

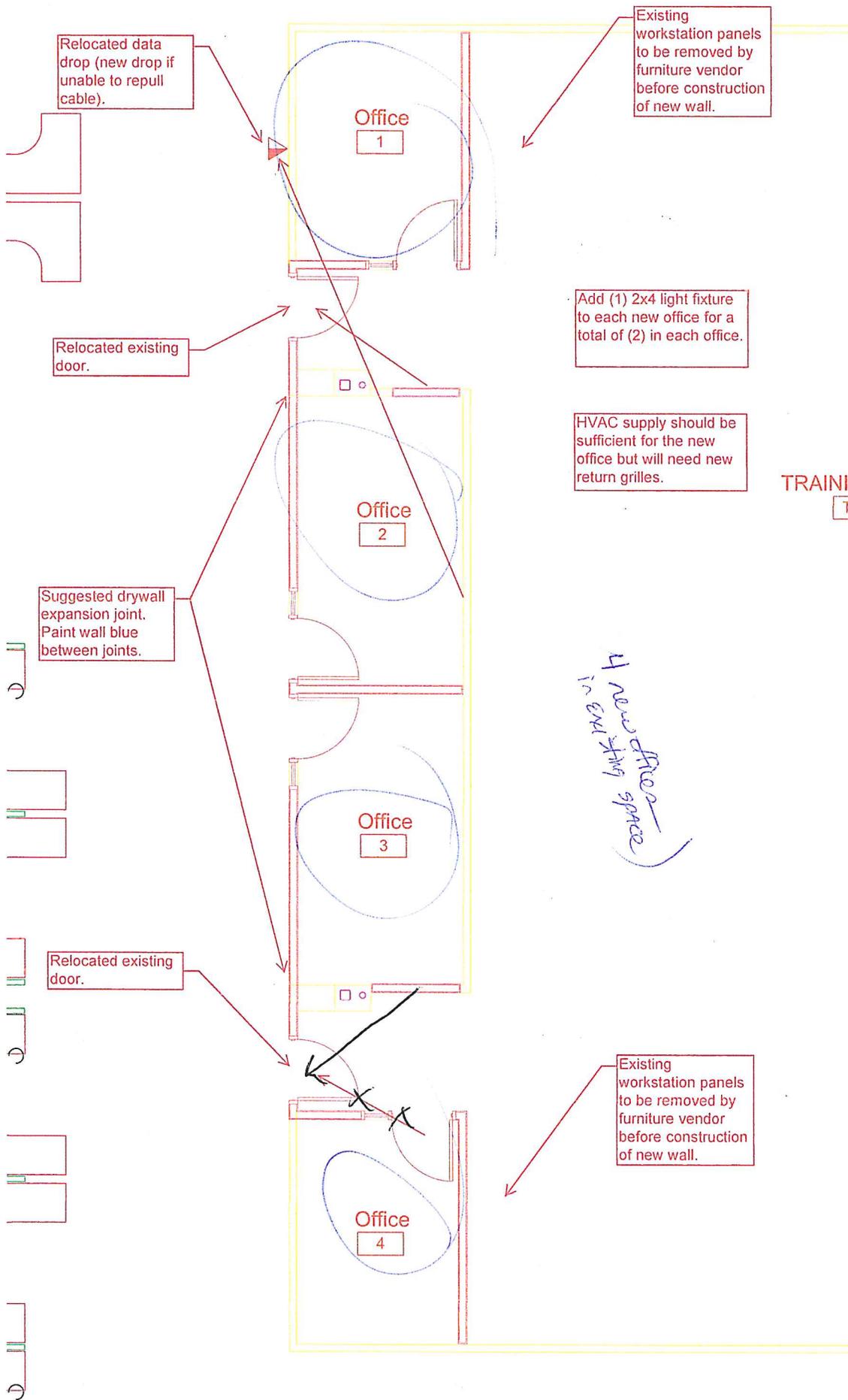
Appeal Period Expires <u>2/13/18</u> Zoning District <u>II</u>	Town of Essex, Vermont Application for Zoning Permit www.essex.org	Application Date Permit Number <u>2018-016</u>
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All construction is to be completed in accordance with the Town of Essex Zoning Regulations and any/all federal or state regulations now in effect. You are required to post this permit in a conspicuous location on the property during the appeal period and it must remain posted throughout the construction period. **You are required to contact the necessary state agencies to obtain state permits @ 477-2241 (Jeff McMahon, Permit Specialist).**

Any interested person may appeal the decision of the Zoning Administrator to the Zoning Board of Adjustment within fifteen (15) days of the permit's date of issuance. Commencing construction within this fifteen (15) day appeal period is prohibited by law.

Signed:

A	Parcel Account Numb. (Map-Parcel-Lot) 2- <u>064-003-001</u> <small>(found in Town Assessor's Office)</small> Property Address: <u>38 River Road, Essex VT 05452</u> Owner: <u>NGP VI Essex VT LLC</u> Owner Address: <u>1650 Tysons Blvd, Suite 200 McLean VA 22102</u> Owner Phone: (work) <u>703-760-9269</u> (home) <u>VA 22102</u> (cell) _____ (Email) <u>ngpv.com</u> Contractors name: <u>Neagley & Chase</u> Phone: <u>802-658-6320</u> <u>R. Dunn @ Pizagalli, Inc</u> Cell: _____ <small>Proprietors</small> Estimated Construction Dates: Start: <u>2/13/18</u> Completion: <u>4/1/18</u> Sq. Feet: <u>6000</u> Estimated Cost (labor & materials): \$ <u>88,300</u>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; background-color: #ffff00;">G</th> </tr> <tr> <td colspan="4">Check box(es) which describe proposed use or construction (circle choice in parenthesis).</td> </tr> <tr> <td colspan="4" style="text-align: center;">N = New A = Addition R = Remodel</td> </tr> <tr> <td colspan="4"><i>Residential:</i></td> </tr> <tr> <td>Single Family</td> <td style="text-align: center;">N</td> <td style="text-align: center;">A</td> <td style="text-align: center;">R</td> </tr> <tr> <td>Two-family (duplex)(other)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Multi-family</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Condominium / Townhouse</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Mobile home</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4"><i>Inclusions or Additions:</i></td> </tr> <tr> <td>Garage (attached) (detached)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Porch (enclosed) (open)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Deck</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Pool (in) (above) ground</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Shed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Barn (residential) (agriculture)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4"><i>Non-residential:</i></td> </tr> <tr> <td>Commercial / Industrial</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="4"><i>Stormwater:</i></td> </tr> <tr> <td>Stormwater</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Erosion Control</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4"><i>Other:</i></td> </tr> <tr> <td>Change in use</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Miscellaneous</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Renewal</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	G				Check box(es) which describe proposed use or construction (circle choice in parenthesis).				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B	Sewage Disposal (Please attach Sewer or Septic Application). Public <input checked="" type="checkbox"/> Private <input type="checkbox"/> Connection Fee \$ _____ Date Paid: <u>2/1/18</u> Proposed New Bedrooms: _____ Existing Bedrooms: <u>Existing</u>																																																																																																					
C	Water (Please attach Water Service Application). Public <input checked="" type="checkbox"/> Private <input type="checkbox"/> Fee \$ _____ Date Paid: <u>Existing</u>																																																																																																					
D	Driveway (Please attach copy of approved Curbcut / Utility Application). Date of approval <u>Existing</u>																																																																																																					
E	Stormwater <u>NA</u> <input type="checkbox"/> Project disturbs an area greater than or equal to 1 acre – Erosion Control Permit Required. Attach completed permit application. <input type="checkbox"/> Project creates new or expands existing impervious surface greater than or equal to 1/2 acre – Erosion Control Permit and Stormwater Management Permit required. Attach completed permit application.																																																																																																					
F	Diagram – Show a sketch of project on reverse of this application with property lines, building, and setbacks or attach separate sheet.																																																																																																					
G	<div style="text-align: center; font-size: 2em; color: blue;">see attached</div> <div style="text-align: center; font-size: 3em; color: blue; margin-top: 20px;">M</div>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; background-color: #ffff00;">Office Use Only</th> </tr> <tr> <td style="text-align: left;">Fees:</td> <td style="text-align: left;">Type</td> <td style="text-align: left;">Amount</td> <td style="text-align: left;">Date Pd</td> </tr> <tr> <td>Permit</td> <td></td> <td style="text-align: right;">\$ <u>264.90</u></td> <td style="text-align: center;"><u>2/13/18</u></td> </tr> <tr> <td>Recreation</td> <td></td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;"><u>2/13/18</u></td> </tr> <tr> <td>Recording</td> <td></td> <td style="text-align: right;">\$ <u>20</u></td> <td style="text-align: center;"><u>2/13/18</u></td> </tr> <tr> <td>Certificate of Occ</td> <td></td> <td style="text-align: right;">\$ <u>75</u></td> <td style="text-align: center;"><u>2/13/18</u></td> </tr> <tr> <td>Other</td> <td></td> <td style="text-align: right;">\$ _____</td> <td style="text-align: center;"><u>2/13/18</u></td> </tr> <tr> <td colspan="4" style="text-align: center;">Building Permit</td> </tr> <tr> <td>Approved <input checked="" type="checkbox"/></td> <td>Rejected <input type="checkbox"/></td> <td>Date</td> <td style="text-align: center;"><u>2/29/18</u></td> </tr> <tr> <td colspan="4">Issued to: <u>NGP VI Essex VT LLC</u></td> </tr> <tr> <td colspan="4">Zoning Administrator: <u>Sharon L. Kelley</u></td> </tr> <tr> <td colspan="4">Notes: <u>Energy code info given</u></td> </tr> <tr> <td colspan="4">C.O. Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> </table>	Office Use Only				Fees:	Type	Amount	Date Pd	Permit		\$ <u>264.90</u>	<u>2/13/18</u>	Recreation		\$ _____	<u>2/13/18</u>	Recording		\$ <u>20</u>	<u>2/13/18</u>	Certificate of Occ		\$ <u>75</u>	<u>2/13/18</u>	Other		\$ _____	<u>2/13/18</u>	Building Permit				Approved <input checked="" type="checkbox"/>	Rejected <input type="checkbox"/>	Date	<u>2/29/18</u>	Issued to: <u>NGP VI Essex VT LLC</u>				Zoning Administrator: <u>Sharon L. Kelley</u>				Notes: <u>Energy code info given</u>				C.O. Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>																																																			
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Relocated data drop (new drop if unable to repull cable).

Existing workstation panels to be removed by furniture vendor before construction of new wall.

Relocated existing door.

Add (1) 2x4 light fixture to each new office for a total of (2) in each office.

HVAC supply should be sufficient for the new office but will need new return grilles.

Suggested drywall expansion joint. Paint wall blue between joints.

TRAINI

4 new floor in existing space

Relocated existing door.

Existing workstation panels to be removed by furniture vendor before construction of new wall.

Office 1

Office 2

Office 3

Office 4



VERMONT DEPARTMENT OF PUBLIC SAFETY
DIVISION OF FIRE SAFETY

Office of the State Fire Marshal, State Fire Academy and State HAZMAT Team

www.firesafety.vermont.gov



CONSTRUCTION PERMIT APPLICATION

Please fill out this permit application as completely as possible based on the scope of this project. Plans are reviewed in the order they are received. Please refer to Section B for information that is required as this will expedite the review process.

Have you consulted with a Fire Marshal regarding this project? No Yes/Name _____

Section A - Building Location and Ownership Information

Building Name	United States Citizenship & Immigration Services			
Building Address	38 River Road	Essex Junction	VT	05452
	911 Number / Street	City	State	Zip
Building Owner	NGP VI Essex VT LLC			
Address	1650 Tysons Blvd, Suite 200	McLean	VA	22102
	Mailing Address	City	State	Zip
Phone	703-760-9269	E-mail	jg@ngpv.com	

Section B - Project Type

Check all that apply: (plans are required for most projects)

- New Building** - Construction of a new building. (Please complete all sections including Section G)
- Addition** - An increase in the building area, aggregate floor area, building height, or number of stories of an existing structure. (Please complete all sections including Section G)
- Reconstruction** - The reconfiguration of a space that affects an exit or a corridor shared by more than one occupant space; or the reconfiguration of a space such that the rehabilitation work area is not permitted to be occupied because existing means of egress and fire protection systems, or their equivalent, are not in place or continuously maintained. (Please complete all sections. Projects over \$200K shall complete Section G)
- Modification** - The reconfiguration of any space; the addition, relocation, or elimination of any door or window; the addition or elimination of load-bearing elements; the reconfiguration or extension of any system; or the installation of any additional equipment. (Please complete all sections. Projects over \$200K shall complete Section G)
- Renovation** - The replacement in kind, strengthening, or upgrading of building elements, materials, equipment, or fixtures, that does not result in a reconfiguration of the building spaces within. (Please complete all sections. Projects over \$200K shall complete Section G)
- Change of Occupancy / Change of Use** - Check this box if any of the above work includes a change of use or change of occupancy. (Please complete all sections including Section G)
- Demolition** - The partial or complete demolition of any public building.

P P This section for office use only P P

Structure ID	Work Item ID	Received Date	Reviewer
Check From	Check #	Check Amount	Event ID
			Date Permitted

Section C - Description / Scope of Work

Please provide a description of the work being performed, and any proposed occupancy or use changes. Attach additional pages as necessary to sufficiently describe the work.

Please see attached plan from Scott & Partners Architect and Statement of Work from Government Services Agency.

Section D - Building Construction, Use, and Protection Information

This section is intended to establish general information only. Additional information may be required in the form of a code analysis as specified in section G of this application or as requested.

Construction type of the building - Choose one

- | | |
|--|--|
| <input type="checkbox"/> Type 5B - V(000) Unprotected Wood frame | <input type="checkbox"/> Type 5A - V(111) Protected Wood frame |
| <input type="checkbox"/> Type 4 - IV(2HH) Masonry Ext / Heavy Timber Int (Post and beam structures are usually 5B) | |
| <input type="checkbox"/> Type 3B - III(200) Masonry Ext / Wood frame Int | <input type="checkbox"/> Type 3A - III(211) Masonry Ext / Wood frame Int |
| <input checked="" type="checkbox"/> Type 2B - II(000) Unprotected Noncombustible | <input type="checkbox"/> Type 2A - II(111) Protected Noncombustible |
| <input type="checkbox"/> Type 1B - II(222) Protected Noncombustible | <input type="checkbox"/> Type 1A - I(442) Protected Noncombustible |
| | <input type="checkbox"/> Type 1A - I(332) Protected Noncombustible |

Additional Building Information

Occupancy Classification(s) Business

Area of largest story	<u>65705</u>	SF +	<u>0</u>	SF =	<u>65705</u>	SF
	Existing		New or Addition		Total SF of Largest Story	
Total area of all stories	<u>65705</u>	SF	Number of stories	<u>1</u>	Height	<u>24</u> ft
Total basement area	<u>0</u>	SF	Other	_____		

Comments _____

Fire and Life Safety Systems - New or modified as part of this project

- | | | |
|-----------------------------|--|---|
| Single Station Alarms | <input type="checkbox"/> Install/Add Smoke Alarms | <input type="checkbox"/> Install/Add Carbon Monoxide Alarms |
| Fire Alarm System | <input type="checkbox"/> New system <input checked="" type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Sprinkler System | <input type="checkbox"/> New system <input checked="" type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Standpipes | <input type="checkbox"/> New system <input type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Commercial Kitchen Hood | <input type="checkbox"/> New system <input type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Hood Suppression | <input type="checkbox"/> New system <input type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Emergency Generator | <input type="checkbox"/> New <input type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Elevator / Other Conveyance | <input type="checkbox"/> New <input type="checkbox"/> Modifying Existing | <input type="checkbox"/> Other _____ |
| Other Systems / Comments | _____ | |

Indicate below if this building is historically significant and provide documentation

- Listed on the National Register of Historic Places
- Listed on the State Register of Historic Places
- Historically significant as determined by the Vermont Advisory Council on Historic Preservation

Section E - Project Valuation and Fee Calculations

<p>The Permit Fee is based on the total valuation of new construction or rehabilitation work for which the permit is being obtained.</p> <p>Electrical, Plumbing and Elevator trades must file a work notice in addition to certifying the valuation of the work as part of this permit.</p> <p>For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.</p>	a. Site Work / Demolition	\$ 2,000.00
	b. Valuation of Building Construction	\$ 30,100.00
	c. Fixed Equipment	\$
	d. Electrical	\$ 24,500.00
	e. Plumbing	\$
	f. Elevator or Other Conveyance	\$
	g. Heating, Ventilation, Air Cond.	\$ 31,200.00
	h. Consulting / Design Services	\$ 500.00
	i. Other	\$
	j. Sprinkler System	SEPARATE PERMIT
	k. Other Fire Suppression Systems	SEPARATE PERMIT
	l. Fire Alarm System	SEPARATE PERMIT
m. Private Main Underground Piping	SEPARATE PERMIT	
TOTAL PROJECT VALUATION		\$ 88,300.00
Fee is \$8.00 per \$1000 of total project valuation Calculate fee by multiplying TOTAL PROJECT VALUATION by 0.008		0.008
There is a \$50 Minimum Fee This line is for the fee as calculated or \$50 whichever is greater		\$ 706.40
*** Please make all checks payable to the Department of Public Safety ***		

All sections are required to be filled out completely and shall be typed or printed legibly

Section F - Project Specific Contacts

Applicant

Name NGP VI Essex VT LLC Jim Griffin
Company Primary Contact

Address 1650 Tysons Blvd, Suite 200 McLean VA 22102
Mailing Address City State Zip

Phone 703-760-9269 **Email** jg@ngpv.com

Contractor

Name Stewart Construction Don Stewart
Company Primary Contact

Address 24 Pearl Street Essex Junction VT 05452
Mailing Address City State Zip

Phone 802-879-0500 **Email** dstewart@stewart-construction.com

Architect / Designer VT Lic No. 1509

Name Scott + Partners Architecture Tyler Scott
Company Primary Contact

Address 7 Carmichael Street, Suite 102 Essex Junction VT 05452
Mailing Address City State Zip

Phone 802-879-5153 **Email** tyler@scottpartners.com

Primary Engineer VT Lic No. _____

Name _____
Company Primary Contact

Address _____
Mailing Address City State Zip

Phone _____ **Email** _____

Section G - Submittal Checklist

Project type selected below shall correspond to the type(s) selected in section B. All corresponding boxes shall be checked to verify you have a complete submittal. Any section or checkbox left blank without an explanation could result in the application being returned. Explanation of excluded items shall be submitted on a separate page.

Required plans and documents ** Shall be submitted via hard copy and electronically *	New Construction / Addition	Reconstruction / Modification	Change of Occupancy / Use ONLY	Renovation
1) Completed Permit Application Including this Checklist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Completed Code Analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Code analysis shall include at a minimum: ● Codes that were followed and the year shall be consistent with those adopted by the VT Fire and Building Safety Code ● Occupancy classifications per NFPA and IBC ● Occupant loads and calculations per NFPA ● Construction type per NFPA and IBC ● Number of stories proposed and allowed per NFPA and IBC including calculations for any increases, and overall height per IBC ● All applicable building areas proposed and allowed per IBC including calculations for any increases ● Proposed and required fire protection systems, including fire alarm, sprinkler, clean agent, etc. and the code sections requiring such ● Egress requirements per NFPA 101 including diagrams ● Required fire and smoke separations ● ADA requirements				
3) Site Plan	<input type="checkbox"/>			
Site plan, drawn to scale, shall include at a minimum: ● Existing and proposed conditions ● Fire department access ● Dimensions including fire separation distances per IBC ● ADA requirements including parking and access ● North Arrow				
4) Architectural Plans and Specifications	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural plans, drawn to scale, shall include at a minimum: ● Room space uses / names ● Full dimensions, detail references ● UL rating for required fire/smoke barriers ● Stair, handrails, and guard details ● Door and window schedules to include location, sizes, door ratings, materials, door hardware ● ADA details including bathrooms, door approach, etc. (Refer to Licensed Design Professionals Chart to determine when projects require stamped plans)				
5) Structural Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A	
Structural and framing plans shall include at a minimum: ● Design loads and material designs ● Structural framing plans showing sizes, materials, spacing, spans, location & size of columns ● list reference material used as the basis of design (i.e. wood I joist manuals, etc.), Statement of Special Inspections, Basis of design				
6) Plumbing Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A	
Include fixture schedules ● schedule & list of materials ● ADA requirements				
7) Mechanical Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A	
Include duct layouts ● sizes, supply, return, exhaust, equipment locations ● fire / smoke damper locations and ratings				
8) Electrical Plans and Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A	
Include lighting & power plans ● Outlet and switch details and locations ● Emergency lighting and exit path plan				

General Information

- As defined by State Statute Title 20; Chapter 173 § 2730 public buildings include most buildings, except for owner occupied single family dwellings, accessory dwellings, registered home daycares, and some buildings on working farms. Refer to the statute for a complete definition
- A construction permit from this office is required for any work conducted on or within a public building as defined above.
- Required plan submittal shall be via hard copy and electronic formats: (Email submittals are not accepted at this time) Paper: 1 set; printed to scale and mechanically fastened together ~ Electronic: 1 set, PDF format only, on CD or DVD.
- Division of Fire Safety Construction Permits are required in addition to any other State or Town permits.
- In addition to this construction permit, separate permits, work notices, and/or submittals are required for all of the following: Electrical work, Plumbing Work, Fire Alarm Systems, Sprinkler Systems, Sprinkler System Underground Piping, Commercial Kitchen Hoods, Chemical Suppression Systems, Tanks, Elevators and other conveyances, Temporary structures and tents in excess of 1200 square feet, etc. A complete list of permit requirements can be found on our website at www.firesafety.vermont.gov.
- Construction shall not commence until a review is conducted and you receive a permit, or, other written notification back from the Division of Fire safety allowing you to proceed.

I hereby attest by my signature under 13 V.S.A. 3016 (filing a false claim with a Department or Agency of the State) that I am the owner or owner's designated representative and that the information contained within this form is correct and accurate to the best of my knowledge:

Signature of Applicant: _____

Date: _____

Return this completed form with all required fees, plans, and supplemental information to the appropriate regional office

Barre Regional Office
1311 US Rte 302, Ste 500
Barre, VT 05641
Phone: (802) 479-4434

Rutland Regional Office
56 Howe Street, Bldg A, Ste 200
Rutland, VT 05701
Phone: (802) 786-5867

Springfield Regional Office
100 Mineral Street, Ste 307
Springfield, VT 05156
Phone: (802) 885-8883

Williston Regional Office
380 Hurricane Lane, Ste 101
Williston, VT 05495
Phone: (802) 879-2300



UNITED STATES DEPARTMENT OF HOMELAND SECURITY
Vermont Service Center – 38 River Road, Essex, VT
4-Office Build Out

STATEMENT OF WORK

1. GENERAL OVERVIEW

- a. This project will consist of the creation of four private offices within existing space at the Vermont Service Center located at 38 River Road, Essex, VT.

2. DEMOLITION – contractor responsible for proper protection of existing work areas from dust and debris. See drawings for further clarification.

- a. Remove/relocate light fixtures as necessary.
b. Remove ceiling grid and ceiling tile to allow for wall construction. Reuse where possible.
c. Remove/relocate existing HVAC Supply and Return grills as needed.
d. Remove any carpet necessary for new wall construction. Retain for reuse. Existing carpet to remain.
e. Portions of existing partitions will need to be demolished for the installation of the doors and sidelights.

3. CONSTRUCTION – see drawings for further details and dimensions, contractor to verify all existing conditions and dimensions in field.

a. TEMPORARY PROTECTION

- 1) Contractor responsible for proper protection of existing work area from dust and debris and should perform a full vacuum and dusting of all construction areas as well as any adjacent areas that may have been affected by the construction.
2) Plastic sheeting should be utilized to help contain construction dust and debris.

b. WALLS

- 1) Walls to be constructed similar to other adjacent walls. Existing condition seem to be constructed just above the ceiling (not floor to deck). Contractor to verify.
2) Existing Walls – within new private offices, patch and repair as necessary.
3) Suggested location of expansion joint shown on drawings.

c. ELECTRICAL – All electrical work to be performed according to code. Permits, if necessary, to be obtained by the Contractor.

- 1) Remove/relocate or install new power and data lines as necessary or as shown on drawings. Contractor to verify quantity and location of existing power/data that can be relocated.
2) Utilize existing data drops in the new drop locations when possible. Contractor to verify. Relocate if necessary.
3) Relocate existing and/or add new electrical wiring for ceiling light fixtures, switches and power outlets as required.
4) Each office requires four duplex electrical outlets (one on each wall).
5) There are two electrical panels that will need to be verified that they are not in conflict with the location of the relocated entry doors into the Training Unit area. See drawings for locations.

d. BASE – to match existing rubber cove base in adjacent areas, to be installed at all wall to carpet transitions.

e. DOORS AND DOOR FRAMES – New doors to match existing doors in adjacent private offices

- 1) Frame – Hollow metal welded frame, integrated sidelite, painted to match existing.
a) Sidelights – required at new private office doors, to match existing sidelights of similar condition.
2) Mortise Door Hardware – required at each new door, requires a lockset for both offices, to match existing doors of similar condition.
3) The old entrance doors into the Training Unit area will be reused and relocated as indicated on the drawings.

f. CEILING GRID AND TILE – Install new ceiling tile and grid or replace any damaged tile and grid as necessary in renovation area, tile and grid to match similar existing areas

- 1) Reuse as much tile and grid as possible.

g. CARPET

- 1) Existing carpet to remain. Remove carpet only where necessary for new wall construction. Retain for reuse. Contractor responsible for protection and cleaning of all existing carpet.

h. LIFE SAFETY

- 1) Emergency Lighting – update emergency lights and illuminated emergency EXIT lights per code, contractor to determine if current locations meet code once new walls are constructed.
- 2) Fire Alarm – update fire alarm system to meet code.
- 3) Sprinkler System – update and or relocate sprinkler heads as needed to comply with local code.

i. SECURITY

- 1) No security work is required as part of this project.
- 2) Contractors will be required to have proper security clearances to work in USCIS space.
 - a) Work crews are to be cleared based on DHS/GSA standards.

j. LIGHTING – install new or relocate ceiling light fixtures to match existing lights as necessary.

- 1) Two 2'x4' fixture per private office are required.
 - a) Verify location and quantity but it is anticipated that one new fixture will be required for each office after all existing fixtures are reused.

k. HVAC

- 1) Match existing private office conditions in adjacent offices.
- 2) Install new supply/return grills or relocate existing as necessary for adequate HVAC.
 - a) Contractor to verify but should be able to relocate existing supply grilles. New return grilles may be needed.
- 3) Rebalancing required following the completion of the project.
- 4) Existing T-stats to be relocated.

l. PAINT – all paint to match existing conditions. Should construction require the painting of an existing partition, the entire partition shall be painted unless the government agrees to a logical alternate location where the painting can stop.

- 1) New walls to receive 1 coat primer and 2 coats paint.
- 2) Existing walls to be brought back to original condition.
- 3) Exact colors to be coordinated during design.
- 4) All new walls to be painted a matching “white” of adjacent areas except for the outside walls between the expansion joints which should match the “blue” of the accent

4. IT

a. CABLING – Voice/Data cabling work to be performed by the contractor and must meet all of the requirements listed below. Exact voice/data outlet locations to be coordinated with GSA and CIS. One new data drop will be required for relocating of copiers/printers. All other drops can be reused and/or relocated.

- 1) **New drop installation for standard wall location - Duplex (1D/1V) – Total quantity = 1 (if unable to relocate the data drop):**

"Install one (1) plenum-rated Category 6 triplex drop (2 data / 1 voice cables) for each designated location (**Quantity: # 1**) and support with category-rated supporting assemblies (j-hooks).

Terminate one end on available ports in the existing patch panels and wall fields in the designated Computer Room or TR / IT Closet and the other end on new Category 6 rated modules in a 4-port faceplate with blank insert and identification windows for labeling (or equivalent). If additional data / voice ports are required, provide new Category 6 patch panels to accommodate "A, B & C" terminations accordingly. Utilize existing site standard for outer jacket Category 6 cable color (white preferred), drop configuration, manufacturer of termination hardware, module colors and labeling sequence. Cable certification required per industry standards. If the existing patch panels in the IT Closet are lower than a Category 6 rating, so please certify new cabling and drop termination hardware to a Category 5 or 5e standard. Tie wraps are not to be utilized for any portion of installation. Provide one (1) - 7' patch cable for the required data connection in the Computer Room or TR / IT Closet to connect to the network switch and one (1) - 10' patch cable at the faceplate to connect a computer for each drop location, which shall match existing site color standard and labeling. USCIS Structured Cable Plant Standard available upon request." * **Please note that the electrical contractor shall provide a ¾" conduit stub to ceiling space above along with box and single-gang raised cover for each 1D/1V drop location.**

All contractors are responsible for checking field conditions in relation to this project. If there is a discrepancy with the plan or specifications, they must notify either the GSA representative or local CIS project manager. If changes are made without prior approval and it is found to be unacceptable to the Government, it will be corrected at the contractor's cost.

Sharon Kelley

From: Mike Tomkowicz <MTomkowicz@pizzagalliproperties.com>
Sent: Monday, January 29, 2018 11:02 AM
To: Sharon Kelley
Cc: Roger Dunn
Subject: Building Permit 38 River Road

Sharon: Pizzagalli Properties, LLC is the contracted property manager for NGP VI Essex VT LLC, the owner of 38 River Road. Among other obligations, Pizzagalli is responsible for oversight of facility improvements and construction. The application for building permit allows us to complete our assigned task. Roger Dunn is a Property Manager employed by Pizzagalli Properties and is responsible for oversight of the building. He is authorized by Pizzagalli to execute the application for construction.

Please contact me if you have any questions or require further information.

Thank you.

Michael Tomkowicz
Treasurer
Pizzagalli Properties, LLC
Phone: 802-660-6804
Fax: 802-660-6868
E-mail: mtomkowicz@pizzagalliproperties.com

Visit our website at www.pizzagalliproperties.com