

NORWELL TOWN HALL RENOVATION

OUTLINE DESCRIPTION

345 Main Street, Norwell, MA

September 16, 2021

REDUCED CONCEPTUAL PROGRAM

- A. Overall Goals – Create a more functional, safe, overall accessible Town Hall Building that meets the needs for town Administration Programs and Employees, and residents.
- B. Elevator & Level 3 - Gain access to the unusable third floor by adding an elevator, renovating Level 3, and moving up some program from Levels 1 and 2.
- C. Level 2 - Renovate non-public faces departments, Town Administration, Finance, etc., to Level 3 and open up the main level, Level 2, for public facing departments.
- D. Level 1 - Relocate the food pantry and other ancillary programs to Level 1, the lower level, so residents accessing these spaces can avoid using the main entrance on level 2 and park directly near these spaces
- E. Meeting Space - Create additional meeting spaces. Create two (2) small and two – four (2-4) medium flexible meeting spaces in the building for privacy when conducting a meeting and general versatility. The (2) Large, flexible meeting spaces will remain and include the Select Board's Room and the Old Gymnasium Space. These spaces should be fit-out to be multipurpose, especially the gymnasium.
- F. Main Entry & Lobby - Enhance the Main entrance to create a more functional, ADA entry with adequate prefunction / lobby space to the Selectmen Room and Gymnasium
- G. ADA Entrances - Create secondary entrances at rear of gymnasium and Level 1 for access directly to Gymnasium multipurpose space and new relocated food pantry
- H. MEP/ FP & AV-IT– Provide improvements to building system to extend the usable life of the building approximately 25 years and allow the building to function properly for all Town operational needs
- I. Other Program Components to Explore
 - i. Secure Ballot Storage (use of meeting room during voting times may be acceptable)
 - ii. New / Improved toilet facilities including family toilets
 - iii. Nursing / Lactation Room
 - iv. Display cases / areas for Town of Norwell memorabilia

PHASING

It is anticipated that the project will be an occupied phased construction, with the final phases to be determined as the project team is on-boarded. This will permit Norwell's Town Hall operations and public access to substantially remain in effect throughout the duration of all Phases of work, with the ability to work remotely as required if efficiency's can be gained by doing so.

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REDUCED CONCEPTUAL SCOPE

1. General Scope of Work

- 1.1 Construction of an interior elevator with landings at all Levels to provide public access to current third floor areas, and will include complete renovation of Level three spaces to accommodate new or relocated Town Hall program.
- 1.2 Improvements to Level 1 and 2 with minor interior alterations. Complete renovation of Level 3
- 1.3 Entrance and meeting room improvements
- 1.4 New toilet facilities are proposed at Levels 2 and 3, as well as limited interior alterations at Level 2 and Level 1 spaces.
- 1.5 Presence of hazardous materials has been determined within the entire building. Hazardous materials removal, procedures and/ or abatement should be considered in the anticipated work.
- 1.6 Masonry - Evaluate areas of cracking of bricks in building fascia and potential structural concerns. Provide spot repointing and crack stabilization at various locations
- 1.7 Complete window and door replacement and masonry repairs, as needed, on all levels
- 1.8 Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Work will include a new fire suppression, addressable fire alarm, and HVAC and electrical power and distribution system(s) and equipment to service areas within the Limit of Work, as well as plumbing services for new toilet and kitchen / break room facilities.
- 1.9 Site utility work required for new sprinkler main; water wain, and repair or replacement of sanitary line
- 1.10 New/ reconfigured ADA parking and ramping / sidewalks as required

2. Demolition

- 2.1 Selective demolition of various program areas in the building
- 2.2 Removal of portions of exterior wall for new openings at all three Levels to connect the new elevator/ elevator lobbies to existing spaces.
- 2.3 Remove existing windows, glass block and ancillary construction at existing window openings within the Limit of Work Area(s) required for replacement windows.
- 2.4 Refer to details of Hazardous Materials Report and Recommendations or anticipated scope of work required for hazardous materials removal, procedures and/ or abatement.
- 2.5 Mechanical, Electrical, Plumbing or Fire Protection (MEP/FP) demolition is anticipated to include substantial removal of existing MEP/FP systems, equipment and devices, particularly at Level 3 and including: distribution wiring, light fixtures, fire alarm devices, HVAC ductwork, unit ventilators and terminals, and plumbing fixtures. Certain portions of existing systems/ infrastructure will remain in place to be adapted or re-used for new work/ systems.

3. Sitework

- 3.1 Site utility work to include new sprinkler main and replacement of existing water line. Assume location of new sprinkler main to be from street at mid-point of the property to new front entry lobby location.
- 3.2 New ADA parking areas. Assume asphalt curbing.
- 3.3 Re-grading as required.
- 3.4 Site drainage systems to service new parking area(s); drive aisles.
- 3.5 Concrete walkways as required

4. Concrete/ Masonry / Steel

- 4.1 Poured-in-place reinforced concrete foundation walls, footings and elevator pit for new elevator shaft.
- 4.2 Assume reinforced CMU elevator shaft; 3 Levels with CMU exterior facade
- 4.3 Minor crack repair of existing pre-cast concrete/ stone masonry sills; allow for 10% of sill area/ sills within the Limit of Work Area(s).
- 4.4 Infill existing openings where unit ventilators are to be removed using like materials (brick veneer) to match existing. 'Tooth-in' new masonry to existing.
- 4.5 Spot point/ patch of brick/ brick masonry only at areas immediately adjacent to repairs or infill work and as required.
- 4.6 Misc. steel for new elevator lobby structure. Assume composite metal decking over square tube steel columns with standard wide-flange horizontal members.

5. Wood/ plastics

- 5.1 Rough framing/ lumber to include support/ framing for rooftop mechanical equipment and miscellaneous concealed blocking/ supports.
- 5.2 Architectural millwork to include the following:
 - i. Public counters where required. Fixed $\frac{3}{4}$ " wood veneer panels with hardwood edgeband mounted on metal or wood stud back-up; 1.25" thick solid surface countertops.
 - ii. Semi-Custom grade wood base cabinets with solid wood top (allow 14 LF at Selectmen's Office).
 - iii. Desktop and supports: $\frac{3}{4}$ " plastic laminated plywood with 1.5" hardwood edgeband supported with metal wall brackets and end cleats. Allow 8 LF at Selectmen's Office
 - iv. Storage shelving Office: Heavy duty metal standards and brackets at 4'-0" O.C.; (4) shelves; $\frac{3}{4}$ " plywood with plastic laminate veneer and PVC edgeband. Allow 24 LF total for Level 3.
 - v. Shelving/ shelving systems for Storage room(s) and Food Pantry to be provided by Owner.

6. Thermal/Moisture Protection

- 6.1 Wall Insulation: Provide closed cell spray foam; allow 2.0" thickness/ R-11.4 minimum on the inside face of all new existing exterior walls; thickness to achieve R-20 at infill exterior walls, or at new construction locations.
- 6.2 Allow for sound attenuation at all interior partitions at offices, meeting rooms and toilets.
- 6.3 Air/ moisture barrier: Provide and install air/moisture barrier (weather-resistive barrier) at all new exterior wall locations using any acceptable material in conformance with Code.
- 6.4 Sealants/ Caulking: Provide sealants and caulking of joints at dissimilar materials or elsewhere as required for the prevention of the passage of air, moisture and sound, and to eliminate cracks and crevices.
- 6.5 Patch existing roof as required for mechanical equipment installation/ curbs, new penetrations and if, or as required, skylight curbs/ skylight work. Refer also to MEP/FP Report and Recommendations.

7. Windows and Doors

- 7.1 Window System(s) – typical for all replacement units and punched openings: high-performance fixed windows/ window units with operable portions and screen; thermally-broken insulated anodized aluminum frames with 1" insulated glass; Low-E coating. Standard color. Allow for additional horizontal mullion pattern as illustrated.
- 7.2 Skylights. Replace existing roof skylights with new insulated aluminum sloped glazing. Triple insulated; high performance.
- 7.3 Entrance Doors: Insulated aluminum wide stile with, insulated laminated safety glass; Low E coating on inside face of exterior lite; rated for high traffic and high abuse applications. Standard color.
- 7.4 Interior doors. (new Only) Assume all doors to be 3'-0" x 7'-0"; pre-finished solid core wood; quarter sawn maple. Knock down hollow metal frames, except at sidelight frame locations as illustrated. Allow for 50% of doors to have full height tempered glazing. Provide (1-hr.) fire rated doors at egress stair enclosures.
- 7.5 Interior vision lites/ sidelights/ glazed partitions. (At meeting rooms, Town Administration Office, and other locations as illustrated): non-insulated tempered or laminated safety glass; full height (7'-0"); anodized aluminum frames; standard color.

8. Finishes/ Finish Systems

- 8.1 NEW - Interior Wall Assemblies - Metal stud framing with single layer 5/8" gypsum board. Extend studs to underside deck; gypsum board to 4" above finished ceiling as occurring. Extend fire rated partitions gypsum board enclosure full height to underside structure. Provide metal stud furred wall/ furring at all perimeter wall locations, at column enclosures or where otherwise required by new layout – Painted, single layer gypsum at all locations unless noted
- 8.2 EXISTING - Interior Wall Assemblies - Plaster finish/ walls to remain where occurring; paint
- 8.3 Ceilings - Acoustic Tile Ceiling; 2'x2' grid;

8.4 Interior finishes/ finish systems are proposed as follows:

- i. Select Board's Room/Corridors
 - Luxury Vinyl Tile (LVT);with shoe
 - Refinish existing hardwood panel wainscot as needed
- ii. Stairs
 - Rubber Stair Treads with landings, 12"x12" (VCT); 6" rubber base to remain;
 - Existing gypsum board/ plaster ceiling to remain; patch with like materials; paint
- iii. Offices/ Departments/ Meeting Rooms
 - Modular Carpet tile 4" vinyl straight carpet base
 - New Painted gypsum board where occurring as required
 - 30% with Acoustic Tile Ceiling; 2'x2' grid / other area exposes
- iv. Toilet Rooms
 - Porcelain ceramic tile floors; 6" ceramic tile base
 - Ceramic tile wainscot to 8'-0" AFF
- v. Entrance Vestibule
 - Porcelain Ceramic Tile floor and base
- vi. Gym
 - Floating resilient (maple) wood flooring system with high performance polyurethane coating over existing concrete or other multipurpose flooring system with 6" rubber base
 - New high-impact gypsum board wat exposed areas/ where occurring; paint
 - CMU walls to remain where occurring; paint

9. Specialties

- 9.1 Window Treatments: All window treatments are to be Owner Furnished, owner Installed.
- 9.2 Room signage: Allow for code-required signs, and room signage at all rooms with braille, typical.
- 9.3 Building Signage. (at entrance canopy): Post-mounted non-illuminated aluminum channel letters ('TOWN HALL'). 2.5" thick, 18" High. Brushed satin or painted finish.
- 9.4 Building Signage. (Town logo): surface mounted with stand-off non-illuminated laser-cut aluminum or metal. 1/2" thick. Brushed satin or painted finish.
- 9.5 Free-standing illuminated sign. 2-sided; constructed of materials to match exterior materials of new addition/ as illustrated. Metal letters/ town logo integrally illuminated with edge-lit acrylic ('halo effect').
- 9.6 Provide means to divide multipurpose gym

10. Appliances/ Equipment

10.1 All appliances and equipment are Owner Furnished, Owner Installed. The following existing to be re- used or new appliances/ equipment should be considered in the Owner's budget:

- Audio-visual screens and equipment
- Public Access TV studio equipment/ specialties

11. Furnishings

11.1 Furnishings are Owner Furnished, Owner Installed.

12. Special Construction (Not Applicable)

13. Conveying Systems

13.1 Elevator: Allow for new 4 stop traction elevator; 3,500 lb. capacity; 150 FPM. Doors on two sides to accommodate mid-level stop between Levels 1 and 2. Standard high traffic/ high use finishes within cab; equipment to be located in (sub) Level 1 machine room, accessed from lowest lobby level adjacent to pit.

14. Mechanical, Electrical, Plumbing & Fire Protection

14.1 Refer to Vlachos Associates, Inc. Report and Outline Scope of Work

In General:

- 14.2 Improve Mechanical systems to provide adequate heating, ventilation and air conditioning for employees, visitors, and others in the building. Replace the steam heating system with a new forced hot water system.
- 14.3 Provide controls for all building systems (Currently no controls exists)
- 14.4 Upgrade electrical components as required. Provide adequate convenience power for Town Hall functionality
- 14.5 Provide new plumbing infrastructure for all restrooms and other plumbing components
- 14.6 Provide full fire protection coverage throughout the building
- 14.7 Provide a fully addressable fire alarm system
- 14.8 Provide AV, IT and security pathways for the Town of Norwell's AV and IT vendor to install audios-visual components, wireless access points, data jacks, and security in meeting rooms and offices