



City of Burlington
Department of Parks and Recreation
645 Pine Street, Suite B Burlington, VT
(802) 864-0123
www.enjoyburlington.com

REQUEST FOR PROPOSALS

ROBERT MILLER COMMUNITY & RECREATION CENTER LEASE SPACE RENOVATIONS:
TENANT - CHILD CARE PROVIDER

I. PURPOSE & GENERAL INFORMATION

The City of Burlington by and through its Department of Parks and Recreation seeks a child care and/or infant care provider to occupy the lease space at the Robert Miller Community & Recreation Center. Questions concerning this RFP must be made in writing and received through email or regular mail by Wednesday, June 1, 2011. Inquiries shall be addressed to:

Jen Stauber, LEED AP
Parks Planner
Department of Parks and Recreation
645 Pine Street, Suite B
Burlington, VT 05401
jstauber@ci.burlington.vt.us

Issue Date: Friday, May 20, 2011 at 8:00 AM
Submission Deadline: Friday, June 10, 2011 at 5:00 PM

II. INTRODUCTION

The City of Burlington by and through its Department of Parks and Recreation has a 2441 square foot facility available for lease specifically for a child care and/or infant care provider. The available space exists within the Robert Miller Community & Recreation Center, located at 130 Gosse Court in the New North End of Burlington. This facility will fulfill the expressed and evaluated need for child care in the area; the utilization of the space for child care is cited in the building's zoning permit.

The Miller Center was constructed in the 1950's and served as a U.S. armory for military training. It was eventually vacated and donated to the City of Burlington's Department of Parks & Recreation. A renovation effort transformed the facility into the present-day community center; the first phase of the Miller Center construction was completed in 2008. The previous renovation included the completion of roughly 85% of the facility introducing a community room, fitness room, conference room, kid's room, teen room, restaurant-quality kitchen, renovated bathrooms, gymnasium and adjacent parking. The Miller Center has quickly become an active anchor within the community; the addition of child care services will strengthen that bond.

The available space is presently unfinished but undergoing a base renovation this spring, funded by and through the City of Burlington's Department of Parks and Recreation. This fit-up includes the provision of basis wall, floor and ceiling finishes along with access to basic utilities.



The City by and through its Department of Parks and Recreation issued an RFP for Construction Management Services which closed on April 8, 2011. A Construction Manager has been identified to provide pre-construction and construction services to complete the base fit-up.

The type of a child care and/or infant care provider selected will inform minor design issues affecting the base fit-out. The City by and through its Department of Parks and Recreation will facilitate one design review meeting with the Construction Manager and Provider, once selected.

The selected Provider will be responsible for providing any additional interior finishes including but not limited to wall demolition beyond the scope of the base fit-up, classroom sinks, countertops, cubbies and specialty finishes. In addition, the Provider will be responsible for the costs associated with furnishing an outdoor play area as required by state law or alternate accreditation agency.

The approximate location of the outdoor play area has been identified to the immediate west of the Miller Community Center, adjacent to the paved parking area. The child care space has its own, lockable entrance with paved parking and sidewalk access immediately adjacent to the facility.

This is an inclusive call seeking proposals from child care providers, child and infant care providers, accredited providers and non-accredited providers. This RFP is open to all types of providers with the intent of finding the best candidate to compliment both the needs of the community and the Miller Center.

III. SCOPE OF SERVICES

A. Licensing and Accreditation

The Provider shall operate a quality child care program at the Robert Miller Community & Recreation Center for toddlers, pre-school children and/or infants located at 130 Gosse Court. The program shall serve the licensed capacity of the Miller Center; this capacity will vary based on the type of child care provided. The program shall, at a minimum, be licensed by the State of Vermont and maintain compliance with all licensing requirements. The Provider shall provide to the City within 10 days of all licensing visits copies of all licensing reports. Accreditation by the National Association for the Education of Young Children (NAEYC) and/or the Step Ahead Recognition System (STARS) may be desired, but is not required.

B. Schedule

The Provider shall maintain a schedule that meets the needs of parents, matching or exceeding the hours and flexibility of the schedule as follows: 7:30 am – 6:00 pm, Monday through Friday, throughout the year, except for legal holidays that are recognized by the City of Burlington.

C. Enrichment Activities

The Provider shall facilitate children's access to the enrichment activities that are available on the Miller Center campus. Access to supporting common areas spaces including the Gymnasium and Community Room will be available to the Provider on a scheduled basis and are included in the rental fees. The City encourages the Provider's creative ideas for offering a range of enrichment opportunities.



D. Staffing Ratios and Requirements

The Provider shall meet or exceed staffing ratios and requirements for infants, toddlers, early preschool, and preschool children as specified in the licensing requirements of the State of Vermont. Job descriptions shall be developed and maintained for all position including staff employed on a substitute or temporary basis. The Provider shall secure and maintain all staff licenses necessary to meet state licensing requirements.

E. Health and Safety

The Provider shall enforce health and safety standards that are consistent with state regulations in such areas as administration of medications, emergency information forms, and exclusion of sick children. The Provider shall ensure that staff member receive ongoing training in the areas of basic first aid and cardiopulmonary resuscitation (CPR).

F. Emergency Procedures

The Provider shall implement and follow emergency procedures and drills that are consistent with state laws. The Provider shall ensure that staff member receive ongoing emergency preparedness training and shall on an annual basis inform parents of enrolled children about the programs' policies regarding emergency preparedness.

G. Sign-in and Sign-out Procedures

The Provider shall maintain sign-in and sign-out procedures in accordance with state licensing requirements.

H. Staff Development

The Provider shall offer appropriate staff development activities on an ongoing basis in order to fully meet the child development needs of children in the program.

I. Fee Schedule

The Provider shall maintain a fee schedule for all services offered. Tuition and other fees shall be comparable to those charged by similar child care programs for similar services. The City desires, but does not require, that the Provider serve families with financial need while still being self-supporting without subsidy from the City. The Provider shall specify whether this is feasible and, if so, state its plan for serving families with financial need. The City desires that the program serve North End residents within the City of Burlington.

J. Enrollment/Waiting List

The Provider shall maintain a waiting list when the program is at licensed capacity and enrollment policies with respect to currently enrolled children, siblings, and part-time care. The City expects that North End Residents will receive priority in enrollment. The Provider shall have a policy for drop-in care, if it is to be offered. The waiting list and enrolment policies shall be in writing and available to the City upon request.

K. Parent Involvement

The Provider shall present the opportunity for the establishment of a parent advisory committee. All interested parents shall be eligible for membership. The Provider shall document parent feedback and shall conduct an annual parent survey and make the results available to the City.



L. Bi-annual Reviews

The Provider shall participate in bi-annual evaluations conducted by the City to ensure that the program continues to satisfactorily meet the quality standards and requirements stated in this scope of services. The agreement with the selected provider will include provisions for termination of the agreement if performance problems occur and are not satisfactorily resolved.

M. Liability Insurance

The Provider shall secure and maintain for the full term of the agreement liability insurance for all aspects of the child care program, including but not limited to child accident insurance, professional liability and general program liability insurance, workers' compensation insurance, etc. The Provider shall secure said insurance at its sole expense. The City of Burlington shall be listed as additional insured.

N. Responsibility for Operating Costs

The Provider shall pay certain direct operating costs associated with the center including telephone and internet services, security, and janitorial costs. The Provider shall maintain the facility in good repair and shall replace and repair existing furnishing and equipment, including playground structures, which remain the property of the City.

O. Rent Payments

The City anticipates rental revenues in the amount of \$29,952 annually. This amount includes the following utilities: water/sewage, electricity and gas. In addition, this rate includes the following services: general facility maintenance and general grounds maintenance including snow removal. The Provider will be responsible for contracting custodial services specific to the lease space as well as for telephone/internet services.

Rental revenues also include the provision of an enclosed green space near the facility to be used as a playground by the Provider. While the approximate location of the outdoor play area has been identified immediately to the west of the Miller Community Center, the size and precise location of the playground remain to be determined and is dependant on the type of Provider selected. The Provider will be entirely responsible for furnishing the playground with play equipment. The City will provide fencing to enclose the playground area.

In addition, rental revenues include access to Common Areas of the Miller Community Center including: the Gymnasium (5 hours per week) and Community Room (4 hours per week). The Gymnasium provides access to additional public restrooms and the Community Room provides access to AV/movie screen and commercial kitchen. All Common Area time must be scheduled with Gary Rogers, Recreation Coordinator for the RMCRC. Common areas hours are negotiable (e.g. winter time may require more time in the gym than the summer time).

P. Augmentations to Scope

The above scope of services specifies the City's minimum requirements for meeting or exceeding the level of service to be provided by a child/infant care program. The Provider is encouraged to propose service enhancements, best practices and creative approaches that would result in the highest quality and most cost-effective program.



IV. SUBMITTAL REQUIREMENTS

All proposals shall address the following items in the order and with the numbering listed below. Please be as concise and clear as possible in your responses.

A. Cover Letter

Provide a cover letter including the name, title, address, and telephone number of the lead contact on this proposal and the signature of the person or persons authorized to represent the proposer.

B. Table of Contents

Please provide a table of contents that includes the following:

C. Qualifications and Background of Provider

Provider Description

Describe your organizations history, background, mission and the services you provide. In addition, provide information on the ages and number of children you intend serve and describe your experience with NAEYC and/or STARS accreditation.

References

Provide up to (3) references for each of the following categories: client references, parent references and/or professional references. Include organization/contact name, address and telephone number.

Financial Information

Submit complete financial statements from the previous two years, preferably prepared by a Certified Public Accountant. In addition, include an unaudited statement for the current year as of June 30, 2010.

D. Program/Curriculum, Hours of Operation and Tuition

Program/Curriculum

Explain your approach to child development, your program philosophy and goals, and your curriculum/schedules for each age group. A policy handbook may be submitted to provide a description of your approach.

Hours of Operation

State your proposed hours of operation and schedule options to be offered at the center by age group (such as part-time schedules, drop-in care).

Tuition

Provide a sample tuition schedule.

E. Child Capacity and Staff Structure

Child Capacity

Determine the licensed capacity for the proposed child care program based on the size of renovated lease space. For this licensed capacity, state the group size and adult-to-child ratios for



each age group. Address how your staffing patterns will maintain adult-to-child ratios that promote high child care quality throughout the day, as enrollment varies and during staff absences.

Staff Structure

Provide your proposed organizational structure for this center. List the titles, responsibilities, qualifications, certifications for all staff positions at the center.

F. Quality Assurance, Risk Management and Insurance

Quality Assurance

State whether you plan to seek accreditation for the Miller child care/infant programs and, if so, your timeline for completing this process. If you do not plan to seek accreditation, please explain why and explain the tools/processes used by your agency for quality assessment.

Risk Management

Describe your procedures for protecting child health and meeting standards consistent with state regulations in such areas as administration of medications, emergency information forms, and exclusion of sick children. In addition, summarize your emergency preparedness and response plan.

Insurance

Refer to the City's requirements for insurance coverage and confirm your ability to provide such coverage.

G. Parent Involvement/Communication and Enrollment

Parent Involvement/Communication

Discuss your philosophy of parent involvement within the center. Describe how you maintain communication between parents, center staff and management. A parent handbook may be submitted to provide a description of your approach.

Enrollment

Describe policies by which children will be enrolled, matriculated, or removed from the program. Include information about wait list procedures and policies for enrollment of currently enrolled children, siblings, part-time schedules and drop in schedules, if any.

H. Provider Opening Date

State the soonest feasible date you could begin operation of the child care facility at the Miller Center. Note any challenges associated with this start date and how you might address them.

State your ideal start date to begin operation of the child care facility at the Miller Center. Based on this start date, provide a plan that includes a construction schedule, activities and timelines. Include a timetable for obtaining required state licensing, hiring staff, holding introductory parent meetings and other pertinent information.

I. Assistance from City

Specify what, if any, assistance from the City you would find helpful or necessary for the successful operation of the programs. Include here any financial assistance from the City that was built into your proposed budget in Section IV-G above.



J. Augmentations to the Scope of Service

Summarize any service enhancements, best practices and creative approaches included in your proposal that exceed the minimum requirements specified in the Scope of Services in Section II.

K. Additional Information

Provide other essential information that may assist in the evaluation of this proposal.

V. SUBMITTAL INSTRUCTIONS

A. Submittal of Proposals

All proposals must be submitted according to the specifications in the section above. Failure to adhere to these specifications may be cause for rejection of the proposal.

Proposals should be submitted to:

Jen Stauber, LEED AP
Parks Planner
Department of Parks and Recreation
645 Pine Street, Suite B
Burlington, VT 05401

All proposals must be received at the Department of Parks and Recreation by Friday, June 10, 2011 at 5:00 PM. At this time, they will be publicly opened and recorded. The proposer shall submit (1) original and (10) copies of its proposal labeled: "Robert Miller Community Center Lease Space Renovations: RFP for Tenant - Child Care Provider". Late replies will not be considered. Proposers are solely responsible for ensuring that proposals arrive on time. Proposals that are received after the due date and time will be returned unopened. Faxed proposals will not be accepted.

B. RFP Timeline

- RFP issued Friday, May 20, 2011, 8:00 AM
- Pre-proposal tour at the Miller Center, Friday, May 27, 2011, 9:00 AM
- Deadline for questions & clarifications, Wednesday, June 1, 2011, 5:00 PM
- Submission deadline, Friday, June 10, 2011, 5:00 PM
- Provider Review Committee proposal review, mid-June (date/time TBD)
- Provider candidate interviews, mid-June (date & time TBD)
- Preliminary Provider selection by Provider Review Committee, mid-June
- P&R Presentation of recommendation to Board of Finance & City Council, late June (dates TBD)
- Tentative Provider selection date, early July (date TBD)

C. Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need for clarification, questions or comments regarding this RFP must be put in writing and received by the Department of Parks & Recreation no later than 5:00 p.m. on Wednesday, June 1, 2011.

Inquiries shall be addressed to Jen Stauber, LEED AP, Parks Planner, Department of Parks and Recreation, 645 Pine Street, Suite B, Burlington, VT 05401 or emailed to jstauber@ci.burlington.vt.us.



Responses from the Department in the form of addenda will be communicated in writing to all known recipients of this RFP. The Department shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the Department.

D. Certification of Proposal Documents

The cover letter included in the proposal submission shall include a certification by the proposer that they:

1. Have carefully read and fully understand the information in the RFP.
2. Have the capability to successfully undertake the scope of work herein and complete the responsibilities and obligations of the proposal being submitted.
3. Represent that the information contained in the proposal is true and correct.
4. Did not in any way collude, conspire or agree, directly or indirectly, with any person, firm, corporation, review committee member, City employee or other proposer in regard to the amount, terms or conditions of this proposal.
5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by the proposer.

E. Modification

Once submitted, proposals cannot be altered without the prior written consent of the Department.

F. Rights of the City of Burlington's Department of Parks & Recreation

This RFP does not commit the Department to enter into a contract, nor does it obligate the Department to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Department reserves the right to:

1. Make the selection based on its sole discretion.
2. Reject any and all proposals.
3. Issue subsequent Requests for Proposals.
4. Remedy technical errors in the RFP process.
5. Negotiate with any, all or none of the proposers.
6. Waive informalities and irregularities in the proposals that the Department considers to be non-substantive.
7. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the Department.

G. Review and Selection Process

The Department will establish a Provider Review Committee comprised of seven individuals:

- (1) Member of the Parks & Recreation Commission, to be determined
- (1) Director of the Department of Parks and Recreation, Mari Steinbach
- (1) Department of Parks and Recreation Parks Planner, Jen Stauber
- (1) Department of Parks and Recreation, RMCRC Recreation Coordinator, Gary Rogers
- (1) CEDO Representative (TBD)
- (2) Representative Residents (TBD)

The role of the Provider Review Committee is to monitor the selection process and represent the greater community. The committee will review all proposals, interview short-listed Providers, and recommend finalists for consideration by the City. Department of Parks & recreation staff will present the results of the process to the Board of Finance and City Council, at which point Council may or may not direct staff to pursue negotiations with the recommended proposer.



H. Public Nature of Proposal Material

Responses to this RFP become the exclusive property of the Department of Parks and Recreation. Submitted proposals will be regarded as public documents once they have been provided to the Provider Review Committee for its consideration. Proposers are asked to clearly mark any and all information that they consider to be confidential, trade secrets or proprietary and therefore request be excluded from any distribution to the Provider Review Committee or the general public. The City Attorney will review such requests and determine whether the materials can be kept confidential and limited to staff review. If the City Attorney determines that certain information cannot be kept confidential, it will notify the proposer giving it the option to waive the confidentiality request, seek a court order to withhold the information or withdraw its proposal. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secrets," or "Proprietary" shall be regarded as non-responsive and therefore the proposal shall not be considered.

I. Disqualification

Factors such as but not limited to any of the following may be considered just cause to disqualify a proposal without further consideration:

1. Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal.
2. Any attempt to improperly influence any member of the review committee.
3. Evidence of incorrect information submitted as part of the proposal.
4. Evidence of a proposer's inability to successfully complete the responsibilities and obligations of the proposal.
5. Outstanding litigation that could impinge on the proposer's ability to complete the responsibilities and obligations of the proposal.

J. Appeal of an Aggrieve Proposer

If a proposer is aggrieved by the award of the contract, the proposer may appeal in writing to Mari Steinbach, Director, City of Burlington Department of Parks and Recreation at 645 Pine Street, Burlington, VT 05401. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract. After the decision of the Director, if the proposer is unsatisfied they can appeal to the City's Board of Finance. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice of the Director's decision. The Board of Finance decision is final.

VI. PROJECT FINANCES

A. Project Development Costs

The Department of Parks and Recreation will be funding the base fit-up of the lease space. The project scope includes but is not limited to minimal demolition, minor structural modification to existing walls, the addition of a bathroom and associated plumbing, construction of interior walls, furring out of existing walls, painted walls and basic trim, and installation of an ACT ceiling. The department has a budget of approximately \$38,000 for this specific fit-out. See Exhibit A for the current base fit-up plans and elevations (at the end of this document).

B. Tenant Fit-up Costs

The Lease Space will be offered to the Provider as an empty, renovated shell with base finishes. This will include a structurally sound space with painted walls, access to all basic utilities & HVAC,



finished plumbing & rough plumbing, finished concrete floors, base lighting and minimum electrical access to meet code requirements, and similar.

The Provider will be responsible **at its sole cost** for the fit-up of the Lease Space space to support a child care facility, including, but not limited to providing countertops, classroom & hallway sinks, cubbies, specialty finishes, specialty lighting, interior partitions, communications/IT access, and similar. The Provider will also be responsible to outfit the exterior playground with appropriate playground equipment.

C. Tenant Startup Costs

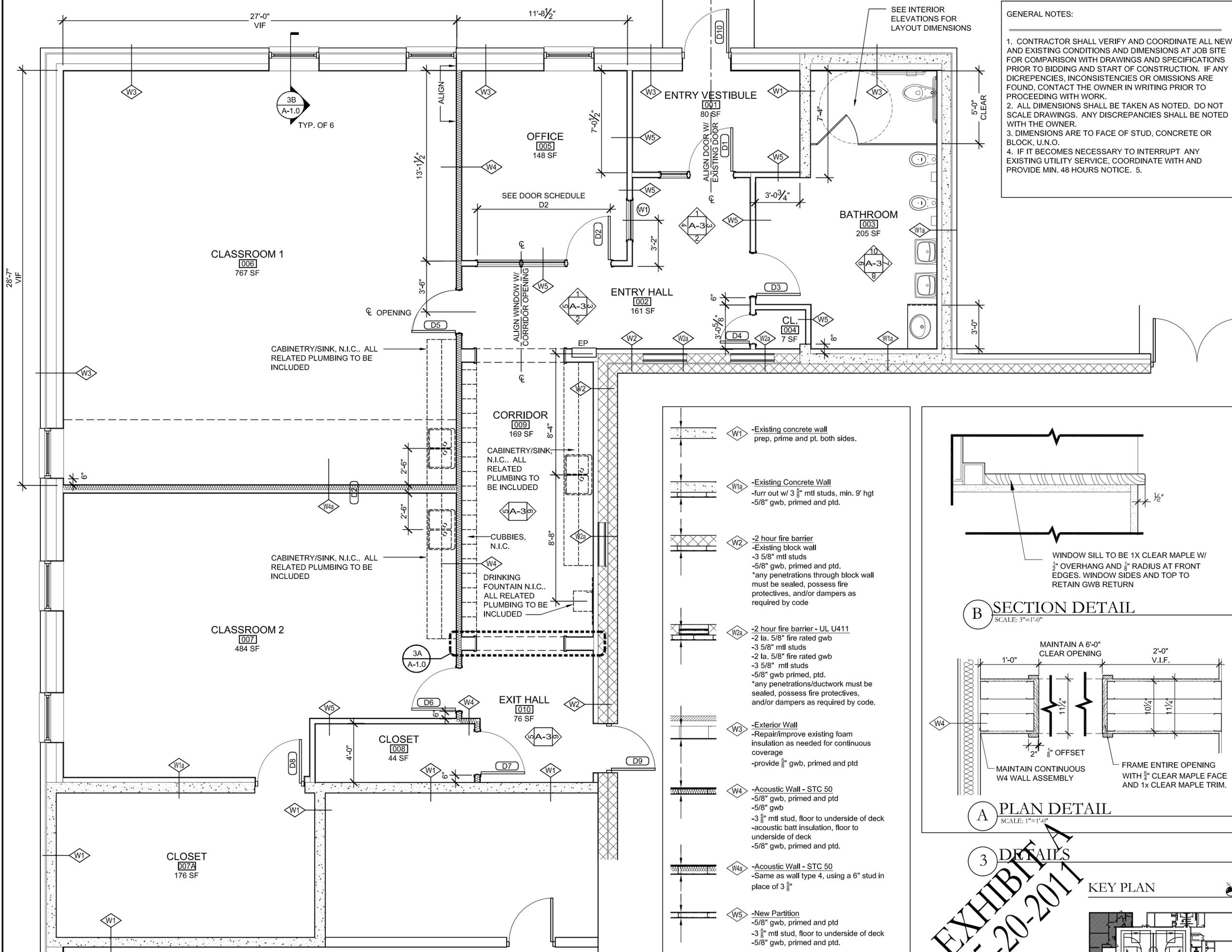
In addition to rent and fit-up costs, the Provider is responsible for all other startup costs associated with establishing a child care facility at the Miller Center. Such costs will vary for each tenant based on their specific requirements and levels of accreditation. Tenant startup costs may include but are not limited to the costs of fixtures, equipment, pre-opening staffing, marketing, inventory, legal, accounting, relocation expenses, and similar.

D. Miller Operating Costs

The anticipated rent includes a portion of the annual operating costs associated with the Miller Community Center and immediate abutting walks and landscaping. These costs include such expenses as cleaning common bathrooms and hallways, common area trash removal, common area maintenance and repairs of common spaces and facilities, building insurance, etc.

E. Property Taxes

For-profit tenants will pay all applicable business personal property taxes. Non-profit tenants may be eligible for a waiver of property taxes, depending on the mission of the organization, services provided, and group of persons served. Property tax exemption for non-profits can not be guaranteed.



GENERAL NOTES:

1. CONTRACTOR SHALL VERIFY AND COORDINATE ALL NEW AND EXISTING CONDITIONS AND DIMENSIONS AT JOB SITE FOR COMPARISON WITH DRAWINGS AND SPECIFICATIONS PRIOR TO BIDDING AND START OF CONSTRUCTION. IF ANY DISCREPANCIES, INCONSISTENCIES OR OMISSIONS ARE FOUND, CONTACT THE OWNER IN WRITING PRIOR TO PROCEEDING WITH WORK.
2. ALL DIMENSIONS SHALL BE TAKEN AS NOTED. DO NOT SCALE DRAWINGS. ANY DISCREPANCIES SHALL BE NOTED WITH THE OWNER.
3. DIMENSIONS ARE TO FACE OF STUD, CONCRETE OR BLOCK, U.N.O.
4. IF IT BECOMES NECESSARY TO INTERRUPT ANY EXISTING UTILITY SERVICE, COORDINATE WITH AND PROVIDE MIN. 48 HOURS NOTICE. 5.

1 FLOOR PLAN
SCALE: 1/4" = 1'-0"

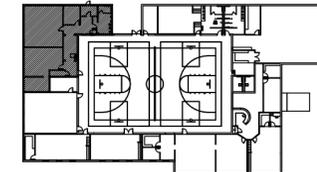
2 WALL TYPES
SCALE: NTS

B SECTION DETAIL
SCALE: 3/8" = 1'-0"

A PLAN DETAIL
SCALE: 1" = 1'-0"

3 DETAILS
EXHIBIT A
5-20-2011

KEY PLAN



A-1.0

SCALE: AS NOTED
DRAWN BY: AKT
CHECKED BY: AKT
DATE: 1-7-11

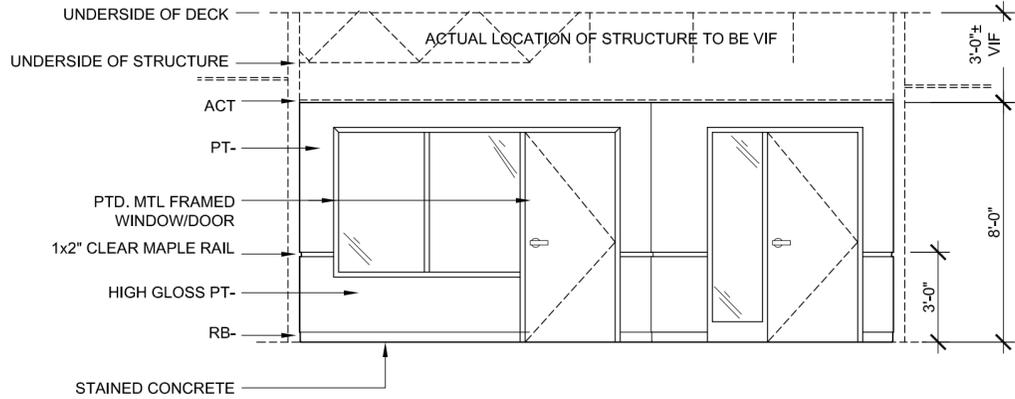
FLOOR PLAN,
WALL TYPES,
DETAILS

ROBERT MILLER
COMMUNITY CENTER
LEASE SPACE
RENOVATIONS

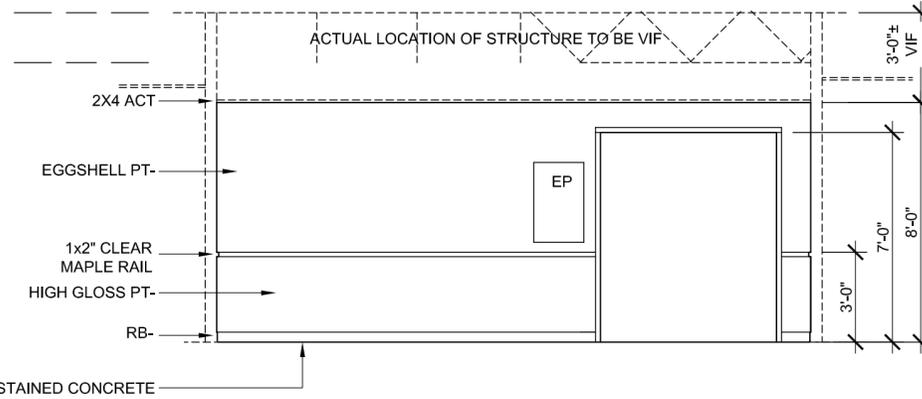
BURLINGTON VERMONT

anna thelemarck . design

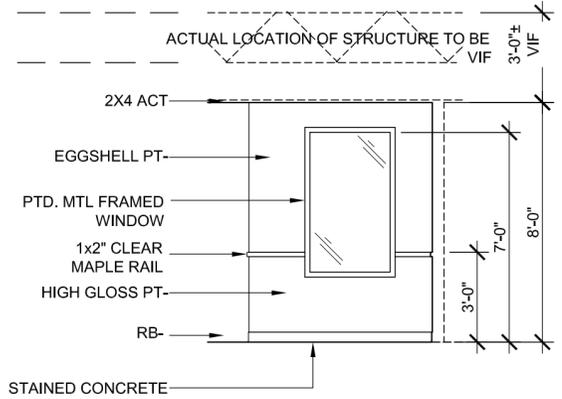
343 North Street Burlington Vermont 05401
p. 802 . 922.2632 e. athlemarck@burlingtontelecom.net



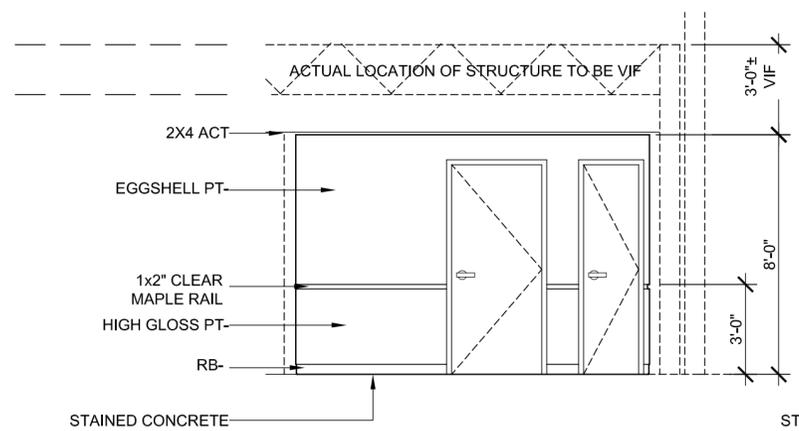
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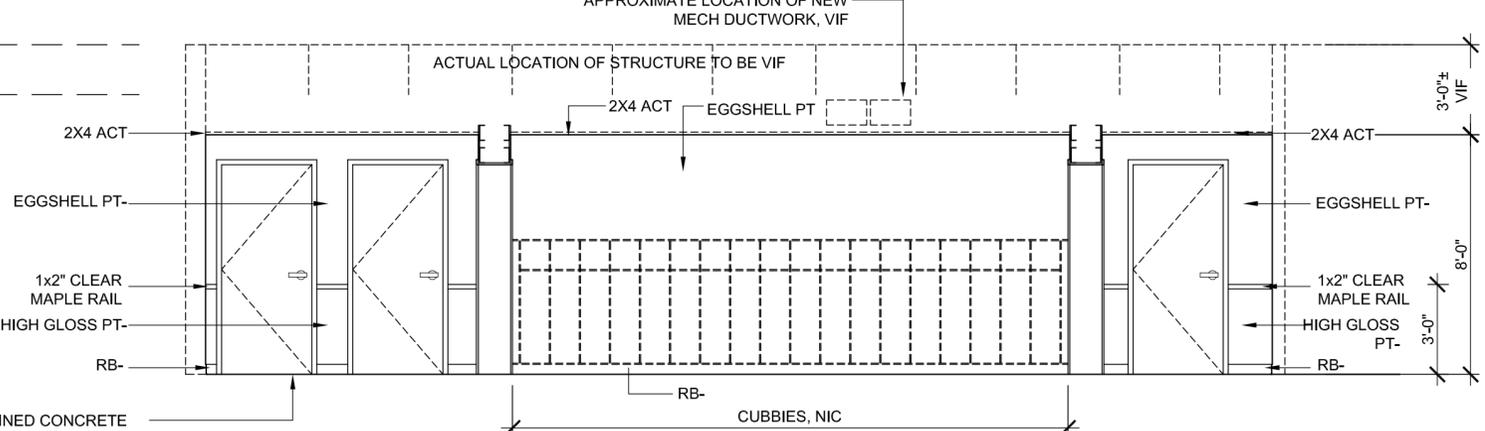
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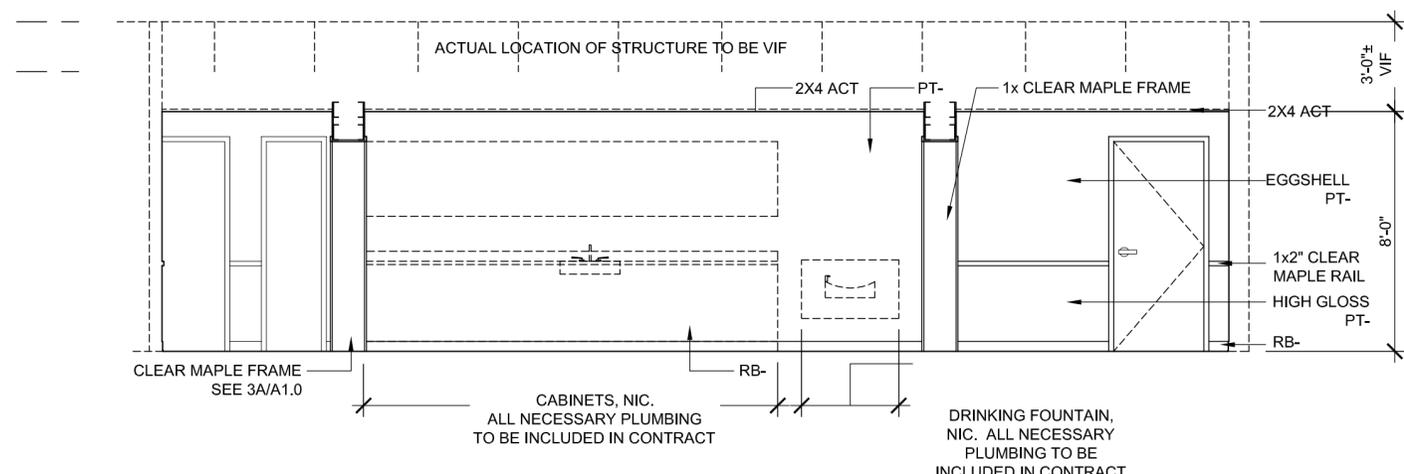
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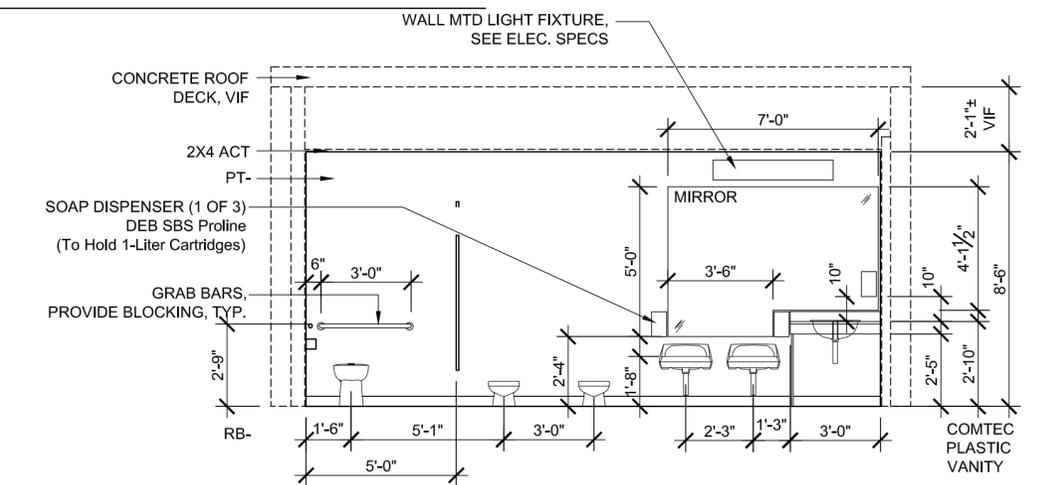
4 ENTRY HALL-002
SCALE: 1/4" = 1'-0"



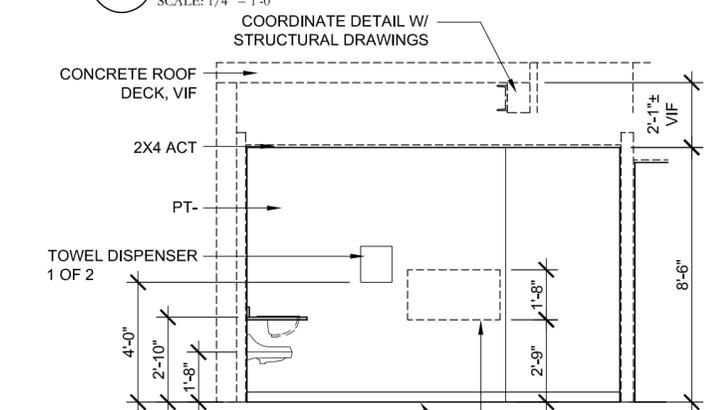
5 EXIT HALL-010/CORRIDOR-009/ENTRY HALL-002
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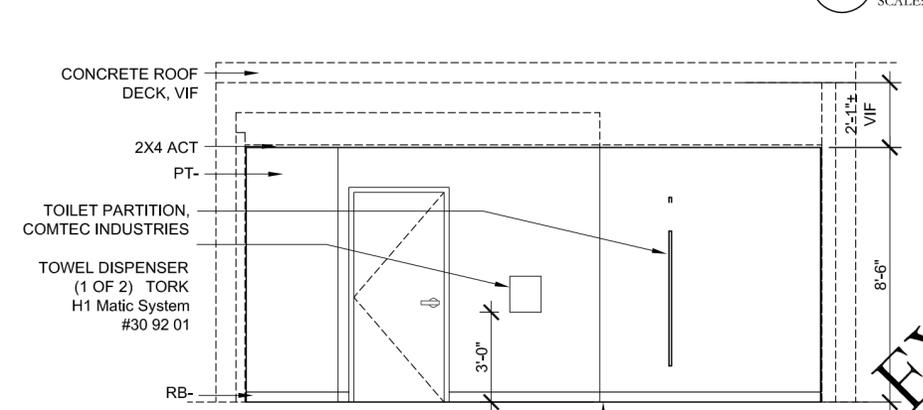
6 ENTRY HALL-002/CORRIDOR-009/EXIT HALL-010
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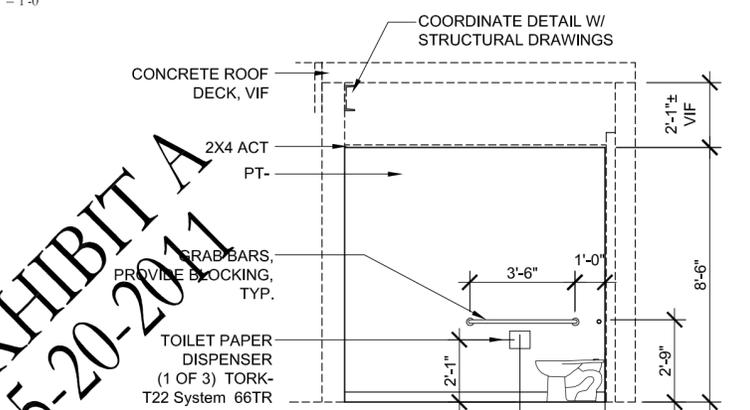
7 BATHROOM-003
SCALE: 1/4" = 1'-0"



8 BATHROOM-003
SCALE: 1/4" = 1'-0"

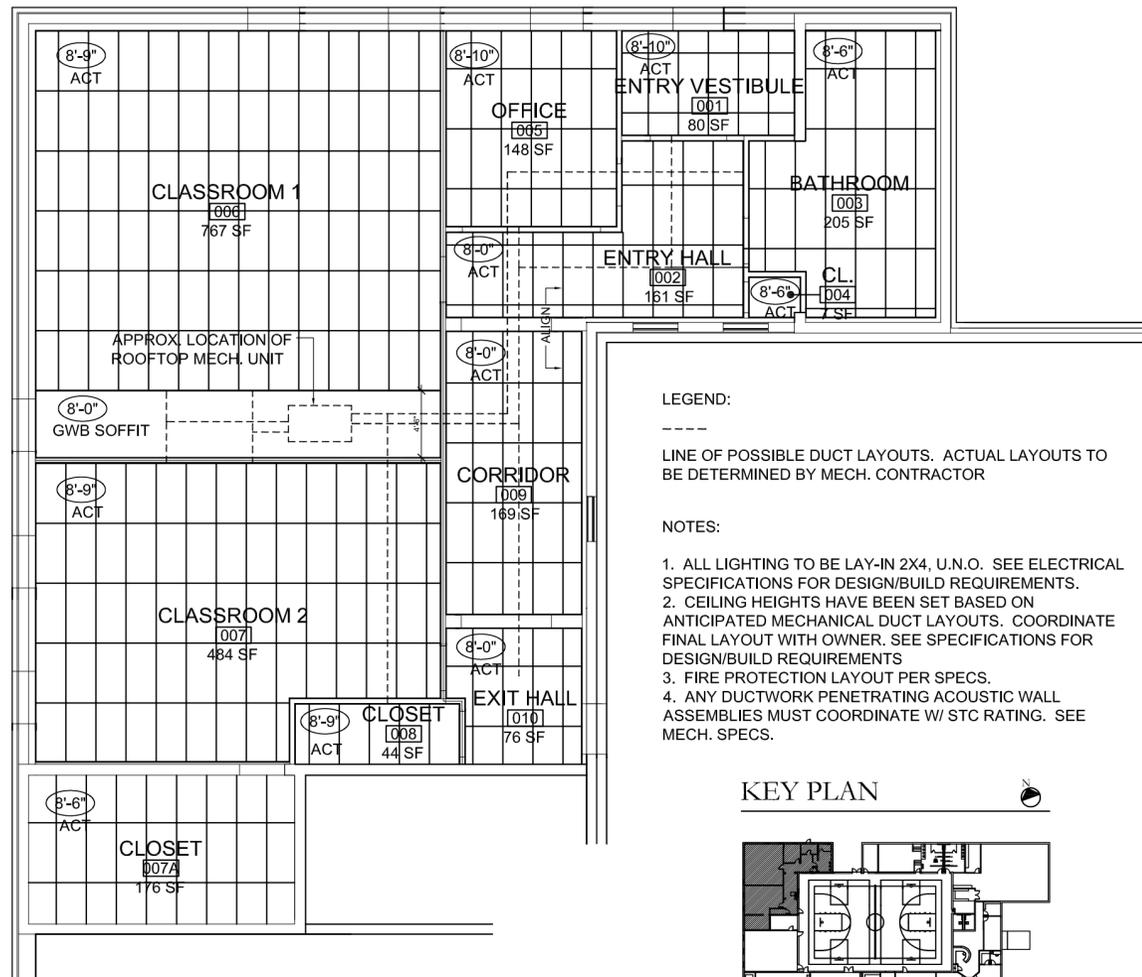


9 BATHROOM-003
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10 BATHROOM-003
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EXHIBIT A
5-20-2017



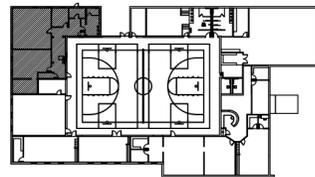
LEGEND:

LINE OF POSSIBLE DUCT LAYOUTS. ACTUAL LAYOUTS TO BE DETERMINED BY MECH. CONTRACTOR

NOTES:

1. ALL LIGHTING TO BE LAY-IN 2X4, U.N.O. SEE ELECTRICAL SPECIFICATIONS FOR DESIGN/BUILD REQUIREMENTS.
2. CEILING HEIGHTS HAVE BEEN SET BASED ON ANTICIPATED MECHANICAL DUCT LAYOUTS. COORDINATE FINAL LAYOUT WITH OWNER. SEE SPECIFICATIONS FOR DESIGN/BUILD REQUIREMENTS
3. FIRE PROTECTION LAYOUT PER SPECS.
4. ANY DUCTWORK PENETRATING ACOUSTIC WALL ASSEMBLIES MUST COORDINATE W/ STC RATING. SEE MECH. SPECS.

KEY PLAN



ROOM FINISH SCHEDULE

ROOM	FLOOR	BASE	WALLS	CEILING	NOTES
ENTRY VESTIBULE - 001	SC-1	RB-1	PT-1 N/S/E/W	ACT	
ENTRY HALL - 002	SC-1	RB-1	PT-2 LOW/PT-1 HIGH-ALL	ACT	
BATHROOM - 003	SC-2	RB-1	PT-1	ACT	TP-1
CLOSET - 004	CLEAR SEALER	RB-1	PT-1	ACT	
OFFICE - 005	SC-1	RB-1	PT-1 N/S/E PT-3 W	ACT	
CLASSROOM 1 - 006	SC-1	RB-1	PT-1 N/S/W PT-4 E	ACT/GWB	SEE NOTE 6; CEILING SOFFIT TO BE WHITE
CLASSROOM 2 - 007	SC-1	RB-1	PT-1 N/S/W PT-5 E	ACT	SEE NOTE 6
CLOSET - 007A	CLEAR SEALER	RB-1	PT-1	ACT	
CLOSET - 008	CLEAR SEALER	RB-1	PT-1	ACT	
CORRIDOR - 009	SC-1	RB-1	GWB / PT-1	ACT	
EXIT HALL - 010	SC-1	RB-1	PT-2 LOW/PT-1 HIGH PT-2 S	ACT	

NOTES:

1. ALL FINISHES TO BE APPLIED BY EXPERIENCED INSTALLERS ONLY (MIN. 5 YEARS)
2. ALL SURFACE PREP AND APPLICATIONS TO BE COMPLETED PER MANUFACTURERS RECOMMENDATION
3. WALL DESIGNATIONS N/S/E/W REFER TO DIRECTION
4. ANY CHANGES OF FINISHES, AS CALLED OUT ON THESE DRAWINGS, MUST BE APPROVED BY OWNER.
5. SEE ELEVATIONS FOR ADDITIONAL SPECS
6. CABINETS AND SINK NIC; ALL ASSOCIATED PLUMBING ROUGH-IN IS IN CONTRACT
7. METAL DOOR AND WINDOW TRIM TO BE PT-6. TYP.
8. ALL PAINTS, COATINGS, SEALANTS AND ADHESIVES SHALL MEET THE LOW VOC STANDARDS EQUAL TO THOSE ESTABLISHED FOR LEED COMPLIANCE

FINISHES

SC - STAINED CONCRETE BASED ON SCOFIELD LITHOCHROME CHEMSTAIN CLASSIC, FINISH TO MEET ADA NON-SLIP AS APPLICABLE
 SC-1 = CS-14 (PER SCOFIELD COLOR CHARTS)
 SC-2 = CS-13

RB = RUBBER BASE BASED ON ROPPE PINNACLE
 RB-1 = 110 BROWN

PT = PAINT BASED ON BENJAMIN MOORE. ALL SURFACES TO BE PREPPED AND PRIMED W/ A MIN. 2 TOPCOATS. PT-1 = 267 CANVAS - LOW LUSTRE
 PT-2 = 432 GRENADA GREEN - HIGH GLOSS
 PT-3 = 276 CAMBRIDGE HEIGHTS - EGG SHELL
 PT-4 = 710 KENSINGTON GREEN
 PT-5 = 179 HONEY WHEAT
 PT-6 = 12563 FRESCO URBAIN

ACT = 2 x4 ACOUSTIC CEILING TILE BASED ON ARMSTRONG RANDOM FISSURE #420

TP = TOILET PARTITION - BASED ON COMTEC INDUSTRIES FLOOR MTD PARTITIONS
 TP-1 = COLOR - FOSSIL

1 REFLECTED CEILING PLAN
SCALE: 1/8" = 1'-0"

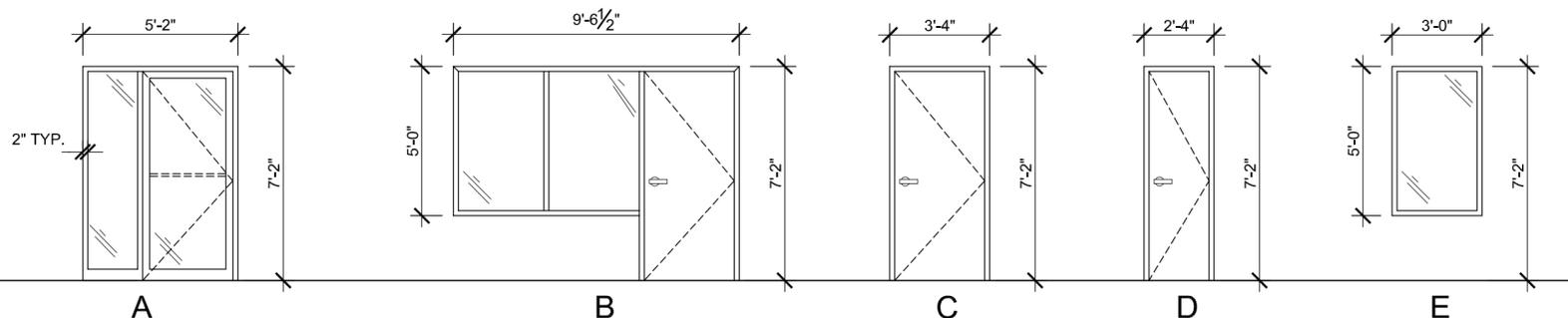
3 FINISH SCHEDULE AND NOTES

DOOR/WINDOW SCHEDULE

DOORS				FRAMES	
DESIGNATION	SIZE	STYLE	LOCK	TYPE	NOTES
D1	3'-0"x7'-0"	KAWNEER ENTRANCE DOOR	NONE	A	COLOR AND STYLE TO MATCH EXISTING D7; PROVIDE A PUSH PLATE ON PUSH SIDE AND PULL ON PULL SIDE, SELF-CLOSING
D2	3'-0"x7'-0"	FLUSH FACE SOLID CORE MAPLE VENEER	CLASSROOM LOCK	B	GLAZING TO BE TEMPERED
D3	3'-0"x7'-0"	FLUSH FACE, SOLID CORE, MAPLE VENEER	NONE	C	PROVIDE A PUSH PLATE ON PUSH SIDE AN
D4	2'-0"x7'-0"	FLUSH FACE, SOLID CORE, MAPLE VENEER	STOREROOM LOCK	D	-
D5	3'-0"x7'-0"	FLUSH FACE, SOLID CORE, MAPLE VENEER	CLASSROOM LOCK	C	-
D6	3'-0"x7'-0"	FLUSH FACE, SOLID CORE, MAPLE VENEER	CLASSROOM LOCK	C	-
D7	3'-0"x7'-0"	FLUSH FACE, SOLID CORE, MAPLE VENEER	STOREROOM LOCK	C	-
D8	3'-0"x7'-0"	FLUSH FACE, SOLID CORE, MAPLE VENEER	STOREROOM LOCK	C	VERIFY EXISTING OPENING MEETS DOOR REQUIREMENTS
D9	EXISTING				VERIFY THAT DOOR HARDWARE MEETS CODE REQUIREMENTS
D9	EXISTING				VERIFY THAT DOOR HARDWARE MEETS CODE REQUIREMENTS
W1	3'-0"x5'-0"			E	GLAZING TO BE TEMPERED SAFETY GLASS

NOTES:

1. ALL HARDWARE AND DOOR COMPONENTS TO BE BRUSHED STAINLESS, U.N.O.
2. ALL DOORS TO BE SOLID CORE, FLUSH FACE MAPLE VENEER, BASED ON MARSHFIELD DOORS, U.N.O.
3. LOCKS TO MATCH EXISTING FACILITY. BASED ON SARGEANT LOCKS. COORDINATE KEYING OF FACILITY W/ OWNER.
4. SUBMIT DOOR AND HARDWARE SPECIFICATIONS AND SAMPLE TO OWNER FOR REVIEW PRIOR TO PURCHASE AND INSTALLATION



FRAME TYPES

2 DOOR/WINDOW SCHEDULE AND NOTES

A-3.0

REFLECTED
CEILING PLAN/
SCHEDULES

ROBERT MILLER
COMMUNITY CENTER
LEASE SPACE
RENOVATIONS

anna the marck . design

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SCALE: AS NOTED
DRAWN BY: AKT
CHECKED BY: AKT
DATE: 1-7-11

VERMONT
BURLINGTON

EXHIBIT A
5-20-2011