearance between top of studs and structure, and connect studs to track using specified mechanical devices in accordance with manufacturer's instructions; verify free movement of top of stud connections; do not leave studs unattached to track.

E. Align and secure top and bottom runners at 24 inches on center.

F. At partitions indicated with an acoustic rating:

1. Provide components and install as required to produce STC ratings as indicated, based on published tests by manufacturer conducted in accordance with ASTM E90 with STC rating calculated in accordance with ASTM E413.

2. Place one bead of acoustic sealant between runners and substrate , studs and adjacent construction.

3. Place one bead of acoustic sealant between studs and adjacent vertical surfaces.

G. Fit runners under and above openings; secure intermediate studs to same spacing as wall studs.

H. Install studs vertically at spacing indicated on drawings.

I. Align stud web openings horizontally.

J. Secure studs to tracks using crimping method. Do not weld.

K. Fabricate corners using a minimum of three studs.

L. Install double studs at wall openings, door and window jambs, not more than 2 inches from each side of openings.

M. Coordinate erection of studs with requirements of door frames; install supports and attachments.

N. Coordinate installation of bucks, anchors, and blocking with electrical, mechanical, and other work to be placed within or behind stud framing.

O. Blocking: Use steel channels secured to studs. Provide blocking for support of plumbing fixtures, toilet partitions, wall cabinets, toilet accessories, hardware, and opening frames.

P. Furring: Install at spacing and locations shown on drawings. Lap splices a minimum of 6 inches.

3.3 CEILING AND SOFFIT FRAMING

A. Comply with requirements of ASTM C754.

B. Install furring after work above ceiling or soffit is complete. Coordinate the location of hangers with other work.

C. Install furring independent of walls, columns, and above-ceiling work.

D. Securely anchor hangers to structural members or embed them in structural slab. Space hangers as required to limit deflection to criteria indicated. Use rigid hangers at exterior soffits.

E. Space main carrying channels at maximum 72 inches on center, and not more than 6 inches from wall surfaces. Lap splice securely.

F. Securely fix carrying channels to hangers to prevent turning or twisting and to transmit full load to hangers.

G. Place furring channels perpendicular to carrying channels, not more than 2 inches from perimeter walls, and rigidly secure. Lap splices securely.

H. Reinforce openings in suspension system that interrupt main carrying channels or furring channels with lateral channel bracing. Extend bracing minimum 24 inches past each opening.

I. Laterally brace suspension system.

3.4 TOLERANCES

A. Maximum Variation From True Position: 1/8 inch in 10 feet.

B. Maximum Variation From Plumb: 1/8 inch in 10 feet.

END OF SECTION 092216

SECTION 095100 - ACOUSTICAL CEILINGS

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Suspended metal grid ceiling system.

B. Acoustical units.

1.2 ADMINISTRATIVE REQUIREMENTS

A. Sequence work to ensure acoustical ceilings are not installed until building is enclosed, sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.

B. Do not install acoustical units until after interior wet work is dry.

1.3 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Product Data: Provide data on suspension system components and acoustical units.

C. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.

D. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. See Section 016000 - Product Requirements, for additional provisions.

2. Extra Acoustical Units: Quantity equal to 5 percent of total installed.

1.4 FIELD CONDITIONS

A. Maintain uniform temperature of minimum 60 degrees F, and maximum humidity of 40 percent prior to, during, and after acoustical unit installation.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Acoustic Tiles/Panels: REfer to Drawings and Material Schedule.

1. Certainteed Architectural: www.certainteed.com/ceilings-and-walls/#sle.

2.2 ACOUSTICAL UNITS

A. Acoustical Units - General: ASTM E1264, Class A.

1. VOC Content: Certified as Low Emission by one of the following:

a. Product listing in UL (GGG).

B. Acoustical Panels, Type C-1: Painted mineral fiber, with the following characteristics:

1. Application(s): As indicated on Drawings.

2. Classification: ASTM E1264 Type III.

a. Form: 2, water felted.

b. Pattern: "C" - perforated, small holes.

3. Size: 24 by 48 inches.

4. Thickness: 3/4 inch.

5. Light Reflectance: 0.84 percent, determined in accordance with ASTM E1264.

6. NRC Range: 0 to 0.55, determined in accordance with ASTM E1264.

7. Ceiling Attenuation Class (CAC): 35, determined in accordance with ASTM E1264.

8. Panel Edge: Reveal.

9. Color: White.

10. Suspension System: Reuse existing. Replace any damaged suspension system members with members to match existing. .

11. Products:

a. Certainteed Architectural; Fine Fissured Customline: www.certainteed.com/ceilings-and-walls/#sle.

2.3 SUSPENSION SYSTEM(S)

A. Metal Suspension Systems - General: Complying with ASTM C635/C635M; die cut and interlocking components, with perimeter moldings, hold down clips, stabilizer bars, clips, and splices as required.

2.4 ACCESSORIES

A. Support Channels and Hangers: Galvanized steel; size and type to suit application, seismic requirements, and ceiling system flatness requirement specified.

B. Hanger Wire: 12 gauge, 0.08 inch galvanized steel wire.

C. Seismic Clips: Manufacturer's standard clips for seismic conditions and to suit application.

D. Perimeter Moldings: Same metal and finish as grid.

1. Size: As required for installation conditions and specified Seismic Design Category.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing conditions before starting work.

B. Verify that layout of hangers will not interfere with other work.

3.2 PREPARATION

A. Install after major above-ceiling work is complete.

B. Coordinate the location of hangers with other work.

3.3 INSTALLATION - SUSPENSION SYSTEM

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
NICHOLAS ANDREW KIMSEY
25557
STATE OF TEXAS
10/28/2024

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Consultant

PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title

SPECIFICATIONS

Date: 10/28/2024

Sheet No:

G1.08

A. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.

B. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.

1. Use longest practical lengths.

C. Suspension System, Non-Seismic: Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.

D. Seismic Suspension System, Seismic Design Category C: Hang suspension system independent of walls, columns, ducts, pipes and conduit. Maintain a 3/8 inch clearance between grid ends and wall.

E. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.

F. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.

G. Support fixture loads using supplementary hangers located within 6 inches of each corner, or support components independently.

H. Do not eccentrically load system or induce rotation of runners.

I. Install light fixture boxes constructed of gypsum board above light fixtures in accordance with fire rated assembly requirements and light fixture ventilation requirements.

3.4 INSTALLATION - ACOUSTICAL UNITS

A. Install acoustical units in accordance with manufacturer's instructions.

B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.

C. Fit border trim neatly against abutting surfaces.

D. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.

E. Cutting Acoustical Units:

1. Make field cut edges of same profile as factory edges.

F. Where round obstructions occur, provide preformed closures to match perimeter molding.

3.5 TOLERANCES

A. Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet.

B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

3.6 CLEANING

A. Clean surfaces.

B. Replace damaged or abraded components.

END OF SECTION 095100

SECTION 096500 - RESILIENT FLOORING, WALL BASE AND ACCESSORIES

PART 1 GENERAL

1.1 SECTION INCLUDES

A. LVT Plank Flooring.

B. Resilient base.

C. Installation accessories.

1.2 RELATED REQUIREMENTS

A. Section 090561 - Common Work Results for Flooring Preparation: Removal of existing floor coverings, cleaning, and preparation.

1.3 REFERENCE STANDARDS

A. ASTM D6329 - Standard Guide for Developing Methodology for Evaluating the Ability of Indoor Materials to Support Microbial Growth Using Static Environmental Chambers; 1998 (Reapproved 2023).

B. ASTM E648 - Standard Test Method for Critical Radiant Flux of Floor-Covering Systems Using a Radiant Heat Energy Source; 2023.

C. ASTM F710 - Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring; 2022.

D. NFPA 253 - Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source; 2023.

1.4 SUBMITTALS

A. See Section 013300 - Submittal Requirements, for submittal procedures.

B. Product Data: Provide data on specified products, describing physical and performance characteristics; including sizes, patterns and colors available; and installation instructions.

1. Include information stating Static Coefficient of Friction.

2. MSDS

a. Submit Material Safety Data Sheets (MSDS) available for flooring products, adhesives, patching/leveling compounds, floor finishes (polishes) and cleaning agents.

3. For resilient products. Use same designations indicated on Drawings.

C. Verification Samples: Submit 4 samples, 6 by 6 inch in size illustrating color and pattern for each resilient product specified.

D. Certification: Prior to installation of flooring, submit written certification by flooring manufacturer and adhesive manufacturer that condition of subfloor is acceptable.

E. Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning, stripping, and re-waxing.

F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. See Section 016000 - Product Requirements, for additional provisions.

2. Extra Wall Base: 100 linear feet of each type and color.

1.5 QUALITY ASSURANCE AND REGULATORY REQUIREMENTS

A. Single-Source Responsibility: provide types of flooring and accessories supplied by one manufacturer, including leveling and patching compounds, and adhesives.

B. Slip resistance of floor surfaces and changes in level shall be in accordance with applicable law.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Upon receipt, immediately remove any shrink-wrap and check materials for damage and the correct style, color, quantity and run numbers.

B. Store all materials off of the floor in an acclimatized, weather-tight space.

C. Maintain temperature in storage area between 55 degrees F and 90 degrees F.

D. Protect roll materials from damage by storing on end.

E. Do not double stack pallets.

1.7 FIELD CONDITIONS

A. Store materials for not less than 48 hours prior to installation in area of installation at a temperature of 70 degrees F to achieve temperature stability. Thereafter, maintain conditions above 55 degrees F.

B. Install flooring and accessories after the other finishing operations, including painting, have been completed. Close spaces to traffic during the installation of the flooring. Do not install flooring over concrete slabs until they are sufficiently dry to achieve a bond with the adhesive, in accordance with the manufacturer's recommended bond and moisture tests.

1.8 WARRANTY

A. See Section 017300 - Execution Requirements, for additional warranty requirements.

B. Resilient Products:

1. Resilient Base: Submit a written warranty executed by the manufacturer, agreeing to repair or replace resilient base that fails within the warranty period.

C. Warranty Period

1. Warranty Period: 2 years

2. LVT: 15 Year Standard Warranty.

D. Rights

1. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

PART 2 PRODUCTS

2.1 MANUFACTURERS:

A. Basis of Design: Contract Documents are based on products specified below to establish a standard of quality. Other acceptable manufacturers with products having equivalent characteristics may be considered, provided deviations are minor and design concept expressed in Contract Documents is not changed, as determined by the Architect.

1. Approved Manufacturer(s): Refer to Drawings and Material Schedules.

a. As specified in this section for other products.

B. Substitutions: Refer to Section 012500 - Substitution Procedures.

2.2 LVT PLANK FLOORING

A. Basis of Design Manufacturer:

1. Interface: www.interface.com

B. Acceptable Manufacturers:

1. Armstrong: www.armstrongflooring.com/#sle.

2. Mohawk Group: mohawkgroup.com

3. Or Approved Equal.

C. Substitutions: Refer to Section 012500 - Substitution Procedures.

D. Type(s) F-1: Resilient solid luxury vinyl printed pattern tile flooring meeting ASTM F1700 Class III Type B.

1. Collection: Fresco Valley Collection. Style: Ridge. Product Number: A023

2. Construction: High Performance Luxury Vinyl Tile.

3. Size: 19.69 in by 19.69 in inch.

4. Color: Refer to Material Schedule.

5. Thickness: 4.5 mm.

6. Pattern: Stagger.

7. Wear Layer: 20 mil (0.02 in).

8. Edge treatment: Square Edge (SE).

9. Installation method: Direct Glue.

E. Installation Materials:

1. Tile Adhesive: Recommended by tile manufacturer; releasable type.

a. Solvent free no VOC as recommended by manufacturer.

2. Leveling and Patching Compounds: Use only Portland-based patching and leveling compounds. Do not install resilient flooring over gypsum-based patching and/or leveling compounds.

2.3 RESILIENT BASE

A. Resilient Base: ASTM F1861, Type TS rubber, vulcanized thermoset; top set Style B, Cove.

1. Approved Manufacturers:

a. Basis of Design: Johnsonite, a Tarkett Company: www.johnsonite.com.

b. Roppe Corporation: www.roppe.com/#sle.

2. Critical Radiant Flux (CRF): Minimum 0.45 watt per square centimeter, when tested in accordance with ASTM E648 or NFPA 253.

3. Height: 4 inches.

4. Thickness: 0.15 inch.

5. Finish: Satin.

6. Length: 4 foot sections.

7. Color: As indicated on drawings.

8. Accessories: Premolded external corners and internal corners.

B. Adhesives: as recommended by Tarkett to meet site conditions

1. Tarkett 960 Cove Base Adhesive (Porous applications)

2. Tarkett 946 Premium Contact Bond Adhesive (Non-porous applications)

2.4 ACCESSORIES

A. Subfloor Filler: White premix latex; type recommended by adhesive material manufacturer.

B. Primers, Adhesives, and Seam Sealer: Waterproof; types recommended by flooring manufacturer.

C. Adapters, Moldings, Transition and Edge Strips: Construction: A homogeneous composition of polyvinyl chloride (PVC), high quality additives, and colorants..

1. Refer to Drawings.

a. Type TS-1: CTA-XX-A: 1/4" (6.35mm) carpet to 1/8" (3.18mm) resilient materials, 1-3/8" (3.49cm) cap with 1/8" (3.18mm) wide support.

2. Manufacturers:

D. Filler for Coved Base: Plastic.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive resilient base.

3.2 PREPARATION

A. Prepare floor substrates for installation of flooring in accordance with Section 090561.

B. Clean substrate.

C. Apply primer as required to prevent "bleed-through" or interference with adhesion by substances that cannot be removed.

3.3 INSTALLATION - GENERAL

A. Starting installation constitutes acceptance of subfloor conditions.

B. Install in accordance with manufacturer's written instructions.

C. Adhesive-Applied Installation:

1. Spread only enough adhesive to permit installation of materials before initial set.

2. Fit joints and butt seams tightly.

3. Set flooring in place, press with heavy roller to attain full adhesion.

3.4 INSTALLATION - LVT FLOORING

A. Install flooring in strict accordance with the latest edition of Armstrong Flooring Guaranteed Installation Systems manual, F-5061. Failure to comply may result in voiding the manufacturer's warranty listed in Section 1.08.

B. Install flooring wall to wall before the installation of floor-set cabinets, casework, furniture, equipment, movable partitions, etc. Extend flooring into toe spaces, door recesses, closets, and similar openings as shown on the drawings.

C. If required, install flooring on pan-type floor access covers. Maintain continuity of color and pattern within pieces of flooring installed on these covers. Adhere flooring to the subfloor around covers and to covers.

D. Scribe, cut, and fit to permanent fixtures, columns, walls, partitions, pipes, outlets, and built-in furniture and cabinets.

E. Roll with a 100-pound (45.36 kilogram) roller in the field areas. Refer to specific rolling instructions of the flooring manufacturer

F. Install flooring with adhesives, tools, and procedures in strict accordance with the manufacturer's written instructions. Observe the recommended adhesive trowel notching, open times, and working times.

3.5 INSTALLATION - RESILIENT BASE

A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches between joints.

B. Miter internal corners. At external corners, use premolded units. At exposed ends, use premolded units.

C. Install base on solid backing. Bond tightly to wall and floor surfaces.

D. Scribe and fit to door frames and other interruptions.

3.6 CLEANING

A. Remove excess adhesive from floor, base, and wall surfaces without damage.

B. Clean in accordance with manufacturer's written instructions.

3.7 PROTECTION

A. Prohibit traffic on resilient flooring for 48 hours after installation.

END OF SECTION 096500

SECTION 098453 - SOUND BARRIER MULLION TRIM CAP

PART 1 GENERAL

1.1 SUMMARY

A. Section includes sound barrier mullion trim caps providing sound transmission control at curtain wall.

1.2 RELATED REQUIREMENTS:

A. Section 079000 - Joint Sealants for joint sealing.

B. Section 092216 - Non-Structural Metal Framing for interior wall construction.

C. Section 092116 - Gypsum Board Assemblies for interior wall construction

1.3 ACTION SUBMITTALS

A. Product Data:

1. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for sound barrier wall end cap system.

B. Shop Drawings:

1. Include typical dimensioned cross-section(s) at the location where drywall partition terminates at the perimeter curtain wall, indicating:

a. Dimensions

b. Finish

C. Samples: For each exposed product and for each color and texture specified.

1. Size: 6 inch (152 mm) sound barrier mullion trim cap sample and 2" x3-1/2" (51 mm x 89 mm) custom color paint sample.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For Installer.

B. Product Test Reports: For each sound barrier mullion trim cap assembly, for ASTM E 90 tests performed by a qualified third party testing agency.

1.5 QUALITY ASSURANCE

A. Manufacturer Qualifications: Manufacturer of aluminum extrusions and anodizing shall be ISO-9001 certified.

B. Installer Qualifications: An entity that employs installers and supervisors who are approved by manufacturer.

C. Testing Agency Qualifications: ASTM E 90 testing to be performed by laboratory accredited by IAS as complying with ISO/IEC Standard 17025.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Do not deliver sound barrier mullion trim caps until spaces to receive them are clean, dry, and ready for their installation.

B. Store sound barrier mullion trim caps in original undamaged packaging inside well-ventilated area protected from weather, moisture, soiling, extreme temperatures, and humidity.Division 01 Section "Product Requirements."

1.7 WARRANTY

A. Manufacturer's Warranty: Manufacturer agrees to repair or replace sound barrier mullion trim caps that fail in materials or workmanship within specified warranty period.

1. Warranty Period: Ten years limited warranty from date of Substantial Completion.

2. Limited warranty does not cover adjacent products or improper installation.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Products: Subject to compliance with requirements, provide the following:

1. MULL-it-OVER Products; Sound barrier mullion trim cap systems.

a. Tel: (616) 730-2162

b. url: www.mullitoverproducts.com

2.2 SYSTEM DESCRIPTION

A. General: Provide sound barrier mullion trim caps of design, basic profile, materials, and operation indicated. Provide units with capability to accommodate variations in adjacent surfaces.

1. Furnish units in lengths of sufficient additional length to allow for field trimming to required length to match variations in construction tolerances of adjacent systems.

2.3 PERFORMANCE REQUIREMENTS

A. Sound Transmission:

1. Double-Sided Installations: STC 55.

B. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes.

1. Mullion trim cap to be sized to accommodate thermal movement.

2.4 SOUND BARRIER MULLION TRIM CAP

A. Sound Barrier Mullion Trim Cap:

1. Products: MULL-it-OVER Products; Mullion Trim Cap.

B. Profile: Custom: Wide Sound Barrier (No Mullion)

2.5 COMPONENTS

A. Aluminum Extrusions:

1. Thickness: 0.125 inches.

2. Profile: As selected and approved by Architect to allow solid attachment and fastening to the partition wall framing.

B. Sound Absorbing Foam:

1. Resistant to smoke, flame, and microbial growth.

2. Fire Rating: ASTM E84 Class 1.

3. Fungi Resistance: Zero rating per ASTM G21.

C. Compressible Foam: Between edge of extrusion and interior face of curtain wall glass.

1. Thickness: ¾" (19.1 mm) as required to accommodate mullion deflection.

2. Color: Light Gray.

D. Fasteners:

1. Self Tapping or appropriate threaded fastener.

2. Compatible with all materials fasteners will contact with and not causing galvanic corrosion.

E. Snap Cover: Snap-on fastener cover.

F. Acoustical Sound Sealant: Acrylic latex based.

2.6 ACCESSORIES

A. Provide necessary and related parts and tools to complete installation.

2.7 FABRICATION

A. Extrusions and generic profiles to be shipped in custom lengths as required to meet project requirements or shipped in standard incremental foot lengths and cut to exact length on jobsite.

2.8 FINISHES

A. Exposed surfaces of exposed aluminum extrusion:

1. Standard Finish: Supplied in clear anodized finish.

B. Finishes:

1. Aluminum - clear anodize:

a. Clear anodized finish in accordance with AA-M10 C22 A41 Class I (0.7 to 1.0 thick anodic coating)

PART 3 EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.

B. Examine walls and adjacent curtain wall for suitable conditions where sound barrier wall end cap will be installed.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

A. Measure and cut sound barrier wall end cap to proper lengths.

B. Notch around horizontal mullions, sills, or other obstructions leaving appropriate gap for differential movement between the sound barrier wall end cap and the obstruction.

C. Apply continuous bead of acoustical sealant to the unexposed side of extruded aluminum surface that will be in contact with the drywall edge.

D. Place sound barrier wall end cap on the vertical surface of the drywall partition wall and loosely install fasteners in the top and bottom slotted holes of the wall end cap.

E. Plumb the wall end cap leaving recommended gap spacing between the interior glass surface and the wall end cap. Foam gasket to be in contact with glass.

F. Tighten top and bottom fasteners to secure end cap.

G. Install additional fasteners at 12 inches on center, minimum.

H. Install snap cover to conceal fasteners.

I. Apply color matched sealant at joints of dissimilar materials as desired.

3.3 CLEANING

A. After work is complete in adjacent areas, clean exposed surfaces with suitable cleaner that will not harm or attack the finish.

3.4 PROTECTION

A. Protect sound barrier wall end caps from damage during installation, general construction activities, and until turnover of structure.

END OF SECTION 098453

SECTION 099000 - PAINTING AND COATING

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Surface preparation.

B. Interior painting and coating systems.

C. Scope:

1. Finish surfaces exposed to view, unless fully factory-finished and unless otherwise indicated, including the following:

a. Interior:

1) Metal: Aluminum and galvanized.

2) Drywall: Walls, ceilings, gypsum board, and similar items.

1.2 SUBMITTALS

A. See Section 013300 - Submittal Requirements for submittal procedures.

B. Product Data: Provide complete list of products to be used, with the following information for each:

1. Product characteristics.

2. Surface preparation instructions and recommendations.

3. Primer requirements and finish specification.

4. Storage and handling requirements and recommendations.

5. Application methods.

6. Clean-up information.

C. Samples: Submit four paper draw down samples, 8-1/2 by 11 inches in size, illustrating range of colors available for each finishing product specified.

D. Certification: By manufacturer that paints and finishes comply with VOC limits specified.

E. Applicator's qualification statement.

F. Maintenance Data: Submit coating maintenance manual including finish schedule showing where each product/color/finish was used, product technical data sheets, safety data sheets (SDS), care and cleaning instructions, touch-up procedures, repair of painted and finished surfaces, and color samples of each color and finish used.

G. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. See Section 016000 - Product Requirements for additional provisions.

2. Extra Paint and Finish Materials: 1 gallon of each color; from the same product run, store where directed.

3. Label each container with color in addition to manufacturer's label.

1.3 QUALITY ASSURANCE

A. Applicator Qualifications: Company specializing in performing the type of work specified with minimum 3 years experience and approved by manufacturer.

1.4 DELIVERY, STORAGE, AND HANDLING

A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.

B. Container Label: Include manufacturer's name, type of paint, product name, product code, color designation, VOC content, batch date, environmental handling, surface preparation, application, and use instructions.

C. Paint Materials: Store at a minimum of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

D. Handling: Maintain a clean, dry storage area to prevent contamination or damage to materials.

1.5 FIELD CONDITIONS

A. Do not apply materials when environmental conditions are outside the ranges required by manufacturer.

B. Follow manufacturer's recommended procedures for producing the best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.

PART 2 PRODUCTS

2.1 MANUFACTURERS

A. Basis of Design Products: Subject to compliance with requirements, provide Sherwin-Williams Company (The) products indicated; www.sherwin-williams.com/#sle.

2.2 PAINTINGS AND COATINGS

A. General:

1. Provide factory-mixed coatings unless otherwise indicated.

2. Do not reduce, thin, or dilute coatings or add materials to coatings unless specifically indicated in manufacturer's instructions.

B. Volatile Organic Compound (VOC) Content:

1. Provide paints and finishes that comply with the most stringent requirements specified in the following:

a. 40 CFR 59, Subpart D--National Volatile Organic Compound Emission Standards for Architectural Coatings.

b. Ozone Transport Commission (OTC) Phase II Model Rule, Architectural and Industrial Maintenance Coatings; www.otcair.org.

c. Architectural coatings VOC limits of Nevada.

C. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.

2.3 PAINT SYSTEMS - INTERIOR

A. Metal: Aluminum and galvanized.

1. Latex Systems:

a. Eg-Shel/Satin Finish High Performance:

1) 1st Coat: Sherwin-Williams Pro Industrial Pro-Cryl Universal Primer, B66-1310 Series: www.sherwin-williams.com/#sle.

(a) 5 mils wet, 2 mils dry per coat.

2) 2nd and 3rd Coats: Sherwin-Williams Pro Industrial Acrylic Eg-Shel, B66-660 Series: www.sherwin-williams.com/#sle.

(a) 2 to 4 mils dry per coat.

B. Drywall: Walls, ceilings, gypsum board, and similar items.

1. Latex Systems:

a. Eg-Shel Finish High Performance (HP):

1) 1st Coat: Sherwin-Williams ProMar 200 Zero VOC Interior Latex Primer, B28W2600: www.sherwin-williams.com/#sle.

(a) 4 mils wet, 1.5 mils dry per coat.

2) 2nd and 3rd Coat: Sherwin-Williams ProMar 200 HP Zero VOC Eg-Shel, B20-1950 Series: www.sherwin-williams.com/#sle.

(a) 4 mils wet, 1.7 mils dry per coat.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.

B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.

C. Test shop-applied primer for compatibility with subsequent cover materials.

3.2 PREPARATION

A. Clean surfaces thoroughly and correct defects prior to application.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

C. Gypsum Board: Fill minor defects with filler compound; sand smooth and remove dust prior to painting.

D. Galvanized Surfaces:

1. Remove surface contamination and oils and wash with solvent according to SSPC-SP 1.

2. Prepare surface according to SSPC-SP 2.

E. Ferrous Metal:

1. Solvent clean according to SSPC-SP 1.

2. Shop-Primed Surfaces: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Prime bare steel surfaces.

3. Remove rust, loose mill scale, and other foreign substances using methods recommended by paint manufacturer and blast cleaning according to SSPC-SP 6. Protect from corrosion until coated.

3.3 APPLICATION

A. Remove unfinished louvers, grilles, covers, and access panels on mechanical and electrical components and paint separately.

B. Apply products in accordance with manufacturer's written instructions.

C. Apply coatings at spread rate required to achieve manufacturer's recommended dry film thickness.

D. Regardless of number of coats specified, apply additional coats until complete hide is achieved.

3.4 PRIMING

A. Apply primer to all surfaces unless specifically not required by coating manufacturer. Apply in accordance with coating manufacturer's instructions.

B. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to top coat manufacturers.

3.5 CLEANING

A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

B. Clean surfaces immediately of overspray, splatter, and excess material.

C. After coating has cured, clean and replace finish hardware, fixtures, and fittings previously removed.

3.6 PROTECTION

A. Protect finished coatings from damage until completion of project.

B. Touch-up damaged finishes after Substantial Completion.

END OF SECTION 099000

tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
NICHOLAS ANDREW KIMSEY
25557
STATE OF TEXAS
10/28/2024

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PLEASE RECYCLE

Project

TOWN OF ADDISON SERVICE CENTER LOBBY

16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

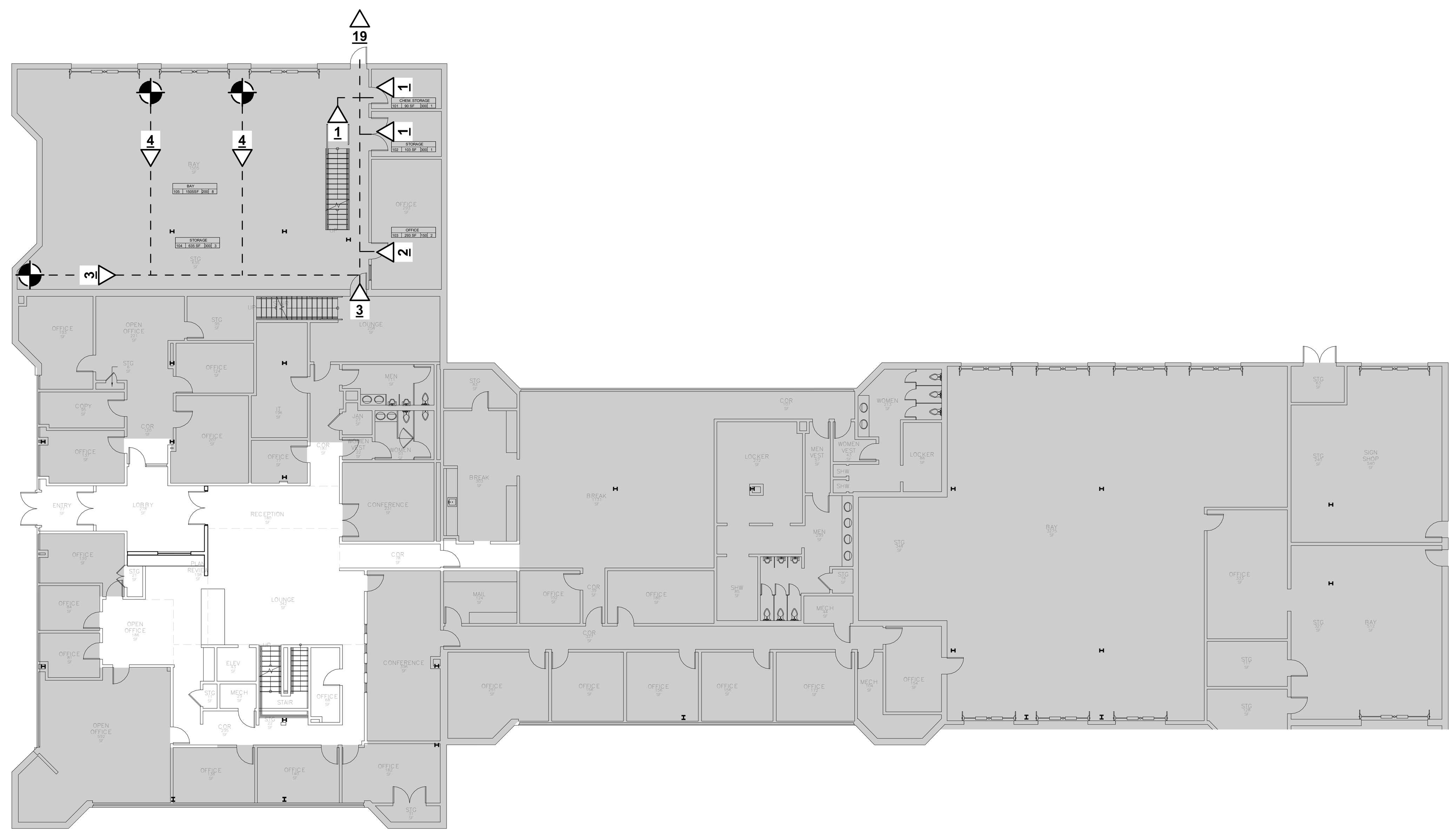
Sheet Title

SPECIFICATIONS

Date: 10/28/2024

Sheet No:

G1.09



4 LEVEL 1 LOBBY

SCALE: 1/16" = 1'-0"

GENERAL NOTES

1 KEYNOTES

LEGEND

ROOM NAME			
1001	15,250 SF	15	888

ROOM NAME
OCCUPANT LOAD
OCCUPANT LOAD FACTOR
AREA
ROOM NUMBER

1 HR RATED PARTITION
2 HR RATED PARTITION
PATH OF EGRESS TO EXIS DISCHARGE
POINT AT WHICH 2 EXIT PATHS BECOME AVAILABLE
42 EXIT DIRECTION AND NUMBER OF OCCUPANTS
MOST REMOTE POINT FOR TRAVEL DISTANCE
FIRE EXTINGUISHER CABINET, SEE LIFE SAFETY DETAILS AE2.XX
X OCCUPANCY
X OCCUPANCY
X OCCUPANCY

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT MICHAEL ANDREW MOROW 25557 STATE OF TEXAS 10/28/2024

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16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner

TOWN OF ADDISON

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REVISIONS		
REV	DATE	DESCRIPTION

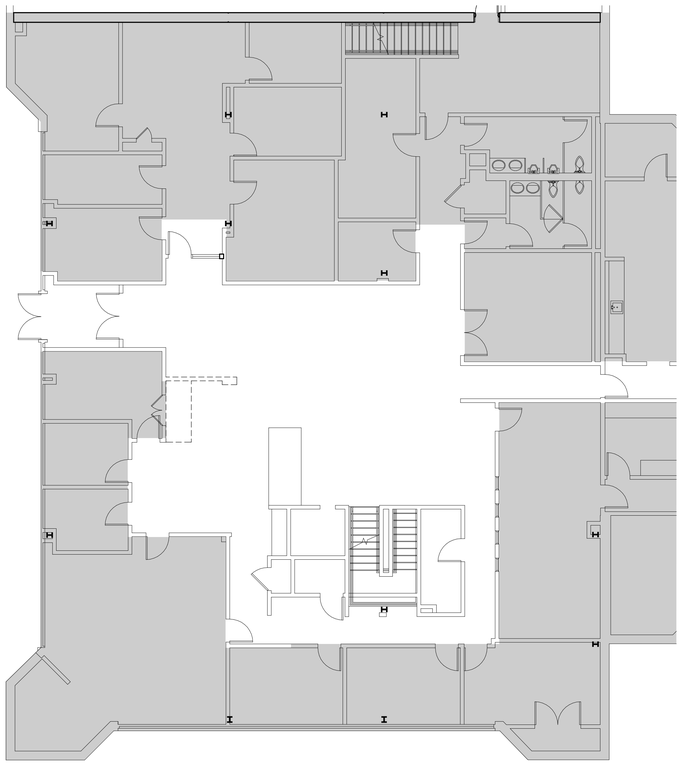
Sheet Title

LIFE SAFETY PLAN

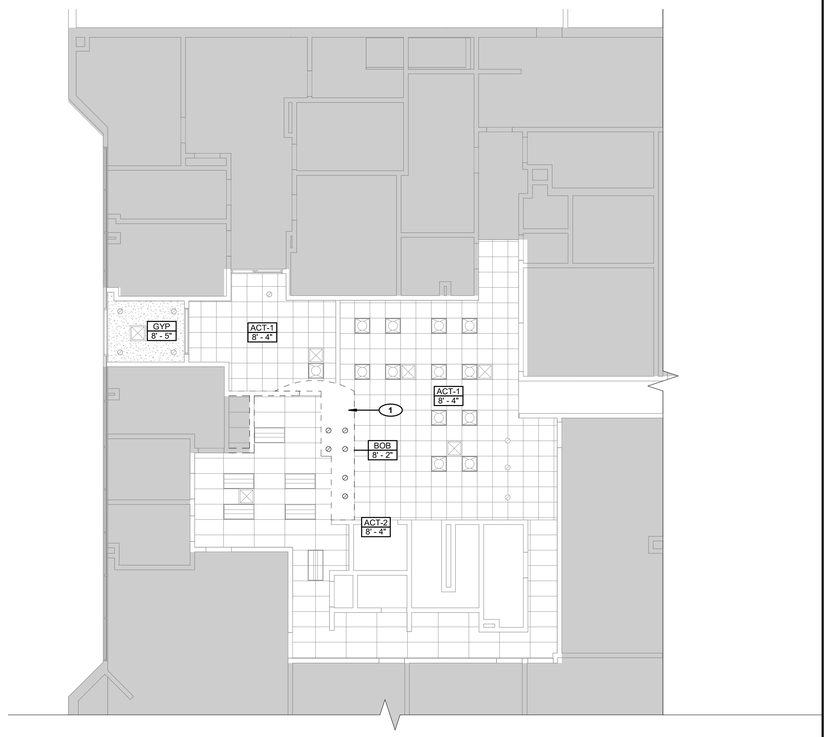
Date: 10/28/2024

Sheet No:

AE1.01



1 LEVEL 1 EXISTING AND DEMOLITION PLAN
SCALE: 1/8" = 1'-0"



2 LEVEL 1 EXISTING AND DEMOLITION REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"

NORTH

GENERAL NOTES

1. THESE DRAWINGS (ALL DISCIPLINES) ARE A COHESIVE SET OF DRAWINGS EACH TRADE SHALL REVIEW ALL ARCHITECTURAL AND ENGINEERED DRAWINGS FOR INFORMATION THAT CROSSES OVER VARIOUS TRADES.
2. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONFIRM EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
3. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES WITH CONTRACT DOCUMENTS AS SOON AS POSSIBLE.
4. PATCH AND REPAIR WALLS WHERE NEEDED TO PROVIDE FLUSH AND LEVEL SURFACE TO ACCEPT NEW WALLS, NEW WORK, AND NEW FINISHES
5. MASK OFF AREAS THAT ARE NOT TO RECEIVE ANY WORK TO PROTECT FROM CONSTRUCTION DUST AND DAMAGE
6. ALL DIMENSIONS ARE TAKEN FROM FACE OF STUD, MASONRY, OR CONCRETE UNLESS NOTED OTHERWISE.

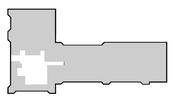
1 KEYNOTES

1. REMOVE EXISTING GWB CILING & FRAMING
2. PATCH/REPAIR ALL WALLS PRIOR TO PAINT AND DOOR INSTALLATION

LEGEND

- EXISTING CONSTRUCTION TO BE REMOVED
- EXISTING CONSTRUCTION TO BE REMAIN
- NEW CONSTRUCTION
- EXISTING CONSTRUCTION ZONE TO BE REMAIN AND PROTECTED FROM DAMAGE

KEYPLAN



tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
MICHAEL ANDREW KIMSEY
25557
STATE OF TEXAS
10/28/2024

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Addison, TX 75001

Job No: 24-000.00

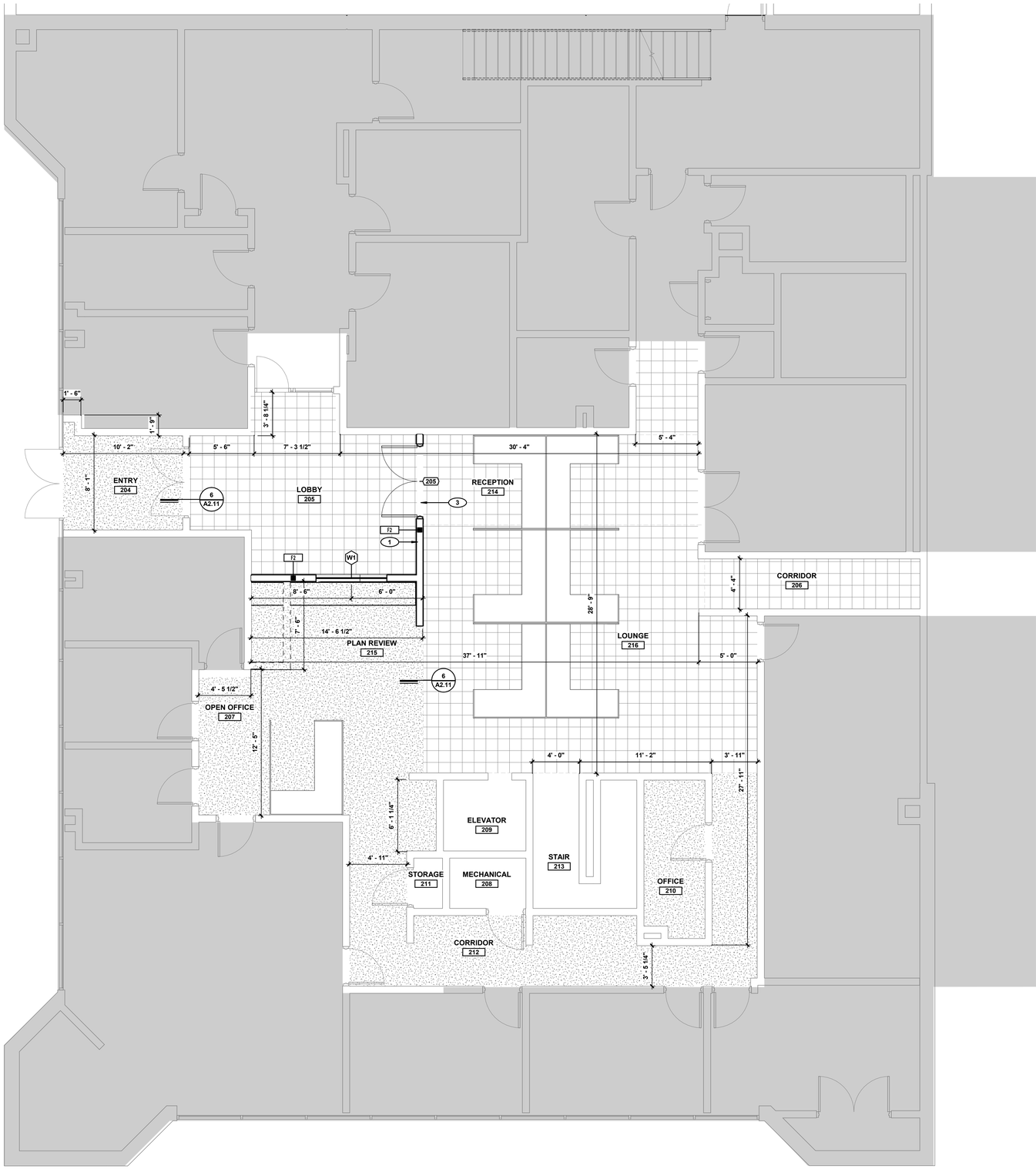
Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
FIRST FLOOR DEMOLITION PLAN

Date: 10/28/2024
Sheet No:
AD1.01



5 LEVEL 1 ENLARGED PLAN
SCALE: 1/4" = 1'-0"

NORTH

GENERAL NOTES

1. ALL CONSTRUCTION SHALL COMPLY WITH THE ADOPTED BUILDING CODES OF THE CITY OF RENO AND WASHOE COUNTY. FOR A LIST OF ADOPTED CODES SEE BUILDING DATA CRITERIA.
2. THESE DRAWINGS (ALL DISCIPLINES) ARE A COHESIVE SET OF DRAWINGS EACH TRADE SHALL REVIEW ALL ARCHITECTURAL AND ENGINEERED DRAWINGS FOR INFORMATION THAT CROSSES OVER VARIOUS TRADES.
3. CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND CONFIRM EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
4. CONTRACTOR TO NOTIFY ARCHITECT OF ANY DISCREPANCIES WITH CONTRACT DOCUMENTS AS SOON AS POSSIBLE.
5. REFER TO WALL TYPE AND LIFE SAFETY DRAWINGS FOR RATING SEPERATIONS AND UL RATED DESIGN DRAWINGS FOR REQUIRED FIRE RESISTIVE CONSTRUCTION.
6. SEE STRUCTURAL, MECHANICAL/PLUMBING, AND ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION.
7. ALL DIMENSIONS ARE TAKEN FROM FACE OF FINISH TO FACE OF FINISH UNLESS NOTED OTHERWISE.
8. SEE A2.31 FOR PARTITION TYPES
9. GYPSUM CEILING SYSTEM TO BE TAPED, TEXTURED, AND PAINTED WITH TWO COATS OF EPOXY PAINT.
10. PROVIDE NEW DUCTWORK DIFFUSERES, AND RETURN GRILLS.

1 KEYNOTES

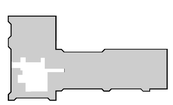
1. NEW ADA COMPLIANT ROOM SIGNAGE TO MATCH EXISTING - CONFIRM TEXT WITH OWNER
2. EXISITNG EXIT SIGNAGE
3. NEW EXIT SIGNAGE OVERHEAD

LEGEND

- CARPET (F-1)
- CERAMIC FLOOR TILE (F-2)
- CONCRETE (F-3)

SEE MATERIAL FINISH SCHEDULE

KEYPLAN



tsk

314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
MICHAEL ANDREW KIMSEY
25557
STATE OF TEXAS
10/28/2024

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16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
FIRST FLOOR ENLARGED PLAN

Date: 10/28/2024
Sheet No:
A1.11

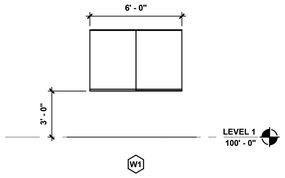
DOOR SCHEDULE

DR. NO.	RM. NO.	PR	PANEL SIZE W	PANEL SIZE H	PANEL SIZE T	PANEL TYPE	PANEL MAT'L	FRAME TYPE	FRAME MAT'L	FRAME HEAD DTL	FRAME SILL DTL	FRAME JAMB DTL (LATCH)	FRAME JAMB DTL (HINGE)	HDWR SET	LABEL	REMARKS
205	205	■	3' - 0"	7' - 0"	1 3/4"	F										

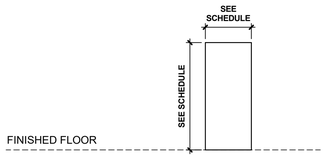
INTERIOR FINISHES

WALLS - PAINT, MATCH EXISTING
CEILING - ACT, MATCH EXISTING

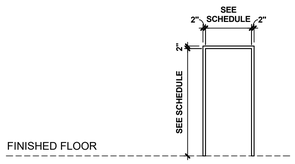
FLOORS
- F1 - CARPET TO BE SELECTED BY OWNER (ALLOWANCE $XX/YARD)
- F-2 - EXISTING CONCRETE TO REMAIN
- F-3 - TILE FROM OWNER ATTIC STOCK



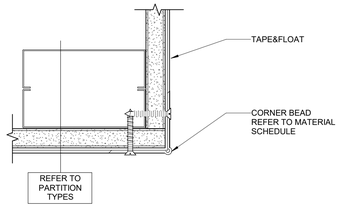
A TRANSACTION WINDOW
SCALE: 1/4" = 1'-0"



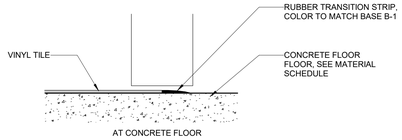
DOOR PANEL TYPES
SCALE: 1/4" = 1'-0"



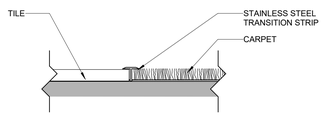
DOOR FRAME TYPES
SCALE: 1/4" = 1'-0"



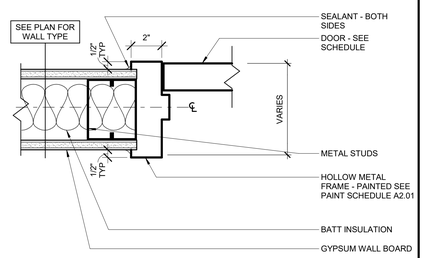
8 CORNER BEAD DETAIL
SCALE: 6" = 1'-0"



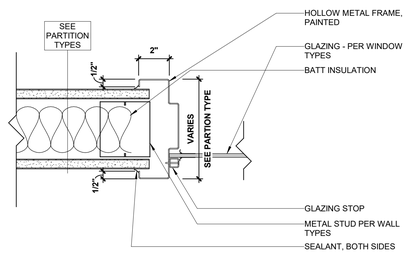
7 DETAIL - CONCRETE TO TILE TRANSITION
SCALE: 6" = 1'-0"



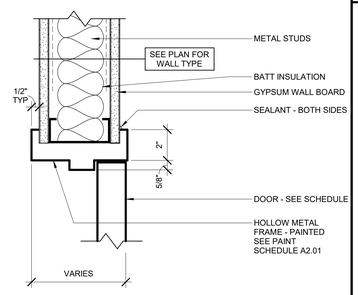
6 DETAIL - CARPET TO TILE TRANSITION
SCALE: 6" = 1'-0"



2 JAMB
SCALE: 3" = 1'-0"



5 JAMB DETAIL
SCALE: 3" = 1'-0"



1 HEAD
SCALE: 3" = 1'-0"

GENERAL NOTES

1 KEYNOTES

LEGEND

HM	HOLLOW METAL
SC	SOLID-CORE
STL	STEEL
AL	ALUMINUM
PR	PAIR
X	GLASS TYPE, SEE SPECIFICATIONS
	CLEAR GLAZING

GLAZING TYPES:

G1	INTERIOR 1/4" FULLY TEMPERED SAFETY GLAZING

NOTE: REFER TO SPECIFICATION FOR FULL DESCRIPTION OF GLAZING TYPES

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT MICHAEL ANDREW KIMSEY 25557 STATE OF TEXAS 10/28/2024

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Project
TOWN OF ADDISON SERVICE CENTER LOBBY
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

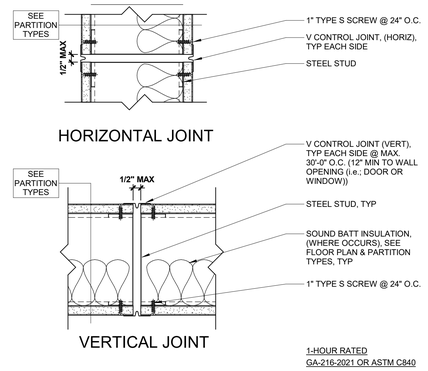
Owner
TOWN OF ADDISON

PERMIT SET

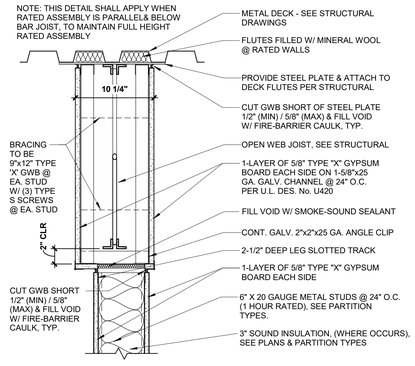
REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
SCHEDULES AND DETAILS

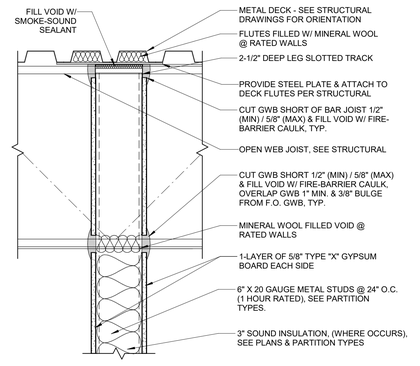
Date: 10/28/2024
Sheet No:
A2.11



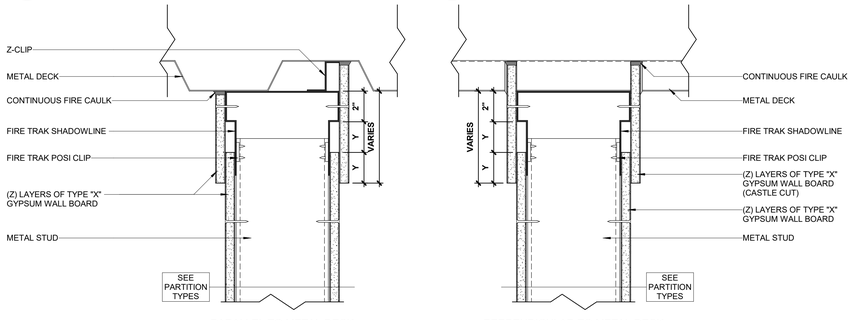
5 STUD CONTROL JOINT DETAIL
SCALE: 3" = 1'-0"



7 WALL AT BAR JOIST
SCALE: 1 1/2" = 1'-0"

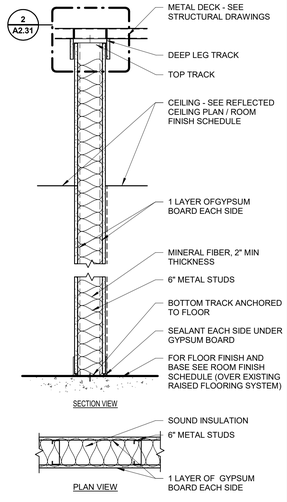


3 1HR RATED WALL PERP TO FRAMING
SCALE: 1 1/2" = 1'-0"



NOTE:
1. REFER TO STRUCTURAL DRAWINGS FOR DEFLECTION REQUIREMENT (SHOWN AS "Y")
2. ONLY (1) LAYER OF TYP "X" GYPSUM WALL BOARD SHOWN FOR CLARITY, SEE PARTITION TYPES FOR ACTUAL NUMBER OF LAYERS REQUIRED (SHOWN AS "Z")

2 HEAD-OF-WALL DEFLECTION DETAIL
SCALE: 3" = 1'-0"



NOTE:
INSULATION RODS TO BE USED TO HOLD INSULATION IN PLACE

PARTITION TYPE ACOUSTICAL PARTITION - STC 45 F2
SCALE : 1 1/2" = 1'-0"

GENERAL NOTES

1. PARTITION TYPE DETAILS DENOTING "X" AS THE STUD CONFIGURATION APPLY TO MULTIPLE PARTITION TYPES.
2. NUMBER SHOWN INDICATES STUD SIZE AND GYP BD CONFIGURATION (DETAILS WITH THE SAME NUMBER ALL HAVE THE SAME GENERAL CONSTRUCTION), REFER TO STUD CONFIGURATION FOR ATTACHMENT CONDITION
3. REFER TO PARTITION SCHEDULE FOR SILL AND HEAD DETAILS
4. PROVIDE A 1" MINIMUM GAP BETWEEN PARTITIONS, U.N.O.

1 KEYNOTES

LEGEND

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT MICHAEL ANDREW KIMSEY 25557 STATE OF TEXAS
10/28/2024

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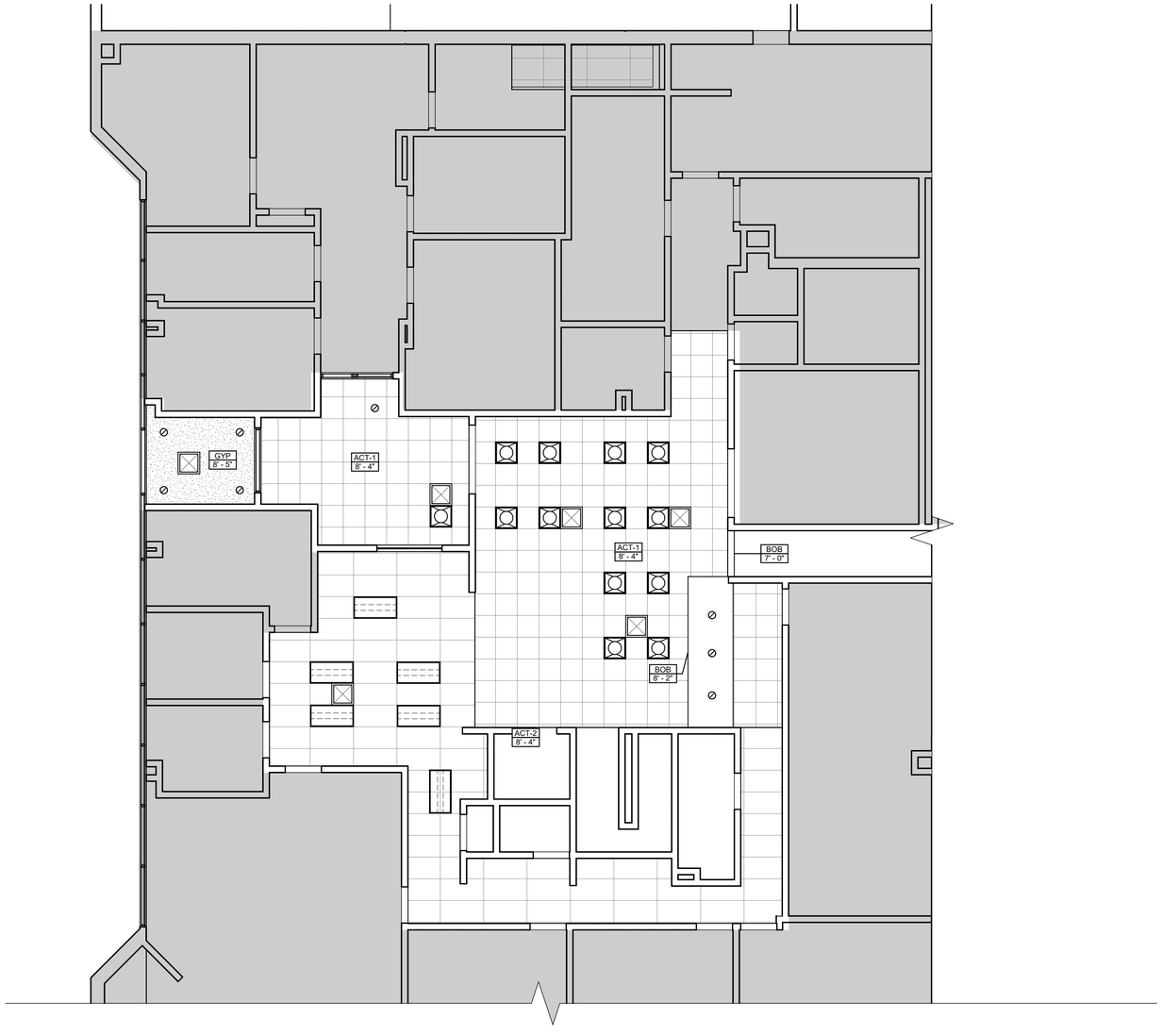
REV	DATE	DESCRIPTION

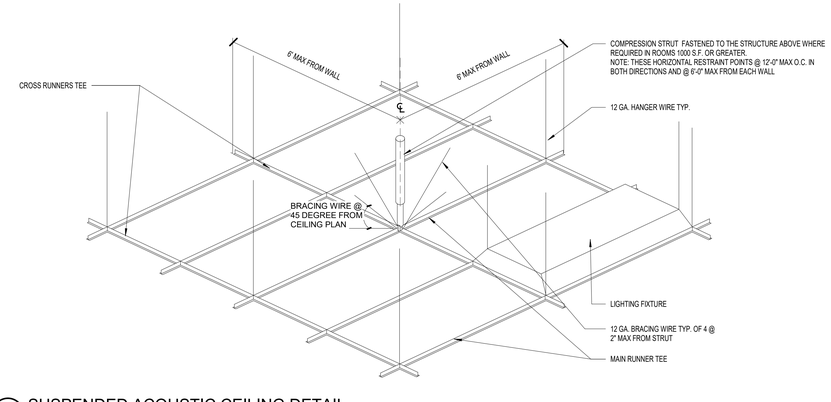
Sheet Title
PARTITION TYPES AND DETAILS

Date: 10/28/2024
Sheet No:
A2.31



1 REFLECTED CEILING PLAN - LEVEL 1
SCALE: 3/16" = 1'-0"

NORTH



2 SUSPENDED ACOUSTIC CEILING DETAIL
SCALE: 1/2" = 1'-0"

GENERAL NOTES

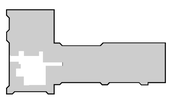
KEYNOTES

1. REPAIR/REPLACE ACT WHERE DAMAGED BY DEMOLITION OF WALLS
2. EXISTING SUPPLY/RETURN DIFFUSERS TO REMAIN

LEGEND

- 2'X4' ACOUSTIC CEILING TILE (ACT-1)
- GYPSUM BOARD CEILING (C-2)
- 2'X4' TROFFER LIGHT

KEYPLAN



tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

REGISTERED ARCHITECT
MICHAEL ANDREW MORGAN
25557
STATE OF TEXAS
10/28/2024

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Addison, TX 75001

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REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
FIRST FLOOR CEILING PLAN

Date: 10/28/2024
Sheet No:
A3.01

GENERAL NOTES

1. PERFORM ALL WORK IN ACCORDANCE WITH ALL APPLICABLE CODES AND AUTHORITIES HAVING JURISDICTION. PROVIDE ALL PERMITS, INSPECTIONS, LICENSES AND FEES. FURNISH ALL LABOR, EQUIPMENT, SUPPLIES AND MATERIALS NECESSARY TO PROVIDE COMPLETE AND OPERATIONAL SYSTEMS.

2. THE DRAWINGS AND SPECIFICATIONS INDICATE THE GENERAL DESIGN AND ARRANGEMENT OF PIPES, FIXTURES, EQUIPMENT, SYSTEMS, ETC. INFORMATION SHOWN IS DIAGRAMMATIC IN CHARACTER AND DOES NOT NECESSARILY INDICATE EVERY REQUIRED OFFSET, FITTING, ETC. DO NOT SCALE THE DRAWINGS FOR DIMENSIONS. TAKE ALL DIMENSIONS, MEASUREMENTS, EQUIPMENT LOCATIONS, LEVELS, ETC FROM THE ARCHITECTURAL DRAWINGS AND FROM THE EQUIPMENT TO BE FURNISHED. PIPING MAY BE RELOCATED OR OFFSET FOR PROPER CLEARANCES OR TO AVOID CONFLICTS WITH OTHER TRADES. THE DESIGN INTENT (I.E. PITCHES, VELOCITIES, PRESSURE DROPS, VOLTAGE DROPS, ETC) CANNOT BE GREATLY ALTERED WITHOUT THE APPROVAL OF THE ARCHITECT. THE COST OF THESE DEVIATIONS TO AVOID INTERFERENCE'S SHALL BE PART OF THE ORIGINAL CONTRACT BID.

3. CONFER AND COOPERATE WITH ALL OTHER TRADES TO COORDINATE THEIR WORK. COORDINATION SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO MATERIALS AND EQUIPMENT ROUTED IN CEILING AND WALL CAVITIES, EQUIPMENT ARRANGEMENT IN MECHANICAL SPACES, INCLUDING EQUIPMENT CLEARANCE REQUIREMENTS, ELEVATIONS AND DIMENSIONS OF STRUCTURAL MEMBERS AND OPENINGS, ETC. NOTIFY THE ARCHITECT OF ANY CONFLICTS.

4. BASE FINAL INSTALLATION OF MATERIALS AND EQUIPMENT ON ACTUAL DIMENSIONS AND CONDITIONS AT THE PROJECT SITE. FIELD MEASURE FOR MATERIALS AND EQUIPMENT REQUIRING EXACT FIT. NO EXTRAS WILL BE GIVEN FOR THE CONTRACTOR'S FAILURE TO FIELD COORDINATE.

5. THE OWNER OR ENGINEER ARE NOT RESPONSIBLE FOR THE CONTRACTOR'S SAFETY PRECAUTIONS OR FOR MEANS, METHODS, TECHNIQUES, CONSTRUCTION SEQUENCES, OR PROCEDURES REQUIRED TO PERFORM THE WORK.

6. LOCATE ALL EQUIPMENT THAT MUST BE SERVICED, OPERATED, OR MAINTAINED IN FULLY ACCESSIBLE POSITIONS. EQUIPMENT SHALL INCLUDE (BUT NOT LIMITED TO) VALVES, MOTORS, CONTROLLERS, SWITCHGEAR, AND DRAIN POINTS IF REQUIRED FOR BETTER ACCESSIBILITY. FURNISH ACCESS DOORS FOR THIS PURPOSE. MINOR DEVIATIONS FROM THE DRAWINGS MAY BE ALLOWED TO PROVIDE FOR BETTER ACCESSIBILITY. ANY CHANGES SHALL BE APPROVED BY THE ARCHITECT AND CONSTRUCTION MANAGER/GENERAL CONTRACTOR PRIOR TO MAKING THE CHANGE.

7. PROVIDE ACCESS DOORS, WALL OPENINGS, ROOF OPENINGS OR ANY OTHER CONSTRUCTION REQUIREMENT NEEDED TO ACCOMMODATE THE MECHANICAL EQUIPMENT. LOCATIONS OF THESE OPENINGS SHALL BE SUBMITTED IN SUFFICIENT TIME TO BE INSTALLED IN THE NORMAL COURSE OF WORK.

8. COORDINATE ELECTRICAL REQUIREMENTS OF APPROVED MECHANICAL EQUIPMENT WITH THE ELECTRICAL SUB-CONTRACTOR PRIOR TO THE PURCHASE AND INSTALLATION OF ANY ELECTRICAL EQUIPMENT, DEVICES, WIRING, OR CONDUIT.

9. PROVIDE GENERAL CONTROL WIRING, THERMOSTATS, MOTORIZED DAMPERS AND CONDUIT ASSOCIATED WITH HVAC EQUIPMENT. COORDINATE THE LOCATION OF ALL THERMOSTATS, ROOM SENSORS, ETC WITH THE ARCHITECT AND ALL OTHER TRADES PRIOR TO INSTALLATION. IF A CONFLICT WITH MILLWORK, LIGHT SWITCHES, WINDOWS, ETC EXISTS, NOTIFY THE ARCHITECT OF THE POTENTIAL INTERFERENCE PRIOR TO I NSTALLATION. INSTALL THERMOSTATS WITH PROTECTIVE LOCKING COVER, CENTERED AT 4'-0" ABOVE FINISHED FLOOR, UNLESS OTHERWISE INDICATED. COMPLY WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) AND THE TEXAS ACCESSIBILITY'S STANDARD (TAS).

10. ALL DIMENSIONS SHOWN ON THE DRAWINGS FOR DUCTWORK ARE NET INSIDE CLEAR DIMENSIONS. FOR RECTANGULAR DUCT, THE FIRST FIGURE OF THE DUCT SIZE INDICATES THE DIMENSION OF THE FACE SHOWN. VERIFY THAT THE DUCTWORK SPECIFIED WILL FIT IN THE SPACE AVAILABLE USING THE ARCHITECTURAL, STRUCTURAL AND ELECTRICAL DRAWINGS AS REFERENCE PRIOR TO FABRICATION AND INSTALLATION. ROUND DUCT OF EQUAL NET INSIDE CLEAR AREA MAY BE USED IN LIEU OF RECTANGULAR DUCT.

11. PROVIDE TURNING VANES ON ALL RECTANGULAR SUPPLY, OUTDOOR AIR, EXHAUST AND RETURN DUCTWORK INCLUDING THE TOP AND BOTTOM OF VERTICAL DUCTS.

12. PROVIDE A LOCKING QUADRANT VOLUME DAMPER AT THE TAP OF EACH RUN-OUT TO DIFFUSERS FOR BALANCING PURPOSES, UNLESS OTHERWISE INDICATED. THE RUN-OUT DUCT SIZE IS THE SAME SIZE AS THE DIFFUSER OR GRILLE NECK SIZE UNLESS OTHERWISE INDICATED.

13. CEILING SPACE IS NEEDED AS A RETURN AIR PLENUM IN CERTAIN AREAS. FOLLOW ALL APPLICABLE CODES AS TO MATERIALS ALLOWED FOR USE IN AIR PLENUMS. COORDINATE ALL WORK TO PROVIDE FREE RETURN OF AIR FROM ALL LOCATIONS.

14. REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION OF ALL FIRE RATED WALLS AND CEILINGS. PROVIDE FIRE DAMPERS AND/OR COMBINATION FIRE/SMOKE DAMPERS IN DUCTWORK AT ALL LOCATIONS WHERE DUCTS PASS THROUGH FIRE RATED ASSEMBLY. MECHANICAL SUB-CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND INSTALLING FIRE AND FIRE/SMOKE DAMPERS. COORDINATE CONSTRUCTION REQUIREMENTS AND PROVISIONS FOR CONNECTIONS TO FIRE ALARM SYSTEM.

15. ALL DUCTWORK SHALL BE SHEET METAL FABRICATED IN ACCORDANCE WITH SMACNA STANDARDS. ALL DUCT WORK ON VAV SYSTEMS FROM AHU TO TERMINAL UNIT SHALL BE CONSTRUCTED TO 6" W.G. AND SEALED TO SMACNA CLASS A. DUCT WORK DOWN STREAM OF TERMINAL UNITS SHALL BE CONSTRUCTED TO 1" W.G. AND SEALED TO SMACNA CLASS B. ALL DUCT WORK ASSOCIATED WITH CONSTANT VOLUME SYSTEMS SHALL BE CONSTRUCTED TO 2" W.G. AND SEALED TO SMACNA CLASS B. SEAL ALL SEAMS WITH MASTIC SEALANT UL 181 LISTED FOR THE APPLICATION USED. SEALANT SHALL BE DESIGNED FOR USE ON METAL DUCT ANDFLEXIBLE DUCT.

16. SUPPLY AND RETURN DUCTWORK LOCATED OUTSIDE, EXPOSED TO AMBIENT CONDITIONS SHALL BE DOUBLE-WALL CONSTRUCTION, WELDED, AND INTERNALLY LINED WITH 2" DUCT LINER. BREAK SHEET METAL IN A MANNER TO PREVENT STANDING WATER ON ANY HORIZONTAL DUCT SURFACES AND TO AVOID ANY RUNOFF INTO BUILDING AT DUCT ENTRY POINTS.

17. ALL RECTANGULAR AND ROUND SUPPLY AND RETURN DUCTWORK LOCATED IN EXPOSED INTERIOR AREAS SHALL BE INTERNALLY LINED WITH DUCT LINER AND EXTERNALLY PAINTED. REFER TO ARCHITECT FOR COLOR SELECTION.

18. INSTALL DX PIPING AS SPECIFIED, INCLUDING FILTER/DRYER, SIGHT GLASS, ISOLATION/CHARGING VALVES AND ALL APPURTENANCES PER MANUFACTURER'S RECOMMENDATIONS. INSTALLATION SHALL BE ACCOMPLISHED IN A NEAT AND ORDERLY FASHION, AS APPROVED BY THE ENGINEER. COORDINATE FOR ROUTING OF DX PIPING, UP INSIDE OF WALLS, ETC. AS REQUIRED, TERMINATING AT AHU'S PROVIDE BRACING/ISOLATION, AS REQUIRED TO PREVENT VIBRATION OF DX PIPING INSIDE WALLS, ETC. SIZE, ROUTE AND INSULATE DX PIPING PER MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATION REQUIREMENTS.

19. PROVIDE VIBRATION ISOLATORS FOR MOTOR DRIVEN EQUIPMENT UNLESS NOTED OTHERWISE. PROVIDE ISOLATION AS INDICATED OR AS RECOMMENDED BY THE EQUIPMENT MANUFACTURER.

20. SOME DUCTS SHOWN ON EACH FLOOR PLAN MAY BE SHOWN WITH AN OFFSET FOR CLARITY.

21. SEAL ALL DUCT PENETRATIONS THROUGH FIRE RATED BUILDING ELEMENTS WITH AN APPROVED FIRE ROOFING MATERIAL.

22. ALL EQUIPMENT SHALL HAVE IDENTIFICATION TAGS. TAGS SHALL BE PLASTIC LAMINATE, WHITE FACE WITH 1/2" TALL BLACK LETTERS. THE TAG SHALL MATCH THE UNIT DESIGNATIONS SHOWN ON THE SCHEDULES.

23. EXPAND OR REDUCE DUCTS AT EQUIPMENT CONNECTIONS BASED ON THE EQUIPMENT PURCHASED, WITH TRANSITIONS NOT TO EXCEED 30 DEGREES. SIZES SHOWN ON SCHEDULES, ETC. ARE FOR GUIDANCE ONLY. ASPECT RATIO SHALL BE NO GREATER THAN 4:1, PER SMACNA'S GUIDELINES.

24. ALL DUCTS WITH A DIMENSION GREATER THAN 12" PASSING THRU A NON-RATED WALL SHALL HAVE THE OPENING FRAMED IN WITH METAL STUDS. COORDINATE OPENING SIZE AND LOCATION WITH OTHER TRADES.

25. WHERE DAMPERS ARE LOCATED ABOVE HARD CEILINGS PROVIDE CONCEALED YOUNG REGULATORS. REGULATORS SHALL NOT BE LOCATED IN CORRIDORS, PATEINT CARE, OR TREATMENT AREAS. EACH REGULATOR SHALL BE LABLE PER THE SPECIFICATIONS.

26. TEST AND BALANCE SHALL BE PERFORMED BY AN AABC LICENSED FIRM IN THE TESTING, ADJUSTING, AND BALANCING (TAB) BUSINESS FOR A MINIMUM OF 10 YEARS. AABC FIRM SHALL SUBMIT A REPORT TO THE ENGINEER OF RECORD INDICATING EQUIPMENT NAMEPLATE DATA, DESIGN PERFORMANCE, INITIAL TESTED PERFORMANCE, AND FINAL ADJUSTED PERFORMANCE. REPORT SHALL BE SUBMITTED IN A TIMELY FASHION PRIOR TO JOB CLOSE-OUT. TAB SHALL BE PERFORMED ON ALL NEW SYSTEMS SPECIFIED AND ON ALL EXISTING SYSTEMS MODIFIED AS PART OF THIS CONTRACT. TAB FIRM SHALL PERFORM A FUNCTIONAL PERFORMANCE TEST OF THE SYSTEM BASED ON THE CONTRACT DOCUMENTS HEREIN SHALL AND RELAY ALL DISCREPANCIES AND OUTSTANDING CONSTRUCTION ITEMS RELATING TO THE MECHANICAL EQUIPMENT AND PERFORMANCE TO THE ENGINEER OF RECORD.

BASIS OF MECHANICAL DESIGN

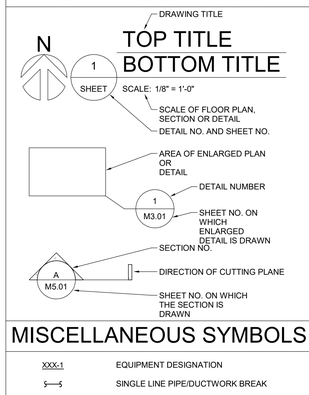
PRIMARY MECHANICAL CODES:
MECHANICAL: 2024 INTERNATIONAL MECHANICAL CODE W/ AMENDMENTS
ENERGY: 2018 INTERNATIONAL ENERGY CODE W/ AMENDMENTS

PROJECT DESIGN VALUES:

OUTDOOR DESIGN TEMPERATURES (SUMMER):	101.6°F (DRYBULB), 74.7°F (WETBULB)
AMBIENT TEMPERATURE AT OUTDOOR UNITS:	105°F (DRYBULB, SUMMER)
OUTDOOR DESIGN TEMPERATURE (WINTER):	24.7°F (DRYBULB)
INDOOR DESIGN TEMPERATURE (SUMMER):	75°F (DRYBULB), 50% (RELATIVE HUMIDITY)
INDOOR DESIGN TEMPERATURE (WINTER):	70°F (DRYBULB)
OUTSIDE AIR REQUIREMENTS:	PER 2024 IMC TABLE 403.3.1.1

MECHANICAL SYMBOL LEGEND

GRAPHIC SYMBOLS



MISCELLANEOUS SYMBOLS

XXX-1	EQUIPMENT DESIGNATION
	SINGLE LINE PIPE/DUCTWORK BREAK
	DOUBLE LINE PIPE/ROUND DUCTWORK BREAK
	RECTANGULAR DUCT/STANDARD BREAK
1	KEYED NOTE
1	REVISION DELTA
	POINT OF DISCONNECTION
	POINT OF CONNECTION (NEW TO EXISTING)
	NEW ITEMS (PIPING/DUCTWORK/EQUIPMENT)
	EXISTING ITEMS TO REMAIN
	EXISTING ITEMS TO BE DEMOLISHED
	LIMIT OF EXISTING ITEMS TO BE REMOVED
	NEW CONNECTION TO EXISTING ITEM
(N)	NEW ITEM (NOTATION SHOWN AS NECESSARY FOR CLARIFICATION)
(E)	EXISTING ITEM TO REMAIN (NOTATION SHOWN AS NECESSARY FOR CLARIFICATION)
(F)	FUTURE ITEM (NOTATION SHOWN AS NECESSARY FOR CLARIFICATION)
(R)	EXISTING ITEM TO BE RELOCATED (NOTATION SHOWN AS NECESSARY FOR CLARIFICATION)
(D)	EXISTING ITEM TO BE DEMOLISHED (NOTATION SHOWN AS NECESSARY FOR CLARIFICATION)

CONTROL SYMBOLS

WALL MOUNTED DEVICES

T	TEMPERATURE SENSOR/THERMOSTAT
H	HUMIDITY SENSOR/HUMIDISTAT
M	MOTION SENSOR
R	OVERRIDE SWITCH
CO2	CARBON DIOXIDE SENSOR
CO	CARBON MONOXIDE SENSOR
VFD	VARIABLE FREQUENCY DRIVE

EQUIPMENT SYMBOLS

	ROOFTOP EXHAUST FAN (ROOF PLAN VIEW)
	ROOFTOP EXHAUST FAN (ROOF PLAN VIEW)
	INLINE EXHAUST FAN (EF), AIR HANDLING UNIT (AHU), CONDENSING UNIT (CU)
	WALL LOUVER WITH POSITIVE OR NEGATIVE AIRFLOW
UC	DOOR UNDERCUT (SPECIFY CFM IF REQUIRED)
LD	DOOR LOUVER (SPECIFY CFM IF REQUIRED)

DUCTWORK SYMBOLS

DOUBLE LINE	SINGLE LINE	DESCRIPTION
AxB	AxB	RECTANGULAR OR SQUARE DUCT, DIMENSIONS ARE IN INCHES, MIN. INSIDE CLEAR, A = WIDTH, B= HEIGHT
A"Ø	A"Ø	ROUND DUCT DIMENSIONS ARE IN INCHES, MIN. INSIDE CLEAR, A = DIAMETER
AxBØ	AxBØ	FLAT OVAL DUCT DIMENSIONS ARE IN INCHES, MIN. INSIDE CLEAR, A = WIDTH, B= HEIGHT
R D	R D	DUCTWORK RISE (R) OR DROP (D) RELATIVE TO DIRECTION OF AIRFLOW
		DIRECTION OF AIR FLOW
		SUPPLY AIR OR POSITIVE PRESSURE DUCTWORK, SECTION TOWARDS/AWAY VIEWER
		SUPPLY AIR OR POSITIVE PRESSURE DUCTWORK, AIRFLOW AWAY FROM VIEWER
		RETURN AIR OR NEGATIVE PRESSURE DUCTWORK, AIRFLOW TOWARDS VIEWER
		RETURN AIR OR NEGATIVE PRESSURE DUCTWORK, AIRFLOW AWAY FROM VIEWER
		EXHAUST AIR DUCTWORK, AIRFLOW TOWARDS VIEWER
		EXHAUST AIR DUCTWORK, AIRFLOW AWAY FROM VIEWER
		RIGID ROUND DUCTWORK, AIRFLOW TOWARDS VIEWER
		RIGID ROUND DUCTWORK, AIRFLOW AWAY FROM VIEWER
		TRANSITION - ECCENTRIC REDUCER
		TRANSITION - CONCENTRIC REDUCER
		TRANSITION - SQUARE TO ROUND
		90° ELBOW WITH TURNING VANES (REQUIRED ON SUPPLY DUCTWORK)
		90° ELBOW WITHOUT TURNING VANES (RETURN OR EXHAUST DUCTWORK ONLY)
		45° ELBOW WITH TURNING VANES (REQUIRED ON SUPPLY DUCTWORK)
		45° ELBOW WITHOUT TURNING VANES (RETURN OR EXHAUST DUCTWORK ONLY)
W R		RADIUS 90° ELBOW (R = 1.5W)
W R		RADIUS 45° ELBOW (R = 1.5W)
A"Ø	A"Ø	SPIN-IN FITTING WITH FLEXIBLE DUCTWORK, DIMENSIONS ARE IN INCHES, MIN. INSIDE CLEAR, A = DIAMETER
		BRANCH TAKE-OFF WITH MVD
		CONICAL TAKE-OFF WITH MVD
		MANUAL VOLUME DAMPER
FD	FD	FIRE DAMPER
FSD	FSD	FIRE/SMOKE DAMPER
SD	SD	SMOKE DAMPER
BDD	BDD	BACKDRAFT DAMPER
M	M	MOTORIZED DAMPER
B	B	BAROMETRIC DAMPER
S	S	SMOKE DETECTOR

DUCTWORK SYMBOLS

DOUBLE LINE	SINGLE LINE	DESCRIPTION
SP	SP	STATIC PRESSURE SENSOR
T	T	TEMPERATURE SENSOR
H	H	HUMIDITY SENSOR
CO2	CO2	CARBON DIOXIDE SENSOR
DP	DP	DIFFERENTIAL PRESSURE SENSOR
DPS	DPS	DIFFERENTIAL PRESSURE SAFETY SHUT-DOWN RELAY
AF	AF	AIRFLOW PROOF SWITCH
		ACCESS PANEL/CLEANOUT

AIR DISTRIBUTION

REFER TO SCHEDULE FOR ADDITIONAL INFORMATION

	SUPPLY AIR DIFFUSER
	RETURN AIR OR TRANSFER AIR GRILLE
	EXHAUST AIR GRILLE
	ROUND SUPPLY AIR DIFFUSER
	LINEAR SLOT DIFFUSER
CRD	CEILING RADIATION DAMPER
	SIDEWALL REGISTER
	DUCT MOUNTED GRILLE
S1 8"Ø 250 TYP OF 2	AIR DISTRIBUTION CALLOUT

THIS IS A STANDARD LEGEND SHEET. SOME INFORMATION ON THIS SHEET MAY NOT NECESSARILY APPLY TO THIS PROJECT.

AIR DEVICE SCHEDULE

MARK	SERVES	FACE SIZE	MOUNTING	MATERIAL	MANUFACTURER MAKE AND MODEL	MAX NC	REMARKS
R1	RETURN	24"x24"	CEILING	ALUMINUM	TITUS PAR	25	1,2,3,4

NOTES:
1. UNITS SHALL BE FURNISHED WITH APPROPRIATE FRAMES, ETC. FOR MOUNTING IN RESPECTIVE CEILING/WALL TYPES AND CONDITIONS
2. OR APPROVED EQUAL
3. TRANSITION FROM BACK OF AIR DEVICE TO DUCT SIZE SHOWN ON PLANS.
4. ARCHITECT TO SELECT AIR DEVICE FROM MANUFACTURER'S FULL COLOR CATALOG PRIOR TO ORDERING.

ABBREVIATIONS

A (0.5)	COMPRESSED AIR (WORKING PRESS.)	FCU	FAN COIL UNIT	POS	POSITIVE
AAV	AUTOMATIC AIR VENT	FD	FLOOR DRAIN	PR	PUMPED RETURN
ABV	ABOVE	°F	FAHRENHEIT [DEGREES]	PG	PRESSURE GAUGE
AC	ALTERNATING CURRENT	FLA	FULL LOAD AMPS	PH	PHASE
A/C	AIR CONDITIONING	FLG	FLANGE	PHC	PREHEAT COIL
ACU	AIR CONDITIONING UNIT	FMS	FACILITY MANAGEMENT SYSTEM	PRV	PRESSURE REDUCING VALVE
AD	ACCESS DOOR, AREA DRAIN	FOB	FLAT ON BOTTOM	PPM	PARTS PER MILLION
AFF	ABOVE FINISHED FLOOR	FOT	FLAT ON TOP	PLBG	PLUMBING
AHU	AIR HANDLING UNIT	FPB	FAN POWERED BOX	PRESS	PRESSURE
AI	ANALOG INPUT	FPI	FINS PER INCH	PS	PRESSURE SWITCH
ALT	ALTITUDE	FPM	FEET PER MINUTE	PSF	POUNDS PER SQUARE FOOT
AMB	AMBIENT	FPS	FEET PER SECOND	PSI	POUNDS PER SQUARE INCH
AMP	AMPERE	FRP	FIBERGLASS REINFORCED PLASTIC	PSIG	POUNDS PER SQUARE INCH GAUGE
AO	ANALOG OUTPUT	FT	FOOT, FEET	PTAC	PACKAGED TERMINAL A/C
AP	ACCESS PANEL	FT LB	FOOT-POUND		
APD	AIR PRESSURE DROP			Q	TOTAL, TOTAL HEAT
APPROX	APPROXIMATE	GA	GAUGE, GAGE	QT	QUART
AS	AIR SEPARATOR	GAL	GALLON	QTY	QUANTITY
ASC	ABOVE SUSPENDED CEILING	GALV	GALVANIZED		
AHJ	AUTHORITY HAVING JURISDICTION	GEN	GENERATOR	R	RELIEF, THERMAL RESISTANCE
AVG	AVERAGE	GPD	GALLONS PER DAY	RA	RETURN AIR
AWG	AMERICAN WIRE GAUGE	GPH	GALLONS PER HOUR	RAC	ROOM AIR CONDITIONER
		GPM	GALLONS PER MINUTE	RECT	RECTANGULAR
B&S	BELL & SPIGOT	GSW	GROUND SOURCE WATER (GEOTHERMAL)	REFR	REFRIGERATION
B/B	BACK TO BACK	GTV	GATE VALVE	RET	RETURN
BAL	BALANCE			RED	REDUCER
BBR	BASE BOARD RADIATOR	HC	HEATING COIL	REV	REVOLUTIONS
BFC	BELOW FINISHED CEILING	HD	HEAD	REF	REFERENCE
BFG	BELOW FINISHED GRADE	HG	HEAT GAIN	RH	RELATIVE HUMIDITY
BFV	BUTTERFLY VALVE	HGT	HEIGHT	RHC	REHEAT COIL
BFBP	BOILER FEED BOOSTER PUMP	HP	HEAT PUMP, HORSEPOWER	RHG	REFRIGERANT HOT GAS
BFW	BOILER FEED WATER	HPC	HIGH PRESSURE CONDENSATE	RHV	REHEAT VALVE
BLDG	BUILDING	HPS	HIGH PRESSURE STEAM (>100 PSI)	RL	REFRIGERANT LIQUID
BHP	BRAKE HORSEPOWER	HR	HOUR	RPM	REVOLUTIONS PER MINUTE
BLR	BOILER	HS	HUMIDITY SENSOR	RPS	REVOLUTIONS PER SECOND
BLW	BELOW	HSTAT	HUMIDISTAT	RS	REFRIGERANT SUCTION
BO	BLOWOFF	HVAC	HEATING, VENTILATION AND A/C	RTU	ROOF TOP UNIT
BOD	BOTTOM OF DUCT	HW	HEATING WATER	RV	RELIEF VALVE
BOP	BOTTOM OF PIPE	HWB	HEATING WATER BOILER		
BOS	BOTTOM OF STEEL	HWC	HEATING WATER COIL	S	SECOND
BTU	BRITISH THERMAL UNIT	HWCP	HEATING WATER CIRCULATING PUMP	SA	SUPPLY AIR
BTUH	BRITISH THERMAL UNIT PER HOUR	HWP	HEATING WATER PUMP	SAT	SATURATION
BV	BALL VALVE	HWR	HEATING WATER RETURN	SC	SHADING COEFFICIENT
BYP	BYPASS	HWS	HEATING WATER SUPPLY	SEER	SEASONAL EER
		HWT	HEATING WATER TANK	SF	SQUARE FEET
°C	CELSIUS [DEGREES]	HZ	HERTZ (FREQUENCY)	SG	SPECIFIC GRAVITY, STEAM GAUGE
C/C	COOLING COIL			SH	SENSIBLE HEAT
CAP	CAPACITY	I/O	INPUT/OUTPUT	SHG	SENSIBLE HEAT GAIN
CD	CONDENSATE DRAIN	ID	INSIDE DIAMETER	SHGC	SOLAR HEAT GAIN COEFFICIENT
CF	CHEMICAL FEED	IE	INVERT ELEVATION	SHR	SENSIBLE HEAT RATIO
CFM	CUBIC FEET PER MINUTE	IN WC	INCHES WATER COLUMN	SOLV	SOLENOID VALVE
CFS	CUBIC FEET PER SECOND	INV	INVERT	SOV	SHUT OFF VALVE
CH	CHILLER	IOM	INSTALLATION, OPERATION, AND MAINTENACE	SP	STATIC PRESSURE, SUMP PUMP
CHW	CHILLED WATER			SPEC	SPECIFICATION
CHWP	CHILLED WATER PUMP	IP	IRON PIPE	SPLY	SUPPLY
CHWPP	CHILLED WATER PRIMARY PUMP	IPS	IRON PIPE SIZE, INCHES PER SECOND	SPS	STATIC PRESSURE SENSOR
CHWR	CHILLED WATER RETURN	IPT	IRON PIPE THREADED	SQ	SQUARE
CHWS	CHILLED WATER SUPPLY	IR	INFRARED	SSP	STAINLESS STEEL PIPE
CHWSP	CHILLED WATER SECONDARY PUMP	IW	INDIRECT WASTE	SST	STAINLESS STEEL
CI	CAST IRON			STD	STANDARD
CIP	CAST IRON PIPE	K	KELVIN, THERMAL CONDUCTIVITY	STM	STEAM
CKT	CIRCUIT	KIP	THOUSAND POUNDS	STR	STRAINER
CKV	CHECK VALVE	KIP FT	THOUSAND FOOT-POUNDS	STWP	STEAM WORKING PRESSURE
CL	CENTER LINE (℄)	KW	KILOWATT	SUCT	SUCTION
CONN	CONNECTION	KWh	KILOWATT HOUR	SUP	SUPPLY
CPD	CONDENSATE PUMP DISCHARGE			SV	SAFETY VALVE
CRAC	COMPUTER ROOM A/C UNIT	LAT	LEAVING AIR TEMPERATURE		
CRP	CONDENSATE RETURN PUMP	LB	POUNDS	T	TEMPERATURE SENSOR
CT	COOLING TOWER	LDBT	LEAVING DRY BULB TEMPERATURE	T&P	TEMPERATURE AND PRESSURE
CU	CONDENSING UNIT	LF	LINEAR FEET	TCV	TEMPERATURE CONTROL VALVE
CU FT	CUBIC FEET	LG	LENGTH	TD	TEMPERATURE DIFFERENCE
CU IN	CUBIC INCH	LH	LATENT HEAT	TEMP	TEMPERATURE
CUH	CABINET UNIT HEATER	LHG	LATENT HEAT GAIN	TOP	TOP OF PIPE
Cv	COEFFICIENT - VALVE FLOW	LP	LOW PRESSURE	TRANS	TRANSFER
CW	COLD WATER (POTABLE)	LPC	LOW PRESSURE CONDENSATE	TSTAT	THERMOSTAT
CWP	CONDENSER WATER PUMP	LPS	LOW PRESSURE STEAM (<15 PSI)		
CWR	CONDENSER WATER RETURN	LRA	LOCKED ROTOR AMPS	U	HEAT TRANSFER COEFFICIENT
CWS	CONDENSER WATER SUPPLY	LT	LEAVING TEMPERATURE	U/G	UNDERGROUND
		LTHW	LOW TEMPERATURE HOT WATER	UH	UNIT HEATER
D	DRAIN	LWBT	LEAVING WET BULB TEMPERATURE	UON	UNLESS OTHERWISE NOTED
DB	DRY BULB	LWT	LEAVING WATER TEMPERATURE		
DBT	DRY BULB TEMPERATURE			V	VOLTS
dB	DECIBEL	mA	MILLIAMPERES	VAC	VOLTS ALTERNATING CURRENT
DC	DIRECT CURRENT	MAX	MAXIMUM	VAR	VARIABLE
DDC	DIRECT DIGITAL CONTROL	MCA	MINIMUM CIRCUIT AMPACITY	VAV	VARIABLE AIR VOLUME
DEG	DEGREES [CELSIUS OR FAHRENHEIT]	MCC	MOTOR CONTROL CENTER	VDC	VOLTS DIRECT CURRENT
DENS	DENSITY	MIN	MINIMUM	VEL	VELOCITY
DEWPT	DEW POINT TEMPERATURE	MOCP	MAXIMUM OVERCURRENT PROTECTION	VENT	VENT, VENTILATION
DIA	DIAMETER	MOV	MOTOR OPERATED VALVE	VERT	VERTICAL
DIP	DUCTILE IRON PIPE	MP	MEDIUM PRESSURE	VFD	VARIABLE FREQUENCY DRIVE
DOV	DRAIN OFF VALVE	MPC	MEDIUM PRESSURE CONDENSATE	VP	VELOCITY PRESSURE
DPS	DIFFERENTIAL PRESSURE SENSOR	MPS	MEDIUM PRESSURE STEAM (16-99 PSI)	VRF	VARIABLE REFRIGERANT FLOW
DPT	DIFFERENTIAL PRESSURE TRANSMITTER	MPT	MALE PIPE THREAD	VSD	VARIABLE SPEED DRIVE
DS	DISCONNECT SWITCH	MU	MAKE-UP WATER		
DWV	DRAIN, WASTE & VENT	MVD	MANUAL VOLUME DAMPER	W	WATT
				WB	WET BULB
EA	EXHAUST AIR	NA	NOT APPLICABLE	WBT	WET BULB TEMPERATURE
E/P	ELECTRIC PNEUMATIC	NC	NOISE CRITERIA, NORMALLY CLOSED	WC	WATER COLUMN
EAT	ENTERING AIR TEMPERATURE	NIC	NOT IN CONTRACT	WG	WATER GAGE
ECON	ECONOMIZER	NO	NORMALLY OPEN, NUMBER	WH	WATER HEATER
ECU	EVAPORATIVE COOLING UNIT	NPS	NOMINAL PIPE SIZE	WL	WATER LINE
EDBT	ENTERING DRY BULB TEMPERATURE	NR	NOISE REDUCTION	WLD	WELDED
EDH	ELECTRIC DUCT HEATER	NRC	NOISE REDUCTION COEFFICIENT	WM	WATER METER
EER	ENERGY EFFICIENCY RATIO	NTS	NOT TO SCALE	WNF	WELD NECK FLANGE
EF	EXHUAST FAN			WP	WATER PUMP
EFF	EFFICIENCY	OA	OUTSIDE AIR	WPD	WATER PRESSURE DROP
EL	ELEVATION	OAF	OUTSIDE AIR FAN	WPR	WORKING PRESSURE DROP
ENT	ENTERING	OAI	OUTSIDE AIR INTAKE	WSHP	WATER SOURCE HEAT PUMP
EOV	ELECTRONICALLY OPERATED VALVE	OBD	OPPOSED BLADE DAMPER	WSP	WORKING STEAM PRESSURE
ESP	EXTERNAL STATIC PRESSURE	OD	OUTSIDE DIAMETER	WT	WEIGHT
ET	EXPANSION TANK	OZ	OUNCE		
EUH	ELECTRIC UNIT HEATER			YD	YARD, YARD DRAIN
EVAP	EVAPORATOR	P	PUMP	YR	YEAR
EWBT	ENTERING WET BULB TEMPERATURE	P/E	PNEUMATIC ELECTRIC		
EWT	ENTERING WATER TEMPERATURE	%	PERCENT	Z	ZONE
EXCH	EXCHANGER	PC	PUMPED CONDENSATE		
EXH	EXHAUST	PCC	PRECOOL COIL		
EXP	EXPANSION	PD	PRESSURE DROP		

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

GABRIEL R. GARCIA
125068
LICENSED
PROFESSIONAL ENGINEER
THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY GABRIEL R. GARCIA, PE P125068 ON 11/01/2024

Consultant

IEG
Innovative Engineering Group
www.ieg-usa.com
817.410.2858
TBPELS Firm No. F-5823

PLEASE RECYCLE

Project
TOWN OF ADDISON SERVICE CENTER LOBBY
16801 Westgrove Drive
Addison, TX 75001

Job No: 24-000.00

Owner
TOWN OF ADDISON

PERMIT SET

REVISIONS

REV	DATE	DESCRIPTION

Sheet Title
MECHANICAL SYMBOL LEGEND & SCHEDULE

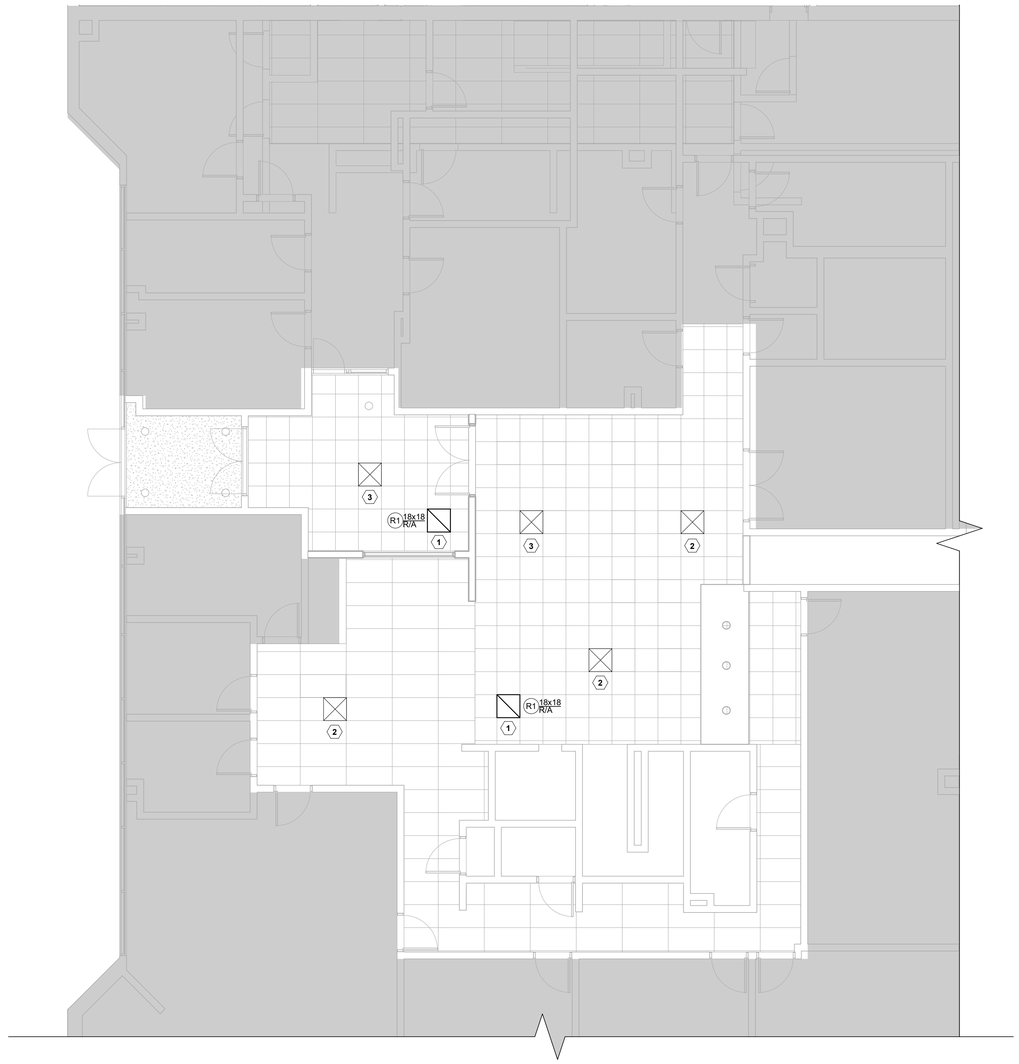
Date: 11/01/2024
Sheet No:
M0.01

NOTES BY SYMBOL

1 PROVIDE NEW RETURN DIFFUSER.

2 EXISTING DIFFUSER TO BE RELOCATED TO POSITION SHOWN. CLEAN AND REPAIR TO LIKE-NEW CONDITION OR REPLACE TO MATCH EXISTING AS REQUIRED. REMOVE/EXTEND DUCTWORK AS REQUIRED.

3 EXISTING DIFFUSER TO REMAIN. CLEAN AND REPAIR TO LIKE-NEW CONDITION.



1 MECHANICAL PLAN - LEVEL 1
SCALE: 3/16" = 1'-0"

NORTH

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

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LICENSED
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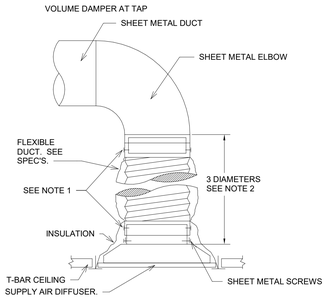
REV	DATE	DESCRIPTION

KEYPLAN

Sheet Title
MECHANICAL PLAN - LEVEL 1

Date: 11/01/2024
Sheet No:

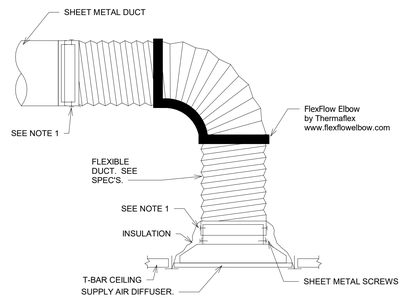
M2.01



NOTES:

1. USE PLENUM COLLARS TO ATTACH FLEXIBLE DUCT . USE SHEET METAL SCREWS AND (2) WRAPS OF TAPE TO SECURE PLENUM COLLARS. ALTERNATE METHOD: BANDING DEVICE OR PANDUIT STRAP, IN LIEU OF SHEET METAL SCREWS. ALL TAPES AND SEALING MATERIALS SHALL COMPLY WITH UL181A FOR RIGID DUCT AND UL181B FOR FLEXIBLE DUCT.
2. SECURE SHEET METAL DROP TO DIFFUSER NECK WITH A MIN. OF (3) SHEET METAL SCREWS AND (2) FULL WRAPS OF TAPE PER UL REQUIREMENTS LISTED IN NOTE 1.
3. ALL FLEX DUCT SHALL BE INSTALLED WITHOUT KINKS, SAGGING, OR SHORT-RADIUS BENDS.

1 M6.01 TYPICAL FLEXDUCT CONNECTIONS
N.T.S.



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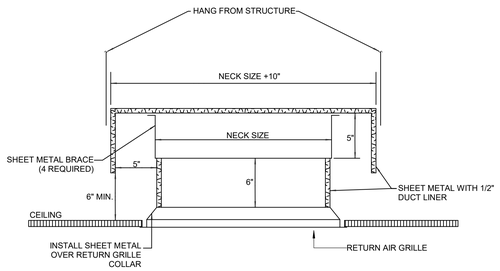
2. IF A MINIMUM OF 2 DIAMETERS OF STRAIGHT RUN IS NOT AVAILABLE ABOVE THE REGISTER USE HARD DUCT SHORT RADIUS CONNECTION.
3. ALL FLEX DUCT SHALL BE INSTALLED WITHOUT KINKS, SAGGING, OR SHORT-RADIUS BENDS.



2 M6.01 TYPICAL RETURN AIR SOUND ATTENUATOR DETAIL
N.T.S.

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

GABRIEL R. GARCIA
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LICENSED
PROFESSIONAL ENGINEER
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REV	DATE	DESCRIPTION

Sheet Title
MECHANICAL DETAILS

Date: 11/01/2024
Sheet No:

M6.01

CODE SUMMARY

NUMBER	NOTE
	GOVERNING CODES:
BUILDING	2024 INTERNATIONAL BUILDING CODE (IBC)
ELECTRICAL	2023 NATIONAL ELECTRICAL CODE (NEC)
ENERGY	2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
FIRE	2024 INTERNATIONAL FIRE CODE (IFC)

COMMON ABBREVIATIONS

NUMBER	NOTE
AFF	ABOVE FINISHED FLOOR
AFG	ABOVE FINISHED GRADE
AHJ	AUTHORITY HAVING JURISDICTION
AL	ALUMINUM
AWG	AMERICAN WIRE GAUGE
BAS	BUILDING AUTOMATION SYSTEM
BFG	BELOW FINISHED GRADE
BLDG	BUILDING
BMS	BUILDING MANAGEMENT SYSTEM
C	CONDUIT
CU	COPPER
DEG, °	DEGREES
DEMO	DEMOLITION
EMT	ELECTRICAL METALLIC TUBING
FT	FEET
G. GND	GROUND
GA	GAUGE
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GFI	GROUND FAULT INTERRUPTER
HZ	HERTZ
IG	ISOLATED GROUND
IN	INCHES
IT	INFORMATION TECHNOLOGY, DATA
L	LENGTH
LBS	POUNDS
LCD	LIQUID CRYSTAL DISPLAY
LED	LIGHT-EMITTING DIODE
LTG	LIGHTING
MAX	MAXIMUM
MDP	MAIN DISTRIBUTION PANEL
MIN	MINIMUM
N/A	NOT APPLICABLE
NEC	NATIONAL ELECTRICAL CODE
NEMA	NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
NO.	NUMBER
OD	OUTSIDE DIAMETER
PA	PUBLIC ADDRESS
PVC	POLYVINYL CHLORIDE
RE:	REFERENCE, REFER
RFI	REQUEST FOR INFORMATION
SE	SERVICE ENTRANCE
TYP	TYPICAL
U/F	UNDER FLOOR
U/G	UNDER GROUND
U/S	UNDER SLAB
UL	UNDERWRITERS LABORATORIES
UNO	UNLESS NOTED OTHERWISE
UON	UNLESS OTHERWISE NOTED
UPS	UNINTERRUPTIBLE POWER SUPPLY
V	VOLTS, VOLTAGE
W	WATTS
W/	WITH
W/O	WITHOUT
WP	WEATHER RESISTANT, WEATHER PROOF

PROJECT GENERAL NOTES

NUMBER	NOTE
1	REFER TO SPECIFICATIONS FOR MATERIALS AND METHODS OF ELECTRICAL CONSTRUCTION.
2	REFER TO ARCHITECTURAL REFLECTED CEILING PLANS FOR THE EXACT LOCATION OF ALL CEILING MOUNTED DEVICES.
3	REFER TO ARCHITECTURAL INTERIOR ELEVATION DRAWINGS, WHERE THE ARCHITECT HAS DRAWN SUCH ELEVATIONS, FOR THE LOCATIONS OF ALL WALL MOUNTED DEVICES.
4	COORDINATE THE EXACT LOCATION OF ALL THERMOSTATS, STARTERS, DISCONNECTS, ETC. AND COORDINATE ALL REQUIREMENTS FOR CONTROL AND POWER WIRING WITH THE MECHANICAL CONTRACTOR OR THE TRADE PROVIDING THE EQUIPMENT.
5	ALL RECEPTACLE OUTLETS LOCATED WITHIN 6'-0" OF A WET BAR OR SINK SHALL BE GFI TYPE. ALL RECEPTACLE OUTLETS LOCATED OUTDOORS SHALL BE WP/GFI. ALL RECEPTACLES SERVING VENDING MACHINES AND ELECTRIC WATER COOLERS SHALL BE GFI TYPE.
6	ALL CONDUIT PENETRATIONS THROUGH THE ROOF TO SERVE MECHANICAL EQUIPMENT SHALL BE WITHIN THE ASSOCIATED EQUIPMENT ROOF CURB. COORDINATE LOCATIONS OF PENETRATIONS WITH THE MECHANICAL CONTRACTOR.
7	PROVIDE ACCESS DOORS IN WALLS AND CEILINGS WHERE ACCESS TO CONCEALED ELECTRICAL BOXES AND DEVICES IS REQUIRED. ALL ACCESS LOCATIONS ARE
8	EACH BRANCH AND FEEDER CIRCUIT SHALL BE PROVIDED WITH A GROUND CONDUCTOR SIZED PER ARTICLE 250 OF THE NATIONAL ELECTRICAL CODE (NFPA 70). WHERE A CONDUIT CONTAINS MULTIPLE BRANCH CIRCUITS, PROVIDE A SINGLE GROUND CONDUCTOR UNLESS OTHERWISE NOTED.
9	INTEGRATED EQUIPMENT RATINGS (AIC) SHOWN ARE MINIMUMS. CONTRACTOR SHALL PROVIDE MANUFACTURER'S EQUAL OR NEXT HIGHER STANDARD RATINGS.
10	ALL PULL CORD/WIRE PROVIDED FOR EMPTY RACEWAY/CONDUIT SYSTEMS SHALL HAVE A MINIMUM STRENGTH OF 200 LBS TENSILE STRENGTH. ALL EMPTY CONDUITS SHALL HAVE A PULL CORD.
11	PROVIDE LUGS AS REQUIRED FOR ALL ELECTRICAL EQUIPMENT TO ACCEPT THE SIZE AND NUMBER OF CONDUCTORS SHOWN IN THESE DOCUMENTS.
12	ALL CONDUCTORS SHALL BE THWN/THHN UNLESS OTHERWISE INDICATED. CONDUCTORS SHALL BE RATED FOR 75 DEGREES C. TERMINATIONS SHALL BE RATED FOR 75 DEGREES C. DEVIATIONS SHALL COMPLY WITH NEC ARTICLE 110 FOR EXACT EQUIPMENT BEING PROVIDED.
13	OUTLET BOXES SHALL NOT BE INSTALLED BACK TO BACK IN WALLS. A MINIMUM OF 6" SEPARATION BETWEEN BOXES SHALL BE MAINTAINED TO REDUCE SOUND TRANSMISSION.
14	THERE SHALL BE NO SPLICES OF WIRING INSIDE PANELBOARDS OR DISCONNECT SWITCHES. ONLY ONE WIRE SHALL BE TERMINATED TO ANY SINGLE LUG ON A CIRCUIT BREAKER.
15	EXPOSED CONDUIT INSTALLED IN OPEN CEILING AREAS SHALL BE MOUNTED TIGHT TO STRUCTURE AND ROUTE IN PARALLEL WITH ADJACENT WALL.
16	COORDINATE THE REQUIREMENTS FOR OVERCURRENT PROTECTIVE DEVICE SIZE, DISCONNECT SWITCH SIZE, AND CONDUCTOR AND CONDUIT SIZES WITH THE REQUIREMENTS OF THE MECHANICAL EQUIPMENT THAT IS ACTUALLY TO BE INSTALLED, AND PROVIDE AND INSTALL ALL ELECTRICAL COMPONENTS AS REQUIRED. THE ELECTRICAL COMPONENT SIZING SHOWN ON THESE DRAWINGS IS BASED UPON THE REQUIREMENTS FOR THE SPECIFIED MECHANICAL EQUIPMENT AVAILABLE AT THE TIME OF DESIGN. VARIATIONS IN REQUIREMENTS MAY OCCUR AS A RESULT OF THE PROVISION OF OTHER MANUFACTURER'S EQUIPMENT OR IN CHANGES TO THE SPECIFIED EQUIPMENT. SUCH REVISED REQUIREMENTS ARE A PART OF THIS CONTRACT AND SHALL BE ACCOMMODATED WITHOUT ADDITIONAL CHARGE.
17	FOR COORDINATION PURPOSES, DEVICES MAY BE MOVED A MAXIMUM DISTANCE OF FIVE FEET, PRIOR TO INSTALLATION, AT NO COST TO THE OWNER. UPON INSTRUCTION BY THE ARCHITECT OR ENGINEER
18	ALL DEVICE PLATE COLORS TO BE AS SPECIFIED BY ARCHITECT.
19	CIRCUITS SHOWN TO SPECIFIC EQUIPMENT ARE SHOWN TO DISCONNECT. CONTRACTOR SHALL EXTEND CIRCUIT FROM DISCONNECT TO FINAL TERMINATION OF DEVICE PROVIDED BY OTHERS AND MAKE UNIT OPERATIONAL. COORDINATE EXACT TERMINATION POINTS WITH SUPPLIER OF EQUIPMENT.
20	ALL CONDUIT SHALL BE CONCEALED IN NEW BUILDING CONSTRUCTION WHERE POSSIBLE.
21	ALL RECEPTACLES SHALL BE TAMPER RESISTANT PER NEC 406.12

MOUNTING HEIGHTS

NOTE
MOUNTING HEIGHTS SHOWN BELOW SHALL BE USED AS THE DEFAULT MOUNTING HEIGHT FOR THE ITEMS LISTED UNLESS STATED OTHERWISE IN PLAN. ARCHITECT/OWNER MAY REVISE ANY MOUNTING HEIGHT NECESSARY FOR PREFERENCE OF DESIGN. CONTRACTOR SHALL OBTAIN AND REVIEW ALL ELEVATIONS PROVIDED BY ARCHITECT/OWNER TO VERIFY LOCATIONS PREFERRED BY OWNER OR ARCHITECT.

LIGHTING CONTROL SWITCHES:
- 44" AFF TO HIGHEST OPERABLE PART IN "ON" POSITION.

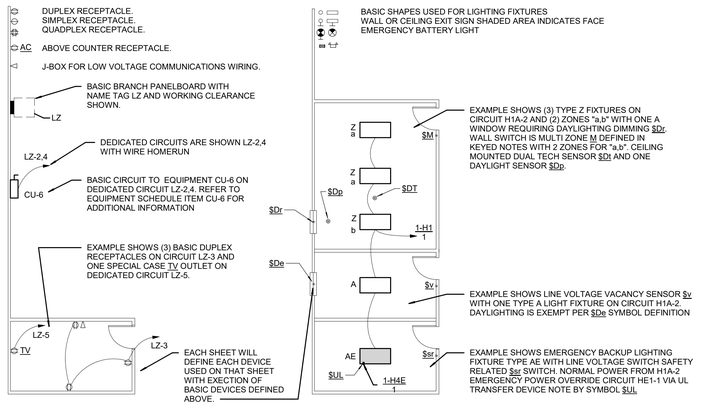
WALL RECEPTACLES:
- 15" MINIMUM AFF TO CENTERLINE OF LOWEST RECEPTACLE OR 18" AFF TO CENTERLINE OF BOX.
- WATER COOLERS-DIRECTLY BEHIND COOLER - COORDINATE ELEVATION WITH THE COOLER TO BE INSTALLED PRIOR TO ROUGH-IN
- IN AREAS NOT LISTED BELOW ABOVE COUNTER RECEPTACLES SHALL BE 6" ABOVE COUNTER

BATHROOM RECEPTACLES:
-44" MAX AFF TO CENTERLINE OF HIGHEST RECEPTACLE.
-12" MINIMUM FROM ANY OBSTRUCTION
-12" MAX FROM LEADING EDGE OF VANITY COUNTER IF ON SIDE WALL.

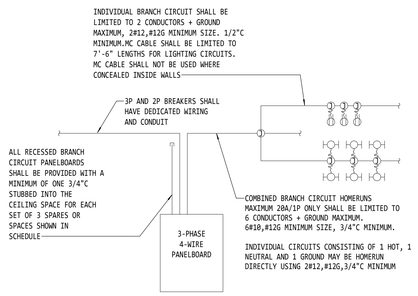
RECEPTACLES BEHIND KITCHEN COUNTERS:
-44" MAX AFF TO CENTERLINE OF HIGHEST RECEPTACLE
-12" MIN FROM ANY OBSTRUCTION (INCLUDING FRIDGE)
-36" MINIMUM FROM CORNERS
-44" MAX AFF TO "ON" POSITION OF REDUNDANT CONTROLS FOR RANGE HOOD (TYPE A UNITS / ACCESSIBLE UNITS / COMMON AREA KITCHENS)
-24" MAX DEPTH BETWEEN LEADING EDGE OF COUNTERTOP AND RECEPTACLES/SWITCHES LOCATED ON KITCHEN BACKSPLASH WALL (TYPE A UNITS / ACCESSIBLE UNITS / COMMON AREA KITCHENS)

DATA JUNCTION BOX FOR DATA AND OR COMMUNICATIONS:
-MOUNT ADJACENT TO ASSOCIATED POWER OUTLET FOR SIMILAR DEVICES OR USE. IN THE EVENT IT IS NOT CLEAR VERIFY WITH ARCHITECTURAL ELEVATIONS OR CONFIRM WITH DESIGNER.

SYMBOLS ARE NOT LIMITED TO EXAMPLES SHOWN BELOW, REFER TO KEYED NOTES EACH SHEET FOR MORE SPECIFIC DEFINITIONS AND DIRECTIONS.



1 EXAMPLE ELECTRICAL DRAFTING
E0.01 N.T.S.



2 LIGHTING CONTROLS DETAIL
E0.01 N.T.S.

tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

STATE OF TEXAS
CLAYTON LUCAS
14260
LICENSED PROFESSIONAL ENGINEER
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IEG
Innovative Engineering Group
www.ieggroup.com
817.410.2858
TBPELS Firm No. F-5623

PLEASE RECYCLE

Project
TOWN OF ADDISON SERVICE CENTER LOBBY
16801 Westgrove Drive

Addison, TX 75001

Job No: 24-000.00

Owner
TOWN OF ADDISON

PERMIT SET

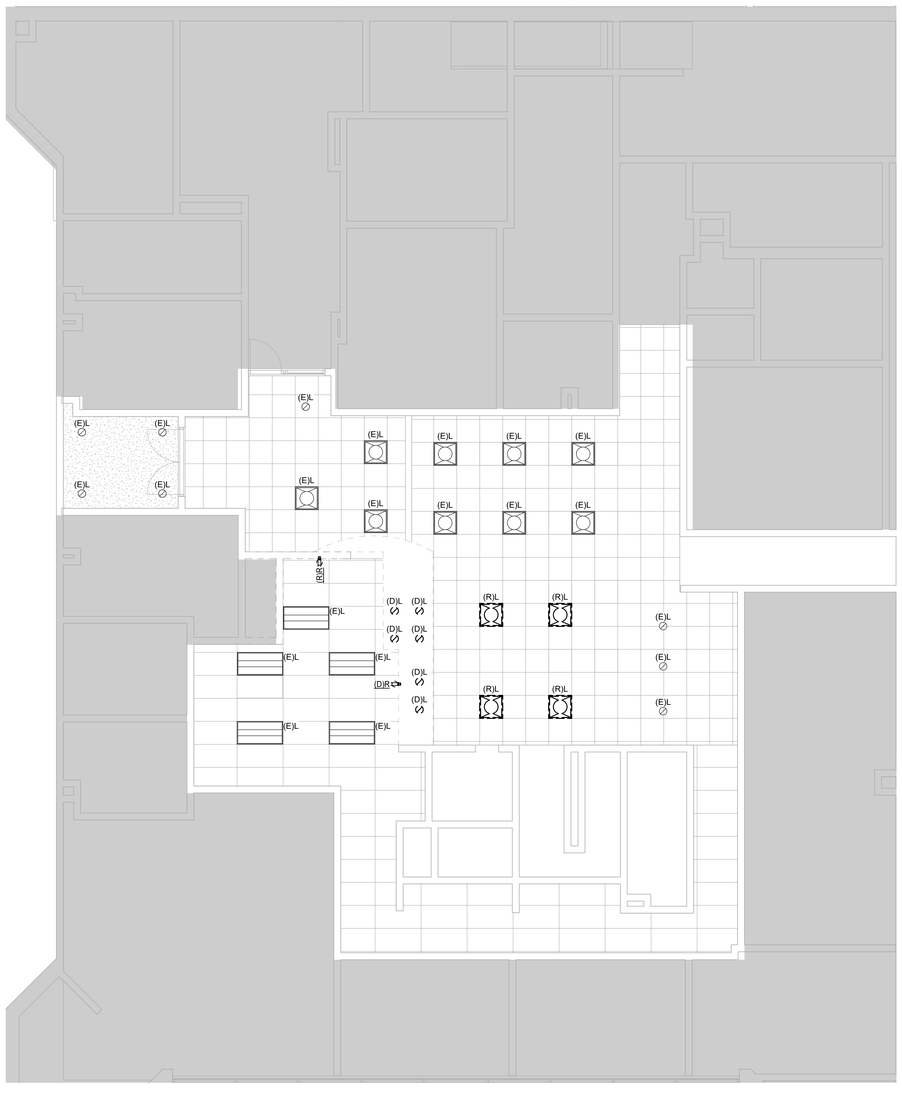
REVISIONS		
REV	DATE	DESCRIPTION

Sheet Title
ELECTRICAL GENERAL NOTES AND DETAILS

Date: 11/01/2024
Sheet No:
E0.01

ELECTRICAL UNDERLINED NOTES _

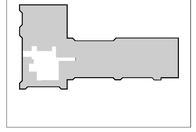
KEY	DESCRIPTION
(D)L	EXISTING LIGHT FIXTURE TO BE REMOVED.
(D)R	EXISTING RECEPTACLE TO BE REMOVED. REMOVE CONDUCTORS AND CONDUIT TO NEAREST J-BOX AND CAP AS REQUIRED.
(E)L	EXISTING LIGHT FIXTURE TO REMAIN.
(R)L	EXISTING LIGHT FIXTURE TO BE RELOCATED. EXTEND EXISTING CONDUCTORS AND CONDUIT TO NEW LOCATION, AS REQUIRED.
(R)R	EXISTING RECEPTACLE TO BE RELOCATED. PROTECT DURING DEMOLITION. REFER TO 1/E3.01 FOR MORE INFORMATION.



1 ELECTRICAL DEMOLITION PLAN - LEVEL 1
E1.01 3/16" = 1'-0"

NORTH

KEYPLAN



tsk
314 South Water Street,
Suite 100
Henderson, NV 89015
phone: 702.456.3000
fax: 702.898.6209
www.tska.com

STATE OF TEXAS
CLAYTON LUCAS
142260
LICENSED
PROFESSIONAL ENGINEER

THE SEAL APPEARING ON THIS DOCUMENT
APPLIES ONLY TO THE
CLAYTON LUCAS, PE #142260 ON 11/01/2024

Consultant

IEG
Innovative
Engineering
Group
www.iegengineers.com
817.410.2858
TBPELS Firm No. F-5823

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REV	DATE	DESCRIPTION

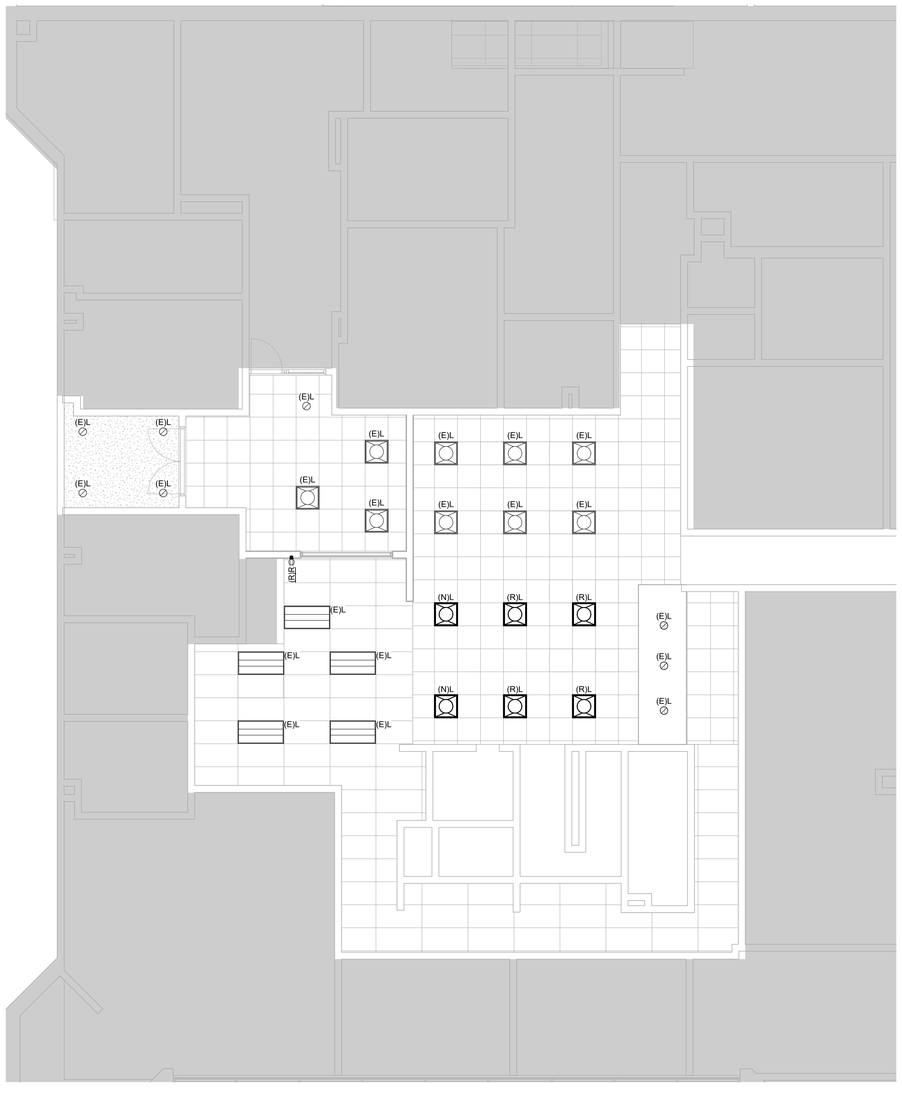
Sheet Title
ELECTRICAL DEMOLITION PLAN - LEVEL 1

Date: 11/01/2024
Sheet No:

E1.01

ELECTRICAL UNDERLINED NOTES _

KEY	DESCRIPTION
(E)L	EXISTING LIGHT FIXTURE TO REMAIN.
(N)L	NEW LIGHT FIXTURE TO BE INSTALLED. PROVIDE 2X2 LIGHT FIXTURE THAT MATCHES EXISTING LIGHT FIXTURES WITHIN SPACE. COORDINATE LIGHT FIXTURE TYPE WITH OWNER PRIOR TO ORDERING.
(R)L	EXISTING LIGHT FIXTURE TO BE RELOCATED. EXTEND EXISTING CONDUCTORS AND CONDUIT TO NEW LOCATION, AS REQUIRED.
(R)R	EXISTING RECEPTACLE TO BE REINSTALLED. EXTEND EXISTING CONDUCTORS AND CONDUIT TO NEW LOCATION, AS REQUIRED.



1 ELECTRICAL PLAN - LEVEL 1
E3.01 3/16" = 1'-0"

NORTH

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LICENSED PROFESSIONAL ENGINEER

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IS A REPRESENTATION OF
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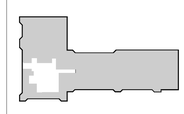
REV	DATE	DESCRIPTION

Sheet Title
ELECTRICAL PLAN - LEVEL 1

KEYPLAN



Date: 11/01/2024
Sheet No:
E3.01

City Council Regular Meeting **4. e.**

Meeting Date: 01/14/2025

Department: Information Technology

Key Focus Areas: Public Safety
Financial Health and Organizational Excellence

AGENDA CAPTION:

Consider action on a Resolution approving an agreement with Visionality for the design, installation, and maintenance of a new audio system at the Addison Athletic Club, as outlined in the proposal; authorizing the City Manager to execute the agreement in the amount of $77,714.12; and providing an effective date.

BACKGROUND:

Currently, staff rely on inefficient manual methods to deliver urgent notifications to Addison Athletic Club staff and members, hindering our ability to provide timely and important information. To address this, staff has utilized a cooperative purchasing agreement through the Interlocal Purchasing System (TIPS) to select a preferred vendor and obtain a proposal for a new audio system at the Addison Athletic Club.

Installing a modern audio system will significantly improve communication and the overall members' experience. The proposed Visionality system offers a reliable, user-friendly, and state-of-the-art solution that will:

- Provide ambient music in designated areas.
- Ensure clear and effective communication for announcements and alerts.
- Enhance sound quality and create a more enjoyable atmosphere.

This item is budgeted in the FY 24-25 Information Technology Equipment Replacement Fund.

RECOMMENDATION:

Staff recommends approval.

Attachments

Resolution

Proposal and Signed Agreement

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING THE PURCHASE AND INSTALLATION OF AUDIO EQUIPMENT FOR THE TOWN OF ADDISON'S ATHLETIC CLUB UTILIZING THE INTERLOCAL PURCHASING SYSTEM (TIPS); AUTHORIZING THE CITY MANAGER AND/OR HIS DESIGNEE TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City staff utilized a cooperative purchasing agreement through The Interlocal Purchasing System (TIPS) to identify a preferred vendor and obtain a proposal for the purchase and installation of audio equipment for the Addison Athletic Club; and

WHEREAS, the City Council desires to authorize the purchase of such audio equipment for the Addison Athletic Club.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The above and foregoing premises are true and correct legislative findings, and they are incorporated herein and made part hereof for all purposes.

SECTION 2. The City Council hereby approves the purchase and installation of the audio equipment from Visionality DESIGNS THAT COMPUTE ("Visionality") by and through the interlocal cooperative agreement with TIPS, in conformance with the proposal and scope of work attached hereto and incorporated herein as "**Exhibit A**".

SECTION 3. The City Council hereby authorizes the City Manager to execute the purchase order(s) and such other documents as may be necessary to effectuate the foregoing purchase.

SECTION 4. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***January***, 2025.

TOWN OF ADDISON, TEXAS

_____

Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO LEGAL FORM:

_____
Whitt L. Wyatt, City Attorney

EXHIBIT A

[To Be Attached]

Addison, City of Athletic Club Audio System

12/11/2024

VISIONALITY

DESIGNS THAT COMPUTE
1778 N. PLANO RD #211B
RICHARDSON, TX 75081

Prepared for:

Addison, City of

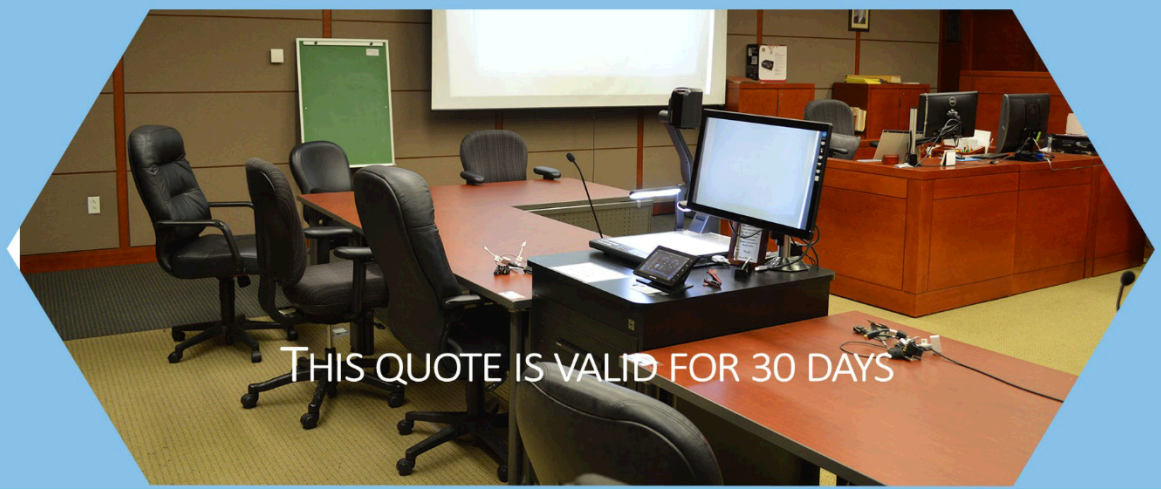
KR040924S-01

Korbin Reeves

Technology Consultant

korbin@visionality.com

(972) 598-1727



THANK YOU FOR ALLOWING VISONALTY TO SUBMIT THIS PROPOSAL

Visionality has over a quarter century of experience as a provider and integrator of audiovisual systems for business, education, government and healthcare. We take the time to consult with each customer to ensure that we are designing and implementing a custom solution to meet their needs. We also provide support and training to ensure that the systems are working properly, and the staff understands how to get the most out of them.

We carry all the major manufacturers including Cisco, Polycom, LifeSize, Crestron, Extron, AMX, Vidyo and many more. We can also recommend all of the ancillary systems and equipment necessary to achieve the level of telepresence needed to meet the needs and budget of our customers, such as displays, projectors, screens, furniture, etc.

We take our customers needs seriously. We have tried to capture your needs in this proposal and turn those needs into a working system. If you have any questions or need changes more closely meet your needs, We are always here to serve you.

Howard Barnett

Howard Barnett, President Visionality

STATEMENT OF CONFIDENTIALITY

This proposal is the work product of Visionality - Designs That Compute (DTC), and as a result remains the property of Visionality-DTC. This proposal has been given to **Addison, City of** for the express interest of offering products and services to **Addison, City of**. The particulars of this proposal must remain confidential between the personnel of **Addison, City of** and Visionality-DTC. This proposal may not be offered to others without the express written consent of Visionality-DTC.

CORPORATE MISSION

Visionality partners with its customers. Our goal is to enable a communication between the customer and DTC to enhance the relationship and produce a result which meets or exceeds the needs of our customers.

Visionality was founded in 1985 and has been at the forefront of technological development. We are an Audio Visual integrator with an emphasis on video communications. Visionality has aligned with the leading manufacturers in the industry, enabling us to provide our customers the latest advancements in the industry at competitive prices. Visionality primarily focuses on its customer's needs. We work closely with our customers to examine the particular need of each customer and then design the best possible solution for their application.

OUR VALUE PROPOSITON:

VISONALITY OFFERS A UNIQUE SET OF SKILLS

LONGEVITY

Visionality was incorporated in 1985. We are seasoned providers and integrators of audiovisual technology with hundreds of customers.

DIVERSITY OF PRODUCTS

We offer numerous products that can provide unique value to our customers. We have a great understanding of the needs of Addison, City of. This allows us to contribute in a meaningful way to the overall design in this proposal.

CONVERGENCE OF A/V AND IT

Visionality knows that the converged AV/IT world is here to stay. We understand network philosophies, infrastructure, and enterprise-based IT. We know how to intelligently discuss IT AV requirements, concerns, and deployment with your IT staff.

INTEGRATION CAPABILITIES

We are an Infocomm certified provider, which means our personnel have passed certification tests in audio visual systems. Further, our personnel hold certifications in many Audio Visual manufacturers' equipment.

HISTORICALLY UNDERUTILIZED BUSINESS

We are a women-owned business in the state of Texas.

CUSTOMER SERVICE

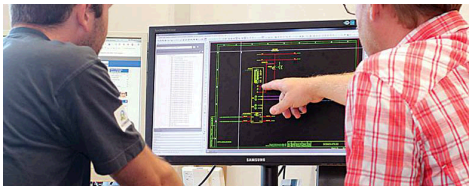
We excel at customer service and have programs in place to service our customers at all levels. We have many customers, some in the fortune 500 which use our tech support resources to assure that they have support for their existing equipment. Once your equipment is installed, we will provide the level of service that best meets your needs. Whether you require onsite support, phone support, remote diagnostics, or preventative maintenance, our tech support department will take care of you.

OUR PROCESS

FROM DESIGN TO IMPLEMENTATION, TRAINING, & SERVICE

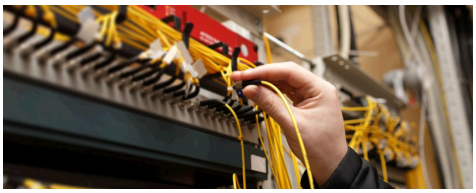
CONSULTATION

Visionality believes that each customer is unique, and therefore each design should be unique. For this reason, Visionality conducts a thorough consultation with each customer to ensure that we understand their individual needs and the layout and unique properties of the location in which the audiovisual technology will be used.



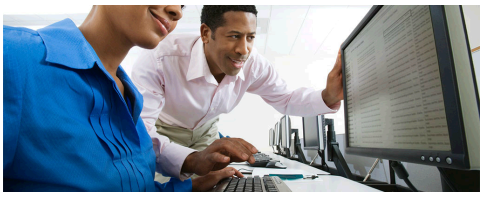
DESIGN

Armed with the knowledge of the customer's needs and the environment in which it will be used, Visionality will create a tailored design that will allow for the optimal use of the technology. Our experienced designers hold manufacturer certifications and are Certified Technology Specialists, a prestigious industry designation.



IMPLEMENTATION AND PROGRAMMING

Once the design has received customer approval, our well-trained implementation team will make the design a reality. They will ensure that all of the equipment is installed according to the design specifications. Our programers will make sure that the software works properly and to the customer's satisfaction.



TRAINING

Training is a very important component to the success of a project, and Visionality will ensure that the customer has the proper training needed to get the most out of their new equipment and software. We will answer any questions, and provide documentation and training guides when necessary.

SERVICE

Once your equipment is installed, we will provide the level of service that best meets your needs. Whether you require onsite support, phone support, remote diagnostics, or preventative maintenance, our tech support department will take care of you.

References

	The City of Plano Visionality has been a valued partner of The City of Plano as they look to standardize and modernize their AV Systems across the city. Conference Room, Training, and Multi-Space Systems.	**Johnny Garcia** The City of Plano 972-941-5357 johnnyg@plano.gov
	Kiamichi Technology Centers Visionality has recently completed several AV projects for KTC. These projects range from computer labs, divide/combine classrooms, seminar spaces, and large presentation spaces.	**Larry Cravens** Kiamichi Technology Centers 918-465-2323 lcravens@ktc.edu
	Dallas County Visionality has completed and is in the process of working on various projects with the Dallas County Courts System. Visionality has completed over 3 million plus of AV Projects with Dallas County over the last 3 years.	**Jorge Garcia** Dallas County Courts AV Specialist 214-502-0576 Jorge.garcia@dallascounty.org
	Texas DPS Visionality has completed various projects for TX DPS including multiple Training Rooms, Conference Rooms, and EOCs across the State of Texas.	**Joe Amaya** IT/Telecom Specialist 512-424-7062 joe.amaya@dps.texas.gov
	City of Fort Worth Visionality has completed a variety of AV projects for Fort Worth including training rooms, conference rooms, Real Time Crime Center, and Fusion Center	**Capt. Jeff Keck** Capt. FT Intelligence Exchange 817-392-1765 Jefferson.keck@fortworthtexas.gov

Introduction

City of Addison
Athletic Club Audio System

Executive Summary:

Visionality has been requested by The City of Addison (COA) to provide a proposal for upgrading the Audio System at the Athletic Club in Addison, TX

The intent of the proposal is to provide systems that will provide up-to-date Audio Visual (AV) Technology, reliable system operation, and ease of use for anyone using the spaces outlined below.

Visionality presents the following proposal for programming, supply of required equipment listed herein, and installation of a commercial audio video system.

This document defines the role of Visionality and establishes a basis of agreement engaging Visionality in the delivery of the systems for all named locations and the equipment provided in the detailed quotes herein.

The acronym OFE as referenced in this document refers to "Owner Furnished Equipment", meaning equipment provided by COA or others. All electrical power, network connections, backing/support for displays/projectors, and network wiring required for proper operation of the equipment listed herein is to be provided by COA or others unless specified. All required in-wall boxes provided by and installed by COA or others unless specified. All required conduit and floor boxes are provided by and installed by COA or others unless specified. Any modifications to OFE or new Furniture provided by COA or others. Cable and/or Satellite Feeds along with OFE Cable/Satellite Boxes provided by COA or others. Soft-codec video conferencing software is provided by, installed by, managed by, and serviced by COA. All required network switches and network software modifications provided by COA unless specified *

Athletic Club Audio System Upgrade Designed Functionality:

System Overview:

Audio/PA Connections:
This Space is provided with the following Connections:

- One (1) Audio Source Connection @ Equipment Rack
- One (1) Audio Source Connection @ Front Desk
- One (1) Gooseneck PA Microphone @ Front Desk

Audio System:
The Audio System will provide both Background Music (BGM) and Public Address (PA) Announcements. BGM will be sent to the zones listed below and allow users to turn BGM on/off in each of the zones. Background music zones can also receive PA announcements. PA Announcements will be initiated from the front desk microphone into the zones listed below and allow users to send system wide announcements or send announcements to only specifically selected zones. PA zones will not receive BGM.

Control System:
Control in the space is provided by a digital signal and control processor with a 10" touch panel.

Systems Detail:

Audio System:

- Visionality will provide, install, and configure one (1) Q-SYS Core Digital Signal and Control Processor (DSP). This device provides advance switching and mixing of the audio signals from the BGM sources and PA announcements in the space to the audio speakers located throughout the facility. This device also provides control over the routing of the audio signals to the user selected zones in the facility while also providing users the ability to select which of the BGM zone(s) receive audio and selected which zone(s) received PA Announcements.

  DSP Inputs:
  1. Rack Source Connection
  2. Front Desk Source Connection
  3. Front Desk PA Microphone

  DSP Outputs:
  1. Amplifier 1 (8-CH) @ 1st Floor Equipment Closet
  2. Amplifier 2 (2-CH) @ 2nd Floor Equipment Closet
  3. Amplifier 3 (8-CH) @ 2nd Floor Equipment Closet
  4. Amplifier 4 (8-CH) @ 2nd Floor Pool Pavilion Closet

- Visionality will provide and install two (2) Q-SYS unD6IO Wall Plates with XLR, RCA, and 3.5mm audio connections used to provide source audio for the BGM.

- Visionality will provide and install one (1) Shure 15” Gooseneck Microphone use as the audio input for PA Announcements. This device will be located at the front desk.

Athletic Club Continued…..

- Visionality will provide, install, and configure four (4) Lea Pro Multi-Channel Dante Amplifiers used to provide power to the installed speakers in the facility.

  Amplifier 1 @ 1st Floor Equipment Closet Zones:

  1. Men's Locker Room BGM/PA – 1x Wall Speaker
  2. Women's Locker Room BGM/PA – 1x Wall Speaker
  3. Stairs PA – 1x Ceiling Speaker
  4. Children's Activity Room PA – 1x Ceiling Speaker
  5. Multipurpose Room PA – 1x Ceiling Speaker

  Amplifier 2 @ 2nd Floor Storage Equipment Closet Zones:

  6. Gym BGM/PA – 2x Wall Speakers
  7. Indoor Pool PA – 1x Wall Speaker

  Amplifier 3 @ 2nd Floor Storage Equipment Closet Zones:

  8. Plan East Open Area Cardio BGM/PA – 1x Ceiling Speaker
  9. Plan East Open Area Cardio BGM/PA – 1x Ceiling Speaker
  10. Conference Room PA – 1x Ceiling Speaker
  11. 2nd Floor Office Lobby PA – 1x Ceiling Speaker
  12. Aerobics Studio – 1x Ceiling Speaker

  Amplifier 4 @ 2nd Floor Storage Equipment Zones:

  13. Outdoor Pool Pavilion PA – 2x Wall Speakers
  14. Weight Room 1 BGM/PA – 1x Wall Speaker
  15. Weight Room 2 BGM/PA – 1x Wall Speaker
  16. Weight Room 3 BGM/PA – 1x Wall Speaker
  17. Cardio 1 BGM/PA – 1x Wall Speaker
  18. Cardio 2 BGM/PA – 1x Wall Speaker
  19. Stretch Area BGM/PA – 1x Wall Speaker

Athletic Club Continued…..

- Visionality will provide and install twenty-one (21) speakers for audio playback via BGM and/or PA Announcements as follows:

    - 8x QSC AC-C6T Ceiling Speakers (Zones 3,4,5,8,9,10,11, and 12)
    - 3x BiAmp R-5-66TZ Wall Mount Speakers (Zones 6 and 7)
    - 2x BiAmp R.15COAXB Wall Mount Speakers (Zone 13)
    - 8x QSC AD-S6T-BK Wall Mount Speakers (Zones 1,2,14, 15, 16, 17, 18, and 19)

Image: BiAmp R.15COAXB

Image: QSC AC-C6T

Image: BiAmp R-5-66TZ

Control System:

- Visionality will provide, install, and program one (1) Q-SYS 10” Table Mounted Touch-Panel that will provide the User Interface and Control of the Audio System via the DSP.

  This device will provide the following control:
    - **Easy System On/Off Control**
    - **One Button BGM Source Selection and Individual Zone Selection**
    - **Simple Paging Selection of All Page or Individual Zone Selection**
    - **Volume Control Up/Down/Mute for Zone Audio, Source Audio, and PA Audio.**

Image: Q-SYS 10” Touch-Panel

NOTES:

- Installation, Testing, and Training is expected to take 6-7 days.

- All required power outlets, power feeds, conduit, network connections between equipment closets, and wiring pathways provided by COA or others. The required proceeding items should be completed prior to onsite installation.

- Visionality will provide COA or others with equipment placement, power requirements, wiring pathway requirements, room layouts, and any required elevations drawings prior to onsite installation.

- The 1st Floor equipment closet, and the two (2) 2nd Floor Equipment closets will each require one (1) 20amp Duplex Electrical Outlets on non-switched circuits.

- A minimum of one (1) active LAN connection is required to be provided between the 1st floor equipment closet and the two (2) 2nd Floor Equipment Closets. One (1) active LAN connection in each of the 2nd Floor equipment closets. These connections are to be provided by COA or others.

- Visionality will provide all required low voltage wiring in pathways provided by COA or others except for the required active LAN connections between the 1st Floor and 2nd Floor equipment closets provided by COA or others.

- All required replacement ceiling tiles provided by COA or others.

Primary System Components Parts Warranty:

Q-SYS/QSC Equipment **3 years**
Audio Processing, Control Processing, Touch-Panel, and Speakers

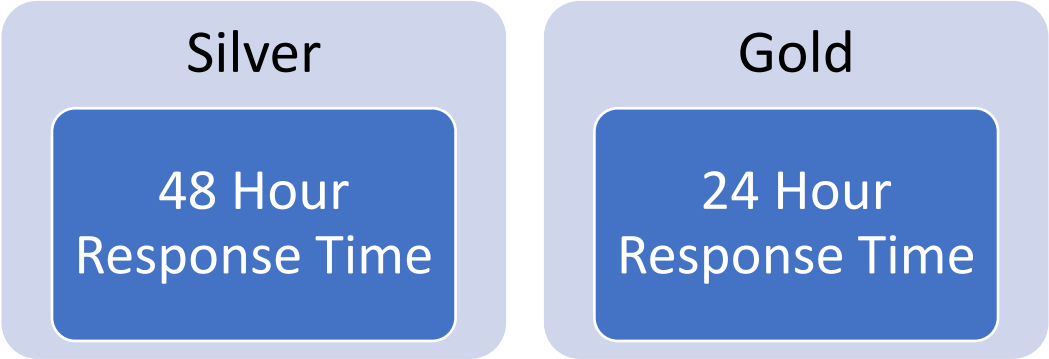
Lea Professional **3 years**
Audio Amplifiers

Netgear Equipment **Limited Lifetime Warranty with Next Business Replacement**
Network Switches

Workmanship, Programming, and Installation Warranty without service contract:

Visionality **90 days**
Installation and Programming

Service Contract for Ongoing Technical Support:

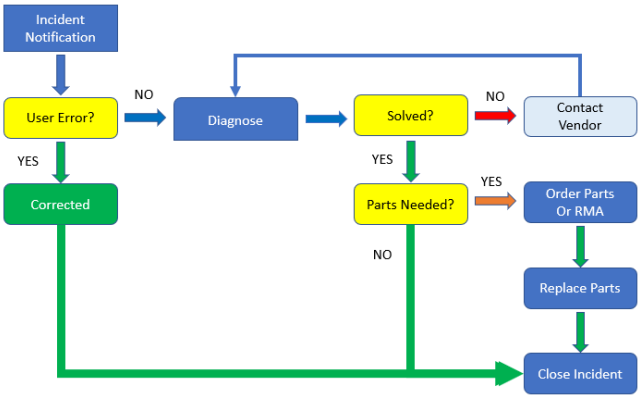


Service response does not include response for OFE equipment or system misuse and/or Acts of God. Incidents reported after normal business hours (M-F 8-5 CST), add an additional 4 hours to the above stated response times and should include an emailed statement of the issues so that all team members are aware of the needed response. The included service cost is for 3 years of Silver Service unless additional options are selected.

Yearly Silver Level Phone with Remote Access if connection provided by City of Addison included in Line-Item Total. Silver Level Service includes one (1) Preventative Maintenance visit with up to four (4) hours of service.

Yearly Gold Level Phone and On-Site Service with Remote Access if connection provided by the City of Addison. Gold Level Service also includes two (2) Preventative Maintenance visits with up to four (4) hours of service per visit.
Yearly Cost Not Included in Line-Item Total. Cost for individually purchasing Gold Service: $4,537.95 a year.

Hours of Support:
M-F from 8-5 CST
After Hours 24/7 based on time Frame listed above.
Contact:
214-276-0124
800-377-9938
support@visionality.com



Qty	Manufacturer Part Number	Description	Unit List Price	Discount Price	Total Price
This Quote is produced for the The Interlocal Purchasing System Contract #230105					
CITY OF ADDISON ATHLETIC CLUB AUDIO SYSTEM					
	1ST FLOOR EQUIPMENT CLOSET CORE COMPONETS				
1.00	CORE 8 FLEX	Intergated Digital Signal Processor	$2,930.00	$2,109.60	$2,109.60
1.00	SLDAN-64-P	Q-SYS Software-based Dante 64x64 Channel (32x32 Flows) License, Perpetual	$1,785.00	$1,285.20	$1,285.20
1.00	SLQSE-8N-P	Scripting License for QSYS Core 8 Flex	$234.00	$168.48	$168.48
1.00	unD6IO	Dante™ Networked Audio Wall Plate w/ XLR, RCA and 3.5mm	$1,160.00	$835.20	$835.20
1.00	CONNECT 88D	8 Channel x 80 watt and 70V per channel w/Dante	$3,858.00	$2,411.25	$2,411.25
1.00	Rack, Cabling, Network Switch and Power Distro Equipment		$5,168.32	$3,280.62	$3,280.62
1.00	Room Cabling and Materials		$2,218.10	$1,441.78	$1,441.78
	2ND FLOOR EQUIPMENT CLOSET CORE COMPONETS				
1.00	CONNECT 352D	2 Channel x 350 watt and 70V per channel w/Dante	$2,612.00	$1,632.50	$1,632.50
1.00	CONNECT 88D	8 Channel x 80 watt and 70V per channel w/Dante	$3,858.00	$2,411.25	$2,411.25
1.00	Rack, Cabling, Network Switch and Power Distro Equipment		$5,031.93	$3,171.48	$3,171.48
1.00	Room Cabling and Materials		$5,557.52	$3,612.40	$3,612.40
	2ND FLOOR POOL PAVILION CLOSET CORE COMPONETS				
1.00	CONNECT 88D	8 Channel x 80 watt and 70V per channel w/Dante	$3,858.00	$2,411.25	$2,411.25
1.00	Rack, Cabling, Network Switch and Power Distro Equipment		$5,031.93	$3,171.48	$3,171.48
1.00	Room Cabling and Materials		$2,557.52	$1,662.40	$1,662.40
	1ST FLOOR FRONT DESK				
1.00	MX415LPDF/C	15" Shock-Mounted Gooseneck, Green/Red LED Ring at bottom, Less Preamplifier, Dual Flexible, Cardioid	$352.00	$220.00	$220.00
1.00	MX400DP	Small Desktop Base with input, switched preamplifier, programmable logic switch and LED. Supports standard and light ring microphones	$362.00	$226.25	$226.25
1.00	unD6IO	Dante™ Networked Audio Wall Plate w/ XLR, RCA and 3.5mm	$1,160.00	$835.20	$835.20
1.00	DC2G	Desktop Chassis for 2 Gang Decora Remote Controls and Panels	$105.28	$84.22	$84.22
1.00	TSC-710t-G3	Table Top Mount for 7" or 10" Touch Screen Controller	$455.00	$327.60	$327.60

Qty	Manufacturer Part Number	Description	Unit List Price	Discount Price	Total Price
1.00	TSC-101-G3	TSC-101-G3	$3,170.00	$2,282.40	$2,282.40
1.00	Bulk Cable and Connnectors		$475.73	$309.23	$309.23
	1ST FLOOR MULTI-PURPOSE ROOM PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	1ST FLOOR 1ST FLOOR CHILDREN'S ACTIVITY CENTER PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	1ST FLOOR 1ST FLOOR INDOOR POOL PA				
1.00	R.5-66TZ	12" Wall Mount 2-way Horn Loaded Weater-Resistant Speaker 60x60 200w 70v	$1,596.00	$1,064.00	$1,064.00
	1ST FLOOR STAIRS PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	1ST FLOOR SHADED POOL PAVILION PA				
2.00	R.15COAXB	6.5" Wall Mount 2-way Weater-Resistant Speaker 100x100 60w 70v Black	$560.00	$373.33	$746.66
	1ST FLOOR WOMEN'S LOCKER ROOM PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	1ST FLOOR MEN'S LOCKER ROOM PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	2ND FLOOR CONFERENCE ROOM PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformerer	$157.00	$113.04	$113.04
	2ND FLOOR OFFICE LOBBY PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	2ND FLOOR AEROBICS STUDIO PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	2ND FLOOR CARDIO PLAN EAST PA				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	2ND FLOOR GYM PA & BGM				
2.00	R.5-66TZ	12" Surface Mount 2-way Horn Loaded Weater-Resistant Speaker 60x60 200w 70v	$1,596.00	$1,064.00	$2,128.00
	2ND FLOOR CARDIO WEST PA & BGM				
1.00	AC-C6T	6.5" Ceiling Mount 2-way loudspeaker with 70v transformer	$157.00	$113.04	$113.04
	2ND FLOOR STRETCH AREA PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56

Qty	Manufacturer Part Number	Description	Unit List Price	Discount Price	Total Price
	2ND FLOOR CARDIO 1 PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	2ND FLOOR CARDIO 2 PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	2ND FLOOR WEIGHT ROOM 1 PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	2ND FLOOR WEIGHT ROOM 2 PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	2ND FLOOR WEIGHT ROOM 3 PA & BGM				
1.00	AD-S6T-BK	6" Wall Mount 2-way Weater-Resistant Speaker 105° 120w 70v Black	$448.00	$322.56	$322.56
	Professional Services and Labor				$34,110.62
1.00	Project Professional Services and Programming		$10,302.40	$6,696.64	$6,696.64
1.00	Installation, Integration, and Comissioning		$42,394.36	$27,413.98	$27,413.98
	Service				$2,290.25
1.00	Silver Level Service		$3,523.46	$2,290.25	$2,290.25
	VS-SLS-1	*Silver level provides the coverage needed to fulfill a customer's basic service requirement. See attached descriptions. (1 Year)*			
0.00	Gold Level Service		$6,981.46	$4,537.95	$0.00

Total List	$118,908.55
Total Discounted Price	$77,714.12
Shipping	$0.00
Sales Tax	$0.00
Grand Total	**$77,714.12**

Qty	Manufacturer Part Number	Description	Unit List Price	Discount Price	Total Price

Visionality has based this proposal on information provided by the customer and/or information that Visionality has discovered while on the customer site. To this extent the proposal is limited to this information. There may be factors that were hidden or not disclosed to Visionality at the time this quote was generated. Visionality retains the right to modify the proposal based on those factors.

Unless otherwise noted, all equipment furnished by the customer (CFE) that is to be integrate within this proposal is assumed to be in good working order loaded with the latest software release. If the proposal relies on existing wiring, pathways, or conduit, they are all assumed to be working correctly and as per diagram. Regardless, any issues in integrating the (CFE) or using existing structure provided by the customer will be billed on a time and material basis.

Responsibilities *(Unless otherwise specified above)*

Visionality Obligations

Visionality will be responsible for the following:

- Testing new system and making sure all is properly operational from both the hardware and software perspective.
- Visionality will provide drawings that call out power and network locations, which must be installed prior to installation.
- Note Drawings supplied are not-to-scale and often are estimates of actual room measurements.

Company/Customer Obligations

The following items shall be provided by the Company and are not part of this scope or proposal:

- All 120V Electrical provisions must be present and hot at time of installation (Specifications and call-outs will be provided by Visionality after acceptance of the proposal).
- All conduit and raceway as required by local code.
- Conveyance (pathway) for AV cabling- includes any core drilling or structural modifications.
- "Hard Points" for mounting of equipment and structural supports will be provided and installed by the Company prior to Visionality deployment. The customer is responsible to ensure current sructures can sustain the weight any mounted equipment or displays. When in doubt the Company should contact a certified Structural Engineer for safety factors.
    - For Displays other than video walls, Visionality will provide backing and blocking.
- Custom millwork, construction, or trim. Includes ceiling, floor and structural amendments or repairs.
- Required Local Permits and/or plan approvals.
- Required local inspection and compliance procedures.
- Hazardous material discovery and/or abatement.
- Ready Access to room. Unless otherwise stated, installation and commissioning are quoted as a single, contiguous period of days with unimpeded access 8 A.M – 5 P.M. daily. Monday through Friday at a minimum.
- Security and Safety
    - Prior to installation, if equipment is to be shipped in advance, the customer is responsible for receiving and storing this equipment in a safe location.
    - During installation, customer is responsible for making sure rooms can be secured and equipment is safe.
- Rooms are clean and ready for installation. All equipment, furniture, debris, or other objects need to be removed from the room for access or safety, prior to onset of installation.
- Sufficient on-site support, persons readily available to answer questions
- Prior to Visionality installation, Telephony, Computer and other Network connections are to be installed configured and tested.
    - Computer Network jacks are to be tested with information for connection readily available.
    - Firewalls and routers will be confirured with proper ports opened .

    - Switchports must be patched-in and correct VLAN, with network IP addresses, subnet mask, and gateway provided for specified equipment.
    - Adequate bandwidth will be provided for the equipment chosen.
- IT staff will be available during the installation process if there is a connectivity issue
- Customer will assure that any customer furnished equipment is in working order.
- For maintenance purposes, customer will work with Visionality to create a mutually acceptable method that will allow remote access to installed equipment.

Project Management Procedures

Each entity will appoint one designee as the prime project manager. These two people will ensure that the products are installed the way the project was envisioned. Any problems need to be funneled through these persons. For example, if there is a change in the room layout, this should be discussed between the two project managers and a change order written.

Status Reviews. Project implementation is taken seriously at Visionality. A weekly status meeting with management is held during all phases of the implementation to address issues early. Visionality Project Management is available to the customer for regular status meetings (via telephone or video) prior to the onset of installation. During the installation process, Visionality Project management will be available daily to discuss the status and needs of the installation with the customer designated representative.

Payments. Payment for the goods delivered is due when goods are shipped to site. If customer delays installation after goods have been ordered, customer will pay for goods and any shipping charge required to get goods to site, or customer will pay for goods and storge fee. Payment for installation is due when the installation is substantially complete. That is all work has been done and the equipment is operational. However there may be some tasks remaining (e.g. bug list).

Change Orders. All change orders must be submitted in writing from the customer designee to the Visionality project manager. If such a change is a material change of scope either in parts or labor, the project manager will provide an estimate of the change in price. Visionality will proceed with this change when the change order has been completed and approved by both parties.

Integration, Commissioning, and Sign-Off:
Prior to Visionality programming, Visionality will meet with the customer's designated personnel to review the touchpanel and system operation. Additional feature requests beyond those scoped in this document and accepted during this meeting will require a change order.

A required walk-through with the customer's designated personnel will occur the day before commissioning completion, to evaluate system performance, create bug lists, and establish a final sign-off punchlist.

A final walk-through with customer's designated personnel will occur upon completion for final sign-off. Inability of key personnel attendance will not affect invoicing or signoff timelines, and additional walkthroughs will incur trip and/or change charges.

Terms and Conditions

Disclaimers

Visionality - Designs That Compute (DTC) is a reseller of electronic equipment. Warranty and liability for use of any product sold is limited to what is stated by the manufacturer of these products. DTC creates no warranties express or implied beyond the manufacturer's warranty.

Limitations

The express obligation stated above is in lieu of all liabilities or obligations of DTC for damages, including but not limited to any liability due to or associated with infringement of a third party's intellectual property rights or any loss, damage, or injury, direct or consequential (including any loss of profits, use, business or the like, even if DTC has been advised of the possibility of same), arising out of or in connection with the delivery, use or performance of products resold by DTC, and it is agreed that repair or replacement, in accordance with the foregoing warranty, is DTC's sole liability and buyer's sole remedy for such liability, loss, damage, or injury. This limitation of DTC's liability will apply regardless of the form of action, whether in contract or tort (including negligence) or based on a warranty. Any action against DTC must be brought within 12 months after the cause of action arises. The parties expressly agree that the products are not consumer goods.

To the extent any limitation of liability contained herein is construed by a court of competent jurisdiction to be a limitation of liability in violation of state law, such limitation of liability shall be void, however the validity of the remaining parts, terms or provisions shall not be affected thereby, and said illegal or invalid part, term or provision shall be deemed not to be a part of this limitation of liability.

At times, the goods and services in this proposal may be purchased by a government entity under a specific purchasing contract and that contract may have a clause which conflicts with this clause. In that case the terms of the purchasing contract will take precedence.

Statement of Confidentiality

This proposal is the work product of DTC and as a result remains the property of DTC. This proposal has been submitted for the express interest of offering products and services. The particulars of this proposal must remain confidential between the receiving agency and DTC unless otherwise required by law. This proposal may not be offered to others without the express written consent of DTC. Where applicable, confidentiality is to be consistent with the Texas Public Information Act (TPIA) and the Freedom of Information Act. If there is a request for this document the customer will take ll necessary steps to defend the confidentiality of the document, including an appeal to the Office of the Attorney General and also make a good faith attempt to inform DTC that their proprietary information is being requested from the governmental body.

Installation (if applicable)

Installation prices are estimated based on the customers stated requirements. Unless otherwise noted, the customer is responsible for standard installation preparation and assistance; this include but is not limited to: Site security before and during the installation; free access to perform installation during business hours while scheduled on site; customer furnished installation or materials are ready prior to Visionality installation; and resources are available quickly to resolve issues. A full list of these requirements is in the proposal above. If these conditions are not met, additional charges may apply.

Product Returns

DTC does not accept product returns unless defective and only for replacement.

Non-Solicitation.

Customer agrees that for a period of twelve (12) months immediately following the Effective Date of this Agreement or Last Date of Service on this Agreement, whichever comes later, Customer shall not either directly or indirectly solicit, induce, recruit or encourage any of Design That Compute's employees to leave their employment, or take away such employees, or attempt to solicit, induce, recruit, encourage, take away or hire employees of the Designs That Compute, either for the customer or any other person or entity. Should the Customer infringe on this, it will be seen as a referral of the employee and the client agrees to pay Designs that Compute a one-time referral fee of two hundred (200) percent of the candidates total annual starting compensation with a minimum referral fee of fifty-thousand dollars ($50,000). Should the employee be hired as an hourly their annual compensation will be calculated at two thousand (2,000) times their hourly rate. Referral Fees will be invoiced immediately upon hiring of an employee by the Customer and will be due net thirty (30).

Payment Terms

Prepayment may be required. If terms are extended, payment is due immediately upon receipt of goods. Any objections to delivery or installation by the customer that many delay payment must be submitted to DTC in writing with 15 day of delivery of invoice to purchasing. When DTC resolves the problem they will resubmit invoice to purchasing. At that time customer must respond within 15 days if there is a further problem. DTC fully expects any invoice to be paid within 30 days of submittal. Failure to pay in a timely manner will constitute charges at the rate of 2% per month from date of invoice submittal.

Products delivered for an installation, are billed and due at the time of delivery. Installation will be billed and due when substantial completion has occurred. DTC will work with the customer to assure the highest quality products and services are delivered and installed. At the customer's request a payment schedule can be designed that withholds a percentage of the invoice based upon successful installation.

Some equipment has service or warranty that starts at the time of delivery. If installation is delayed this may affect the time coverage of those products is in effect after installation.

At times, the goods and services in this proposal may be purchased by a government entity or under a specific purchasing contract. In the cases where be a law or contract has conflicts with the above terms, the terms of a purchasing contract or law will take precedence.

Non-Taxable Entities

Please include a copy of your Sales Tax Exemption Form along with any Purchase Order sent to Designs That Compute dba Visionality

Signature Page

THIS PROPSAL, INCLUDING ANY ATTACHMENTS, CONSTITUTES THE COMPLETE AND EXCLUSIVE UNDERSTANDING OF THE PARTIES, AND SUPERSEDES ALL PRIOR SALES PROPOSALS, NEGOTIATIONS, AGREEMENTS AND OTHER REPRESENTATIONS OR COMMUNICATIONS, WHETHER ORAL OR WRITTEN. THIS AGREEMENT MAY BE MODIFIED, REPLACED OR RESCINDED ONLY IN WRITING, AND SIGNED BY A DULY AUTHORIZED REPRESENTATIVE OF EACH PARTY.

The party represents and warrants that, on the date this agreement is executed, the party is authorized to enter into this agreement in its entirety, and duly bind their principals by the signature below. The party represents and warrants that there is agreement to all terms listed in this document.

Customer:

Customer Name: _____

Address: _____

_____

Signature: _____

Name of Signature: _____

Title: _____

Date: _____

Telephone Number: _____

Email Address: _____

Visionality:

Address: Visionaliy
1778 N. Plano Rd #211b
Richardson Tx, 75081

Signature: Korbin Reeves

Name of Signature: Korbin Reeves

Title: Senior Technology Consultant

Date: 12-11-2024

Telephone Number: 972-598-1727

Email Address: korbin@visionality.com

City Council Regular Meeting **4. f.**

Meeting Date: 01/14/2025

Department: Information Technology

Key Focus Areas: Public Safety
Financial Health and Organizational Excellence

AGENDA CAPTION:

Consider action on a Resolution approving an agreement with Affiliate ComNet to assist the Town in transitioning to VoIP platform, provide ongoing support, maintenance, and VoIP services in conformance with the Service Agreement No. 24048-01 and 24028-02 for a service term of up to thirty-six (36) months; authorizing the City Manager to execute the agreement; and providing an effective date.

BACKGROUND:

Historically, Primary Rate Interface (PRI) lines have been a common method for providing voice and data services. However, as technology evolves, Voice over Internet Protocol (VoIP) offers greater flexibility, scalability, cost-effectiveness, disaster recovery capabilities, and has a proven track record of successful implementation.

The City's current telecommunications system, based on Primary Rate Interface (PRI) technology, was installed in 2013 and upgraded in 2023. AT&T has provided PRI services to the Town since then. However, as AT&T is phasing out PRI technology in favor of more advanced VoIP solutions, the Town will need to transition to a more modern and cost-effective IP-based network infrastructure. The transition to a VoIP system is necessary to address the limitations of the current system and to take advantage of the numerous benefits offered by VoIP technology. Given the impending phase-out of PRI lines by AT&T, Affiliated ComNet will assist the Town in migrating to VoIP and provide ongoing service, support and maintenance.
Their proposed solution offers the following:

- Lower operational costs compared to traditional PRI lines.
- Greater flexibility in terms of adding or removing users and features.
- A wide range of features, such as video conferencing, instant messaging, and call recording.
- More reliability, as they are less susceptible to physical infrastructure failures.

This item is budgeted in the FY 24-25 Information Technology Department

annual budget.

RECOMMENDATION:
Staff recommends approval.

Attachments

Resolution
Service Agreement 24048-01
Service Agreement 24028-02

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AWARDING A SERVICE CONTRACT FOR PRIMARY RATE INTERFACE LINES TO AFFILIATED COMNET PURSUANT TO SERVICE AGREEMENT NO: 24048-01 AND 24028-02; AUTHORIZING THE CITY MANAGER AND/OR HIS DESIGNEE TO EXECUTE THE PURCHASE ORDER AND OTHER NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Affiliated ComNet submitted Service Agreement No. 24048-01 for Clear Cloud ACCESS monthly services with a service charge of $337.09/month and Installation Fee of $148.50; and

WHEREAS, Affiliated ComNet submitted Service Agreement No. 24028-02 for Clear Cloud UNISON monthly services with a service charge of $3,233.62/month and Installation Fee of $6,663.00; and

WHEREAS, collectively, both services provided by Affiliated ComNet shall not exceed $3,570.71/month plus a one-time installation charge of $6,811.50 for a service term of up to thirty-six (36) months; and

WHEREAS, the City Council desires to authorize the acquisition of services from Affiliated ComNet for primary rate interface lines, in conformance with Service Agreement No 24048-01 and 24028-02.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The above and foregoing premises are true and correct legislative findings, and they are incorporated herein and made part hereof for all purposes.

SECTION 2. The City Manager, or designee, is hereby authorized to execute all necessary agreements to acquire services from Affiliated ComNet for primary rate interface lines, in conformance with Service Agreement No 24048-01 and 24028-02, copies of which are attached to this Resolution as **Exhibit A**, for a service term of up to thirty-six (36) months.

SECTION 3. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***January***, 2025.

TOWN OF ADDISON, TEXAS

_____

Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO LEGAL FORM:

_____
Whitt L. Wyatt, City Attorney

EXHIBIT A

[To Be Attached]

AFFILIATED

Service Agreement: 24048-01

~~This agreement valid until: February 1, 2025~~

This Service Agreement (Agreement), together with attached Terms of Service constitutes the entire Agreement between Affiliated ComNet and _____(Customer), where Affiliated ComNet will provide Customer with Service, Usage, Product, and Customer Support, and Customer will pay monthly Service and Product Charges (Monthly Service Charge) along with Local Taxes and Regulatory Fees (USF, PUC, etc.) based on the rate herein. All Service Charges, Usage Charges, Regulatory Fees ($USD) will commence from the date of installation and service inception.

Services and Products (Monthly Service Charge)

		Term: 3-Year	
Monthly Services	Qty	Each	Extended
COAX 600x35-ToA BELTLINE-NITEL	1	$293.97	$293.97
Data Circuit/Analog Line-Taxes, Fed., & Reg. Fees	1	$43.12	$43.12
		Monthly Service Plan - Services	**$337.09**
		Monthly Service Plan - Equipment	**$0.00**
		Monthly Service Plan - TOTAL	**$337.09**

Installation/Activation of Products (1-Time Fee)

		Term: 3-Year	
Install Equipment/Service	Qty	Each	Extended
COAX 600x35-ToA BELTLINE-NITEL	1	$148.50	$148.50
		Service Install Fee	**$148.50**
		Equipment Install Fee	**$0.00**
		Service Equipment Install Fee - TOTAL	**$148.50**

Outbound calls placed to destinations within the contiguous 48 United States and Canada will not incur Usage Charges. Calls placed to Alaska, Hawaii, and other international locations will incur International Usage Charges at the current standard rate. Customers with Inbound Toll Free numbers incur a Usage Charge of $0.035 per minute for calls originated in the lower 48 United States, and $0.045 per minute for calls originated in Canada. Service Charges, Usage Charges, Regulatory Fees, and Taxes are invoiced the first week of each month, and include Service and Product Charges for the subsequent month. Usage Charges are invoiced one month in arrears. The first month's Service Charge will be prorated from the date of Service.

Invoices are sent the first week of the month with each invoice Payment due in full by the 20th day of the same month. Payments received after the 20th day of the same month incur a 10% Late Fee (10% of total invoice value). Payments not received by the last day of the month may result in a disconnection of Service until all payments in arrears have been made.

Using Analog modems over IP is not supported as it may be unreliable due to technology limitations. Therefore, analog modems, fire alarm panels, analog Point-of-Sale Terminals and other devices using analog modems are recommended to remain on dedicated/shared analog lines.

All Products in the Monthly Service Charge, Services, and Labor provided by Affiliated ComNet are covered under Warranty for the duration of Service by the Customer. Any fees associated to remedy any defective Affiliated ComNet Product or Service provided herein will be incurred by Affiliated ComNet. Should a Product provided by Affiliated ComNet be deemed defective, Affiliated ComNet will replace the Product with New, or "Like New" same Product, or similar New, or "Like New" Product if the Product has been discontinued by the manufacturer at the time of the defect.

All Services and Products provided herein are scalable up throughout the duration of this Service Agreement at the prices shown herein (*excluding promotional items). The Customer may also include any additional Affiliated ComNet Products or Services not included in this Service Agreement at the Affiliated ComNet current price and/or monthly rate.

Location of Services*

Customer Name:_____

Address1:_____

Address2:_____

City, State, Zip:_____

County:_____ Phone Number:_____

Primary Contact:_____ Primary Contact Email:_____

Billing Address ___*Check Here if Same as Location of Services*

Customer Name:_____

Address1:_____

Address2:_____

City, State, Zip:_____

Tax Exempt: Yes No

Phone Number:_____

Primary Contact:_____

Primary Contact Email:_____

I affirm that I am of legal age and authorized to enter into this Service Agreement on behalf of the Customer. By signing below, I confirm that I have read and agree to this Service Agreement and the attached Terms of Service (TOS).

Signature:_____ Date_____ Printed Name:_____

Customer Signature: _____ Date 12/30/24 **Affiliated ComNet**

Customer Printed Name: Jim Carter **Affiliated ComNet**

*** This is the address that will be supplied to the 911 service in your area.** IF YOU MOVE THE SERVICE OR ANY PRODUCT USED TO ACCESS THE SERVICE TO ANOTHER LOCATION, YOU MUST NOTIFY AFFILIATED COMNET OF THE NEW ADDRESS BY SENDING AN EMAIL TO cloud@Affiliatedcom.com. IF YOU DO NOT DO THIS, YOU MAY NOT RECEIVE HELP ON A TIMELY BASIS WHEN YOU CALL 911 FROM THE NEW LOCATION.

TERMS OF SERVICE

Affiliated ComNet

Scope

These Terms of Service (TOS) constitute a part of the Service Agreement between Affiliated ComNet (herein referred to as "Affiliated ComNet", "us", "we", and "our"), and you as the user of Affiliated ComNet Services (herein referred to as "you", "your", "user" "end user" or "customer"). This Agreement governs your use of our Service and any Products used with our Service, whether provided by Affiliated ComNet or by you. It is important that you read these Terms of Service carefully. All capitalized terms not defined in this TOS have the meaning given to them in the Service Agreement. References to "Affiliated ComNet" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors and assigns, as well as all authorized or unauthorized users or beneficiaries of the Service under this Agreement or any prior Agreements between us.

General

Your Service Term starts on the Effective Date of your Service Agreement. Your Payment Method will be charged monthly in advance for all Service plan charges, fees, taxes and surcharges. Usage-based charges will be charged monthly in arrears. If you cancel after the effective date and before the expiration of your Service Term, you will be charged a fee (the "Termination Fee") equal to 80% of the recurring monthly Service and Usage Charge for the remaining months of your Service Term.

Payment Authorization

By signing the Service Agreement, you authorize us to collect all outstanding charges from your Payment Method, including, but not limited to, Service and Usage Charges and Late Fees. This authorization remains valid for 30 days after you cancel our authority to charge your Payment Method. If your Service is disconnected or terminated, you remain liable to us for all applicable charges and all costs incurred in collecting these charges, including, without limitation, collection agency fees, reasonable attorneys' fees, and other legal costs. We will pursue collection for unpaid amounts and may report these unpaid charges to credit bureaus. You specifically agree to waive your rights under Regulation E to receive 10 days advance notice from us regarding the amount that we will debit from your account.

Service Agreement Renewal

Upon the expiration of the Initial Service Term, the Service will renew for a period equal to the Initial Service Term unless terminated by the Customer or Affiliated ComNet. In order to terminate the Service, prior to renewal, Customer must provide Affiliated ComNet with written notice thirty (30) days prior to the Initial Service Term (or any subsequent Renewal Term) but no earlier than 90 days prior to the expiration of such Term. Notice must be received at payments@Affiliatedcom.com. After the Initial Service Term, Affiliated may modify the rate of a Service upon written notice to the Customer (via the monthly invoice that is Email to the "Bill to" Email address).

911

You must register with Affiliated ComNet the regular address where the Service is used. When 911 is dialed from your Service, the registered address you provided to Affiliated ComNet will be sent to your local emergency center if it is equipped to receive and act upon this information. If you move your Service to another location, you must register your new location with Affiliated ComNet by sending an email to atidispatch@AffiliatedCom.com. If you do not register your new location, any 911 call you or others make may be sent to an emergency center near your old location. Our 911 dialing Service in some cases may not function during a broadband or power outage or if your broadband, ISP or Affiliated ComNet Service is terminated.

Type of Service

Affiliated ComNet Service is not a traditional telecommunications Service. Affiliated ComNet Service runs over a high-speed internet connection. Events such as variations in internet traffic, power outages, maintenance, or other events beyond our control may affect the availability of the high speed connection and the Service. Our Service may not be compatible with certain security systems, TTY, fax, and other adjunct systems.

Customer Support

Affiliated ComNet provides Customer Support to help solve problems with our Service and Products.
You incur Usage Charges for Customer Support if your problems were not caused by Affiliated ComNet.
In that case, Customer Support will be billed at $125.00 per hour.

Data Circuits

Affiliated ComNet provides Data Circuits through various vendors for Broadband Internet Access, Direct Internet Access, Point to Point connectivity to our Data Centers. The Installation date from the Local/Last Mile Vendor is the Go Live/Billing date and starts the Agreement. Upon the expiration of the Initial Service Term, the Service will renew for a period equal to the Initial Service Term unless terminated by the Customer or Affiliated ComNet. In order to terminate the Service, prior to renewal, Customer must provide Affiliated ComNet with written notice sixty (60) days prior to the Initial Service Term (or any subsequent Renewal Term) but no earlier than Ninety (90) days prior to the expiration of such Term. After the Initial Service Term, Affiliated may modify the rate of a Service upon written notice to the Customer (via the Monthly Invoice that is Emailed to the "Bill to" Email address).

Business Services

Business Service Agreements are intended to provide Service for business users and/or travelers related to the business. The following uses are violations of our business Agreements: autodialing; telemarketing (including, but not limited to, charitable or political solicitation); and fax, SMS, MMS, or automated text or announcement blasting.

Right to Cancel

If you provide any information that is, or we have reason to suspect is, inaccurate in any way, we may suspend or Terminate your Service. We also reserve the right to suspend or disconnect your Service at any time without notice for any of the following reasons: (1) non-payment, declined or reversed charges to your Payment Method, or your Payment Method expires, (2) violation of our Acceptable Use Policy, or (3) if you use the Service in any way that is not consistent with these Terms of Service or

the Service Agreement. You acknowledge that if your Service is so suspended or Terminated by us or by you prior to the end of your Service Term, you will be responsible for the charges that have accrued through the date of the Termination (including
Usage Fees), plus the Termination Fee. In addition, you must return any Affiliated ComNet Owned Products to Affiliated ComNet within 14 days or Affiliated ComNet will bill your Payment Methods for the cost of the Products.

Acceptable Use Policy

You may only use our Service for lawful, proper and appropriate purposes. You may not use our Service or any Affiliated ComNet Owned Products in any way that is illegal, improper or inappropriate, such as, but not limited to, fraudulent, harassing, libelous, or threatening behavior. You may not use our Service to engage in excessive usage such as, but not limited to, sending bulk messages, using robots, auto-dialing, fax, SMS, MMS, or automated announcement broadcasting or other automated devices or programs to reproduce or distribute information. You are responsible for ensuring that you and anyone who uses your Service account comply at all times with all applicable laws and regulations, and with these Terms of Service. You are liable for all costs and damages that may arise from the content transmitted by you or any person using your Service account, whether or not you authorized that use.

Fees when you cancel the Service

If you Terminate Service for one or more of the Services before the end of your Service Term, without prior written and amended terms to your Service Agreement, you are responsible for all charges for your current term that are applicable to the disconnected lines(s) in addition to the Termination Fee. In addition, you must return any Affiliated ComNet Owned Products to Affiliated ComNet within 14 days or Affiliated ComNet will bill your Payment Method for the cost of the Products.

Fees when we cancel the Service

If we cancel your Service for any reason other than your breach of the Service Agreement, you are only responsible for the monthly Service Charges Usage Fees, Surcharges, Taxes, and Late Fees that have accrued through the date of the Termination. In addition, you must return any Affiliated ComNet Owned Products to Affiliated ComNet within 14 days or Affiliated will bill your Payment Method for the cost of the Products.

Affiliated ComNet Owned Products

When you use Affiliated ComNet Owned Products associated with the Service, you bear the full risk of loss, theft, or damage. If the equipment is lost, stolen, or damaged, you will be charged the replacement cost of the equipment.
Immediately after Termination of your Service, you must return all Affiliated ComNet Owned Products to the physical address on the 'Contact Us" web page at www.AffiliatedCom.com. All returned Products must be returned in salable condition, normal wear and tear excepted. You will be billed for any Products not received by Affiliated ComNet within 14 days of Termination, whether Termination is by Affiliated ComNet or by you. You will be billed for any Products that do not arrive in good working order, even if the Products were damaged in shipping. Affiliated ComNet recommends that you use shipping insurance to cover the full value of the Products.

Third Party Broadband Internet Access Services

Affiliated ComNet expressly disclaims any express or implied Warranties regarding the compatibility of our Service with broadband Internet access Service provided by third parties.

Possible Incompatibilities

Affiliated ComNet Service may not be compatible with all communications Products, including, but not limited to, security systems, medical monitoring equipment, fax, or computer modems. You waive any claim against Affiliated ComNet for disruption of, or interference with, these Services and Products. Further, you waive any claim that Affiliated ComNet is responsible for any disruption to your business.

Products Purchased from Affiliated ComNet

If you purchase Products from Affiliated ComNet, those Products may come with a Limited Warranty. That Limited Warranty will cover manufacturing defects for a period of 1 year from your receipt of the equipment. If your Product fails within the Warranty period, you can return the Product to Affiliated ComNet. We will evaluate the failure, and if we determine that it failed due to a manufacturing defect, the Product will be replaced with new, or like new Product, and you will not be charged the replacement cost for the Product. If we determine that the Product failed due to other reasons, such as, but not limited to, abuse, mishandling, or power surge, you will be charged the replacement cost of the Product.

Products Provided by Affiliated ComNet

If your Service Agreement and any addendums include Product(s) provided by Affiliated ComNet, those Products come with a Limited Warranty throughout the Service Term of your Service Agreement. That Limited Warranty will cover manufacturing defects. If your Product fails within the Service Term of your Service Agreement, you can return the Product to Affiliated ComNet. We will evaluate the failure, and if we determine that it failed due to a manufacturing defect, the Product will be replaced with new, or like new Product, and you will not be charged the replacement cost for the Product. If we determine that the Product failed due to other reasons, such as, but not limited to, abuse, mishandling, or power surge, you will be charged the replacement cost of the Product.

Taxes

Federal, state, and local governments may assess taxes, surcharges, and/or fees on your use of our Service and they may change without notice. You are responsible for all applicable taxes, fees, or charges for your use of, or payment for, our Service. If you are exempt from payment of any of these taxes, fees, or charges, you must provide us with an original document that satisfies the legal requirements to certify your tax-exempt status. Tax exempt status will be effective only after the date we receive your certification.

Personal Information Changes

You agree to timely update your account information whenever your personal or billing information changes by sending notice to payments@AffiliatedCom.com.

Notice of Changes

You acknowledge and agree that Affiliated ComNet will send you information regarding changes in your Service or these Terms of Service by e-mail. If notices are sent to the last email address provided by you, you agree that we have provided sufficient notice and you waive any right to assert failure of notice.

Billing Disputes

If you disagree with any Affiliated ComNet charges, you must notify us within 14 days after you receive your financial statement from your bank or credit card issuer. Notify us of any billing disagreement at payments@AffiliatedCom.com.

Monitoring

We may monitor your use of our Service if we have reason to suspect violations of these Terms Of Service. We may remove or block all communications if we think it necessary in order to protect from harm our Service, our customers or any entities or persons related to Affiliated ComNet.

Giving information to authorities and other appropriate entities or persons

If we have reason to suspect that you have used our Service or your Product(s) for any unlawful purpose, we may forward information about the suspect communication and other information, including your identity, IP address(es), email address(es), address and all other account and/or communications information, to authorities for investigation.

You consent to our disclosure of any such communications and information to appropriate authorities. We may also make such disclosure in response to a request from a court of competent jurisdiction or a requirement under the law or in an emergency when Affiliated ComNet, our customers, or other individuals are in imminent danger.

Use of Service Outside the United States

If you use our Service outside the United States, you are solely responsible for complying with local laws and regulations and any ISP and broadband provider terms of Service. Further, you are solely responsible for determining all applicable regulatory and other laws regarding the transport, distribution, and use of the Service and any Product(s) using our Service.

No Transfer of Service

You are solely responsible for all charges incurred on your account. You may not resell or transfer or otherwise alter your Service or Affiliated ComNet Owned Products without our prior written consent.

Theft of Service

You are liable for all use of our Service and for any Products used to access the Service. This includes the use of a Product stolen from you as well as any other form of unauthorized use of our Service. You will notify us immediately if a Product is stolen or if you believe that your Service is being used in any unauthorized manner. If you fail to notify us in a timely manner, we may Terminate or disconnect your Service. Neither Affiliated ComNet nor its officers, directors, employees, affiliates or agents, nor any other Service provider or vendor who furnishes Services, devices, or Products to you as part of our Service will be liable for unauthorized access to our or your transmission facilities or premises or equipment or for unauthorized access to, or alteration, theft, or destruction of, customer's data files, programs, procedures, or information through accident, or any other method, regardless of whether such damage occurs as a result of Affiliated ComNet or its Service providers' or vendors' negligence.

AS IS Services

You agree that our Service is provided "as is," except as noted herein.

No Warranties on Service

Affiliated ComNet makes no Warranties of any kind, express or implied, and specifically disclaims any Warranty of merchantability, of the fitness of Affiliated ComNet Products or Services for a particular purpose, or of title or non-infringement, or any Warranty arising by usage of trade, course of dealing, or course of performance, or any Warranty that any Product, firmware or software is "error free" or will meet your requirements. Further we do not warrant that the Service or Affiliated ComNet Products will be without flaw, including, but not limited to, failure, delay, interruption, degradation of voice quality, or loss of content, data, or information. Statements and descriptions concerning our Service or

Product(s), if any, by Affiliated ComNet or Affiliated ComNet agents or installers are not valid as a Warranty of any kind. This section does not limit any disclaimer or limitation of Warranty in the documentation provided with your Product. A Product Warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

Limitation of Liability

Affiliated ComNet will not be liable for any delay or failure to provide Service, including 911 Dialing, at any time or for any interruption or degradation of voice quality that is caused by any of the following: third party omission, equipment failure, Force Majeure, loss of power, acts or omissions by you or any person using our Service, defects or failures of any third party Products used with our Service; or any other cause that is beyond our control, including, without limitation, a failure of or defect in any Product, the failure of an incoming or outgoing communication, the inability of communications (including, without limitation, 911 Dialing) to be connected or completed or forwarded.

Disclaimer of Liability for Damages

In no event will Affiliated ComNet, its officers, directors, employees, affiliates or agents or any other Service provider who furnishes Services or Products to you as part of our Service be liable for any damages, including but not limited to personal injury, wrongful death, property damage, loss of data, loss of revenue or profits, or damages arising out of, or in connection with, the use or inability to use the Service or an Affiliated ComNet Product, including inability to access emergency Service personnel through the 911 Dialing Service or to obtain emergency help. These limitations apply to claims founded in breach of contract, breach of Warranty, Product liability, tort, and any and all other theories of liability. These limitations apply whether or not we were informed of the likelihood of any particular type of damages.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Disclaimer of 911 Liability

We disclaim all responsibility for the conduct of local emergency response centers and the national emergency calling center. We do not have any control over any local emergency response center. Therefore, we are not responsible for whether they answer calls using our 911 Dialing Service, how they answer these calls, or how they handle them. We rely on third parties to assist us in routing 911 Dialed calls to local emergency response centers and to a national emergency calling center. We are neither liable nor responsible if the data used by a third party to route calls is incorrect or produces an erroneous result. Neither Affiliated ComNet nor its officers or employees may be held liable for any claim, damage, or loss, fine, penalty, cost, and expense (including, without limitation, attorney fees) by, or on behalf of, you or any third party or user of our Service, relating to our Service, including, without limitation, 911 Dialing, or your Affiliated ComNet Owned Products, or any other Products.

Limit on total liability

Our total liability under this Agreement will not exceed the total Usage Charge for the affected Service Term.

Waiver of Claim or Causes of Action

You waive all claims or causes of action arising from or relating to our 911 Dialing Service unless the claims or causes of action arise from our gross negligence, recklessness, or willful misconduct.

Governing Law

The law of the state Texas will govern this Agreement as well as the relationship between you and us, except to the extent such law is preempted by, or inconsistent with, applicable federal law.

No Waiver of Rights

Failure by Affiliated ComNet to exercise or enforce any right or provision of the Agreement or Terms of Service will not constitute a waiver of the right or provision. Affiliated ComNet reserves all of its rights at law and equity to proceed against anyone who uses its Services or Product(s) illegally or improperly.

Survival

The provisions of this Agreement that, by their sense or context are intended to survive the Termination or Expiration of this Agreement, shall survive.

No Third Party Beneficiaries

No third party that is not a party to this Agreement shall have any remedy, claim, liability, reimbursement, or cause of action based upon any provision of this Agreement.

Legal Age

You assert that you are of legal age to enter into this Agreement and that you have read and understand fully its Terms of Service.

Entire Agreement

The Service Agreement, including this TOS and any future modifications to its terms, constitutes the entire Agreement between you and Affiliated ComNet with regard to the Services. The Service Agreement governs any and all use of our Service. It supersedes any prior Agreements between you and Affiliated ComNet and all prior or contemporaneous statements, understandings, writings, commitments, or representations concerning its subject matter.

Severability

If any part of this TOS or the Service Agreement is legally declared invalid or unenforceable, all other parts of the TOS and the Service Agreement will remain valid and enforceable.

Changes to the Agreement

We may change the terms and conditions of this TOS from time to time. You agree that we may provide to you by use of email or other electronic communications required notices, Agreements, and other information concerning Affiliated ComNet, including changes to this TOS. We may give you notice of a change by posting the change on the home page of Affiliated ComNet (www.AffiliatedCom.com) or on your monthly bill, or by sending by e-mail or by other permitted communication. Such notices will be considered given and effective on the date notice of the change is posted or sent to you. These changes will become binding on you on that date and we are not required to give you further notice. By using the Service after revisions are in effect, you accept and agree to all revisions. If you do not agree to the changes, you must Terminate your Service immediately. Termination fees and recovery fees will not be applicable to Termination of Service due to increases in Service Agreement prices or other material changes if your account is in good standing and you call us to Terminate within 30 days after receiving notice of the change. Increases in Usage Charges, or in taxes or surcharges such as the Federal Program Fee or discretionary billable add-ons or features, will not be subject to waivers of Termination fees and recovery fees. Any changes to this TOS supersede all previously agreed to electronic and written Terms of Service, including, without limitation, any terms included with the packaging of your Product. If you want to withdraw your consent to receive notices electronically, you must discontinue your use of Services.

Privacy

Affiliated ComNet Service uses, in whole or in part, the public Internet, the public switched telephone network, and third party networks to transmit voice and other communications. Affiliated ComNet is not liable for any lack of privacy which you may experience from using our Service. Our complete Privacy Notice is available on our website, www.AffiliatedCom.com.

By signing a Service Agreement, you authorize us: (a) to investigate and/or review your credit history, including requesting a consumer report, for any purpose, including, but not limited to, your initial qualification for an account and your continued compliance with the Terms of Service for your Service Agreement; and (b) to share credit information about you with credit reporting agencies. Upon your request we will inform you whether or not we have requested a consumer report about you and, if a report was requested, the name and address of the consumer reporting agency.

Export Controls

You agree to comply fully with all relevant export laws and regulations of the United States, including but not limited to the U.S. Export Administration Regulations, administered by the Department of Commerce, Bureau of Industry and Security. You also expressly agree that you shall not export, directly or indirectly, re-export, divert, or transfer any portion of our Service or any Product to any destination, company, or person restricted or prohibited by U.S. export controls.

Copyright Notice

Our website content, our materials, Services, logos, Service marks and trademarks are protected by trademark, copyright, or other intellectual property laws, and international treaty provisions.
Infringement by you may result in civil or criminal prosecution.

AFFILIATED

Service Agreement: 24028-02

~~This agreement valid until: February 1, 2025~~

This Service Agreement (Agreement), together with the attached Terms of Service constitutes the entire Agreement between Affiliated ComNet and _____(Customer), where Affiliated ComNet will provide Customer with Service, Usage, Product, and Customer Support, and Customer will pay monthly Service and Product Charges (Monthly Service Charge) along with Local Taxes and Regulatory Fees (USF, PUC, etc.) based on the rate herein. All Service Charges, Usage Charges, Regulatory Fees ($USD) will commence from the date of installation and service inception.

Services and Products (Monthly Service Charge)

		Term: 3-Year	
Monthly Services	Qty	Each	Extended
Clear Cloud SIP Trunk/Channel (Burstable)	76	$12.41	$943.16
DID Numbers (500 to 999)	820	$0.89	$729.80
e911 Edatabase Registration	3	$2.10	$6.30
Inbound Fax-to-Email	8	$6.60	$52.80
Outbound Fax Email Authorization	8	$14.00	$112.00
Enhanced RTU License	76	$8.25	$627.00
2-PRI Span Gateway/SIP Proxy	2	$188.40	$376.80
4-PRI Span Gateway/SIP Proxy	1	$385.76	$385.76
Monthly Service Plan - Services			**$2471.06**
Monthly Service Plan - Equipment			**$762.56**
Monthly Service Plan - TOTAL			**$3233.62**

Installation/Activation of Products (1-Time Fee)

		Term: 3-Year	
Install Equipment/Service	Qty	Each	Extended
Telephone Number Porting/Routing/Provisioning	20	$13.00	$260.00
Enhanced RTU License Configuration	76	$3.00	$228.00
2-PRI Span Gateway/SIP Proxy	2	$1130.00	$2260.00
4-PRI Span Gateway/SIP Proxy	1	$2315.00	$2315.00
Special Port, Bulk 2.00 Each	800	$2.00	$1600.00
Service Install Fee			**$2088.00**
Equipment Install Fee			**$4575.00**
Service Equipment Install Fee - TOTAL			**$6663.00**

Outbound calls placed to destinations within the contiguous 48 United States and Canada will not incur Usage Charges. Calls placed to Alaska, Hawaii, and other international locations will incur International Usage Charges at the current standard rate. Customers with Inbound Toll Free numbers incur a Usage Charge of $0.035 per minute for calls originated in the lower 48 United States, and $0.045 per minute for calls originated in Canada. Service Charges, Usage Charges, Regulatory Fees, and Taxes are invoiced the first week of each month, and include Service and Product Charges for the subsequent month. Usage Charges are invoiced one month in arrears. The first month's Service Charge will be prorated from the date of Service.
Invoices are sent the first week of the month with each invoice Payment due in full by the 20th day of the same month. Payments received after the 20th day of the same month incur a 10% Late Fee (10% of total invoice value). Payments not received by the last day of the month may result in a disconnection of Service until all payments in arrears have been made.

Using Analog modems over IP is not supported as it may be unreliable due to technology limitations. Therefore, analog modems, fire alarm panels, analog Point-of-Sale Terminals and other devices using analog modems are recommended to remain on dedicated/shared analog lines.

All Products in the Monthly Service Charge, Services, and Labor provided by Affiliated ComNet are covered under Warranty for the duration of Service by the Customer. Any fees associated to remedy any defective Affiliated ComNet Product or Service provided herein will be incurred by Affiliated ComNet. Should a Product provided by Affiliated ComNet be deemed defective, Affiliated ComNet will replace the Product with New, or "Like New" same Product, or similar New, or "Like New" Product if the Product has been discontinued by the manufacturer at the time of the defect.

All Services and Products provided herein are scalable up throughout the duration of this Service Agreement at the prices shown herein (*excluding promotional items). The Customer may also include any additional Affiliated ComNet Products or Services not included in this Service Agreement at the Affiliated ComNet current price and/or monthly rate.

Location of Services*

Customer Name:_____

Address1:_____

Address2:_____

City, State, Zip:_____

County:_____

Phone Number:_____

Primary Contact:_____ Primary Contact Email:_____

Billing Address ___*Check Here If Same as Location of Services*

Customer Name:_____

Address1:_____

Address2:_____

City, State, Zip:_____

Tax Exempt: Yes No

Phone Number:_____

Primary Contact:_____

Primary Contact Email:_____

I affirm that I am of legal age and authorized to enter into this Service Agreement on behalf of the Customer. By signing below, I confirm that I have read and agree to this Service Agreement and the attached Terms of Service (TOS).

Signature:_____Date_____ **Customer**

Signature: _____Date 12/30/24 **Affiliated ComNet**

Printed Name:_____ **Customer**

Printed Name: Jim Carter **Affiliated ComNet**

*** This is the address that will be supplied to the 911 service in your area.** IF YOU MOVE THE SERVICE OR ANY PRODUCT USED TO ACCESS THE SERVICE TO ANOTHER LOCATION, YOU MUST NOTIFY AFFILIATED COMNET OF THE NEW ADDRESS BY SENDING AN EMAIL TO cloud@Affiliatedcom.com. IF YOU DO NOT DO THIS, YOU MAY NOT RECEIVE HELP ON A TIMELY BASIS WHEN YOU CALL FROM THE NEW LOCATION.

TERMS OF SERVICE

Affiliated ComNet

Scope

These Terms of Service (TOS) constitute a part of the Service Agreement between Affiliated ComNet (herein referred to as "Affiliated ComNet", "us", "we", and "our"), and you as the user of Affiliated ComNet Services (herein referred to as "you", "your", "user" "end user" or "customer"). This Agreement governs your use of our Service and any Products used with our Service, whether provided by Affiliated ComNet or by you. It is important that you read these Terms of Service carefully. All capitalized terms not defined in this TOS have the meaning given to them in the Service Agreement. References to "Affiliated ComNet" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors and assigns, as well as all authorized or unauthorized users or beneficiaries of the Service under this Agreement or any prior Agreements between us.

General

Your Service Term starts on the Effective Date of your Service Agreement. Your Payment Method will be charged monthly in advance for all Service plan charges, fees, taxes and surcharges. Usage-based charges will be charged monthly in arrears. If you cancel after the effective date and before the expiration of your Service Term, you will be charged a fee (the "Termination Fee") equal to 80% of the recurring monthly Service and Usage Charge for the remaining months of your Service Term.

Payment Authorization

By signing the Service Agreement, you authorize us to collect all outstanding charges from your Payment Method, including, but not limited to, Service and Usage Charges and Late Fees. This authorization remains valid for 30 days after you cancel our authority to charge your Payment Method. If your Service is disconnected or terminated, you remain liable to us for all applicable charges and all costs incurred in collecting these charges, including, without limitation, collection agency fees, reasonable attorneys' fees, and other legal costs. We will pursue collection for unpaid amounts and may report these unpaid charges to credit bureaus. You specifically agree to waive your rights under Regulation E to receive 10 days advance notice from us regarding the amount that we will debit from your account.

Service Agreement Renewal

Upon the expiration of the Initial Service Term, the Service will renew for a period equal to the Initial Service Term unless terminated by the Customer or Affiliated ComNet. In order to terminate the Service, prior to renewal, Customer must provide Affiliated ComNet with written notice thirty (30) days prior to the Initial Service Term (or any subsequent Renewal Term) but no earlier than 90 days prior to the expiration of such Term. Notice must be received at payments@Affiliatedcom.com. After the Initial Service Term, Affiliated may modify the rate of a Service upon written notice to the Customer (via the monthly invoice that is Email to the "Bill to" Email address).

911

You must register with Affiliated ComNet the regular address where the Service is used. When 911 is dialed from your Service, the registered address you provided to Affiliated ComNet will be sent to your local emergency center if it is equipped to receive and act upon this information. If you move your Service to another location, you must register your new location with Affiliated ComNet by sending an email to atidispatch@AffiliatedCom.com. If you do not register your new location, any 911 call you or others make may be sent to an emergency center near your old location. Our 911 dialing Service in some cases may not function during a broadband or power outage or if your broadband, ISP or Affiliated ComNet Service is terminated.

Type of Service

Affiliated ComNet Service is not a traditional telecommunications Service. Affiliated ComNet Service runs over a high-speed internet connection. Events such as variations in internet traffic, power outages, maintenance, or other events beyond our control may affect the availability of the high speed connection and the Service. Our Service may not be compatible with certain security systems, TTY, fax, and other adjunct systems.

Customer Support

Affiliated ComNet provides Customer Support to help solve problems with our Service and Products.
You incur Usage Charges for Customer Support if your problems were not caused by Affiliated ComNet.
In that case, Customer Support will be billed at $125.00 per hour.

Data Circuits

Affiliated ComNet provides Data Circuits through various vendors for Broadband Internet Access, Direct Internet Access, Point to Point connectivity to our Data Centers. The Installation date from the Local/Last Mile Vendor is the Go Live/Billing date and starts the Agreement. Upon the expiration of the Initial Service Term, the Service will renew for a period equal to the Initial Service Term unless terminated by the Customer or Affiliated ComNet. In order to terminate the Service, prior to renewal, Customer must provide Affiliated ComNet with written notice sixty (60) days prior to the Initial Service Term (or any subsequent Renewal Term) but no earlier than Ninety (90) days prior to the expiration of such Term. After the Initial Service Term, Affiliated may modify the rate of a Service upon written notice to the Customer (via the Monthly Invoice that is Emailed to the "Bill to" Email address).

Business Services

Business Service Agreements are intended to provide Service for business users and/or travelers related to the business. The following uses are violations of our business Agreements: autodialing; telemarketing (including, but not limited to, charitable or political solicitation); and fax, SMS, MMS, or automated text or announcement blasting.

Right to Cancel

If you provide any information that is, or we have reason to suspect is, inaccurate in any way, we may suspend or Terminate your Service. We also reserve the right to suspend or disconnect your Service at any time without notice for any of the following reasons: (1) non-payment, declined or reversed charges to your Payment Method, or your Payment Method expires, (2) violation of our Acceptable Use Policy, or (3) if you use the Service in any way that is not consistent with these Terms of Service or the Service Agreement. You acknowledge that if your Service is so suspended or Terminated by us or by you prior to the end of your Service Term, you will be responsible for the charges that have accrued through the date of the Termination (including Usage Fees), plus the Termination Fee. In addition, you must return any Affiliated ComNet Owned Products to Affiliated ComNet within 14 days or Affiliated ComNet will bill your Payment Methods for the cost of the Products.

Acceptable Use Policy

You may only use our Service for lawful, proper and appropriate purposes. You may not use our Service or any Affiliated ComNet Owned Products in any way that is illegal, improper or inappropriate, such as, but not limited to, fraudulent, harassing, libelous, or threatening behavior. You may not use our Service to engage in excessive usage such as, but not limited to, sending bulk messages, using robots, auto-dialing, fax, SMS, MMS, or automated announcement broadcasting or other automated devices or programs to reproduce or distribute information. You are responsible for ensuring that you and anyone who uses your Service account comply at all times with all applicable laws and regulations, and with these Terms of Service. You are liable for all costs and damages that may arise from the content transmitted by you or any person using your Service account, whether or not you authorized that use.

Fees when you cancel the Service

If you Terminate Service for one or more of the Services before the end of your Service Term, without prior written and amended terms to your Service Agreement, you are responsible for all charges for your current term that are applicable to the disconnected lines(s) in addition to the Termination Fee. In addition, you must return any Affiliated ComNet Owned Products to Affiliated ComNet within 14 days or Affiliated ComNet will bill your Payment Method for the cost of the Products.

Fees when we cancel the Service

If we cancel your Service for any reason other than your breach of the Service Agreement, you are only responsible for the monthly Service Charges Usage Fees, Surcharges, Taxes, and Late Fees that have accrued through the date of the Termination. In addition, you must return any Affiliated ComNet Owned Products to Affiliated ComNet within 14 days or Affiliated will bill your Payment Method for the cost of the Products.

Affiliated ComNet Owned Products

When you use Affiliated ComNet Owned Products associated with the Service, you bear the full risk of loss, theft, or damage. If the equipment is lost, stolen, or damaged, you will be charged the replacement cost of the equipment.

Immediately after Termination of your Service, you must return all Affiliated ComNet Owned Products to the physical address on the 'Contact Us" web page at www.AffiliatedCom.com. All returned Products must be returned in salable condition, normal wear and tear excepted. You will be billed for any Products not received by Affiliated ComNet within 14 days of Termination, whether Termination is by Affiliated ComNet or by you. You will be billed for any Products that do not arrive in good working order, even if the Products were damaged in shipping. Affiliated ComNet recommends that you use shipping insurance to cover the full value of the Products.

Third Party Broadband Internet Access Services

Affiliated ComNet expressly disclaims any express or implied Warranties regarding the compatibility of our Service with broadband Internet access Service provided by third parties.

Possible Incompatibilities

Affiliated ComNet Service may not be compatible with all communications Products, including, but not limited to, security systems, medical monitoring equipment, fax, or computer modems. You waive any claim against Affiliated ComNet for disruption of, or interference with, these Services and Products. Further, you waive any claim that Affiliated ComNet is responsible for any disruption to your business.

Products Purchased from Affiliated ComNet

If you purchase Products from Affiliated ComNet, those Products may come with a Limited Warranty. That Limited Warranty will cover manufacturing defects for a period of 1 year from your receipt of the equipment. If your Product fails within the Warranty period, you can return the Product to Affiliated ComNet. We will evaluate the failure, and if we determine that it failed due to a manufacturing defect, the Product will be replaced with new, or like new Product, and you will not be charged the replacement cost for the Product. If we determine that the Product failed due to other reasons, such as, but not limited to, abuse, mishandling, or power surge, you will be charged the replacement cost of the Product.

Products Provided by Affiliated ComNet

If your Service Agreement and any addendums include Product(s) provided by Affiliated ComNet, those Products come with a Limited Warranty throughout the Service Term of your Service Agreement. That Limited Warranty will cover manufacturing defects. If your Product fails within the Service Term of your Service Agreement, you can return the Product to Affiliated ComNet. We will evaluate the failure, and if we determine that it failed due to a manufacturing defect, the Product will be replaced with new, or like new Product, and you will not be charged the replacement cost for the Product. If we determine that the Product failed due to other reasons, such as, but not limited to, abuse, mishandling, or power surge, you will be charged the replacement cost of the Product.

Taxes

Federal, state, and local governments may assess taxes, surcharges, and/or fees on your use of our Service and they may change without notice. You are responsible for all applicable taxes, fees, or charges for your use of, or payment for, our Service. If you are exempt from payment of any of these taxes, fees, or charges, you must provide us with an original document that satisfies the legal requirements to certify your tax-exempt status. Tax exempt status will be effective only after the date we receive your certification.

Personal Information Changes

You agree to timely update your account information whenever your personal or billing information changes by sending notice to payments@AffiliatedCom.com.

Notice of Changes

You acknowledge and agree that Affiliated ComNet will send you information regarding changes in your Service or these Terms of Service by e-mail. If notices are sent to the last email address provided by you, you agree that we have provided sufficient notice and you waive any right to assert failure of notice.

Billing Disputes

If you disagree with any Affiliated ComNet charges, you must notify us within 14 days after you receive your financial statement from your bank or credit card issuer. Notify us of any billing disagreement at payments@AffiliatedCom.com.

Monitoring

We may monitor your use of our Service if we have reason to suspect violations of these Terms Of Service. We may remove or block all communications if we think it necessary in order to protect from harm our Service, our customers or any entities or persons related to Affiliated ComNet.

Giving information to authorities and other appropriate entities or persons

If we have reason to suspect that you have used our Service or your Product(s) for any unlawful purpose, we may forward information about the suspect communication and other information, including your identity, IP address(es), email address(es), address and all other account and/or communications information, to authorities for investigation.

You consent to our disclosure of any such communications and information to appropriate authorities. We may also make such disclosure in response to a request from a court of competent jurisdiction or a requirement under the law or in an emergency when Affiliated ComNet, our customers, or other individuals are in imminent danger.

Use of Service Outside the United States

If you use our Service outside the United States, you are solely responsible for complying with local laws and regulations and any ISP and broadband provider terms of Service. Further, you are solely responsible for determining all applicable regulatory and other laws regarding the transport, distribution, and use of the Service and any Product(s) using our Service.

No Transfer of Service

You are solely responsible for all charges incurred on your account. You may not resell or transfer or otherwise alter your Service or Affiliated ComNet Owned Products without our prior written consent.

Theft of Service

You are liable for all use of our Service and for any Products used to access the Service. This includes the use of a Product stolen from you as well as any other form of unauthorized use of our Service. You will notify us immediately if a Product is stolen or if you believe that your Service is being used in any unauthorized manner. If you fail to notify us in a timely manner, we may Terminate or disconnect your Service. Neither Affiliated ComNet nor its officers, directors, employees, affiliates or agents, nor any other Service provider or vendor who furnishes Services, devices, or Products to you as part of our Service will be liable for unauthorized access to our or your transmission facilities or premises or equipment or for unauthorized access to, or alteration, theft, or destruction of, customer's data files, programs, procedures, or information through accident, or any other method, regardless of whether such damage occurs as a result of Affiliated ComNet or its Service providers' or vendors' negligence.

AS IS Services

You agree that our Service is provided "as is," except as noted herein.

No Warranties on Service

Affiliated ComNet makes no Warranties of any kind, express or implied, and specifically disclaims any Warranty of merchantability, of the fitness of Affiliated ComNet Products or Services for a particular purpose, or of title or non-infringement, or any Warranty arising by usage of trade, course of dealing, or course of performance, or any Warranty that any Product, firmware or software is "error free" or will meet your requirements. Further we do not warrant that the Service or Affiliated ComNet Products will be without flaw, including, but not limited to, failure, delay, interruption, degradation of voice quality, or loss of content, data, or information. Statements and descriptions concerning our Service or

Product(s), if any, by Affiliated ComNet or Affiliated ComNet agents or installers are not valid as a Warranty of any kind. This section does not limit any disclaimer or limitation of Warranty in the documentation provided with your Product. A Product Warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

Limitation of Liability

Affiliated ComNet will not be liable for any delay or failure to provide Service, including 911 Dialing, at any time or for any interruption or degradation of voice quality that is caused by any of the following: third party omission, equipment failure, Force Majeure, loss of power, acts or omissions by you or any person using our Service, defects or failures of any third party Products used with our Service; or any other cause that is beyond our control, including, without limitation, a failure of or defect in any Product, the failure of an incoming or outgoing communication, the inability of communications (including, without limitation, 911 Dialing) to be connected or completed or forwarded.

Disclaimer of Liability for Damages

In no event will Affiliated ComNet, its officers, directors, employees, affiliates or agents or any other Service provider who furnishes Services or Products to you as part of our Service be liable for any damages, including but not limited to personal injury, wrongful death, property damage, loss of data, loss of revenue or profits, or damages arising out of, or in connection with, the use or inability to use the Service or an Affiliated ComNet Product, including inability to access emergency Service personnel through the 911 Dialing Service or to obtain emergency help. These limitations apply to claims founded in breach of contract, breach of Warranty, Product liability, tort, and any and all other theories of liability. These limitations apply whether or not we were informed of the likelihood of any particular type of damages. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Disclaimer of 911 Liability

We disclaim all responsibility for the conduct of local emergency response centers and the national emergency calling center. We do not have any control over any local emergency response center. Therefore, we are not responsible for whether they answer calls using our 911 Dialing Service, how they answer these calls, or how they handle them. We rely on third parties to assist us in routing 911 Dialed calls to local emergency response centers and to a national emergency calling center. We are neither liable nor responsible if the data used by a third party to route calls is incorrect or produces an erroneous result. Neither Affiliated ComNet nor its officers or employees may be held liable for any claim, damage, or loss, fine, penalty, cost, and expense (including, without limitation, attorney fees) by, or on behalf of, you or any third party or user of our Service, relating to our Service, including, without limitation, 911 Dialing, or your Affiliated ComNet Owned Products, or any other Products.

Limit on total liability

Our total liability under this Agreement will not exceed the total Usage Charge for the affected Service Term.

Waiver of Claim or Causes of Action

You waive all claims or causes of action arising from or relating to our 911 Dialing Service unless the claims or causes of action arise from our gross negligence, recklessness, or willful misconduct.

Governing Law

The law of the state Texas will govern this Agreement as well as the relationship between you and us, except to the extent such law is preempted by, or inconsistent with, applicable federal law.

No Waiver of Rights

Failure by Affiliated ComNet to exercise or enforce any right or provision of the Agreement or Terms of Service will not constitute a waiver of the right or provision. Affiliated ComNet reserves all of its rights at law and equity to proceed against anyone who uses its Services or Product(s) illegally or improperly.

Survival

The provisions of this Agreement that, by their sense or context are intended to survive the Termination or Expiration of this Agreement, shall survive.

No Third Party Beneficiaries

No third party that is not a party to this Agreement shall have any remedy, claim, liability, reimbursement, or cause of action based upon any provision of this Agreement.

Legal Age

You assert that you are of legal age to enter into this Agreement and that you have read and understand fully its Terms of Service.

Entire Agreement

The Service Agreement, including this TOS and any future modifications to its terms, constitutes the entire Agreement between you and Affiliated ComNet with regard to the Services. The Service Agreement governs any and all use of our Service. It supersedes any prior Agreements between you and Affiliated ComNet and all prior or contemporaneous statements, understandings, writings, commitments, or representations concerning its subject matter.

Severability

If any part of this TOS or the Service Agreement is legally declared invalid or unenforceable, all other parts of the TOS and the Service Agreement will remain valid and enforceable.

Changes to the Agreement

We may change the terms and conditions of this TOS from time to time. You agree that we may provide to you by use of email or other electronic communications required notices, Agreements, and other information concerning Affiliated ComNet, including changes to this TOS. We may give you notice of a change by posting the change on the home page of Affiliated ComNet (www.AffiliatedCom.com) or on your monthly bill, or by sending by e-mail or by other permitted communication. Such notices will be considered given and effective on the date notice of the change is posted or sent to you. These changes will become binding on you on that date and we are not required to give you further notice. By using the Service after revisions are in effect, you accept and agree to all revisions. If you do not agree to the changes, you must Terminate your Service immediately. Termination fees and recovery fees will not be applicable to Termination of Service due to increases in Service Agreement prices or other material changes if your account is in good standing and you call us to Terminate within 30 days after receiving notice of the change. Increases in Usage Charges, or in taxes or surcharges such as the
Federal Program Fee or discretionary billable add-ons or features, will not be subject to waivers of Termination fees and recovery fees. Any changes to this TOS supersede all previously agreed to electronic and written Terms of Service, including, without limitation, any terms included with the packaging of your Product. If you want to withdraw your consent to receive notices electronically, you must discontinue your use of Services.

Privacy

Affiliated ComNet Service uses, in whole or in part, the public Internet, the public switched telephone network, and third party networks to transmit voice and other communications. Affiliated ComNet is not liable for any lack of privacy which you may experience from using our Service. Our complete Privacy Notice is available on our website, www.AffiliatedCom.com.

By signing a Service Agreement, you authorize us: (a) to investigate and/or review your credit history, including requesting a consumer report, for any purpose, including, but not limited to, your initial qualification for an account and your continued compliance with the Terms of Service for your Service Agreement; and (b) to share credit information about you with credit reporting agencies. Upon your request we will inform you whether or not we have requested a consumer report about you and, if a report was requested, the name and address of the consumer reporting agency.

Export Controls

You agree to comply fully with all relevant export laws and regulations of the United States, including but not limited to the U.S. Export Administration Regulations, administered by the Department of Commerce, Bureau of Industry and Security. You also expressly agree that you shall not export, directly or indirectly, re-export, divert, or transfer any portion of our Service or any Product to any destination, company, or person restricted or prohibited by U.S. export controls.

Copyright Notice

Our website content, our materials, Services, logos, Service marks and trademarks are protected by trademark, copyright, or other intellectual property laws, and international treaty provisions.
Infringement by you may result in civil or criminal prosecution.

City Council Regular Meeting **5. a.**

Meeting Date: 01/14/2025
Department: Development Services
Key Focus Areas: Public Safety
Economic Development and Revitalization

AGENDA CAPTION:

Hold a public hearing, present, discuss, and consider action on a request to rezone a 1.55-acre property, located at 3953 Belt Line Road, from Planned Development (PD) Ordinance No. 083-071, to Local Retail (LR) zoning district, for an existing multi-tenant retail center. Case 1927-Z/3953 Belt Line Road Rezoning.

BACKGROUND:

The Addison Planning and Zoning Commission, meeting in regular session on December 17, 2024, voted to recommend approval of an ordinance changing the zoning on a 1.55 acre property located at 3953 Belt Line Road, from Planned Development (PD 083-071) to Local Retail (LR) District, with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per Fire Code.

Voting Aye: Fansler, Chavez, Braun, Copeland, Smith
Voting Nay: None
Absent: Baker

SPEAKERS AT THE PUBLIC HEARING:

For: None
On: None
Against: None

RECOMMENDATION:

Staff recommends approval of the request with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per Fire Code.

Attachments

1927-Z Presentation

1927-Z Ordinance
1927-Z Staff Report
1927-Z Letter of Intent
1927-Z Survey

3953 Belt Line Road Rezoning Request (1927-Z)

January 14, 2025

Korrie Becht, Assistant Director of Development Services

Case 1927-Z 3953 Belt Line Road

LOCATION:

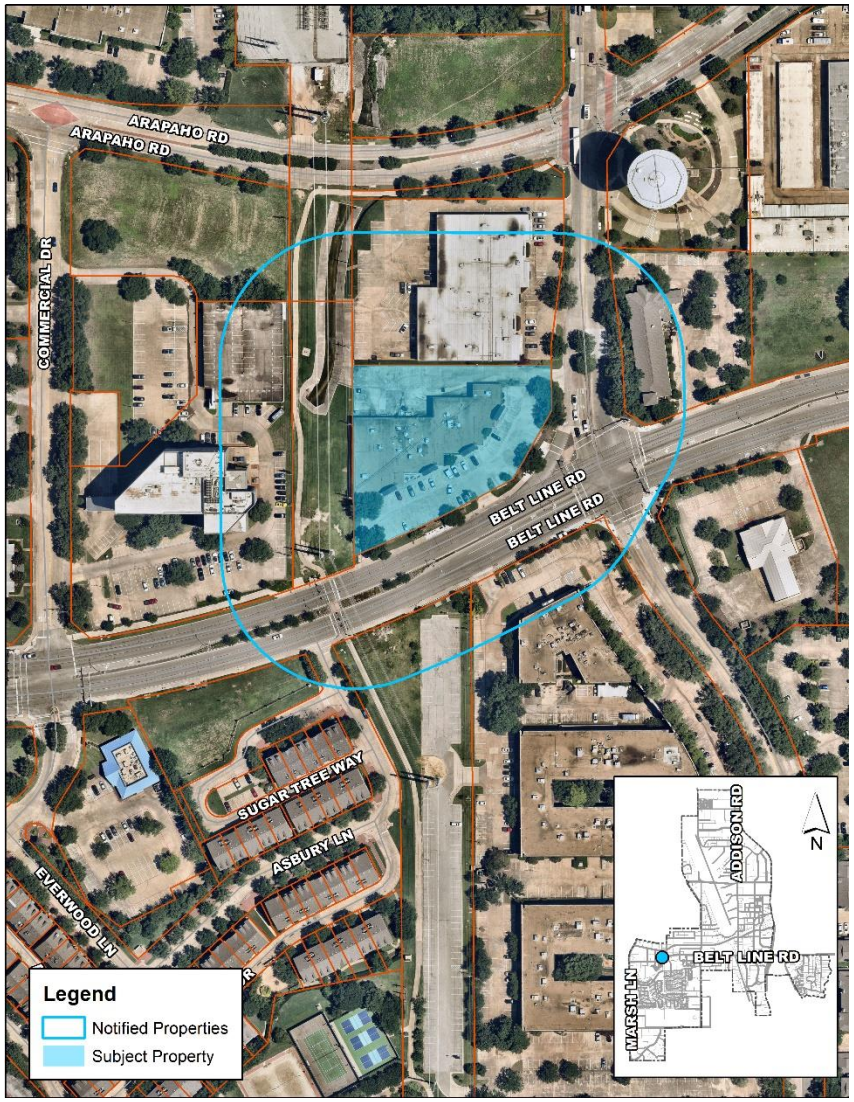
3953 Belt Line Road

REQUEST:

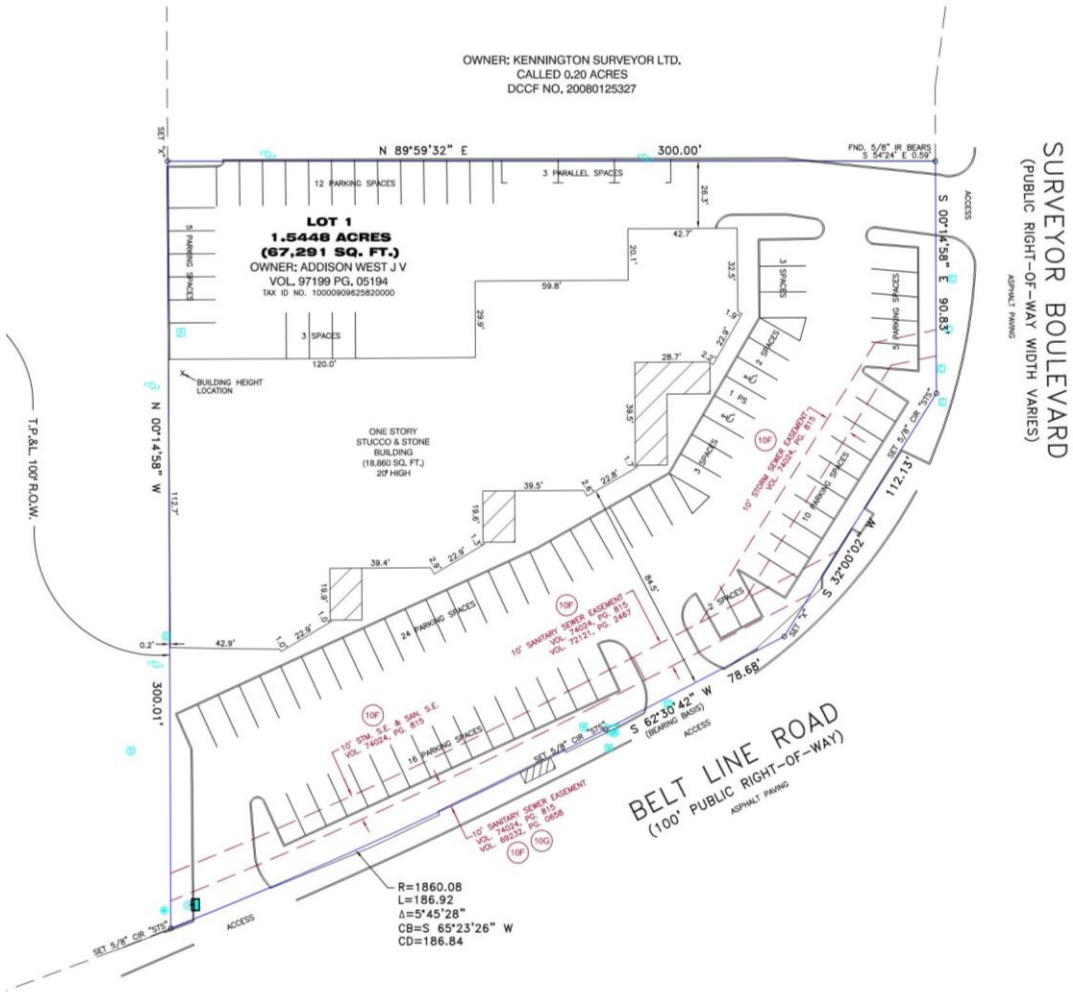
Approval of a request to rezone a 1.55 acre property located at 3953 Belt Line Road from Planned Development (PD) to Local Retail (LR) zoning district for existing multi-tenant retail center

ACTION REQUIRED:

Discuss, consider, and take action on the appropriateness of the proposed LR zoning designation for the 1.55-acre subject property.



Case 1927-Z 3953 Belt Line Road



PROPERTY HISTORY:

Pre-1983 – Industrial zoning; Property also had previous CO approval for furniture store

1983 – Rezoned to Planned Development

- Furniture store – 7,000 sq ft
- Restaurant – 2,490 sq ft
- Office – 5,825 sq ft
- Retail – 2,400 sq ft

SUP granted for restaurant/alcohol sales

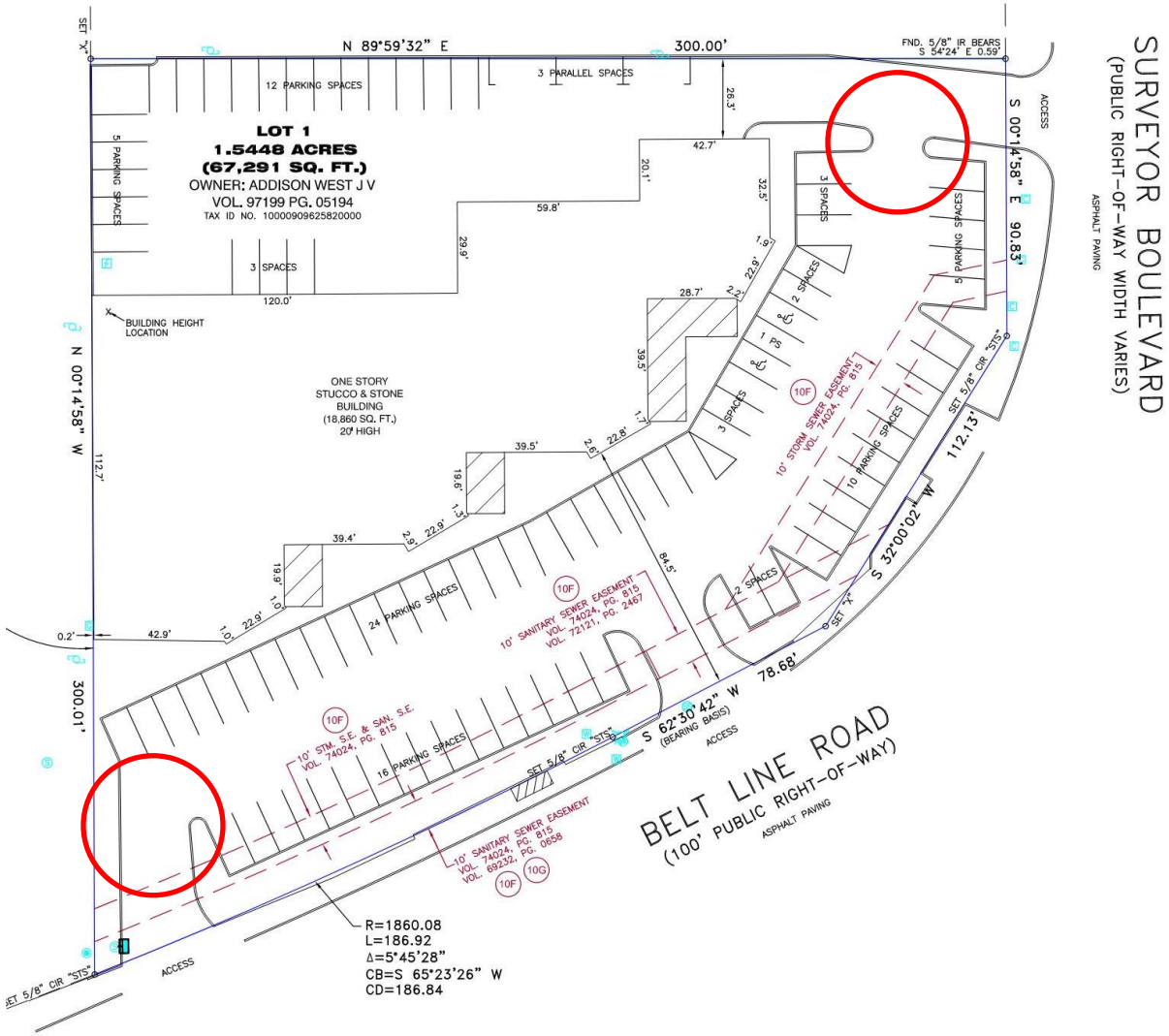
1984-2023 – Various CO approvals for furniture warehouse, retail, medical office

Present – Rezoning request from PD to Local Retail. Existing uses on lot: blood donation center, office space, a restaurant, and a beauty salon

Case 1927-Z 3953 Belt Line Road

Proposed Site Improvements:

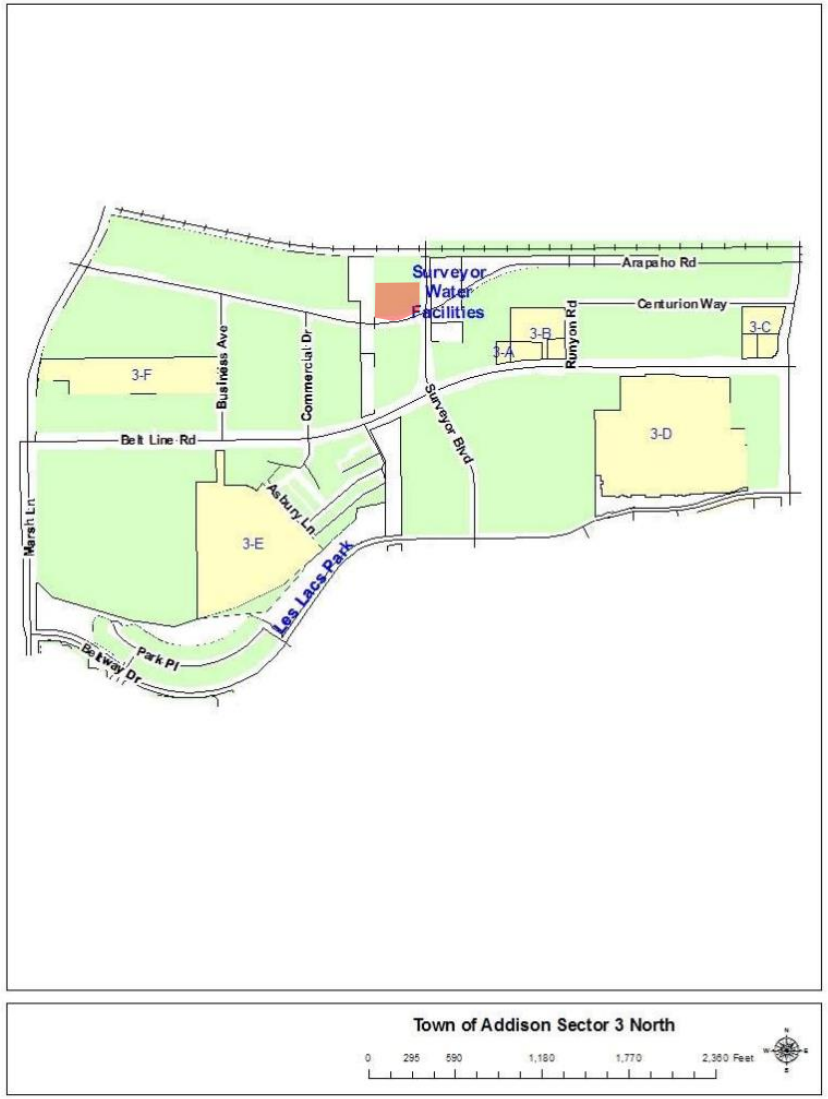
- Widening entrances for emergency services
- Removing clearance bar from north entrance



Case 1927-Z 3953 Belt Line Road

Compliance with the Town's Comprehensive Plan:

- Attributes of Success Future Land Use Analysis is silent on this property – Analysis for Sector 3 North focused on developed properties experiencing varied levels of success/decline
- Proposed rezoning to Local Retail would improve the viability of this property for the following Attributes of Success:
    - Competitive
    - Functional
- Allowing a broader mix of compatible nonresidential uses enhances these attributes



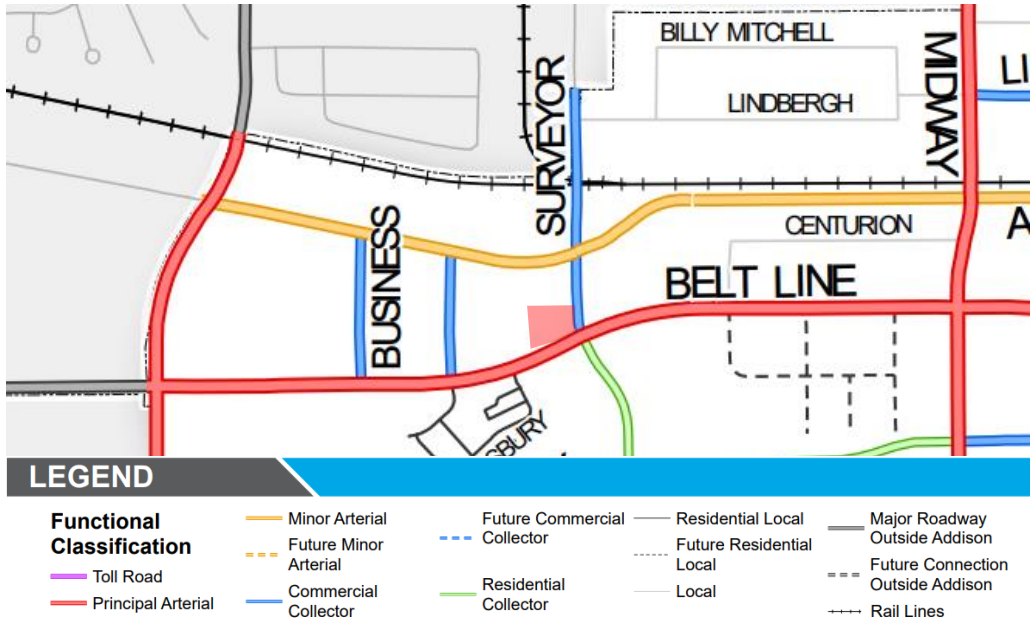
Case 1927-Z 3953 Belt Line Road

Compatibility with the Master Transportation Plan:

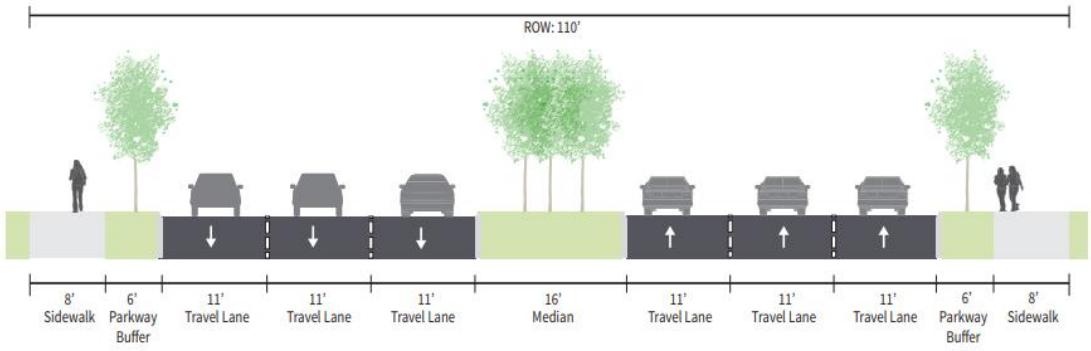
- Belt Line Road is designated as a Principal Arterial and Enhanced Pedestrian Corridor

- Surveyor Boulevard is designated as a Commercial Corridor and Active Transportation Corridor

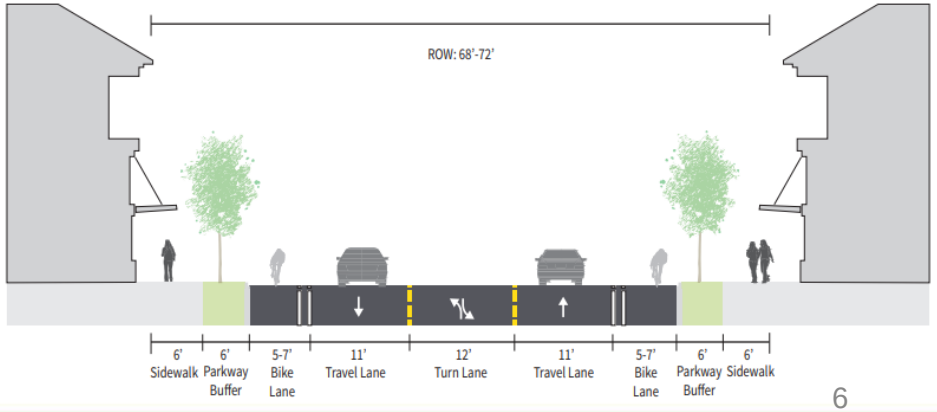
- Sufficient capacity with these street designations for this zoning designation



ENHANCED PEDESTRIAN



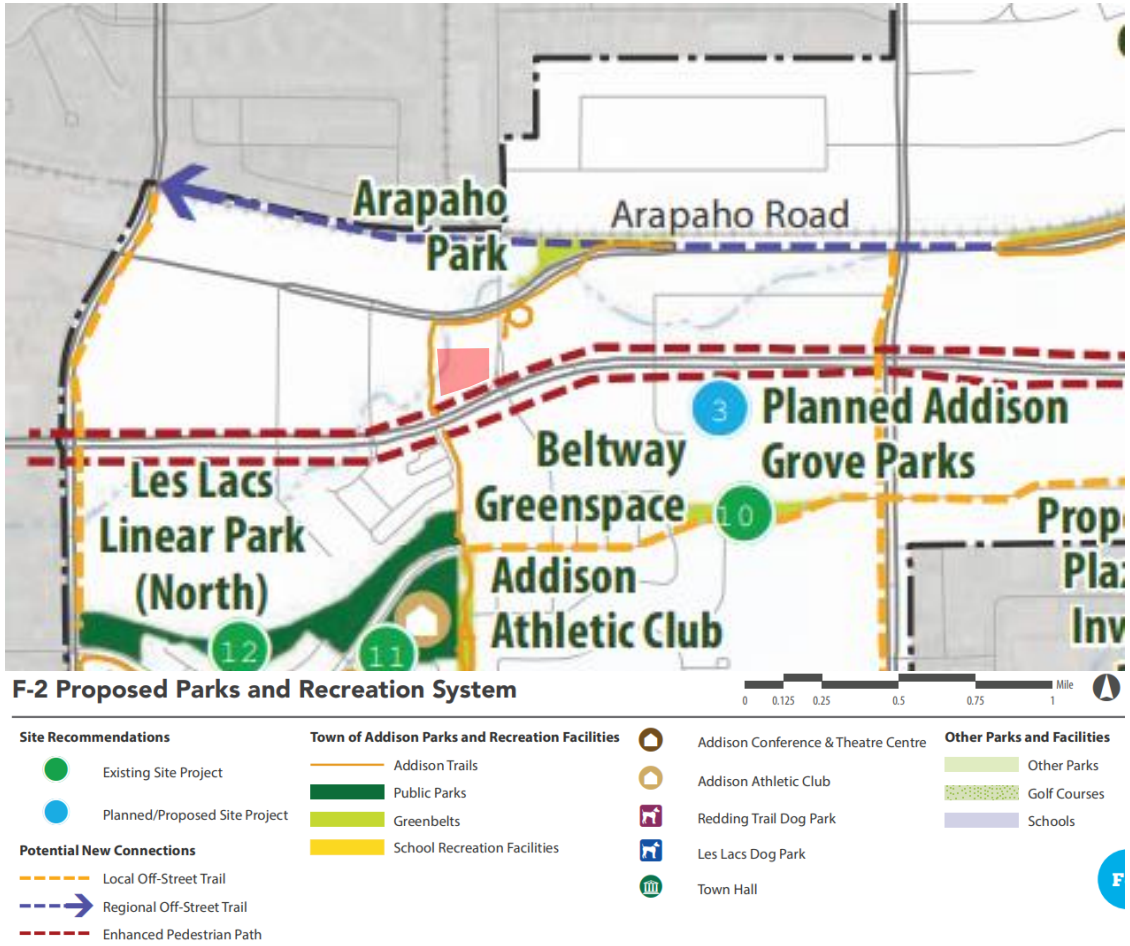
BIKE LANE



Case 1927-Z 3953 Belt Line Road

Compatibility with the Parks, Recreation, and Open Space Master Plan:

- No parks envisioned for the subject property
- Focused mainly on Belt Line Road enhancements (completed for the site)
- Rezoning supports increased activity on-site and surrounding areas

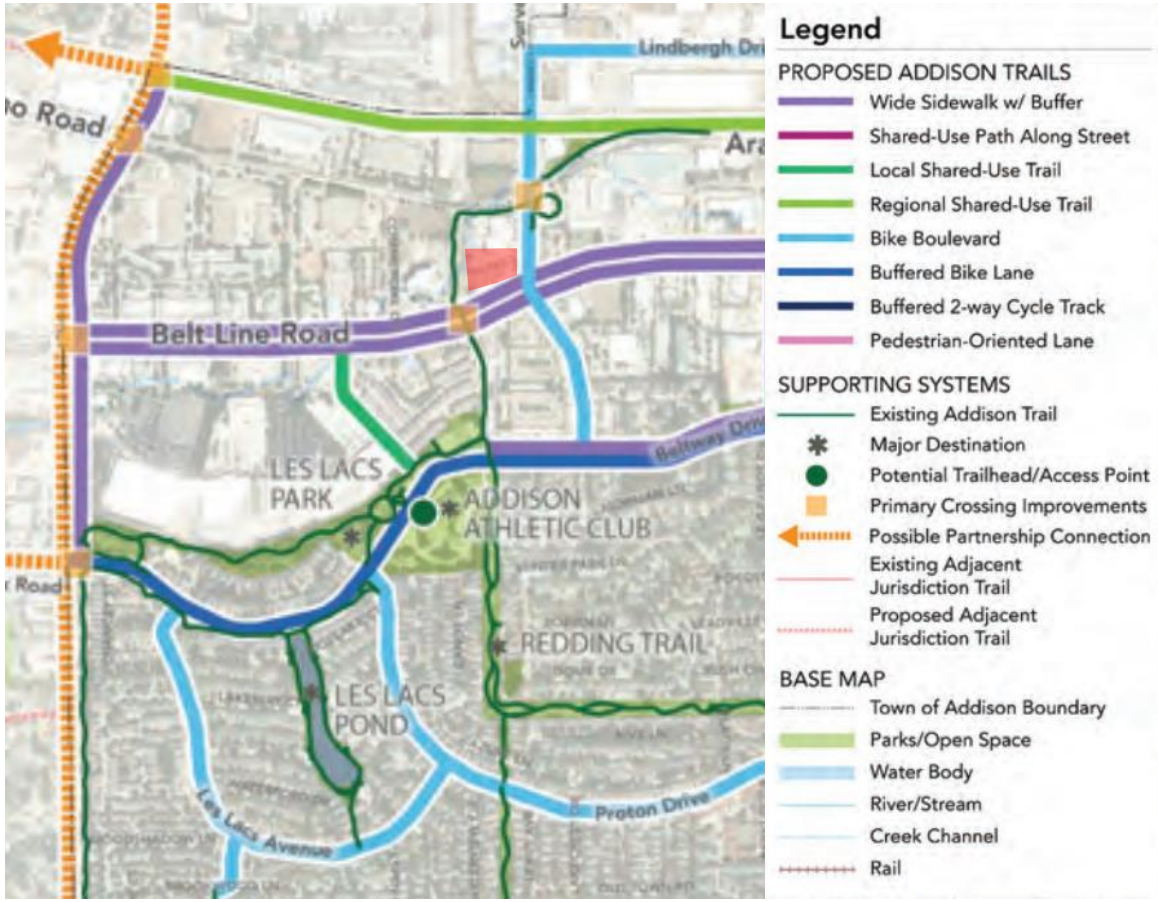


Case 1927-Z 3953 Belt Line Road

Compatibility with the Trail Master Plan:

- Adjacent to Addison Trail
- Bike Boulevard envisioned for Surveyor Boulevard
- Rezoning will not hinder any enhancements to bike infrastructure

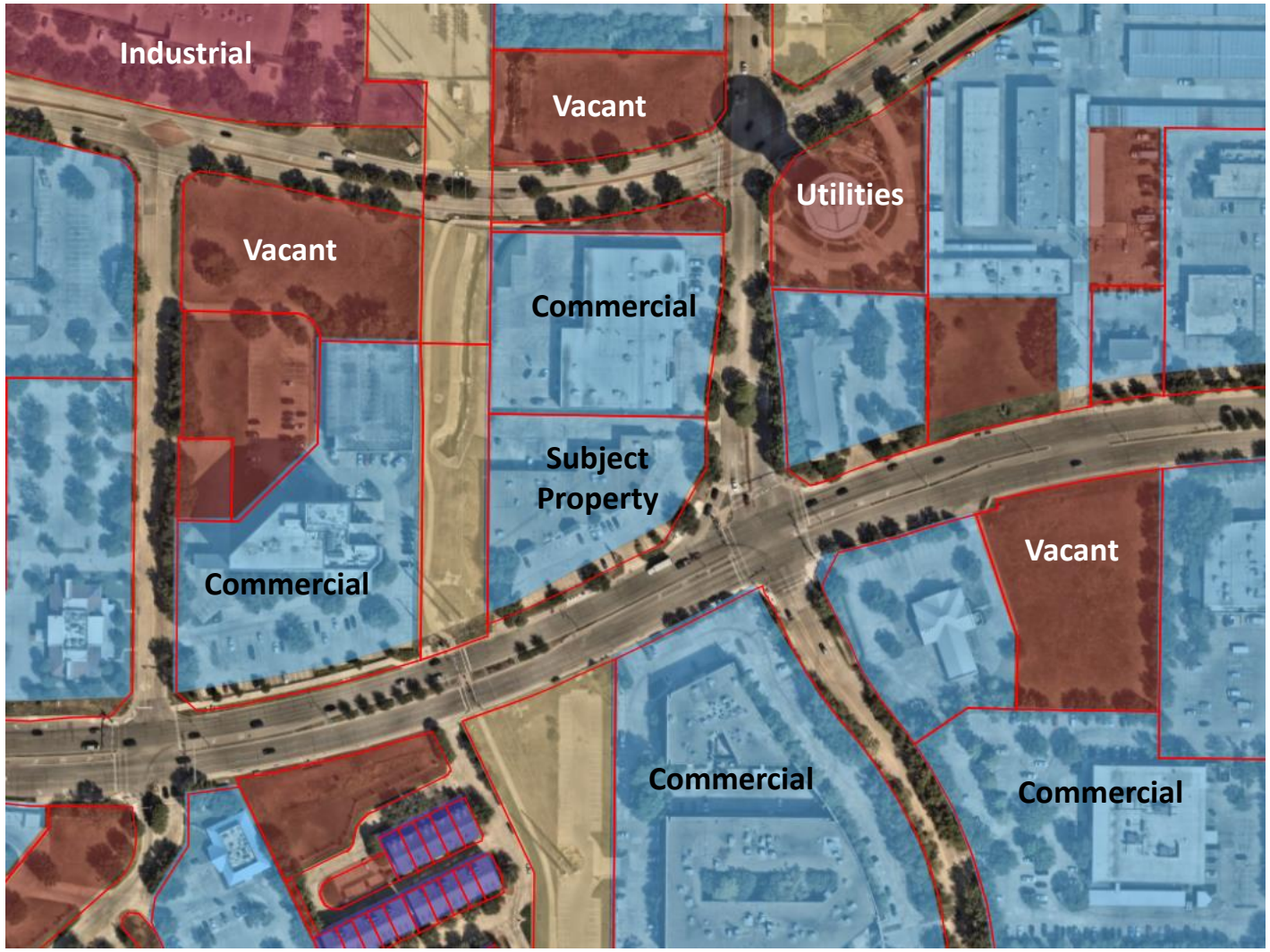
Figure 4-5: Bike Boulevard with Wayfinding Typology



Case 1927-Z 3953 Belt Line Road

Compatibility with Adjacent Land Use:

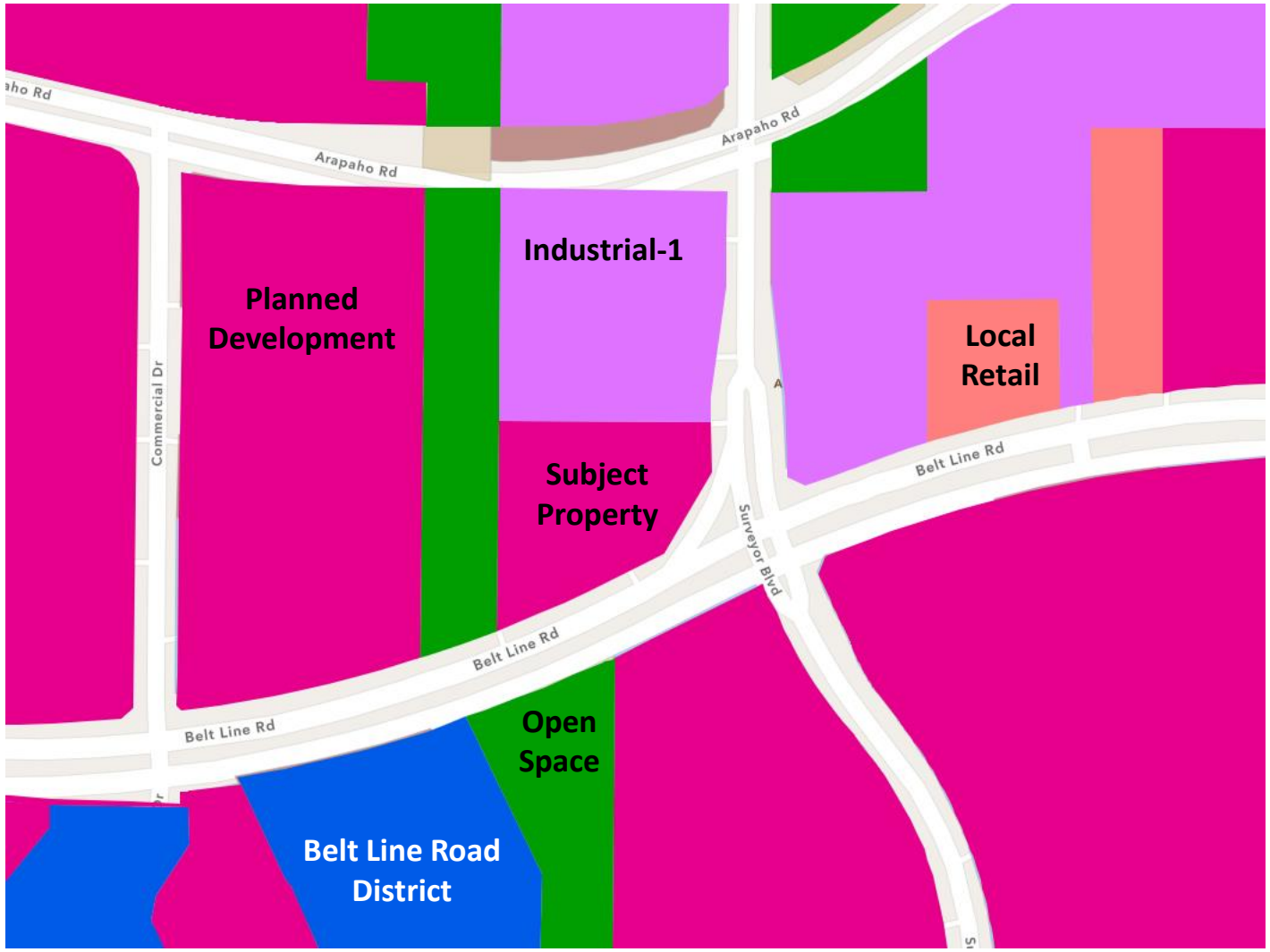
- Surrounded by commercial uses, including office, retail, hotel, personal service, and restaurant uses
- Uses permitted in the LR zoning district are compatible with the existing land use pattern



Case 1927-Z 3953 Belt Line Road

Compatibility with Adjacent Zoning:

- Surrounded by Open Space, Industrial, Local Retail, and PD zoning
- Uses permitted in the LR zoning district are compatible with the surrounding zoning



Case 1927-Z 3953 Belt Line Road

PUBLIC NOTICE:

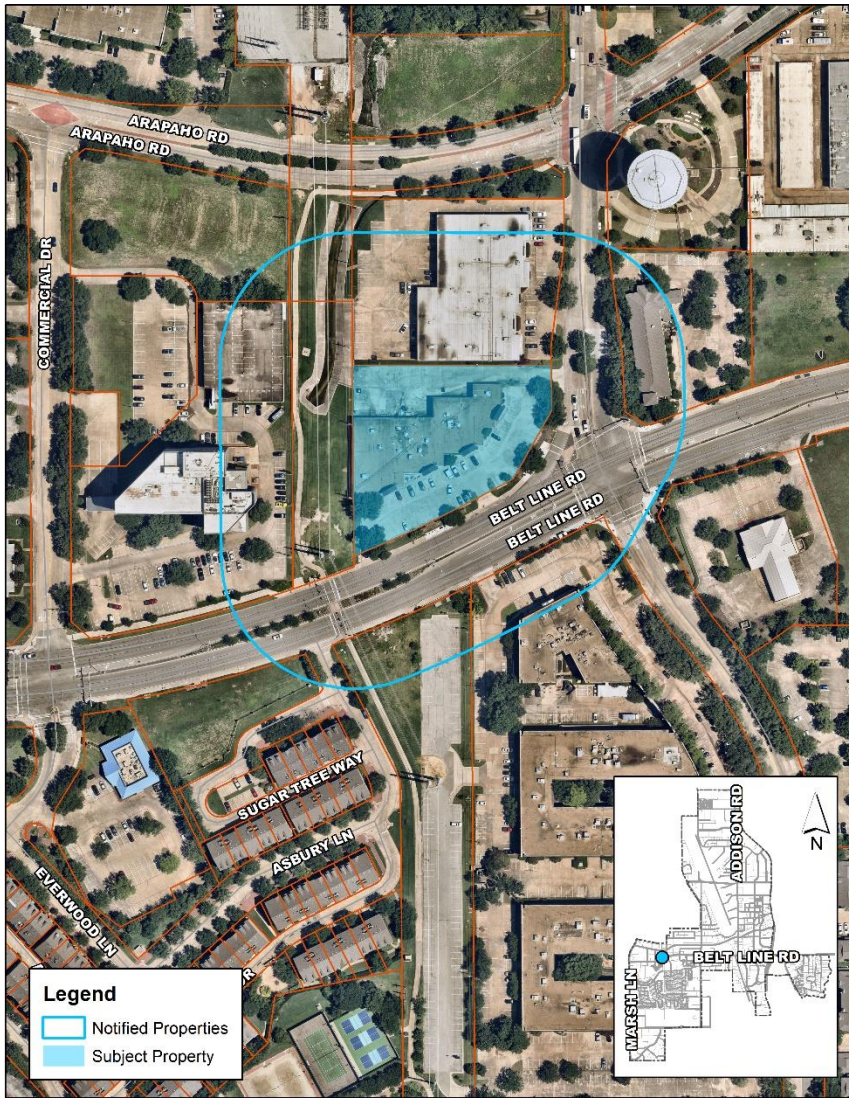
Notice of public hearing was provided to property owners within 200 feet of the subject property in accordance with Town and State law.

NOTICE RECIPIENTS: 9.

FOR: None.
AGAINST: None.
NEUTRAL: None.

PLANNING & ZONING COMMISSION

APPROVED: 5-0
ABSENT: 1



Case 1927-Z 3953 Belt Line Road

RECOMMENDATION:

Staff recommends **approval** of the request, with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per the adopted Fire Code.

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE BY REZONING A 1.55 ACRE PROPERTY LOCATED AT 3953 BELT LINE ROAD, FROM PLANNED DEVELOPMENT (PD) TO THE LOCAL RETAIL (LR) DISTRICT FOR AN EXISTING MULTI-TENANT RETAIL CENTER; PROVIDING A PENALTY NOT TO EXCEED TWO THOUSAND AND NO/100 DOLLARS ($2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR SAVINGS, NO SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, on November 22, 1983, the City Council for the Town of Addison, Texas adopted Planned Development (PD) District Ordinance 083-071 ("PD 083-071") for a 1.55± acre property located at 3953 Belt Line Road; and

WHEREAS, at its regular meeting held on December 17, 2024 the Planning & Zoning Commission considered and made recommendation on a request to rezone to the Local Retail (LR) district (Case No.1927-Z); and

WHEREAS, the City Council desires to repeal and replace PD 083-071, in its entirety, and rezone the subject property to Local Retail (LR) zoning district; and

WHEREAS, this change of zoning is in accordance with the adopted Comprehensive Plan of the Town of Addison, as amended; and

WHEREAS, after due deliberations and consideration of the recommendation of the Planning and Zoning Commission, the information received at a public hearing, and other relevant information and materials, the City Council of the Town of Addison, Texas finds that this amendment promotes the general welfare and safety of this community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The recitals and findings set forth above are hereby found to be true and correct and incorporated as if fully set forth herein.

SECTION 2. The Zoning Ordinance and official zoning map shall be amended so as to rezone a 1.55 acre property located at 3953 Belt Line Road from Planned Development (PD) to Local Retail (LR), said property being described in the legal description on Exhibit A attached hereto and subject to the following conditions:

A. The property owner shall improve the site entrances to accommodate emergency access per the adopted Fire Code.

SECTION 4. Any person, firm, or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance of the city, as heretofore amended, and upon conviction shall be punished by a fine set in accordance with Chapter 1, Section 1-7 of the Code of Ordinances for the Town of Addison, including the right to seek injunctive relief for any and all violations of this ordinance where the law in such cases so provides.

SECTION 5. Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this ordinance or of the Zoning Ordinance for the Town of Addison, as amended hereby, be adjudged or held, in whole or in part, to be invalid, voided, or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinances, as amended hereby, which shall remain in full force and effect.

SECTION 6. All ordinances of the City in conflict with the provisions of this ordinance be, and the same are hereby repealed and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 7. This ordinance shall become effective from and after its passage and approval and after publication as may be required by law or by the City Charter.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14TH*** day of ***JANUARY 2025.***

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

APPROVED AS TO FORM:

_____
Whitt Wyatt, City Attorney

EXHIBIT A

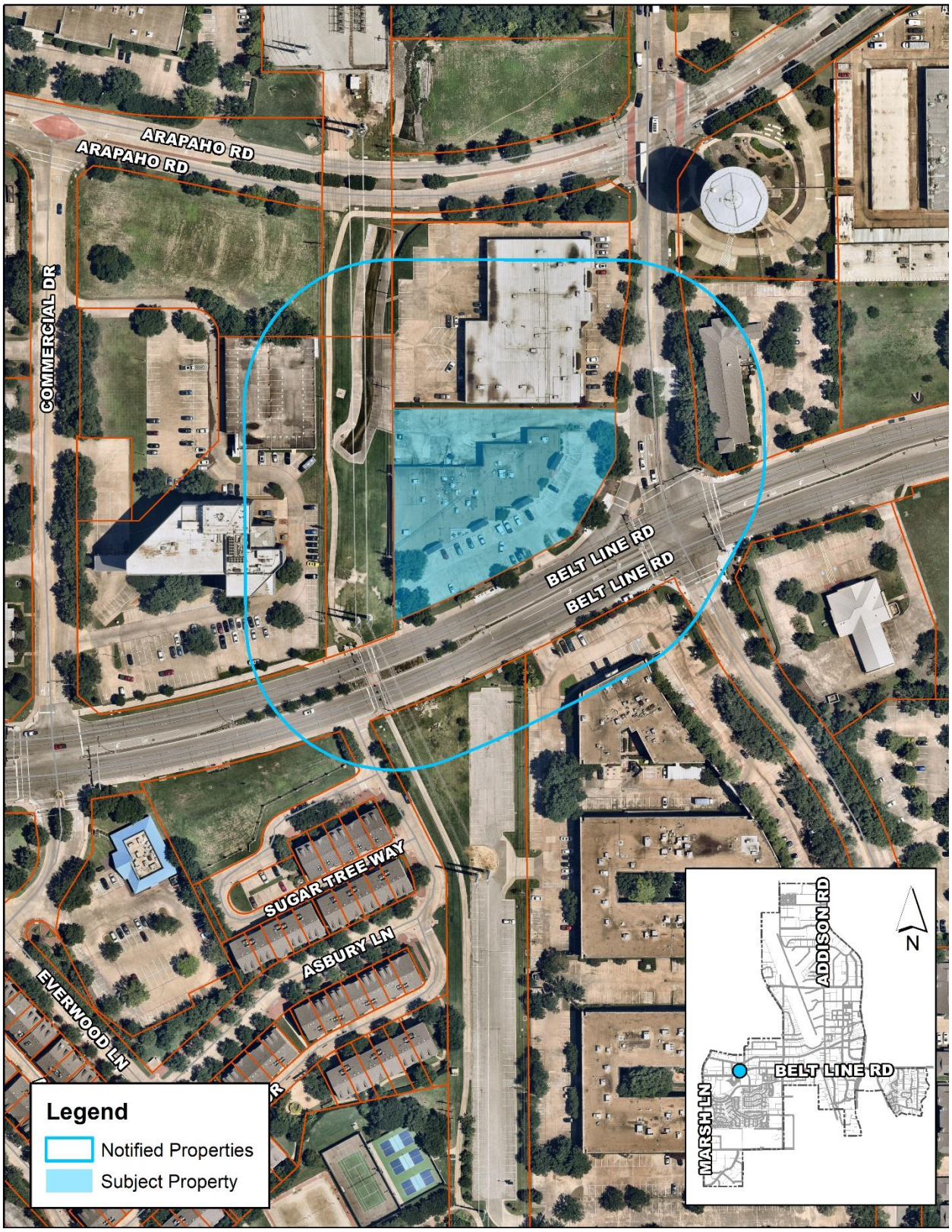
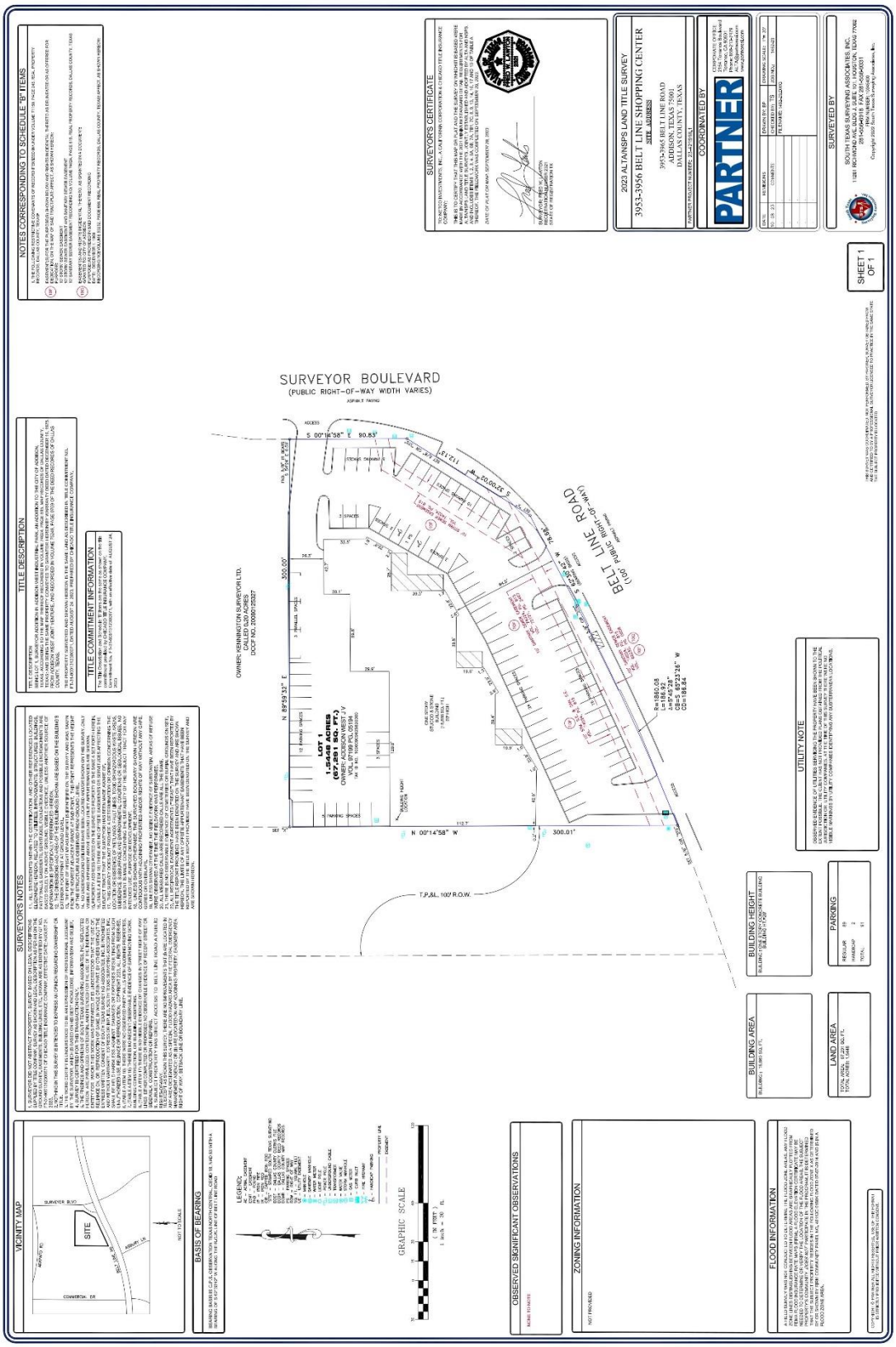

ARAPAHO RD
ARAPAHO RD
COMMERCIAL DR
BELT LINE RD
BELT LINE RD
SUGAR TREE WAY
ASBURY LN
EVERWOOD LN
Legend
Notified Properties
Subject Property
ADDISON RD
BELT LINE RD
MARSH LN
N

EXHIBIT A


NOTES CORRESPONDING TO SCHEDULE "B" ITEMS
TITLE DESCRIPTION
TITLE COMMITMENT INFORMATION
SURVEYOR'S NOTES
VICINITY MAP
BASIS OF BEARING
SURVEYOR'S CERTIFICATE
2023 ALTA/NSPS LAND TITLE SURVEY
3953-3956 BELT LINE SHOPPING CENTER
3953-3956 BELT LINE ROAD
ADDISON, TEXAS 75001
DALLAS COUNTY, TEXAS
COORDINATED BY
PARTNER
SURVEYED BY
SOUTH TEXAS SURVEYING ASSOCIATES, INC.
SHEET 1 OF 1
SURVEYOR BOULEVARD
(PUBLIC RIGHT-OF-WAY WIDTH VARIES)
BELT LINE ROAD
(100' PUBLIC RIGHT-OF-WAY)
OWNER: KENNINGTON SURVEYOR LTD.
DCCF NO. 200601253237
LOT 1
1.5445 ACRES
(67,291 SQ. FT.)
OWNER: ADDISON WEST LP
N 89°59'33" E
N 00°14'58" W
300.01'
T.P.&L. 100' R.O.W.
GRAPHIC SCALE
OBSERVED SIGNIFICANT OBSERVATIONS
ZONING INFORMATION
FLOOD INFORMATION
UTILITY NOTE
BUILDING HEIGHT
PARKING
BUILDING AREA
LAND AREA

December 17, 2024

STAFF REPORT

RE: Case 1927-Z/3953 Belt Line Road

LOCATION: 3953 Belt Line Road

REQUEST: Approval of a request to rezone a 1.55-acre property located at 3953 Belt Line Road from Planned Development (PD) to Local Retail (LR) zoning district for existing multi-tenant retail center (Application Date: 11/12/2024).

APPLICANT: Claudia Cook, Addison West JV

DISCUSSION:

Background:
This request to rezone from Planned Development Ordinance No. 083-071 to Local Retail (LR) district has been submitted for the purpose of allowing a wider range of uses on 1.55 acres. The applicant, Claudia Cook, Addison West JV, is the owner of the property, who seeks to enhance the property's marketability by expanding the range of permissible uses.

Existing uses on the subject property include a blood donation center, office space, a restaurant, and a beauty salon. The restaurant located on the property currently operates under a Special Use Permit (Ordinance No. 083-72), which allows for a restaurant and the sale of alcoholic beverages for on-premises consumption.

The current Planned Development (PD) zoning is highly restrictive, limiting the types of tenants the property can attract. PD 083-071 permits only the following uses, along with their respective maximum square footages:

- Furniture store – 7,000 sq ft
- Restaurant – 2,490 sq ft
- Office – 5,825 sq ft
- Retail – 2,400 sq ft

Rezoning to Local Retail (LR) would allow for a broader mix of compatible uses, improving the property's flexibility and appeal to a wider range of potential tenants.

YEAR	ZONING DESIGNATION	ACTION TAKEN	NOTES
PRE-1983	Industrial	Original zoning designation for property	Allowed typical industrial uses

1983 (083-071) (SUP-072)	Planned Development (PD)	Rezoned from Industrial to PD.	Permitted retail sales, restaurant, office, and a furniture store SUP permits on-site alcohol consumption for restaurant
PROPOSED	Local Retail (LR)	Rezone from PD to LR	Allows a broader range of uses, including personal services and retail-oriented uses

Compliance with the Town's 2013 Comprehensive Plan:
The 2013 Comprehensive Plan assessed future land use needs through a Town-wide "Attributes of Success" analysis, a qualitative assessment of the presence of key traits that are found to be shared by successful communities. This assessment was carried out across the Town's six geographical sectors, with the subject property being located in Sector 3 North. The 2013 Comprehensive Plan did not address this property, as the "Attributes of Success Analysis" focused on mature, developed properties experiencing varied degrees of success and decline at that time.

With this proposed rezoning, the Local Retail District would enhance the evaluation of this property through the "Attributes of Success" perspective. Specifically, the Local Retail District would allow this property to be more "competitive" and "functional" for reinvestment, as retail and restaurant use now requires better visibility, access, and amenities than what this site presents.

Compatibility with other Town Policies:

- **Master Transportation Plan:**
  - The subject property is located at the corner of Belt Line Road and Surveyor Boulevard.
  - Belt Line Road is designated as a Principal Arterial in the Town's Master Transportation Plan. This street type presents sufficient capacity to support traffic demand generated by uses permitted by the Local Retail district. Belt Line Road is also identified as an Enhanced Pedestrian Path, which prioritizes pedestrian use through the incorporation of wider sidewalks, enhanced streetscaping, parkway buffers from moving traffic, and improved access to adjacent businesses.
  - Surveyor Boulevard is designated as a Commercial Collector in the Town's Master Transportation Plan. This street type serves to distribute traffic to the arterial network, supporting moderate traffic volumes typically associated with use permitted by the Local Retail district. Surveyor Boulevard is also identified as an Active Transportation Corridor, which focuses on enhancing pedestrian and on-street bicycle infrastructure, fostering multi-modal connectivity.

- **Parks, Recreation, and Open Space Master Plan:**
  - With the character of this segment of the Belt Line Road corridor being heavily commercial, the Master Plan focused primarily on pedestrian connectivity and streetscape improvements with the Belt Line Road Enhancements. Rezoning to allow more diverse land uses supports increased activity on-site and surrounding areas.

- **Trails Master Plan:**

- The Trails Master Plan calls for this segment of Surveyor Boulevard to serve as a bike boulevard. The proposed rezoning would not hinder any enhancements to the bike infrastructure along Surveyor Boulevard.
- The subject property is located adjacent to the Town's trail system to the east. The proposed rezoning would allow more diverse land uses to support increased activity, vibrancy, and access to the trail network, fostering a stronger connection between the property and the broader trail system.

Compatibility with Adjacent Uses:
The subject property is surrounded by a mix of commercial uses, including restaurants, office space, retail, personal services, hotel, and recreational infrastructure. These surrounding uses are compatible with uses permitted within the Local Retail (LR) district, ensuring consistency with the area's existing development patterns.

Public Service Demand:
The subject property is developed and currently does not plan to modify existing improvements. The permitted uses in Local Retail would not significantly increase the public service or utility demands for this site.

Public Notice:
The Town provided notice to property owners within two hundred feet of the subject property in accordance with Town and State requirements. As of the posting of this agenda, no feedback has been received on this application.

RECOMMENDATION: **APPROVAL WITH CONDITION**

The Local Retail district is compatible and complimentary to the surrounding land use pattern and zoning framework at the intersection of Belt Line Road and Surveyor Boulevard. This proposed rezoning request complies with Town policies and would set the Town up to transition zoning under the proposed Unified Development Ordinance.

Staff recommends approval of the request with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per adopted Fire Code.

Case 1927-Z/3953 Belt Line Road

December 17, 2024

COMMISSION FINDINGS:

The Addison Planning and Zoning Commission, meeting in regular session on December 17, 2024, voted to recommend approval of an ordinance changing the zoning on a 1.55 acre property located at 3953 Belt Line Road, from Planned Development (PD 083-071) to Local Retail (LR) District, with the following condition:

- The property owner shall improve the site entrances to accommodate emergency access per adopted Fire Code.

Voting Aye:	Fansler, Chavez, Braun, Copeland, Smith
Voting Nay:	None
Absent:	Baker

SPEAKERS AT THE PUBLIC HEARING:

For:	None
On:	None
Against:	None

Letter of Intent – 3953 Belt Line Rd, Addison, Texas

Lesley,

This letter expresses the owner's intent to apply for Local Retail zoning for the Belt Line Strip Center at 3953 Belt Line Rd, Addison, Texas.

Addison West JV

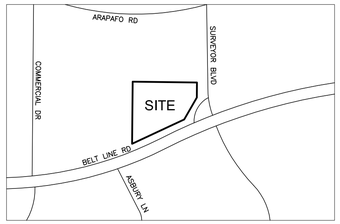
Claudia Cook

After meeting with you on August 19th, 2024 we better understood our paths forward in being able to lease the center. Claudia Cook is requesting a rezone to Local Retail as it will allow the owner to lease the vacant spaces. We have all reviewed the Current Local Retail District use regulations in length.

Our goal and the City of Addison's goal are in alignment – to make this building functional. We understand that the entryways to the property need to be widened so that firetrucks may access the property and that the clearing bar near the back entrance has to be removed. This work will be complete.

Thank you,

VICINITY MAP



NOT TO SCALE

BASIS OF BEARING

BEARING BASIS IS G.P.S. OBSERVATION TEXAS NORTH CENTRAL, GEOID 18, NAD 83 WITH A BEARING OF S 62°30'42" W ALONG THE R.O.W. LINE OF BELT LINE ROAD

SURVEYOR'S NOTES

1. SURVEYOR DID NOT ABSTRACT PROPERTY. SURVEY BASED ON LEGAL DESCRIPTIONS SUPPLIED BY TITLE COMPANY. SURVEY AS SHOWN AND LEGAL DESCRIPTION AS PER AN ON THE GROUND SURVEY, EASEMENTS, BUILDING LINES, ETC., SHOWN ARE AS IDENTIFIED BY GF NO. FT-31-9001312300671 OF CHICAGO TITLE INSURANCE COMPANY. EFFECTIVE DATE: AUGUST 24, 2023.
2. NOTHING IN THIS SURVEY IS INTENDED TO EXPRESS AN OPINION REGARDING OWNERSHIP OR TITLE.
3. THE WORD CERTIFY IS UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL JUDGMENT BY THE SURVEYOR, WHICH IS BASED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF.
4. SURVEY IS CERTIFIED FOR THIS TRANSACTION ONLY.
5. THE FINDINGS AND OPINIONS OF SOUTH TEXAS SURVEYING ASSOCIATES, INC. REFLECTED HEREON ARE PRIVILEGED, CONFIDENTIAL AND INTENDED FOR THE USE OF THE INDIVIDUAL OR ENTITY FOR WHOM THIS WORK WAS PREPARED, IT IS UNDERSTOOD THAT THE USE OF, RELIANCE ON, OR REPRODUCTION OF SAME, IN WHOLE OR IN PART, BY OTHERS WITHOUT THE EXPRESS WRITTEN CONSENT OF SOUTH TEXAS SURVEYING ASSOCIATES, INC. IS PROHIBITED AND WITHOUT WARRANTY. EXPRESS OR IMPLIED. SOUTH TEXAS SURVEYING ASSOCIATES, INC. SHALL BE HELD HARMLESS AGAINST DAMAGES OR EXPENSES RESULTING FROM SUCH UNAUTHORIZED USE, RELIANCE OR REPRODUCTION. COPYRIGHT 2023. ALL RIGHTS RESERVED.
6. (TABLE A ITEM 10) THERE WERE NO OBSERVED PARTY WALLS WITH ADJOINING PROPERTIES.
7. (TABLE A ITEM 16) THERE IS NO RECENT OBSERVABLE EVIDENCE OF EARTH MOVING WORK, BUILDING CONSTRUCTION, OR BUILDING ADDITIONS.
8. (TABLE A ITEM 17) THERE IS NO VISIBLE EVIDENCE OF CHANGES IN STREET RIGHT OF WAY LINES EITHER COMPLETED OR PROPOSED; NO OBSERVABLE EVIDENCE OF RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.
9. SUBJECT PROPERTY HAS DIRECT ACCESS TO BELT LINE ROAD A PUBLIC RIGHTS-OF-WAY.
10. EXCEPT AS SHOWN THIS SURVEY, THERE ARE NO IMPROVEMENTS THAT (I) ARE LOCATED IN ANY AREA DESIGNATED AS A SPECIAL FLOOD HAZARD AREA BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY; OR (II) ARE LOCATED ON ANY ADJOINING PROPERTY, EASEMENT AREA, RIGHT OF WAY, SETBACK LINE OR BOUNDARY LINE.
11. ALL STATEMENTS WITHIN THE CERTIFICATION, AND OTHER REFERENCES LOCATED ELSEWHERE HEREON, RELATED TO UTILITIES, IMPROVEMENTS, STRUCTURES, BUILDINGS, PARTY WALLS, EASEMENTS, SERVITUDES, FOUNDATIONS AND POSSIBLE ENCROACHMENTS ARE BASED SOLELY ON ABOVE GROUND, VISIBLE EVIDENCE, UNLESS ANOTHER SOURCE OF INFORMATION IS SPECIFICALLY REFERENCED HEREON.
12. THE DIMENSIONS AND AREA OF THE BUILDING(S) SHOWN ARE BASED ON THE BUILDING'S EXTERIOR FOOTPRINT AT GROUND LEVEL.
13. THE POINT OF HEIGHT MEASUREMENT IS IDENTIFIED ON THE SURVEY AND WAS TAKEN FROM THE NEAREST ADJACENT GRADE AT SAID POINT. THIS POINT REPRESENTS THE HEIGHT OF THE STRUCTURE AS OBSERVED FROM GROUND LEVEL.
14. NO UNDERGROUND UTILITIES HAVE BEEN LOCATED AND/OR SHOWN ON THIS SURVEY. ONLY VISIBLE AND APPARENT ABOVE GROUND UTILITY APPURTENANCES ARE SHOWN.
15. PROPERTY ADDRESS POSTED ON THE SURVEYED PROPERTY IS THE SAME A SET FORTH HEREIN.
16. (TABLE A ITEM 18) THERE ARE NO OFFSITE EASEMENTS OR SERVITUDES AFFECTING THE SUBJECT TRACT THAT THE SURVEYOR HAS BEEN MADE AWARE OF.
17. THIS SURVEY DOES NOT PROVIDE A DETERMINATION OR OPINION CONCERNING THE LOCATION OR EXISTENCE OF WETLANDS, FAULT LINES, TOXIC OR HAZARDOUS WASTE AREAS, SUBSIDENCE, SUBSURFACE AND ENVIRONMENTAL CONDITIONS OR GEOLOGICAL ISSUES. NO STATEMENT IS MADE CONCERNING THE SUITABILITY OF THE SUBJECT TRACT FOR ANY INTENDED USE, PURPOSE OR DEVELOPMENT.
18. UNLESS SHOWN OTHERWISE, THE SURVEYED BOUNDARY SHOWN HEREON ARE CONTIGUOUS WITH ADJOINING PROPERTIES AND/OR RIGHTS OF WAY WITHOUT ANY GAPS, GORES OR OVERLAPS.
19. UNLESS SHOWN OTHERWISE, NO VISIBLE EVIDENCE OF SUBSTANTIAL AREAS OF REFUSE WERE OBSERVED AT THE TIME THE FIELDWORK WAS PERFORMED.
20. ALL MEASURED CALLS ARE RECORDED CALLS ARE ALL THE SAME.
21. THERE IS NO OBSERVABLE EVIDENCE OF CEMETERIES OR BURIAL GROUNDS ON SITE.
22. ALL RECIPROCAL EASEMENT AGREEMENTS ("REAS") THAT HAVE BEEN REPORTED BY THE TITLE REPORT PROVIDED HAVE BEEN DENOTED ON THE SURVEY AND ARE SHOWN HEREON. THE LIMITS OF ANY OFFSITE APPURTENANT EASEMENTS THAT HAVE BEEN REPORTED BY THE TITLE REPORT PROVIDED HAVE BEEN DENOTED ON THE SURVEY AND ARE SHOWN HEREON.

TITLE DESCRIPTION

TITLE DESCRIPTION
BEING LOT 1, SURVEYOR ADDITION IN ADDISON WEST INDUSTRIAL PARK, AN ADDITION TO THE CITY OF ADDISON, TEXAS, ACCORDING TO THE MAP THEREOF RECORDED IN VOLUME 74024, PAGE 815, MAP RECORDS OF DALLAS COUNTY, TEXAS; AND BEING THE SAME PROPERTY CONVEYED TO GRANTOR HEREIN BY WARRANTY DEED DATED DECEMBER 19, 1975, FROM ADDISON WEST JOINT VENTURE, AND RECORDED IN VOLUME 75249, PAGE 0769 OF THE DEED RECORDS OF DALLAS COUNTY, TEXAS.

THE PROPERTY SURVEYED AND SHOWN HEREON IS THE SAME LAND AS DESCRIBED IN TITLE COMMITMENT NO. FT-31-9001312300671, DATED AUGUST 24, 2023, PREPARED BY CHICAGO TITLE INSURANCE COMPANY.

TITLE COMMITMENT INFORMATION

The Title Description and Schedule 'B' items are the same as shown on the title commitment provided by CHICAGO TITLE INSURANCE COMPANY, Commitment No. FT-31-9001312300671, with an effective date of AUGUST 24, 2023

NOTES CORRESPONDING TO SCHEDULE "B" ITEMS

1. THE FOLLOWING RESTRICTIVE COVENANTS OF RECORD ITEMIZED IN/UNDER VOLUME 71150, PAGE 246, REAL PROPERTY RECORDS, DALLAS COUNTY, TEXAS;

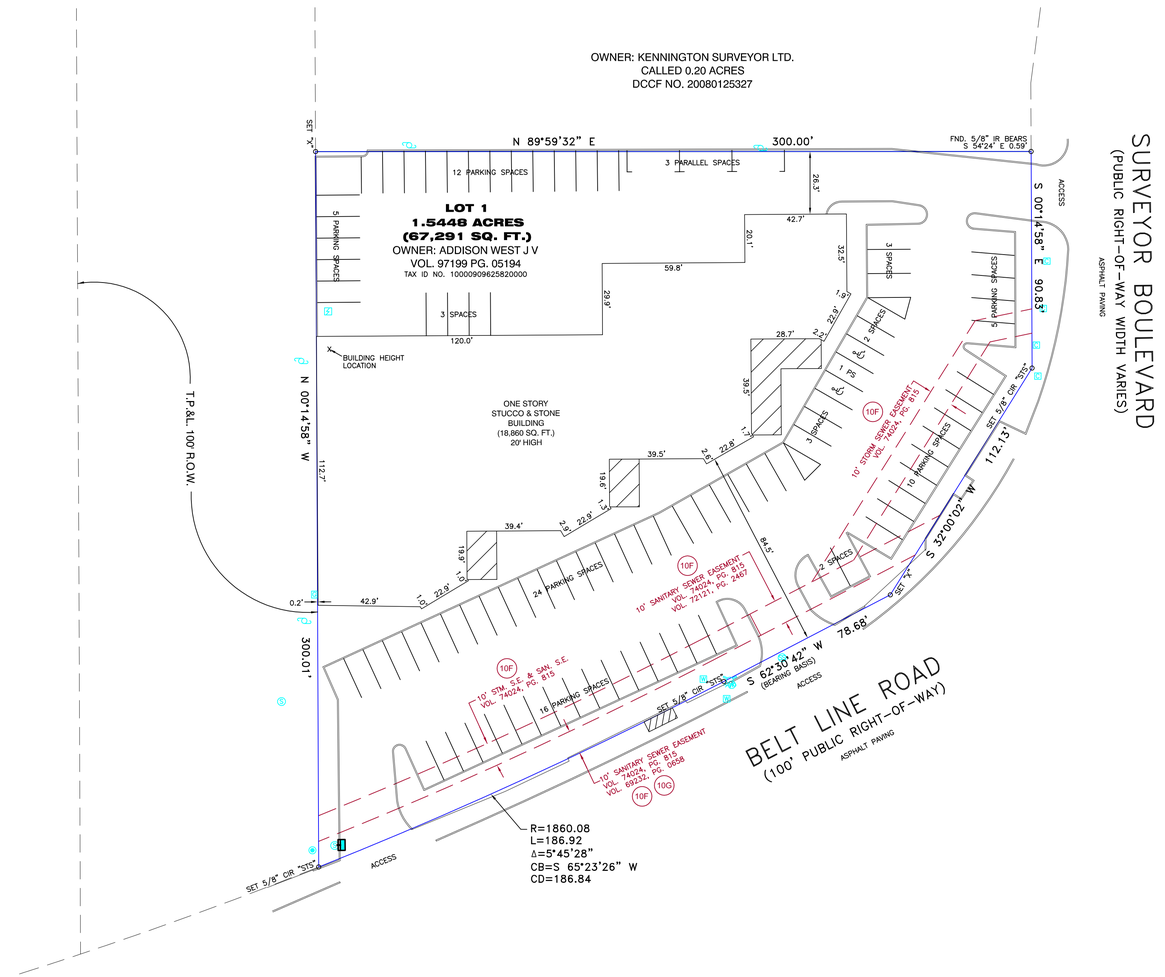
(10F) EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS DELINEATED OR AS OFFERED FOR DEDICATION, ON THE MAP OF SAID TRACT/PLAT; AFFECT, AS SHOWN HEREON:
PURPOSE:
10' STORM SEWER EASEMENT
10' STORM SEWER EASEMENT AND SANITARY SEWER EASEMENT
10' SANITARY SEWER EASEMENT RECORDING NO: VOLUME 74024, PAGE 815, REAL PROPERTY RECORDS, DALLAS COUNTY, TEXAS

(10G) EASEMENT(S) AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: CITY OF ADDISON
PURPOSE: AS PROVIDED IN SAID DOCUMENT RECORDING
DATE: DECEMBER 1, 1969
RECORDING NO: VOLUME 69232, PAGE 658, REAL PROPERTY RECORDS, DALLAS COUNTY, TEXAS; AFFECT, AS SHOWN HEREON:

LEGEND:

AE – AERIAL EASEMENT
ESMT – EASEMENT
FND – FOUND
IP – IRON PIPE
IR – IRON ROD
CIR – CAPPED IRON ROD
"STS" – STAMPED SOUTH TEXAS SURVEYING
DCCF – DALLAS COUNTY CLERKS FILE
DCDR – DALLAS COUNTY DEED RECORDS
DCMR – DALLAS COUNTY MAP RECORDS
PS – PARKING SPACES
ROW – RIGHT OF WAY
SQ. FT. – SQUARE FEET
UE – UTILITY EASEMENT
– MANHOLE
– SANITARY MANHOLE
– WATER METER
– LIGHT POLE
– POWER POLE
– UNDERGROUND CABLE
– TRANSFORMER
– WATER VALVE
– STORM MANHOLE
– GAS METER
– CURB INLET
– FIRE HYDRANT
– HANDICAP PARKING
PROPERTY LINE
EASEMENT

GRAPHIC SCALE
30 0 15 30 60 120
(IN FEET)
1 inch = 30 ft.



OBSERVED SIGNIFICANT OBSERVATIONS

NONE TO NOTE

ZONING INFORMATION

NOT PROVIDED

FLOOD INFORMATION

A FIELD SURVEY WAS NOT CONDUCTED TO DETERMINE THE FLOOD ZONE AREAS. ANY FLOOD ZONE LINES DISTINGUISHING BETWEEN FLOOD AREAS ARE GRAPHICALLY PLOTTED FROM FEMA FLOOD INSURANCE RATE MAPS (FIRM), A FLOOD ELEVATION CERTIFICATE MAY BE NEEDED TO DETERMINE OR VERIFY THE LOCATION OF THE FLOOD AREAS. THE SUBJECT PROPERTY'S COMMUNITY *DOES NOT* PARTICIPATE IN THE PROGRAM. IT IS DETERMINED THAT THE SUBJECT PROPERTY RESIDES IN THE FOLLOWING FLOOD ZONE X AS DETERMINED BY OR SHOWN BY FIRM COMMUNITY PANEL NO. 48113C 0180K DATED 07-07-2014 AND IS IN A FLOOD ZONE AREA.

BUILDING AREA

BUILDING : 18,860 SQ. FT.

BUILDING HEIGHT

BUILDING : ONE STORY CONCRETE BUILDING
BUILDING HT.=20'

LAND AREA

TOTAL AREA: 67,291 SQ. FT.
TOTAL ACRES: 1.5448

PARKING

REGULAR	89
HANDICAP	2
TOTAL	91

UTILITY NOTE

OBSERVED EVIDENCE OF UTILITIES SERVICING THE PROPERTY HAVE BEEN SHOWN TO THE EXTENT POSSIBLE. THE CLIENT HAS NOT PROVIDED PLANS OBTAINED FROM THE POLITICAL JURISDICTION OR UTILITY COMPANIES. AT THE TIME OF THIS SURVEY THERE WERE NO VISIBLE MARKINGS BY UTILITY COMPANIES IDENTIFYING ANY SUBTERRANEAN LOCATIONS.

SURVEYOR'S CERTIFICATE

TO: NETCO INVESTMENTS, INC., A CALIFORNIA CORPORATION & CHICAGO TITLE INSURANCE COMPANY;

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6A, 6B, 7A, 7B1, 7C, 8, 9, 13, 14, 16, 17 AND 19 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON *SEPTEMBER 29, 2023*.

DATE OF PLAT OR MAP: SEPTEMBER 29, 2023

STATE OF TEXAS
FRED W. LAWTON
2321
REGISTERED PROFESSIONAL LAND SURVEYOR

SURVEYOR: FRED W. LAWTON
REGISTRATION NUMBER 2321
STATE OF REGISTRATION TX

2023 ALTA/NSPS LAND TITLE SURVEY

3953-3956 BELT LINE SHOPPING CENTER
SITE ADDRESS

3953-3965 BELT LINE ROAD
ADDISON, TEXAS 75001
DALLAS COUNTY, TEXAS

PARTNER PROJECT NUMBER: 23-421918.1

COORDINATED BY

PARTNER
CORPORATE OFFICE
2154 Torrance Boulevard
Torrance, CA 90501
Phone: 888-213-7479
ALTA@partneresl.com
www.partneresl.com

DATE	REVISIONS	DRAWN BY: BP	DRAWING SCALE: 1"= 30'
10-08-23	COMMENTS	CHECKED BY: TS	JOB NO.: 1452-23
.	.	FILENAME: 1452-23.DWG	
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SURVEYED BY

SOUTH TEXAS SURVEYING ASSOCIATES, INC.
11281 RICHMOND AVE. BLDG J, SUITE 101, HOUSTON, TEXAS 77082
281-556-6918 FAX 281-556-9331
FIRM NUMBER: 10045400
Copyright 2022 South Texas Surveying Associates, Inc.

THIS SURVEY WAS COORDINATED, NOT PERFORMED, BY PARTNER. SURVEY OBTAINED FROM AND CERTIFIED TO BY A PROFESSIONAL SURVEYOR LICENSED TO PRACTICE IN THE SAME STATE THE SUBJECT PROPERTY IS LOCATED

SHEET 1 OF 1

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City Council Regular Meeting **6. a.**

Meeting Date: 01/14/2025
Department: Parks & Recreation
Key Focus Areas: Public Safety
Mobility and Connectivity
Vibrant and Active Community

AGENDA CAPTION:

Present, discuss and consider action on a Resolution supporting the Town of Addison's application to the North Central Texas Council of Governments' 2025 Regional Transportation Alternatives call for projects for the Westgrove Drive / Quorum Bike Lanes to the Silver Line and Cotton Belt Trail.

BACKGROUND:

Adopted in May 2021, the City-Wide Trails Master Plan (CWTMP) identified Westgrove Drive as an Active Transportation Corridor, extending from Trinity Mills Road in Carrollton to the Dallas North Tollway in Dallas. It incorporates Westgrove and Quorum Drives into the Recommended Future Trail Network, with Phase 1 implementation status granted to both roads. This phase includes the installation of 2-way cycle tracks on Westgrove Drive and bike boulevard treatments from The Cotton Belt Trail northward on Quorum Drive.

In early 2024, Kimley-Horn Associates, Inc. was engaged by the North Central Texas Council of Governments to handle bikeway selection, develop 15% concept plans, initiate a short-term pilot project, and develop an opinion of probable construction costs (OPCC) for two corridors in Addison. The "Implementation of Bikeway Facilities to DART Rail Stations Study" reviewed various options and provided recommendations for optimal roadway retrofits to implement bikeway facilities (both on-street bikeways and off-street side-paths). These improvements aim to enhance bicycle accessibility to the Dallas Area Rapid Transit (DART) Silver Line Station and the Cotton Belt Trail, which is scheduled for construction in early 2025. The study's goal is to identify the most feasible high-comfort bicycle facility types suitable for people of all ages and abilities that can be implemented promptly.

The two corridors within Addison are Quorum Drive and Westgrove Drive. The Quorum Drive study area extends from the DART Silver Line Rail to Westgrove Drive, while the segment from the DART Silver Line Rail south to Landmark Place is being fully designed by a Town of Addison consultant under a separate contract, with design concepts incorporated into the study. The Westgrove Drive study area extends from Quorum Drive to Trinity Mills Road.

Based on recommendations from the Bikeway Facilities to DART Rail Stations Study, staff is leveraging a federal funding opportunity for the 2025 Transportation Alternatives Program Call for Projects in the North Central Texas Region. The North Central Texas Council of Governments is administering the call, with $50 million in federal funds available for eligible projects. Eligible projects include shared-use paths (trails), off-street bikeways, sidewalks, crosswalks and curb ramps, on-road bikeways to transit, and pedestrian and bicycle safety countermeasures. Applications are due on January 17th by 5:00 p.m. The evaluation and scoring criteria for Active Transportation Projects are as follows:

- 20 points for regional network connectivity
- 20 points for access to major destinations
- 20 points for project readiness and other factors
- 15 points for safety and comfort
- 15 points for congestion reduction
- 10 points for equity

An essential part of the Transportation Alternatives Program application is to include an itemized budget. Kimley Horn developed an Opinion of Probable Construction Costs (OPCC), which, based on the 15% conceptual plan is estimated at $7,678,330. This amount includes a local match of $1,535,666 (20%) from the Town of Addison. The FY25 budget, approved by the Council in September 2024, includes $563,900 for developing plans and specifications for the Westgrove & Quorum Bicycle Lanes project. Once the results of our TA Set-Aside application are known, staff will hire a consultant to perform professional services for the project.

The purpose of this required Resolution is for the Council to demonstrate support for the Town of Addison's application to the North Central Texas Council of Governments' 2025 Regional Transportation Alternatives call for projects and to commit to funding of at least 20% of the project's cost as a cash match. The following schedule outlines significant milestones and requirements for approved projects:

- **May 8, 2025:** Regional Transportation Council (RTC) will take action to approve recommended projects.
- **May 8, 2026:** Deadline for Project Sponsors to execute agreements with TxDOT, including the required 20% local match. This can be included in the 2026 approved budget.
- **August 31, 2028:** Deadline for Sponsors to open bids and obligate funds. These reimbursable funds can be included in the 2028 approved budget.

RECOMMENDATION:

Administration recommends approval.

Attachments

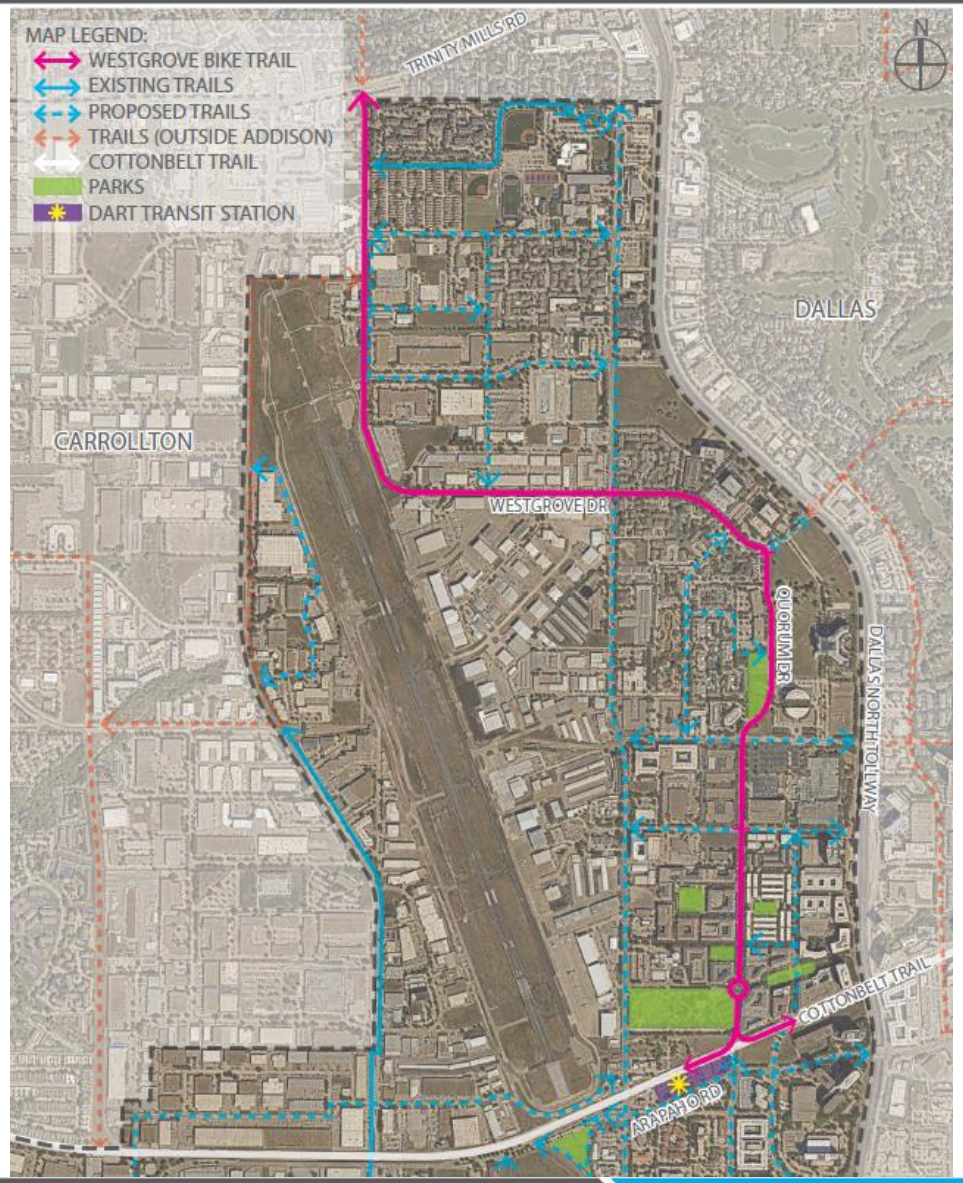
Presentation - Set Aside Funding Application
Resolution - Set Aside Funding Application

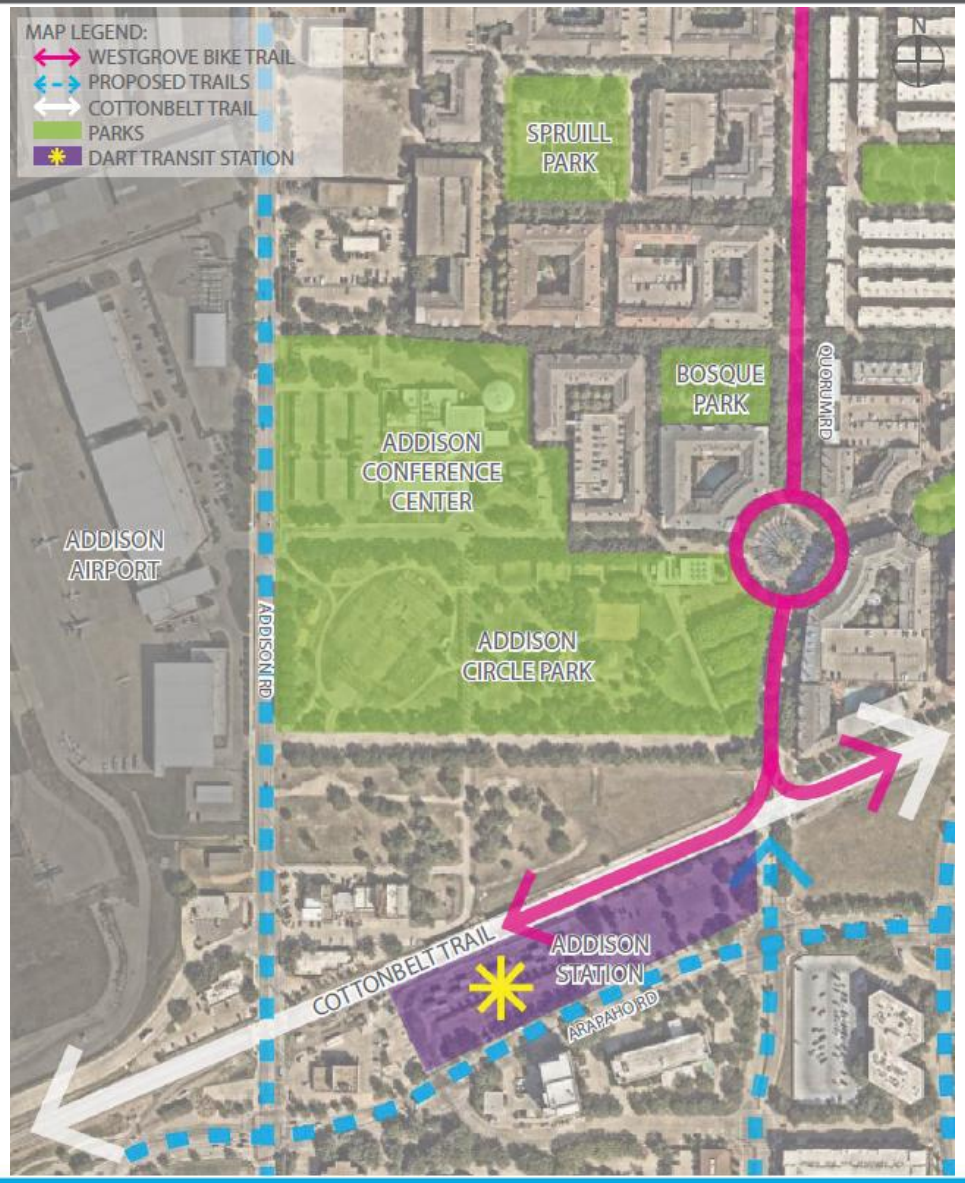
Westgrove & Quorum Drives Bike Lanes to Silver Line/ Cotton Belt Trail- TA Set-Aside Call For Projects

Presented by Joe Pack, Assistant Director of Parks

January 14, 2025

Concept Design

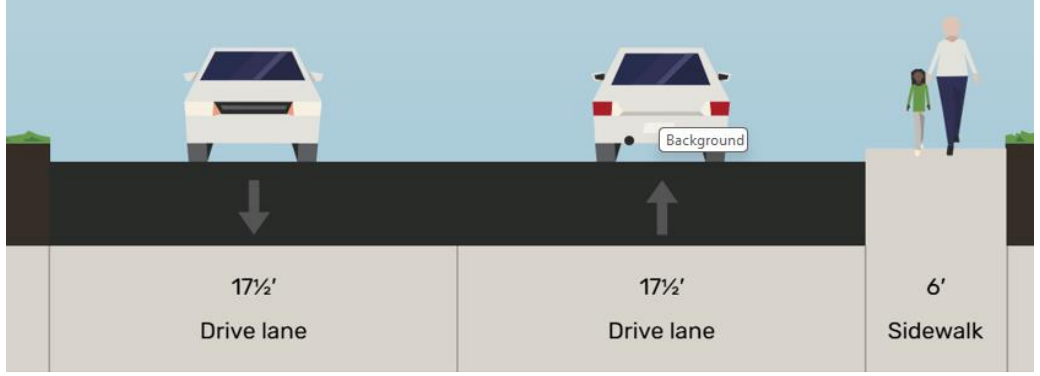




In early 2024, Kimley-Horn was engaged by the NCTCOG to handle bikeway selection, develop 15% concept plans, initiate a short- term pilot project, and develop an opinion of probable construction costs (OPCC) for the Westgrove & Quorum Drives Bike Lanes to the Silver Line Cotton Belt Trail.

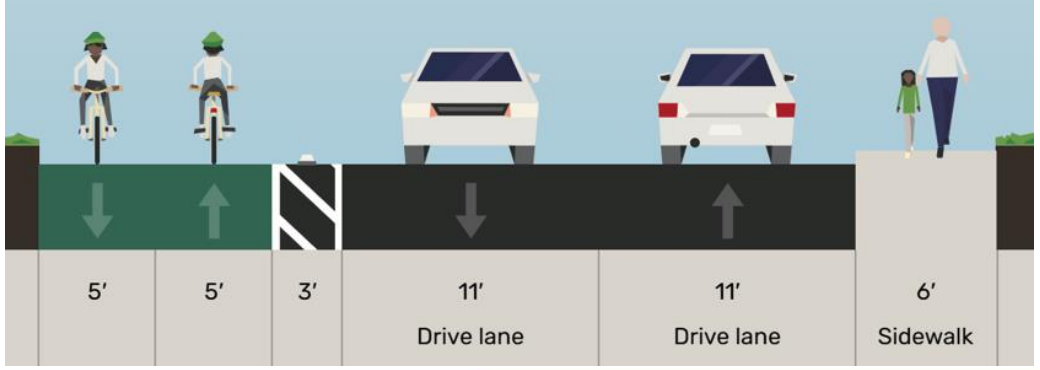
Concept Design- Westgrove Drive

Existing Section Westgrove Drive-Trinity Mills to Addison Road



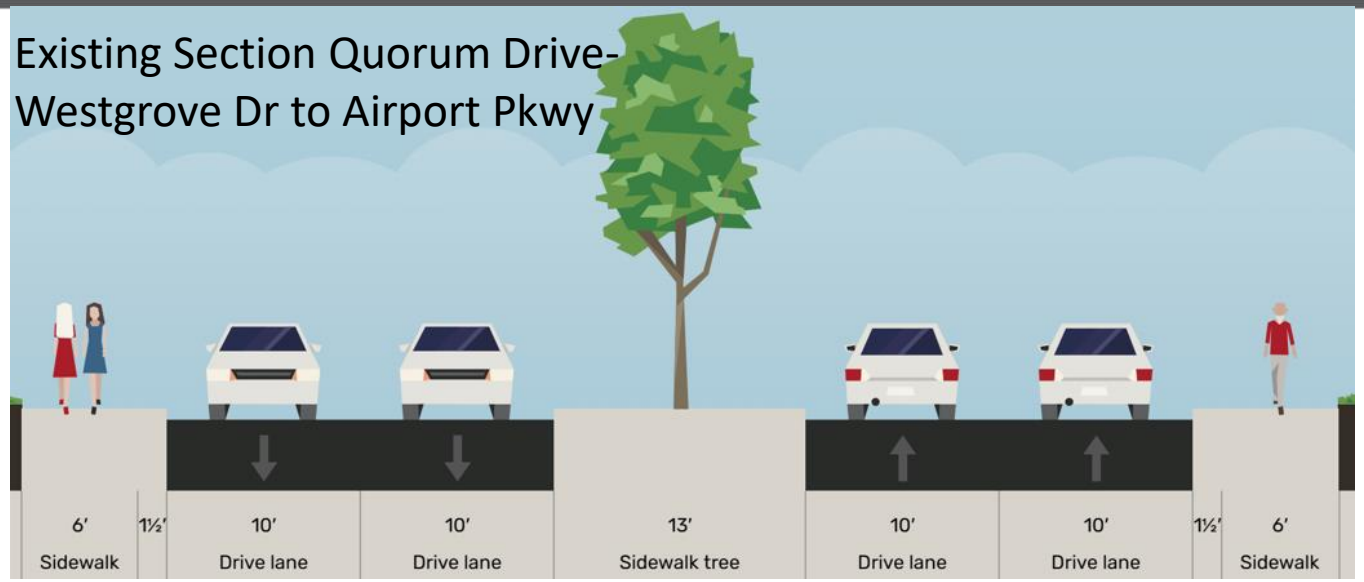
Existing Section Westgrove Drive- Addison Road to Quorum Road

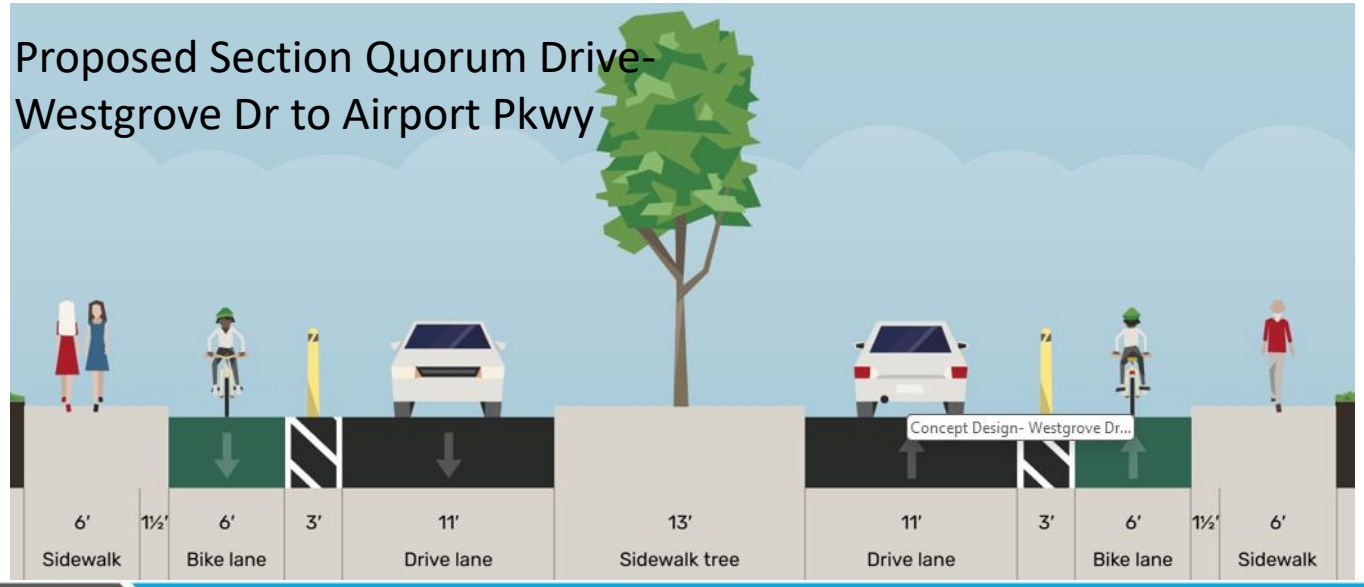
Proposed Section Westgrove Drive- Trinity Mills to Addison Road



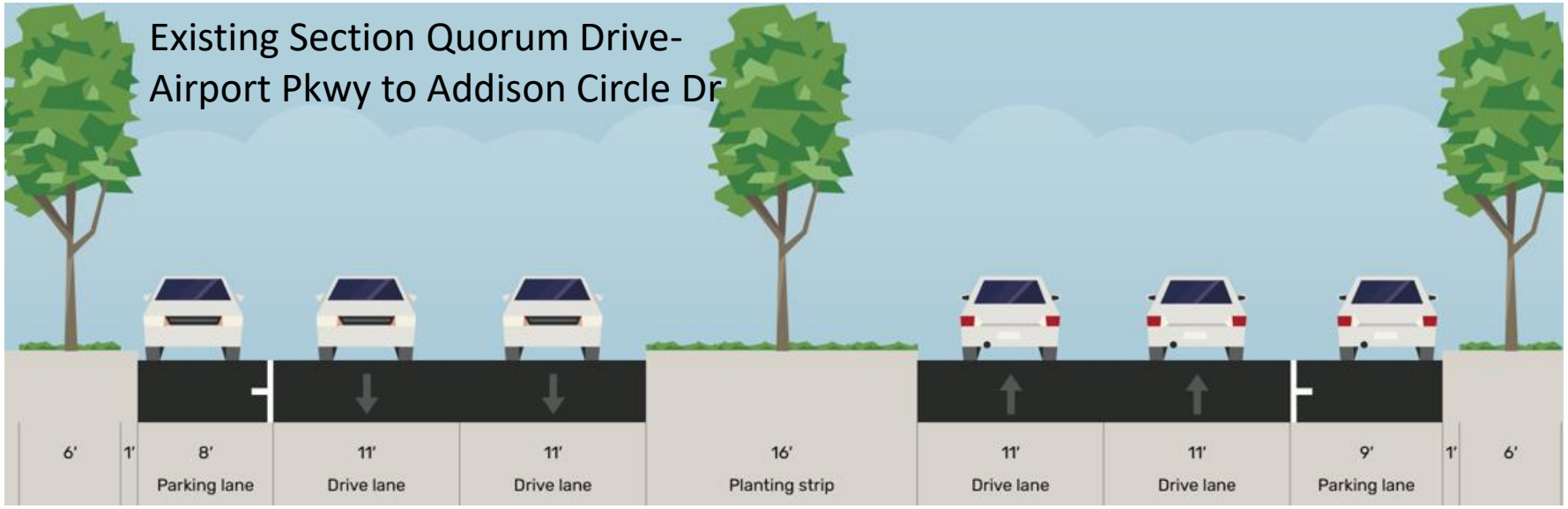
Proposed Section Westgrove Drive- Addison Road to Quorum Drive

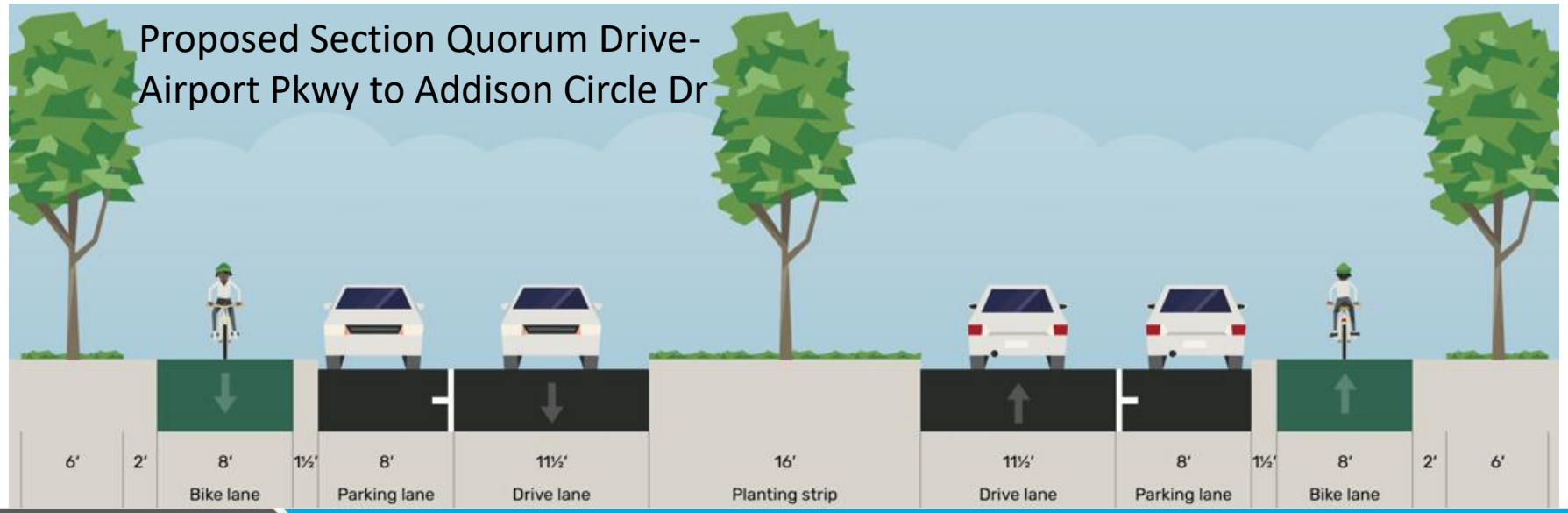
Concept Design- Quorum Drive



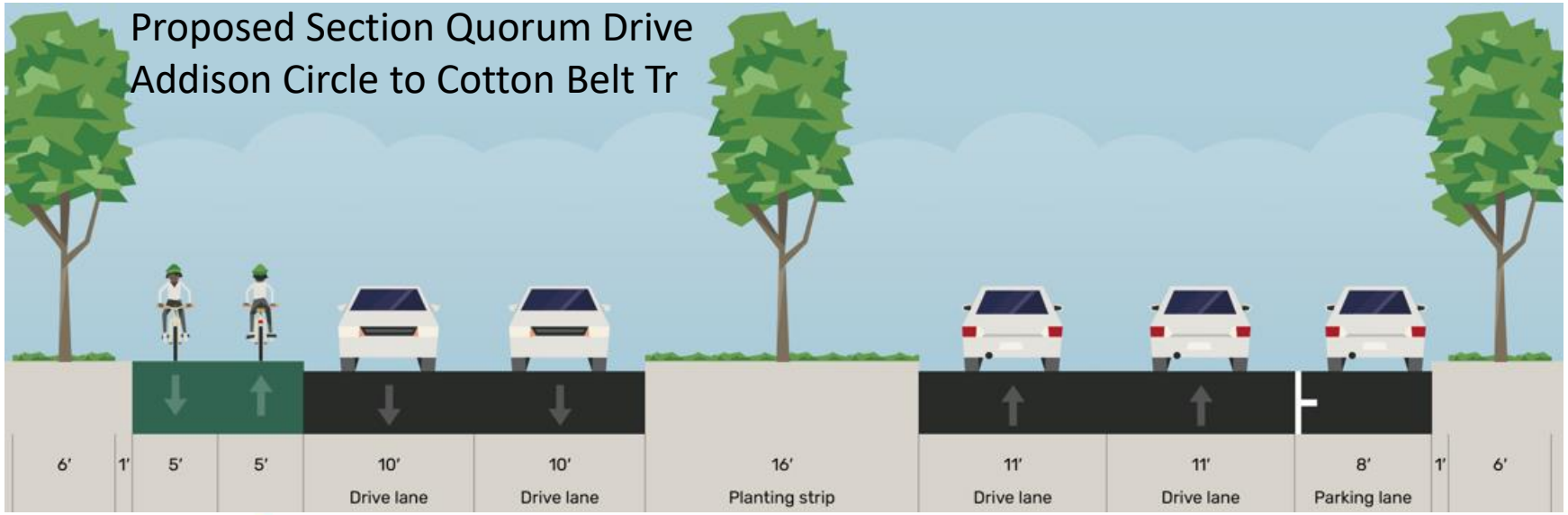


Concept Design- Quorum Drive





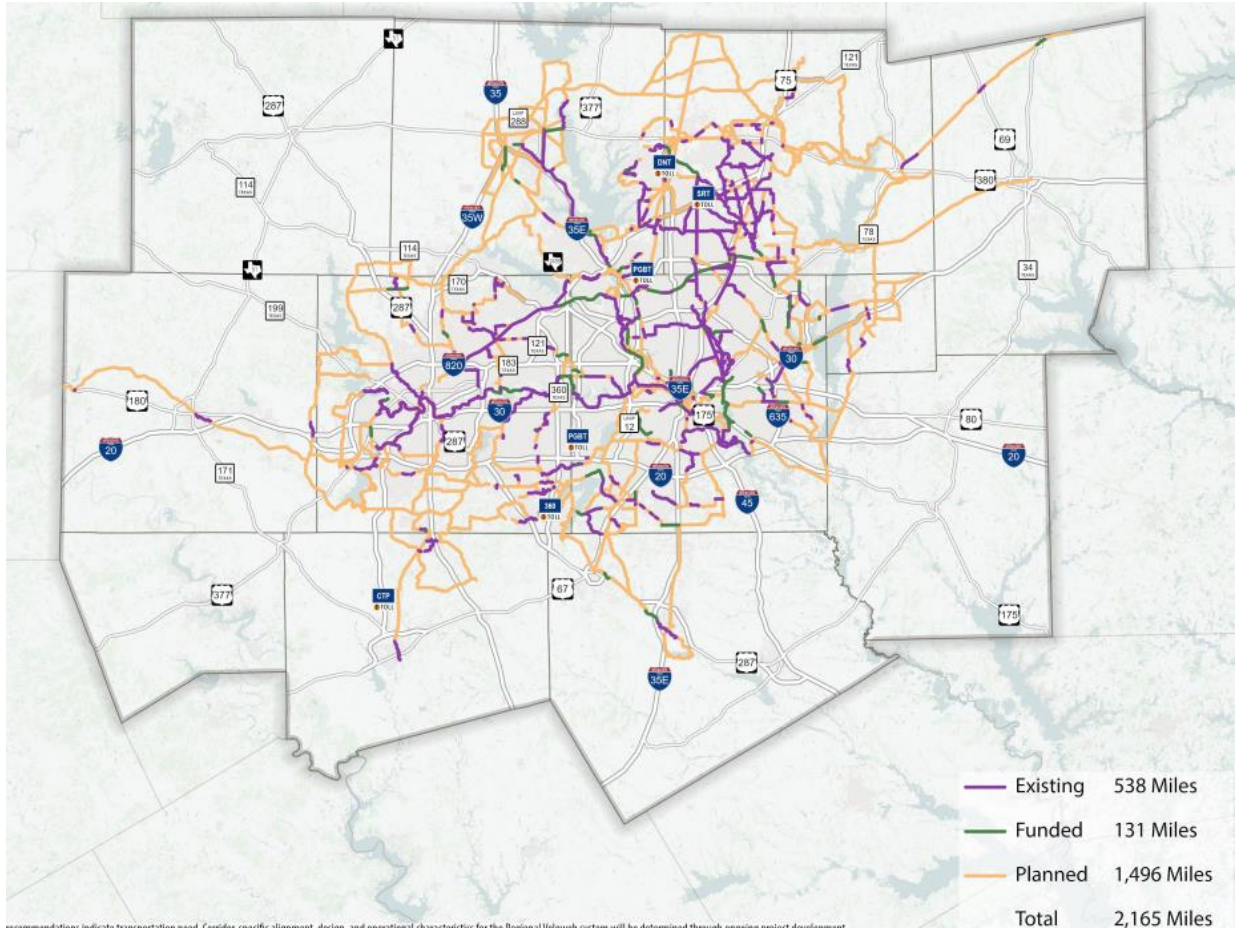
Concept Design- Quorum Drive



TA Set-Aside Program

Regional Veloweb

The DFW Metropolitan Planning Organization (NCTCOG) Regional Veloweb is a 2,165-mile network of off-street shared-use paths (trails) designed for multi-use trip purposes for bicyclists, pedestrians, and other non-motorized forms of transportation adopted as a part of Mobility 2045 Update

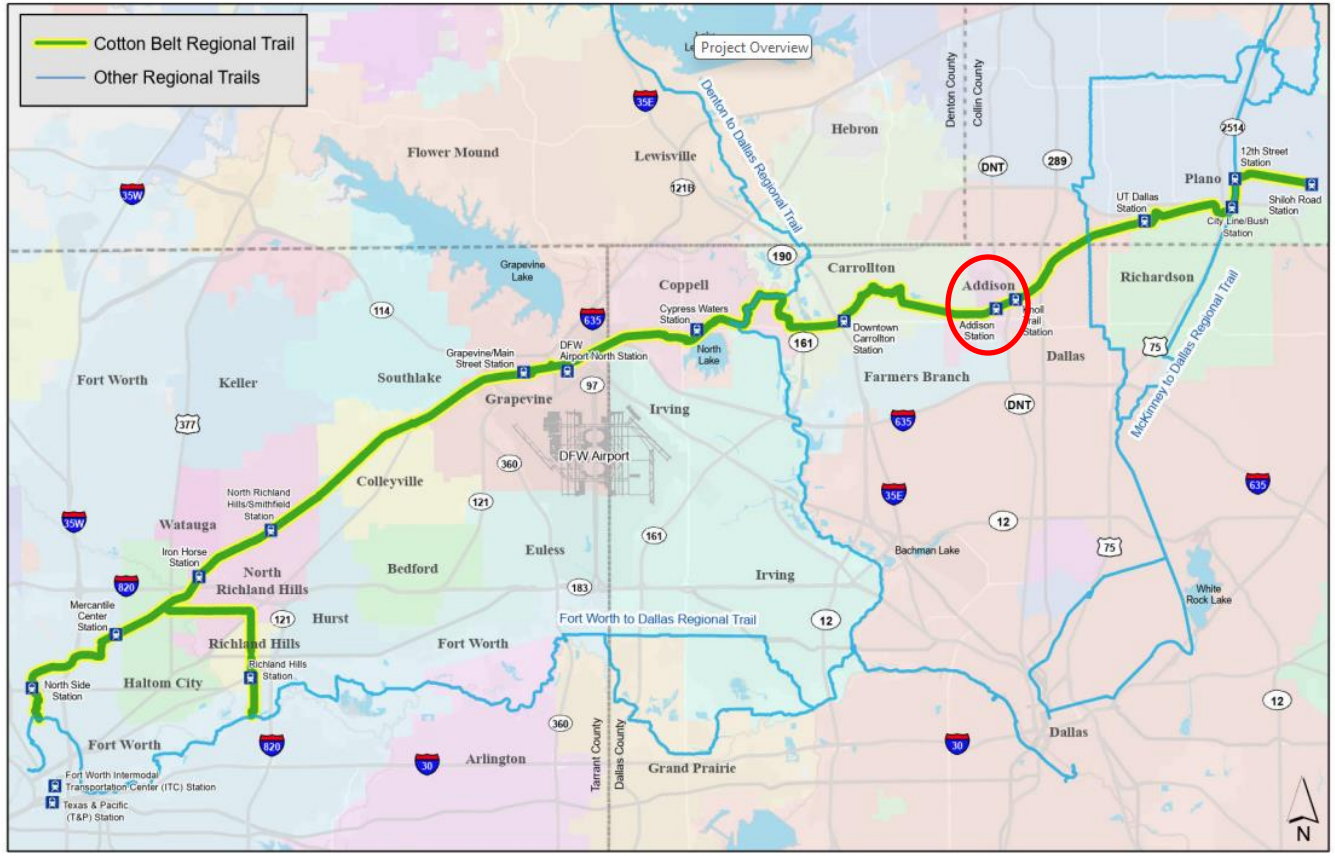


TA Set-Aside Program

Regional Veloweb

Cotton Belt Regional Trail Corridor

Total Length: 56.95 Miles



TA Set-Aside Program

Urban Area and Statewide TA Calls for Projects

NCTCOG

- NCTCOG Large Urbanized Areas
- $50 million available
  - Construction: $3M to $10M for project awards (federal portion)
  - Planning (SRTS only) *NEW $200k to $500k

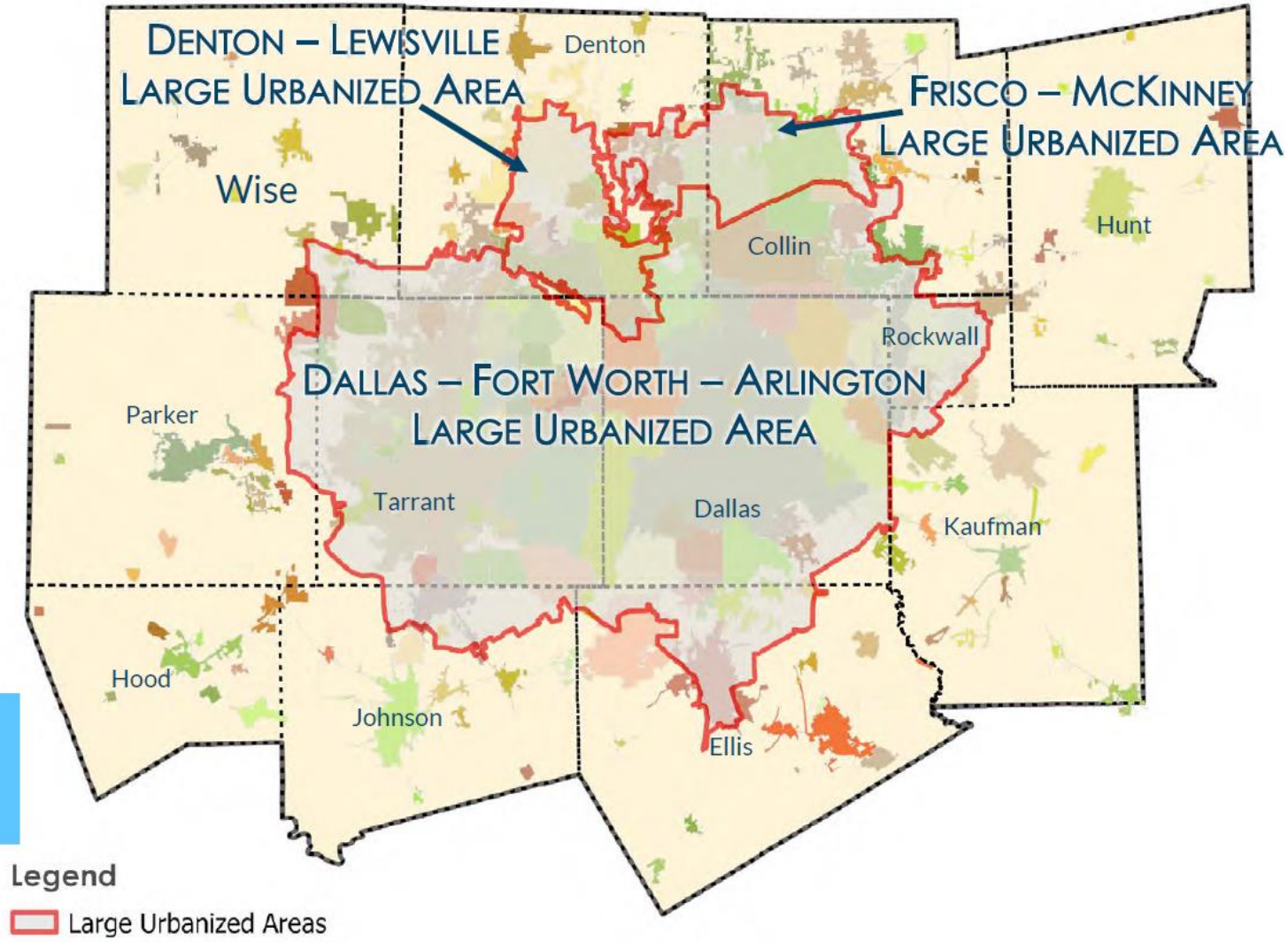
TxDOT

- Any area in the state
- $180 million available
  - Community Based Projects: Up to $5M
  - Large Projects Between $5M - $25M
- Construction
- Non-Infrastructure (Planning)

TA Set-Aside Program

Eligible Project Areas

All proposed projects must be within one of the three large urbanized areas (exceeding 200K population)



NOTE:
TxDOT Statewide TA Call for Projects is anticipated to open January 2025

TA Set-Aside Program

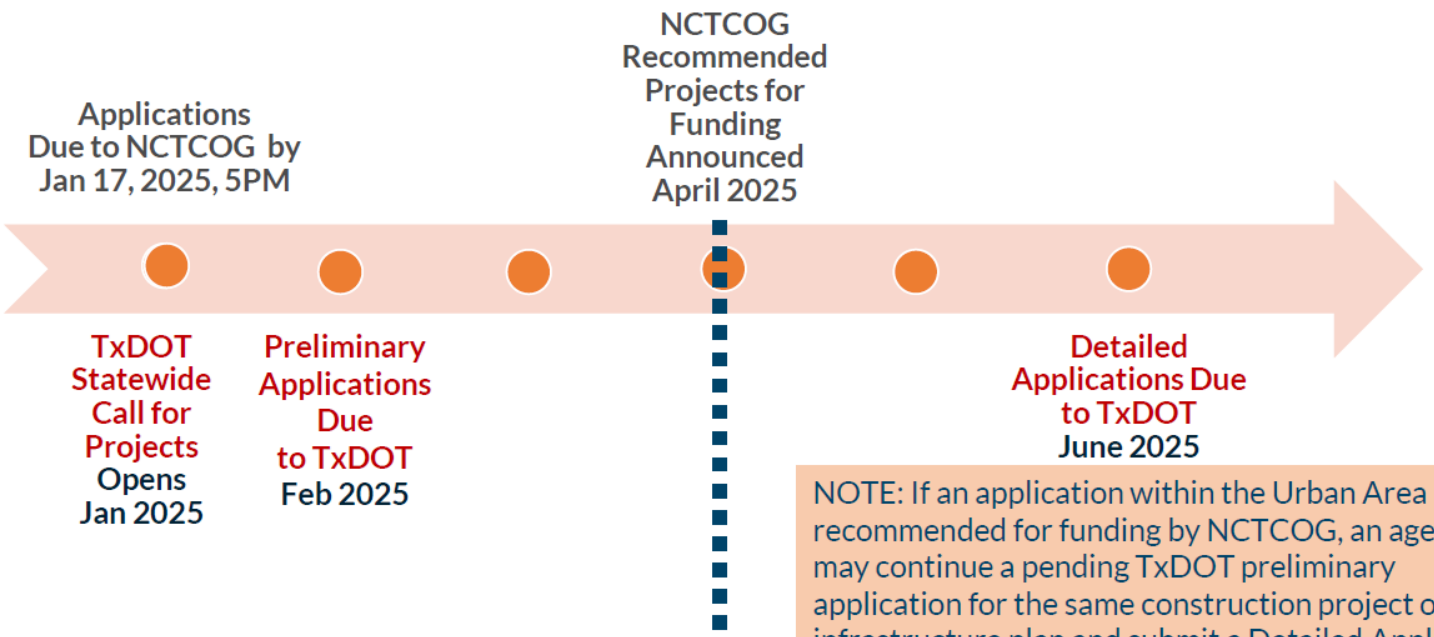
Urban Area and Statewide TA Calls for Projects

Agencies can potentially submit applications to both NCTCOG and TxDOT

Background

NCTCOG Urban Areas TA Call
(one application)

TxDOT Statewide TA Call
(two-step process)



NOTE: If an application within the Urban Area is not recommended for funding by NCTCOG, an agency may continue a pending TxDOT preliminary application for the same construction project or non-infrastructure plan and submit a Detailed Application by June 2025 in the TxDOT Call for Projects.

Budget Summary

BUDGET SUMMARY

	Participation					
	Percent	Preliminary Engineering Costs	Construction Costs (plus contingency and inflation)	Direct State Costs	Total Project Costs	
Federal	80.0%	$ -	$ 5,515,801	$ 626,863	$ 6,142,664	*
State	0.0%	$ -	$ -	$ -	$ -	
Local	20.0%	$ -	$ 1,378,950	$ 156,716	$ 1,535,666	*
Total	100%	$ -	$ 6,894,751	$ 783,578	$ 7,678,330	

* Federal Funding award to be issued on a reimbursable basis after full payment to Contractor

* Town of Addison's 20% local match due May 8, 2026, and can be included in the 2026 budget

Bicycle Lanes Pilot- Quorum Drive

Figure 13: Public Event on October 12th

During the Bike Lane Pilot Event, an opportunity was given to citizens to make comments on the temporary bike lanes. A large number of citizens requested that the bike lanes be placed off-road between the Circle and Airport Parkway, which resulted in the final project design in the 15% stage of development.

Questions

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS IN SUPPORT OF THE WESTGROVE AND QUORUM DRIVE BICYCLE LANES FOR THE TRANSPORTATION ALTERNATIVES SET-ASIDE PROJECT; AUTHORIZING THE CITY MANAGER TO OVERSEE THE TOWN'S PARTICIPATION IN THE PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Regional Transportation Council, comprised primarily of local elected officials, is the regional transportation policy board associated with the North Central Texas Council of Governments (NCTCOG) and the regional forum for cooperative decisions on transportation; and

WHEREAS the Regional Transportation Council will award funding on May 8, 2025, for projects through the Transportation Alternatives Set-Aside Call for Projects program; and

WHEREAS the Town of Addison intends to submit a Transportation Alternatives Set-Aside Call for Projects program application for the Westrove and Quorum Drives Bicycle Lanes Project to the NCTCOG prior to the January 17, 2025 deadline; and

WHEREAS the Regional Transportation Council requires the submittal of a letter or resolution as part of the Transportation Alternatives Set-Aside Call for Projects application submission.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON THAT:

SECTION 1. The Town of Addison supports the Westgrove and Quorum Drives Bicycle Lanes Project as applied for in the NCTCOG 2025 Transportation Alternatives Set-Aside Call for Projects application.

SECTION 2. The Town of Addison will serve as the Project Sponsor and lead project contact on this project, The Town of Addison agrees to designate a single point of contact for the project.

SECTION 3. The Town of Addison commits to funding for a minimum of 20% of the project's costs as a local cash match.

SECTION 4. The Town of Addison understands and acknowledges that all awarded funding is provided on a reimbursement basis.

SECTION 5. The Town of Addison confirms the project timeline is realistic and commits that if the project is selected for funding, an agreement with TxDOT will be executed within one year of project selection and will obligate funds by August 31, 2028.

SECTION 6. The City Council hereby authorizes the City Manager, or their designee, to oversee and administer the Town of Addison's application for funding and participation in the foregoing project.

SECTION 7. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this ***14th*** day of ***January*** 2025.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

City Council Regular Meeting **6. b.**

Meeting Date: 01/14/2025

Department: Parks & Recreation

Key Focus Areas: Public Safety
Mobility and Connectivity
Community Engagement
Vibrant and Active Community

AGENDA CAPTION:

Present, discuss, and consider action on a Resolution approving a construction services agreement with C Green Scaping, LP for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1, and authorize the City Manager to execute the agreement at an amount not to exceed $1,526,233.00.

BACKGROUND:

The City-Wide Trail Master Plan (CWTMP) was adopted by Council on May 25, 2021. The plan identifies Phase 1 projects that are recommended to be completed within 0–5 years of the adoption date. The development of a trail system along Beltway Drive between Marsh Lane and Belt Line Road is included in the CWTMP's Phase 1 recommendations. Specific recommendations for the Beltway Drive Trail Project based on community input include buffered bike lanes between Marsh Lane and Midway Road, a bicycle boulevard between Midway Road and Belt Line Road, and the development of a green space immediately south of Addison Grove.

On December 14, 2021, Council approved a professional engineering services agreement with Moore Iacofano Goltsman, Inc. (MIG) for the conceptual design of the Beltway Drive Trail project. The development of a public input survey was included in the Beltway Drive Trail scope of services. The Public Input Survey created by MIG was conducted by staff to gather information to help guide the development of the conceptual design. An August 2022 staff presentation to Council included results of the public input survey and staff's recommendation for moving forward with the conceptual design.

Council approved $223,000 in the Fiscal Year 2023 Budget for the development of construction documents for Addison Beltway Drive Bike Trail and Greenspace Improvements as a result of the approved conceptual plan. Town staff selected MIG, the firm that developed the conceptual plan, as the most qualified team to complete the construction documents. Staff worked very closely with MIG to develop and review various stages of the construction document development to ensure project feasibility, affordability, safety and responsiveness to the

recommendations of the approved conceptual plan. Near the end of construction document development, staff asked MIG to break the project into two distinct phases, Phase 1 and Phase 2. This was done because the road closure on the south side of Beltway Dive from Les Lacs Avenue to Proton Drive for the Les Lacs Pond project would conflict with the development of the latter phase of project development. The work in Phase 2 from Marsh Lane to the Addison Athletic Club will be bid separately from Phase 1 near the time of completion of the Les Lacs Pond Project.

In the FY2024/2025 Budget adopted by Council, $2,197,5000 was allocated in the Streets Self-Funded Projects Fund for this project. DART has also committed supplemental funding to the Town for active transportation projects which would be utilized first.

On October 15, 2024, staff issued a Competitive Sealed Proposal request (CSP) as Bid #25-04 for the Beltway Drive Trail Bike Lanes & Greenspace Improvements - Phase 1. The proposals were opened on November 18, 2024 and five general contractors submitted proposals. Selection criteria for the evaluation of proposals were included in the specification and are as follows:

- Proposed Cost - 50 Points
- Previous Experience on Similar Projects - 25 Points
- Subcontractors and Key Personnel - 15 Points
- Construction Time - 10 Points

The evaluation committee met on November 21, 2024, and scored the 5 proposals received using the information supplied by the contractors. The resulting evaluations are shown in the table below.

Contractor	C Green Scaping	Cole Construction	Fain	Texas Standard	Ken-Do Construction
Base Bid	$1,431,232.84	$1,542,423.21	$1,576,307.28	$ 2,220,518.83	$ 2,241,801.36
Construction Days	140 Days	240 Days	240 Days	160 Days	270 Days
Evaluation Committee Score	95.0	82.5	80.2	53.1	50.2

The evaluation committee deemed the offer from C Green Scaping, LP, as the best value to the Town of Addison. Staff requests Council to consider approval of the contract with C Green Scaping, LP for construction, establishing a total project budget of $1,431,232.84 plus an Owner's Allowance of $95,000.16, representing a buffer of unforeseen costs related to unexpected site conditions or other factors, for a total Phase 1 amount of $1,526,233. Additional costs for the project outside this bid include Phase 2 construction, estimated at $225,000

and $18,000 for Oncor light relocation. The combined cost for Phase I and Phase 2 construction is estimated to be $1,769,233, which is tracking below the budgeted amount of $2,197,500.

RECOMMENDATION:

Administration recommends approval.

Attachments

Presentation - Beltway Drive Trail Phase I Construction

Resolution - Beltway Drive Trail Phase I Construction

Beltway Drive Trail Bike Lanes & Greenspace Improvements Construction Contract

January 14, 2025

Joe Pack, Assistant Director of Parks

Background

- **May 25, 2021-** Addison's City-Wide Trail Master Plan (CWTMP) was adopted by Council which identified Phase 1 projects to be completed in 0-5 years, including the Beltway Drive Trail Bike Lanes Project.

- **December 14, 2021-** Council approved a professional services agreement with Moore Iacofano Goltsman, Inc. (MIG) to develop a conceptual plan for the project to include development of a Public Input Survey which was conducted by the Town. Public input information was key to the final concept plan development.

- **February 13, 2023-** Staff presented MIG's concept plan to Council which was approved along with a consent agenda item to award a contract for $223,000 to MIG to develop construction documents for the project.

- **March 2023 to September 2024-** Staff worked closely with MIG to develop and review five critical stages of the construction document's development to ensure the project's feasibility, affordability, safety and responsiveness to the recommendations of the approved concept plan. The final documents were released for bid on October 15, 2024.

- **November 21, 2024-** C Green Scaping, LP was deemed to be the best value to the Town of Addison based on the published evaluation criteria using the Competitive Sealed Proposal Process.

Design

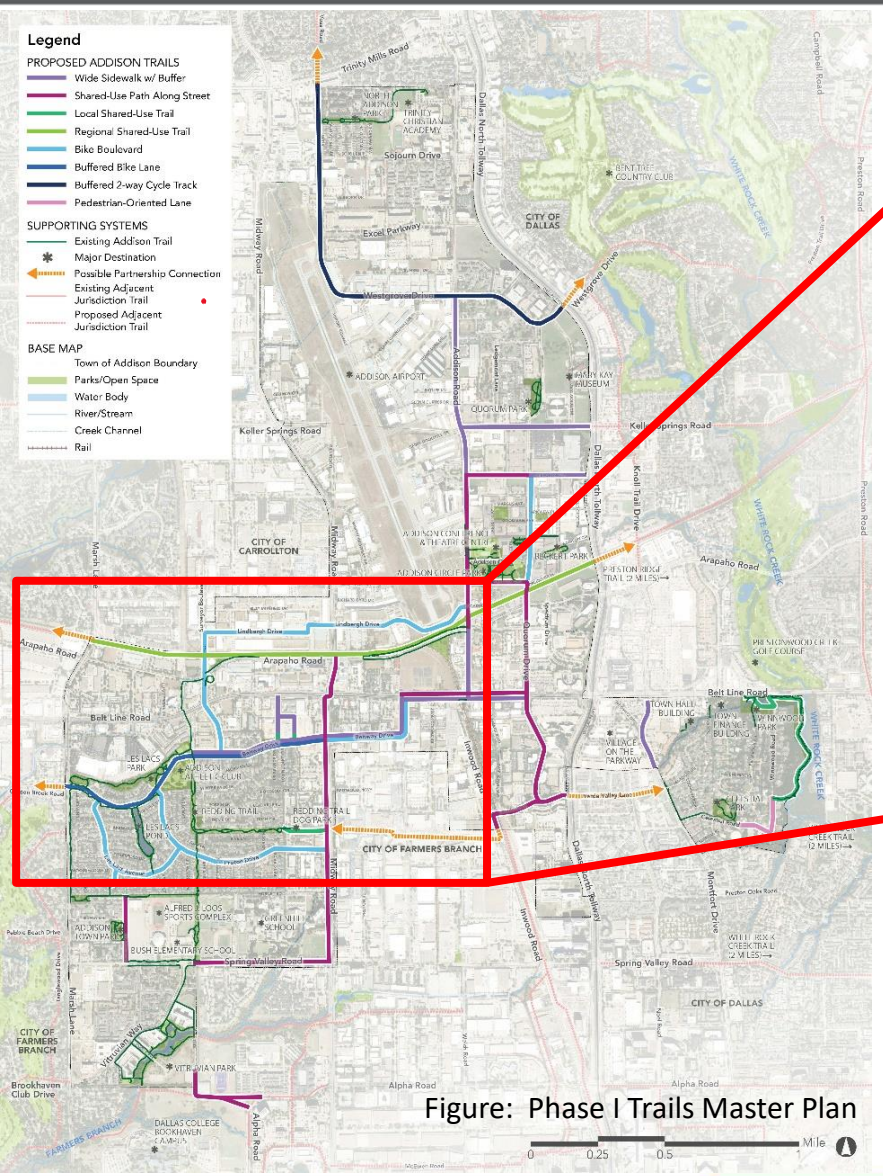
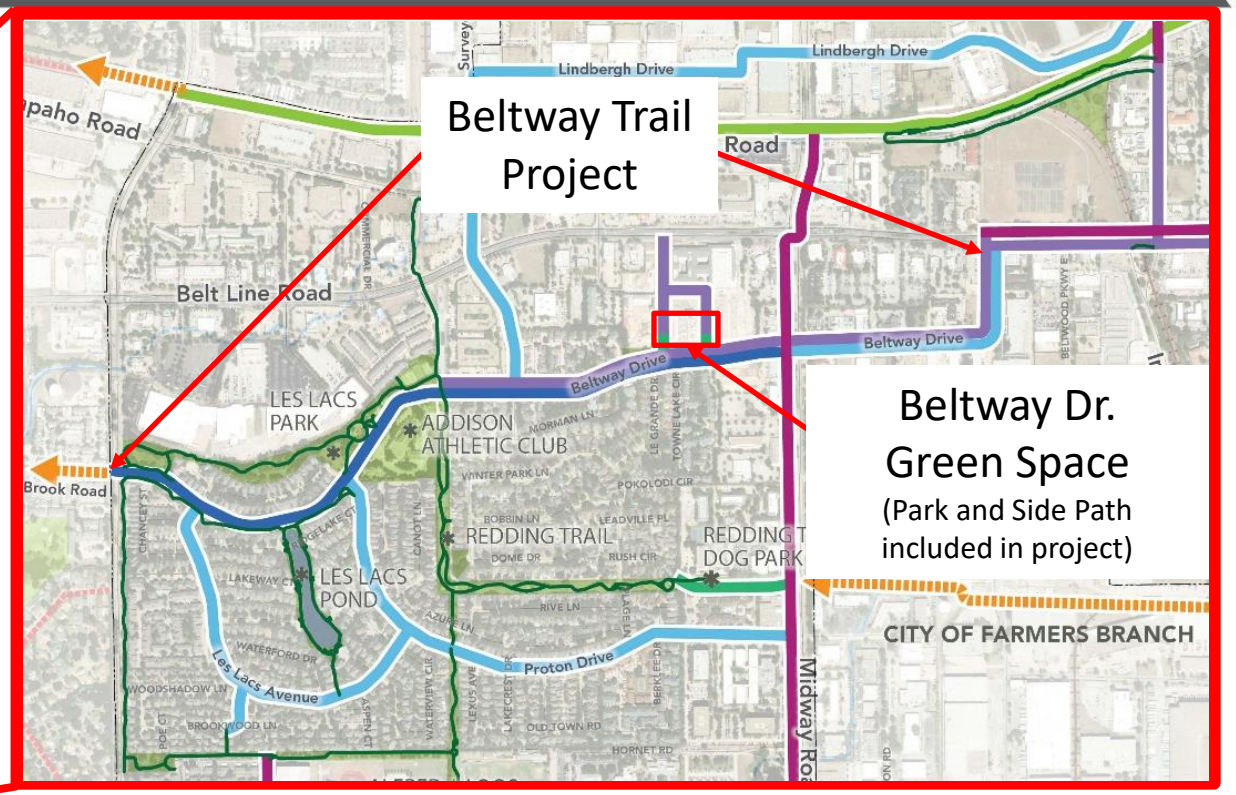


Figure: Phase I Trails Master Plan



Enlargement: Phase 1 Trails Master Plan- Beltway Drive Trail

Two-Way Buffered Bike Lanes- Marsh Lane to Midway Road

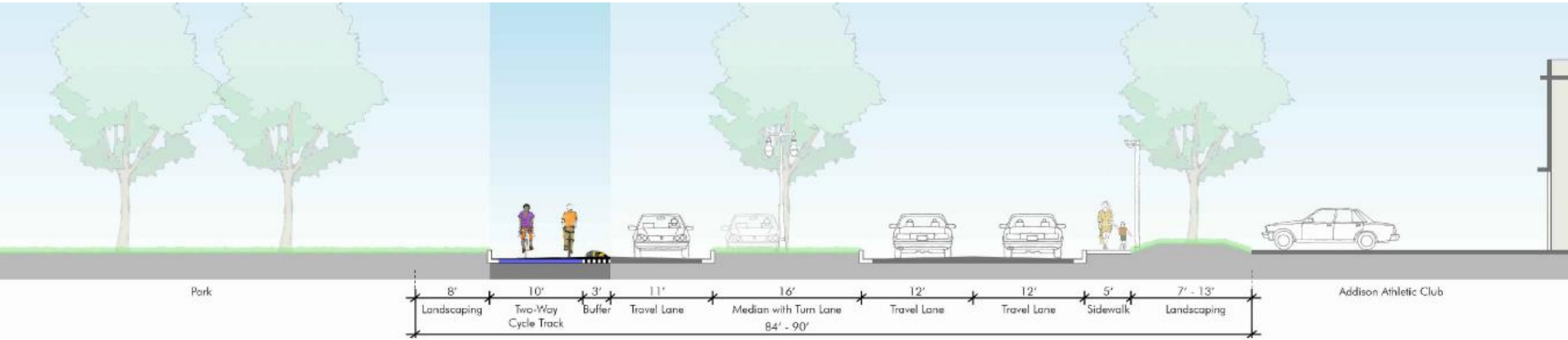
Two-Way Bike Boulevard- Midway Road to Belt Line Road

Off-Road Side Path inside the Beltway Drive Greenspace

Design- Phase 1

Design- Phase 1

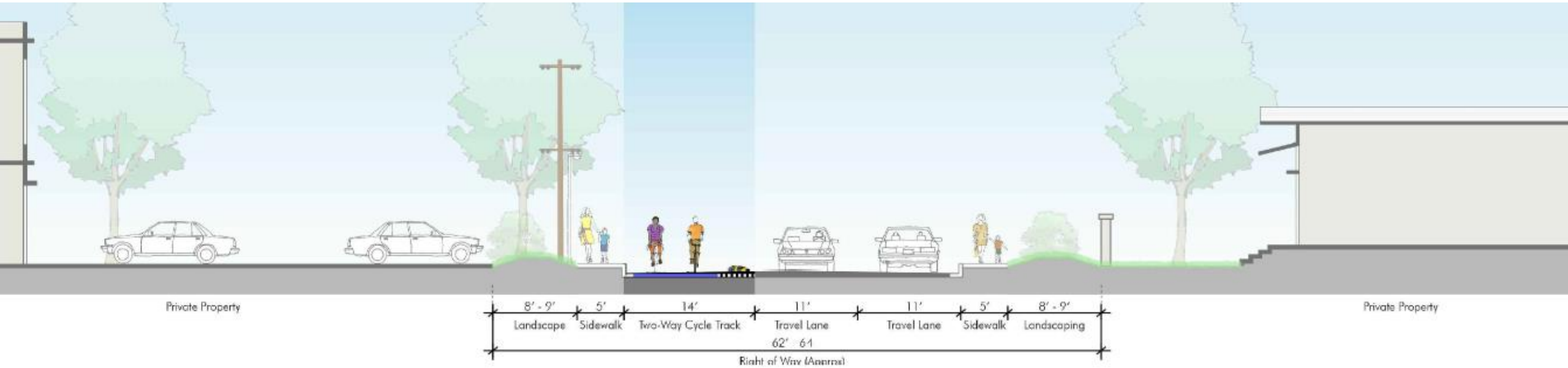
When approving MIG's Professional Services Agreement, Council requested that MIG analyze if a buffered two-way cycle track on the north side of Beltway would be more functional than buffered bike lanes on the north and south side of the road due to drive approach conflicts at the Addison Athletic Club and Fire Station #2.



A. PROTECTED TWO-WAY BIKEWAY

Phase 1- Addison Athletic Club to The Redding Trail

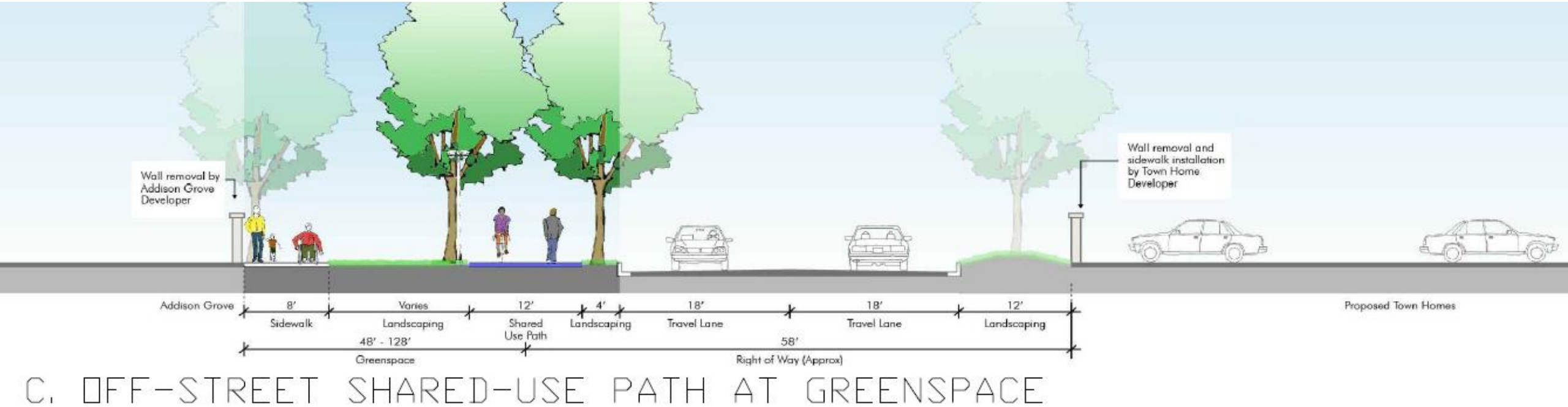
Design- Phase 1



B. PROTECTED TWO-WAY BIKEWAY

Phase 1- Redding Trail to Greenspace at Addison Grove

Beltway Drive Trail: Conceptual Plan

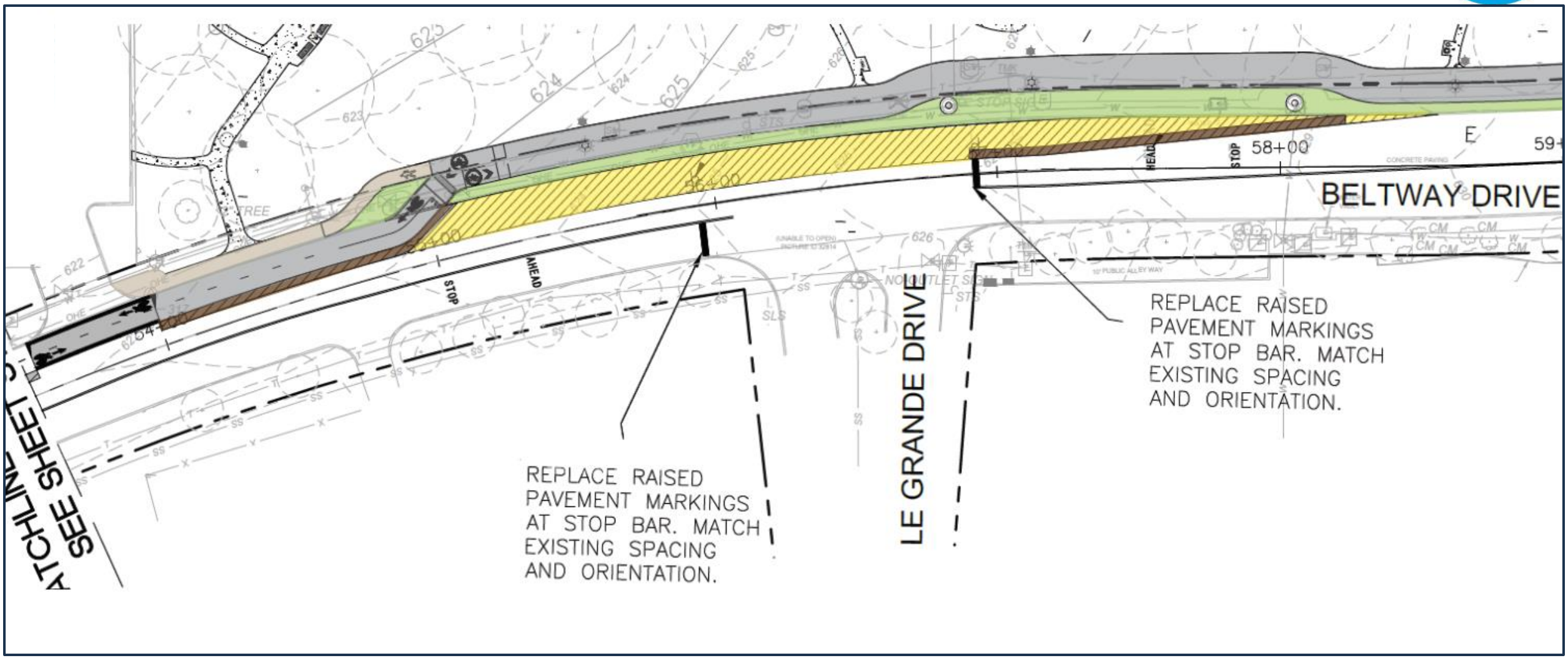


Phase 1- Off-Road Shared Use Path at Greenspace

Design- Phase 1

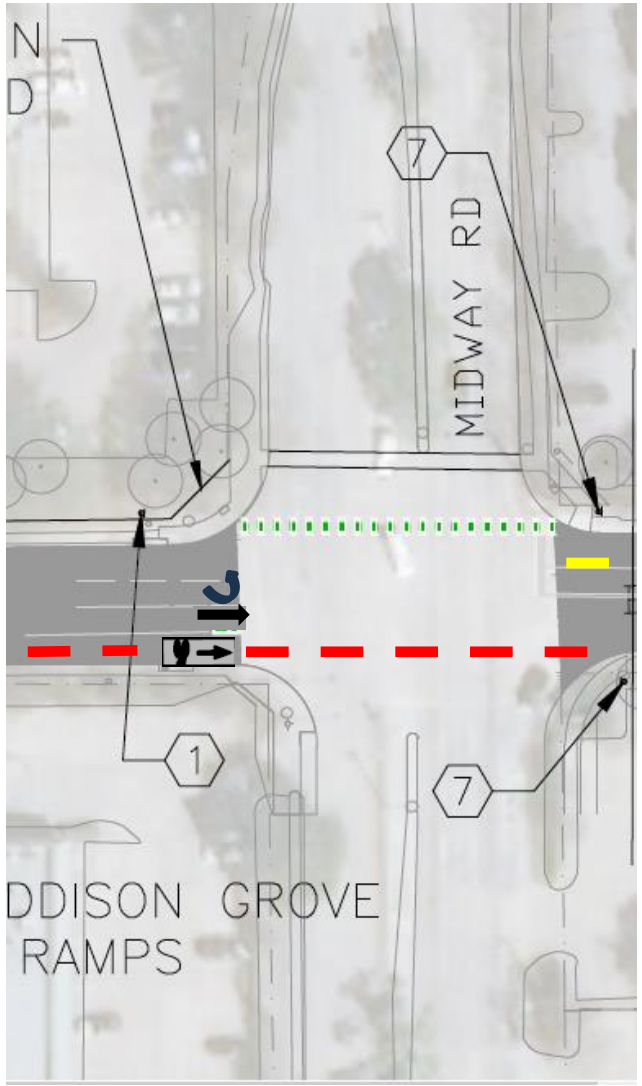
Phase 1- Greenspace Renovations south of Addison Grove

Design- Phase 1

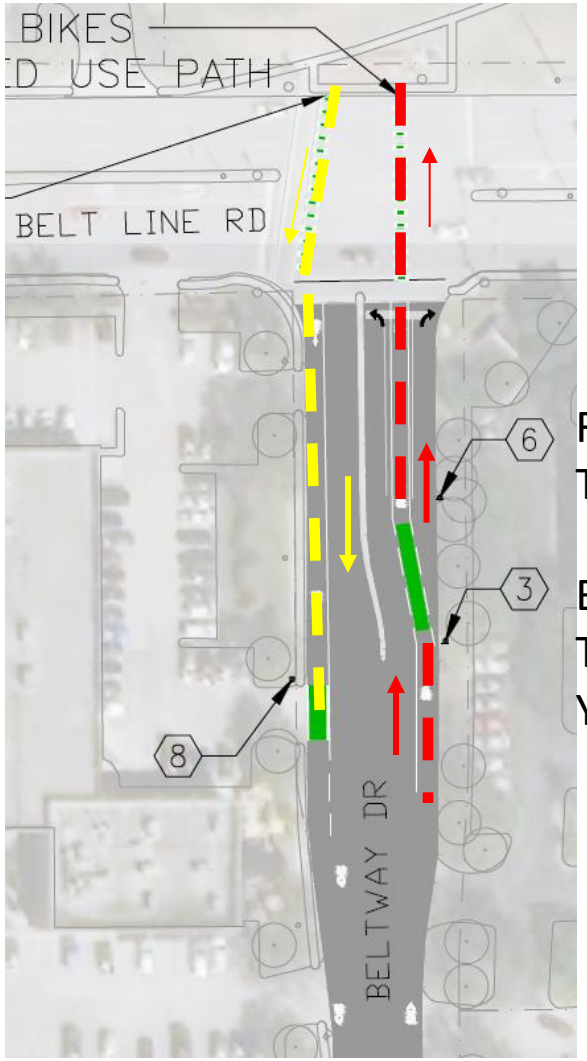


Phase 1- Pedestrian/ Bike/ Vehicle Traffic Control at Greenspace

Design- Phase 1



Beltway Drive and Midway Road



Right Lane Must Turn Right

Begin Right Turn Lane Yield to Bikes

Beltway Drive and Belt Line Road

Council Consideration

- **Staff recommends awarding a contract to C Green Scaping, LP For Beltway Dr. Trail and Greenspace Improvements Phase 1 for $1,526,233**

Bid Type	Description of Items Included in Bid	Total
Base Bid	All standard contract items as outlined in the construction plans and specifications	**$1,431,232.84**
Owner's Allowance by The TOA	Owner's Allowance designated by The Town of Addison for unknown or unexpected conditions	**$ 95,000.16**

Note:

- **The Base Bid (1,431,232.84) plus Owner's Allowance of ($95,000.16) is the recommended contract amount of $1,526,233 for Phase I Construction.**
- **Additional project costs are estimated at $225,000 for Phase 2 and $18,000 for Oncor light relocation.**
- **Combined Phase I and 2 construction is estimated to be $1,769,233.**
- **The FY2024/2025 Budget Adopted by Council included $2,197,500 in the Streets Self Funded Project Fund for this project.**

Questions

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AN AGREEMENT WITH C GREENSCAPING, LP FOR THE BELTWAY DRIVE BIKE LANES AND GREENSPACE IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED $1,526,233; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to authorize an agreement with C Greenscaping, LP for the Beltway Drive Bike Lanes and Greenspace Improvements in conformance with the project documents for City Bid No. CSP 25-04.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The City Council hereby approves the contract agreement between the Town of Addison and C Greenscaping, LP for the Beltway Drive Bike Lanes and Greenspace Improvements in conformance with the project documents identified in the agenda memorandum for this Resolution, in an amount not-to-exceed of $1,526,233, a copy of which is attached to this Resolution as **Exhibit A**. The City Manager is hereby authorized to execute the agreement.

SECTION 2. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***JANUARY***, 2025.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

EXHIBIT A

CONSTRUCTION SERVICES AGREEMENT
BELTWAY DRIVE BIKE LANES AND GREENSPACE IMPROVEMENTS
(Bid #CSP 25-04)

This CONSTRUCTION SERVICES AGREEMENT ("Agreement") is made as of the Effective Date by and between **C Green Scaping, LP**, {state | prefix} Limited Partnership, hereinafter called "Contractor", and the **Town of Addison, Texas**, hereinafter called "City".

RECITALS

WHEREAS, City desires Contractor to perform certain work and services set forth in Section 1, below; and

WHEREAS, Contractor has expressed a willingness to perform said work and services, hereinafter referred to only as "services", specified in the Contract Documents and Section 1 of this Agreement.

NOW, THEREFORE, for and in consideration of the covenants and promises made one to the other herein, City and Contractor agree as follows:

Section 1. Scope of Services

Upon issuance of a written notice to proceed by City, Contractor agrees to provide to City the necessary services, labor, materials, equipment, and supplies to perform the Beltway Drive Bike Lanes and Greenspace Improvements (the "Project"), such services being more fully described herein and pursuant to the plans and specifications identified in the Contract Documents (defined below).

Section 2. Term of Agreement

The term of this Agreement shall begin on the last date of execution hereof (the "Effective Date") and shall continue until Contractor completes the services required herein to the satisfaction of City and has been paid in full by City, unless sooner terminated in conformance with this Agreement.

Section 3. Contract Documents

(a) This Agreement is a part of the "Contract Documents", which include:

(1) This Agreement, including all exhibits and addenda hereto;
(2) City's plans, specifications, and all other contract documents for the Project contained in City's Bid #CSP 25-04;
(3) City's written notice(s) to proceed to the Contractor;
(4) Properly authorized change orders;
(5) Contractor's Bid Proposal ("Proposal" and/or "Response"); and
(6) Any other materials distributed by the City that relate to the Project.

In the event there exists a conflict between any term, provision, and/or interpretation of the Contract Documents, the documents shall take precedent and control in the order listed above in this section (which shall supersede any conflicting provision concerning priority of contract documents contained in the Bid Packet). If discrepancies are found that may impact Contractor's performance of the services for the Project, it shall be the Contractor's obligation to seek clarification as to which requirements or provisions control before undertaking any work on that component of the Project. Should the Contractor fail or refuse to seek a clarification of such conflicting or inconsistent requirements or provisions prior to any work on that component of the Project, the Contractor shall be solely responsible for the costs and expenses - including additional time - necessary to cure, repair and/or correct that component of the Project.

Section 4. Contractor Obligations

(a) Performance of Services. To the extent reasonably necessary for Contractor to perform the services under this Agreement, Contractor shall be authorized to engage the services of any agents, assistants, persons, or corporations that Contractor may deem proper to aid or assist in the performance of the services under this Agreement with the prior written approval of City. The cost of such personnel and assistance shall be a reimbursable expense to Contractor only if authorized in writing in advance by City. Unless otherwise agreed, Contractor shall provide and pay for all materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and all water, light, power, fuel, transportation and all other facilities necessary for the execution and completion of the Project.

(b) Quality Materials. Contractor shall be responsible for the professional quality, technical accuracy, and the coordination of all materials, construction, installation and other services furnished by Contractor under this Agreement. Unless otherwise specified in writing by City, all materials shall be new and both workmanship and materials shall be of a good quality. Contractor shall, if required, furnish satisfactory evidence as to the kind and quality of materials. Materials or work described in the Contract Documents that, so applied, have well known, technical or trade meaning shall be held to refer to such recognized standards. Contractor shall, without additional compensation, correct or revise any errors or deficiencies in the installation and construction of the Project components to conform as shown in the Project drawings and specifications.

(c) Additional Services. All minor details of the work not specifically mentioned in the Contract Documents but obviously necessary for the proper completion of the work, such as the proper connection of new work to old, shall be considered as incidental to and a part of the work for which the prices are set forth in this Agreement. Contractor will not be entitled to any additional compensation therefor unless specifically stated otherwise. Should City require additional services not included under this Agreement, Contractor shall make reasonable effort to provide such additional services at mutually agreed charges or rates, and within the time schedule prescribed by City, and without decreasing the effectiveness of the performance of services required under this Agreement. The terms "extra work" and "additional services" as used in this Agreement shall be understood to mean and include all work that may be required by City to be done by Contractor to accomplish any alteration or addition to the work as shown on the Project plans and drawings. It is agreed that Contractor shall perform all extra work under the direction of the City's representative when presented with a written work/change order signed by the City's representative, subject, however, to the right of Contractor to require written confirmation of such extra work order by City. No claims for extra services, additional services or changes in the services whatsoever, including any change in pricing or time for performance related to the services will be made by Contractor without first obtaining the City's written agreement and approval of a work/change order reflecting the same.

(d) Independent Contractor. It is understood and agreed by and between the parties that Contractor, while performing under this Agreement, is acting independently, and that City assumes no responsibility or liabilities to any third party in connection with Contractor's acts or omissions. All services to be performed by Contractor pursuant to this Agreement shall be in the capacity of an independent contractor, and not as an agent or employee of City. Contractor shall supervise the performance of its services and shall be entitled to control the manner and means by which its services are to be performed, subject to the terms of this Agreement. There is no intended third-party beneficiary to this Agreement.

(e) Inspection of Records. Contractor grants City and its designees the right to audit, examine, or inspect, at City's election, all of Contractor's Records relating to the performance of services under this Agreement, during the term of the Agreement and any retention period herein. City's audit, examination, or inspection of Contractor's Records may be performed by a City designee, which may include its internal auditors or an outside representative engaged by City. Contractor agrees to retain Contractor's Records for

a minimum of four (4) years following termination of the Agreement, unless there is an ongoing dispute under the contract; then, such retention period shall extend until final resolution of the dispute. "Contractor's Records" shall include any and all information, materials and data of every kind and character generated as a result of the services under this Agreement. City agrees that it will exercise its right to audit, examine or inspect Contractor's Records only during regular business hours unless City has provided advance written notice of an alternate time. Contractor agrees to allow City and its designees access to all of Contractor's Records, Contractor's facilities and the current or former employees of Contractor, deemed necessary by City or its designee(s), to perform such audit, inspection, or examination.

(f) Certification of No Conflicts. Contractor hereby warrants to the City that Contractor has made full disclosure in writing of any existing or potential conflicts of interest related to Contractor's services under this Agreement. In the event that any conflicts of interest arise after the Effective Date of this Agreement, Contractor hereby agrees immediately to make full disclosure to the City in writing.

(g) No Waiver of City's Rights. Neither City's review, approval or acceptance of, nor payment for any of the materials or services required under this Agreement, shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Contractor shall be and remain liable to City in accordance with applicable law for all damages to City caused by Contractor's negligent performance of any of the services furnished under this Agreement.

(h) Rights-of-Access. City will endeavor to provide such rights of access on any project site as may be reasonably necessary for Contractor to perform any required preliminary site studies, surveys, tests, or other necessary investigations prior to mobilization for the Project. Contractor will take all necessary and reasonable precautions to minimize damage to all personal and real property in the performance of such surveys, tests, studies and investigations.

(i) Compliance with Laws. Contractor shall comply with all laws, ordinances, rules, policies, orders, directives, and other regulations governing Contractor's performance of this Agreement.

Section 5. Payment

(a) Compensation. City agrees to pay Contractor for all services authorized in writing and properly performed by Contractor in a total amount not to exceed ONE MILLION, FIVE HUNDRED AND TWENTY SIX THOUSAND, TWO HUNDRED AND THIRTY-THREE DOLLARS AND NO CENTS ($1,526,233) ("Contract Price"), subject to additions or deletions for change orders and/or extra work agreed upon in writing.

(b) Method of Payment. Unless otherwise agreed by the parties in writing, payment to Contractor shall be monthly based on a monthly progress report and detailed monthly itemized statement for services submitted by Contractor that shows the names of the Contractor's employees, agents, or subcontactors performing the services, the time worked, the actual services performed, and the rates charged for such services, in a form acceptable to City. City shall pay such monthly statements within thirty (30) days after receipt of a completed submission and City's verification of the services performed.

(c) Deductions; Withholding. City may deduct from any amounts due or to become due to Contractor any sum or sums owing by Contractor to City. In the event of any breach by Contractor of any provision or obligation of this Agreement, or in the event of the assertion by any third-party of a claim or lien against City, or the City's premises, arising out of Contractor's performance under this Agreement, City shall have the right to retain out of any payments due or to become due to Contractor an amount sufficient to completely protect the City from any and all loss, damage or expense therefrom, until the breach, claim, or lien has been satisfactorily remedied by Contractor. Additionally, City may, on account

of subsequently discovered evidence, withhold the whole or part of any payment to such extent as may be necessary to protect itself from loss on account of:

(1) defective work not remedied;
(2) claims filed or reasonable evidence indicating possible filing of claims;
(3) failure of Contractor to make payments promptly to subcontractors or for material or labor which City may pay as an agent for the Contractor; or
(4) damages to another contractor or subcontractor.

When the above grounds are removed, or Contractor provides a letter of credit, or similar guaranty satisfactory to City (to be determined in City's sole discretion) which will protect City in the amount withheld because of said grounds, City will release the amounts withheld.

Section 6. Performance Schedule

(a) Time for Performance. Contractor shall perform all services as provided for under this Agreement in a proper, efficient, timely, and professional manner in accordance with City's requirements. The time for performance under this Agreement is one hundred forty (140) calendar days. Accordingly, Contractor shall complete all work related to the Project on or before one hundred forty (140) calendar days following the date of City's written notice to proceed to Contractor.

(b) Extensions; Written Request Required. No allowance of any extension of time, for any cause whatever (including an event of Force Majeure), shall be claimed by or granted to Contractor, unless (i) Contractor shall have made written request to City for such extension within forty-eight (48) hours after the cause for such extension occurred, and (ii) City and Contractor have agreed in writing that such additional time shall be granted. As used in this section, the term "Force Majeure" shall mean that Contractor's performance of the services under this Agreement is prevented or delayed, in whole or in part, to such an extent that Contractor would not be able to complete the services (or any partial component thereof) within the time for performance set forth herein by reason of or through work strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, court judgment, act of God, pandemic, or other specific cause reasonably beyond Contractor's control and not attributable to its malfeasance, neglect or nonfeasance. Should Contractor timely request an extension of time due to an event of force majeure under this section, City and Contractor may agree in writing to suspended Contractor's performance until such disability to perform (other than a payment obligation) is removed; provided, that Contractor shall use commercially reasonable efforts to remove any such causes and resume performance of the services under this Agreement as soon as reasonably practicable.

(c) Costs of Delay. Contractor understands and agrees that time is of the essence of this contract, and that for each day of delay beyond the number of calendar days agreed upon for the completion of the work herein specified and contracted for (after due allowance for such extension of time as may otherwise be provided for extension of time herein), the Owner may withhold permanently from the Contract Price an amount equal to $600.00 per day, which the parties agree represents a reasonable estimation of the actual costs that would be incurred by the City in the event of such delay. In the event Contractor's performance under this Agreement is delayed or interfered with, regardless of reason, Contractor shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays.

Section 7. Ownership of Project; Bill of Sale; No Liens

(a) Title of Ownership. Contractor warrants that title to all services, including all equipment and materials incorporated into the Project, will pass to City no later than the time of final payment. Contractor further warrants that upon payment by City, all services for which payments have been received

from City shall be free and clear of liens, claims, security interests or other encumbrances in favor of Contractor or any other person or entity whatsoever.

(b) Assignment; Bill of Sale. Contractor agrees, no later than the time of completion of the Project, to assign to City all manufacturer's warranties relating to equipment, materials and labor used in the Project and further agrees it will at all times perform the services in a manner that will, to the greatest extent possible, preserve all manufacturer's warranties. If necessary as a matter of law, Contractor may retain the right to enforce directly any such manufacturers' warranties during the one year period following the date of acceptance of the Project by City; provided, that City's rights related to the same shall not be subordinate to Contractor's enforcement rights.

CONTRACTOR AGREES TO INDEMNIFY, DEFEND, AND SAVE CITY HARMLESS FROM ALL CLAIMS RELATED TO ANY DEMANDS OF SUBCONTRACTORS, LABORERS, WORKMEN, MECHANICS, MATERIALMEN, AND SUPPLIERS OF MACHINERY AND PARTS THEREOF, EQUIPMENT, POWER TOOLS, ALL SUPPLIES ARISING OUT OF THE PERFORMANCE OF THIS AGREEMENT. CONTRACTOR SHALL FURNISH SATISFACTORY EVIDENCE THAT ALL OBLIGATIONS DESCRIBED HEREIN HAVE BEEN PAID, DISCHARGED OR WAIVED UPON CITY'S WRITTEN REQUEST.

Section 8. Default; Termination; Abandonment

(a) Default by Contractor. Should Contractor fail to comply with any term or condition this Agreement applicable to Contractor, or become disabled and unable to comply with any provisions of this Agreement related to the quality or character of the services or time of performance, Contractor shall be deemed in default of this Agreement. If such default is not corrected within ten (10) days after written notice by City to Contractor, City may, at its sole discretion and without prejudice to any other right or remedy:

(1) terminate this Agreement and be relieved of any further payment or consideration to Contractor except for all services determined by City to be satisfactorily completed prior to such termination. Payment for work satisfactorily completed shall be for actual costs incurred and non-refundable, including reasonable salaries and travel expenses of Contractor to and from meetings called by City at which Contractor is required to attend, but shall not include any loss of profit of Contractor. City may further proceed to complete the services in any manner deemed proper by City, either by the use of its own forces or by resubletting to others; or

(2) City may, without terminating this Agreement or taking over the services, furnish the necessary materials, equipment, supplies and/or help necessary to remedy the situation, at Contractor's sole expense.

(b) Suspension or Termination by City. City may suspend or terminate this Agreement for cause or without cause at any time by giving written notice to Contractor. In the event suspension or termination is without cause, payment to Contractor, in accordance with the terms of this Agreement, will be made based on services reasonably determined by City to be satisfactorily performed as of the date of suspension or termination. Such payment will become payable upon delivery of all instruments of service to City and City's acceptance of the same. If City requires a modification of the services under this Agreement, and in the event City and Contractor fail to agree upon such modification(s), City shall have the option of terminating this Agreement and Contractor's services hereunder at no additional cost other than the payment to Contractor in accordance with the terms of this Agreement for the services reasonably determined by City to be properly performed prior to such termination date.

(c) Abandonment. If Contractor should abandon and fail or refuse to resume work within ten (10) days after written notification from the City, or if Contractor fails to timely comply with the orders of the City, when such orders are consistent with the Contract Documents, then, and in that case, where a performance bond(s) exists, the surety on the bond(s) may be notified in writing by City and directed to complete the work (at City's sole discretion), and a copy of said notice shall be delivered to Contractor. After receiving said notice of abandonment, Contractor shall not remove from the work any machinery, equipment, tools, materials or supplies then on the job, but the same, together with any materials and equipment under contract for the work, may be held for use on the work by the City or the surety on the performance bond, or another Contractor in completion of the work; and Contractor shall not receive any rental or credit therefor, having hereby acknowledged that the use of such equipment and materials will ultimately reduce the cost to complete the work and be reflected in the final settlement. In the event a surety fails to comply with City's written notice provided for herein, then the City may provide for completion of the work in either of the following elective manners:

(1) the City may employ such labor and use such machinery, equipment, tools, materials and supplies as said City may deem necessary to complete the work and charge the expense of such labor, machinery, equipment, tools, materials and supplies to Contractor, which shall be deducted and paid by City out of such amounts as may be due, or that may thereafter at any time become due to the Contractor under this Agreement. In case such expense is less than the sum which would have been payable under this Agreement if the same had been completed by the Contractor, then Contractor shall receive the difference. In case such expense is greater than the sum which would have been payable under this Agreement if the same had been completed by said Contractor, then the Contractor and/or its surety (ies) shall pay the amount of such excess to the City; or

(2) the City may (under sealed bids when and in the manner required by law) let the contract to another Contractor for the completion of the work under substantially the same terms and conditions which are provided in this Agreement. In the case of any increase in cost to the City under the new contract as compared to what would have been the cost under this Agreement, such increase shall be charged to the Contractor and its surety (ies) shall be and remain bound therefor. However, should the cost to complete any such new contract prove to be less than what would have been the cost to complete under this Agreement, the Contractor and/or its surety (ies) shall be credited therewith.

(d) Remedies Cumulative. The remedies in this section are cumulative and nothing herein shall be deemed a waiver of any other remedy available to the City under this Agreement, including its remedies upon default provided herein above.

Section 9. Insurance

Contractor shall during the term hereof maintain in full force and effect all policies of insurance reasonably required by City and in compliance with the Contract Documents. Contractor's obligation to provide acceptable certificates of insurance is a material condition of this Agreement, and services under this Agreement shall not commence until certificates of insurance have been received, reviewed, and accepted by City. The minimum coverages and limits of liability for the policies of insurance required under this Agreement are maintained by and accessible through the City's purchasing department.

Section 10. Indemnification

(a) Release of liability. CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF CONTRACTOR PURSUANT TO THIS AGREEMENT. CONTRACTOR HEREBY WAIVES ALL CLAIMS AGAINST CITY, ITS OFFICERS, AGENTS AND EMPLOYEES

(COLLECTIVELY REFERRED TO IN THIS SECTION AS "CITY") FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY OR BREACH OF CITY'S OBLIGATIONS HEREUNDER.

(b) Contractor's Indemnity Obligation. CONTRACTOR AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, REASONABLE ATTORNEYS' FEES AND COSTS OF INVESTIGATION) AND ACTIONS OF ANY KIND BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY CONTRACTOR'S PERFORMANCE OF SERVICES UNDER THIS AGREEMENT OR BY REASON OF ANY NEGLIGENT ACT OR OMISSION ON THE PART OF CONTRACTOR, ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE, IN WHOLE OR IN PART, FROM OR ARE ATTRIBUTED TO THE GROSS NEGLIGENCE OF CITY, IN WHICH CASE CONTRACTOR SHALL INDEMNIFY CITY ONLY TO THE EXTENT OR PROPORTION OF NEGLIGENCE ATTRIBUTED TO CONTRACTOR AND/OR ITS OFFICERS, DIRECTORS, SERVANTS, EMPLOYEES, REPRESENTATIVES, CONSULTANTS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS AS DETERMINED BY A COURT OR OTHER FORUM OF COMPETENT JURISDICTION).

(c) Notice of Claim(s). Contractor shall promptly advise City in writing of any claim or demand against the City, related to or arising out of Contractor's acts or omissions under this Agreement and shall see to the investigation and defense of such claims or demand at Contractor's sole cost and expense; provided, that City, at its option and at its own expense, may participate in such defense without relieving Contractor of any of its obligations hereunder.

CONTRACTOR'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY CONTRACTOR UNDER THIS AGREEMENT. THE PROVISIONS OF THIS SECTION 11 SHALL SURVIVE TERMINATION OF THIS AGREEMENT.

Section 11. Notice

All notices required by this Agreement shall be in writing and addressed to the parties at the addresses set forth on the signature page(s) of this Agreement (or to such other address that may be designated by the receiving party from time to time in accordance with this section). All notices shall be delivered by (a) personal delivery, (b) certified or registered mail (in each case, return receipt requested, postage prepaid), (c) nationally recognized overnight courier (with all fees pre-paid), or (d) email of a pdf document containing the required notice. Such notice or document shall be deemed to be delivered or given, whether actually received or not, (i) when received if delivered or given in person, (ii) if sent by United States mail, three (3) business days after being deposited in the United States mail as set forth above, (iii) on the next business day after the day the notice or document is provided to a nationally recognized carrier to be delivered as set forth above, or (iv) if sent by email, the next business day. A confirmation of delivery report which reflects the time that the email was delivered to the recipient's last notified email address is prima facie evidence of its receipt by the recipient, unless the sender receives a delivery failure notification, indicating that the email has not been delivered to the recipient.

Section 12. Sales and Use Taxes

Contractor understands and acknowledges that City is a governmental entity and exempt from the payment of sales and use taxes for certain materials and equipment conveyed to City as part of this Project

or otherwise incorporated into the Project. City agrees to provide Contractor such documentation as may otherwise be required by state law to allow Contractor to avoid payment of sales and uses taxes for materials and equipment with respect to the Project to the extent allowed by law.

Section 13. Texas Government Code Verifications

(a) Contractor's execution of this Agreement shall serve as its acknowledgement and written verification that:

(1) the requirements of Subchapter J, Chapter 552, Government Code, apply to this Agreement and Contractor agrees that the Agreement can be terminated if Contractor knowingly or intentionally fails to comply with a requirement of that subchapter;

(2) pursuant to Texas Government Code Chapter 2270, that Contractor's organization does not presently boycott Israel and will not boycott Israel during the term of this Agreement; and

(3) pursuant to Texas Government Code Chapter 2251, that Contractor's organization does not current discriminate against firearm and ammunition industries and will not for the term of the contract. Discriminating means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with the firearm or ammunition industry or with a person or entity doing business in the firearm or ammunition industry, but does not include an action made for ordinary business purposes.

Section 14. Miscellaneous

(a) Contractor shall not assign or sublet this Agreement, in whole or in part, without the prior written consent of City. (b) Contractor shall comply with all federal, state, county and municipal laws, ordinances, resolutions, regulations, rules, policies, orders, and directives applicable to the services under this Agreement. (c) The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in the state district courts of Dallas County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said courts. (d) This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. (e) The exhibits attached hereto, if any, are incorporated herein and made a part hereof for all purposes. (f) Unless expressly provided otherwise herein, this Agreement may only be modified, amended, supplemented or waived by a mutual written agreement of the parties. (g) In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it. (h) Any of the representations and obligations of the parties, as well as any rights and benefits of the parties pertaining to a period of time following the termination of this Agreement shall survive termination. (i) This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the parties. (j) Each party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement. (k) Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY –
SIGNATURES ON FOLLOWING PAGE(S)]

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Effective Date.

For City:

TOWN OF ADDISION, TEXAS

By:_____
David Gaines
City Manager

Date:_____

Notice Address:

Town of Addison
Attn: City Manager
P.O. Box 9010
Town of Addison, Texas 75001
E: dgaines@addisontx.gov

For Contractor:

C GREEN SCAPING, LP

By:_____
Curtis J. Green
Vice President

Date: 12/31/24

Notice Address:

C Greenscaping, LP
Attn: Curtis J. Green, Vice President
2401 Handley Ederville Road
Fort Worth, Texas 76118
E: cgreen@greenscaping.com

Addison Contract ID:
CSA_JLP_January 14, 2025_v1.20220628

Attachment A- Contractor's Proposal

SECTION PF

PROPOSAL FORM- CSP 25-04

PROPOSAL FORM- CSP 25-04

TO: The Honorable Mayor and Town Council
Town of Addison, Texas

DATE 11/18/24

Mayor and City Council:

The undersigned bidder, having examined the plans, specifications and contract documents, and the location of the proposed work, and being fully advised as to the extent and character of the work, proposes to furnish all equipment and to perform labor and work necessary for completion of the work described by and in accordance with the Plans, Specifications and Contract for the following prices, to wit:

ACKNOWLEDGMENT OF ADDENDA:

Signed by: _____

The Bidder acknowledges receipt of the following addenda:

Addendum No. 1	10/25/24	Addendum No. 4	11/8/24
Addendum No. 2	10/25/24	Addendum No. 5	11/13/24
Addendum No. 3	11/1/24	Addendum No. 6	

IMPORTANT NOTE TO BIDDERS: The bidding contractor is responsible for providing a proposal according to the published plans, project manual, addenda and answers to questions as they have been presented. The space below is available for bidding contractors to make the Owner aware of items that may require further consideration after selection of a contractor based on best value to the Town of Addison which is consistent with published evaluation criteria. The notes below are for information purposes only and will not become a factor in evaluation of qualifications: N/A

The following pages contain all bid items for: Beltway Drive Trail - Phase 1- BID 25-04

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
1	PHASE 1	1	LS	**Mobilization** in accordance with plans and specifications, complete and in place for the price of Seventy-one thousand, six hundred ten dollars	$ 71,610.00	$ 71,610.00
2	PHASE 1	1	LS	**Traffic Control and Pedestrian Traffic Control** including Contractor prepared Traffic Control and Pedestrian Traffic Control plans in accordance with plans and specifications, complete and in place for the price of Twenty thousand, six hundred dollars	$ 20,600.00	$ 20,600.00
3	PHASE 1	1	LS	**Temporary Erosion & Sediment Control Measures**, sediment control fence, straw wattle and inlet protection (installed and removed), complete and in place for the sum of Seventeen thousand, eight hundred eighty dollars	$ 17,880.00	$ 17,880.00
4	PHASE 1	1	LS	**Erosion Control SWPP Plan** in accordance with plans and specifications but not limited to: 1. Maintenance, inspection and repair as needed for the duration of the job 2. TCEQ requirements 3. SWPP Plan, any other BMP indicated on the plans and specs, not listed as an item number in the proposal, as required by the Town of Addison complete and in place for the price of Three thousand, four hundred dollars	$ 3,400.00	$ 3,400.00
5	PHASE 1	1	LS	**Trench Safety Systems** including Contractor prepared trench safety plan in accordance with plans and specifications, complete and in place for the sum of One thousand, six hundred dollars	$ 1,600.00	$ 1,600.00
6	PHASE 1	1	LS	**Site Preparation** including all demolition and removal of obstructions, clearing and grubbing, etc. (except for Removal of Existing Concrete Walk, Removal of Existing Curb and Removal of Pavement Markings) in accordance with plans and specifications, complete and in place for the price of Thirty-six thousand, five hundred fifty-five dollars	$ 36,555.00	$ 36,555.00

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
7	PHASE 1	2	EA	**Tree Removal** in accordance with plans and specifications, complete and in place for the price of Four hundred dollars per EA	$ 400.00	$ 800.00
8	PHASE 1	5,265	SF	**Removal of Existing Concrete Walk** including saw cutting in accordance with plans and specifications, complete and in place for the price of Three dollars per SF	$ 3.00	$ 15,795.00
9	PHASE 1	115	LF	**Removal of Existing Curb** including saw cutting in accordance with plans and specifications, complete and in place for the price of Fifteen dollars per LF	$ 15.00	$ 1,725.00
10	PHASE 1	2,104	LF	**Temporary Construction Fencing** with opaque screening in accordance with plans and specifications, complete and in place for the price of Thirteen dollars per LF	$ 13.00	$ 27,352.00
11	PHASE 1	3,254	LF	**Removal of Pavement Markings** in accordance with plans and specifications, complete and in place for the price of Two dollars per LF	$ 2.00	$ 6,508.00
12	PHASE 1	100	CY	**Select Fill** furnished and placed in accordance with grading plans and specifications complete and in place for the price of Eighty-two dollars per CY	$ 82.00	$ 8,200.00
13	PHASE 1	18,031	SF	**Cement Concrete Sidewalk** including excavation, disposal, curb ramps, integral curbs, detectable warnings and directional indicators in accordance with plans and specifications, complete and in place for the price of Thirteen dollars per SF	$ 13.00	$ 234,403.00
14	PHASE 1	1.54	CY	**Cement Concrete Curb Wall** including excavation, disposal and backfill in accordance with plans and specifications, complete and in place for the price of Three thousand, four hundred ninty-six dollars per CY	$ 3,496.00	$ 5,383.84

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
15	PHASE 1	2	EA	**Concrete Sidewalk Culvert** including foundation and concrete curbs in accordance with plans and specifications, complete and in place for the price of Two thousand, six hundred twenty-six dollars per EA	$ 2,626.00	$ 5,252.00
16	PHASE 1	30	EA	**Signs** including salvage of existing signs where located on plans, posts, foundations and hardware in accordance with plans and specifications, complete and in place for the price of Six hundred forty-seven dollars per EA	$ 647.00	$19,410.00
17	PHASE 1	1	LS	**Relocate Pedestrian Signal** including salvage of existing posts, new foundations and rewiring in accordance with plans and specifications, complete and in place for the price of Fifty-three thousand, five hundred twenty dollars	$53,520.00	$53,520.00
18	PHASE 1	208	LF	**Stop Line and Yield Line Marking** in accordance with plans and specifications, complete and in place for the price of Sixteen dollars per LF	$ 16.00	$ 3,328.00
19	PHASE 1	68	EA	**Thermoplastic Marking Symbols** including STOP lettering, (full and half size), AHEAD lettering, ped symbols, bike symbols, right arrow, bike dot symbol with arrow, shared lane marking, left arrow, straight arrow, as well as straight and right arrow in accordance with plans and specifications, complete and in place for the price of Two hundred forty dollars per EA	$ 240.00	$ 16,320.00
20	PHASE 1	2	EA	**Two Stage Turn Queue Box** in accordance with plans and specifications, complete and in place for the price of Two hundred eighty dollars per EA	$ 280.00	$ 560.00
21	PHASE 1	2,022	LF	**Dashed Lane Marking** including puppy track lane marking in accordance with plans and specifications, complete and in place for the price of Two dollars per LF	$ 2.00	$ 4,044.00

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
22	PHASE 1	2,096	LF	**Solid Double Lane Marking** in accordance with plans and specifications, complete and in place for the price of Four dollars per LF	$ 4.00	$8,384.00
23	PHASE 1	635	SF	**Diagonal Gore Stripe** in accordance with plans and specifications, complete and in place for the price of Fourteen dollars per SF	$ 14.00	$ 8,890.00
24	PHASE 1	2,290	LF	**Diagonal Buffer Stripe (Zebra 9)** including solid double yellow lane marking, diagonal marking and Zicla Zebra, in accordance with plans and specifications, complete and in place for the price of Four dollars per LF	$ 4.00	$ 9,160.00
25	PHASE 1	735	LF	**Diagonal Buffer Stripe (Zebra 5)** including solid double yellow lane marking, diagonal marking and Zicla Zebra, in accordance with plans and specifications, complete and in place for the price of Four dollars per LF	$ 4.00	$ 2,940.00
26	PHASE 1	3,935	SF	**Bike Crossing (Solid)** in accordance with plans and specifications, complete and in place for the price of Four dollars per SF	$ 4.00	$ 15,740.00
27	PHASE 1	887	SF	**Cross Bike Pavement Marking** in accordance with plans and specifications, complete and in place for the price of Eight dollars per SF	$ 8.00	$ 7,096.00
28	PHASE 1	123	EA	**Crosswalk Marking** in accordance with plans and specifications, complete and in place for the price of Sixteen dollars per EA	$ 16.00	$ 1,968.00

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
29	PHASE 1	1,023	LF	**Solid Lane Marking** in accordance with plans and specifications, complete and in place for the price of Three dollars per LF	$ 3.00	$ 3,069.00
30	PHASE 1	1,895	CY	**Planting Soil**, including preparation for bed areas, in accordance with plans and specifications, complete and in place for the price of One hundred nine dollars per CY	$ 109.00	$ 206,555.00
31	PHASE 1	2,717	LF	**Tree Protection,** in accordance with plans and specifications, complete and in place for the price of Four dollars per LF	$ 4.00	$ 10,868.00
32	PHASE 1	9,157	EA	**Groundcovers (1 GAL PLANTING)**, in accordance with plans and specifications, complete and in place for the price of Ten dollars per EA	$ 10.00	$ 91,570.00
33	PHASE 1	28,240	SF	**Sod** in accordance with plans and specifications, complete and in place for the price of One dollar per SF	$ 1.00	$ 28,240.00
34	PHASE 1	97	EA	**Plantings, 5 GAL**, in accordance with plans and specifications, complete and in place for the price of Thirty-three dollars per EA	$ 33.00	$ 3,201.00
35	PHASE 1	506	EA	**Plantings, 3 GAL**, in accordance with plans and specifications, complete and in place for the price of Thirty-two dollars per EA	$32.00	$ 16,192.00

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
36	PHASE 1	12	EA	**Trees (3" CAL)**, in accordance with plans and specifications, complete and in place for the price of One thousand, one hundred seventy-five dollars per EA	$ 1,175.00	$ 14,100.00
37	PHASE 1	715	LF	**Landscape Edger**, in accordance with plans and specifications, complete and in place for the price of Six dollars per LF	$ 6.00	$ 4,290.00
38	PHASE 1	32	CY	**Mulch, Arborist Wood Chip (Proposed Planting)**, in accordance with plans and specifications, complete and in place for the price of Forty-six dollars per CY	$ 46.00	$ 1,472.00
39	PHASE 1	1	LS	**Design Build Irrigation** in accordance with plans and specifications, complete and in place for the price of One hundred thousand, ninety-four dollars	$ 100,094.00	$ 100,094.00
40	PHASE 1	1	LS	**Adjust Existing Irrigation Heads and Nozzles** in accordance with plans and specifications, complete and in place for the price of Three thousand dollars	$ 3,000.00	$ 3,000.00
41	PHASE 1	8	EA	**6' Bench**, in accordance with plans and specifications, complete and in place for the price of Two thousand, seven hundred thirty dollars per EA	$ 2,730.00	$ 21,840.00
42	PHASE 1	12	EA	**Addison Grove Greenspace – New Poles/Fixtures,** in accordance with plans and specifications, complete and in place for the price of Eighteen thousand, eighty-nine dollars per EA	$ 18,089.00	$ 217,068.00
43	PHASE 1	1	EA	**Addison Grove Greenspace – Electrical Meter Pedestal/Controls,** in accordance with plans and specifications, complete and in place for the price of Seventy thousand, seven hundred forty dollars per EA	$ 70,740.00	$ 70,740.00

Item No.	Package	Estimate Quantity	Unit	Name of Pay Item with Unit Price in Words	Unit Bid Price	Amount Bid
44	PHASE 1	3	EA	**Dog Waste Station** in accordance with plans and specifications, complete and in place for the price of Five hundred eighty dollars per EA	$ 580.00	$ 1,740.00
45	PHASE 1	3	EA	**Trash Receptacle** in accordance with plans and specifications, complete and in place for the price of Two thousand, nine hundred dollars per EA	$ 2,900.00	$ 8,700.00
46	PHASE 1	1	EA	**Drinking Fountian** including water service, meter, backflow prevention, drain and sump, in accordance with plans and specifications, complete and in place for the price of Twenty thousand, seventy dollars per EA	$ 20,070.00	$ 20,070.00

GRAND TOTAL BID: Bidder proposes to construct "Beltway Drive Trail Bike Lanes and Greenspace Improvements- Phase 1" Competitive Sealed Proposal #CSP 25-04" for the stipulated sum of One million, four hundred thirty-one thousand, two hundred thirty-two dollars **and 00/100 Dollars ($** 1,431,232.84 **s** and eighty-four cents

TOTAL PHASE ONE (ITEMS 1-46).....($ 1,431,232.84 **)**

OWNER'S ALLOWANCE BY TOWN OF ADDISON.....($ 1 95,000.16 **)** Joe L. Pack

Eight thousand, two hundred dollars per EA

UNIT PRICES

This project is being bid lump sum. The undersigned agrees that in case additional work or materials installation or deduction of work or materials are authorized and requested only by the Owner. Unit prices shall include all overhead, profit, taxes, materials, labor, incidentals, etc., for a complete installation.

LENGTH OF CONSTRUCTION DAYS: Bidder proposes to complete the construction of the project described herein in 140 Calendar Days.

In addition to the proposed contract price and Construction Schedule, the items listed below are required for scoring the Proposals. Please verify these items have been included in the Proposal as these items are mandatory:

* **Previous Experience on similar projects/ References.**
  Experience Include the following for **5 separate project references:**
  - Project Name / Location
  - Project Budget
  - Date of Completion
  - Project Reference Contact Information
* **List of Proposed Suppliers and Sub-Contractors and Their Role on the Project. List eligible experience of key personnel for the project.**
* **A Brief Overview of the Construction Schedule and Sequencing including construction time in calendar days.**

PLEASE USE THIS SPACE TO INSERT ALL OF THE ABOVE MANDATORY INFORMATION AS REQUESTED. IF THIS SECTION IS NOT PROVIDED, THE PROPOSAL WILL BE DISQUALIFIED.

NOTES: 1. All items, labor, materials, equipment, facilities, incidentals and work required for construction of the project are to be provided and installed by the Contractor as part of the project and payment for the cost of such shall be included in the price bid for the construction of the project.

2. Prices must be shown in words and figures for each item listed in the Proposal. In the event of discrepancy, the words shall control.

3. Materials, which are "tax exempt", are those items which are physically incorporated into the facilities constructed for the Town of Addison, as set forth in the Special Provisions. Materials include, but are not limited to purchased items such as water pipe, sanitary sewer pipe, storm drain pipe, etc.

   Services, which are "not tax exempt", are those items which are used by the Contractor but are not physically incorporated into the Town of Addison's facility and/or items which are consumed by construction, as set forth in the Special Provisions. Services include, but are not limited to, items such as supplies, tools, skill and labor, the purchase, rental or lease of equipment, etc.

Curtis J. Green - Vice President

Name of Person Signing Bid

Signature of Person Signing Bid

2401 Handley Ederville Rd., Ft. Worth, TX 76118

Address

817-577-9299 817-577-9331

Telephone No. Fax No.

75-2312913

T.I.N. (Tax Identification or Employer's Number)

City Council Regular Meeting **6. c.**

Meeting Date: 01/14/2025

Department: Parks & Recreation

Key Focus Areas: Economic Development and Revitalization
Mobility and Connectivity
Community Engagement
Vibrant and Active Community

AGENDA CAPTION:

Present, discuss, and consider action on a Resolution approving an agreement with Dunaway Associates, LLC for landscape architecture and park planning services to perform conceptual design for a trail through east Addison and taking consideration of the future land use of the Addison Finance property and authorizing the City Manager to execute the agreement for an amount not to exceed $155,600.

BACKGROUND:

Adopted in May 2021, Chapter 5 of the City-Wide Trails Master Plan (CWTMP) identifies Priority Projects, including "Major East to West Alignment, Major North to South Alignments, and Local Connectivity." The East Addison Local Trail Connection Conceptual Design is the first of three recommended projects under Local Connectivity. It proposes a local shared-use trail from the Dallas North Tollway northbound frontage road eastward to the Town of Addison Finance Building and Winnwood Park. The feasibility of this project, from Montfort Drive to Winnwood Park, is described as "one of the few remaining opportunities to create a more traditional trail through a natural area in east Addison." The plan includes a combined boardwalk and trail alignment from Prestonwood Pond on Montfort Drive along the drainage area behind the commercial properties south of Prestonwood Pond Two, the Town Hall Building, the Town Finance property, and to Winnwood Park. Additionally, the study will explore opportunities for land use, such as a passive park along Belt Line Road where the current Finance Building is located. Feasibility of use of an adjacent private property will be considered if a possibility exists for the Town to take possession.

Town staff utilized RFQ17-180, Professional Services for Various Projects, to identify Dunaway Associates LLC as the most qualified consultant team for the projects. This was based on their successful work on similar projects including Elmer W. Oliver Nature Park in Mansfield, John F. Burke Nature Preserve in Farmers Branch, and illustrations for the City of Dallas for Parkdale Lake Park Nature Boardwalk.

Town staff developed a project understanding with Dunaway Associates as follows:

- Provide a study area inventory and list of opportunities and constraints.
- Engage a stakeholder process to identify preferred options.
- In addition to the trail, identify opportunities for passive enhancements to Town Hall, Town Finance Building, and Winnwood Park.
- Include options for a pedestrian path alignment with at-grade trails and elevated boardwalks.
- Create opportunities for connections to Montfort Drive along Prestonwood Pond.
- Provide planning-level cost estimates for proposed improvements.

According to the terms of this agreement, Dunaway Associates, LLC will prepare two conceptual alternatives for trail development, facilitate an interactive open house, prepare a final concept exhibit with an Opinion of Probable Construction Cost (OPCC), prepare five renderings in 3-D still shot digital model images, present a final report in PDF, including the preferred concept with key recommendations for implementation.

This project was included in the FY2024/2025 Budget adopted by the Council in September 2024 with an approved budget of $156,000 for the related scope of work for the Schematic Design.

RECOMMENDATION:

Administration recommends approval.

Attachments

Presentation - East Addison Trail Study

Resolution - East Addison Trail Study

East Addison Local Trail Connection Schematic Design

Presented by Janna Tidwell, Director of Parks & Recreation

January 14, 2025

Background

This purpose of this presentation is to inform Council of a proposed Schematic Design for a local trail connection in East Addison, proposed to be developed by Dunaway Associates, LLC. The project aims to create a nature-based trail system and consider future land use of the Addison Finance Property.

Background

The City-Wide Trails Master Plan (CWTMP), adopted in May 2021 identified the need for an East Addison trail system as a key priority for local connectivity. The trail is one of the last opportunities to develop a traditional trail through a natural area, and it plays a critical role in linking East and West Addison.

Funding
The FY 2024/2025 budget allocated $156,000 for professional services related to the feasibility of the East Addison Local Trail, as recommended by the CWTMP.

Strategic Importance
- Mobility and Connectivity
- Economic Development and Revitalization
- Community Engagement
- Vibrant and Active Community

Project Overview

City Wide Trails Master Plan Images from *East Addison Local Trail Connectivity*

City-Wide Trails Master Plan PRIORITY PROJECTS 83

Project Overview

Dunaway Associates LLC was selected for their successes on similar north Texas projects

John F. Burke Nature Preserve Farmers Branch

Parkdale Lake Park Boardwalk in Dallas

Elmer W. Oliver Nature Park in Mansfield

Project Overview

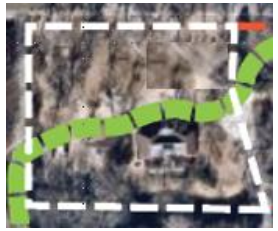
- Provide a study area inventory and list of opportunities and constraints.
- Engage a stakeholder process to identify preferred options.
- Develop a trail alignment from Montfort Road to Winnwood Park, breaking out a Phase I construction project from Town Hall to Winnwood Park.
- Identify opportunities for passive enhancements to include Town Hall, Town Finance property, and Winnwood Park.
- Include options for a pedestrian path alignment with at-grade trails and elevated boardwalks.
- Create Opportunities for connections to Montfort Drive on the north side of Prestonwood Pond.
- Provide planning level cost estimates for the proposed improvements outlined in the scope of services.

Project Overview

Phase 1- Short Term Implementation- Town Hall to Winnwood Drive

Phase 2- Long Term Implementation- Montfort Drive to Town Hall

Town Finance Property



Private Property

Project Area Photos

From Montfort Drive looking east at Prestonwood Pond

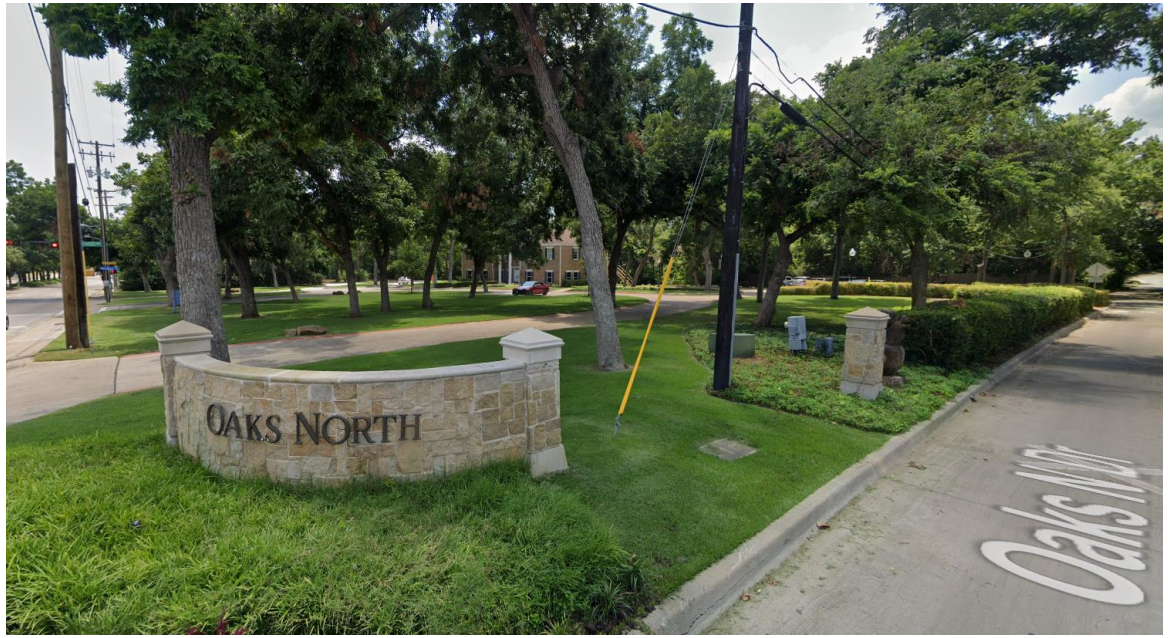
Behind Prestonwood Pond II Business Bldg. looking west

Project Area Photos

Town Hall Property looking northeast to Town Hall

Town Hall Property looking northeast along creek

Project Area Photos



Finance Property looking southeast from Belt Line Rd.

Finance Property looking north from Lake Forest Dr.

Project Scope

Dunaway Associates LLC Deliverables to the Town of Addison:

- Prepare two conceptual alternatives for trail development and passive park amenities.
- Prepare a 5-7-minute-long recorded presentation to present the site analysis findings and obtain citizen input on desired goals, program items, and potential improvements.
- Facilitate an interactive open house to provide an opportunity for the community to participate in the planning process.
- Prepare a final concept exhibit with Opinion of Probable Construction Cost (OPCC)
- Prepare 5 renderings in 3-D still shot digital model images
- Prepare and present a final report in PDF, including the preferred concept with key recommendations for implementation.

Questions

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS APPROVING AN AGREEMENT WITH DUNAWAY ASSOCIATES, LLC FOR LANDSCAPE ARCHITECTURE CONSULTING SERVICE FOR EAST ADDISON TRAIL IN AN AMOUNT NOT TO EXCEED $155,600.00; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to authorize an agreement with Dunaway Associates, LLC, for Landscape Architecture Consulting Services for East Addison Trail in accordance with the City's requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS:

SECTION 1. The City Council hereby approves the agreement between the Town of Addison and Dunaway Associates, LLC in an amount not-to-exceed of $155,600.00, a copy of which is attached to this Resolution as **Exhibit A**. The City Manager is hereby authorized to execute the agreement.

SECTION 2. This Resolution shall take effect from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the Town of Addison, Texas, on this the ***14th*** day of ***JANUARY*** 2025.

TOWN OF ADDISON, TEXAS

_____
Bruce Arfsten, Mayor

ATTEST:

_____
Valencia Garcia, City Secretary

EXHIBIT A

City Council Regular Meeting **6. d.**

Meeting Date: 01/14/2025

Department: City Secretary

Key Focus Areas: Community Engagement

AGENDA CAPTION:

Present, discuss, and consider action on an Ordinance calling and ordering the May 3, 2025 General Election.

BACKGROUND:

A general election is conducted each May to elect representatives to the Addison City Council as necessary. The attached Ordinances (English, Spanish, and Vietnamese) establish the procedures for the May 3, 2025 General Election in accordance with state law and the Town's Home Rule Charter. The election is called to elect three (3) City Council Members and one (1) Mayor.

The first day to file for a place on the May 2025 ballot is January 15, 2025. The last day to file is February 14, 2025.

The Town will enter into a Joint Election Contract with the Dallas County Election Department for the May 3, 2025 General Election. Early voting begins on April 22, 2025 and ends on April 29, 2025. All election procedures remain the same as in previous years.

Should the election be uncontested and unnecessary, the Town will have the opportunity to cancel the election in accordance with the Election Code.

RECOMMENDATION:

Staff recommends approval.

Attachments

Presentation - May 2025 General Election Order

Ordinance - May 2025 General Election Order (English)

Ordinance - May 2025 General Election Order (Spanish)

Ordinance - May 2025 General Election Order (Vietnamese)

May 2025 General Election Order

January 14, 2025

Valencia Garcia, City Secretary

Background

- A General Election is conducted each May to elect representatives to the Addison City Council. Ordinances in English, Spanish and Vietnamese have been prepared to establish and document the procedures for the Election to elect three (3) Council Members and one (1) Mayor.

- The Town will enter into a Joint Election Contract with the Dallas County Elections Department for administration of the election. The Addison Athletic Club Community Room will serve as both Early Voting and Election Day Voting sites.

Important Dates - May 2025 General Election

- First day to file for place on ballot: Wednesday, January 15th
- Last day to file for place on ballot: Friday, February 14th
- Drawing for Place on the Ballot (Tentative Date): Monday, February 24th
- Early Voting: Tuesday, April 22nd – Tuesday, April 29th
- Election Date: Saturday, May 3rd
- Official Canvass (Tentative Date): Tuesday, May 13th

Questions?

ORDINANCE NO. O25- (E)

AN ORDINANCE OF THE TOWN OF ADDISON, TEXAS CITY COUNCIL ORDERINGA GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 3, 2025, FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS AND ONE (1) MAYOR FOR A TERM OF TWO (2) YEARS; DESIGNATING POLLING PLACE WITHIN THE TOWN; ESTABLISHING OTHER PROCEDURES FOR THE CONDUCT OF THE ELECTION, INCLUDING PROVIDING THAT THE ELECTION IS TO BE HELD AS A JOINT ELECTION IN CONJUNCTION WITH DALLAS COUNTY.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF ADDISON,TEXAS, THAT:

SECTION 1: In accordance with the general laws and Constitution of the State of Texas, and the Charter of the Town, a General Election is hereby called and ordered for Saturday, May 3, 2025. All resident, qualified voters of the Town of Addison shall be permitted to vote, in said election for the purpose of electing three (3) Council Members and one (1) Mayor for a term of two (2) years.

SECTION 2: The presently existing boundaries and territory of the Dallas County election precincts that are wholly or partly within the corporate limits of the Town shall constitute the election precincts for the election. The precinct numbers for the same shall be the corresponding Dallas County precinct numbers. The polling places for the general election shall be as set forth in the Joint Election Agreement (as defined in Section 3, below) with the Town locations designated as Addison Athletic Club Community Room at 3900 Beltway Drive, Addison, Texas.

SECTION 3: The election shall be held as a joint election with Dallas County and other municipalities and school districts pursuant to a Joint Election Agreement for the conduct of a joint election to be held on May 3, 2025 and the County shall be responsible for appointing all election judges and clerks and shall be responsible for their compensation. Election judges and clerks shall have the qualifications required by law and notice of appointment shall be given to such judges and clerks by the Administratorin accordance with law.

SECTION 4: Applications to have the name of the candidate placed on the ballot may not be filed earlier than thirty (30) days before the deadline prescribed by the Election Code for filing applications with the City Secretary, and that the earliest date for a candidate to file same will be Wednesday, January 15, 2025, at 8:00 am., with the last day for filing to be Friday, February 14, 2025 by 5:00 p.m.in accordance with Election Code Sect. 143.006 and 143.007.

SECTION 5: The order in which the names of the candidates are to be printed on the ballot for council members on said Addison City Council shall be determined by a drawing conducted by the City Secretary, as provided by Section 52.094 of the Texas Election Code, on Monday, February 24, 2025 at 10:30 a.m. in the Addison Town Hall - Parlor, 5300 Belt Line, Road, Dallas, Texas 75254.

SECTION 6: Heider Garcia, Dallas County Elections Administrator, is hereby appointed as Early

Voting Clerk. The period for early voting by personal appearance, as established by provisions of the Texas Election Code, is between the hours of 8:00 a.m. and 5:00 p.m. beginning
Tuesday, April 22, 2025 and ending on Tuesday, April 29, 2025. Early Voting by personal appearance will be conducted in the Office of the Elections Department, 1520 Round Table Drive, Dallas, Texas 75247 and at other locations so designated by the Dallas Council Elections Administrator.

SECTION 7: The Early Voting Clerk shall process all applications for early voting by mail. Applications for ballot by mail shall be mailed to: Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. The last day for unregistered applicants to submit a federal postcard application and be eligible to vote a full ballot is the close of business on Thursday, April 3, 2025.

SECTION 8: Notice of this election shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The Mayor shall issue all necessary orders and writs for such election. Returns of such election shall be made to the City Secretary immediately after the closing of the polls. In addition, the election materials as outlined in Section 272.005, Texas Election Code, shall be printed in both English, Spanish and Vietnamese for use at the polling places and for each voting for said election.

SECTION 9: The City Secretary will provide the Statement of Elected Officials to candidates who appear to have won or may win, Monday, May 5, 2025. Pursuant to Home Rule Charter, Tuesday, May 13, 2025 at 5:00 p.m. has been set as the date of the Official Canvass. Mayor Bruce Arfsten or a designated representative will provide the Oath of Office after the Official Canvass has been conducted.The City Secretary is directed to record results in the Election Register as soon as practical after the Canvass.

SECTION 10: The City Secretary is directed to transmit election results by city precinct in electronic form to the Secretary of State on or before Friday, May 31, 2024.

SECTION 11: Should any part, section, subsection, paragraph, sentence, clause or phrase contained inthis ordinance is held to be unconstitutional or of no force and effect, such holding shall not affect thevalidity of the remaining portion of this ordinance, but in all respects said remaining portion shall be and remain in full force and effect.

SECTION 12: It is hereby officially found and determined that the meeting at which this ordinance ispassed is open to the public as required by law, and that public notice of the time, place and purpose ofsaid meeting was given as required.

SECTION 13. That this Ordinance shall become effective from and after its passage as may be required by law or by the City Charter or ordinance.

PASSED AND APPROVED by the City Council of the Town of Addison, Texas this the ***14th day*** of ***JANUARY*** **2025.**

TOWN OF ADDISON, TEXAS

Bruce Arfsten, Mayor

ATTEST:

Valencia Garcia, City Secretary

APPROVED AS TO FORM:

Whitt L. Wyatt, City Attorney

ORDENANZA NRO. O25- (E)

UNA ORDENANZA DEL CONSEJO MUNICIPAL DEL POBLADO DE ADDISON, TEXAS, QUE ORDENA UNA ELECCIÓN GENERAL A CELEBRARSE EL SÁBADO 3 DE MAYO DE 2025 PARA EL PROPÓSITO DE ELEGIR TRES (3) MIEMBROS DEL CONSEJO Y UN (1) ALCALDE PARA UN TÉRMINO DE DOS (2) AÑOS; DESIGNA LUGAR DE VOTACIÓN DENTRO DEL POBLADO; ESTABLECE OTROS PROCEDIMIENTOS PARA LA CELEBRACIÓN DE LA ELECCIÓN, INCLUSO DISPONE QUE LA ELECCIÓN SE CELEBRABRÁ COMO UNA ELECCIÓN CONJUNTA CON EL CONDADO DE DALLAS.

AHORA, POR LO TANTO, EL CONSEJO DEL POBLADO DE ADDISON, TEXAS, ORDENA QUE:

SECCIÓN 1: De acuerdo con las leyes generales y la Constitución del Estado de Texas, y la Carta Orgánica del Poblado, por la presente, se convoca y ordena una Elección General para el sábado 3 de mayo de 2025. Todos los votantes habilitados residentes del Poblado de Addison tendrán permitido votar en dicha elección para el propósito de elegir tres (3) Miembros del Consejo y un (1) Alcalde para un término de dos (2) años.

SECCIÓN 2: Los límites y el territorio existentes actualmente de los precintos electorales del Condado de Dallas que se encuentran parcial o totalmente dentro de los límites corporativos del Poblado constituirán los precintos electorales para la elección. Los números de precinto de los precintos electorales serán los números de precinto correspondientes del Condado de Dallas. Los lugares de votación para la elección general serán los indicados en el Acuerdo de Elección Conjunta (como se define en la Sección 3, más adelante) con las sucursales del Poblado designadas como el Salón comunitario del Club Atlético (Athletic Club) en 3900 Beltway Drive, Addison, Texas.

SECCIÓN 3: La elección será celebrada como una elección conjunta con el Condado de Dallas y otras municipalidades y distritos escolares en virtud de un Acuerdo de Elección Conjunta para la celebración de una elección conjunta a celebrarse el 3 de mayo de 2025, y el Condado será responsable de la designación de todos los jueces y funcionarios electorales y será responsable de su remuneración. Los jueces y funcionarios electorales cumplirán con los requisitos indicados por ley y el Administrador dará aviso de la designación a los jueces y funcionarios de ese tipo de acuerdo con la ley.

SECCIÓN 4: Las solicitudes para que se coloque el nombre de un candidato en la boleta de votación no pueden ser presentadas antes de treinta (30) días anteriores al plazo prescrito por el Código Electoral para presentar solicitudes ante la Secretaria de la Ciudad, y la primera fecha para que un candidato presente una solicitud de este tipo será el miércoles 15 de enero de 2025 a las 8:00 a.m., y el último día para la presentación será el viernes 14 de febrero de 2025 a las 5:00 p.m. de acuerdo con las secciones 143.006 y 143.007 del Código Electoral.

SECCIÓN 5: El orden en que los nombres de los candidatos se imprimirán en la boleta para miembros del consejo de dicho Consejo Municipal de Addison será determinado mediante un sorteo que realizará la Secretaria de la Ciudad, según lo dispuesto por la Sección 52.094 del Código

Electoral de Texas, el lunes 24 de febrero de 2025 a las 10:30 a.m. en el Salón de la Alcaldía del Poblado de Addison en 5300 Belt Line Road, Dallas, Texas 75254.

SECCIÓN 6: Por la presente, se designa a Heider Garcia, Administrador de Elecciones del Condado de Dallas, como Oficial de Votación Anticipada. El periodo para la votación anticipada en persona, como lo indican las disposiciones del Código Electoral de Texas, es en el horario de 8:00 a.m. a 5:00 p.m. a partir del martes 22 de abril de 2025 y hasta el martes 29 de abril de 2025. La votación anticipada en persona se realizará en la Oficina del Departamento de Elecciones ubicada en 1520 Round Table Drive, Dallas, Texas 75247 y en otros lugares que el Administrador de Elecciones del Condado de Dallas designe para ese fin.

SECCIÓN 7: El Oficial de Votación Anticipada procesará todas las solicitudes de votación anticipada por correo. Las solicitudes de boleta por correo se deberán enviar por correo postal a: Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. El último día para que los solicitantes no registrados envíen una solicitud de postal federal y sean elegibles para votar una boleta completa es al cierre del horario de atención del jueves 3 de abril de 2025.

SECCIÓN 8: Se dará aviso de esta elección de acuerdo con las disposiciones del Código Electoral de Texas y los resultados de dicho aviso se realizarán según lo dispone el mencionado Código. El Alcalde emitirá todas las órdenes y los escritos necesarios para dicha elección. Los resultados de dicha elección serán entregados a la Secretaria de la Ciudad inmediatamente después del cierre de los lugares de votación. Además, los materiales electorales enumerados en la Sección 272.005 del Código Electoral de Texas serán impresos en inglés, español y vietnamita para que sean utilizados en los lugares de votación y para cada votación de dicha elección.

SECCIÓN 9: La Secretaria de la Ciudad entregará la Declaración de funcionarios electos a los candidatos que parezca que hayan ganado o puedan ganar, el lunes 5 de mayo de 2025. En virtud de la Carta Orgánica de Gobierno Autónomo, el martes 13 de mayo de 2025 a las 5:00 p.m. ha sido fijado como la fecha del Escrutinio Oficial. El Alcalde Bruce Arfsten o un representante designado tomará el Juramento al cargo después de que se haya realizado el Escrutinio Oficial. Se instruye a la Secretaria de la Ciudad a que registre los resultados en el Registro de la Elección tan pronto como sea práctico después del escrutinio.

SECCIÓN 10: Se instruye a la Secretaria de la Ciudad a transmitir los resultados de la elección por precinto de la ciudad en forma electrónica al Secretario de Estado hasta el viernes 31 de mayo de 2024 inclusive.

SECCIÓN 11: Si alguna parte, sección, subsección, párrafo, oración, cláusula o frase contenido en esta ordenanza fuese determinado inconstitucional o sin validez y vigencia, tal determinación no afectará la validez del resto de esta ordenanza, sino que en todos sus aspectos dichas porciones restantes mantendrán su plena validez y vigencia.

SECCIÓN 12: Por la presente, se halla y de determina oficialmente que la asamblea en la que esta ordenanza es adoptada está abierta al público, como es requerido por ley, y que se dio aviso público de la hora, el lugar y el propósito de dicha asamblea según lo exigido.

SECCIÓN 13. Que esta Ordenanza entrará en vigencia a partir de su adopción según pueda exigir la ley o la Carta Orgánica de la Ciudad o una ordenanza.

ACEPTADA Y APROBADA por el Consejo Municipal del Poblado de Addison, Texas a los ***14*** días del mes de ***ENERO*** de **2025.**

POBLADO DE ADDISON, TEXAS

_____
Bruce Arfsten, Alcalde

ATESTIGUA:

_____
Valencia Garcia, Secretaria de la Ciudad

APROBADA EN CUANTO A SU FORMA:

_____
Whitt L. Wyatt, Abogado de la Ciudad

SẮC LỆNH SỐ O25- (E)

MỘT SẮC LỆNH CỦA HỘI ĐỒNG THÀNH PHỐ THỊ TRẤN ADDISON, TEXAS YÊU CẦU TỔ CHỨC MỘT CUỘC TỔNG TUYỂN CỬ VÀO THỨ BẢY, NGÀY 3 THÁNG NĂM, 2025, VỚI MỤC ĐÍCH BẦU CHỌN BA (3) THÀNH VIÊN HỘI ĐỒNG VÀ MỘT THỊ TRƯỞNG TRONG NHIỆM KỲ HAI (2) NĂM; THIẾT LẬP ĐỊA ĐIỂM PHÒNG PHIẾU TRONG PHẠM VI THỊ TRẤN; QUY ĐỊNH CÁC THỦ TỤC KHÁC ĐỂ TIẾN HÀNH BẦU CỬ, BAO GỒM QUY ĐỊNH TỔ CHỨC CUỘC BẦU CỬ NÀY THEO HÌNH THỨC BẦU CỬ KẾT HỢP VỚI QUẬN DALLAS.

VÌ VẬY, BÂY GIỜ, HỘI ĐỒNG THÀNH PHỐ CỦA THỊ TRẤN ADDISON, TEXAS RA SẮC LỆNH NHƯ SAU:

MỤC 1: Theo quy định của các điều luật tổng quát và Hiến Pháp Tiểu Bang Texas, và Hiến Chương của Thị Trấn, một Cuộc Tổng Tuyển Cử theo đây được yêu cầu và ra lệnh tổ chức vào ngày thứ Bảy, 3 tháng Năm, 2025. Tất cả các cử tri cư trú, đủ tiêu chuẩn của Thị trấn Addison sẽ được phép bỏ phiếu, trong cuộc bầu cử nói trên với mục đích bầu chọn ba (3) thành viên Hội đồng và một (1) Thị Trưởng với nhiệm kỳ hai (2) năm.

MỤC 2: Các ranh giới và địa giới hiện tại của các phân khu bầu cử Quận Dallas nằm toàn bộ hoặc một phần trong các ranh giới hoạt động của Thị trấn theo đây tạo thành các phân khu bỏ phiếu cho cuộc bầu cử. Số phân khu của các phân khu giống nhau sẽ tương ứng với số phân khu của Quận Dallas. Các địa điểm phòng phiếu cho cuộc tổng tuyển cử này sẽ được quy định trong Thỏa Thuận Tổ Chức Bầu Cử Kết Hợp (theo như định nghĩa trong Mục 3 dưới đây) tại các địa điểm của Thị Trấn được chỉ định là Phòng Cộng Đồng Câu Lạc Bộ Thể Thao Addison (Addison Athletic Club), 3900 Beltway Drive, Addison, Texas.

MỤC 3: Cuộc bầu cử sẽ được tổ chức như một cuộc bầu cử kết hợp với Quận Dallas và các thành phố và khu học chánh khác theo Thỏa Thuận Bầu Cử Kết Hợp để tiến hành một cuộc bầu cử kết hợp vào ngày 3 tháng Năm, 2025, và Quận sẽ chịu trách nhiệm bổ nhiệm tất cả các trưởng ban điều hành và thư ký phụ trách cuộc bầu cử, và có trách nhiệm trả lương cho họ. Các trưởng ban điều hành và thư ký phụ trách cuộc bầu cử phải có đủ trình độ theo quy định của pháp luật và thông báo bổ nhiệm sẽ được Quản trị viên trao cho các trưởng ban điều hành và thư ký đó theo quy định của pháp luật.

MỤC 4: Đơn xin ghi tên của ứng cử viên trên lá phiếu không được nộp sớm hơn ba mươi (30) ngày trước thời hạn chót được quy định theo Bộ Luật Bầu Cử về quy trình nộp đơn cho Thư Ký Hội Đồng Thành Phố, và ngày sớm nhất để một ứng cử viên nộp hồ sơ tương tự sẽ bắt đầu từ 8 giờ sáng thứ Tư, ngày 15 tháng Một, 2025, và ngày cuối cùng có thể nộp đơn là 5 giờ chiều thứ Sáu, ngày 14 tháng Hai, 2025, theo quy định trong các Mục 143.006 và 143.007 của Bộ Luật Bầu Cử.

MỤC 5: Chiếu theo Mục 52.094 của Bộ Luật Bầu Cử Texas, thứ tự ghi tên các ứng cử viên trên lá phiếu bầu các thành viên hội đồng cho Hội Đồng Thành Phố Addison nói trên sẽ được quyết định qua thủ tục rút thăm do Thư Ký Hội Đồng Thành Phố thực hiện, vào 10:30 sáng thứ Hai, 24 tháng Hai, 2025 tại Tòa Đô Chánh Thị Trấn Addison - Phòng Riêng, 5300 Belt Line, Road, Dallas, Texas 75254.

MỤC 6: Heider Garcia, Quản Trị Viên phụ trách Bầu Cử Quận Dallas, theo đây được bổ nhiệm làm Thư Ký phụ trách Bỏ Phiếu Sớm. Theo quy định trong Bộ Luật Bầu Cử Texas, khoảng thời gian cử tri có thể đích thân đến bỏ phiếu sớm là từ 8 giờ sáng đến 5 giờ chiều, bắt đầu từ thứ Ba, ngày 22 tháng Tư, 2025 và kết thúc vào thứ Ba, ngày 29 tháng Tư, 2025. Thủ Tục Đích thân tới bỏ phiếu sớm sẽ được tiến hành tại Văn phòng Ban Bầu cử, 1520 Round Table Drive, Dallas, Texas 75247 và tại các địa điểm khác do Quản trị viên Bầu cử của Hội đồng Dallas chỉ định.

MỤC 7: Thư Ký phụ trách Bỏ Phiếu Sớm sẽ giải quyết tất cả các đơn xin bỏ phiếu sớm qua thư. Địa chỉ nhận đơn xin lá phiếu bầu qua thư: Dallas County Elections Department, 1520 Round Table Drive, Dallas, Texas 75247. Ngày cuối cùng những người nộp đơn chưa ghi danh có thể nộp đơn xin dạng bưu thiệp liên bang và đủ điều kiện bỏ phiếu toàn bộ là vào cuối giờ hành chính thứ Năm, ngày 3 tháng Tư, 2025.

MỤC 8: Thông báo của cuộc bầu cử này sẽ được cung cấp theo như các điều khoản qui định trong Bộ Luật Bầu Cử Taxas, và kết quả kiểm phiếu của thông báo đó sẽ được cung cấp theo nhu qui định trong Bộ Luật nói trên. Thị Trưởng sẽ ban hành tất cả các lệnh và văn bản cho cuộc bầu cử này. Kết quả của cuộc bầu cử đó sẽ được gửi cho Thư ký Thành phố ngay sau khi kết thúc các cuộc bỏ phiếu. Ngoài ra, các tài liệu bầu cử được nêu trong Mục 272.005, Bộ Luật Bầu Cử Texas, sẽ được in bằng cả tiếng Anh, tiếng Tây Ban Nha, và tiếng Việt để sử dụng tại các địa điểm phòng phiếu và cho mỗi thủ tục bỏ phiếu cho cuộc bầu cử nói trên.

MỤC 9: Thư Ký Hội Đồng Thành Phố sẽ cung cấp Thông Cáo về Các Viên Chức Được Bầu Chọn cho các ứng cử viên đã đắc cử hoặc có thể đắc cử, vào thứ Hai, ngày 5 tháng Năm, 2025. Căn cứ vào Hiến Chương Tự Trị, Thứ Ba, ngày 13 tháng Năm, 2025 lúc 5:00 chiều đã được chỉ định làm ngày kiểm phiếu chính thức. Thị trưởng Bruce Arfsten hoặc một đại diện được chỉ định sẽ thực hiện Tuyên Thệ Nhậm Chức sau khi tiến hành Cuộc Kiểm Phiếu Chính Thức này. Thư Ký Hội Đồng Thành Phố được ra lệnh ghi kết quả vào Sổ Đăng Ký Bầu Cử sớm nhất có thể ngay sau khi thực hiện Kiểm Phiếu.

MỤC 10: Thư Ký Hội Đồng Thành Phố được chỉ đạo chuyển các kết quả bầu cử theo phân khu bầu cử thành phố dưới dạng điện tử cho Tổng Trưởng Tiểu Bang vào hoặc trước thứ Sáu, ngày 31 tháng Năm, 2024.

MỤC 11: Nếu bất kỳ phần, mục, tiểu mục, đoạn, câu, khoản hoặc cụm từ nào trong sắc lệnh này bị coi là vi hiến hoặc không có hiệu lực, thì việc giữ lại đó sẽ không ảnh hưởng đến hiệu lực của phần còn lại của sắc lệnh này, nhưng trong mọi trường hợp, phần còn lại đã nói sẽ vẫn còn nguyên hiệu lực.

MỤC 12: Theo đây chính thức nhận định và quyết định rằng cuộc họp trong đó sắc lệnh này được thông qua đã diễn ra công khai theo luật pháp quy định, và việc thông báo công khai về ngày giờ, địa điểm, và mục đích của cuộc họp nói trên đã được thực hiện theo quy định.

MỤC 13. Rằng Sắc lệnh này sẽ có hiệu lực kể từ và sau khi được thông qua theo yêu cầu của pháp luật hoặc Hiến chương hoặc sắc lệnh của Thành phố.

Hội Đồng Thành Phố của Thị Trấn Addison, Texas **THÔNG QUA VÀ PHÊ CHUẨN** vào hôm nay, ***ngày 14 THÁNG MỘT, 2025***.

THỊ TRẤN ADDISON, TEXAS

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Bruce Arfsten, Thị Trưởng

CHỨNG THỰC:

_____
Valencia Garcia, Thư Ký Thành Phố

PHÊ CHUẨN ĐỊNH DẠNG:

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Whitt L. Wyatt, Luật Sư Thành Phố