

Request for Proposal (RFP)

RFP No.: 626-002

**Construction Manager at Risk
for
Student Services Center (SD)
Germantown Campus**

**Building 110
Project No.: FP19-164**

**Montgomery College
Maryland**

**Date: October 21, 2025
Montgomery College
9221 Corporate Boulevard
Rockville, Maryland 20850**

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Office of Procurement
9221 Corporate Boulevard
Rockville, Maryland 20850

REQUEST FOR PROPOSAL (RFP)
RFP NO.: 626-002

CONSTRUCTION MANAGER AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)
GERMANTOWN CAMPUS
(State of Maryland Prevailing Wage Requirements Apply)

It is the intent of this Request for Proposals (RFP) to provide Montgomery College with **Construction Manager at Risk for the Student Services Center (SD/Building 110) on the Germantown Campus.**

The RFP will be conducted through multi-step process, which includes Technical Proposal (Part A), Interview (Part B) and Price Proposal (Part C). Sealed Technical Proposals MUST BE RECEIVED in the Office of Procurement, located at 9221 Corporate Boulevard, Rockville, Maryland 20850, by 2:00 p.m. local time on November 18, 2025. The College evaluation committee will evaluate the technical proposals according to the criteria specified in the RFP. At the conclusion of technical proposal evaluation, **Up to five (5) shortlisted Offerors** identified at the completion of technical proposal evaluation will be invited for an interview and submit a Price Proposal. Sealed Price Proposals will be RECEIVED in the Office of Procurement at the same address, by 2:00 p.m. local time on January 22, 2026.

Proposals will not be accepted via facsimile or electronic mail. Prices must remain firm for 120 days after price proposal closing date, but prior to contract award. Upon contract award, prices must remain firm for the duration of the overall contract term.

An electronic copy of RFP documents in PDF format may be obtained by downloading the file at no charge from the college Procurement website www.montgomerycollege.edu/procure on or after **October 21, 2025.**

A Pre-Proposal Conference will be held for this solicitation **at 10:30 am on October 28, 2025 in Room 158 of Bioscience Education Center (BE) on the Germantown, 20200 Observation Drive, Germantown, MD 20876.** Attendance by all interested Offerors is not mandatory but strongly encouraged. No allowances shall be made to the successful Offeror, at a later date for additional work required because of his/her failure to attend the Pre-Proposal Conference. A mandatory site visit opportunity will be provided following the Pre-Proposal Meeting.

All questions pertaining to this RFP shall be directed in writing by **5:00 p.m. on November 4, 2025**, to Yu (Judy) Zhu, Procurement and Contracts Manager, for clarification via email: yu.zhu@montgomerycollege.edu. Only answers provided via a written addendum issued by the College will be binding.

The evaluation of this multi-step procurement involves a cumulative scoring method through three parts, that is Technical Proposal (Part A), Interview (Part B) and Price Proposal (Part C). An Award will be recommended in the best interest of the College to the most responsive and responsible qualified Offeror with the highest combined scores of Technical Proposal, Interview, and Price Proposal evaluation, who can meet or exceed the terms, conditions, and specifications of this solicitation, including project delivery requirements, and subject to availability of funding. The award is subject to the approval by the College Board of Trustees at the meeting on **February 16, 2026.**

Bid Bond Requirements: 5% Bid Bond required in the Price Proposals submission by shortlisted Offerors if the bid price exceeds \$100,000.00.

Performance, Labor and Material Bonds requirements: 100% Performance and Labor and Material Payment Bonds required upon contract award of the Pre-Construction Services if exceeding \$100,000, and to be further modified upon the award of GMP.

Insurance Certificate & Other Requirements:

Insurance certificate and other required documents after the contract award, and prior to start of any work under the Contract.

The project is partially funded by the State of Maryland and is subject to State of Maryland Prevailing Wage law.

Minority firms are encouraged to respond to this solicitation.

Important: Your proposals will be jeopardized if any portion of this inquiry is not complete. No proposal will be accepted after the date and time stated above.



Patrick L. Johnson, MBA, CPPB
Director of Procurement

NOTE: Prospective Offerors who have received this document from a source other than the Procurement Office should immediately contact the Procurement Office and provide their name and e-mail address so that any amendments to the Bid/RFP or other communications can be sent to them. Failure to contact the Procurement Office may result in non-receipt of important information.

REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. **Corporations must be registered, and in good standing no later than proposal submittal deadline date.** A copy of the registration or application for registration may be requested by the College. The registration process can be completed at the following link: <https://businessexpress.maryland.gov/start/register-a-business-in-maryland>

NOTE: Failure to complete the registration process by the proposal submittal deadline listed above, WILL result in the disqualification of your submitted proposal.

CONDITIONS AND INSTRUCTIONS

1. ADDITIONAL ORDERS: Unless it is specifically stated to the contrary in the bid response, the College reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions, if it is mutually agreeable.

2. APPLICABLE LAW: This contract shall be construed and interpreted according to Maryland law.

3. ASSURANCE OF NON-CONVICTION OF BRIBERY: The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal government.

4. AUDIT: Bidder shall permit audit and fiscal and programmatic monitoring of the work performed under any contract issued from this solicitation. The College shall have access to and the right to examine and/or audit any records, books, documents and papers of bidder and any subcontractor involving transactions related to this Agreement during the term of this Agreement and for a period of three (3) years after final payment under this Agreement.

5. AWARD CONSIDERATIONS: Awards of this bid will be made to the lowest responsible bidder conforming to specifications with consideration being given to quantities involved, time required for delivery, purpose for which required, responsibility of bidder and its ability to perform satisfactorily with consideration to any previous performance for Montgomery Community College. A bid may be awarded at the sole discretion of the College in the best interest of the College. Prompt payment discounts will not be considered in bid evaluation. All discounts other than prompt payment are to be included in bid price.

6. BID AND PERFORMANCE SECURITY: If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany each bid and be made payable to Montgomery Community College. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the College and underwritten by a company licensed to issue bonds in the State of Maryland. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Director of Procurement deems the failure to be nonsubstantial. Such bid bonds or checks will be returned to all except the three (3) lowest bidders within five (5) days after the opening of bids, and the remaining checks or bid bonds will be returned to all but successful bidder(s) within forty-eight (48) hours after award of contract. If a performance bond is required, the successful bidder must submit an acceptable performance bond in the designated amount of the bid award, prior to award of contract. All bid bonds will be returned to the successful bidder(s) within fortyeight (48) hours after receipt of the performance bond.

7. BRAND NAMES: Brand name materials used in these specifications are known and acceptable. Bids including proposals to use alternate brands are invited as long as they are of equal type and equal or better quality. The burden of proof that alternate brands are in fact equal or better falls on the bidder, and proof must be to the College's satisfaction.

8. COMPLIANCE WITH LAWS: Bidder agrees to comply, at no additional expense, with all applicable Executive orders, Federal, State, bi-county, regional and local laws, ordinances, rules and regulations in effect as of the date of this Agreement and as they may be amended from time to time, including but not limited to the equal employment opportunity clause set forth in 41 CFR 60-250.4.

9. CONTINGENT FEES: Bidder hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the bidder, to solicit or secure a contract, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of a contract as a result of this solicitation.

10. DELIVERY AND PACKING: All prices quoted must include delivery. All goods delivered under this contract shall be packed in accordance with accepted trade practices. No charges may be made over and above the bid price for packaging, or for deposits or containers unless specified in the bid. No charge will be allowed for cartage unless by prior written agreement. Complete deliveries must be made by the successful bidder to the designated location as indicated on the Montgomery Community College purchase order. A packing slip shall be included in each shipment. All deliveries must be prepaid and must be delivered to each location designated on purchase order at no additional cost. DELIVERIES MUST BE MADE TO THE SPECIFIED LOCATION. NO COLLECT SHIPMENTS OR SIDEWALK DELIVERIES WILL BE ACCEPTED.

11. DELIVERY OF BIDS: Sealed bids must be received in the Procurement Office by the date and time specified in the bid in order to be considered. NO LATE BIDS OR PROPOSALS WILL BE ACCEPTED. Late bids will be returned to the bidder unopened. Bids submitted by mail must be addressed to the Procurement Office, Montgomery College, P.O. Box 1006, Rockville, Maryland 20850, and clearly marked to indicate the bid number, title and opening date. Hand delivered bids will be accepted only at the Procurement Office, Montgomery College Central Administrative Center, located at 9221 Corporate Boulevard, Rockville, Maryland 20850.

12. DISPUTES: Any dispute arising under a contract awarded as a result of this bid which is not disposed of by agreement shall be decided by the President of the College or designee. Pending the final decision of the dispute, contractor shall proceed with the contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking after completion of the contract any and all remedies provided by law.

13. ERRORS IN BIDS: Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected. In the case of an error in price extension, the unit price will govern. The intention of the bidder must be evident on the face of the bid.

14. HAZARDOUS AND TOXIC SUBSTANCES: Bidder must comply with all applicable Federal, State, County and bi-county laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, and as amended from time to time. Bidder shall provide the College with a "Safety Data Sheet" or in the case of a controlled hazardous waste substance, a hazardous waste manifest for all hazardous chemicals listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

15. INSPECTION OF PREMISES: If a site visit is recommended or required, each bidder is responsible to visit the site(s) prior to submitting a bid in order to observe the existing conditions affecting the work, and to obtain precise dimensions of the area(s) involved. No allowance will be made to the successful bidder, at a later date, for additional work required because of his or her failure to visit the site and/or to obtain the exact dimensions. Discrepancies, if any, must be reported to the College.

16. INSURANCE: If a contract results from this bid, the contractor shall maintain such insurance as will indemnify and hold harmless the College from Workmen's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the contractor's operations under this contract, or by anyone directly or indirectly employed by him/her.

17. MARYLAND PUBLIC INFORMATION ACT: Bidder recognizes that the College is subject to the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. Bidder agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

18. NON-ASSIGNMENT AND SUBCONTRACTING: Bidder shall not assign any contract or any rights or obligations hereunder without obtaining prior written consent of the College. No contract shall be made by bidder with any other party for furnishing the services to be performed under a contract issued from this solicitation without the written approval of the College. These provisions will not be taken as requiring the approval of the contract of employment between bidder and its personnel.

19. NON-COLLUSION: Bidder certifies that it has neither agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; bidder also certifies that it has not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

20. NON-DISCRIMINATION: Bidder assures the College that, in accordance with applicable law, it does not, and agrees that it will not discriminate in any manner on the basis of sex, race, age, color, creed, national origin, religious belief, handicap, marital status, or status as a disabled veteran or veteran of the Vietnam era. Bidder further agrees to post in conspicuous places notices setting forth the provisions of the nondiscrimination clause and to take affirmative action to implement the provisions of this section. Bidder further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

21. PATENTS: Bidder guarantees that the sale and/or use of the goods offered will not infringe upon any U.S. or foreign patent. Bidder will at his/her own expense, indemnify, protect and save harmless the College, its trustees, employees, agents and students with respect to any claim, action, cost or judgment for patent infringement, arising out of the purchase or use of these goods.

22. PREPARATION OF BID: Bids submitted must be hand signed by an authorized agent of the company submitting the bid. Notification of award will be made by "Notice of Intent to Award" and/or purchase order. A bidder may attach a letter of explanation to the bid for clarification. Bidders will be required, if requested by Montgomery Community College, to furnish satisfactory evidence that they are, in fact, bona fide manufacturers of or dealers in the items listed, and have a regularly established place of business. The College reserves the right to inspect any bidder's place of business prior to award of contract to determine bidder responsibility.

23. PRODUCT TESTING DURING TERM OF CONTRACT: Goods delivered under any contract resulting from this Request for Bid may be tested for compliance with specifications stipulated herein. Any shipment failing to meet or comply fully with the specification requirements will be rejected. The cost of testing a representative sample of an order or shipment for acceptance shall be borne by the College unless the order is rejected for failure to meet specifications or purchase description. In such cases of rejection, the cost of testing will be charged back to the vendor.

24. RECORD RETENTION: If awarded a contract, vendor shall maintain books and records relating to the subject matter of this Agreement, including but not limited to all charges to the College, for a period of three (3) years from the date of final payment under this Agreement.

25. REJECTIONS AND CANCELLATIONS: Montgomery Community College reserves the right to accept or reject any or all bids in whole or in part for any reason. The College reserves the right to waive any informalities and to make awards in the best interest of the College. The College also reserves the right to reject the bid of any bidder who has previously failed to perform adequately on a prior award for furnishing goods and/or services similar in nature to those requested in this bid. The College may cancel this solicitation in whole or in part, in its sole discretion.

26. RIDER PROVISION FOR MONTGOMERY COUNTY PUBLIC SCHOOLS AND MONTGOMERY COUNTY: The bidder agrees when submitting the bid that it will make available to every office and department of the Montgomery County Public Schools and the Montgomery County Government the same bid prices, terms and conditions offered during the term of contract. Orders will be placed directly by these agencies. There will be no penalty if bidder notes exception to this provision in the bid offered.

27. SAMPLES AND CATALOG CUTS: If samples are required, bidder shall be responsible for delivery of samples to location indicated. All sample packages shall be marked "Sample for Procurement Office, Bid No. ____" and each sample shall be tagged or marked. Failure of the bidder to clearly identify samples as indicated may result in rejection of bid. The College reserves the right to test any materials, equipment or supplies delivered to determine if the specifications have been met. Samples will not be returned.

28. SIGNATURE: Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign such contracts. All correspondence concerning the bid and contract, including the bid summary, copy of contract, and purchase order, will be mailed or delivered to the address shown on the bid. NO BID WILL BE ACCEPTED WITHOUT ORIGINAL SIGNATURE.

29. TAXES: The College is exempt from Federal and Maryland taxes. Exemption Certificates are available upon request. Bidder shall be responsible for the payment of any and all applicable taxes resulting from any award and/or any activities hereunder, including but not limited to any applicable amusement and/or sales taxes.

30. TERMINATION BASED ON LACK OF FUNDING: Any contract awarded as a result of this solicitation will be subject to funding and continued appropriation of sufficient funds for the contract. For purposes of this solicitation, the College's appropriating authority is deemed to be the Board of Trustees of Montgomery Community College. Insufficient funds shall be grounds for immediate termination of this solicitation.

31. TERMINATION FOR DEFAULT: If an award results from this bid, and the contractor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of the College. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to recover any costs incurred by the contractor up to the date of termination.

32. TERMINATION FOR THE CONVENIENCE OF THE COLLEGE: The performance of the work or services under a contract as a result of this solicitation may be terminated in whole or in part, whenever the President of Montgomery Community College shall deem that termination is in the best interest of the College. Such determination shall be in the sole discretion of the President. In such event, the College shall be liable only for payment in accordance with the payment provisions of the contract for work or services performed or furnished prior to the effective date of termination. Termination hereunder shall become effective by delivery to contractor of written notice of termination upon which date the termination shall become effective.

33. WARRANTY: Bidder expressly warrants that all articles, material and work offered shall conform to each and every specification, drawing, sample or other description which is furnished to or adopted by the College and that they will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defect. Such warranty shall survive a contract and shall not be deemed waived either by the College's acceptance of said materials or goods, in whole or in part, or by payment for them, in whole or in part. The bidder further warrants all articles, material and work performed for a period of one year, unless otherwise stated, from date of acceptance of the items delivered and installed, or work completed. All repairs, replacements or adjustments during the warranty period shall be at bidder's sole expense.

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SECTION 1 – INSTRUCTION TO OFFERORS**1.1 INTENT**

It is the intent of this Request for Proposal to select a qualified Construction Manager at Risk (CM at Risk) to work collaboratively with Montgomery College and the Construction Manager at Risk firm to design and construct a new Student Services Center (SD) consisting of 153,660 GSF (87,585 NSF) on the Germantown campus. The project also involves some significant site improvements (roadway, parking, walks, and landscaping) which include demolishing the existing parking lot and re-grade the site to accommodate the extension of the existing roadway and construction of a new traffic circle. A new electrical service to the campus will also be installed. Work must be performed in accordance with the terms, conditions, and Scope of Services described herein. In the event that a supplementary condition is contradictory to a general condition, the supplementary condition shall prevail. The construction budget is approximately \$110 million for this project.

The new Student Services Center will serve as a campus hub where students, faculty and staff will go to access and receive information, study, take classes, stay engaged with each other, participate in experiential and leadership programming, stay nourished to support optimal performance, and have access to information about other opportunities to enhance their educational experience. This building will deliver space that creates community where students get involved in development programs to connect them with other students, faculty, staff and greater community members in meaningful ways for networking, learning and personal development. These programs and opportunities will support students in making well informed choices about and navigating their pathway to success and achievement. The primary goal of the College is to provide comprehensive and cohesive student services that support student success and degree completion.

The College issued a RFP for the selection of a qualified Architectural Firm to work collaboratively with Montgomery College and the Construction Manager at Risk, and the selection is currently under process.

Montgomery College will be hereinafter referred to as the “College” or “MC”. Respondents to the RFP will be referred to as “Offerors”. The Offeror to whom the contract is awarded will be referred to as the “Construction Manager”.

1.2 REQUEST FOR PROPOSAL AND CONTRACT AWARD SCHEDULE

It is the College’s intent to administer the RFP process for this Project according to the schedule outlined below. The College reserves the right to alter the schedule as determined to be in the College’s best interests. It is the Offeror’s sole responsibility to ensure their proposal response accommodates this requirement.

10/21/2025	Advertised on eMaryland Marketplace and RFP Documents Available on the College Procurement Website
10/28/2025	Pre-Proposal Conference and Site Visit
11/4/2025	Last day to Submit Request for Information Due at 5:00 pm
11/18/2025	<u>Submission of Technical Proposal (Part A) Due at 2:00 pm</u>
11/19/2025-12/12/2025	Technical Proposal Evaluation
12/19/2025	Notice of Technical Proposal Evaluation Results to Offerors
1/20/2026-1/21/2026	<u>Interviews (Part B)</u>
1/22/2026	<u>Submission of Price Proposal (Part C) Due at 2:00 pm</u>

SECTION 1 – INSTRUCTION TO OFFERORS

1/23/2026	Price Proposal Evaluation Starts
2/16/2026	Recommendation of Award for the Pre-Construction Services to be Approved by the College Board of Trustees

It is the College's intent to seek approval of an award of contract for Pre-Construction Services by the Board of Trustees at its meeting on **February 16, 2026**. Following award, the College will issue a Notice to Proceed for Preconstruction activities to the contract awardee.

1.3 PRE-PROPOSAL CONFERENCE AND SITE EXAMINATION

A Pre-Proposal Conference will be held **at 10:30 am on October 28, 2025** in Room 158 of Bioscience Education Center (BE) on the Germantown Campus, located at 20200 Observation Drive, Germantown, Maryland 20876. Attendance by all interested Offerors strongly encouraged, but is not required. No allowances shall be made to the successful Offeror, at a later date for additional work required because of his/her failure to attend the Pre-Proposal Conference.

Offerors are advised to examine and investigate existing site conditions prior to submitting a proposal. **Site examination is mandatory required. A site inspection opportunity will be provided immediately following the Pre-Proposal Conference. See Appendix B for directions to the Pre-Proposal Conference and site inspection.**

For any other site visit, interested Offerors shall contact John Anzinger, Project Manager to schedule the visit, via email at John.Anzinger@montgomerycollege.edu to allow the appropriate personnel at the campus to be notified. Firms may not disrupt any classes, exams, or other activities, or access any areas of the site that are locked.

It is each Offeror's responsibility to become familiar with all information necessary to prepare a proposal. Failure to do so will not relieve the successful Offeror of the obligation to carry out the provisions of the contract. Data in the RFP documents pertaining to existing conditions and site locations is for convenience only to inform Offerors of the existing conditions.

1.4 RFP DOCUMENTS

An electronic copy of RFP documents in PDF format can be downloaded from the College Procurement website at <http://www.montgomerycollege.edu/procure> at no charge. Montgomery College is not responsible for content of and/or information obtained from sources not listed in the RFP. Only information obtained through the College's Procurement Office, on its website or from sources listed in the RFP should be considered reliable. It is highly recommended that Offerors obtain all information pertaining to this RFP from the College's Procurement website and those sources referred to in the RFP document. It is the Offeror's responsibility to assure that accurate information has been used in preparation of their proposal response.

1.5 PROPOSAL SUBMITTAL DUE DATE

Sealed Technical Proposals from all interested Offerors **MUST BE DELIVERED TO and RECEIVED** by the Office of Procurement, located at 9221 Corporate Boulevard, Rockville, Maryland 20850, **no later than 2:00 pm, local time on November 18, 2025.**

SECTION 1 – INSTRUCTION TO OFFERORS

Up to five (5) shortlisted Offerors identified at the completion of paper technical proposal evaluation will be invited for an interview and submit a Price Proposal. Sealed Price Proposals shall be DELIVERED to and RECEIVED by the Office of Procurement at the same above address, no later than **2:00 pm local time on January 22, 2026**.

In the event that the College is closed on the RFP closing date due to unforeseen circumstances, the RFP will be closed at the stated time on the next open business day, unless the Offeror is notified otherwise.

1.6 CONTACT INFORMATION

Offerors shall carefully examine the RFP and related documents. Should discrepancies, omissions or doubts to the content or meaning of any aspect of this solicitation document are discovered, Offerors shall direct inquiries or requests for clarification of the RFP documents in writing to Yu (Judy) Zhu, CPPO, C.P.M., Procurement and Contracts Manager by e-mail at yu.zhu@montgomerycollege.edu. Only emailed inquiries will be accepted. The Procurement Officer is the College's single contract and source of information for this procurement which begins up the submittal of the technical and price proposal, and will be completed with the execution of the contract.

All inquiries and questions associated with the RFP documents including both technical and price proposal must be submitted in writing and received by **5:00 p.m. on November 4, 2025**. The College will not be legally bound by oral explanations for specifications or language contained in this solicitation.

Under no circumstances are prospective Offerors, including third party firms or their staffs, to contact other College staff, faculty or any related constituency, including the architecture and engineering firms, for purposes associated with the RFP, including but not limited to, obtaining or providing information unless specifically noted in the Scope of the Project. Offerors failing to comply with this requirement will be disqualified.

1.7 ADDENDA

The College will issue an addendum or addenda to all prospective Offerors known to have received the RFP documents, if it deems appropriate and necessary to do so. Only answers provided via an addendum issued by the Procurement Office will be binding. However, Offerors bear sole responsibility for downloading all addenda, if any, for this RFP from the College Procurement website at <http://www.montgomerycollege.edu/procure/>, and it is the responsibility of the Offeror to check this site for any addenda before submitting a proposal. Acknowledgement of the receipt of all addenda must accompany the Offeror's proposal, and all addenda shall become part of the RFP documents. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such addenda.

All addenda shall become part of the RFP documents. If conflicts, discrepancies, ambiguities, or omissions in or between the RFP documents, site conditions, etc., are not brought to the attention of the College before the RFP closing date and time, the interpretation and intent of the RFP documents shall be as determined by the College at its sole discretion. In such an instance, the decision of the College shall be binding and no claims for extra costs will be entertained.

The College reserves the right to waive any proposal technicalities, formalities or informalities at any time prior to or after the date of receipt of Proposals, as it deems appropriate and, in the College's, best



MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT
RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)
GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2PM

SECTION 1 – INSTRUCTION TO OFFERORS

interest. The submission of a proposal will indicate that the firm thoroughly understands the terms of the RFP.

81.13 PROPOSAL SUBMISSION

Technical Proposal Submission

All interested Offerors must submit **One (1) original hard copy of Technical Proposal including all Attachments in a sealed envelope/box**, with original ink signatures; plus, one electronic version of complete Technical Proposal submission saved as one PDF file on a clearly marked USB flash drive. Envelopes must be clearly marked Technical Proposal. **It is the responsibility of the Offerors to make sure that electronic version of Technical Proposal submission and Price Proposal submission shall be identical to the original hard copies.**

Price Proposal Submission

Upon the conclusion of technical proposal evaluation, **up to five (5) Offerors** that are rated the highest scores on their technical proposals, at the sole discretion of the College, may be shortlisted and invited to the next stage in the selection process which is an interview (Part B), and subsequently submit a price proposal (Part C), the final step. Shortlisted Offerors must submit **one (1) original hard copy of Price Proposal, including all Attachments**, with original Ink signatures; **plus, one electronic version of complete Price Proposal submission** saved as one PDF file on clearly marked USB flash drive. It is the responsibility of the shortlisted Offerors to make sure that electronic version of Price Proposal submission in PDF format shall be identical to the original hard copy.

Proposals must be submitted on the enclosed Proposal Forms and must include all the attachments listed. Offers may use their own forms if any required submission forms are not provided in the RFP documents.

All proposal submitted in response to this RFP must be signed by an individual who has full authority to enter into a binding agreement with the College on behalf of the Offeror so that a contract may be established as a result of acceptance of the proposal submitted. Proposals shall be certified, signed, and dated by a bona-fide agent of the Offeror, and include minority classification, if applicable. Blank spaces must be filled in, either in ink or typewritten, both in words and figures. The person signing the Proposals must initial all erasures on or changes to the forms.

It is mandatory that the RFP package label, as shown below, is used or this exact information is provided on the outside of each sealed proposal package. Failure to do so may cause the proposal to be rejected.

PART A- TECHNICAL PROPOSAL

RFP No.:	626-002
Proposal Due Date:	November 18, 2025
Proposal Due Time:	2:00 PM
Offeror's Name:	_____
Offeror's Address:	_____ _____
Project Title:	CM at Risk for the Student Services Center (SD/Building 110) Germantown Campus

SECTION 1 – INSTRUCTION TO OFFERORS**PART C- PRICE PROPOSAL**

RFP No.:	626-002
Proposal Due Date:	January 22, 2026
Proposal Due Time:	2:00 PM
Offeror's Name:	_____
Offeror's Address:	_____ _____
Project Title:	CM at Risk for the Student Services Center (SD/Building 110) Germantown Campus

Any proposal received after the time and date specified, or at a different location other than specified above, will not be opened or given any consideration.

Price Proposal submission from all those firms not-shortlisted will not be accepted.

Oral, emailed or faxed proposals are invalid and will not be accepted or considered.

Submitted proposal responses, will not be returned to the Offerors.

All costs incurred by responding Offerors associated with the preparation, submission, presentation or proposals and attendance at meetings, including but not limited to, costs related to transportation, meals, lodging, bonding, and other related expenses, if applicable, will be the sole responsibility of the respondent and will not under any circumstances be reimbursed by the College.

1.9 ERRORS IN PROPOSALS

The College assumes that Offerors are fully informed regarding conditions and requirements of the RFP documents and the project site prior to submitting a proposal. Offerors are responsible for seeking proper information and making the necessary investigations. Failure to do so is at the Offeror's sole risk.

Offerors are responsible for the accuracy of their submittals. Proposals may be withdrawn or modified without penalty if notice of withdrawal or modification is received by the designated purchasing agent prior to proposal due date and time. Errors discovered after proposal receipt due date and time may not be corrected.

1.10 WITHDRAWAL OF PROPOSALS

All submittals are considered final after the closing date and time specified in the RFP documents. Offerors may not withdraw or modify a submitted proposal for one hundred and fifty (120) calendar days after the proposal due date and time, except on those cases when, in the sole judgement of the College, based upon clear and demonstrable evidence, the Offeror has made a bona fide error in the preparation of the submittal and such error will result in substantial loss to the firm. An exception may be made to the Offeror in that case. Negligence on the part of the Offeror in preparing its submittal confers no right of withdrawal, modification or cancellation of the submittal after the RFP closing deadline

SECTION 1 – INSTRUCTION TO OFFERORS**1.11 MANDATORY CONTRACTUAL TERMS**

By submitting a Proposal to this RFP, an Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Contract, attached herein as Attachment I and Attachment J. The College reserves the right to reject as nonresponsive any proposal that objects to any of the terms, conditions, or specifications of this RFP.

1.12 EVIDENCE OF RESPONSIBILITY

Prior to the award of a contract pursuant to this RFP, the College may require Offeror to submit such additional information bearing upon Offeror's ability to perform the Contract as the College deems appropriate. The College may also consider any information otherwise available concerning the financial, technical, and other qualifications or abilities of the Offeror. Quality of performance may also be determined through contracts or services provided to the College or to other entities. Quality of performance to other entities will be determined from reference checks when references are required. The determination of quality performance includes the Offeror's history of reasonable and cooperative behavior and commitment to customer satisfaction and the Offeror's businesslike concern for the

interests of the customer. The College reserves the right to reject any proposal deemed not responsible or non-responsive.

1.13 AWARD

Award will be recommended in the best interest of the College to the most responsive and responsible qualified Offeror with the highest combined scores of **Technical Proposal, Interview, and Price Proposal evaluation**, who can meet or exceed the terms, conditions, and specifications of this solicitation, including project delivery requirements, and subject to availability of funding. The College reserves the right to request a final and best Offer.

The award of contract shall be subject to the successful negotiation of any contract terms and conditions and the proper execution of all contract documents.

The accepted Offeror's response, the specifications, terms and exhibits of this RFP, and any other applicable documentation relating to this proposal will be incorporated into the contract.

In the College's sole discretion, the College may defer award of the contract for a period of up to one-hundred twenty (120) calendar days after opening of proposals. If no award or other disposition is made, the expiration of the one-hundred twenty (120) calendar days will constitute rejection of all offers without further action by the College.

1.14 PRICING

Pricing must be submitted on the Price Proposal Form with all blanks filled out and shall be a firm fixed price for Phase 1 Preconstruction Services and fixed price with cost adjustment for Construction Phase 2. Construction Manager at Risk Fee and must include all charges and costs (including shipping) incurred in the delivery of this procurement. No allowance will be made at a later date for additional charges due to the Offeror's omission. In addition, all Offerors must hold their proposed prices for one-hundred twenty (120) days after the price submittal date, but prior to contract award date.

SECTION 1 – INSTRUCTION TO OFFERORS**1.15 REJECTION**

The College reserves the right to reject any or all offers received in response to this solicitation and re-advertise for other proposals. The College may also reject offers for any of the following reasons:

- 1.15.1 Failure to meet the mandatory specifications and requirements;
- 1.15.2 Failure to respond in a timely fashion to a request for additional information or data;
- 1.15.3 Failure to supply appropriate and favorable client references;
- 1.15.4 Financial instability of firm submitting the proposal;
- 1.15.5 Failure of the firm to successfully negotiate a contract, if applicable;
- 1.15.6 Submitting an incomplete price proposal page;
- 1.15.7 Submitting a proposal that is not signed;
- 1.15.8 Failure to demonstrate that the Offeror is qualified to carry out the obligations of the contract and to implement and support the work specified herein;
- 1.15.9 Failure to registered with the Maryland Dept. of Assessments and Taxation, and not in “good standing” on or before the proposal submittal deadline date.

1.16 CONTRACT

The Request for Proposal in its entirety, the Offeror’s Technical and Price proposal, the agreement between the College and successful Offeror executed on the Form of Contract by the College, a blank copy of which is enclosed in the RFP documents, and the College purchase order will form the contract. Any exceptions must be included with the Offeror’s Technical Proposal to initiate further consideration by the College. Any exceptions submitted after the Request for Proposals closing date and time will not be considered. An exception by the Offeror is considered by the College to be a request for information. The College makes no implicit or explicit statement as to any willingness to deviate from the terms of this Request for Proposals. Unless explicitly stated by the Offeror that an exception is a condition of the proposal, the College does not consider exceptions provided by the Offeror to be a submission of a conditional proposal. Any exceptions will be examined and evaluated along with the Offeror’s proposal. The College reserves the right to reject the Offeror’s proposed terms and conditions.

The Construction Manager at Risk executing the contract with the College shall be liable and responsible for all aspects of construction.

All applicable Federal laws, State laws, County, local, and municipal ordinances, by-laws, and the orders, rules and regulations of all authorities having jurisdiction over this project shall apply to the Contract throughout, and they will be deemed to be included in the Contract the same as though written out in full.

1.17 CHANGES TO THE CONTRACT

The College may make any alterations, deviations, additions, or omissions from the Request for Proposals documents that it deems to be in the best interest of the College without affecting the obligations of the Construction Manager at Risk or making void the contract. Any alterations, deviations, additions, or omissions shall be processed per the RFP documents.

1.18 DELIVERY

The successful Offeror shall deliver all of the required submittals, which may include within **ten (10) days** of the Notice to Award and commence Work according to the approved project schedule unless otherwise ordered in writing by the College. Vendor W-9 a W-9 Form, Certificate of Insurance, Builder

SECTION 1 – INSTRUCTION TO OFFERORS

Risk, Performance and Payment Bonds, and other information as applicable.

1.19 INSURANCE REQUIREMENTS

The Construction Manager at Risk shall maintain in force at all times during the term of the contract, such insurance that will indemnify and hold harmless the College from Worker's Compensation and Public Liability claims for property damage and personal injury, including death, which may arise from the Construction Manager's At-Risk operations under the contract, or by anyone directly or indirectly employed by the Construction Manager at Risk. The Construction Manager at Risk's insurance will be with an insurance carrier licensed to do business in the State of Maryland acceptable to the College, with the following minimum insurance coverage as specified in the Montgomery College General Conditions of the Contract

At the time this contract is made, the Construction Manager at Risk shall provide the College with evidence of payment in full of the above insurance coverage throughout the entire term of this contract. Any request for extension of time for this contract shall also include evidence of payment in full of the above insurance coverage through the entire term of the extension of term for this contract.

The Construction Manager at Risk shall furnish the College with a certificate of insurance as evidence of the required coverage. Such insurance shall specifically identify the materials and equipment, and shall name the College as an additional insured.

In the event that the Construction Manager's At-Risk insurance is terminated, the Construction Manager at Risk shall immediately obtain other coverage; any lack of insurance shall be grounds for immediate termination of the contract.

1.20 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information which are designated confidential by the College and not otherwise subject to disclosure, and made available to the Construction Manager at Risk in order to carry out this Contract, or which become available to the Construction Manager at Risk in carrying out this Contract, shall be protected by the Construction Manager at Risk using the same level of care in preventing unauthorized disclosure or use of the confidential information that the Construction Manager at Risk takes to protect its own information of a similar nature, but in no event, less than reasonable care. The Construction Manager at Risk shall not be required under the provision of this clause to keep confidential any data or information that is or becomes publicly available, is already rightfully in the Construction Manager's At-Risk possession, is independently developed by the Construction Manager at Risk outside the scope of this Contract, or is rightfully obtained from third parties.

1.21 MINORITY BUSINESS ENTERPRISE (MBE) PARTICIPATION

Pursuant to Board Resolution #87-83, adopted on July 20, 1987, it is the policy of Montgomery College to encourage minority businesses to provide goods and services for the performance of college projects. Minority businesses are defined as firms that are 51% owned and controlled by a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanics, Native Americans, Alaskan Natives, Asians, Pacific Islanders, women, and the mentally or physically disabled.

All Offerors must fill out College's Minority Participation Form and include in the Technical Proposal

SECTION 1 – INSTRUCTION TO OFFERORS

submission.

The successful Contractor is encouraged to achieve a minimum MBE participation goal of 15% of the total contract value to subcontractors and/or vendors, inclusive of Construction Manager at Risk fees.

In addition, within five (5) business days upon request by the College, the successful Offeror shall provide a list indicating minority subcontractor and/or vendor participation anticipated for the project, and provide the College with routine updates, should any changes in subcontractor or vendor status occur during the contract term.

1.22 SUBCONTRACTORS

The College seeks proposals from Contractors performing all requested services and will enter into an agreement only with the selected Offeror. **No portion of the work shall be subcontracted without the prior written consent of the College throughout the terms of the contract.** In the event the Contractor desires to subcontract part of the services specified herein, the Contractor shall furnish the company or individual name(s), contact name, mailing and e-mail addresses, qualifications, and experience of the proposed subcontractor(s), as well as a description of the services to be performed by the subcontractor. The primary Contractor shall remain fully liable for the work performed by the subcontractor(s) and shall assure compliance with all requirements of the contract if approved by the College. The College reserves the right to reject any proposed subcontractor in its own best interest.

1.23 PROCUREMENT REGULATIONS

This Request for Proposals and any resulting contract shall be governed by Montgomery College Board of Trustee's Procurement Policy and Procedure, and all applicable Federal laws, State laws, County, local, and municipal ordinances, by-laws, and the orders, rules and regulations of all authorities having jurisdiction over this project shall apply to the Contract throughout.

1.24 MISSION, VISION, AND VALUES

Mission Statement- Montgomery College is where students discover their passions and unlock their potential to transform lives, enrich the community, and change the world.

Vision Statement- Montgomery College will serve as the community's institution of choice to transform the lives of students and Montgomery County.

Values Statement - At our core, we believe in welcoming all students and all employees into a community that emphasizes belonging. We believe in giving every individual what they need to succeed (**Equity and Inclusion**). We believe in conducting our teaching and service duties with distinction (**Excellence**) in an ethical and trustworthy manner (**Integrity**). We are dedicated to being a transformational institution seeking social justice and are continuously updating and improving all our learning environments, the curriculum, and student services (**Innovation**) to meet the changing needs of our community (**Adaptability**). We make decisions about our operations in a way that respects and sustains the environment (**Sustainability**). We conduct ourselves with civility, courtesy, and professionalism in all our interactions (**Respect**).

Montgomery College has grown into an institution where radical inclusion—that is, deeply rooted values of welcoming all individuals who seek higher education or continuing education—is an essential element of our identity. By intentionally cultivating our campuses as places where equal opportunity flourishes, we have advanced our own educational mission, contributed to the aspirations of Montgomery County,

SECTION 1 – INSTRUCTION TO OFFERORS

and added to the vision of our nation.

The College expects all parties who contract with the College support the College's mission, vision, and values by fostering these concepts in their work on the campus.

1.25 MARYLAND PUBLIC INFORMATION ACT

As a public entity, the College is subject to the disclosure requirements in the *Maryland Public Information Act* ("MPIA"), Title 4 of the General Provisions Article of the Annotated Code of Maryland. Information that is deemed to be confidential commercial or financial information, as defined by the MPIA, may be exempted from disclosure. Offeror's must clearly identify each part of the Offer that it believes contains confidential commercial or financial information by stamping the top right-hand corner of each pertinent page with large red bold letters stating the words "confidential" or "proprietary". It is not sufficient to preface your proposal with a proprietary statement, or to use a page header or footer that arbitrarily marks some or all pages as confidential. General claims of confidentiality or similar blanket designations shall not be effective. Each Offeror must submit a proprietary and confidential redacted copy of its proposal to be used in responding to MPIA requests.

Offeror agrees that upon request from the College, it will provide justification as to why any material, in whole or in part, should be considered confidential, proprietary information or trade secrets and provide any justification of why such materials should not be disclosed pursuant to a request under the MPIA. The College, by law must apply the MPIA requirements for public information disclosure deemed proprietary and/or confidential; therefore, even the information marked as such by the Offeror may still require public disclosure. **Offeror agrees that any portion of the proposal that is not stamped as proprietary or confidential is not proprietary or confidential and may be disclosed upon request under the MPIA.**

1.26 TOBACCO AND E-CIGARETTE POLICY

Montgomery College is a tobacco-free institution. The use of tobacco and e-cigarette products is prohibited in all indoor and outdoor College-owned property and facilities, including all buildings, and building entrances; walkways; recreational and athletic areas; parking lots; bus stops/shelters; College owned or leased vehicles; and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College, regardless of the location. This use prohibition extends to the Contractor's employees, agents, subcontractors, and vendors.

For this purpose:

Electronic cigarettes are defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including electronic cigarettes.

Tobacco use is defined as the lighting, burning, oral use, or ingestion of any tobacco product.

SECTION 1 – INSTRUCTION TO OFFERORS

Vaping is defined as the act of using an electronic cigarette.

1.27 EMPLOYMENT OF SEX OFFENDERS

The State of Maryland requires certain sex offenders to register with the State and with the local law enforcement agency in the county in which they will reside, work, or attend school. Montgomery College is also subject to a number of Federal laws requiring disclosure of registered sex offenders enrolled or employed at institutions of higher education. Additionally, the College provides a number of programs during the year on the three campuses which involve minor children, including the Child Care Center and summer youth programs. As a result, if a sex offender, as determined by the definitions contained in the Criminal Law Article of the Annotated Code of Maryland, is employed by the awarded Construction Manager at Risk, the awarded Construction Manager at Risk is prohibited from assigning that employee to perform any type of service on the college premises. The awarded Construction Manager at Risk shall include this same prohibition in all contracts with subcontractors that will perform work on campus. Violation of this provision may result in Termination for Cause of the contract.

1.28 DEBARMENT

Upon proposal submission, the Contractor confirms that neither Contractor nor its Principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from doing business with a public body in State of Maryland. Contractor will provide immediate written notification to the College, if, at any time prior to award, Contractor learns that this certification was erroneous when submitted or has become erroneous because of changed circumstances.

1.29 NOTIFICATION OF CHANGE IN FINANCIAL CONDITION

Awarded contractor must notify Montgomery College of any change in company's financial condition that could negatively impact the level of services or products provided by contractor. Notification must be provided throughout life of contract, and within seven (7) business days of change in company's financial condition. Failure to notify Montgomery College may result in termination of contract.

1.30 REGISTRATION OF CORPORATIONS NOT REGISTERED IN THE STATE OF MARYLAND

Pursuant to 7-202 et. Seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this State. Prior to the finalization of contract award, proof of State of Maryland business registration and standing will be verified with the Maryland State Department of Assessments and Taxation. For further information, please visit:

<https://businessexpress.maryland.gov/manage/maintain-good-standing-status>.

1.31 MULTIPLE/ALTERNATIVE PROPOSALS

Multiple proposals from affiliated firms and/or alternate Proposals will not be accepted.

1.32 JOINT VENTURE OFFERORS

If the Offeror is a joint venture firm, the Offeror must provide all identification information for all parties and all requirements for all parties as requested. As part of the technical proposal submission, the Offeror must identify the responsibilities of each joint venture party with respect to the scope of services inclusive of the requirements for each entity based on such services as described in the RFP

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documents. If the selected Offeror is a joint venture firm, all joint venture parties will be held responsible for the contract obligations separately and severally.

1.33 NOTIFICATION OF CHANGE IN PERSONNEL ASSIGNED TO THE PROJECT

Awarded Offeror must notify Montgomery College of any changes in personnel assigned to contract, that may impact the level of services provided by contractor(s). New personnel must have equivalent knowledge, skills and experience to those assigned by the time of contract award. Notification must be provided throughout life of contract, and within seven (7) business days of a change in personnel assigned to contract. Failure to notify Montgomery College may result in termination of contract.

1.34 DEBRIEFING OF UNSUCCESSFUL OFFERORS

Debriefing of an unsuccessful Offeror will be conducted upon written request. Written request must be submitted within ten (10) days of the announcement of contract award, and sent to the attention of the purchasing agent assigned to this solicitation. Debriefing will be oral and be limited to a discussion of the unsuccessful firm's proposal only and will provide information on areas in which it was deemed weak or deficient.

1.35 STATE OF MARYLAND PREVAILING WAGE REQUIREMENTS

The State of Maryland Prevailing Wage Rates requirements and reporting procedures apply to this Project. Pursuant to Annotated Code of Maryland State Finance and Procurement, Section §17-201 through 226, it is mandatory upon the successful Offeror and any subcontractor under him, to pay not less than the specific rates to all workers employed by them in executing contracts in this locality. **A copy of Prevailing Wage Determination will be provided by the College Procurement Office to the Construction Manager prior to the issuance of trade bid package(s).**

Offeror agrees that it will abide by the State of Maryland Prevailing Wage Law requirements, and understands that failure to do so is a material breach of the terms and conditions and may result in Contract Termination, disqualification by the College. Offerors must complete and submit the Maryland Prevailing Wage Requirements Affidavit of Agreement.

Any questions concerning Prevailing Wage requirements should be directed to the State of Maryland Department of Labor, Licensing and Regulation, Prevailing Wage Division, 410-767-2342.

Offerors shall note that Prevailing Wage may change periodically, the Contract price may not be changed because of a Prevailing Wage change.

1.36 MARYLAND BUY AMERICAN STEEL ACT

Pursuant to Annotated Code of Maryland State Finance and Procurement, Section § 17-303 (2024), the Maryland Buy American Steel Act, formally known as the Maryland Buy American Steel and Manufactured Goods Act applies to this Project.

SECTION 2 – SCOPE OF SERVICES**PART 1 - OVERVIEW****2.1 BACKGROUND**

Montgomery College has been changing lives in Montgomery County for nearly 80 years. Founded in 1946, Montgomery College began as an evening college at Bethesda-Chevy Chase High School, serving an initial student body of just 186 students. By 1950, the College acquired the buildings and land previously occupied by the Bliss Electrical School. This Takoma Park location became the College's first campus. The Rockville Campus opened in 1965, and the Germantown Campus followed in 1978. Today the College has grown from very humble beginnings to a total of 51 owned buildings and three leased facilities housing more than 3.1 million square feet of facility space in support of the College's educational mission.

The College is an open-access, public education institution dedicated to academic excellence and committed to student success. The College offers a wide range of postsecondary academic programs, career training, and lifelong learning opportunities at moderate cost to residents, businesses, and other organizations within Montgomery County. The College provides an enriching and comprehensive learning experience for students, faculty, staff, and community members who in turn enhance the College with a diversity of ethnicities, cultures, ages, and experiences. This diversity offers opportunities for students to appreciate individual differences and to communicate ideas. As an educational resource center, the College acknowledges its responsibility and participates actively with public and private agencies to search for solutions to community problems.

Today, the College is a multi-campus institution that serves nearly 46,000 students annually, through a combination of credit and noncredit continuing education programs. Chartered by the state of Maryland and governed by a 10-member Board of Trustees, Montgomery College is widely recognized for the quality and scope of its academic programs in liberal arts, humanities, sciences, business, and technologies. Campuses are located in Germantown, Rockville, and Takoma Park/Silver Spring, complemented by Workforce Development and Continuing Education centers and other off-campus sites throughout Montgomery County. More than 100 degree and certificate programs prepare students to earn an associate's degree, transfer to a four-year college or university, enter the job market, upgrade career skills, complete an apprenticeship, and enhance life through enrichment experiences. A highly accomplished and innovative faculty provides individualized instruction and a supportive learning environment.

The diverse student body of the College is reflective of Montgomery County and the greater Washington D.C. area. Currently, nonwhites make up 81% of the credit student body. The mean age of a Montgomery College credit student is 23.1 years and traditional age students (20 years and under) are the majority of credit students comprising 55% of the student body. Approximately 88% of all students reside in Montgomery County and 55% are female.

The campus is home to a richly diverse community of more than 4,300 students, the Germantown Campus offers a wide range of courses and programs and is proud to host signature programs in biotechnology and cybersecurity. The campus is the site of the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC) which includes the Holy Cross Germantown Hospital.

2.2 PROJECT SUMMARY

The project, as proposed, is for the design and construction of a new 153,660 GSF facility located between the Humanities and Social Science building surface lot 5 and to the west of the Physical Education building in accordance with the most recent Facilities Master Plan (FMP). The project scope

SECTION 2 – SCOPE OF SERVICES

of work will achieve consolidation of and be home to all Germantown campus Student Affairs Division functions and services, the Germantown Campus Dean and Provost's Office, the Library, food service/dining, other support facilities and spaces. Specifically, the new building will house the following functions and units:

Student Affairs Divisions and Functions and Services

- Dean of Student Access and Germantown Student Affairs
- Raptor Central (formerly Welcome Centers and Response Center)
- Records and Registration (formerly Enrollment Services)
- Recruitment
- Financial Aid
- Achieving Collegiate Excellence and Success (ACES)
- Assessment Center
- Military and Veteran Services
- Combat2College (C2C)
- Disability Support Services (DSS)
- Counseling and Advising
- Student Health and Wellness
- Student Life
- Student Employment Services (SES)

Library

- Collections and Resources
- Active Training Class Laboratories
- Individual and Group Study Areas

Germantown Campus Vice President and Provost's Office**Food Service/Dining****Office of Public Safety**

The existing campus heating and chilled water plants do not have capacity to serve the new Student Services Center. The proposed project scope of work includes a new heating water and chilled water satellite utility plant to serve the Student Services Center and connect into the central campus heating water and chilled water loops to provide redundancy and resiliency to the campus. The proposed heating water plant includes new natural gas fired condensing boilers and associated pump equipment and distribution infrastructure to serve the building and connect into the existing campus loops. The heating plant will include space for future additional boilers to serve buildings planned for the northern end of campus. The proposed chilled water plant will include two new water-cooled chillers with associated pump equipment and distribution infrastructure to serve the building and connect into the existing campus loops. New cooling towers will be installed on the roof of the Student Services Center.

The Student Services Center will include heating, ventilation and air conditioning (HVAC) systems designed to support spaces and program functions in the building, comply with applicable codes and be energy efficient. Variable air volume (VAV) institutional-grade air handling units will be installed in a penthouse on the roof and in the mechanical rooms. These central air handling units will serve heating water re-heat VAV terminal units and will provide space temperature control. New exhaust systems and

SECTION 2 – SCOPE OF SERVICES

makeup air systems will be provided for the kitchen and cafeteria.

Domestic water, sanitary and natural gas service to the building will be provided from existing lines on campus. A grease interceptor will serve the kitchen. New low flow plumbing fixtures will be provided for water conservation in accordance with the College Design Standards. A wet pipe fire protection system will be installed as well as a fire pump, if needed, to provide fire protection and meet applicable requirements and standards.

Electrical power to the new building will be extended from the existing underground Pepco 13.2kV line which may need to be upgraded to handle the additional load. A new pad-mounted transformer will be provided by Pepco. Power will then be distributed from the service entrance equipment to branch panels and equipment throughout the building. Lighting for both the interior and exterior spaces will be LED with digital controls. This will provide an appropriate lighting system that will enhance the aesthetics of the space, comply with applicable codes and College standards, provide increased control, and reduce energy usage.

A fire alarm and mass notification system will be provided throughout the building connected to the campus mass notification system loop for monitoring and control at the Office of Public Safety.

A solar photovoltaic system will be considered to serve the new facility in accordance with Montgomery County requirements. Potential locations for the solar panel arrays include the building's roof or the adjacent parking lot. Power purchase agreements will be investigated as the procurement method for this system.

Site improvements required by this project are more fully described in the Part I and Part II and generally, include:

- Demolition of the existing surface parking lot and regrading of the project area to support the new building footprint and associated loading and service area.
- Reconfiguration and upgrade of Observation Drive between Parking Lot 1 and Parking Lot 5 to accommodate the construction of a new roadway roundabout.
- Relocation and extension of existing domestic water piping, natural gas and sanitary piping to serve the new building.
- New underground electric service from Pepco to the south side of the building and possible upgrade of the capacity to handle the additional building load.
- Stormwater management improvements to address runoff and comply with all applicable permitting requirements. These improvements will be based on best practices and include on-site rain gardens and bioretention.

It should be noted that the College intends to reorient, expand and completely reconstruct its existing baseball field complex, which is located to the west of Observation Drive and north of Parking Lot 1, as a separate future project. To accommodate this proposed project scope of work the limit of disturbance and final Observation Drive realignment and roundabout improvements included in the new Student Services Center project will need to be coordinated during design with the recommendations of the Montgomery College Germantown Campus Evaluation of Baseball Facility report completed by Gale Associates, Inc. dated March 27, 2018. This coordination will ensure that enough land and setback area is preserved to accommodate the future baseball field complex improvements project.

SECTION 2 – SCOPE OF SERVICES

The College Design Standards are incorporated by reference and shall be implemented as part of this project. The College Design Standards include the Office of Information Technology Voice/Data/Video Cabling MDF/IDF Communications Room Standard version 29 effective May 2025. The current version of the College Design Standards applicable to this project may be downloaded from the College's web site at <http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=34108>.

2.3 ANTICIPATED PROJECT SCHEDULE

It is the College's intent to administer the RFP process for this Project according to the schedule outlined in Section 1.2 of the RFP.

The anticipated **design services and project construction timelines** are as follows:

Design:	February 2026 – February 2028		
Construction:	May 2027 – May 2030		
	Phase 1 (Site)	May 2027 – May 2028	
	Phase 2 (Building)	May 2028 – May 2030	

Montgomery College has established a target completion date of May 2030. Time is of the essence. The Construction Manager at Risk will use this milestone date when preparing the estimated lump sum General Conditions estimates.

2.4 PURPOSE AND DEFINITION OF CONSTRUCTION MANAGEMENT AT RISK WITH GUARANTEED MAXIMUM PRICE

The College is committed to a "partnering" approach for the successful design and construction of its projects. The College defines partnering as a collaboration among professionals (College, A/E, Construction Manager and Trade Contractors) to maximize a project while understanding and respecting the responsibilities and expertise of each team member.

As a means to developing this project, the College intends to enter into an agreement with an architectural /engineering firm for design and construction administration services, and a Construction Manager to provide CM at Risk services with a Guaranteed Maximum Price (GMP).

The Construction Manager, the College, the A/E, and any other project consultants shall be called the "Project Team". It is the intent of the College that the "Project Team" shall work from the beginning of this Project through construction completion.

Construction Management Procedures which are to be established by the Construction Manager during the design phase will allow for the integration of all design and construction phase components of this Project. The team approach shall, from Project inception, strive for Project delivery that is timely, cost effective and within required quality standards set by the College.

The CM at Risk Contract award will consist of two phases. The initial phase is the Pre-construction Phase (Phase 1), which includes the preparation and submission of a Guaranteed Maximum Price (GMP) Proposals. It will be the responsibility of the Construction Manager to integrate the design and

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construction phases. Utilizing skills and knowledge of general contracting, the Construction Manager will develop schedules, prepare Project construction cost models/estimates, conduct value engineering studies, present constructability reviews, study labor conditions, advise on the sequencing of construction work for the Project, and, in any other way deemed necessary, strive for Project delivery that is timely, cost effective and within required quality standards set by the College. The College will pay the Construction Manager the fixed pre-construction phase fee for this Project. Such fees are to include all costs associated with the Construction Manager pre-construction services during this Pre-Construction/Design Phase. If the Pre-construction Phase services covered by the Contract have not been completed within (30) months of the date of the Contract, through no fault of the Construction Manager, the Construction Manager's compensation for Pre-construction services shall be adjusted in accordance with the Construction Manager's price proposal for extended Pre-construction services.

The second phase is the Construction Phase (Phase 2). Phase two may include multiple GMP's. If the GMP Proposal is accepted and Construction Manager at Risk Construction Services are required, the College will issue a Contract Amendment for the GMP ("Contract Amendment"). The GMP includes the Construction Manager's fixed fee for these services. During the Construction Phase, the Construction Manager will provide services and manage the Project, inclusive of award and management of all trade contracts. Other construction related services include change order review, quality assurance/inspections, schedule maintenance, cost control, meetings, shop drawing review and coordination, processing/monitoring of RFI's and substitution requests and claims resolution, and coordination/communication of the activities of the Project Team throughout the Construction Phase.

The Project will be "open book". The College may attend any and all meetings and have access to review and copy any and all Construction Manager Project records and whereby any and all cost savings revert to the College. The College will pay the Construction Manager its fixed fee, reimbursable cost of the Work, and up to the not to exceed sum of the approved, applicable reimbursable costs included in the General Conditions (on site, staff reimbursable personnel and non-personnel items) for actual expenditures only without any Construction Manager mark-up of any type. Reimbursable costs are listed in the RFP. All costs incurred by the Construction Manager which exceed the GMP, and fee shall be paid by the Construction Manager and will not be reimbursed by the College.

2.5 RESOURCE CONSERVATION AND LEED REQUIREMENTS

The project design shall comply with the requirements of the Montgomery County Code Chapter 8 Buildings – Regulations, sections COMCOR 08.14A.01 Building Energy Design Standards and COMCOR 08.26.01 Buildings-Energy Efficiency and Environmental Design. This projects which is also funded by the State of Maryland must comply with the International Green Construction Code.

The project shall include all services necessary for the building to comply with the requirements of and be processed for a minimum LEED Silver Certification Building rating, without any additional costs. This includes all design, documentation, submission, construction administration, coordination and support for commissioning, USGBC review and other services. The Measurement and Verification credits, among many other credits, will be pursued. Based on the results of the LEED credits analysis, design strategies, systems requirements and cost-benefits analysis, the College may choose to submit for Gold or Platinum Certification rather than a Silver Certification.

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The project also includes design to meet these criteria, documentation to support achievement of these criteria during construction, and tracking of compliance with these criteria during design, documentation and construction. The A/E is to employ analytical tools that support optimizing the overall building. The kickoff of the project is to include a discussion of the proposed methodology and critical path strategy for pursuing the optimization. The A/E is to provide a LEED Coordinator and Energy Analyst to supervise all of the LEED and energy related design efforts.

The College will secure the services of a Commissioning Agent for the project. The Project Team will participate in the continuous commissioning activities during the design, construction, and the post construction periods, and will be responsible for developing specifications and plans for the commissioning of the building in accordance with the College Design Standards and applicable codes and regulations and in coordination with the Commissioning Agent.

Owner's Sustainability Statement

As good stewards, it is Montgomery College's goal to furnish and maintain sustainable facilities, which are safe, reliable, life cycle cost effective, environmentally friendly, resilient and conform to Owner's Project Requirements (OPR). These facilities exist to provide a quality-built environment which enhances the learning experience and contributes to student success. To achieve this goal Montgomery College embraces a total quality process which relies on the vision, talents, and collaboration of all individuals involved or affected by this project.

2.6 CONSTRUCTION MANAGEMENT AT RISK FEES

- a. Pre-Construction Construction Manager at Risk Fees will be accounted for **separate from the GMP**. Construction Phase Construction Manager at Risk fees as well as the project's "General Conditions" allowance and the CM-GMP Contingency are to be included in the applicable GMP.
- b. Construction Phase Construction Manager at Risk Fee: The Construction Phase Construction Manager at Risk fee shall be an all-inclusive lump sum management fee which will include all Construction Manager at Risk home office costs inclusive of officers and home office and local office support staff not noted in (b) below as well as all Construction Manager at Risk overhead costs and profit, as well as any legal costs

Note: There will not be any adjustment made to the Construction Manager at Risk fee on this project no matter if the project scope changes. In addition, General Conditions costs related to any change orders/amendments to the Construction Manager at Risk contract will be reviewed on an individual change order basis with all necessary back-up and detailed schedule information with critical path impacts relative to each proposed change order; a determination will be made as to the need for requested General Conditions increases related to the change order. The Construction Manager at Risk is not to expect that any change order will allow for an increase in General Conditions costs.

General Conditions: An allowance for General Conditions will be established by the Construction Manager (and approved by the College in its review and approval of each GMP) in each GMP for General Conditions. The Construction Manager will be reimbursed for actual costs only as no mark-up is allowed by the Construction Manager. Expenditures from this allowance can only be made with the approval of the College which shall not be unreasonably withheld.

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Note: As part of the Price Proposal, the Offeror will be quoting on-site staff reimbursable costs for the GMP; the price evaluations will include these quoted amounts. By submitting its price proposal, an Offeror is committing that the costs associated with these on-site staff positions for the GMP will not exceed the amount quoted in its Price Proposal if they are the awarded Construction Manager at Risk firm.

Additionally, the project manager is to be a salaried position; that is the College will reimburse a maximum of forty (40) hours per week for this position; therefore, the quoted billing rate should be based on this maximum number of hours allowed per week.

Payments of the Construction Manager at Risk fee and General Conditions reimbursable costs due the Construction Manager at Risk will Be authorized and distributed pursuant to this Scope of Work and to the General Conditions.

Payments to the Construction Manager

- a. Pre-Construction Construction Manager Services
 1. Payments shall be made on the evaluation of work accomplishment.
 2. Such payment requests are to be submitted on college approved forms.
- b. Construction Phase Construction Manager at Risk Services
 1. Payments of the Construction Manager at Risk Fee shall be made on the evaluation of work accomplishment. The Construction Manager will be paid for the approved monthly Construction Manager at Risk fee earned.
 2. Application for payment shall be submitted on/or about the 25th day of each month, but not less than (30) days after commencement of service.
 3. Trade-Contracts, Equipment Rentals, and Material Payment
 - 3.1. No markup for overhead or profit will be charged by the Construction Manager for Trade or Sub-Contracts, Equipment purchases and Material Payments.
 - 3.2. Progress payments to trade or subcontractors shall be administered in accordance with the Standard Conditions, less allowable retainage withheld to assure faithful performance of the contract.
 - 3.3. Reimbursables under General Conditions Allowance:
 - a. Allowance expenditures shall be approved by the College in its discretion prior to the provision of said services.
 - b. Application for payment shall be submitted on/or about the 25th day of the month.
 - 3.4. Payment of approved reimbursable items will be made on a monthly basis with no retention applicable

2.7 COLLEGE'S ROLE

The College is retaining an A/E for design services and the preparation of design documents for the Project. The College will designate a Project Manager who shall be the College point of contact during Pre-construction and Construction Phases. This representative shall be the primary channel of communication to the College and shall act as the College's liaison with the Construction Manager

The College shall provide and furnish information regarding its requirements for the Project as

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applicable and as needed during all phases of the Project. The College shall be the principal reviewer and decision-making authority within the Project Team. In the event of any disagreement or dispute between any members of the Project Team regarding the Project, the College shall be the final decision-making authority.

PART 2 - PHASE 1 – PRE-CONSTRUCTION PHASE SERVICES**2.8 GENERAL PRE-CONSTRUCTION OBLIGATIONS**

The selected Construction Manager shall provide pre-construction services for the Project inclusive of design phase review services. At the conclusion of this phase, the Construction Manager shall submit an acceptable Guaranteed Maximum Price (GMP) Proposal for the Project.

The Construction Manager will perform value engineering analysis and constructability reviews. The Construction Manager is responsible to assume a leadership role and provide the resources during the Pre-construction Phase which may be required to ensure the Project budget and schedule remains on target.

The Construction Manager will review the construction bid documents during the design phases to ensure completeness for subcontract trade bid packages.

2.9 PROJECT REVIEW

The Construction Manager shall meet with the College, A/E, and other design team members to fully understand the Program, the design documents, the project scope, and all other pertinent aspects of the project. The Construction Manager shall become an integral part of the Project Team that will coordinate the development and progress of the design and construction processes. Design meetings will be held in accordance with the Architect's project schedule.

The Construction Manager shall also develop project procedures, in cooperation with the College, which will be used as a guide for the management and coordination of this project throughout the life of the project

2.10 CONSULTATION DURING PROJECT DEVELOPMENT

The Construction Manager shall attend regularly scheduled meetings, including mandatory referral meetings, and meetings with authorities having jurisdiction in connection with and to facilitate design and permitting with the A/E during the development of the design to advise the A/E on matters relating to site use, improvements, selection of materials, building methods, construction details, building systems and equipment. The Construction Manager shall also provide recommendations on construction feasibility.

2.11 BUILDING INFORMATION MODELING (BIM) SERVICES

The following guiding principles shall be used on this Project throughout the design and construction process. The A/E in coordination with the Construction Manager and College is expected to develop a BIM Execution plan during the Program Verification phase for the College's review and approval. Comply with College BIM standards.

- a. Improve coordination
- b. Avoidance of conflicts
- c. Construction efficiency

SECTION 2 – SCOPE OF SERVICES**d. Schedule protection**

The Construction Manager shall provide BIM modeling services during the design phase. The Construction Manager shall hire a qualified firm to provide these services or shall demonstrate they have the expertise to perform the following services utilizing qualified in-house personnel:

- a. Project Scheduling (4D modeling)
- b. Quantity Takeoffs for use in cost estimating
- c. Construction Sequence/Phasing planning
- d. Value Engineering-cost and alternative studies
- e. Virtual mock-ups
- f. Labor planning and asset management
- g. Spatial Coordination: Collision/Clash detection Clash detection reports to be provided to the College and A/E. The A/E shall address clashes and at 95% CD's the clash detection report should indicate zero clashes
- h. Subcontractor scope definition

The A/E Team utilize Revit software to prepare the drawings and will develop a Model which will include the following disciplines: architecture, mechanical, electrical, plumbing, fire protection, telecommunications, and structural engineering. The content of the Model at the completion of the Construction Documents Phase will meet the requirements of Level of Development (LOD) 300 or higher, as stated in the BIM Execution Plan. The BIM Execution Plan indicating the elements that will be included in the Model and the BIM services to be provided by the A/E and the Construction Manager is included in the appendix of the RFP.

The College has subscribed to Autodesk BIM 360 Docs for this project and will manage and administer all project documentation through that subscription. The Construction Manager will be provided full access to the digital model, and will work with, and coordinate the model with the architect and engineers, trade contractors and the College. The Construction Manager shall employ Navisworks or other coordinating software, so that the official model can be shared and used effectively by all parties. The A/E Team has developed a "BIM Implementation Plan" which outlines the proposed plans for model use, and how it will be coordinated and used by all parties on the Project.

The Construction Manager shall start performing spatial coordination including collision/clash detection exercises as early as possible and will provide a collision detection on the 95% CD documents within the timeframe allowed for document review so that the A/E can incorporate any resultant coordination corrections into the 100% CDs. The Construction Manager will perform a final clash detection at 100% CD's to confirm the A/E has resolved conflicts.

2.12 OWNERSHIP OF DOCUMENTS

The College will host and utilize Autodesk BIM 360 Docs to manage all documentation associated with the Project. All data, information, material and matter of any nature and by whomsoever developed for the Project, and all copies thereof in any and all forms whatsoever developed by the A/E, Construction Manager, or any other consultant or sub-consultant relating to the Project are the property of the College. Construction manager has no right to use such documents other than to perform the work for completion on the Project.

SECTION 2 – SCOPE OF SERVICES**2.13 DATE OF COMPLETION**

The work and services under this Contract shall be phased and scheduled for the time period necessary to complete the Projects as outlined in this RFP. Time is of the essence.

2.14 QUALITY ASSURANCE/INSPECTION

Quality Assurance is an area of utmost importance to the College. Although it is the contractual obligation of both the A/E and the Construction Manager to guard the College against defects and deficiencies in the work, expect the College to actively participate in this process.

The Construction Manager at Risk shall inspect the Work of the Trade Contractors to guard the College against defects and deficiencies in the work and shall coordinate this activity with the on-site duties of the A/E. The CM at Risk shall advise the A/E of any apparent variation and deviation from the intent of the Contract Documents and shall take the necessary action to correct such variations and deviations within the terms of the Contract Documents. It is anticipated that personnel from the College's Office of Facilities will attend all inspections and testing.

2.15 VALUE MANAGEMENT

The Construction Manager shall, after a complete review of the Project Program and understanding of the intent of the College and the A/E, provide value-engineering services and offer cost savings suggestions and best value recommendations to the College. The Construction Manager notify the College, in writing, upon observing any features in the design that appear to be ambiguous, confusing, conflicting, or erroneous. All recommendations must be fully reviewed and approved by the College prior to implementation.

Value management efforts shall result in a design that is most effective in first costs as well as long term operational costs relative to issues of energy use and facility maintainability. Value management studies shall include life cycle cost analysis as may be required to achieve an appropriate balance between costs, aesthetics, and function. Value management efforts shall also take into consideration applicable constructability issues.

Value management studies shall start upon award of a contract. All value management studies must be provided on a timely basis so as not to deter or delay the construction schedule.

Additionally, there shall be a major value management study at 100% design development. As part of this study, the Construction Manager shall develop value management concepts for consideration at a brainstorming session to be held with the design team. It is anticipated that the A/E will be concurrently conducting a similar activity to also be discussed at the brainstorming session.

The Construction Manager shall also conduct value management studies during the remainder of the Design Construction Documents Phase to evaluate specific items as requested by the College. All value engineering shall be completed in conjunction with the progress of the A/E design documentation to ensure that significant revisions are not required on documents previously completed.

SECTION 2 – SCOPE OF SERVICES**2.16 SCHEDULE**

The Construction Manager is to establish a detailed, critical path method (CPM) schedule for use during the Pre-construction Phase in consultation with the College and the A/E. . The College will review this schedule for compliance with overall Project completion requirements relative to the College's occupancy needs.

The Construction Manager is responsible to monitor this schedule during the Pre-construction Phase to ensure the Project meets predetermined schedule milestones. The Construction Manager shall advise the College of any deficiencies in adhering to this schedule by any party. The Construction Manager should detail the Project schedule sufficiently to allow for a realistic projection of design and construction activity sequences and durations. Updated schedules will be required with each major design document submission and with major value engineering decisions. Schedules are due to the College no later than five (5) business days from each design or value engineering submission.

This CPM schedule shall include a projection of all Construction Phase activities to include Construction Manager staff loading throughout the Construction Phases of the Project. The Project Team will use the developed and approved CPM schedule throughout the construction of this Project.

The Construction Manager shall utilize a College approved computer-based software scheduling system to allow the Construction Manager to provide appropriately detailed Construction Phase CPM schedules. Scheduling software shall allow for integration of all aspects of the design/construction processes and provide for coordination of all Work. The scheduling software shall be capable of producing and coordinating logic developed network diagrams, PERT charts, and Gantt chart format reports.

2.17 CONSTRUCTABILITY REVIEW

The Construction Manager is to review the constructability of the Project design throughout the pre-construction/design phase. On each issue, the Construction Manager is to do the following on a timely basis within the design schedule: describe the constructability issue with background information; conduct in-depth study/research; and prepare a written report that includes the Construction Manager's recommendation for addressing the issue, as well as the basis for the recommendation. The College may also request constructability reviews/studies from the design team for the Project.

2.18 CONSTRUCTION COST MODEL/ESTIMATES

The Construction Manger shall develop and update a Project budget/cost model, independent from the A/E, at multiple intervals during preconstruction/design phase for the Project. The base cost model format shall be developed and presented to the College within thirty (30) days after the Construction Manager Notice to Proceed Pre-construction Activities is issued Due to the changing economic climate, all cost models are to be construction based, not data based. In other words, the Construction Manager is to develop estimates utilizing in-house capabilities and test estimates through pricing of trade work directly in the marketplace, rather than basing estimates on data retained in the Construction Manager files.

The Construction Manager shall prepare the following:

- a. the initial, full scale cost model, to be provided within fifteen (15) working date after the submission of the Schematic Design Documents for approval;

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- b. a full-scale update of the cost model, to be provided within fifteen (15) working days after the submission of the Design Development Documents for approval;
- c. a full-scale update of the cost model, to be provided within fifteen (15) working days after the submission of the 65% construction documents for approval; and
- d. A full-scale update of the cost model to be provided within sixty (60) working days after the submission of the 100% construction documents for approval.

The cost model shall contain the base construction cost estimate in CSI format, including the cost estimate for proposed alternates, and Construction Manager at Risk General Conditions, fees, and GMP Contingency.

Meetings and negotiations between College, A/E, and the Construction Manager will be held to resolve questions and differences that may occur between the Project Construction Costs and the Construction Manager cost model. If indicated by the Project Construction Costs limitations or other circumstances, the Construction Manager shall work with the College and A/E to reach a mutually acceptable Project Construction Costs.

In the event that the Construction Cost Estimate exceeds the Project Construction Costs, the Construction Manager, without additional compensation, shall, upon the College's direction, work in conjunction with the A/E to redesign the Project as necessary to maintain the Project Program and meet the Project Construction Costs.

If the Project Construction Costs exceeds the funds allocated by the College for construction of the Project, the Construction Manager shall, upon the College's direction:

- a. after consultation with the College, coordinate and cooperate with the Project Team to alter and redraft Construction Documents as necessary to accomplish the required reduction in cost, and shall repeat as necessary;
- b. develop, and provide to the College, a Project Construction Costs in connection with the redrafted and altered Construction Documents to accomplish the necessary reductions in cost; and
- c. analyze the A/E originally submitted Construction Documents and make recommendations to the College as to ways and methods to reduce the cost of constructing the Project to a sum which does not exceed the authorized appropriations.

Notwithstanding anything in the RFP to the contrary, the Construction Manager shall complete the work required for the cost reduction without additional compensation.

2.19 COORDINATION OF CONTRACT DOCUMENTS

The Construction Manager shall review the drawings and specifications as they are being prepared, recommending alternative solutions whenever design details affect costs, construction feasibility or schedules. The Construction Manager shall notify the A/E and the College in writing upon observing any features in the plans or specifications which appear to be ambiguous, confusing, conflicting, or erroneous. Ambiguous, confusing, conflicting, or erroneous features discovered in the plans or specifications by the Construction Manager during the review process shall be understood to be corrected and any associated costs shall be included in the Construction Manager GMP.

SECTION 2 – SCOPE OF SERVICES**2.20 CONSTRUCTION GUARANTEED MAXIMUM PRICE (GMP)****THE GUARANTEED MAXIMUM PRICE**

The Guaranteed Maximum Price includes the Direct Construction Costs, including GMP Allowances, and Alternates chosen by the College; General Conditions of Construction; the Construction Manager's Contingency; and the Construction Manager's Construction Phase fee. The GMP does not include Architects' fees, Project allowances, furniture, furnishings, or loose equipment. The GMP should not exceed the Project Construction Costs which are:

\$110 million

As part of the preparation of its Guaranteed Maximum Price, the Construction Manager shall competitively bid all elements of Work after award of the Pre-Construction services by soliciting proposals from qualified subcontractors. The Construction Manager will summarize all competitive subcontract proposals and review this information with the representatives of the College. A Guaranteed Maximum Price will then be established by the Construction Manager for the Scope of Work set forth in the Construction Documents. The GMP must not exceed the Project Construction Cost Limit amount noted above.

The College is a tax-exempt entity. However, the College's tax-exempt status shall **not** be used by the Construction Manager or any of the subcontractors in the purchase of materials for this Project.

THE GUARANTEED MAXIMUM PRICE PROPOSAL

The Construction Manager will develop and submit to the College a GMP Proposal based on the 100% Construction Documents. If the GMP proposal deviates from the 100% Construction Documents, then the proposal shall include a detailed explanation of the deviations including their impact on the GMP and schedule. The GMP Proposal shall provide a breakdown of the estimated cost of each principal portion of the Work. The estimate shall be broken down by trades, and include the CM at Risk Construction Phase fee set forth in the Construction Manager's price proposal in response to the RFP, general conditions and Construction Manager's contingency and all other Project related costs, such as bonds, insurance, etc. The billing rates for the on-site personnel shall be as quoted by Construction Manager's in the Price Proposal.

The Construction Manager will utilize the College approved Construction Documents as prepared by the A/E to prepare scopes of work for each trade package, solicit and receive competitive bids on all trade packages and materials as a basis for each GMP submission. In addition, each scope of work shall include, but not be limited to, anticipated working hours to address the College's concerns with noise and vibration, coordination between or among trades, outages, temporary facilities if required, temporary heat and electric if required, hoisting, etc. A copy of State of Maryland Prevailing Wage Determination and minority participation goal shall be included as part of bid documents to solicit trade bids. The Construction Manager shall review the General Conditions Costs section of this RFP in detail before preparing the scope of work of each trade to ensure the trade packages are consistent with the requirements of that Section. The Construction Manager shall verify that the scopes of work do not include items covered under the Construction Manager General Conditions or Construction Manager fees.

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The Construction Manager shall conduct a pre-qualification process for all prospective Trade Contractors prior to solicitation of bids for trade packages and/or materials for the GMP proposal to ensure that all bidders/Offerors have the necessary expertise required for the project. To ensure that fair practices are being employed by the Construction Manager and that outreach to minority business enterprises and local/regional sources is being considered in the process, including minority participation goals for the project, the Construction Manager may be required by the College to provide pre-qualification procedures, including any forms to be used for this purpose, at least ten (10) calendar days in advance of Construction Manager solicitation of Trade Contractors for this purpose. Pre-qualification procedures that unfairly restrict competition for the work may be rejected by the College.

The Construction Manager shall advertise this opportunity to a broad spectrum of potential sources using, for example, its own network, local newspaper(s) of record, trade associations, local chambers of commerce and other outlets expected to promote interest in competing for the trade packages.

The College will post public notice on the college Procurement website at <https://info.montgomerycollege.edu/offices/procurement/bid-opportunities.html> and Maryland State e-procurement website at <http://emma.maryland.gov> informing prospective Trade Contractors of the opportunity available and directing interested parties to the Construction Manager for specific information. The opportunity for pre-qualification must remain open for a minimum of fifteen (15) calendar days. In addition, the College will also post public notices on the college procurement website and Maryland State e-procurement website when Trade bid package is issued by the Construction Manager.

Upon completion of the pre-qualification process by the Construction Manager, the Construction Manager shall submit to the College a list of all applicants for pre-qualification, indicating acceptance or rejection by the Construction Manager. Specific rationale must be furnished to support the rejection of an applicant by the Construction Manager.

Prior to solicitation of competitive bids from pre-qualified Trade Contractors and suppliers, the Construction Manager shall prepare and submit to the College a description of the bidding procedures to be used.

The Construction Manager shall take all measures necessary to maximize participation of pre-qualified Trade Contractors in the GMP bidding process.

The Construction Manager shall prepare a contact log documenting extended efforts made to reach trade Contractors to increase participation and ensure competition when the interest on a particular trade package is low. The log shall include method of contact, date/time of contact, trade, and name and phone number of the individual contacted.

The College takes an active role in the trade package scope review process. All trade package scope review meetings must be coordinated with the College's Project team and the A/E team's schedules. The Construction Manager must maintain an active bid package that can be shared with the College for the College's review.

The Construction Manager is required to provide coordinated drawings for all trade work for the

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construction of that phase of the Project. All Offerors are advised to assume that the Construction Documents do not include this requirement; and the College notes that this effort will be handled primarily by the Construction Manager in the Construction Phase by the BIM Coordinator under Construction Manager Staff Reimbursable Costs.

The College shall be notified in advance and afforded the opportunity to attend all trade contract meetings and events that are handled by the Construction Manager, including but not limited to pre-bid meetings, post-bid meetings, and bid opening sessions. It is anticipated that a pre-bid meeting will be held for each trade package unless otherwise agreed to by the College.

The College reserves the right, in an advisory capacity, to raise questions to the Construction Manager at any of these meetings. The location of the pre-bid meetings must be held at the College campus and approved by the College prior to scheduling. The Construction Manager shall require all bidders to conduct a site visit of the project site as a condition to award a trade contract. The Construction Manager may reject all bids and re-bid the trade work or repackage the trade work activity. If the College rejects a trade contractor recommended by the Construction Manager in accordance with the General Conditions, the Construction Manager shall recommend an acceptable substitute at no additional cost to the College.

Any scope of Work proposed to be performed by the Construction Manager, its subsidiaries, or affiliates, that is not included in the general conditions cost or Construction Phase fee shall be explicitly identified and submitted to the College a minimum of fifteen (15) days prior to bidding of Trade Contracts. The Construction Manager shall provide a detailed description of the financial, ownership and other relationships with the related company. Submission of Construction Manager proposals to perform Work in such a manner after the College's acceptance of the Guaranteed Maximum Price Proposal is prohibited. The College has the unilateral right to reject a proposal to use a related company. The cost of the Work to be provided by a related company must be for a lump sum amount.

The Construction Manager detailed construction cost estimates in the GMP Proposal will be reviewed by the College for reasonableness and compatibility with the Project Construction Budget. Meetings and negotiations between College, A/E, and the Construction Manager will be held to resolve questions and differences that may occur within the Project Construction Budget and the Construction Manager construction cost estimate and corresponding GMP Proposal. If indicated by the Project Construction Budget limitations or other circumstances, the Construction Manager shall work with the College to reach a mutually acceptable GMP.

If the GMP Proposal, as originally submitted or adjusted, for the Project exceeds the funds authorized by the College for construction of the Project, the Construction Manager shall, at the College's direction:

- a. after consultation with the College, coordinate and cooperate with the Project Team to alter and redraft Construction Documents as necessary to accomplish the required reduction in cost and shall repeat as necessary.
- b. develop and provide to the College a GMP in connection with the redrafted and altered Construction Documents to accomplish the necessary reductions in cost; and

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- c. analyze the A/E originally submitted Construction Documents, as altered and redrafted, and make recommendations to the College as to ways and methods to reduce the costs of constructing the Project to a sum which does not exceed the authorized appropriations.

Notwithstanding anything in the RFP to the contrary, the Construction Manager shall complete the work required for the cost reduction without additional compensation. If the GMP Proposal is accepted by the College, then the Construction Manager will enter into a Contract Amendment reflecting the accepted GMP Proposal.

Upon approval by the College's Board of Trustees of the Contract Amendment, the Construction Manager's GMP, as approved, shall become a part of the Construction Manager at Risk Contract. The CM at Risk shall provide the College with a Standard Performance and Standard Labor and Material Payment Bond with penal sums equal to 100% of the GMP.

2.21 GMP SAVINGS

All monetary savings under the GMP value shall revert to the College. Such savings are based on the aggregate total for all expenses included within the scope of the GMP and not on an individual line by line basis.

2.22 GMP ALLOWANCES

The Guaranteed Maximum Price Proposal includes GMP allowances established by the College at the College's discretion. GMP allowances are not allowed within subcontracts and shall not be included in any bids. When practical, the Construction Manager shall bid the work or services in GMP allowances. GMP allowances shall be used strictly for the purposes for which they are established. The Construction Manager shall obtain the College's approval of the use of GMP allowances prior to such use.

GMP allowances shall not include costs or scopes of work that are included in other GMP cost categories.

Cost overruns of GMP allowances will be covered by the College. Unused amounts of GMP allowances will revert to the College.

GMP Allowance descriptions:

The College will determine the complete list of GMP allowances and their respective amounts during the Preconstruction Phase:

When practical, the CM at Risk shall bid the work and/or services covered by GMP Allowances.

2.23 CONSTRUCTION PHASE CONTINGENCIESCollege/Owner's Contingency

The College will maintain an owner's construction contingency separate from the GMP. Contingency funds will be utilized at the discretion of the College.

CM-GMP Contingency

The GMP Proposal shall include a Construction Manager controlled construction contingency (CM-GMP Contingency) in an amount approved by the College, to protect the Construction Manager against the risks assumed in providing the GMP for the Project. The College and the Construction Manager

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acknowledge this CM-GMP contingency is included to adjust the estimate for eventualities which have not been taken into precise account in the establishment of the GMP, including: (1) scope gaps between trade contractors; (2) contract default by trade contractors; (3) costs of corrective work not provided for elsewhere; and (4) expediting/ accelerating the work to meet scheduled completion dates, if required; (5) unforeseen site conditions, (6) design errors and omissions.

The CM-GMP Contingency is not allocated to any particular item of the Cost of the Work and is established for the use by the Construction Manager as may be required for increases in costs incurred in the Work from unforeseeable causes or details not capable of reasonable anticipation at the time of the College's approval of the GMP. It is understood that the amount of the CM-GMP contingency is the maximum sum available to the Construction Manager to cover costs incurred as a result of such unanticipated causes or details, and that cost overruns in excess of the amount of the CM-GMP contingency will be borne by the Construction Manager.

The CM-GMP Contingency may be applied to any items within the Cost of the Work without the necessity of a change order and without constituting a change in the work, and without resulting in any change in the GMP. The Construction Manager will notify the College and obtain written approval of the intent to apply any part of the CM-GMP contingency to any item within the Cost of the Work prior to any such application.

As the actual Cost of the Work is determined, change orders shall be issued, as appropriate, with the College's review and sign-off between the estimated Cost of the Work and the CM-GMP contingency components of the GMP without effecting a net change to the sum of the GMP

The amount of the CM-GMP contingency is to be as quoted by the Construction Manager in its Price Proposal to the College but must be **a minimum of 3% of the Project Construction Costs**. The College retains the right to specifically request revisions to the amount of the CM-GMP contingency prior to the College's acceptance and approval of the GMP Proposal. Notwithstanding anything in the RFP to the contrary, the CM-GMP contingency is not to exceed the amount quoted by the Construction manager in its Price Proposal.

2.24 NONACCEPTANCE OF GMP AND TERMINATION OF CONTRACT

The College has the right to reject any GMP Proposal as originally submitted or as adjusted;. Additionally, it is understood that the College's Board of Trustees has the right to withhold, in its sole discretion, approval of the Contract Amendment to reflect any GMP Proposal.

If the College, in its sole discretion declines to accept the Construction Manager GMP Proposal for any phase of the Project, the Contract shall terminate, without penalty, according to its terms at the end of the Preconstruction Phase, or such other then current phase of the Project. Additionally, if the College's Board of Trustees or the Maryland Board of Public Works, in each's respective sole discretion, does not approve the Contract Amendment to reflect any GMP, if applicable, the Contract shall terminate according to its terms at the end of the current phase.

This termination by non-acceptance of the GMP Proposal shall likewise terminate all further services and obligations of the Construction Manager, except, at the College's election. Such services remaining to be completed through the end of the then current phase of the project. The Construction Manager

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shall accept the amounts provided in the price proposal for the Preconstruction Phase as full and complete reimbursement of all costs and services performed by the Construction Manager for preconstruction and shall only be entitled to amounts set forth under or related to the Construction Phase to the extent to which the Construction Manager is under contract for the construction and has incurred such costs. Thereafter, the College shall have the right to continue its activities to place the Project under construction with no obligation or restriction regarding the Construction Manager and with full ownership and use of any data and information developed during preconstruction activities.

Termination under this section is in addition to the termination provisions set forth elsewhere in this RFP and in the Contract.

PART 3 - PHASE 2 – CONSTRUCTION PHASE SERVICES**2.25 GENERAL OBLIGATIONS FOR CONSTRUCTION**

Upon approval of the Contract Amendment by the College, the Board of Trustees, and if applicable the Board of Public Works, the Construction Manager shall provide services as required to complete construction, and all applicable start-up and commissioning of the Project and to maintain the established GMP for the Project.

2.26 CONSULTATION DURING CONTINUING PROJECT DEVELOPMENT

Upon acceptance of the GMP Proposal, the Construction Manager shall continue to advise and assist the College and A/E during any continuing design activities required in the Project.

2.27 PROJECT SCHEDULE

After acceptance of the GMP Proposal and the proposed project schedule, and issuance of a Contract Amendment to the Construction Manager for the Construction Phase of the Project, and within fifteen (15) days of written Notice to Proceed Construction Activities, the Construction Manager shall submit a preliminary critical path method (CPM) schedule consistent with the timeframes submitted during the Pre-construction Phase.

The Construction Manager shall provide the construction phase CPM schedule through the use of a computer-based software scheduling system. The scheduling software used by the Construction Manager shall be capable of producing and coordinating logic developed network diagrams, Pert charts, and Gantt chart format reports; allow for integration of all aspects of the Project; and provide for coordination of all work.

The Construction Manager shall develop the complete and final CPM schedule in the form of a CPM network arrow diagram (Pert) using the Construction Manager logic and time estimates for each segment of the Work and shall include loading of the costs, the sum of which totals the GMP exclusive of a CM-GMP contingency, and a schedule of labor to complete the work within the scheduled time frames. The arrow network diagram will be drawn in a level of detail suitable for display of salient features of the Work, including but not limited to the placing of orders for materials, submission of shop drawings for approval, approval of shop drawings by the A/E and the College, delivery of material, and all work activities inclusive of punch list agreed to by the College. Each Work activity shall be assigned a time estimate by the Construction Manager. One day shall be the smallest time unit used. Data shall also be provided in Gantt form.

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In the event the completion date indicated by the preliminary schedule exceeds the contractual date, the logic and time estimates used to develop the plan will be reviewed, changes made in the logic and time estimates, and another printout prepared for a subsequent review with the Project team. This procedure shall be repeated, if necessary, to provide a plan and schedule to meet College requirements for occupancy.

During the design milestone submissions, the CPM schedule shall be submitted to the College for review and approval. This working schedule shall show job identification, job duration, manpower loading, cost loading, calendar dates for start and finish of each job, and jobs critical to the completion of the Project on schedule. When approved by the College, this schedule shall become the working plan and schedule for the Project and the information shall be provided to the Construction Manager distribution the Project Team inclusive of all trade contractors.

The Construction Manager shall review the plan and schedule each month. An updated Project schedule shall be furnished showing actual completed work at the end of each month in detail for the entire Project. The form to be used shall be approved by the College and shall be submitted with the monthly invoice.

The Construction Manager shall provide regular monitoring of the schedule as construction progresses, identify potential variances between scheduled and desired completion dates, review schedule for work not started or incomplete, and take the action necessary to meet the required completion date.

It is the Construction Manager responsibility to meet the required construction completion date. If the Construction Manager discovers that action must be taken in order to meet this contractual responsibility, all costs associated with any appropriate action are the responsibility of the CM at Risk within the GMP unless a delay is attributable to the College.

If the Construction Manager finds that the schedule has been impacted by an action or inaction on the part of the College, the Construction Manager must review the situation with the College, provide an updated CPM schedule and demonstrate why the schedule cannot be maintained without an adjustment and obtain a change order amendment for any resulting work prior to taking any action which has a cost impact. All change order work shall be governed by the Montgomery College General Conditions as supplemented by the provisions of this RFP. Notwithstanding anything in the General Conditions, the provisions shall apply only to work to be performed in the Construction Phase, unless stated otherwise in the Contract.

2.28 BUILDING INFORMATION MODELING (BIM) SERVICES

The Construction Manager shall continue the spatial coordination efforts throughout the entire construction period by employing the technology to check any and all updated information placed in the model.

The Construction Manager shall be the Model Element Author (MEA) during the Construction Phase. The Model Content during construction shall meet the requirements of LOD 400 as defined on AIA's Digital Practice Documents for the following Model Elements:

- a. Substructure

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- b. Shell
- c. Services (Electrical Conduit 1" or larger)

The Model Element Author (MEA) for fabrication models shall meet the requirements of LOD 500 as defined on AIA's Digital Practice Documents for the following Model Elements:

- a. Structure
- b. Services (Electrical Conduit 1" or larger)

Coordination Drawings are composite drawings produced by the Construction Manager, of equipment and systems furnished usually (but not necessarily) by different trades, such as mechanical, electrical and lighting, plumbing, fire-protection, conveyors, pneumatic tubes, acoustical ceilings, millwork and the like, intended to be installed in tight spaces such as ceilings, shafts, etc. They flesh out the design by showing all the components designed and specified by the Architect and proposed by the Construction Manager, arranged together in such a manner as to accommodate the sequence they will be installed in, the means, methods, techniques and procedures, with due consideration given to issues of safety, field dimensions and other field criteria.

2.29 TRADE CONTRACTS AND SUPPLIERS

After acceptance of the GMP and issuance of the Construction Contract Amendment to the Construction Manager for the Construction Phase, the Construction Manager shall directly contract with the successful Trade Contractors or place orders with the successful Suppliers. The term Trade Contractors as used in this RFP shall include subcontractors and the term subcontractors as used in the RFP shall include Trade Contractors.

The Construction Manager will require the Trade Contractors to provide the applicable contract documents inclusive of insurance certificates, performance and payment bonds, and MBE participation, by submission of letters of intent, copies of purchase orders, etc. All contract documents between the CM at Risk and the Trade Contractors are to be provided to the College for review by the College as requested.

Any change to the Trade Contractors submitted in the GMP, must be approved by the College. The Construction Manager shall submit a detailed explanation and justification explaining why the new Trade Contractor proposed provides a benefit to the Project and the College. Any changes to the MBE documentation must be included with the justification.

The Construction Manager shall submit copies of contracts signed with Trade Contractors to the College within thirty (30) calendar days from execution.

The Construction Manager will only be allowed to use savings from trade contract buyouts to cover trade contract overruns under the following conditions:

- a. The use of buyout savings to cover overruns will be allowed before trade contracts are executed or within thirty (30) calendar days from the date the contract or contract modification awarding the GMP is executed, whichever occurs first.

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- b. Once trade contracts are executed or the indicated time has elapsed, the only source to cover trade contract overruns is GMP contingency.
- c. GMPs associated with individual trade packages where bidding is delayed or postponed, regardless of the reason, are excluded from consideration for the use of buyout savings to cover overruns (e.g., AV, technology, lab equipment and FF&E, etc.). Specific approval from the College is required for exceptional cases.
- d. Contractors shall provide proper justification and documentation supporting any trade contract overrun which requires use of buyout savings.
- e. If a trade contract overrun is close to the difference between the amount of the proposed trade contractor bid and the next bidder, the Construction Manager shall hold independent discussions with both bidders (or more bidders if more one bid meets this criteria) and verify that the proposed trade contractor offers the best value to the College.
- f. The Construction Manager shall submit the total buyout savings proposal to the College as soon as practical but not later than 45 days from the date the last GMP trade contractor associated with building construction is awarded. Savings generated by trade contractor buyouts will revert to the College as previously noted under “GMP Savings” in this SECTION.

Prior to providing an application for payment, the Construction Manager shall certify in writing that the Construction Manager has made payment from proceeds of prior payments, and that the Construction Manager will make timely payments from proceeds of the current application for payment then due the Construction Manager to Trade Contractors and suppliers in accordance with contractual arrangements with them.

Construction Manager agrees that they are fully responsible to the College and Montgomery County, Maryland for any acts and omissions of their Trade Contractors and of persons directly or indirectly employed by them. Nothing contained in these Contract Documents shall create any contractual relationship between any Trade Contractor and the College and Montgomery County, Maryland.

2.30 SEPARATE CONTRACTS

Without invalidating the relationships with the Construction Manager, the College reserves the right to let other contracts in connection with the Project, the work under which shall proceed simultaneously with the execution of the Construction Manager Work. The Construction Manager shall afford other separate contractors engaged by the College reasonable opportunity for the introduction and storage of their materials and the execution of their work, and the Construction Manager shall take all reasonable action to coordinate its Work with theirs. If the work performed by the separate contractor engaged by the College is defective or performed as to prevent the Construction Manager from carrying out its Work according to the plans and specifications, the Construction Manager shall immediately notify the A/E and the College upon discovering such conditions.

2.31 PROJECT CONTROLProject Staffing

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The Construction Manager on-site representatives shall manage the Work of the Trade Contractors and coordinate the Work with the activities and responsibilities of the College, A/E, and Construction Manager to complete the Project in accordance with the College's objectives of cost, time, and quality and in full accordance with the plans and specifications for proper and timely completion of the project.

The Construction Manager shall maintain a competent, capable, and adequate full-time staff approved by the College at the Project site to coordinate and provide adequate direction of the Work and to monitor progress of the Trade Contractors on the Project at all times.

It is understood that the designated and approved on-site resident Construction Manager representatives will remain on the job and in responsible charge as long as those persons remain employed by the Construction Manager unless the College has reason to agree otherwise during the course of the Project

On-site Coordination/Management

The Construction Manager shall establish on-site organization and lines of authority in order to carry out the overall plans of the Project Team.

The Construction Manager shall conduct orientation sessions for its on-site field staff and Trade Contractor's staff, as applicable, as to the Project Procedures developed during the Design Phase as well as site requirements per the Contract Documents. College representatives will attend such sessions.

The Construction Manager will coordinate all of the on-site Trade Contractors to ensure that the necessary on-site services for the construction activities are provided and on-site requirements of the Construction Manager, College, and A/E are met. The Construction Manager is not required to provide offices for the A/E or the College within its field offices.

The Construction Manager shall require all Trade Contractors to submit a Trade Contractor's Report which is to include, but not be limited to, a summary of work performed, information required, status of change order Work, materials received, and safety incidents. The Construction Manager shall accept delivery and arrange for storage, protection and security for any College purchased materials, systems and equipment which are a part of the Work until such items are turned over to the respective Trade Contractors.

Meetings

The Construction Manager shall schedule and conduct regular biweekly progress meetings at which Trade Contractors, College, A/E, and other designated representatives, and the Construction Manager can discuss jointly such matters as progress, scheduling, and construction-related problems. Additional progress meetings shall also be scheduled as directed by the College. Within three (3) days of a progress meeting, the Construction Manager shall take and distribute complete minutes of meetings to all attendees and other individuals as directed by the College. Representatives of the College will attend meetings and shall receive all notices and minutes of meetings.

The Construction Manager shall also conduct Owner's meetings at least monthly, or as requested by the College. The Owner meetings are to be attended by representatives of the College, the Construction Manager, and the A/E to discuss overall Project matters and Project procedures to ensure that all parties

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are meeting their obligations to assure a successful Project. Within three (3) days of the Owner's meeting, the Construction Manager shall take and distribute complete minutes of Owner's meetings to all attendees and other individuals as directed by the College.

Requests for Information (RFIs)

The Construction Manager will be responsible for logging and reviewing all RFIs prior to submission to the College and the A/E. The Construction Manager is to ensure that the RFIs submitted are appropriate and not frivolous. The Construction Manager shall be responsible for tracking and monitoring all RFIs throughout the Construction Phase until all RFIs are processed by the A/E and the College. The Construction Manager shall include RFIs as an agenda topic at all Owner meetings and advise the College immediately of any delays in the RFI process. The Construction Manager will be responsible for developing and implementing a RFI form for use on the Project. The Construction Manager shall also develop and submit a RFI aging report to the College's Project Manager at each regularly scheduled progress meeting.

Substitution Requests

The Construction Manager will be responsible for reviewing all substitution requests to assure the requests are complete. If the requests are not complete, the Construction Manager will return the request to the Trade Contractor for proper submission. The Construction Manager will be responsible for logging all substitution requests and will review all Substitution Requests with the College prior to submission to the A/E and the College. The Construction Manager shall also be responsible for tracking and monitoring all Substitution Requests throughout the Construction Phase until all Substitution Requests are processed by the A/E and the College. The Construction Manager shall include Substitution Requests, if any, on the agenda topic at the Owner's meetings and advise the College immediately of any delays in the Substitution Request process. The College reserves the right to reject Substitution Requests for any reason or no reason at all.

2.32 COST CONTROL

The Construction Manager shall develop and maintain an effective system of Project cost control. The Construction Manager shall refine and update the approved GMP, incorporate College approved changes as they occur, and develop reports and forecasts as needed, or as directed by the College. The Construction Manager shall identify variances between actual and estimated costs and advise the College whenever the projected cost exceeds allowances or estimates.

The Construction Manager shall check and supervise all material deliveries, equipment and labor entering the work site. The Construction Manager shall maintain cost accounting records on authorized Work performed under unit costs, actual costs for labor and material, and other areas requiring accounting records, as necessary. The Construction Manager shall provide the College access to the records and preserve the records for a period of three (3) years after final payment. The College reserves the right to audit and copy these records during that period.

2.33 CHANGE IN SCOPE AND CHANGE IN GMP

The College may, unilaterally at any time by written order or contract amendment, make changes within the general scope of the Work to be performed under the Contract. The Construction Manager shall provide the College with written detailed cost supportive data if any apparent change in scope or design will require a change in the GMP. A copy will be provided to the A/E.

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The College and A/E will review the Construction Manager analysis and cost data. The College and A/E will advise the Construction Manager whether or not they agree with the Construction Manager's analysis and cost data. The College and Construction Manager shall reach mutual agreement on the nature of the subject change, and upon the College's direction, eliminate the circumstances of the change or negotiate a mutually agreed cost change to be made to the GMP. The Construction Manager shall notify the A/E and the College of such changes before trade bids for the work associated with the change are requested.

Change order expenditures may not be made against this contract without written approval by the College's designated representative through the issuance of a contract amendment to the Construction Manager contract as provided for in the Montgomery College General Conditions of the Contract. Additionally, changes to the GMP will only be made when documented and College approved decisions are issued per the terms of the General Conditions by way of a contract amendment to the Construction Manager contract following the requisite approvals.

It is understood and agreed that refinement and detailing may be accomplished from time to time with respect to the drawings and specifications. No adjustment in the GMP or the Scheduled Completion Date shall be made unless such refinement or detailing results in changes in the scope or design of the Project, as determined by the College. Nothing herein shall be construed to preclude the College from ordering minor changes in the work not involving increases in cost consistent with the intent of the Contract Documents.

The Construction Manager shall develop and implement a system for review, negotiation, and processing of proposed Change Orders. The Construction Manager shall, with complete supporting data, recommend necessary or desirable changes to the College and the A/E for approval.

No increase to the Construction Manager Construction Services Fee or GMP Contingency shall be assessed for Modifications to this Contract except for College requested changes that increase the approved GMP. After the cumulative value of college requested changes exceeds five percent (5%) of the aggregate GMP. If the cumulative value exceeds the five percent (5%), the Construction Manager may request additional fee. The amount of fee allowed is the lesser of 3% or a percent determined by the ratio Construction Services Fee to the Project Construction Costs identified in this RFP. The maximum amount of contingency allowed is a fixed percentage stated earlier for CM-GMP Contingency. The cumulative value indicated here shall only include College initiated Modifications processed after the GMP is approved. Additional fees in cases where the approved GMP exceeds the Project Construction Costs established in the RFP are addressed elsewhere in the RFP.

Except as set forth in the paragraph immediately above, the Construction Manager may not include a mark-up for any change order work. Change order proposals may only consist of actual costs, i.e., Trade Contractors' change order proposals and General Conditions' items, if applicable.

Credits associated with scope reductions shall revert to the College in full.

Changes Order proposals shall only include the cost of the Trade Contract work:

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- a. The inclusion of additional GMP contingency will only be allowed in cases of complex owner-initiated scope changes which involve multiple Trade Contractors, scope reviews and additional coordination. GMP contingency will not be allowed on typical changes, including those resulting from Architect's supplemental instructions or change bulletins, unless they include a scope change specifically requested by the College. If GMP contingency is allowed in a change order, GMP contingency will be the source of funds to cover the events identified in "GMP Contingency" associated with the added scope of Work.
- b. If the Construction Manager and the College agree to use Contractor Default Insurance (CDI) instead of Subcontractor Bonds, CDI shall not be included in individual change order requests. CDI will be reimbursed upon submission of invoices from the CDI carrier.
- c. If the Construction Manager and the College agree to use Contractor Controlled Insurance Program (CCIP) instead of Subcontractor insurance, CCIP shall not be included in individual change order requests. CCIP will be reimbursed upon submission of invoices from the CCIP carrier.

2.34 QUALITY ASSURANCE/INSPECTION

Quality Assurance is an area of utmost importance to the College. Although it is the contractual obligation of both the A/E and the Construction Manager to guard the College against defects and deficiencies in the work, expect the College to actively participate in this process.

The CM at Risk shall inspect the Work of the Trade Contractors to guard the College against defects and deficiencies in the work and shall coordinate this activity with the on-site duties of the A/E. The Construction Manager shall advise the A/E of any apparent variation and deviation from the intent of the Contract Documents and shall take the necessary action to correct such variations and deviations within the terms of the Contract Documents. It is anticipated that personnel from the College's Office of Facilities will attend all inspections and testing. It is the responsibility of the Construction Manager to advise the College's Project Manager of scheduled tests and inspections with appropriate advance notice.

The Construction Manager shall provide one (1) set of all inspection reports to the Project Manager with the monthly report. In addition, the Construction Manager is to include on the agenda of all regularly scheduled Owner's progress meetings a review of upcoming inspections and tests and attach a list of these with the minutes of such meetings.

The Construction Manager shall provide for and administer all third-party inspections and testing as specified in the Construction Documents per the identified, General Conditions reimbursables.

The College shall, in all cases, make final interpretation of the Contract Documents and rule on compliance of the Work. This provision specifically supersedes anything to the contrary in the General Conditions of the Contract for Construction and the Supplementary Conditions for CMAR Projects

2.35 COMMISSIONING

Commissioning services will start early in the Preconstruction phase and will be provided by an independent Commissioning Agent (CxA) whose services will be contracted by the Architect or the College.

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The CxA will prepare the Design Phase Commissioning Plan, the Construction Phase Commissioning Plan and provide the commissioning specifications, forms, and checklists to be included in the Construction Documents.

Commissioning for the Project includes, but is not limited to, the following systems: all HVAC systems, including fans, controls, pumps and associated piping, wiring and ductwork; fire alarm and life safety systems; and electrical systems, particularly any tied to an emergency generator.

Commissioning activities performed during the Construction Phase include: observation of start-up, testing and calibration activities; verification and documentation of functional performance tests; and acceptance of commissioned systems

2.36 MINIMUM SAFETY REQUIREMENTS

The Construction Manager shall develop and implement a Project safety program in accordance with the College General Conditions of the Contract and applicable regulations. Construction Manager shall provide a safe and healthful environment for its employees and agents as well as the College's representatives and agents.

The Construction Manager shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Construction Manager shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable health and safety laws and regulations, including without limitation, Federal OSHA and equivalent OSHA state regulations, city and county ordinances and codes, uniform fire codes, DOT regulations, and College facility rules and regulations.

Construction Manager shall submit to the College a copy of its Safety and Health Program for review and shall agree to make necessary changes in order to comply with specific facility rules and regulations if needed. Construction Manager shall effectively execute the program elements and maintain the job site in a safe and healthful manner.

Report all injuries, illnesses, and work-related incidents to the College immediately but no later than the next business day after the incident. Construction Manager shall fill out an Incident Report and submit to the College no later than forty-eight (48) hours after the initial incident.

Construction Manager shall report to the College any governmental inspections or inquiries at the job site. The reasons for the inspection and results of the inspection shall be shared with the College as soon as possible and no later than the next business day. The College expects verbal notification of all inspections well as a subsequent written report detailing the inspection.

By the fifth working day of each month, Construction Manager shall prepare a Monthly Safety Summary detailing activities, events, and accident statistics and submit this report to the College. The Construction Manager shall report, to the College, as part of each monthly report any safety violations and actions taken to protect the safety of persons and property engaged in the work. The College reserves the right to audit Construction Manager safety and health related records and statistical information at any time.

2.37 SHOP DRAWING REVIEW AND PROCESSING

The Construction Manager shall develop and implement a system for review, acceptance or rejection, and processing of all shop drawings/submittals. The Construction Manager shall review this system with the College and obtain the College's approval prior to implementation.

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The Construction Manager will be responsible for logging all shop drawings/submittal prior to submission to the College and the A/E. The Construction Manager is to ensure that shop drawing/submittals packages are submitted in an appropriate manner and, if not, return them to the Trade Contractor for proper submission.

The Construction Manager shall be responsible for tracking and monitoring all shop drawings/submittals throughout the construction phase until all shop drawings/submittals have been approved by the A/E and the College. Allow a minimal review period of approximately three (3) weeks per submittal.

The Construction Manager shall include shop drawings as an agenda topic on all Owner meetings and advise the College immediately of any delays in the shop drawing/submittal process. The Construction Manager shall develop and submit a shop drawing/submittal aging report to the College's Project Manager at each regularly scheduled progress meeting. The Construction Manager shall provide coordinated drawings as required per the Construction Documents.

2.38 PROJECT SITE DOCUMENTS

The Construction Manager shall maintain at the Project site, on a current basis, records of all necessary contracts, shop drawings, samples, purchases, materials, equipment, maintenance and operating manuals and instructions, and any other documents and revisions thereto which arise out of the contract or the work. Maintain these records in hardcopy and electronic format. The Construction Manager shall provide the necessary hardware and software to access and use the electronic materials while on-site.

2.39 REPORTS

The Construction Manager shall provide to the College on a monthly basis, or at the College's request, a written report inclusive of the items listed below. Submit the monthly report every 30 days beginning 30 days from the issuance of the Notice to Proceed for the Construction Phase.

The monthly report by the Construction Manager is to include the following items:

- a. Project Status: Overall summary of the Project status to date for the Project inclusive of information on the Trade Contractors' Work and the percentage of completion for the Project.
- b. Schedule: Revised Project schedules with a brief narrative of the schedule and status of the significant milestones.
- c. Cost Status: Overall summary of the financial status of the Project with the cost control report included which details expenditures of all contingencies.
- d. Change Orders: A summary statement as to the status of change orders for the Project inclusive of potential change orders, approved change order and rejected/voided change orders, as well as change orders requiring the College's immediate attention.
- e. Shop Drawings/Submittals: A summary statement as to the status of shop drawings/submittals for the Project inclusive of items requiring the College's or the A/E's immediate attention.
- f. Quality Assurance/Inspections: A summary statement as to the status of quality control/inspections for the Project including, but not limited to, number and type of inspections made, overall Project quality to date, and recommendations.

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Within ten (10) days of issuance of the Construction Phase Notice to Proceed, the Construction Manager is to submit to the College the report formats for each of these and prior to implementation the Construction Manager must obtain the College's approval of these formats.

2.40 CLAIMS AVOIDANCE/RESOLUTION

As necessary, the Construction Manager is to advise the College on a timely basis on construction issues to avoid disputes. If claims/disputes arise, the Construction Manager will provide the College with any requested assistance. This assistance may include cost assessments, documentation review, and contract review, as well as any corresponding recommendations. In an event of a dispute between the College and the Construction Manager, the Construction Manager is expressly obligated to continue Work on the Project while the resolution process is progressing.

2.41 CONTRACT ACCEPTANCE PHASE SERVICES

At the appropriate time, the Construction Manager is required to provide a Project Close Out Engineer to handle Project close out activities which include punch list, scheduling of the required demonstrations, and testing.

The Construction Manager is to work closely with the College's Project Manager as to the procedures and schedule for Contract Close Out and the contractual obligations therein. The Construction Manager is responsible for compliance with all Contract Close Out items per the Contract Documents.

Complete the requirements of this phase within the duration required by the Contract Documents. Provide schedules for and management of required activities during this phase.

The Construction Manager shall complete the punch list work and notify the College and A/E the Project is ready for final inspection within four (4) weeks after the date of substantial completion. Comply with the requirements of the Contract Documents for final inspection and completion.

Participate in completion of commissioning activities:

Within thirty (30) days after the date of substantial completion, provide hard copies of the as-built documents and the as-built BIM model, if required, to the College and the Architect.

Demobilize trailers and other temporary facilities before or after substantial completion as coordinated with the College, restore the site per the Contract Documents, and settle and pay final utility bills.

Coordinate all acceptance phase activities with the College's occupancy activities, which may include keying, access control activation, room signage, furniture delivery and installation, equipment delivery, occupant move-in, and other activities.

The Construction Manager shall obtain data from Trade Contractors and maintain a current set of record drawings, specifications, and operating manuals. With mechanical and electrical equipment, the Construction Manager is to obtain the Operating and Maintenance (O&M) manuals at least two (2) months prior to the demonstration for such equipment.

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Submit these O&M manuals to the College Project Manager who will coordinate with the College's Campus Facilities Department for review prior to the equipment demonstration. At the completion of the Project, and before final payment, the Construction Manager shall deliver all such records to the College in a paper and electronic format as specified by the College along with completion set of as-built drawings for incorporation by the A/E into the record documents.

2.42 CONTRACT COMPLETION PHASE SERVICES

Request reduction of retainage and submit consent of surety to the reduction of retainage.

Provide a schedule for post-substantial completion activities and services specified in the construction documents, which may include opposite- season commissioning and balancing activities; calibration checks; equipment service, cleaning, and maintenance activities; and other specified activities and services.

Final Contract Report: Provide one hard copy and the native files for a final contract report on the financial reconciliation of the Contract within thirty (30) days after final completion. The Construction Manager shall submit the final contract report based on the format provided by the College, and revise the report as required by the College. The final contract report shall include the following information:

- a. A Contract summary matrix.
- b. A matrix enumerating the original Contract, contract modifications, and final Contract total.
- c. Detailed matrices of the disposition of each of the following: pre- construction services fee; Project allowances: Trade Contracts for special contracts: trade contracts; GMP allowances; GMP contingency; general conditions cost; and construction services fee.
- d. Reconciliation of unit prices and unit measurements, if applicable.
- e. Copies of consultant agreements and change orders.
- f. Copies of Trade Contractors' change orders.
- g. Release of Liens: Provide a Subcontractor's Final Unconditional Lien Waiver and Release on a form prescribed by the College for each Trade Contractor. The release of liens shall indicate the amount of the original Trade Contract, the total amount of change orders, and the final trade contract amount. The final unconditional release must be signed by the Trade Contractor and notarized.
- h. Other information and documents requested by the College.

Comply with requirements of the Contract Documents for final payment.

2.43 WARRANTY PERIOD SERVICES

Respond to the College's requests for obtaining and management of Trade Contractors' warranty services.

Attend and participate in warranty inspections at six (6) months, twelve (12) months, and twenty-three (23) months after substantial completion to identify warranty issues requiring correction, replacement, or repair. The A/E will compile a list of items identified during the inspections and distribute to the

SECTION 2 – SCOPE OF SERVICES

Construction Manager and College.

Schedule, manage, and coordinate with the College the post-substantial completion activities and services specified in the Contract Documents, which may include opposite-season commissioning and balancing activities; calibration checks; equipment service, cleaning, and maintenance activities; and other specified activities and services.

PART 4 - FINANCIAL TERMS**2.44 Construction Manager PRECONSTRUCTION PHASE FEE**

The Construction Manager fee for the Pre-construction (Design) Phase shall be an all-inclusive lump sum fee associated with the required services specified in this RFP. **The contract for Pre-construction Construction Manager fees will be separate from the GMP.**

The Pre-construction Construction Manager fee price proposal for this Project shall be irrevocable for one-hundred twenty (120) calendar days from the proposal due date. This period may be extended by written mutual agreement between the Proposer and the College.

2.45 Construction Manager CONSTRUCTION PHASE FEE

The Construction Manager fee shall be an all-inclusive lump sum management fee. It shall include all Construction Manager home and other office costs including but not limited to officers, home, and local office support staff, as well as all Construction Manager overhead costs and profit.

The Construction Phase Construction Manager fee price proposal shall remain irrevocable until acceptance of the GMP and approval of the Amendment to the Contract to reflect the construction work.

2.46 GENERAL CONDITIONS

A not to exceed fee for General Conditions will be established by the Construction Manager in the GMP submission and approved by the College in its review and approval of the GMP, for General Conditions items per the submitted Price Proposal. This fee shall be based on the Construction Manager quoted not-to-exceed costs for General Condition items, inclusive of on-site field staff reimbursable expenses, to cover reimbursable costs associated with construction of this Project. Items which the College will expect to pay from the established fee are noted in the “General Conditions – On-Site Construction Manager Staff Reimbursables ONLY for the Project” form in the Price Proposal, and the “General Conditions for Non-Personnel Reimbursable Costs” form in the Price Proposal in Section of this RFP. Costs for reimbursement as General Conditions include:

A. Labor Costs

Wages of construction workers, excluding on-site Construction Manager staff, directly employed by the Construction Manager to perform the construction of the Work at the site or, with the Owner’s prior approval, at off-site workshops.

Costs paid or incurred by the Construction Manager for taxes, insurance, contributions, assessments, and benefits required by law or collective bargaining agreements and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health

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benefits, holidays, vacations, and pensions, provided such costs are based on wages and salaries included in the Cost of the Work.

B. Costs of Other Materials and Equipment, Temporary Facilities and Related Items

Costs of transportation, storage, installation, maintenance, dismantling and removal of materials, supplies, temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and fully consumed in the performance of the Work. Costs of materials, supplies, temporary facilities, machinery, equipment, and tools that are not fully consumed shall be based on the cost or value of the item at the time it is first used on the Project site less the value of the item when it is no longer used at the Project site. Costs for items not fully consumed by the Construction Manager shall mean fair market value.

Rental charges for temporary facilities, machinery, equipment, and hand tools not customarily owned by construction workers that are provided by the Construction Manager at the site and costs of transportation, installation, minor repairs, dismantling and removal. The total rental cost of any Construction Manager -owned item may not exceed the purchase price of any comparable item. Rates of Construction Manager -owned equipment and quantities of equipment shall be subject to the College's prior approval.

If the term of the rental costs exceeds the cost of the equipment or furniture, the equipment and furniture shall be bought from general conditions funds and turned over to the College at the end of the Project. At the College's discretion, if the College determines that the price of the furniture or equipment is too high, the College may require the Construction Manager to purchase the furniture or equipment from the College with General Condition's funds.

Costs of removal of debris from the site of the Work and its proper and legal disposal.

Costs of document reproductions, postage and parcel delivery charges, telephone service at the site and reasonable petty cash expenses of the site office.

C. Miscellaneous Costs

Sales, use, or similar taxes imposed by a governmental authority that are related to the Work and for which the Construction Manager is liable.

Fees and assessments for the building permit and for other permits, licenses, and inspections for which the Construction Manager is required by the Contract Documents to pay.

Fees of laboratories for tests and special inspections required by the Contract Documents, except those related to defective or nonconforming Work for which reimbursement is excluded.

Royalties and license fees paid for the use of a particular design, process or product required by the Contract Documents; the cost of defending suits or claims for infringement of patent rights arising from such requirement of the Contract Documents; and payments made in accordance with legal judgments against the Construction Manager resulting from such suits or claims and payments of settlements made with the Owner's consent. However, such costs of legal defenses, judgments

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and settlements shall not be included in the calculation of the Construction Manager's Fee or subject to the Guaranteed Maximum Price.

Deposits lost for causes other than the Construction Manager's negligence or failure to fulfill a specific responsibility in the Contract Documents.

D. Other Costs and Emergencies

Other costs incurred in the performance of the Work if, and to the extent, approved in advance in writing by the College.

Costs incurred in taking actions to prevent threatened damage, injury or loss in case of an emergency affecting the safety of persons and property.

Costs of repairing or correcting damaged or nonconforming Work executed by the Construction Manager, Subcontractors, or suppliers, provided that such damaged or nonconforming Work was not caused by negligence or failure to fulfill a specific responsibility of the Construction Manager and only to the extent that the cost of repair or correction is not recovered by the Construction Manager from insurance, sureties, Subcontractors, suppliers, or others.

The Construction Manager will be reimbursed for actual costs only. Markup for overhead and profit is not allowed. Expenditures from this not to exceed fee may only be made with the approval of the College which shall not be unreasonably withheld. Not to exceed fee expenditures must be approved by the College prior to the provision of said services. The Construction Manager will be required to provide a "General Conditions" billing back-up derived from the Construction Manager computer-based project accounting/tracking system.

General Conditions costs related to any change orders/amendments to the Construction Manager contract will be reviewed on an individual, change order basis; a determination will be made as to the need for requested General Conditions increases related to the change order. The Construction Manager should not expect that any change order will allow for an increase in the General Conditions NTE fee.

2.47 ON-SITE STAFF REIMBURSABLES

As part of the Price Proposal, the Proposers shall quote on-site Staff Reimbursables for the GMP; the price proposal evaluation will include these quoted amounts. By submitting the price proposal, a Proposer is committing that the costs associated with the on-site staff positions for the GMP will not exceed the amount quoted in the Price Proposal, if the proposer is awarded this contract, the only exceptions to this commitment will be for positions for which prevailing wage rates apply (i.e., laborer).

The project manager, superintendent, and project engineer are to be salaried positions. The College will reimburse a maximum of forty (40) hours per week for these positions; therefore, the quoted billing rate should be based on this maximum number of hours allowed per week. The College will not reimburse overtime payments for any Construction Manager salaried position. Regardless, it is the responsibility of the Construction Manager to appropriately staff this Project to ensure that a capable Construction Manager representative is on-site as required.

SECTION 2 – SCOPE OF SERVICES**2.48 ITEMS OF GENERAL REQUIREMENTS**

The Construction Manager is to provide for all items of General Requirements in the General Conditions fee including, but not limited to, the following:

- a. project management;
- b. general Superintendent (and vehicle);
- c. quality/safety control;
- d. estimating and purchasing;
- e. project schedule including updates;
- f. copying and printing;
- g. travel and miscellaneous expenses;
- h. field office and field office expense;
- i. communications;
- j. storage trailers, if required;
- k. general layout and field engineering costs;
- l. project sign;
- m. small tools and supplies;
- n. sanitary conveniences;
- o. lights and barricades;
- p. first aid;
- q. hook-up and distribution of temporary electric service from existing services;
- r. maintenance and cleanup of project property;
- s. general daily clean up;
- t. touch up and repair;
- u. final building clean-up;
- v. dumpsters;
- w. general liability insurance;
- x. maintaining a secure building and site during all phases; and
- y. temporary barricades to assure the safety of campus students, staff, and visitors.

An allowance for testing and inspection services is to be included in the Construction Manager's quoted not-to-exceed amount for General Conditions for Non-Personnel items for the appropriate

The College will be responsible for the following expenses:

- a. water and electric connection charge;
- a. gas and electric consumption charges;
- b. cost of water consumption charges (Construction Manager to provide temporary hook-up and distribution as required); and
- c. building and utility permits.

2.49 COSTS NOT TO BE REIMBURSED

Offeror's Price Proposal shall not include the items listed below in their Non-Personnel Reimbursable Costs:

- a. Salaries and other compensation of the Construction Manager's personnel stationed at the Construction Manager's principal office or offices other than the site office;
- b. Expenses of the CM at Risk's principal office and offices other than the site office;

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- c. Overhead and general expenses, except as may be expressly included in this RFP.
- d. The Construction Manager's capital expenses, including interest on the Construction Manager's capital employed for the Work;
- e. Except as provided costs due to the negligence or failure of the Construction Manager, Subcontractors and suppliers or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable to fulfill a specific responsibility of the Contract;
- f. Any cost not specifically and expressly described.
- g. Costs, other than costs included in Change Orders approved by the Owner, that would cause the Guaranteed Maximum Price to be exceeded; and
- h. Costs for services incurred during the Pre-construction Phase.

2.50 ACCOUNTING RECORDS

The Construction Manager shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the College. The College and the College's auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Construction Manager's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Subcontractor's proposals, purchase orders, vouchers, memoranda, and other data relating to this Contract. The Construction Manager's shall preserve these records for a period of three (3) years after final payment, or for such longer period as may be required by law.

2.51 PAYMENTS TO CONSTRUCTION MANAGER

All payment applications must be submitted to and approved by the A/E and the College prior to College payment.

Pre-construction Construction Manager Services

The Construction Manager will be paid for the approved monthly preconstruction management fee earned. Application for payment shall be submitted on/or about the 25th day of each month. The initial application shall be submitted no earlier than thirty (30) days after commencement of services. Payment requests are to be submitted on college approved forms.

Construction Phase Construction Manager Services

Payments of the Construction Manager Construction Fee shall be made on the evaluation of Work accomplished. The Construction Manager will be paid for the approved monthly construction fee earned which shall be the percentage of the fee which is equal to the percentage of the Work which is approved for payment. Application for payment shall be submitted on/or about the 25th day of each month. The initial application shall be submitted no earlier than thirty (30) days after commencement of service.

Trade-Contracts, Equipment Rentals, and Material Payment

No markup for overhead or profit will be charged by the Construction Manager for Trade or subcontracts, equipment purchases or rentals, and material payments. Prompt progress payments to trade or subcontractors shall be administered in accordance with the Montgomery College General Conditions; that is, 95% of the Subcontract, Equipment Rentals and Material Payment invoices will be paid with 5% being withheld as retainage to assure faithful performance of the contract.

SECTION 2 – SCOPE OF SERVICESReimbursables under General Conditions Not to Exceed Fee

General Conditions not to exceed fee expenditures shall be approved by the College prior to the provision of said services. Application for payment shall be submitted on/or about the 25th day of each month. The initial application shall be submitted no earlier than thirty (30) days after commencement of service. Payment of approved reimbursable items will be made on a monthly basis with no retainage applicable.

Net terms of payment

Payments to the Construction Manager fee pursuant to this Contract shall be made no later than thirty (30) days after the College's receipt of a proper invoice from the Construction Manager. Charges for the payment of invoices, other than as prescribed by Title 15, Subtitle 1 of the State Finance and Procurement Article of the Annotated Code of Maryland or by the Public Service Commission or Maryland with respect to regulated public utilities, as applicable, are prohibited.

2.52 BID BOND

If the Offeror's total Price Proposal is \$100,000 or more, Offeror shall furnish with the price proposal a "bid bond" issued by a surety company licensed to issue bonds in the State of Maryland. The bond must be in an amount not less than five percent (5%) of the total amount of the price proposal (sum of the fees and reimbursables) and shall be in the form specified. Bid Bonds shall remain in effect a minimum of one hundred twenty (120) days from the due date of the Price Proposals, corresponding with the irrevocable time period for the Price Proposal.

Acceptable security shall be limited to: a) a bond in a form satisfactory to the College underwritten by a surety company authorized to do business in the State; b) a bank certified check, bank cashier's check, bank treasurer's check, cash, or trust account; and c) pledges of securities backed by full faith and credit of the United States government or bonds issued by the State of Maryland.

Should the Offeror to whom the contract is awarded fail or be unable to execute the contract, for any reason, within ten (10) days after notification of award, then an amount equal to the difference between the accepted price, and that of the Offeror to whom the award subsequently is made shall be paid to the College as damages.

The successful Proposer shall also be required to furnish a second bid bond, issued by a surety company licensed to issue bonds in the State of Maryland, in an amount not less than five percent (5%) of the total amount of the GMP Proposal. This bid bond shall also be provided on the form found in the RFP herein. The bid bond will remain in effect for a period of 120 calendar days from the date of submission of the GMP Proposal unless extended in accordance with this RFP. The scheduled return date for this bid bond will be ten days after Owner acceptance of the GMP Proposal.

At the time of presentation of the GMP proposal, the CM at Risk will be required to comply with Proposal security requirements. Should the Contractor fail to execute the Contract Amendments as required, then an amount equal to the difference between the accepted price and that of the person or entity who serves as CM at Risk subsequently shall be paid to the College as damages.

2.53 PERFORMANCE AND PAYMENT BOND

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The Offeror to whom a contract in excess of \$100,000 is awarded also must furnish Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the Preconstruction Phase fee, including executed Change Orders, in the form specified. The performance and payment bonds for the Preconstruction Phase must be provided at the time of the signing of the contract and prior to the start of any work. It should be noted that as part of the Technical Proposal, an Offeror must indicate its capability of obtaining the necessary bonds.

The successful Offeror shall also be required to furnish, upon notification of the College's intent to accept the GMP Proposal, a performance and payment bond in the amount of one hundred percent (100%) of the GMP. The cost of these bonds shall be incorporated by the CM at Risk into the GMP. Performance and payment bonds shall be provided on the form referenced in the RFP herein.

2.54 MAINTENANCE BOND

The College may require the Construction Manager to provide a Maintenance Bond for the correction and warranty period(s) equal to the amount of 50 percent of the performance bond for a period of one (1) year from the date of Substantial Completion and 15 percent of the performance bond for the second year from the date of Substantial Completion. Such bond will indicate Montgomery College as the Oblige and the Construction Manager as the Principal.

The Construction Manager shall, for a period of two (2) years from and after the date of Substantial Completion and acceptance of same by the College, replace any and all defects arising from the Work, whether resulting from defective materials or defective workmanship, after such period this obligation shall be null and void; otherwise, it will remain in full force and effect.

2.55 LIQUIDATED DAMAGES

In the event the Construction Manager fails to complete the construction phase work by the Contract date for Substantial Completion, the Construction Manager shall pay to the College the sum indicated as specified in the "General Terms and Conditions", not as a penalty, but as liquidated damages.

Liquidated Damages: One Thousand Dollars (\$1,000.00) per calendar day late.

SECTION 3 – TECHNICAL PROPOSAL SUBMITTAL FORMAT**3.1 INTRODUCTION**

Submit all proposals in accordance with the format listed below. **If the College form templates are NOT provided in Section 4 and other places of the RFP documents, Offerors can use their own format(s)/form(s).** Offerors shall describe in detail and provide evidence supporting the qualifications requested below. Conciseness and clarity of content are emphasized and encouraged. Vague and general proposals will be considered non-responsive and result in disqualification. Proposals not conforming to the format, or non-responsive to the specific proposal request, may be rejected at the discretion of the College.

Do not include Price Proposal Form in the Technical Proposal submission, or any information which would reveal the Offeror's actual bid price of the project.

3.2 ORGANIZATION OF TECHNICAL PROPOSAL

Technical proposals must be organized in the following format:

Technical Proposal

- Transmittal Letter
- Profile of the Offeror
- CM at Risk Firm Relevant Experience
- CM at Risk Team
- Key Supervisory Personnel
- On Site Project Team Anticipated Number of Hours During Construction
- Understanding of the Project
- Project Challenge
- Project Approach
- Quality, Scheduling, and Cost Control
- Safety Plan
- Economic Impact
- Project Cost and Schedule Statement
- Contractor Qualification Statement including Financial Statements
- MBE Participation Form
- Affidavit of Accuracy Form
- Acknowledgement of Addenda
- Conflict of Interest Statement
- Non-Debarment Acknowledgement
- Bid/Proposal affidavit
- Ethics Statement
- Verification of Examination of Site Conditions
- Exceptions to the Form of Contract, Montgomery College General and Supplementary Conditions of the Contract, or any deviations to the other RFP requirements, if applicable

Failure to include all the documents may render the proposal non-responsive and the offer may be rejected.

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3.3 TRANSMITTAL LETTER

The Transmittal Letter must be prepared on the Offeror's company letterhead and should include the name and address of the firm submitting the proposal, a contact person at the firm for the proposal, including complete telephone and email contact information, and the date of submission. The page should also state the RFP title and bid number. The letter must introduce the company and individual, and give a brief history of the proposing entity and the contact person responsible for the project. The letter shall indicate the Offeror's understanding of the College's requirements and demonstrate the Offeror's ability to provide the requested services. The letter must be signed by an individual authorized to represent the Offeror for this RFP.

3.4 PROFILE OF OFFEROR

All services furnished under this contract shall be from Construction Management firms that are currently licensed as required by the Construction License requirements contained in Title 17, Subtitle 6 of the Business Regulation Article of the Annotated Code of Maryland. Additionally, firms must be bonded and insured as required by the provisions of this RFP. Proper documentation shall be included with the proposal response. Failure to provide such proof may result in the firm being determined to be non-responsive and not eligible for award.

Provide a brief but informative history (i.e., date established, type of work done, type of clients, etc.) of the firm inclusive of the year in which the firm commenced providing Construction Management at Risk services. Provide summary information on your firm's specific background in completing Construction Manager at Risk projects, including any percentage of work related to education (K-12, higher-ed, etc.) utilizing the Construction Manager at Risk method. It should be noted that the College does not want a list of every higher education project constructed by the firm. Only those projects provide significant additional information about the firm's experience should be included. Firms are cautioned that the inclusion of irrelevant projects will not be favorably considered.

Provide information related to the size of the firm inclusive of the number of employees and the breakdown among supervisory and non-supervisory. If the Proposer is a local office of a parent company, please also provide an employee breakdown specific to the local office and note in which office the proposed key personnel are located.

Complete the "Annual Sales Volume/Completed Projects form" on a per year basis for the last three (3) years and indicate what percentage of such work is Construction Manager at Risk, GC, or other; name and state the largest project and largest Construction Manager at Risk project for each year by dollar value. This information is to be provided for the responsible branch office only, not the parent organization, if applicable.

Submit a list of "Current Workload", listing current projects for which the firm is committed, the dollar volume of each project, and the construction dates for each project. This information is to be provided for the responsible branch office only, not the parent organization, unless the parent organization is the Offeror.

Offeror's must also include a statement indicating the capability of the firm to obtain the necessary bonds required in the RFP.

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Joint ventures

If the Offeror is a joint venture firm, the Offeror must provide all identification information for all parties and all requirements for all parties (i.e., licenses, insurance, etc.) as specified. Additionally, all other information requested shall be provided on all parties. As part of the technical proposal submission, the Offeror must identify the responsibilities of each joint venture party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFP document. The information provided under this category of Profile of Offeror will be evaluated for each joint venture party based on its percentage of the joint venture firm. It should be noted that if the selected Construction Manager at Risk is a joint venture firm, all joint venture parties will be held responsible for the contract obligations separately and severally.

Joint ventures must also provide the following information: (i) history of joint venture experience for all parties; (ii) specific history of this joint venture relationship inclusive of the reasoning for the establishment of the joint venture on this project; and (iii) a listing of all joint venture parties and each party's percentage of the joint venture firm. In addition, the joint venture Offeror is to identify the responsible JV party for each of the Construction Manager at Risk services to be provided during the pre-construction and construction phases of the Project. A copy of the signed, joint venture agreement must be provided to the College for its review and approval prior to issuance of the Notice to Proceed. In addition, no changes can be made to the joint venture agreement without the written approval of the College.

Additionally, it should be noted that if the Offeror is a joint venture firm, of the three (3) projects submitted as relevant experience, a minimum of two (2) projects must be from the majority joint venture party.

3.5 CONSTRUCTION MANAGER FIRM RELEVANT EXPERIENCE

Offerors are to submit information on a total of five (5) similar or relevant projects. Offerors are encouraged to provide project photographs with the description on the same or opposing page for each of the five (5) projects.

All projects must have been constructed in the last ten (10) years based on the project completion date, with higher consideration given to projects less than five (5) years old. Additionally, the projects must have been completed by the proposing firm as the prime project contractor.

The following criteria will also be considered in the assessment of each of the five (5) submitted projects. Firms are to carefully consider these additional criteria when determining which projects to provide in the proposal to demonstrate experience.

- a. Projects completed utilizing the Construction Manager at Risk method
- b. Education (K-12, higher-ed, etc.) experience
- c. Campus setting
- d. Site Constraints
- e. Experience with projects of similar scope, size, and costs
- f. Coordinating with other contractors hired by the Owner, in this case the College
- g. State and County funded project experience

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- h. Experience with constructing projects within the Montgomery County permitting system

The Construction Management at Risk or Construction Management with GMP contract methods are synonymous and are defined to be that contract method in which the Construction Manager at Risk is retained to provide preconstruction and construction services to the Owner inclusive of constructing the facility under a guaranteed maximum price. Higher education is defined as an educational institution (college or university) that awards two-year or higher degrees.

All Offerors should submit their five (5) most recent projects that best reflect the size, type, schedule, and Construction Manager services required under this RFP. Higher consideration will also be given if the Project Executive, Project Manager, Field Superintendent, or Chief Estimator performed the same role on any of the submitted projects. Additionally, if the firm has previously done work at Montgomery College, only one of the five (5) projects provided may be at the College regardless of how many projects the firm has worked on.

Firm References

Provide a reference contact for the three (3) similar or relevant projects, including contact name, address, telephone number, and email for each reference. Please be sure that accurate information is provided and that the contact person is capable of speaking to the firm's capability in performing the services required.

The College reserves the right to verify all information provided, as well as to check any other sources available or to use itself as a reference, if not provided by the Proposer.

Firms are also to provide two (2) additional project references, including name of project owner, contact name, phone number, and email. It is anticipated that these additional references will be used only in the event the College is unable to contact one or more of the three projects provided. Please include with these references, a list of applicable projects with a brief description of each inclusive of dollar size and date completed.

3.6 CONSTRUCTION MANAGER TEAM

Offeror should indicate why this particular team is a strong team and for this project. The College is interested in understanding the prior working relationships between the team members, the support that will be provided by other key personnel, as well as the anticipated staffing through the various phases for the project.

Other key personnel

Offeror should provide additional information about individuals that will be involved in a significant role on the team for this project. Submit documentation for other significant personnel, such as any Project Engineers, as deemed appropriate by the Offeror. The College stresses that these individuals should be significantly involved in the Project, as the College is not interested in a listing of all other personnel from the Construction Manager firm that may have an insignificant role in the Project.

Working relationships

Complete a "Working Relationships of Construction Manager Key Personnel form" on all named

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Construction Manager Key Personnel. Complete this form fully so as to convey the previous working relationships between and among the proposed Construction Manager team members.

Basis for selection

Complete the "Basis for Selection Form" to include reasons that the specific individuals were chosen as the Project Executive, Project Manager, Field Superintendent, BIM Coordinator, Chief Estimator, and other key personnel on the proposed Construction Manager team.

3.7 KEY SUPERVISORY PERSONNEL

By submitting the individuals for consideration as key personnel, the Offeror is committing these individuals to the College for the duration of the contract, if awarded the contract. Should circumstances necessitate a personnel change, the Construction Manager shall submit a written change request to replace key personnel. All personnel change request shall include sufficient information to demonstrate that the proposed individual meets or exceeds the qualifications of the Key Personnel to be replaced. No personnel changes will be permitted by the College without prior written authorization.

Within this category, key supervisory personnel as defined by the College are the Project Executive, Quality Control Supervisor, the Project Manager, the Field Superintendent, and the Chief Estimator. These key people **MUST** be direct employees of the proposing firm.

Project Executive: Senior level position from Construction Manager, such as Vice President, who will oversee the project from an executive level and to whom the Construction Manager Project Manager directly reports.

Quality Control Supervisor: Person from the Construction Manager firm with substantial field experience. The primary duty is to ensure quality of installation. Quality Control Supervisor should be on site 20% during the construction phase.

Project Manager: Person from Construction Manager firm who will be involved on a continual basis from commencement of the contract until construction completion. This person will be responsible for the overall management of the Construction Manager team and the completion of the project. Additionally, the Project Manager must be on site 100% during the construction phase. It should be noted that some Proposers may wish to have separate Project Managers for preconstruction and construction. This arrangement is not acceptable, as the College requires there to be only one Project Manager for the entire project.

Field Superintendent: Person from the Construction Manager firm who is responsible for the direct supervision of the trade contractors, daily coordination of the work on site to maintain the schedule, on-site management, such as material deliveries, outages, etc. This person must be on site 100% of their time upon the commencement of the construction phase.

Chief Estimator: Person from the Construction Manager firm who will be directly responsible for preparing, testing in the marketplace, explaining, and defending the estimates. It should be noted that this is to be the person who will be directly preparing the estimate, not the head of the estimating department who will be overseeing and managing the process.

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Organizational chart

Offeror shall provide an organizational chart for this project including the names of the key supervisory personnel listed above to be assigned to this project, if awarded.

Key Supervisory Personnel form

A Key Supervisory Personnel form shall be submitted for each individual. Additionally, on the page opposite to or behind the Key Personnel form of each individual, please show the corporate organizational chart for this project and highlight where this person is positioned in the organization.

The following information shall be provided for each of the Key Supervisory Personnel:

- a. educational background;
- b. work experience with the proposing Construction Manager firm inclusive dates of employment and positions held;
- c. work experience with prior employers including dates of employment and positions held; and
- d. Specific project experience relating to the construction of buildings of similar scale and cost to this project, and the role this person played and duration of involvement in each selected project with higher consideration to be given if the role is the same as to be assigned on the College project.

A minimum of three (3) projects are to be listed for each person. A brief description of the project should be given, if not provided elsewhere in the technical proposal, inclusive of the type of work performed (i.e., renovation, new construction, addition, etc.), dollar volume of project, contract method (CM, GC, DB, etc.), schedule of the job, and names of A/E and Prime Contractor. Additionally, for the Chief Estimator, list the original budget and final budget cost for each project listed.

It should be noted that higher consideration will be given if the Project Executive, Quality Control Supervisor, Project Manager, Field Superintendent, and Chief Estimator have experience with construction in a similar environment.

Allocation of responsibility and time commitment for project

The College would like to understand the allocation of responsibility between the key personnel in the management of the Project. Proposers should note for each individual any of the following items, under headings of preconstruction and construction, which a responsibility for that person:

Pre-construction: design review, constructability issues, cost model/estimates, value engineering, schedule, and GMP preparation; and

Construction: schedule, trade contract awards/management, quality assurance/ inspections, shop drawing review/processing, change order review/processing, meetings (progress and Owner), requests for information, substitution requests, cost control, project safety, monthly reports, and claims resolution.

Additionally, specify the percentage of time and anticipated number of hours committed to this project by each of the key personnel during both the preconstruction and the construction phases. It should be noted that if 50% time commitment is indicated, this is understood to mean 20 hours per week for the

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duration of the phase noted.

Key supervisory personnel references

On each Key Personnel form, provide three (3) project references for each of the proposed key people inclusive of contact person, phone number, and name of applicable project. These references must be project references from projects listed on the individual's project experience, not employment references, as the College is interested in speaking to a Project Owner or A/E regarding the individual's performance on a particular project. References are to be from different projects; only one reference per project is allowed. Additionally, if the individual has previously done work at Montgomery College, only one of the three references may be from a project at the College, regardless of how many projects the individual has worked on. Offeror must ensure that information provided is accurate and complete, and that the reference is able to speak to the individual's performance in the role to be assigned on this project.

The College may use itself as a reference, even if not provided by the Offeror.

3.8 ANTICIPATED TOTAL HOURS

Complete the "Anticipated Total Hours Form" for on-site staff during the construction phase.

3.9 UNDERSTANDING OF THE PROJECT

Provide a brief explanation of the Team's understanding of the project that indicates general key considerations for pre-construction and construction, including overall challenges, scheduling factors, and other potentially complex aspects particular to this project.

3.10 PROJECT CHALLENGE

Select one unique aspect of this project which your Construction Manager Team finds to be the most challenging. Describe this aspect and explain why the team finds it to be the most challenging. Present information as to how the team would address the issue to fulfill the intent of the Project.

3.11 PROJECT APPROACH

Explain the Team's methods, processes, and strategies used to manage and execute the project from start to finish to ensure the project meets its goals, stays on schedule and budget, and satisfies quality and project requirements

3.12 QUALITY, SCHEDULING AND COST CONTROL

Describe the Management Plan and Quality Control procedures to be used to meet the requirements of this project. Include a description of the firm's methods of planning, organizing, scheduling, controlling, and coordinating the total project effort. Include the firm's procedures to be used during preconstruction to guarantee technically accurate plans, specifications, and cost estimates. BIM coordination - The Construction Manager shall hire a qualified firm to provide these services or shall demonstrate they have the expertise to perform the following services utilizing qualified in-house personnel. Highlight the methods that are used during construction to assure subcontractors adhere to the schedule. Describe the methods used to ensure that the project will remain within budget. Provide the estimate used on one of the example projects and describe how the estimate was developed and

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summarize how the final construction cost related to the estimate. Finally, include a draft schedule for all phases of the project including critical milestones.

3.13 SAFETY PLAN

Generally, provide an overview of the firm's safety plan and the process for implementing safety plans on-site. What training is provided for on-site staff? How is safety supervised and enforced for subcontractors? What unique safety considerations exist on campus environments? Is a subcontracting firm's safety record reviewed as part of the bid process? Are there any requirements for certified safety personnel to be on-site? Who will be the primary safety officer for the project? Has your firm received any OSHA violations in the past three years? If so, please explain the circumstances and the corrective action taken.

3.14 ECONOMIC IMPACT

Provide a detailed, but concise, overall description as to how the award of this contract will benefit the economy of the State of Maryland if your firm is the successful Construction Manager. Such items may include, but are not limited to, (i) contract dollars to be recycled into Maryland's economy in support of this contract, through the use of Maryland subcontractors, suppliers, and joint venture partners; (ii) the number and type of jobs for Maryland residents resulting from the contract; (iii) tax revenues to be generated for Maryland and its political subdivisions; and (iv) subcontract dollars committed to Maryland small businesses and MBE's. Describe the firm's approach to obtaining maximum participation of local businesses in the Project.

3.15 PROJECT CONSTRUCTION COSTS AND SCHEDULE

In order to be considered responsive, the Proposer must either agree with or take exception (i) to the Project Construction Costs as indicated in the Request for Proposal documents; and (ii) to the time frames for preconstruction/design, inclusive of the Construction Manager GMP preparation/submittal, and for the construction phase.

Firms wishing to argue for a higher Project Construction Costs or adjusted Project Calendar must do so convincingly and provide sufficient evidence to support their argument and include appropriate documentation in the technical proposal envelope. If a Proposer does not take exception in its technical proposal, the College assumes the Proposer accepts the Project Construction Costs and Project Calendar.

If a higher Project Construction Cost or adjusted Project Time Frame is proposed, the College, in consultation with the project designers, will make the final determination for the Project Construction Costs and Project Calendar for purposes of the RFP process.

Firms will neither be rewarded nor penalized in any way in the evaluation of their Technical Proposal for initially arguing with or accepting the Project Construction Costs and Project Calendar noted in this RFP.

3.16 CONTRACTOR QUALIFICATION STATEMENT AND FINANCIAL STATEMENTS

The signed original Contractor Qualification Statement must be included in each Technical Proposal submission. Please attach additional/separate pages as necessary to the Qualification Statement in case of insufficient space, or to reproduce the Qualifications Statement form in Microsoft Word or other editable format, so that answers could be inserted between the questions.

SECTION 3 – TECHNICAL PROPOSAL SUBMITTAL FORMATFinancial Statements

Offerors shall submit graphic, narrative, and documentary material to clearly demonstrate qualifications, financial responsibility, and performance capability of the Construction Manager at Risk's Team. This shall include evidence from bonding company indicating total bonding capacity and current available bonding capacity. Additionally, compiled Financial Statements shall be provided for 2023 and 2024, or 2022 and 2023, if 2024 Financial Statements are not yet finalized at the time of Proposal submission deadline.

Generally, audited financial statements are preferred. Additionally, draft statements for 2024 are acceptable if 2024 statements have not been finalized. The financial statement may be inserted in a separate envelope clearly labeled "FINANCIAL STATEMENT – CONFIDENTIAL" and include the Offeror's name, if the Offeror prefers to submit in this manner. All statements provided in this section must be current and will be destroyed upon conclusion of the selection process.

3.17 MINORITY BUSINESS ENTERPRISE (MBE) PARTICIPATION

It is the policy of Montgomery College to strongly encourage minority business enterprises (MBE) to provide goods and services for the performance of college functions. Minority businesses include non-profit entities organized to promote the interests of handicapped persons, and firms that are 51% owned and controlled by a member of socially or economically disadvantaged minority groups, which include: African-Americans, Hispanics, American Indians, Alaska natives, Asians, Pacific Islanders, women, and the mentally or physically disabled. MBE participation can be achieved via MBE prime, MBE joint venture party, MBE consultants, and MBE suppliers or trade contractors.

The successful Construction Manager firm is encouraged to show MBE (MDOT certified) participation of the total contract award, inclusive of Construction Manager fees. MBE participation can be achieved by a Offeror via an MBE prime, MBE joint venture party, MBE consultants, and MBE suppliers or trade contractors.

The Offeror is encouraged to demonstrate an effort to achieve a minimum of 15% of the subcontractors or vendors anticipated to be retained by the Offeror for the College's project are minority firms. In addition, the College strongly encourages the Offeror to exceed an MBE participation level of 15%. It should NOT be construed to authorize contract awards that are fiscally disadvantageous or that confer any special privilege or status upon any business or group or individual representing a business. Offerors are to note in the submission under this category as to what MBE participation level they will commit and how this commitment will be achieved giving that all trade packages are completely bid. By submitting an MBE participation level under this category, the Offeror is committing to the College to achieve MBE participation if the firm is awarded the contract.

Offeror are to note in their Technical Proposal under this category as to what MBE participation level they will commit and how this commitment will be achieved assuming that all trade packages are completely bid. Within the technical evaluation, however, Proposers can achieve higher consideration if they exceed 15% minimum. By submitting an MBE participation level under this category, the Offeror is committing to the College to achieve MBE participation if the firm is awarded the Construction Manager contract and shall provide monthly summary updates on expenditure for MBE on a monthly

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basis.

3.18 AFFIDAVIT OF ACCURACY FORM

Complete the Affidavit of Accuracy Form and include an original in each Technical Proposal submission.

3.19 ACKNOWLEDGMENT OF ADDENDA FORM

Offerors must acknowledge receipt of all addenda issued for this RFP. Failure to do so may result in an Offeror's proposal being rejected. Use the form provided and include in each technical proposal submission.

3.20 CONFLICT OF INTEREST STATEMENT, NON-DEBARMENT ACKNOWLEDGEMENT, ETHICS STATEMENT, BID/ PROPOSAL AFFIDAVIT

Complete the Conflict-of-Interest Statement, Non-Debarment Acknowledgement, Ethics Statement and Bid /Proposal Affidavit and include an original in each Technical Proposal submission.

3.21 VERIFICATION OF EXAMINATION OF SITE CONDITIONS

Potential Offerors shall thoroughly examine and investigate existing site conditions that may affect their pricing proposal, prior to proposal submission. **Site examination is mandatory and verification of the examination by a college representative is required.**

Offerors MUST attach the Verification of Examination of Site Conditions form, which is included in the Request for Proposals and is to be signed by an authorized College Representative upon the completion of site examination, and include it in the Technical Proposal (Part A) submission.

3.22 EXCEPTIONS TO THE RFP REQUIREMENTS AND USE OF OFFEROR'S CONTRACT

Contractor(s) should use the College's form of Contracts and terms and conditions and are discouraged from taking exception to provisions of a solicitation. Use of Contractor prepared Contracts and exceptions to provisions of a solicitation are not preferred and must be reviewed and approved by the college prior to recommendation of award. Vendors insisting on the use of their form of Contract may be found to be non-responsive or to not meet the College's minimum qualifications for a solicitation.

Any exceptions to the Montgomery College standard Form of the Contract, Montgomery College General and Supplementary Conditions of the Contract, or any deviations to the other RFP requirements, if applicable must be submitted and included in the Technical Proposal for College's information, and subject to the College's approval.

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS**Technical Proposal Submission Templates Provided by the College**

Offerors shall use the following College provided templates as part of the technical submission, per Section 3 Technical Proposal Submittal Format.

Note: If required submission form templates are NOT listed below, Offerors can use their own format(s) or form(s).

- 4-1 Contractor Qualification Statement Instructions and Form
- 4-2 Minority Business Participation Form
- 4-3 Affidavit of Accuracy Form
- 4-4 Acknowledgement of Receipt of Addenda
- 4-5 Conflict of Interest Statement
- 4-6 Non-Debarment Acknowledgement
- 4-7 Bid/Proposal Affidavit
- 4-8 Ethics Statement
- 4-9 Verification of Examination of Site Conditions
- 4-10 Anticipated Number of Hours for the On-Site Staff
- 4-11 Procurement Questionnaire (Applicable for No Bid Response)

Contractor's Qualification Statement

Preparing the Contractor's Qualification Statement for Review by Montgomery College

Most contractors maintain a generic AIA A305 form. The effort contractors spend adapting the document to our specific interests is noticed and appreciated. The suggestions provided here are intended to help improve your chances of being responsive to our requests for technical information. Our preferences are fairly specific and adherence to these preferences will expedite the review process.

Contractor qualification statements are generally reviewed by a panel consisting of five members. The purpose in using our own form is to obtain objective data in a consistent format that can be easily processed by our panel members. Unfortunately, it has been our experience that many contractors attempt to use the AIA A305 as a way to direct us to a variety of attachments that are in a unique format which are inconsistent or non-responsive to the type of information we are seeking. So, for example when the form requests the value of the contractor's current work (part 3), a somewhat typical response is "see attachment 6" which is a list of projects that may or may not be tabulated. Actually, what we are looking for in that particular space is a dollar amount, not a list. The numbers are certainly not the full story regarding contractor qualifications, but when we ask for a number, our panel members would like to see a current and accurate number in that space.

Where we do ask for project lists, we have found that some lists are more helpful than others. Although we do not require contractors to provide information in a specific format, we do expect the lists to respond to our request for certain basic information. The preferred format and content for our purposes is as follows:

1. A short, descriptive project title, e.g. "new" student center, or "addition to" or "repairs to library building", etc.
2. Owner and location of the work.
3. The name of the architect/engineer.
4. The construction contract value.
5. The year when the project was completed.

The following should be taken into consideration when compiling the project lists:

- a) Since we are a college, we are particularly interested in academic institutional project experience. Highlighting those types of projects is beneficial.
- b) If your project involvement was other than as the sole general contractor or construction manager, please make that clear. Thus, if you are one of multiple primes, or a member of a joint venture, or a subcontractor on the project, please make that distinction in the project title and contract value. Do not claim credit for the entire work.
- c) The project lists serve as client references for our purposes. References are more highly valued when the client is a college, university or other public entity. Local references and recent references are the most relevant.
- d) Project experience becomes increasingly less relevant as the projects become remote in time or distance. We would prefer a short, current and relevant project list.
- e) Failure to provide the requested financials is frequently a cause for disqualification.
- f) We encourage all companies to provide full and accurate information which best presents their qualifications, but please be concise. Too much data or poorly organized data can impede our review and will ultimately be counterproductive.

Finally, the presentation of material including tabs, indexes, and logical organization makes a difference to panel members who are struggling with a large volume of paper. So prepare the submittal accordingly.



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CONTRACTOR'S QUALIFICATION STATEMENT

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading. Information provided in this statement is for the express purpose of assisting Montgomery College in its assessment of the Bidder's suitability for providing services as a Construction Manager at Risk for the referenced project.

SUBMITTED TO: Office of Procurement
MONTGOMERY COLLEGE

ADDRESS: 9221 Corporate Boulevard
Rockville, MD 20850

SUBMITTED BY:
TITLE:

COMPANY NAME:
ADDRESS:

NAME OF PROJECT: Construction Manager at Risk
Student Services Center, Germantown Campus

Type of Work (select one):

- ☐ Construction Management
- ☐ General Construction
- ☐ HVAC
- ☐ Electrical
- ☐ Plumbing
- ☐ Other (please specify)

1.0 ORGANIZATION

- 1.1 How many years has your organization been in business as a Contractor?
- 1.2 How many years has your organization been in business under its present business name?
 - 1.2.1 Under what other or former names has your organization operated?
- 1.3 Please describe the form of your organization (i.e. corporation, partnership, individual, or other) and name the principal(s):

2.0 BUSINESS REGISTRATION AND LICENSING

CONTRACTOR'S QUALIFICATION STATEMENT

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- 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business:
- 2.2 Provide a copy of your organization business registration with State of Maryland and in good standing, as an attachment.

3.0 EXPERIENCE

- 3.1 List the categories of work that your organization normally performs with its own forces:
- 3.2 On a separate sheet list the major projects your organization has completed in the last three years, giving the name of the project, owner, architect, the contract amount, date of completion and percentage of cost of the work performed with your own forces.
- 3.3 State average annual amount of construction work performed in the last three years:
- 3.4 Has your organization ever failed to complete any work awarded to it?
[] NO [] YES (*attach details*)
- 3.5 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
[] NO [] YES (*attach details*)
- 3.6 Has your organization filed any law suits or requested arbitration with regards to construction contracts within the last five years?
[] NO [] YES (*attach details*)
- 3.7 Has your organization ever been debarred from bidding on State Contracts by the Board of Public Works, or on any other Local, Municipal, County, State or Federal project?
[] NO [] YES (*attach details*)
- 3.8 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?
(If the answer is yes, please attach details.)
[] NO [] YES (*attach details*)

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- 3.9 Has your organization ever filed for bankruptcy, receivership or any other similar legal protection to protect it from default? (If the answer is yes, please attach details.)

[] NO [] YES (*attach details*)

- 3.10 Include a brief description of four (4) projects in Section 3.2 listing each project's size, relevant features, construction cost (including general conditions, OH&P), change order value (excluding or annotating Owner directed scope changes), anticipated schedule, actual schedule and an Owner's reference contact person's name and current telephone number.

4.0 FINANCIAL STATUS**4.1 Financial Statement**

Attach copies of financial statements for the last two years, preferably audited, including your organization's balance sheet and income statement showing Current Assets, Net Fixed Assets, Other Assets, Current Liabilities and Other Liabilities. Include name and address of firm preparing attached financial statement(s), and date(s) thereof.

5.0 SIGNATURE

- 5.1 Dated this ____ day of _____, 2025.

Name of Organization:

By:

Title:

6.0 NOTARY

- 6.1 _____ being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this ____ day of _____, 2025.

Notary Public:

My Commission Expires:



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SECTION 4 – TECHNICAL PROPOSAL REQUIRED SUBMISSION DOCUMENTS

MINORITY PARTICIPATION FORM

CONTRACTORS SHALL COMPLETE THE FOLLOWING:

I HEREBY REPRESENT THAT OUR/MY FIRM IS _____

IS NOT _____

IF YES, SELECT MINORITY CLASSIFICATION FROM THE LIST BELOW (check one):

_____ African American _____ Hispanic _____ Native American

_____ Alaskan American _____ Asian _____ Pacific Islander

_____ Woman _____ Disabled _____ Veteran

_____ LGBTQIA+ _____ Other: _____

INDICATE EXPECTED MINORITY PARTICIPATION FROM SELF-PERFORMED WORK, AND/OR WORK PERFORMED BY SUBCONTRACTORS AND/OR VENDORS AS A PERCENTAGE OF TOTAL CONTRACT PRICE:

Minority Participation Expectation: _____% of Base Price Total

I hereby certify that the above information is true and correct, to the best of my knowledge and belief.

Firm Name

Signed Date

Type or Print Name

Title



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AFFIDAVIT OF ACCURACY FORM

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of this Technical Proposal are true and correct.

Name of Company

Representative/Title (Signature)

Name of Company

Representative/Title (Print/Type)

Telephone number

Date



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ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

We, _____ acknowledge receipt of the following addenda:

No. _____	Dated _____
No. _____	Dated _____
No. _____	Dated _____
No. _____	Dated _____
No. _____	Dated _____
No. _____	Dated _____

PLEASE SIGN BELOW TO ACKNOWLEDGE RECEIPT OF ADDENDUM AND RETURN WITH TECHNICAL PROPOSAL

Company Name

Print Name

Signature



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CONFLICT OF INTEREST STATEMENT

The undersigned hereby affirms and attests that to the best of my knowledge, no Montgomery College trustee or employee, or spouse, parent, child, brother or sister of the trustee or employee, own assets in this business, and of this date, are NOT employed by Montgomery College.

Company Name: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____



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NON-DEBARMENT ACKNOWLEDGEMENT

_____ I acknowledge that my firm has NO pending litigation and/or debarment from doing business with the State of Maryland or any of its subordinate government units and/or federal government within the past five (5) years.

_____ I acknowledge that my firm has pending litigation or has been debarred from doing business with the State of Maryland or any of its subordinate government units and/or federal government, within the past five (5) years. If so, please provide an attachment describing the pending litigation or debarment.

_____ I acknowledge none of this company's officers, directors, partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Montgomery College Board of Trustees or any employees of the College has any interest in the bidding company except as follows:

As the duly authorized representative of the Offeror, I hereby certify that the above information is correct and that I will advise Montgomery College should there be a change in status.

By (Signature) _____

Name and Title _____

Witness Name and Title _____

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS**BID/PROPOSAL AFFIDAVIT****A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the (title) _____ and the duly authorized representative of (business) _____ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of:
 - (a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
 - (b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
- (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
- (4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)–(5) above;
- (7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
- (8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or
- (9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)–(8) above, except as follows (indicate reasons why the

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affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF OTHER ENTITIES

I FURTHER AFFIRM THAT:

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property,

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the Bidder or Offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER CERTIFY THAT:

I am aware of, and the above business will comply with, Election Law Article, §§14-101—14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

K. DRUG AND ALCOHOL-FREE WORKPLACE

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
 - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
 - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

of these prohibitions;

- (c) Prohibit its employees from working under the influence of drugs or alcohol;
 - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
 - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
 - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
 - (i) The dangers of drug and alcohol abuse in the workplace;
 - (ii) The business' policy of maintaining a drug and alcohol-free workplace;
 - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
 - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §K(2)(b), above;
 - (h) Notify its employees in the statement required by §K(2)(b), above, that as a condition of continued employment on the contract, the employee shall:
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction;
 - (i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;
 - (j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
 - (i) Take appropriate personnel action against an employee, up to and including termination; or
 - (ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and
 - (k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of §K(2)(a)—(j), above.
- (3) If the business is an individual, the individual shall certify and agree as set forth in §K(4), below, that

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

- (a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification;
- (b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and
- (c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

I FURTHER AFFIRM THAT:

- (1) The business named above is a (domestic ____) (foreign ____) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the Department of Taxation is:

Name: _____ Address: _____
(if not applicable, so state).

- (2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

M. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS**N. ACKNOWLEDGEMENT**

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____ By: _____ (Authorized Representative and Affiant)



MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2PM

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

ETHICS STATEMENT

In compliance with the Public Ethics Law contained in the Annotated Code of Maryland, State Government Article §15-508, I hereby affirm that no employee of or representative for our company assisted the College in the drafting of specifications, requirements, statements of work, invitation for bids or request for proposals for this procurement, nor did any individual or company who assisted in such drafting assist or represent this company, directly or indirectly, in submitting a bid or proposal for this procurement.

Company: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

VERIFICATION OF EXAMINATION OF SITE CONDITIONS

This form must be completed and included with the Technical Proposal Form (Part A) submission.

The undersigned hereby certifies the completion of examination of the site conditions on

_____, 2025.

Date

Company Name

Address

Telephone Number

Name & Title (Print)

Email Address

Signature

Site examination inspection confirmed by College Representative:

Date

College Representative Name & Position

Signature



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RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2PM

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

ANTICIPATED NUMBER OF HOURS FOR ON-SITE STAFF

Offeror: _____

Provide anticipated number of hours for the on-site staff. Per the RFP, only those positions listed below will be considered by the College to be staff reimbursable positions.

<u>Position</u>	<u>Anticipated Total Hours</u>
Project Manager	_____
Assistant Project Manager	_____
BIM Coordinator	_____
Field Superintendent	_____
Project Engineer (A/S/C)	_____
Project Engineer (M/E/P)	_____
Field Secretary/Clerk	_____
Clerk/Document Control Person	_____
Close Out Engineer	_____
Field Accountant	_____
Assistant Superintendent	_____
Foreman	_____
Laborer	_____
TOTAL HOURS:	_____



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RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2PM

SECTION 4 – COLLEGE TECHNICAL PROPOSAL SUBMISSION FORMS

PROCUREMENT OFFICE QUESTIONNAIRE

RFP Number: 626-002

RFP Title: CM at Risk for the Student Services Center (SD/Building 110)
Germantown Campus

Please be advised that our company **does not** wish to submit a proposal in response to the above-captioned Request for Proposal for the following reasons:

- ☐ Too Busy at this time
- ☐ Not engaged in this type of work
- ☐ Project too large/ small
- ☐ Cannot meet mandatory specifications (Please specify below)
- ☐ Other (Please specify)

SIGNATURE

PRINTED NAME

TITLE

DATE

COMPANY

Address

Please return to:

Montgomery College
Procurement Office
9221 Corporate Boulevard
Rockville, Maryland 20850



MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

PRICE PROPOSAL (PART C) CLOSING DATE/TIME: JANUARY 22, 2026 @2PM

SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

PRICE PROPOSAL FOR CONSTRUCTION MANAGER AT RISK SERVICES

RFP Title: Construction Manager at Risk
Student Services Center (SD/Building 110)
Germantown Campus

RFP No.: 626-002

NAME OF OFFEROR: _____

The undersigned hereby submits a price proposal for the CM at Risk services to Montgomery College to construct the Student Services Center on the Germantown Campus. Submitted with this price proposal is a fully executed bid bond in the amount **not less than 5%** of the Price Proposal. By submitting this price proposal, the CM at Risk agrees to be bound by the College's General Terms and Conditions, the General Conditions for Construction, the Supplementary Terms and Conditions for Construction, and comply with all insurance mandates. Having carefully examined the Request for Proposal for the above reference project, the associated documents, and addenda, and having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposes to complete the work for the following guaranteed maximum price:

5.1 PRE-CONSTRUCTION PHASE 1:

5.1.1 Total Pre-construction Phase 1 Construction Management Fee

(In words): _____ **Dollars**

(In numbers) \$ _____

5.2 CONSTRUCTION PHASE 2 CONSTRUCTION MANGER FEE:

5.2.1 Total Construction Phase 2 Construction Management Fee for the Project inclusive of all Construction Manager costs per this RFP:

(In words): _____ **Dollars**

(In numbers) \$ _____

5.3 REIMBURSABLE ITEMS: Each Proposer is to provide not-to-exceed amounts for (i) General Conditions – On-Site Staff Reimbursables; (ii) General Conditions Non-Personnel items per the RFP (***bonds and insurance shall be quoted separately with the balance of the General Conditions for Non-Personnel items***) and (iii) CMAR-GMP Contingency for the Project.

5.3.1 GENERAL CONDITIONS – ON-SITE CONSTRUCTION MANAGER STAFF REIMBURSABLES ONLY FOR THE PROJECT

5.3.1.1 Total General Conditions - On-Site CMAR Staff Reimbursables

(In words): _____ **Dollars**

(In numbers) \$ _____

(Percentage of Construction Cost) % _____

SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

5.3.2 GENERAL CONDITIONS FOR NON-PERSONNEL REIMBURSABLE COSTS

Note: Firm fixed prices for bonds and insurance shall be quoted separately. The balance of the General Conditions for Non-Personnel Reimbursable costs listed in the General Conditions Non-Personnel Reimbursable Breakdown Attachment shall be quoted as a not-to-exceed amount.

For the Project:

5.3.2.1 Bonds:

(In words): _____ **Dollars**

(In numbers) \$ _____

(Percentage of Construction Cost) % _____

5.3.2.2 Insurance:

(In words): _____ **Dollars**

(In numbers) \$ _____

(Percentage of Construction Cost) % _____

5.3.2.3 Costs per General Conditions Non-Personnel Reimbursable Breakdown Attachment.

(In words): _____ **Dollars**

(In numbers) \$ _____

(Percentage of Construction Cost) % _____

5.3.2.4 Total Not to Exceed Non-Personnel Reimbursables: (sum of 5.3.2.1, 5.3.2.2 and 5.3.2.3)

(In words): _____ **Dollars**

(In numbers) \$ _____

(Percentage of Construction Cost) % _____

5.3.3 Total Not-to-Exceed (NTE) CM Reimbursable Costs: (sum of 5.3.1.1 and 5.3.2.4)

(In words): _____ **Dollars**

(In numbers) \$ _____

5.3.4 CMAR-GMP Contingencies: Quoted amount of this contingency for the Project which must be at least a minimum of 3% of the Project Construction Costs.

(In words): _____

(In numbers) \$ _____

SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES
5.4 TOTAL CM AT RISK PRICE PROPOSAL: (sum of 5.2.1, 5.3.3 and 5.3.4)

(In words): _____ **Dollars**

(In numbers) \$ _____

5.5 Hourly rates for on-site staff:

The hourly rates to be quoted by the CM at Risk.

<u>Position</u>	<u>Hourly Rate</u>
Project Executive	\$ _____
Project Manager	\$ _____
Assistant Project Manager	\$ _____
BIM Coordinator	\$ _____
Field Superintendent	\$ _____
Assistant Superintendent	\$ _____
Foreman	\$ _____
Laborer	\$ _____
Project Engineer (A/S/C)	\$ _____
Project Engineer (M/E/P)	\$ _____
Close-out Engineer	\$ _____
Other	\$ _____
Other	\$ _____

Note: The billing rates for on-site staff positions for which prevailing wage rates apply are required to be listed herein and costs for such positions are to be included in above based on the quoted billing rates; upon issuance of the prevailing wage rates, adjustments (if any), will be made accordingly with the successful CMAR firm.

We understand that by submitting a proposal, we are agreeing that (i) the Project schedule will be met and (ii) the total hard construction cost for the Project as set forth in the Contract shall not exceed the amount of the Project Construction Costs of approximately \$110,000,000.00. We understand that any and all savings accrued during the Construction Phase of the Project will revert to the College per the RFP. We confirm that our quoted, not-to-exceed (NTE) price for the On-Site Staff Reimbursable Expenses is based on the matrix of hours provided to the College, as a minimum.



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PRICE PROPOSAL (PART C) CLOSING DATE/TIME: JANUARY 22, 2026 @2PM

SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

We understand that for any or no reason, the College at its sole discretion can decline to accept the CM at Risk GMP Proposal for a trade package or group of trade packages and can decline to amend the contract to reflect these items and the applicable Construction Phase CM at Risk fee and thereupon, without penalty, the CM at Risk agreement will terminate automatically according to its terms. We further understand that the approval by the College's Board of Trustees for the GMP amendment to the Contract, if applicable, may be withheld at its sole discretion. If such GMP amendment approval is withheld, the Contract will terminate automatically according to its terms.

If applicable, we understand that Prevailing Wages (to be provided by the College prior to the bidding of trade packages by the CM at Risk are to be paid during the construction phase and these wages will apply on the entire Project. We understand that a Bid Bond is required with this Price Proposal. We understand that a 100% Performance and 100% Labor and Material Payment Bond are required with the issuance of any Construction Contract Amendment to incorporate trade work into the CM at Risk Contract.

We also understand that the Bid/Proposal Affidavit, MBE Participation, and proof of the Proposer's Contractor's license under Title 17, Subtitle 6, of the Business Regulation Article of the Annotated Code of Maryland provided with our Technical Proposal will remain in force under this Price Proposal phase.

We understand that the College reserves the right to award a contract (or contracts) for all items, or any parts thereof, as set forth in detail under the information furnished in the RFP document.

The Offeror represents and is a condition precedent to acceptance of this proposal, that the Offeror has not been a party to any agreement to submit a fixed or uniform price.

I hereby represent and warrant by my signature below that I am authorized to submit a binding proposal on behalf of this company.

Company Name

Printed Name

Title

Authorized signature and date

Witnessed on this__day of_____, 2026.

Signature of Witness_____



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CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

PRICE PROPOSAL (PART C) CLOSING DATE/TIME: JANUARY 22, 2026 @2PM

SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

ON-SITE STAFF REIMBURSABLE BREAKDOWN ATTACHMENT

OFFEROR: _____

PLEASE NOTE THE FOLLOWING:

1. This attachment is to be included with the Offeror's Price Proposal. The estimated hours are to match, at a minimum, those provided for evaluation in the Technical Proposal submission.
2. If any of the positions noted below will not be filled by the Offeror, note in the space provided what position will be handling the duties associated with the unfilled position.

<u>Position</u>	<u>Hours</u>	<u>Total Cost</u>
Project Executive	_____	_____
Project Manager	_____	_____
Assistant Project Manager	_____	_____
BIM Coordinator	_____	_____
Field Superintendent	_____	_____
Assistant Superintendent	_____	_____
Foreman	_____	_____
Laborer	_____	_____
Project Engineer (A/S/C)	_____	_____
Project Engineer (M/E/P)	_____	_____
Close-out Engineer	_____	_____
Other (please specify) _____	_____	_____
Other (please specify) _____	_____	_____
Sum of all above items:	_____	_____

Total Hours

*Must total or exceed the number of hours provided in technical proposal.

Signer's Initials: _____



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SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

GENERAL CONDITIONS NON-PERSONNEL REIMBURSABLE BREAKDOWN ATTACHMENT

OFFEROR: _____

PLEASE NOTE THE FOLLOWING:

1. This attachment is to be included with the Offeror's Price Proposal.
2. This attachment is to itemize the General Conditions Costs **excluding on-site staffing** as the breakdown for such staff expenses was provided separately.
3. Bonds and Insurance shall NOT be included in the following items.

<u>ITEM</u>	<u>ESTIMATED COST</u>
A. Labor costs	\$ _____
B. Costs of Other Materials and Equipment, Temporary Facilities and Related Items	\$ _____
C. Miscellaneous Costs	\$ _____
D. Other Costs and Emergencies	\$ _____
E. Other (please itemize below):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
F. Sum of all above items (A to E)	\$ _____

Signer's Initials: _____

SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

BID BOND

Use AIA Document A312-2010, Bid Bond

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SECTION 5 – PRICE PROPOSAL FOR CM AT RISK SERVICES

Consent of Surety Letter

Contractor shall submit **one original hard copy** and **one electronic copy** of a letter from the Offeror's bonding company stating that it guarantees it will furnish the required 100% performance and labor and material payment bonds if the Offeror is recommended for contract award. Letter provided shall NOT be generic but must be written specifically for this project.

SECTION 6 – EVALUATION PROCESS**6.1 EVALUATION PROCESS**

Proposal submission from Offerors shall meet the requirements as stated in the RFP document. Proposals that fail to meet one or more of the criteria may be ineligible for award. The College may make any investigations deemed necessary to determine the ability of the firm to provide the work as specified herein.

All technical and Price Proposals submitted will first be examined for responsiveness and completeness by the College evaluation team. Those proposals which do not clearly respond to the proposal submission requirements may be rejected at the discretion of the College. Those proposals not rejected will be evaluated to determine which offer best meets the requirements in the RFP and is in the best interest of the College. Proposal information will be evaluated and scored by the College, and its decision will be final.

The evaluation of this multi-step procurement involves a cumulative scoring method through three parts, that is Technical Proposal (Part A), Interview (Part B) and Price Proposal (Part C).

In Part A, technical proposal submittals will be reviewed and scored by the college technical evaluation committee. The committee members will evaluate each technical proposal independently, and determine the scoring to develop a short-list of firms based on their technical proposal.

After the completion of the technical proposal review, **up to five (5) Offerors** that are rated the highest scores on their technical proposals, at the sole discretion of the College, may be invited to the next stage in the selection process which is an interview (Part B), and will be invited to submit a price proposal (Part C), the final step.

The College may request an Offeror to clarify a specific aspect of the technical and price proposal submission, and/or during the interview process (for technical submission). Proposals cannot be modified, supplemented, cured, or changed in any way after the due date and time for technical proposals.

Price Proposal will remain unopened until the conclusion of interview evaluation. Price Proposal submission will be opened and reviewed by the Procurement Office. The College may request final and best offer with the shortlisted Offerors who submit price proposals, if it is in the best interest of the College.

Final ranking of Offerors is based on the combined final technical, interview and price proposal scores. The top ranked Offeror is recommended for award.

6.2 Evaluation Criteria and Weighting

Offerors will be evaluated on the following criteria and weighting:

Technical Proposal:	40% of the total score
Interview:	40% of the total score
Price Proposal:	20% of the total score

SECTION 6 – EVALUATION PROCESS**6.2.1 Technical Proposal Evaluation (40% of the overall score)**

Offeror's technical proposals will be evaluated based on the following criteria:

Profile of the Offeror

- Responsiveness to the scope of work.
- Overall content, quality, and organization of the submission. Brief but informative history (i.e., date established, type of work done, type of clients, etc.) of the firm inclusive of the year in which the firm commenced providing Construction Management at Risk services.
- Summary information on the firm's specific background in doing Construction Manager at Risk projects, including any percentage of work related to education (K-12, higher-ed, etc.) utilizing the Construction Manager at Risk method.

CM at Risk firm Relevant Project Experience for the five (5) similar/relevant projects.

- **Projects must be completed in the past 10 years; higher consideration given to projects less than 5 years old**
- Projects should clearly demonstrate a firm's experience with projects of similar complexity and using the same project delivery method, including some of the following aspects: construction in education environments; adjacent existing areas remaining operational during construction; campus settings, coordinating with other contractors hired by the Owner; and site constraints.

Professional Qualifications and Technical Competence of the Offeror's proposed Construction Management Team

- Qualifications of key personnel, including educational background, work experience with the proposed Construction Manager Firm inclusive of employment dates and positions held, work experience from prior employers with the states of employment and positions held, specific relevant project experience in each selected project. Specific project experience relating to the construction of buildings of similar scale and cost and the role this person played and duration of involvement in each selected project with higher consideration to be given if the role is the same as to be assigned on the College project
- Previous working relationships of proposed Construction Manager at Risk Key Personnel. Higher consideration will be given if the team have previously worked together.
- Allocation of responsibility and time commitment for project the College would like to understand the allocation of responsibility between the key personnel in the management of the Project. Proposers should note for each individual any of the following items, under headings of preconstruction and construction, which a responsibility for that person.
- Key Supervisory Personnel coordination of activities during PRECONSTRUCTION including design review, constructability, cost estimating, value engineering, schedule and GMP preparation.
- Relevant project experience of key Supervisory Personnel during CONSTRUCTION including schedule, trade contract awards/management, quality assurance/inspections, shop drawing review/processing, change orders, RFIs, substitutions, cost control, safety, reports and claims resolution.

Project Understanding, Approach, and Challenge

SECTION 6 – EVALUATION PROCESS

- Team's understanding of the project that indicates general key considerations for pre-construction and construction, including overall challenges, scheduling factors, and other potentially complex aspects particular to this project.
- The Team's methods, processes, and strategies used to manage and execute the project from start to finish to ensure the project meets its goals, stays on schedule and budget, and satisfies quality and project requirements
- One unique aspect of this project which the Team finds to be the most challenging. Describe this aspect and explain why the team finds it to be the most challenging. Present information as to how the team would address the issue to fulfill the intent of the Project.

Quality Management, Scheduling, and Cost Control Procedures

- Describe the Management Plan and Quality Control procedures to be used to meet the requirements of this project. Include a description of the firm's methods of planning, organizing, scheduling, controlling, and coordinating the total project effort. Include the firm's procedures to be used during preconstruction to guarantee technically accurate plans, specifications, and cost estimates. Highlight the methods that are used during construction to assure subcontractors adhere to the schedule. Describe the methods used to ensure that the project will remain within budget
- Include a draft schedule for all phases of the project including critical milestones Provide an overview of the firm's safety plan and the process for implementing safety plans on-site. What training is provided for on-site staff? How is safety supervised and enforced for subcontractors? What unique safety considerations exist on campus environments? Is a subcontracting firm's safety record reviewed as part of the bid process? Are there any requirements for certified safety personnel to be on-site? Who will be the primary safety officer for the project? Has your firm received any OSHA violations in the past three years?
- BIM coordination - The Construction Manager shall hire a qualified firm to provide these services or shall demonstrate they have the expertise to perform the following services utilizing qualified in-house personnel

Economic Impact, Project Construction Costs and Schedule

- Include Economic Impact Statement, Project Schedule Statement, Project Budget Statement, and relevant client references.

6.2.2 Interview Evaluation (40% of the total score)

After completion of the evaluation of paper technical proposals, the College will contact shortlisted Offerors to schedule an interview at the College. The anticipated time-frame for the interviews is **1/20/2026-1/21/2026**. In the event the interviews need to be rescheduled due to any circumstances, it is expected that each short-listed Offeror shall be as flexible as possible to accommodate the College's limited schedule for the RFP evaluation process. The College requests Offerors to keep calendars as flexible as reasonably possible for the following week in case rescheduling is required. If an Offeror is unable to meet the College's rescheduling requirements, the College may proceed with the interview phase without unavailable Offeror. The College will only schedule interviews with the short-listed firms. At the time each interview is scheduled, the College will confirm, in writing, the specifics of each Offeror's session, including the date, time and location. In addition, Offerors will be provided with 3-4 questions to be used as the basis of their presentation.

SECTION 6 – EVALUATION PROCESS

It is expected that, at a minimum, the Project Executive, Project Manager, Assistant Project Manager, Field Superintendent, and Chief Estimator are required to attend. Offerors are advised to set aside the entire dates on all of these individual's calendars, as only extraordinary circumstances will be accepted for the absence of a key team member.

The interview is an opportunity for the Construction Manager team to convey their background and expertise as it applies to this project; and to address their understanding of the pre-construction and construction services required for this project. The interview also allows the College to meet the Offeror's key personnel; discuss the experience and knowledge of key personnel; review previous projects; gain insight into previous project challenges; understand the Offeror's management process, and clarify the Construction Manager scope of services for this Project.

The interview will be scheduled for 1 ½ hours in duration, with 5 minutes allocated to personal introductions and a brief overview by the College on project expectations; 40 minutes allocated to a presentation by the Offeror which specifically addresses question that will be provided in advance, 40 minutes allocated to questions and answers, and 5 minutes for the Offeror's concluding remarks.

The evaluation team will ask additional questions as part on the interview.

6.2.3 Price Proposal Evaluation (20% of the total score)

Offeror's Price Proposals will be examined for responsiveness and responsibility by the College Procurement Office based on the following:

- Submission of Price Proposal form and attachments with all blanks and pricing filled out. Pricing will be evaluated based on total price inclusive of all Fixed Fees and Reimbursable Costs as noted above and indicated on the Price Proposal form for the project;
- Submission of an acceptable Bid Bond or Bid Security; and
- Bonding Company Letter Guaranteeing the Required 100% Performance Bond and Payment Bond

Offeror's Price Proposal with the lowest responsive and responsible total price inclusive of all Fixed Fees and Reimbursable Costs will be awarded the highest point score. Higher proposal prices will be awarded reduced point scores, determined by ratio comparing the proposed total price to the lowest responsive and responsible proposal total price. The College reserves the right to request a Best and Final Offer to all shortlisted responsible and responsive Offerors who submit a price proposal.

6.3 AWARD CONSIDERATION

Award will be recommended in the best interest of the College to the **most responsive and responsible qualified Offeror with the highest combined scores of Technical Proposal, Interview, and Price Proposal evaluation**, who can meet or exceed the terms, conditions, and specifications of this solicitation,

SECTION 6 – EVALUATION PROCESS

including project delivery requirements, and subject to availability of funding. The award is subject to the approval of the College Board of Trustees.

6.4 COLLEGE RIGHTS

The College reserves the following rights to be exercised at the College's sole discretion:

- To reject any or all proposals and to make awards in the best interest of the College, in the name of the Board of Trustees. The College also reserves the right to cancel the Request for Proposals in and of itself.
- To make such investigation as deemed necessary to determine the qualifications of the Offeror and to assess the ability of the Offeror to perform the scope of services. The Offeror shall furnish to the College all such information and data as the College may request.
- The College reserves the right to reject any offer if the evidence submitted by, or investigation of, such Offeror fails to satisfy the College that such Offeror is properly qualified to carry out the obligations of the contract and to complete the scope of services identified herein.
- The College reserves the right to determine that the Offeror is qualified based on experience and financial solvency to successfully carry out the scope of services. Conditional proposals will not be accepted.
- To accept or reject any item contained within the proposal.



MONTGOMERY COLLEGE ▪ OFFICE OF PROCUREMENT

RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2PM

SECTION 7 – GENERAL AND SUPPLEMENTARY CONDITIONS

Montgomery College General Conditions of the Contract

Montgomery College Supplementary Conditions for Construction Manager at Risk Contract

**MONTGOMERY COLLEGE
GENERAL CONDITIONS OF THE CONTRACT**

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ARTICLE 1 – GENERAL PROVISIONS

1.1. DEFINITIONS

1.1.1. The "Agreement" is the written contract between the College and the Contractor.

1.1.2. The "College" is Montgomery Community College or Montgomery College Foundation, Inc.

1.1.3. The "Contractor" is the person or organization having a direct contractual relationship with the College for the execution of the Work under the Contract Documents.

1.1.4. The "Contract Documents" are the Agreement, the Request for Bid or Request for Proposal, Instructions to Bidders/Offerors, Supplementary Instructions, the General Conditions, Supplementary Conditions, Preliminary Project Schedule, Drawings, Specifications, Addenda issued prior to execution of the Contract, Modifications issued after execution of the Contract, the Performance Bond, the Labor and Material Payment Bond, accepted Contractor's Bid or Proposal Form(s) and all attachments thereto received from the Contractor. The term "Contract" when used in the Specifications or Drawings shall be considered as synonymous with the term "Contract Documents".

1.1.5. The "Specifications" are the portion of the Contract Documents included in the Project Manual consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the Work, and performance of related services.

1.1.6. The "Drawings" are those enumerated in the Specifications and those incorporated in the Contract Documents as the Work progresses.

1.1.7. The "Project Manual" is the volume that includes the Specifications as well as Bidding or Proposal Requirements, Contract Form, General Conditions and Supplementary Conditions.

1.1.8. The term "Work" means all of the obligations undertaken by the Contractor pursuant to the Contract Documents. Work includes, unless specifically excepted, the furnishing of all material, labor, equipment, supplies, plant, tools, scaffolding, transportation, supervision, insurance, taxes and all other services, facilities and expenses necessary for the full performance and completion of the requirements of the Contract Documents. "Work" also means that which is produced, constructed, or built pursuant to the Contract Documents.

1.1.9. The term "Project" is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by the College or by separate contractors.

1.1.10. The term "Subcontractor" means any individual, partnership, firm, corporation or business entity other than an employee of the Contractor, who has a contract with the Contractor to furnish labor, or labor and materials for the Work. The term also includes Subcontractors of a Subcontractor. The term does not include vendors who furnish materials not worked to a special design according to the Drawings and Specifications.

1.1.11. The term "Site" or "Premises" means the area or areas indicated and such additional areas or locations upon which or in which Work under this Contract is being performed together with such areas adjacent thereto, as may be designated for the Contractor's use for a specified, limited period of time by the College.

1.1.12. The "Architect/Engineer" is the person commissioned by the College to design the Work and/or provide construction-phase architectural or engineering services. If the design was performed by the College, "Architect/Engineer" shall refer to the College.

1.1.13. The term "Contract Time" or "Time" and "Completion Date" is the number of calendar days (including weekends and holidays) shown in the Contract Documents as the time allowed for completion of the Work. If a calendar date of completion is shown in the Contract Documents in lieu of the number of calendar days, the Work shall be completed on or before that date.

1.1.14. The term "Contract Sum" refers to the total sum, including authorized adjustments, allotted in the Contract Documents for the services performed by the Contractor for satisfactory completion of all of the Work required by the Contract Documents.

1.1.15. "Shop Drawings" are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

1.1.16. "Product Data" are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor or a Subcontractor, manufacturer, supplier or distributor to illustrate materials or equipment for some portion of the Work.

1.1.17. "Samples" are natural materials, fabricated items, equipment, devices, appliances or parts thereof as called for in the Specifications, and any other samples as may be required by the College to determine whether the kind, quality, construction, workmanship, finish, color and other characteristics of the materials, etc., proposed by the Contractor conform to the requirements of the Contract Documents. Samples shall establish the kind, quality and other required characteristics of the various parts of the Work, and all Work shall be in accordance with the accepted samples.

1.1.18. The term "Request for Information" refers to a written instrument submitted by the Contractor requesting that a clarification with respect to the Contract Documents be provided by the Architect/Engineer.

1.1.19. The term "Change Order" refers to a written instrument signed by the College which describes a directive by the College which is a change in the Work.

1.1.20. The "College's Representative" is the Vice President of Facilities or their designee.

1.1.21 The "College's Project Manager" is(are) the person(s) or entity(ies) employed or retained by the College to provide project and construction management services, including administration of the Contract as described in Article 2. The College may exercise any power or authority of the College's Project Manager under the Contract.

1.1.22. "Day" means a calendar day unless otherwise designated.

1.1.23. "Notice to Proceed" means a written notice to the Contractor of the date on which it shall begin the prosecution of the Work. The Contract Time shall begin to run from the starting date established in the Notice to Proceed. Notice to Proceed will be timely provided upon receipt of Contractor materials required before the start of work, including but not limited to performance, payment, labor and material bonds and insurance certificates.

1.1.24. "Written Notice" means giving of notice under the Contract by one party to the other. Unless otherwise indicated in the Contract Documents, Written Notice shall be deemed to have been duly served on the Contractor if delivered in person to the individual or to the member of the firm or to an office of the corporation to whom it is directed, or if delivered by regular or certified mail to the last business address known to the College. Written Notice shall be deemed to have been given to the College upon actual receipt of Written Notice by the College.

1.2. CONTRACT DOCUMENTS

1.2.1. Correlation and Intent of Contract Documents

1.2.1.1. The Contract Documents are complementary, and what is required by any one shall be as binding as if required by all. Their intent is to include in the scope of the Contract, at no additional cost to the College, all Work necessary for proper completion of the Work ready for continual efficient operation that is reasonably inferable from the Documents.

1.2.1.2. Prior to submitting its price, the Contractor shall obtain from the College, clarification of all questions which may have arisen as to the intent of the Contract Documents, or any conflict between two or more items in the Contract Documents. Should the Contractor fail to obtain clarification, then the College may direct that the Work proceed by any method indicated, specified or required by the Contract Documents, in the judgment of the College. The direction by the College shall not constitute the basis for a claim for extra costs by the Contractor. The Contractor acknowledges that it had the opportunity to request clarification prior to submitting its price to the College and that it is not entitled to claim extra costs as a result of failure to request such clarification.

1.2.1.3. The College's Project Manager shall make recommendations regarding the amount, quality, acceptability and fitness of the several kinds of Work and materials which are to be paid for under this Contract and shall make recommendations regarding all questions which may arise in relation to the Work and the construction thereof. The College's decision, based on the College's Project Manager's recommendation, shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties relative to the Contract Documents, the determination or decision of the College shall be a condition precedent to the right of the Contractor to receive payment for the Work under the Contract related to such questions.

1.2.1.4. In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the more restrictive condition in consideration of following priorities:

- (1) The Request for Bid or Request for Proposal
- (2) Any modifications to the Contract Documents executed after the date of the Contract, with the Modifications having the latest date having the greatest authority.
- (3) The Contract.
- (4) Supplementary Conditions.
- (5) General Conditions.
- (5) Drawings and Specifications.
- (6) The Contractor's Proposal accepted by the College.

In the event of a conflict or discrepancy within the Specifications or the Drawings, or between the Drawings and the Specifications, the better quality or greater quantity of Work shall be provided in accordance with the College's interpretation.

1.2.1.5. The College's Project Manager and Architect/Engineer shall make recommendations to the College to clarify the meaning and intent of the Specifications and the Drawings where the same may be found unclear or be in dispute.

1.2.1.6. The Contractor is responsible for coordinating and completing the various parts of the Work. No part of the Work shall be left in an unfinished or incomplete condition because of a disagreement between the Contractor and Subcontractors, or between Subcontractors and the Contractor as to where the Work of one begins and ends in relation to the Work of the other. Any adjustments due to differences or conflicts which may arise between the Work of the Contractor under this Contract and the work of other contractors performing work for the College shall be determined by the College and the College's Project Manager.

1.2.1.7. Generally, the Specifications describe Work which cannot be readily indicated on the Drawings and indicate types, qualities and methods of installation of the various materials and equipment required for the Work. The Specifications are not intended to mention every item of Work which can be adequately shown on the Drawings. The Drawings are not intended to show all items of Work described or required by the Specifications even if they are of such nature that they could have been shown thereon. All materials or labor for Work which are shown on the Drawings, or are reasonably inferable there from as being necessary to produce a finished Work, shall be provided by the Contractor whether or not the Work is also expressly covered in the Specifications.

1.2.2. Specification Format

1.2.2.1. The Specifications are separated into titled sections for convenience only and not to identify the trade or craft responsible to perform the Work. The titled section shall not operate to make the College an arbitrator for the division of responsibility between Contractor and its Subcontractors, and between its Subcontractors, nor shall such sections relieve the Contractor from the responsibility for the satisfactory completion of the entire Work regardless of the division.

1.2.2.2. The General Conditions are a part of each and every section of the Specifications.

1.2.2.3. The Specifications may be abbreviated and include incomplete sentences. Omissions of words or phrases such as "the Contractor shall", "shall be", etc., are intentional; nevertheless, the requirements of the Specifications are mandatory. Omitted words or phrases shall be supplied by inference in the same manner, as they are when a "note" occurs on the Drawings.

1.2.2.4. Words in the singular shall include the plural whenever applicable, or the context so indicates.

1.2.2.5. Where "as shown", "as indicated", "as detailed" or words of similar import are used, reference is made to the Drawings accompanying the Specifications unless otherwise stated. Where "as directed", "as required", "as permitted", "as authorized", "as approved", "as accepted", "as selected", or words of similar import are used, the direction, requirement, permission, authorization, approval, acceptance or selection by the College is intended unless otherwise stated. As used herein, "provide" means "provided complete in place", that is, furnished and installed and ready for operation and/or use.

1.2.3. Standard Specifications

1.2.3.1. Any reference to standard specifications of any society, institute, association or governmental authority is a reference to the standard specifications of such organization and to their methods of installation of the various materials and equipment required for the Work which are in effect at the time prices are due. It is not intended to mention every item of work described or required by the standard specifications even if they are of such nature that they could have been shown thereon. All materials or labor for work which are inferable there from, as the Contractor shall provide being necessary to produce a finished job at the date of the Contractor's price. If such specifications are revised prior to completion of any part of the work to which such revision would pertain, the Contractor may, if acceptable to the College, perform such work in accordance with the revised specifications.

1.2.3.2. The standard specifications, except as modified in the Specifications for the Project, shall have full force and effect as though printed in the Specifications.

1.2.4. Ownership

1.2.4.1. The Drawings, Specifications and other documents prepared by the Architect/Engineer, are owned by the College. Copies thereof furnished to the Contractor, are for use solely with respect to this Project.

ARTICLE 2 – COLLEGE AND COLLEGE’S AGENTS

2.1. AUTHORITY OF COLLEGE’S PROJECT MANAGER

2.1.1. The College's Project Manager has the authority to perform all of the College's functions pertaining to the conduct and administration of the Work, except as indicated in 2.1.2.

2.1.2. Unless otherwise indicated in the Contract Documents, the College's Project Manager is NOT authorized to make determinations (as opposed to recommendations) that:

- 2.1.2.1. Alter or modify the Contract Documents;
- 2.1.2.2. Alter the Contract schedule;
- 2.1.2.3. Approve Contract change orders;
- 2.1.2.4. Terminate or cancel the Contracts.

2.1.3. Unless otherwise indicated in the Contract Documents, recommendations made by the College's Project Manager, pertaining to determinations listed in 2.1.2, are changes in the work that require review, approval and further authorizing action from the College as indicated in Article 6.

2.2. RESPONSIBILITIES OF THE COLLEGE’S PROJECT MANAGER

2.2.1. The College's Project Manager shall be an agent of the College to the extent set forth in the Contract Documents. Any non-College employee in such role shall not be deemed to be the employee of the College for any purpose in connection therewith. Subject to subsection 2.1.2, the College's Project Manager shall have full authority to act, or to cause others to act, on behalf of the College to assure that the Work is carried out in full compliance with the requirements of the Contract, and to otherwise generally protect the College's interests.

2.2.2. The College's Project Manager will determine in general that the Work of the Contractor is being performed in accordance with the Contract Documents, and will use his best efforts to guard the College against defects and deficiencies in the Work of the Contractor.

2.2.3. The College's Project Manager shall provide administrative management and related services as required to coordinate the Work of the Contractor and separate contractors with each other and with the activities of the Architect/Engineer to complete the Project in accordance with the College's objectives for cost, time and quality.

2.3. RESPONSIBILITIES OF THE COLLEGE DEPARTMENT OF ENVIRONMENTAL SAFETY

2.3.1. The Montgomery College Office of Facilities and Public Safety Department of Environmental Safety is responsible for promoting a safe and healthful work environment for the Project and for verifying the Contractor's compliance with Federal and State environmental protection regulations and College safety and health practices. To carry out these responsibilities, the Department of Environmental Safety is authorized to inspect the Project, all work done and being done, and all material to be furnished and being furnished. In the event that the Department learns of an unsafe condition, the Environmental Safety Manager is authorized to suspend work (after notice to the College Project Manager and the Office of Facilities Management) until the unsafe condition is cured by the Contractor. "Unsafe condition" means any practice that represents a significant risk of injury or health hazard to College employees, a significant adverse environmental impact, or a physical hazard which could result in damage to College property and/or the public. The authority of Department of Environmental Safety is in addition to any other rights of the College set forth herein.

2.4. RESPONSIBILITIES OF THE ARCHITECT/ENGINEER

2.4.1. Architect/Engineer's Status

2.4.1.1. The College may maintain staff personnel from the Office of Facilities and Public Safety, or as separate architectural and/or engineering services retained by the College, at the site of the Work for field observation and day-to-day monitoring of the Work.

2.4.1.2. The Architect/Engineer shall assist the College during the construction period and with the College's Project Manager shall observe the Work in process on behalf of the College. The Architect/Engineer will not be responsible for construction means, methods, techniques, sequences or procedures or for safety precautions and programs in connection with the Work. The Architect/Engineer shall have authority to act on behalf of the College only to the extent expressly provided in the Contract Documents or otherwise in writing.

2.4.1.3. With the College's Project Manager the Architect/Engineer may advise the College with respect to claims of the College or the Contractor, on matters relating to the execution and progress of the Work and on the interpretation of the Contract Documents.

2.4.1.4. Together with the College's Project Manager the Architect/Engineer shall certify applications for progress payments and final payment that the Contractor has complied with the requirements of the Contract Documents.

2.4.1.5. Together with the College's Project Manager the Architect/Engineer shall determine Contractor's achievement of Substantial Completion and Final Completion milestones, and issue relevant certificates, in accordance with the requirements of the Contract Documents.

2.5. COLLEGE'S RIGHT TO STOP OR SUSPEND WORK

2.5.1. Stopping of the Work

2.5.1.1. Subject to concurrence by the College, the College's Project Manager may stop all or part of the Contractor's Work, if in the opinion of the College's Project Manager the Contractor has performed Work not in conformance with the Contract Documents. The Work may be stopped until such time that the defective conditions have been corrected. All costs related to the stoppage of the Work shall be borne by the Contractor.

2.5.2. Suspension of the Work

2.5.2.1. The College unilaterally may order the Contractor in writing to suspend, delay or interrupt all or any part of the Work for a period of time as it may determine to be appropriate.

2.5.2.2. If the performance of all or any part of the Work is for an unreasonable period of time suspended, delayed or interrupted by an act or omission of the College in the administration of the Contract, an adjustment shall be made for any increase in the cost of performance of the Contract (excluding profit) necessarily caused by an unreasonable suspension, delay or interruption and the Contract modified in writing accordingly. No adjustment shall be made under this subsection for any suspension, delay or interruption to the extent (1) that performance would have been so suspended, delayed or interrupted by any other cause, including the fault or negligence of the Contractor; or (2) for which an equitable adjustment is provided for or excluded under any other provision in this Contract.

ARTICLE 3 – CONTRACTOR

3.1. RESPONSIBILITIES OF THE CONTRACTOR

3.1.1. The Contractor shall furnish all labor, materials, equipment, tools, construction equipment, machinery, plant, supplies, utilities, telephone, transportation, supervision, temporary construction, permits, insurance, taxes, bonds, contributions and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work, as described in the Contract Documents.

3.1.2. Montgomery County or City of Rockville Complex Structures processes may apply to the Project. When applicable, Contractor shall fulfill any necessary obligations related to that process.

3.2. CONTRACTOR'S ADMINISTRATION AND SUPERVISION OF THE WORK

3.2.1. Staff

3.2.1.1. The Contractor shall furnish a competent, qualified and adequate staff as necessary to administer coordinate, supervise and superintend the Work; to organize the procurement of all materials and equipment so that they will be available at the time they are needed for the Work; and to keep an adequate force of skilled workers on the job to complete the Work in accordance with all requirements of the Contract Documents and to the entire satisfaction of the College's Project Manager. Key members of the staff shall not be changed without the consent of the College's Project Manager.

3.2.1.2. Prior to commencement of the Work, the Contractor shall select a project representative who will have full responsibility for the prosecution of the Work, with full authority to act in all matters as necessary for the proper coordination, direction and technical administration of the Work and who shall attend meetings at such place or places as determined by the College's Project Manager in order to render reports on the progress of the Work.

3.2.2. Supervision

3.2.2.1. The Contractor shall efficiently supervise the Work, using its best skill and attention. It shall carefully study and compare all drawings, specifications and other instructions and shall at once report to the College's Project Manager any error or omission which it may discover, and shall subsequently proceed with the Work in accordance with instructions from the College's Project Manager concerning such error or omission.

3.2.2.2. The Contractor shall assign to the Project throughout its duration a well-qualified, competent superintendent and any necessary assistants, all of whom must be satisfactory to the College's Project Manager. The superintendent shall represent the Contractor in its absence and all directions given to him shall be as binding as if given to the Contractor. Important directions shall be confirmed in writing to the Contractor. Other directions shall be so confirmed on written request in each case.

3.2.2.3. The College's Project Manager shall not supervise the Work. The means, methods, techniques, sequences, procedures and safety measures utilized in the performance of the Work are the sole responsibility of the Contractor, subject to overall coordination of the College's Project Manager. Any means, method, techniques, sequences or procedures set forth in the Contract Documents are solely to specify the desired end product; and if the means, methods, techniques, sequences or procedures will not result in the desired end product or is unsafe or illegal because of some inherent defect in the Specifications or the particular conditions under which the Work is being performed, it is the Contractor's responsibility to select a correct means, method, technique, sequence or procedure. Nothing in the College's Project Manager's review of the general quality and progress of the Work, including acceptance of submittals and Work, shall be construed as the assumption of authority or supervision over the performance of the Work, or relieves the Contractor from its obligation to comply with the requirements of the Contract Documents.

3.2.3 Subcontracts

3.2.3.1. The Contractor shall, prior to the execution of the Contract, notify the College in writing of the names of Subcontractors, if any, proposed for the principal parts of the Work and for such other parts of the Work as the College's Project Manager may direct. The Contractor shall not employ any Subcontractor that the College may, within a reasonable time, object to for any reason.

3.2.3.2. The Contractor is as fully responsible to the College for the performance, management, acts and omissions of its Subcontractors and of persons either directly or indirectly employed by them, as it is for the performance, management, acts and omissions of persons directly employed by it.

3.2.3.3. Nothing contained in the Contract Documents shall create any contractual obligation between any Subcontractor and the College.

3.2.3.4. The Contractor agrees to bind every Subcontractor, and every Subcontractor agrees to be bound by the terms of the Contract, the Drawings and the Specifications as far as applicable to its Work, including the following provisions, unless specifically noted to the contrary in a subcontract approved in writing as adequate by the College.

3.2.3.5. The Subcontractor agrees:

- (1) To be bound to the Contractor by the terms of the Contract, the Drawings and the Specifications, and to assume toward the Contractor all the obligations and responsibilities that it, by those documents, assumes toward the College.
- (2) To submit to the Contractor applications for payment in such reasonable time as to enable the Contractor to apply for payment.

3.2.3.6. The Contractor agrees to place in its subcontracts with Subcontractors:

- (1) To be bound to the Subcontractor by all the obligations that the College assumes to the Contractor under the Contract, the Drawings and the Specifications, and by all the provisions thereof affording remedies and redress to the Contractor from the College.
- (2) To pay the Subcontractor, upon the payment of certificates, if listed in the Schedule of Values the amount allowed to the Contractor on account of the Subcontractor's Work to the extent of the Subcontractor's interest therein.
- (3) To make no demand for liquidated damages for delay in any sum in excess of such amount as may be specifically named in the subcontract.
- (4) That no claims for services rendered or materials furnished by the Contractor to the Subcontractor shall be valid unless written notice thereof is given by the Contractor to the Subcontractor during the first ten days of the calendar month following that in which the claim originated.
- (5) To give to the Subcontractor an opportunity to be present and to submit evidence in any decision involving its rights.

3.2.4. Behavior of Contractor's Employees, Agents and Subcontractors

3.2.4.1. The College is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, color, religious creed, ancestry, national origin, age, sex, marital status, handicap, pregnancy or status as a disabled veteran or veteran of the Vietnam Era. Behavior contrary to this philosophy, which has the purpose or effect of creating an intimidating, hostile, or offensive environment, will not be tolerated by the College, and it is the Contractor's responsibility to ensure that such behavior by its employees, agents and Subcontractors does not occur.

3.2.4.2. This policy extends to maintaining an environment free from sexual harassment. Therefore, sexual advances, sexual remarks, requests for sexual favors, and other verbal or physical conduct of a sexual nature must not be condoned or permitted by the Contractor. This prohibition extends to such harassment within the employment context as well as harassment of students, staff and visitors

of the College. It should be assumed that all sexual behaviors by the Contractor's employees, agents or subcontractors on any campus or facility of the College, whether owned, operated, maintained or leased by the College, is improper and unwelcome.

3.2.4.3. Montgomery College is a tobacco free institution. Use of tobacco products is prohibited in all indoor and outdoor College-owned facilities and facilities leased and controlled by the College as well as at meetings or conferences sponsored by the College. This use prohibition extends to Contractors' employees, agents, subcontractors and vendors.

3.3. MATERIALS, LABOR, EQUIPMENT AND PROCESSES

3.3.1. Proposals

3.3.1.1. Proposals shall be based upon the materials, equipment or processes specifically named, implied in or reasonably inferable from the Contract Documents.

3.3.1.2. In cases where Work is to be performed in an existing building, proposals shall be based on Contractor's review of existing conditions by means including but not limited to: site inspection and review of existing College documentation, if any, including data from the Environmental Safety Office. Failure or omission of the Contractor to inspect the site and examine available documents shall in no way relieve the Contractor from obligations with respect to its price, nor constitute grounds for a subsequent claim.

3.3.1.3. Certain Project proposals shall be based on Prevailing Wage Rate schedule provided by and the reporting requirements of the State of Maryland's Department of Labor, Licensing and Regulation (DLLR). If guidance regarding applicability of Prevailing Wage Rates is not otherwise included in the Contract Documents, Contractor shall request a determination of applicability from the College prior to submitting a proposal.

3.3.2. Labor, Materials and Equipment

3.3.2.1. The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract.

3.3.2.2. The Contractor shall furnish sufficient forces to ensure the prosecution of the Work within the time stated in the Contract.

3.3.2.3. The Contractor shall comply with the provisions of Sections 17208 entitled Prevailing Wage Rates, when applicable, and 17301 through and including 17306 of the State Finance and Procurement Article of the Annotated Code of Maryland (as amended from time to time) entitled "Steel Procurement for Public Works."

3.3.2.4. Unless otherwise specified, all materials and equipment to be permanently installed in the Work shall be new, and shall be of such quality as required to satisfy the standards of the Contract Documents. The Contractor shall, if required, furnish satisfactory evidence as to kind and quality of all materials and equipment.

3.3.2.5. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them. All labor shall be performed by workers skilled in their respective trades, and Work produced shall be of good quality so that first class Work in accordance with the standards of construction set forth in the Contract Documents will result.

3.3.3. Use of Named Materials

3.3.3.1. Where materials are specified by a name, or several names are specified, without the words 'or equal' following such name(s) the Contractor shall use and/or supply the named material that meets all the requirements of the Specifications.

3.3.4. Use of Equivalent Materials

3.3.4.1. Where the words 'or equal' are included, at the Contractor's sole risk, the Contractor may submit a material it considers to be equal in quality, capacity, size, or other determining criteria. The burden of submitting adequate information to the College to prove equality of materials shall be the responsibility of the Contractor. A direct comparison of features and fit with the specified item must be included. Whether an equal or specified product is proposed, all of the units of a given type required for and used in the Work must be the same in material and manufacture. The decision of the College with regard to quality of materials shall be final. The College may reject a proposed equal without cause and the Contractor shall not be entitled to additional compensation.

3.3.5. Substitutions

3.3.5.1. Substitutions requests will be considered only under the following circumstances:

- (1) When the specified product is not available; or
- (2) When, if a certain product or process is specified and a guarantee of performance is required and, in the judgment of the Contractor, the specified product or process will not produce the desired results; or
- (3) When a substitution, in the opinion of the College is in its best interest.

3.3.5.2. Requests for substitutions of products, materials or processes other than those specified shall be submitted in writing to the College's Project Manager and be accompanied by evidence that the proposed substitution: (1) is equal in quality and service-ability to the specified item; (2) will not entail changes in details and construction of related work; and (3) will be acceptable in consideration of the required design and artistic effect. The Contractor will furnish with its request such drawings, specifications, samples, performance data and other information as may be required of it to assist the College in determining whether the proposed substitution is acceptable. A direct comparison of features and fit with the specified item must be included. The substitution request shall state the credit or extra, if any, involved with the use of such material. The burden of proof shall be upon the Contractor.

3.3.5.3. Regardless of the evidence submitted or any review or independent investigation by the College, a request for a substitution of products, materials or processes is a warranty by the Contractor to the College that (1) the requested substitution is equal in quality and serviceability to the specific item; (2) will not entail changes in details and construction of related work; (3) will be acceptable in consideration of the required design and artistic effect; (4) will not involve any additional cost to the College other than that specified in an accompanying request for a change order; and (5) the Contractor will provide the same or better warranty for the substitution that the Contractor would for that specified.

3.3.5.4. The College's acceptance of a substitution does not relieve the Contractor of responsibility for any unforeseen consequences and/or costs associated with the substitution.

3.3.5.5. The College may reject a proposed substitution without cause.

3.3.6. Required List of Materials and Equipment

3.3.6.1. Unless otherwise indicated in the Contract Documents, the Contractor shall submit to the College's Project Manager a comprehensive list of the manufacturer's products proposed for this Work as soon as practicable and within thirty (30) calendar days after receipt of notice to proceed. The list shall include information on materials, equipment and fixtures as may be required for the College's Project Manager's preliminary review; partial lists will not be considered. Acceptance of this list of products shall not be construed as a substitute for the shop drawings, manufacturer's descriptive data and samples which are required by the Contract Documents, but rather as a base from which more detailed submittals shall be developed for the College's final review.

3.3.7. Tariffs

The Contractor's Contract Sum shall be presumed to include all tariffs levied on materials, supplies, equipment or other property incorporated into or used on the Project, whether the tariff is imposed before or after the Contract is signed.

3.4. WARRANTY/GUARANTEES

3.4.1. Except to the extent that the Contract Documents impose greater warranty obligations on the Contractor for all or any part of the Work, the Contractor warrants:

3.4.1.1. That the materials and equipment furnished under the Contract will be of good quality and new unless otherwise required or permitted by the Contract Documents;

3.4.1.2. That the Work contains no faulty or imperfect material or equipment or any imperfect, careless or unskilled workmanship;

3.4.1.3. That all mechanical and electrical equipment, machines, devices, etc., shall be adequate for the use to which they are intended and shall operate with ordinary care and attention in a satisfactory and efficient manner; and

3.4.1.4. That the entire Work shall be watertight and leak proof in every particular.

3.4.1.5. Unless otherwise indicated in the Contract Documents, for a period of one year commencing on the date of Substantial Completion or such other date agreed upon, the Contractor shall schedule, manage and monitor all warranty call-backs requested by the College and re-execute, correct, repair, or remove and replace with proper Work, without cost to the College, any Work found not to be as guaranteed by this section or otherwise not in conformity with the Contract and that it will make good all damages or cost to other Work or materials in the process of complying with this section in accordance with Article 10, Correction of Work. The Contractor shall pay for tests and inspections made necessary by faulty Work. The correction period shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual performance of the Work. This obligation shall survive Final Completion of the Work under the Contract and the Contract Close Out.

3.4.2. Nothing contained in Subsection 3.4.1.5 shall be construed to establish a period of limitation with respect to other obligations which the Contractor might have under the Contract Documents. Establishment of time period of one year as described in Subsection 3.4.1.5 relates only to the specific obligation of the Contractor to correct the Work and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

3.4.3. The Contractor shall cause to be assigned to the College all warranties/guarantees furnished by manufacturers and suppliers of equipment and supplies for the Work. The assignment shall not affect Contractor's warranty obligations to the College.

3.5. TAXES

3.5.1. The College is not exempt from payment of Maryland State Sales Tax and Municipal Occupation (Sales) and/or Use Taxes on materials purchased for this Work.

3.5.2. The Contractor and Subcontractors shall pay sales, consumer, use, unemployment, old age pension and/or other taxes imposed by local, state and/or the Federal government, except taxes and assessments on the real property comprising the Work site. The Contractor is to include such expenses in its proposal.

3.6. PERMITS AND LICENSES

3.6.1. The College will file for the building permit, if one is necessary, with the local authority. The Contractor shall obtain and pay for any and all permits (other than the building permit), and for all licenses and certificates of inspection necessary for the execution and completion of the Work as called for in the Contract Documents. The Contractor will be required to pay all necessary fees to local authorities for permits and inspections and it shall include the cost of the fees in its base price. The College shall not be responsible for the actions or interpretations of county, municipal or other local agencies or officials with respect to the application of Federal, State or local laws, rules, ordinances, regulations, codes or policies to the Work.

3.6.2. The Contractor must be licensed as required by Title XVII, Subtitle VI or Title VIII of the Business Regulation Article, Annotated Code of Maryland.

3.7. PROSECUTION AND PROGRESS OF THE WORK

3.7.1. Notice to Proceed

3.7.1.1. After the Contract has been executed, the College's Project Manager will issue to the Contractor a "Notice to Proceed" and this notice will stipulate the date on or before which the Contractor is expected to begin Work. The specified Contract time shall begin on the starting date stated in the "Notice to Proceed." Any Work started or materials ordered before the starting date stated in the "Notice to Proceed" shall be at the risk of the Contractor.

3.7.1.2. Notice to Proceed will not be issued until the College receives from the Contractor performance, labor and material payment bonds, insurance certificates and other documents which are required by the Contract. The Contractor is prohibited from performing any Work on the site until proof of the insurance required by the Contract is provided to the College.

3.7.2. Hours of Work

3.7.2.1. The Work shall be performed during regular working hours except in the event of emergency, or when required to complete the Work within the time stated in the Contract. What constitutes regular working hours will be agreed upon at the preconstruction conference.

3.7.2.2. The Work shall be suspended on the College's Commencement Day (typically the third Friday in May) unless otherwise agreed to by the College.

3.7.2.3. The Work may be performed on night shifts, overtime, Sundays and holidays when permission to do so has been obtained from the College, at no additional cost to the College, and provided that Contractor complies with any additional regulations regarding off-hours work mandated by regulatory authorities.

3.7.3. Construction Schedule

3.7.3.1. Time

- (1) All time limits in the Contract Documents are of the essence of the Contract. Contractor and the College agree that the time stated in the Contract for the completion of the Work is a reasonable time, considering the usual climatic range and the usual business conditions prevailing in the locality of the Project. The Contract time shall be the full time allowed or required for completion of every task involved in completion of the Work, including lead-time for ordering and fabrication of equipment and materials.

- (2) The College is not obligated (a) to accept an early completion schedule from the Contractor, or (b) to accept the Project prior to the completion date stated in the Contract.

The College will not be liable for any claims based on the Contractor's assertion of an

intention to finish early.

3.7.3.2. Preliminary Schedule

- (1) The Contractor shall agree to comply with the Preliminary Project Schedule prepared by the College and included in the Contract Documents or with the Contractor's Proposed Project Schedule, if one was required as part of the Contractor's proposal submission. Agreement by the Contractor to comply with the Preliminary Project Schedule or Contractor's Proposed Project Schedule also means agreement by the Contractor to comply with subsequent reasonable updates prepared or requested by the College.
- (2) Within 14 days of the execution of the Contract, Contractor must submit for approval, Preliminary Schedule information outlining all activities for the Contractor's work as may be reasonably requested by the College's Project Manager. Coordinate schedule information with milestones indicated in the Preliminary Project Schedule. This preliminary information must be approved prior to the first Application for Payment being processed. Include each significant construction activity, coordinate each activity with other activities and schedule each construction activity in proper sequence. The College's Project Manager may decline to issue a Notice to Proceed until Contractor has submitted the required schedule information and it is approved by the College's Project Manager. Nothing in this section shall be construed to require the College's Project Manager to issue a Notice to Proceed when the required schedule information has been submitted and approved.
- (3) With submission of the preliminary schedule information, include a listing by date of submission of all submittals required. Identify those required to maintain orderly progress of the Work, and those required early because of long lead time for manufacture or fabrication.

3.7.3.3. Completion Schedule

- (1) Within 30 days after Contract execution and at such other times as required by subsections 3.7.3.4 and 3.7.3.8, the Contractor shall submit for approval, updated schedule information indicating the time allocated by the Contractor for the performance of each portion of the Work and the submittal information required by subsection 3.7.3.2 (3), properly and reasonably sequenced for achieving each task shown on the schedule. Coordinate schedule with milestones indicated in the Preliminary Project Schedule.
- (2) The Contractor's construction schedule shall begin with the date of issuance of Notice to Proceed and conclude with the required date of final completion of the project as stated in the Contract Documents. Float or slack time available in the schedule at any time shall not be for the exclusive use or benefit of either the Contractor or the College, but is jointly owned.
- (3) The Contractor's schedule information shall include a complete itemized breakdown of the Work, listed by activity or event number, including items related to the General Conditions, all necessary dates for submittal, review and response, and re-submittal (if necessary), and for each activity shall show at a minimum: (1) a sequence of operations; (2) the dates of commencement and completion of each item of the Work; and (3) delivery for material and equipment. Unless otherwise indicated in the Contract Documents or agreed upon by the College's Project Manager the duration of each activity shall be twenty-one calendar days or less.
- (4) Contractor shall submit with each Application for Payment revised schedule information accurately updated to reflect all: (1) revisions to the schedule (2) changes made or planned in the construction sequence; (3) actual construction activities to date including (i) commencement and completion dates for activities started or completed during the reporting period; and (ii) current progress of activities started in prior reporting periods including completion dates for activities completed during the reporting period; (4) delays and their effects on the critical path; (5) extensions of time granted by the College and (6) the Contractor's planned schedule or recovery schedule for completing remaining activities. This required schedule information update shall be furnished monthly whether or not Contractor submits an application for payment in that month.
- (5) In the event that there are change orders, they shall be reflected as new activities, or as

changes in logic and/or time framing of existing activities. They shall be introduced at the next updating after receipt of a change order, and shall be subject to the approval of the College's Project Manager. Change order logic shall affect only those intermediate activities and performance dates directly concerned. Adjustments required in completion dates for those intermediate dates, or for the Contract as a whole, will be considered only to the extent that there is not sufficient remaining float to absorb the additional time which may be authorized for completion of individual activities.

- (6) Whenever the Project shall be behind schedule or alleged by either party to be behind schedule, the College may require the Contractor to furnish, at no additional cost to the College revised schedule information (hereinafter called a "recovery schedule") showing how the Contractor will finish their work by the Contract completion date.
- (7) All of Contractor's schedule information, including monthly schedule information updates and any recovery schedule information required shall be subject to review and approval by the College's Project Manager.
- (8) The Contractor shall cooperate with the College's Project Manager in scheduling and performing the Contractor's Work to avoid conflict, delay in or interference with the Work of other contractors or the construction or operation of College's own forces. The Contractor shall participate with other contractors and the College's Project Manager and College in reviewing schedules when directed to do so. The Contractor shall make any revisions to their construction schedule information deemed necessary after a joint review.
- (9) Approval by the College's Project Manager of any schedule information submitted shall constitute approval of the schedule information only for general conformity with Contract requirements and shall not constitute approval, acceptance or admission of the reasonableness, accuracy, achievability, or feasibility of the schedule information or of the Contractor's ability to meet the schedule, or waiver or excuse of default or delay by the Contractor, extension of the time for completion, waiver or modification of Contract requirements, admission of fault or responsibility for delay on the part of the College or acceptance or admission on the part of the College of any liability or responsibility for the schedule or for acceleration or other costs or delay damages of the Contractor which are inferable from the Contractor's schedule information or update.
- (10) The College is not obligated to pay the Contractor for Work completed until proper, accurate schedule information, and updates are furnished as required and it is not liable for and Contractor is not entitled to damages, compensation, or time extensions for delays starting, occurring or continuing during the period when an accurate and reasonable schedule information or update was due but not furnished by the Contractor.

3.7.3.4. All schedule information, including initial schedule information, recovery schedule information and monthly updates, shall be submitted in three (3) paper copies and one (1) electronic copy in Portable Document Format (PDF), unless otherwise indicated. Upon the written request of the College, Contractor shall provide schedule information in its native electronic format (e.g., .xer files).

3.7.4. Progress Meetings

3.7.4.1. Contractor shall plan and participate in routine Project progress meetings to brief College's Project Manager and Architect/Engineer on the status of the Project. Frequency of meetings shall be determined at a preconstruction conference, but shall typically occur not less than every two weeks. Primary agenda topics shall include reporting status of: Regulatory Approvals, Submittals, RFIs, Commissioning, Safety, Security and Housekeeping, Schedule, Contracts/Finance and Close-Out. Unless otherwise indicated in the Contract Documents, record meeting minutes will be prepared by the Contractor.

3.7.4.2. Contractor shall provide reasonable advance notice to the College's Project Manager and Architect/Engineer regarding scheduling of pre-construction and pre-installation conferences with subcontractors. At a minimum, Contractor should anticipate College's participation in conferences related to underground work, demolition work, primary structural work, all building enclosure work,

MEP and telecommunications, AV and security systems work.

3.7.5. Progress Meeting Documentation and Reports

3.7.5.1. Contractor shall prepare, maintain, monitor and make available to the College, reasonable Project progress documentation including, but not limited to:

- (1) Contractor's Daily Reports: listing weather conditions, trades on site, manpower, brief description of activities underway, quality control issues raised, commissioning activities underway and any safety or security issues encountered. Append Daily Reports from Subcontractors to the Contractor's Daily Report.
- (2) Minutes from Pre-Construction and Pre-Installation conferences.
- (3) Minutes from Contractor's Subcontractor and/or Foreman's meetings: including agenda topics, brief summary of issues discussed resolutions discussed and issues requiring attention.
- (4) Inspection reports provided by Independent Testing Agencies and/or Laboratories, when applicable.
- (5) Inspection reports provided by any authorities having jurisdiction on the Project.

3.8. REFERENCE DOCUMENTS FOR THE WORK

3.8.1. Conformance Documents

3.8.1.1. The College may issue conformance documents, incorporating all Addenda issued during the bid/proposal period into the Contract Documents, for the Contractor's convenience at the start of Work. It is the Contractor's sole responsibility to verify the accuracy of the conformance documents. At the Contractor's election, conformance documents may serve as the basis for Progress Documents. Use of such documentation shall not in any way relieve the Contractor from its responsibility to perform the Work in accordance with the Contract Documents. In the event of a discrepancy between the conformance documents and the Contract Documents, the Contract Documents shall govern.

3.8.2. Progress Documents

3.8.2.1. The Contractor shall keep one complete set of all Drawings, Specifications, Construction Progress Schedule, and shop drawings at the job-site current and in good order. As the Work progresses, the Contractor shall keep a complete and accurate record of all changes or deviations from the Contract Documents, indicating the Work as actually installed. All underground utility locations associated with the scope of work, or revealed during the conduct of the work, shall be recorded by the Contractor's surveyor and referenced to a campus benchmark provided by the College. All such changes shall be neatly and correctly shown on black line prints of the drawings affected, or in the Specifications, with appropriate supplementary notes. This record set of prints of Drawings, shop drawings and Specifications shall be kept at the job site for inspection by the College's Project Manager and Architect/Engineer.

3.8.3. Record Documents

3.8.3.1. At the completion of the Work, the Contractor shall certify by endorsement thereof, that each of the revised prints of the Drawings and Specifications is complete and accurate. Prior to the Contractor's Application for Final Payment, and as a condition to its approval by the College, the Contractor shall assemble its record drawings and specifications, review them for completeness and submit them to the College's Project Manager. The Contractor shall provide suitable transfer cases and deliver the records therein, indexed and marked for each division of the Work.

3.8.3.2. No review or receipt of such records by the College's Project Manager shall be a waiver of any deviation from the Contract Documents or the Shop Drawings or in any way relieve the

Contractor from its responsibility to perform the Work in accordance with the Contract Documents and the Shop Drawings to the extent they are in accordance with the Contract Documents.

3.9. SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

3.9.1. After checking and verifying all field measurements and after complying with applicable procedures specified in the Contract Documents, Contractor shall submit to the College's Project Manager and Architect/Engineer, in accordance with the Contractor's schedule, Shop Drawings and other submittals which will bear a stamp or specific written indication that the Contractor has satisfied its responsibility under the Contract Documents with respect to the review of such submissions. The data on the Shop Drawings or submittal must be complete with respect to quantities, dimensions, specified performance and/or design criteria, materials and similar data to enable the Architect/Engineer to review the information as required. These documents shall be prepared in conformity with the best practice and standards for the trade concerned. Due regard shall be given to speed and economy of fabrication and erection.

3.9.2. Obtaining electronic documentation to aid in the preparation of Shop Drawings and submittals shall be the sole responsibility of the Contractor and may be subject to certain terms and conditions required by the Architect/Engineer and/or College. The College cannot guarantee that electronic documentation prepared by the Architect/Engineer will be made available to the Contractor. If provided, Contractor shall not be entitled to rely on such documentation for accuracy and use of such documentation shall not in any way relieve the Contractor from its responsibility to perform the Work in accordance with the Contract Documents.

3.9.3. The Contractor shall prepare and routinely update a submittal log indicating the status of submittals.

3.9.4. Unless otherwise indicated in the Contract Documents or agreed to by the College in writing, the Contractor shall send the College one copy of all Shop Drawings and product data coincident with the initial and any subsequent submissions to the Architect/Engineer. The College will forward any comments it desires to make to the Architect/Engineer within the designated review time.

3.9.5. In addition to the items noted in the Specifications as requiring Shop Drawings or other details, Shop Drawings and details shall be required for all items which are specifically fabricated for the Work or when the assembly of several items is required for a working unit.

3.9.6. The College's Project Manager and Architect/Engineer will examine the Shop Drawings and product data submittals with reasonable promptness. The College's Project Manager and Architect/Engineer will note whether they are approved, approved with corrections and/or conditions, or rejected. The Architect/Engineer will return the Shop Drawings and project data submittals with the final action to the Contractor and also provide one copy each to the College and College's Project Manager.

3.9.7. The Contractor must allow the Architect/Engineer, College's Project Manager at least fourteen calendar days following receipt of each submittal or re-submittal of Shop Drawings and product data submittals to review the documents and respond to the Contractor. Items requiring longer than fourteen calendar days of review time will be identified in the Specifications. The minimum time allowed for the Architect/Engineer, College's Project Manager to review the submittal shall be increased to the extent that additional time for review is needed due to the fault or the responsibility of the Contractor or its Subcontractors and suppliers. The Contractor will be notified of the cause of the delay and advised of how long it will take to complete the review; provided, however, that mere failure to give the Contractor such notice shall not entitle the Contractor to compensation or a time extension.

3.9.8. When the Architect/Engineer, College's Project Manager or the College desires corrections, or rejects the Shop Drawings, the Contractor shall resubmit the Shop Drawings with the required corrections in a timely manner.

3.9.9. Unless the Contractor has, in writing, at the time of the submissions, expressly notified the Architect/Engineer, College's Project Manager and the College to the contrary, the College and the Architect/Engineer may assume that Shop Drawings and other submittals from the Contractor are in

conformity with the Contract Documents and do not involve any change in the Contract price, or any change which will alter the space within the structure, or alter the nature of the building or Work from that contemplated by the Contract Documents, or constitute a substitution of material or equipment or a change in the Contract or the scope of Work. If the Contractor fails to give notice strictly in accordance with this subsection, approval of any Shop Drawing or submittal shall not be binding on the College.

3.9.10. The Contractor shall perform no portion of the Work requiring submittal and review of Shop Drawings, product data, samples and similar submittals until the respective submittal has been approved by the Architect/Engineer. Such Work shall be in accordance with accepted submittals. Work performed without approval shall be at the Contractor's risk.

3.9.11. Shop Drawings, product data, samples and similar submittals shall be marked, tagged, or otherwise properly identified with the name of the Contractor, the name of the Project, the purpose for which the samples are submitted, and the date and shall be accompanied by a letter of transmittal containing similar information, together with the Specification section number for identification of each item. Each tag or sticker shall have clear space for the stamps of the Contractor, College's Project Manager and the Architect/Engineer.

3.9.12. Samples of materials which are generally furnished in containers bearing the manufacturers' descriptive labels and printed application instructions shall, if not submitted in the standard containers, be supplied with such labels and application standards.

3.9.13. Should the Contractor consider any rejection or notation on the Shop Drawings or other submittals by the College's Project Manager or Architect/Engineer or any other action or inaction of the College's Project Manager or the Architect/Engineer to cause a change in the scope of the Work from that required by the Contract Documents, whether or not such change may affect contract price or time, then the Contractor shall desist from further action relative to the item in question and shall in writing (1) immediately notify the Architect/Engineer, the College and College's Project Manager requesting clarification; and (2) furnish them, within seven (7) days, with a notice explaining the nature of the change and whether increased or decreased cost and/or time is anticipated. No Work concerning the Shop Drawing or other submittal in question shall be executed until the entire matter is clarified and the Contractor is ordered by the College to proceed. Failure of the Contractor to serve written notice as required above shall constitute a waiver of any claim in relation thereto.

3.10. SITE INFORMATION, ACCESS, USE AND RESTRICTIONS

3.10.1. Site Information

3.10.1.1. Contractor shall review existing conditions and related College record information to become completely familiar with site and adjacent conditions. Contractor shall make arrangements to review available documentation and undertake explanatory site visits with College's Project Manager and Campus Facilities Office.

3.10.2. Campus Coordination Requirements

3.10.2.1. Contractor shall furnish a Site Mobilization Plan to the College's Project Manager for review and approval prior to the start of Work. Plan shall indicate features including proposed construction delivery route, materials and trash storage areas, site office and toilet facility locations, fencing, erosion control measures, tree and plant protection, temporary lighting, temporary traffic control measures and signage.

3.10.2.2. Contractor shall meet with Campus Facilities and Security Offices prior to the start of Work to review Contractor's proposed Site Mobilization Plan, and to coordinate Project needs with Campus Operations and Maintenance, House and Grounds-keeping and Security operations.

3.10.2.3. In the event that Contractor's operations affect or disrupt campus access roads and/or building entrances or exits, Contractor shall coordinate maintaining or re-directing access in

accordance with the Contract Documents and following the direction and policies of the Campus Security Office and any affected emergency service providers.

3.10.2.4. Contractor shall meet with College's Environmental Safety Office prior to the start of Work for projects where Hazardous Materials Abatement or use of Hazardous or Toxic Substances is expected.

3.10.2.5. Any Utility shut down required must be scheduled with relevant utility Owner and Campus Facilities at least 5 days in advance.

3.10.2.6. Unless otherwise indicated in the Contract Documents, vehicular and pedestrian access to properties shall be maintained operational to the maximum possible extent. Driveways to private properties shall not be blocked. Sidewalks and crossings shall be kept open for the passage of pedestrians. Streets shall not be unnecessarily obstructed and, unless the College shall authorize the complete closing of a street, the Contractor shall take such measures as may be necessary to keep the street open for traffic. The Contractor shall provide and maintain suitable and sufficient provisions, including but not limited to flag persons, barricades, warning signs and detour signs, necessary for the protection of the work and safety of the public. All barricades, obstructions and signage shall be illuminated from sunset to sunrise, daily.

3.10.2.7. Parking at all campus locations is limited. Other than one or two spaces for supervisory personnel, parking space for construction site personnel in campus parking lots should not be anticipated. For Projects where Work is confined within a site construction fence, Contractor may provide limited parking for construction personnel within that fenced area as long as parking does not impede progress of the Work or impede access by emergency or campus service vehicles.

3.10.3. Coordination where Work is in or adjacent to an Occupied Existing Building

3.10.3.1. In cases where Work is scheduled to take place in or adjacent to occupied existing buildings, Contractor shall coordinate the Work as reasonably directed by the College's Project Manager to reduce impact of construction operations on building occupants.

3.10.3.2. Noise that disrupts classes cannot generally be tolerated. The Contractor shall notify the College's Project Manager before starting any Work which might disrupt classes. Notification shall be given well in advance of any such situation in order that the Contractor and College's Project Manager together can reach a mutually agreeable time in which the Work can be accomplished. Noise of a brief/infrequent nature may not be found necessary to reschedule. Always contact the College's Project Manager if in doubt. Any rescheduling required due to noise aversion will not be a cause for either a delay or cost claim.

3.10.3.3. When requested, Contractor shall provide a detailed adjacent Work coordination plan indicating information including schedule of activities, limits of disturbance, sequence of construction, access points and their management, barriers, interface with controls such as fire alarm, security or building automation systems operation, for areas that directly interface with or are affected by the Work.

3.10.4. Temporary Facilities

Unless otherwise indicated in the Contract Documents:

3.10.4.1. The Contractor shall be responsible for arranging with the College's Project Manager for general services and temporary facilities as required for the proper and expeditious prosecution of the Work; including but not limited to: use of toilets; temporary storage; temporary electrical power; and temporary water.

3.10.4.2. The Contractor shall, at its own expense, make all temporary connections to utilities and

services in locations acceptable to the College's Project Manager and local authorities having jurisdiction thereof; furnish all necessary labor and materials, and make all installations in a manner subject to the acceptance of such authorities and the College's Project Manager; separately meter and pay for utilities (electricity, water, sewer, and telephone) consumed; maintain such connections; remove the temporary installation and connections when no longer required; restore the services and sources of supply to proper operating conditions.

3.10.4.3. The Contractor shall supply and maintain an office trailer or shed and a telephone, telefax, and/or computer on the site for the purpose of facilitating construction coordination and communication.

3.10.4.4. At the completion of the Work, Contractor's onsite facilities shall be removed, and the site restored to conditions that meet or exceed those existing at the start of Work.

3.10.5. Existing Utilities

3.10.5.1. The attention of the Contractor is directed to the likely presence of existing underground utilities and overhead utilities and poles located within the Work site. The Contractor is cautioned that some utilities may not be catalogued on College or utility service provider record documents. Further, due to depth and/or types of materials used, some utilities may not be identifiable using traditional utility service locating methods.

3.10.5.2. Where any underground services are expected to be encountered during construction, prior to the start of work, the Contractor shall:

- (1) Review College record documents pertaining to affected underground services.
- (2) Interview Campus Facilities office with regard to affected underground services.
- (3) Call "Miss Utility" at least 48 hours in advance of construction for marking of public utilities.
- (4) Be responsible for costs and coordination of utility locator services necessary to locate and mark any private utility services within the Work site, whether or not indicated on record or Contract Documents.
- (5) Notify the College's Project Manager, Campus Facilities office, electric utility company, natural gas supplier, providers of communications, and any affected utility or other organization with a right-of way in or immediately adjacent to the Work area at least one week prior to starting work in the areas in which services are located and cooperate with any organization who elects to have a representative present during the conduct of the Work.

3.10.5.3. The Contractor shall exercise special care not to damage or disturb the utility infrastructure in any way.

3.10.5.4. The Contractor shall carefully hand dig representative test pits across the full width of anticipated trenches to confirm utility locations and to reveal any unknown utility conditions for assessment prior to permitting use of mechanical excavation equipment.

3.10.5.5. All underground utility locations associated with the scope of Work, or revealed during the conduct of the Work, including the location, size and material of all water, sanitary sewer, storm sewer, gas, electric, telephone, data, fiber, cable television, duct banks, steam and chilled water utilities within the project area, shall be recorded by the Contractor's surveyor and referenced to a campus benchmark provided by the College, which is in Maryland State Plane NAD83(NSRS2007) horizontal datum; NAVD88 vertical datum.

Indicate rim and invert elevation of sanitary sewers, storm sewers and storm water management structures. For all sub-surface utility lines on the site, locate the first connection to the off-site system. The horizontal and vertical location of all subsurface utilities must be measured directly prior to backfill. Locations shall be recorded on project progress documents. Electronic record documentation, in AutoCAD format, is required at project close-out.

3.10.5.6. Contractor shall maintain utility paint marks and flags, showing utility location and depth, until work is complete and survey information is transferred to project progress documents.

3.10.5.7. Contractor shall notify the College's Project Manager and Campus Facilities Office when underground utilities are discovered that are not identified by prevailing industry standard marking methods (e.g. color-coded tape and trace wires for non-metallic utilities). Campus Facilities Office will coordinate proper marking of utilities prior to Contractor's completion of the Work.

3.10.5.8. In the event that utility service is damaged during the conduct of the Work, Contractor shall notify the College's Project Manager and Campus Facilities and Security Offices. Repair of damages resulting from Contractor's actions shall be the responsibility of the Contractor. Regardless of responsibility, Contractor shall immediately undertake necessary repairs, including conducting Work off-hours and/or on weekends, to ensure prompt restoration of service in order to minimize impact of unplanned utility outages on College operations.

3.10.6. Erosion Control

3.10.6.1. The Contractor shall incorporate all permanent erosion control features, where applicable, into the Work at the earliest practicable time and shall maintain them in proper condition during the course of the Contract.

3.10.6.2. Temporary measures shall be used to control conditions that develop prior to installation of permanent control features, or that are needed to temporarily control erosion resulting from normal construction practices. Temporary controls may include off site control measures where such Work is necessary as a direct result of Contractor's construction activity.

3.10.7. Tree and Plant Protection

3.10.7.1. Unless otherwise shown in the Contract Documents, the Contractor shall protect all trees and plants which are liable to injury by construction operations and/or site mobilization plan.

3.10.7.2. Trees may not be used for any attachment or anchorage. Tree root zones shall be protected from overburden from construction traffic or storage of materials.

3.10.8. Snow and Ice Removal

3.10.8.1. Contractor shall provide snow and ice removal from within the project site area and from pedestrian or vehicular routes providing immediate access to or routing around the project site.

3.10.8.2. When the College is officially closed due to snow and ice conditions and the Contractor plans to work, it is the Contractor's responsibility to provide additional snow and ice removal, including removal beyond the site project limits, as necessary to provide access required by its Workers, Subcontractors and/or suppliers.

3.10.8.3. At all times, Contractor shall cooperate and coordinate his snow and ice removal activities with College's snow and ice removal activities.

3.10.9. Trash Removal: Salvage and Recycling

Unless otherwise indicated in the Contract Documents:

3.10.9.1. Salvage rights belong to the Contractor when the Project scope of Work includes demolition and removal of existing materials or equipment.

3.10.9.2. Contractor shall implement best recycling practices as part of its trash removal protocol, with particular attention to sorting and recycling corrugated cardboard packaging materials, wood

pallets, paper products and metal products.

3.10.10. Project Signage

3.10.10.1. Contractor may place his identification signage for promotional purposes at the Project site, subject to review and approval by the College's Project Manager.

3.11 HAZARDOUS AND TOXIC SUBSTANCES

3.11.1. Hazardous and Toxic Substances

3.11.1.1. The Contractor shall comply with all applicable federal, state, bi-county and local laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to access to information about hazardous and toxic substances, in effect on the date of the Contract and as amended from time to time. The Contractor shall further comply with any special provisions or requirements, including more stringent provisions, mandated by any entity having jurisdiction, including but not limited to the Montgomery County Department of Environmental Protection.

3.11.1.2. At least ten (10) calendar days prior to commencing any on-site Work required by these Contract Documents, the Contractor shall compile, maintain and submit to the College's Project Manager a "Chemical Information List" which shall contain the following information for each hazardous and toxic substance used, manufactured, processed, formulated, packaged, repackaged, handled, reacted, transferred, or stored at the job site: the common name, the chemical name, and identification of the Work area in which the hazardous chemical is found. A copy of this list shall be posted at all times at the Contractor's on-site project office. This list shall be updated and maintained in a current status by the Contractor as to the hazardous and toxic substance used, manufactured, processed, formulated, packaged, repackaged, handled, reacted, transferred or stored at the job site. The Contractor shall submit to the College's Project Manager an updated Chemical Information List at least 48-hours prior to the introduction of any additional hazardous and toxic substance not listed on the current Chemical Information List which is to be used, manufactured, processed, formulated, packaged, repackaged, handled, reacted, transferred or stored at the job site.

3.11.1.3. The Contractor shall provide the College's Project Manager at least 48-hours prior to commencing Work requiring the use of a hazardous and toxic substance with a "Material Safety Data Sheet" or, in the case of a controlled hazardous waste substance, a hazardous waste manifest, for each hazardous and toxic substance listed or subsequently added to the Chemical Information List in compliance with applicable laws, ordinances and regulations.

3.11.2. Asbestos-Containing Materials

3.11.2.1. The Contractor shall not use, install, or apply any asbestos-containing building materials on any Work. Any exception to this requirement must be requested in writing by the Contractor with an explanation of Work requirements. The College will review any such request and must approve in writing the use of any asbestos-containing building materials on any Work prior to use, installation or application. Upon completion of the Project and before final acceptance is issued by the College, the Contractor shall provide the College's Project Manager with written and notarized certification that it did not use, install or apply asbestos-containing materials.

3.11.3. Environmental Litigation

3.11.3.1. If the performance of all or any part of the Work is suspended, delayed or interrupted due to an order of a court of competent jurisdiction as a result of environmental litigation as defined below, or by the order of any state or federal agency or official enforcing applicable laws, such expense, delay or interruption shall be considered as if ordered by the College under Article 2, College's Right To Stop Or Suspend Work. If it is determined that the suspension, delay, or interruption is due wholly or in part to acts or omissions of the Contractor or breach or violation of the terms of this Contract or

acts of the Contractor not required by this Contract, the Contractor shall be responsible for all additional costs and delays resulting from such acts or omissions. The term "environmental litigation" as used herein means a complaint filed in court alleging that the Work will have an adverse effect on the environment and that the College has not duly considered, either substantively or procedurally, the effect of the Work on the environment.

3.12. CUTTING AND PATCHING

3.12.1. The Contractor shall be responsible for any cutting, fitting, or patching, required to complete the Work or to make its parts fit together properly.

3.12.2. The Contractor shall not damage or endanger a portion of the Work or other construction of the College or separate contractors by cutting, patching or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter such construction by the College or a separate contractor except with written consent of the College and of such separate contractor; such consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold from the College or a separate contractor the Contractor's consent to cutting or otherwise altering its Work.

3.13. CLEANING

3.13.1. Progress Cleaning

3.13.1.1. The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations under the Contract, and shall remove and dispose of waste materials or rubbish prior to the end of each working day.

3.13.1.2. If the Contractor fails to clean up as provided in the Contract Documents, the College's Project Manager may do so and the cost thereof shall be charged to the Contractor.

3.13.2. Final Cleaning

3.13.2.1. At completion of the Work the Contractor shall remove from and about the Work waste materials, rubbish, the Contractor's tools, construction equipment, machinery and surplus materials.

3.13.2.2. Contractor shall wet clean all floors and surfaces or otherwise clean any equipment and materials installed in accordance with manufacturer's instructions.

3.14. ROYALTIES, PATENTS AND LICENSE FEES

3.14.1. The Contractor assumes the risk that any materials, equipment, processes or other items required under the Contract or furnished by the Contractor are subject to any patent, copyright, mark, secret or other property right of another. The Contractor shall pay for all royalties and license fees and shall obtain all necessary licenses or permits to permit use of any such item by the College. Contractor shall defend all suits or claims of infringement of any patent, copyright, mark, secret or other property right of another and shall save the College harmless from loss or expense on account thereof.

3.14.2. When an item specified by the College or furnished by the Contractor infringes or is alleged to infringe any patent, copyright, mark, secret or other property right of another, the Contractor will, at its option, and at no additional cost to the College, (1) procure for the College the right to use the item; (2) replace the item with an approved, non-infringing equal; or (3) modify the item so that it becomes non-infringing and performs substantially the same as the original item.

3.14.3. The review by the College of any method of construction, invention, appliance, process, article, device or material of any kind shall be for its adequacy for the Work, and shall not be an approval of the use thereof by the Contractor in violation of any patent or other rights or any third person.

3.15. INDEMNIFICATION

3.15.1 The Contractor shall be responsible for any property damage, loss, personal injury, death and/or any other damage which may occur by reason of the Contractor's acts, negligence, willfulness or failure to perform any of the obligations required by this Agreement. The Contractor agrees to indemnify and save harmless the College and its respective employees, volunteers, students, and trustees, as applicable, (the "Indemnitees") from any claims, loss, costs, damages or other expenses suffered or incurred by the Indemnitees, including attorney's fees and costs, by reason of the Contractor's acts, negligence, willfulness or failure to perform any of the obligations required by this Agreement. The Contractor at its own expense shall defend the Indemnitees in any action or suit brought against any of the Indemnitees arising out of the Contractor's acts, negligence, willfulness or failure to perform any of the obligations required by this Agreement. Any acts, negligence, willfulness or failure to perform any of the obligations required by this Agreement on the part of any agent, servant, employee or Subcontractor of the Contractor, or any Subcontractor's agent, servant or employee, are deemed to be the Contractor's acts, negligence, willfulness or failure to perform any of the obligations defined by this Agreement.

3.15.2 In claims against any person or entity indemnified under subsection 3.15.1 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under subsection 3.15.1 shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or a Subcontractor under workers or workmen's compensation acts, disability benefit acts or other employee benefit acts.

3.15.3. The College may retain such moneys due or to become due the Contractor under this Agreement as it considers necessary until such suits or claims for damages have been settled or otherwise disposed of and satisfactory evidence to that effect has been furnished to the College.

3.15.4. The provisions of this Article shall survive the termination of the Agreement.

ARTICLE 4 – ADMINISTRATION OF THE CONTRACT

4.1. CLARIFYING INSTRUCTIONS

4.1.1. The College shall be the final interpreter of the Contract Documents. Through the College's Project Manager, the College will furnish, with reasonable promptness, such clarifications as it may deem necessary for the proper execution of the Work. Except as otherwise expressly provided in the Contract Documents, all recommendations by the Architect/Engineer and/or College's Project Manager with cost or schedule ramifications are subject to approval by the College. The Work shall be executed in conformity therewith and the Contractor shall do no Work without proper drawings and instructions. The Architect/Engineer and/or College's Project Manager have no authority to waive or change the requirements of the Contract Documents except to make minor changes in the Work which do not result in a claim for extra cost or time, and which are consistent with the intent of the Contract Documents.

4.1.2. Wherever typical parts or sections of the Work are completely detailed on the drawings and other parts or sections which are essentially of the same construction are shown in outline only, the complete details shall apply to the Work which is shown in outline.

4.1.3. Dimensions of Work shall not be determined by scale or rule. Figured dimensions shall be followed at all times. If figured dimensions are lacking on drawings, the Architect/Engineer shall supply them on request to the Contractor.

4.2. REQUESTS FOR INFORMATION

4.2.1. In the event that the Contractor requires clarifications on or discovers conflicts or discrepancies in the Contract Documents, the Contractor shall submit a "Request for Information", in a format suitable to the College's Project Manager and Architect/Engineer prior to proceeding with the Work.

4.2.2. Unless otherwise indicated in the Contract Documents, the Contractor shall prepare and routinely update an RFI log indicating the status of RFIs.

4.2.3. The Contractor must allow the Architect/Engineer, College's Project Manager and the College a reasonable time following receipt of each RFI to review the documents and respond to the Contractor. To the extent that additional time for review is needed to clarify the information submitted by the Contractor or its Subcontractors and suppliers, the Contractor will be notified of the cause of the delay and advised of how long it will take to complete the review; provided, however, that mere failure to give the Contractor such notice shall not entitle the Contractor to make a claim for additional compensation or a time extension. The Architect/Engineer will return the completed RFI response to the Contractor and also provide one copy each to the College and College's Project Manager.

4.2.4. The Contractor shall perform no portion of the Work requiring RFI response until the respective RFI response has been issued by the Architect/Engineer. Work performed without a response shall be at the Contractor's risk.

4.2.5. Should the Contractor consider any RFI response to cause a change in the scope of the Work from that required by the Contract Documents, whether or not such change may affect contract price or time, then the Contractor shall desist from further action relative to the item in question and shall in writing (1) immediately notify the Architect/Engineer, the College and College's Project Manager requesting clarification; and (2) furnish them, within seven (7) days, with a notice explaining the nature of the change and whether increased or decreased cost and/or time is anticipated. No Work related to the RFI shall be executed until the entire matter is clarified and the Contractor is ordered by the College to proceed. Failure of the Contractor to serve written notice as required herein shall constitute a waiver of any claim in relation thereto.

4.3. SITE VISITS AND OBSERVATIONS

4.3.1. The College's Project Manager, and Architect/Engineer, shall at all times have access to the Work wherever it is in progress. The Contractor shall provide proper and safe facilities for such access and for visits at the place of manufacture or elsewhere.

4.3.2. Inspections by the College's Project Manager, or Architect/Engineer, are for the sole benefit of the College. If the Contract Documents, the College Project Manager's, or Architect/Engineer's instructions, or laws, ordinances or any public authority require any Work to be specially tested or reviewed, the Contractor shall give the College's Project Manager timely notice of the Work's readiness for inspection. If the Work is scheduled to be inspected by an authority other than the College's Project Manager, and Architect/Engineer, the Contractor shall inform the College's Project Manager of the date fixed for such inspection. Required certificates of inspection shall be secured by the Contractor. Inspections by the College's Project Manager and Architect/Engineer shall be made promptly and where practicable, inspections may be made at the source of supply.

4.3.3. If any Work has been covered up contrary to the requirements of the Contract Documents or instructions of the College's Project Manager or Architect/Engineer before it has been observed, such Work must, if required by the College's Project Manager and/or Architect/Engineer, be uncovered for observation and replaced and/or recovered, at the Contractor's expense.

4.3.4. If any questioned Work has been covered up which is not required to be observed by the College's Project Manager and/or Architect/Engineer prior to being covered, the College's Project Manager and/or Architect/Engineer may request to see the Work in question and it shall be uncovered by the Contractor as directed. If such Work is found to be in accordance with the requirements of the Contract Documents, the College shall reimburse the Contractor for the cost of such uncovering and recovering. Such reimbursement shall be limited to the direct cost incurred plus the Contractor's approved percentage for overhead and profit. If the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall pay all costs associated with uncovering, correcting and recovering the Work.

4.3.5. The Contractor shall place its field engineers at the College's Project Manager's or Architect/Engineer's disposal for field checking during any inspection period. When layouts of the building and site work are to be made, the Contractor shall notify the College's Project Manager and Architect/Engineer in sufficient time so that the College's Project Manager and Architect/Engineer may be present.

4.3.6. Neither the presence nor the absence of the College's Project Manager or Architect/Engineer on the job shall relieve the Contractor from responsibility to comply with the provisions of the Contract Documents, nor from responsibility to remove and replace Work not in accordance therewith.

4.4. CLAIMS AND DISPUTES

4.4.1. Definition of Claim

4.4.1.1. A claim is a demand or assertion by one of the parties seeking, as a matter of right, adjustment or interpretation of Contract terms, payment of money, extension of time, or other relief with respect to the terms of the Contract. The term "claim" also includes other disputes and matters in question between the College and Contractor arising out of or relating to the Contract. Claims must be made by written notice. The responsibility to substantiate claims shall rest with the party making the claim.

4.4.2. Claims for Concealed or Unknown Conditions

4.4.2.1. If conditions are encountered at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then the Contractor shall give notice to the College's Project Manager promptly before conditions are disturbed and in no event later than fifteen (15) calendar days after first observance of the conditions. Upon receipt of such notice the College's Project Manager and Architect/Engineer will promptly investigate such conditions and if they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work will determine an equitable adjustment in the Contract Sum or Contract time or both. No change in the Contract Sum or Contract time or both will be allowed except by formal approval of the College. If it is determined that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, the College's Project Manager shall so notify the Contractor in writing stating the reasons. Claims by Contractor which dispute such a determination must be made in accordance with subsection 4.4.5.

4.4.3. Claims for Extension of Time

4.4.3.1. If the Contractor is delayed at any time in the progress of the Work by any act or omission of the College, or its employees or by any other contractor employed by the College, or by changes ordered in the Work, or by strikes, lockouts, fire, unavoidable casualties, or by delay authorized by the College in writing pending a decision, the time of completion shall be extended for such reasonable time as the College may decide but only to the extent such delay (a) impacts the critical path and will prevent Contractor from completing the Work within the Contract time and (b) if performance of the Work is not, was not or would not have been delayed by any other cause for which the Contractor is not entitled to an extension in the Contract time under the Contract

Documents.

4.4.3.2. The Contractor may be entitled to a time extension, but no additional compensation, if the delay in the completion of the Work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of the public enemy, acts of another contractor in the performance of a contract with the College, fires, floods, epidemics, quarantine restrictions, strikes, foreign embargoes, delays caused by inspections and approvals from authorities having jurisdiction, or unusually severe weather, all provided that such delays are beyond the control and without the fault or negligence of both the Contractor and the Subcontractor or suppliers. In such circumstances, the time of completion shall be extended for such reasonable time as the College may decide subject to the provisions of Section 4.4.3.1.

4.4.3.3. Claims for extension of time will be considered by the College only if made in writing to the College. Any claim for an extension of time must be made within seven (7) calendar days of the occurrence of conditions which in the opinion of the Contractor warrant such an extension. Failure to submit a claim for an extension of time within seven (7) calendar days shall constitute a waiver of Contractor's right to claim or receive a time extension. In the case of a continuing cause of delay, only one claim is necessary. Within thirty (30) days of filing a time extension claim notice, the Contractor shall submit a clear written statement and relevant supporting documentation substantiating the claim. The documentation shall include a revised schedule, which conforms to the schedules submitted each month with the payment requests and which shows the duration of the delay, its relation to other activities, how the alleged delay was on the critical path, and any other documentation reasonably requested by the College, including a time impact analysis or other schedule analysis. No time extension will be allowed except by formal approval of the College. The College with advice and assistance from the College's Project Manager shall ascertain the facts and the extent of the delay and extend the time for completing the Work, when in the College's judgment the findings of fact justify such an extension. The College's findings of fact shall be final and conclusive on the parties, subject only to appeal as provided in section 4.5 of this Contract.

4.4.4. Claims for Equitable Adjustment for Delay

4.4.4.1 Notwithstanding anything to the contrary in the Contract Documents, the Contractor's sole remedy for any delay from any cause whatsoever shall be an extension of time in which to complete the Work if permitted under Section 4.4.3 and, to the extent expressly permitted under this Section 4.4.4.1, an equitable adjustment to the Contract Sum. If a delay in completion of the Work is caused solely by the acts or omissions of the College and compensation is not provided for under Changes in the Work otherwise negotiated, and the Contractor's Work is materially affected by that delay, then the Contractor may also be entitled to submit a claim for an equitable adjustment in compensation.

4.4.4.2 Schedule management within the Contract duration established at time of Bid/Proposal, including decisions that may alter sequencing of all or part the Work, does not constitute grounds for an equitable adjustment for delay claim from Contractor or its subcontractors or vendors. All prices are firm for the duration of the overall Contract term.

4.4.4.3 Only the following items may be recoverable by the Contractor as compensation or damages for delay:

- (1) Direct costs, consisting of
 1. actual additional salaried and non-salaried on-site labor expenses;
 2. actual additional costs of materials;
 3. actual additional equipment costs, based solely on actual ownership costs of owned equipment or actual reasonable costs of rented or leased equipment;
 4. actual additional extended field office expenses, excluding those which are to be included in overhead;
 5. actual additional reasonable costs of Subcontractor and suppliers at any tier for which the Contractor is liable and provided such costs are expressly recoverable under the Contract;

- (2) an additional percentage for overhead and profit of 15% for actual additional Work performed by the Contractor's own forces and 5% for actual additional Work performed by a Subcontractor. Contractor is not entitled to markup for overhead and profit for extended performance costs unless actual additional Work is performed.

4.4.4.4. No claim under this subsection shall be allowed for any costs incurred more than twenty days before the Contractor shall have notified the College in writing of the delay.

4.4.4.5. No other compensation or damages are recoverable by Contractor for any other delay, impact, inefficiency, or interruption. In particular, the College will not be liable for the following (by way of example and not of limitation) whether claimed by the Contractor or by a Subcontractor or supplier at any tier: (a) profit in excess of that provided herein; (b) loss of profit; (c) inefficiencies or loss of productivity; (d) cumulative impact damages; (e) home office or other overhead in excess of that provided herein; (h) overhead calculated by use of the Eichleay formula or similar formulae; (f) consequential damages of any kind, including loss of additional bonding capacity, loss of bidding opportunities, and insolvency; (f) indirect costs or expenses of any nature except those expressly provided for herein; and (g) attorneys fees, costs of claims preparation and presentation, and costs of litigation. Contractor expressly waives such claims against the College.

4.4.4.6. There shall be deducted from the compensation payable to the Contractor under this section for delay any and all costs, expenses, and overhead recovered or recoverable by the Contractor under change orders issued to the Contractor or otherwise recovered or recoverable by the Contractor.

4.4.4.7. Contractor shall not be entitled to compensation or damages for delay pursuant to Section 4.4.4.1 unless, within seven (7) calendar days of the act or omission of the College alleged to have caused the delay, the Contractor notifies the College in writing of (a) the alleged delay and its anticipated duration; and (b) the act or omission of the College allegedly causing the delay. Knowledge on the part of the College or College's Project Manager of the act or omission of the College or any delays resulting therefrom shall not excuse Contractor's failure to give the College the written notice required by this subsection.

4.4.5. Claims and Disputes Procedure

4.4.5.1. Unless a lesser period is prescribed by the Contract, the Contractor shall file a written notice of claim relating to the Contract, to the College's Project Manager within fifteen days after the basis of the claim is known or should have been known, whichever is earlier. Contemporaneously with, or within thirty days of filing of a notice of claim, but, as approved by College's Project Manager, no later than the date that final payment is made, the Contractor shall submit the claim to the College's Project Manager. The claim shall be in writing and shall contain:

- (1) an explanation of the claim, including references to all Contract provisions upon which it is based;
- (2) the amount of the claim;
- (3) the facts upon which the claim is based;
- (4) all pertinent data and correspondence that the Contractor relies upon to substantiate its claim. The Contractor shall submit such additional information as may be requested by the College's Project Manager; and
- (5) a certification by a senior official, officer or general partner of the Contractor or the Subcontractor, as applicable, that, to the best of the person's knowledge and belief, the claim is made in good faith, supporting data are accurate and complete, and the amount requested accurately reflects the Contract adjustment for which the person believes the College is liable.

4.4.5.2. A notice of claim or a claim that is not filed within the time prescribed by subsection 4.4.5.1 or a lesser period prescribed elsewhere in the Contract shall be dismissed and the claim shall be considered to be waived.

4.4.5.3. Upon receipt of the Contractor's claim, the College's Project Manager, shall take steps deemed necessary to review and investigate the claim. These steps may include an investigation and review of the facts pertinent to the claim, requesting additional information or substantiation from the Contractor or anyone else and taking such other steps as the College's Project Manager may consider appropriate.

4.4.5.4. Following their investigation, the College's Project Manager shall issue a written opinion regarding the claim, which shall contain such information as they consider appropriate.

4.4.5.5. Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the College's Project Manager's opinion, order, finding or interpretation. The Contractor shall take all reasonable action to mitigate or to avoid costs or damages for which the College may be liable. The College Project Manager's decision shall be final and conclusive unless the Contractor files a written appeal to the Vice President of Facilities within fifteen days of the date of the College's Project Manager's opinion. The Contractor shall include in its appeal all of the information which it wants considered in the appeal. The Vice President of Facilities, in consultation with such other persons as deemed advisable, shall prepare and deliver a written decision to the Contractor. The Vice Presidents' response shall be the College's final decision.

4.4.5.6. If the Contractor does not appeal the College's Project Manager's decision to the Vice President of Facilities within the time required under subsection 4.4.5.5, then the College's Project Manager's opinion shall be considered to be final, conclusive and binding upon the Contractor and College. There shall be no further right of review either administratively or in the courts. If the Contractor's timely appeals the College's Project Manager's decision to the Vice President of Facilities, the College's Vice President of Facilities decision shall be considered to be conclusive and final unless within thirty days from the date of the Vice President of Facilities decision the Contractor requests submitting the dispute to non-binding mediation as a condition precedent to commencing an action in the Circuit Court for Montgomery County. If no action is commenced within thirty days after the date of the Vice President of Facilities decision, the Vice President of Facilities decision shall be considered to be final, conclusive and binding on the Contractor and the College and the Contractor's right to appeal to the courts shall be waived.

4.4.5.7. If a court action is contemplated, all claims, disputes and other matters in question arising out of or related to the Contract or breach thereof shall first be submitted to non-binding mediation. Such mediation shall be in the nature of settlement discussions and privileged. The location of the mediation shall be in Rockville, Maryland.

4.4.5.8. The timely filing of a claim and the receipt of an opinion by the Contractor from the College's Project Manager, receipt of a decision from the College's Vice President of Facilities and pursuit of non-binding mediation are conditions precedent to filing an action in court. Any action which may be commenced against the College shall be filed in the appropriate state court in Montgomery County, Maryland. The Contract and disputes arising out of it shall be governed by the laws of the State of Maryland without regard to conflicts of laws provisions.

4.4.5.9. Claims by the College against the Contractor may be commenced at any time in any appropriate court without regard to the other provisions of the Contract Documents, including subsection 4.4. This right is in addition to all other rights which the College may have under the Contract Documents.

4.5. EFFECTS OF DELAYS AND COLLEGE REMEDIES

4.5.1. No Waiver of Delay

4.5.1.1. Except as may be expressly agreed otherwise by the College in writing, no action or inaction by the College or its Project Managers shall constitute a grant of an extension of the completion date

or the waiver of a delay or other default by the Contractor, including: (1) requesting a schedule, a recovery schedule, or an anticipated completion date from Contractor; (2) allowance, approval or acceptance of any schedule; (3) failure to terminate for default at an earlier date; or (4) demand that the Contractor finish the project by the required completion date or by any subsequent date promised by the Contractor.

4.5.2. Mitigation of Delays and College Remedies.

4.5.2.1. If Contractor should at any time cause interference, stoppage or delay to the Project or any activity necessary to complete the Project by the time required by this Contract (collectively, "Delay"), Contractor shall take all reasonable action to avoid or mitigate the effects the Delays, including but not limited to: (1) rescheduling or re-sequencing the Work and (2) re-assigning personnel. When the Contractor is responsible for any Delay, the College may order the Contractor to accelerate construction, work overtime, add additional shifts or manpower, work on weekends, or to do anything else reasonably necessary in order to finish on time, at no additional cost to the College. The Contractor does not have the unilateral right to complete the Work late and pay liquidated or other damages.

4.5.2.2 If Contractor should at any time cause the Delays described in subsection 4.5.2.1, then in addition to any other remedies the College may have under the Contract, the College, after notifying Contractor that it has forty-eight (48) hours within which to cure the Delay, may attempt to remedy the Delay by whatever means the College may deem necessary or appropriate including, but not limited to, correcting, furnishing, performing or otherwise completing the Work, or any part thereof by itself or through others, (utilizing where appropriate, any materials and equipment previously purchased for that purpose by Contractor), or by supplementing the Contractor's forces. The Contractor shall be liable to the College for all costs incurred by the College in attempting to remedy the Delay. The College may deduct the cost to remedy the Delay from any monies due or to become due to the Contractor.

4.5.3. Severe Weather Delays

4.5.3.1. "Unusually severe weather" is weather which is more severe than the historical average for the month as evidenced by the National Weather Service for the locality of the Work. Time extensions for unusually severe weather will be allowed on a tentative basis only and the final decision will be reserved until the Work is substantially completed. Weather conditions prevailing throughout the entire Contract period will be considered, including consideration for abnormally mild conditions to offset abnormally severe conditions. Extension of time due to abnormal weather conditions will be granted on the basis of one (1) calendar day for each normal working day lost, or as mutually agreed upon by the College and the Contractor. No additional compensation will be provided to the Contractor.

4.5.3.2. The College and the Contractor shall use the following table labeled "Monthly Anticipated Adverse Weather Days (in work days)" as the basis for determining the anticipated number of "unusually severe weather" workdays at the construction site:

Monthly Anticipated Adverse Weather Days (in work days)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
4	5	4	5	5	3	3	3	2	4	4	4

A lost work day shall be considered a weather delay when unusually severe weather exists and when such weather conditions directly cause work to be delayed on the activity or activities which are on the critical path according to the latest accepted update of the schedule during that month. Weather-caused schedule losses shall be measured in half (0.5) workday increments if the unusually severe weather affects work at the site only for one half of a normal workday. If unusually severe weather occurs during the first half of a normal work and also delays work during the second half of the day

(e.g., due to employees not being required to report to work due to unusually severe weather), the entire work day shall be considered a weather caused lost work day. The Contractor's request for weather caused time extensions during a given month shall be considered only for actual work days lost in excess of the number of work days listed in the table above and meeting the above criteria. The Contractor shall meet the submission and notification requirements and follow the procedures for requesting time adjustments to the schedule as described in Section 4.4.3.

4.5.4. Liquidated Damages

4.5.4.1. It is agreed that time is of the essence and therefore the College will suffer substantial damages if the Work is not completed within the time stated in the Preliminary Project Schedule contained in the Contract Documents. For each day that the Work shall be uncompleted after the date set for Substantial Completion, the Contractor may be liable for liquidated damages in the amount specified in the Contract Documents. Prior to and after expiration of the Contract completion time, the College may withhold an amount equal to liquidated damages whenever the progress of construction is such that, due to the fault or responsibility of the Contractor, the Contractor, in the judgment of the College is behind schedule so as not reasonably to be able to permit completion of the Project on time. Due account shall be taken of excusable delays, any extensions of time reasonably due the Contractor for completion of additional Work under change orders, and for delays for which the College is responsible, provided that the Contractor has properly requested time extensions therefore. After submission of a price, the Contractor may not contest the reasonableness of the amount of liquidated damages stated in the Contract. These assessed damages shall not be considered as a penalty, but as mutually agreed upon as the ascertained damages suffered by the College because of the delay.

4.5.5. Waiver of Consequential Damages

4.5.5.1 The Contractor waives claims against the College for consequential damages arising out of or relating to this Contract. The waiver includes but is not limited to damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit of any type.

This waiver is applicable, without limitation, to all consequential damages due to Contractor in accordance with Article 12 of this Contract.

ARTICLE 5 – CONSTRUCTION BY COLLEGE OR BY SEPARATE CONTRACTORS

5.1 SEPARATE CONTRACTS

5.1.1. The College reserves the right to let other contracts in connection with the Project. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and for the execution of their work, and shall properly connect and coordinate its Work with theirs. The Contractor shall work harmoniously with other contractors. The Contractor is not entitled to overhead, profit, or other compensation for work done for the College by other contractors.

5.1.2. If any part of the Contractor's Work depends on the proper execution or completion of any other contractor's work, the Contractor shall inspect and measure the work of the other contractor(s) and promptly report to the College's Project Manager any defects or discrepancies in such work. The Contractor's failure to inspect and make such a report shall constitute an acceptance of the other contractor's work as fit and proper for the proper execution of its Work, except as to latent defects.

5.1.3. The College's Project Manager will schedule and coordinate the Work of the Contractor with the work of all separate contractors on the Project including use of the site by the Contractor and the separate contractors. The College's Project Manager will keep the Contractor informed of the progress schedule

to enable the Contractor to reasonably plan and perform its Work properly. The College's Project Manager may issue appropriate directions and require the Contractor to take such other measures as may be necessary to timely coordinate and progress the Work. Any neglect or refusal by the Contractor to comply with directions issued by the College's Project Manager shall constitute a failure to perform the Work in accordance with the Contract requirements and will justify action from withholding of payments otherwise due up to and including termination of the Contract.

5.1.4. The College and College's Project Manager do not guarantee the unimpeded operations of the Contractor. The Contractor acknowledges that the award of more than one contract for a Project necessitates the proper scheduling and sequencing of the Work with the work of all other contractors, and may lead to inherent delays in the progress of the Work. The Contractor agrees to re-sequence its Work as may be reasonably directed by the College's Project Manager from time to time. The Contractor hereby agrees to make no claim for delays caused by the presence or operations of other contractors engaged on the Project.

5.1.5. Should the Contractor sustain any damage through any act or omission of any other contractor having a contract with the College for the performance of work on the Project, or through any act or omission of a subcontractor of such other contractor, the Contractor shall make no claim against the College or its consultants (including but not limited to the Architect/Engineer and College's Project Manager) for such damage, but shall have a right to recover such damage from the other contractor under a provision similar to subparagraph 5.1.6 which has been or will be inserted in all contracts with such other contractors. The Contractor hereby releases the College, College's Project Manager and Architect/Engineer and their respective officers and employees from all damages to the Contractor caused by other contractors on the Project.

5.1.6. Should any other contractor under contract with the College for performance of work on the Project sustain any damage through any act or omission of the Contractor hereunder, or through any act or omission of a Contractor's subcontractor of any tier, the Contractor agrees to reimburse such other contractor for all such damages and to indemnify and hold the College, College's Project Manager and Architect/Engineer harmless from all such claims, including attorneys' fees, to the fullest extent permitted by law.

5.1.7. The Contractor agrees that in the event of a dispute as to cooperation or coordination with other contractors on the Project, the College's Project Manager will act as mediator and decisions made by the College's Project Manager will be binding.

5.1.8. The Contractor shall fully cooperate and coordinate its Work with other contractors working on separate projects for other buildings, road work, and the like in accordance with College's Project Manager's direction.

5.1.9. Wherever work being done by any contractors or subcontractors is contiguous to Work covered by the Contract Documents, the respective rights of the parties shall be established by the College's Project Manager to secure the completion of the various portions of the Work in general harmony.

5.1.10. If a dispute arises among the Contractor and other contractors as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish as described in these General Conditions, the College's Project Manager may direct who shall perform the cleanup. The College's Project Manager reserves the right to clean up and allocate the cost in a timely manner among those responsible as the College's Project Manager determines to be just.

ARTICLE 6 – CHANGES IN THE WORK

6.1. CHANGES IN THE WORK

6.1.1. Changes

6.1.1.1. The College unilaterally may, at any time, without notice to the sureties, if any, and without invalidating the Contract Documents, by written order designated or indicated to be an order, make any change in the Work including but not limited to changes in the Specifications, Drawings in the method or manner of performance of the Work, the College-furnished facilities, equipment, materials, services, or site or directing acceleration in the performance of the Work. Any other written order or an oral order, including a direction, instruction, interpretation, or determination from the College that causes or constitutes any such change shall be treated as a change order under this section provided that before performing the Work directed by the change that the Contractor gives the College's Project Manager written notice stating the date, circumstances and source of the order and that the Contractor regards the order as a change order. The Contractor shall not proceed to perform the Work described in the written or oral order unless the College's Project Manager acknowledges in writing to the Contractor that the order is a change order and that the Contractor is to proceed with the Work as a change.

6.1.1.2. If any change under this subsection causes an increase or decrease in the Contractor's cost of, or the time required for, the performance of any part of the Work under the Contract, whether or not changed by an order, an equitable adjustment shall be made and the Contract modified in writing accordingly; provided, however, except for claims based on defective Specifications or Drawings, that no claim for any order under subsection 6.1.1.1 above shall be allowed for any cost incurred more than twenty days before the Contractor gives written notice as therein required. In the case of defective Specifications or Drawings for which the College is responsible, the equitable adjustment shall include any increased costs reasonably incurred by the Contractor in attempting to comply with such defective Specifications or Drawings. The Contractor shall submit to the College Project Manager within ten (10) days after every ninety (90) days from the order to proceed with the Work a detailed list of all costs incurred attempting to comply with defective Specifications or Drawings during the immediately preceding ninety (90) day period until the effect of the defects are overcome. Costs included more than ninety (90) days old in a detailed list of costs are waived and will not be paid.

6.1.1.3. If the Contractor intends to assert a claim for an equitable adjustment under subsection 6.1.1, it shall, within thirty days after receipt of an order for the furnishing of written notice under subsection 6.1.1.1 submit to the College's Project Manager a written statement setting forth the general nature of the monetary extent of the claim.

6.1.2. Disputed Work

6.1.2.1. In the event of a dispute between the College and the Contractor as to whether any Work is included in the scope of the Contract, such that the Contractor will be obligated to provide that Work at no additional cost to the College, the College's Project Manager may order the Contractor in writing under this section to perform the Work. If the Contractor considers such an order to be a change in the scope of the Contract entitling the Contractor to additional compensation, a time extension, or other relief, the Contractor must provide notice within seven days (7) from receipt of the College's Project Manager's written order under the section to perform the Work and to initiate a claim therefore in accordance with Contract requirements.

6.1.2.2. A request by the Contractor for additional time or additional costs caused by the impact of an order of the College on the critical path for completion must be accompanied by (a) a reasonably detailed description of the effect of the order on the adjusted critical path and (b) supporting documentation. The mere existence of a change order does not entitle the Contractor to an extension of time, compensation for delay or damages or costs associated with delay. Contractor's entitlement thereto shall depend upon the effect of the change order on the adjusted critical path for completion and shall be subject to the requirements of Article 3.7, Prosecution and Progress of the Work.

6.1.2.3. Upon receipt of a signed written order of the College's Project Manager under this subsection, the Contractor shall comply with the order promptly, within the requirements of the completion schedule, whether or not the Contractor signs or accepts the change order. Failure to comply with the order in a timely manner shall constitute a breach of the Contract and grounds for termination for default or any other remedy available to the College.

6.1.3. Modification of Contract Sum

6.1.3.1. When changes in the Work may require a modification of the Contract Sum, the Contractor shall provide to the College's Project Manager, within thirty (30) days of its receipt of a proposal request, an itemized breakdown showing quantities, unit costs, hours and rates of labor, and other costs in such detail as may be required to allow the reasonableness of the cost to be established. Similar cost information covering Subcontractor's Work shall be included as part of the Contractor's proposal. Minimum charges for "handling" will not be acceptable. Charges for general supervision and management will not be acceptable.

6.1.3.2. Modification of the Contract Sum, when required, shall be determined as follows:

- (1) When applicable unit prices are stated in the Contract or have been subsequently agreed upon, by application of such unit prices.
- (2) A lump sum price agreed upon by the College and the Contractor.
- (3) If job conditions or circumstances or the extent or nature of the change, or failure of the College and the Contractor to agree upon a lump sum price or the application of unit prices, prevent the determination of the cost of any proposed change, the Work shall be paid pursuant to subsection 6.1.3.4.
- (4) If a change involves a credit to the College, unless the amount must be determined by the application of unit prices, the amount of the credit shall be the greater of (a) the alternate or other itemized price for such Work stated in Contractor's price or (b) a reasonable price, including profit and overhead.
- (5) If the change involves both a credit and a debit, the sums shall be shown and the two sums balanced to determine the adjusted total cost or credit.
- (6) The mark up allowable to the Contractor for combined overhead and profit for Work performed solely by the Contractor with its own forces shall be a reasonable amount, but not to exceed 15% of the Contractor's costs (excluding items includable in overhead).
- (7) The mark up allowable to a Subcontractor for combined overhead and profit for Work performed solely with its own forces shall be a reasonable amount, but not to exceed 15% of the Subcontractor's cost of labor and materials and equipment. Mark ups for Sub-subcontractors or suppliers, if required, must be provided from within the markup allowance provided to the Subcontractor. No additional markup allowance will be allowed for Sub-subcontractors or suppliers. For Work performed by a Subcontractor solely with its own forces, the Contractor is entitled to a reasonable mark up for combined overhead and profit, but not to exceed 5% of the Subcontractor's labor, materials and equipment cost.

Sample Maximum Mark-Up Calculation:

A.	Subcontractor's cost (LME) (includes direct costs of Subsubcontractors and/or suppliers)	= A
B.	Subcontractor's combined OH&P	= 15% of A
C.	Subcontractor's Bonds and Builder's Risk Insurance if required	= as a % of A+B
D.	Contractor's combined OH&P	= 5% of A
E.	Contractor's Bonds and Builder's Risk Insurance if required	= as a % of A+B+C+D
F.	Total Maximum Modification of Contract Sum:	= A+B+C+D+E

- (8) The Contractor shall be allowed the actual, reasonable additional cost for rental of machine power tools or special equipment, including fuel and lubricants which are necessary to execute the Work required on the change, but no percentage shall be added to this cost.
- (9) The Contractor and separately bonded subcontractors, if any, shall be allowed the actual, reasonable additional cost for Bonds and Builder's Risk Insurance, if required.

6.1.3.3. The allowable percentages for cost and overhead and profit as provided in subsections 6.1.3.2 (6) and (7) and elsewhere are deemed to include but not be limited to all costs and expenses of the following kinds: project management, supervision and coordination; job supervision and field office expenses required by the Contract; expenses for supervisors, superintendents, managers, timekeepers, clerks and watchmen; cost of correspondence of any kind; insurance not specifically mentioned herein; all expenses in connection with the maintenance and operation of the field office, use of small tools, cost of vehicles generally used for transporting either Workers, materials, tools or equipment to job location and incidental job burdens; and all expenses or maintenance for operation of Contractor's regularly established principle office, branch office, similar facilities and all other costs and expenses customarily classified as overhead or general conditions. The Contractor's entitlement to compensation or additional time for delays for which the College is responsible or for which an extension is due to the Contractor is also subject to section 4.5.

6.1.3.4. If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, the method and the adjustment shall be determined by the College on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including in case of an increase in the Contract Sum, a reasonable allowance for overhead and profit as stated in subsection 6.1.3.2 (6) and (7). In such a case, the Contractor shall keep and present in such form as the College's Project Manager may prescribe an itemized accounting together with appropriate supporting data. The itemized accounting shall be prepared daily and presented to the College's Project Manager at the conclusion of each day. Unless otherwise provided in the Contract Documents, reimbursable costs to the Contractor shall be limited to the following:

- (1) Costs of labor, including Social Security, old age and unemployment insurance, fringe benefits required by agreement or custom and Workers' compensation insurance;
- (2) Costs of materials, supplies and equipment, including cost of transportation, whether incorporated or consumed;
- (3) Rental costs of machinery and equipment exclusive of hand tools, whether rented from the Contractor or others; and
- (4) Cost of premiums for all bonds and insurance and permit fees related to the Work, provided that, the penal sum of the surety bond has been increased and the surety has increased the premium cost to the Contractor.
- (5) Pending final determination of the costs accumulated pursuant to subsection 6.1.3.4, amounts not in dispute may be included in an Application for Payment.

6.1.3.5. The College's Project Manager will review and make a recommendation regarding the adjustment in Contract Sum and/or Time proposed by the Contractor to the College. Only the College is authorized to approve adjustments in Contract Sum and/or Time. Approval by the College requires review and administrative processing, based on claim value, in accordance with the Board of Trustees Policy and Procedures, and the following schedule:

- Claims less than \$ 25,000 require review and approval by the College's Vice President for Facilities.
- Claims between \$ 25,000 and \$ 249,999 require review and approval by the College's Vice President for Administrative and Fiscal Services.
- Claims greater than \$250,000 require review and approval by the College President.
- All claims exceeding 25% of the original contract value require approval by the College's Board of Trustees as an action item at a monthly business meeting. Items requiring such approval must follow Board of Trustees agenda action item submission requirements. (Normally, action items are placed on the Board meeting agenda at least one month prior to the scheduled meeting date to allow time to conduct necessary internal administrative reviews prior to the Board meeting.)

6.1.3.6 Agreement on any change order shall constitute a final settlement of all matters related to the change in the Work that is the subject of the change order, including but not limited to, all direct and indirect costs, impact costs, cumulative impacts, inefficiencies, and/or costs due to any "ripple effect" associated with such change.

6.1.4. Minor Changes in the Work

6.1.4.1. The College's Project Manager will have authority to order minor changes in the Work not involving adjustment in the Contract Sum or extension of the Contract time and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order of the College's Project Manager and shall be binding on the College and Contractor. The Contractor shall carry out such written orders promptly.

ARTICLE 7 – PAYMENTS AND COMPLETION

7.1. SCHEDULE OF VALUES

7.1.1. To facilitate checking the Work performed, the Contractor shall furnish to the College's Project Manager a detailed Schedule of Values of the various parts of the Work, including quantities, aggregating to the Contract Sum. The schedule shall be divided so as to facilitate payments to Subcontractors, if any, made out in the form prescribed by the College's Project Manager, and, if required, supported by such evidence of its correctness as the College's Project Manager may direct. The Schedule of Values cost breakdown shall be used as a basis for Certificates of Payment unless it is found to be in error.

7.1.2. The Schedule of Values shall be submitted as soon as possible, but not less than fifteen (15) days prior to the first scheduled Application for Payment described in the General Conditions.

7.2. PROGRESS PAYMENTS

7.2.1. Application for Payment

7.2.1.1. No later than the 25th day of each month, the Contractor shall submit to the College's Project Manager an original and accurate Application for Payment dated the last day of the month in the form prescribed by the Contract Documents together with the supporting documentation listed herein. Applications for Payment received after the 25th day of each month, or not submitted on an original, or containing erroneous information, or missing the required supporting documentation, shall not be processed during that month's payment cycle. Payments shall be made on the value of Work expected to be completed up to and including the last day of the month based upon the labor and materials incorporated in the Work; and of materials suitably stored at the site; less the aggregate of any previous payments, retainages and amounts withheld under subsection 7.2.1.9. The Applications for Payment, including final payment, shall be reviewed and certified by the College's Project Manager. After reviewing and certifying the amounts due the Contractor, the College's Project Manager will submit the Project Application and the Project Certificate for Payment, along with the Contractor's Applications and Certificates for Payment, to the Architect/Engineer. Based on the Architect/Engineer's observations and valuations of Contractor's Applications for Payment, and the Certifications of the College's Project Manager, the Architect/Engineer will review and certify the amounts due the Contractor and will issue a Project Certificate for Payment.

- (1) The Contractor shall promptly pay each Subcontractor, if any, upon receipt of payment from the Owner, out of the amount paid to the Contractor on account of such Subcontractor's Work, the amount to which each Subcontractor is entitled, reflecting the percentage actually retained, if any, from payments to the Contractor on account of the Subcontractor's Work. The Contractor may not withhold from the Subcontractor any portion of the payment due to any cause unrelated to the Subcontractor's performance of the Work on the Project, notwithstanding any prior agreement between Contractor and Subcontractor to the contrary.

7.2.1.2. No later than the 25th day of each month, each Application for Payment shall be supported by the following documentation, each in a form prescribed by the College, or in the case no form is prescribed, on a form provided by the Contractor and approved by the College's Project Manager:

- (1) Updated schedule information of Contractor's progress to date, including assessment of progress compared to scheduled completion date.
- (2) Subcontractors' certificates, statements and affidavits showing that portions of the Work covered by the Application for Payment have been completed and material included therein have been and will be delivered.
- (3) Affidavit from Contractor and Subcontractor on forms prescribed by the College, stating respectively that their work force, subcontractors, vendors and material suppliers have been paid from the proceeds of the last Application for Payment, and will be paid from the current Application for Payment, and that there are no outstanding claims for payment.

7.2.1.3. That part of the payment which is requested on account of materials delivered and suitably stored at the site or other approved location but not incorporated in the Work shall, if required by the College's Project Manager, be conditioned upon submission by the Contractor of bills of sale or upon such other procedure as will establish the College's title to such material or otherwise adequately protect the College's interest as determined by the College's Project Manager, including applicable insurance coverage and cost of transportation to the Project site for those materials and equipment stored off the site.

7.2.1.4. Provided that the Contractor has furnished acceptable payment and performance security equal to 100% of the Contract Sum, from each Application for Payment the College shall withhold as retainage no more than 5% of the amount earned. Unless otherwise agreed to by the College in writing, the retainage withheld shall be paid within 120 days after satisfactory completion of the Contract or within 120 days after resolution of a dispute or contract claim concerning the satisfactory completion of the Contract, whichever is later. The College reserves the right to withhold from payments otherwise due the Contractor any amount that the College reasonably believes necessary to protect its interest, including, but not limited to, the College concluding in its sole judgment that the Work may not be completed by the date required by the Contract or the Work is otherwise not in conformance with the requirements of the Contract Documents. Following Substantial Completion of the Project, the College in its sole discretion, may authorize reduction of retainage withheld to an amount not less than two (2) times the College's Project Manager's estimate of the value of the Contractor's punch list items.

7.2.1.5. Application for Payment shall be in the format required by the Contract Documents and the College's Project Manager. The Application shall include an itemized breakdown of the various items of the Work based on the previously submitted Schedule of Values.

7.2.1.6. The provisions for payment, withholding, retainage and Certificates of Payments are solely for the benefit of the College, and no other party (including sureties of the Contractor) may assert any claim for negligence or other action against the College, or anyone acting on behalf of the College for waiving or misapplying these provisions.

7.2.1.7. No Certificate issued nor payment made to the Contractor may be construed as an acceptance of the Work or be construed or relied upon as any indication that the labor or materials are in accordance with the Contract Documents or that the amounts paid or certified therefore represent the correct cost or value of the Work or that such amounts are in fact or law due the Contractor.

7.2.1.8. Any Application for Payment which is based on a pending claim for additional compensation may be certified by the College's Project Manager and the Architect/Engineer to the extent that it is determined that the payments yet to be made under the Contract and/or the retainage are sufficient to protect the College. Nothing herein shall be construed as requiring the College's Project Manager and Architect/Engineer to certify such applications or to release retainage. All certifications and payments, including those pursuant to a pending claim, shall be tentative and conditional.

7.2.1.9. In addition to the College's general right to withhold payment as set forth in subsection 7.2.1.4, the College may withhold payment or, on account of subsequently discovered evidence,

nullify or reduce the whole or part of any certificate or payment on account of:

- (1) failure to update schedules properly as required by subsection 3.7;
- (2) failure to furnish the documents required by subsection 7.2.1.1 and 7.2.1.2;
- (3) liquidated damages which may be assessed under the Contract Documents or other damages or compensation due the College for claims of the College against the Contractor;
- (4) the cost (measured by the contract value or fair market value whichever is greater) of completing unfinished or defective Work not remedied or deductions or amounts due the College under the Contract;
- (5) failure of the Contractor to perform any material Contract requirements;
- (6) claims filed or likely to be filed against the College for which the Contractor may be liable to the College;
- (7) failure of the Contractor to make payments properly to Subcontractors or suppliers for material or labor or amounts claimed by the Contractor's surety or insurer under any right of subrogation;
- (8) a reasonable doubt the Work can be completed for the residual balance of the Contract;
- (9) damage to another Contractor;
- (10) any claim of the College or debt owed to the College by the Contractor;
- (11) failure to maintain as-built drawings; or
- (12) the cost of completing unfinished warranty Work.

7.3. ACCEPTANCE OF THE WORK AND FINAL PAYMENT

7.3.1. Partial Acceptance

7.3.1.1. If, in its sole discretion, the College desires to occupy any portion of the Work, the College shall have the right to occupy and use those portions of the Work which in the opinion of the College can be used for their intended purpose; provided that the conditions of occupancy and use are established and the responsibilities for the Contractor and the College for maintenance, heat, light, utilities and insurance are mutually agreed to by the Contractor and the College. The College has no obligation to accept the Work in portions. Partial occupancy shall in no way relieve the Contractor of its responsibilities under the Contract.

7.3.1.2. When the College occupies the Work in portions or accepts the Work in portions, if the beneficial use of any accepted portion of the Work as a whole depends on Substantial Completion or beneficial use of any other portion, then, unless otherwise agreed to by the College in writing: (1) warranties on the accepted portions do not begin to run until substantial completion of all portions on which beneficial use of the whole Work depends, and (2) Substantial Completion of the whole Work shall not be deemed to be achieved until Substantial Completion of all portions on which beneficial use of the whole depends.

7.3.2. Substantial Completion and Final Inspection

7.3.2.1. When the Work is substantially completed, the Contractor shall notify the College's Project Manager and Architect/Engineer in writing that the Work will be ready for final inspection and testing on a definite date. Reasonable notice shall be given by the Contractor to permit the College's Project Manager and Architect/Engineer to schedule the final inspection.

7.3.2.1.1 "Substantial Completion" is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the College can occupy or utilize the Work for its intended use.

7.3.2.2. The inspection shall be conducted by the College's Project Manager and the Architect/Engineer. On the basis of the inspection, if it is determined that the Work appears to be substantially complete and the Work appears to be ready for occupancy and usable for its intended purpose, the College's Project Manager and Architect/Engineer shall establish the date of Substantial

Completion, shall fix the times at which the warranties will begin, and the Architect/Engineer shall issue a Certificate of Substantial Completion.

7.3.2.3. If it is determined that Substantial Completion has been achieved, the College's Project Manager shall fix the time within which the Contractor shall complete any remaining items of Work which will be indicated on a list (the "punch list"). If the Contractor fails to complete the remaining items so listed in the time stipulated, the College shall have the undisputed right to complete the Work at the Contractor's expense. The Contractor may be required to complete multiple punch lists until the Contract is performed in its entirety. Failure to complete punch list work in a timely manner shall constitute grounds for termination of the Contract for default. Final payment shall not be made until all Contract Work, including all punch list Work, is complete to the satisfaction of the College's Project Manager.

7.3.2.4. Acceptance of the Work as substantially complete shall not excuse or waive any failure of the Contractor to complete the Contract as required by the Contract Documents. The Work shall not be considered substantially complete until (1) all electrical, mechanical, and life safety systems shall be completed and successfully tested and successfully inspected for conformity to all requirements of the Contract Documents and all applicable codes and standards, (2) a certificate of occupancy has been obtained for all parts of the Work and (3) all other requirements for Substantial Completion are met.

7.3.2.5. Upon completion of the Work, the Contractor shall forward to the College's Project Manager a written notice that the Work is ready for final inspection and acceptance and shall also forward to the College's Project Manager a final Application for Payment. The final Application for Payment shall be processed in accordance with Subparagraph 7.3.3. Upon receipt, the College's Project Manager will forward the notice and Application to the Architect/Engineer who with the College's Project Manager will promptly make such inspection. When the Architect/Engineer, based on the recommendation of the College's Project Manager, finds the Work acceptable under the Contract Documents, the Architect/Engineer shall issue a Final Application and Certificate for Payment stating that the Work provided for in the Contract has been completed and is acceptable under the terms and conditions thereof and that the entire balance found to be due to the Contractor and noted in the final application is due and payable. The College's Project Manager and Architect/Engineer may not issue the Final Certificate and Application for Payment until all Work is fully completed and all other obligations of the Contractor under the Contract Documents have been completed.

7.3.3. Application for Final Payment

7.3.3.1. Upon completion of the Work, the Contractor shall prepare and submit to the College's Project Manager an Application for Final Payment. The College's Project Manager and Architect/Engineer will promptly proceed to make any necessary final surveys, to complete any necessary computations of quantities, and to complete other activities necessary to determine the Contractor's right to final payment. The College's Project Manager and Architect/Engineer will certify so much of the Contractor's Application for Final Payment as they consider due. The Contractor shall be informed of all deductions, damages, costs, back-charges, and other charges assessed against the Contractor by the College and the reasons therefore. Notwithstanding what is stated above, prior to or in the absence of a request from the Contractor for final payment, the College may determine the amount of the final payment it considers to be due to the Contractor.

7.3.3.2. If the Contractor disputes the amount determined by the College to be due it, it may initiate a claim under Article 4.4, Claims and Disputes.

7.3.3.3. Acceptance by the Contractor of any payment identified by the College as being a final payment shall operate as an accord and satisfaction and a general release of all claims of the Contractor against the College arising out of or connected with the Contract, except as may be expressly agreed otherwise in writing between the Contractor and the College. No claims by the Contractor may be asserted for the first time after the Contractor submits its Application for Final Payment or after final payment is made by the College.

7.3.3.4. Prior to final payment and before issuance of the College's Project Manager's and Architect/Engineer's final Certificates therefore, the Contractor shall fully comply with the following requirements:

- (1) Cleanup the Work area in accordance with the Specifications and federal, state, bi-county, county and local rules and regulations.
- (2) Provide a notarized affidavit stating that all monetary obligations to suppliers of material, services, labor and all Subcontractors have been completely fulfilled and discharged.
- (3) Complete all punch list Work and furnish to the College's Project Manager all documents, manuals and record (as-built) documents, including all BIM documents, if any.

7.4. ASSIGNMENT OF CONTRACT MONIES

7.4.1. The Contractor shall not assign any monies due to it under the Contract without the consent of the College, and the assignee in such case shall acquire no rights against the College.

7.5. AUDIT

7.5.1. If the Contractor has submitted any claim or request for additional payment exceeding \$50,000, or If the Contractor has submitted cost or pricing data in connection with the pricing of any modification to this Contract, the College shall have the right to examine and audit all books, records, documents, and other data of the Contractor (including computations and projections) related to negotiating, pricing or performing the modification or claim in order to evaluate the accuracy, completeness, and currency of the cost or pricing data. In addition to the above, the Contractor shall make available to the College the original project price estimate and backup takeoffs and records, and the actual monthly or periodic job cost records. If the Contractor fails or refuses to comply with applicable provisions concerning the Contract changes or claims, the College shall have no obligation to make payment to the Contractor for the change or claim.

7.5.2. The Contractor shall permit audit and fiscal and programmatic monitoring of the Work performed under this Contract. The Contractor shall make available at its office at all reasonable times, the materials described in subsection 7.5.1, for examination, audit or reproduction, for 3 years after final payment under the Contract.

7.5.3. If the Contract is completely or partially terminated, the records relating to the Work terminated shall be made available for 3 years after any resulting final termination settlement.

7.5.4. Records pertaining to claims, contract disputes, or to litigation or the settlement of claims arising under or relating to the performance of the Contract shall be made available until final disposition of such appeals, litigation, or claims.

ARTICLE 8 – PROTECTION OF PERSONS AND PROPERTY

8.1. SAFETY PRECAUTIONS AND PROGRAMS

8.1.1. The Contractor shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss.

8.1.2. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract. Contractor shall comply and cooperate with College safety and security programs.

8.1.3. Except as otherwise directed by the Contract Documents, in the event the Contractor encounters on the site material reasonably believed to be hazardous, including but not limited to asbestos or polychlorinated biphenyl (PCB), which has not been rendered harmless, the Contractor shall immediately

stop Work in the area affected and report the condition to the College's Project Manager in writing. The Work in the affected area shall not thereafter be resumed except by written agreement of the College's Project Manager and Contractor if in fact the material is hazardous and has not been rendered harmless. The Work in the affected area shall be resumed in the absence of hazardous material.

8.2. PROTECTION OF PERSONS AND PROPERTY

8.2.1. The Contractor shall take all necessary precautions to ensure the safety of the public and of workers on the job, and to prevent accidents or injury to any persons on, about, or adjacent to the premises where the Work is being performed. The Contractor shall comply with the "Williams-Steiger Occupational Safety and Health Act of 1970, as amended, and all laws, ordinances, codes, rules and regulations relative to safety and the prevention of accidents, and shall also comply with the "Manual of Accident Prevention in Construction" of the Associated General Contractors of America and with the applicable provisions of the American Standard Safety Code for Building Construction, ANSI A 10 Series, unless prevention of accidents is regulated by a more stringent local, State or Federal code, ordinance or law. The Contractor shall erect and properly maintain at all times, as required by laws and regulations and the conditions and progress of the Work, proper safeguards, including minimum provision of six (6) foot fall protection, for the protection of Workers and the public and shall post signs and other warnings against the dangers created by openings, stairways, falling materials, open excavations and all other hazardous or unsafe conditions. It shall be the Contractor's exclusive responsibility to take all safety precautions which may be necessary to protect all persons and property from injury or damage.

8.2.2. Contractor shall request permission in writing of the College's Project Manager, and have received written permission from the College's Project Manager, prior to the storage, use, or transportation onto the campus of explosives or other hazardous materials or equipment required for the execution of the Work. The Contractor is prohibited from storing, using or transporting hazardous materials or equipment not required for the execution of the Work onto the campus. The Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel if such written permission has been granted.

8.2.3. All damage or loss to any property referred to in this section, caused in whole or in part by the Contractor, and Subcontractor, and sub-subcontractor, or anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable, shall be remedied by the Contractor, except damage or loss attributable solely due to faulty Drawings or Specifications or to the acts or omissions of the College or Architect/Engineer or anyone employed by either of them or for whose acts either of them may be liable, and not also attributable to the fault or negligence of the Contractor.

8.2.4. The Contractor shall designate a responsible member of its organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated in writing by the Contractor to the College's Project Manager.

8.2.5. Contractor shall not load or permit any part of the Work to be loaded so as to endanger its safety.

8.2.6. In any emergency affecting the safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Any additional compensation or extension of time claimed by the Contractor on account of emergency Work shall be determined as provided for in these General Conditions.

8.2.7. The Contractor shall continuously protect the Work and the College's property from damage, injury or loss arising in connection with operations under the Contract Documents. It shall make good any such damage, injury or loss, except such as may be caused solely by agents or employees of the College.

8.2.8. The Contractor shall be solely responsible for all damage due to intrusion and for the proper protection of the Project site from damage due to fire, rain, wind or other causes. The Contractor shall provide sufficient security personnel as it deems necessary for proper protection of the Work and project site at all times. The Contractor shall provide temporary protection to prevent unauthorized persons from obtaining access to the site during the night and at other non-working hours.

8.2.9. The Contractor shall assume sole financial responsibility for vandalism or loss of materials and equipment not covered by Contractor's Builder's Risk insurance.

8.2.10. The Contractor shall protect all streets, sidewalks, light poles, hydrants and concealed or exposed utilities of every description affected by or adjacent to the Work and if such items are damaged by the Contractor or Subcontractors, the Contractor shall make all necessary repairs thereto or replacements thereof at no cost to the College.

8.2.11. Tight wood sheathing or plywood shall be laid under any materials that are stored on finished cement surfaces.

8.2.12. The Contractor shall at all times provide and maintain adequate protection against weather so as to preserve all Work, materials, equipment, apparatus and fixtures free from injury or damage.

8.2.13. The Contractor shall provide and maintain adequate protection for all properties adjacent to the site. When required by law or for the safety of the Work, the Contractor shall shore up, brace, underpin and protect as necessary, foundations and other portions of existing structures which are in any way affected by the operations under the Contract Documents. The Contractor, before commencement of any part of the Work, shall give any notices required to be given to an adjoining landowner or other parties.

8.2.14. The Contractor shall confine its construction equipment, the storage of materials and the operations of workers to the limits indicated by laws, ordinances, permits and as may be established by the College, and shall not unreasonably encumber the premises with construction equipment or material.

8.2.15. The Contractor shall enforce the College's Project Manager's instructions regarding signs, advertisements, fires and smoking.

8.3. FIRE PROTECTION

8.3.1. Adequate precautions shall be taken against fire throughout all the Contractor's and Subcontractors' operations. Flammable material shall be kept at an absolute minimum, and, if any, shall be properly handled and stored. Except as otherwise provided herein, the Contractor shall not permit fires to be built or open salamanders to be used in any part of the Work.

8.3.2. Construction practices, including cutting and welding, and protection during construction shall be in accordance with the published standards of the Industrial Risk Insurers and the National Fire Protection Association; provide a sufficient number of approved portable fire extinguishers, distributed about the project; and use non-freeze type in cold weather.

8.3.3. Gasoline and other flammable liquids shall be stored in and dispensed from Underwriters' Laboratories listed safety containers in conformance with the National Fire Protection Association recommendations. Storage of any flammable liquids, however, shall not be within buildings.

8.3.4. All tarpaulins that may be used for any purpose during construction of the Work shall be made of material which is resistant to fire, water and weather. All tarpaulins shall have the Underwriters' Laboratories approval and shall comply with FS CCC-D-746.

8.3.5. The Contractor shall maintain emergency and fire exits from the Work area, or establish alternative exits satisfactory to the Fire Marshal.

8.3.6. Fire protection and safety during the execution of the Work are the exclusive responsibility of the Contractor.

8.4. EMERGENCIES

8.4.1. In an emergency affecting the safety of life, the Work or adjoining property, the Contractor, without

special instructions or authorization from the College's Project Manager, is permitted to act at the Contractor's discretion to prevent such threatened loss or injury. In such an emergency the Contractor shall act prudently and expeditiously to prevent any threatened loss or injury and shall immediately notify the College's Project Manager and the Campus Security Office of such actions.

8.5. ACCIDENTS

8.5.1. The Contractor shall provide at the site, and make available to all workers, medical supplies and equipment necessary to supply first aid service to all persons injured in connection with the Work.

8.5.2. Contractor must promptly report in writing to the College's Project Manager and the Campus Security Office all accidents arising out of, or in connection with, the performance of the Work, whether on or off the site, which caused death, personal injury or property damage, giving full details and statements of witnesses. In addition, if death or serious damages are caused, the accident shall be reported immediately by telephone or messenger. If any claim is made by anyone against the Contractor or any Subcontractor on account of any accident, the Contractor shall promptly report the facts in writing to the College's Project Manager and the Campus Security Office, giving full details of the claim.

ARTICLE 9 – INSURANCE AND BONDS

9.1. INSURANCE

9.1.1. Unless otherwise indicated in the Contract Documents, the Contractor shall maintain in force at all times during the term of this Agreement, with an insurance carrier licensed to do business in the State of Maryland acceptable to the College, the following minimum insurance coverage. This insurance must be kept in full force and effect during the term of this contract, including all extensions. The insurance must be evidenced by a certificate of insurance, and if requested by the College, the proposed awardees/Contractor shall provide a copy of the insurance policies. The Contractor's insurance shall be primary.

- a) Worker's Compensation Insurance covering the Contractor's employees as required by State of Maryland law with the following minimum limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 500,000 policy limit
Bodily Injury by Disease	\$ 100,000 each employee.

- b) Commercial General Liability Insurance, excluding automobiles owned or hired by the Contractor, with limits as follows:

Bodily Injury and Property Damage:	\$ 10,000,000 combined single limit of bodily injury and property damage per occurrence
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- c) Comprehensive Automobile Liability Insurance, providing bodily injury and property damage coverage for owned vehicles, hired vehicles and non-owned vehicles with limits as follows:

Bodily Injury:	\$ 1,000,000 each person
	\$ 2,000,000 each occurrence
Property Damage:	\$ 2,000,000 each occurrence

- d) Builder's Risk Insurance, providing property damage and theft replacement coverage for goods provided and services rendered during construction. For building renovation projects, when custody of the building is turned over to the Contractor, the Builder's Risk policy must additionally include building replacement value.

- e) Insured - The College, its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured and loss payee on Contractor's Commercial

and Excess/Umbrella Insurance for liability arising out of Contractor's products, goods and services provided under this Agreement.

9.1.2. Prior to the College signing the Contract, the Contractor shall provide the College with evidence of payment for the above insurance coverage. Any agreement for an extension of time to the Contract shall also include evidence of payment for extending the above insurance coverage for that agreed upon period of time.

9.1.3. These coverages and limits are to be considered minimum requirements under this Agreement and shall in no way limit the liability or obligations of the Contractor. The insurance shall provide that policy coverage will not be canceled, altered or materially changed without sixty (60) calendar days' prior notice to the College by registered or certified mail. The insurance shall not be limited to claims made only while the policy is in effect.

9.1.4. The Contractor shall furnish the College with a certificate of insurance as evidence of the required coverage. The certificates of insurance must name the College as an additional insured.

9.1.5. In the event that the Contractor's insurance is terminated, the Contractor shall immediately obtain other coverage and any lack of insurance shall be grounds for immediate termination of this Agreement.

9.1.6. For the purposes of this article, the word "licensed" shall be deemed to mean an insurance carrier either licensed or approved to do business in the State of Maryland.

9.2. PERFORMANCE, LABOR AND MATERIAL BONDS AND MAINTENANCE BOND

9.2.1. The College may require the Contractor to furnish bonds. The bonds furnished by the Contractor shall be issued by a surety licensed to conduct business in the State of Maryland. The surety shall be approved by the College. The bonds furnished shall comply in all respects with the requirements of Maryland's Little Miller Act and shall be in the form prescribed by the College.

9.2.2. Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall permit a copy to be made.

9.2.3. If at any time, the surety becomes insolvent, files for bankruptcy or for any reason whatsoever loses its right to do business in the State of Maryland, the Contractor shall, as soon as practicable but no later than within five calendar days, inform the College of this occurrence in writing.

9.2.4. If at any time, the surety becomes insolvent, files for bankruptcy or for any reason whatsoever loses its right to do business in the State of Maryland, the Contractor shall, within ten (10) calendar days after notice from the College to do so, substitute an acceptable bond (or bonds) in such form and sum and signed by such other surety as may be satisfactory to the College.

ARTICLE 10 – CORRECTION OF WORK

10.1. CORRECTION OF WORK

10.1.1. Correction of Work Before Final Payment

10.1.1.1. The Contractor shall promptly remove from the premises all materials, equipment (whether incorporated in the Work or not) and Work rejected by the College's Project Manager as failing to conform to the Contract Documents, and the Contractor shall promptly replace and re-execute all Work under its Contract in accordance with the Contract Documents and without expense to the College and shall bear the expense of making good all Work of other contractors destroyed or damaged by such removal or replacement.

10.1.1.2. If the Contractor fails to correct nonconforming Work and does not proceed with correction of such Work within a reasonable period fixed by written notice from College's Project Manager, the

College's Project Manager may remove it and store the salvable materials or equipment at the Contractor's expense. If the Contractor does not pay costs of such removal and storage within ten (10) calendar days after written notice, the College's Project Manager may upon ten (10) additional calendar days written notice sell such materials and equipment at auction or at private sale and shall account for the proceeds thereof, after deducting costs and damages that should have been borne by the Contractor, including compensation for the College's Project Manager's and Architect/Engineer's services and expenses made necessary thereby. If such proceeds of sale do not cover costs which the Contractor should have borne, the Contract sum shall be reduced by the deficiency. If payments then or thereafter due the Contractor are not sufficient to cover such amount, the Contractor shall pay the difference to the College.

10.1.2. Correction of Work after Substantial Completion of Work

10.1.2.1. If, within one year, or other time period established in the Contract Documents, after the date of Substantial Completion of the Work or designated portion thereof, any of the Work is found to not be in accordance with the Contract Documents, the Contractor, at its own expense shall correct it promptly after receipt of written notice from the College to do so. The Contractor shall pay for such tests and inspections made necessary by the faulty Work. The Contractor shall pay the costs incurred by the College for professional services and expenses, including but not limited to design professional and College's Project Manager fees, required as a result of Work found not in accordance with the Contract Documents, during the correction period. The correction period shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual performance of the Work. This obligation shall survive Final Completion of the Work under the Contract and the Contract Closeout.

10.2. ACCEPTANCE OF NON-CONFORMING WORK

10.2.1. If, in the opinion of the College, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the Work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the College to be equitable. Such adjustment shall be effected whether or not final payment has been made.

ARTICLE 11 – MISCELLANEOUS PROVISIONS

11.1. LEGAL OBLIGATIONS, RELATIONS AND RESPONSIBILITIES

11.1.1. Laws to be Observed

11.1.1.1. The Contractor shall keep fully informed of all Executive Orders, Federal, State, county, bi-county, regional and local laws, ordinances, rules and regulations and all orders and decrees of bodies of tribunals having any jurisdiction or authority, which in any matter affect those engaged or employed on the Work, or which in any way effect the conduct of the Work. It shall at all times observe and comply with all such laws, rules, ordinances, regulations, orders and decrees; it shall protect and indemnify the College and its Project Managers against any such claim or liability arising from or based on the violation of any law, ordinance, regulation, order, or decree, whether by itself or its employees, Subcontractors or suppliers at any tier. Whenever the Contract Documents require the Contractor to comply with provisions of Federal, State or local laws, regulations, ordinances or codes, the Contractor must comply whether such laws, regulations, ordinances or codes are expressly incorporated into the Contract or not.

11.1.1.2. The Contractor must comply with the provisions of the Workers' Compensation Act and Federal, State and local laws relating to hours of labor.

11.1.1.3. This Contract shall be construed and interpreted according to the laws of the State of

Maryland, without regard to principles of conflicts of law.

11.1.1.4. If the Contractor observes that the Contract Documents are at variance with any applicable law, ordinance or regulation, it shall promptly notify the College's Project Manager, and any necessary change shall be adjusted as provided in the Contract for changes in the Work. If the Contractor performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice, it shall bear all costs arising therefrom.

11.1.2. Regulations

11.1.2.1. Wherever any provision of any section of the Specifications conflicts with any agreements or regulations of any kind at any time in force among members of any Associations, Unions or Councils, which regulate or distinguish what work shall or shall not be included in the work of any particular, the Contractor shall make all necessary arrangements to reconcile any such conflict without delay, damage or cost to the College and without recourse to the College.

11.1.2.2. In case the progress of the Work is affected by any undue delay in furnishing or installing any items of material or equipment required under the Contract because of a conflict involving any such agreement or regulation, the College's Project Manager and Architect/Engineer may require that other material or equipment of equal kind and quality be provided at no additional cost to the College.

11.2. INDEPENDENT CONTRACTOR

11.2.1. The Contractor shall perform the Contract as an independent contractor and shall not be considered as an agent of the College, nor shall any employee or agent of the Contractor be considered subagents of the College. Nothing in this Contract shall be construed as constituting a partnership, joint venture, or agency between the College and Contractor. Other than duties of the College's Project Manager based on authority granted to the College's Project Manager by the College, no acts performed or representations, whether oral or written, made by or with respect to third parties and the Contractor shall be binding on the College.

11.3. EQUAL OPPORTUNITY

11.3.1. During the performance of this Contract, and in accordance with applicable law, the Contractor shall not discriminate in any manner on the basis of age, sex, race, color, religious belief, national origin, creed, status as a qualified individual with a disability or handicap, pregnancy, marital status or status as a disabled veteran or veteran of the Vietnam era.

11.3.2. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated equally during employment without regard to their age, sex, race, color, religious belief, national origin, creed, status as a qualified individual with a disability or handicap, pregnancy, marital status or status as a disabled veteran or veteran of the Vietnam era. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

11.3.3. During the performance of this contract, the Contractor agrees that it shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to sex, race, age, color, creed, national origin, religious belief, handicap, marital status or status as a disabled veteran or veteran of the Vietnam era. The Contractor further assures the College that, in accordance with the Immigration Reform and Control Act of 1986, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.

11.3.4. The Contractor shall comply with all provisions of Executive Order 11246, as amended and of the rules, regulations and relevant orders of the Secretary of Labor.

11.3.5. The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to the Contractor's books, records and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

11.3.6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of the Contract or with any of such rules, regulations or orders, this contract may be canceled, terminated or suspended in whole or in part, or the College may take such other action as may be necessary to obtain compliance. If such noncompliance appears continuing, the College may suspend all Contract payments until the noncompliance has ceased. Any delay in completion of the Contract as the result of the College taking action to obtain compliance with the nondiscrimination clauses of this Contract shall not preclude the imposition and collection of the liquidated damages for each day of delay in completion of the Work as provided for elsewhere in the Contract Documents. The Contractor may also be declared ineligible for further contracts with the College in accordance with procedures authorized in Executive Order 11246, as amended. The College's conceptual rights and remedies provided under this section are in addition to any other rights and remedies as provided in Executive Order 11246, as amended or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by law or under this Contract.

11.3.7. Subcontractors shall not be approved by the College without first agreeing to the above terms and conditions, and the Contractor shall include the provisions of subsections (1) through (7) of this section in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246, as amended, so that such provisions shall be binding upon each Subcontractor or vendor. The Contractor shall take such action with respect to any Subcontractor or purchase order as the College may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or vendor as a result of such direction by the College, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

11.4. COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

11.4.1. The Contractor warrants that both the Contractor and/or any subcontractor of the Contractor do not and shall not hire, recruit or refer for a fee, for employment under this Agreement or any subcontract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (hereinafter referred to as "IRCA"), including but not limited to any verification and record keeping requirements. The Contractor agrees to indemnify and save the College, its employees and/or trustees harmless from any loss, costs, damages or other expenses suffered or incurred by the College, its employees and/or trustees by reason of the Contractor's or any subcontractor of the Contractor's noncompliance with "IRCA." The Contractor agrees to defend the College, its employees and/or trustees in any proceeding, action or suit brought against the College, including but not limited to administrative and judicial proceedings, arising out of or alleging noncompliance of the Contractor with "IRCA." The Contractor recognizes that it is the Contractor's responsibility to ensure that all certifications and verifications as required by law are obtained and maintained for the applicable time period.

11.5. ASSURANCE OF NONCONVICTION OF BRIBERY

11.5.1. The Contractor hereby declares and affirms that, to its best knowledge, none of its officers, directors or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or the Federal Government.

11.6. CONFLICT OF INTEREST

MONTGOMERY COLLEGE GENERAL CONDITIONS OF THE CONTRACT

11.6.1. No employee of the College or of the State of Maryland, or any department, commission, agency or branch thereof whose duties as such employee include matters relating to or affecting the subject matter of this Agreement shall, until such time as the Contractor receives final payment, become or be an employee of the party or parties hereby contracting with the College, the State of Maryland, or any department, commission, agency or branch thereof.

11.7. ASSIGNMENT AND SUBCONTRACTING

11.7.1. Neither the College nor the Contractor shall sell, transfer, assign or otherwise dispose of this Agreement or any portion thereof, or its right, title or interest therein, or its obligations there under, without the written consent of the other. A change in membership of the Contractor's firm of one or more officers shall not constitute an assignment.

11.7.2. The Contractor shall not make any contracts for professional services with any other party for furnishing any of the work or services to be performed under this Agreement without the written approval of the College; however, this provision shall not be taken as requiring the approval of the contract of employment between the Contractor and its personnel assigned for the purposes of performing this Agreement.

11.8. CONTINGENT FEES

11.8.1. The Contractor hereby declares and affirms that neither it nor any of its representatives has employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

11.9. MARYLAND PUBLIC INFORMATION ACT

11.9.1. The College is subject to the Maryland Public Information Act, Title 10 of the State Government Article of the Annotated Code of Maryland. Contractor agrees that it will provide any justification as to why any material, in whole or in part, is deemed to be confidential, proprietary information or secrets and provide any justification of why such materials should not be disclosed pursuant to the Maryland Public Information Act.

11.10. TESTING AND INSPECTION

11.10.1. The College may retain, or may require the Contractor to retain, the services of testing/inspection laboratories/firms to perform the tests and make the required inspections and reports during the course of the Work as specified in the various sections of the Specifications or as required by the College in case of questions as to the strength or suitability of materials. However, for the purpose of preparing and testing design concrete mixes, the Contractor will retain the services of a testing laboratory which shall be other than that retained by the College. The Contractor shall also be responsible for all tests as indicated in the Specifications.

11.10.2. Testing/inspection laboratories/firms shall be responsible for conducting and interpreting the tests, shall state in each report whether or not the specimens tested conform to all requirements of the Contract Documents and shall specifically note deviations, if any, from said requirements. All testing/inspection laboratories/firms shall be subject to the College's approval.

11.10.3. The cost of testing services required solely for the convenience of the Contractor in its scheduling and performance of the Work, and the cost of testing services related to remedial operations performed to correct deficiencies in the Work shall be borne by the Contractor.

11.10.4. The Contractor shall furnish to the College's Project Manager samples of all materials and component parts of the Work required as test specimens in connection with the specified tests, and shall

furnish labor and facilities at the site as necessary in connection with testing and inspection services whether such services are performed at the expense of the College or the Contractor.

11.10.5. The nature and scope of testing services performed by an agency retained by the Contractor shall be in accordance with requirements of governing authorities having jurisdiction over the Work and as otherwise specified, and shall be consistent with reasonable standards of engineering practice.

11.10.6. If, in the performance of any testing, control, balancing, adjusting or similar activities to be performed by the Contractor or an agent of the Contractor, it is the opinion of the College's Project Manager that the Contractor or said agent has failed to substantiate its ability to perform such work, the Contractor shall, at its expense, retain the services of a testing laboratory or service organization which is satisfactory to the College's Project Manager for the performance of such work.

11.11. NO WAIVER OF RIGHTS – COLLEGE'S REMEDIES CUMULATIVE – COLLEGE'S DAMAGES

11.11.1. The College shall not be precluded or estopped by any measurement, estimate, change order, contract modification, certificate of payment, or payment from showing the true amount and character of the Work furnished by the Contractor, or from showing that any measurement, estimate, change order, contract modification, certificate of payment, or payment is untrue or was incorrectly made, or from showing that the Work does not in fact conform to the Contract Documents. The College may recover from the Contractor or its sureties, or both, such damages, loss or additional expense incurred as a result of any such error or measurement, estimate, change order, contract modification, certificate of payment, or payment as a result of such failure to conform to the Contract Documents. The College's right in this respect shall not be waived or barred by any inspection, acceptance or approval of the Work, or by payment therefore, or by granting an extension of time, or by taking possession, or by execution of a change order based on the erroneous measurement, estimate, or change order, contract modification, certificate of payment or payment.

11.11.2. The activities of the College's Project Manager, Architect/Engineer and the College respecting this Contract, including inspection of the Work, review of submittals, monitoring of progress, and so forth, are for the benefit of the College only and are not for the benefit of the Contractor. The College's failure to bring to the attention of the Contractor deficiencies in the Work or in the Contractor's performance will not constitute a waiver or excuse of the Contractor's failure to comply strictly with contract requirements.

11.11.3. The waiver by the College of any breach of contract by the Contractor shall not operate as a waiver of any other or subsequent breach.

11.11.4. The rights and remedies of the College and the obligations of the Contractor under various provisions of the Contract Documents and under provisions of the law are cumulative and not exclusive.

11.11.5. For any claim or cause of action accruing to the College as a result of or arising out of this Contract, the College may collect damages of any kind, including consequential damages, or damages for purely economic loss.

11.12. REGISTRATION FOR CORPORATIONS NOT INCORPORATED IN THE STATE OF MARYLAND

Pursuant to 7-201 et seq. of the Corporation and Associations Article of the Annotated Code of Maryland, corporations not incorporated in the State of Maryland shall be registered with the State Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201, before doing any interstate or foreign business in this State. By signing this agreement, the Contractor certifies that it has qualified with the Department of Assessments and Taxation.

ARTICLE 12 – TERMINATION OF THE CONTRACT

12.1. TERMINATION FOR DEFAULT

12.1.1. The performance of the Work or services under this Contract may be terminated by the College, in whole or in part, from time to time, effective upon receipt of notice, whenever the Contractor shall default in the performance of this Agreement and fails to make progress in the prosecution of the contract work or endangers such performance and shall fail to cure such default within ten (10) calendar days period after receipt of written notification from the College specifying the default.

12.1.2. The College may terminate the Contract if the Contractor;

12.1.2.1. persistently or repeatedly refuses or fails to supply enough properly skilled Workers or materials;

12.1.2.2. fails to make payment to Subcontractors for materials or labor in accordance with their respective agreements between the Contractor and the Subcontractors;

12.1.2.3. persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction;

12.1.2.4. refuses or fails to prosecute the Work, or any separable part thereof with such diligence as shall ensure its completion within the time specified in the Contract or in the extension thereof;

12.1.2.5. fails to complete the Work within the time allotted by the Contract; or

12.1.2.6. is in breach of any material obligation of the Contract, including a breach which may occur after Substantial Completion.

12.1.3. If any of the above reasons exist, the College may without prejudice to any other rights or remedies of the College and after giving the Contractor and the Contractor's surety, if any, seven days written notice, terminate the employment of the Contractor and may, subject to any rights of the surety:

12.1.3.1. take possession of the site and all materials, equipment, tools, and construction equipment and machinery owned by the Contractor; and

12.1.3.2. finish the Work by whatever reasonable means the College may deem is in its interests.

12.1.4. When the College terminates the Contract for one of the reasons stated herein, the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Sum exceeds the cost to finish the Work, such excess shall be applied to the Contractor's unreimbursed costs, if any, accrued from the last payment prior to termination to time of termination. This amount shall become due to the Contractor. Any unreimbursed costs exceeding the difference of unpaid balance of the Contract Sum and the cost to finish the Work shall be lost to the Contractor. If the cost to finish the Work exceeds the Contract Sum, the Contractor shall pay the difference to the College. The amount to be paid to the Contractor or College, as the case may be, shall survive termination of the Contract.

12.2. TERMINATION FOR CONVENIENCE

12.2.1. The College may, at any time, terminate the Contract in whole or in part for the College's convenience and without cause.

12.2.2. Upon receipt of written notice from the College of such termination for the College's convenience, the Contractor shall (1) cease operations as directed by the College in the notice; (2) take actions necessary, or that the College may direct, for the protection and preservation of the Work; and (3) except for Work directed to be performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further subcontracts and purchase orders.

12.2.3. In the case of such termination for the College's convenience, the Contractor shall be entitled to receive payment from the College for all expenses incurred by it for satisfactory work, including

reasonable termination expenses. Upon satisfactory proof that the Contractor would have earned a profit for Work performed prior to the date of termination, the Contractor shall be paid a reasonable amount for profit not to exceed 10% of the Contractor's costs incurred. Under no circumstances shall the Contractor be entitled to payment for anticipated but unearned profit, overhead, and damages. In no event shall the Contractor's cost of the Work and profit, if any, to be reimbursed exceed the Contract Sum as adjusted by approved change orders.

END OF GENERAL CONDITIONS

SECTION 7 – GENERAL AND SUPPLEMENTARY CONDITIONS**SUPPLEMENTARY CONDITIONS FOR
CONSTRUCTION MANAGER AT RISK CONTRACT**

These Supplementary Conditions supplement, modify, add or delete certain provisions of the General Conditions and apply to Construction Manager at Risk projects.

ARTICLE 1 – GENERAL PROVISIONS**1.1. DEFINITIONS**

1.1.3. Add the following sentence: Wherever the term Contractor is used in the Contract it shall mean Construction Manager at Risk (“CMAR”).

1.1.4. Add the following sentence: Unless stated otherwise, the General Conditions apply to the Construction Phase of the Project and not to the Preconstruction Phase.

1.1.14. Delete subsection 1.1.14 and replace it with the following: The “Contract Sum” equals the CMAR’s Project related Construction Phase expenditures for Direct Construction Costs, and its General Conditions of Construction plus the CMAR’s Fee. The Contract Sum may not exceed the Guaranteed Maximum Price.

1.1.25. Add this section as a new subsection 1.1.25: “Preconstruction Phase” means all of the services required in the RFP to be performed by the successful proposer for a lump sum price before the execution of a Guaranteed Maximum Price Amendment.

1.1.26. Add this section as a new subsection 1.1.26: “Construction Phase” means all of the Work described by the Contract Documents to construct the Project following the execution of the Guaranteed Maximum Price Amendment.

1.1.27. Add this section as a new subsection 1.1.27: “Guaranteed Maximum Price Amendment” is as defined in the Request for Proposal.

1.2. CONTRACT DOCUMENTS

1.2.1.4. At subsection 1.2.1.4(3) after “The General Conditions” add “and Supplementary Conditions.” The Supplementary Conditions take precedence over the General Conditions in the event of a conflict.

1.2.2.2. At subsection 1.2.2.2, add the phrase “and Supplementary Conditions” after the phrase “The General Conditions.”

SECTION 7 – GENERAL AND SUPPLEMENTARY CONDITIONS**ARTICLE 3 – CONTRACTOR****3.7 PROSECUTION AND PROGRESS OF WORK**

3.7.1.3. Add this section as a new subsection 3.7.1.3: Two Notices to Proceed will be issued on the Project: (1) the Phase 1 “Preconstruction Notice to Proceed” and (2) the Phase 2 “Construction Notice to Proceed.”

ARTICLE 4 – ADMINISTRATION OF THE CONTRACT**4.3. SITE VISITS AND OBSERVATIONS**

4.3.4. In subsection 4.3.4, in the second sentence, delete the phrase “plus the Contract’s approved percentage for overhead and profit” and insert in lieu thereof “without overhead or profit.”

4.4. CLAIMS AND DISPUTES

4.4.2. In the second sentence of subsection 4.4.2 following the phrase “investigate such conditions” delete the word “and”, and following the phrase “any part of the Work” delete the balance of the sentence. Following the second sentence add the following sentence: “Contractor’s reasonable costs shall be paid from the Differing Site Conditions allowance.”

4.4.4.3(3) In subsection 4.4.4.3(3) delete the phrase “of 15% for actual additional Work performed by the Contractor’s own forces and”. Add the following sentence: “The Contractor will not be paid an additional markup for overhead and profit.”

ARTICLE 6 – CHANGES IN THE WORK**6.1. CHANGES IN THE WORK****6.1.3. Modification of Contract Sum**

6.1.3.2. Delete subsection 6.1.3.2(6) and replace as follows: The Contractor shall receive no markup for overhead and profit unless the final Guaranteed Maximum Price, after taking into account all charges and credits, exceeds the original Guaranteed Maximum Price by more than 5% as a result of changes in the Work ordered by the College. The markup shall be applied only to that part of the final Guaranteed Maximum Price which exceeds 5% of the original Guaranteed Maximum Price due to College’s orders. No other change orders shall count towards the 5%. The markup allowable to the Contractor for profit shall be the lesser of 3% of the cost of the Work or the percentage of the Contractor’s original agreed upon fee to the Contractor’s original agreed upon Guaranteed Maximum Price.

Delete lines D, E and F of the Sample Maximum Mark-Up Calculation and substitute the following:

SECTION 7 – GENERAL AND SUPPLEMENTARY CONDITIONS

D.	Contractor's Bonds and Builder's Risk Insurance, if required	= as a % of A+B+C
E.	Total Maximum Modification of Contract Sum	= A+B+C+D

6.1.3.3. In the first sentence of subsection 6.1.3.3 add the phrase "for Subcontractors" after the phrase "cost and overhead and profit" and after the phrase "6.1.3.2(6) and (7) and elsewhere" add the phrase "and Contractor's Fee."

ARTICLE 7 – PAYMENTS AND COMPLETION

7.1. SCHEDULE OF VALUES. Add at the end of section 7.1 "SCHEDULE OF VALUES" add "AND ACCOUNTING RECORDS".

7.1.3. Add new subsection 7.1.3, as follows:

7.1.3. Accounting Records

The Contractor shall keep full and detailed records and accounts related to the cost of the Work and exercise such controls as may be necessary for proper financial management under this Contract and to substantiate all costs incurred. The accounting and control systems shall be satisfactory to the College. The College and its auditors shall, during regular business hours and upon reasonable notice, be afforded access to, and shall be permitted to audit and copy, the Contractor's records and accounts, including complete documentation supporting accounting entries, books, correspondence, instructions, drawings, receipts, subcontracts, Subcontractors' proposals, purchase orders, vouchers, memoranda and other data or information relating to this Contract. The Contractor shall preserve these records for a period of three years after final payment, or for such longer period as may be required by law.

7.3.3. Delete subsections 7.3.3.1, 7.3.3.2, 7.3.3.3 and 7.3.3.4 and replace with the following subsections 7.3.3.1, 7.3.3.2 and 7.3.3.3. Retitle section 7.3.3 "Final Payment".

7.3.3.1. Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the College to the Contractor when

- .1 the Contractor has fully performed the Contract, including the punch list, except for the Contractor's responsibility to correct Work as provided in subsections 3.4.1.5 and section 10.1, and to satisfy other requirements, if any, which extend beyond final payment;
- .2 the Contractor has submitted a final accounting for the cost of the Work and a final Application for Payment;
- .3 a final Certificate for Payment has been issued by the Architect/Engineer and the College;
- .4 the work area has been cleaned in accordance with the Specifications and federal, state, bi-county, county and local rules and regulations;

SECTION 7 – GENERAL AND SUPPLEMENTARY CONDITIONS

- .5 a notarized affidavit has been provided stating that all monetary obligations to suppliers of materials, services, labor and all Subcontractors have been completely fulfilled and discharged; and
- .6 all documents, manuals and record (as-built) documents have been furnished to the College's Project Manager.

7.3.3.2. The College's auditors will review and report in writing on the Contractor's final accounting within 30 days after delivery of the final accounting to the College's Project Manager and Architect/Engineer by the Contractor. Based upon such cost of the Work as the College's auditors report to be substantiated by the Contractor's final accounting, and provided the other conditions of subsection 7.3.3.1 have been met, the Architect/Engineer will, after receipt of the written report of the College's auditors, either issue to the College a final Certificate for Payment with a copy to the Contractor, or notify the Contractor and College in writing of the Architect/Engineer's reasons for withholding a certificate. The College shall review the Architect/Engineer's final Certificate for Payment and shall either accept it or direct the Architect/Engineer to modify it. The final amount determined by the College shall be the amount payable to the Contractor.

7.3.3.3. If the College's auditors report the cost of the Work as substantiated by the Contractor's final accounting to be less than claimed by the Contractor, the Contractor shall be entitled to submit a claim. A claim shall be made by the Contractor within 30 days after the Contractor's receipt of a copy of the Architect's final Certificate for Payment, as may be adjusted by the College. Failure to submit a claim within this 30-day period shall result in the substantiated amount reported by the College's auditors becoming binding on the Contractor. Pending a final resolution of the disputed amount, the College shall pay the Contractor the amount certified in the Architect/Engineer's final Certificate for Payment, as may be adjusted by the College.

7.5. AUDIT

Add new subsection 7.5.5, as follows: The College's audit rights are in addition to the audit rights described in subsection 7.3.3.2.

ARTICLE 12 –TERMINATION OF THE CONTRACT**12.2. TERMINATION FOR CONVENIENCE**

12.2.3. In subsection 12.2.3, delete the second sentence in its entirety.



MONTGOMERY COLLEGE • OFFICE OF PROCUREMENT

RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2:00PM

SECTION 8 – CONTRACT FORMS AND BONDS

Contract Between Montgomery College and the Contractor

Montgomery College Guaranteed Maximum Price Amendment

Montgomery College Standard Performance Bond

Labor and Materials Payment Bond

**CONTRACT
BETWEEN
MONTGOMERY COLLEGE
AND**

**Board of Trustees
Montgomery College
Rockville, Maryland 20850**

**Project Title: CM at Risk for the Student Service Center (SD/Building 110)
Germantown Campus**

Contract No.: _____

Account No.: _____

This **AGREEMENT** made this _____ day of _____, 2026, by and between the Board of Trustees of **MONTGOMERY COLLEGE**, a public institution of higher education, hereinafter called the "College", and _____, a _____, registered in the State of _____, located at _____, hereinafter called the "Contractor".

WITNESSETH, that the College and the Contractor for the consideration named agree as follows:

- 1 a)** The Contract consists of the following documents:

Requested for Proposal dated _____
Addendum _____ dated _____
Technical Proposal dated _____
Price Proposal dated _____
General Conditions of the Contract
Supplementary Conditions for Construction Manager at Risk Contract

all of which are collectively referred to as the Contract Documents all of which are incorporated into this SFCC as it is fully set forth.

- b)** The following sections of the General Conditions and Supplementary Conditions for a Construction Manager at Risk Contract apply to the Preconstruction Phase of the Project which is described in the Request for Proposal.

- 2** The Contractor shall completely perform its obligations under the Contract in a timely manner.
- 3** The Contractor shall diligently prosecute the Preconstruction Work and after the issuance of the Preconstruction Notice to Proceed and shall complete the Work not later than thirty (30) months after the Notice to Proceed.

- 4** Total monetary compensation to the Contractor for the Preconstruction Phase of the Contract is _____ (\$_____).

5 NOTICES

Any notice to be provided shall be sent by first class mail and shall be addressed as follows or as may be later designated in writing:

a) For the College: Ms. Carla Pullen.
Vice President of Facilities Management, Capital Planning, and Sustainability
Montgomery College
Office of Facilities
9221 Corporate Boulevard
Rockville, Maryland 20850

b) For the Contractor: _____

6 WORK UNDER CONTRACT

Work may not commence under this Contract until all conditions for commencement are met, including execution of the Contract by both parties, compliance with insurance requirements and issuance of any required notice to proceed.

7 ENTIRE AGREEMENT

This Agreement and the other items identified as Contract Documents constitute the entire agreement between the parties except that any change orders issued by the College shall automatically be deemed to be part of this Agreement. Any other changes or additions hereto shall not become binding upon any parties until reduced to writing and signed by both parties.

8 SEVERABILITY

If any provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law governing this Agreement, the validity of the remaining portions shall not be affected thereby.

IN WITNESS WHERETO, the Contractor and the College have hereunto set their hands and seals the day and year first above written.

Montgomery College

Witness

By: _____
President

Date: _____

Contractor

Witness

By: _____

Date: _____

Fed Tax I.D. No.: _____

This Contract is executed by the Montgomery Community College Board of Trustees pursuant to Board Resolution No. _____, dated _____.

Certify that this Contract has been prepared in accordance with College Policy and Procedures and certify as Account Manager for this account.

Carla Pullen.
Vice President of Facilities Management, Capital Planning,
and Sustainability

Date

Certify that funds are available for this Contract.

Contract No.
Account No
Amount:

Sherwin Collette
Sr. Vice President for Administrative and Fiscal Services

Date

End of Form of Contract

**GUARANTEED MAXIMUM PRICE
AMENDMENT NO. 1**

for the following PROJECT:

Montgomery College
Construction Manager at Risk for the Student Services Center
Germantown Campus
20200 Observation Drive
Germantown, MD 20876

THE OWNER:

Montgomery College
Office of Procurement
9221 Corporate Boulevard, 2nd Floor
Rockville, Maryland 20850

THE CONSTRUCTION MANAGER AT RISK:

(Name, legal status and address)

ARTICLE 1

1.1 Guaranteed Maximum Price

Pursuant to Section 1.15 of the RFP No. 626-002, the College and Construction Manager at Risk hereby amend the Contract dated _____ to establish a Guaranteed Maximum Price for Project 1. As agreed by the College and Construction Manager at Risk, the Guaranteed Maximum Price No. 1 is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the GMP Allowances, Construction Manager at Risk Contingency, accepted Alternates, Direct Construction Costs, General Conditions and all other costs set forth in the RFP.

1.1.1 The Contract Sum for Guaranteed Maximum Price, is guaranteed by the Construction Manager not to exceed _____ Dollars and (\$ _____), subject to additions and deductions by Change Order as provided in the Contract Documents.

1.1.2 Itemized Statement of the Guaranteed Maximum Price. Provided below is an itemized statement of the Guaranteed Maximum Price No. 1 organized by trade categories, allowances, contingencies, alternates, the Construction Manager's Fee, and other items that comprise the Guaranteed Maximum Price No. 1.
(Provide below or reference an attachment.)

- 1.1.3** The Guaranteed Maximum Price is based on the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the College:

NONE

- 1.1.4** Allowances included in the Guaranteed Maximum Price, if any:

(Identify allowance and state exclusions, if any, from the allowance price.)

Item	Price

- 1.1.5** Assumptions, if any, on which the Guaranteed Maximum Price is based:

- 1.1.6** The Guaranteed Maximum Price is based upon the following Supplementary and other Conditions of the Contract:

Exhibit	Title	Date	Pages

- 1.1.7** The Guaranteed Maximum Price is based upon the following Specifications:
(Either list the Specifications here or refer to an exhibit attached to this Agreement.)

Section	Title	Date	Pages

- 1.1.8** The Guaranteed Maximum Price is based upon the following Drawings:
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

- 1.1.9** The Guaranteed Maximum Price is based upon the following other documents and Information:
(List any other documents or information here, or refer to an exhibit attached to this Agreement.)

ARTICLE 2

2.1 The anticipated date of Substantial Completion established by this Amendment:

MONTGOMERY COLLEGE *(Signature)*

Dr. Jermaine F. Williams, President
(Printed name and title)

CONSTRUCTION MANAGER *(Signature)*

(Printed name and title)

GUARANTEED MAXIMUM PRICE AMENDMENT

STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

List of Attachments

Montgomery College
Standard Performance Bond

Any singular reference to Contract, Surety, Owner or Other Party shall be considered plural where applicable.

CONTRACTOR (*Name and Address*):

SURETY (*Name and Principle Place of Business*):

OWNER (*Name and Address*):

CONSTRUCTION CONTRACT

Date:

Amount:

Description (*Name and Location*):

BOND

Date (Not earlier than Construction Contract Dated):

Amount:

Modifications to this Bond:

☐ None

☐ See Page 3

CONTRACTOR AS PRINCIPAL

SURETY

Company: (Corporate Seal)

Company: (Corporate Seal)

Signature: _____
Name and Title:

Signature: _____
Name and Title:

(Any additional signatures appear on the last page)

(FOR INFORMATION ONLY – *Name, Address and Telephone*)

AGENT or BROKER:

OWNER'S REPRESENTATIVE (Architect, Engineer or other party)

1 The Contractor and the Surety, jointly and severally, bind themselves, their heirs, executors, and administrators, successors and assigns to the Owner for the performance of the Construction Contract, which is incorporated herein by reference.

2 If the Contractor performs the Construction Contract in accordance with its terms, the Surety and the Contractor shall have no obligation under this Bond.

3 Whenever the Contractor shall be declared by the Owner to be in default under the Contract, the Surety shall, at its sole expense, within 15 days after Owner having mailed to Surety a copy of the notice of default sent to Contractor, take one of the following actions:

3.1 Arrange for the Contractor, with consent of the Owner, to perform and complete the Construction Contract; or

3.2 Undertake to perform and complete the Construction Contract itself, through its agents or through independent contractors; or

3.3 Obtain bids or negotiated proposals from qualified contractors acceptable to the Owner for a contract for performance and completion of the Construction Contract, arrange for a contract to be prepared for execution by the Owner and the contractor selected with the Owner's concurrence, to be secured with performance and payment bonds executed by a qualified surety equivalent to the bonds issued on the Construction Contract, and pay to the Owner the amount of damages as described in Paragraph 5 in excess of the Balance of the Contract Price incurred by the Owner resulting from the Contractor's default; or

3.4 Waive its right to perform and complete, arrange for completion, or obtain a new contractor and

.1 After investigation, determine the amount for which it may be liable to the Owner and, as soon as practicable after the amount is determined, tender payment therefor to the Owner; or

.2 Deny liability in whole or in part and notify the Owner citing reasons therefor.

4 If the Surety does not proceed as provided in Paragraph 3, the Surety shall be deemed to be in default on this Bond fifteen days after receipt of an additional written notice from the Owner to the Surety demanding that the Surety perform its obligations under this Bond, and the Owner shall be entitled to enforce any remedy

available to the Owner. If the Surety proceeds as provided in Subparagraph 3.4, and the Owner refuses the payment tendered or the Surety has denied liability, in whole or in part, without further notice the Owner shall be entitled to enforce any remedy available to the Owner.

5 After the Owner has terminated the Contractor's right to complete the Construction Contract, and if the Surety elects to act under Subparagraph 3.2 or 3.3 above, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract. The Surety is obligated without duplication for:

5.1 The responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;

5.2 Additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Paragraph 3;

5.3 Liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor, and

5.4 All other costs and damages permitted to be recovered by the Owner under the Construction Contractor at law.

6 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

7 Any proceeding, legal or equitable, under this Bond may be instituted only in the Circuit Court for Montgomery County, Maryland and the Surety waives venue in any other court.

8 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the signature page.

9 This Bond had been furnished to comply with a statutory or other legal requirement of the State of Maryland. Any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. The intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

made to or on behalf of the Contractor under the Construction Contract.

10 DEFINITIONS

10.1 Balance of the Contract Price: The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments

10.2 Construction Contract: The agreement between the Owner and the Contractor identified on the signature page, including all Contract Documents and changes thereto.

10.3 Contractor Default: Failure of the Contractor, which has neither been remedied nor waived, to perform or otherwise to comply with the terms of the Construction Contract.

(Space is provided below for additional signatures of added parties, other than those appearing on the cover page.)

CONTRACTOR AS PRINCIPAL

Company: _____ (Corporate Seal)

SURETY

Company: _____ (Corporate Seal)

Signature: _____
Name and Title: _____
Address: _____

Signature: _____
Name and Title: _____
Address: _____



MONTGOMERY COLLEGE ▪ OFFICE OF PROCUREMENT

RFP NO.: 626-002

CM AT RISK FOR THE STUDENT SERVICES CENTER (SD/BUILDING 110)

GERMANTOWN CAMPUS

TECHNICAL PROPOSAL (PART A) CLOSING DATE/TIME: NOVEMBER 18, 2025 @2:00PM

SECTION 8 – CONTRACT AND BONDS

PAYMENT BOND

Use AIA Document A312-2010, Payment Bond

NEW STUDENT SERVICES CENTER at MONTGOMERY COLLEGE - GERMANTOWN CAMPUS

PART I FACILITY PROGRAM: NEW STUDENT SERVICES CENTER

Building Number: 110

May 01, 2020

Prepared for:

Montgomery College
Office of Facilities
9221 Corporate Boulevard
Rockville, MD 20850

By:

Quinn Evans
100 North Charles Street
Baltimore, MD 21201

And:

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Appendix 1 - Existing Program Space Inventory and Floorplans

Appendix 2 - Montgomery College Germantown Evaluation of Baseball Facility Report

A. Project Overview

1. Information About Montgomery College

a. Name

Montgomery College, Germantown Campus

b. Address

20200 Observation Drive
Germantown, MD 20876

c. Mission, Vision and Values

The following was adopted by the Montgomery College Board of Trustees on June 20, 2011.

OUR MISSION

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

OUR VISION

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES

EXCELLENCE * INTEGRITY * INNOVATION * DIVERSITY *
STEWARDSHIP * SUSTAINABILITY

The College ensures that every student—regardless of ability, background, economic status, race, or age—has access to higher education. One of the College's main challenges is to focus on equity in success. This means that we provide all students, including those from disadvantaged backgrounds who typically don't perform as well in college, with the assistance, opportunities, and tools not just to attend college but to effectively reach their goals. A priority of the College is to ensure that everyone has the ability to achieve success by redesigning our institutions for those outcomes.

Montgomery College (MC) faculty and staff have gone to great lengths to create robust learning environments where all persons feel safe voicing their perspectives and where intellectual rigor is the basis for engaging across difference. The College will continue to affirm the rights of all persons to study and pursue opportunity through education, free from fear and distraction. The institution will continue to be a place where diversity thrives and where difference is celebrated.

d. History and Institutional Identity

Montgomery College has been changing lives in Montgomery County for more than 60 years. Founded in 1946, Montgomery College began as an evening college at Bethesda-Chevy Chase High School, serving an initial student body of just 186

students. By 1950, the College had acquired the buildings and seven acres previously occupied by the Bliss Electrical School. This Takoma Park location became the College's first campus. The Takoma Park campus continued to grow and in January 2004 constructed its first building, the Health Sciences Center, in Silver Spring. Subsequently in June of 2005 the campus was renamed by the Board of Trustees as the Takoma Park/Silver Spring Campus.

A second campus at Rockville opened in September, 1965. A third campus in Germantown opened in September, 1975 with classes held temporarily in Seneca Valley High School until the first permanent College facilities were completed at its current location in 1978.

Founded in 1946 as the higher education division of Montgomery County Public Schools, Montgomery College achieved independent status on January 1, 1969. It operates under the direction of a ten-member Board of Trustees. Montgomery College is Maryland's oldest community college and one of its largest. In addition to offering Workforce Development & Continuing Education (WD&CE) programs and courses on all three campuses, the College also offers WD&CE programs at sites leased in Gaithersburg and Wheaton, along with numerous other smaller sites throughout Montgomery County.

The credit and non-credit programs offered by Montgomery College support its mission of changing student lives through continuing education that results in associate degrees, certificates, transfer to baccalaureate institutions, the acquisition or enhancement of occupational skills and/or fulfilling lifelong learning goals. A primary strategic goal of the College is to provide an enriching and comprehensive learning experience for students, faculty, staff, and the community. This learning experience is enhanced by the diversity of the student body, faculty, and staff, who bring to the College a rich blend of ethnicity, culture, age, and experience. This diversity enhances the ability of students to appreciate individual differences and to communicate ideas. As an educational resource center, the College acknowledges its responsibility and desire to participate actively with public and private agencies to search for solutions to community problems and workforce needs.

MC Timeline Highlights

1946

On September 16, Montgomery Junior College opens at Bethesda-Chevy Chase High School, offering classes in the evenings and on Saturdays. Hugh Price becomes the College's administrator, heading a full-time faculty of eight and a handful of staff.

1950

The College is accredited by the Middle States Association of Colleges and Secondary Schools.

1954

The undefeated Fightin' Knights play in a national bowl game in North Carolina.

1960

The College purchases the Spitz Co. Planetarium. The College is the only area college that has a planetarium used in conjunction with teaching.

1965

The Rockville Campus opens.

1970

There are now 8,000 students and nearly 500 full- and part-time faculty.

1978

The Germantown Campus opens, reflecting an even farther shift to the north by Montgomery County residents.

1986

18,000 students are taught by more than 900 full- and part-time faculty. Cable Channel 51, the College's station on Montgomery County Cable, begins broadcasting.

1992

Presidential candidate Bill Clinton delivers an educational address at the College.

1994

Enrollment tops 22,300 students. More than 445 full-time and 725 part-time faculty members teach collegewide.

2000

In partnership with University System of Maryland, Montgomery College helps to launch "The Universities at Shady Grove," offering upper-level courses for transferring Montgomery College students.

2009

Montgomery College's Montgomery Scholars honors program is named one of the nation's top educational programs that make a difference in the achievement of Latino students.

2014

Montgomery College President Dr. DeRionne P. Pollard and the College's Board of Trustees dedicated the new Bioscience Education Center on September 10, 2014. The three-story building represents an \$87.9 million investment in STEM education and workforce development.

2015

In June, the College's second community engagement center, the Silver Spring/East County Community Engagement Center, opens in the Briggs Chaney Community Center.

2016

On September 16, 2016, Montgomery College marks 70 years of enriching lives in Montgomery County with celebrations in September on all three campuses.

2017

Montgomery College holds a groundbreaking ceremony on the Rockville Campus in June, marking the start of construction for the new Student Services Center. The 130,000-square-foot building will provide a centralized location for all student services at that campus.

Montgomery College Identity

Montgomery College is a public, **fully accredited** institution that is dedicated to student success and widely recognized for the quality and scope of its academic programs. The College embraces the role as both a college and a community. We are learners, seekers, achievers. MC provides access to quality higher education that empowers everyone to achieve success and create meaningful change. MC consistently receives high rankings and national recognition:

- Ranked **#1 for two-year schools** and 11th overall of 55 higher education institutions in Maryland by EdSmart (2019).
- Ranked **12th best college in the nation** to earn your online computer science AA degree by TheBestSchools.org (2019).
- Ranked **10th in the nation** for students' career outcomes by WalletHub (2018).
- Ranked **12th in the nation** among community colleges for online learning by BestColleges (2018).
- Ranked **Best for Vets** by Military Times (2018, 2017, 2016).
- Ranked **most diverse community college in the continental US** by the Chronicle of Higher Education (2018).
- Ranked **9th in the nation** among community colleges for adult learners by Washington Monthly (2017).
- Ranked highly by **Washington Monthly** for ease of transfer to four-year schools, flexibility of programs, and services for adult students (2017).

Germantown Campus Identity

Celebrating its 40th anniversary in 2019, the campus is home to a richly diverse community of more than 6,800 students, the Germantown Campus offers a wide range of courses and programs and is proud to host signature programs in biotechnology and cybersecurity. The campus is the site of the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC) which includes the Holy Cross Germantown Hospital. Following is a representative sample of some of the highlights of the program offerings at the Germantown campus.

Biotechnology Program

Prepare for a career in the fast-growing field of biotechnology with a degree or certificate from Montgomery College. Biotech students at MC work in state-of-the-art campus facilities to learn the skills and thought processes critical for success in a laboratory environment. Courses are developed with input from the local

biotechnology industry in Montgomery County and integrate the theory taught in lecture with hands-on practical skills. The laboratory protocols used are the same as those used in real-world research labs. Emphasis is placed on the development and understanding of basic laboratory skills in the areas of cell culture, instrumentation, genomics, proteomics, and immunology.

Entry-level workers in the field of biotechnology are involved in laboratory work such as DNA isolation or sequencing, cell culture, toxicology or vaccine sterility testing, antibody production and isolation, and the testing and development of diagnostic and therapeutic agents. The Associate of Applied Science (AAS) degree includes science courses and general education requirements. On completion of the AAS degree, students may transfer to a four-year institution to obtain a bachelor's degree. Students with a college degree may obtain a certificate. The certificate programs require only science courses for completion and may be useful for those wanting to improve their job skills, prepare for entry to graduate school, or change fields.

Cybersecurity Program

At Montgomery College, students gain hands-on, practical skills in cybersecurity from seasoned industry professionals. The program emphasizes computer security and information assurance concepts augmented with current industry standard techniques. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security.

The Cybersecurity Center and Lab provides significant virtual computing and networking capabilities on the Germantown Campus. The Cyber Lab is used for academic competitions and research activities and can host 100-plus virtual servers, 250-plus virtual desktops, isolated networks, and wireless and forensic technologies.

As a member of CyberWatch, the Montgomery College curriculum follows National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013 standards. Also, the courseware is certified as mapping 100% to the Committee on National Security Systems (CNSS) National Standard 4011.

Renaissance Scholars

The Renaissance Scholars is a selective honors program offered in the evenings and on the weekends at the Germantown campus and at the Takoma Park/Silver Spring campus.

Renaissance Scholars study with other highly motivated students who share their enthusiasm for learning and who bring a diversity of personal and professional experience to the classroom. Working with specially selected faculty in small seminar-style classes on stimulating interdisciplinary courses, students participate in an honors learning community that enriches and enlivens their academic experience. A variety of outside activities enhances the supportive environment of this learning community.

Hillman Entrepreneurs Program

The Hillman Entrepreneurs Program is a three-year scholarship and educational program that supports, develops, and graduates ethical leaders who want to energize and give

back to their local communities. Students complete an associate's degree at Montgomery College and their bachelor's degree at the University of Maryland, College Park.

Students accepted into the Hillman Entrepreneurs Program at Montgomery College (MC) will receive funding for two-thirds of their tuition, fees, and textbook/technology expenses, as well as a one-time \$500 merit scholarship. They also receive one-on-one advising and mentoring from faculty and staff and complete a paid internship, which gives access to a network of aspiring entrepreneurs as they take credit courses to develop entrepreneurial and leadership skills.

Germantown Innovation Center

With easy access to I-270, the Germantown Innovation Center (GIC) is the county's premier space for life sciences companies featuring wet lab space and clean rooms and in partnership with Montgomery College's state-of-the-art biotech facilities.

Frank Islam Athenaeum Symposia Speaker Series

The Frank Islam Athenaeum Symposia speaker series at Montgomery College offers distinguished speakers on timely, stimulating topics delivered by today's leading experts in international affairs, social science, the humanities, arts, politics, and economics. These events encourage meaningful conversation, critical thinking, and intercultural understanding around collective experiences.

Montgomery College offers associate's degrees and certificates. An associate's degree requires completion of a 60 to 70 credit combination of courses (generally, about 20 courses). A certificate is a shorter program (minimum of 12 credits) focusing on the development of specific skills.

Montgomery College is authorized by the Maryland Higher Education Commission to offer five degrees: the Associate of Arts (AA), the Associate of Science (AS), the Associate of Arts in Teaching (AAT), and Associate of Fine Arts (AFA) for students wanting to transfer to baccalaureate programs and the Associate of Applied Science (AAS) for those seeking immediate employment. The College also awards diplomas and certificates (Cert.) that focus on the development of technical skills.

Associate of Arts

MC offers 22 AA degrees recognizing mastery in the liberal and fine arts and is intended for transfer to equivalent Bachelor of Arts programs at four-year schools.

Associate of Science

MC offers 22 AS degrees recognizing mastery in science or technology and is intended for transfer to Bachelor of Science programs at four-year institutions.

Associate of Arts in Teaching

MC offers seven AAT degrees recognizing mastery in a core of professional education coursework and fieldwork consistent with the first two years of teacher preparation.

Associate of Fine Arts

MC offers two AFA degrees (graphic design and studio art) recognizing mastery in the professional arts by those planning to transfer to a BFA program.

Associate of Applied Science

MC offers 39 AAS degrees recognizing mastery of vocational-technical occupational skills and intended for those seeking immediate employment opportunities.

Certificate

MC offers 64 certificate programs recognizing successful completion of a sequence of courses (a minimum of 12 credits) that focus on the development of specific technical skills.

On-line degree programs in Business, Computer Science and Technologies, Criminal Justice, General Studies and Early Childhood Education Technology are also available.

Through the MC Open initiative, students can take courses and even earn a degree without spending any money on textbooks. These Z-courses and Z-degrees make use of Open Educational Resources—teaching and learning materials freely available online for everyone to use, whether you are an instructor, student, or self-learner. MC faculty are continually working to redesign more courses and degree pathways under this model. Currently, MC offers Z-degrees in Business, Communications, Criminal Justice, Early Childhood Education Technology, and General Studies.

A detailed description of all programs offered can be found at:

<https://www.montgomerycollege.edu/academics/programs/index.html#all-programs>

e. Summary of Organizational Units and Programs

In March of 2012 Montgomery College convened an “Academic Restructuring Task Force” which was charged with recommending to the President a structure for the academic operations of the College that supports curriculum uniformity, cross-campus leadership for disciplines, and a common student experience. In 2013, the task force issued a recommended model for restructuring of Administrative and Academic operations, and the restructuring was implemented in 2014 with the purpose of creating a “One College” focus for student success.

Reorganization in the College took root in earnest in 2012–2013, making transformational changes in Student Services, Academic Affairs, and supporting foundations. The motivation for the changes was fulfillment of the College mission—student success. Some older organizational structures had become inadequate to achieving the ambitious goals that the College had established in the then-new strategic plan, Montgomery College 2020. The advantages were apparent: by reconfiguring some structures in the One College model, the College could ensure that improvements would impact students consistently and thoroughly across the College. Faculty could partner more effectively across disciplines, appropriate curricular changes could be accelerated, and student academic needs could be better addressed by a division singularly focused on them. In addition, the creation of a new foundation, the Montgomery College Life Sciences Park Foundation in 2011 at the Germantown campus, would enable the College to partner in new ways with private industry and create new learning opportunities for students. The MC

Life Sciences Park Foundation was renamed in 2016 to the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC).

Academic Affairs

Restructuring the administration of the College's academic units was done to create consistency in the student experience, streamline the process of administration, increase efficiencies, and maximize student progress toward completion. First, leadership responsibilities were more carefully defined and more evenly structured across campuses: four academic units, each led by a provost and vice president, replaced the previous campus-based structure. Fourteen uniquely defined academic areas led by deans replaced the previous structure in which each discipline had up to three deans, and 39 department chairs with supervisory authority replaced 49 chairs. In the new model, all common disciplines were aligned under the same vice president and provost; chairs were defined as 12-month appointments, aligning responsibility with authority; content expertise was better aligned with leadership roles; and interdisciplinary collaboration was encouraged.

Enhancing collegewide consistency and cooperation in supporting students' academic needs was the primary driver for these changes. Streamlining administrative functions allowed for a number of valuable academic initiatives to progress. National research shows that well-defined benchmarked pathways along with consistent and regular advising improve student completion. The College was able to incorporate a pathways model into a revised general studies program—the largest program at the College—and meet the Middle States Commission on Higher Education's requirements to address noncompliance of the former general studies program. The changes were accomplished with input from all collegewide disciplines. Similarly, the faculty-led transformation of the general education requirements benefited from the new structure, which had a collegewide focus rather than a campus-based one. Streamlining the requirements of the general education requirements and eliminating those that did not serve transfer students well cleared the pathway to increased completion.

The One College approach to academics has also increased efficiencies in the use of faculty, time and space. Having faculty teach on multiple campuses is a simpler process now with only one supervising dean. Academic Affairs leadership has been able to conduct improved long-term planning for all academic units, to collect data more efficiently, and to make more data-driven decisions. The ability to examine collegewide scheduling and budgeting have resulted in higher seat utilization. Enhanced communication across the College has improved with monthly Academic Advisory Council meetings including representation from faculty and staff councils as well as representation from the offices of chairs and deans; E-Learning, Innovation, and Teaching Excellence (ELITE); and Institutional Research and Analysis.

The restructuring of Academic Affairs has already produced measurable results in the areas of grants, online degrees, and new partnerships. Partnerships with the Universities at Shady Grove, along with dozens of other four-year transfer institutions, have enabled the College to create a pipeline from kindergarten to college. This saves students time and money by ensuring that classes transfer,

which positions them for further achievement even beyond the College. The College has also been awarded grants to improve student success under the new organization. A grant from Achieving the Dream (ATD) to implement open educational resources for students has saved students significantly on the cost of books. The reorganization has also enabled the College to offer four degrees entirely online. Being able to respond to students' geographic limitations and scheduling needs with online courses makes our programs more accessible and increases enrollment. The reorganization has also impacted students at discreet places in the educational pipeline: introducing new placement policies and flexible assessment, for example, can help students save time and increase completion rates.

Strengthening connections between learning outcomes and transfer institutions' requirements supports the 5,000 students who transfer each year. Currently Academic Affairs has several initiatives in place to reduce the number of students failing or withdrawing from a class. This is highlighted through a focus on decreasing the number of students who receive grades of D or F, or who withdraw—our “DFW” efforts. The division has also created the College's first academic master plan, which could not have been imagined without the current structure in place, and the College is able to offer more honors courses. Finally, the reorganization has enabled Academic Affairs to work more closely with business and industry to align curricula with their needs in a timely manner. Not only do these changes impact the student experience in positive ways, but they strengthen the voice of the entire College in the arenas of local government. Our progress in Academic Affairs has shown that the College is responsive to the needs and vision of the community to which we belong.

Student Affairs

Student Affairs has also undergone some significant restructuring, moving from a campus based function to a collegewide division. Where student affairs were formerly combined with academic affairs, their separation and reorganization as a new division has strengthened a number of important student processes. Creating a sustained commitment to support services is essential to closing the achievement gap, and an independent Student Affairs division accomplished this focus. Operating learning centers, mentoring programs, and extra-curricular experiences—to name just a few activities—requires trained personnel and a sophisticated understanding of student development and community building. By housing Student Services as a separate unit with its own resources, the leadership was empowered to invest more strategically in programming that supports learning and completion.

One of the most impactful changes in Student Affairs has been the establishment of a comprehensive developmental advising program. Combining academic advising with personal life coaching allowed the College to address what has long been considered a hurdle to achievement among community college students: managing life circumstances that often interfere with achievement. Whether it is financial aid needs, work schedules, transportation, or choosing a major without a clear vision for a professional life, students without proper guidance in these areas are considerably less likely to complete. The holistic advising approach combines an education plan—a requirement of the College and Career Readiness and College

Completion Act of 2013—with more personal guidance to help students navigate the complexities of student life. Currently the College is bringing instructional faculty into the academic advising process—sometimes called “program advising”—which helps to create more productive, efficient pathways to academic achievement. Close collaborations between Student Affairs and Academic Affairs have enabled this process to succeed.

Another result of the Student Affairs reorganization has been the creation of Achieving Collegiate Excellence and Success (ACES) program. With more than 1,700 students now enrolled across 11 high schools, the program includes features that were designed with Student Affairs strategies in mind. Coaching is the critical element of the program. High school students from disadvantaged backgrounds frequently face obstacles that must be addressed long before they arrive at a college. Such students may not have a family member who has attended college, may be unaware of financial aid resources, or they may not have seen themselves attending college. By starting early while students are still in high school, ACES prepare students to strengthen their academic skills so that they are college-ready, to find funds to pay for college, and to apply for college. Once at MC, the support continues with individual coaches working closely with students to support their needs, and groups of ACES students bonding together for mutual support.

Another product of the reorganization of Student Affairs has been the creation of a collegewide athletics program. This move has strengthened the One College sentiment significantly, bringing together students, faculty, and community members around a larger, single program with its own unique colors and a new mascot. Not only has this created a focus on shared teams among the three campuses, but it is a feature that attracts high school athletes who are considering the College. Since the new program was created, the grade point average of student athletes at the College has risen. With mandatory orientation for student-athletes, required study halls, and an increased emphasis by coaches that athletes are “students first,” student-athletes are excelling. The creation of collegewide athletics has fed the growth of a shared culture among the campuses and a common school spirit that research has shown can be a factor in student persistence.

Summary

The work that the College has done over the last seven years to embrace the One College ethos has been transformational. It has brought the College to the point where substantive changes in metrics of success are now possible. Many of the essential conditions for equitable outcomes are either in place or moving towards it. The College has worked tirelessly to put in place an architecture of achievement to support student success.



Montgomery College Board of Trustees

A key outcome of the “One College” effort is the restructuring of the College into five divisions that report to the President and ultimately to the Board of Trustees. These major areas include Academic Affairs, Student Affairs, Advancement and Community Engagement, Administrative and Fiscal Services and the Chief of Staff/Chief Strategy Officer. Each of these areas are headed by a Senior Vice President and a Chief of Staff respectively. The new Academic Affairs Division is comprised of four sub-areas organized under and directed by the Senior VP for Academic Affairs. Each of these sub-areas are led by a Vice President & Provost position and include: Science, Technology, Engineering and Mathematics; Arts, Business, Education, English and Social Sciences; Communication, Health Sciences, Health, Physical Education and Humanities; and Applied Technologies, Gudelsky Institute for Technical Education, and Workforce Development & Continuing Education.

Figure A-1 provides an organizational chart for the College and specifically highlights the organizational units impacted by this project. All College units report up through the President to the Board of Trustees of Montgomery College. The primary divisions of the College are organized as follows:

- **The Office of the President** includes the President, General Counsel, Government Relations, Compliance, Planning and Institutional Effectiveness and the Chief of Staff.
- **The Office of the Senior Vice President for Academic Affairs** includes the Vice President and Provost for each campus. These areas include: Science, Technology, Engineering and Mathematics; Business, Education, English and Social Sciences; Health Sciences, Health, Physical Education and Humanities; and Applied Technologies, Gudelsky Institute for Technical Education and Workforce Development & Continuing Education.

- **The Office of the Senior Vice President for Administrative and Fiscal Services** includes Administrative and Fiscal Services; Human Resources and Strategic Talent Management; Management and Budget; Finance; Procurement; Instructional and Information Technology; and Facilities and Security.
- **The Office of the Vice President for Advancement and Community Engagement** includes Communications, Development, Foundation, Business Development and Grants, and the Executive Director of the Pinkney Innovation Complex for Science and Technology at Montgomery College.
- **The Office of the Senior Vice President for Student Affairs** includes Student Affairs, Student Success, Student Access, Student Engagement, and Enrollment Services and Financial Aid.

Two specific strategic initiatives that are underway that directly affect the program for this project are the recent development of the new Raptor Central student access service model and the Library service model.

Raptor Central Model – In January 2020 a reorganization of Student Access units and service functions was approved for implementation collegewide. This reorganization resulted in a new initiative called Raptor Central, which in effect redefined, reorganized and transformed how student access and enrollment services will be delivered at each campus. The goal of this initiative is to *Empower students to start smart and succeed.*

The vision and objectives for achieving this goal are:

Vision

Ensure seamless access, holistic support, successful completion and equitable outcomes for all students.

Objectives

1. Design and implement flexible and responsive scheduling, including a multiyear schedule, to decrease time to degree completion.
2. Define, articulate and implement a guided pathways approach for all programs, considering MCPS initiatives, credit-for-prior-learning, transfer and articulation, and noncredit to credit transition, to increase success and completion.
3. Leverage the Strategic Enrollment Plan to optimize enrollment while ensuring equitable access and outcomes for all students.
4. Enhance institutional capacity to implement a student success system to facilitate counseling and advising and monitoring student progress.

This new functional public interface is intended to provide consistent, seamless and centralized “One Stop” service and information to prospective and current students in-person or via the telephone. The purpose of Raptor Central is to provide admissions and onboarding services/processes for prospective students,

and ongoing enrollment support for prospective and current students, to include both credit and non-credit. Student workers, and sometimes staff at Raptor Central will also provide campus tours for small groups and individuals. Raptor Central also provides print materials, often displayed in literature racks for students and the public. Student workers will also staff the computer labs, providing users with hands-on support for onboarding and enrollment related processes, like completing an application and/or FAFSA, and helping them register for courses. Functions and services will include:

- General information about campus and student services
- Assistance with enrollment and registration
- Financial aid/FAFSA (receiving/imaging)
- Student group tours
- Processing of admissions applications (on-line, in-person and international)
- Walk-in transcripts
- Updating test scores (HS, SAT, etc.)
- Permission to enroll
- Receive forms for academic appeals, tuition waiver, graduation, etc.

In this model, Raptor Central will provide the first line of access service to students and work in close coordination with the other student affairs and service units to support and advance the vision and objectives outlined above, primary of which is support of the guided pathways initiative. These service units include Records and Registration (formerly Enrollment Services), Financial Aid, Achieving Collegiate Excellence and Success (ACES) program, Assessment, Disability Support Services Counseling and Advising, Counseling and Advising, Student Employment Services, Student Life, Veterans Program and Combat 2 College. Co-location of all these units in close proximity to Raptor Central will be fundamental to a successful implementation.

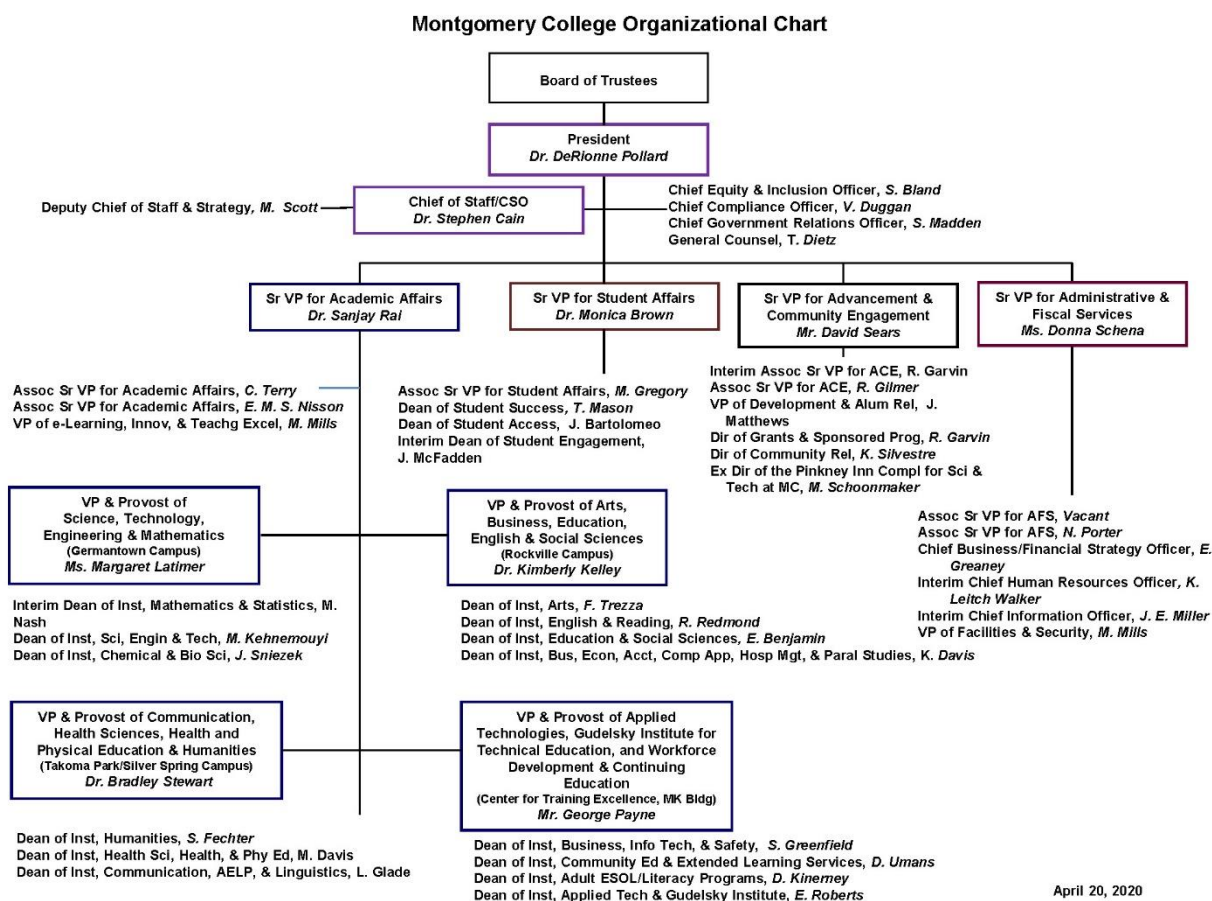
New Library Service Model - Another primary strategic initiative in support of the “One College” focus is the plan for a new library service model to provide a consistent student experience and support improving student services, achievement and completion goals. This model has been developed to support the “One College” focus, the College mission and the Library Master Plan. Key tenets underlying the new student-centered library service model include:

- Providing consistent and coordinated public and access services
- Creating a culture of assessment and accountability
- Enhancing the Library as a campus resource including providing consistent and coordinated resources and content
- Promoting the Library as a partner

The objectives to be accomplished by this facility program in support of the new library service model include:

1. Deliver space that is configured, furnished and equipped to support the new library service model proposed by the College at each campus.
2. Redesign the Library to create a “Learning Commons” to include more student-centered spaces inclusive of a variety of individual and group study spaces that have convenient access to collections and technology.

Figure A-1: Organizational Chart



Source: Montgomery College

2. Information about the Project

a. Proposed Size

The new Student Services Center project, as proposed, is for the design and construction of a new 87,585 NASF/153,660 GSF facility with a net to gross efficiency factor of 57%.

b. Major Purpose

The major purpose of this Part I Facility Program is to document and justify the need for a new Student Services Center at the Germantown Campus to support the mission and strategic initiatives of the College. The support services that the

Student Services Center encompasses are essential to close the gap for student success and program completion. The goals to be accomplished by this project, in support of the College mission and related strategic initiatives, include:

1. Consolidate Student Affairs, Library and support functions and units to improve operational efficiency and delivery of student programs and services as a means to increasing student retention and achievement and degree completion.
2. Address current space deficiencies and projected space needs generated by the planned ten-year student enrollment and employee growth (faculty, staff and administrators).
3. Support the “One College” strategic initiative to provide a consistent student experience with student programs, services and resources.
4. Deliver space that is configured, furnished and equipped to support the new Raptor Central and Library service models approved by the College at each campus.
5. Deliver space to create a “Learning Commons” in the library to include more student-centered spaces inclusive of a variety of individual and group study spaces that have convenient access to collections and technology.

c. Major Functions

The proposed facility will be home to all campus Student Affairs Division functions and services, the Vice President and Provost’s Office for STEM, the Library, food service/dining, the Campus Store and other support facilities and spaces. Specifically, the new building will house the following functions and units:

Student Affairs Divisions and Functions and Services

- Dean of Student Access and Germantown Student Affairs
- Raptor Central (formerly Welcome Centers and Response Center)
- Records and Registration (formerly Enrollment Services)
- Recruitment
- Financial Aid
- Achieving Collegiate Excellence and Success (ACES)
- Assessment Center
- Military and Veteran Services
- Combat2College (C2C)
- Disability Support Services (DSS)
- Counseling and Advising
- Student Health and Wellness Center for Success (SHaW)
- Student Life
- Student Employment Services (SES)

Vice President and Provost’s Office

Library

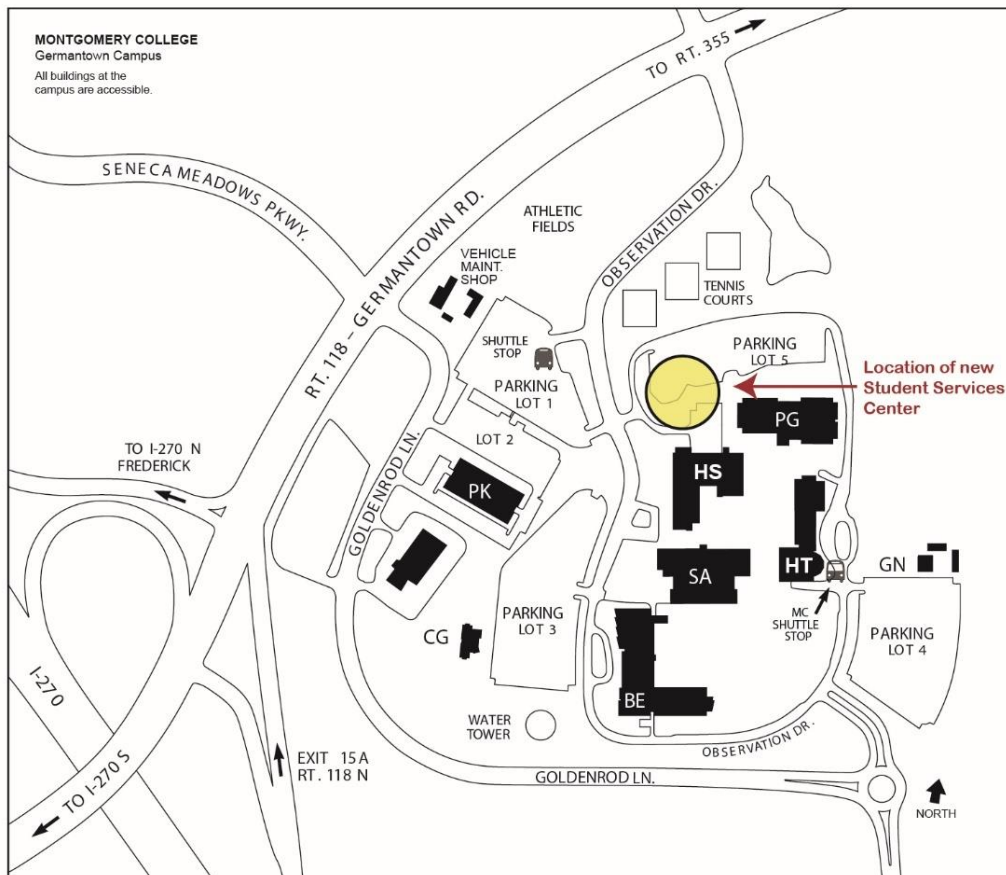
- Collections and Resources
- Active Training Class Laboratories
- Individual and Group Study Areas

**Office of Public Safety
Food Service/Dining
Campus Store**

d. Proposed Site Location

The new Student Services Center will be located on the Germantown Campus directly north of the Humanities and Social Sciences Building (HS) between HS and Parking Lot 5. A proposed site location plan has been included as Figure A-2.

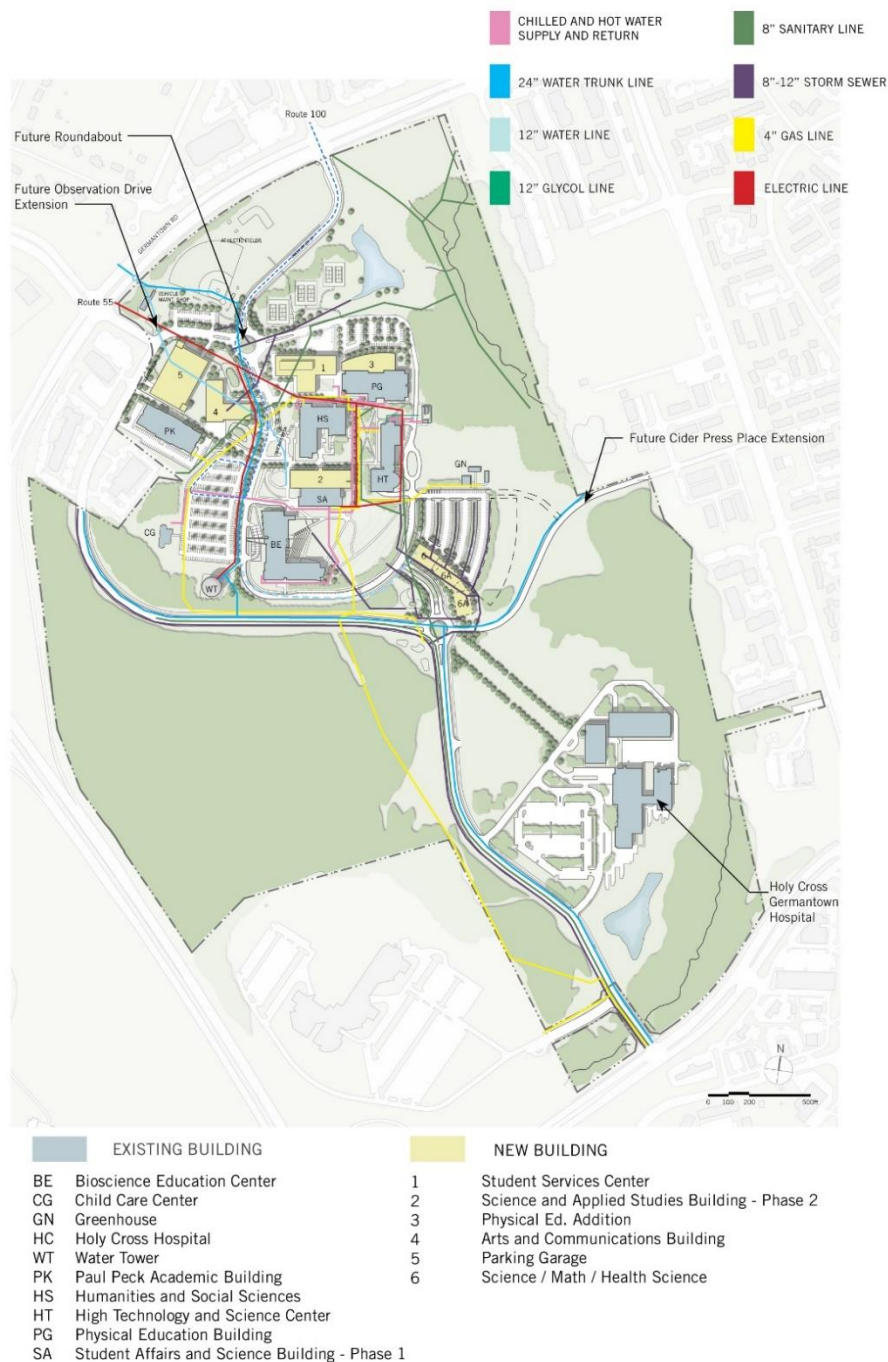
Figure A-2: New Student Services Proposed Location Plan



e. Site Plan

A site plan illustrating existing site improvements, utilities and a conceptual footprint of one option for the new Student Services has been included as Figure A-3.

Figure A-3: New Student Services Center Site Plan



f. Facilities Master Plan (FMP)

The new Student Services Center project (54,150 NASF/95,000 GSF) was included in the *Montgomery College Facilities Master Plan, 2013 -2023* (FMP) approved and adopted by the Board of Trustees on February 01, 2016. The approved plan also included a separate project in a different campus location for a new Library Learning Commons (42,120 NASF/70,200 GSF). These two individual projects when combined in the FMP proposed a total area of 96,270 NASF/165,200 GSF.

This Part I program documents in detail the revision made to the FMP by the College via a “technical revision” submitted in March of 2020. The revision to the FMP resulted in an expansion of the program scope of work for the new Student Services Center to include the new Library Learning Commons, resulting in a new total building area of 87,585 NASF/153,660 GSF facility. Combining these two programs into one facility will more effectively support the “One College” focus and yield more opportunities for sharing spaces resulting in a smaller total footprint compared to the two separate buildings proposed in the FMP. One facility with a smaller footprint will also result in a lower impact to operating cost to the College over the life cycle of the building.

B. Project Justification

1. Current Facilities Problems

The proposed units and functions in the new Student Services Center are currently constrained by several facility problems that are inhibiting them from fully supporting College strategic initiatives and operating and providing service to optimize the student experience and supporting academic achievement, success and completion. Current facilities problems include:

- Insufficient space to meet current and projected student enrollment
- Inadequate space to support the “One College” focus of creating a consistent student experience and for improving operational efficiency and effectiveness in advancing student achievement and success
- Insufficient space to support the new Raptor Central and Library service models
- Fragmentation and dispersion of programs, functions and services in multiple buildings

a. Summary of Current Facilities

The units and functions of Student Affairs, the Library, the Office of Public Safety, the Campus Store and the cafeteria proposed to be housed in the new Student Services Center are currently dispersed in four different buildings on campus. These units and functions occupy a total of 39,063 NASF in these buildings. Following is a summary of each building and the units and functions specific to this program in those buildings.

Student Affairs and Science Building (SA) (55,096 NASF/ 65,146 GSF) was completed in 1978 and has not been comprehensively renovated. However, it is currently under construction (Phase 1) to complete an addition known as the new Science and Applied Studies building. The original two story structure currently houses Student Engagement space (Director of Student Life Office and Student Career and Employment Services), Student Success space (Counseling and Advising and Disability Support Services), Student Access space (Admissions, Enrollment, Assessment, Welcome Center and the Office of the Dean), Student Affairs space (ACES), Financial Aid and the Office of Public Safety. The Phase 2 project will involve the demolition of the original two story structure and redevelopment of the site with a new three story addition to expand the Science and Applied Studies Building, which when finished in 2031 will increase the size of the building to approximately 118,000 GSF.

Humanities and Social Sciences Building (HS) (50,434 NASF/ 75,700 GSF) was constructed in 1978 as a three story structure and has not been comprehensively renovated to date. The building houses the Campus Store, the cafeteria, Student Success space (the Veterans Office and Combat2College), Student Access space (Recruitment), Student Engagement space (student activity center and storage space) and the Library.

Paul Peck Academic and Innovation Building (Germantown Innovation Center) (PK) (52,534 NASF/ 68,826 GSF) was constructed in 1985 and renovated in 2008. This building is a four story structure and currently houses Student Affairs space

(Vice President and Provost's Office) and Student Engagement space (meeting space and storage space). Currently, the second floor of this building is leased to Montgomery County.

High Technology and Science Center (Globe Hall) (HT) (42,506 NASF/ 75,542 GSF) was constructed in 1995 as a four story structure and currently houses Student Engagement space (lounge space for Student Life).

Table B-1 inventories the space by HEGIS Code and building that is occupied by Student Affairs units and functions, the Library, the Office of Public Safety, the Campus Store and the cafeteria. In addition, Appendix 1 includes an inventory of spaces occupied by occupants proposed to go in the new Student Services Center and floorplans for each building. Appendix 1 spaces will be vacated for reuse to meet other campus space needs.

Table B-1: Existing Space Occupied by Proposed Program Functions and Units

Description	HEGIS Code	SA NASF	HS NASF	PK NASF	HT NASF	Total NASF
Class Laboratory	210	0	475	0	0	
Office	300	18,795	2,310	3,288	0	
Study	400	0	6,937	0	0	
Media	530	131	0	0	0	
Food Service	630	0	4,332	0	0	
Lounge	650	0	0	0	305	
Central Computer/Telecom	710	181	0	0	0	
Storage	730	213	0	0	0	
Central Service	750	231	0	0	0	
Non-College Use	090	0	1,865	0	0	
Total NASF		19,551	15,919	3,288	305	39,063

Note: All space inventoried above will be vacated as part of this project and reallocated.

Source: Montgomery College

b. Insufficient space to meet current and projected student enrollment

In total, the Germantown Campus does not have sufficient space to meet its current or projected needs for instructional, office, study, lounge, food facility, merchandising and support space. The total projected 2028 space deficit for the Germantown Campus is 149,079 NASF.

Additional space is needed to address the current and future programmatic needs of Student Affairs, the Library, Office of Public Safety, Food Service/Dining and the Campus Store as documented in this report. If not addressed, these space deficits will constrain the College from achieving improved student completion rates and enrollment growth to meet College mission and strategic goals, along with objectives for meeting state and county workforce demand needs. Without delivery of additional facilities, existing campus space will be placed under greater strain from high intensity use, resulting in further deterioration of existing facilities already in poor condition from wear and tear.

An example of both aspects of the facility problem described above is that Student Affairs and Office of Public Safety spaces in the SA building need to be vacated to facilitate the construction of Phase 2 of the phased SA project described previously. Phase 2 of the SA project includes the demolition of the existing two story structure and the redevelopment of the site with a three story building addition to deliver space needed to support enrollment growth in the Physics, Engineering and Math academic programs. In addition, this project phase will eliminate the substantial deferred maintenance backlog in the SA building and make better use of the site with the development of a larger building in the center of campus in accordance with the approved FMP. The new Student Services Center project is needed to facilitate Phase 2 of the SA project and to address the current and projected space needs of campus for numerous units, functions and services to support planned enrollment growth. For more information on specific space insufficiencies see Section C.2.



Student Affairs – Existing inadequate space for student services, including the overcrowded conditions of the Student Life Office at the end of the hallway. These functions have outgrown their space and need more as described in this document. This space needs to be relocated to allow for the SA Phase 2 construction project to support the Physics, Engineering and Math programs.



Student Affairs – Existing Assessment testing space (capacity of 35) is inadequate to support College needs. The space needs to double in capacity/size to accommodate current need and be relocated to allow for the SA Phase 2 construction project to support the Physics, Engineering and Math programs.

c. Inadequate Space to Support “One College” Focus of Creating a Consistent Student Experience and for Improving Operational Effectiveness to Support Student Achievement and Success

As described in Section A.1.e., the “One College” strategic initiative focus has been developed within the past six years in response to the need to create a more effective organizational structure, service approach and resource base to support a consistent student experience at each of the three campuses of the College. The motivation for the changes was fulfillment of the College mission—student success. Some older organizational structures had become inadequate to achieving the ambitious goals that the College has established in its latest strategic plan. The

advantages were apparent: by reconfiguring some structures in the One College model, the College could ensure that improvements would impact students consistently and thoroughly across the College. Faculty could partner more effectively across disciplines, appropriate curricular changes could be accelerated, and student academic needs could be better addressed by a division singularly focused on them.

Fundamental to supporting these organizational changes is the need to transform facilities and space on campus to provide a physical environment that successfully supports the implementation of the organizational and service changes described above. Adequate facilities and space is defined to include: Enough quantity of space to accommodate current and projected staff and faculty critical to supporting the new service models and approach and student capacity needs; Appropriately configured space to support the new student service models proposed; and Consolidation of service and resource facilities and space to improve operational and service delivery effectiveness.

d. Insufficient Space to Support the New Raptor Central and Library Models

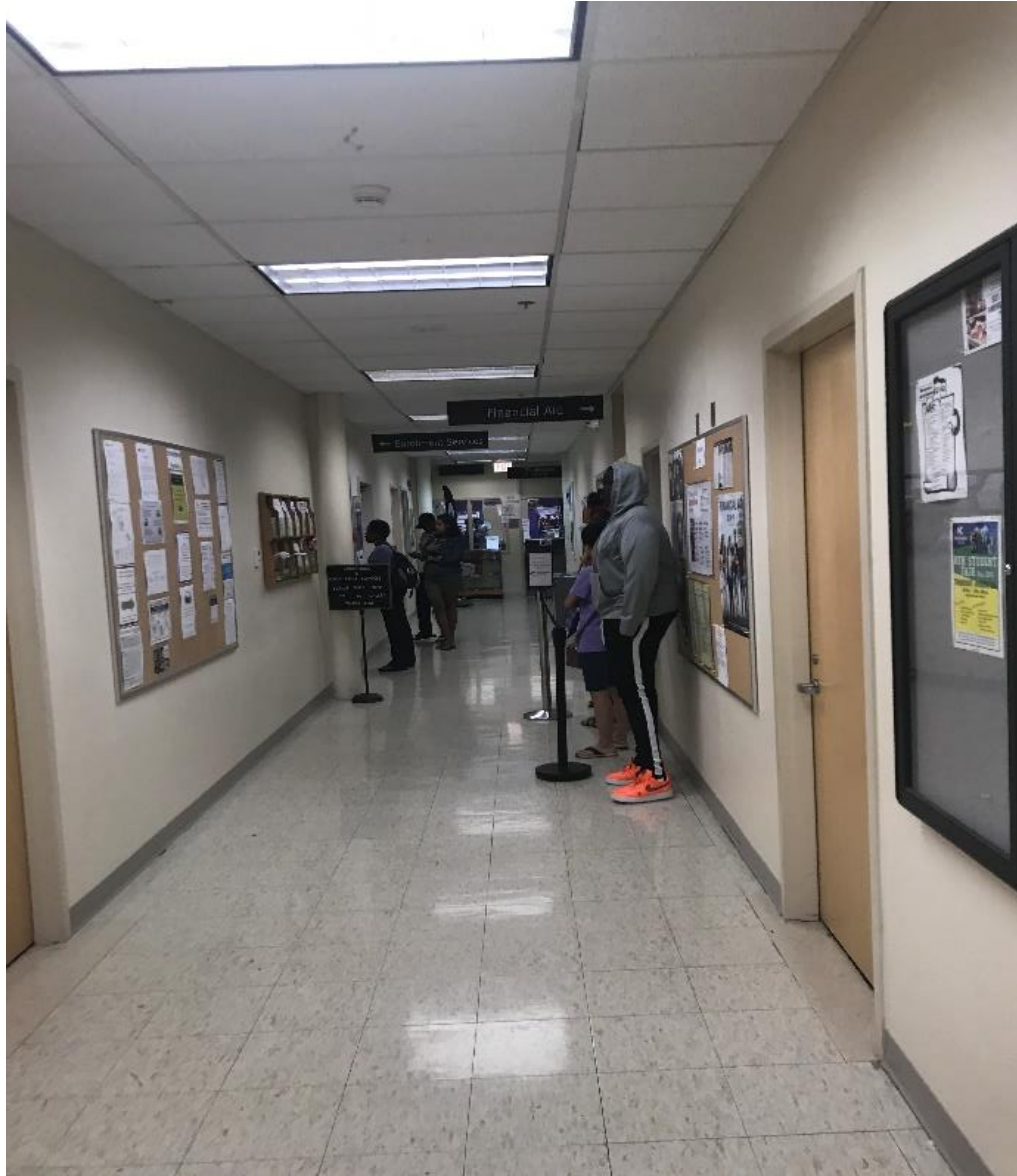
A primary strategic action item in support of the “One College” focus initiative is the implementation of the new Raptor Central and Library service models.

Implementation of these models are fundamental to delivering a consistent student experience and supporting the improvement of student services, achievement and completion goals at each campus. A primary way to accomplish this goal is to provide sufficient and adequate types of space configured at each campus to provide convenient student access and create a similar service environment and user experience.

To reiterate, adequate facilities and space to address these facility problems would be: Enough quantity of space to accommodate current and projected staff and faculty critical to supporting the new service models and approach and student capacity needs; Appropriately configured space to support the new student service models proposed; and Consolidation of service and resource facilities and space into a “One Stop” location for students to improve operational and service delivery effectiveness.

Student Affairs service units and functions are primarily housed in the SA building. Historically, their growth in this building has been more through opportunity as opposed to a planned approach to meet program needs and optimize service and end user experience. Existing space for the functions and service units outlined in this program is insufficient in terms of quantity and configuration to meet current demands. This insufficiency has resulted in overcrowded conditions, especially during peak times. In addition, the building space occupied by Student Affairs is disjointed and dispersed on two floors and configured along double loaded corridors with narrow hallways. Vertical connections between the floors are via fire stairs that create no visual connection between floors and functional units and services students are searching for or have been directed to visit. This results in students being directed from the Welcome Center on the first floor to the services on the

second floor via the fire stair. Once they enter the second floor hallway they have no or poor signage to direct them and become disoriented and confused. They typically go to the first open door to ask for direction, which is very disruptive to staff and faculty on the floor. Existing facilities and spaces do not remotely support the quantity and configuration of space to support the new Raptor Central service model. For more information on specific space insufficiencies see Section C.2.a.



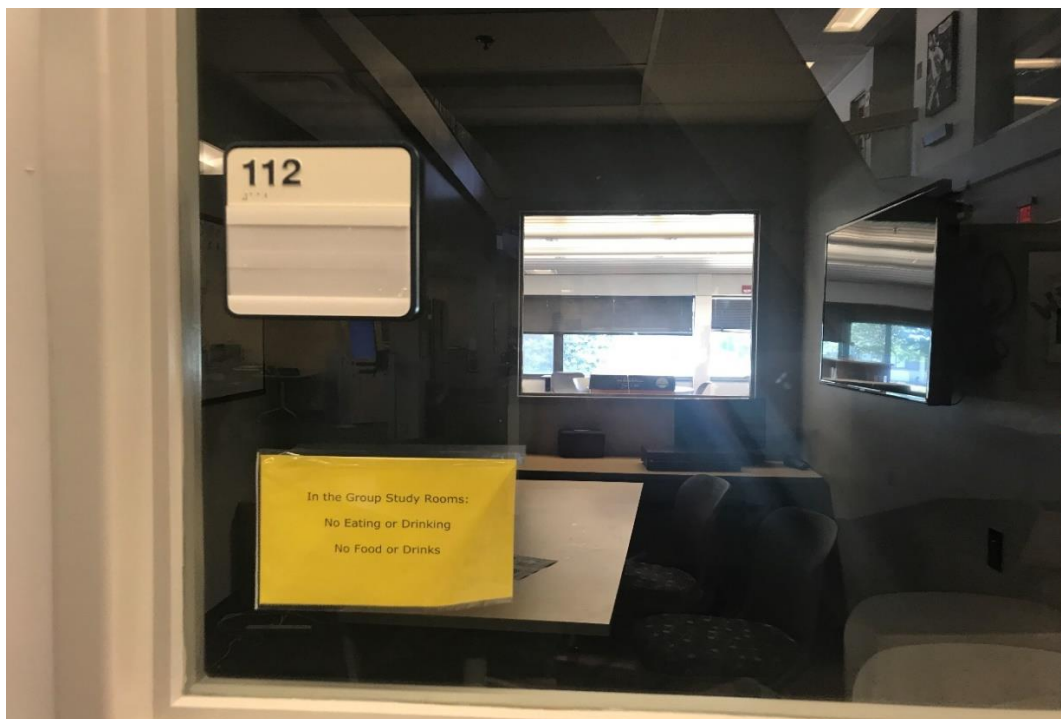
Raptor Central - Inadequate space for accessing and providing student services results in overcrowding of spaces not designed to support the current student enrollment.

The Germantown library has an insufficient amount of space to support literacy education classes and student demand for individual and group study space. The existing facility has a dated and uninviting appearance and is not configured to

support the functional requirements of the proposed library service model. Past efforts on the MC campuses have attempted to update the finishes and furniture, but this has been accomplished incrementally as funding became available, leading to a piecemeal aesthetic and creating inconsistencies between the facilities. While the library offers a variety of study environments, the space configuration and location of study areas limits their use. Current zoning of the study spaces for active, quiet and silent study areas does not allow each space to function without impeding on adjacent areas, which creates disruption to certain user experiences and a challenge to library staff to manage to meet user expectations. For more information on specific space insufficiencies see Section C.2.b.



Library – Class laboratory space is not flexible for reconfiguration to support desired active learning teaching modalities. The Germantown Campus needs two class laboratories to support literacy education classes and currently only has one.



Library – Currently, there is insufficient quantity, size and configuration of group study spaces on campus. This is one of two small existing spaces that is heavily used by students for group study and project work to meet class requirements.



Library – Insufficient space does not allow for adequate zoning and separation of individual and group and active and quiet study spaces resulting in disruption to user experiences and a challenge to staff to manage and meet user expectations

e. Fragmentation and dispersion of programs, functions and services in multiple building

The Student Affairs programs and service functions are spread out and use space in four different buildings. This fragmentation is a major issue confronting the effective and efficient delivery of these programs and services and is confusing to student users. In addition, these spaces being dispersed across campus does not allow for the development of a clear identity to prospective and current students. Not being consolidated and operating in a fragmented arrangement reduces overall productivity and effectiveness in service delivery and support of students and in many occasions results in a “confusing” and “disjointed” user experience.

Student Affairs and each of its operational units require cohesive and integrated spaces in one building to most effectively support the delivery of their services and the new Raptor Central service model. At the Germantown Campus, the existing facilities and spaces available for these operational units are inadequate in terms of quantity, size, configuration and location.

2. Factors that Influence the Facility Problems

The factors that have and will continue to influence facility problems include:

- Planned growth of the College and the Germantown Campus
- “One College” focus strategic initiative
- New Raptor Central and Library service models
- Fragmentation of programs, functions and services into multiple buildings

a. Planned Growth of the College and the Germantown Campus

Montgomery College plans on substantial enrollment growth in students, faculty and staff over the 2018-2028 period (See Figures B-3 and B-4). The Germantown Campus is projected to experience an unduplicated headcount growth of approximately 2,200 students or approximately 34% over this period. This growth will drive a substantial increase in educational credit and contact hour production on the campus and a need to hire additional faculty and staff.

Planned growth of the College and the Germantown Campus will drive the need for additional facilities and space to create expanded capacity in Student Affairs, the Library, the Office of Public Safety and the cafeteria (aka food service/dining) to support the growing student, faculty and staff populations. These organizational units, service functions and programs are common resources that support all students, faculty and staff on campus and will be affected and impacted by the planned growth in student enrollment and employee hiring. See Section B.1.b. for more information on this factor.

Figure B-3: Historical and Projected Student Headcount and Full-Time Day Equivalents (FTDE) – Germantown Campus

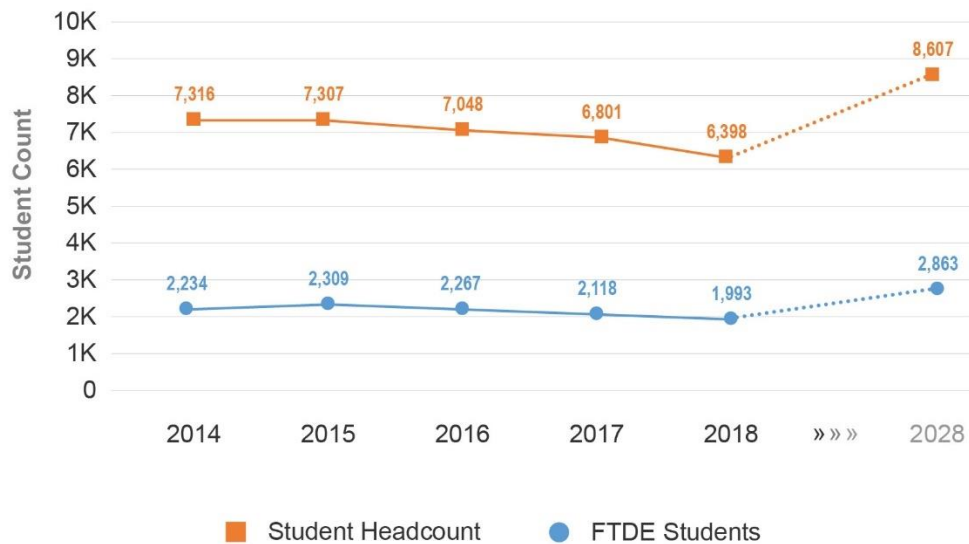
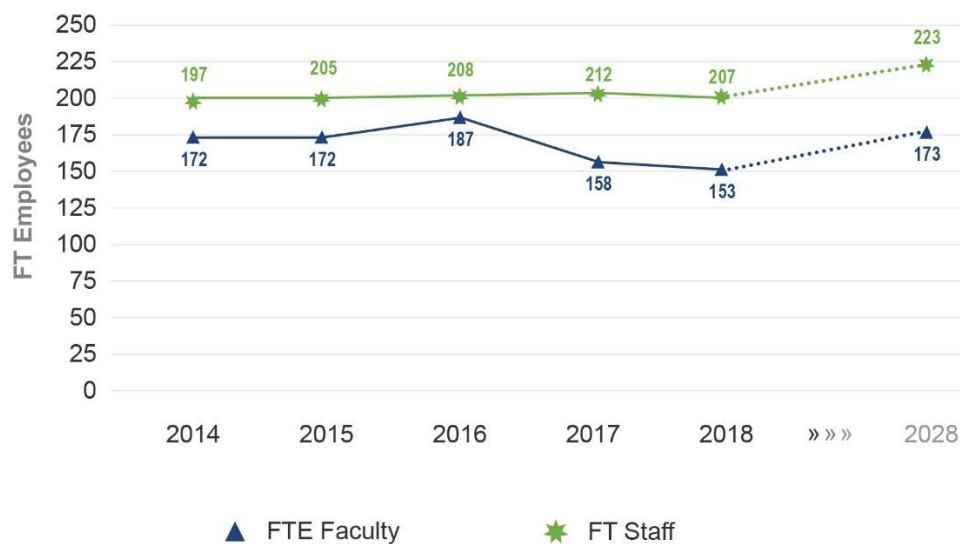


Figure B-4: Historical and Projected Full-Time Equivalent (FTE) Faculty and Full-Time (FT) Staff – Germantown Campus



b. “One College” Focus Strategic Initiative

The One College focus has been developed within the past six years in response to the need to create a consistent and effective organizational structure, service approach and student experience for the three campuses of the College. The organizational units, functions and programs proposed in this program document are used by all students, faculty and staff members and are fundamental to providing a consistent and positive student experience. Student Affairs and Library programs are critical to providing the necessary resources to support student achievement and completion. See Section B.1.c. for additional information.

c. New Raptor Central and Library Service Models

As discussed at great length in Section A.1.e., the College previously restructured its academic operations in 2014 to better support curriculum uniformity, cross-campus leadership for disciplines, and a common student experience. This restructuring created and resulted in a “One College” focus for student success.

Both the Raptor Central and Library service models have been developed over the past five years in response to in support of the “One College” focus initiative. The models have been specifically developed to support the new organizational structures and service approaches desired by the College. Both are based on the foundational tenets of providing services and resources that facilitate a consistent student experience and improved student achievement, success and outcomes.

See Section B.1.d. for additional information on both service models included in this factor description.

d. Fragmentation of Programs, Functions and Services

The fragmentation and dispersion of Student Affairs units, functions and services have occurred over decades with the growth of the campus. Their expansion has been via opportunity when new space opens up in buildings on campus as opposed to a planned approach proposed with this project. See Section B.1.e. for additional information on this factor.

3. Historical and Projected Changes in Factors

Tables B-2 through B-6 present the historic and planned changes in enrollment, credit and contact hours, faculty, and staff college-wide and for each campus.

Table B-2: Actual and Projected Fall College and Campus Planning Data - Headcount Enrollment

Campus	2014	2015	2016	2017	2018	5 Year % Change	2028	10 Year % Change
Germantown	7,316	7,307	7,048	6,801	6,394	-12.6%	8,607	34.6%
Rockville	16,363	16,286	15,327	15,053	14,409	-11.9%	19,395	34.6%
TP/SS	7,505	7,875	7,563	7,165	6,715	-10.5%	9,039	34.6%
College*	25,517	25,320	23,916	22,875	21,720	-14.9%	29,236	34.6%

*College headcount is unduplicated; campus counts will not sum to college total as students are enrolled at more than one campus.

Source: MC Fall Enrollment Profile, MC FY2020 Operating Budget, MHEC Projections and MC Analyst

Table B-3: Actual and Projected Fall College and Campus Planning Data - Fall Term Credit Hour Production

Campus	2014**	2015	2016	2017	2018	5 Year % Change	2028	10 Year % Change
Germantown	33,297	34,357	33,772	31,618	29,540	-11.3%	39,729	34.5%
Rockville	91,761	95,823	89,317	84,579	82,255	-10.4%	110,628	34.5%
TP/SS	38,741	40,940	39,503	37,066	35,238	-9.0%	47,378	34.5%
Off Campus*	1,038	705	963	1,245	1,212	16.8%	N/A	
College	164,837	171,825	163,555	154,508	148,245	-10.1%	197,735	33.4%
*Excludes DL - Distance Learning								
**S-6 report for Fall-2014 was received from MC Analyst								
Note 1: Data includes only day time credit hours during Monday through Friday from 8 to 5								
Source: MHEC S-6 Report								

Table B-4: Actual and Projected Fall College and Campus Planning Data - Fall Term FDTE Students

Campus	2014*	2015	2016	2017	2018	5 Year % Change	2028	10 Year % Change
Germantown	2,234	2,309	2,267	2,118	1,993	-10.8%	2,863	43.7%
Rockville	6,166	6,409	5,987	5,699	5,521	-10.5%	7,932	43.7%
TP/SS	2,589	2,737	2,650	2,483	2,370	-8.5%	3,405	43.7%
College	10,989	11,455	10,904	10,300	9,884	-10.1%	14,198	43.6%
*S-6 report for Fall-2014 was received from MC Analyst								
Source: MHEC S-6 Report, MHEC Projections and MC Analyst								

Table B-5: Actual and Projected Fall College and Campus Planning Data - Fall Term FTE Faculty

Campus	2014	2015	2016	2017	2018	5 Year % Change	2028	10 Year % Change
Germantown	172.3	172.0	187.7	158.0	153.0	-11.2%	173.6	13.5%
Rockville	474.3	486.0	464.0	443.0	436.3	-8.0%	495.1	13.5%
TP/SS	231.0	239.7	214.0	227.0	229.7	-0.6%	260.8	13.6%
College*	877.7	897.7	865.7	828.0	819.0	-6.7%	929.5	13.5%
*Includes Workforce Development and Continuing Education								
Source: Montgomery College Human Resources								

Table B-6: Actual and Projected Fall College and Campus Planning Data - Fall Term Full Time Staff

Campus	2014	2015	2016	2017	2018	5 Year % Change	2028	10 Year % Change
Germantown	197	205	208	212	207	5.1%	223	7.5%
Rockville	412	390	362	382	370	-10.2%	398	7.5%
TP/SS	268	241	234	246	235	-12.3%	253	7.5%
College*	877	836	804	840	812	-7.4%	873	7.5%
*Includes Central Administration and Workforce Development and Continuing Education								
Source: Montgomery College Human Resources								

4. Historical and Projected Changes in Facility Problems

The Germantown Campus, as it was constructed, has met and exceeded its planned capacity for students and the supporting resources and services provided by Student Affairs and the Library. There are two primary facilities that Student Affairs, the Library, the Office of Public Safety, the Cafeteria and the Campus Store are housed in - the SA and HS buildings. These two buildings were designed and constructed over four decades ago for a student enrollment capacity that has been surpassed. Compounding this issue is the planned enrollment growth for the Germantown Campus over the next decade. If additional space configured to meet programmatic needs is not delivered the College will not be able to serve its current student body nor planned growth. Existing space insufficiency and inadequacy will worsen with the projected enrollment and employee growth on campus and hamper the College, and specifically the Germantown Campus, in supporting students and advancing its mission and strategic goals.

Neither SA nor HS have been comprehensively renovated or expanded to upgrade program space to address the needs of Student Affairs, the Library and the other units and functions proposed in this facility program. These existing conditions are especially problematic in that existing facilities and spaces do not meet current program needs and are not useable in their current state and configuration to support the new Raptor Central and Library service models. These models are paramount to supporting and advancing the mission and strategic goals of the College including the “One College” strategic initiative of providing a consistent student experience. Addressing these facility problems will assist the College in transforming central student services and resources to more effectively support guided pathways and improve achievement and completion goals for students.

Fragmentation and dispersion of Student Affairs programs, functions and services in four buildings has occurred over a number of decades. Without a facility to consolidate these important central services and resources and address the quantity and configuration of space issues that exist the negative impact to operations and service for all Germantown Campus students, faculty and staff will continue.

5. Consequences of Facilities Problems

Continued insufficiency and inadequacy of facilities and space to support the Student Affairs and Library programs, services and student demands will continue to result in overcrowded conditions and inability to adequately support current students and planned enrollment growth. A primary consequence of these conditions will be the negative impacts to student service and experience and limited access to key resources needed to support academic achievement and degree completion. These conditions if unaddressed will continue to negatively impact student experience and employee working conditions. These problems and negative impacts will grow in intensity with increased use that will occur with a growing enrollment. Consequences of facility problems will also constrain the College in implementing its “One College” strategic initiative and the key strategic actions of supporting the new Raptor Central and Library service models.

6. Impact of Facility Problems on Program and Service Delivery

Insufficient space will result in continued overcrowding and constrained conditions for providing student services which will grow worse with planned enrollment growth. The

impact of the facility problems will continue to inhibit the overall effectiveness of the Student Affairs units and functions in delivering services fundamental to supporting student success such as Raptor Central (Welcome Center, Student Recruitment and Admissions and Enrollment, etc.), Financial Aid, Counseling and Advising, Disability Support Services, Student Career and Employment Services, Assessment and Student Life. Inadequate space will also result in continued overcrowding and constrained conditions for the Library staff and campus faculty in effectively supporting and serving the students. Insufficient space will limit access for all students to key resources needed to support personal development, academic achievement and degree completion. This will result in negative impacts to the student experience and their ultimate success.

7. Impact on Montgomery College's Mission

Sufficient and adequate student service and library facility space are at the heart of and critical to the success of Montgomery College fulfilling its mission. Without adequate quantities and types of service, study and resource spaces to support all students in their pursuit of academic success and degree completion it is difficult to see how the College can fulfill its mission to “empower students to change their lives...” It is also unlikely that without adequate facilities and space that the College can advance its vision for improving educational excellence, opportunity and student success.

8. Historical and Projected Program and Service Delivery Deficiencies

Since space quantity insufficiency is both a primary factor and facility problem, an analysis of the current and projected space deficiencies by space type will help further define the problem. This analysis is based on the Maryland space planning guidelines for community colleges as developed by the College annually. The analysis presents the overall College facility needs relative to its existing and projected inventory for each campus in comparison to the allowances for each type of space. Specific to the Germantown Campus, the snapshot of current and projected needs by HEGIS space type have been extracted from the latest Montgomery College FY21 CIP Book developed in April 2019 and included as Table B-7. This table documents the current building space inventory, including building projects approved and funded, by use category at the Germantown Campus and compares it to the Maryland space allocation guidelines.

Table B-7: Computation of Space Needs for the Germantown Campus 2018 - 2028

HEGIS CODE	HEGIS CATEGORY	Need 2018	Inventory 2018	Surplus/ (Deficit)	Need 2028	Inventory 2028	Surplus/ (Deficit)
100 (110-115)	CLASSROOM	28,014	25,229	(2,785)	40,244	26,660	(13,584)
200	LABORATORY	110,613	74,961	(35,652)	158,899	95,093	(63,806)
210-15	Class Laboratory	102,242	67,998	(34,244)	146,874	88,130	(58,744)
220-25	Open Laboratory	8,371	6,963	(1,408)	12,025	6,963	(5,062)
250-55	No Allowance						
300	OFFICE	60,469	59,360	(1,109)	86,136	66,938	(19,198)
310-15	Office/ Conf. Room	58,722	59,360	638	83,954	66,938	(17,016)
320-25	Testing/Tutoring	1,747	0	(1,747)	2,182	0	(2,182)
350-55	Included w/ 310						
400	STUDY	17,619	13,788	(3,831)	24,832	16,286	(8,546)
410-15	Study	12,456	982	(11,474)	17,894	3,480	(14,414)
420-30	Stack/Study	3,688	10,293	6,605	4,956	10,293	5,337
440-55	Processing/Service	1,475	2,513	1,038	1,982	2,513	531
500	SPECIAL USE	41,924	34,005	(7,919)	51,320	34,005	(17,315)
520-23	Athletic	38,930	27,861	(11,069)	47,630	27,861	(19,769)
530-35	Media Production	1,994	1,861	(133)	2,690	1,861	(829)
580-85	Greenhouse	1,000	4,283	3,283	1,000	4,283	3,283
600	GENERAL USE	38,024	24,253	(13,771)	47,379	27,621	(19,758)
610-15	Assembly	12,986	5,823	(7,163)	14,726	5,823	(8,903)
620-25	Exhibition	1,747	0	(1,747)	2,182	0	(2,182)
630-35	Food Facility	11,934	4,938	(6,996)	17,146	5,078	(12,068)
640-45	No Allowance						
650-55	Lounge	3,510	3,537	27	5,043	6,765	1,722
660-65	Merchandising	1,847	693	(1,154)	2,282	693	(1,589)
670-75	No Allowance						
680-85	Meeting Room	6,000	9,262	3,262	6,000	9,262	3,262
700	SUPPORT	18,893	15,478	(3,415)	23,476	17,377	(6,099)
710-15	Data Processing	2,500	1,251	(1,249)	2,500	1,251	(1,249)
720-25	Shop/ Storage	12,150	13,312	1,162	16,643	14,790	(1,853)
730-35	Included w/ 720						
740-45	No Allowance						
750-55	Central Service	4,000	915	(3,085)	4,000	1,336	(2,664)
760-65	Hazmat Storage	243	0	(243)	333	0	(333)
800	HEALTH CARE	599	0	(599)	773	0	(773)
900	No Allowance						
050-090	No Allowance						
	Total NASF:	316,155	247,074	(69,081)	433,059	283,980	(149,079)

FALL 2018 FTDE, FTE and WSCH DERIVED FROM COLLEGE'S FALL 2018 S-6 WORKSHEET

				ACTUAL	PROJECTED	
				Fall 2018 (S-6)	Fall 2028 (MHEC)	
ENROLLMENT/ EMPLOYMENT STATISTICS	FTDE-C			1,993	2,863	
	FTDE-N					FALL WSCH
	FTDE-T			1,993	2,863	33282
	WSCH-Lec-C			18,676	26,829	
	WSCH-Lec-N					
	WSCH-Lec-T			18,676	26,829	56%
	WSCH-Lab-C			14,606	20,982	
	WSCH-Lab-N					
	WSCH-Lab-T			14,606	20,982	44%
	FTES			2,688	3,956	
	BVE			36,880	49,560	
	FT-Fac			100	144	
	FT-Libr			4	6	
	PT-Fac			159	228	
	FTEF			144	207	
	FT-Staff			203	292	
	PHC-T			1,170	1,681	
				ACTUAL	PROJECTED	
				Fall 2018 (MHEC)	Fall 2028 (MHEC)	
	Headcount			6,394	8,607	

Source: Montgomery College FY21 CIP Book, July 2019

As illustrated by Table B-7 there are current and projected space deficits for 2028 in all categories.

The total projected space deficit for the Germantown Campus is 149,079 NASF through 2028, which includes a shortage of:

Classroom (HEGIS 100)	13,584 NASF
Laboratory (HEGIS 200)	63,806 NASF
Office (HEGIS 300)	19,198 NASF
Study (HEGIS 400)	8,546 NASF
Special Use (HEGIS 500)	17,315 NASF
General Use (HEGIS 600)	19,758 NASF
Support (HEGIS 700)	6,099 NASF

9. Project Alternatives

In developing the Part I program for this project the College considered various alternatives to address the facility problems, programmatic needs and projected student enrollment growth. These alternatives include:

a. Alternative 1: No Facility Improvements and Change to Operations and Service Delivery Model to Solve Problems

Alternative 1 would involve making no physical changes or improvements and only change to operations and service practices to solve the documented facility problems and meet current and future programmatic needs. This alternative would include leaving all existing programmatic units and functions dispersed in the four buildings they are currently located in across campus. These buildings include: Science and Applied Studies Building (SA), the Humanities and Social Sciences Building (HS), the Paul Peck Building (PK) and the High Technology and Science Center (HT).

Analysis: This alternative would achieve no progress in addressing the existing facility problems and constraints detailed in Section B. Primary to these constraints is the insufficiency of space (quantitative and qualitative). This space is over capacity in accordance with Maryland guidelines and is insufficient to address the new organization and service models developed to improve student experience, outcomes and success and the projected enrollment growth. Neither the quantitative or qualitative insufficiency of existing space would be addressed in this alternative. This alternative will result in the following:

- Continuation of constrained facility capacity and inadequate space configuration to provide adequate facilities to support existing and planned enrollment growth. This includes not addressing the space needs of the functions and units proposed in this program and other campus functions and programs that will backfill the space vacated by these functions and units if relocated to a new building as documented in Alternative 3.
- Negative impacts to student services and library support facilities critical to improving student experience, academic outcomes/success and degree completion.
- Does not consolidate proposed functions and units from four buildings to one to improve operational and service efficiency.
- Is not consistent with the FMP recommendation to construct a new Student Services Center, including the recommendation to complete roadway improvements to Observation Drive.

- Is not consistent with College FMP recommendation to construct the Science and Applied Studies building to support the program and space needs of the Department of Physics, Engineering and Math.

Although this alternative would have no capital cost it would effectively solve no functional or facility problems nor avoid or address negative impacts to student experience, academic outcomes and success and the planned enrollment growth. Maintaining units, functions and spaces in these four buildings would result in increased operations and maintenance resources that would be required to keep existing facilities operating at these current marginal levels. In addition, if implemented, it would become an obstacle to moving forward with the Phase 2 project to expand the Science and Applied Studies building to support the program and space needs of the Department of Physics, Engineering and Math.

b. Alternative 2: Renovate Existing Space to Solve Problems

Alternative 2 would involve renovation and reconfiguration of a majority of existing space occupied by the proposed functions and units to solve the documented facility problems, meet current and future programmatic needs and support the College mission and strategic goals. More specifically, space in the SA and HS buildings (38,890 SF) would be renovated and reconfigured through comprehensive interior upgrades and modernization. Lighting systems and control upgrades, along with MEP distribution system modifications and reworking would be included. Major building system and equipment replacement or upgrades are not included. This alternative would include leaving all existing programmatic units and functions dispersed in four buildings.

Applying a \$250 per square foot unit cost in 2020 dollars to the project area of 39,000 square feet equates to an estimated rough order of magnitude project construction cost of \$9.8 million. Escalation is not included.

Analysis: This alternative would achieve modest returns on investment to address the existing facility problems and constraints detailed in Section B. Primary to these constraints is the insufficiency of space (quantitative and qualitative) to address the new organization and service model developed to improve student experience, outcomes and success and the projected enrollment growth. The quantitative insufficiency of existing space would not be addressed in this alternative. This alternative will result in the following:

- Continuation of constrained facility capacity to provide adequate facilities to support existing and planned enrollment growth. This includes not addressing the space needs of the functions and units proposed in this program and other campus functions and programs that will backfill the space vacated by these functions and units if relocated to a new building as documented in Alternative 3.
- Negative impacts to student services and library support facilities critical to improving student experience, academic outcomes/success and degree completion.
- Does not consolidate proposed functions and units from four buildings to one to improve operational and service efficiency.

- Is not consistent with the FMP recommendation to construct a new Student Services Center, including the recommendation to complete roadway improvements to Observation Drive.
- Is not consistent with the FMP recommendation to construct the Science and Applied Studies building to support the program and space needs of the Department of Physics, Engineering and Math.

This alternative has modest capital cost and would yield improvement to the qualitative aspects of space used by the proposed functions and units but does not address the quantitative deficiencies. In addition, this alternative would result in a slight decrease in operating expenses due to improved energy efficiency from lighting upgrades. However, it will not address the capacity needs of these functions and units identified in the program nor effectively advance the College mission and strategic goals and initiatives.

c. Alternative 3: Construct One New Facility to Consolidate Units, Services and Functions to Solve Problems

Alternative 3 would involve designing and constructing a new Student Services Center to address the facility problems, meet the identified programmatic needs and support the College mission and strategic goals. This new building is proposed to be 87,585 NASF/153,660 GSF and address the current and future programmatic needs of the units and functions proposed in this Part I program. The proposed building will be located between HS surface lot 5 and to the west of the PG building in accordance with the most recent FMP.

Applying a \$500 per square foot unit cost in 2020 dollars to the project area of 153,660 gross square feet equates to an estimated rough order of magnitude project construction cost of \$77 million. Escalation is not included.

Analysis: Alternative 3 would completely solve and address the facility problems and meet the identified programmatic needs, detailed in Section B., and support the College mission and strategic goals. Primary to these constraints is the insufficiency of space (quantitative and qualitative) to address the new organization and service model developed to improve student experience, outcomes and success or projected enrollment growth. Both the quantitative and qualitative insufficiency of existing space would be addressed to support planned enrollment growth at the Germantown Campus. This alternative will result in facilities to support improved student and library support services and spaces critical to supporting an improved student experience, academic outcomes and success and degree completion. In addition, this alternative will:

- Result in transformational positive impacts to student services and library support facilities critical to improving student experience, academic outcomes/success and degree completion.
- Address the space needs of the functions and units proposed in this program and other campus functions and programs that will backfill the space vacated by these functions and units if relocated to a new building to support planned enrollment growth.
- Consolidate proposed functions and units from four buildings into one to improve operational and service efficiency.

- Advance the FMP recommendation to construct a new Student Services Center, including the recommendation to complete roadway improvements to Observation Drive.
- Advance the FMP recommendation to construct the Science and Applied Studies building to support the program and space needs of the Department of Physics, Engineering and Math.

This alternative has the highest capital cost and will increase the College's operating budget. However, Alternative 3 completely addresses the facility problems and programmatic needs detailed in Section B., and fully supports the College mission and strategic goals.

10. Best Solution to Problems

The best solution to the documented problems is to design and construct a new Student Services Center as described in Alternative 3. This solution comprehensively addresses existing facility problems identified in this document, accommodates planned enrollment growth collegewide and for the campus and results in the many long term benefits outlined in the previous section. Alternative 3 is the only solution that addresses the current and future capacity needs for all of the program elements. Fragmentation and dispersion of units, programs and services is only solved by consolidation of these in one new facility as proposed in Alternative 3. In addition, this alternative is consistent with Montgomery College Facilities Master Plan, 2013-2023 as amended in 2020.

C. Project Scope

1. Project Description

The new Student Services Center will serve as a campus hub where students, faculty and staff will go to access and receive information, study, take classes, stay engaged with each other, participate in experiential and leadership programming, stay nourished to support optimal performance, and have access to information about other opportunities to enhance their educational experience. This building will deliver space that creates community where students get involved in development programs to connect them with other students, faculty, staff and greater community members in meaningful ways for networking, learning and personal development. These programs and opportunities will support students in making well informed choices about and navigating their pathway to success and achievement, primary of which will be degree completion and a career. The primary goal of the College is to provide comprehensive and cohesive student services that support student success and degree completion.

The project, as proposed, is for the design and construction of a new 153,660 GSF facility located between the HS building surface lot 5 and to the west of the PG building in accordance with the most recent FMP. The project scope of work has been developed to completely address the facility problems and meet the identified programmatic needs, detailed in Section B., and support the College mission and strategic goals. In addition, the project scope of work will achieve consolidation of all unit, function and program spaces listed in Table C-2 that are currently dispersed in four buildings on campus.

The existing campus heating and chilled water plants do not have capacity to serve the new Student Services Center. The proposed project scope of work includes a new heating water and chilled water satellite utility plant to serve the Student Services Center and connect into the central campus heating water and chilled water loops to provide redundancy and resiliency to campus. The proposed heating water plant includes new natural gas fired condensing boilers and associated pump equipment and distribution infrastructure to serve the building and connect into the existing campus loops. The heating plant will include space for future additional boilers to serve buildings planned for the northern end of campus. The proposed chilled water plant will include two new water-cooled chillers with associated pump equipment and distribution infrastructure to serve the building and connect into the existing campus loops. New cooling towers will be installed on the roof of the Student Services Center.

The Student Services Center will include heating, ventilation and air conditioning (HVAC) systems designed to support spaces and program functions in the building, comply with applicable codes and be energy efficient. Variable air volume (VAV) institutional-grade air handling units will be installed in a penthouse on the roof and in the mechanical rooms. These central air handling units will serve heating water re-heat VAV terminal units and will provide space temperature control. New exhaust systems and makeup air systems will be provided for the kitchen and cafeteria.

Domestic water, sanitary and natural gas service to the building will be provided from existing lines on campus. A grease interceptor will serve the kitchen. New low flow plumbing fixtures will be provided for water conservation in accordance with the College

Design Standards. A wet pipe fire protection system will be installed as well as a fire pump, if needed, to provide fire protection and meet applicable requirements and standards.

Electrical power to the new building will be extended from the existing underground Pepco 13.2kV line which may need to be upgraded to handle the additional load. A new pad-mounted transformer will be provided by Pepco. Power will then be distributed from the service entrance equipment to branch panels and equipment throughout the building. Lighting for both the interior and exterior spaces will be LED with digital controls. This will provide an appropriate lighting system that will enhance the aesthetics of the space, comply with applicable codes and College standards, provide increased control, and reduce energy usage.

A fire alarm and mass notification system will be provided throughout the building connected to the campus mass notification system loop for monitoring and control at the Office of Public Safety.

A solar photovoltaic system will be considered to serve the new facility in accordance with Montgomery County requirements. Potential locations for the solar panel arrays include the building's roof or the adjacent parking lot. Power purchase agreements will be investigated as the procurement method for this system.

Site improvements required by this project are more fully described in Section C.7. and generally, include:

- Demolition of the existing surface parking lot and regrading of the project area to support the new building footprint and associated loading and service area.
- Reconfiguration and upgrade of Observation Drive between Parking Lot 1 and Parking Lot 5 to accommodate the construction of a new roadway roundabout.
- Relocation and extension of existing domestic water piping, natural gas and sanitary piping to serve the new building.
- New underground electric service from Pepco to the south side of the building and possible upgrade of the capacity to handle the additional building load.
- Stormwater management improvements to address runoff and comply with all applicable permitting requirements. These improvements will be based on best practices and include on-site rain gardens and bioretention.

It should be noted that the College intends to reorient, expand and completely reconstruct its existing baseball field complex, which is located to the west of Observation Drive and north of Parking Lot 1, as a separate future project. To accommodate this proposed project scope of work the limit of disturbance and final Observation Drive realignment and roundabout improvements included in the new Student Services Center project will need to be coordinated during design with the recommendations of the Montgomery College Germantown Campus Evaluation of Baseball Facility report completed by Gale Associates, Inc. dated March 27, 2018. This coordination will ensure that enough land and setback area is preserved to accommodate the future baseball field complex improvements project. A copy of this report has been included as Appendix 2.

2. Descriptions of Proposed Programs, Functions and Services

a. Student Affairs

Dean of Student Access and Germantown Student Affairs – Administrative office of the collegewide Dean of Student Access and Germantown Student Affairs. This office is responsible for Admissions and Records and Registration (formerly Enrollment and Student Access Services), Assessment, Recruitment, Welcome Center and Response Center.

Raptor Central – In January 2020, Raptor Central (formerly the Welcome Center and Response Center) became the new public interface with students and parents. This new functional area is service based and is intended to provide a consistent and seamless centralized “One Stop” service center for prospective and current students.

The purpose of Raptor Central is to provide admissions and onboarding services/processes for prospective students, and ongoing enrollment support for prospective and current students, to include both credit and non-credit. Student workers, and sometimes staff at Raptor Central will also provide campus tours for small groups and individuals. Raptor Central also provides print materials, often displayed in literature racks for students and the public. Student workers will also staff the computer labs, providing users with hands-on support for onboarding and enrollment related processes, like completing an application and/or FAFSA, and helping them register for courses. Raptor Central will provide the following services in-person or via the telephone:

- General information
- Assistance with enrollment and registration
- Financial aid/FAFSA (receiving/imaging)
- Student group tours
- Processing of admissions applications (on-line, in-person and international)
- Walk-in transcripts
- Updating test scores (HS, SAT, etc.)
- Permission to enroll
- Receive forms for academic appeals, tuition waiver, graduation, etc.

Recruitment - The recruitment team provides in-person outreach, institutional representation, and maintains partnerships with local high schools, community organizations, businesses, churches, and educational programs to engage with underserved and underrepresented communities and their leaders. Recruiters also participate in community programs to provide information concerning enrollment at the College, representing the College at programs and events including but not limited to community fairs, business expos, metropolitan area schools, and other college and community events. Finally, recruiters develop and conduct frequent presentations for

various audiences and public settings, in order to showcase the College's programs and services, including but not limited to individual, small, large group, and electronic presentations.

Records and Registration (formerly Enrollment Services) – In January 2020, Enrollment Services transformed into and became known as Records and Registration. This functional unit will physically be located adjacent to and coordinate closely with Raptor Central on processing documentation and paperwork for admissions and registration. This new functional area will support the following services:

- Faculty-based services
- Registration
- Graduation audit
- Transcript evaluation
- Academic standing
- Course scheduling
- Enrollment verification

Financial Aid - The Montgomery College student financial aid program is structured to meet the College's philosophy that no student should be restricted from attending because of limited financial resources. Financial aid programs include grants, scholarships, loans, and student employment.

Achieving Collegiate Excellence and Success (ACES) - The Achieving Collegiate Excellence and Success (ACES) Program is a collaboration among Montgomery County Public Schools (MCPS), Montgomery College (MC), and Universities at Shady Grove (USG). ACES serves targeted students in select Montgomery County Public High Schools (MCPS) with Montgomery College Academic Coaches. The academic coaches provide both academic and student support using a case management approach. They meet with students providing test preparation, tutoring, college visits, and assistance with college, financial aid and scholarship applications. The ACES Academic Coaches encourage student success by identifying and neutralizing barriers that may prevent an at-promise student from graduating with a bachelor's degree. An on-campus academic coach provides academic support and guidance to ACES students to help facilitate their degree completion and transfer to a four-year college or university if they choose to attend Montgomery College. Students who choose to continue their education at the Universities at Shady Grove are provided with ongoing support to ensure bachelor's degree completion.

Assessment Center - Students must demonstrate their skills in English, reading, and mathematics upon admission to the College so they may be placed in courses matching their academic skill levels. Students may be exempt from assessment if they can provide documentation that they have completed appropriate college coursework or have sufficiently high scores on standardized test instruments such as the SAT, ACT, or TOEFL. If such documentation is not available, students must take the college placement examination. The centers also provide testing services for students who need

to take make-up examinations, those enrolled in Distance Education courses, and students with disabilities who need special accommodations.

From FY 2015 to 2019, the Assessment Center tested an average of 2,580 students for placement testing (new students) and 3,960 students for academic students (enrolled) annually. These numbers do not include testing for GED (high school diploma), TEAS (Nursing program), Correctional Center (WDCE) and other testing requests from College departments. Annually, these additional examinations added an average of 500 students tested. While it does not reach the same levels of demand as placement and academic testing, these additional exams also require testing space, test materials preparation, intake processing, proctoring and after testing reporting.

The current 35 person capacity testing center, limited intake and reception area and insufficient number of staff offices and work spaces are key limiting factors to the operation and service delivery of Assessment to support the existing client demand. These conditions are projected to worsen with increased enrollment.

Military and Veteran Services - Montgomery College is a military and veteran friendly institution, recognizing and supporting the contributions that students make outside the classroom as active duty service members, guardsmen, reservists, veterans, and dependents. To that end, the College assists the military community in reaching their educational goals by providing: Flexible withdrawal procedures in the event of activation, deployment, or enlistment, Waived residency requirements for active duty service members and dependents, Veterans Benefits processing, Tuition Assistance processing, Tuition Waivers for Maryland National Guardsmen, DoD Voluntary Education Partnership Memorandum of Understanding (MOU) signatory, and Support services available through the Combat2College program.

Combat2College(C2C) - Combat2College(C2C) is a nationally recognized program that offers opportunities and services to veterans and service members attending Montgomery College. Some of the program features include: Academic opportunities and advising, Financial Opportunities, Wellness activities, Social opportunities, Space for gathering, and Referral and coordination with external agencies/resources.

Disability Support Services(DSS) - In accordance with the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the College provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Disability Support Services (DSS) works with students with disabilities such as learning disabilities, attention-deficit/hyperactivity disorder, mental health disabilities, autism spectrum disorders, brain injuries, physical/mobility and medical disabilities, and vision and hearing impairments. DSS utilizes an interactive process in determining accommodations for each student. DSS counselors advise students and provide academic, career, and short-term personal counseling. They determine and facilitate appropriate academic and technological accommodations, act as liaisons with College resources and external agencies and consultants and provide referral services for students with disabilities. DSS faculty and staff assist in arranging support services within the framework of student self-determination and self-advocacy.

According to national statistics, 11% of students attending higher education have a disability and this number continues to increase. The fall 2019 data shows that 1,576 students are using DSS Services College wide. It is noteworthy that students attend multiple campuses.

The Germantown Campus has the least amount of space dedicated to students with disabilities when compared to Rockville and Takoma Park Silver Spring campuses. The current space is insufficient to meet the needs of the growing DSS population at the Germantown campus; there are only 12 computer stations and the space lacks storage for assistive technology equipment and lacks space for individual study rooms or reduced distraction areas.

Counseling and Advising - Advising is viewed as a collaborative process and is designed to assist students in establishing goals, minimizing barriers, and encouraging self-sufficiency now and into the future. With this in mind, students will not get "prescribed" answers, but will be encouraged to design and adapt plans which reflect their emerging interests, knowledge and goals. Students will be encouraged to make informed academic decisions and consider potential consequences of their decisions. Counselors help students in making educational, transfer, and career decisions and in planning for and progressing toward their individual goals. They assist students in planning to complete certificates or degrees from the College and in preparing to transfer to four-year colleges and universities. Counselors also listen to students' concerns and can connect them with community services, if necessary, or assist them in crisis and other critical situations. Program advisors assist students in identifying useful elective courses for any declared majors, make referrals to academic support services, recommend out-of-class activities and experiences to enhance learning or career development, and educate students about academic honor or professional associations. Program advisors also assist students in pre-registering for academic courses in their major. Students are encouraged to seek counseling and advising services throughout the academic year, instead of only during registration periods. Students who see the same counselor and/or advisor during their enrollment at the College benefit by setting clear academic goals that are reviewed periodically.

Counseling schedules nearly 15,000 appointments each fall for advising. Due to space constraints, lines of people spill out into hallways creating overcrowded conditions. These visits include families that bring in their children, sometimes with strollers, along with students with physical challenges and disabilities who have a hard time with the congestion in the halls and getting up the only existing elevator. Other issues with existing facilities include inadequate restrooms to accommodate numbers during peak times and specific family needs including changing tables. Meeting spaces for both students, staff, and faculty to work collaboratively are in great demand, short supply and needed to address current and future needs.

Student Health and Wellness (SHaW) Center for Student Success

Montgomery College understands that when talking about student wellness, mental health must also be included in the discussion. The SHaW Center helps to promoting and foster mental wellness to improve academic performance and increase graduation rates.

Along with rigorous course loads, our students juggle full-time jobs, military service, families, and other areas of a full life. The stress that college students, especially community college students, face can lead to more serious problems if not identified early and addressed. Students do not have to face these challenges alone, and the goal of the SHaW Center is to refer students to resources and programming, both in the community and on campus, to help students get and stay mentally healthy.

Student Life - The Office of Student Life provides a place for students to take advantage of a variety of programs and opportunities to get involved at the College. These opportunities are an integral part of the co-curricular experience and they enhance the academic experience at the College. Programs provide students with skills and abilities in such areas as leadership, communication, program planning, budget and financial management, collaboration, social and civic engagement, and multicultural understanding. Programs and events focus on students, the campuses, the College, and the community. The Office of Student Life offers leadership training to provide students with the necessary skills to participate effectively in clubs (45 clubs currently at the Germantown Campus), organizations and within their careers. Students have the opportunity to run for office in the student government, participate in the planning and recommending of budget expenditure allocations, and they can contribute to the development of campus life. Available clubs and organizations vary by campus but generally include cultural, ethnic, religious, political, mentoring, tutorial, recreational, academic, and service clubs; other organizations include the campus newspapers and the campus Student Senates. Students can also form new clubs to add to the rich environment of each campus.

Currently, the Office of Student Life space at the Germantown Campus is extremely small. Space limitations constrain the office from properly housing all of the student cohorts that require advising including: The Globe Newspaper, the Student Senate, the Student Activities Board, Club Leaders and Student Ambassadors. Additional space is needed to house staff and student assistants, a Student Senate meeting space and student programming space to address current needs. The office has made attempts to acquire space throughout the campus for office functions and has acquired several spaces in different buildings which creates fragmentation and makes it difficult to monitor, build relationships and work together with students and staff. The Student Life pantry is so small that it is difficult to prepare and keep food for events. Existing storage space is inadequate and spills into and infringes upon student programming space.

Student Employment Services(SES) - The purpose of Student Employment Services (SES) is to teach currently enrolled students and recent graduates the skills that they need to become successfully employed, by assessing, identifying, and showcasing their skills and abilities in the job search process. This assistance is applicable in looking for part-time work to finance their education, internships relevant to their major to enhance their career journey, and full-time work in conjunction with their career goals. Employment services include: individual assistance with résumé writing, cover letter preparation, interview skills, job readiness, and job search skills; job readiness workshops (résumé preparation, interviewing techniques, etc.); job listings for full-time, part-time, and temporary employment opportunities (ejobs); internship course to earn

credits while building career experience; employer on-campus recruitment; annual general job fairs and frequent "niche fairs" focused on specific majors; and access to computers to make use of online job search resources.

SES services about 5,000 students per year at Germantown through workshops, job fairs, on-campus recruitment events, and individual student appointments. This number has been growing at approximately 10% per year for the last three years. Existing space needs include: employer interview rooms, a new multi-purpose room for workshops and niche job fairs, a small computer resource area, storage space, and an extra office for projected staff growth. These spaces will allow for the creation of a similar student experience as those at the new Student Services building on the Rockville Campus.

b. Vice President and Provost's Office (VPP)

This is the administrative office of the collegewide Science, Technology, Engineering and Mathematics (STEM) academic unit. This is the only academic unit that has an administrative office on the Germantown campus because STEM is an academic focus of the Montgomery College Germantown campus. The other three VPP offices are located on other Montgomery College campuses.

c. Library

The Library provides quality resources and services to support the programs of the College and to meet the learning and information needs of students, faculty, staff, and community members. Library employees are available to assist users with research, technology, and access to the Library's resources. Librarians can help users find articles, media, or books for assignments, answer questions about citations, and help users evaluate information. This support is available in person, over the phone, and via the 24/7 librarian chat service, AskUsNow, available on the Library's website. Users can also get help with research in various subject areas and preparing for courses and assignments with the Library's online subject guides, course pages, and tutorials, all available on the website.

The Library offers textbooks and other course materials required for courses through the course reserves program. Students can inquire about their textbooks at the service desk. Course reserves materials may be checked out for two hours at a time and used in the Library buildings. High-speed scanners are available for students to scan their assignments and go. The Library provides 24/7 access to hundreds of thousands of e-books, e-journals, and streaming media covering all subject areas and over 180 academic databases to assist with coursework, many containing full-text articles. In addition, with over 190,000 volumes held, the MC Library's print collections cover all disciplines.

The Library also maintains a select collection of historical materials and memorabilia related to the history of the College. The Library also offers best-selling books, popular films and music, and a variety of newspapers and magazines for users to enjoy. Most resources, including books, e-books, articles, and media, can be accessed through the Library's search engine, RaptorSearch, and library's website. Interlibrary Loan (ILL) service is available to provide resources the Library does not own by borrowing them

from other libraries. Users can make ILL requests using the form on our website. The Library also offers an Inter-Campus Loan (ICL) service to deliver resources from one campus library to another, which is accessed through the MC Library Catalog, also on the website. Those with a valid student identification card or a community borrower's card may check out circulating materials for use outside of the Library. Students registered for the current semester may use the Library's electronic resources, including e-books, e-journals, and electronic course reserves, accessible via the Library's website. Audio or video materials may be viewed online or at any library location and are available to faculty for classroom instruction.

The Library will offer a variety of study environments to fit diverse learning styles, including collaboration spaces, quiet zones, and private group study rooms. The Library maintains numerous computer workstations for College and community users. In addition, the Library offers laptops and tablets for students to check out and use in the Library. Students and employees may use the Library's high-speed scanners, One Button Studios for easy video creation, and Collaborative Workstations for connecting multiple devices to a single screen. Student use of these services takes priority.

Assistive technologies are available for users with special needs.

The Library's information literacy initiative supports its mission to facilitate student success by collaborating with the College's academic department and programs.

Primary to this collaboration are classes offered in the Library that foster integration of information literacy into the educational experience of Montgomery College students. More than 138 classes were offered at the Germantown Library in FY19 serving more than 2,200 students which represents a 4% increase over FY18. The demand for these courses are anticipated to continue to increase at similar and higher rates annually over the next five years.

Library programs and services proposed to be located in the new building space include:

Research and Teaching

- Provide individual information and research service to students, faculty, staff, and community users.
- Provide innovative technology solutions in support of the curriculum and distance education needs.
- Instruction in various literacies, with an emphasis on information literacy including use of information resources.
- Collaboration with faculty in developing instructional materials and provide face-to-face and on-line instruction to support student curricular and research needs.
- Selection of information resources that support the curricular needs and educational mission of the College.

Access Services

- Circulation and maintenance of information resources, including books, DVDs, and periodical to users.

- Management and circulation of specialized materials, such as course textbooks and equipment including laptops and One Button Studio video recording system.
- Provide technical support to on use of Library computers, collaborative workstation and other technologies.
- Coordination of loans between campus locations via the InterCampus Loan service and fulfill requests from library users for materials from other libraries.

Resources and Collections

- Acquiring and maintaining electronic, print and audio-visual information resources.
- Providing access to information resources via the Library on-line catalog, discovery service and related information technologies.
- Managing the Library website.
- Acquire and license electronic resources.

Although there is a variety of student study spaces in the Library, there isn't enough quantity to meet the current and projected student demands. More space for individual and group study (open and private spaces) and computer study workstations are the highest priority. Open collaborative study areas containing moveable tables and lounge furniture that allow easy reconfiguration are the most popular and in highest demand. In addition, there are an inadequate amount of power outlets to support student demand for device charging.

Currently, there is conflict between the various study zones in the existing library due to space quantities and configuration constraints. The College desires to implement a zoning configuration scheme to support separate active/collaborative, quiet study and silent study zones that can function without disruption to the other.

The class laboratory houses 35 computer stations and is heavily utilized by the Library for teaching and training. The fixed configuration of the room is limiting, does not provide flexibility to be re-configured to support collaborative, small group work or active learning. Existing space does not allow for the instructor to easily circulate between and around students to engage in discussion and to provide one on one support when needed.

d. Office of Public Safety

The Office of Public Safety and Emergency Management is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), enforcement of campus parking regulations, and the lost and found service. Officers on each campus are on duty 24 hours a day, 7 days a week. Based on the close working relationship that the Office of Public Safety has with many of the units of the Student Affairs Division co-location is in the same facility is a high priority. Keeping the co-location of the Office of Public Safety with Student Affairs is paramount to student safety.

In the event of emergency situations involving MC directly - or if an emergency occurs at the local, regional, or national level that could impact the college

community - MC's Office of Public Safety and Emergency Management personnel and other College officials utilize in-house emergency response plans and coordinate their response activities with local, county, state and federal authorities, as appropriate. The College works directly in conjunction with Montgomery County's Office of Emergency Management and Homeland Security, in the event of any local activation of the county's Emergency Operations Center.

e. Food Service and Dining

A full service dining facility with seating for up to 350 people will be included in the new Student Services Center. This facility will visually appealing and include a commercial grade kitchen to support campus dining activities and events and catering services.

The existing cafeteria is currently located in the HS building. It is not visually appealing and needs to be larger to support the student demand that of the entire campus community. Other issues with the existing facility is poor lighting and ventilation capacity to control odors, lack of comfortable seating and power outlets for device charging, and the need for more dining choices. There is also a need for flexible open space to house vending and the Mobile Market, which is a signature program collegewide. These spaces will support students during hours that the food service/dining facility is not open.

f. Campus Store

The Follett Higher Education Group operates Montgomery College Campus Stores on all three campuses. New and used textbooks, rentals, eBooks, and additional classroom materials are available in the stores. The website also features online sales of course materials that are available for delivery to your home or for pick-up at the campus store. Hours of operation are scheduled to meet the needs of each campus and are extended at the beginning of each semester. Regular days of operation are Monday through Saturday. Each store offers reference books, study guides, and best-sellers. Books still in print may be special ordered. Other merchandise is available, such as art materials, school supplies, medical and laboratory supplies, and calculators. Textbook buyback may be done in the stores at the end of each semester. Montgomery College clothing and memorabilia, gifts, health & beauty items, technology and Apple products, and snacks are available in all stores. Gift cards, and order information on class rings and nursing pins are also available. The services and products provided by the campus store is valuable for student academic success and sense of belonging.

g. Shared Spaces

Shared spaces to be located in the building include centrally scheduled classrooms and class laboratories, and student support facilities and spaces to include: lounge, kitchenette, printer/copier, vending and mother's nursing rooms. The classrooms and class laboratories are needed to support new Student Service Center building occupants along with addressing existing and future instructional space needs campus-wide.

h. Facilities

A number of facilities and spaces geared toward providing both building and central campus services are included in this program. These include: custodial offices, lockers and work/supply rooms, materials management office and storage spaces, trash and recycling storage rooms, tool storage space and operations and maintenance staff offices and workspaces. In addition, space has been included for new central plant and generator equipment will be located outside on grade.

3. Proposed Facility Program

The proposed facility program is for a new 87,585 NASF/153,660 Student Services Center with a net to gross efficiency of 57%. Completion of the project will result in the consolidation of the diverse student service programs and deliver much needed programming, service and support space. These services provided to students are essential to student academic success and degree completion. This facility and the consolidation of student service spaces have been programmed to accommodate the planned ten-year student enrollment and employee growth planned for the proposed units, functions and programs.

A summary of the total space by HEGIS category proposed for the units, functions and programs proposed in this facility program in comparison to what they currently occupy is provided in Table C-1. A summary of the proposed rooms/spaces that comprise the total space in the new Student Services Center are inventoried in Table C-2.

Table C-1: Existing and Proposed Space Summary

Description	HEGIS Code	Existing NASF	Proposed NASF
Classroom	110	0	1,260
Class Laboratory	210	475	6,830
Office	300	24,393	38,372
Study	400	6,937	9,730
Media	530	131	0
Food Service	630	4,332	15,543
Lounge	650	305	5,970
Data Processing	710	181	0
Storage	730	213	2,800
Central Service	750	231	500
Central Utility	030	0	4,160
Non-College Use	090	1,865	2,420
Total NASF		39,063	87,585

Source: Montgomery College

Table C-2: Proposed Space Program Summary for New Student Services

	Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
	PROPOSED TOTAL					87,585
	VICE PRESIDENT/PROVOST OFFICE (VPP)					1,386
	Reception + Welcome Desk	315	8	1	200	200
	Administrative Manager	310	1	1	110	110
	VPP Office	310	6	1	180	180
	Student Workstations	310	1	2	48	96
	Workroom	315	1	1	150	150
	Storage	315	1	1	150	150
	Conference Room	350	25	1	500	500
	SENIOR VICE PRESIDENT - ACES					2,660
	Reception/Intake	315	8	1	210	210
	Conference	350	10	1	250	250
	Office	310	3	4	110	440
	Classroom	110	35 + 1	1	1260	1260
	Storage	315	1	1	500	500
	STUDENT SUCCESS - DISABILITY SUPPORT SERVICES					3,710
	Hoteling Office	310	3	1	120	120
	Intake/Reception	315	10	1	240	240
	Program Assistant Office	310	3	1	110	110
	DSS Learning Center (lab + table areas)	210	40	1	1400	1400
	Tutoring Room	320	2	8	80	640
	DSS Learning Specialist	310	3	1	150	150
	AT Instruction Lab	210	6	1	180	180
	DSS Adjunct Counselor	310	3	1	120	120
	DSS Counselor Office	310	3	5	120	600
	Storage	315	N/A	1	150	150
	STUDENT SUCCESS - COUNSELING AND ADVISING SUITE					4,460
	Reception/Intake	315	30	1	600	600
	Counseling Center Admin. Aid Office	310	3	1	110	110
	Storage/Workroom	315	N/A	1	200	200
	Counselor Office	310	3	20	110	2200
	Counselor Director Office	310	4	1	150	150
	Part Time Counselor Office	310	3	10	120	1200
	STUDENT ACCESS/SUCCESS - VETERANS SERVICES AND COMBAT TO COLLEGE					810
	Veterans Lounge/Kitchenette	650	10	1	400	400
	Veterans Study Room	410	8	1	200	200
	C2C Office	310	3	1	110	110
	Storage	315	N/A	1	100	100
	STUDENT ACCESS - DEAN'S SUITE					1,470
	Reception + Welcome Desk	310	8	1	200	200
	Conference Room	350	10	1	250	250
	Dean's Office	310	6	1	180	180
	Hoteling Office	310	3	1	110	110
	Administrator Office	310	3	1	110	110
	Associate Dean Office	310	4	1	150	150
	Storage	315	N/A	1	150	150
	File	315	N/A	1	120	120
	Workroom	315	N/A	1	200	200

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STUDENT ACCESS - RAPTOR CENTRAL (RC)					3,510
Family Conference	350	10	1	250	250
Raptor Central Director Office	310	4	1	150	150
Raptor Central Manager Office	310	3	1	110	110
Raptor Central Workstations	310	2	4	64	256
Workroom	315	N/A	1	200	200
Recruitment Office	310	3	3	120	360
Raptor Central Student Work Area	310	6	1	384	384
Raptor Central Counter	315	N/A	1	360	360
Raptor Central Waiting (standing)	315	20	1	240	240
Raptor Central Computer Lab	315	25	1	750	750
Access + Enrollment Director Office	315	4	1	150	150
Recruitment Workroom	315	N/A	1	300	300
AFS - CASHIER					310
Cashier Window / Intake	315	15	1	200	200
Workroom	315	N/A	1	110	110
STUDENT ACCESS - ASSESSMENT CENTER					4,891
Academic Placement Testing Waiting / Lockers	315	40	1	600	600
Reception	315	20	1	300	300
ADA Testing Room	315	2	12	100	1200
Hoteling Office	310	4	1	110	110
Workstations	310	3	4	64	256
Academic Placement Testing	310	65	1	2275	2275
Assessment Director Office	310	4	1	150	150
STUDENT ACCESS - RECORDS AND REGISTRATION					3,140
Workroom/Meeting and Prep Space	315	10	1	300	300
Front Counter	315	12	1	240	240
Conference/Document Prep	350	10	1	300	300
Germantown Scheduling Assistant	310	3	3	110	330
Military Enrollment Services Specialist	310	3	1	110	110
Contractual Workers Office	310	3	1	110	110
Transcript Evaluator Office	310	3	1	110	110
International Student Coordinator	310	3	1	110	110
Campus Registrar Office	310	3	1	110	110
Director of Access and Enrollment	310	4	1	150	150
Graduation Coordinator Office	310	4	1	150	150
Records Specialist	310	3	4	110	440
Graduation Coordinator Storage	315	N/A	1	100	100
Shared Office	310	3	1	180	180
ES - Storage Area	315	N/A	1	200	200
ES Workroom	315	N/A	1	200	200
STUDENT ENGAGEMENT - STUDENT LIFE					5,553
Director	310	7	1	180	180
FT Student Life Specialist	310	3	1	110	110
FT Event Coordinator/Admin Aide II	310	2	1	110	110
Office	310	3	2	110	220
Student Life Suite	310	55	1	1100	1100
Student Life Student Assistant Workstation	310	6	1	288	288
Reception/Waiting	315	10	1	150	150
Conference Room	350	10	1	250	250
Kitchenette	315	10	1	335	335
FT Student Life Specialist	310	3	1	110	110
Storage	315	1	1	200	200
Student Activity Center	310	10	1	800	800
Conference Room	350	20	1	500	500
Student Lounge	650	60	1	1200	1200

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STUDENT ENGAGEMENT - STUDENT EMPLOYMENT SERVICES					1,742
Director	310	1	1	150	150
Reception	315	10	1	220	220
Student Employment Resources Center	315	6	1	500	500
Student Employment Specialist Offices	310	3	4	110	440
Interview Room	350	3	1	120	120
Storage Room (SES)	315	N/A	1	120	120
Workstations	310	3	1	192	192
AFS - MERCHANDISING					2,420
Office	090	1	2	110	220
Bookstore	090	1	1	1600	1600
Storage	090	1	1	600	600
SENIOR VICE PRESIDENT - FINANCIAL AID					2,030
Intake	310	10	1	200	200
Student Work Area	310	6	1	300	300
Intake Office/Reception	310	8	1	200	200
Conference Room	350	10	1	250	250
Financial Aid Office	310	3	8	110	880
Workroom	315	N/A	1	200	200
OFFICE OF PUBLIC SAFETY					2,960
Pass On Conference	350	10	1	260	260
Kitchenette/Breakroom	315	N/A	1	200	200
Locker Room	315	10	2	300	600
Dispatch	315	5	1	400	400
Reception window	315	2	1	200	200
Interview Room	350	6	4	120	480
Recovered Property	315	N/A	1	150	150
Storage	315	N/A	1	100	100
Security Manager	310	4	1	150	150
Shift Supervisor	310	3	1	120	120
Restroom	315	N/A	1	60	60
Photo ID	315	2	1	120	120
Workroom	315	N/A	1	120	120
FACILITIES					8,040
Materials Storage (<i>partial</i>)	730	N/A	1	1000	1000
Custodial Office	310	6	1	250	250
Purchasing / Materials Office	310	4	1	150	150
Locksmith Office	310	4	1	180	180
Tool Storage	730	N/A	1	200	200
Central Custodial Storage	730	N/A	1	400	400
Loading Dock (<i>+ partial materials stor.</i>)	735	N/A	1	1200	1200
Trash and Recycling	750	N/A	1	300	300
Generators	30	N/A	1	320	320
Satellite Custodial Sink Rooms	750	N/A	4	50	200
Central Plant	30	N/A	1	3840	3840
CLASSROOMS + SHARED SPACES					7,630
Digital Learning Center - Small Group Instruction	210	4+1	1	250	250
Computer Class Lab	210	60	1	2170	2170
Class Lab	210	30 +1	1	1450	1450
Conference Room	350	25	1	600	600
Class Lab Support	215	N/A	2	120	240
Student Lounge (<i>partial</i>)	650	15	1	300	300
Mother's Nursing Lounge	650	1	2	100	200
Vending (<i>partial</i>)	655	N/A	1	60	60
Shared Kitchenette (1 per floor)	655	N/A	4	350	1400
Shared Printer/Copy (2 per floor)	655	N/A	8	120	960

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SENIOR VICE PRESIDENT - SHAW FOOD PANTRY					1110
Reception	315	4	1	150	150
Student Resource	315	6	1	150	150
Work Room	315	N/A	1	200	200
File Room	315	2	1	150	150
FYE Office	310	3	1	150	150
Pass Office	310	3	1	110	110
Conference Room	350	8	1	200	200
LIBRARY					14,210
OFFICE AND CONFERENCE					2,090
Head Research and Teaching Librarian	310	3	1	120	120
Research and Teaching Librarian	310	3	4	110	440
Research and Teaching Hoteling	310	3	1	110	110
Associate Director - Floating	310	3	1	120	120
Access Services Supervisor	310	3	1	120	120
Access Services Specialist	310	1	5	64	320
Access Services Hoteling	310	3	1	110	110
Break Room	315	8	1	200	200
Kitchenette	315	N/A	1	100	100
Storage	315	N/A	1	200	200
Conference Room	350	10	1	250	250
CLASS LABORATORIES					2590
Computer Laboratory	210	36 + 1	2	1295	2590
STUDY/STACK/PROCESSING					9530
Computer Study Area	410	40	1	1000	1000
Group Study Room 1	410	8	1	200	200
Group Study Room 2	410	6	1	150	150
Group Study Room 3 (Shared Family Study)	410	6	1	150	150
Group Study Room 4 (One Button)	410	4	1	150	150
Collections	420	N/A	1	2400	2400
Open Study Space	430	TBD	1	4500	4500
Service Desk	440	2 to 4	1	300	300
Workroom - Access Services	440	1	1	400	400
Cart Storage	440	N/A	1	100	100
Display Area	440	N/A	1	100	100
Assistive Technology	455	1	1	80	80
AFS - FOOD SERVICE					15,543
Dining Seating	630	1	1	6200	6200
Servery	635	1	1	3400	3400
Kitchen	630	1	1	2900	2900
Warewashing	635	1	1	972	843
Storage	635	1	1	200	200
Café	630	1	1	2000	2000

Source: Montgomery College

4. Quantitative Parameters for Proposed Program

Quantitative planning parameters used to compute the proposed program include:

- Projected Weekly Student Contact Hours (WSCH)
- Projected Full-Time (FT), Part-Time (PT), and Full-Time Equivalent (FTE) faculty and staff for the occupant programs

- Projected full-time day equivalent (FTDE) students and Bound Volume Equivalents (BVE)

5. Quantitative Guidelines for Proposed Program

Maryland Space Guidelines have been used in developing the proposed program space allocations. For spaces that do not have a state guideline, Montgomery College standards or best practice was used in developing space allocations. Following is an overview of the quantitative guidelines that were used in developing space allocations for specific rooms/spaces documented in Table C-2.

Classroom - HEGIS 100 (110/115)

This project is proposing one classroom having a capacity of 35 students and one instructor station to support ACES training and meeting activities and be available for use by units in the building and campus in general for a variety of educational training classes and activities.

The total classroom space proposed is 1,260 NASF as documented in Table C-2. Per Table B-7, the campus currently has a projected deficit for 2028 in this HEGIS category. The proposed space will specifically meet the program needs of the proposed building occupants and help offset the projected campus-wide needs in this HEGIS category as projected and documented for Table B-7.

Class Laboratory - HEGIS 200 (210/220)

This project is proposing 11 computer laboratories of varying capacity and support space. Two are proposed to be dedicated support for Library use for information literacy instruction with each having a capacity of 36 students and one instructor station. These class laboratories will be designed to incorporate flexibility for furniture reconfiguration to support various active learning modalities and allow for small group collaborations. Other class laboratories are proposed to meet the specific needs of the Disability Support Services, Assessment and Raptor Central with some being developed as common resources for use by any campus unit for instruction and related educational activities.

The total class laboratory space proposed is 6,830 NASF as documented in Table C-2. The campus has a projected deficit for 2028 in this HEGIS category. The proposed space will specifically meet the program needs of the proposed building occupants and help offset the projected campus-wide needs in this HEGIS category.

Office Space - HEGIS 300 (310/350)

Determination of office space is based on organizational structure, staffing, and positions of individuals. The quantity of offices and/or workstations were developed to specifically address the faculty, staff and administrator requirements detailed in Table C-2.

Where office suites are proposed, they will be comprised of individual offices supported by a reception area, administrative workroom, secure file/storage room and a conference room. The following College planning guidelines, which are consistent with or small than the Maryland guidelines were followed in allocating office space as documented below.

	<u>Allocation</u>
VP/AVP/Dean (Private Office)	180
Director (Private Office)	140-150
Faculty/Staff (1 FT or 4 PT in Private Office)	110-120
Administrative Assistant and Staff (Open Workstation)	64-80
Student (Open Workstation)	36-48

Shared offices include those associated with part-time faculty or staff in administrative units. A part-time faculty or staff office is sized the same as a full-time faculty or staff office, however it provides 2 work stations shared by four individuals.

Administrative workrooms provide counter work space for copiers and fax machines, a sink and under-counter refrigerator, and a small table and chairs are included. The range used for these spaces included an allocation of between 200 NASF to 300 NASF. Secure file/storage rooms were allocated space ranging from 100 NASF to 200 NASF as needed to support specific needs. Conference rooms were developed to meet the functional needs and sized at 25 NASF per station.

The total office space proposed is 38,372 NASF. The office space allowance for this project as calculated using the Maryland guideline for this project is 19,920 NASF. The existing 24,393 NASF of office space in SA, HS, PK and HT buildings currently used by the end users to be relocated into the proposed Student Services building will become inactive for repurposing. The current office space deficit in combination with office space to be repurposed in other buildings will create a surplus in this HEGIS category for the campus.

Study/Stack/Processing (HEGIS 400)

The total study space proposed is 9,730 NASF as documented in Table C-2. Per Table B-7, the campus currently has a projected deficit for 2028 in this HEGIS category. The proposed space will specifically meet the program needs of the proposed building occupants and help offset the projected campus-wide needs in this HEGIS category.

General Use (HEGIS 600)

The total general use space (Food Facility(630) and Lounge(650)) proposed is 21,513 NASF as documented in Table C-2. Per Table B-7, the campus currently has a projected deficit in Food Facility and a small surplus in Lounge for 2028 in these HEGIS categories. Proposed Food Facility space will specifically meet the program needs and fully offset the projected campus-wide needs in this HEGIS category. Proposed Lounge space will specifically meet program needs and result in a projected surplus campus-wide in this HEGIS category.

Support (HEGIS 700)

The total support space (Central Storage(720) and Central Services(750)) proposed is 3,300 NASF as documented in Table C-2. Per Table B-7, the campus currently has a projected deficit for 2028 in this HEGIS category. The proposed space will specifically meet the program needs of the proposed building occupants and help offset the projected campus-wide needs in this HEGIS category.

Program Summary and Impact to the Campus Space Inventory

Table C-3 summarizes the impact of the proposed Student Services Center program on the space inventory for the Germantown Campus and projected surpluses and deficits by space category. It should be noted that only approved capital projects - the Science and Applied Studies(SA) Phase 2 – North Renovation and the proposed Student Services Building program have been included in the projected space inventory used for calculating surpluses and deficits by HEGIS category.

Table C-3: Computation of Space Needs for the Germantown Campus Including Proposed Student Services Center 2018 - 2028

HEGIS CODE	HEGIS CATEGORY	Need 2018	Inventory 2018	Surplus/ (Deficit)	Need 2028	Inventory 2028	Surplus/ (Deficit)
100 (110-115)	CLASSROOM	28,014	25,229	(2,785)	40,244	27,920	(12,324)
200	LABORATORY	110,613	74,961	(35,652)	158,899	101,448	(57,451)
210-15	Class Laboratory	102,242	67,998	(34,244)	146,874	94,485	(52,389)
220-25	Open Laboratory	8,371	6,963	(1,408)	12,025	6,963	(5,062)
250-55	No Allowance						
300	OFFICE	60,469	59,360	(1,109)	86,136	80,917	(5,219)
310-15	Office/ Conf. Room	58,722	59,360	638	83,954	80,917	(3,037)
320-25	Testing/Tutoring	1,747	0	(1,747)	2,182	0	(2,182)
350-55	Included w/ 310						
400	STUDY	17,619	13,788	(3,831)	24,832	19,079	(5,753)
410-15	Study	12,456	982	(11,474)	17,894	1,543	(16,351)
420-30	Stack/Study	3,688	10,293	6,605	4,956	15,023	10,067
440-55	Processing/Service	1,475	2,513	1,038	1,982	2,513	531
500	SPECIAL USE	41,924	34,005	(7,919)	51,320	33,874	(17,446)
520-23	Athletic	38,930	27,861	(11,069)	47,630	27,861	(19,769)
530-35	Media Production	1,994	1,861	(133)	2,690	1,730	(960)
580-85	Greenhouse	1,000	4,283	3,283	1,000	4,283	3,283
600	GENERAL USE	38,024	24,253	(13,771)	47,379	44,497	(2,882)
610-15	Assembly	12,986	5,823	(7,163)	14,726	5,823	(8,903)
620-25	Exhibition	1,747	0	(1,747)	2,182	0	(2,182)
630-35	Food Facility	11,934	4,938	(6,996)	17,146	16,289	(857)
640-45	No Allowance						
650-55	Lounge	3,510	3,537	27	5,043	12,430	7,387
660-65	Merchandising	1,847	693	(1,154)	2,282	693	(1,589)
670-75	No Allowance						
680-85	Meeting Room	6,000	9,262	3,262	6,000	9,262	3,262
700	SUPPORT	18,893	15,478	(3,415)	23,476	20,052	(3,424)
710-15	Data Processing	2,500	1,251	(1,249)	2,500	1,070	(1,430)
720-25	Shop/ Storage	12,150	13,312	1,162	16,643	17,377	734
730-35	Included w/ 720						
740-45	Included w/ 720						
750-55	Central Service	4,000	915	(3,085)	4,000	1,605	(2,395)
760-65	Hazmat Storage	243	0	(243)	333	0	(333)
800	HEALTH CARE	599	0	(599)	773	0	(773)
900	No Allowance						
050-090	No Allowance						
	Total NASF:	316,155	247,074	(69,081)	433,059	327,787	(105,272)
FALL 2018 FTDE, FTE and WSCH DERIVED FROM COLLEGE'S FALL 2018 S-6 WORKSHEET							
				ACTUAL	PROJECTED		
				Fall 2018 (S-6)	Fall 2028 (MHEC)		
ENROLLMENT/ EMPLOYMENT STATISTICS	FTDE-C			1,993	2,863		
	FTDE-N						
	FTDE-T			1,993	2,863		
	WSCH-Lec-C			18,676	26,829		
	WSCH-Lec-N						
	WSCH-Lec-T			18,676	26,829		
	WSCH-Lab-C			14,606	20,982		
	WSCH-Lab-N						
	WSCH-Lab-T			14,606	20,982		
	FTES			2,688	3,956		
	BVE			36,880	49,560		
	FT-Fac			100	144		
	FT-Libr			4	6		
	PT-Fac			159	228		
	FTEF			144	207		
	FT-Staff			203	292		
	PHC-T			1,170	1,681		
				ACTUAL	PROJECTED		
				Fall 2018 (MHEC)	Fall 2028 (MHEC)		
				6,394	8,607		
				Headcount			

Note 1: The 38,886 NASF being constructed in the SA project and the 87,585 NASF of proposed Student Services program has been included in the table computations for calculating projected space inventory.

Note 2: The 39,063 NASF of existing space occupied by offices and functions proposed to be relocated into the proposed Student Services Building is currently located in the HS, PK and HT buildings. This space is inventoried as 050 Inactive Area for purposes of computing space inventory in this table.

Source: Montgomery College FY 21 CIP Book, July 2019, as modified on April 29, 2020

6. Unusual Expense Program Features

An unusual program expense will be the Observation Drive roadway roundabout improvements. The roadway roundabout improvements are in accordance with the approved FMP. These improvements have been included with the new Student Services project due to their proximity and the overlapping site grading and utility relocation/extension requirements and scope of work of both projects. By completing the building and roadway improvements together the improvements can be phased and coordinated to avoid any future undoing of improvements of either project by the other and achieve an efficiency in construction effort.

7. Site Improvements

Site improvements required by this project include the following:

- Demolition of the existing surface parking lot and regrading of this area and the adjacent slope down to Parking Lot 5 to support the new building footprint and associated loading and service area. In addition, a small surface parking lot with approximately ten parking spaces will be completed to the south of the building with the redevelopment of the site to replace the current facility located on the west side of the HS building.
- Reconfiguration and upgrade of Observation Drive between Parking Lot 1 and Parking Lot 5, including demolition and site grading, to accommodate the construction of a new roadway roundabout. As part of and to facilitate the Observation Drive roundabout improvement a portion of Parking Lot 1 will need to be reconfigured and reconstructed into a roadway connection to the west to meet Goldenrod Lane. These improvements will be designed to protect the adjacent competition baseball field during construction and to direct local community traffic out of the campus proper to Goldenrod Lane. See Section C.1. and Appendix 2 for more information on the future baseball field project.
- Existing domestic water piping, natural gas and sanitary piping will be relocated outside of the anticipated building footprint and extended from the existing utilities network to serve the new building.
- Electric will be extended from the existing underground Pepco 13.2kV line to a new pad-mounted transformer on the south side of the building. High voltage feeder capacity upgrade to accommodate the new building load is anticipated.
- The existing service drive to the HS Building will be renewed as part of the final building design to provide service to the HS Building and the new Student Services Center.
- Erosion and sedimentation plans and measures, along with stormwater management improvements will be developed and constructed in accordance with the latest requirements of Montgomery County and the State of Maryland to serve all proposed site and building improvements and facilitate project permitting.
- Connection to existing central plant underground hot water and chilled water distribution systems will be required.

8. Presence and Condition of Site Utilities

The Germantown Campus currently has underground chilled water and heating water distribution piping for the campus, as well as existing domestic water, stormwater,

sanitary, electricity and natural gas piping. This existing utilities network has lines and pipes that run near and in some cases through the proposed site. The utility lines in the area of the new Student Services Center are in generally good condition. The high voltage electrical system that serves the campus will have to be upgraded to accept the additional electrical load of this building.

With regard to the utility lines and pipes near or in the project area, the existing natural gas pressure and capacity needs to be evaluated by Washington Gas to determine if the existing 4" line is adequate to serve the new Student Services Center. Portions of the existing domestic water and sanitary lines and the natural gas line are located within or near the proposed building footprint and will need to be relocated and extended to accommodate the future footprint of the building. These relocations will need to be coordinated with Potomac Electric Power Company (PEPCO), Washington Suburban Sanitary Commission (WSSC) and Washington Gas. The existing stormwater piping near the proposed building footprint is in good condition and expected to remain undisturbed. Stormwater for the building will be treated onsite through use of rain gardens and bioretention. The existing underground chilled water and heating water piping is in good condition, will remain in place and be extended to connect into the new building.

9. Proposed Uses of Vacated Facilities

The space to be vacated in existing buildings by units and functions proposed to be relocated to the new Student Services Center, as documented in Appendix 1, will be reallocated to and used by other academic and non-academic programs. This repurposed space will be allocated to address current and projected space needs and support planned enrollment growth at the Germantown Campus. The following is a summary of the planned backfill of spaces proposed to be vacated as part of this project.

SA Building - Vacancy will enable Phase 2 of the Science and Applied Sciences project to begin. When completed the SA will fully address the programmatic and space requirements for the Department of Physics, Engineering and Math. Phase 1 is underway and will be completed in 2020.

HS Building – Vacant space will be reallocated to support the needs of the Humanities and English Departments and the Hospitality Management Program. Vacation of this will allow the College to complete needed renovation of HVAC equipment which is currently beyond useful life.

Humanities and English needs include offices, classrooms and student support spaces. Specifically, existing library space on the first and second floors of HS could be repurposed for relocation of the Writing Center to provide growth space to address current and future needs including additional tutoring, student programming and classroom space. This will allow the Writing Center to discontinue its use of space in the Art hallway. The space currently occupied by the Writing Center could be repurposed and used for additional classroom and studio space to support the Art Department. A portion of this space would also be repurposed to provide additional office and classroom space to support the English Department and allow faculty currently located in the Paul Peck Building to be relocated to HS.

Hospitality needs includes demonstration space. To meet current and future needs of this program the cafeteria and campus store space on the ground level of HS could be repurposed for use by the Hospitality program.

Due to the close proximity of HS to the Physical Education (PK) building, and the need for physical education classrooms, these specialized classrooms will be programmed into vacated space in HS.

PK Building – Rooms 106 and 107, conference room and storage respectively, were previously occupied and controlled by the Vice President/Provost (VPP) of Science, Technology, Engineering and Mathematics before they were recently reallocated for use by Student Affairs. Upon vacation of these spaces and the VPP office/conference suite, they will be repurposed as shared classrooms and conference in addition to Workforce Development and Continuing Education (WDCE) offices to meet existing and future needs.

HT Building – Rooms 101 and 130, student clubs lounge and ACES counseling office respectively, will be returned for use by the Information Technology Department for use as a student lounge and faculty office for use as currently configured.

D. Miscellaneous Requirements

1. Indications

a. 100 Year Flood Plain

The proposed site for the project is not located within a 100-year flood plain identified by the Federal Emergency Management Agency.

b. Wetland Area

The proposed site for the project does not infringe or impact any areas classified as wetlands U.S Army Corps of Engineers.

c. Forested Land

The proposed building footprint will not require or involve the clearing of forested areas as defined by the State of Maryland.

d. Chesapeake Bay Critical Area

The proposed project site is not located within the Chesapeake Bay Critical Area as defined by the State of Maryland.

e. Historical and/or Cultural Resources

The proposed building footprint is not anticipated to impact any historical or cultural resources as defined by the State of Maryland.

f. Smart Growth

The proposed project is consistent with and advances the “Smart Growth” initiatives and policies of the State of Maryland and will advance the campus towards achieving a Net Zero carbon footprint by 2035.

2. Rationale for Project Not Included in FMP

The new Student Services Center was updated in the recently approved technical update to the approved *Montgomery College FMP, 2013-2023*, adopted on February 01, 2016. This project also enables the completion of the SA building, Phase 2 by removing Student Affairs and the Office of Public Safety from the SA building.

Appendix 1

Existing Program Space Inventory			39,062
Student Affairs			30,822
Student Access			6,171
Financial Aid			1,150
Student Engagement			4,504
Student Success			4,977
SVP Office			6,000
Facilities			1,824
Food Service & Merchandising			6,196
Library			8,240

	Student Success						4,977
	Existing: Disability Support Services (DSS)						2,027
SA	Science & Applied Tech	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
238	DSS Office		310	5	258	1	258
242	DSS Lab		310	12	422	1	422
240	DSS Suite		310	5	354	1	354
240A	Office	Private Office	310	1	119	1	119
240B	Office	Private Office	310	1	127	1	127
240C	Office	Private Office	310	1	119	1	119
240D	Director's Office	Private Office	310	1	173	1	173
240E	Counseling Office		310	2	91	1	91
240F	Counseling Office		310	2	91	1	91
241	Counseling Office		310	2	90	1	90
243	Counseling Office		310	2	90	1	90
244	Counseling Office		310	2	92	1	92
	Existing: Counseling & Advising Suite						2,493
SA	Science & Applied Tech						
247	Office		310	2	75	1	75
248	Office		310	2	75	1	75
249	Office		310	2	89	1	89
250	Suite		310	15	1,035	1	1,035
250A	Reception		310	3	92	1	92
250B	PT flex station		310	2	220	1	220
251	Office		310	2	89	1	89
252	Office		310	2	89	1	89
253	Office		310	2	89	1	89
254	Office		310	2	89	1	89
255	Office		310	2	89	1	89
256	Office		310	2	74	1	74
257	Office		310	2	77	1	77
262	Break Room		315	4	126	1	126
263	Office		310	2	92	1	92
264	Office		310	2	91	1	91
	Existing: Veterans Services / Combat to College						457
	Humanities & Social Sciences						
248	Office		310	2	101	1	101
249	Veterans Admin Office		310	2	91	1	91
250A	Office		310	2	103	1	103
250B	Student Veterans Center		310	4	162	1	162

	Student Access						6,171
	Existing: Dean's Suite						1,463
SA	Science & Applied Tech	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
139	Dean's Suite		310	1	467	1	467
139D	Pantry		315	1	170	1	170
139C	Conference Room		350	8	287	1	287
139B	Office	Private Office	310	1	144	1	144
139A	Office	Private Office	310	1	254	1	254
139E	Coordior		315	2	141	1	141
	Existing: Welcome Center						1,748
SA	Science & Applied Tech						
101	Welcome Center		310	4	314	1	314
101A	Welcome Center Office		310	4	362	1	362
103	Welcome Center Computing		310	4	288	1	288
102	Office	Private Office	310	1	199	1	199
130	Cashier		310	3	270	1	270
105	Work Room/Pantry		315	3	315	1	315
	Existing: Assessment Center						1,374
SA	Science & Applied Tech						
132	Assessment Center Suite		310	5	339	1	339
132A	Assessment Center Testing		310	32	924	1	924
132C	Special Testing		310	1	58	1	58
132B	Storage		315	1	53	1	53
	Existing: Admissions / Enrollment						1,406
SA	Science & Applied Tech						
109	Admissions		310	3	268	1	268
109A	Office	Private Office	310	1	115	1	115
109B	Office	Private Office	310	1	94	1	94
109C	Office	Private Office	310	1	89	1	89
109D	Office	Private Office	310	1	88	1	88
109E	Office	Private Office	310	1	91	1	91
109F	Work Room		310	5	196	1	196
109G	Service Counter		310	3	138	1	138
109H	Office	Private Office	310	1	90	1	90
109I	Office	Private Office	310	1	91	1	91
106	Office		310	1	146	1	146
	Existing: Recruitment						180
HS	Humanities & Social Sciences						
233	Office	Private Office	310	1	89	1	89
229	Office	Private Office	310	1	91	1	91

	SVP Office						6,000
	Existing: SVP Suite						2,646
PK	Paul Peck Bldg.	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
108	VP & Provost Suite		310	1	613	1	613
108A	Pantry		315	1	175	1	175
108AA	Closet		315	1	8	1	8
108B	Conference Room		350	10	594	1	594
108C	Office	Private Office	310	1	305	1	305
108D	Office	Private Office	310	1	138	1	138
108E	Office	Private Office	310	1	135	1	135
108F	Office	Private Office	310	1	119	1	119
108G	Office	Private Office	310	1	145	1	145
108H	Office	Private Office	310	1	200		200
108J	Office	Private Office	310	1	178		178
108K	Coat closet		315	1	36	1	36
	Relocated: ACES						2,252
SA	Science & Applied Tech						
141	Conference		350	8	257	1	257
142	Office	Private Office	310	1	126	1	126
143	Office	Private Office	310	1	125	1	125
144	Office	Private Office	310	1	125	1	125
145	Office	Private Office	310	1	125	1	125
149	Classroom		310	15	977	1	977
146	Storage		315	1	434	1	434
140	Storage		315	1	84	1	84
	Existing: ACES						1,103
	Science & Applied Tech						
135	Office	Private Office	310	1	80	1	80
136	Office	Private Office	310	1	80	1	80
134A	Office	Private Office	310	1	93	1	93
134B	Office	Private Office	310	1	140	1	140
134C	Office	Private Office	310	1	91	1	91
133	Conference Room		350	12	480	1	480
134	Aces Suite		315	2	140	1	140

	Student Affairs Engagment						4,504
	Existing: Student Life						3,652
SA	Science & Applied Tech	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
113C	Director	Private Office	310	1	130	1	130
113B	FT Student Life Specialist	Private Office	310	1	124	1	124
113A	FT Event Cooridinator/Admin Aide II Office	Shared Office	310	2	189	1	189
113D	Office		310	1	92	1	92
113F1	Student Life Suite		310	3	675	1	675
113	Reception/Waiting		310	5	218	1	218
113F2	Conference Room		350	10	188	1	188
113F1A	Pantry		315	5	82	1	82
108	Student Life		310	3	162	1	162
HS	Humanities & Soc. Sciences						
011A	Storage		315	1	80	1	80
11	Acitivity Cntr		310	10	765	1	765
PK	Space: Paul Peck Bldg						
106	Conference Room		350	10	642	1	642
HT	High Tech & Science Cntr						
101	Lounge		660	10	305	1	305
	Existing: Student Career & Employment Services						852
SA	Science & Applied Tech						
265B	Director	Private Office	310	1	188	1	188
265C	FT Service Specialist	Private Office	310	1	143	1	143
265D	FT Employment Service Coordinator	Private Office	310	1	104	1	104
265A	PT Advisor	Private Office	310	1	109	1	109
265	Career Services		310	5	307	1	307

	Student Affairs Food Service / Merchandising						6,196
	Existing: Food Service						4,332
<u>HS</u>	Humanities & Soc. Sciences	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
009	Cafeteria		630		3,069	1	3,069
019	Food Storage		635		81	1	81
021	Kitchen		630		817	1	817
022	Service Area		635		314	1	314
025	Storage		635		51	1	51
	Existing: Bookstore						1,865
<u>HS</u>	Humanities & Soc. Sciences						
001	Storage		090		91	1	91
003	Office	Private Office	090		99	1	99
005	Bookstore		090		1,292	1	1,292
028	Bookstore Storage		090		381	1	381

	Student Affairs Financial Aid						1,150
	Existing:						1,150
SA	Science & Applied Tech	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
110	Reception		315	3	137	1	137
110A	Office	Private Office	310	2	76	1	76
110A1	Office	Private Office	310	2	76	1	76
110B	Office	Private Office	310	2	88	1	88
110C	Office	Private Office	310	2	87	1	87
110D	Office	Private Office	310	2	110	1	110
110E	Office	Private Office	310	2	87	1	87
110F	Office	Private Office	310	2	65	1	65
110G	Office	Private Office	310	2	87	1	87
110H	Office	Private Office	310	2	67	1	67
110K	Financial Aid Suite		310	3	163	1	163
110U	Storage		315	1	11	1	11
111	Conference room/ storage		350	5	97	1	97

	Library						8,240
	Existing: Library						8,240
HS	Humanities & Social Sciences	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
110	Library		430	30	5,551	1	2,775
110A	Library		430	30	2,217	1	1,108
107	Reference		440	30	2,430	1	1,215
114	Workroom		410	6	224	1	224
116	Office	Shared	310	4	269	1	269
116A	Office	Private	310	1	112	1	112
112	Group Study		410	4	109	1	109
113	Group Study		410	4	142	1	142
210	Library		430	30	2,524	1	1,262
291A	Study Area		430	2	51	1	51
292A	Study Area		430	2	51	1	51
212A	Office	Private	310	2	111	1	111
212B	Office	Private	310	2	112	1	112
212C	Office	Private	310	2	112	1	112
212D	Office	Private	310	2	112	1	112
203	Class Laboratory		210	32	475	1	475

	Facilities						1,824
	Existing: Campus Security						1,067
<u>SA</u>	Science & Applied Tech	Comments	HEGIS Code	Capacity	NASF	Quantity	Total
268	Security Office		310	2	136	1	136
269	Security Suite		310	5	413	1	413
271	Women's Locker Rm		315	3	91	1	91
272	Security Break room		315	6	256	1	256
273	Men's Locker Rm		315	3	99	1	99
274	Storage		315	1	72	1	72
	Existing: Other						757
<u>SA</u>	Science & Applied Tech						
270	Mailroom		750	4	231	1	231
259A	Photo ID		530	3	131	1	131
261	Shared Storage		730	4	213	1	213
258	IT Storage		710	1	100	1	100
260	IT MDF		710	1	81	1	81

Room Use

CLASSROOM

LABORATORY

OFFICE STUDY

SPECIAL USE

GENERAL USE

SUPPORT

HEALTHCARE PRESIDENTIAL

INACTIVE AREA

ALTER. OR. CONV.

UNFINISHED

OTHER ORG. USAGE

MESSENGER CIRCULATION

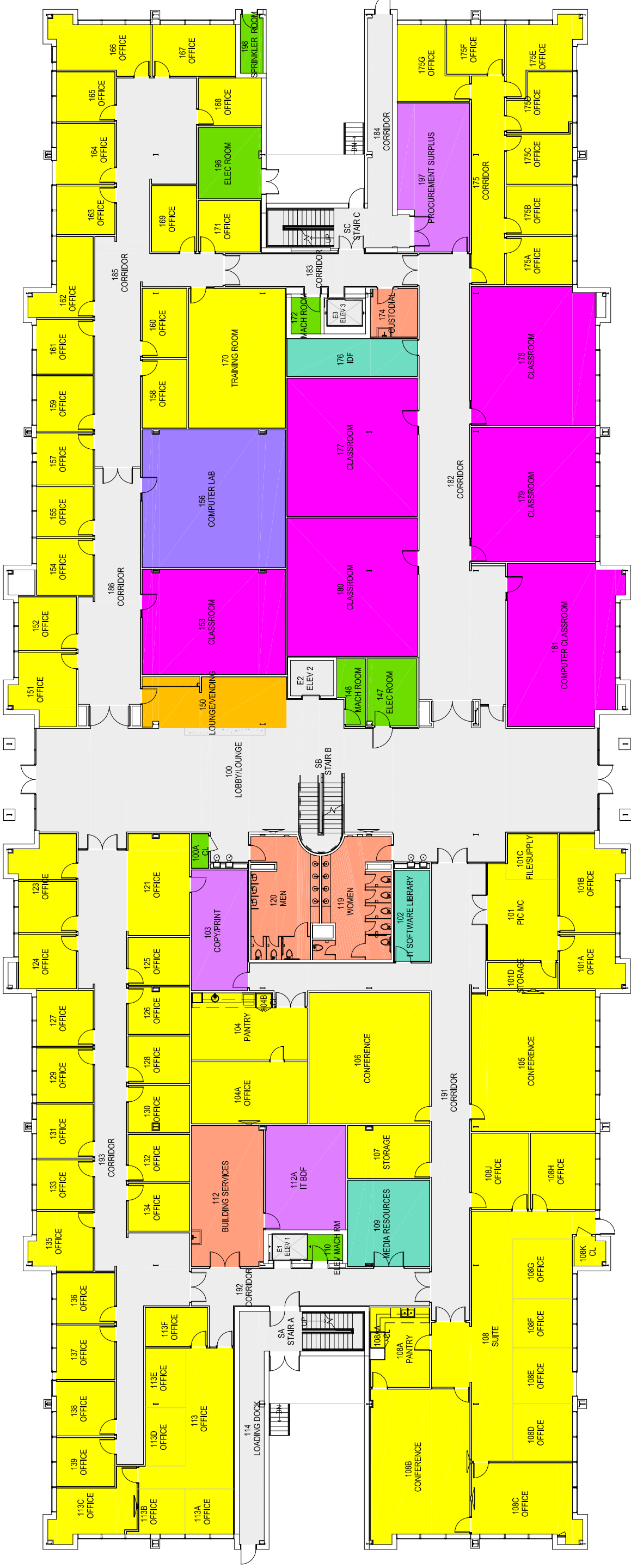
SERVICE

SPACE INVENTORY				
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)	
ROOM USE:CIRCULATION				
100	LOBBY/LOUNGE	020	2640.79	
114	LOADING DOCK	020	240.84	
182	CORRIDOR	020	1114.66	
183	CORRIDOR	020	269.18	
184	CORRIDOR	020	255.70	
185	CORRIDOR	020	954.77	
186	CORRIDOR	020	508.17	
191	CORRIDOR	020	1015.48	
192	CORRIDOR	020	401.26	
193	CORRIDOR	020	1002.96	
E1	ELEVATOR 1	020	38.36	
E2	ELEVATOR 2	020	62.15	
E3	ELEVATOR 3	020	38.36	
SA	STAIR A	020	153.42	
SB	STAIR B	020	140.38	
SC	STAIR C	020	164.14	
			9000.64	
ROOM USE:CLASSROOM				
153	CLASSROOM	110	608.38	
177	CLASSROOM	110	729.72	
178	CLASSROOM	110	693.75	
179	CLASSROOM	110	674.83	
180	CLASSROOM	110	730.06	
181	COMPUTER CLASSROOM	110	704.78	
			4141.52	
ROOM USE:GENERAL USE				
150	LOUNGE/VENDING	650	299.35	
			299.35	
ROOM USE:LABORATORY				
156	COMPUTER LAB	210	796.56	
			796.56	
ROOM USE:MECHANICAL				
100A	CUSTODIAL SUPPLY	030	24.03	
110	ELEVATOR MACHINE ROOM	030	36.68	

SPACE INVENTORY				
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)	
ROOM USE:MECHANICAL				
147	ELECTRICAL ROOM	030	134.38	
148	MACHINE ROOM	030	68.75	
172	MACHINE ROOM	030	44.37	
196	ELECTRICAL ROOM	030	181.20	
198	SPRINKLER ROOM	030	53.74	
			543.15	
ROOM USE:OFFICE				
101	PIC.MC	310	242.46	
101A	OFFICE	310	133.04	
101B	OFFICE	310	220.72	
101C	FILE/SUPPLY	315	94.83	
101D	STORAGE	315	75.00	
104	PANTRY	310	283.34	
104A	OFFICE	310	291.37	
104B	CLOSET	315	9.40	
105	CONFERENCE	350	705.65	
106	CONFERENCE	350	642.30	
107	VPP STORAGE	315	174.28	
108	VP & PROVOST SUITE	310	613.03	
108A	PANTRY	315	175.06	
108AA	CLOSET	315	8.42	
108B	CONFERENCE	350	594.39	
108C	OFFICE	310	304.72	
108D	OFFICE	310	138.38	
108E	OFFICE	310	135.25	
108F	OFFICE	310	118.50	
108G	OFFICE	310	144.62	
108H	OFFICE	310	199.94	
108J	OFFICE	310	177.61	
108K	COAT CLOSET	315	35.71	
113	OFFICE	310	316.23	
113A	OFFICE	310	88.85	
113B	OFFICE	310	85.98	
113C	OFFICE	310	181.07	

SPACE INVENTORY				
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)	
ROOM USE:OFFICE				
113D	OFFICE	310	96.18	
113E	OFFICE	310	98.53	
113F	OFFICE	310	98.13	
121	OFFICE	310	253.42	
123	OFFICE	310	229.15	
124	OFFICE	310	127.63	
125	OFFICE	310	119.02	
126	OFFICE	310	116.87	
127	OFFICE	310	127.85	
128	OFFICE	310	118.31	
129	OFFICE	310	125.12	
130	OFFICE	310	118.31	
131	OFFICE	310	123.78	
132	OFFICE	310	118.31	
133	OFFICE	310	113.72	
134	OFFICE	310	118.31	
135	OFFICE	310	141.31	
136	OFFICE	310	119.29	
137	OFFICE	310	129.29	
138	OFFICE	310	129.54	
139	OFFICE	310	115.55	
151	OFFICE	310	170.22	
152	OFFICE	310	125.91	
154	OFFICE	310	130.00	
155	OFFICE	310	114.67	
157	OFFICE	310	119.54	
158	OFFICE	310	124.87	
159	OFFICE	310	126.75	
160	OFFICE	310	125.39	
161	OFFICE	310	125.56	
162	OFFICE	310	148.86	
163	OFFICE	310	115.55	
164	OFFICE	310	144.20	
165	OFFICE	310	118.50	

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:OFFICE			
166	OFFICE	310	197.52
167	OFFICE	310	173.45
168	OFFICE	310	122.49
169	OFFICE	310	120.74
170	TRAINING ROOM	350	548.42
171	OFFICE	310	129.08
175	CORRIDOR	310	279.45
175A	OFFICE	310	129.23
175B	OFFICE	310	131.04
175C	OFFICE	310	135.90
175D	OFFICE	310	136.30
175E	OFFICE	310	161.11
175F	OFFICE	310	116.20
175G	OFFICE	310	173.38
			13172.09
ROOM USE:SERVICE			
112	BUILDING SERVICES	010	410.8
119	WOMEN	010	321.80
120	MEN	010	306.84
174	CUSTODIAL	010	91.27
			1130.72
ROOM USE:SPECIAL USE			
102	IT SOFTWARE LIBRARY	530	130.88
109	MEDIA RESOURCES	530	287.07
176	IDF	530	199.48
			617.37
ROOM USE:SUPPORT			
103	COPY/PRINT	750	275.36
112A	IT BDF	710	341.04
197	PROCUREMENT SURPLUS	750	408.35
			1024.75
			30726.14



SPACE INVENTORY				HEGIS AREA (SF)
ROOM	ROOM TYPE	ROOM USE	ROOM TYPE	ROOM USE
190	CORRIDOR			911.04
E1	ELEVATOR			43.75
E3	ELEVATOR 3			47.92
192	CORRIDOR			690.04
189	VESTIBULE			138.42
196	LOBBY			835.55
195	LOBBY			779.90
187	CORRIDOR			682.86
ST3	STAIR 3			171.44
186	VESTIBULE			64.17
188	CORRIDOR			200.53
ST2	STAIR			189.64
SA	STAIR A			177.09
184	CORRIDOR			1764.91
100	LOBBY			714.50
SR	STAIR B			238.00
197	CORRIDOR			419.97
				8187.23
ROOM USE:GENERAL USE				
185	LOUNGE			287.30
127A	VENDING			655

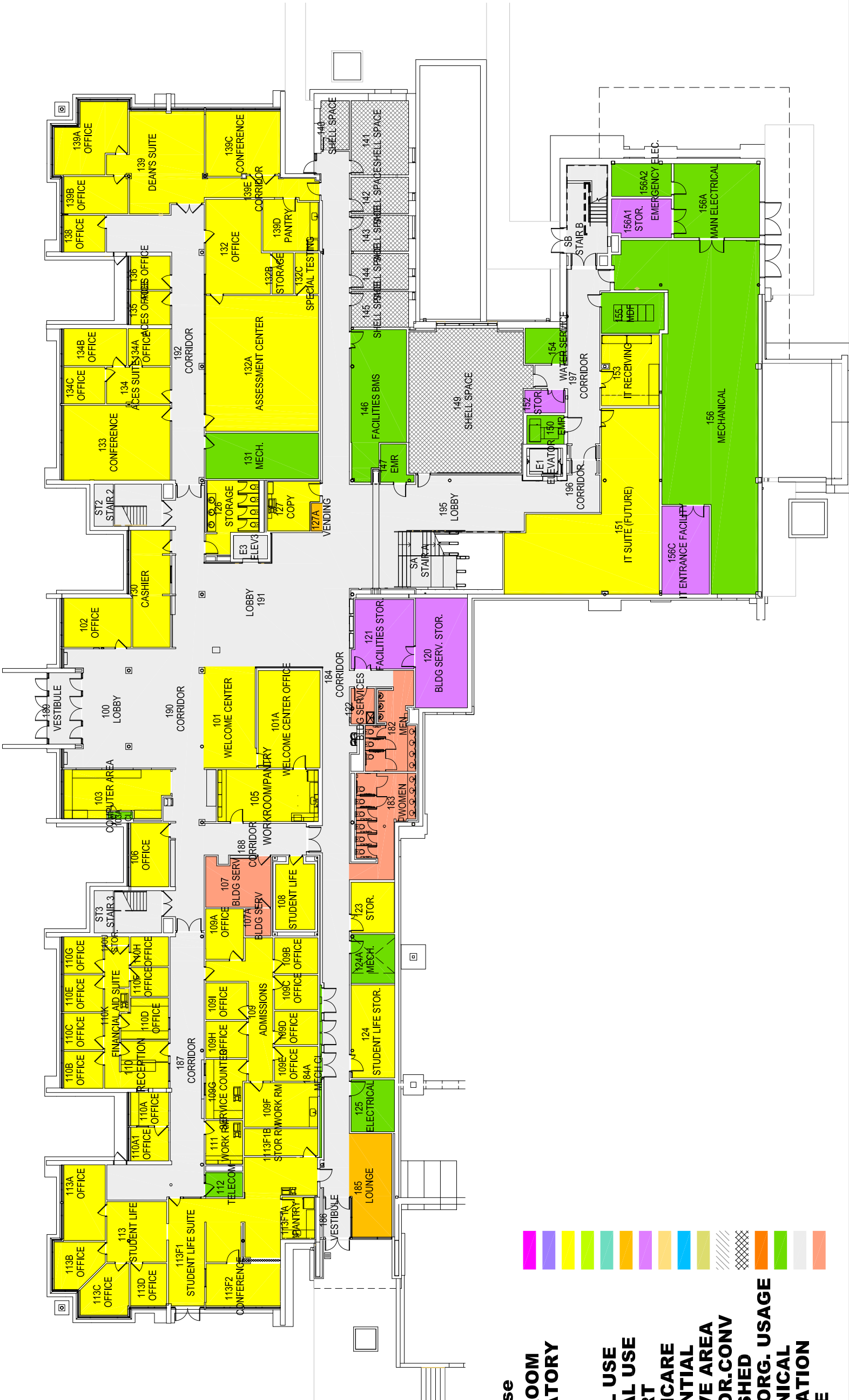
SPACE INVENTORY					HEGIS AREA (SF)
ROOM	ROOM TYPE	ROOM USE	GENERAL USE		
ROOM USE:MECHANICAL					275.64
156A	MAIN ELECTRICAL			030	382.84
156A2	EMERGENCY ELEC.			030	117.91
155	MDF			030	153.71
156	MECHANICAL			030	1911.10
146	FACILITIES BMS			030	433.65
131	MECH.			030	303.87
112	TELECOM			030	53.88
184A	MECH CL			030	20.71
125	ELECTRICAL			030	136.10
103A	CL.			030	10.39
150	EMR			030	64.74
147	EMR			030	62.26
154	WATER SERVICE			030	86.01
124A	MECH.			030	128.56
					3871.73
ROOM USE:OFFICE					
138	OFFICE			310	90.34
130	CASHIER			310	270.21
135	ACES OFFICE			310	80.03
136	ACES OFFICE			310	79.53

SPACE INVENTORY				HEGIS AREA (SF)
ROOM	ROOM TYPE	ROOM USE	ROOM TYPE	ROOM USE
132A	ASSESSMENT CENTER		310	924.24
132C	SPECIAL TESTING		310	55.08
1113C	OFFICE		310	130.38
1113B	OFFICE		310	124.27
1111	WORK ROOM		310	97.29
109G	SERVICE COUNTER		310	137.80
109H	OFFICE		310	90.47
109I	OFFICE		310	90.57
109J	ADMISSIONS		310	267.64
1113F1B	STORAGE ROOM		310	119.13
106	OFFICE		310	146.37
109E	OFFICE		310	91.06
109D	OFFICE		310	87.74
134A	OFFICE		310	93.46
134	ACES SUITE		310	133.87
134C	OFFICE		310	90.62
134B	OFFICE		310	139.57
139	DEAN'S SUITE		310	466.99
139B	OFFICE		310	143.68
132B	STORAGE		315	52.83
132	OFFICE		310	339.25
139C	CONFERENCE		350	287.32

SPACE INVENTORY				HEGIS AREA (SF)
ROOM	ROOM TYPE	ROOM USE	ROOM TYPE	ROOM USE
113F2	CONFERENCE			188.11
139D	PANTRY			170.07
113F1A	PANTRY			315
139E	CORRIDOR			315
110H	OFFICE			140.88
113F1	STUDENT LIFE SUITE			315
113D	OFFICE			310
110D	OFFICE			310
110F	OFFICE			310
127	COPY			310
110	RECEPTION			310
110K	FINANCIAL AID SUITE			136.98
110G	OFFICE			310
110C	OFFICE			86.52
110E	OFFICE			86.56
110B	OFFICE			310
110A	OFFICE			76.35
110A1	OFFICE			310
111A	OFFICE			75.77
153	IT RECEIVING			244.53
113	STUDENT LIFE			310
151	IT SUITE (FUTURE)			1092.04
109B	OFFICE			310
109A	OFFICE			115.35

SPACE INVENTORY					HEGIS AREA (SF)
ROOM	ROOM TYPE	ROOM USE	ROOM TYPE	ROOM USE	HEGIS AREA (SF)
101A	WELCOME CENTER	OFFICE	310		361.68
101	WELCOME CENTER		310		313.89
101	STOR.		315		131.53
124	STUDENT LIFE STOR.		315		243.41
113F1	STUDENT LIFE SUITE		310		614.93
113D	OFFICE		310		91.65
109C	OFFICE		310		89.21
139A	OFFICE		310		254.30
126	STORAGE		315		192.84
102	OFFICE		310		199.21
103	COMPUTER AREA		310		287.72
110U	STOR.		315		11.34
105	WORKROOM/PANTRY		315		315.42
133	CONFERENCE		350		480.09
109F	WORK ROOM		310		195.97
108	STUDENT LIFE		310		161.94
					12357.33
ROOM USE:SERVICE					
122	BUILDING SERVICES		010		49.82
162	MEN		010		228.37
163	WOMEN		010		303.84
107A	BLDG SERV		010		42.22

SPACE INVENTORY				HEGIS AREA (SF)
ROOM	ROOM TYPE	ROOM USE	ROOM TYPE	ROOM USE
107	BLDG SERV			361.68
				188.29
				812.54
				313.89
				131.53
				730
				54.91
				137.28
				250.91
				250.64
				343.85
				1037.59
				125.63
				257.43
				83.91
				124.74
				999.83
				124.74
				124.74
				1841.03
				28363.09



Room Use

CLASSROOM

LABORATORY

OFFICE

STUDY

SPECIAL USE

GENERAL USE

SUPPORT

HEALTHCARE

RESIDENTIAL

INACTIVE AREA

ALTER.OR.CONV

UNFINISHED

OTHER ORG. USAGE

MECHANICAL

CIRCULATION

SERVICE

GERMANTOWN CAMPUS

STUDENT AFFAIRS AND SCIENCE - FIRST FLOOR

SPACE USE ANALYSIS-PROJECTED PLANS

Room Use

CLASSROOM

LABORATORY

OFFICE

STUDY

SPECIAL USE

GENERAL USE

SUPPORT

HEALTHCARE

RESIDENTIAL

INACTIVE AREA

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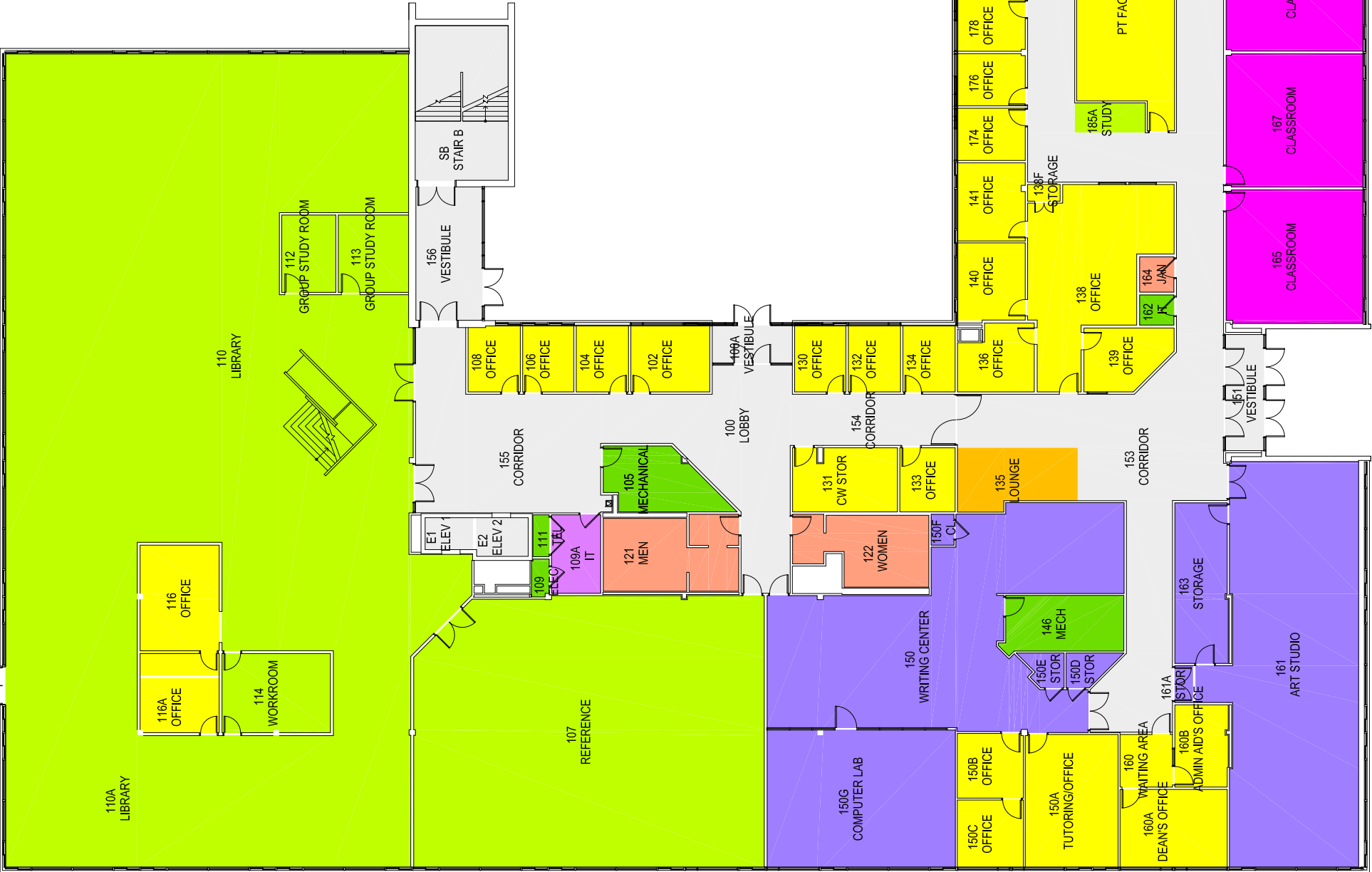
SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:CIRCULATION			
015	CORRIDOR	020	56.03
091	CORRIDOR	020	363.89
092	CORRIDOR	020	946.29
093	LOBBY	020	848.30
094	VESTIBULE	020	58.88
095	CIRCULATION	020	929.05
E1	ELEVATOR 1	020	38.58
E2	ELEVATOR 2	020	52.08
SB	STAIR B	020	355.13
			3648.21
ROOM USE:CLASSROOM			
012	CLASSROOM	110	856.89
			856.89
ROOM USE:GENERAL USE			
009	CAFETERIA	630	3069.16
019	FOOD STORAGE	635	80.76
021	KITCHEN	630	816.52
022	SERVICE AREA	635	314.21
025	STORAGE	635	51.16
			4331.80
ROOM USE:MECHANICAL			
002	MECHANICAL	030	226.42
010	TELE CLOSET	030	17.19
013	ELEVATOR MACHINE ROOM	030	117.72
017	ELECTRICAL	030	22.89
036	BOILER ROOM	030	1881.24
036A	PLUMBING SHOP	030	168.81
			2434.27
ROOM USE:OFFICE			
011	STUDENT ACTIVITY CENTER	310	765.28
011A	STORAGE	315	80.44
016	OFFICE	310	175.70
018	OFFICE	310	96.90
020	IT WORKROOM	310	731.86
020A	OFFICE	310	123.34
023	OFFICE	310	44.87

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:OFFICE			
024	BREAK ROOM	315	122.21
034A	OFFICE	310	130.38
040	BREAK ROOM	315	212.38
041	OFFICE	310	71.36
042	OFFICE	310	146.76
044	OFFICE	310	71.01
			2772.48
ROOM USE:OTHER ORG. USAGE			
001	STORAGE	090	91.49
003	OFFICE	090	99.32
005	BOOKSTORE	090	1292.41
028	BOOKSTORE STORAGE	090	381.35
			1864.57
ROOM USE:SERVICE			
009A	JANITOR	010	32.30
027	MEN	010	179.24
027A	UNISEX RESTROOM	010	40.81
029	WOMEN	010	168.96
			421.31
ROOM USE:SUPPORT			
014	IT STORAGE	715	305.57
030	SHOP STORAGE	725	263.30
031	CARPENTER SHOP	720	549.54
032	PAINT SHOP	720	325.22
034	STOR/BREAK ROOM	720	598.29
038	CUSTODIAL STORAGE	730	396.64
039	SHOP	720	556.74
045	SHED	730	383.51
046	SHED	730	1187.93
			4566.75
			20896.27

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:OFFICE			
181	OFFICE	310	99.18
182	OFFICE	310	89.57
184	OFFICE	310	92.05
185	PT FACULTY OFFICE	310	713.43
186	OFFICE	310	91.84
188	OFFICE	310	91.84
190	OFFICE	310	92.05
191	OFFICE	310	91.65
192	OFFICE	310	89.57
193	OFFICE	310	90.66
194	OFFICE	310	92.05
196	OFFICE	310	90.86
ROOM USE:SERVICE			
5528.28			
ROOM USE:STUDY			
107	REFERENCE	440	2430.16
110	LIBRARY	430	5551.00
110A	LIBRARY	430	2217.49
112	GROUP STUDY ROOM	410	109.37
113	GROUP STUDY ROOM	410	142.25
114	WORKROOM	410	223.77
185A	STUDY	430	55.32
185B	STUDY	430	82.46
185C	STUDY	430	79.60
ROOM USE:SUPPORT			
10891.43			
109A	IT	710	100.80
30971.27			

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:MECHANICAL			
105	MECHANICAL	030	165.58
109	ELECTRICAL	030	16.98
111	TEL	030	17.74
146	MECHANICAL	030	173.80
162	IT	030	26.91
195	MECHANICAL	030	263.33
ROOM USE:OFFICE			
664.33			
102	OFFICE	310	136.07
104	OFFICE	310	89.94
106	OFFICE	310	88.16
108	OFFICE	310	89.20
116	OFFICE	410	268.88
116A	OFFICE	410	112.20
130	OFFICE	310	88.16
131	CW STORAGE	310	172.63
132	OFFICE	310	89.94
133	OFFICE	310	92.74
134	OFFICE	310	89.94
136	OFFICE	315	124.25
138	OFFICE	310	527.77
138F	STORAGE	310	14.17
139	OFFICE	310	128.81
140	OFFICE	310	136.16
141	OFFICE	310	136.87
150A	TUTORING/OFFICE	310	321.79
150B	OFFICE	310	111.54
150C	OFFICE	310	115.78
160	WAITING AREA	310	72.12
160A	DEAN'S OFFICE	310	217.19
160B	ADMIN AID'S OFFICE	310	113.59
174	OFFICE	310	92.05
176	OFFICE	310	91.84
178	OFFICE	310	91.84
179	OFFICE	310	97.88
180	OFFICE	310	92.05

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:CIRCULATION			
100	LOBBY	020	469.32
100A	VESTIBULE	020	77.69
151	MAIN VESTIBULE	020	115.88
152	CORRIDOR	020	2283.16
153	CORRIDOR	020	1022.29
154	CORRIDOR	020	218.07
155	CORRIDOR	020	759.73
156	VESTIBULE	020	231.35
E1	ELEVATOR 1	020	39.61
E2	ELEVATOR 2	020	52.07
SA	STAIR A	020	388.78
SB	STAIR B	020	376.55
ROOM USE:CLASSROOM			
6034.49			
165	CLASSROOM	110	476.50
167	CLASSROOM	110	475.56
169	CLASSROOM	110	475.56
171	CLASSROOM	110	475.56
173	CLASSROOM	110	475.56
175	CLASSROOM	110	475.56
177	CLASSROOM	110	465.98
ROOM USE:GENERAL USE			
3320.28			
135	LOUNGE	650	181.51
ROOM USE:LABORATORY			
181.51			
150	WRITING CENTER	220	1354.20
150D	STORAGE	225	37.09
150E	STORAGE	225	31.31
150F	CLOSET	225	18.42
150G	COMPUTER LAB	220	673.25
161	ART STUDIO	210	1390.36
161A	STORAGE	215	17.12
163	STORAGE	215	220.64
ROOM USE:MECHANICAL			
3742.40			



Date	07/01/2019
Scale	Not to Scale
Drawn	XX
Approved	XX
Dwg. No.	XXX

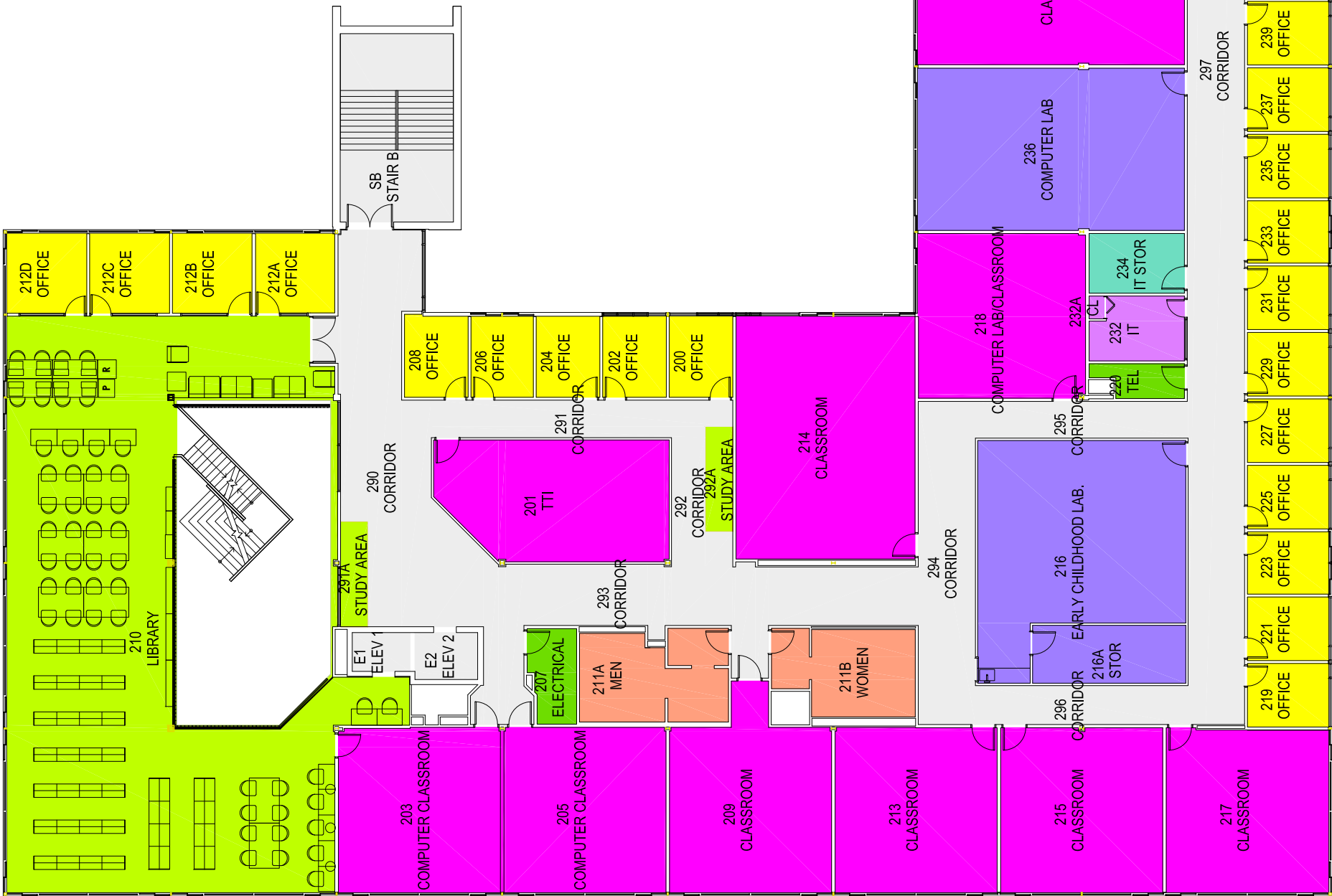
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Capital Planning and Design
9221 Corporate Boulevard, Second Floor, Rockville, MD 20850

GERMANTOWN CAMPUS
HUMANITIES & SOC. SCIENCES - SECOND FLOOR
SPACE USE ANALYSIS-EXISTING PLAN



SPACE INVENTORY				
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)	
ROOM USE:OFFICE				
235	OFFICE	310	90.68	90.68
233	OFFICE	310	88.89	88.89
255	OFFICE	310	90.68	90.68
229	OFFICE	310	90.68	90.68
227	OFFICE	310	90.68	90.68
225	OFFICE	310	90.68	90.68
223	OFFICE	310	88.89	88.89
221	OFFICE	310	90.68	90.68
219	OFFICE	310	90.68	90.68
200	OFFICE	310	90.60	90.60
202	OFFICE	310	90.60	90.60
204	OFFICE	310	90.60	90.60
206	OFFICE	310	88.81	88.81
250A	OFFICE	310	103.16	103.16
STUDENT VETERANS CENTER				
250B	OFFICE	310	162.22	162.22
257	OFFICE	310	90.18	90.18
231	OFFICE	310	90.68	90.68
212A	OFFICE	310	110.80	110.80
212B	OFFICE	310	111.73	111.73
212C	OFFICE	310	112.17	112.17
212D	OFFICE	310	111.68	111.68
208	OFFICE	310	91.30	91.30
248	OFFICE	310	101.42	101.42
242B	OFFICE STORAGE	310	101.51	101.51
242C	COPY ROOM	310	96.97	96.97
248A	CLOSET	315	6.06	6.06
247	OFFICE	310	90.68	90.68
			3275.62	3275.62
ROOM USE:SERVICE				
211A	MEN	010	228.35	228.35
211B	WOMEN	010	201.45	201.45
			429.80	429.80
ROOM USE:SPECIAL USE				
234	IT STORAGE	535	100.39	100.39
ROOM USE:STUDY				
292A	STUDY AREA	410	51.33	51.33
291A	STUDY AREA	430	51.33	51.33
210	LIBRARY	430	2524.48	2524.48
			2627.14	2627.14
ROOM USE:SUPPORT				
232A	CLOSET	715	6.06	6.06
232	IT	710	101.42	101.42
			107.48	107.48
			19630.22	19630.22

SPACE INVENTORY				
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)	
ROOM USE: CIRCULATION				
295	CORRIDOR	020	137.68	
294	CORRIDOR	020	326.36	
E1	ELEVATOR 1	020	39.61	
E2	ELEVATOR 2	020	52.07	
293	CORRIDOR	020	455.49	
SA	STAIR A	020	388.78	
292	CORRIDOR	020	93.77	
290	CORRIDOR	020	777.95	
SB	STAIR B	020	376.55	
297	CORRIDOR	020	1535.24	
296	CORRIDOR	020	146.16	
291	CORRIDOR	020	194.17	
			4523.82	
ROOM USE: CLASSROOM				
214	CLASSROOM	110	766.33	
217	CLASSROOM	110	464.97	
218	COMPUTER LAB/ CLASSROOM	110	485.96	
209	CLASSROOM	110	501.87	
213	CLASSROOM	110	471.01	
201	TTI	110	468.14	
215	CLASSROOM	110	470.20	
205	COMPUTER CLASSROOM	110	476.38	
238	CLASSROOM	110	781.31	
203	COMPUTER CLASSROOM	210	474.81	
244	CLASSROOM	110	479.04	
252	CLASSROOM	110	478.13	
246	CLASSROOM	110	479.04	
			6797.17	
ROOM USE: LABORATORY				
216	EARLY CHILDHOOD LAB.	210	726.20	
216A	STORAGE	215	156.47	
236	COMPUTER LAB	210	762.35	
			1645.02	
ROOM USE: MECHANICAL				
207	ELECTRICAL	030	75.21	
220	TEL	030	48.57	
			123.78	
ROOM USE: OFFICE				
251	OFFICE	310	90.68	
249	OFFICE	310	90.68	
253	OFFICE	310	88.89	
245	OFFICE	310	90.68	
243	OFFICE	310	88.89	
241	OFFICE	310	90.68	
239	OFFICE	310	90.68	
237	OFFICE	310	90.68	



Room Use

- CLASSROOM
- LABORATORY
- OFFICE
- STUDY
- SPECIAL USE
- GENERAL USE
- SUPPORT
- HEALTHCARE
- RESIDENTIAL
- INACTIVE AREA
- ALTER.OR.CONV
- UNFINISHED
- OTHER ORG. USAGE
- MECHANICAL
- CIRCULATION
- SERVICE



SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:CIRCULATION			
126	EAST ENTRY	020	118.14
190	CORRIDOR	020	331.49
192	CORRIDOR	020	264.18
193	CORRIDOR	020	1104.09
194	ELEVATOR LOBBY	020	430.41
195	CORRIDOR	020	1641.35
196	CORRIDOR	020	150.99
197	CORRIDOR	020	37.18
E1	ELEVATOR 1	020	51.39
SB	STAIR B	020	163.51
SC	STAIR C	020	260.33
SD	STAIR D	020	63.98
SE	STAIR E	020	74.58
			4691.61
ROOM USE:CLASSROOM			
122	TELECONFERENCING	110	990.61
123	MULTIMEDIA	110	990.18
			1980.79
ROOM USE:GENERAL USE			
101	LOUNGE	660	304.76
113	GLOBE HALL	610	2817.07
113A	PIANO STORAGE	615	105.81
114	STAGE	610	413.90
115	BACKSTAGE	610	375.39

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:GENERAL USE			
115A	STORAGE	615	299.40
124	TICKET BOOTH	660	98.01
144	LOUNGE	650	491.23
144A	LOUNGE	650	398.66
144B	LOUNGE	650	545.98
			5850.20
ROOM USE:LABORATORY			
103	COMPUTER CLASS LAB	210	687.78
103A	ENGINEERING SHOP	215	251.24
104	COMPUTER CLASS LAB	210	981.25
137	COMPUTER CLASS LAB	210	998.41
138	COMPUTER CLASS LAB	210	995.35
139	COMPUTER CLASS LAB	210	995.18
			4909.21
ROOM USE:MECHANICAL			
100	CENTRAL PLANT	030	4093.54
105	ELEVATOR EQUIPMENT	030	46.46
106	TELECOM	030	200.36
120	ELECTRICAL	030	51.62
140	ELECTRICAL	030	198.35
			4590.33
ROOM USE:OFFICE			
127	OFFICE	310	100.51
128	OFFICE	310	103.69

SPACE INVENTORY			
ROOM CODE	ROOM NAME	HEGIS	AREA (SF)
ROOM USE:OFFICE			
129	OFFICE	310	99.48
130	OFFICE	310	99.88
131	OFFICE	310	99.69
132	OFFICE	310	99.48
133	OFFICE	310	99.88
134	OFFICE	310	99.69
135	OFFICE	310	99.48
136	OFFICE	310	99.91
141	OFFICE	310	88.32
			1090.01
ROOM USE:SERVICE			
107	MEN	010	170.96
108	WOMEN	010	189.78
109	JANITOR CLOSET	010	18.58
110	MEN	010	288.90
111	WOMEN	010	331.32
112	JANITOR CLOSET	010	44.15
118	TOILET	010	91.48
119	TOILET	010	89.95
144C	MAMAVA	010	51.11
			1276.23
			24388.39



Appendix 2

Montgomery College Germantown Campus Evaluation of Baseball Facility Germantown, MD

March 27, 2018

table of contents

- Section 1.0 Background and Objectives
- Section 2.0 Review of Existing Site Constraints
- Section 3.0 Conceptual Layout

enclosures

- Enclosure 1 – Conceptual Layout
- Enclosure 2 – Preliminary Cost Estimate



Gale JN 630125

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MONTGOMERY COLLEGE – GERMANTOWN CAMPUS BASEBALL FACILITY GERMANTOWN, MD

SECTION 1.0 – BACKGROUND AND OBJECTIVES

Gale Associates, Inc. (Gale) was engaged by Montgomery College (MC) to perform an evaluation of the existing varsity baseball facility located on the Germantown campus of MC, in Germantown, MD. The purpose of the evaluation was to:

- Evaluate the existing baseball facility at the Germantown campus, as it relates to site constraints (i.e., access, topography, natural features).
- Perform a comparison of the existing baseball field dimensions to the National Collegiate Athletic Association's (NCAA) and the American Sports Builders Association's (ASBA) recommended baseball field dimensions.
- Provide an opinion on potential facility renovations including preliminary cost budgeting and a conceptual "test-fit" layout scheme to demonstrate how the baseball facility might be organized.

The findings of this evaluation are to assist MC in determining the most advantageous strategy for redeveloping the Germantown Campus Baseball Facility.

SECTION 2.0 – REVIEW OF EXISTING SITE CONSTRAINTS

As part of our preliminary evaluation, Gale also reviewed the following:

- Aerial photography and GIS information of the project site.
- *Natural Resources Inventory (NRI) and Forest Stand Delineation (FSD)*, as prepared by Ecotone Inc. dated December 2008.
- Photo documentation taken by Gale on March 5, 2018.

Existing Baseball Facility Layout. The existing baseball facility is bounded by Observation Drive to the east and south, a parking lot and an automotive facility to the west, and Germantown Road to the north. Please refer to Figure 1 below. The ballfield is generally laid out in a north-northwest orientation.

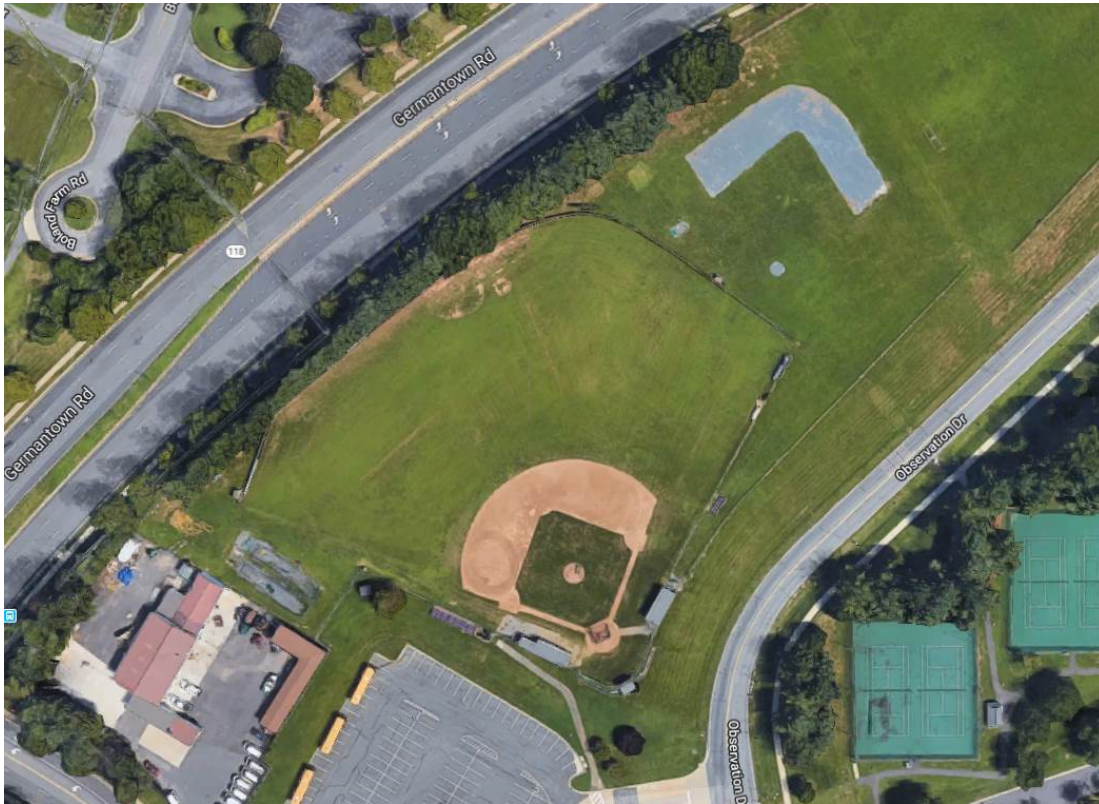


Figure 1: Aerial Photo of Existing Baseball Facility.

The overall dimensions of the field are approximately 330-ft to the left field foul pole, 335-ft to center field, and 312-ft to right field foul pole. By comparison, the NCAA recommends 330-ft to both left field and right field foul poles and 400-ft to centerfield. The NCAA also recommends 60-ft clearance from baseline to obstructions (backstop, dugouts, etc.). The existing backstop is approximately 42-ft from home plate and the existing dugouts are less than 30-ft from baselines. Please refer to Figure 2 below.

The baseball field playing area generally slopes from northwest to southeast with these slopes being under 5%. The areas behind the backstop and dugouts have steep slopes (greater than 25%) toward the parking lot and Observation Drive. Based on the countours shown on NRI and FSD Plan, there is an elevation difference of approximately 15-ft between home plate and Observation Drive. Similarly, there is an elevation difference of approximately 10-ft between the left field fencing and Germantown Road. Please refer to Figure 3 below.

The remaining of the facility includes minimal spectator seating, batting cages, dugouts, outfield fencing and a practice infield area consisting of one row of seating directly behind the backstops area and a section of aluminum grandstands (5-rows) across from third base. The seating areas and sidewalk from the parking area do not appear to be ADA accessible. Please refer to Figures 4 through 7 below.

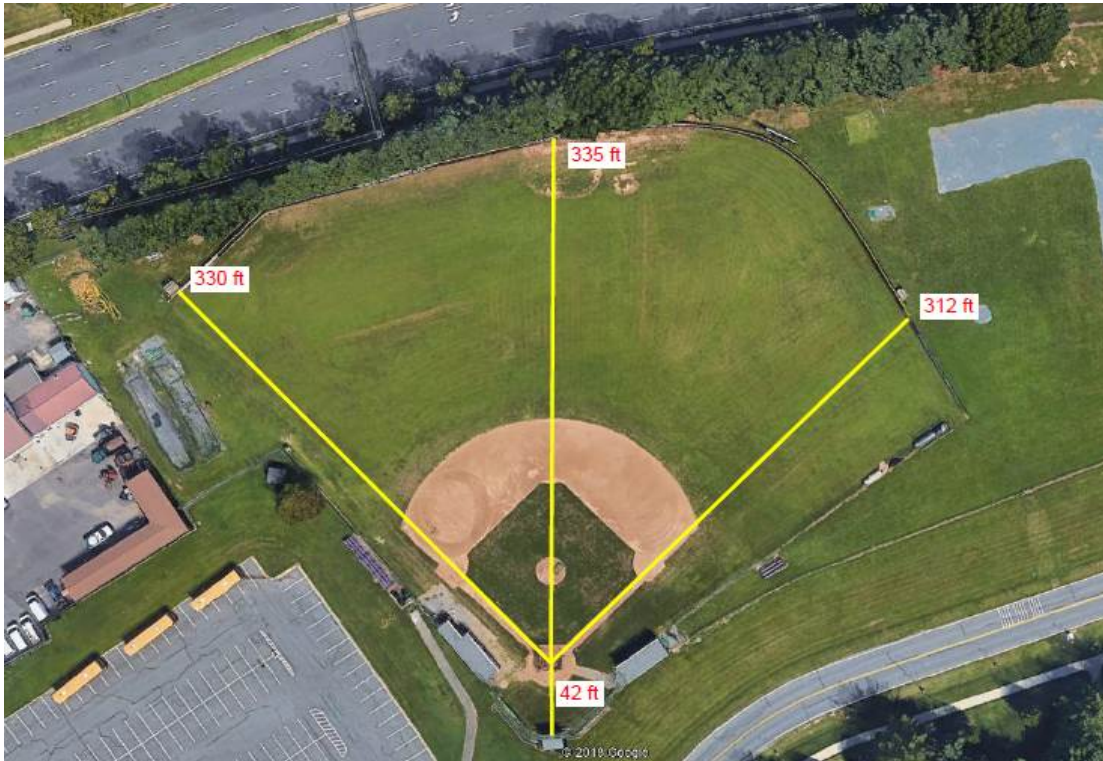


Figure 2: Dimensions of Existing Baseball Facility.

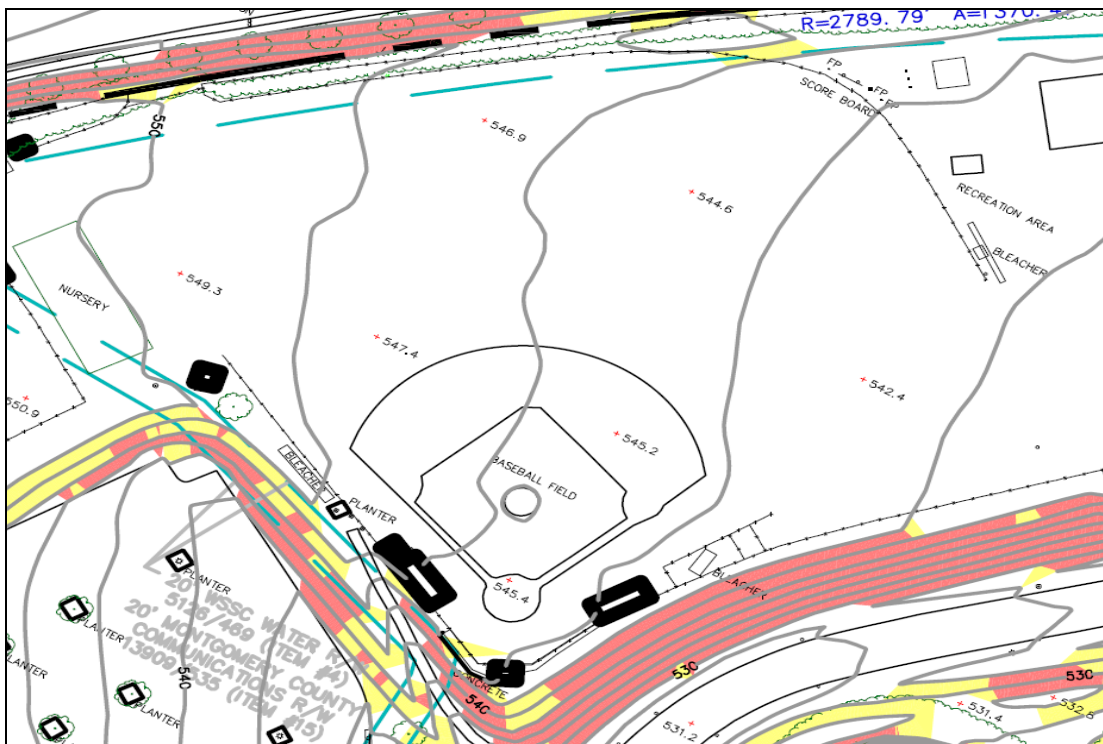


Figure 3: Image of Existing Topography from NRI and FSD Plan, as prepared by Ecotone Inc.



Figure 4: Images of Existing Spectator Seating.



Figure 5: Images of Existing Dugouts.



Figure 6: Images of Existing Batting Tunnels.



Figure 7: Images of Existing Outfield Fencing and Foul Pole.

SECTION 3.0 – CONCEPTUAL LAYOUT

Gale’s evaluation included investigating how the existing facility may be redeveloped to best meet the varsity baseball program needs of MC. Gale first looked at several potential reconfiguration layouts of the existing baseball field at the NCAA and ASBA recommended field dimensions.



Figure 8: Images of Conceptual Layouts at NCAA recommended dimensions.

The conceptual layouts shown in Figure 8 above reflect ballfields with 330-ft foul pole distances, 400-ft center field distances and 60-ft setback distances to backstop and dugouts. However, the site constraints resulted in the field limits extending into the parking lot and Observation Drive. Gale also evaluated at a secondary site on the Germantown campus located to the east of Observation Drive. Please refer to the conceptual layouts shown in Figure 9 below.



Figure 9: Images of Conceptual Layouts at secondary site east of Observation Drive.

Although the conceptual layouts show that a baseball field can fit within this secondary sight, the NRI and FSD plan shows that there is a drainage swale running through the middle of the site and that outfield would encroach into the forest stand/buffers. Due to these constraints, it is not feasible to construct a baseball facility at this secondary site.

After evaluating the above mentioned options, it appears that the most viable option for the field reconfiguration is achieved by rotating the baseball field to a west-east orientation. As shown in Figure 10 below, a field meeting the NCAA recommended distances of 330-ft at the foul poles and 400-ft at center field can potentially fit, however, retaining walls will be required. A 350-seat grandstand with press box are shown directly behind a 40-ft high backstop. To accommodate new grandstands and press box, the distance from home plate to the backstop was reduced to 45-ft in length. In order to provide ADA accessible walkways to the facility, the existing parking lot was modified.

Additional site features include:

- Synthetic turf surface for entire baseball field
- A 2,400 square foot amenity building with concessions, restrooms and storage
- 6-foot-high perimeter field fencing
- Protective netting (40-ft high) running along the right field and left field fencing
- Retaining wall along the outfield and right field limits along the parking lot and Observation Drive
- New dugouts
- Athletic lighting (8-pole system) meeting NCAA recommendation for Regional and National Broadcast light levels of 100 foot candles infield / 70 foot candles outfield
- Dual batting tunnels with metal structure enclosure
- New bullpens for home and visitors
- Relocated scoreboard

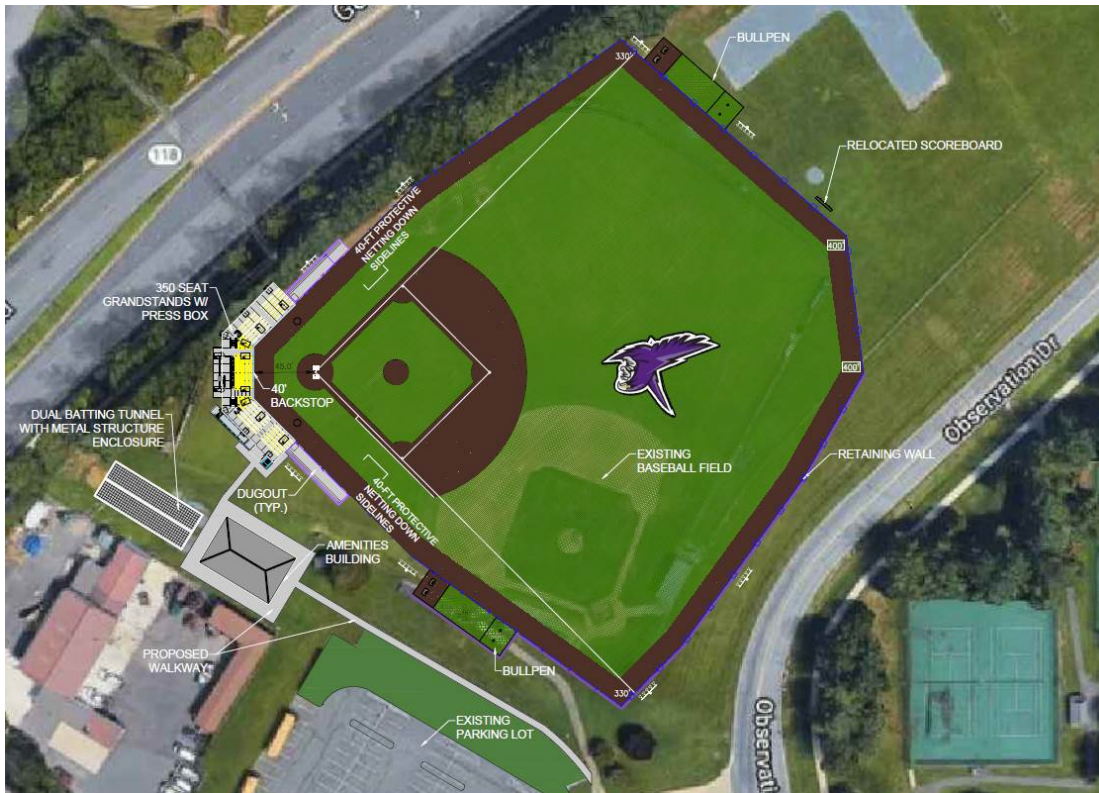


Figure 10: Images of "Best Fit" Conceptual Layout

The resulting conceptual layout show in Figure 10 above is the best fit option to meet the needs of the college. A conceptual layout sketch has been provided in Enclosure 1 and a pre-design cost estimate is provided in Enclosure 2.

Thank you for the opportunity to assist MC with this evaluation.



MONTGOMERY COLLEGE - BASEBALL FACILITY AT GERMANTOWN CAMPUS

Montgomery College Baseball Field Improvements			
Preliminary Cost Estimate - March 27, 2018			
ITEM	DESCRIPTION	TOTAL COST	REMARKS
1	General Conditions & Mobilization/Demobilization	\$ 60,000.00	
2	Erosion Control	\$ 10,000.00	
3	Site Preparation / Demolition	\$ 150,000.00	
4	Baseball Synthetic Turf Field Construction	\$ 780,000.00	Includes turf, base stone, drainage
5	Baseball Concrete Turf Anchor Curb	\$ 65,000.00	
6	Baseball Retaining Walls	\$ 110,000.00	Assumes segmental block wall system
7	Baseball Fencing, Backstop and Netting	\$ 160,000.00	
8	2-Baseball Bullpens	\$ 25,000.00	
9	Baseball Double Batting Tunnel with Metal Enclosure	\$ 100,000.00	
10	Baseball Dugouts	\$ 60,000.00	Assumes pre-manufactured construction
11	Baseball Grandstand (350-person) & Press Box	\$ 300,000.00	
12	Amenities Building (2,400 sf)	\$ 840,000.00	Assumes \$350/sq. ft.
13	Walkways and Parking Lot Modifications	\$ 150,000.00	
14	Athletic Lighting (8-pole LED System)	\$ 750,000.00	
15	Site Improvements, Water, Sewer	\$ 250,000.00	
16	Site Electrical Upgrades	\$ 350,000.00	
	Subtotal:	\$ 4,160,000.00	
	10% Soft Costs (A/E, Permitting)	\$ 416,000.00	
	20% Contingency	\$ 832,000.00	
	TOTAL	\$ 5,408,000.00	

NEW STUDENT SERVICES CENTER at MONTGOMERY COLLEGE - GERMANTOWN CAMPUS

PART II FACILITY PROGRAM: NEW STUDENT SERVICES CENTER

Building Number: 110

May 01, 2020

Prepared for:
Montgomery College
Office of Facilities
9221 Corporate Boulevard
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By:
Quinn Evans
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FOREWORD

The purpose of this Part II Facility Program is to propose a new Student Services Center consisting of 153,660 GSF (87,585 NASF), the upgrade and extension of utilities and site improvements (roadway, parking, walks and landscaping.) This document serves a number of purposes, primary of which is to define the project's technical criteria and requirements and provide direction to the Architect/Engineer (A/E) employed by Montgomery College to prepare plans and specifications required for contract bidding and construction. This document also:

- Affords the College a planning tool with which to develop project familiarity and assess priorities.
- Details functional needs and existing conditions pertaining to facilities to be constructed.
- Supports the budget request for funding.
- Serves as the focus of review.
- The Part II program will also be included as a part of the contract with the selected A/E for the design of the project; and in relation to this function, the document will:
 - Identify and establish the site boundaries for the project.
 - Provide a complete description of the project scope of work.
 - Describe the functional use, requirements, and performance standards for the project.
 - Document the general and special architectural, engineering, and planning objectives and criteria to be incorporated and addressed in the design.
 - Identify the general or special architectural, engineering, and planning objectives and criteria to be incorporated in the design.
 - Reference applicable regulatory and design standards, as well as, methods and practices required by the client.
 - Establishes Owner Project Requirements (OPR)

The organization of this Program includes the following sections:

- Section A, The Planning Situation presents an overview of the College, Germantown Campus, and planning objectives.
- Section B, Architectural / Engineering Services Specifications outlines the project scope, identification of project responsibilities and information to be provided to the A/E, and stipulations regarding submittals, reviews and approvals and codes.
- Section C, Site Development Criteria provides written and graphic information for the area proposed for new construction, including topography, utilities, and circulation.
- Section D, Building Design Criteria outlines general and specific information covering the design and functioning of the building.
- Section E, Detailed Space Requirements specifies general and specific information for the design of individual spaces, groups of spaces, and their interrelationships.

A. THE PLANNING SITUATION

A facility program consists of two parts. The Part I documents the justification of need for the project, and the description and explanation of the scope of work. The Part II includes additional details needed to procure the A/E services for the project and to provide detailed guidance in developing the project design. This document is the Part II facility program for a new Student Services Center building at the Montgomery College, Germantown Campus. This document has been developed in coordination with the Part I program completed for this project and the requirements of the most recent Facility Program Manual as published by the Maryland Departments of Budget and Management and General Services.

1. Montgomery College

Montgomery College has been changing lives in Montgomery County for more than 60 years. Founded in 1946, Montgomery College began as an evening college at Bethesda-Chevy Chase High School, serving an initial student body of just 186 students. By 1950, the College acquired the buildings and land previously occupied by the Bliss Electrical School. This Takoma Park location became the College's first campus. The Rockville Campus opened in 1965, and the Germantown Campus followed in 1978. Today the College has grown from very humble beginnings to a total of 50 owned buildings and five leased facilities housing more than 2.3 million square feet of facility space in support of the College's educational mission.

The College is an open-access, public education institution dedicated to academic excellence and committed to student success. The College offers a wide range of postsecondary academic programs, career training, and lifelong learning opportunities at moderate cost to residents, businesses, and other organizations within Montgomery County. The College provides an enriching and comprehensive learning experience for students, faculty, staff, and community members who in turn enhance the College with a diversity of ethnicities, cultures, ages, and experiences. This diversity offers opportunities for students to appreciate individual differences and to communicate ideas. As an educational resource center, the College acknowledges its responsibility and participates actively with public and private agencies to search for solutions to community problems.

The Maryland Higher Education Commission (MHEC) has authorized the College to confer the associate of arts (AA), associate of science (AS), associate of applied science (AAS), associate of arts in teaching (AAT), and associate of fine arts (AFA) degrees. The College awards diplomas, certificates, and letters of recognition. As a public institution, the College is legally accountable to the state of Maryland and Montgomery County. At the state level, the College reports to the Maryland Higher Education Commission (MHEC). MHEC establishes minimum requirements for associate degree-granting institutions and establishes general policies for the operation of community colleges.

The College was first accredited on April 28, 1950, after an evaluation by a committee

representing the Commission on Higher Education of the Middle States Association (an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation). It has remained on the accredited list ever since then and holds accreditation from the state of Maryland and numerous academic and professional organizations.

Today, the College is a multi-campus institution that serves nearly 60,000 students annually, through a combination of credit and noncredit continuing education programs. Chartered by the state of Maryland and governed by a 10-member Board of Trustees, Montgomery College is widely recognized for the quality and scope of its academic programs in liberal arts, humanities, sciences, business, and technologies. Campuses are located in Germantown, Rockville, and Takoma Park/Silver Spring, complemented by Workforce Development and Continuing Education centers and other off-campus sites throughout Montgomery County. More than 100 degree and certificate programs prepare students to earn an associate's degree, transfer to a four-year college or university, enter the job market, upgrade career skills, complete an apprenticeship, and enhance life through enrichment experiences. A highly accomplished and innovative faculty provides individualized instruction and a supportive learning environment.

Affordable tuition and various extracurricular activities—athletic programs, performing arts, student clubs and multicultural organizations, student government—create a complete college experience for the county's culturally diverse student population. Courses and student services are provided year round for day, evening, and weekend students.

The diverse student body of the College is reflective of Montgomery County and the greater Washington D.C. area. Currently, nonwhites make up 72.3% of the student body. The mean age of a Montgomery College student is 25.4 years and traditional age students (20 years and under) still lead all age groups comprising 41.4% of the total student body. Approximately 90% of all students reside in Montgomery County and 52% are female.

The mission, vision and values of the College define its responsibilities, values, standards and aspirations.

OUR MISSION

We empower our students to change their lives, and we enrich the life of our community. We are accountable for our results.

OUR VISION

With a sense of urgency for the future, Montgomery College will be a national model of educational excellence, opportunity, and student success. Our organization will be characterized by agility and relevance as it meets the dynamic challenges facing our students and community.

OUR VALUES

EXCELLENCE * INTEGRITY * INNOVATION * DIVERSITY * STEWARDSHIP *
SUSTAINABILITY

The vision for academics at Montgomery College is a natural expansion of the institution's student-centered mission of caring, commitment to quality, and service to community that holds the College accountable for key results centered on learning. This vision incorporates clear priorities and the challenges of the future: ongoing access, retention, achievement, and collaborative learning. These priorities are achieved within a framework of service to the community, lifelong learning and professional development.

2. Germantown Campus

At the Germantown Campus more than 6,800 students from over 140 different countries take classes in more than 100 disciplines. A wide variety of learning-centered educational offerings are made available in support of the campus commitment to ensure student access, retention and success. Complementing the academic curriculum are the numerous opportunities to gain valuable work experience through internships and volunteer opportunities with many local business and community organization partners.

a. Educational Characteristics

The Germantown Campus distinguishes itself as being the College's focus for programs related to biotechnology and cybersecurity. The campus is the site of the Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC) which includes the Holy Cross Germantown Hospital.

b. Academic Programs

In addition to general education and honors courses, the Germantown Campus offers fifty (50) different degree programs, twenty-four (24) certificate programs, and six (6) letter of recognition programs. Academic programs uniquely offered at the Germantown Campus include the AAS degree and certificate in Biotechnology, the certificate in Technical Writing, the AAS degree and certificate in Landscape Technology and an AAS degree and certificate in Cybersecurity. Further, the AAS degree program in Biotechnology and the certificate program in Technical Writing are approved as State wide programs. These State wide programs are available to students from other geographic areas where the local community college does not offer the same program.

The Germantown Campus, augmented by the PIC MC and the Montgomery County Business Innovation Center, is poised to play a critical role in addressing workforce shortages in Science, Technology, Engineering and Mathematics (STEM) and health care fields as well as the state wide need for teachers in related subject areas, while simultaneously providing students unique and vital opportunities for applied and experiential learning.

From its inception, the PIC MC has been seen as a way to ensure that the supply of

well trained and educated workers in Life Science and STEM fields meets the growing demand for these skills in Montgomery County. The integration of PIC MC with the academic campus will facilitate the alignment of academic programs with workforce needs. Industry, viewed as an extension of the academic program, becomes a true partner, defining competencies, articulating standards, and providing relevance to the curriculum.

The mutual benefits of aligning academic programs with the requirements of the industry for which course work and programs are preparing students have been cited for the past decade. The rapid pace at which technological advances occur challenges academic curricula to stay current with the best workplace practices. Only after a practice is refined does it become part of the curriculum. By integrating academics and the workplace, faculty stay current and the curriculum relevant; students have the opportunity for real, experiential learning, often with industry mentors; members of industry may teach, guest-lecture or otherwise actively participate in development and evaluation of curricula; clear career pathways are established for students and competent, trained workers are career ready. Due to the demand for qualified workers in the Life Science and STEM fields, the synergy of academic and industry collaboration continues to be a critical factor to student success.

c. Planned Growth of the College and the Campus

Montgomery College plans on undertaking substantial enrollment growth during this decade between 2013 and 2023. The College is projected to experience an unduplicated head count growth of 26% over this period. Of this headcount, increase at the Rockville Campus is expected to grow by 4,378 students, the Takoma Park/Silver Spring Campus by 1,465 students and growth of 2,232 students is projected for the Germantown Campus. The College's noncredit FTE enrollment in Workforce Development and Continuing Education is also projected to experience substantial growth through 2023. In addition, the College is projecting faculty growth of 12% and staff growth of 6%.

From 2008 to 2013, headcount enrollment has increased by 24%, from 6,009 students in 2008 to 7,441 at the Germantown Campus. The total headcount growth from 2013 to 2023 is projected to increase by 27% resulting in a headcount of 9,423 students at the Germantown Campus. During the same period the number of faculty employees is projected to increase by 20 FTE, which represents a 14% growth and staff employees are expected to increase by 10 FTE positions, which represents a 5% increase.

These projected increases in student enrollment and faculty and staff employees were used in the Part I facility program to calculate space needs utilizing the Maryland space guidelines. These space needs were further refined into a summary list of spaces and documented in corresponding room/space data sheets contained in this Part II facility program.

d. Changes in Curriculum

Teaching pedagogy in the 21st Century is focused on providing students with experiential and collaborative group based learning activities that promote learning for

practical application in the work environment. Teaching methodologies and pedagogy are undergoing transformation and no longer are four walls and a chalkboard sufficient to provide the instructional environment and tools that students and faculty need to be successful.

Classrooms and laboratories must be configured and furnished for flexibility and equipped with robust instructional technology to be adaptable to a variety of new and blended teaching methodologies grounded in student-centered and group learning activities. Flexible spaces, both inside and outside of the formal instructional space, are needed to support student collaboration, practice, and group work. These factors typically require a higher space allocation per student station in instructional spaces, and more unscheduled student study spaces and resources (flexible space, technology and writing surfaces) outside of the classroom/lab to meet course requirements and to support efforts to improve student performance and success.

3. Project Overview

a. Student Affairs

Student Affairs Division programs proposed to be located and housed in the new Student Services Center include:

- Dean of Student Access and Germantown Student Affairs
- Raptor Central (formerly Welcome Center and Response Center)
- Recruitment
- Records and Registration (formerly Enrollment Services)
- Financial Aid
- Achieving Collegiate Excellence and Success (ACES)
- Assessment Center
- Military and Veteran Services
- Combat2College (C2C)
- Disability Support Services (DSS)
- Counseling and Advising Academic
- Student Health and Wellness (SHaW) Center for Student Success
- Student Life
- Student Employment Services (SES)

Dean of Student Access and Germantown Student Affairs – Administrative office of the Collegewide Dean of Student Access and Germantown Student Affairs. This office is responsible for Records and Registration (formerly Enrollment Services), Assessment Center, Recruitment, Raptor Central (formerly the Welcome Center and Response Center).

Raptor Central – In January 2020, Raptor Central (formerly the Welcome Center and Response Center) became the new public interface with students and parents. This new functional area is service based and is intended to provide a consistent and seamless centralized “One Stop” service center for prospective and current students.

The purpose of Raptor Central is to provide admissions and onboarding

services/processes for prospective students, and ongoing enrollment support for prospective and current students, to include both credit and non-credit. Student workers, and sometimes staff at Raptor Central will also provide campus tours for small groups and individuals. Raptor Central also provides print materials, often displayed in literature racks for students and the public. Student workers will also staff the computer labs, providing users with hands-on support for onboarding and enrollment related processes, like completing an application and/or FAFSA, and helping them register for courses.

Raptor Central will provide the following services in-person or via the telephone:

- General information
- Assistance with enrollment and registration
- Financial aid/FAFSA (receiving/imaging)
- Student group tours
- Processing of admissions applications (on-line, in-person and international)
- Walk-in transcripts
- Updating test scores (HS, SAT, etc.)
- Permission to enroll
- Receive forms for academic appeals, tuition waiver, graduation, etc.

Recruitment - The recruitment team provides in-person outreach, institutional representation, and maintains partnerships with local high schools, community organizations, businesses, churches, and educational programs to engage with underserved and underrepresented communities and their leaders. Recruiters also participate in community programs to provide information concerning enrollment at the College, representing the College at programs and events including but not limited to community fairs, business expos, metropolitan area schools, and other college and community events. Finally, recruiters develop and conduct frequent presentations for various audiences and public settings, in order to showcase the College's programs and services, including but not limited to individual, small, large group, and electronic presentations.

Records and Registration (formerly Enrollment Services) – In January 2020, Enrollment Services transformed into and became known as Records and Registration. This functional unit will physically be located adjacent to and coordinate closely with Raptor Central on processing documentation and paperwork for admissions and registration. This new functional area will support the following services:

- Faculty-based services
- Registration
- Graduation audit
- Transcript evaluation
- Academic standing
- Course scheduling
- Enrollment verification

Financial Aid - The Montgomery College student financial aid program is structured to meet the College's philosophy that no student should be restricted from attending because of limited financial resources. Financial aid programs include grants, scholarships, loans, and student employment.

Achieving Collegiate Excellence and Success (ACES) - The Achieving Collegiate Excellence and Success (ACES) Program is a collaboration among Montgomery County Public Schools (MCPS), Montgomery College (MC), and Universities at Shady Grove (USG). ACES serves targeted students in select Montgomery County Public High Schools (MCPS) with Montgomery College Academic Coaches. The academic coaches provide both academic and student support using a case management approach. They meet with students providing test preparation, tutoring, college visits, and assistance with college, financial aid and scholarship applications. The ACES Academic Coaches encourage student success by identifying and neutralizing barriers that may prevent an at-risk student from graduating with a bachelor's degree. An on-campus academic coach provides academic support and guidance to ACES students to help facilitate their degree completion and transfer to a four-year college or university if they choose to attend Montgomery College. Students who choose to continue their education at the Universities at Shady Grove are provided with ongoing support to ensure bachelor's degree completion.

Assessment Center - Students must demonstrate their skills in English, reading, and mathematics upon admission to the College so they may be placed in courses matching their academic skill levels. Students may be exempt from assessment if they can provide documentation that they have completed appropriate college coursework or have sufficiently high scores on standardized test instruments such as the SAT, ACT, or TOEFL. If such documentation is not available, students must take the college placement examination. The centers also provide testing services for students who need to take make-up examinations, those enrolled in Distance Education courses, and students with disabilities who need special accommodations.

From FY 2015 to 2019, the Assessment Center tested an average of 2,580 students for placement testing (new students) and 3,960 students for academic students (enrolled) annually. These numbers do not include testing for GED (high school diploma), TEAS (Nursing program), Correctional Center (WDCE) and other testing requests from College departments. Annually, these additional examinations added an average of 500 students tested. While it does not reach the same levels of demand as placement and academic testing, these additional exams also require testing space, test materials preparation, intake processing, proctoring and after testing reporting.

The current 35 person capacity testing center, limited intake and reception area and insufficient number of staff offices and work spaces are key limiting factors to the operation and service delivery of Assessment to support the existing client demand. These conditions are projected to worsen with increased enrollment.

Military and Veteran Services - Montgomery College is a military and veteran friendly institution, recognizing and supporting the contributions that students make outside the classroom as active duty service members, guardsmen, reservists,

veterans, and dependents. To that end, the College assists the military community in reaching their educational goals by providing: Flexible withdrawal procedures in the event of activation, deployment, or enlistment, Waived residency requirements for active duty service members and dependents, Veterans Benefits processing, Tuition Assistance processing, Tuition Waivers for Maryland National Guardsmen, DoD Voluntary Education Partnership Memorandum of Understanding (MOU) signatory, and Support services available through the Combat2College program.

Combat2College(C2C) - Combat2College(C2C) is a nationally recognized program that offers opportunities and services to veterans and service members attending Montgomery College. Some of the program features include: Academic opportunities and advising, Financial Opportunities, Wellness activities, Social opportunities, Space for gathering, and Referral and coordination with external agencies/resources.

Disability Support Services(DSS) - In accordance with the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the College provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Disability Support Services (DSS) works with students with disabilities such as learning disabilities, attention-deficit/hyperactivity disorder, mental health disabilities, autism spectrum disorders, brain injuries, physical/mobility and medical disabilities, and vision and hearing impairments. DSS utilizes an interactive process in determining accommodations for each student. DSS counselors advise students and provide academic, career, and short-term personal counseling. They determine and facilitate appropriate academic and technological accommodations, act as liaisons with College resources and external agencies and consultants and provide referral services for students with disabilities. DSS faculty and staff assist in arranging support services within the framework of student self-determination and self-advocacy.

According to national statistics, 11% of students attending higher education have a disability and this number continues to increase. The fall 2019 data shows that 1,576 students are using DSS Services College wide. It is noteworthy that students attend multiple campuses.

The Germantown Campus has the least amount of space dedicated to students with disabilities when compared to Rockville and Takoma Park Silver Spring campuses. The current space is insufficient to meet the needs of the growing DSS population at the Germantown campus; there are only 12 computer stations and the space lacks storage for assistive technology equipment and lacks space for individual study rooms or reduced distraction areas.

Counseling and Advising - Advising is viewed as a collaborative process and is designed to assist students in establishing goals, minimizing barriers, and encouraging self-sufficiency now and into the future. With this in mind, students will not get "prescribed" answers, but will be encouraged to design and adapt plans which reflect their emerging interests, knowledge and goals. Students will be encouraged to make informed academic decisions and consider potential consequences of their decisions. Counselors help students in making educational, transfer, and career

decisions and in planning for and progressing toward their individual goals. They assist students in planning to complete certificates or degrees from the College and in preparing to transfer to four-year colleges and universities. Counselors also listen to students' concerns and can connect them with community services, if necessary, or assist them in crisis and other critical situations. Program advisors assist students in identifying useful elective courses for any declared majors, make referrals to academic support services, recommend out-of-class activities and experiences to enhance learning or career development, and educate students about academic honor or professional associations. Program advisors also assist students in pre-registering for academic courses in their major. Students are encouraged to seek counseling and advising services throughout the academic year, instead of only during registration periods. Students who see the same counselor and/or advisor during their enrollment at the College benefit by setting clear academic goals that are reviewed periodically.

Counseling schedules nearly 15,000 appointments each fall for advising. Due to space constraints, lines of people spill out into hallways creating overcrowded conditions. These visits include families that bring in their children, sometimes with strollers, along with students with physical challenges and disabilities who have a hard time with the congestion in the halls and getting up the only existing elevator. Other issues with existing facilities include inadequate restrooms to accommodate numbers during peak times and specific family needs including changing tables. Meeting spaces for both students, staff, and faculty to work collaboratively are in great demand, short supply and needed to address current and future needs.

Student Health and Wellness (SHaW) Center for Student Success

Montgomery College understands that when talking about student wellness, mental health must also be included in the discussion. The SHaW Center helps to promoting and foster mental wellness to improve academic performance and increase graduation rates.

Along with rigorous course loads, our students juggle full-time jobs, military service, families, and other areas of a full life. The stress that college students, especially community college students, face can lead to more serious problems if not identified early and addressed. Students do not have to face these challenges alone, and the goal of the SHaW Center is to refer students to resources and programming, both in the community and on campus, to help students get and stay mentally healthy.

Student Life - The Office of Student Life provides a place for students to take advantage of a variety of programs and opportunities to get involved at the College. These opportunities are an integral part of the co-curricular experience and they enhance the academic experience at the College. Programs provide students with skills and abilities in such areas as leadership, communication, program planning, budget and financial management, collaboration, social and civic engagement, and multicultural understanding. Programs and events focus on students, the campuses, the College, and the community. The Office of Student Life offers leadership training to provide students with the necessary skills to participate effectively in clubs (45 clubs currently at the Germantown Campus), organizations and within their careers.

Students have the opportunity to run for office in the student government, participate in the planning and recommending of budget expenditure allocations, and they can contribute to the development of campus life. Available clubs and organizations vary by campus but generally include cultural, ethnic, religious, political, mentoring, tutorial, recreational, academic, and service clubs; other organizations include the campus newspapers and the campus Student Senates. Students can also form new clubs to add to the rich environment of each campus.

Currently, the Office of Student Life space at the Germantown Campus is extremely small. Space limitations constrain the office from properly housing all of the student cohorts that require advising including: The Globe Newspaper, the Student Senate, the Student Activities Board, Club Leaders and Student Ambassadors. Additional space is needed to house staff and student assistants, a Student Senate meeting space and student programming space to address current needs. The office has made attempts to acquire space throughout the campus for office functions and has acquired several spaces in different buildings which creates fragmentation and makes it difficult to monitor, build relationships and work together with students and staff. The Student Life pantry is so small that it is difficult to prepare and keep food for events. Existing storage space is inadequate and spills into and infringes upon student programming space.

Student Employment Services(SES) - The purpose of Student Employment Services (SES) is to teach currently enrolled students and recent graduates the skills that they need to become successfully employed, by assessing, identifying, and showcasing their skills and abilities in the job search process. This assistance is applicable in looking for part-time work to finance their education, internships relevant to their major to enhance their career journey, and full-time work in conjunction with their career goals. Employment services include: individual assistance with résumé writing, cover letter preparation, interview skills, job readiness, and job search skills; job readiness workshops (résumé preparation, interviewing techniques, etc.); job listings for full-time, part-time, and temporary employment opportunities (ejobs); internship course to earn credits while building career experience; employer on-campus recruitment; annual general job fairs and frequent "niche fairs" focused on specific majors; and access to computers to make use of online job search resources.

SES services about 5,000 students per year at Germantown through workshops, job fairs, on-campus recruitment events, and individual student appointments. This number has been growing at approximately 10% per year for the last three years. Existing space needs include: employer interview rooms, a new multi-purpose room for workshops and niche job fairs, a small computer resource area, storage space, and an extra office for projected staff growth. These spaces will allow for the creation of a similar student experience as those at the new Student Services building on the Rockville Campus.

b. Vice President and Provost's Office (VPP)

This is the administrative office of the Collegewide Vice President and Provost's (VPP) Office. This VPP presides over the collegewide programs in physics, chemistry and

biochemistry, computer science, cybersecurity, information systems, engineering, mathematics, life science, environmental science policy, and biology and biotechnology (STEM). There are three other VPP offices that preside over academic areas that are offered at the other College Campus locations. The VPP of STEM is located at Germantown because the campus's focus is on STEM-oriented degrees.

c. Library

The Library provides quality resources and services to support the programs of the College and to meet the learning and information needs of students, faculty, staff, and community members. Library employees are available to assist users with research, technology, and access to the Library's resources. Librarians can help users find articles, media, or books for assignments, answer questions about citations, and help users evaluate information. This support is available in person, over the phone, and via the 24/7 librarian chat service, AskUsNow, available on the Library's website. Users can also get help with research in various subject areas and preparing for courses and assignments with the Library's online subject guides, course pages, and tutorials, all available on the website.

The Library offers textbooks and other course materials required for courses through the course reserves program. Students can inquire about their textbooks at the service desk. Course reserves materials may be checked out for two hours at a time and used in the Library buildings. High-speed scanners are available for students to scan their assignments and go. The Library provides 24/7 access to hundreds of thousands of e-books, e-journals, and streaming media covering all subject areas and over 180 academic databases to assist with coursework, many containing full-text articles. In addition, with over 190,000 volumes held, the MC Library's print collections cover all disciplines.

The Library also maintains a select collection of historical materials and memorabilia related to the history of the College. The Library also offers best-selling books, popular films and music, and a variety of newspapers and magazines for users to enjoy. Most resources, including books, e-books, articles, and media, can be accessed through the Library's search engine, RaptorSearch, and library's website. Interlibrary Loan (ILL) service is available to provide resources the Library does not own by borrowing them from other libraries. Users can make ILL requests using the form on our website. The Library also offers an Inter-Campus Loan (ICL) service to deliver resources from one campus library to another, which is accessed through the MC Library Catalog, also on the website. Those with a valid student identification card or a community borrower's card may check out circulating materials for use outside of the Library. Students registered for the current semester may use the Library's electronic resources, including e-books, e-journals, and electronic course reserves, accessible via the Library's website. Audio or video materials may be viewed online or at any library location and are available to faculty for classroom instruction.

The Library will offer a variety of study environments to fit diverse learning styles, including collaboration spaces, quiet zones, and private group study rooms. The Library maintains numerous computer workstations for College and community users.

In addition, the Library offers laptops and tablets for students to check out and use in the Library. Students and employees may use the Library's high-speed scanners, One Button Studios for easy video creation, and Collaborative Workstations for connecting multiple devices to a single screen. Student use of these services takes priority. Assistive technologies are available for users with special needs.

The Library's information literacy initiative supports its mission to facilitate student success by collaborating with the College's academic department and programs. Primary to this collaboration are classes offered in the Library that foster integration of information literacy into the educational experience of Montgomery College students. More than 138 classes were offered at the Germantown Library in FY19 serving more than 2,200 students which represents a 4% increase over FY18. The demand for these courses are anticipated to continue to increase at similar and higher rates annually over the next five years.

Library programs and services proposed to be located in the new building space include:

Research and Teaching

- Provide individual information and research service to students, faculty, staff, and community users.
- Provide innovative technology solutions in support of the curriculum and distance education needs.
- Instruction in various literacies, with an emphasis on information literacy including use of information resources.
- Collaboration with faculty in developing instructional materials and provide face-to-face and on-line instruction to support student curricular and research needs.
- Selection of information resources that support the curricular needs and educational mission of the College.

Access Services

- Circulation and maintenance of information resources, including books, DVDs, and periodical to users.
- Management and circulation of specialized materials, such as course textbooks and equipment including laptops and One Button Studio video recording system.
- Provide technical support to on use of Library computers, collaborative workstation and other technologies.
- Coordination of loans between campus locations via the InterCampus Loan service and fulfill requests from library users for materials from other libraries.

Resources and Collections

- Acquiring and maintaining electronic, print and audio-visual information resources.
- Providing access to information resources via the Library on-line catalog, discovery service and related information technologies.
- Managing the Library website.
- Acquire and license electronic resources.

Although there is a variety of student study spaces in the Library, there isn't enough quantity to meet the current and projected student demands. More space for individual and group study (open and private spaces) and computer study workstations are the

highest priority. Open collaborative study areas containing moveable tables and lounge furniture that allow easy reconfiguration are the most popular and in highest demand. In addition, there are an inadequate amount of power outlets to support student demand for device charging.

Currently, there is conflict between the various study zones in the existing library due to space quantities and configuration constraints. The College desires to implement a zoning configuration scheme to support separate active/collaborative, quiet study and silent study zones that can function without disruption to the other.

The class laboratory houses 35 computer stations and is heavily utilized by the Library for teaching and training. The fixed configuration of the room is limiting, does not provide flexibility to be re-configured to support collaborative, small group work or active learning. Existing space does not allow for the instructor to easily circulate between and around students to engage in discussion and to provide one on one support when needed.

d. Office of Public Safety

The Office of Public Safety and Emergency Management is responsible for the protection of the College community, first aid, emergency assistance, 24-hour escort service (upon request), enforcement of campus parking regulations, and the lost and found service. Officers on each campus are on duty 24 hours a day, 7 days a week. Based on the close working relationship that the Office of Public Safety has with many of the units of the Student Affairs Division co-location in the same facility is a high priority.

In the event of emergency situations involving MC directly - or if an emergency occurs at the local, regional, or national level that could impact the college community - MC's Office of Public Safety and Emergency Management personnel and other College officials utilize in-house emergency response plans and coordinate their response activities with local, county, state and federal authorities, as appropriate. The College works directly in conjunction with Montgomery County's Office of Emergency Management and Homeland Security, in the event of any local activation of the county's Emergency Operations Center.

e. Food Service and Dining

A full service dining facility with seating for up to 350 people will be included in the new Student Services Center. This facility will visually appealing and include a commercial grade kitchen to support campus dining activities and events and catering services.

The existing cafeteria is currently located in the HS building. It is not visually appealing and needs to be larger to support the student demand that of the entire campus community. Other issues with the existing facility is poor lighting and ventilation capacity to control odors, lack of comfortable seating and power outlets for device charging, and the need for more dining choices. There is also a need for flexible open space to house vending and the Mobile Market, which is a signature program

collegewide. These spaces will support students during hours that the food service/dining facility is not open.

f. Campus Store

The Follett Higher Education Group operates Montgomery College Campus Stores on all three campuses. New and used textbooks, rentals, eBooks, and additional classroom materials are available in the stores. The website also features online sales of course materials that are available for delivery to your home or for pick-up at the campus store. Hours of operation are scheduled to meet the needs of each campus and are extended at the beginning of each semester. Regular days of operation are Monday through Saturday. Each store offers reference books, study guides, and best-sellers. Books still in print may be special ordered. Other merchandise is available, such as art materials, school supplies, medical and laboratory supplies, and calculators. Textbook buyback may be done in the stores at the end of each semester. Montgomery College clothing and memorabilia, gifts, health & beauty items, technology and Apple products, and snacks are available in all stores. Gift cards, and order information on class rings and nursing pins are also available. The services and products provided by the campus store is valuable for student academic success and sense of belonging.

g. Shared Spaces

Shared spaces to be located in the building include centrally scheduled classrooms and class laboratories, and student support facilities and spaces to include: lounge, kitchenette, printer/copier, vending and mother's nursing rooms. The classrooms and class laboratories are needed to support new Student Service Center building occupants along with addressing existing and future instructional space needs campus-wide.

h. Facilities

A number of facilities and spaces geared toward providing both building and central campus services are included in this program. These include: custodial offices, lockers and work/supply rooms, materials management office and storage spaces, trash and recycling storage rooms, tool storage space and operations and maintenance staff offices and workspaces. In addition, space has been included for new central plant and generator equipment will be located outside on grade.

4. Project Description

The new Student Services Center building project is for the design and construction of a new 87,585 NASF/153,660 GSF facility with an efficiency factor of 57% on the Germantown Campus of Montgomery College (See Figure A-2). The new Student Services Center will serve as a campus hub where students, faculty and staff will go to access and receive information, study, take classes, stay engaged with each other, participate in experiential and leadership programming, stay nourished to support optimal performance, and have access to information about other opportunities to enhance their educational experience. This building will deliver space that creates community where students get involved in development programs to connect them

with other students, faculty, staff and greater community members in meaningful ways for networking, learning and personal development. These programs and opportunities will support students in making well informed choices about and navigating their pathway to success and achievement, primary of which will be degree completion and a career. The primary goal of the College is to provide comprehensive and cohesive student services that support student success and degree completion.

a. Major Purpose

The primary purpose of the Student Services Center building project is to deliver needed facilities and space to address existing deficiencies, develop additional capacity to support enrollment growth and provide flexible multi-purpose spaces that are configured and equipped to support the variety of departmental needs at the Germantown Campus. The project will provide Montgomery College, and specifically the Germantown Campus, with a new building that will:

1. Result in transformational positive impacts to student services and library support facilities critical to improving student experience, academic outcomes/success and degree completion.
2. Address the space needs of the functions and units proposed in this program and other campus functions and programs that will backfill the space vacated by these functions and units if relocated to a new building to support planned enrollment growth.
3. Consolidate proposed functions and units from four buildings into one to improve operational and service efficiency.
4. Advance the FMP recommendation to construct a new Student Services Center, including the recommendation to complete roadway improvements to Observation Drive.

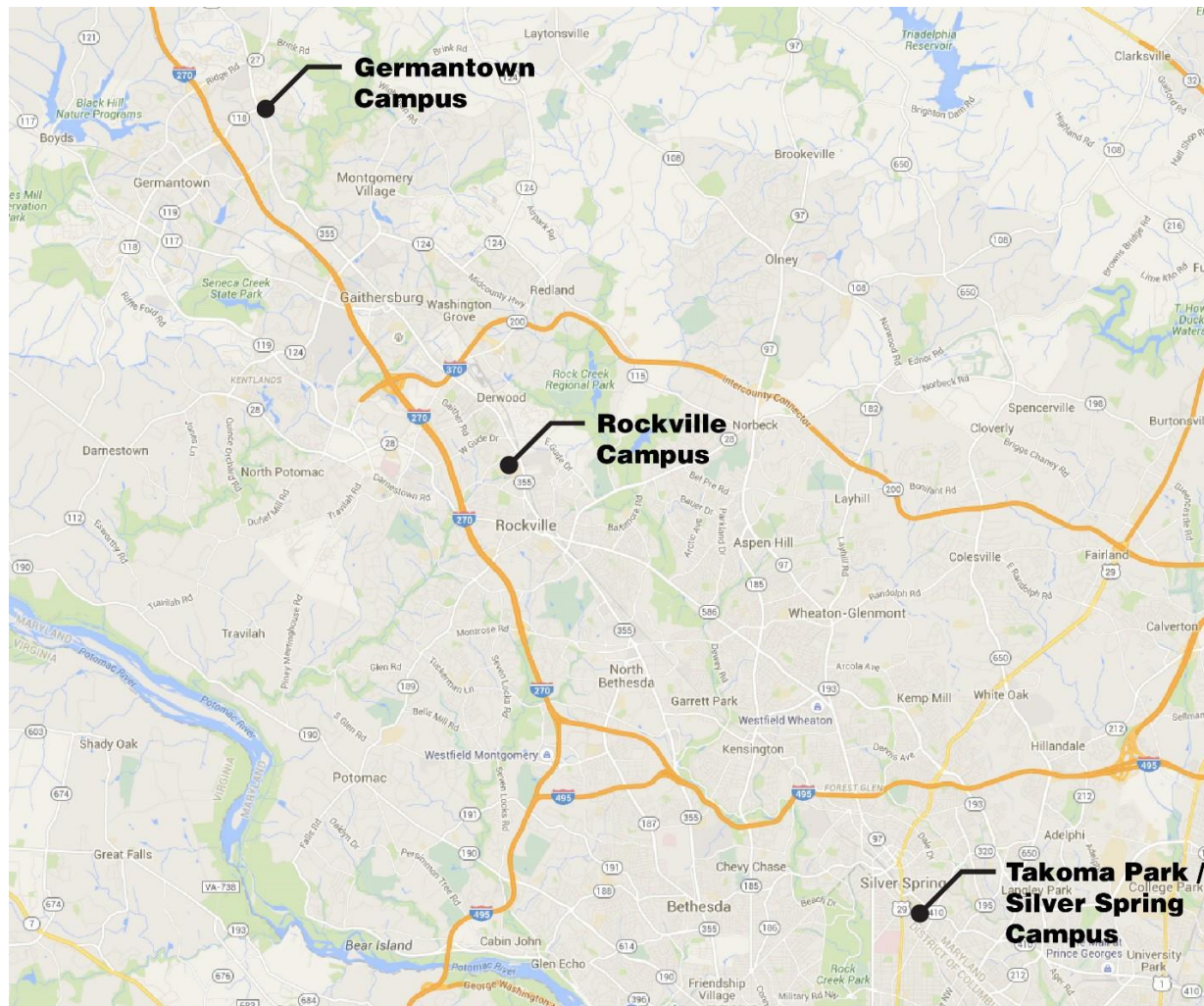


Figure A-1: Montgomery College Campuses Location Plan

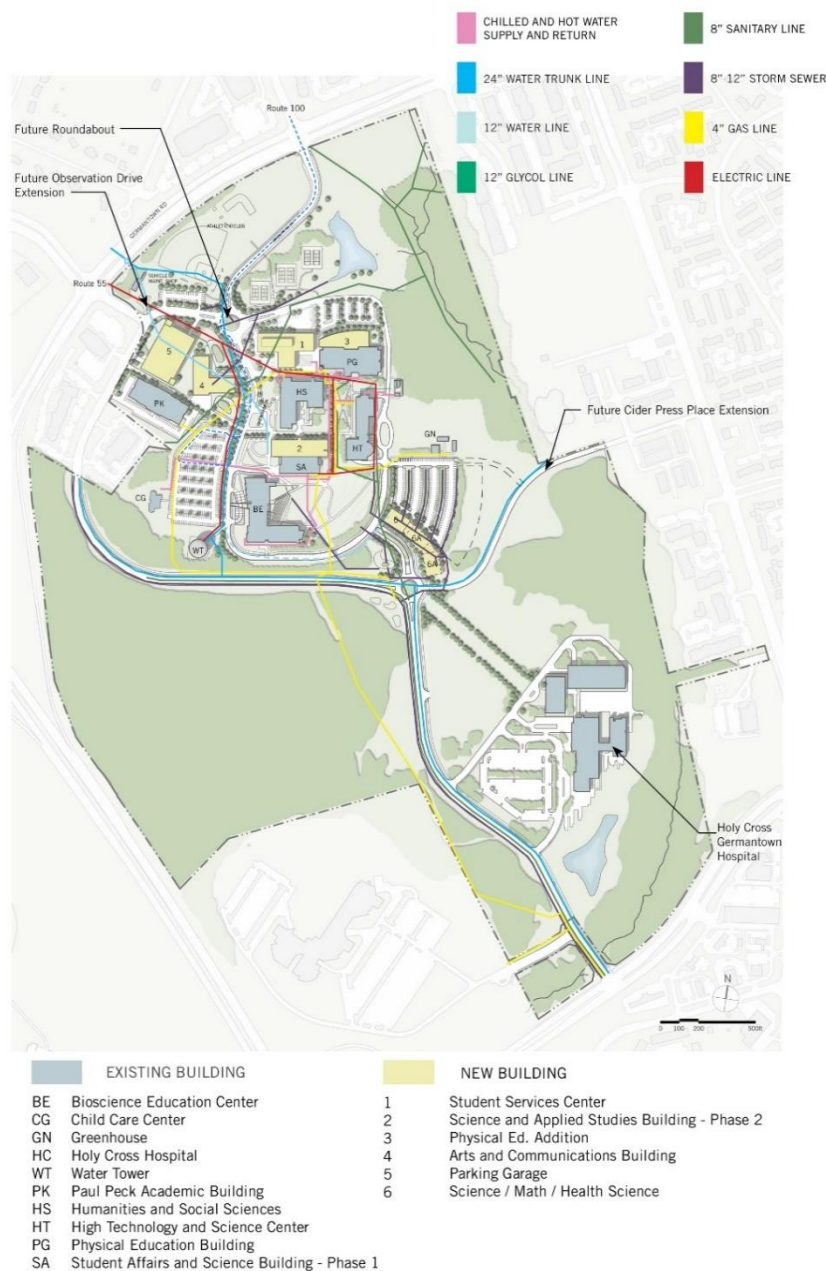


Figure A-2: New Student Service Center Concept Site Plan

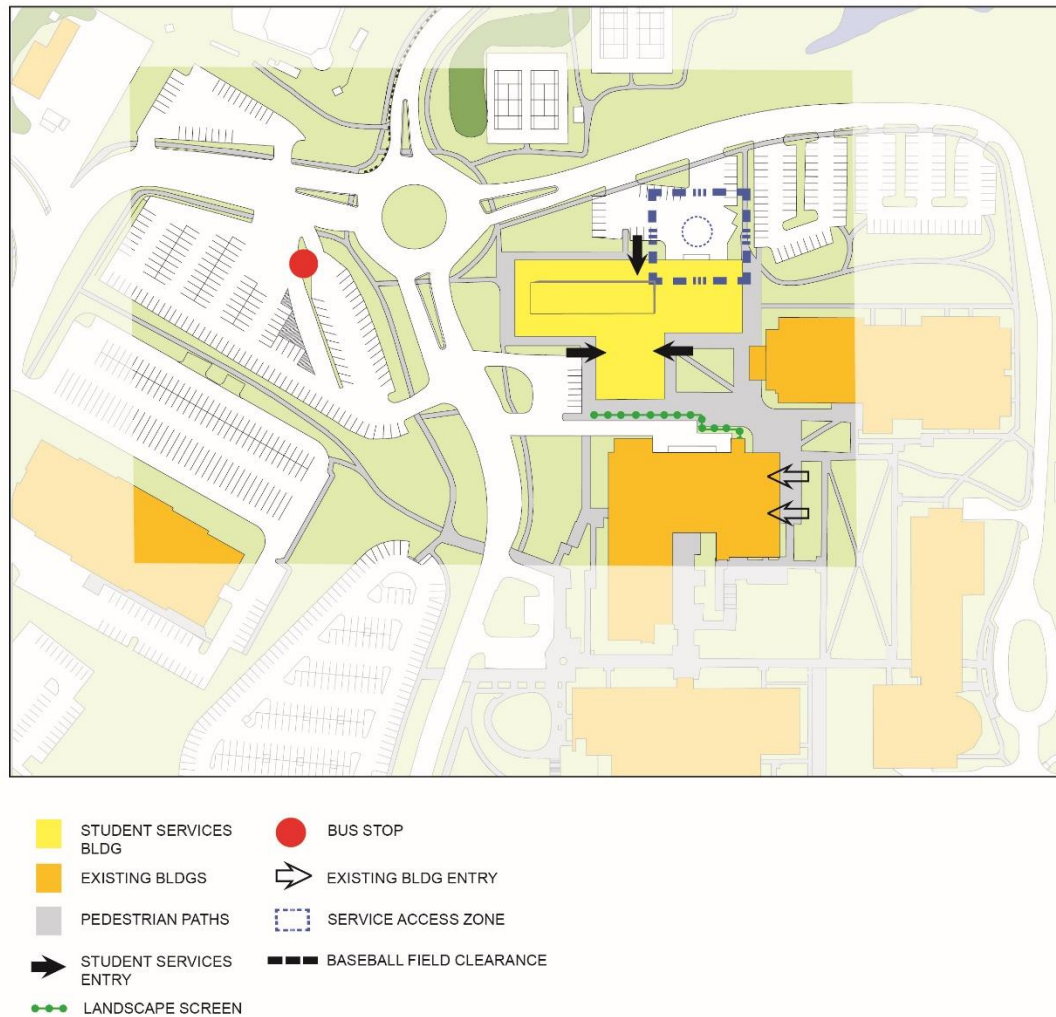


Figure A-3: New Student Service Center Campus Plan

B. STANDARD INSTRUCTIONS TO THE ARCHITECTURE / ENGINEERING CONSULTANT

1. Project Scope

It is the intent of Montgomery College that each new or renovated building be a highly attractive, functional, flexible, durable, sustainable and maintainable facility constructed and equipped to serve the College well for five or more decades. The College requires an innovative approach that provides for economy in design and construction while optimizing the functionality and sustainability of the building and its systems. At each phase of the project the Architect/Engineer (A/E) is responsible for recommending solutions and alternatives that will make the most of the available funding and achieve cost effectiveness. In the event of budget challenges, these recommendations shall serve as the basis for creative and economical design solutions, thereby reducing the need for cuts in the scope of work for the project.

The A/E (a team of professionals consisting of Architect(s), Engineers and Specialists) is to provide project specific studies, architectural and engineering designs, energy and life cycle cost analysis, sustainable design services, and cost estimates. Within this multi-disciplinary team of professionals the Architect will take the lead. The preparation of appropriate plans and specifications for each aspect of the work, as described in this Section and in the complete program document, is required.

The scope for the site and the building includes, but is not limited to, the following:

- Provide a suitable design solution for the overall site, the building, and the utilities serving the building that complies with the current Facilities Master Plan, the current Utility Master Plan and that supports the planned future development of the campus.
- Provide planning and architectural solutions based on the functional requirements for the proposed building, as documented in the Proposed Space Requirements section of the Part II New Facility Program for the project.
- Provide design for storm water management, utilities, pedestrian and vehicular access, planting and hardscape that integrates well with the existing adjacent site conditions and infrastructure.
- Provide a design solution that supports the on-going operations of the campus around the project area during construction.
- Afford the College a planning tool with which to develop project familiarity and assess priorities.

Further descriptions of the project criteria are outlined in the "Site Development Criteria" and "Building Design Criteria" sections of the Part II New Facility Program for the project.

The building and site design shall comply with the Maryland Accessibility Code for barrier-free design and go beyond those requirements to strive for universal accessibility. Coordination with the College is required to confirm strategies to make all outdoor spaces, site elements, interior spaces and building elements

accommodating for all disabled individuals, including the visually and/or aurally disabled.

The specific programmatic requirements and design criteria provided in the Part II New Facility Program are as complete and accurate as feasible at this point in the project planning. It will be the responsibility of the A/E to coordinate with the College to verify and make refinements to these requirements and criteria throughout the design process. This process will be coordinated through the Office of Facilities and reviewed by the appropriate agencies at the conclusion of phases of the work as indicated in the A/E Sequence of Work section of this document. The A/E will be required to work with a project team comprised of representatives of the Office of Facilities and the campus on which the project is located. Interaction during the design phases with the College team shall be through the Campus Planner who will participate actively in the review, resolution, and approval of all design work.

In addition to an Architect which will act as the leader of the A/E team, the disciplines that may be required to be included in the Architect's team/staff are as shown below. Criteria for the disciplines below are outlined in paragraph 3 of this section; it is acceptable for individuals that fulfill criteria in more than one discipline or specialty to serve respective multiple roles on the A/E team.

- Civil Engineer
- Geo-Technical Engineer
- Landscape Architect
- Traffic Consultant
- LEED Coordinator
- Exterior Envelope Expert
- Interior Designer
- Structural Engineer
- Mechanical (HVAC, HVAC Controls, and Plumbing) Engineer
- Electrical Engineer
- Lighting Specialist
- Energy Analyst
- Acoustical Engineer
- Fire Protection Engineer
- Information Technology/Telecommunications/Audio-Visual (OIT/AV) Consultant
- Security Specialist
- Cost Estimator
- Elevator Consultant
- Hardware Consultant
- Food Service Consultant
- Library Consultant

The College may separately engage the services of a Project Management (PM) firm. If a Project Management firm is not engaged by the College, the College will be responsible for the services identified herein as provided by the PM firm.

2. Architecture and Engineering Services

This section provides a description of the project objectives, major tasks to be accomplished, and services to be provided. Work done under this section shall respond to the *Site Development Criteria*, *Building Design Criteria*, and *Detailed Space Requirements* sections of this narrative, including the equipment requirements contained in the *Detailed Space Requirements*. The work shall comply with the criteria indicated in the College Design Standards, and the Facilities Master Plan 2013 – 2023 (which will be provided by the college) unless otherwise approved by the College.

The general scope of work for the selected A/E includes but is not limited to the following requirements:

a. General Requirements

In undertaking the scope of services, the A/E is responsible for the design of the project, including the associated site and utility improvements. As proposed, the project includes the functions and net assigned square feet (NASF) indicated for in the RFP documents. A detailed breakdown of the spaces comprising each functional group is presented in the *Detailed Space Requirements* section of the Part II New Facility Program.

b. Regulatory (Code) Requirements

Zoning Regulations:

The Architect / Engineer shall design the new Student Services Center to comply with the current zoning ordinances for Montgomery County. The A/E shall coordinate with the county's planning and zoning office in regard to project specific interpretations of the ordinance, and in regard to development review requirements, any Mandatory Referral Process, and review submissions. Building setbacks and height restrictions are governed by the Montgomery County zoning plan. Coordination with the College is required regarding compliance with detailed standards indicated in the Montgomery County Zoning Ordinance, Division 59-E Parking.

Building Codes:

The A/E shall be responsible for developing the design, specifications and drawings in strict compliance with the current Montgomery County Code Chapter 8 Buildings, including all codes and standards adopted therein. Projects funded by the State of Maryland must comply with all state adopted codes.

Accessibility for Persons with Disabilities:

Montgomery College is an open access institution. The building and site shall comply with the Maryland Accessibility Code and go beyond those requirements to strive for universal accessibility. All indoor and outdoor spaces and elements of the site and facility are to be designed with the intent of accommodating all disabled individuals, including the visually and aurally disabled. Accommodations beyond the Maryland

Accessibility Code are to be defined and confirmed in coordination with the College.

c. Resource Conservation and LEED Requirements

The project design shall comply with the requirements of the Montgomery County Code Chapter 8 Buildings – Regulations, sections COMCOR 08.14A.01 Building Energy Design Standards and COMCOR 08.26.01 Buildings-Energy Efficiency and Environmental Design. This projects which is also funded by the State of Maryland must comply with the International Green Construction Code.

The design scope shall include all services necessary for the building to comply with the requirements of and be processed for a minimum LEED Silver Certification Building rating, without any additional costs. This includes all design, documentation, submission, construction administration, coordination and support for commissioning, USGBC review and other services. The Measurement and Verification credits, among many other credits, will be pursued. Based on the results of the LEED credits analysis, design strategies, systems requirements and cost-benefits analysis, the College may choose to submit for Gold or Platinum Certification rather than a Silver Certification.

The scope also includes design to meet these criteria, documentation to support achievement of these criteria during construction, and tracking of compliance with these criteria during design, documentation and construction. The A/E is to employ analytical tools that support optimizing the overall building. The kickoff of the project is to include a discussion of the proposed methodology and critical path strategy for pursuing the optimization. The A/E is to provide a LEED Coordinator and Energy Analyst to supervise all of the LEED and energy related design efforts.

See the Resource Conservation and Integrated Systems Approach section of this document below for more detailed requirements.

The College will secure the services of a Commissioning Agent for the project. The A/E will participate in the continuous commissioning activities during the design, construction, and the post construction periods, and will be responsible for developing specifications and plans for the commissioning of the building in accordance with the College Design Standards and ASHRAE Commissioning Guidelines and in coordination with the Commissioning Agent. A copy of the scope of work for developing a Commissioning Plan will be provided to the selected A/E at the pre-fee negotiation meeting. See the Total Building Commissioning section of this document below.

Owner's Sustainability Statement

As good stewards, it is Montgomery College's goal to furnish and maintain sustainable facilities, which are safe, reliable, life cycle cost effective, environmentally friendly, resilient and conform to Owner's Project Requirements (OPR). These facilities exist to provide a quality built environment which enhances the learning experience and contributes to student success. To achieve this goal Montgomery College embraces a total quality process which relies on the vision, talents, and collaboration of all

individuals involved or affected by this project.

Rev. 2, January 30, 2019

d. Building Systems Requirements

All building systems, including but not limited to Mechanical, Electrical, and Plumbing, shall be selected and designed based on a life-cycle cost analysis as described below in the Resource Conservation and Integrated Systems Approach section of this document.

Additionally, the analysis shall be provided to evaluate the following options:

- Mechanical penthouse versus rooftop air handling units.
- Ammonia Refrigeration Chillers and Ice Thermal Storage.
- New and / or specialty systems that vary from Montgomery College standards may be proposed for College approval if proven and supported by life cycle cost analysis. The “Building Life-Cycle Cost” (BLCC) program as developed by the National Institute of Standards and Technology (NIST,) is the preferred model for assessing building life cycle cost.
- Incorporate the design of energy management/building automation controls, fire and smoke alarm systems, and security systems into the building. These systems shall match the College standard systems and shall be Native BACnet direct digital control system compatible. The systems are to be designed to allow the building to function as a stand-alone building from a BAC standpoint. After the system is commissioned, it is to be mirrored over to the existing campus system only when the building system is working correctly. This strategy allows for autonomy of building and system during construction, and allows for re-separation if systems don't integrate properly.
- The A/E shall follow the College standards for telecommunication and data systems, including audio visual systems as an integral part of the facility. Coordination with the College is needed to define and document the appropriate interfaces on and off campus. A copy of Montgomery College's Office of Information Technology (OIT) standards for telecommunication distribution systems will be provided to the selected team at a scoping prior to fee negotiations, and shall be adhered to, along with any subsequent requirements communicated by the College to the selected A/E.
- The project scope may include design of utility upgrades that are to be implemented during the construction of the project. See descriptions of this utility upgrade work in the Site Development Criteria and Building Development Criteria sections of this Part II New Facility Program document for the project. If additional, unanticipated, utilities are found on site during the project, the design services for re-routing of these utilities will be added to the project scope.
- Solar Energy Systems

e. Interior Design and Signage Design Requirements

The project scope includes all services, samples, product information, drawings,

specifications and cost estimates necessary for a complete interior design package for the building. These services shall include, but are not limited to, the selection and/or coordination of interior finishes, materials and paint colors as well as the design of wall, floor and window treatments. These services shall include coordination with the College to document all materials, systems, furniture and equipment that are selected or stipulated by the College. Documentation of the layout of all furniture, fixtures and equipment in plan and elevation shall be provided as necessary to demonstrate that all program functions can be accommodated and will be used to facilitate layout coordination with the College and to convey the intended layouts for reference during construction. The College Sign System Manual provides the standard for signage.

The A/E will assist the College in selecting furniture and equipment, using the College's standards, and prepare a final list of furniture and equipment prior to the completion of the design. All furniture is to be selected from products by Maryland Correctional Enterprises, unless otherwise stipulated by the College. The equipment will be presented in two categories: a) Fixed Equipment – equipment that will be included in the construction contract; and b) Movable Equipment – new equipment that will be purchased and installed via separate contracts and existing equipment that will be reused.

The A/E shall provide design coordination services for any equipment requiring special environmental conditions and/or building system conditions and connections.

The A/E documents shall include required clearances for safe, convenient use and maintenance of program related equipment, methods of installation, and requirements for connections of such equipment to building utility services. The interior design documents shall be fully coordinated with architectural, mechanical, electrical, plumbing, IT and other building systems design and documents. The documents shall include a project manual containing the product specifications and general means and methods of installation for furniture and program equipment/systems.

The scope includes services to design interior and exterior signage and graphics and the selection of art and accessories.

Construction Documents. Interior signage with the room numbering system to be used for sign fabrication shall be documented in the 50% Construction Documents set and all later sets. The room numbering system is to be established by the College in coordination with the A/E team during the Schematic Design phase. See the College Design Standards for a description of the standards for the room numbering system.

f. Drawing and Specification Scope

The A/E shall survey existing conditions within the project area and document the existing conditions to serve as a basis for design for demolition and renovation or new construction. The A/E is to follow up with additional surveys after any demolition or selective demolition of existing structures is performed and revise project documents to show newly revealed conditions or variations from the foreseen conditions. The A/E to coordinate with the College regarding the newly revealed conditions and variations

to determine the scope for design revisions needed in response to the new conditions.

The A/E shall perform the design and prepare drawings, specifications and all other documentation needed for representing the design and construction scope for the competitive bidding process for award of the construction contract. The documents shall indicate design solutions, building systems, quality of materials and workmanship, and shall contain sufficient information to enable a General Contractor to make accurate estimates of all materials as a basis for bids and for construction and installation.

The A/E shall prepare, and maintain up-to-date code analysis for all aspects of the project, throughout the project. The analysis is to include documentation of the project's code decisions history and the key code related factors that informed the design and the building technology. This code analysis is to be included with all submissions of the Design Narrative, and documented as needed for agency review on the code compliance sheets of the Construction Drawings.

The College will provide manufacturer and product identification for door hardware for the project. The A/E is to determine the appropriate code and life safety requirements for all door hardware in accordance with the project design, provide detail specifications for all hardware components used in the project, coordinate door hardware with the Security Consultant for interfaces between the door hardware and the project security requirements, review hardware submittals during the Construction Administration phase and assist in coordinating installation.

The A/E shall prepare all documentation for, and assist the College in obtaining approvals for, all permits and licenses as required by all agencies and jurisdictions having authority for all aspects of the work which includes but is not limited to: zoning, reforestation, erosion and sediment control, road improvements, storm water management, general construction, fire marshal, fire apparatus accessibility, equipment, elevators, food safety, and new service connections with the local utilities. Early submissions of design documents and/or early review meetings may be required.

The A/E shall produce a three-dimensional digital building information model of the building design, including a terrain model of the project site and its immediate context. The model is to be generated during the Schematic Design Phase and developed throughout the Design Development phase. Presentation images are to be produced from the model at the completion of the Design Development phase. The digital format of the model shall be determined in coordination with the College, as the model shall be suitable for future incorporation into a digital site model of the entire campus. In addition, the A/E shall provide a color rendering of the building and site design at the conclusion of each phase to reflect the design development of the project. A professional quality color rendering of the final building and site design at a minimum size of 20-inch x 30-inch, framed and matted for permanent display will also be required. High quality digital file(s) will be required to correspond with each rendering submittal.

The A/E shall provide copies of all drawings, narratives and/or specifications for each required submission for review by the College and the Maryland State agencies. The quantities of each document required for each submission are to be determined by the Campus Planner. Formal reviews of the documents will be performed by the College and other agencies at the completion of the Site Analysis and Program Verification Phase, the Schematic Design Phase and the Design Development Phase, and at 50% completion, 95% completion and 100% completion of the Construction Documents (CD) Phase. The 100% CD set is intended to serve as the Bid Set. If that set is found to be inadequate for bidding purposes, an additional revised submission will be required.

The A/E shall include in the Specifications the requirements for the Contractor to provide detailed and comprehensive operations and maintenance manuals for all equipment and systems in an organized format. The A/E shall coordinate with the College to determine what parts, products and materials and what quantities of same are to be provided for attic stock or spare parts allowances for early consumables, e.g. filters for air handling equipment, etc., and document the requirements for same in the Specifications.

The A/E shall provide As-Built Drawings and Specifications, and As-Built Site Surveys. See the Documentation Standards section of this document for the requirements for these documents.

The College will engage the services of an independent Commissioning Agent for the project. The A/E will participate in the continuous commissioning activities during the design, construction, and the post construction periods, and will be responsible for developing specifications and plans for the commissioning of the building in accordance with the College Design Standards and ASHRAE Commissioning Guidelines and in coordination with the Commissioning Agent. A copy of the scope of work for developing a

Commissioning Plan will be provided to the selected A/E at the pre-fee negotiation meeting. See the Total Building Commissioning section of this document for further information.

See the Documentation Standards section of this document for more detail regarding drawing requirements.

g. Report/Analysis Requirements

Specialized studies may be required to be undertaken by the A/E team to inform decisions and facilitate the design effort. The A/E is to coordinate with the College prior to the execution of the A/E services contract to confirm which, if any, studies are included.

Geotechnical Soil Tests

Test borings to determine soil conditions shall be done under the direction of the A/E. It will be the responsibility of the A/E to inform and receive approval from the College

as to the quantity and location of the test borings needed. Coordinate with the College in advance to confirm requirements for reimbursement of the expenses for these services.

Survey

The A/E shall prepare a survey that shall document existing conditions of the site and confirm all information provided by the College. The extent of the information and work required by the survey shall be determined in coordination with the College team, and shall include, but not be limited to, all existing topography, utilities, roads and improvements, significant vegetation and natural features, existing utilities, boundaries, easements, and any legal restrictions that are applicable.

Benchmarks

The A/E shall coordinate with the College to confirm existing benchmarks for the project. If there are inadequate benchmarks, the A/E shall, with the approval of the College, establish sufficient benchmarks for development of the contract documents.

Test Holes

Where there is doubt as to the actual location of any existing utility or there is the possibility of interfacing with the alignments of new or existing utilities, and if such information is deemed necessary to prepare an accurate design, the A/E will make test holes either by performing the work or contracting for the work, only after the approval of the College. It will be the responsibility of the A/E to inform the College as to the quantity and location of test holes required and field check the utilities after the test holes are open. Coordinate with the College in advance to confirm requirements for reimbursement of the expenses for these services.

Review the most recent IT Infrastructure Master Plan for the purpose of confirming the infrastructure available to support the new building and the requirements for the new building.

Field Investigation Requirements: The A/E is fully responsible for accurately defining existing conditions and the impact of these conditions on the design. The A/E is required to examine existing drawings, order test borings, test pits, radar tests, infrared tests, electrical load tests, and any other means necessary to ensure accuracy for the design. Existing drawings, whether “as built” or construction drawings, should only be used as a guide and for reference and under no circumstances be construed as accurate. All conditions shall be field verified by the A/E team, in coordination with the College team, during the design development of this project. The extent and scope for field investigation, field verification, test borings, test pits, etc. is to be coordinated with and approved by the College team prior to execution of those services.

Mandatory Referral Process: A/E shall be required to prepare and submit through a mandatory referral process. Redevelopment will require reforestation requirements.

There will be two parallel review tracks with Montgomery County Planning Department: Forest Plan (NRI FSD) and storm water management (SWM.)

Traffic Impact Study: The A/E shall perform an assessment of the traffic impacts during construction and develop appropriate traffic control plans. The scope of the study is to be determined in coordination with the College and the local jurisdiction. Analysis of options for the relocation / re-routing of all existing utilities will be completed to identify which utilities will be impacted by the construction of the project and to determine the sequencing of the utilities work. The anticipated scope of utility re-routing and upgrades is described in the Site Development Criteria section of this program document. There will likely not be a parking statement required for this study.

Outages for Field Investigation

All power outages anticipated during any investigative work (utilities, roadways, parking, etc.) must be coordinated through the Office of Facilities in order to determine the best windows of opportunity for the outage. Once the window has been established, a minimum of ten (10) days advance notice is required prior to all outages.

Lightning Protection

The project scope includes the performance of a lightning protection analysis. The system designed by the A/E shall be comprised of solid copper, nickel plated, air terminals located around the perimeter of the roof with flat copper conductor cables, copper down leads, and copper coated steel ground rods. This system shall have a UL master label when completed and be in full compliance with ANSI/UL 96 and ANSI/NFPA 7658 or the latest editions.

Installation shall be by a certified lightning installer.

3. Design/Engineering Disciplines and Specialists Criteria

All of the requirements indicated above, and in the **A/E Sequence of Work** section of the Part II New Facility Program for the project, apply to the A/E team as a whole. In addition to a registered Architect which will act as the leader of the A/E team, the disciplines that may be required to be included in the A/E team / staff are as shown below. It is acceptable for individuals that fulfill criteria in more than one discipline or specialty to serve respective multiple roles on the A/E team. Special requirements and services that apply to consultants in individual disciplines include but are not limited to the following:

a. Civil Engineer

The Civil Engineer shall provide design services associated with the scope of work set forth in the Site Development Criteria section of this document.

Provide suitable design solutions for utilities, utility capacities, and connections for this building, as well as the proposed scope for any upgrades, re-routing or replacement of

existing utilities infrastructure serving adjacent buildings, future buildings, and outdoor areas. Coordinate the scope and design of utilities for the project with the existing conditions and proposed improvements indicated in the current version of the Utilities Master Plan for the relevant campus.

Provide design and coordinate agency review and approvals of a storm water management system for the site. The proposed work and documentation is to meet the requirements of all state and local jurisdictions.

Provide suitable design for access for service and emergency vehicles, including police and fire apparatus. Provide design for separation of vehicular and pedestrian traffic. The traffic impact study will inform this effort.

In addition, the Civil Engineer may need to subcontract for a title search to determine if there are any rights-of-way or easements affecting the project.

Provide coordination with the electrical utility provider for the purpose of expediting review, approval and installation service improvements for the electrical utility scope described in the Site Development Criteria section of the Part II Facility Construction Program.

Coordinate with the utility companies, for their preparation of service plans, and the coordination for the scheduling of service to be provided by the utility field crews.

Prepare and provide drawings for the installation of utility infrastructure.

Work within the project site and off-site work that is part of the project may impact existing trees. The Civil Engineer shall provide an assessment of existing trees throughout the study area. This study shall establish a plan for existing trees to remain and existing trees that may be removed or impacted, and requirements for required tree replacement on or off site.

Tree protection specifications shall be provided. The proposed replacement work and documentation is to meet the requirements of the local jurisdiction. The scope of services for projects within Germantown includes preparation of an amended Forest Conservation Plan, in accordance with local regulations and coordination with the City Arborist for approval of the plan including a Tree Save Plan. See the Forest Conservation portion of the Site Development Criteria section of the Part II Facility Construction Program for the project for further information.

Prepare, submit, attend public meetings and coordinate with appropriate agencies for all mandatory referral processes and requirements including Natural Resources Inventories (NRI) and Forest Stand Delineation (FSD.)

b. Geotechnical Engineer

Provide recommendations for the scope of the geotechnical survey and analysis, including boring count, depth, and location.

Perform a geotechnical survey and soils analysis and develop recommendations for foundation systems.

c. Landscape A/E

The Landscape A/E shall provide design services for the exterior environment and the public realm. This includes walkways, plazas, streetscapes and planting, and more detailed elements such as screen walls, seating, and site furnishings.

For new landscaping, complete plans and specifications with appropriate plant lists are to be provided.

d. LEED Coordinator

The LEED Coordinator is to manage and coordinate all design, documentation and tracking efforts for compliance with the targeted level of LEED certification. See the Resource Conservation and Integrated Systems Approach section of this document for further description of this role.

e. Energy Analyst

The role and scope description for the Energy Analyst is as described in the Resource Conservation and Integrated Systems Approach section of this document.

f. Exterior Envelope Expert

Exterior Envelope Expert shall coordinate with other members of the A/E team to deliver a high performance building envelope that addresses air and water seals, thermal control, glazing and openings, exterior wall and roofing assemblies. Coordinate with the College to confirm any additional specific scopes of work required.

g. Interior Design Architect

Provide an integrated interior design package for the project, including samples, product information, drawings, specifications, and cost estimates for the interior design and coordination for the building.

Select and / or coordinate interior paint colors, finishes, and materials. Select wall, floor, and window treatments.

Provide architectural signage and graphics (interior and exterior.) Provide signage that will encourage occupant behavioral change in order to reduce energy consumption and environmental impact.

Interior design architect shall also provide for the inclusion of all furniture, fixtures, and equipment shown in plan as necessary to demonstrate that all programmed functions can be accommodated.

Interiors shall be designed to support all equipment and furniture with all building systems to ensure the proper systems are available and that the equipment does not

interfere with the operation of system devices/sensors, etc.

h. Structural Engineer

Conform with all applicable codes as well as the College's standards for structural systems and materials.

Coordinate with the Geotechnical Engineer for the investigation of soil types, soil's suitability for construction, and stability. Select a foundation system and provide the design for that system.

Analyze multiple structural systems, including cost-benefit analysis, and selection of the structural systems for the building.

Determine the live load and the structure to support the live load uniformly in all areas of the building. Investigate the specific support requirements for areas that require special attention to floor, wall or roof loading and the design of structure for these spaces. In no event shall the design "live" load be less than what is required by the applicable codes.

Prepare calculations, structural drawings, and specifications.

i. Mechanical Engineer

The Mechanical Engineer assigned to oversee the building compliance with energy guidelines must be a member of the design team from the beginning.

Conform to all applicable building codes, the International Energy Conservation Code and the College Design Standards.

Prepare all required calculations and systems analyses for selection and sizing of the mechanical and plumbing systems for each building.

Design complete HVAC and plumbing systems suitable for type and occupancy of the building.

See the Sustainable Design and Integrated Systems Approach section of this document for further description of the Mechanical design scope.

j. Electrical Engineer

Provide for incoming services for building power and life safety including the performance of related system calculations.

Provide design of lighting systems, using College's standard fixtures and emergency, critical and normal power distribution systems.

Specify products and general methods of installation that shall be used in the construction of the systems defined in this scope of work.

Coordinate electrical design and junction box locations with T/AV design and include diagrams in the Construction Documents indicating the location of junction boxes for power for Telecommunications and AV equipment (same diagrams to be included on T/AV drawings).

k. Lighting Specialist

Provide point by point calculations for lighting design of all interior and exterior spaces.

Select from College standard fixtures that meet power density requirements and provide highest efficiencies of light to power usage.

Coordinate with Electrical Engineer.

l. Fire Protection Engineer

Design of complete fire protection systems including network addressable fire alarm systems, automatic suppression and Mass Notification Systems.

Prepare hydraulic calculations for automatic sprinkler systems for sizing of system and determination if hydraulic demand is met without a fire pump.

Specify products and installation methods required to conform to all applicable building codes, NFPA standards, and the requirements of the local authority having jurisdiction.

m. Acoustical Engineer

Field document noise levels of existing mechanical systems from multiple locations on campus to serve as a noise threshold reference for the proposed mechanical systems acoustic performance.

Analyze the projected noise levels due to the new building's systems and perform a post- construction noise analysis of how the new mechanical systems' noise levels relate to the Germantown campus.

Design room shapes and finishes optimizing the acoustical performance relevant to the program for the room.

Review of space adjacencies to point out challenges in isolation between incompatible spaces.

Specify Sound Transmission Class requirements for wall, partition, floor and ceiling assemblies to maintain privacy and sound isolation.

Analyze the HVAC system design and recommend measures to maintain acceptably low background noise levels.

Analyze exterior-to-interior noise conditions and advise on the design of the exterior skin of the building wherever the sound transmission needs to be reduced, such as

from adjacent freight and commuter trains.

n. Telecommunications/Audio-Visual (T/AV) and Security Specialist

Develop a Telecommunications/audio-visual/security systems narrative, using the standards and requirements of the College's Office of Information Technology (OIT.) This will include OIT provided preliminary equipment lists from which the consultant will prepare design layouts and cost estimate.

Design the connection of building and site telecommunications/audio-visual and security systems to the Point of Presence (PoP) on campus as directed by the College OIT.

Implement the College's design for a central distribution system for voice, access control, video surveillance, and any future data cabling in accordance with the OIT infrastructure standards.

Coordinate OIT standards to integrate energy kiosk, green screen and / or building telemetry dashboards in public spaces of the new building.

Provide for the implementation of Mass Notification System (MNS) for the building and site in accordance with the College standards.

Meet with the College's OIT team during all phases of the project to coordinate the incorporation of the College's standards for telecommunications distribution systems and to review and refine the project systems designs.

Develop a complete and biddable Specification using OIT provided equipment to describe College's design standard in the telecommunications/audio-visual systems narrative.

Assist in the bidding process to select an appropriate installation vendor.

Design and prepare specifications for a complete and operational TV distribution and satellite receiver system in the building in accordance with the College's OIT standards for the building. These systems must be compatible with the College's communication system standards (i.e. telephone, video and computer systems and operations).

Provide backbone design for cameras, motion-sensors and other security equipment according to the requirements of the College's OIT standards.

Coordinate T/AV design and equipment locations with electrical design and include diagrams in the Construction Documents indicating the location of junction boxes for power for Telecommunications and AV equipment (same diagrams to be included in electrical drawings).

o. Cost Estimator

The selected A/E's estimator shall provide complete estimates and projections of all capital costs associated with the project concurrent with the submission of the Schematic Design, Design Development and the 95% Construction Document phase documents. The A/E shall not proceed with the next phase of design until the cost estimate from a previous phase has been reconciled with the College's available budget.

p. Elevator Consultant

Coordinate with the College and A/E to confirm sustainable design requirements for the elevator.

Coordinate with the College and A/E in selecting the elevator system and speed that best serves the anticipated peak and off-peak elevator usage and meets the College's requirements and budget.

Participate in the development of construction drawings for the elevator(s). Write the specifications for the elevator(s).

Review elevator manufacturer's construction phase submittals. Participate in site observations and commissioning for the elevator(s).

q. Hardware Consultant

Select appropriate door hardware for both interior and exterior doors in coordination with the College to meet College standards.

Determine the appropriate code and life safety requirements of all door hardware in accordance with project design.

Provide detail specifications for all hardware components used in the project

Coordinate door hardware with the Security Consultant for interfaces between the door hardware and the project security requirements.

Review hardware submittals during the Construction Administration phase and assist in coordinating installation.

r. Food Service Design Specialist

Provide consulting services related to the design of the cafeteria and dining hall.

Coordinate relocation and integration of the existing College catering services into the new cafeteria

Conform to all applicable building codes, the International Energy Conservation Code, the Montgomery County Health Code, and the College Design Standards.

Coordinate with the College and A/E to confirm kitchen, servery and seating design requirements for the cafeteria and dining hall.

Develop plans and specifications based on the College's foodservice program. Indicate the proposed functional relationships of food storage, preparation, cooking, serving and trash removal.

Locate and identify foodservice equipment, including provision of equipment plans and specifications. Provide itemized schedule for identification of all foodservice equipment. Include equipment book of equipment cut sheets indicating the identifying the make, model number, quantity, color selection, and exact utility requirements for use by other disciplines of the design team. Indicate utility loads, based on the equipment plan, for use in coordinating and developing the final building systems which interface with the kitchen facilities. Identify items by other than kitchen equipment contractor.

Identify and locate all building requirements to accommodate foodservice equipment, such as floor recesses, critical clearances, special conduits or sleeves, raised curbs, reinforcing for wall mounted or ceiling hung equipment, and exhaust/supply duct connection sizes and locations.

Identify, size and locate all rough-in and connection requirements, fully dimensioned, for water, waste, gas, steam, floor drains, floor sinks, and electrical utilities, including calling to attention all inter-wiring and inter- piping required by respective trades.

Prepare detailed isometric drawings or elevation and sections, as required, of special or custom fabricated equipment. Prepare miscellaneous drawings such as water/heat reclamation, exhaust ventilators, refrigeration, and utility distribution system drawings as appropriate.

s. Library Design Specialist

Provide consulting services related to the design of the Library.

Review existing library collections and projected collection growth to develop a library shelving plan that meets the collection needs.

Review organization and adjacency of spaces to ensure that the design achieves the intended library service model.

4. Resource Conservation and Integrated Systems Approach

Environmentally sustainable design and construction, and particularly resource conservation, are very high priorities for the College. All new buildings and renovations must comply with the *Montgomery County Code Chapter 8 Buildings – Regulations*, sections *COMCOR 08.14A.01 Building Energy Design Standards* and *COMCOR 08.26.01 Buildings-Energy Efficiency and Environmental Design*. New buildings and renovations on the Germantown Campus must also comply with *the regulations* of the County's building code. These codes require that building design comply with the

current LEED Green Building Rating System requirements and be submitted for and achieve LEED Silver Certification Building Rating. All work required for achieving the LEED Silver Certification is to be included in the A/E Basic Services. The College may require more restrictive or aggressive design standards than those indicated in the LEED credits. Furthermore, based on the results of the LEED credits analysis, design strategies, systems requirements and cost-benefits analysis, the College may choose to submit for a Platinum or Gold Certification rather than a Silver Certification.

In order to optimize project success in building function, resource conservation, sustainability and durability, it is critical that site and building components and systems be well integrated. The College team and all members of the A/E team must plan, communicate and coordinate early, frequently and thoroughly. This collaborative, integrated team approach is to start with the program verification phase for the building and extend through all design phases, project construction, and the initial year of occupancy.

Meet with PEPCO and Washington Gas representatives, design for efficiency and submit documents to obtain incentives and rebates from the new building design and high efficiency gas appliance program.

Provide signage that will encourage occupant behavior change to reduce energy conservation and reduce environmental footprint.

Key elements of this collaborative approach include the following:

a. Energy analysis

The project scope includes a comprehensive and iterative analysis of building occupancy and programming, building envelope components and assemblies, and the building electrical, mechanical and plumbing systems. The College will assign an energy budget for the project. The budget figure will include all metered energy use at the facility, including energy for HVAC systems, lighting of the building and grounds, elevators, motors, water heating, and receptacles. The A/E is responsible for identifying cost-effective energy conservation strategies that will meet this Building Energy Budget. An Energy Budget Certification will be performed and submitted by the A/E. The A/E will also participate and prepare and submit documents to PEPCO and Washington Gas to obtain incentives and rebates.

The College will determine which strategies are to be analyzed and which options are to be implemented in the design, based on long-term budgetary and operational goals. Options that may be required include architectural day-lighting, energy-efficient lighting, low temperature VAV air distribution, Ice Thermal Storage and ventilation heat recovery. Cost-effectiveness of mechanical and electrical equipment shall be demonstrated by the A/E through life-cycle cost analysis of the design options. Energy analysis shall then be performed to assess and inform building systems. The energy analysis and documentation shall comply with the procedures for analysis and documentation that are indicated for the LEED Energy and Atmosphere credits that are being pursued. The ASHRAE 90.1 Appendix G Performance Rating Method

(Option 1 in Energy and Atmosphere Prerequisite 2) shall be used for the energy modeling. The energy modeling shall also to include life-cycle-cost analysis using the latest "Building Life-Cycle Cost" (BLCC) model as developed by the National Institute of Standards and Technology (NIST.) The analysis tools and methods shall be reviewed with the College for approval or re-direction prior to the initiation of analysis.

The energy analysis reporting shall be structured according to the ASHRAE 90.1, Appendix G "Performance Rating Method" process, which involves comparing the proposed building performance to the baseline building performance and calculating the margin in terms of the percent savings. The process allows for the rating to be based on either energy cost or energy consumption. The proposed building shall meet the mandatory provisions of Standard 90.1. These are contained in Sections 5.4, 6.4, 7.4, 8.4 and 9.4 of the standard. These mandatory provisions are not available for trade-off. Savings anticipated in the proposed building as measured against the baseline building, must not be based on future improvements to the building or other premises about future changes. Savings must be based on the scope of work that will be documented in the construction documents.

Provisions for future project phases are to be identified and described in the report. The documentation for the building performance rating calculations is to be formatted and crafted to meet the documentation for the LEED Energy and Atmosphere credits that are being pursued, and is to include the following:

- The annual energy cost of both the baseline building and the proposed building, along with the percentage of savings for each.
- Identification and description of the energy-efficiency features in the proposed building that differ from the baseline building.
- Input and output reports from the simulation program. Unless otherwise approved by the College, the output report format is to match the latest sample Performance Rating Reports available from ASHRAE.
- An explanation of any error messages produced by the simulation program.
- The Energy Analysis report is to include the following elements:
 - i. Executive Summary
 - ii. Proposed Building Overview
 - Existing Conditions
 - Building occupancy and space
 - Building operating characteristics
 - Building envelope characteristics
 - Lighting and lighting controls (interior and exterior)
 - HVAC systems
 - Domestic hot water systems
 - Energy-using miscellaneous and process equipment
 - iii. Baseline Building Overview
 - Variations from proposed building
 - iv. Analysis Summary and Recommendations:
 - Energy analysis summary
 - Life-cycle cost summary

- Recommendations, strategies and options
- v. Thermal Envelope:
- vi. Lighting Design:
 - Lighting power limits
 - Daylighting
 - Light fixtures and levels
- vii. HVAC Systems
 - Equipment
 - Controls
 - Strategies
- viii. Energy Analysis Detail (in Performance Rating Report format)
 - Input detail
 - Output detail
- ix. Life-cycle-cost detail:
 - Analysis of packages
- x. Prepare and submit documents to PEPCO and Washington Gas for incentives and rebates

The full energy analysis for the Schematic Design and Design Development phases is to be documented and integrated into the Basis of Design Narratives that are to be submitted for these phases. Certification by the A/E team is required prior to proceeding to the next design phase.

b. LEED Coordinator

The A/E must designate a LEED Coordinator to champion and coordinate the sustainable design, resource conservation and integrated design efforts, and supervise the LEED certification compliance. The LEED Coordinator shall be a LEED Accredited Professional. The responsibilities of this role include:

- Coordinate regularly with the College team in an iterative and collaborative process regarding challenges and solutions and the status of sustainable design and LEED compliance.
- Attend all meetings where major architectural and mechanical systems decisions are made.
- Make all team members aware of design impacts on sustainability performance, including energy consumption.
- Understand all project sustainability and energy criteria, making all team members aware of the criteria, and coordinating the integration of site, architectural and engineering design to meet or exceed the criteria.
- Redirect design when necessary to comply with the selected criteria.
- Understand all LEED prerequisites and criteria, and interactions between the all prerequisites and criteria.
- Track, coordinate and communicate the tasks, status and efforts to comply with and document compliance with the criteria. This includes developing, maintaining and circulating a LEED-equivalent Credit Matrix (see item E. below).
- Assist in the Energy Analysis process and the production of the Energy Analysis report. See the Resource Conservation and Integrated Approach clauses in the

Schematic Design Phase (SD) and Design Development Phase (DD) scope descriptions below.

- Review drawings and specifications for correct and complete implementation of energy features and other LEED criteria prior to each submission for review by the College.
- Complete the project LEED application.
- Coordinate documentation for LEED submissions.

c. Energy Analyst

The A/E must designate an Energy Analyst to manage energy efficient design and integrated systems design efforts. The responsibilities of this role include:

- Coordinate disciplines within the design team to achieve energy efficient design. Work with the LEED Coordinator to make all team members aware of design impacts on sustainability performance, including energy consumption.
- Review architectural, mechanical and lighting submittals for compliance with energy requirements prior to submission to College.
- Serve as the primary contact for the College Energy Manager.
- Perform or supervise the Energy Analysis and the production of the Energy Analysis report and influence the building design to achieve the College's desired energy budget. See the Resource Conservation and Integrated Approach clauses in the Schematic Design Phase (SD) and Design Development Phase (DD) scope descriptions below.
- Attend all meetings where major architectural and mechanical systems decisions are made, including decisions about building siting, orientation, and shape as factors in energy consumption.
- Coordinate with LEED Coordinator in review of drawings and specifications for correct and complete implementation of energy features prior to each submission for review by the College.
- Assist the Commissioning Agent to coordinate continuous commissioning and incorporate it into the design and construction process.
- Ensure that the Maintenance Management and Equipment Management process and criteria are properly documented.
- Prepare required energy and maintenance reports and review commissioning reports and certifications from Commissioning Agent.
- Meet with utility representative and prepare documents for utility rebates and incentives.

d. Pre-Design Sustainability Meeting

Prior to commencing any design work, the design team, including the LEED Coordinator and the Energy Analyst will meet with the Energy Manager. The College will schedule this meeting, and key A/E team members are required to attend. The agenda for this meeting is to include:

- The introduction of the LEED Coordinator and Energy Analyst.
- Confirmation of which individuals on the A/E team and the College team will perform various roles and responsibilities.

- Review and confirmation of the sustainability design goals and criteria.
- Review of the preliminary LEED Credit checklist.
- Review and discussion of the proposed methodology, critical path strategy and schedule for meeting the sustainability goals, criteria and LEED credits.
- Description and discussion of options to be analyzed for Life-Cycle Cost
- Approval of simulation tool(s) to be used.
- Review of design guidelines for Lighting, Thermal Envelope, Energy Management Systems and HVAC controls.
- Review economic assumptions and utility rates.
- Possible onboard review of the base case energy simulation prior to analysis of design options.
- Host meetings with utility representatives and apply for rebates and incentives.

e. LEED Credit Checklist

The A/E team is to develop, maintain and circulate a LEED Credit Checklist that includes columns for tracking the following information for each available credit: credit number and name, a designation of yes/no/maybe, a synopsis of the specific criteria to be met, challenges to meeting the criteria, implementation steps (analysis, calculations, measures, documentation) status, next steps, responsible party. This Checklist is to be used in managing the coordination, design and documentation work to meet the LEED credit requirements for the project.

f. Sustainability Narratives

The LEED certification process requires submission of an overall project narrative. The A/E is to develop a narrative that incorporates the Owner's project requirements and design intent and describes all sustainable design efforts for LEED submissions, and integrate the appropriate iterations of this narrative into the Schematic Design Phase and Design Development Phase Basis of Design Narratives discussed above. The intent is to use the development of project narratives as a means for further refining the Owner's project requirements and integrating sustainable design efforts with the overall project design efforts.

g. Commissioning

The commissioning scope and services are to be coordinated to address the requirements of the LEED NC Energy and Atmosphere (EA) Prerequisite 1 "Fundamental Commissioning of Building Energy Systems," EA Credit Enhanced Commissioning. The Commissioning Plan is to establish criteria for measuring compliance with the Owner's project requirements and these LEED requirements. Continuous commissioning will occur at every phase of the project. For further information, see the Total Building Commissioning section in this document below.

5. A/E Sequence of Work

All programming, design, construction administration and post-occupancy services for this project shall meet or exceed the scope requirements that are indicated in the A/E services contract and in the Maryland Higher Education Commission (MHEC) Maryland Community College Facilities Manual and the Maryland Department of

General Services' Procedure Manual for Professional Services for State of Maryland funded projects.

The A/E's services shall be provided in the following phases, in accordance with the current version of the State of Maryland Department of General Services' *Procedure Manual for Professional Service*:

- Site Analysis and Program Verification
- Schematic Design
- Design Development
- Interior Design Contract Documents (concurrent with Construction Documents)
- Construction Documents
- Construction Phasing Coordination
- Bidding of Construction Contract
- Construction Administration
- Completion and Acceptance of Project (Building Commissioning)
- Post Construction Services

The College's standard service requirements for each phase include the following:

a. Site Analysis and Program Verification Phase

Site Analysis

A/E shall perform a site analysis based on existing site and utility surveys, geotechnical reports, existing conditions drawings and Facilities and Utilities Master Plan documents, all of which should be obtained from the College prior to beginning work. The site analysis is to address:

- Existing and proposed pedestrian circulation.
- Existing and proposed vehicular circulation.
- Existing and proposed utilities. Including central plant distribution infrastructure.
- Existing and proposed building construction.
- Impact of environmental factors, including but not limited, solar orientation, prevailing winds, vegetation, topography and views.
- Impact of zoning, tree conservation, storm water management and other site related regulations
- Studies of views out of the site.
- Any additional site factors that will be applicable to the building and site development.

Program Verification

The definition of scope and direction for the Facility programming services of this phase shall be developed in coordination with the College. The scope is likely to include:

- Review background planning data. Approved Part I and Part II New Facility Programs to be provided by the College.
- Review the College Design Standards as they apply to the project.
- Review program requirements and evaluate opportunities to minimize energy conservation and environmental impacts.
- Review site conditions and the outcomes of the Site Analysis described above. Confirm sitework scope, utilities scope and Limit of Disturbance area.
- Interviews with selected Montgomery College administrators and faculty as identified and confirmed by the College.
- Travel to the campus at the College's request for reviews, discussions, and on-site interviews as may be warranted and mutually agreed to.
- Services to update the project programming data and refine the program and space recommendations for all program functions.
- Issue a final version of the program summary with adjustments made as requested.

This phase constitutes the beginning of commissioning discussions and as such the A/E team shall support the Commissioning Agent and cooperate in the commissioning activities required of this phase of design.

For purposes of compensation, the completion of the Site Analysis and Program Verification Phase services shall constitute completion of three percent (3%) of the total project.

b. Schematic Design Phase (SD)

Based on the mutually agreed upon program, schedule, and construction budget requirements, the A/E shall proceed to prepare Schematic Design options. The College and the A/E shall mutually agree upon the type, quantity and schedule for Schematic Design studies. SD documents include site plan, floor plans (with furniture layouts), roof plan, exterior elevations, key building sections elevations, a typical wall section, a design narrative documenting architectural and site improvements, the SD energy analysis, LEED requirements, strategies and credits, and engineering analysis of structural, mechanical, electrical and civil systems, and the cost estimate. Final submittal requirements and quantities for this phase will be stipulated in the A/E services contract.

Develop and maintain a thorough code analysis documenting code requirements, compliance strategies and questions about requirements that are not yet resolved. Coordinate with state and local authorities having jurisdiction to confirm state and local requirements and amendments to national and international codes. See the Drawing and Specification Scope section above for further in requirements regarding the code analysis.

Coordinate with the Campus Planner regarding the room numbering system prior to issuing any floor plans with room numbers. Incorporate the College approved numbering system into the Schematic Design drawings (include skipped room and door numbers in the finish and door schedules and indicate as "not used").

The A/E shall attend progress meetings as necessary with representatives of the College and the campus, including representatives of the Office of Facilities and Office of Information Technology, and with relevant departmental faculty and staff.

The A/E is to request and attend a meeting with the College's Environmental Health and Safety team to review and discuss environmental health and safety requirements for site and building construction.

The A/E shall coordinate with representatives of the authorities having jurisdiction to review zoning requirements and other requirements that may impact the project design. The A/E shall schedule and attend meetings with the relevant agencies if appropriate.

This is the beginning of the involvement of the Construction Manager at Risk (CMAR). The CMAR shall be under contract to the College. The A/E shall submit for the College's approval a preliminary estimate of construction costs based on the current design and the materials and systems indicated in the design narrative as part of the Schematic Design documents. Concurrently, the CMAR shall provide a preliminary estimate of construction based on the A/E current design. The College, CMAR, and the A/E shall mutually agree upon an assumed construction start date and the list of cost elements to be included in the project cost estimate. This phase of the project will not be complete until the College, CMAR, and the A/E agree as to the estimated probable construction costs and such estimate is within budget.

Resource conservation/integrated systems approach:

- Receive and review Energy Program of Requirements from the College.
- Attend Pre-Design Sustainability Meeting: see description in Sustainable Design and Integrated Systems Approach above.
- Prepare minutes of Pre-Design Sustainability Meeting
- Assist the College in establishing prescriptive criteria for energy design, including the energy budget, based on the College's project requirements. See the detailed description of this scope item in the Energy Analysis section in the Resource Conservation and Integrated Systems Approach above.
- Review with the College a LEED Certification Plan including a selection of credits to be pursued and detailed strategies for achieving each of those credits.
- Participate with the College as a team in making major design decisions.
- Analyze the proposed building as a whole for annual energy use. Compare life-cycle- cost of designated options in HVAC, central plant, ice storage, electrical and plumbing systems and the thermal envelope. The Schematic Design phase Energy Analysis must show compliance with the Building Energy Budget within 10 percent. In the event that the budget cannot be attained, the A/E shall include in a Schematic Energy Analysis a request for variance from the assigned budget from the Office of Facilities. The request must include sound technical documentation as to why the budget cannot be met. If, in the judgment of the Office of Facilities, the request for variance is justified, a new budget reflecting all cost- effective options will be issued. The A/E shall, without additional charge, modify their design

as necessary to meet the original energy target or the reissued energy target if a waiver is granted.

- The Schematic Design phase Energy Analysis portion of the narrative will be reviewed and must be approved by the Energy Manager before a Notice-to-Proceed on Design Development will be issued. The Energy Analyst and LEED Coordinator will meet with the Energy Manager after submitting the report to discuss and clarify the work. The A/E must, without additional charge, modify any parameters of the simulation or report that the College determines to be contrary to the guidelines or system options provided by the Office of Facilities or are otherwise inappropriate to the case in study. Resubmission of affected parts of the analysis is due within 10 working days of the notification to the A/E of necessary changes.
- Register project with USGBC for LEED certification
- Submit certification of Energy Analysis by A/E team in format stipulated by Energy Manager.
- The A/E shall support the Commissioning Agent and cooperate in the commissioning activities required of this phase of design.

Submit reproducible hard copies and digital copies of Schematic Design documents for College review. Quantities will be stipulated in the A/E services contract. Unacceptable results will be returned for reanalysis or redesign before proceeding to Design Development.

The A/E shall complete all work in the Schematic Design Phase based on the mutually agreed upon design schedule.

The A/E shall coordinate with and provide assistance to the College in its review of the Schematic Design Documents, and attend onboard review meetings.

For purposes of compensation, the completion of the Schematic Design Phase services shall constitute completion of fifteen percent (15%) of the total project.

c. Design Development Phase (DD)

Based on the approved Schematic Design documents, any adjustments that are directed by the College to the design, schedule or construction budget, and on receipt of the Notice to Proceed, the A/E shall proceed to the Design Development phase of work.

The A/E shall prepare Design Development documents consisting of drawings, a design narrative, outline specifications, a cost estimate, a Certification of Energy Analysis and a LEED Credit Matrix. The narrative is to describe the size and character of the project, including the site and architectural development, and incorporate the DD Energy Analysis, and the engineering analysis for civil, structural, mechanical, electrical and other systems. The Design Development drawings are to include preliminary furniture and equipment layouts and preliminary finish material selections. Final submittal requirements and quantities for this phase will be stipulated in the A/E services contract.

The A/E and CMAR shall attend progress meetings as necessary with representatives of the College and the campus, including representatives of the Office of Facilities and Office of Information Technology and with relevant departmental faculty and staff.

The A/E shall coordinate with representatives of the authorities having jurisdiction on any questions or updates regarding zoning requirements and other requirements that may impact the project design. The A/E shall review all outstanding zoning and building code issues with the College and jointly determine whether a meeting with the relevant agencies is to be requested if appropriate.

The A/E shall include updated equipment layouts on the floor plan submissions. Equipment selections are to be coordinated with the College.

At intervals appropriate to the progress of the Design Development Phase and mutually agreeable to the College, the A/E shall provide “progress prints”, including design development drawings and the design narrative for College review.

The A/E and CMAR shall submit separate cost estimates for the College’s approval. These Design Development level estimates of construction costs based on the current design and the materials and systems indicated in the design narrative as part of the Design Development documents shall be reviewed together by the College, CMAR, and A/E. The College, CMAR, and the A/E shall mutually agree upon an assumed construction start date and the list of cost elements to be included in the project cost estimate. If the A/E or CMAR determines that there will be an increase in the estimated project construction costs, the A/E or CMAR shall notify the College in writing, specifying the reason for the increase, and may be required, at the College’s discretion, to halt work until the College reviews the estimate and authorizes work to proceed. This phase of the project will not be complete until the College, CMAR, and the A/E agree as to the estimated probable construction costs and such estimate is within budget.

Resource conservation/integrated systems approach:

- Perform energy analysis: analyze the proposed building as a whole for annual energy use. Perform optimization where required.
- Provide and review with the College an updated LEED Certification Plan including DD level documentation of the design elements and calculations employed to meet the requirements of each of the targeted credits.
- Participate with the College as a team in making major design decisions.
- The Design Development Energy Analysis must reflect, in increased detail, the advancement of the Schematic Design submittal. In particular, the simulation must show use of actual lighting wattages (from fixture counts on reflected ceiling plans) and actual efficiencies for selected HVAC equipment. The report must include supporting documentation for simulation parameters as specified in the Scope of Services for Design Development. This report shall include a copy of the updated LEED Certification Plan. The Design Development Energy Analysis must show full compliance with the Building Energy Budget. In the event that the budget cannot be met, the A/E shall include in the Design Development Energy Analysis a

request for variance from the assigned budget from the Office of Facilities. The request must include sound technical documentation as to why the budget cannot be met. If, in the judgment of the College, the request for variance is justified, a new budget reflecting all cost-effective options will be issued. The A/E shall, without additional charge, modify their design as necessary to meet the original energy target or the reissued target if a variance is granted.

- The report shall be reviewed and Certification must be approved in writing by the Energy Manager before further design. The Energy Analyst will meet with the Energy Manager after submitting the report to discuss and clarify the work. The A/E must, without additional charge, modify any parameters of the simulation or report which the College determines to be contrary to the Guidelines or system options provided by the College or are otherwise inappropriate to the case in study. In the event that discrepancies are observed between the design (drawings and specifications) and the simulation, the A/E shall, without additional charge, modify the design or the simulation to achieve correspondence. Resubmission of the affected parts of the design or analysis is due 10 working days from notification to the A/E of any discrepancies.
- The A/E shall support the Commissioning Agent and cooperate in the commissioning activities required of this phase of design.

Submit hard copies and digital copies of the Design Development documents for College reviews and Enhanced Commissioning reviews. Quantities will be stipulated in the A/E services contract. Unacceptable results will be returned for reanalysis or redesign before proceeding to the Construction Documents phase.

The A/E shall coordinate with and provide assistance to the College in its review of the Design Development Documents, and attend onboard review meetings.

Submit documents to USGBC for Preliminary Design Phase Review.

For purposes of compensation, the completion of the Design Development Phase services shall constitute completion of thirty-five percent (35%) of the total project.

d. Construction Documents Phase (CD)

Based on the approved Design Development documents, any adjustments that are directed by the College to the design, schedule or construction budget, and on receipt of the Notice to Proceed, the A/E shall proceed to the Construction Documents phase of work.

The A/E shall prepare Construction Documents consisting of drawings, calculations, specifications and other documents setting forth in detail the requirements for the construction, completion and acceptance of the project. The drawings shall cover the complete building, all site work, all utilities, and all equipment built into the building or requiring actual system's connection to the building. The Construction Documents shall include bidding information, the general conditions, and specifications.

The A/E and CMAR shall attend progress meetings as necessary with representatives of the College and the campus, including representatives of the Office of Facilities and

Office of Information Technology, and with relevant departmental faculty and staff.

The A/E shall coordinate with representatives of the authorities having jurisdiction on any questions or updates regarding zoning requirements and other requirements that may impact the project design. The A/E shall review all outstanding zoning and building code issues with the College and jointly determine whether a meeting with the relevant agencies is to be requested if appropriate.

The A/E shall develop and submit color schemes and samples of all finish materials to the College for its approval.

The A/E shall include updated furniture and equipment layouts on the floor plan submissions.

The A/E shall be responsible for coordinating all Construction Documents. Drawings and specifications shall determine quality of materials and workmanship, finishes, and shall contain sufficient information to enable the CMAR to make accurate estimates of quantities of materials as a basis for bids as well as construction and installation.

Include in the Specifications by name several (at least three) materials or devices of approximate equality wherever possible. Where that is not possible, describe materials and products by performance specification. If a sole-source product is the only known available product for a particular condition and criteria, or a sole-source product is required by the College, describe that product thoroughly and indicate "and no other." in the specification section. See the Specifications item in the Documentation Standards section of this document for further criteria.

The A/E shall structure the design documents with sufficient (10%+) alternates in order to avoid cost delays associated with re-bidding. The A/E shall include in the Construction Documents the documentation of design alternates with an aggregate value equal to 10% or more of the approved cost estimate. These alternates shall have been coordinated with and approved by the College prior to the approval of the 50% Construction Documents submission. Both the A/E and the CMAR shall prepare cost estimates at 50% completion of Construction Documents. The College, CMAR, and A/E shall agree to any design changes due to cost related issues prior to proceeding with Construction Documents.

The A/E and the CMAR shall prepare cost estimates at 95% completion of Construction Documents. This estimate shall further refine project costs and keep the College informed of any adjustments in the estimated project construction cost. This phase of the project shall not be considered complete until the College, CMAR, and the A/E agree as to the estimated probable construction costs and such estimate is within budget.

The College schedules rooms for use far in advance of the completion of construction. For this reason, during the CD, B/N and CA phases, whenever there is a change to room locations or configurations or room numbers, or to door quantity, locations and numbers, the A/E is to immediately provide copies of floor plans indicating and

highlighting the change(s). These floor plans are to be forwarded to the College Campus Planner or Project Manager for assessment of impact on the room or door numbering sequence. Room and door changes may result in the need for revisions to room and door numbers at the impacted rooms and at nearby rooms and doors to maintain a logical sequence of room and door numbers.

The A/E shall assist the College in preparing documents required for submittal for the approval of government authorities having jurisdiction over the project. The A/E shall submit all required documents to the reviewing authorities upon receipt of direction from the College to do so.

Sustainable design/integrated approach scope:

- Verify details: review the building design as a whole for compliance with energy requirements, including thermal envelope integrity, HVAC system efficiencies and energy management controls, duct and pipe insulation, light specifications and layout fully coordinated, continuous commissioning plan. Augment all details and specifications as necessary to fully cover energy design requirements
- The A/E shall review with the College an updated LEED Certification Plan including CD level documentation of the design elements and calculations employed to meet the requirements of each of the targeted credits.
- The specifications must explicitly state the efficiency of all energy consuming equipment, such that no equipment will be qualified "as equal" unless it has equal or superior efficiency to the specified item. "Energy consuming equipment" includes all lamps, ballasts, and light fixtures, HVAC plant and distribution equipment, water heaters, major appliances, and motors.
- The A/E shall support the Commissioning Agent and cooperate in the commissioning activities required of this phase of design.

Submit hard copies and digital copies of the Construction Documents for Owner reviews, State agency reviews and Enhanced Commissioning reviews at 50% completion, 95%, Permit Set and Bid Set completion points of this phase. Quantities will be stipulated in the A/E services contract. Unacceptable results will be returned for reanalysis or redesign before proceeding to the Bidding and Negotiations phase by the CMAR.

Submit Documents to USGBC for Final Design Phase Review.

Should reviews by the College, CMAR, State agencies, local or regional agencies require changes to the drawings and specifications, the A/E shall provide, at no additional cost to the College, the necessary revisions or re-drawings to the Construction Documents in order that the necessary approvals and permits may be obtained and accurate documents may be issued for bid.

The A/E team will provide a documentation that describes a physical mockup that incorporates all major building envelope components.

For purposes of compensation, the completion of the Construction Documents Phase

services shall constitute completion of seventy percent (70%) of the total project.

e. Bidding and Negotiations Phase (B/N)

The A/E, following the College's approval of the Construction Documents, shall make the Construction Documents available in the manner directed by the College, and assist the CMAR in the solicitation of competitive bids from construction contractors.

Assist in developing responses to questions with the CMAR, providing clarifications, providing an evaluation of products submitted as "equals" to specified products and preparing addenda.

Attend a pre-bid meeting with the CMAR, and coordination meetings as necessary with representatives of the College and the campus.

Should the low bid exceed the estimated construction cost of the CMAR, the A/E, at no additional cost to the College, shall provide the necessary revisions to the bid documents in order that the project may be rebid within the funds available. The College and the A/E shall mutually agree on the timeframe to meet this redesign requirement.

Produce and provide a Consolidated Set, as described in the Documentation Standards section of this document below.

Provide the College and CMAR with a reproducible copy of any and all Construction Contract Documents, including the Consolidated Set. All drawings are to be produced in the latest version of Autodesk Revit software, and a Revit 3D model.

Provide services as needed to meet the applicable code requirements for resource conservation and sustainable design, including coordinating with local agencies and/or the USGBC and submission and review of Construction Documents for LEED design submission certification.

For purposes of compensation, the completion of the Bidding and Negotiations phase services shall constitute completion of seventy-three percent (73%) of the total project.

f. Construction Administration Phase (CA)

The Construction Phase shall commence with the award of the Construction Contract, the GMP with the CMAR. The A/E shall provide the College with Construction Administration Services via a separate contract. Such services shall include those listed below. The College reserves the authority to make all decisions regarding changes to design, responses to questions, clarifications, approval of submittals and acceptance of the Work. The A/E is to assist the CMAR in the resolution of these matters and the communication of decisions made by the College.

The A/E shall provide all services required for documentation, review and other procedures indicated by USGBC for achieving the level of LEED certification that has been targeted for the project.

The A/E shall coordinate with the jurisdictional authorities, provide responses to inspection and review questions and comments, and provide design and documentation services as needed to comply with and achieve approval for the project.

During the project construction phase, the A/E shall attend routine project progress meetings and specialty meetings for particular topics, with the CMAR, subcontractors and/or vendors, and the College to discuss such matters as procedures, schedule progress, compliance with contract documents, changes to the contract documents, quality control, testing and inspections, commissioning, regulatory authority approvals and cost.

The A/E shall conduct routine project site observations to determine if the work of the CMAR and its subcontractors is being performed in accordance with the requirements of the Construction Documents, and as necessary to facilitate resolution of conflicts, whether due to design deficiencies or other cause. Project site observation reports providing detailed information on the quality and progress of the project shall be submitted.

The A/E shall routinely review CMAR site records, including daily reports, inspection and regulatory records, and progress documents to ensure that the CMAR is keeping adequate and accurate records of the construction.

The A/E shall guard the College against defects and deficiencies in the work. Deficiencies shall be noted for the record and CMAR's corrective action carefully monitored. Subject to the review by the College, the A/E shall reject work that does not conform to the requirements of the Construction Documents.

The A/E shall review and approve all shop drawings, product data, material samples, mock ups, schedules, proposed substitutions, and other submittals, including submittals related to LEED certification, and solicit concurrence from the College prior to final approval.

The A/E is responsible for reviewing all submittals in a timely manner and for ensuring that all submitted materials conform to the Construction Documents. The A/E shall not release any submittals until all issues are resolved and accepted by the College.

The A/E shall review and respond to requests for information or requests for interpretations of the meaning and intent of the project drawings and specifications, assist in the resolution of questions which may arise, and prepare the response to such requests for information and interpretations.

The A/E shall, after coordination with and approval by the College, issue bulletins regarding changes to the contract documents prompted by responses to requests for information, whether due to design deficiencies or other cause, in a timely manner and in a form acceptable to the College. The College intends that a continual update to the contract documents is provided, enabling greater quality control and to facilitate preparation of record documents.

The A/E shall review and comment upon all inspection, testing, and laboratory reports and solicit concurrence from the College prior to final approval.

The A/E shall review and certify the accuracy of each request submitted by the CMAR for a progress payment. Recommendation for approval of the progress payments shall be based on site observation and the A/E's professional judgment and supported by such data as the College may reasonably require.

The A/E shall review and recommend approval or disapproval of proposed change orders prior to final action and processing of change orders by the College.

In the event that change orders are executed as a result of an Architectural/Engineering omission or design error, the A/E shall provide, at its sole expense, any related services which shall include correction of the contract documents, review of submittals, and site visits necessary to monitor implementation of the change order. A/E may be subject to liability for construction cost required to correct errors and omission should such errors and omissions accumulate to exceed a reasonable standard of care.

The A/E shall render written decisions within a reasonable time on all claims, disputes or other matters in question between the College and the CMAR relating to the execution or progress of the Work as provided in the Contract Documents.

The A/E shall coordinate with the CMAR to obtain operation and maintenance manuals for all building systems required by the Contract Documents prior to final payment to the CMAR.

The A/E shall coordinate with the CMAR to obtain warranties and guarantees required by the Contract Documents prior to final payment to the General Contractor.

The A/E shall support the Commissioning Agent and cooperate in the commissioning activities required of the construction periods of work.

The A/E shall prepare punch lists, by relevant floor, area and/or building system, to document deficiencies that remain following completion of the CMAR's punch list.

The A/E shall conduct observations in coordination with the College, to determine the date or dates of Substantial Completion and the date of Final Completion. The milestones for reaching Substantial Completion include, among others, the receipt of the Certificate of Occupancy from the authority having jurisdiction, the completion of substantial clean up and the completion of commissioning. The work remaining after Substantial Completion is to be limited to punch list, corrective work resulting from the punch list process and spot cleaning.

The A/E shall issue a final Project Certificate for Payment upon compliance with the requirements of the Contract Documents.

The A/E shall provide a manual describing the care and maintenance to be given for a

two- year period following the completion of the construction, or for the length of time stipulated in an executed maintenance agreement. The manual shall include a schedule and recommendations for mowing, aerating, fertilizing, pruning, and other care as required, as well as the number of man-hours needed to fulfill the maintenance schedule.

For purposes of compensation, the completion of the Construction Administration Phase shall constitute completion of ninety-eight percent (98%) of the total project.

g. Post-Construction Services Phase

The A/E shall provide the College with the services listed below.

The A/E shall prepare and submit all remaining LEED certification review documents, coordinate with USGBC, provide responses to review questions and comments, and provide all other administrative services necessary to achieve the LEED Silver certification for the project.

Upon completion of construction, the A/E shall coordinate the preparation and review of Record Drawings by the General Contractor, and their submittal to the College. See the Documentation Requirements section below.

Based on the CMAR's record drawings, the A/E shall complete and submit to the College hard copies and digital copies of As-Built drawings, prepared using a version of AutoCAD as required by the College and in formats acceptable to the College. See the Documentation Requirements section below.

The A/E shall make comprehensive site observations, ten months following Substantial Completion, to identify and record deficiencies meriting correction under the CMAR's warranty period.

The A/E shall monitor all guarantees and warranty corrections identified prior to the expiration of the construction warranty period.

The A/E shall facilitate proper operation of systems, including enhanced commissioning, if required. The A/E shall support the Commissioning Agent and cooperate in the commissioning activities required of the post construction period of work.

For purposes of compensation, the completion of the Post Construction Services Phase shall constitute completion of one-hundred percent (100%) of the total project.

6. Cost Estimation

Provide cost estimates in compliance with the requirements indicated in the A/E services contract and in Section 8 Design Review Submissions of the Maryland Higher Education Commission (MHEC) Maryland Community College Facilities Manual. All estimates shall be prepared and presented in the Construction Specifications Institute (CSI) Division and Maryland Department of General Services (DGS) formats.

Assumptions underlying lump sum and allowance estimate must be defined.

7. Value Analysis

The A/E shall coordinate with the cost estimating consultant and the College to provide with each cost estimate a list of values for items for potential deletion from the project (totaling

10%+- of construction budget) for cost savings and/or addition to the project for optimum use of funding. If a Value Engineering process is performed by the State, the A/E will not participate as a member of the Value Engineering Team, but will conduct a presentation of the design documents to the Value Engineering Team at the beginning of the workshop. The A/E will attend the wrap-up meeting where the Value Engineering Team presents its findings and cost saving recommendations. The A/E will review and respond to the value engineering recommendations. Provide services to comply with the requirements indicated in the A/E services contract and with the Value Engineering scope indicated in Section 8 Design Review Submissions of the Maryland Higher Education Commission's Maryland Community College Facilities Manual.

8. Documentation Standards

All project design documents shall comply with the requirements indicated in the A/E services contract, in Section 8 Design Review Submissions of the Maryland Higher Education Commission's Maryland Community College Facilities Manual, and those indicated in the College Design Standards document. Drawings and specifications shall determine quality of materials and workmanship, finishes, and shall contain such sufficient information as to enable the CMAR to make accurate estimates of quantities of materials as a basis for bids as well as construction and installation, and shall comply with the following requirements:

a. Programming and Program Verification Documents

Programming documents to be included in a Facility Construction Program or Facility Renovation Program submission for State funding are to comply with the requirements indicated in the A/E services contract and the current version of the Facilities Program Manual published by the Maryland Department of Budget and Management and the Maryland Department of General Services. Program Verification documents are to match the requirements indicated in the A/E services contract.

b. Basis of Design Narratives

Narratives are to be submitted with the Schematic Design and Design Development phase documents. Include the narrative developed for the LEED Design Review submissions and the Energy Analysis as integral elements of the Basis of Design narratives.

c. Construction Drawings

The A/E shall have the capability to produce building information models and

documents in Autodesk Revit or similar software that will coordinate with Revit seamlessly through International Foundation Class standards. A/E will be required to submit for review and approval prior to the start of design, a BIM Execution Plan outlining the information modelling goals, requirements and levels of development for all team members.

An Autodesk Revit BIM model shall be provided to the College. Autodesk Revit products shall follow MC Standards.

Electronic documents are to be provided in PDF and DWG formats. All viewports in DWG files are to be locked. All layout identification tabs in DWG files are to include the drawing sheet number and paper size (full sheet size). All revision clouds, revision number symbols, and text at revision reference columns are to be located on distinctive layers. All X- referenced files are to be permanently bound into the DWG drawing files. All embedded image files are to be inserted as OLE objects and permanently bound or locked into the DWG file with which they are associated, and are to be clearly legible in the DWG file and in prints from the DWG file. The file name for each DWG file (and PDF file copy) for every submission is to include the sheet number(s) for the sheet(s) included in the file.

The maximum size for drawing sheets is 42" x 30" (Architectural E-1). The maximum thickness for individual drawing volumes is 1".

Equipment Numbering: The A/E shall number equipment in compliance with the numbering system outline in the College's BIM Standards, submit for review and approval by the College, and use this numbering scheme to identify the equipment on drawings, submittals, nameplates, and maintenance management forms.

Furnishings and Equipment Schedule: Include one or more tables in the Construction Documents that indicate all furnishings and pieces of equipment, and which party to the contract is to furnish and/or install each piece of furnishings and equipment. All furnishings and equipment that are indicated in the Contract Documents but not included in these tables are to be furnished and installed by the General Contractor.

Mockups: Include drawings in the Construction Documents that fully illustrate all mockups that are to be provided. A mockup that integrates all exterior enclosure assembly materials and conditions is to be documented for construction. Include a requirement for completion, review and College approval of each mockup by a minimum time period prior to initiation of construction of the assemblies represented in the mockup that is longer than the time period required for manufacture and delivery of all products, systems and materials, so that there is adequate time for review and approval of iterative adjustments to the mockup without delay to the construction schedule. Mockup assembly shall be designed and built to withstand the full battery of tests required of the building envelope.

The Construction Drawings are to include "code compliance" drawing sheets indicating code references, methods of calculation, calculations, and outcomes

demonstrating compliance with code requirements for Use and Occupancy Classification, Type of Construction classification, building height and area limitations, fire separations, smoke separations, egress requirements and other code compliance information. Coordinate with the plan review officials for the agency having jurisdiction to confirm their code compliance documentation standards and preferences.

Partition Type Schedule (reserved)

Three Dimensional Coordinated MEP and Structural Drawings (reserved)

Key Notes and Sheet Notes: (reserved)

The A/E shall label each space in the floor plans with the net assignable square feet designed and the net assignable square feet programmed. The A/E shall provide an additional separate summary comparison of programmed and provided spaces, indicating net assignable square footage (NASF) and total gross square footage (GSF) for the building, organized by department, following the space allocations contained in the Proposed Space Requirements section of this New Facility Program document, and indicate programmed net areas and actual areas along with any difference. This summary comparison is to be prepared and submitted on the standard Summary -Areas, Volume, and Efficiency form, (Attachment 4 to the Maryland Department of General Services' Procedure Manual for Professional Services, June 2010). If the difference is greater than 10 percent, indicate the reason. Calculation of Gross and Net Assignable Areas shall be in accordance with the latest edition DGS Procedure Manual for Professional Services. This combination of the individual space comparisons and space summaries shall be carried and updated through the approval of Construction Documents phase.

Work not in Contract: use of the phrase "by others" in drawings is prohibited. Use of the phrase "Not in Contract" (N.I.C.) is highly discouraged. Work outside of the contract is to be identified as "by Owner," or clearly illustrated as outside of the project area.

d. Specifications:

The project manual is to include the General Conditions provided by the College. The A/E is to request a copy of these General Conditions from the College at or before the start of the Construction Documents phase, and craft all other documents in the Construction Documents to avoid conflicts with these General Conditions.

Use of the phrase "by others" in specifications is prohibited. Use of the phrase "Not in Contract" (N.I.C.) is highly discouraged. Work outside of the contract is to be identified as "by Owner" or clearly illustrated as outside of the project area.

Specifications are to indicate that decisions about products, materials, colors, and other decisions to be made during the construction phase are "by Owner," rather than by architect or engineer.

The specifications are to be written to include lists of allowed components and

systems vendors. The specifications are to use “basis of design” selections for equipment and then list only the approved makes and models. Only specific products that are exact equivalents to the basis of design are allowed and they must be submitted through the formal substitution process. Specifications are not to allow “or equal” as a basis for selecting products for any of the components for MEP systems and are to state that only the MC approved products, systems, etc. will be allowed. The College has similar standards for various architectural components (windows, doors, etc.).

Each volume of specifications is to be issued as a separate PDF file. Each PDF file is to be bookmarked at each specification section. Each volume is to be bound with screw posts.

At 100% CD Phase, a digital copy of the specifications in both PDF and Word format shall be submitted to the College. Each specification section shall be an individual Word file.

e. Energy Analysis Report

See the requirements indicated in the Energy Analysis discussion in the Resource Conservation and Integrated Systems Approach above.

f. LEED Green Building Rating System Submission Documents

Include documentation and submissions required for achieving the LEED certification level indicated in the A/E services contract (or higher rating indicated by College during the design phase – see the Resource Conservation and Integrated Systems Approach section above.

g. Conformed Construction Documents

The A/E is to produce and deliver a fully consolidated and conformed construction contract documents set to the College within ten business days of the award of construction contract. This set is to incorporate the up to date design information from the permit and bid sets, document revisions needed to respond to permit review, and all revisions and addenda produced during the Bidding and Negotiation phase. Coordinate with the College to confirm all revisions proposed to be included in this set. The final bid documents will serve as the Contract Documents. The Consolidated Set is provided for the convenience of the CMAR.

h. As-Built Documents:

Upon completion of construction, the A/E shall coordinate preparation by the CMAR and review, prior to submittal to the College, a set of "record drawings" indicating all changes which have been made during construction in distinctive color lines and text.

This information is to be based on records kept on the job site by the CMAR. Based on the CMAR's record drawings, the A/E shall prepare a set of as-built drawings using a version of Revit that is acceptable to the College in a format that is acceptable to the College. Drawing sheets shall be exported from Revit to AutoCad format. Final

submittal requirements and quantities for hard copies and digital copies will be stipulated in the A/E services contract. Electronic documents are to be provided in PDF, DWG, and RVT formats. Each drawing sheet is to be prominently marked "As-Built." All viewports in DWG files are to be locked. All layout identification tabs in DWG files are to include the drawing sheet number and paper size (full sheet size). All X-referenced files shall be permanently bound into the DWG drawing files. All embedded image files shall be inserted as OLE objects and permanently bound or locked into the DWG file with which they are associated, and are to be clearly legible in the DWG file and in prints from the DWG file. The file name for each DWG file (and PDF file copy) shall include the sheet number(s) and sheet name for the sheet(s) included in the file. Revision clouds and revision number symbols shall be removed. PDF files, DWG files and hard copies of document shall match each other exactly. Provide the plotter configuration file for plotter style configuration use.

Architect / Engineer shall provide Montgomery College with a copy of the Revit model, with the Autodesk Revit file at the completion of the project to include all linked consultants' models.

i. As-Built Site Surveys

The following standards shall be adhered to for as-constructed surveys for close-out of capital improvement projects for construction documentation:

The survey shall include the location of all exterior improvements within the project area. The horizontal and vertical accuracy of the survey must be adequate for future engineering design purposes and meet the Minimum Standard Detail Requirements for Topographic Surveys in the State of Maryland.

Contours shall be shown at an interval of one foot. The error of contours shown shall not exceed 0.5 feet +/- margin of error.

The location of buildings along with a statement regarding the number of stories and type of construction, finished ground floor elevation at the main entrance to the building stated to the nearest 0.01 feet and exterior dimensions given to the nearest 0.10 feet.

The location of parking space striping shall be indicated along with the number of regular and handicap spaces. Show the location of designated handicap spaces.

The survey must be tied to the campus horizontal and vertical control network which is in Maryland State Plane NAD83 (CORS96) horizontal datum, NAVD88 vertical datum. Current Information for monumentation will be provided by the College. A statement of the monumentation utilized and the values held will be given on the survey.

The location, size and material of all utilities within the project area including water, sanitary sewer, storm sewer, gas, electric, telephone, data, cable television, duct banks, hot water, and chilled water distribution systems. Indicate rim and invert elevation of sanitary sewers, storm sewers and storm water management structures. For all sub-surface utility lines on the site, locate the first connection to the off-site

system. The horizontal and vertical location of all subsurface utilities must be measured directly prior to backfill. A quality level attribute "B" or "A," as defined in CI/ASCE 38-02, shall be used to depict all newly installed or altered subsurface utility lines within the LOD.

Deliverables:

- A Revit file shall be utilized to MC standards and formatting. Site survey information is to be included in model space only. Base sheets, title blocks, legends and other information are to be included in paper space only. Follow sections 6.3 and 6.4 of CI/ASCE 38-02 to depict Quality Level Attributes in CAD files, or to MC Standard file details.
- Layers and drawings typology (polyline, shapes) shall comply with Montgomery College's standard for easy integration into Montgomery College's GIS database.
- One paper copy and one Mylar copy of the survey, signed and sealed by a licensed surveyor with a statement certifying the accuracy of the information shown.

9. Total Building Commissioning:

The College embraces the Total Building Commissioning process for quality control, as defined by ASHRAE Guideline 2019. "The Commissioning Process" and Standard 202-2018 -- Commissioning Process for Buildings and Systems. This philosophy incorporates continuous commissioning in all aspects of the design, construction, start-up and operations processes of systems, as well as post-commissioning and warranty related monitoring. Quality assurance is the responsibility of all team members. Commissioning shall also include the documentation of equipment tests and measurement, operator training, and the submittal of maintenance manuals. The A/E is required to coordinate the following provisions of this section with the

Commissioning Agent:

a. LEED Coordination

The commissioning processes and documents are to be coordinated with the requirements of the LEED NC Energy and Atmosphere (EA) Prerequisite 1 Fundamental Commissioning of Building Energy Systems, EA Credit 3 Enhanced Commissioning, and EA Credit 5 Measurement and Verification. The Measurement and Verification credit shall be pursued following USGBC's stated Option 1 for this credit, consistent with Option D, the Calibrated Simulation (Savings Estimation Method 2) as specified in the International Performance Measurement and Verification Protocol (IPMVP), or following USGBC's stated OPTION 2 for this credit, consistent with Option B: Energy Conservation Measure Isolation, as specified in the International Performance Measurement and Verification Protocol. The Measurement and Verification Plan is a required submission.

b. Commissioning Agent:

The College will secure the services of a Commissioning Agent for the project.

c. Commissioning Plan and Specifications:

The Commissioning Plan will be developed by the Commissioning Agent. The A/E shall support the Commissioning Agent in the development of the Commissioning Plan. The College and the A/E will coordinate prior to the negotiation of fees to confirm the A/E's role in supporting the development of the Commissioning Plan. The A/E is to work in coordination with the Commissioning Agent to produce the commissioning specification sections for the Construction Documents, coordinate those sections with other specification sections, and cooperate in the commissioning activities during the design, construction, and the post construction periods of work.

d. Systems:

The following is a list of the systems that shall be commissioned, unless otherwise indicated in writing by the College, and the specification division for each system:

- Division 01 Section: Facility Substructure Commissioning – for commissioning process activities for foundations and basement systems and assemblies.
- Division 01 Section: Facility Shell Commissioning – for commissioning process activities for superstructure, exterior enclosure and roofing systems and assemblies
- Division 01 Section: Interiors Commissioning – for commissioning process activities for interior construction, stairways and interior finishes systems and assemblies.
- Division 11 Section: Commissioning of Equipment – for commissioning process activities for program equipment, equipment infrastructure, assemblies, and components.
- Division 14 Section: Commissioning of Conveying Equipment – for commissioning process activities for dumbwaiters, elevators, escalators and moving walks, lifts, turntables and scaffolding systems, assemblies, equipment and components.
- Division 21 Section: Commissioning of Fire Suppression – for commissioning process activities for fire suppression systems, assemblies, equipment and components.
- Division 22 Section: Commissioning of Plumbing – for commissioning process activities for plumbing systems assemblies, equipment and components.
- Division 23 Section: Commissioning of HVAC&R – for commissioning process activities for heating, ventilating, air-conditioning and refrigeration systems, assemblies, equipment and components.
- Division 25 Section: Commissioning of Integrated Automation – for commissioning process activities for integrated building automation systems (BAS,) assemblies, equipment and components.
- Division 26 Section: Commissioning of Electrical – for commissioning process activities for electrical systems, assemblies, equipment and components.
- Division 27 Section: Commissioning of Communications – for commissioning process activities for communication systems, assemblies, equipment and components.

- Division 28 Section: Commissioning of Electronic Safety and Security – for commissioning process activities for electronic safety and security systems, assemblies, equipment, and components.
- Division 33 Section: Commissioning of Utilities – for commissioning process activities for water, well, sanitary, sewerage, storm drainage, fuel distribution, hydronic energy, electrical and communications utilities, systems, assemblies, equipment and components.

10. Information to be provided to the Architect/Engineer

- The A/E shall collect all required information from Montgomery College, local jurisdictions, and utility owners and operators. Contracting with required support services, e.g. a surveyor, geotechnical services, etc., will be the responsibility of the A/E.
- Available existing building plans, utility plans, and site maps will be given to the A/E. No assurances, however, are given that these records are complete or accurate. It shall be the responsibility of the A/E to establish the precise location of all underground utilities and/or services in the construction area and to show the same in detail on the design drawings.

11. Documents and Data to be furnished by the College for Use by the A/E Team

The following documents will be made available to the A/E via the Montgomery College website:

- The Germantown Campus portion of the Montgomery College, Facilities Master Plan 2013 - 2023, approved and adopted on February 1, 2016 by the Board of Trustees BOT Resolution No. 16-01-003
- Montgomery College's Germantown Campus, Utilities Master Plan Update, Final Report, February 13, 2013
- Montgomery College's College Design Standards
- Montgomery College's Information Technology standards
- Montgomery College's Utility Infrastructure and Site Drawings
- Montgomery College's current General Conditions of the Contract
- Montgomery College's Signage Standard
- Montgomery College's BIM Standard

C. SITE DEVELOPMENT CRITERIA

The purpose of this section is to provide a basic outline of site problems, assets, and project requirements for the Architect/Engineer. The information provided in this section is intended to supplement the Architect/Engineer's own site evaluation.

In general, the Architect/Engineer will be responsible for the design of all areas within the project's site limits, which are directly impacted by the site coverage for the building, or its "footprint", in addition to the utility infrastructure requirements, service parking requirements, circulation, open space requirements, and special constraints, or other required services.

Imaginative and responsible solutions must be developed to form a cohesive, unified, economical, and aesthetic design that is consistent with and advances the campus master plan. The critical areas to be addressed include the following:

- On-site and cross-campus pedestrian circulation
- Vehicular circulation and access
- Accessibility for people with disabilities including accessible approaches to the building entrances
- Continued service access for existing utility areas
- Passenger drop-off areas and pedestrian walkways
- Common open spaces, courtyards, plazas, and landscape buffers
- Continued emergency apparatus access at full building perimeter
- Site Utility Requirements
- Forest conservation plans
- Storm water management facilities and improvements
- Hot water and chilled water underground distribution systems.

1. Project Scope: Building and Site

The new Student Services Center will serve as a gateway when entering the Campus from the North from Observation Drive at the Germantown Campus. Figure A-2 in Section A of this report provides the campus plan showing the proposed location of the new Student Services Center. The building relationships and footprints, as shown in Figure A-2, are the result of the approved and adopted 2013 – 2023 Facilities Master Plan and do not represent a final design solution for the project. The goal of the College is to provide a new Student Services Center to support a unified Student Affairs Department and Library, and to integrate the building into the overall campus with strong programmatic relationships to the other buildings and open spaces of the campus toward the south and to provide a welcoming public face to the community to the north.

The project's site related improvements include the following:

- Development of hardscape and greenscape elements around the building site and linkage of green space to existing campus open spaces.

- Design of a pedestrian scaled and appropriately walkable streetscape at the Observation Drive street frontage.
- Integration of on-site and off-site pedestrian circulation to enhance wayfinding within the project site including separation of pedestrians, vehicles, and service truck traffic.
- Delivery of, and connection to, all required utility services for the renovated and new facilities. All utility services are to be routed underground and all exterior mechanical and electrical service equipment and/or utility service containers appropriately located on-grade and visually and acoustically screened. This will include underground hot water and chilled water piping distribution system and interconnections.
- Relocation and extension of existing domestic water piping, natural gas and sanitary piping to serve the new building.
- New underground electric service from Pepco to the south side of the building and coordination with PEPCO for upgrading high voltage service lines to the campus and possibly interconnections.
- Stormwater management improvements to address runoff and comply with all applicable permitting requirements. These improvements will be based on best practices and include on-site rain gardens and bioretention.
- Demolition and relocation of loading dock and campus waste area from the north side of the HS building to the north side of the new Student Services Center.
- Demolition of the existing surface parking Lot 1 and regrading of the project area to support the new building footprint and associated loading and service area.
- Reconfiguration and upgrade of Observation Drive between Parking Lot 1 and Parking Lot 5 to accommodate the construction of a new roadway roundabout.
- The College intends to reorient, expand and completely reconstruct its existing baseball field complex, which is located to the west of Observation Drive and north of Parking Lot 1, as a separate future project. To accommodate this proposed project scope of work the limit of disturbance and final Observation Drive realignment and roundabout improvements included in the new Student Services Center project will need to be coordinated during design with the recommendations of the Montgomery College Germantown Campus Evaluation of Baseball Facility report completed by Gale Associates, Inc. dated March 27, 2018. This coordination will ensure that enough land and setback area is preserved to accommodate the future baseball field complex improvements project. A copy of this report has been included as Appendix 2.

The selected A/E with the approval of the College will establish the site boundaries for the project.

Landscape design and site development are important components of this project in order to maintain a cohesive development on the north and west side of the Germantown Campus.

2. Design Objectives

The vision for the Germantown Campus must be founded first and foremost on

advancing the College's mission by:

- Providing sufficient and adequate space—welcome center, library, cafeteria, offices, study, meeting rooms, and support facilities—based on existing and projected needs, so that each and every area can contribute creatively and productively every day to helping students change their lives;
- Co-locating departments and functions rationally so that students, visitors, and the College community itself benefit from the ease, energy, and excitement generated by the synergy of proximity;
- Presenting students the needed range of opportunities to navigate needs specific to Student Affairs Department with the special assistance of faculty and staff;
- Affording students opportunities to meet and develop socially through formal programs of leadership, recreation, and athletics and informally in inviting indoor and outdoor spaces;
- Maximizing the land resources available on the campus, while retaining its unique character, quality, and setting and yet meeting the needs of the large numbers of students, faculty, staff, community members, and visitors who come to the campus every day;
- Inviting students, faculty, staff, community members, and visitors to participate in the varied campus and College activities by organizing the campus—including buildings, parking, outdoor athletic facilities, and circulation for pedestrians, the handicapped and elderly, cars, and trucks—to make their experience pleasant, welcoming and successful; and anticipating the campus' future development beyond the ten-year planning horizon.
- Provide an energy efficient and sustainable building that will minimize environmental footprint.

In addition to addressing several of the above campus-wide objectives, the design of this building, which provides programs, services, and out-of-class experiences that enhance the college experience for students and promote the interaction of all members of the College community, must also include:

- Creating a facility that represents an inviting, comfortable, and safe environment for faculty, staff, students, and visitors.
- Providing both interior and exterior spaces for informal interaction among students, faculty and all members of the Montgomery College community.
- Reflecting a design vocabulary that integrates the building with the existing campus and with the future planned campus development to east and north of the new building.

3. Scale and Massing

The new building will require four stories based on the total program square foot area and the available site area. Building massing will be of critical concern because of the nature of the site, and the visual relationship to the proposed building to the immediate surrounding. The development of the massing will need to take into consideration the accommodation of programmed space and adjacency requirements for the specialized functions within the proposed facility.

a. Building Scale

The building massing should be coordinated with the overall character and scale of the other buildings on campus along with the overall campus topography. Significant attention shall be paid to the relationship of the new building at its southern and eastern edge, and the open space it will create. Positioned adjacent to the existing Quad, the open space will serve as an outdoor link that will connect student's activity throughout the campus.

Attention also needs to be paid to the articulation of the façade fronting the length of Observation Drive, and especially to how the north side of the new building will relate to the corner as an entry point to the campus. The A/E should modulate the building's scale to respond to immediate contexts. Building facades that are exposed to pedestrian circulation routes or open space should be the most sensitively scaled. Human scale and massing can be successfully accomplished with intermediary landscaped elements between buildings and walkways as well as with architectural detailing.

b. Energy Conservation Impact

Scale and massing issues that impact energy conservation such as orientation of exposures, size of exposures, size and orientation of glazed openings, shading, profile of building, and use of unconditioned spaces to act as buffers shall be addressed in accordance with Montgomery College's Energy Design Guidelines.

4. Building Context and Environment

The building's scale and massing and development of site areas surrounding the building are of critical importance to the preservation of a unified campus environment. The ultimate development of this project's architectural style, scale, and massing must be coordinated within the context of the prevailing style of adjacent buildings, the interconnected courtyards and the future planned campus development. The building mass is to be articulated to respond to the surrounding area while accommodating the required functions. The building shall convey a general sense of belonging within the context of the Germantown Campus.

5. Site Characteristics

a. Open Space

The original Germantown Campus was organized around a series of courtyards that connect the north end of Campus to the south end. Entrances to buildings are typically off these courtyards. This organization allows for the creation of outdoor spaces for mingling of students and faculty and members of the Montgomery College community, to connect buildings with indirect relationships to each other, and to reduce the impact of student traffic on the adjacent residential neighborhood.

b. Topography

The site designated for the New Student Services Center lies at an approximate elevation of 535-feet above mean sea level and generally drains to the northeast

corner to private storm water drainage. A ten-foot drop is estimated from the high to low side of the project area, providing an opportunity for at grade access to a lower floor at the north and at grade access to an upper floor at the east side of the proposed building location. It is a high priority to develop a building form that integrates well with the site slope and adjacent structures and provides a focal point or landmark for this part of campus. Outdoor pedestrian spaces should also be integrated with and help mediate changes in topography.

c. Soils

The A/E shall contract for the services of a licensed geotechnical engineer to assess existing soil stability and structural bearing capacity. A geotechnical assessment report shall be prepared to establish required building foundations, pavement structure, and slope stability.

d. Drainage

Drainage from and around new structures shall be directed away from existing and proposed future structures and parking areas so as not to interfere with the function of these site features. Catch basins, storm sewers, surface retention, and filtration plantings and drainage ways shall be designed in compliance with Montgomery County, the Maryland- National Capital Park and Planning Commission (M-NCPPC), and Maryland Department of the Environment (MDE) regulations and standards. Connection to existing storm water management systems shall be coordinated with both the College and applicable agencies to assure acceptance of the connection. See more information in the Storm Water Management section of this document.

e. Vegetation

Vegetation is vital to the character, microclimate, and aesthetic quality of the campus and site. The site development and building design solutions should integrate vegetation as a potential design element. Plantings of various types and textures to buffer sounds, noises, and odors as well as moderate sun, wind, and precipitation are recommended. Vegetation and landscape features should have climatic and aesthetic appropriateness and should relate to the prescribed functions of the facility. Selection of planting shall be coordinated with the College to support the Landscape Master Plan for the Germantown Campus.

6. Circulation (Vehicular, Parking and Pedestrian)

a. Vehicular Circulation

The Germantown Campus is situated north east of Germantown, a densely populated and diverse suburban environment. Ideally positioned within large recreational spaces, including Black Hill Regional Park, and Seneca State Park, the Germantown Campus is part of the larger DC Metro area, situated conveniently along the Washington National Pike (I-270) corridor between Clarksburg and Gaithersburg.

b. Parking

Existing campus parking spaces will be removed in preparation for the new building.

Longer term plans for a future parking garage will offset the lost spaces and it is not anticipated that parking will be required for this project, however it will be the responsibility of the A/E to verify this with the college and with Montgomery County based on the proposed new building.

c. Pedestrian Circulation

For the Germantown campus, pedestrian circulation is provided via a network of sidewalks and crosswalks and supported by related signage. The pedestrian walking distance between the parking areas and the campus core of the campus is approximately 800-feet, which is well within acceptable distances for educational campuses. No significant pedestrian safety issues were identified, although improvements to pedestrian circulation through the campus are desirable. The site improvements that are included in this project will serve to improve pedestrian circulation in this part of the campus, most noticeably by providing more direct and straight-forward pathways for pedestrians to access building entries at the north entry point of the campus.

The Germantown Campus Facilities Master Plan (2013-2023) proposes a courtyard at the northern edge of the Germantown campus that is inter connected to the existing quad. An articulated entrance at the south side of the new Student Services Center building will encourage connectivity between existing buildings and offer opportunities to develop one of these courtyards. The Architect/Engineer shall provide a site and landscape plan for appropriate improvements, new building entrances and pedestrian circulation modifications to enhance the campus' space plan.

Provide necessary signage as per the Montgomery College's Sign System Manual.

7. Service and Functional Organization

Building service areas are integral to the functioning of the building operations, but need to be screened to impede visually and auditory adverse impacts. The Architect/Engineer shall design the service functions so as to be compatible with other activities on the site. The following criteria should govern the design of the service area(s) design.

a. Consolidation

Service activity functions shall be consolidated in a service area so that loading/unloading operations can be minimized. Parking for service vehicles shall be located in the service area. Access points to service activities within the building shall to be located on the exterior to insure ease of access.

b. Location and Screening

Service areas shall be screened from activity centers and pedestrian walkways. Service areas shall be located to avoid conflicts with pedestrians, vehicle circulation, and incompatible activities such as recreation.

c. Design Process

Service requirements should be designed as a unified system from the early stages of design. Service access and egress may prescribe building addition(s) location or orientation, especially in cases where adjacent compatible support functions exist.

d. Separation of Public and Private Areas

The site development should be designed so that public and private space is clearly defined. Parking areas located directly adjacent to service areas without visual separation can be a source of security problems and vehicular circulation conflict.

e. Fire Apparatus Accessibility

Access requirements for fire apparatus shall be provided for in compliance with the College and the Montgomery County Fire Marshal standards. The Architect/Engineer shall coordinate review of proposed site plans for compliance with the College and the local Fire Marshal's Office.

8. Accessibility (for Individuals with Disabilities)

The purpose of this section is to provide an outline of considerations relating to the use of the site by physically disabled individuals in order that there is full compliance with the spirit and the law of the Americans with Disabilities Act (ADA.)

All on-site and major entrances to the building must be accessible to people with disabilities. This will include the provision of curb cuts, elimination of excessive grades, handrails, signage, and the construction of parking within ADA design regulation guidelines for accessibility.

Innovative design will be a necessity in attaining total accessibility, especially in light of the requirements of the facilities programmed. The term "people with disabilities" in all possible meanings extends accessibility beyond those who are permanently disabled, to include temporarily disabled individuals, a common occurrence on a campus of physically active people.

In general, it may be stated that accessibility to this facility should be integrated into the overall design concept creating a barrier free environment that accommodates everyone through universal design strategies. The following are to be incorporated in the design.

a. Walkways

Walkways connecting accessible building entrances to parking for the disabled, off-site circulation, and other facilities within the Campus must meet identified design criteria for the disabled. Stairs, curbs, and excessive grades should be avoided or alternate means of movement provided. Curb cuts in accordance with current design criteria must be provided where walkways intersect roads or provide access to parking facilities. When excessive grades are encountered, ramps with level resting areas at regular intervals are to be provided. In all emergency access areas, walkways should

be 10' wide and capable of supporting 25-ton emergency vehicles.

b. Entries

Major points of entry to the building must facilitate access for the disabled. In addition, all other entry points should be accessible. In all cases, entry points closest to designated parking areas for the disabled must be designed to permit accessibility by people with disabilities. Ramps or other special features are to be integrated into the total design so as not to appear as a special conciliatory feature.

c. Graphics

A graphic system must be included in the site design to direct people including those with disabilities to accessible building entrances. Signage must comply with Montgomery College Sign System Manual criteria.

9. Utilities

Demands on utilities in the building area are to be assessed by the Architect/Engineer. The College is in the process of developing a Utility Master Plan as an update to the most recent survey conducted in 2012 and to identify and document existing and proposed utility infrastructure needs and recommendations for the campus. This master plan will be provided to the Architect / Engineer for reference as part of the assessment of existing capacities and the design for new demands on utilities in the building area as part of the scope of this project. The Architect/Engineer's recommendations as to utility connections are to be submitted in the first stage of design. The Architect/Engineer shall coordinate with all the utility companies to assure service connection and capacity for the building. Any information concerning problems with providing utility services in the buildings shall be provided to the College as soon as it is known.

The Architect/Engineer is responsible for the complete system design of all new utility connections from the points of the connection with existing systems to the building site and to establish the precise location and size of all underground utilities and/or services in the construction area. Further, the Architect/Engineer is responsible for a thorough investigation of all existing site utilities (location and capacities) in order to properly design and locate the new utility services including capability for expansion. If deficiencies in services to the buildings are present, an upgrade of the insufficient utility systems serving those buildings is included in the project scope. This is understood to include an evaluation of all on-site utilities and also any demand that may be incurred on "down-stream" utility lines.

The design of potable water, sanitary sewer, gas, electric, telephone, and storm sewer utilities are to meet the requirements and approval of the Agency(s) presiding over the project area. In addition, it is desired that freeze-proof cold water hose bibbs be located at the exterior of the building and on the site to provide a source of water for landscapers and/or maintenance staff. All non-sewered domestic water uses such as the exterior hose bibbs and cooling tower waste water make-up shall be provided with a sub-meter acceptable to the Washington Suburban Sanitary Commission (WSSC)

and sub-meters connected to the building BAS.

Exterior lighting design shall be in accordance with the Montgomery College Energy Design Guidelines.

A summary of existing utility services and applicable utility service requirements are presented below.

a. Water

Water service to the Campus is provided by the Washington Suburban Sanitary Commission (WSSC) through a master campus meter. The building will individually metered and monitored by the BAS. The new Student Services Center will be served directly from the WSSC campus mains for domestic and fire protection water system supplies. System shall be designed to meet WSSC codes and standards in force at the time of design and construction. Fire hydrants may be required for this building development.

b. Sanitary Sewer

A new sanitary sewer system consisting of building connection, lateral piping, and manholes will be designed for the new Student Services Center and will tie into the public sanitary sewer system owned and maintained by WSSC at the sewer main located along Observation Drive. Modifications to the WSSC owned lines will require review and approval by the WSSC Systems Infrastructure Group. The design of any new or modifications to any sanitary sewer systems will require the review and approval by the WSSC Regulatory Services Group. The WSSC should be consulted early on in the planning process.

c. Heating, Ventilating and Air Conditioning Systems

The campus is served by two main central plants. The high performance heating and cooling central plant is installed in the basement level of the Bioscience Center (BE) which serves the southern portion of campus. The BE plant includes ammonia chillers, an electric chiller, ice storage and natural gas-fired condensing boilers. The northern portion of campus is served by a cooling only plant in High Technology and Science Center (HT) which includes ammonia chillers and ice storage. Condensing boilers installed in HS provide heating for HS and PG and condensing boilers in HT serve HT only. For the northern portion of campus buildings (HS, PG, and high efficiency condensing boilers in High Technology and Humanities and Social Sciences (HS). The installation of the new Student Services Center with a new central heating plant will allow the northern campus heating system to be consolidated in the future into the new building. The cooling plant within HT currently has limitations to its overall cooling capacity output. A new satellite cooling plant in the new Student Services Center will allow for the building to be stand-alone and support itself, as well provide nighttime cooling for the north campus, while the HT cooling plant utilizes the ammonia chillers to make use of the existing ice storage capabilities. Based on the Germantown Utility Masterplan the intent is to upgrade the existing HT plant to make sure of the existing ammonia chillers and increase the total cooling capacity output. These additional

systems will need to be included in the design of the new building but not as additions to the existing plant. Extensions of distribution piping from the central plant, will also be offered as a construction alternate to connect the new cooling and heating plants to the existing distribution infrastructure.

The existing 4" Washington Gas natural gas piping to the north of HS is anticipated to be adequate for the new building's demands.

In general, air distribution systems should be installed with rooftop mounted or penthouse central station, variable air volume (VAV) air handling systems with enthalpy heat recovery systems as appropriate. Heating water shall be supplied from new condensing boilers at a new central heating plant and low temperature chilled water shall be supplied by electric chillers at a new satellite cooling plant facility, both of which will be located in the basement of the Student Center building. Low temperature chilled water shall also be connected to the central distribution as an alternate for this building or in the future. The Architect/Engineer will be required to confirm the needs and capacity of the new satellite chiller plant (SCP). The SCP will be connected to the Central Plant distribution piping through vaults located between Physical Education (PG) and the new building. New high performance ductwork and properly zoned and controlled terminal devices will respond to ventilation and comfort requirements in the occupied spaces. Coordination of HVAC equipment and building envelope design will reduce the size of the systems and energy consumption.

d. Heating Water System

The north campus heating plants, located in the HT and HS are dedicated to their connected buildings, to support the new Student Services Center a new northern central plant will be built with high efficiency, condensing natural gas-fired boilers. The initial size of the northern heating central plant would provide heating to the Student Services Center only, but with space to expand and act as the heating source for the northern portion of campus in the future. This would consolidate the existing boilers into one location and allow HT, PG, HS and the new building to have heating service from one location. New heating water piping sized for the future expansion of the central heating plant shall be extended through the building and capped for future. As an alternate or as part of a future project new direct buried piping shall extend to the existing piping routed between PG and HS. The design shall include capacity and details to implement this plan now or in the future.

The existing heating water system pipe sizes and capacity shall be verified by the Architect / Engineer to confirm that it can be extended to the new Student Services Center building. The option of extending to the existing underground campus distribution heating piping should be offered as an add alternate.

e. Chilled Water System

The north campus central plant, located in HT basement, has two high performance electric, rotary screw ammonia refrigeration chillers. It has two modules for ice thermal storage with a total of 2,440 ton-hour capacity. The cooling tower is one of the current limiting factors for the HT chilled water plant as it is only capable of a total condenser

water flow rate of 2,700 GPM, while the existing ammonia chillers require additional heat rejection to maximize the HT cooling plants output. Chilled water is currently distributed from the High Technology and Science Center to other north campus buildings and includes a main distribution header, extended from the central plant south to connect to the BE central plant.

The central chilled water plant at HT does not have sufficient ice storage, heat exchanger and cooling tower capacity at its current configuration to support the new Student Services Center. As a co-current or future project, the existing piping to HT from HS will need to be modified to include a new vault and 6" chilled water piping extension to the new building. The A/E will be required to evaluate, on a life cycle cost basis, including ammonia refrigeration and ice thermal storage.

A high performance satellite chilled water plant (SCP) will be required to support the building and once connected to the central distribution, supplement the HT central plant service. The new satellite building will include (2) 300-350 ton chillers, pumps and cooling tower(s) to supply the cooling demands of the new building. Ammonia refrigeration and ice thermal storage will be evaluated.

f. Natural Gas

The campus is served by the Washington Gas natural gas distribution system located on campus. The new Student Services Center will be connected to the existing 4" public gas line and metered. Natural gas shall be provided for the cafeteria and new central heating plant identified in the Part II space descriptions. Domestic hot water heaters will be natural gas fired.

g. Electrical

The campus is served by the Potomac Electric Power Company (PEPCO) from a combination of overhead and underground medium voltage lines. The new building will have separate utility meter and local step down transformer to distribute 480/277 volt, 3 phase, 4 wire system in the building. Primary feeders and transformers are owned and maintained by PEPCO. A new transformer is to be located on grade adjacent to the building. PEPCO will own primary feeders and transformers and will provide secondary conductors up to the building's service entrance equipment. Architect/Engineer shall submit a load letter to PEPCO early in the design process to alert PEPCO to the electrical demand needs. Upgrades to the high voltage distribution system may be required.

The Student Services Center will contain its own main electrical room. Electrical system design will include capability to respond to electrical demand management programs or real time pricing signals, communicated using open protocols (BACnet) via the Internet.

Life safety electrical systems will be supported with an emergency generator.

Exterior lighting design shall be in accordance with the Montgomery College Energy Design Guidelines. The scope of work shall include all new work and any required site

utility demolition and/or relocation.

h. Site-Generated Renewable Electricity

The new Student Services Center is a candidate for additional site generated solar electricity on the Germantown campus. Site-generated renewable electricity shall be considered in conjunction with assessing and achieving the requirements of a minimum LEED Silver rating.

i. Emergency Power Systems

Emergency power will be required for life safety systems (i.e. emergency and egress lighting, fire alarm system, etc). In addition, emergency power may be needed to support telephone and security systems. Generator loads and generator sizing will be closely evaluated by the College.

j. Building Automation Control Systems

To the maximum extent possible building systems shall be integrated using IP technology to provide the maximum cost savings and flexibility. The building automation control systems will comply with the ASHRAE Standard 135, Building Automation Control Network, An Open Protocol (BACnet).

k. Fire Alarm System

A digital, addressable type fire alarm system is required and shall coordinate with Mass Notification System (MNS.) Provide Mass Notification System functionality per the campus standard and NFPA 72, Chapter 24. Provisions should also be made for remote monitoring at a central fire command center. Fire alarm systems will have an open BACnet protocol, and will be compatible for integration with other building management systems. All work must be compatible with the existing campus-wide fire alarm/mass notification system.

l. Information Technology Systems

Sufficient space will be planned to support the telecommunication and information technology needs of the new building including a Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) facilities. Building HVAC systems will provide primary cooling to MDF, IDF and elevator machine room(s.) The design should include evaluation of electrical needs and standby power and cooling requirements for such systems.

The telephone and information technology system will be centralized and designed in accordance with Montgomery IT Infrastructure Systems Standards and Specifications and Information Technologies and Security System Design Guidelines.

Mass Notification System (MNS) shall be included and coordinated in with necessary IT systems.

Telephone, data outlets, and cable tray systems will be provided throughout buildings.

m. Security

The design of building security systems will comply with Montgomery College guidelines.

The security system for the building will be based on the existing centralized computer-based Security Management System (SMS) for the safety and protection of students, faculty, assets, property and buildings. The overall SMS will integrate and incorporate CCTV where campus personnel or property may be at risk, access control for various spaces in the building and ground floor entrances, intrusion alarm system at areas subject to robbery or break-in, and alarm monitoring functions. Security systems will have an open protocol, and will be compatible for integration with other building management systems.

Provide design services for a Distributed Antennae System (DAS). The system will be used to boost coverage for first responder radios and other fire and life safety wireless communications within the building. The design will not include cellular carrier service.

A distributed antenna system, or DAS, is a network of spatially separated antenna nodes connected to a common source via a transport medium that provides wireless service within a geographic area or structure. DAS antenna elevations are generally at or below the clutter level and node installations are compact. A distributed antenna system may be deployed indoors (an iDAS) or outdoors (an oDAS).

In addition, the selected A/E must integrate the installation of security phones as part of the site development for the project. Montgomery College has standards for security phones and the Architect/Engineer must coordinate this effort with the College's Department of Facilities.

10. Storm Water Management (SWM) and Sediment and Erosion Control

The project site exists in an urban landscape environment around a built environment that is largely impervious and consisting of buildings, roads, sidewalks, and parking lots. The consultant will be responsible to comply with all Maryland Department of the Environment (MDE) requirements regarding drainage, storm water management, and erosion and sediment control, including all permits and approvals.

The project site is an existing parking area for service vehicles with access to a loading dock, and recycling/trash collection. It is adjacent to existing buildings with various paved areas so the new Student Services Center project will likely be classified as "redevelopment" by MDE. This typically means that water quality must be managed for 50% of the new and/or existing impervious areas.

Water quality management, under the 2009 MDE regulations, calls for Environmental Site Design (ESD) as a primary treatment to the maximum extent possible. Some examples of this technique include micro bio-retention, surface filtering, vegetated 'green' roofs, grass swales, dry swales, porous pavement for non-vehicular areas and created wetlands.

Management of quantity of runoff may be required based on ratio of existing to proposed turfed green to paved areas in the proposed design. Quantity management strategies may include underground detention structures to preserve surface land for other uses.

11. Site Reforestation / Forest Stand Conservation

The Architect/Engineer shall comply with state and local regulatory requirements as necessary.

12. Wetlands and Floodplain

There are no known wetlands or floodplains in the scope of this project. Architect/Engineer shall comply with state and local regulatory requirements as necessary.

13. Impacting Projects

The following projects have the potential of impacting the development of the proposed site:

- MONTGOMERY COLLEGE, Facilities Master Plan 2013 – 2023, Approved and Adopted on February 1, 2016 by the Board of Trustees BOT Resolution No. 16-01-003
- MONTGOMERY COLLEGE, Germantown Campus, Utilities Master Plan Update, 70% Draft Report, May 31, 2019

The selected A/E will be provided with available planning and design documentation of the above at the pre-fee negotiation meeting.

D. BUILDING DESIGN CRITERIA

The primary criterion governing design shall be one that produces an optimal solution to the stated requirements within budgetary limitations. A functional, pleasing, and economical, both internally and externally, (in terms of both initial cost and cost of operation and maintenance) facility is a major goal to be achieved in the design and completion of this project. Building design solutions must address the functions and spaces detailed in this program, site environmental opportunities and constraints, energy consumption, and life-cycle costs. In addition, the facility should be designed and constructed to be flexible in its initial use, as well as for future space changes and alterations over the life of the building.

The following design considerations must be incorporated into the final project design

1. Architectural Expressions / Details (Exterior)

a. General

The architectural elements and materials employed in the new Student Services Center shall be tried, low-maintenance systems with a service expectancy of at least sixty (60) years based on Life Cycle Cost Assessment (LCCA.) While the high-technology function of the areas within the building may suggest the use of the newest technology under development, the exterior expression of this function, if modified, should be found in dependable, tested materials, and construction details compatible with the Campus and the surrounding areas in general.

The roofscape, including not only the location of elements, but also their color and shape, shall be given design attention throughout all stages of the project to assure an orderly and attractive appearance. In addition, roof top equipment (e.g. exhaust fans, mechanical louvers, etc.) shall be minimized and located or hidden in a way to preclude visual exposure from the ground. Mechanical equipment preferably shall be accommodated in a central mechanical room within the building with minimal equipment on the roof.

The architectural elements of the building shall be coordinated to minimize energy consumption and optimize the use of natural daylight. The design shall meet the requirements of the International Energy Conservation Code and Montgomery College Energy Design Guidelines.

Entrances should be appropriately designed for accessibility, designed for use by individuals with disabilities as well as service deliveries and other general traffic. Weather protection for entry areas shall be designed and provided by overhangs, canopies, or recessed doorways. Adequately sized vestibules shall be provided at each major entrance.

The A/E team will provide for a functionally organized service yard at the exterior of the building with direct access to the Loading Dock. Service yard shall be screened from public view and allow for controlled access off a public right-of-way. Service yard shall include trash and recycling compactor, emergency generator, primary utility

equipment and parking for service vehicles.

The scope of this project also includes the design of a high performance building envelope including air and vapor barrier and thermal control of exterior wall assemblies, glazing and openings and roofing systems.

2. Architectural Design / Planning (Interior)

a. Quality of Interiors

The spaces created by this project shall be aesthetically pleasing yet provide for future adaptation and change - all within a total framework of cost effectiveness. The internal appearance of the facility shall present an environment that reflects the highest quality possible. Space, configuration, materials, etc. should be selected to achieve these ends. The materials selected shall not become contaminant sources and contribute to the degradation of Indoor Air Quality (IAQ.)

Interior lighting shall be designed using point-by-point lighting analysis to minimize energy consumption and maximize occupant comfort in accordance with Montgomery College Energy Design Guidelines. In addition, the interior design of the building must provide future flexibility/capability to erect or rearrange partitions and space without the need to redesign HVAC systems.

It is difficult to predict the physical requirements that the future programs may impose on the building structure. Advances in technology or changes in activity interest may demand profound spatial adaptation. Hence, the design solution should address adaptation of spaces as a guiding principle.

More specifically, the interior environment of the building should be warm and inviting, and should be designed to promote interaction between faculty, staff and students. In accordance with the College design guidelines, the use of wood, stone and other natural materials should be given special consideration for interior finishes with special emphasis on public entrances and adjacent interior public spaces such as atria. All spaces should have access to natural light whenever possible. Public spaces should be designed to encourage social interaction and spontaneous conversation and support the concept of a continuous interior "learning landscape" with interactive breakout spaces regularly distributed through them. Public circulation should be organized to facilitate easy orientation for visitors.

b. Circulation

Corridors and pathways through the structure must provide for ease of use, and shall be appropriately sized. In the overall design, careful attention shall be given to the circulation patterns for staff, students, and visitors. In addition, the relative sizes of the horizontal circulation elements (lobbies and corridors) shall be based on projected loads and capacity appropriate to those areas directly served and to the movement of persons from one area to another and comply with NFPA requirements. Those elements shall be designed with due consideration to the ratio of net assignable square feet to gross square feet.

The main entrance to the building must immediately convey a sense of the building and its activities to those that enter, be they first time visitors, or persons well acquainted with the building. The space must be warm and inviting, and should indicate a sense of direction to various spaces. The primary occupant traffic entrances to the building shall have airlock vestibules.

Circulation spaces should serve double duty as a means to promote spontaneous social interaction, and therefore, encourage the exchange of ideas and information. This also insures great surveillance of public spaces by the staff, discouraging theft and vandalism. Avoid long, narrow corridors that serve no function but to travel from point to point.

c. Materials and Finishes

Selection of building materials and finishes is critical in the completion of this facility. Materials and finishes, both interior and exterior, shall be selected to meet the following criteria: aesthetic considerations, durability, acoustical requirements, ease of maintenance, and conservation of energy and be 100% non-asbestos containing and non-lead bearing paint. All materials, including design details, shall be analyzed for their effect on durability and ease of maintenance, and attention shall be given to areas of high traffic (corridor), and other special use functions. Special care shall be taken at building entrances to provide for the removal of dirt and sand. Acoustical ceiling shall be of the lay-in type; exceptions will be considered for special cases.

Architectural finishes are critically important in this facility. Obviously there is a concern for maintainability and durability. In addition, surfaces must be selected to provide a monolithic, scrubbable surface, free of cracks or ridges. Floor-wall joints must be designed to allow easy cleaning. Doors shall be sealed against pests and vermin and all penetrations of pipe, conduit, etc. shall be sealed.

The building materials shall be selected using low VOC components to minimize contaminant sources and not contribute to degradation of IAQ.

Finally, the nature of the facility insures a certain amount of abuse from the movement of equipment and persons. Measures should be taken to protect the building surfaces and corners from occupant damage. The Architect/Engineer must work closely with the College's maintenance staff to benefit from their knowledge and experience in the maintainability of various surfaces and systems. Care in the design of the building will insure significant life cycle cost savings.

d. Acoustics

Consideration must be given to the acoustical properties of each functional space in the project. Each space in this project shall be designed to provide optimal hearing conditions within the space, with consideration given to the preclusion of unwanted sounds from entering the space. Spaces that will contain noise-generating sources shall be designed away from spaces requiring quiet, or shall be adequately isolated acoustically in accordance with Montgomery College or best practices. Consideration shall be given to the transmission of sound through a ceiling, or through the

mechanical system, or over a partition that does not extend to the structure.

e. Lighting

Quality of light is as important as quantity of light. The design of lighting systems shall include detailed consideration of the normal tasks performed in the room, reflectance of all surfaces, special lighting effects required, normal sight lines, and zone control of larger areas. Unique ergonomic circumstances in spaces where computer monitors are used extensively require special analyses and provision for appropriate lighting quality.

Point-by-point lighting analysis shall be performed and fixtures and controls designed to meet the requirements of the International Energy Conservation Code (or Montgomery College Energy Design Guidelines). The use of natural light is required to supplement the building's lighting system. Consideration should be given to the use of indirect lighting in areas with computers.

f. Building Services

Location of toilets, custodial closets, maintenance services/storage, drinking fountains, trash and recycling receptacles, vending/concessions, display of building directories, bulletin boards and exhibits etc. must be convenient. The various comfort and convenience functions must be accommodated in locations that depend on the design scheme and code requirements. Accessible, airport style, open-entry toilet facilities for men and women shall be provided in each area of the facility and comply with OSHA and National Sanitation Foundation requirements / recommendations. Toilet rooms shall be located near public zones of the building and not immediately adjacent to acoustically sensitive program spaces such as offices and classrooms. Chilled water drinking fountains with provisions for filling individuals' personal water bottles should be located conveniently in corridors. A minimum of one custodial closet per floor shall be provided, and shall be sized to accommodate the equipment required for the space served. Custodial closets shall have easily cleaned surfaces and have a floor-mounted service sink, mop hooks, shelves for supplies, and other items as may be required. The number of custodial closets and their requirements shall be coordinated with Montgomery College Department of Facilities.

Provisions shall be made at the entrance of the building for attractive display of a building floor plan. In addition, bulletin and announcement (change-letter type or electronic) boards for College announcements, as well as provisions for the display of hanging of artwork, pictures, and paintings, with appropriate lighting shall be provided in an attractive and secure manner.

In public spaces, provide functional as well as aesthetically compatible trash and recycling receptacles. Montgomery College design standards shall apply to this all aspects of the design.

The need for delivery of materials and the removal of wastes from the building dictates that consideration be given to designation of a delivery entrance, separate and removed from the principal access of the building, and for the location of a dumpster

where it can be readily collected. Space should also be provided for the collection and storage of recycled waste such as aluminum cans and paper.

The trash container enclosure must be accessible from the delivery area. Trash trucks will require a straight-line approach to the trash container enclosure. This area must be visually screened. Additionally, provide space for trash compactor(s) in a convenient space near the refuse removal areas as required.

g. Storage

Additional storage shall be provided. In many instances throughout this document, requisite storage spaces are identified and included. However, if the Architect/Engineer has the opportunity to provide additional storage areas within the specific design NASF, this should be done.

h. Building Standards

The Architect/Engineer shall coordinate with the College for specific types of data. Items, such as door and lock hardware, security devices, toilet fixtures and accessories, telecommunication types and devices, and mechanical equipment, are part of an overall standard. The Architect/Engineer shall make certain that all items specified comply with current or projected standards set forth by the College's Department of Facilities and in accordance with the College's IT standards.

i. Signage

Communication of building information through signage and graphics is essential. It is the Architect/Engineer's responsibility to program and locate an identification and directional system using the MC Signage Standard to communicate information essential to the operation of the new facility. The interior/exterior graphic system is to assist individuals moving to and within the facility. In accordance with ADA requirements, particular attention must be given to the needs of individuals with disabilities to access the building from parking areas and walkways and to move freely throughout the building. The graphic system must be consistent with MC campus standards, and include:

- Exterior building landmark gateway signage (site or building located.)
- Exterior building identification signs at the main entrance(s)
- Interior signage with room numbering system to be used for sign fabrication at 50% Construction Documents
- Interior building directory at the main entrance(s) on each floor and all elevator lobbies
- Room number identification for all rooms including stairwells and corridors
- Room numbers and name identification plates for all departmental offices and all support areas including toilets and mechanical/electrical rooms
- Identification signs for all hazardous areas, evacuation procedures, and means of egress in accordance with the fire and building codes
- Directional signs as required
- Information and display facilities in public and departmental areas as required

- Campus map outside the building
- Site signage
- Signage that encourages occupant behavioral change to reduce energy consumption and environmental footprint.

j. Fire and Life Safety

The Architect/Engineer is directed to identify and provide solutions for all potential fire and life safety problem areas, including those that may be generated by the program requirements. Below is a partial list of requirements:

- All fire equipment is to be clearly visible and graphically designated
- All materials used in the building are to be selected with regard to flammability contents and the types of gasses produced by combustion
- Emergency access and egress routes are to be clearly identified and physically apparent to the building occupants
- Ventilation systems are to comply with the standards set by the American Conference of Industrial Hygienists and all other applicable codes and standards
- Where emergency egress routes do not exist to grade, provide for Areas of Refuge Assistance
- All fire and life safety alarm systems design must be approved by the Fire Marshal prior to installation

The Architect/Engineer shall coordinate all fire and life safety equipment with emergency notification system (ENS)

The Architect/Engineer shall design all fire and life safety alarm systems to be digitally addressable and ASHRAE 135 BACNet compliant and compatible.

The A/E shall provide all required areas of refuge assistance with 2-way communication devices.

Montgomery College's Department of Facilities will provide the selected A/E with the campus criteria for installation of fire alarm systems, extinguisher cabinets, automated external defibrillators (AED,) sprinkler systems, fire lanes and ventilation.

k. Floor Surfaces

Floor finishes shall be appropriate to the function of the space. Surface materials shall be selected to respond to maintenance needs as well as to the function and acoustical needs of the spaces. Materials shall generally be long lasting and easily cleaned. The ease of maintaining floor coverings is a primary consideration. Durable materials shall be specified in heavy use areas. During design, all floor coverings specified shall be accompanied with maintenance requirements.

It is well recognized that carpeting is of assistance in the control of footfall impact sound and comfort of environment, and should be specified in those areas where acoustical needs and comfort are essential. The Architect/Engineer must be aware of potential maintenance problems, and must take special notice of requirements for change in texture of floor surface where potential dangers to the visually disabled

exist. The Architect/Engineer shall develop detailed product and installation specifications, and coordinate the review of these with the College prior to adoption. The minimum specifications for any carpet used shall include performance requirements for static protection, Radiant Panel and Aminco Smoke Chamber Test passage, Steiner Tunnel Test (ASTM84) passage, light-fastness, tuft bind, de-lamination, abrasion resistance, compression resistance, and acoustical qualities. Floor surface materials, binders, and glues shall be specified to minimize the out gassing of contaminants that cause Indoor Air Quality (IAQ) complaints.

I. Furniture and Equipment

Layouts of furnishings and equipment shall be used to illustrate the function of each space. The spaces in this project are described in terms of square feet of space required for the function. Linear dimensions are not generally given in order to avoid undue restrictions on architectural design. However, it must be recognized that the shape of a given space will obviously influence the way in which it can be used. Therefore, the Architect/Engineer shall complete a layout for all furniture and equipment at the Design Development phase to insure that the space configuration supports the function of the space. Mechanical, electrical, and other equipment and systems that may encroach on these architectural spaces must be taken into account. The selection of movable furniture and equipment is not the responsibility of the Architect/Engineer, but of the College. However, the Architect/Engineer is required to provide a layout to demonstrate space functionality. The Architect/Engineer must coordinate the task lighting design and equipment layouts to meet the requirements of the Energy Design Guidelines.

Primary lists of equipment required to support this project are outlined in the Space Requirements section of the Facility Program. These lists are provided within the individual space sheets. These sheets detail the overall requirements of each spatial element of the facility. The Architect/Engineer is responsible for providing a design that will accommodate this equipment. The Architect/Engineer will be required to provide floor plans that illustrate how all of this equipment will be accommodated and how and where utilities will be provided to it. Items identified as “built-in” are items which the A/E is to include in the contract documents and the A/E is to specify manufacturer, style, sizes, finishes, color, and location of this equipment and require that the construction contractor provides this equipment and any necessary utilities and services as part of their contract. The A/E shall consider ergonomic factors in the selection of furniture and development of equipment layouts.

Montgomery College will give direction to the A/E during the Schematic Design phase as to which furniture, fixtures, and equipment will be considered “in construction contract” versus those that will be purchased and installed separately as moveable furniture, fixtures, and equipment.

m. Design Area Designations

For each space, the Architect/Engineer shall label design drawings with the names of each space. Below the label of each space designation on the drawings, the Architect/Engineer shall indicate the net assignable square feet designed and the net

assignable square feet programmed. In addition, the Architect/Engineer shall provide a summary comparison of programmed and provided spaces, separately from the drawings using the Maryland State Department of General Services standard Area-Volume-Efficiency (AVE) Summary forms. The combined individual space comparisons and space summaries shall be submitted at every phase through the approval of Construction Documents.

The gross square feet in the design of the facility may not exceed the gross square feet specified in the program. The Architect/Engineer must make every attempt to execute a design solution within this limitation. Exceptions to this requirement are allowed only under extreme circumstances and must be approved by Montgomery College. The aggregate net assignable square footage of the spaces identified in the program represents the minimum space allocation permitted for this facility.

n. Accessibility

The design shall provide for the convenient usage of the facility by individuals with disabilities. Design pertaining to use of the facilities by individuals with disabilities shall conform to the ADA regulations. It is important that the selected Architect/Engineer have a clear understanding of each programmed use of the space and the design impact on people with disabilities. The selected Architect/Engineer shall consider both the physical and programmatic concerns during design. Elevators, restrooms, entrances, doorways, connecting corridors, and all other aspects of the building, including furniture and equipment for lounging/eating, meeting and gathering spaces, and offices, must provide for convenient use by the people with disabilities. Special consideration should be given to travel both horizontally and vertically to allow multiple accessible means of travel between levels. Note especially the requirements to accommodate the visually and aurally disabled.

The selected Architect/Engineer, however, with regard to elevator addition design, shall comply with the State of Maryland requirements, as well as, noting that the more stringent must be satisfied.

o. Structural Foundation Systems

The Architect/Engineer is responsible for investigating the soil, its type, suitability, and stability at the project site. This investigation is critical in the development of an appropriate foundation system for the building. A geotechnical survey under the direction of the Architect/Engineer shall be performed to provide the information needed for determining an appropriate foundation system for the building. The Architect/Engineer will be expected to identify the specific foundation system to be utilized during the Design Development phase of his effort.

Floor Loading - The Architect/Engineer is required to determine the live load and provide it uniformly across all floor and roof areas of the new building. In areas requiring special attention to floor loading, the Architect/Engineer is required to investigate the specific support requirements of these areas and design for these spaces accordingly. In no event shall the design live load be less than what is required by the applicable codes.

p. Security

The College shall work with the A/E to understand and identify the issues pertaining to security at the Germantown Campus. The following list represents design recommendations that, while not exhaustive, may aid the Architect/Engineer in developing methods of providing security through physical solutions:

- As required, all entrances are to have an alarm system connected to the Campus Central Control System. Each exterior door should be equipped with an alarm, a card reader, an electric strike, or a combination of these three. After working hours, access shall be controlled by a computer-coded card. Designated doors shall be locked or unlocked from a central location
- All exterior doors that are designated as "EXIT ONLY" should be installed without hardware on the exterior
- Emergency exits required by code should be supplied without exterior hardware and should be supplied with an automatic door closer as well as with an alarmed panic device with local and remote annunciating capability
- Any spaces requiring alarms and/or access control systems must be compatible with College standards
- Stairwells and elevators must utilize public spaces for access and egress. Elevators or stairwells should not allow access directly into private office areas which would jeopardize security to the area
- Long corridors are to be avoided. Shortened corridors increase the feeling of territoriality in each area so that the casual pedestrian who enters the particular area is discouraged from being there unless there is a valid reason
- Toilet rooms and stairwells should not be separated from areas of high usage
- Toilet rooms should be laid out to provide privacy but not require doors as are typically found in airports.
- Fire doors to stair towers are to include vision panels
- Different units within the facility should be separately securable without interfering with required egress routes from the building
- Surface materials or windows that can be easily vandalized should be avoided
- Service and rear entry doors are to be as entry-proof as possible. They should be constructed of heavy-duty construction with locking systems that provide an appropriate degree of security
- All doors should have hinge pins that are not exposed to public areas
- Locks shall be provided on all doors, locks to have removable core cylinders to match the existing College system. All cylinders shall be sub-master keyed and master keyed as directed by the Montgomery College
- Emergency telephone(s) and blue indicator light(s) should be installed on the exterior, as well as, inside of the building as needed
- It may be desirable to install an intrusion alarm or camera to protect such interior spaces such as computer equipment rooms, confidential record rooms, and areas used to secure cash overnight. If the Security System is not interfaced with the central control system, both local and remote alarms are required. Card readers for access control will be monitored with the College's computer security system and should have the capability of being connected to the Campus Safety and

Security Office. The intrusion alarm should be interfaced with the alarm system located at the Campus Safety and Security Office and at the site.

- It is desirable to extend all interior partitioning to the structure above. Walls that allow access through drop ceilings should be minimized.

q. Building Maintenance

Maintenance costs associated with new construction must be a consideration in the design of systems. Life-cycle studies have shown that the cost of maintaining a building over its normal life exceeds the cost of constructing that facility. The Architect/Engineer is expected to play a major role in minimizing maintenance problems by obtaining input from Montgomery College in locating facilities, designing and laying out building systems, selecting equipment and finish materials, and designing other areas that directly affect annual maintenance costs. Montgomery College will approve the systems design and equipment and material selection. Considering the project's available resources (budget, space, etc.), the Architect/Engineer will recommend the best available equipment, but not equipment soon to be obsolete. Some specific requirements the Architect/Engineer must meet when designing the facility are:

- Mechanical spaces must be accessible from public corridors and not require access through private spaces. Mechanical equipment or spaces that require either rooftop access or allow access from the exterior into the remainder of the building should be avoided. All mechanical spaces shall have a minimum width of 6'-0" (double doors) and minimum height of 7'-0". Large equipment to be installed that can't be broken down will require knockout panels to be provided.
- Specification of equipment that requires highly technical skills and procedures or specialized equipment/tools for its repair will require thorough evaluation to determine its acceptability to the College.
- The ease of maintaining floor coverings is a primary consideration. Durable materials shall be specified for high use areas.
- All corridors, stairwells, and public areas must have masonry walls with finished interiors.

The Architect/Engineer will be responsible for ensuring accessibility to equipment for its maintenance, repair, removal, and replacement with minimal effort.

3. Mechanical and Plumbing Design Criteria

a. General Requirements

The Architect/Engineer shall coordinate the design of all elements of the building to meet the requirements of function, energy, and aesthetics. The design shall comply with all applicable codes, standards, good engineering practice, and Montgomery College. The Architect/Engineer shall obtain copies of the Montgomery College's Energy Design Guidelines, form a Design Team based upon the Guidelines, and explicitly follow the requirements of these Guidelines. These Design Guidelines require that the Design Team select the building orientation, massing, structural types, day-lighting, equipment location, equipment quantities and building materials as part

of the earliest discussions in the pre-schematic phase of the project. Selection should be made so that they will flow smoothly into the other design phases of the project and not create roadblocks that would interfere with complying with the Design Guidelines and or the minimum LEED Silver Rating Certification goal.

In general, the work must be designed to provide maximum reliability. This may require the use of standard equipment or alternate modes of operation for critical systems or equipment. The requirement for reliability also includes the avoidance of systems or equipment for which there is inadequate history of satisfactory performance. In addition, the work must be designed to be readily maintainable. Adequate clearances for servicing must be provided for all operating equipment. No operating equipment shall be located above ceilings unless specifically designed for above ceiling applications.

In addition to the other team members, the Architect/Engineer is required to designate an "Energy Analyst" on the design team. It is the Energy Analyst's responsibility to become intimately familiar with the Energy Design Guidelines and ensure that the project design team is aware of their responsibilities, to review project design for compliance, and prepare written reports at the Schematic and Design Development Phase.

The Architect/Engineer shall comply with the format and content to meet the reporting requirements of the Energy Design Guidelines. To comply with these reporting requirements the Architect/Engineer shall ensure that the design has been sufficiently developed and the appropriate design decisions made to meet the requirements of the Design Guidelines.

The Montgomery College's Energy Design Guidelines have been written to provide design guidance for the various building systems and components constructed by County Agencies. The Guidelines require that various analyses be performed to aid in making design decisions and demonstrate compliance with the requirements of the Guidelines. The Design Guidelines require building energy simulations and life cycle cost analysis to select building envelope and HVAC systems. Where more than one solution to a design problem may seem appropriate, the A/E must perform life cycle cost and operation comparisons in determination of the solution. For other systems such as the addition design, the College requires compliance with the Guidelines by meeting the prescriptive requirements of current applicable energy codes and the building envelope guidelines established by NIST. However, the Architect/Engineer is required to design task lighting with point-by-point calculations, optimize day-lighting, enter data into the various ASHRAE and IES spread sheets to accomplish the design and demonstrate compliance with the Energy Design Guidelines. In general, Montgomery College uses all energy efficient features and systems in their buildings.

b. Mechanical Systems

The design of the building mechanical systems shall comply with the Montgomery College Energy Design Guidelines, the Program Justification and Description, ASHRAE, and SMACNA. The College has standardized roof top mounted, low

temperature, Variable Air Volume (VAV) air-handling units, using Variable Frequency Drives (VFD) and single inlet VAV boxes with heating water coils. The air handlers have hot water and chilled water coils. Heating water and low temperature chilled water is supplied from the new building heat and cooling plant. The air-handling units distribute the low temperature air to the zones through the VAV boxes. The VAV boxes have hydronic heating coils.

Ideally, air handlers and other support equipment should be located in a rooftop penthouse. If air handlers are located on the roof they shall be of highest quality designed for rooftop exposure, penthouse type with double wall construction, durable finishes, airtight doors, and internal access walkways. The College prefers return fans in the exhaust position rather than dedicated return fans. All dampers, regardless of service, shall be motor-operated with tight fitting stainless steel perimeter and lip seals. The air handlers shall be provided with appropriate vibration isolation and packless sound attenuators so that noise from the air handler is not transmitted to the building structure or to the ductwork.

The ductwork shall be of appropriate class, thickness, round or oval double-walled, bolted flanged with interstitial insulation to minimize fan horsepower, minimize sound transmission, meet the leakage requirements for the class of duct and minimize moisture and heat transfer. The ductwork shall be provided with access doors for inspection and duct cleaning. The ductwork shall be galvanized steel from the air-handling unit to the terminal devices. Insulated flexible ductwork may be used on the low side of the terminal devices to the diffusers provided the runs are limited to providing flexibility in diffuser to ceiling grid alignment. Return air shall be fully ducted except for office and administrative occupancies, which may include ceiling plenums.

The kitchen shall be served by dedicated grease exhaust, with new exhaust fans mounted on the roof. The kitchen shall also be served by a dedicated makeup air system interlocked to the control of the exhaust hood.

Ventilation shall be provided in accordance with the Montgomery College's Energy Design Guidelines and applicable codes. The ventilation rates shall be based upon the prescriptive standards with the appropriate diversities applied. Ventilation fan systems shall be designed to provide quiet and appropriate exhaust flows. All ventilation systems shall have dampers with motor operators that are interlocked to the motor starter circuits. The dampers shall be low leakage, tightly fitting with stainless steel perimeter and lip seals. All exhaust fans shall be connected to the Building Automation System and interlocked with their respective air handling system.

c. Building Plumbing Systems

Building Plumbing Systems shall comply with the Montgomery College standards, National Plumbing Code, Washington Suburban Sanitary Commission (WSSC,) and as applicable, be ADA compliant. All devices specified shall be low flow to minimize water consumption. The buildings shall have separate master water meters with connection to the building BAS. The building shall be provided with both WSSC and MC sub-meters for landscaping hose-bibbs, cooling tower water make-up, and other

non-sewage uses. A new grease interceptor shall be provided for the kitchen sanitary and located in a serviceable location outside of the building.

4. Electrical Design Criteria

The design shall comply with all applicable codes, standards, good engineering practice, and Montgomery College's guidelines specifically. The design of the building electrical systems shall comply with the Montgomery College's Energy Design Guidelines, applicable Energy Conservation Codes, and the National Electric Code. A separate electrical service and electrical infrastructure shall be provided for the central plant. The building shall be designed with provisions for lighting, emergency, receptacle and HVAC power, and life safety. Building power shall be segregated to the separate load categories and metered in accordance with the applicable Energy Conservation Codes. All electrical power systems shall be encased in steel conduit and properly supported from the overhead structural steel. Conduits shall not be buried in the slab of the building unless it is the primary underground feed from the building transformer to the main distribution panels. Underground electrical conduits shall be Schedule 40 PVC encased in concrete. Motors shall be premium efficiency and meet IEEE standards for Variable Frequency Drive compatibility.

a. General Electrical Considerations

In general, all spaces shall be controlled to conserve energy either by sensors or by other means. All exit lights shall be low wattage LED's. All equipment, transformers, and motors will be energy efficient types designed to minimize the production of harmonic distortion.

Although energy efficiency is of major consequence, priority considerations in the design of the facilities shall be given to operational, environmental safety, functional, and flexibility requirements.

b. Electrical Distribution System

The Architect/Engineer shall coordinate the provision of power from the electrical utility with the College's Department of Facilities. Power will be provided by PEPCO. The power will be stepped down by dry-type transformers to 208/120V for receptacle power and other less consequential loads. In addition, the main electrical distribution systems will consist of 480/277V main switchboards, distribution and branch circuit panelboards for lighting and some HVAC loads, 208/120V branch circuit panelboards for receptacles, and associated appurtenances for a complete electrical distribution system.

c. Emergency Power System

The emergency power system shall include a status monitoring system with annunciation at the building's management system. Emergency power and protection equipment will be provided to support the life safety, emergency, and fire protection requirements. An emergency generator will be required with capacity to support emergency loads (i.e., fire pumps, emergency and egress lighting, fire alarm requirements, telephone, and security systems.) A sub-base, diesel fuel tank,

automatic transfer switch with provisions for manual bypass, weatherproof, and sound attenuating housing should be included.

d. Lighting System

Design of the lighting shall be in accordance with the latest engineering practices and IES recommendations to meet the standards for quality and energy efficiency. The lighting layouts shall be coordinated with the architectural design so as to control interior and exterior brightness and glare.

The building lighting systems shall meet the requirements of the Montgomery College's Energy Design Guidelines and applicable Energy Conservation Codes. Point-by-point lighting analysis is required for most spaces. The Architect/Engineer shall optimize the use of natural daylight and provide appropriate lighting controls. Lighting shall be LED sources. The fixtures shall be recessed volumetric type. Occupancy sensors are required for lighting control in most areas and shall include auxiliary dry contacts for connection to the spare auxiliary dry terminals on the DDC terminal equipment controllers. The actual building lighting loads shall be used to size the electrical system and HVAC system.

In general, fixtures shall be located with regard to predictable or unpredictable position or orientation of desks, location of chalkboards and/or marker boards, location and proximity of existing windows, existence of visual display units and photometric characteristics of the luminaires. Learning resource areas shall be accommodated in a similar manner in accordance with IES recommended design practice. The lighting systems in these areas shall also be designed so that lighting levels can be adjusted for audio/visual presentations. Fixtures in corridor areas shall be surface or recessed mounted fixtures on 14 foot center with fixture apertures of sufficient width to effectively distribute light into the corridor. Exit signage shall be illuminated with LED fixtures and emergency lighting should be connected to the building's emergency power panelboards. Exterior lighting should be surface or recessed LED and shall be controlled by a time clock and photocell system. Lighting power densities for the various areas of the building shall comply with applicable energy codes.

In addition to energy efficient lighting fixtures the Architect/Engineer shall consider the use of automatic lighting controls, exterior and interior time controls, and occupancy sensors. The Architect/Engineer shall also analyze the applicability of day-lighting controls to turn lights off in response to natural light availability.

e. Fire Alarm System

A fire alarm system shall be provided as follows:

- The building fire alarm system shall be a microprocessor based, logic controlled, advanced protection control unit that supervises intelligent, addressable, smoke detection devices.
- A graphic fire alarm annunciator panel that will indicate trouble, power on, tamper, sprinkler flow, pull station activation, fire pump status, and emergency generator status will be located at the main entrance.

- The annunciator panel will be tied into the emergency generator, elevator, and elevator recall.
- Additional contacts will be provided in order for the fire alarm system to report to both an off-site control monitoring station and the campus security office. Integrate fire alarm with the campus-wide mass notification system and by BACnet to the building BAS.
- Combination audio/visual devices and, manual and automatic initiating devices will be provided per applicable local, state, national, and ADA codes and requirements.

The entire fire alarm system is to be UL-listed and compliant with all applicable national and local code requirements. All work must be compatible with the existing campus-wide Fire Alarm and Mass Notification System.

f. Security System

A conduit, backbox, and cable system shall be installed per the College's standard system and manufacturer's requirements for any security system equipment and devices. At a minimum, the following system elements should be considered by the Architect/Engineer and evaluated for their applicability: closed circuit television surveillance where campus personnel may be at risk:

- Electrically operated locks and access control at all exterior doors

Monitoring of alarms shall be at the building designated for central security control. Any inter connection between a building security system and an external monitor shall be designed in conjunction with the College's input.

g. Lightning Protection System

The Architect/Engineer shall perform a lightning protection analysis to evaluate the requirement for a lightning protection system. If it is required, the Architect/Engineer shall design a lightning protection system comprised of solid copper, nickel plated, air terminals located around the perimeter of the roof, flat copper conductor cables, and copper coated steel ground rods. This system should be installed by a certified lightning installer; be in full compliance with ANSI/UL 96 and ANSI/NFPA 768 or latest editions, and have a UL Master Label when completed.

5. Telecommunications System

Today's high-technology buildings have increasingly sophisticated users with ever expanding communications systems requirements. These information technology users need faster and wider access to a variety of media for the exchange of information. Today's cabling system requirements include high speed optical fiber and unshielded twisted pair copper transmission systems, voice, communications systems requirements supporting data transport systems utilizing Fast Ethernet, and Gigabit Ethernet, and audio, video, and audio graphic teleconferencing systems utilizing state-of-the-art cameras, projection, sound systems, and other multimedia equipment. These are just a small part of the total "Intelligent Building" concept the College students, faculty, and staff require.

The Architect/Engineer shall design a central distribution system for voice, video, and data cabling in accordance with Montgomery College's IT standards in the building. During the Schematic Design and Design Development phases of the project, the A/E shall meet with the College's IT Facilities and Network Planning team to ensure the incorporation of the College's standards for telecommunications distribution systems into the project design. The IT Facilities and Network Planning team shall review the contract documents at each stage of the design. The system will include copper and fiber-optic cabling, underground ductbank and manhole systems to the central hub. The conduits must be sized to accommodate the required amount of cabling being routed from one location to another, and the inner duct partitioned to separate the conduits into a series of multiple partitioned raceways.

The A/E is required to determine and incorporate in the design documents the actual number and location of each point of access for the building.

6. Building Automation System (BAS)

The BAS shall be a stand-alone Direct Digital Control (DDC) and ASHRAE BACNet compatible system. The system shall consist of DDC terminal devices networked to a Graphical User Interface (GUI) terminal through a network of intermediate control units. The GUI shall provide a real time display of all HVAC and mechanical systems, contain all of the standard DDC control programming, and provide secure local and remote operator access. A dedicated and secure space shall be provided in the building to locate the GUI and provide sufficient work area and storage for the building's drawings and other records. Communications through MC FNET and a telephone shall be provided. The EMCS shall meet the requirements of the Montgomery College Energy Design Guidelines.

7. Building Commissioning

The College's Commissioning Agent shall develop specifications and plans for the commissioning of the building in accordance with the Montgomery College's Energy Design Guidelines and ASHRAE Commissioning Guidelines. The Architect/Engineer will be responsible to integrate necessary elements of the commissioning plan into the A/E specifications. The commissioning will include the design, construction, and start-up process as well as post commissioning, warranty related monitoring. The commissioning includes requirements for the level of detail required in the submittal process, equipment labeling, provisions for documentation for the College maintenance management system, requirements for documentation of equipment tests, and measurement, operator training, and submittal of maintenance manuals. The Architect/Engineer is required to coordinate the provisions of this section with the General Contractor and the Commissioning Agent.

8. Operation, Maintenance, Instructional Manuals, and Spare Parts

The College maintains a maintenance and operations staff capable of troubleshooting and repairing most mechanical, plumbing, electrical and telecommunications equipment systems. Therefore, it is required that five copies of suitable manuals are furnished with the equipment and systems. The following items and information are

minimum requirements:

- Manufacturer's catalog descriptions of specific items of equipment.
- Manufacturer's operating and maintenance instructions.
- Wiring diagrams for inter- and intra-connections of components.
- Schematics and location drawings of components and systems with "troubleshooting" guidance.
- Component breakout lists for ordering replacement parts, etc.

Operations and Maintenance Manuals shall be provided to the Montgomery College Department of Facilities two weeks in advance of any testing or commissioning of any equipment.

9. PEPCO Commercial and Institutional Incentives Program

The A/E shall review with the College the current PEPCO Commercial and Institutional Incentives Program, meet with the PEPCO Program Coordinator, complete and submit the necessary forms and coordinate with the program coordinator to obtain incentive payments.

E. DETAILED SPACE REQUIREMENTS update

1. Student Affairs new Student Services Overview

The new Student Services Center will form an edge along the east side of Observation Drive, and be a gateway to visitors entering from the north side of campus. The new Student Services Center will facilitate and support the continued growth of the programs of within the Student Affairs Department.

The proposed Student Services Center will support:

- students enrolled within Germantown Campus,
- faculty and staff within the Student Affairs Department,
- part-time staff,
- library services and staff,
- a vibrant food and campus merchandising program component
- building support spaces including conference rooms, lounges, general storage, loading dock, housekeeping, and recycling / trash / waste facilities.

a. Spatial Relationships

Certain relationships among and between spaces associated with the proposed new Student Services Center are important in assuring the functionality of space in this new facility as described later in this section.

During the design of the proposed facility, the following general relationships criteria shall also be observed:

- The building should have three entrance lobbies. One, at the north side of the ground floor level, should provide a relationship to the existing adjacent parking lot. The second, at the west side of the ground floor level will present a more public face to the community at large and should provide a welcoming presence and be scaled appropriately. The third, at the south east Quad entry, should relate to the open central courtyard space that will be made by the new Student Services Center and the surrounding campus. These main building entries shall be linked with articulated circulation, and potential multi-story connections through the building.
- Most used (high traffic) spaces shall be most accessible to outdoor circulation including public facilities such as the Library, Cafeteria, and Raptor Central. Entry levels should also accommodate building support spaces.
- Counseling and advising, for privacy reasons, should not be located adjacent to a main entrance.
- The Library should be directly accessible from a main entrance, and, to the extent possible, be entirely located on one level with appropriate access/egress security controls. In addition, the Service Desk serves as the control/security station for the entire Library. Visual connectivity is required from the Service Desk to adjacent spaces, whether they are in separate, enclosed spaces or in open areas. If in enclosed spaces, they should be visually accessible via glass.
- Similar to the Cafeteria, the Library should be accommodated with access to the Student Services Center and general circulation.

- Department Administrative Offices are generally provided within an administrative suite, comprised of individual offices for the delineated positions including a reception area, administrative workroom, and secure file/storage room.
- The Lounge and Vending area should be located off of general circulation and convenient to the students and faculty. The design must address the potential noise disturbance and congestion impact on the instructional spaces.
- The loading dock and general storage areas should be positioned away from the main entrance and directly accessible to a service / delivery area / elevator.
- The building will likely require that portions of the first floor will be below grade. Current central plant capacity in the Bioscience Education Center will require a satellite central plant in the new Student Services Center. These facilities should be located as best as possible in the below grade portions of the new building.
- Digital Learning Center (DLC) is to be adjacent to the library, sharing their space with the library but not in the library. Librarians do not provide oversight when not utilized by the library, but should have visual access when the library utilizes the DLC rooms.

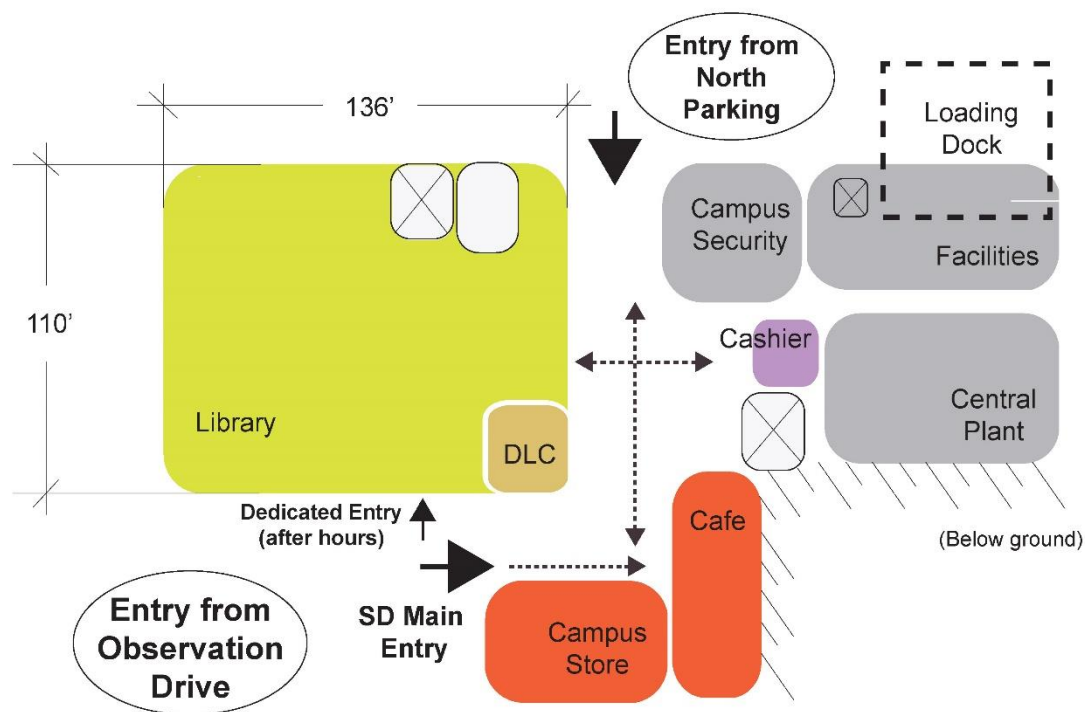


Figure E-1: Level 1 Program Adjacency Diagram

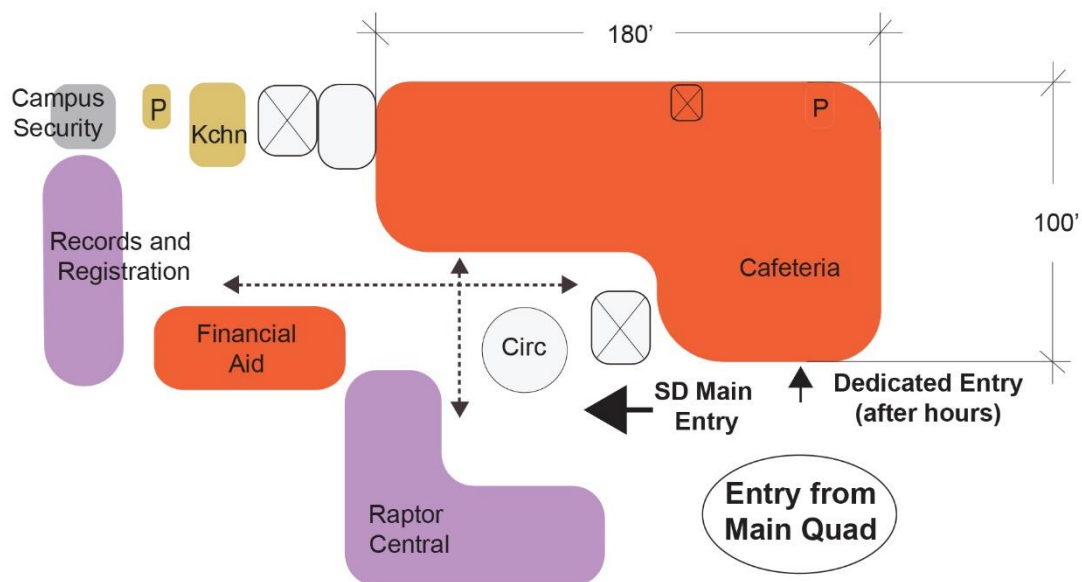


Figure E-2: Level 2 Program Adjacency Diagram

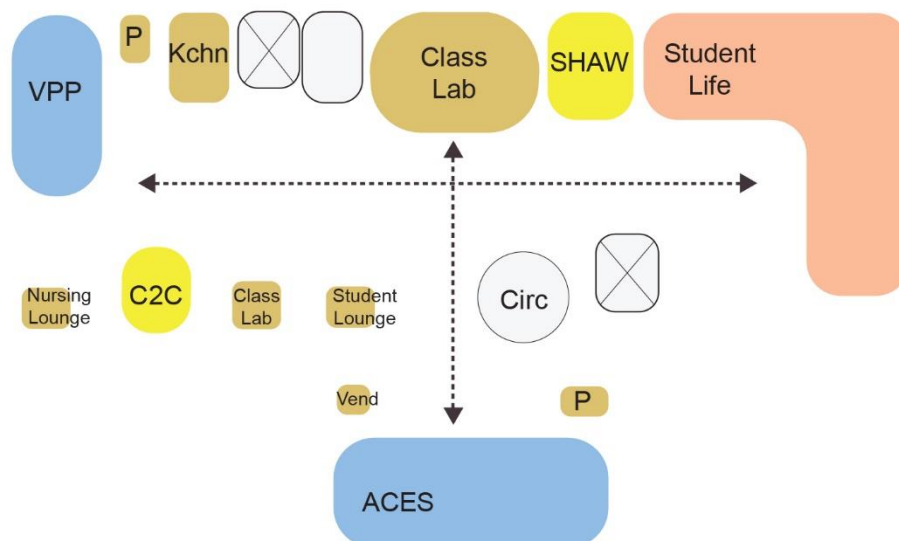


Figure E-3: Level 3 Program Adjacency Diagram

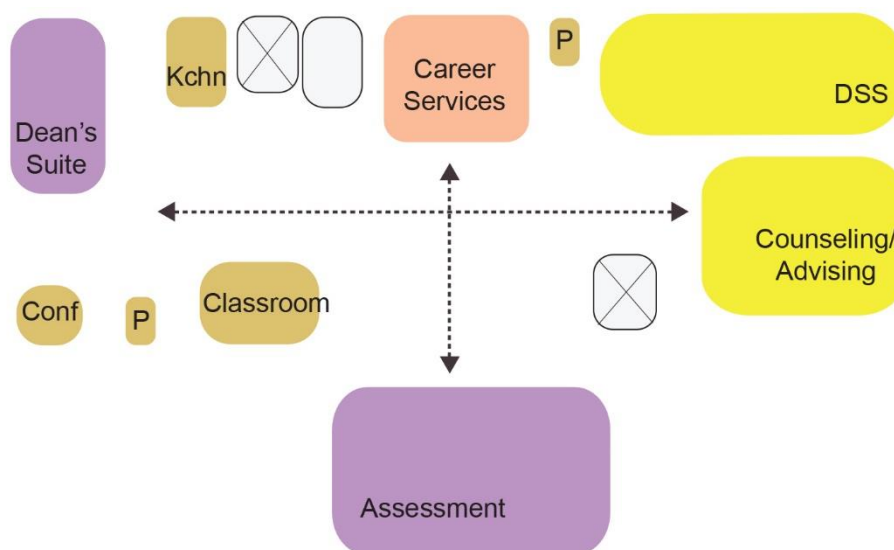


Figure E-4: Level 4 Program Adjacency Diagram

b. Space Requirements

The Space Summary Tables E-1 represents the entire program of required facilities for the new Student Services Center. It is organized by functional and departmental groupings. The space descriptions immediately following each group provide the name of each space, the expected occupancy or capacity, the area and the major activities to be accommodated. They include general and special design criteria and characteristics as well as type of furniture and equipment required.

These statements are not intended to hinder or restrict the creative capabilities of the Consultant team; rather they represent project parameters that must be observed and included. They are intended to provide assistance to the Consultant and to establish the framework that will allow the complete project to serve the needs of Montgomery College.

It should be noted that, during the Schematic Design Phase, a complete list of equipment and furnishings required for each space (including support spaces,) will be provided by the College to the Consultant.

In addition, the Consultant must incorporate a number of general building requirements into the design and construction of the project. At a minimum, they include the following:

- Lobby / vestibule(s)
- Shipping / Receiving Support including waste/recycling*
- Building Storage*
- Housekeeping Supplies Storage and Work Room*
- Housekeeping Closets
- Toilet Rooms
- Communication / Data Equipment Rooms (including Server Rooms for instructional spaces and Main and Intermediate Distribution Frame (MDF / IDF) rooms)
- Mechanical Equipment Room(s)
- Electrical Equipment Room(s)
- Circulation (corridors and stairs)
- Elevator(s)

Spaces marked with an asterisk (*) have separate space sheets included in the following pages.

A summary of the proposed individual spaces that comprise the total space by HEGIS category are inventoried in Table E-2.

Table E-1: Detailed Program Summary

Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
VICE PRESIDENT/PROVOST OFFICE (VPP)					1,386
Reception + Welcome Desk	315	8	1	200	200
Administrative Manager	310	1	1	110	110
VPP Office	310	6	1	180	180
Student Workstations	310	1	2	48	96
Workroom	315	1	1	150	150
Storage	315	1	1	150	150
Conference Room	350	25	1	500	500
SENIOR VICE PRESIDENT - ACES					2,660
Reception/Intake	315	8	1	210	210
Conference	350	10	1	250	250
Office	310	3	4	110	440
Classroom	110	35 + 1	1	1260	1260
Storage	315	1	1	500	500
STUDENT SUCCESS - DISABILITY SUPPORT SERVICES					3,710
Hoteling Office	310	3	1	120	120
Intake/Reception	315	10	1	240	240
Program Assistant Office	310	3	1	110	110
DSS Learning Center (lab + table areas)	210	40	1	1400	1400
Tutoring Room	320	2	8	80	640
DSS Learning Specialist	310	3	1	150	150
AT Instruction Lab	210	6	1	180	180
DSS Adjunct Counselor	310	3	1	120	120
DSS Counselor Office	310	3	5	120	600
Storage	315	N/A	1	150	150
STUDENT SUCCESS - COUNSELING AND ADVISING SUITE					4,460
Reception/Intake	315	30	1	600	600
Counseling Center Admin. Aid Office	310	3	1	110	110
Storage/Workroom	315	N/A	1	200	200
Counselor Office	310	3	20	110	2200
Counselor Director Office	310	4	1	150	150

Part Time Counselor Office	310	3	10	120	1200
STUDENT ACCESS/SUCCESS - VETERANS SERVICES AND COMBAT TO COLLEGE					810
Veterans Lounge/Kitchenette	650	10	1	400	400
Veterans Study Room	410	8	1	200	200
C2C Office	310	3	1	110	110
Storage	315	N/A	1	100	100
STUDENT ACCESS - DEAN'S SUITE					1,470
Reception + Welcome Desk	310	8	1	200	200
Conference Room	350	10	1	250	250
Dean's Office	310	6	1	180	180
Hoteling Office	310	3	1	110	110
Administrator Office	310	3	1	110	110
Associate Dean Office	310	4	1	150	150
Storage	315	N/A	1	150	150
File	315	N/A	1	120	120
Workroom	315	N/A	1	200	200
STUDENT ACCESS - RAPTOR CENTRAL (RC)					3,510
Family Conference	350	10	1	250	250
Raptor Central Director Office	310	4	1	150	150
Raptor Central Manager Office	310	3	1	110	110
Raptor Central Workstations	310	2	4	64	256
Workroom	315	N/A	1	200	200
Recruitment Office	310	3	3	120	360
Raptor Central Student Work Area	310	6	1	384	384
Raptor Central Counter	315	N/A	1	360	360
Raptor Central Waiting (standing)	315	20	1	240	240
Raptor Central Computer Lab	315	25	1	750	750
Access + Enrollment Director Office	315	4	1	150	150
Recruitment Workroom	315	N/A	1	300	300
AFS - CASHIER					310
Cashier Window / Intake	315	15	1	200	200
Workroom	315	N/A	1	110	110
STUDENT ACCESS - ASSESSMENT CENTER					4,891
Academic Placement Testing Waiting / Lockers	315	40	1	600	600
Reception	315	20	1	300	300

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ADA Testing Room	315	2	12	100	1200
Hoteling Office	310	4	1	110	110
Workstations	310	3	4	64	256
Academic Placement Testing	310	65	1	2275	2275
Assessment Director Office	310	4	1	150	150
STUDENT ACCESS - RECORDS AND REGISTRATION					3,140
Workroom/Meeting and Prep Space	315	10	1	300	300
Front Counter	315	12	1	240	240
Conference/Document Prep	350	10	1	300	300
Germantown Scheduling Assistant	310	3	3	110	330
Military Enrollment Services Specialist	310	3	1	110	110
Contractual Workers Office	310	3	1	110	110
Transcript Evaluator Office	310	3	1	110	110
International Student Coordinator	310	3	1	110	110
Campus Registrar Office	310	3	1	110	110
Director of Access and Enrollment	310	4	1	150	150
Graduation Coordinator Office	310	4	1	150	150
Records Specialist	310	3	4	110	440
Graduation Coordinator Storage	315	N/A	1	100	100
Shared Office	310	3	1	180	180
ES - Storage Area	315	N/A	1	200	200
ES Workroom	315	N/A	1	200	200
STUDENT ENGAGEMENT - STUDENT LIFE					5,553
Director	310	7	1	180	180
FT Student Life Specialist	310	3	1	110	110
FT Event Coordinator/Admin Aide II	310	2	1	110	110
Office	310	3	2	110	220
Student Life Suite	310	55	1	1100	1100
Student Life Student Assistant Workstation	310	6	1	288	288
Reception/Waiting	315	10	1	150	150
Conference Room	350	10	1	250	250
Kitchenette	315	10	1	335	335
FT Student Life Specialist	310	3	1	110	110
Storage	315	1	1	200	200
Student Activity Center	310	10	1	800	800
Conference Room	350	20	1	500	500

Student Lounge	650	60	1	1200	1200
STUDENT ENGAGEMENT - STUDENT EMPLOYMENT SERVICES					1,742
Director	310	1	1	150	150
Reception	315	10	1	220	220
Student Employment Resources Center	315	6	1	500	500
Student Employment Specialist Offices	310	3	4	110	440
Interview Room	350	3	1	120	120
Storage Room (SES)	315	N/A	1	120	120
Workstations	310	3	1	192	192
AFS - MERCHANDISING					2,420
Office	090	1	2	110	220
Bookstore	090	1	1	1600	1600
Storage	090	1	1	600	600
SENIOR VICE PRESIDENT - FINANCIAL AID					2,030
Intake	310	10	1	200	200
Student Work Area	310	6	1	300	300
Intake Office/Reception	310	8	1	200	200
Conference Room	350	10	1	250	250
Financial Aid Office	310	3	8	110	880
Workroom	315	N/A	1	200	200
OFFICE OF PUBLIC SAFETY					2,960
Pass On Conference	350	10	1	260	260
Kitchenette/Breakroom	315	N/A	1	200	200
Locker Room	315	10	2	300	600
Dispatch	315	5	1	400	400
Reception window	315	2	1	200	200
Interview Room	350	6	4	120	480
Recovered Property	315	N/A	1	150	150
Storage	315	N/A	1	100	100
Security Manager	310	4	1	150	150
Shift Supervisor	310	3	1	120	120
Restroom	315	N/A	1	60	60
Photo ID	315	2	1	120	120
Workroom	315	N/A	1	120	120
FACILITIES					8,040
Materials Storage <i>(partial)</i>	730	N/A	1	1000	1000
Custodial Office	310	6	1	250	250
Purchasing / Materials Office	310	4	1	150	150

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Locksmith Office	310	4	1	180	180
Tool Storage	730	N/A	1	200	200
Central Custodial Storage	730	N/A	1	400	400
Loading Dock (+ <i>partial materials stor.</i>)	735	N/A	1	1200	1200
Trash and Recycling	750	N/A	1	300	300
Generators	30	N/A	1	320	320
Satellite Custodial Sink Rooms	750	N/A	4	50	200
Central Plant	30	N/A	1	3840	3840
CLASSROOMS + SHARED SPACES					7,630
Digital Learning Center - Small Group Instruction	210	4+1	1	250	250
Computer Class Lab	210	60	1	2170	2170
Class Lab	210	30 +1	1	1450	1450
Conference Room	350	25	1	600	600
Class Lab Support	215	N/A	2	120	240
Student Lounge (<i>partial</i>)	650	15	1	300	300
Mother's Nursing Lounge	650	1	2	100	200
Vending (<i>partial</i>)	655	N/A	1	60	60
Shared Kitchenette (1 per floor)	655	N/A	4	350	1400
Shared Printer/Copy (2 per floor)	655	N/A	8	120	960
SENIOR VICE PRESIDENT - SHAW FOOD PANTRY					1110
Reception	315	4	1	150	150
Student Resource	315	6	1	150	150
Work Room	315	N/A	1	200	200
File Room	315	2	1	150	150
FYE Office	310	3	1	150	150
Pass Office	310	3	1	110	110
Conference Room	350	8	1	200	200

Table E-2: VPP & SVP

Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
VICE PRESIDENT/PROVOST OFFICE (VPP)					1,386
Reception + Welcome Desk	315	8	1	200	200
Administrative Manager	310	1	1	110	110
VPP Office	310	6	1	180	180
Student Workstations	310	1	2	48	96
Workroom	315	1	1	150	150
Storage	315	1	1	150	150
Conference Room	350	25	1	500	500
SENIOR VICE PRESIDENT - ACES					2,660
Reception/Intake	315	8	1	210	210
Conference	350	10	1	250	250
Office	310	3	4	110	440
Classroom	110	35 + 1	1	1260	1260
Storage	315	1	1	500	500

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	Reception + Welcome Desk
CAPACITY:	1 + 7 visitors
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Reception and waiting space for VPP suite, with workstation for Executive Assistant

RELATIONSHIP: This is the entry space for this suite from the public corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair,

computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone. Provide guest chairs for 5 visitors.

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	Administrator Manager
CAPACITY:	1
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member

RELATIONSHIP: Near VPP office.

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Three (3), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	VPP Germantown Campus
CAPACITY:	1 + 5 visitors
NET PROGRAM AREA:	180 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: VPP works in this space at desk and computer and meets with individuals and small groups, including occasional agitated individuals. Confidential information is stored in this space.

RELATIONSHIP: Adjacent to conference room, with direct access between rooms

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Five (5), side chairs
- Two (2), 3'W x7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and

window treatments

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	Student Workstations x 2
CAPACITY:	1 per room
NET PROGRAM AREA:	48 NASF (total 96 NASF for 2 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation area for performing administrative functions.

RELATIONSHIP: Near VPP office and conference room

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- One (1), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	Workroom
CAPACITY:	1
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Multi-function work space for individual and team project Work

RELATIONSHIP: Adjacent to storage room, near staff offices

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting
- full size refrigerator
- microwave oven

- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	Storage
CAPACITY:	1
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: VPP storage space

RELATIONSHIP: Adjacent to Workroom

REQUIREMENT:

- Acoustics: standard for storage use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Academic Affairs
UNIT NAME:	Vice President and Provost (VPP)
SUB UNIT NAME:	VPP
ROOM NAME:	Conference Room
CAPACITY:	25
NET PROGRAM AREA:	500 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference space to be scheduled by the VPP office, for a variety of meetings of up to 25 people

RELATIONSHIP: Adjacent to the office of the VPP with direct access from that office, and access to/from corridor outside of VPP suite, to allow for use when VPP suite is closed and secured.

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards.

Provide audio and video conferencing abilities (camera at front of room) with power and network connection in center of conference room table.

- Flat screen TV monitor and companion cart
- Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (20), coffee machine, waste baskets, recycling bins
- required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President (SVP)
SUB UNIT NAME:	Achieving Collegiate Excellence and Success (ACES)
ROOM NAME:	Reception / Intake
CAPACITY:	8
NET PROGRAM AREA:	210 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Reception area for one staff member and 7 visitors

RELATIONSHIP: At entry for ACES, directly adjacent to Student Services building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to "back of counter"
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video

phone for use by deaf people. Provide guest chairs for 7 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President (SVP)
SUB UNIT NAME:	Achieving Collegiate Excellence and Success (ACES)
ROOM NAME:	Conference Room
CAPACITY:	10
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference room for 10 guests

RELATIONSHIP: Near ACES offices

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), 8 person table, Eight (8) adjustable chair with casters
- Two (2), 2 college standard credenzas
- One (1) SmartBoard with appropriate power supply
- One (1) projector with appropriate power supply

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- One (1) or more duplex convenience outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President (SVP)
SUB UNIT NAME:	Achieving Collegiate Excellence and Success (ACES)
ROOM NAME:	Office x 4
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 440 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Accessible from corridor, adjacent to conference room

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President (SVP)
SUB UNIT NAME:	Achieving Collegiate Excellence and Success (ACES)
ROOM NAME:	Classroom
CAPACITY:	35 + 1
NET PROGRAM AREA:	1260 NASF
ROOM USE CODE (HEGIS):	110

FUNCTION: Classroom for 35 students

RELATIONSHIP: Accessible from corridor

REQUIREMENT:

- ADA Accessibility: standard for office use
- Thirty-five (35), desk and chair units with casters
- One (1), college standard table at the front of the room
- One (1) college standard filing cabinet at the front of the room
- One (1) SmartBoard with appropriate power supply
- One (1) projector with appropriate power supply
- One (1) SMART station
- Two (2) side chairs

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- One (1) or more duplex convenience on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President (SVP)
SUB UNIT NAME:	Achieving Collegiate Excellence and Success (ACES)
ROOM NAME:	Storage
CAPACITY:	1
NET PROGRAM AREA:	500 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: ACES storage room

RELATIONSHIP: Accessible from corridor, near ACES offices

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

Table E-3: Student Success

Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
STUDENT SUCCESS - DISABILITY SUPPORT SERVICES					3,710
Hoteling Office	310	3	1	120	120
Intake/Reception	315	10	1	240	240
Program Assistant Office	310	3	1	110	110
DSS Learning Center (lab + table areas)	210	40	1	1400	1400
Tutoring Room	320	2	8	80	640
DSS Learning Specialist	310	3	1	150	150
AT Instruction Lab	210	6	1	180	180
DSS Adjunct Counselor	310	3	1	120	120
DSS Counselor Office	310	3	5	120	600
Storage	315	N/A	1	150	150
STUDENT SUCCESS - COUNSELING AND ADVISING SUITE					4,460
Reception/Intake	315	30	1	600	600
Counseling Center Admin. Aid Office	310	3	1	110	110
Storage/Workroom	315	N/A	1	200	200
Counselor Office	310	3	20	110	2200
Counselor Director Office	310	4	1	150	150
Part Time Counselor Office	310	3	10	120	1200
STUDENT ACCESS/SUCCESS - VETERANS SERVICES AND COMBAT TO COLLEGE					810
Veterans Lounge/Kitchenette	650	10	1	400	400
Veterans Study Room	410	8	1	200	200
C2C Office	310	3	1	110	110
Storage	315	N/A	1	100	100

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	Hoteling Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and three guests

RELATIONSHIP: The Hoteling Office should be adjacent to the DSS Counselor offices

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with one (1) ergonomic, adjustable chairs with casters
- One (1), computer with two monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe with drawers
- One (1), five (5) shelf bookcase
- Two (2), guest chairs
- Two (2), overhead bins
- One (1), small under counter file cabinets (two (2) drawer)
- One (1,) small under counter file cabinets (three (3) drawer)
- One (1), lateral file cabinet with lockable drawers

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future

- power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	Intake / Reception
CAPACITY:	10
NET PROGRAM AREA:	240 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Intake and reception area for DSS

RELATIONSHIP: Welcome area for DSS and directly adjacent to Student Services Building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video

phone for use by deaf people. Provide guest chairs for 7 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	Program Assistant Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Intake / Reception

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	DSS Learning Center (lab + table areas)
CAPACITY:	40
NET PROGRAM AREA:	1400 NASF
ROOM USE CODE (HEGIS):	210

FUNCTION: 40 computerized stations and table areas

RELATIONSHIP: Adjacent to Counseling & Advising and within the DSS suite.

REQUIREMENT:

- 10 Mac computers
- 30 large monitor standard PC's
- Adjustable tables for computers
- 3 round tables (workspace, no monitors)
- 3 flatbed scanners
- 2 high speed scanner

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	Tutoring Room x 8
CAPACITY:	2 per room
NET PROGRAM AREA:	80 NASF (total 640 NASF for 8 rooms)
ROOM USE CODE (HEGIS):	320

FUNCTION: Individual testing and tutoring rooms

RELATIONSHIP: Within the DSS Center lab (a total of 8 rooms)

REQUIREMENT:

- Adjustable table
- 2 chairs
- 1 PC
- Whiteboard

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	DSS Learning Specialist
CAPACITY:	1 + 2
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Office space for one full time staff member and two (2) guests

RELATIONSHIP: Within the DSS Center Lab area w/ one large glass window and privacy blinds facing DSS lab and within the DSS suite

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with one (1) ergonomic, adjustable chair with casters
- One (1), computer with two (2) monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe with drawers
- One (1), five (5) shelf bookcase
- Two (2), guest chairs and work table
- Two (2), overhead bins
- One (1), small under counter file cabinets (two (2) drawer)
- One (1,) small under counter file cabinets (three (3) drawer)

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Lockable door (high volume of student data)
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements
- Large glass window facing into the lab in order to supervise the lab area

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections

- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	Assistive Technology (AT) Instruction Lab
CAPACITY:	6
NET PROGRAM AREA:	180 NASF
ROOM USE CODE (HEGIS):	210

FUNCTION: Assistive Technology Lab

RELATIONSHIP: Within DSS lab center area and in close proximity to the DSS Learning Specialist office

REQUIREMENT:

- 3 adjustable tables around the perimeter of the room
- 1 Mac computer
- 1 standard PC with large monitor

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	DSS Adjunct Counselor
CAPACITY:	1 + 2
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Office for counseling/advising services for students with disabilities

RELATIONSHIP: In DSS suite within Student Development suite, near to other DSS counselor offices and office support

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	DSS Counselor Office x 5
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	120 NASF (total 600 NASF for 5 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and up to 3 guests.

RELATIONSHIP: The six DSS counselor offices including PT office should be adjacent to one another, within the DSS suite, and close to the General Counseling area.

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with one (1) ergonomic, adjustable chairs with casters
- One (1), computer with two monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe with drawers
- One (1), five (5) shelf bookcase
- Two (2), guest chairs
- Two (2), overhead bins
- One (1), small under counter file cabinets (two (2) drawer)
- One (1,) small under counter file cabinets (three (3) drawer)

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future

- power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Disability Support Services (DSS)
ROOM NAME:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: A locked storage space is needed for DSS office supplies, Assistive Technology Equipment, and laptops.

RELATIONSHIP: The storage space should be in close proximity to the DSS Learning Lab or Disability Support Specialist Office.

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door
- Lockable cabinet

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Counseling and Advising Suite
ROOM NAME:	Reception / Intake
CAPACITY:	30
NET PROGRAM AREA:	600 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Three workstations for checking in students staffed by one part-time employee and two student workers.

RELATIONSHIP: The waiting room should include 10 student computer workstations, 3 staff workstations, 25 chairs with 8 tables

REQUIREMENT:

- ADA Accessibility: standard for office use, two adjustable height computer workstations as part of the 10 computer workstations
- One (1), L-shaped workstation with computer table or U- shaped workstation with three (3) ergonomic, adjustable chairs with casters for intake/reception
- Three (3), standing countertops, one ADA compliant
- Ten (10) computer tables for student use
- Ten (10) computers for student use
- Ten (10) chairs with caster for student computer use
- Eight (8) 5 x2 long tables with casters for student use
- Twenty five (25), waiting room chairs on casters
- Two (2), 3'W x7' H x 1' D bookcases
- Two (2), five-drawer lateral filing cabinet, 30" W
- Three (3), computers with three (3) monitors (9 total) for each computer for staff use with printers
- One (1), Scansnap scanner
- One (1), Mailbox with 30 mail slots
- Three (3), storage wardrobes
- Two (2), overhead storage bins
- Two (2), peg boards mounted under overhead bins
- Three (3), bulletin boards
- One (1), television monitor, wall mounted

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station

as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Counseling and Advising Suite
ROOM NAME:	Counseling Center Admin. Aid Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: The admin aide office should reside within the Reception/Intake within the Counseling and Advising Suite

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U- shaped workstation with one (1) ergonomic, adjustable chairs with casters
- One (1), three-drawer lateral filing cabinet, 30" W
- One (1), computer with two monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe
- One (1), small desk height table
- Two (2), guest chairs
- Two (2), overhead bins
- Two (2), peg boards mounted under overhead bins
- One (1), small under counter file cabinets (two drawer)
- One (1,) small under counter file cabinets (three drawer)

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide

privacy

- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Counseling and Advising Suite
ROOM NAME:	Storage / Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workroom/Storage room for Counseling and Advisings

RELATIONSHIP: The workroom should be in close proximity to the Counseling Reception/Intake room

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Counseling and Advising Suite
ROOM NAME:	Counselor Office x 20
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 2200 NASF for 20 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstations for one full-time staff member and two guests

RELATIONSHIP: The twenty (20) Counselor offices should be in close proximity to the DSS Counselor offices

REQUIREMENT:

Per office:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- One (1), computer with two (2) monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe with drawers
- One (1), five (5) shelf bookcase
- Two (2), guest chairs
- Two (2), overhead bins
- Two (2), peg boards mounted under overhead bins
- One (1), small under counter file cabinets (two (2) drawer)
- One (1,) small under counter file cabinets (three (3) drawer)

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide

privacy

- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Counseling and Advising Suite
ROOM NAME:	Counselor Director Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and three (3) guests

RELATIONSHIP: The Counselor director office should be in close proximity to the Counselor offices and the DSS Counselor offices.

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U- shaped workstation with one (1) ergonomic, adjustable chair with casters
- One (1), computer with two monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe with drawers
- One (1), five (5) shelf bookcase
- Five (5), guest chairs
- Two (2), overhead bins
- Two (2), peg boards mounted under overhead bins
- One (1), small under counter file cabinets (two (2) drawer)
- One (1), small under counter file cabinets (three (3) drawer)
- One (1), lateral file cabinet with lockable drawers
- One (1), round meeting table

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future

- power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Counseling and Advising Suite
ROOM NAME:	Part Time Counselor Office x 10
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	120 NASF (total 1200 NASF for 10 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: The ten (10) Part-time Counselor offices should be in close proximity to the DSS Counselor offices

REQUIREMENT:

Per office:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U- shaped workstation with one (1) ergonomic, adjustable chairs with casters
- One (1), computer with two monitors and a printer
- One (1), Scansnap scanner
- One (1), wardrobe with drawers
- One (1), five (5) shelf bookcase
- Two (2), guest chairs
- Two (2), overhead bins
- Two (2), peg boards mounted under overhead bins
- One (1), small under counter file cabinets (two (2) drawer)
- One (1), small under counter file cabinets (three (3) drawer)
- One (1), lateral file cabinet with lockable drawers

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections

- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Veterans Services and Combat to College
ROOM NAME:	Veterans Lounge / Kitchenette
CAPACITY:	10
NET PROGRAM AREA:	400 NASF
ROOM USE CODE (HEGIS):	650

FUNCTION: Gathering Space for Student Veterans

RELATIONSHIP: Interconnected to Combat to College Veterans quiet study space and Combat2College staff Office

REQUIREMENT:

- ADA Accessibility
- Flexible seating to arrange furniture.
- Two (2) Square tables to accommodate 4 students at each table
- Two (2) soft seating, arm chairs with writing tablets
- One (1) Kitchenette counter and sink with water access
- Standard refrigerator
- One (1), L-shaped workstation with computer table and adjustable height workstation or U- shaped workstation with ergonomic, adjustable chair with casters at reception
- One (1), Storage cabinet , 3'W x7' H
- One (1), short storage cabinet, 3'W x4' H

UTILITIES:

- Outlets in kitchenette to accommodate refrigerator, coffee maker and microwave
- Water access at Kitchenette
- Four (4) outlets in space to accommodate charging/technology needs of students
- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Dimmable/soft lighting to accommodate those students

with traumatic brain injuries and PTSD

- Linoleum flooring for easy cleaning
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Veterans Services and Combat to College
ROOM NAME:	Veterans Study Room
CAPACITY:	8
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	410

FUNCTION: Gathering Space for Student Veterans

RELATIONSHIP: Interconnected to Combat to College Veterans Lounge space and Combat to College staff Office

REQUIREMENT:

- ADA Accessibility
- Three (3) Adjustable height computer work station desks
- Two (2) Standard computer workstation desks
- Three (3) adjustable ergonomic chairs with wheels
- Two (2) desk chairs without wheels.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Four (4) outlets in space to accommodate charging/technology needs of students
- Provide WiFi in every office within Student Services Center
- Five (5) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Dimmable/soft lighting to accommodate those students with traumatic brain injuries and PTSD
- Linoleum flooring for easy cleaning
- Lockable door Accessible, flexible system to
- Supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and

window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Veterans Services and Combat to College
ROOM NAME:	C2C Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Interconnected to Combat to College Veterans Lounge, and accessed from corridor; adjacent to Veteran's Certifying Office.

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Success
SUB UNIT NAME:	Veterans Services and Combat to College
ROOM NAME:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	100 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Storage space for Veterans Services and Combat to College

RELATIONSHIP: Interconnected to Combat to College Veterans Lounge space and Combat to College staff Office

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

Table E-4: Student Access

Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
STUDENT ACCESS - DEAN'S SUITE					1,470
Reception + Welcome Desk	310	8	1	200	200
Conference Room	350	10	1	250	250
Dean's Office	310	6	1	180	180
Hoteling Office	310	3	1	110	110
Administrator Office	310	3	1	110	110
Associate Dean Office	310	4	1	150	150
Storage	315	N/A	1	150	150
File	315	N/A	1	120	120
Workroom	315	N/A	1	200	200
STUDENT ACCESS - RAPTOR CENTRAL (RC)					3,510
Family Conference	350	10	1	250	250
Raptor Central Director Office	310	4	1	150	150
Raptor Central Manager Office	310	3	1	110	110
Raptor Central Workstations	310	2	4	64	256
Workroom	315	N/A	1	200	200
Recruitment Office	310	3	3	120	360
Raptor Central Student Work Area	310	6	1	384	384
Raptor Central Counter	315	N/A	1	360	360
Raptor Central Waiting (standing)	315	20	1	240	240
Raptor Central Computer Lab	315	25	1	750	750
Access + Enrollment Director Office	315	4	1	150	150
Recruitment Workroom	315	N/A	1	300	300
AFS - CASHIER					310
Cashier Window / Intake	315	15	1	200	200
Workroom	315	N/A	1	110	110
STUDENT ACCESS - ASSESSMENT CENTER					4,891
Academic Placement Testing Waiting / Lockers	315	40	1	600	600
Reception	315	20	1	300	300
ADA Testing Room	315	2	12	100	1200

Montgomery College, Germantown Campus
New Student Services Center

Part II: Facility Program

May 01, 2020

Hoteling Office	310	4	1	110	110
Workstations	310	3	4	64	256
Academic Placement Testing	310	65	1	2275	2275
Assessment Director Office	310	4	1	150	150
STUDENT ACCESS - RECORDS AND REGISTRATION					3,140
Workroom/Meeting and Prep Space	315	10	1	300	300
Front Counter	315	12	1	240	240
Conference/Document Prep	350	10	1	300	300
Germantown Scheduling Assistant	310	3	3	110	330
Military Enrollment Services Specialist	310	3	1	110	110
Contractual Workers Office	310	3	1	110	110
Transcript Evaluator Office	310	3	1	110	110
International Student Coordinator	310	3	1	110	110
Campus Registrar Office	310	3	1	110	110
Director of Access and Enrollment	310	4	1	150	150
Graduation Coordinator Office	310	4	1	150	150
Records Specialist	310	3	4	110	440
Graduation Coordinator Storage	315	N/A	1	100	100
Shared Office	310	3	1	180	180
ES - Storage Area	315	N/A	1	200	200
ES Workroom	315	N/A	1	200	200

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Reception + Welcome Desk
CAPACITY:	8
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Reception and welcome desk for dean's suite with seating for 7 visitors

RELATIONSHIP: Entry to Dean's Suite and directly to adjacent Student Services building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to "back of counter"
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video

phone for use by deaf people. Provide guest chairs for 7 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Conference Room
CAPACITY:	10
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference space to be scheduled by the Dean's office, for variety of meetings with up to 20 people

RELATIONSHIP: Adjacent to Dean's Suite reception and Dean's office

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards. Provide audio and video conferencing abilities (camera at front of room) with power and network connection in

center of conference room table.

- Flat screen TV monitor and companion cart
- Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (20), coffee machine, waste baskets, recycling bins

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Dean's Office
CAPACITY:	1 + 5
NET PROGRAM AREA:	180 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and 5 guests

RELATIONSHIP: Adjacent to conference room

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Hoteling Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to conference room and Dean Office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Three (3), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- "All Terrain Wardrobe" (coat storage)
- "Executive" level finishes throughout suite

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Administrator Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to reception and hoteling office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Associate Dean Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Administrator office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Three (3), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Storage space for Dean's Suite

RELATIONSHIP: Adjacent to workroom

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	File
CAPACITY:	N/A
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: File room

RELATIONSHIP: Adjacent to storage and workroom

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Dean's Suite
ROOM NAME:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workroom for staff members to complete a variety of tasks

RELATIONSHIP: Adjacent to storage and file

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Under cabinet task lighting

- Full size refrigerator
- Microwave oven
- Coffee pot
- Printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Family Conference
CAPACITY:	10
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Workstation for one staff member and nine guests

RELATIONSHIP: Adjacent to Raptor Central counter

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Seven (7), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Director Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and three guests

RELATIONSHIP: Adjacent to Raptor Central Workstations

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Three (3), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Manager Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Raptor Central Workstations

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Workstations
CAPACITY:	2 per room x 4
NET PROGRAM AREA:	64 NASF (total 256 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Four shared temporary workstations for rotating staff from the front counter.

RELATIONSHIP: Adjacent to workroom and student work area

REQUIREMENT:

- ADA Accessibility: standard for office use
- Nine (9), L-shaped workstation with computer table or U- shaped workstation with ergonomic, adjustable chair with casters
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer
- Information Technology Systems: Provide 6 PCs and monitors, 6 desktop printers, and 1 Office jet printer/ copier/scanner/ fax. Provide 6 phones, 6 multiline ACD phones with headsets, 2 Image Now Scanners, and 1 scanner.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)

- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Multi-function work space for individual and team project work

RELATIONSHIP: Central and convenient to all offices in this suite, adjacent to workstations

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

- under cabinet task lighting
- full size refrigerator
- microwave oven
- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Recruitment Office x 3
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	120 NASF (total 360 NASF for 3 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to workroom

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Student Work Area
CAPACITY:	6
NET PROGRAM AREA:	384 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Work area for students to complete and print forms and other documents

RELATIONSHIP: Adjacent to reception/intake

REQUIREMENT:

- Information Technology Systems: Provide 5 PCs, 5 monitors, and one network printer. Speakers for the PCs are requested.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Counter
CAPACITY:	N/A
NET PROGRAM AREA:	360 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements
- Information Technology Systems: Provide 8 PCs, 2 monitors, and 6 double desktop monitors. Provide 6 Form Factors and Monitors. Provide 1 network color printer, 1 Office jet printer/copier/scanner/fax, 6 phones, 6 multiline ACD phones with headsets, 2 Image Now scanners, 2 scanners at the back counter with a PC to serve each, and 1 fax. Provide wall mounted phone for student use – limited to calls within MC

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Natural fenestration required; operable windows and window treatments
- Each computer is to have a portable “tablet” type display for students at counter to view.

- Provide 1 flat screen TV monitor above the counter to display schedule, etc.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Waiting (standing)
CAPACITY:	20
NET PROGRAM AREA:	240 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Waiting area for up to 20 guests

RELATIONSHIP: Adjacent to Welcome Center Counter

REQUIREMENT:

- ADA Accessibility: standard for office use
- Twenty (20) guest chairs

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Raptor Central Computer Lab
CAPACITY:	25
NET PROGRAM AREA:	750 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Computer lab for up to 25 students

RELATIONSHIP: Adjacent to Raptor Central Waiting

REQUIREMENT:

- ADA Accessibility: standard for office use
- Provide 36 Form and Factor machines and monitors, 5 network printers. Provide a phone. 1 WEPA kiosk is requested.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door
- Natural fenestration required; operable windows and window treatments
- Provide 1 flat screen TV monitor to display schedule, etc

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Access + Enrollment Director Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Work station for one full time staff member

RELATIONSHIP: Adjacent to student work stations

REQUIREMENT:

- Information Technology Systems: Provide 5 PCs, 5 monitors, and one network printer. Speakers for the PCs are requested.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Raptor Central
ROOM NAME:	Recruitment Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Multi-function work space for individual and team project work

RELATIONSHIP: Adjacent to Student Work area

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting
- full size refrigerator
- microwave oven

- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Cashier - AFS
ROOM NAME:	Cashier Window / Intake
CAPACITY:	15
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: 4 standard transaction windows and 1 ADA accessible transaction window. One window is to be for payment of parking tickets, contractor permits and fines.

RELATIONSHIP: The Cashier suite should be near the perimeter of the building and easily accessible from wherever the armored trucks are going to park

REQUIREMENT:

- ADA Accessibility: standard for office use
- Acoustics: each window needs to have visual and audio separation from the other windows, to provide privacy, and dividers between them are critical. There is confidential information being exchanged that needs to be protected.
- Provide four cashier counters with dividers between the counters at the exterior, and bullet-proof security glazing, with apertures or electronic devices to provide for audible conversations between client and cashier
- Provide ample receptacles at perimeter of interior of the office, and as needed for the equipment at each window station including a 1.8A receptacle for the receipt printer One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Information Technology Systems: provide voice and data connections at each window station for a computer, credit card terminal and calculator and a check reader. A combined credit card terminal/check reader may be provided as an alternative to separate equipment. If verbal communication between the interior and exterior of the window stations cannot be

adequately provided via apertures through the glass, without compromising security, then an electronic system for verbal communication will be needed at the windows. Provide 6 PCs and monitors, 3 Laserjet printer/copier/scanner/fax, and 3 phones. 1 PC/monitor is to be connected to the T2 system. 5 stations to have the Payment Gateway System.

-

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Security: a key card access system is needed on the suite entry door. No vestibule or double door configuration is needed. An alarm system and camera surveillance are also needed
- Special Equipment: a computer, credit card terminal and calculator, a check reader, receipt printer, and paper holders at each window station. A combined credit card terminal and check reader may be used as an alternative.
- Special Finishes: Bullet proof windows

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Cashier - AFS
ROOM NAME:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Multi-function work space for individual and team project work

RELATIONSHIP: Adjacent to cashier window / intake

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting

- full size refrigerator
- microwave oven
- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring
- Security: this space is to be protected by the same card-reader access, alarm system and camera surveillance that is to be provided for the Cashier Transaction Office

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	Academic Placement Testing Waiting / Lockers
CAPACITY:	40
NET PROGRAM AREA:	600 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: This waiting area will have a single row of 70 lockers against the wall. It will also have open space for students to wait for services in front of the reception counter.

RELATIONSHIP: This waiting/lockers area will be in front of the reception counter, inside the assessment center area.

REQUIREMENT:

- VANGUARD BOX LOCKER, 5 TIER / Size W-15, D-18, H-14.4
- 4-6 chairs in open space for students or visitors to sit down while waiting for an appointment
- 2-3 Mobotix Q26 Hemispheric IP cameras (See attachment from previous order). Security cameras will view the lockers and waiting area

UTILITIES:

- WiFi point for Internet access in waiting area
- 2-3 data ports for IP cameras

SPECIAL REQUIREMENTS:

- Lockers are special order (see attachment from previous order). The locking mechanism is designed to open and close with one key, without the need of a separate lock.
- Security cameras should have zooming and rotation capabilities to capture the entire waiting/lockers area and zoom in to supervise operations around the lockers

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	Reception
CAPACITY:	20
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION:

The reception area will have two main sections. The front section will have 5 counters to assist students with testing services. Behind the counters, there will be file cabinets that will securely store all test materials. At any given time, there will be at least 5 assessment staff members processing students. The back section will have a workspace that will include a table, 5 chairs, filing cabinets, two computer stations and a printer. Assessment staff will organize and archive test materials and prepare materials for daily services

RELATIONSHIP:

This reception area will face the waiting/lockers area and will be adjacent to the academic/placement testing room

REQUIREMENT:

- The walls of the reception area should be sound-proof, particularly the wall(s) adjacent to any testing room which requires as much noise reduction as possible
- Windows looking from the reception into the testing room should also be sound-proof
- Doors accessing any testing room from the reception area should also have hardware that minimizes noise
- Front section: Each reception counter will need a computer station with two computer monitors (one for processing students and a second one to monitor security cameras). An ergonomic keyboard, mouse and adjustable chair with casters
- Two of the five reception counters should meet ADA accessibility. Counters should be at a height that allows for people in wheelchairs to work with assessment staff
- Computer CPUs should have Windows 10, processor of 3.6 GHz or higher, NVIDIA graphic card with 6GB or higher (to run security cameras technology), with RAM of 16GB or higher, and a Hard Drive of 1 TB or higher. These minimal hardware specs would allow for stations

- to run security cameras as well as other test administrator platforms for intake
- Computer monitors should be 27 inches, LED, with Full HD 1080p 1920 x 1080 at 60 Hz HDMI VGA.
- Computer monitors should also have an external camera to capture picture for test requirements
- Computer monitors should be mounted in Dual LCD Monitor mount, fully adjustable, for 2 Screens (27 inch). This mount should allow the screen to fully rotate to show screen to student if necessary
- Computer workstations will network to a printer, currently a HP LaserJet Enterprise M553x Color Printer
- Behind workstations, there will be a countertop that will serve as a workspace to organize test materials
- Underneath countertop, there will be short, lateral file cabinets to store folders with test materials
- Above the countertop, there will be some cabinet space to store test supplies such as Scantron sheets.
- Back section: There will be a section with a countertop with short, lateral file cabinets underneath to archive test materials. Above the countertop, there will be cabinets to store office supplies such as toners, paper, envelopes, etc.
- There will be a work-table with five chairs
- There will be two computer stations with Windows 10, processor of 3.6 GHz or higher, NVIDIA graphic card with 6GB or higher (to run security cameras technology), with RAM of 16GB or higher, and a Hard Drive of 1 TB or higher. These minimal hardware specs would allow for stations to run security cameras as well as other test administrator platforms
- Each computer station will have a computer monitor with 27 inches, LED, with Full HD 1080p 1920 x 1080 at 60 Hz HDMI VGA.
- Computer workstations will network to a printer, currently a HP LaserJet Enterprise M553x Color Printer
- 1 Mobotix Q26 Hemispheric IP cameras (See attachment from previous order). Security cameras will view the entire work area
- An office telephone and fax

UTILITIES:

- WiFi point for Internet access in reception area
- 3-4 data ports for IP cameras
- 6-10 data ports for telephone, fax, computer network (admin and academic)

SPECIAL REQUIREMENTS:

- Hardware specifications for computer stations should meet requirements to run high resolution security cameras while also running other test administration software
- Security cameras should have zooming and rotation capabilities to capture the entire waiting/lockers area and zoom in to supervise operations around the lockers

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	ADA Testing Room x 12
CAPACITY:	1 + 1 per room
NET PROGRAM AREA:	100 NASF (total 1200 NASF for 12 rooms)
ROOM USE CODE (HEGIS):	315

FUNCTION: Testing room with 50 desks and chairs for non-computer-based academic testing and instructional use. Provide a proctor station

RELATIONSHIP: In the Assessment Center suite, adjacent to Waiting Area

REQUIREMENT:

- ADA Accessibility: standard for office use
- Information Technology Systems: provide data connections and 2 PCs and monitors at the proctor station. One of the computers is networked for surveillance system. Provide floor boxes as needed to serve stations. Provide 2 Form Factor and monitors. Provide 2 network printers.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, provide 6 security cameras networked to proctor station
- Instructional/AV: Smart Instructor Work Station(SIWS - computer, remote/pointer, telephone, DVD, eLMO (visual presenter), ceiling mounted projector and

screen, and flat panel (LCD or plasma), document camera, smart board, match current College I.T./AV standards multi-media, web-enabled, computer-based presentation equipment

- Desks (50), chairs (50), proctor station (pre-manufactured, to accommodate three desktop computers networked into the student stations) and chair, see Instructional/AV

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	Hoteling Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: The hoteling office will offer appropriate space for a small team of 4-5 assessment staff to plan and complete testing tasks, hold appointments or complete online training

RELATIONSHIP: The hoteling office will be adjacent to the Assessment Manager's Office

REQUIREMENT:

- The walls of this testing room should be sound-proof
- There will be one computer station for assessment staff to access admin files in the network
- The computer station will have two computer monitors, an ergonomic keyboard, mouse and adjustable chair with casters
- Each computer CPU should have Windows 10, processor of 3.6 GHz or higher, NVIDIA graphic card with 6GB or higher (to run security cameras technology), with RAM of 16GB or higher, and a Hard Drive of 1 TB or higher. These minimal hardware specs would allow for the test administrator to run security cameras while completing other tasks
- Monitors should be 27 inches, LED, with Full HD 1080p 1920 x 1080 at 60 Hz HDMI VGA.
- Computer monitors should also have an external camera for video conferencing
- Computer monitors should be mounted in Dual LCD Monitor mount, fully adjustable, for 2 Screens (27 inch)
- There will be a work table with five chairs
- There will be some cabinet space to store some office supplies
- There will be a color, office printer
- There will be a telephone

UTILITIES:

- WiFi access point
- 4 data ports for computer network (admin and academic) and telephone

SPECIAL REQUIREMENTS:

- Hardware specifications for computer stations should meet requirements to run high resolution security cameras while also running other test administration software
- Security cameras should have zooming and rotation capabilities to capture the entire waiting/lockers area and zoom in to supervise operations around the lockers

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	Workstations x 4
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	64 NASF (total 256 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for Student Aide/Workers

RELATIONSHIP: located adjacent to and open to Receiving, adjacent to the Testing Room

REQUIREMENT:

- ADA Accessibility: standard for office use
- Four (4), L-shaped workstations with computer table or U- shaped workstation with ergonomic, adjustable chair with casters
- One (1), five-drawer lateral filing cabinet, 30" W
- Four (4), computers

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at each desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Special Equipment: each workstation/cubicle includes the following: overhead bins, under cabinet task lighting, tack board, tool tile (supports accessories), box/box/file pedestal, box/box pedestal, work surface zone (desk), lateral file cabinets, manager's chair, guest chair,

bookcase,(1), computer, telephone, waste basket,
recycling bin

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	Academic Placement Testing
CAPACITY:	65
NET PROGRAM AREA:	2275 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: The academic and placement testing room will offer an appropriate space for new and current students to complete their placement and academic exams

RELATIONSHIP:

The academic and placement testing room will be adjacent to the ADA testing room and reception area

REQUIREMENT:

- The walls of this testing room should be sound-proof, particularly the wall(s) adjacent to the ADA testing room.
- Windows in this testing room should also be sound-proof
- Doors accessing this testing room from the reception area or the ADA testing room should also have hardware that minimizes noise
- **Test Administrator stations:** There will be two stations for assessment staff to supervise test sessions. Each station will have a large desk with a computer and two computer monitors (one for processing students and a second one to monitor security cameras). An ergonomic keyboard, mouse and adjustable chair with casters
- The proctor station should meet ADA accessibility. Desks should be at a height that allows for assessment staff in wheelchairs to work with the students
- Each computer CPU should have Windows 10, processor of 3.6 GHz or higher, NVIDIA graphic card with 6GB or higher (to run security cameras technology), with RAM of 16GB or higher, and a Hard Drive of 1 TB or higher. These minimal hardware specs would allow for the test administrator to run security cameras as well as any test administration platform throughout a testing session
- Each computer should have two computer monitors, 27 inches, LED, with Full HD 1080p 1920 x 1080 at 60 Hz HDMI VGA.

- Computer monitors should also have an external camera to capture picture for test requirements
- Computer monitors should be mounted in Dual LCD Monitor mount, fully adjustable, for 2 Screens (27 inch). This mount should allow the screen to fully rotate to show screen to student if necessary
- Above the proctor station, there will be some cabinet space to store test supplies such as Scantron sheets, special headsets, etc
- Test stations: In front of the proctor station, there will be 60 testing stations
- Each of these stations will accommodate a computer station with Windows 10, processor of 3.6 GHz or higher, NVIDIA graphic card with 6GB or higher (to run advanced academic software), with RAM of 16GB or higher, and a Hard Drive of 1 TB or higher.
- 10 Mobotix Q26 Hemispheric IP cameras (See attachment from previous order). Security cameras will be strategically installed to view the entire open testing space

UTILITIES:

- WiFi access point
- 10 data ports for IP cameras
- 10 data ports for computer network (admin and academic)

SPECIAL REQUIREMENTS:

- Hardware specifications for computer stations should meet requirements to run high resolution security cameras while also running other test administration software
- Security cameras should have zooming and rotation capabilities to capture the entire waiting/lockers area and zoom in to supervise operations around the lockers

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Assessment Center
ROOM NAME:	Assessment Director Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and three guests

RELATIONSHIP: Adjacent to inner corridor and waiting / lockers

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Three (3), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Workroom / Meeting and Prep Space
CAPACITY:	10
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Records and Registration workroom and prep space

RELATIONSHIP: Directly adjacent to workroom / meeting and prep space

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting

- full size refrigerator
- microwave oven
- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Front Counter
CAPACITY:	12
NET PROGRAM AREA:	240 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Records and Registration reception

RELATIONSHIP: Directly adjacent to Student Services building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to "back of counter"
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for

11 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Conference / Document Prep
CAPACITY:	10
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Work area for records and registration

RELATIONSHIP: Adjacent workroom and front counter

REQUIREMENT:

- ADA Accessibility: standard for office use
- Information Technology Systems: provide data connections to all equipment locations, to floor boxes to serve student tables/computer locations, provide voice connections per current College I.T./AV standards. Provide 30 PCs, 3 network printers, and 1 phone.

UTILITIES:

- Instructional/AV: Smart Instructor Work Station(SIWS - computer, remote/pointer, telephone, DVD, eLMO (visual presenter), ceiling mounted projector and screen, and flat panel (LCD or plasma), document camera, smart board, match current College I.T./AV standards (Coordinate with occupant to confirm exact program needs). Provide ability and IT support for future distance learning programs – live microphones and 2 camera locations.
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide

privacy

- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Shades (room darkening),
- Marker boards, bulletin board, MC standard
- 30x42 computer tables(23), MC standard ADA student table 24x42 (2), chairs (24+1)
- Computers (24+1), study table, study chairs
- (15) waste baskets, recycling bins

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Germantown Scheduling Assistant x 3
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 330 NASF for 3 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to shared offices

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Military Enrollment Services Specialist
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Inside of Records and Registration suite and adjacent to Contractual Workers Office.

REQUIREMENT:

- ADA Accessibility; standard for office use
- One (1) L shaped workstation with computer table
- Two (2) side chairs
- Two (2), 3'W x 7'H x 1'D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer and two (2) monitors
- One (1) desk chair
- One (1) scanner
- One (1) phone

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Contractual Workers Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Transcript Evaluator Office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3"W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Transcript Evaluator Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Inside of Records and Registration suite.

REQUIREMENT:

- ADA Accessibility; standard for office use
- One (1) L shaped workstation with computer table
- Two (2) side chairs
- Two (2), 3'W x 7'H x 1'D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer and two (2) monitors
- One (1) desk chair
- One (1) scanner
- One (1) phone

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	International Student Coordinator
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Inside of Records and Registration suite and adjacent to Campus Registrar Office

REQUIREMENT:

- ADA Accessibility; standard for office use
- One (1) L shaped workstation with computer table
- Two (2) side chairs
- Two (2), 3'W x 7'H x 1'D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer and two (2) monitors
- One (1) desk chair
- One (1) scanner
- One (1) phone

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Campus Registrar Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to records specialist

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Director of Access and Enrollment
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and three guests

RELATIONSHIP: Adjacent Graduation Coordinator Office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Three (3), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Graduation Coordinator Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Inside of Records and Registration suite

REQUIREMENT:

- ADA Accessibility; standard for office use
- One (1) L shaped workstation with computer table
- Two (2) side chairs
- Two (2), 3'W x 7'H x 1'D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer and two (2) monitors
- One (1) desk chair
- One (1) scanner
- One(1) phone

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Records Specialist x 4
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 440 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstations for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Graduation Coordinator office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Graduation Coordinator Storage
CAPACITY:	N/A
NET PROGRAM AREA:	100 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to ES Storage Area and ES Workroom

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	Shared Office
CAPACITY:	3
NET PROGRAM AREA:	180 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for two staff members

RELATIONSHIP: Adjacent to ES workroom and Storage Area

REQUIREMENT:

- ADA Accessibility: standard for office use
- Two (2), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chairs with casters
- Two (2), 3'W x 7' H x 1' D bookcases
- Two (2), five-drawer lateral filing cabinet, 30" W
- Two (2), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at each desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	ES – Storage Area
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Storage room for stationery, supplies, transcript paper, etc.

RELATIONSHIP: Inside of Records and Registration suite

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Access
SUB UNIT NAME:	Records and Registration
ROOM NAME:	ES Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workroom for a variety of tasks that Records and Registration staff members will complete

RELATIONSHIP: Inside Records and Registration suite

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting
- full size refrigerator
- microwave oven

- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

Table E-5: Student Engagement

Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
STUDENT ENGAGEMENT - STUDENT LIFE					5,553
Director	310	7	1	180	180
FT Student Life Specialist	310	3	1	110	110
FT Event Coordinator/Admin Aide II	310	2	1	110	110
Office	310	3	2	110	220
Student Life Suite	310	55	1	1100	1100
Student Life Student Assistant Workstation	310	6	1	288	288
Reception/Waiting	315	10	1	150	150
Conference Room	350	10	1	250	250
Kitchenette	315	10	1	335	335
FT Student Life Specialist	310	3	1	110	110
Storage	315	1	1	200	200
Student Activity Center	310	10	1	800	800
Conference Room	350	20	1	500	500
Student Lounge	650	60	1	1200	1200
STUDENT ENGAGEMENT - STUDENT EMPLOYMENT SERVICES					1,742
Director	310	1	1	150	150
Reception	315	10	1	220	220
Student Employment Resources Center	315	6	1	500	500
Student Employment Specialist Offices	310	3	4	110	440
Interview Room	350	3	1	120	120
Storage Room (SES)	315	N/A	1	120	120
Workstations	310	3	1	192	192

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Director
CAPACITY:	1 + 6
NET PROGRAM AREA:	180 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: The director of student life's office should include a work area to perform the duties of the office, but also a conference table to have meetings with college staff, student groups, and other individuals for various purposes. The director has to oversee all areas and aspects of the Office of Student Life.

RELATIONSHIP: Interconnected to the Office of Student Life and the additional staff offices, student lounge, clubs & organizations, conference rooms, waiting areas, kitchenette, pantry, storage, and activity center under the Office of Student Life.

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Six (6), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections

- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Full-time Student Life Specialist
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Student Life Lounge

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Full-time Event Coordinator / Admin Aide II
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to reception and Student Life Specialist

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Office x 2
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 220 NASF for 2 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Admin Aide II

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Student Life Suite
CAPACITY:	55
NET PROGRAM AREA:	1100 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION:

The function of the Student Life Suite would be for the 50 clubs, the Student Senate, the Globe Newspaper, the Student Activities Board, the Student Ambassadors, the and New Student Orientation Leaders. The office is a space where student leaders study, have meetings, ask questions, take breaks between classes, plan events, meet with their advisors, meet with Student Life staff, attend events and much more. The office in its' current space is not sufficient to house all of these areas which makes how we function as an office and the ability for the director to monitor all areas very difficult. At this time, some spaces are located in different parts of the campus. This prevents being able to work together effectively with all areas. We also need a main copy space and this could be located in this area.

Spaces: Student Senate, Student Activities Board, Clubs, Globe Newspaper

- 1) **The Globe-** has between 5-12 students each year and a faculty advisor. They meet weekly and they need to have access to a space all day to write their stories and to meet with other writers and the editor. The Globe is located in the PK building on the Germantown Campus. It is not an exclusive space because clubs also have to share this space for meetins. It is also not Student Life space, it is the Vice President & Provost designated space, but we were short space on campus.
- 2) **The Senate-** has to have an office space because they have office hours and meetings. The senate is as large as 24 students. Finding space was very difficult. A staff member gave up space to house the student senate because there are many students and it would be too loud and crowded for them to be in the office with no designated area. The advisor is the director of student life so having them positioned in the office would be

helpful to advise and guide them in their planning, meetings and for mentoring.3)

- 3) **The Student Activities Board-** needs an office as well. They continue to grow. They have about 22 students currently. They meet weekly and sometimes more than that because of planning events. This is difficult because we have spaces designated for our 50 clubs and our conference room is too small and has supplies all around the room. They do not have space to meet and some have to stand up or sit in another location. This is not effective for all of the work that they do.
- 4) **Clubs-**There are 50 clubs and there is no area for the clubs to meet and plan to work together. There is also not a designated space for the clubs to plan or collaborate with other clubs. When they visit with the clubs specialist in student life, they do not have space to sit down most times. There is no way for the clubs specialist to monitor the clubs area or be a quick resource because there is not place for the clubs. We have very limited space to keep all club items and materials. A designated space would help them. Having many clubs and limited space is very difficult.
- 5) **Copy Room-** To have all of our printing and copying needs in the space.

RELATIONSHIP:

Interconnected to the Office of Student Life, student assistants space, over 50 clubs and organizations, conference room, student activity center, the Globe, the Student Senate, the Student Activities Board

REQUIREMENT:

- Chairs/sofas
- Tables/desks (workstations)
- Cabinets/bookcases
- Mailboxes
- Computers

UTILITIES:

- Provide Wifi in all Student Life space areas.
- Power, data, voice, and video connections
- White boards/electronic screens/televisions that also serve as projectors for presentations and meetings or

electronic screens for presentations

- Lockable doors
- Operable Windows and window treatments
- Multiple outlets for many functions for our student clubs and organizations
- Televisions for each area to display information or be used for presentations.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Student Life Student Assistant Workstation
CAPACITY:	1 + 5
NET PROGRAM AREA:	288 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Student workstation

RELATIONSHIP: Adjacent to offices and storage

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for 4 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Reception / Waiting
CAPACITY:	10
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Student Life reception area

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for 4 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Conference Room
CAPACITY:	10
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference space to be scheduled by the Student Life, for variety of meetings of up to 10 people

RELATIONSHIP: Adjacent to the office of the VPP with direct access from that office, and access to/from corridor outside of VPP suite, to allow for use when VPP suite is closed and secured.

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards. Provide audio and video conferencing

abilities (camera at front of room) with power and network connection in center of conference room table.

- Flat screen TV monitor and companion cart
- Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (20), coffee machine, waste baskets, recycling bins

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Kitchenette
CAPACITY:	10
NET PROGRAM AREA:	335 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Kitchenette for Student Life

RELATIONSHIP: Adjacent to storage, located along main corridor

REQUIREMENT:

- ADA Accessibility: standard for office use
- Base cabinets, countertops and sink, wall cabinets

UTILITIES:

- Provide ample convenience receptacles and receptacles for refrigerator, ice maker, disposal, and dishwasher
- Heating, Ventilation and Air Conditioning: standard for kitchenette use
- Information Technology Systems: provide one data and voice connection. Provide a phone
- Instructional/AV: Provide a flat screen TV monitor
- Lighting: standard for kitchenette use
- Plumbing: for sink, faucet, dishwasher, disposal, and ice

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Security: silent alarm capability to call for security assistance
- Special Equipment: full size refrigerator, dishwasher, microwave, icemaker, toaster, and small table plus four chairs
- Special finishes: tile floor

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Full-time Student Life Specialist
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Student Activity Center

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to kitchenette, activity center, and lounge

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Student Activity Center
CAPACITY:	10
NET PROGRAM AREA:	800 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: The function of the Student Activity Space is to have leadership programs, activities and events that can hold up to 65 people. It is also a club meeting space. We cannot always secure campus space for our office and the clubs. We need a space that could continue to function as an event room, and club meeting room. This room being housed in the Office of Student Life would be a benefit.

RELATIONSHIP: Interconnected to the Office of Student Life.

REQUIREMENT:

- Movable and foldable desks and chairs

UTILITIES:

- White Boards/Televisions for presentations and advertising (touch screen)
- Computers
- Wifi
- Outlets
- Charging stations
- Campus phone line
- Operable windows and window treatments

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Conference Room
CAPACITY:	20
NET PROGRAM AREA:	500 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference space to be scheduled by Student Life, for variety of meetings of up to 20 people

RELATIONSHIP: Adjacent to Student Life Suite and FT Student Life Specialist

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards. Provide audio and video conferencing abilities (camera at front of room) with power and network connection in

center of conference room table.

- Flat screen TV monitor and companion cart
 - Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (20), coffee machine, waste baskets, recycling bins
-

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Life
ROOM NAME:	Student Lounge
CAPACITY:	60
NET PROGRAM AREA:	1200 NASF
ROOM USE CODE (HEGIS):	650

FUNCTION: Lounge to host a variety of Student Life events

RELATIONSHIP: Adjacent to Reception/Waiting

REQUIREMENT:

- ADA Accessibility: standard for assembly space
- Acoustics: high STC rating at perimeter to contain noise generated in this room, finishes with high sound absorbency to reduce noise reflectance within room

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Lighting to be standard for assembly use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Provide finishes that are easily cleaned and maintained
- Natural fenestration required; operable windows and window treatments
- Comfortable chairs and tables

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Director
CAPACITY:	1 + 4
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for Director of Student Employment Services (SES) and space to meet with up to 3 additional staff as needed.

RELATIONSHIP: Connected to Student Employment Services resource area

REQUIREMENT:

- Standard office
- One L-Shaped workstation with ergonomic, and adjustable chair with casters
- Two side chairs
- Small circular table to meet with up to 3 individuals
- (2) 3W x7 H bookcases
- 1 fiveodrawer laterl filing cabinet 30 W
- 1 computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Reception
CAPACITY:	10
NET PROGRAM AREA:	220 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Receptionist/Student Assistant desk and room for 2-3 students to wait for appointments, sign into Starfish, or wait for services.

RELATIONSHIP: Interconnects to Student Employment Services resource area and Student Employment Services staff.

REQUIREMENT:

- ADA Accessibility: standard reception desk area
- 2-3 chairs for students waiting services
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Student Employment Resources Center
CAPACITY:	6
NET PROGRAM AREA:	500 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: For students to use (6) computer workstations to access Ejobs, Big Interview, Update/modify resume, do employer research.

RELATIONSHIP: Interconnects to Student Employment Services staff offices and reception area.

REQUIREMENT:

- (6) computer workstations
- At least (1) ADA workstation with adjustable height

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Student Employment Specialist Offices x 4
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 440 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Resources Center

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Interview Room
CAPACITY:	3
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Interview room for career preparedness

RELATIONSHIP: Adjacent to Student Resources Center

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Storage Room (SES)
CAPACITY:	N/A
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to workstations and offices

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Student Engagement
SUB UNIT NAME:	Student Employment Services
ROOM NAME:	Workstations
CAPACITY:	3
NET PROGRAM AREA:	192 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for three part-time staff members

RELATIONSHIP: Adjacent to storage and offices

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

Table E-6: Merchandising & Financial Aid

Room Name	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF
AFS - MERCHANDISING					2,420
Office	090	1	2	110	220
Bookstore	090	1	1	1600	1600
Storage	090	1	1	600	600
SENIOR VICE PRESIDENT - FINANCIAL AID					2,030
Intake	310	10	1	200	200
Student Work Area	310	6	1	300	300
Intake Office/Reception	310	8	1	200	200
Conference Room	350	10	1	250	250
Financial Aid Office	310	3	8	110	880
Workroom	315	N/A	1	200	200

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	AFS
SUB UNIT NAME:	Merchandising
ROOM NAME:	Office x 2
CAPACITY:	1
NET PROGRAM AREA:	110 NASF (total 220 NASF for 2 rooms)
ROOM USE CODE (HEGIS):	090

FUNCTION: Workstation for one full-time staff

RELATIONSHIP: Adjacent to Bookstore

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	AFS
SUB UNIT NAME:	Merchandising
ROOM NAME:	Bookstore
CAPACITY:	40
NET PROGRAM AREA:	1600 NASF
ROOM USE CODE (HEGIS):	090

FUNCTION: Campus Bookstore, including customer service, display areas

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- Shelving for large number of books and other merchandise
- Display areas
- Customer service windows

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Receptacles around perimeter and within customer service area

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Lockable doors
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	AFS
SUB UNIT NAME:	Merchandising
ROOM NAME:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	600 NASF
ROOM USE CODE (HEGIS):	090

FUNCTION: Bookstore storage

RELATIONSHIP: Adjacent to office and bookstore

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide ample receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	Financial Aid
ROOM NAME:	Intake
CAPACITY:	10
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Financial Aid reception and waiting area

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for 7 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	Financial Aid
ROOM NAME:	Student Work Area
CAPACITY:	6
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Work area for students to complete and print forms and other documents

RELATIONSHIP: Adjacent to Intake

REQUIREMENT:

- Information Technology Systems: Provide 5 PCs, 5 monitors, and one network printer. Speakers for the PCs are requested.

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	Financial Aid
ROOM NAME:	Intake Office / Reception
CAPACITY:	1 + 7
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Directly adjacent to Student Services Building corridor

FUNCTION: Financial Aid reception and waiting area

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair,

computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for 7 visitors.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	Financial Aid
ROOM NAME:	Conference Room
CAPACITY:	10
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference room for Financial Aid Office

RELATIONSHIP: Adjacent to workroom and offices

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards. Provide audio and video conferencing abilities (camera at front of room) with power and network connection in center of conference room table.
- Flat screen TV monitor and companion cart
- Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (20),

coffee machine, waste baskets, recycling bins

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	Financial Aid
ROOM NAME:	Financial Aid Office x 8
CAPACITY:	1 + 2 per room
NET PROGRAM AREA:	110 NASF (total 880 NASF for 8 rooms)
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to workroom and conference room

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Three (3), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	Financial Aid
ROOM NAME:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workroom for Financial Aid staff

RELATIONSHIP: Adjacent to Financial Aid Offices

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door under cabinet task lighting
- Full size refrigerator
- Microwave oven
- Coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table,

chairs, waste basket, recycling bins, 6 lockable drawers
in standard KI pedestals for part time workers.

- Special Finishes: resilient flooring

Table E-7: Office of Public Safety

OFFICE OF PUBLIC SAFETY	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total 2,960
Pass On Conference	350	10	1	260	260
Kitchenette/Breakroom	315	N/A	1	200	200
Locker Room	315	10	2	300	600
Dispatch	315	5	1	400	400
Reception window	315	2	1	200	200
Interview Room	350	6	4	120	480
Recovered Property	315	N/A	1	150	150
Storage	315	N/A	1	100	100
Security Manager	310	4	1	150	150
Shift Supervisor	310	3	1	120	120
Restroom	315	N/A	1	60	60
Photo ID	315	2	1	120	120
Workroom	315	N/A	1	120	120

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Pass On Conference
CAPACITY:	10
NET PROGRAM AREA:	260 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: White board and projector/computer. Lecturn to address class of 12. Need 6 two person tables w/chairs

RELATIONSHIP: Adjacent to dispatch with separate entrance from hall

REQUIREMENT:

- White Board
- Projector/computer
- Lectern
- 6 tables seating 2 persons each

UTILITIES:

- 12 electrical outlets, 2 for each table
- Utilize MC current IT/AV Cabling Standards
- Phone at front of the room

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Kitchenette / Breakroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Place for staff to eat or sit during a break

RELATIONSHIP: Adjacent to dispatch

REQUIREMENT:

- Refrigerator
- Microwave oven
- table
- 4 chairs

UTILITIES:

- Utilize MC current IT/AV Cabling Standards

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Locker Room x 2
CAPACITY:	10 per room
NET PROGRAM AREA:	300 NASF (total 600 NASF for 2 rooms)
ROOM USE CODE (HEGIS):	315

FUNCTION: Locker rooms (1 each for men and women)

RELATIONSHIP: Adjacent to dispatch

REQUIREMENT:

- Locker room bench seats for 10 people in each space
- 20 lockers in each space

UTILITIES:

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Dispatch
CAPACITY:	5
NET PROGRAM AREA:	400 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Area utilized for dispatching of radio calls and customer service

RELATIONSHIP: Centralized to all other Public Safety areas

REQUIREMENT:

- Counter at customer service window
- Bullet-resistant customer service window
- Workstation w/computer at customer service window
- Separate cubicle/workstation w/ computer
- Report writing desk w/ computer
- Access Control workstation w/ computer
- CCTV Camera Workstation w/ video wall
- Workstation w/ 2 computers to control and monitor fire alarm system and emergency message board usage
- Dedicated HVAC and electrical backed-up on generator

UTILITIES:

- 2 phones at customer service window for calls and emergency phones
- 1 outside phone line
- Utilize MC current IT/AV Cabling Standards
- 1 phone at separate cubicle capable of receiving all calls at customer service window

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Reception Window
CAPACITY:	2
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workstation for two staff member

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to “back of counter”
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use.
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the counter workstation: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for 2 visitors.

SPACE DATA SHEET

- Operable windows and window treatments

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Interview Room x 4
CAPACITY:	6 per room
NET PROGRAM AREA:	120 NASF (total 480 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	350

FUNCTION: To interview witnesses and subjects to incidents

RELATIONSHIP: Adjacent to dispatch with separate entrance from hall or across the hall from Dispatch.

REQUIREMENT:

- Table
- 2 chairs
- 1 chair w restraint capability
- CCTV camera
- Sound insulated

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Cabling for CCTV Camera which has to be capable of monitoring from within Dispatch, Supervisor Office, and Managers Office

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Recovered Property
CAPACITY:	N/A
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Utilized for lost, found and evidence property

RELATIONSHIP: Within or directly accessible from within the Dispatch area

REQUIREMENT:

- Lockable storage cabinets

UTILITIES:

- Standard lighting

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	100 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Storage of supplies and files

RELATIONSHIP: Does not have to be immediately adjacent to the Public Safety area

REQUIREMENT:

- Locking clothes cabinet
- Locking cabinets
- CCTV camer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Camera cabling with capability to view from dispatch, supervisor, and managers offices

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Security Manager Office
CAPACITY:	4
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Manager to perform administrative duties

RELATIONSHIP: Adjacent to dispatch with separate entrance from hall

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Shift Supervisor
CAPACITY:	1 + 2
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Supervisors to perform administrative duties

RELATIONSHIP: Access from within Public Safety Office, No hall access necessary

REQUIREMENT:

- Workstation w/ computer (CCTV camera capable)
- Printer w/ scan, fax, web capable
- L-shaped desk
- Phone w/ capability to receive all calls that dispatch receives
- Overhead storage
- 3 chairs
- Book shelf

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Phone
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Restroom
CAPACITY:	N/A
NET PROGRAM AREA:	60 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Restroom for Office of Public Safety staff

RELATIONSHIP: Adjacent to locker room

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Office of Public Safety
SUB UNIT NAME:	
ROOM NAME:	Photo ID
CAPACITY:	2
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: To print ID cards

RELATIONSHIP: Does not have to be adjacent to Public Safety, has to be in the same building

REQUIREMENT:

- 2 workstations w/ computers
- 2 ID cameras
- Phone
- Overhead storage
- 3 chairs

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Phone
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Phone in the hall that rings to dispatch

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	
SUB UNIT NAME:	Office of Public Safety
ROOM NAME:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	120 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workroom for staff of Office of Public Safety

RELATIONSHIP: Adjacent to storage room

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting
- full size refrigerator
- microwave oven

- coffee pot
- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

Table E-8: Facilities

FACILITIES	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total 8,040
Materials Storage (<i>partial</i>)	730	N/A	1	1000	1000
Custodial Office	310	6	1	250	250
Purchasing / Materials Office	310	4	1	150	150
Locksmith Office	310	4	1	180	180
Tool Storage	730	N/A	1	200	200
Central Custodial Storage	730	N/A	1	400	400
Loading Dock (+ <i>partial materials stor.</i>)	735	N/A	1	1200	1200
Trash and Recycling	750	N/A	1	300	300
Generators	30	N/A	1	320	320
Satellite Custodial Sink Rooms	750	N/A	4	50	200
Central Plant	30	N/A	1	3840	3840

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Materials Storage (Partial)
CAPACITY:	N/A
NET PROGRAM AREA:	1000 NASF
ROOM USE CODE (HEGIS):	730

FUNCTION: Facilities storage

RELATIONSHIP: Adjacent to Custodial Office

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide multiple receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Resilient flooring
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Custodial Office
CAPACITY:	6
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstations for custodial staff

RELATIONSHIP: Adjacent to materials storage and Purchasing Office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Purchasing / Materials Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Work space for O&M Staff for maintenance and improvement, projects.

RELATIONSHIP: Flexible space near or within Mechanical, Electrical and other equipment rooms

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Locksmith Office
CAPACITY:	1 + 3
NET PROGRAM AREA:	180 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Work space for O&M Staff for maintenance and improvement, projects.

RELATIONSHIP: Flexible space near or within Mechanical, Electrical and other equipment rooms

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Tool Storage
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	730

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Flexible space near or within Mechanical, Electrical and other equipment rooms

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Central Custodial Storage
CAPACITY:	N/A
NET PROGRAM AREA:	400 NASF
ROOM USE CODE (HEGIS):	730

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Flexible space near or within Mechanical, Electrical and other equipment rooms

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Loading Dock (+ partial materials storage)
CAPACITY:	N/A
NET PROGRAM AREA:	1200 NASF
ROOM USE CODE (HEGIS):	735

FUNCTION: Exterior area for receiving materials, for convenient removal of waste materials from the building, and designed to accommodate convenient transport of materials in and out of the building

RELATIONSHIP: Located at exterior of building for convenient access by vehicles for delivery and waste removal, and conveniently located for distribution of materials in building, near elevator, screened from exterior spaces around it

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and

window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Trash and Recycling
CAPACITY:	N/A
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	750

FUNCTION: Work interior space with direct access to exterior movable waste containers

RELATIONSHIP: near exterior of building, adjacent to loading dock, with convenient access for waste and recycling vehicles

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Heating, Ventilation and Air Conditioning: high volume system for exhaust
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.
- Plumbing: provide container washing station with hot and cold water and steam in this space or at loading dock, floor drains

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Generators
CAPACITY:	N/A
NET PROGRAM AREA:	320 NASF
ROOM USE CODE (HEGIS):	30

FUNCTION: Student Services Building generators

RELATIONSHIP: Generator should be outside & screened on the ground

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Satellite Custodial Sink Rooms x 4
CAPACITY:	N/A
NET PROGRAM AREA:	50 NASF (total 200 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	750

FUNCTION: Custodial sinks stations

RELATIONSHIP: Distributed throughout Student Services building on each floor

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustics: high STC rating at perimeter to contain noise generated in the room
- Anti-static carpeted floor and acoustical ceiling
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Facilities
SUB UNIT NAME:	
ROOM NAME:	Central Plant
CAPACITY:	N/A
NET PROGRAM AREA:	3840 NASF
ROOM USE CODE (HEGIS):	30

FUNCTION: Central plant for Student Services building

RELATIONSHIP: Adjacent to loading dock

REQUIREMENT:

- ADA Accessibility: standard for service use
- Base cabinets, countertop with sinks (2), wall cabinets, open shelving
- Provide ample receptacles/connections at the perimeter, at counter locations, and at workstation/desk location

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Heating, Ventilation and Air Conditioning: standard for service use, and as needed to accommodate building equipment in the rooms
- Lighting for service use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
Acoustics: high STC rating at perimeter to contain noise generated in the room
- Lockable door, minimum 6 feet wide
- Natural fenestration required; operable windows and window treatments

- Heavy-duty shelving of a variety of depths and heights, workstations/desks and chairs, file cabinets, work tables, chairs, ladders, pegboards for tools, waste baskets, recycling bins
- Finishes: ceiling: unfinished acceptable. • walls: painted CMU. • Floors: non-skid, sealed concrete.

Table E-9: Shared Spaces

CLASSROOMS + SHARED SPACES	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total 6,945
Digital Learning Center - Small Group Instruction	210	4+1	1	250	250
Computer Class Lab	210	60	1	2100	2100
Class Lab	210	30 +1	1	1085	1085
Conference Room	350	25	1	600	600
Class Lab Support	215	N/A	2	120	240
Student Lounge (<i>partial</i>)	650	15	1	300	300
Mother's Nursing Lounge	650	1	2	100	200
Vending (<i>partial</i>)	655	N/A	1	60	60
Shared Kitchenette (1 per floor)	655	N/A	5	350	1750
Shared Printer/Copy (2 per floor)	655	N/A	8	120	960
SHAW FOOD PANTRY					1110
Reception	315	4	1	150	150
Student Resource	315	6	1	150	150
Work Room	315	N/A	1	200	200
File Room	315	2	1	150	150
FYE Office	310	3	1	150	150
Pass Office	310	3	1	110	110
Conference Room	350	8	1	200	200

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	ELITE
ROOM NAME:	Digital Learning Center - Small Group Instruction
CAPACITY:	4 + 1
NET PROGRAM AREA:	250 NASF
ROOM USE CODE (HEGIS):	210

FUNCTION: Small group instruction located next to larger Digital Learning Center (DLC)

RELATIONSHIP: Located within visual access of the Library, directly adjacent to Student Services Building corridor. Paired with Computer Class Lab for 60.

REQUIREMENT:

- ADA Accessibility: standard for class lab use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Instructional/AV: Smart Instructor Work Station(SIWS - computer, remote/pointer, telephone, DVD, eLMO (visual presenter), projector, screen, and flat panel (LCD or plasma), document camera, smart board, match current College I.T./AV standards
- Information Technology Systems: provide data connections to all equipment locations, to floor boxes to serve student tables/computer locations, provide voice connections per current College I.T./AV standards
- Provide receptacles for computer stations (floor boxes), and at perimeter of room, and connections at special equipment locations
- 60 computers
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements
- Standard lighting for class lab use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
 - Acoustical separation from adjoining spaces to provide privacy
 - Anti-static carpeted floor and acoustical ceiling
 - Lockable door (high volume of student data)
 - Natural fenestration required; operable windows and window treatments
 - Special Equipment: shades (room darkening), marker boards, bulletin board, MC standard 30x42 computer tables MC standard ADA student table 24x42, chairs (28+1), computers (28+1), waste baskets, recycling bins
 - Chair rail around room
-

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	ELITE
ROOM NAME:	Computer Class Lab
CAPACITY:	60
NET PROGRAM AREA:	2170 NASF
ROOM USE CODE (HEGIS):	210

FUNCTION: This class lab will be shared by personnel from many departments, units and subunits, but Student Development units will have priority scheduling for these rooms.

RELATIONSHIP: These rooms should be located to maximize accessibility and proximity for Student Development staff members. Paired with Digital Learning Center (DLC). Adjacent to library with visual access from library check in desk.

REQUIREMENT:

- ADA Accessibility: standard for class lab use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Instructional/AV: Smart Instructor Work Station(SIWS - computer, remote/pointer, telephone, DVD, eLMO (visual presenter), projector, screen, and flat panel (LCD or plasma), document camera, smart board, match current College I.T./AV standards
- Information Technology Systems: provide data connections to all equipment locations, to floor boxes to serve student tables/computer locations, provide voice connections per current College I.T./AV standards
- Provide receptacles for computer stations (floor boxes), and at perimeter of room, and connections at special equipment locations
- 60 computers
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements
- Standard lighting for class lab use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Special Equipment: shades (room darkening), marker boards, bulletin board, MC standard 30x42 computer tables MC standard ADA student table 24x42, chairs (28+1), computers (28+1), waste baskets, recycling bins
- Chair rail around room

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Class Lab
CAPACITY:	30 + 1
NET PROGRAM AREA:	1450 NASF
ROOM USE CODE (HEGIS):	210

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Student Lounge

REQUIREMENT:

- ADA Accessibility: standard for class lab use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Instructional/AV: Smart Instructor Work Station(SIWS - computer, remote/pointer, telephone, DVD, eLMo (visual presenter), projector, screen, and flat panel (LCD or plasma), document camera, smart board, match current College I.T./AV standards
- Information Technology Systems: provide data connections to all equipment locations, to floor boxes to serve student tables/computer locations, provide voice connections per current College I.T./AV standards
- Provide receptacles for computer stations (floor boxes), and at perimeter of room, and connections at special equipment locations
- 60 computers
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements
- Standard lighting for class lab use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide

privacy

- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Special Equipment: shades (room darkening), marker boards, bulletin board, MC standard 30x42 computer tables MC standard ADA student table 24x42, chairs (28+1), computers (28+1), waste baskets, recycling bins
- Chair rail around room

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Conference Room
CAPACITY:	25
NET PROGRAM AREA:	600 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference space for variety of meetings of up to 25 people

RELATIONSHIP: On Level 4, along primary corridor, and adjacent to Dean's Suite

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards. Provide audio and video conferencing abilities (camera at front of room) with power and network connection in center of conference room table.

- Flat screen TV monitor and companion cart
- Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (20), coffee machine, waste baskets, recycling bins

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Class Lab Support x 2
CAPACITY:	N/A
NET PROGRAM AREA:	120 NASF (total 240 NASF for 2 rooms)
ROOM USE CODE (HEGIS):	215

FUNCTION: Class Lab technology support rooms

RELATIONSHIP: Adjacent to class labs

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Student Lounge (partial)
CAPACITY:	15
NET PROGRAM AREA:	300 NASF
ROOM USE CODE (HEGIS):	650

FUNCTION: Student Services Building student lounge area

RELATIONSHIP: Adjacent to Class Lab

REQUIREMENT:

- ADA Accessibility: standard for assembly space

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in area
- Ample receptacles at perimeter
- Heating, Ventilation and Air Conditioning: as needed for high density of occupants
- Standard lighting for assembly use

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Natural fenestration required; operable windows and window treatments
- Comfortable chairs and tables
- Provide finishes that are easily cleaned and maintained

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Mother's Nursing Lounge
CAPACITY:	1 per room
NET PROGRAM AREA:	100 NASF (total 200 NASF for 2 rooms)
ROOM USE CODE (HEGIS):	650

FUNCTION: Nursing Lounge, located on level 3

RELATIONSHIP: In quiet area on level 3, adjacent to VPP

REQUIREMENT:

- Comfortable chairs
- Standard lighting for office use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi
- Receptacles at perimeter

SPECIAL REQUIREMENTS:

- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Vending (partial)
CAPACITY:	N/A
NET PROGRAM AREA:	60 NASF
ROOM USE CODE (HEGIS):	655

FUNCTION: Vending area for students and staff

RELATIONSHIP: Adjacent to student lounge

REQUIREMENT:

- ADA Accessibility: standard for public transportation space

UTILITIES:

- Ventilation/Air conditioning: as required to support vending equipment
- Standard lighting for public circulation space
- Electrical: as required to support vending equipment, plus convenience receptacles

SPECIAL REQUIREMENTS:

- Vending machines

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Shared Kitchenette x 4 (1 per floor)
CAPACITY:	N/A
NET PROGRAM AREA:	350 NASF (total 1400 NASF for 4 rooms)
ROOM USE CODE (HEGIS):	655

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: One located on each floor of Student Services Building

REQUIREMENT:

- ADA Accessibility: standard for office use
- Base cabinets, countertops and sink, wall cabinets

UTILITIES:

- Provide ample convenience receptacles and receptacles for refrigerator, ice maker, disposal, and dishwasher
- Heating, Ventilation and Air Conditioning: standard for kitchenette use
- Information Technology Systems: provide one data and voice connection. Provide a phone
- Instructional/AV: Provide a flat screen TV monitor
- Lighting: standard for kitchenette use
- Plumbing: for sink, faucet, dishwasher, disposal, and ice

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Security: silent alarm capability to call for security assistance
- Special Equipment: full size refrigerator, dishwasher, microwave, icemaker, toaster, and small table plus four chairs
- Special finishes: tile floor

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Classrooms + Shared Spaces
SUB UNIT NAME:	
ROOM NAME:	Shared Printer / Copy x 8 (2 per floor)
CAPACITY:	N/A
NET PROGRAM AREA:	120 NASF (total 960 NASF for 8 rooms)
ROOM USE CODE (HEGIS):	655

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Distributed throughout Student Services Building, 2 per floor

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3"W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	Reception
CAPACITY:	1 + 3
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Reception area for staff member plus 3 visitors

RELATIONSHIP: Directly adjacent to Student Services Building corridor

REQUIREMENT:

- ADA Accessibility: standard for office reception use, with an accessible station at the desk (interior and exterior) and automatic opener at doors controlling access to suite and to "back of counter"
- Casework and Built-ins: reception counter with lower wheelchair accessible section, back counter for equipment, cabinets for storage of files, office supplies

UTILITIES:

- Provide ample receptacles for workstations at counter and equipment locations
- Heating, Ventilation and Air Conditioning: standard for office reception use
- Information Technology Systems: provide data and voice connections at workstations and equipment locations
- Lighting: standard for office reception

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Anti-static carpeted floor and acoustical ceiling
- Provide the following at the two counter workstations: task lighting, tack board, work surface, access height work surface, lateral file cabinets, bookcases, chair, computer, printer and stand (networked), fax/copy machine, scanner, shredder, stapler (electric), pencil sharpener (electric) waste basket, recycling bins, video phone for use by deaf people. Provide guest chairs for 3 visitors.

•
SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	Student Resource
CAPACITY:	6
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to Reception

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: Workroom for SHAW staff

RELATIONSHIP: Adjacent to File room

REQUIREMENT:

- ADA Accessibility: standard for office work use.
- wall cabinets (some with open shelving)
- Base cabinet with countertop and single bowl sink and faucet

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Provide ample receptacles at perimeter and at equipment locations
- Heating, Ventilation and Air Conditioning: standard for this use and equipment load, provide special ventilation for copy equipment (if required)

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- under cabinet task lighting
- full size refrigerator
- microwave oven
- coffee pot

- printer and stand (networked), copy machine (high volume), fax/copy machines, scanner, shredder, paper cutter, comb binder, stapler (electric), pencil sharpener (electric), bulletin board, marker board, work table, chairs, waste basket, recycling bins, 6 lockable drawers in standard KI pedestals for part time workers.
- Special Finishes: resilient flooring

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	File Room
CAPACITY:	2
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	315

FUNCTION: File storage room

RELATIONSHIP: Adjacent to work room

REQUIREMENT:

- Acoustics: standard for office use
- ADA Accessibility: standard for office use, including accessible file cabinets
- Casework and Built-ins: built-in cabinets, built-in work surface (and/or narrow table for laying out folders and files)
- Heating, Ventilation and Air Conditioning: standard for office use

UTILITIES:

- Provide two receptacles at perimeter
- Standard lighting for file/storage use

SPECIAL REQUIREMENTS:

- Information Technology Systems: provide one data and voice connection location
- Anti-static carpeted floor and acoustical ceiling
- Lockable door

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	FYE Office
CAPACITY:	1 + 2 guests
NET PROGRAM AREA:	150 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to work room

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	Pass Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	110 NASF
ROOM USE CODE (HEGIS):	310

FUNCTION: Workstation for one full-time staff member and two guests

RELATIONSHIP: Adjacent to FYE office

REQUIREMENT:

- ADA Accessibility: standard for office use
- One (1), L-shaped workstation with computer table or U-shaped workstation with ergonomic, adjustable chair with casters
- Two (2), side chairs
- Two (2), 3'W x 7' H x 1' D bookcases
- One (1), five-drawer lateral filing cabinet, 30" W
- One (1), computer with printer

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Provide WiFi in every office within Student Services Center
- Two (2) duplex convenience outlets at the desk station as well as one or more duplex outlets on each wall, as per code requirements

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
UNIT NAME:	Senior Vice President
SUB UNIT NAME:	SHAW Food Pantry
ROOM NAME:	Conference Room
CAPACITY:	8
NET PROGRAM AREA:	200 NASF
ROOM USE CODE (HEGIS):	350

FUNCTION: Conference room for up to 8 people

RELATIONSHIP: Adjacent to SHAW offices

REQUIREMENT:

- ADA Accessibility: standard for conference room
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments
- Acoustics: provide high STC rating around room for privacy, and standard sound absorbency level for conference use
- Casework and Built-ins as needed for AV equipment
- Provide ample receptacles at perimeter and at equipment locations, provide floor boxes below conference table
- Heating, Ventilation and Air Conditioning standard for conference room use, as needed for number of occupants
- Lighting: standard for conference room use

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- Wifi accessibility

SPECIAL REQUIREMENTS:

- Anti-static carpeted floor
- Provide data and one voice connection through floor box at table and at equipment locations, Polycom device for conference calls, match current IT/AV standards. Provide audio and video conferencing abilities (camera at front of room) with power and network connection in center of conference room table.

- Flat screen TV monitor and companion cart
- Shades (room darkening), marker boards, bulletin board, credenza with secure storage, Polycom device for conference calls, fax/copy machine, conference table and chairs (8), coffee machine, waste baskets, recycling bins

2. Library Overview

The new Germantown Library will support the mission and strategic initiatives of the College and the supporting mission and goals of the Montgomery College Library Master Plan (FY19 - FY20), updated in the Spring of 2018.

The Library mission statement: The Library facilitates student success by collaborating with the College community in the creation and delivery of innovative services in a culture of excellence and accountability.

The goals and activities of the Library Master Plan can be distilled into three areas of focus:

Responsive Services for Student Success

- Provide consistent and coordinated Public and Access Services
 - Utilize partnerships to accomplish the Library Mission
 - Innovative Access to Information
 - Provide consistent and coordinated resources and content
 - Enhancing Employee Engagement
 - Strengthen Montgomery College Library infrastructure and employee roles
 - Promote employee development and engagement
-
- The objectives to be accomplished by this project in support of the mission and strategic goals/initiatives of both the College and library include:
 - Advance the “One College” goal of providing a consistent student experience at each campus through consistent and improved student programs and services to support student retention, achievement and degree completion.
 - Deliver space that is configured, furnished and equipped to support the new functional library service model desired by the College at each campus.
 - Redesign the Library to create a “Learning Commons” to include more student-centered spaces inclusive of a variety of individual and group study spaces that have convenient access to collections and technology.
 - Address current space deficiencies and projected space needs generated by planned ten-year student enrollment and employee growth (faculty, staff and administrators).
 - Address the deferred maintenance backlog for the first three floors of Macklin Tower.
 - Complete building system and equipment upgrades and modernization to improve energy efficiency and provide acceptable and comfortable ambient environmental conditions for facility users to optimize experience.

a. Spatial Relationships

Certain relationships among and between spaces associated with the proposed Germantown Library are important in assuring the functionality of the library as described later in this section.

During the design of the proposed building, the following general relationships and criteria shall also be observed:

- The main entrance needs to be well-designed and functionally integrated with the service desk and signage to orient patrons and provide a good first impression. As part of the new library service model, the College will be combining the functions of the reference desk with circulation into a “One Stop” service desk to provide a consistent student and patron experience. This change is aimed at reducing patron confusion and improving their experience.
- High-traffic and active learning spaces, such as the Library Instruction Classrooms, and Group Study Rooms should be located closer to the Main Entry to ensure that library functions that generate noise do not compromise the quiet and silent study areas, which should be located farther away from the Main Entry.
- Special attention should be given to the materials and acoustic treatment of the Group Study Rooms and Library Instruction Rooms to ensure that noise is isolated from one room to another, as well as to the overall space. This will require a careful consideration on the level of transparency (which is desired for supervision purposes) in those spaces.
- In order to improve visibility and opportunities for daylight and views, when planning the space dedicated to library collections, the height of the library shelving should be a maximum of 66” or five-shelves high.
- The Open Seating/Study areas which are intended for quiet and/or silent study should be defined by areas of Collection to help mitigate acoustic and visual distractions occurring in library spaces which are noisy and active.
- The service desk should have visual access to the 2 Digital Learning Center (DLS) rooms, for shared use of these rooms.

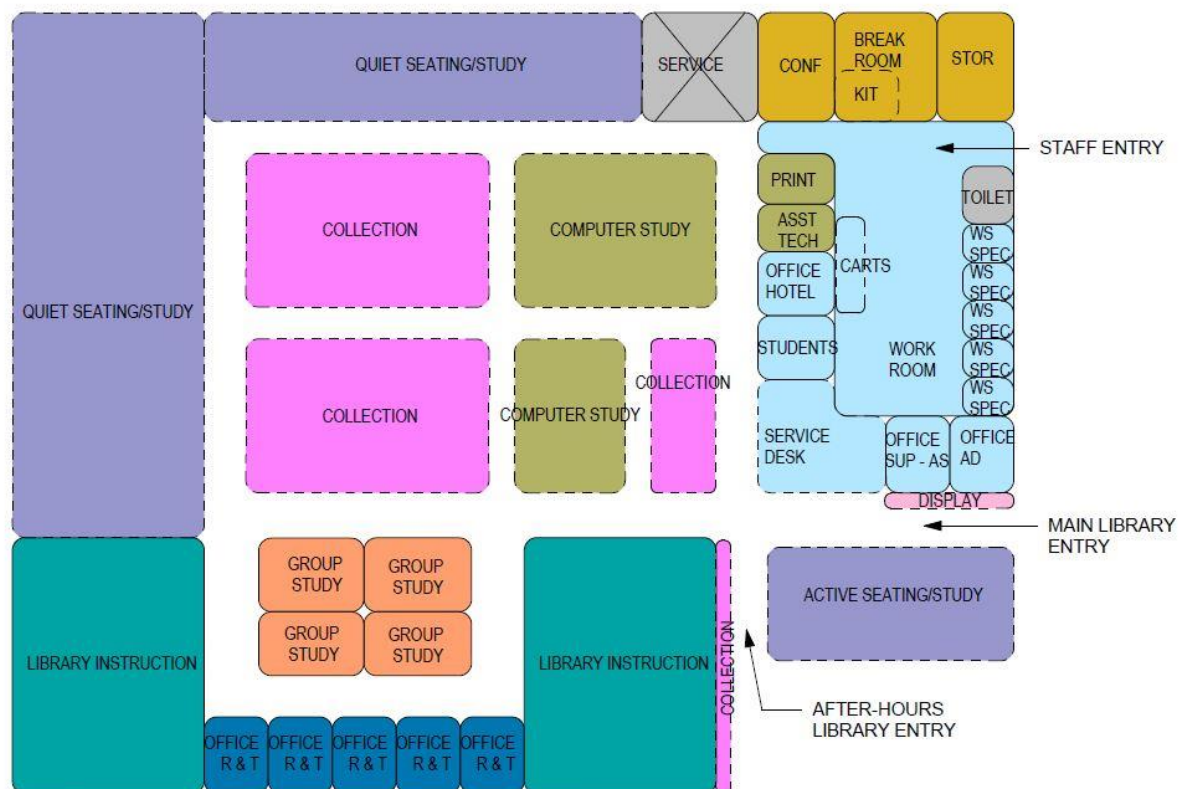


Figure E-5: Library Program Adjacency Diagram

b. Space Requirements

The Space Summary Table E-2 represents the entire program of required facilities for the new Germantown Library. The Space Summary is organized by functional and departmental groupings. The space descriptions immediately following each group provide the name of each space, the expected occupancy or capacity, and the area to be accommodated.

These statements are not intended to hinder or restrict the creative capabilities of the Consultant team; rather they represent project parameters that must be observed and included. They are intended to provide assistance to the Consultant and to establish the framework that will allow the complete project to serve the needs of Montgomery College.

It should be noted that, during the Schematic Design Phase, a complete list of equipment and furnishings required for each space (including support spaces,) will be provided by the College to the Consultant.

In addition, the Consultant must allow for a number of general building requirements in the design and construction of the project, which may, or may not, be accommodated for in the existing building. At a minimum, they include the following:

- Building Storage
- Toilet Rooms
- Communication / Data Equipment Rooms (including Server Rooms for instructional spaces and Main and Intermediate Distribution Frame (MDF / IDF) rooms)
- Mechanical Equipment Room(s)
- Electrical Equipment Room(s)
- Circulation

Table E-10: Library Room Summary List

Room Name	HEGIS Code	Room Total	Room Capacity	Room NASF	Total NASF
OFFICE AND CONFERENCE					2,065
Head Research and Teaching Librarian (FTS)	310	1	3	120	120
Research and Teaching Librarian (FTS)	310	4	3	110	440
Research and Teaching Hoteling	310	1	2	110	110
Associate Director - Floating	310	1	3	120	120
Access Services Supervisor (FTS)	310	1	3	120	120

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New Student Services Center

Part II: Facility Program

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Access Services Specialist (FTS)	310	5	1	64	320
Access Services Hoteling	310	1	3	110	110
Break Room	315	1	8	200	200
Kitchenette	315	1	N/A	75	75
Storage	315	1	N/A	225	225
Conference Room	350	1	10	225	225
CLASS LABORATORIES					2400
Library Instruction - Computer Laboratory	210	2	36+1	1200	2400
STUDY/STACK/PROCESSING					9,450
Group Study Room 1	410	1	8	175	175
Group Study Room 2	410	1	6	150	150
Group Study Room 3/Shared Family Study	410	1	6	150	150
Group Study Room 4/One-Button Studio	410	1	4	150	150
Collections	420	1	N/A	2,400	2,400
Open Study Space	430	1	TBD	4,500	4,500
Service Desk	440	1	2 to 4	300	300
Workroom - Access Services	440	1	N/A	400	400
Display	440	1	N/A	100	100
Assistive Technology	455	1	1	75	75
Cart Storage	445	1	N/A	50	50
Computer Study Area	410	1	40	1,000	1,000
PROPOSED LIBRARY					13,915

SPACE DATA SHEET

DEPARTMENT:	Library Research and Teaching
SUB UNIT NAME:	Head Research and Teaching Librarian
GROUP:	
SPACE:	Full Time Staff Office
CAPACITY:	1 + 2
TY:	120 NASF
NET PROGRAM AREA:	1
NO. REQUIRED:	310

FUNCTION: Administrative office sized to accommodate two guests

RELATIONSHIP: Adjacent to Research and Teaching Librarians

REQUIREMENTS:

- ADA Accessibility, standard for office use
- (1) 8' x 5'-6" L-shaped workstation with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, (1) tack board, and (1) tool tile; desk configuration to facilitate a Librarian/Student working together with digital display on a monitor arm
- (1) manager task chair
- (2) guest chairs
- (1) two-drawer lateral filing cabinet, 30" W
- (1) bookcase, 30" W
- (1) storage tower/wardrobe, 36" W
- (1) desktop computer and (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location, as well as empty junction box and raceway to accessible ceiling for alternate desk location/room configuration.
- (6) duplex electrical outlets total, with (2) outlets on opposite walls to allow for alternate desk location/room configuration.
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpeted floor and lay-in acoustical ceiling
- Lockable door
- Operable window with manual roller shade

SPACE DATA SHEET

DEPARTMENT:	Library Research and Teaching
SUB UNIT NAME:	Research and Teaching Librarian
GROUP:	
SPACE:	Full Time Staff Office
CAPACITY:	1 + 2
TY:	110 NASF
NET PROGRAM AREA:	4
NO. REQUIRED:	310

FUNCTION: Administrative office sized to accommodate two guests

RELATIONSHIP: Adjacent to Head Research and Teaching Librarians

REQUIREMENTS:

- ADA Accessibility, standard for office use
- (1) 8' x 5'-6" L-shaped workstation with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, (1) tack board, and (1) tool tile; desk configuration to facilitate a Librarian/Student working together with digital display on a monitor arm
- (1) manager task chair
- (2) guest chairs
- (1) two-drawer lateral filing cabinet, 30" W
- (1) bookcase, 30" W
- (1) storage tower/wardrobe, 36" W
- (1) desktop computer and (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location, as well as empty junction box and raceway to accessible ceiling for alternate desk location/room configuration.
- (6) duplex electrical outlets total, with (2) outlets on opposite walls to allow for alternate desk location/room configuration.
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpeted floor and lay-in acoustical ceiling
- Lockable door
- Operable window with manual roller shade

SPACE DATA SHEET

DEPARTMENT:	Library Research and Teaching
SUB UNIT NAME:	Research and Teaching Hoteling
GROUP:	
SPACE:	Hoteling Office
CAPACITY:	1 + 1
NET PROGRAM AREA:	110 NASF
NO. REQUIRED:	1
	310

FUNCTION: Administrative office to accommodate visiting library staff

RELATIONSHIP: Adjacent to Research and Teaching Librarians

REQUIREMENTS:

- ADA Accessibility, standard for office use
- (1) 8' x 5'-6" L-shaped workstation with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, (1) tack board, and (1) tool tile; desk configuration to facilitate a Librarian/Student working together with digital display on a monitor arm
- (1) manager task chair
- (1) guest chair
- (1) two-drawer lateral filing cabinet, 30" W
- (1) bookcase, 30" W
- (1) storage tower/wardrobe, 36" W
- (1) desktop computer and (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location, as well as empty junction box and raceway to accessible ceiling for alternate desk location/room configuration.
- (6) duplex electrical outlets total, with (2) outlets on opposite walls to allow for alternate desk location/room configuration.
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpeted floor and lay-in acoustical ceiling
- Lockable door
- Operable window with manual roller shade

SPACE DATA SHEET

DEPARTMENT:	Library Services
SUB UNIT NAME:	Associate Director
GROUP:	
SPACE:	Hoteling/Floating Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	120 NASF
NO. REQUIRED:	1
	310

FUNCTION: Administrative office sized to accommodate two guests

RELATIONSHIP: Adjacent to Access Services

REQUIREMENTS:

- ADA Accessibility, standard for office use
- (1) 8' x 5'-6" L-shaped workstation with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, (1) tack board, and (1) tool tile
- (1) manager task chair
- (2) guest chairs
- (1) two-drawer lateral filing cabinet, 30" W
- (1) bookcase, 30" W
- (1) storage tower/wardrobe, 36" W
- (1) desktop computer, (1) network printer, and (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location, as well as empty junction box and raceway to accessible ceiling for alternate desk location/room configuration
- (6) duplex electrical outlets total, with (2) outlets on opposite walls to allow for alternate desk location/room configuration
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpeted floor and lay-in acoustical ceiling
- Lockable door
- Operable window with manual roller shade

SPACE DATA SHEET

DEPARTMENT:	Library Access Services
SUB UNIT NAME:	Access Services Supervisor
GROUP:	
SPACE:	Full Time Staff Office
CAPACITY:	1 + 2
NET PROGRAM AREA:	120 NASF
NO. REQUIRED:	1
	310

FUNCTION: Administrative office sized to accommodate two guests

RELATIONSHIP: Adjacent to Service Desk

REQUIREMENTS:

- ADA Accessibility, standard for office use
- (1) 8' x 5'-6" L-shaped workstation with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, (1) tack board, and (1) tool tile
- (1) manager task chair
- (2) guest chairs
- (1) two-drawer lateral filing cabinet, 30" W
- (1) bookcase, 30" W
- (1) storage tower/wardrobe, 36" W
- (1) desktop computer, (1) network printer, and (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location, as well as empty junction box and raceway to accessible ceiling for alternate desk location/room configuration
- (6) duplex electrical outlets total, with (2) outlets on opposite walls to allow for alternate desk location/room configuration
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpeted floor and lay-in acoustical ceiling
- Lockable door
- Operable window with manual roller shade

SPACE DATA SHEET

DEPARTMENT:	Library Access Services
SUB UNIT NAME:	Access Services Specialist
GROUP:	
SPACE:	Full Time Staff Workstation
CAPACITY:	1
NET PROGRAM AREA:	64 NASF
NO. REQUIRED:	5
	310

FUNCTION: Workstation cubicle

RELATIONSHIP: Adjacent to Access Services Supervisor; Service Desk

REQUIREMENTS:

- ADA Accessibility, standard for office use
- Workstation with 60" H tack-able, acoustical panels
- (1) L-shaped worksurface with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, and (1) tool tile
- (1) task chair
- (1) desktop computer and (1) telephone

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location
- (2) duplex convenience outlets at the desk location as well as one or more duplex outlets on each wall, as per code requirements
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- None

SPACE DATA SHEET

DEPARTMENT:	Library Access Services
SUB UNIT NAME:	Access Services Hoteling
GROUP:	
SPACE:	Hoteling Office
CAPACITY:	1 + 1
NET PROGRAM AREA:	110 NASF
NO. REQUIRED:	1

FUNCTION: Hoteling office to accommodate visiting library staff

RELATIONSHIP: Adjacent to Access Services Supervisor

REQUIREMENTS:

- ADA Accessibility, standard for office use
- (1) 8' x 5'-6" L-shaped workstation with (1) pencil/box/file pedestal, (1) file/file pedestal, (2) overhead storage bins with task light, (1) tack board, and (1) tool tile
- (1) manager task chair
- (1) guest chair
- (1) two-drawer lateral filing cabinet, 30" W
- (1) bookcase, 30" W
- (1) storage tower/wardrobe, 36" W
- (1) desktop computer and (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice at desk location, as well as empty junction box and raceway to accessible ceiling for alternate desk location/room configuration
- (6) duplex electrical outlets total, with (2) outlets on opposite walls to allow for alternate desk location/room configuration
- Direct/Indirect LED general lighting as well as task lighting at desk

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpeted floor and lay-in acoustical ceiling
- Lockable door
- Operable window with manual roller shade

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Break Room
GROUP:	
SPACE:	Break Room
CAPACITY:	8
NET PROGRAM AREA:	200 NASF
NO. REQUIRED:	1
	315

FUNCTION: Informal lounge and dining space for library staff

RELATIONSHIP: Adjacent to Access Services

REQUIREMENTS:

- ADA Accessibility
- (2) 48" D tables
- (8) side chairs
- (4) lounge chairs
- (2) side tables
- (1) 4'x 4' tackboard
- (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as (1) data and (1) voice
- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Resilient tile flooring and lay-in acoustical ceiling
- Operable windows with manual roller shades

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Kitchenette
GROUP:	
SPACE:	Kitchenette
CAPACITY:	N/A
NET PROGRAM AREA:	75 NASF
NO. REQUIRED:	1
	315

FUNCTION: Staff Kitchenette for storing and preparing food

RELATIONSHIP: Adjacent to Break Room

REQUIREMENTS:

- ADA Accessibility
- 24" deep counter with storage cabinets below and 15" deep storage cabinets above
- (1) two-compartment sink
- (1) dishwasher
- (1) countertop microwave
- (1) toaster oven
- (1) coffee maker
- (1) refrigerator/freezer with icemaker
- (1) water cooler
- (1) wastebasket and (1) recycling bin

UTILITIES:

- WiFi access
- Increased ventilation to remove food odors
- Plumbing for sink, dishwasher, coffeemaker, and icemaker
- Above-counter GF duplex outlets to support countertop appliances; duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Resilient tile flooring and lay-in acoustical ceiling
- Natural light/fenestration is not required

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Storage
GROUP:	
SPACE:	Storage
CAPACITY:	N/A
NET PROGRAM AREA:	1
NO. REQUIRED:	315

FUNCTION: Storage room for supplies and materials

RELATIONSHIP: Adjacent to library staff spaces

REQUIREMENTS:

- ADA Accessibility
- 18" x 36" x 84" metal utility shelving along all walls

UTILITIES:

- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting

**SPECIAL
REQUIREMENTS:**

- Resilient tile flooring and lay-in acoustical ceiling
- Natural light/fenestration is not required

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Conference Room
GROUP:	
SPACE:	Conference Room
CAPACITY:	10
NET PROGRAM AREA:	225 NASF
NO. REQUIRED:	1
	350

FUNCTION: Room for staff meetings and group conferences

RELATIONSHIP: Adjacent to shared staff spaces

REQUIREMENTS:

- ADA Accessibility
- (1) 4" x 10' table with integral power, data, and a/v connections
- (10) conference chairs
- (1) credenza to support permanent laptop or CPU to push content to wall-mounted flat panel display
- (1) 65" wall-mounted flat panel display
- (1) 4' x 8' whiteboard, non-glare
- (1) wall-mounted flat panel display
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (1) conference telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as a power, data, and audio-visual connections to flat panel display to allow for laptop or CPU connection for content sharing
- Duplex convenience outlets on each wall, as per code requirements
- Floor outlet to support integrated conference table power, voice, data, and a/v connections
- Indirect/Direct LED general lighting
- Low-voltage wiring for room scheduling touch screen

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpet tile and lay-in acoustical ceiling

- Natural light/fenestration with room darkening capability

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Classroom Computer Laboratory
GROUP:	
SPACE:	Desktop Based Computer Laboratory
CAPACITY:	36 + 1
NET PROGRAM AREA:	1200 NASF
NO. REQUIRED:	1
	210

FUNCTION: General purpose classroom for lecture to support student library services and instruction.

RELATIONSHIP: Locate near Research and Teaching staff

REQUIREMENTS:

- (1) Smart Instructor's Work Station (SIWS)
- (1) 24" x 60" mobile instructor's table
- (1) instructors ergonomic task chair
- (18) 24" x 60" two-person student computer tables with integral power and wire management to support two desktop computers. At least two student stations must be wheelchair accessible
- (36) student ergonomic task chairs
- (1) 4' x 12' whiteboard, non-glare, centered on primary teaching wall; additional whiteboard surfaces as wall space allows.
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (1) 86" wall-mounted interactive touch-screen monitor mounted on primary teaching wall
- (4) 65" wall-mounted flat panel displays distributed on non-primary teaching walls to allow for student group work/additional sharing of digital content
- (36) desktop computers
- (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as power, data, voice, and audio outlets at SIWS
- Power, data, and audio to support wall-mounted short-throw projector
- Power and data to support student desktop computers
- Power, data, and audio-visual i/o panel below flat panel displays to allow for laptop connection for content sharing
- Duplex convenience outlets on each wall, as per code

**SPECIAL
REQUIREMENTS:**

- requirements
 - Indirect/Direct LED general lighting, dimmable, and zoned to allow lights adjacent to teaching wall to be separately controlled from remaining classroom lights
 - Crestron, or similar device, to control A/V for short-throw projector, flat-panel displays, lighting, and motorized shades
 - Low-voltage wiring for room scheduling touch screen
- Acoustical separation from adjoining spaces to provide privacy
- Resilient tile flooring and lay-in acoustical ceiling
- Operable windows with room darkening capability
- Motorized dual solar/blackout shades

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Classroom Computer Laboratory
GROUP:	
SPACE:	Laptop Based Computer Laboratory
CAPACITY:	36 + 1
NET PROGRAM AREA:	1200 NASF
NO. REQUIRED:	1
	210

FUNCTION: General-purpose active learning, project-based classroom to support student library services and instruction.

RELATIONSHIP: Locate near Research and Teaching staff

REQUIREMENTS:

- (1) Smart Instructor's Work Station (SIWS)
- (1) 24" x 60" mobile instructor's table
- (1) instructors ergonomic task chair
- (18) 24" x 60" mobile two-person student tables to support laptop use. At least two student station must be wheelchair accessible
- (36) student ergonomic task chairs
- (1) 4' x 12' whiteboard, non-glare, centered on primary teaching wall; additional whiteboard surfaces as wall space allows.
- (1) lockable laptop charging cart for (36) laptops
- (36) laptops with long-life batteries
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (1) 86" wall-mounted interactive touch-screen monitor mounted on primary teaching wall
- (4) 65" wall-mounted flat panel displays distributed on non-primary teaching walls to allow for student group work/additional sharing of digital content
- (1) telephone
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as power, data, voice, and audio outlets at SIWS
- Power, data, and audio to support wall-mounted short-throw projector
- Power in floor to allow for laptop charging during classroom use
- WiFi access as well as a power, data, and audio-visual i/o panel below flat panel displays to allow for laptop connection

for content sharing

- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting, dimmable, and zoned to allow lights adjacent to teaching wall to be separately controlled from remaining classroom lights
- Crestron, or similar device, to control A/V for short-throw projector, flat-panel displays, lighting, and motorized shades
- Low-voltage wiring for room scheduling touch screen

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Resilient tile flooring and lay-in acoustical ceiling
- Operable windows with room darkening capability
- Motorized dual solar/blackout shades

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Group Study Room
GROUP:	
SPACE:	Group Study Room 1
CAPACITY:	8
NET PROGRAM AREA:	175 NASF
NO. REQUIRED:	1
	410

FUNCTION: General-purpose study room to support analog and digital group collaboration and project-based study

RELATIONSHIP: Locate away from Library Instruction Classrooms and One-Button Studio

REQUIREMENTS:

- (1) 42" x 90" table
- (8) ergonomic task chairs
- (1) 4' x 8' whiteboard, non-glare, centered on wall
- (1) 54" wall-mounted flat panel display
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as a power, data, and audio-visual i/o panel below flat panel display to allow for laptop connection for content sharing
- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting
- Low-voltage wiring for room scheduling touch screen

SPECIAL REQUIREMENTS:

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpet tile floor and lay-in acoustical ceiling
- Glass sidelights and windows to allow for supervision of room

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Group Study Room
GROUP:	
SPACE:	Group Study Room 2
CAPACITY:	6
NET PROGRAM AREA:	150 NASF
NO. REQUIRED:	1
	410

FUNCTION: General-purpose study room to support analog and digital group collaboration and project-based study

RELATIONSHIP: Locate away from Library Instruction Classrooms and quiet open seating/study.

REQUIREMENTS:

- (1) 48" x 72" table
- (6) ergonomic task chairs
- (1) 4' x 8' whiteboard, non-glare, centered on wall
- (1) 54" wall-mounted flat panel display
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as a power, data, and audio-visual i/o panel below flat panel display to allow for laptop connection for content sharing
- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting
- Low-voltage wiring for room scheduling touch screen

SPECIAL REQUIREMENTS:

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpet tile floor and lay-in acoustical ceiling
- Glass sidelights and windows to allow for supervision of room

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Group Study Room
GROUP:	
SPACE:	Group Study Room 3/Shared Family Study
CAPACITY:	6
NET PROGRAM AREA:	150 NASF
NO. REQUIRED:	1
	410

FUNCTION: General-purpose study room to support analog and digital group collaboration and project-based study; as well as to provide a study room resource for a student with a young child(ren).

RELATIONSHIP: Locate away from Library Instruction Classrooms and One-Button Studio

REQUIREMENTS:

- (1) 42" x 72" table
- (6) ergonomic task chairs
- (1) 4' x 8' whiteboard, non-glare, centered on wall
- (1) 54" wall-mounted flat panel display
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (2) 36"W x 18"D full-height lockable storage cabinets
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as a power, data, and audio-visual i/o panel below flat panel display to allow for laptop connection for content sharing
- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting
- Low-voltage wiring for room scheduling touch screen

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpet tile floor and lay-in acoustical ceiling
- Glass sidelights and windows to allow for supervision of room

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Group Study Room
GROUP:	
SPACE:	Group Study Room 4/One-Button Studio
CAPACITY:	4
NET PROGRAM AREA:	150 NASF
NO. REQUIRED:	1
	410

FUNCTION: General-purpose study room to support analog and digital group collaboration and project-based study. Room will also have dual function as a one-button studio space for audio and video production and playback.

RELATIONSHIP: Locate near Computer Study; locate away from Library Instruction

REQUIREMENTS:

- (1) 48" x 48" table
- (4) ergonomic task chairs
- (1) 4' x 8' whiteboard, non-glare, centered on wall
- (1) 54" wall-mounted flat panel display
- (1) Room Scheduling touch screen, mounted outside room adjacent to door
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as a power, data, and audio-visual i/o panel below flat panel display to allow for laptop connection for content sharing
- High-quality microphones and speakers for sound capture and playback
- Wall-mounted PTZ camera for video capture
- Digital audio mixing console
- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting
- Low-voltage wiring for room scheduling touch screen

**SPECIAL
REQUIREMENTS:**

- Acoustical separation from adjoining spaces to provide privacy, as well as in-room acoustical treatment to allow for quality audio capture
- Modular carpet tile floor and lay-in acoustical ceiling
- Glass sidelights and windows to allow for supervision of room,

- with manual shades to provide room darkening/privacy during video production
- Console or credenza with source and control equipment

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Collection
GROUP:	
SPACE:	Collection
CAPACITY:	
TY:	2,400 NASF
NET PROGRAM AREA:	N/A
NO. REQUIRED:	420

FUNCTION: Shelving area containing fiction, non-fiction, reference, periodical, audio-visual, and reserves collections

RELATIONSHIP: Locate on first, second, and third floors

REQUIREMENTS:

- Combination of 36"W x 48"H and 36"W x 66"H single-face and double-face shelving units as needed to accommodate 4,116 LF of collection.
- Shelving requirements assume 75% capacity per shelf
- Collection (noted in LF):

Books:	3,500
Folios:	189
Reference:	14
Children:	69
Periodicals:	33
Audiovisual:	157
Reserves:	99
Paperbacks:	35
B & T:	20

UTILITIES:

- Indirect/Direct LED general lighting to allow for clear visibility of book titles
- Floor boxes at each end of shelving runs to accommodate plug-in bookshelf mounted LED lighting.
- Floor mounted power and data as required at shelving end panels to support digital library catalog stations

**SPECIAL
REQUIREMENTS:**

- None

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Seating/Open Study
GROUP:	
SPACE:	Seating/Open Study
CAPACITY:	TBD
NET PROGRAM AREA:	4,500 NASF
NO. REQUIRED:	N/A
	430

FUNCTION: Open area that supports a range of activities including informal and formal group collaboration, reading, and focused individual study

RELATIONSHIP: Locate on all three floors, adjacent to natural light

REQUIREMENTS:

- A variety of seating, table, and study carrel options to accommodate a diversity of postures and learning preferences.
- Seating/Open Study on the first floor configured to support collaboration. Seating/Open Study on the second and third floors configured to support quiet, individual focused study

UTILITIES:

- WiFi access
- Indirect/Direct LED general lighting to allow for good visibility of reading and study materials
- Floor and wall mounted power as required to provide ample access to all seating, table, and study carrel areas

SPECIAL REQUIREMENTS:

- Noise control is important to minimize the disturbance from activities and talking in other areas of the library
- Absorptive wall, floor, ceiling, and furnishings surfaces
- Modular carpet tile and lay-in acoustical ceiling
- Provide architectural elements to zone seating/open study areas and create a visual buffer from one space to another, while allowing for easy staff supervision of the overall space

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Access Services
GROUP:	
SPACE:	Service Desk
CAPACITY:	2-3
NET PROGRAM AREA:	300 NASF
NO. REQUIRED:	1
	440

FUNCTION: A common service point that allows for an efficient handling of transactions for the library's collections

RELATIONSHIP: Locate adjacent to the main entry and Access Services staff

REQUIREMENTS:

- 16 LF of desk at multiple levels (or with a height-adjustability) to meet ADA standards as well as provide library staff with an appropriate ergonomic work surface
- (3) desktop computers, (1) printer, and (2) telephones
- (3) ergonomic adjustable stools
- (1) depressible book return cart
- Adequate space behind desk for storage of library book carts
- Ample storage below desk for circulation related materials

UTILITIES:

- WiFi access
- Utilize MC current IT/AV Cabling Standards
- Power and data to support specialized circulation and materials security equipment
- Staff intercom with a ringer and visual indicator connecting to Access Services Workroom
- Power and data to support theft-detection gates at main entry
- Indirect/Direct LED general lighting with decorative accent lighting above desk to provide visual interest

SPECIAL REQUIREMENTS:

- Provide universal access for handicapped/non-handicapped patrons and staff
- Provide good visibility to main entrance

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Access Services
GROUP:	
SPACE:	Workroom
CAPACITY:	N/A
NET PROGRAM AREA:	400 NASF
NO. REQUIRED:	1

FUNCTION: Workspace to support the processing of library materials

RELATIONSHIP: Locate adjacent to Service Desk

REQUIREMENTS:

- 18 LF of countertop with base cabinet storage and open shelving above
- (2) laptop charging carts for (20) laptops
- (1) telephone
- (8) half-height lockers for student workers' use
- (1) 4' x 4' tackboard
- (1) telephone and (1) network copy/print/scan

UTILITIES:

- WiFi access
- Utilize MC current IT/AV Cabling Standards
- Above-counter power and data to support library processing equipment, as well as duplex convenience outlets on each wall, as per code requirements
- Staff intercom with a ringer and visual indicator connecting to Service Desk
- Indirect/Direct LED general lighting

**SPECIAL
REQUIREMENTS:**

- Resilient flooring to accommodate rolling book carts

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Display
GROUP:	
SPACE:	Display
CAPACITY:	N/A
NET PROGRAM AREA:	100 NASF
NO. REQUIRED:	N/A
	440

FUNCTION: Library shelving and other display oriented furniture used to highlight featured collections and popular materials

RELATIONSHIP: Locate adjacent to the main entry and along major paths of circulation

REQUIREMENTS:

- Library shelving to support face-out display of materials
- Provide ample space around displays to encourage browsing
-

UTILITIES:

- Integrated display lighting

SPECIAL REQUIREMENTS:

- None

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Assistive Technology
GROUP:	
SPACE:	Assistive Technology
CAPACITY:	2
NET PROGRAM AREA:	75 NASF
NO. REQUIRED:	1
	455

FUNCTION: Room to support library users with disabilities who require specialized equipment and software for learning

RELATIONSHIP: Locate adjacent to Computer Study

REQUIREMENTS:

- (1) 30" x 72" adjustable height table
- (2) ergonomic task chairs
- (2) desktop computer with large monitors
- Sorenson Video Relay Service (VRS)
- (1) Desktop video magnifier equipment
- (1) TV/ VCR/DVD
- (1) scanner
- (1) wastebasket and (1) recycling bin

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as a power and data to support desktop computer and motorized adjustable height table
- Duplex convenience outlets on each wall, as per code requirements
- Indirect/Direct LED general lighting

SPECIAL REQUIREMENTS:

- Acoustical separation from adjoining spaces to provide privacy
- Modular carpet tile floor and lay-in acoustical ceiling
- Glass sidelights and windows to allow for supervision of room

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Access Services
GROUP:	
SPACE:	Cart Storage
CAPACITY:	N/A
NET PROGRAM AREA:	50 NASF
NO. REQUIRED:	1
	445

FUNCTION: Open space for the accommodation of library book carts

RELATIONSHIP: Locate within Access Services work area

REQUIREMENTS:

- Eight (8) mobile book carts

UTILITIES:

- Indirect/Direct LED general lighting

**SPECIAL
REQUIREMENTS:**

- Resilient floor and lay-in acoustical ceiling

SPACE DATA SHEET

DEPARTMENT:	Library
SUB UNIT NAME:	Computer Study
GROUP:	
SPACE:	Computer Study Area
CAPACITY:	40
NET PROGRAM AREA:	1000 NASF
NO. REQUIRED:	1
	410

FUNCTION: Open space with desktop computer workstations to support student research and completion of classroom assignments

RELATIONSHIP: Locate on the first floor adjacent to Service Desk

REQUIREMENTS:

- Computer benching tables to accommodate (40) workstations that are a minimum of 30"W per station
- (40) ergonomic task chairs
- (40) desktop computers

UTILITIES:

- Utilize MC current IT/AV Cabling Standards
- WiFi access as well as power and data to support 60 desktop computers
- Indirect/Direct LED general lighting

**SPECIAL
REQUIREMENTS:**

- None

LIBRARY COLLECTION DATA

The following table represents Library Collection Data

Table E-11: Collection Projections

Collection Shelving Projections Germantown Library							Oct-19
Collection	Current Shelving (LF)	Current Shelving Used (LF)	Shelving needed now if 75%=full (LF)	Projected Collection Change in 2 years	Shelving needed in 2 years if 75% full (LF)	Shelving Reduction in 2 Years if 75%full (LF)	% Reduction from current available shelving
GT-Books	5,269	3,088	4,117	-15%	3,500	1,769	34%
GT-Childrens	125	61	81	-15%	69	56	45%
GT-Folios	216	167	223	-15%	189	27	12%
GT-RefBooks	12	12	16	-15%	14	(2)	-13%
GT-Periodicals	72	29	39	-15%	33	39	54%
GT-CDs	21	18	24	-15%	20	1	3%
GT-IVIDs	0	0	-	0%	-	-	0%
GT-DVDs	189	103	137	0%	137	52	27%
GT-Reserves	228	74	99	0%	99	129	57%
GT-Paperback	36	31	41	-15%	35	1	2%
GT-B&T Books	36	15	20	0%	20	16	44%
TOTAL	6,204	3,598	4,797		4,116	2,088	34%
Notes: Assumes 75% = full in 2 years Industry standard appears to be that 75% = full All calculations assume that all shelves are used Reserves and media generally held at 0% except RV planned weed of 25%							

3. Cafeteria Overview

The new Germantown Cafeteria will support students and staff dining needs at the Germantown Campus by providing nutritious and diverse menu throughout the day.

The objectives to be accomplished by this project in support of the goals/initiatives of the College include:

- Provide an appealing and modern single-story dining space where students can eat and socialize without having to leave the campus.
- Deliver space that is configured, furnished and equipped to be flexible in supporting large-scale gathering and activities.
- Design the cafeteria to open to an outdoor space that connects to the existing campus quad.
- Address current space deficiencies and projected space needs generated by planned ten-year student enrollment and employee growth (faculty, staff and administrators).
- Provide a larger kitchen to address the current inadequate space for campus catering.

a. Spatial Relationships

During the design of the proposed building, the following general relationships and criteria shall also be observed:

- The main entrance needs to be well-designed and functionally integrated with the servery, and signage to orient patrons and provide a good first impression.
- The kitchen and servery spaces should allow for efficient staffing and management.
- A freight elevator needs to connect the cafeteria to the loading dock on the ground level below.

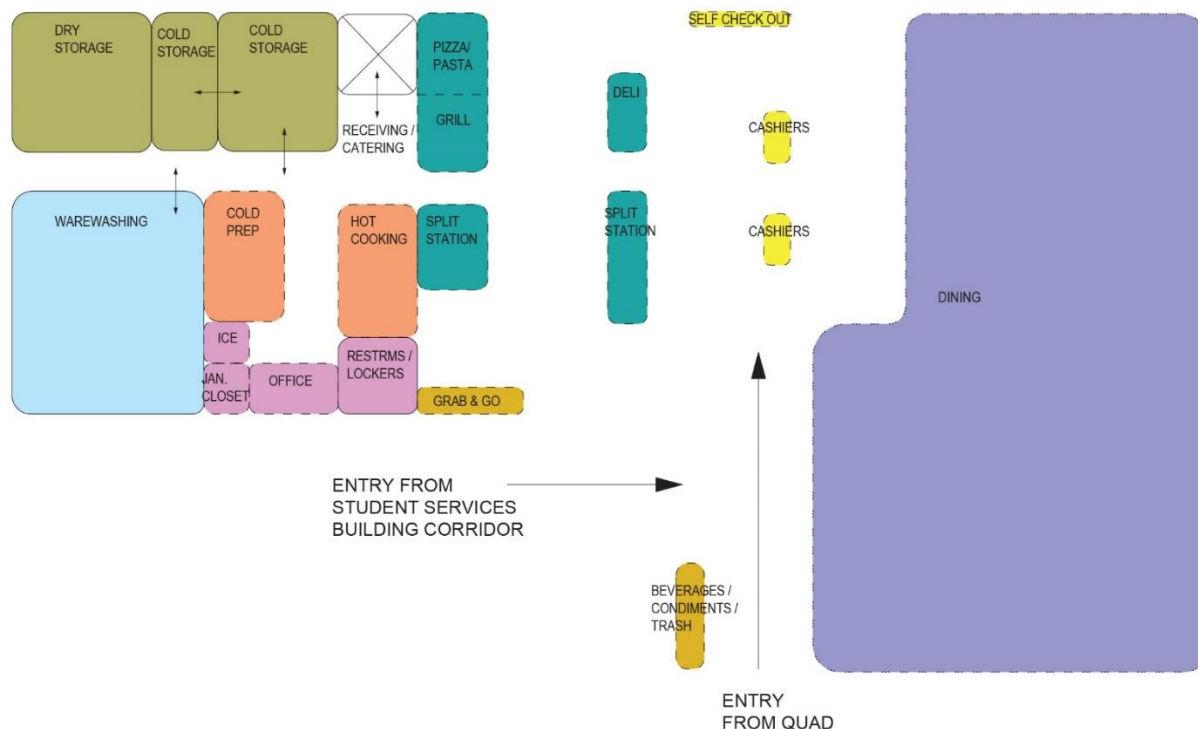


Figure E-6: Cafeteria Program Adjacency Diagram

b. Spatial Requirements

The Space Summary Table E-3 represents the entire program of required facilities for the new Germantown Cafeteria. The space descriptions immediately following each group provide the name of each space, the expected occupancy or capacity, and the area to be accommodated.

These statements are not intended to hinder or restrict the creative capabilities of the Consultant team; rather they represent project parameters that must be observed and included. They are intended to provide assistance to the Consultant and to establish the framework that will allow the complete project to serve the needs of Montgomery College.

It should be noted that, during the Schematic Design Phase, a complete list of equipment and furnishings required for each space (including support spaces,) will be provided by the College to the Consultant.

In addition, the Consultant must allow for a number of general building requirements in the design and construction of the project, which may, or may not, be accommodated for in the existing building. At a minimum, they include the following:

- Building Storage
- Toilet Rooms

- Communication / Data Equipment Rooms (including Server Rooms for instructional spaces and Main and Intermediate Distribution Frame (MDF / IDF) rooms)
- Mechanical Equipment Room(s)
- Electrical Equipment Room(s)
- Circulation

Table E-12: Cafeteria Room Summary List

STUDENT AFFAIRS - FOOD SERVICE	Room Use Code (HEGIS)	Room Capacity	Room Total	Room NASF	Total NASF 15,543
Dining Seating	630	300	1	6200	6200
Servery	635	50	1	3400	3400
Kitchen	630	15	1	2900	2900
Warewashing	635	10	1	972	843
Storage	635	1	1	200	200
Café	630	15	1	2000	2000

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
SUB UNIT NAME:	Foodservice
GROUP:	Foodservice Staff
SPACE:	Campus Dining
CAPACITY:	300
NET PROGRAM AREA:	6200
ROOM USE CODE (HEGIS):	630

FUNCTION: Gathering space for customers to enjoy their purchased food and beverages from the Campus Servery.

RELATIONSHIP: Adjacent to Campus Servery, Close proximity to Campus Kitchen

REQUIREMENT: Equipment TBD, but could include:

- Condiment Counter
- Waste Counter(s) / Waste Containers
- Tray Return

UTILITIES:

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
SUB UNIT NAME:	Foodservice
GROUP:	Foodservice Staff
SPACE:	Campus Servery
CAPACITY:	50
NET PROGRAM AREA:	3400
ROOM USE CODE (HEGIS):	635

FUNCTION: Final prep and cooking for menu choices made by customers.

Menu to be as developed by the selected concessionaire.

RELATIONSHIP: Adjacent to Campus Kitchen, Adjacent to Campus Dining

REQUIREMENT: Some breakfast and lunch stations will be shared.

- Comfort / Traditional Foods Station (Breakfast only)
- Continental Breakfast Station (Breakfast only)
- Grill Station (Breakfast and Lunch)
- Beverages Station (Breakfast and Lunch)
- Allergen (Salad) / Soup Station (Lunch only)
- Pizza / Pasta Station (Lunch only)
- Deli Station (Lunch only)
- Authentic Ethnic Station (Lunch only)
- Grab & Go Area (Breakfast and Lunch)
- Manned Cashier Station(s)
- Self-Check-Out Station(s)
- Possible Tray Pick-up

Equipment TBD by selected concessionaire, but could include:

- Griddle
- Charbroiler
- Fryer
- Pressure fryer
- Pizza oven

- Wok
- Type 1 hood(s)
- Surface fire suppression system(s)
- Provide the ability to accommodate up to 3500 cfm of Type 1 grease exhaust.
- Hood to be connected to dedicated ducts and fan.
- Breaching station
- Fry dump station
- Fry holding/wrapping/packing station
- Sandwich make-up station
- Slicer
- Drop-in wells, cold/hot/dual temp
- Heated shelves
- Mobile worktable(s)
- Worktable(s)
- Reach-in refrigerator(s)
- Reach-in freezer(s)
- Hand sink(s)
- Work sink(s)
- Service counters
- Food shields with lights/heat
- Grab and Go refrigerated units
- POS equipment

UTILITIES:

TBD, but could include:

- High / Low Voltage
- Data
- Natural Gas
- Cold Water
- Hot Water
- Indirect Waste
- Direct Waste
- Drains to FOG separated, to be confirmed by local code

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
SUB UNIT NAME:	Foodservice
GROUP:	Foodservice Staff
SPACE:	Campus Kitchen
CAPACITY:	15
NET PROGRAM AREA:	2900
ROOM USE CODE (HEGIS):	630

FUNCTION: Prepare and cook food for sale in the servery, provide space for storage of food products stored at refrigerated and ambient temperature, clean and sanitize pots, pans, serving wares and catering china.

RELATIONSHIP: Adjacent to Campus Servery, Close proximity to Loading Dock, Close proximity to Campus Dining

REQUIREMENT: Equipment TBD, but could include:

Cold Storage

- Panelized Walk-in Refrigerator
- 36" Door with vision panel and concealed locking device
- Diamond tread on lower half of inner and outer door surfaces
- Stainless Steel exterior where exposed.
- Manufacturer's standard finish where unexposed
- Insulated floor with 4" wearing slab set into 8" floor depression.
- Floor finished in quarry tile to match kitchen; includes coved quarry tile base
- LED Lights with wiring conduit above the ceiling panels; no exposed conduit inside the compartment
- Remote refrigeration system
- Connect this device to the emergency generator.
- Route drain such that it does not interfere with shelving placement.

- Install drain such that it is protected from mechanical damage from shelving or carts.
- Walk-in temperature sensors to be mounted at the air inlet to the blower coil, not at the door.
- Provide as part of a walk-in refrigerator/freezer complex consisting of the one refrigerator room and one freezer room.
- Panelized Walk-in Freezer
- 36" Door with vision panel and concealed locking device
- Diamond tread on lower half of inner and outer door surfaces
- Stainless Steel exterior where exposed.
- Manufacturer's standard finish where unexposed
- Insulated floor with 4" wearing slab set into 8" floor depression.
- Floor finished in quarry tile to match kitchen; includes coved quarry tile base
- LED Lights with wiring conduit above the ceiling panels; no exposed conduit inside the compartment
- Remote refrigeration system
- Connect this device to the emergency generator.
- Route drain such that it does not interfere with shelving placement.
- Install drain such that it is protected from mechanical damage from shelving or carts.
- Walk-in temperature sensors to be mounted at the air inlet to the blower coil, not at the door.
- Provide as part of a walk-in refrigerator/freezer complex consisting of the one refrigerator room and one freezer room.

Dry Storage

- Mobile shelving with lockable casters to suit room size

Hot Cooking

- Tilting Skillet, 40 Gal
- Tilting Kettle, 40 Gal
- Tilting Kettle 25 Gal
- (2) 20 Pan Combi Oven
- 2-Deck Convection Oven
- 48" Charbroiler
- 48" Griddle
- 4-Burner Range
- Fryer Battery w/Filter, 2 Tanks and Dump
- Floor Trough(s)
- Type 1 Hood(s)

- Surface Fire Suppression System(s)
- Microwave Oven
- Hand Sink(s)
- Provide the ability to accommodate up to 3500 cfm of Type 1 grease exhaust.
- Hood to be connected to dedicated ducts and fan.

Cold Prep

- (2) 2-Door Reach-in Refrigerator
- 2-Door Reach-in Freezer
- Mobile Warmer Cabinet(s)
- Automatic Slicer with stand
- 5-Qt Food Processor with stand
- 20-Qt Mixer with stand
- 60-Qt Mixer
- Hand Sink(s)
- Work Sink(s)
- Mobile Worktable(s)
- Catering carts(s)
- Hand Sink(s)

Dishwashing / Pot Washing

- Mechanized Pot Sink
- Soiled and Clean Pot Shelf
- 3 HP Waste Disposer
- 44" Dishwasher
- 70oF Rise Booster Heater
- Soiled and Clean Dishtable
- Clean ware Storage Cart(s)
- Clean ware Storage Shelf(s)
- Clean ware Storage Rack(s)
- Hand Sink(s)
- Exhaust duct connected to dishwasher A/R.
- Provide additional exhaust to keep ambient temperature and humidity in the comfort zone
- Ventilate room for humidity and odors

Janitors Closet

- Mop Sink
- Mop Holder
- Shelving Unit for chemical storage

Office

- Money safe
- Computers/monitors/printers
- Electronic Menu Boards control equipment and wiring for same

Restroom(s) / Lockers

- NIKEC by Architect

Ice

- (2) 1400lb Icemaker
- 1600lb Ice Bin
- Floor Trough

UTILITIES:

TBD, but could include:

- High / Low Voltage
- Natural Gas
- Cold Water
- Hot Water
- Indirect Waste
- Direct Waste
- Drains to FOG separated, to be confirmed by local code

SPECIAL REQUIREMENTS:

SPACE DATA SHEET

DEPARTMENT:	Student Affairs
SUB UNIT NAME:	Foodservice
GROUP:	Foodservice Staff
SPACE:	Campus Cafe
CAPACITY:	15
NET PROGRAM AREA:	2000
ROOM USE CODE (HEGIS):	630

FUNCTION: Prepare beverages and serve pastries for sale, provide space for storage of food products stored at refrigerated and ambient temperature, clean and sanitize serving wares.

RELATIONSHIP: Adjacent to Campus Library, Adjacent to seating, Close proximity to Restrooms

REQUIREMENT: Equipment TBD, but could include:

Front of House

- Service Counter(s)
- Espresso Machine
- Coffee Machine
- Coffee Dispensers
- Undercounter Reach-in Refrigerator(s)
- Undercounter Ice Maker with Bin
- Waste Containers
- Blenders
- POS
- Grab and Go Refrigerated Unit
- Pastry Display Case
- Hand Sink(s)
- Work Sink(s)
- Back Counter

Back of House

- Reach-in Refrigerator(s)
- Mobile shelving with lockable casters to suit room size
- Three compartment sink
- Soiled and Clean Pot Shelf
- Clean ware Storage Shelf(s)

- Hand Sink(s)
- Mop Sink
- Mop Holder
- Shelving Unit for chemical storage
- Office Desk
- Money safe
- Computers/monitors/printers
- Electronic Menu Boards control equipment and wiring for same

UTILITIES:

TBD, but could include:

- High / Low Voltage
- Data
- Natural Gas
- Cold Water
- Hot Water
- Indirect Waste
- Direct Waste
- Drains to FOG separated, to be confirmed by local code

SPECIAL REQUIREMENTS:

- Accessible, flexible system to supply current and future
- Power, data, voice, and video connections
- Acoustical separation from adjoining spaces to provide privacy
- Anti-static carpeted floor and acoustical ceiling
- Lockable door (high volume of student data)
- Natural fenestration required; operable windows and window treatments

Appendix A

PROJECT REVIEW CHECKLIST

Project Title: New Student Services Building at Montgomery College, German Campus

Project Location: 20200 Observation Drive, Germantown, MD 20876; Intersection of Campus Way South and Maryland Route 202. Montgomery County; Route 118 (Germantown Road) and Observation Drive.

Project Description: The new Student Services Building project, as proposed, is for the design and construction of a new 87,585 NASF/153,660 GSF building on an existing surface parking lot. The primary purpose is to consolidate and house a variety of student service functions and programs in other facilities on campus in one building and to address planned enrollment growth and existing and future space and programmatic needs.

Approximate Funding Share			
LOCAL	STATE	FEDERAL	OTHER
\$42,878,000	\$42,878,000		

TIER I

Y N

- X** ☐ 1. Does the project add capacity to an existing facility or provide new capacity for an area not currently served by the facility?
- X** ☐ 2. Does the project facilitate changes in the existing pattern of growth?

If answer to either question is “yes,” proceed to Tier 2.

TIER 2

- X** ☐ 1. Is the project consistent with the local comprehensive plan?
- X** ☐ 2. Does the project support development in a suitable area, a designated development area, or a redevelopment area?
- X** ☐ 3. Can the project be designed to prevent adverse impacts to sensitive areas?
- X** ☐ 4. If in a rural area, does the project promote compact growth in existing population centers?
- X** ☐ 5. Does the project provide opportunities to conserve resources?
- X** ☐ 6. Does the project promote economic growth and development in accord with the other elements of the State’s Growth Policy?

Explain “no” answer on reverse. If determination is that the project is “inconsistent,” proceed to Tier 3.

TIER 3

- ☐ **X** 1. Do extraordinary circumstances exist which make the project or action necessary to construct despite a finding of inconsistency in Tier 2? If so, document.
- ☐ **X** 2. Is there no reasonably feasible alternative to the project? If so, document.

Determination: **X Consistent**

☐ **Inconsistent with extraordinary circumstances**

Sponsor Agency Contact: Ms. Kerry Norberg

Phone: 240.567.7358

PROJECT CONSISTENCY REPORT

This review is undertaken by the State of Maryland pursuant to §5-7A-02 of the State Finance and Procurement Article. Projects or actions are evaluated for consistency with the State's Economic Growth, Resource Protection, and Planning Policy in accord with Executive Order 01.01.1992.27.

Project Title: New Student Services Building at Montgomery College, German Campus

Project Location: 20200 Observation Drive, Germantown, MD 20876; Intersection of Campus Way South and Maryland Route 202. Montgomery County; Route 118 (Germantown Road) and Observation Drive.

Project Description: The new Student Services Building project, as proposed, is for the design and construction of a new 87,585 NASF/153,660 GSF building on an existing surface parking lot. The primary purpose is to consolidate and house a variety of student service functions and programs in other facilities on campus in one building and to address planned enrollment growth and existing and future space and programmatic needs.

Approximate Funding Share (Total: Design, Construction and F&E)

LOCAL	STATE	FEDERAL	OTHER
\$42,878,000	\$42,878,000		

Determination ☒ Consistent

☐ Inconsistent with extraordinary circumstances

 Brief description of extraordinary circumstances:

Sponsor Agency: Montgomery College

Date: May 01, 2020

Sponsor Agency Contact: Ms. Kerry Norberg

Phone: 240.567.7358

Return to: State Clearinghouse
 Maryland Department of Planning
 301 West Preston Street
 Baltimore MD 21201-2365
 410-767-4490; FAX 410-767-4480

NEW BUILDING PROJECT CHECKLIST
Montgomery College -New Student Services Building at Germantown

Item #	Item	YES	No	N/A	Narrative in:
A	Architectural style preferences	x			<i>Part II Program</i>
B	Work Schedules or phases	x			<i>Part I Program</i>
C	Coordination with Master Development Plan	x			<i>Part I Program</i>
D	Funding Constraints	x			<i>Part I Program</i>
E	Site selected	x			<i>Part I/II Program</i>
F	Preferred Vistas	x			<i>Part II Program</i>
G	Excavation, clearing, razing constraints	x			<i>Part II Program</i>
H	Other Construction in Area	x			<i>Part I/II Program</i>
I	Utilities on site	x			<i>Part I/II Program</i>
J	Special design features	x			<i>Part I/II Program</i>
K	Space Needs: Present and Future				
	Entire Facility	x			<i>Part I/II Program</i>
	Functional areas	x			<i>Part I/II Program</i>
	Rooms	x			<i>Part I/II Program</i>
L	Space Needs: Net Sq. Footage				
	Entire Facility	x			<i>Part I/II Program</i>
	Functional areas	x			<i>Part I/II Program</i>
	Rooms	x			<i>Part I/II Program</i>
M	Special dimension and space requirements	x			<i>Part II Program</i>
N	Nature of work and services described	x			<i>Part II Program</i>
O	Functional and spatial layouts	x			<i>Part II Program</i>
P	Workload projects	x			<i>Part II Program</i>
Q	Special working hours or shifts	x			<i>Part II Program</i>
R	Work flow described	x			<i>Part II Program</i>
S	Clerical - professional ratio			x	
T	Client - staff ratio			x	
U	Client - staff traffic preferences			x	
V	Office layout preferences	x			<i>Part I/II Program</i>

W	Special room/area features	x			Part II Program
X	Climate control considerations	x			Part II Program
Y	Furniture and equipment needs	x			Part II Program
Z	Special lighting needs	x			Part II Program
AA	Information technology needs (voice, video, data, wireless)	x			Part II Program
BB	Special access/egress requirements	x			Part II Program
CC	Preferred Floor, wall or ceiling material	x			Part II Program

DD	Security Considerations				
	Electrically controlled doors	x			Part II Program
	TV-monitoring system	x			Part II Program
	Secured utilities	x			Part II Program
	Secured windows	x			Part II Program
	Motion Detectors	x			Part II Program
	Door and window alarm	x			Part II Program
EE	Alarm links to offsite locations	x			Part II Program
FF	Considerations to be given to:				
	Equipment storage and maintenance	x			Part II Program
	Heat and sound insulation	x			Part II Program
	Linen and janitor closets	x			Part II Program
	Utility area	x			Part II Program
	Physical plant needs	x			Part II Program
	Trash removal	x			Part II Program
	Delivery dock	x			Part II Program
	Escalator, elevator, stairways	x			Part II Program
	Fire protection and sprinklers	x			Part II Program
	Food preparation and delivery	x			Part II Program

	Dining Facilities	x			<i>Part I/II Program</i>
	Client and staff transportation systems			x	
	Signage and entranceway needs	x			<i>Part II Program</i>
	Accommodations for youth, aged, and handicapped	x			<i>Part II Program</i>
	Restroom and shower facilities	x			<i>Part II Program</i>
	Special water supply or utility needs	x			<i>Part II Program</i>
	Recreation/play areas			x	

UTILITY PROJECT CHECKLIST
Montgomery College -New Student Services Building at Germantown

Item #	Item	YES	No	N/A
a.	Zoning Consideration	x		
b.	Energy management and conservation consideration	x		
c.	Temperature control system described (preferably DDC)	x		
d.	Condition and capacity of underground items lines	x		
e.	Central or individual steam service	x		
f.	Condition and capacity of existing sewage system	x		
g.	Fuel oil storage (tank capacity in gallons)			x
h.	Service road for fuel deliveries			x
i.	Facility for bulk fuel deliveries			x
j.	Present water lines adequate	x		
k.	Special size and location of water lines			x
l.	Special water supply and treatment			x
m.	140 F water to dishwashers, janitor slop sinks	x		
n.	110° F water to patient rooms, rest rooms, other areas.	x		
o.	Visual/audible alarm and automatic shut off for hot water	x		
p.	Sinks provided in special areas	x		
q.	System for handling trash and garbage explained	x		
r.	Incinerator requirements			x
s.	Life-cycle costs analysis required for HVAC system	x		
t.	Compliance with ASHRAE 90.1-1989	x		
u.	HVAC designed to allow repairs to one component without affecting entire system (distribution zone isolation valves)	x		
v.	Need to convert boilers to gas or dual fuel (ASHRAE 62-1989)			x
w.	Special ventilation requirements	x		
x.	Attic ventilation required			x
y.	Electronic Data Processing area considerations			x
z.	Storm window installation			x
aa.	Thermopane and tinted glass installation	x		
bb.	Security grilles for duct work	x		
cc.	Kitchen and lab hoods supplied with independent sources of makeup area	x		
dd.	Fuseable links in dampers resettable and accessible	x		
ee.	Voltage capacity identified	x		
ff.	Amperage services identified	x		

UTILITY PROJECT CHECKLIST (continued)

Item #	Item	YES	No	N/A
gg.	Adequate transformer capacity	x		
hh.	Capacity of emergency generators identified	x		
ii.	Overhead or underground distribution system	x		
jj.	Looped (reverse return) or non-looped distribution system	x		
kk.	Electrical code service performance	x		
ll.	Service power factor specified	x		
mm.	Lighting system described (high efficiency lamps & ballasts)	x		
nn.	Intercom system required	x		
oo.	Smoke detectors installed	x		
pp.	Fire alarm system adequate:	x		
	Tied into local Fire Department	x		
	Coded alarm system	x		
	Testable	x		
	Trouble alarm	x		
qq.	Describe type and condition of communication distribution system (Fiber optic, data, voice)	x		

1. SITE DEVELOPMENT CHECKLIST

(a) Land Use and Acquisition Criteria Checklist

Project: New Student Services Building at Germantown Campus DGS Project No: _____

Requesting Agency: Montgomery College Date: May 01, 2020

This check list shall be used by the Department of General Services (DGS) to determine the feasibility and suitability of land for construction sites for proposed State of Maryland facilities.

This form shall be completed for programs which exclusively involve a site improvement or as a supplement to projects involving the construction of a new building. This form will generally not be required for programs involving the alteration, conversion, renovation or restoration of an existing structure or for utility projects.

This list shall be completed in its entirety by the Requesting Agency and submitted with the recommendation of the Requesting Agency for acceptance or rejection of the site, to the Secretary of DGS prior to consideration of the site for acquisition.

Should technical assistance be required to complete this checklist, the Requesting Agency should contact DGS for staff assistance.

I. SITE LOCATION:

1. County: Montgomery, City/Town: Germantown, Street Address 20200 Observation Drive, Germantown, MD 20876
2. Boundaries (streets, steams, etc.) Intersection of Campus Way South and Maryland Route 202. Montgomery County; Route 118 (Germantown Road) and Observation Drive
3. SHA County Map (Scale: 1" = miles): Attach copy showing property and surrounding area to a five-mile radius. Indicate property in red.

II. SITE DESCRIPTION:

1. Size of property: 228.7 Acres
2. Existing Easements and Rights-of-Way (check and indicate on property plat):

gas transmission	<u>X</u>	mineral rights	<u> </u>
electrical	<u>X</u>	storm drainage	<u>X</u>
sanitary sewers	<u>X</u>	other (specify)	<u>X (Forest Con.)</u>
water	<u>X</u>		
telecom cable	<u>X</u>		

SITE DEVELOPMENT CHECKLIST (continued)

3. Existing Improvements (check):
- A. Building(s) X; Paved Roads X; Paved Parking Lots X; Wells _____;
Walks X; Retaining Walls X; Fences _____; Septic System(s) _____; Existing Building:
Owner Occupied X Tenant Occupied _____ Length of Lease _____ Other
_____(specify).
- B. Building: No. of Stories 4; Gross Area 153,660 sq. ft.; Length N/A ft.;
Width N/A ft.
- C. Paved Areas: Length 430 ft.; Width 170 ft.; Area 73,100 sq. ft.
4. Present Zoning and Land Use:
- A. Existing Zoning (specify): LSC-2.0 H-100 T
- B. Existing land Use (check): Farmland _____; Commercial _____;
Industrial _____; Residential _____; Other Institutional/Community Facility.
5. Surface Characteristics:
- | | |
|-------------------------|-------------------------------|
| Wetlands | <u>N/A</u> |
| Wooded | <u>N/A</u> |
| Lakes, Streams or Ponds | <u>N/A</u> |
| Swamps | <u>N/A</u> |
| Agricultural | <u>N/A</u> |
| Improved Land | <u>X</u> |
| with Structures | <u>(parking and roadways)</u> |
| Other | <u>N/A</u> |
6. Surface Soil Characteristics: Residual TBD _____%; Alluvial _____%;
Artificial Fill TBD _____%; Marine Clays _____%; Hydric _____%;
7. Underlying Geologic Strata (check): Alluvial Deposit TBD _____%; Artificial
Fill TBD _____%; Crystalline Rocks _____%; Sedimentary Rocks _____%;
Limestone _____%;
8. Depth and Type of Rock Below Surface: Depth ~4 ft; Type Bedrock
Depth and Type of Water Table Surface: Depth >6.5ft Type _____
9. Topography:
- A. Variance in Grades: precipitous _____% steep (Approx.) 20%
rolling to flat (Approx.) 80%
- B. Supplemental Information (check):

SITE DEVELOPMENT CHECKLIST (continued)

	<u>Attached</u>	<u>Not</u>	<u>Available</u>
Photogrammetry (obtain from Dept./Agriculture; DGS)	<u>No</u>	<u> </u>	<u> </u>
USDA Photos (obtain from Dept./Agriculture)	<u>No</u>	<u> </u>	<u> </u>
USCGS (National Geodetic Survey) Maps	<u>No</u>	<u> </u>	<u> </u>
Field Survey - Topographical	<u>No</u>	<u> </u>	<u> </u>
Flood Plain/Wetlands (FEMA)	<u>No</u>	<u> </u>	<u> </u>

10. Existing Drainage Characteristics (check): Inlets/storm drains X; nearby streams ; on-site streams ; lakes X; roadway ditches ; adjacent properties drain to subject site ; other (specify).
11. Wildlife Habitat (check): Flyway ; Wetland ; Woodland X.
12. Accessibility to Site (check): Direct access from improved road X; direct access from unimproved road ; direct access from improved right-of-way ; direct access from unimproved right-of-way ; single access ; multiple access .

III. PROPERTY PLAT AND DEED

1. Plat (copy attached) X (check)
2. Deed (copy attached) (check)
3. Liber & Folio (copy attached) if plat & deed are not available (check)
4. Ownership (check)

Federal	<u> </u>	(Agency)	<u> </u>
State	<u> </u>	(Agency)	<u> </u>
County	<u> X </u>	(Agency)	<u> MC </u>
City/Town	<u> </u>	(Agency)	<u> </u>
Private	<u> </u>	(Single/Joint/Estate)	<u> </u>
Corporate	<u> </u>	Other (specify)	<u> </u>

IV. UTILITIES & SERVICES:

1. Indicate on property plat and location map the availability of the following:

Type	Capacity/Size	Distance from Site (If on-site, designate "o.s.")
Electric	<u> X </u>	<u> </u>
Storm System	<u> X </u>	<u> </u>
Sanitary Sewer	<u> X </u>	<u> </u>
Water (public)	<u> X </u>	<u> </u>
Gas	<u> X </u>	<u> </u>
Telephone	<u> X </u>	<u> </u>
Telecommunications	<u> X </u>	<u> </u>

SITE DEVELOPMENT CHECKLIST (continued)

2. Nearest Fire Department: Location: 801 Russell Ave,
Gaithersburg, MD 20879
Distance to site: 3 Miles
3. Public Parking available (check) Yes X; No _____;
Distance from site Within 10 minute walk Ft; No. spaces
available 1,656 Describe Surface Parking
4. Well Water (check): Available N/A (public) Not Available _____; Potable _____
5. Percolation Tests: Indicate areas on property plat where they have been performed and circumstances whereby testing was accomplished. Furnish available supporting data or information:
Test performed N/A (public). Satisfactory _____. Unsatisfactory _____.
6. Drainage Outfall: Indicate on property plat and location to the nearest location for the disposal of storm water from the subject site.

V. PROPOSED LAND USE COMPATIBILITY:

1. Proposed Zoning (specify) LSC-2.0 H-100 T (no change)
2. Proposed parking requirements (number): Autos Addressed Campus-Wide
Other: Addressed Campus-Wide.

3. Floodplain Management (check):
- | | |
|---------------------|------------|
| 5-year Floodplain | <u>N/A</u> |
| 10-year Floodplain | <u>N/A</u> |
| 25-year Floodplain | <u>N/A</u> |
| 50-year Floodplain | <u>N/A</u> |
| 100-year Floodplain | <u>N/A</u> |

4. Project Coordination (check):
- | | Yes | No | Not Applicable |
|--|----------|----|----------------|
| Local Government Acceptance | <u>X</u> | | |
| County Government Acceptance | <u>X</u> | | |
| Compatible with State Highway Administration Plans | | | |
| Community Acceptance | <u>X</u> | | |
| Approved Dept. Budget and Management | <u>X</u> | | |
| Other _____ | | | |

5. Aircraft-Landing Flight Path (check):
On site _____; adjacent to site _____ (____); N/A X

SITE DEVELOPMENT CHECKLIST (continued)

6. Indicate on property plat:
- A. Present ownership and development of each surrounding property.
- B. Proposed development of surrounding undeveloped property.
7. Historical, Archaeological or Unusual Features (check):

landmarks	<u>N/A</u>	unusual geologic formations	<u>N/A</u>
historic site	<u>N/A</u>	unusual large trees that might be	<u>N/A</u>
historic buildings	<u>N/A</u>	recorded in State or National registry	<u>N/A</u>

Ms. Kerry Norberg (240)-557-7358
(Prepared by and Phone)

Campus Planner
(Title)

Attachments (check):

1. X SHA County Map (with information indicated thereon)
2. X Property Plat (with information indicated thereon)
3. Property Deed
4. X Topographical
5. Other _____

(b) Site Development Checklist Supplement

This form is a supplement to the “Checklist: Land Use and Acquisition Criteria” form and shall likewise be submitted for programs which exclusively involve a site improvement or as an attachment to projects which pertain to the construction of a new building.

	Yes	No	N/A
1. Site selected	x		
2. State-titled property		x	
3. Map, plat or sketch provided	x		
4. Land/space needs estimated	x		
5. Estimates on number of occupants, participants or visitors at site	x		
6. Other construction in the area	x		
7. Special work scheduling requirements	x		
8. Excavation, demolition, clearing work required	x		
9. Unusual site considerations explained		x	
10. Hazards on/near site		x	
11. Curb or guttering required for drainage	x		
12. Special sediment control considerations		x	
13. Turn-around space for trucks considered	x		
14. Construction storage area available	x		
15. Sanitary sewer at site	x		
16. Potable water at site	x		
17. Electric power at site	x		
18. Irrigation needs		x	
19. Seeding or sodding requirements	x		
20. Parking considerations:	x		
No. of present spaces	x		
No. of new spaces	x		
Special vehicle space	x		
Handicapped parking	x		
22. Special construction material requirements		x	
23. Lighting considerations:	x		
Sidewalks	x		
Parking area	x		
Roads	x		
Play/activity area		x	
Sign	x		
Flag		x	
24. Accommodations for handicapped	x		
25. Telecommunication needs	x		
26. Security requirements	x		
27. Fencing needs		x	
28. Fire protection system	x		
29. Play/outdoor area provided		x	

(b) Site Development Checklist Supplement(continued)

	Yes	No	N/A
30. Seating and furniture needs	x		
31. Restroom and shower facilities Seasonal/Year Round		x	
32. Special equipment requirements		x	
33. Special storage space needs		x	
34. Underground or above ground tanks; new/planned		x	
35. Archeological significant features		x	
36. Clearing house approval	x		

NOTE: For each item checked yes, ensure an explanatory narrative is included in the body of the program.



LEGEND



- | | | | |
|--------------------|-----------------------------|------------------------------------|--------------------------|
| Armory | Courthouse | Hospital w/ 24-hour Emergency Room | Radio/Microwave/TV Tower |
| Boundary Monument | Id. Dept. of Agriculture | Library | Rest Area with Restrooms |
| Building/Structure | Fire/Rescue | Lighthouse | School |
| Camping Facility | Garage/SHA/County/Municipal | Motor Vehicle Administration | Shopping Center/Mall |
| College/Junior | College/University | Police Station | Yacht Club/Marina |
| City/Town Hall | Hospital | | |



NORTH

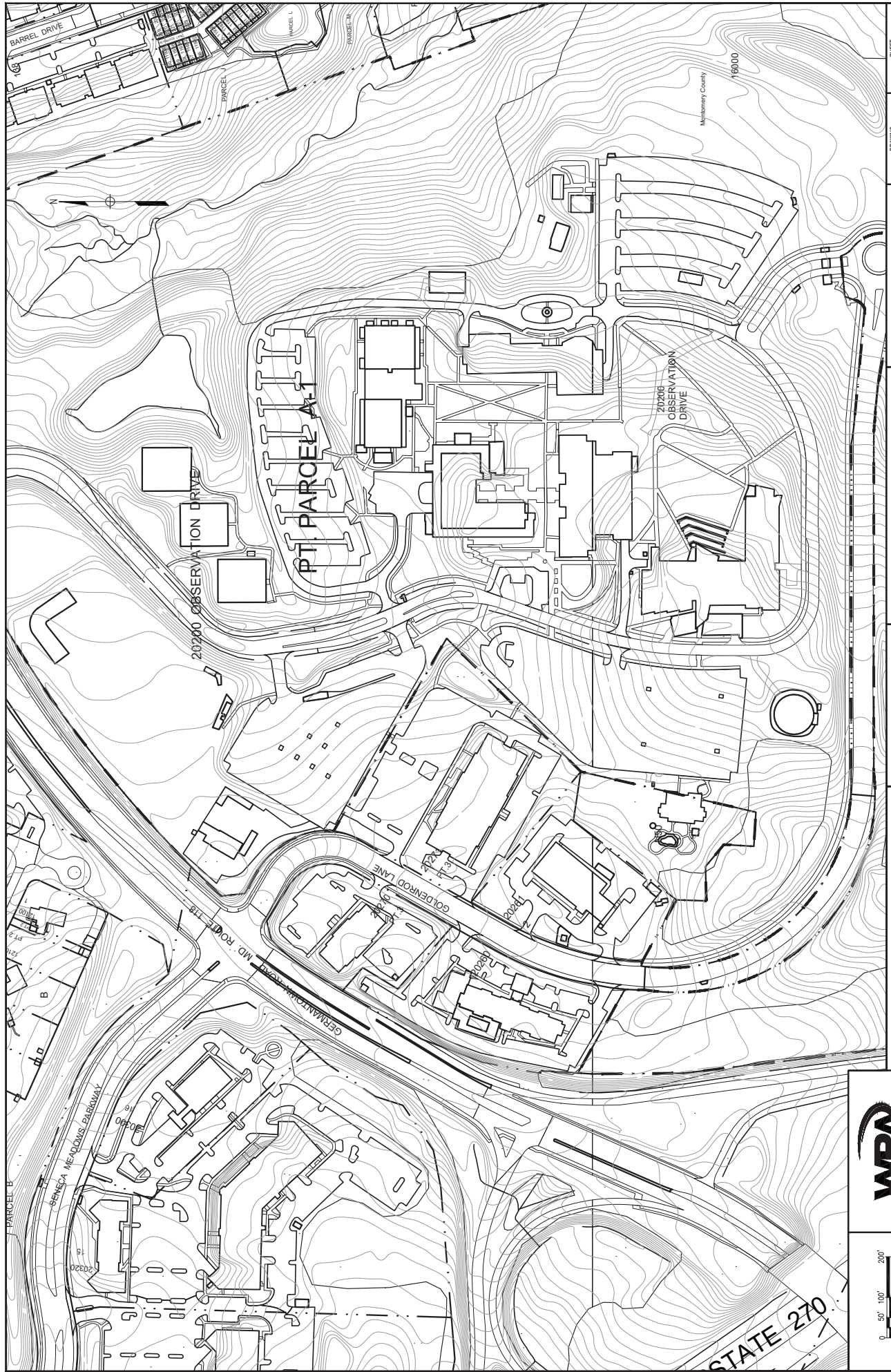
SCALE

2000 0 2000 4000 FEET

0.5 0 0.5 1 MILE

0 0 0 0 2 KILOMETERS

MARYLAND GENERAL HIGHWAY
STATEWIDE GRID MAP
DAMASCUS MAP NO. D-10 &
ROCKVILLE MAP NO. E-10



0 50' 100' 200'
SCALE: 1" = 100'



MONTGOMERY COLLEGE

CLIENT

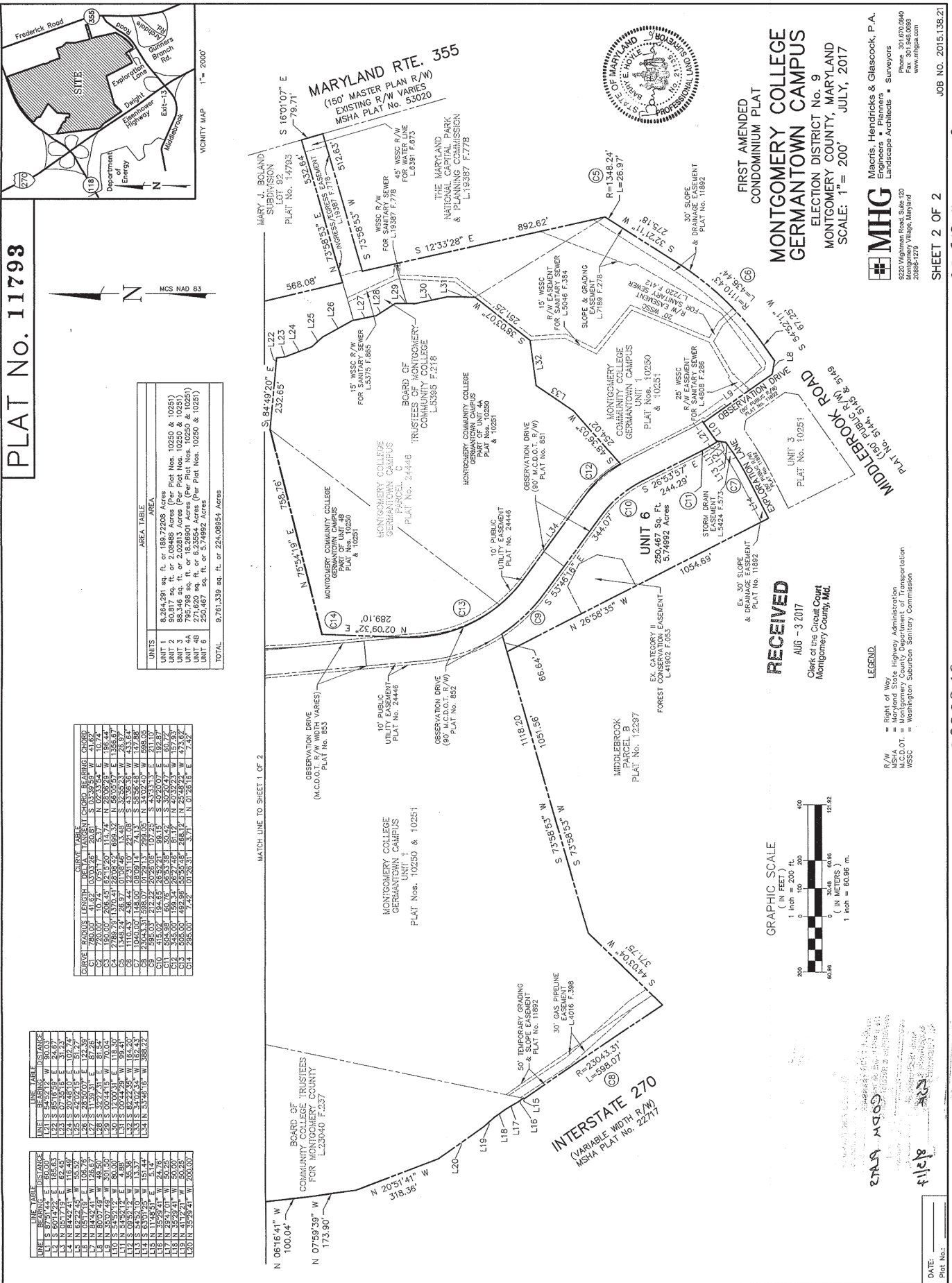
WORK ORDER NO. 90311-001

NEW STUDENT SERVICES BUILDING AT GERMANTOWN CAMPUS

CIS TOPOGRAPHY AND PROPERTY MAPS

DRAWING

SHEET



LINE TABLE

LINE	BEARING	DISTANCE	AREA
L1	S 87°16'41" E	100.04'	0.0000
L2	S 60°14'22" E	185.63'	0.0000
L3	S 87°16'41" E	24.67'	0.0000
L4	S 20°48'10" E	102.72'	0.0000
L5	N 62°22'45" W	55.59'	0.0000
L6	N 84°42'15" E	51.27'	0.0000
L7	N 84°42'15" E	17.20'	0.0000
L8	N 80°07'49" W	48.50'	0.0000
L9	N 84°42'15" E	81.42'	0.0000
L10	N 84°42'15" E	113.50'	0.0000
L11	N 84°42'15" E	99.41'	0.0000
L12	N 84°42'15" E	113.50'	0.0000
L13	N 84°42'15" E	113.50'	0.0000
L14	N 84°42'15" E	113.50'	0.0000
L15	N 84°42'15" E	113.50'	0.0000
L16	N 84°42'15" E	113.50'	0.0000
L17	N 84°42'15" E	113.50'	0.0000
L18	N 84°42'15" E	113.50'	0.0000
L19	N 84°42'15" E	113.50'	0.0000
L20	N 84°42'15" E	113.50'	0.0000

LINE TABLE

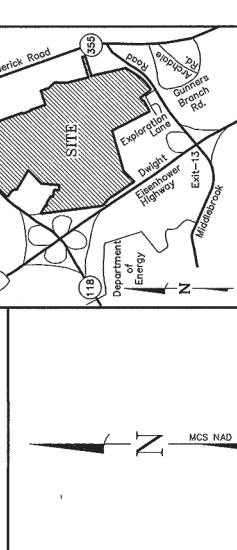
LINE	BEARING	DISTANCE	AREA
L21	S 44°52'15" E	50.03'	0.0000
L22	S 85°16'58" E	24.67'	0.0000
L23	S 20°48'10" E	102.72'	0.0000
L24	N 62°22'45" W	55.59'	0.0000
L25	N 84°42'15" E	51.27'	0.0000
L26	N 84°42'15" E	17.20'	0.0000
L27	N 80°07'49" W	48.50'	0.0000
L28	N 84°42'15" E	81.42'	0.0000
L29	N 84°42'15" E	113.50'	0.0000
L30	N 84°42'15" E	99.41'	0.0000
L31	N 84°42'15" E	113.50'	0.0000
L32	N 84°42'15" E	113.50'	0.0000
L33	N 84°42'15" E	113.50'	0.0000
L34	N 84°42'15" E	113.50'	0.0000
L35	N 84°42'15" E	113.50'	0.0000
L36	N 84°42'15" E	113.50'	0.0000
L37	N 84°42'15" E	113.50'	0.0000
L38	N 84°42'15" E	113.50'	0.0000
L39	N 84°42'15" E	113.50'	0.0000
L40	N 84°42'15" E	113.50'	0.0000

CURVE TABLE

CURVE	POINT	CHORD	AREA
C1	70.00'	100.00'	0.0000
C2	70.00'	100.00'	0.0000
C3	70.00'	100.00'	0.0000
C4	70.00'	100.00'	0.0000
C5	70.00'	100.00'	0.0000
C6	70.00'	100.00'	0.0000
C7	70.00'	100.00'	0.0000
C8	70.00'	100.00'	0.0000
C9	70.00'	100.00'	0.0000
C10	70.00'	100.00'	0.0000
C11	70.00'	100.00'	0.0000
C12	70.00'	100.00'	0.0000
C13	70.00'	100.00'	0.0000
C14	70.00'	100.00'	0.0000
C15	70.00'	100.00'	0.0000
C16	70.00'	100.00'	0.0000
C17	70.00'	100.00'	0.0000
C18	70.00'	100.00'	0.0000
C19	70.00'	100.00'	0.0000
C20	70.00'	100.00'	0.0000

AREA TABLE

UNITS	AREA
UNIT 1	8,264.291 sq. ft. or 189.7208 Acres
UNIT 2	8,264.291 sq. ft. or 189.7208 Acres
UNIT 3	8,264.291 sq. ft. or 189.7208 Acres
UNIT 4	8,264.291 sq. ft. or 189.7208 Acres
UNIT 5	8,264.291 sq. ft. or 189.7208 Acres
UNIT 6	8,264.291 sq. ft. or 189.7208 Acres
TOTAL	9,761,339 sq. ft. or 224.08954 Acres



MHG
Morris, Hendricks & Glascock, P.A.
Engineers, Surveyors
5220 Wiggins Road, Suite 120
Montgomery Village, Maryland
20854-1278
Phone: 301.670.0640
Fax: 301.548.0693
www.mhga.com

LEGEND
R/W = Right of Way
M.C.D.O.T. = Montgomery County Department of Transportation
WSSC = Washington Suburban Sanitary Commission

DATE: _____
Plot No.: _____

SHEET 2 OF 2

MSA 51264-7717-2

XA-19

ENVIRONMENTAL ASSESSMENT FORM (EAF)

This form is to assist the reviewers in determining whether a proposed action could cause significant natural and socio-economic environmental effects and thus require an Environmental Effects Report.

DEPARTMENT: Maryland Higher Education Commission

DIVISION: _____

AGENCY: Montgomery College

PROJECT TITLE: New Student Services Building at Montgomery College, German Campus

PREDICTED DATES: COMMENCEMENT: July 2022 (Design)

COMPLETION: July 2027 (Construction)

PROJECTED COST: \$85,756,000 (Design, Construction and F&E)

1. Background Information

a. Give a brief description of the proposed action/project.

The new Student Services Building project, as proposed, is for the design and construction of a new 87,585 NASF/153,660 GSF building on an existing surface parking lot. The primary purpose is to consolidate and house a variety of student service functions and programs in other facilities on campus in one building and to address planned enrollment growth and existing and future space and programmatic needs.

b. Describe the geographical area(s) which will be affected by the action/project.

The project site is located on the Germantown Campus of Montgomery College, within coordinates of 1900 1242137.436ftUSE 553965.948ftUSN the Maryland Grid system.

2. Assessment of Significant Environmental Effects

- a. The following questions should be answered by placing a check in the appropriate column(s). If desirable, the "comments attached" column can be checked by itself or in combination with an answer of "yes" or "no" to provide additional information or to overcome an affirmative presumption.

In answering the questions, the significant beneficial and adverse, short and long term, effects of the proposed action, on-site and off-site, during construction and operation should be considered.

A.	LAND USE CONSIDERATIONS	YES	NO	Comments
1	Will the action be within the 100 year flood plain?		x	
2	Will the action require a permit for construction or alteration within the 50-year flood plain?		x	
3	Will the action require a permit for dredging, filling, draining or alteration of a wetland?		x	
4	Will the action require a permit for the facilities for solid waste disposal including dredge and excavation spoil?		x	
5	Will the action occur on slopes exceeding 15%?	x		
6	Will the action require a grading plan or a sediment control permit?	x		x
7	Will the action require a mining permit for deep or surface mining?		x	
8	Will the action require a permit for drilling a gas or oil well?		x	

9	Will the action require a permit for airport construction?		x	
10	Will the action require a permit for the crossing of the Potomac River by conduits, cables or other like devices?		x	
11	Will the action affect the use of a public recreation area, park, forest, wildlife management area, scenic river or wild land?		x	
12	Will the action affect the use of any natural or man-made features that are unique to the Country, State, or Nation?		x	
13	Will the action affect the use of an archaeological or historical site or structure?		x	

B.	WATER USE CONSIDERATIONS	YES	NO	Comments
14	Will the action require a permit for the change of the course, current, or cross-section of a stream or other body of water		x	
15	Will the action require the construction, alteration or removal of a dam, reservoir or waterway obstruction?		x	
16	Will the action change the overland flow of storm water or reduce the absorption capacity of the ground?	x		x
17	Will the action require a permit for the drilling of a water well?		x	
18	Will the action require a permit for water appropriation?		x	
19	Will the action require a permit for the construction and operation of facilities for treatment or distribution of water?		x	
20	Will the action require a permit for the construction and operation of facilities for sewage treatment and/or land disposal of liquid waste derivatives?		x	

B.	WATER USE CONSIDERATIONS (continued)	YES	NO	Comments
21	Will the action result in any discharge into surface or sub-surface water?		x	
22	If so, will the discharge affect ambient water quality parameters and/or require a discharge permit?		x	

C.	AIR USE CONSIDERATIONS	YES	NO	Comments
23	Will the action result in any discharge into the air?		x	
24	If so, will the discharge affect ambient air quality parameters or produce a disagreeable order?		x	
25	Will the action generate additional noise which differs in character of level from present conditions?	x		
26	Will the action preclude future use of related air space?		x	

27	Will the action generate any radiological, electrical, magnetic, or light influences?		x	
----	---	--	---	--

D.	PLANT AND ANIMALS	YES	NO	Comments
28	Will the action cause the disturbance, reduction or loss of any rare, unique or valuable plant or animal?		x	
29	Will the action result in the significant reduction or loss of any fish or wildlife habitats?		x	
30	Will the action require a permit for the use of pesticides, herbicides or other biological, chemical or radiological control agents?		x	

E.	SOCIO-ECONOMIC	YES	NO	Comments
31	Will the action result in a preemption or division of property or impair their economic use?		x	
32	Will the action cause relocation of activities, structures or result in a change in the population density or distribution?		x	
33	Will the action alter land values?	x		x
34	Will the action affect traffic flow and volume?	x		x
35	Will the action affect the production, extraction, harvest or potential use of a scarce or economically important resource?		x	
36	Will the action require a license to construct a sawmill or other plant for the manufacture of forest products?		x	

E.	SOCIO-ECONOMIC (continued)	YES	NO	Comments
37	Is the action in accord with federal, state, regional and local comprehensive or functional plans - including zoning?	x		
38	Will the action affect the employment opportunities for persons in the area?		x	
39	Will the action affect the ability of the area to attract new sources of tax revenue?		x	
40	Will the action discourage present sources of tax revenue from remaining in the area, or affirmatively encourage them to relocate elsewhere?		x	
41	Will the action affect the ability of the area to attract tourism?		x	

F.	OTHER CONSIDERATIONS	YES	NO	Comments
42	Could the action endanger the public health, safety or welfare?		x	
43	Could the action be eliminated without deleterious effects to public health, safety, welfare or the natural environment?			N/A
44	Will the action be of statewide significance?	x		x
45	Are there any other plans or actions (federal, state, country or private) that in conjunction with the subject action could result in a cumulative or synergistic impact on the public health, safety, welfare or environment?		x	
46	Will the action require additional power generation or transmission capacity?		x	

G.	CONCLUSION	YES	NO	Comments
47	This agency will develop a complete environmental effects report on the proposed action.		x	

Notes:

5: The project will disturb a small grassy area of the project site with slopes in excess of 15% located in between two surface parking lots. To address regrading of this area a grading and sediment and erosion plan will be developed in accordance with all County and State requirements.

6: The project will disturb existing land area some of which is improved with surface parking and roadways the other area maintained as lawn. A grading plan and sediment and erosion control plan and permit will be required in accordance with Maryland and Montgomery County requirements.

16: The project will change the overland flow of water and the absorption rate of the site. A stormwater management plan and permit will be required in accordance with Maryland and Montgomery County requirements.

25: Construction activities will temporarily generate noise during the construction of the project. Construction noise will be limited to the greatest extent practical to minimize disruption to classes and the adjacent neighbors. There will be no long term generation of noise that differs from the character of the level of present conditions.

33: The project will result in new facilities and infrastructure that will increase the value of the land.

34: The project includes roadway and intersection improvements to address projected capacity needs and better manage the flow of traffic.

44: The project will be partially state funded. This investment will result in dollars to local and state design and construction companies and vendors for development and completion of the project resulting in positive economic impacts. In addition, the project will result in additional educational capacity to meet current projected workforce demands in Montgomery County and Maryland.

Maryland Higher Education Commission
FY 2022 Capital Budget
Capital Project Summary
Impact Statement: Page 1 of 2

Montgomery College

Montgomery College	Project Schedule:	New Student Services Building, Germantown Campus
New Student Services Building, Germantown Campus	Design Start:	(July 1, 2022)
Kerry Norberg, 240.567.7358	Design End:	(May 1, 2023)
Project First Listed in Master Plan: FMP 2002-2012	Construction Start:	(September 1, 2023)
Project Funding Scheduled: FY23 (July 1, 2022)	Construction End:	(September 1, 2026)
	F&E:	(June 1, 2027)
	Project Completion:	(September 01, 2027)

PROJECT DESCRIPTION & JUSTIFICATION: INCLUDE IMPACT ON SPACE, ENROLLMENTS & STATE INITIATIVES

Description & Justification:

The new Student Services Building project, as proposed, is for the design and construction of a new 87,585 NASF/153,660 GSF building on an existing surface parking lot. The primary purpose is to consolidate and house a variety of student service functions and programs in other facilities on campus into one building and to address planned enrollment growth and existing and future space and programmatic needs. The goals to be accomplished by this project, in support of the College mission and related strategic initiatives, include:

1. Consolidate Student Affairs, Library and support functions and units to improve operational efficiency and delivery of student programs and services as a means to increasing student retention and achievement and degree completion.
2. Address current space deficiencies and projected space needs generated by the planned ten-year student enrollment and employee growth (faculty, staff and administrators).
3. Support the "One College" strategic initiative to provide a consistent student experience with student programs, services and resources.
4. Deliver space that is configured, furnished and equipped to support the new Raptor Central and Library service models approved by the College at each campus.
5. Deliver space to create a "Learning Commons" in the library to include more student-centered spaces inclusive of a variety of individual and group study spaces that have convenient access to collections and technology.

1. Please explain the impact of this project on local and/or Maryland workforce shortages (e.g., STEM, Allied Health, etc.)?

Montgomery College continues to attract highly qualified students who are the future to addressing many of the state's projected workforce demand shortage areas. The proposed project will improve library programming and services and will yield more effective support of all College academic programs and courses. This project will also strengthen the academic support and service infrastructure for all students, faculty and staff to better support performance and enrich the student experience. Improved performance will result in greater student achievement and preparation of qualified graduates to address current and projected workforce shortages throughout the state.

2. Will the Base Realignment & Closure Act impact the College and surrounding community? If so, how will the project help meet the needs created by BRAC?

The Base Realignment and Closure Act will not affect the College or the Germantown Campus and the surrounding community.

3. Will design of this project include Green Building concepts, such as energy-efficient infrastructure and environmentally safe materials

Will LEED certification be pursued? Please explain.

The College will continue its leadership role in life cycle cost effective sustainable building solutions. The College will evaluate all appropriate opportunities and technologies that will reduce costs and environmental impact of our operations. This activity will incorporate the U.S. Green Building Council (USGBC) LEED Rating system and it is our goal to obtain a minimum of a LEED Silver certification.

Maryland Higher Education Commission FY 2022 Capital Budget Capital Project Impact Tables												
Submit This Table With The Impact Statement Document (MS Word) For This Project NOTE: IF THIS PROJECT INCLUDES 2 OR MORE FACILITIES, A SEPARATE IMPACT TABLE IS REQUIRED FOR EACH FACILITY.												
Montgomery College New Student Services Building, Germantown Campus Name and Title of Contact: Kerry Norberg, Campus Planner, Telephone: 240.567.7358												
Project Building Space	NASF BY HEGIS CATEGORY: BEFORE & AFTER PROJECT COMPLETION											
	Classroom	Laboratory	Office	Study	Special	General	Support	Health Care	NASF	Total	GSF	Efficiency
Project Completion Pre-Construction (If a renovation) Change	100	200	300	400	500	600	700	800	87,585	153,660	153,660	57.0%
	1,260	6,830	38,372	9,730	0	19,573	3,300	0	0	0	0	#DIV/0!
	1,260	6,830	38,372	9,730	0	19,573	3,300	0	87,585	153,660	153,660	57.0%
Auto-Calculated NASF/Station @ Completion * The total building area of 87,585 NASF includes 4,160 NASF in HEGIS 030 for Central Plant use and 2,490 NASF in HEGIS 090 for College Store use.												
Project Classroom & Laboratory Space	Laboratory						Laboratory					
	Classroom	# Seats	# Rooms	# Seats	# Rooms	# Seats	Classroom	# Seats	# Rooms	# Seats	# Rooms	# Seats
Project Completion Pre-Construction (If a renovation) Change	110	35	7	182	0	220	110	35	7	182	0	220
	1	-	-	-	-	-	1	-	-	-	-	-
	1	35	7	182	0	220	1	35	7	182	0	220
Project Classroom & Laboratory Capacity	CLASSROOM WSCH				LABORATORY WSCH				LABORATORY WSCH 210+220			
	WSCH	FTDE	5-DAY WK	OCCUPANCY	WSCH	FTDE	5-DAY WK	OCCUPANCY	WSCH	FTDE	5-DAY WK	OCCUPANCY
Project Completion Pre-Construction (If a renovation) Change	280	1,400	93	62	280	1,400	93	62	280	1,400	93	62
	-	-	-	-	-	-	-	-	-	-	-	-
	280	1,400	93	62	280	1,400	93	62	280	1,400	93	62
Project Classroom & Laboratory FTDE	CLASSROOM FTDE*				LABORATORY FTDE*				LABORATORY FTDE 210+220**			
	FTDE	5-DAY WK	8-Hr DAY	OCCUPANCY	FTDE	5-DAY WK	8-Hr DAY	OCCUPANCY	FTDE	5-DAY WK	8-Hr DAY	OCCUPANCY
Project Completion Pre-Construction (If a renovation) Change	19	93	62	62	19	93	62	62	19	93	62	62
	-	-	-	-	-	-	-	-	-	-	-	-
	19	93	62	62	19	93	62	62	19	93	62	62

* Classroom FTDE = WSCH/15

** Lab FTDE = WSCH/15 x .5

Note: From the May 1, 2020 Part I/Part II Program documents

Project Number		Escalation set at 4.00% for 2019 and 4.00% for succeeding calendar years
CEW Title	New Student Services Center	
Project Title	New Student Services Center, Montgomery College, Germantown Campus	
Institution		Date Estimate Completed 17-Apr-2020
SubAgency		Estimate Reference Point
Location		Agency A/E Quinn Evans
Prepared By		

1. Design Phase	Budget		2. Project Type	New Construction
3. Design Period	Jan-00	months	4. Est. Bid Date	Dec-23
5. Construction Period	1/1/2024	Dec-24	6. Est. Mid-Point Date	Jul-24
	12	months		1494 months from reference point

7. Area	GSF	NSF/NASF	Eff. Factor	% Efficiency	Total GSF	Total NSF
A1. New	153,660	86,523	1.78	56.3%	153,660	86,523
	-	-	#DIV/0!	#DIV/0!		
TOTAL NEW	153,660	86,523	1.78	56.3%		
B1. Renovation	-	-	#DIV/0!	#DIV/0!		
	-	-	#DIV/0!	#DIV/0!		
TOTAL REN	-	-				

8. Structure	GSF	\$/SF	Amount
A1. Basic: New None	153,660	\$ 480.20	73,787,532
B1. Renovation	-	-	-
C. Asbestos Removal	-	-	-
D. Built-in Equipment	-	-	-
E. Interior Demolition	-	-	-
F. Information Technology	-	-	-
G. Subtotal			73,787,532
H. Subtotal with RCF	G. x	1.00	73,787,532
I. Escalation to Mid-Pt	H. x	16.00%	11,806,005
J. Structure Subtotal			85,593,537

9. Site		
A. General Site Work	5% of line 8G	3,696,755
B.		-
C.		-
D. Subtotal		3,696,755
E. Subtotal with RCF	G. x	1.00
F. Escalation to Mid-Pt.	H. x	16.00%
G. Site Subtotal		4,288,236

10. Utility		
A. General Utility	8% of line 8G	6,072,714
B.		-
C. Subtotal		6,072,714
D. Subtotal with RCF	G. x	1.00
E. Escalation to Mid-Pt.	H. x	16.00%
F. Utility Subtotal		7,044,348

11. Subtotal (8J + 9G + 10F) 96,926,121

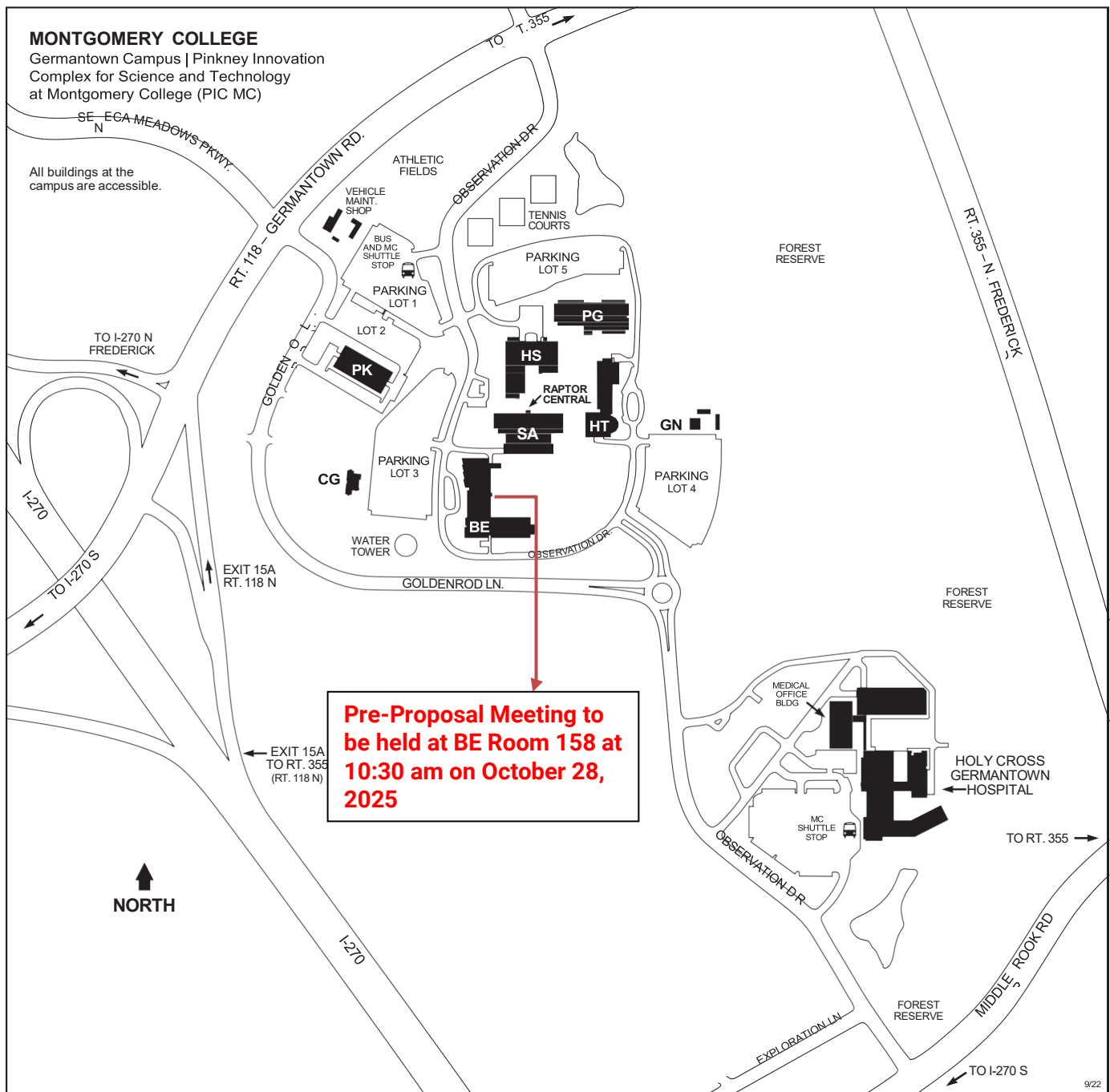
12 a. Total Construction Contingency	0.0%	-
b. Green Building Premium	0.0%	-
c. CM Cost Construction Share	0.0%	-
d. Public Art Premium	0.0%	-
13. Inspection and Testing	0.0%	-
14. CPM Schedule		-
15. Miscellaneous construction costs		-
16. A/E Basic Services	0.0%	-
17. A/E Special Services	0.0%	-
18 a. Bldg. Equip. Commissioning	0.0%	-
b. CM Pre-Construction Fees	0.0%	-
c. Miscellaneous design costs		-
19 a. Moveable Equipment (Agency Estimate)		-
b. Information Technology Equipment		-
20. Acquisitions		-

21. TOTAL PROJECT COSTS	96,926,121
a. Acquisitions	-
b. Total Design Funds and Related Cost	-
b1. Prior Design Funds	-
b2. New Design Funds Required	-
c. Total Construction and Related Costs	96,926,121
c1. Prior Construction Funds	-
c2. New Construction Funds Required	96,926,121
d. Total Equipment Costs	-

CEW Notes:

MONTGOMERY COLLEGE

Germantown Campus | Pinkney Innovation Complex for Science and Technology (PIC MC)



MC MONTGOMERY COLLEGE
Germantown Campus | Pinkney Innovation Complex for Science and Technology at Montgomery College (PIC MC)
20200 Observation Drive
Germantown, MD 20876
240-567-7711
Public Safety: 240-567-3333 (24/7)
montgomerycollege.edu/safety
montgomerycollege.edu/maps

Legend of Campus Buildings (as of September 2022)

- BE** Bioscience Education Center
▪ Conference Center
- CG** Child Care Center
▪ Center for Early Education (CEE)
- GN** Greenhouse

HS Humanities and Social Sciences Building

- Bookstore
- Cafeteria
- Library
- Workforce Development and Continuing Education (WDCE)

HT High Technology and Science Center

- Globe Hall

PG Physical Education Building

PK Paul Peck Academic and Innovation Building

- Germantown Innovation Center

SA Dr. DeRionne P. Pollard Student Affairs and Science Building

- Counseling and Advising
- Disability Support Services
- Financial Aid Office
- Public Safety Office
- Raptor Central (Admissions, Enrollment, Visitor Services)
- Records and Registration Office
- Student Life Office