

2012 SCOPE OF WORK for Town Hall Repairs - January 2012

General Background: The Nassau Town Hall started out as a residence built in the first quarter of the 19th century. It was constructed with a heavy timber frame made of hemlock. There have been repairs and changes to the original structure over the past 200 years, including the 1968 conversion to a town hall. These repairs will require an understanding of timber frame joinery as well as a willingness to patiently repair and in some cases update the structure.

The remainder of the interior wall paneling and insulation in the areas of work will need to be removed and disposed of. The windows and some doors will need to be protected and remain undamaged for reuse. The successful bidder will be responsible for the prompt removal of construction debris and its disposal.

Prevailing wage applies to all employees of the bidder. Proof of adequate insurance is required. Bids are due in the Town Clerk's Office P.O. Box 587 - 29 Church Street, Nassau N.Y. 12123 by 11:30 A.M. on February 8, 2012, and will be opened on February 8, 2012 at 12:00 p.m. Bids will be awarded at a reasonable time thereafter. The Town Board reserves the right to reject any and all bids. Successful bidders must comply with New York State and Town of Nassau Building Codes. Non-collusive bidding certificates must accompany each bid. The Town may request lists of projects related to experience in this type of work as well as references.

NOTE: The majority of the work to be done during this phase will be on the first floor of the Town Hall with only one bathroom on the second floor being included in this phase. During this project the second floor will still have to be accessible and useable by the town hall staff and the general public. Successful bidders will need to coordinate the construction schedule in advance with the Town to assure accessibility for general government services.

Basement:

The **exterior basement door** needs to be replaced with a new energy efficient and long lasting insulated metal door and casing that will be set into the masonry opening.

The first Floor:

Town Clerk's Office:

Floor joists supporting the office floor will need some additions and some replacements. Three of the original joists are badly decayed and need to be removed and replaced and **all** of the others will need to be sistered and additional joists added between the current spacing to increase the load capacity of the floor system. Added and replaced joists need to be pressure treated material and of appropriate size to meet the load and code requirements.

The **rear exterior door (D1)** of the Clerk's Office needs to be removed and replaced with a window (**W1**) matching the others in the town hall.

Remove existing door and dispose of it. Replace with a new high efficiency window with true divided lites. Wooden trimmed interior and exterior to fit in with the flush beaded board on porch wall.

All existing windows will need to have balance tracks straightened and reset, new stops applied as per the judge's chambers. Any damaged lites of glass need to be replaced and any missing putty replaced, the sash shall be repainted inside and out. Where necessary all existing windows will get new jamb extensions to accommodate new drywall then be trimmed and painted as per judge's chambers.

The **large opening (D7)** in the front wall of the room needs to be completely filled in with studs and insulation and sheet rock as spec'd for the entire project on the inside of the Clerk's Office at the same time room is done and the hole carefully patched in the meeting room with paneling saved from other areas of work. .

The **rear interior door (D9)** that currently leads to the staircase to the second floor needs to be removed and enlarged to a 3 foot handicap accessible door (**ND4**). Remove and replace existing door with a 36 inch six panel pre-hung solid pine door with lever operated door handle. The door handle is to include keyed entry. The wall that contains this new door will need to be moved to the east (see hall specs.)

The **closet** in the room shall remain, but will have an additional wall added to bisect the closet from west to east. To do this the existing closet door will need to be moved to the left to be used for the reap portion of the closet and a new matching door or if possible reused (**D9**), will be installed in the south wall facing the main meeting room. All existing shelving shall be carefully removed and saved for reuse.

The closet and entire room must be cleaned down to the studs and all debris needs to be taken to the transfer station. All studs and ceiling joists need to have blocking installed for the fastening the sheet rock, for fire stops. Specifically, 2X6 ripped tight to fit tight in the spaces and fire resistant Great Stuff foam around edges, with blocking at the base of the studs for the sheetrock and base boards, above and below windows, and in the joint between the walls and ceiling for fastening the sheetrock.

A **counter** is to be installed that connects between the southwest wall of the closet near where it currently attaches and the wall against the staircase. Some **means of egress** needs to be constructed in the counter to allow the Town Clerk to enter and exit.

The **ceiling** needs to be removed, insulated and a double layer of 1/2 inch sheet rock installed directly on the joists, no furring, and with fireproof tape between layers.

The **electrical** needs for the room need to be examined and updated to meet the demands of current use and need to meet NFPA national electric codes. Any existing communication wires will be moved as part of this project, but additional communications wires will need to be installed by a professional.

The ceiling and walls of the room shall be an over-lapping double layer of ½ inch sheetrock that is closely fitted and sealed with fire proof caulking & tape between the first and second layers, with off -set joints , primed and painted with at least two coats of good quality, semi-gloss paint. The color is to be chosen by the Town.

The **windows and doors** will be re-trimmed with 3/4 inch X 4 ½ inch clear pine boards with a 3/8 inch half round bead on the edge facing the opening and mitered on a 45 degree angle at the intersections. As in the new Judge's Chambers. Wood will also be primed and painted, nail holes filled, sanded and paint chosen by Town.

The **baseboards** shall be ¾ inch X 6 inch pine with a beaded top edge and painted in a similar manner to all other trim.

The **base board heating units** are to be removed and recondition to match those in Judge's Chambers. **Existing lighting** will be reinstalled on the new ceiling.

Care should be taken to save and reuse existing carpeting.

New Rear Entrance & Hallway:

The entire **floor framing structure** under the **area of the new rear hallway and bathroom** has been compromised over the years by being hacked away in order to run plumbing for the bathrooms. It needs to be completely replaced with new pressure treated material and designed to accommodate the plumbing for the new handicapped bathroom. A portion of this floor runs under the existing staircase which will need to be replaced without any damage to the staircase. The plumbing has to be rerouted to accommodate new bathroom layout and to make room for new joists. The downstairs bathrooms will not be useable until completed.

NOTE: If any repairs need to be done to the original building frame, none of the repairs shall in anyway intrude into the finished walls or ceiling of the room.

The **wall** between the existing rear stair hall and the adjacent bathroom will be removed, and the bathroom adjacent to the wall will also be removed. The space formerly taken up by the bathroom will then become part of a new hallway leading from the meeting/court room to the rear of the building. All baseboard heat will need to be moved and reconditioned as per Judge's Chambers.

Doors (**D3 and D4**) will need to be removed during the demolition for reconstructing the hallway and ADA bathroom.

A **new handicapped accessible rear, out swing entrance door (D6)** will be installed in the current location in the rear wall, leading to the new rear porch and handicapped accessible ramp. Window (**W1**) will remain. The doorway (**D6**) will need to be functional with as little disruption as possible. Possibly with installation after hours.

The new door to the Clerks office (**D9**) is being reframed to accommodate a 36" door and it needs to be moved 24" east, this with the addition of the (**D6**) out swing door will satisfy the ADA requirements.

The current wall that forms the partition between the two bathrooms will remain and be extended south to meet the north wall of the Clerk's Record Room. **A handicapped accessible door (ND3)** will be installed in the extended wall midway in its length, creating a larger ADA bathroom. See Drawing.

A new floor will be installed in the hallway and bathroom consisting of tile selected by the Town.

A new ADA toilet with grab bars and wall mount sink with new faucet will be installed.

All of the walls on the interior of the basement stair and the underside of the stairwell need to be insulated and lined with an over-lapping double layer of ½ inch **sheetrock** that is **closely fitted and sealed with fire proof caulking and tape** between the first and second layers, with **off-set joints, primed and painted** with at least **two coats of good quality, semi-gloss paint**.

A new **fire-rated wood clad door (ND5)** will replace the current hollow core door (**D5**) or a suitable fire rated paintable to the basement is required.

All of the wall and ceiling surfaces of the hall and bathroom shall **be an over-lapping double layer of ½ inch sheetrock that is closely fitted and sealed with fire proof caulking and tape between the first and second layers, with off set joints , primed and painted** with at least **two coats of good quality, semi-gloss paint**. The color is to be chosen by the Town.

The **windows and doors** will be re-trimmed with ¾ inch X 4 ½ inch clear pine boards with a 3/8 in half round bead on the edge facing the opening and mitered on a 45 degree angle at the intersections. As in the new Judge's Chambers. Wood will also be primed and painted, nail holes filled, sanded and paint chosen by Town.

The **electrical** needs for the room need to be examined and updated to meet the demands of current use and need to meet NYS Building Code.

The **base board heating units** are to be removed and recondition to match those in Judge's Chambers.

The **baseboards** shall be 3/4 inch X 6inch pine with a beaded top edge and painted in a similar manner to all other trim.

The **wall** between the actual staircase and the new hall shall be insulated and sheet rocked in the same manner as all the other fire rated partitions.

Rear Porch:

A **new one story rear porch** will be built that extends from the north east corner of the building to just east of the bulkhead.

The porch will have **pressure treated 5 ½ inch square posts** that run from the roof plate down to a column connector set in the concrete support piers at a spacing agreed upon by the Building Inspector. These posts will all have **chamfered edges that terminate in lamb's tongue joints**. The chamfers will stop 8 inches below the cap of the column and 3 feet above the deck of the porch.

The columns will have **1 inch thick pine caps** that at square in section and project ¾ inch past the face of the column on all sides. The outside face of the column will line up with the outside edge of the room fascia board.

The **deck of the porch** will be made of a composite material like Cellular PVC or Trex. Color to be chosen by Town.

The east end of the porch will be open between the building and the corner post with no railing in order to accommodate an **ADA ramp**. The ramp will begin at ground level 6 inches inside the edge of the porch and rise over approximately 12 feet to the level of the porch deck. The **ramp** will be as wide as the porch between the wall of the main building and the inside of the porch posts.

The **framing for the deck** of the porch shall be built of pressure treated stock and the **trim board** that finishes the deck on the outer face should be a composite material as well.

The new ADA rear **door (D6) threshold needs to be at the same level as the new hall floor and the porch deck** for the ease of the handicapped.

The **gables of the porch roof** shall be identical to the current pentice roofs over the rear doors of the town hall. With $\frac{3}{4}$ inch horizontal beaded pine sheathing and $\frac{3}{4}$ inch X 5 inch beaded pine rake boards. One of the existing pentice roof will be moved, if possible to cover the rear door of the Judge's Chamber.

The **porch roof** will be of a high quality shingle and in a color chosen by the Town. The ceiling of the porch will be of a high-grade finished plywood that will be painted with the rest of the porch. **Flashing** for the upper edge of the roof shall be of 16 oz copper.

The **siding** on the area of the new porch will be removed down to the plywood sheathing and replaced with horizontal beaded and T&G siding made from D-select or better pine boards.

The both ends of the porch will have a 2 inch X 5 $\frac{1}{2}$ inch finished pine **pilasters** for the new siding to butt against with a $\frac{3}{8}$ inch bead running down each outside corner.

The **windows and doors** will be re-trimmed with $\frac{3}{4}$ inch X 4 $\frac{1}{2}$ inch clear pine boards with a $\frac{3}{8}$ in half round bead on the edge facing the opening and mitered on a 45 degree angle at the intersections. As in the new Judge's Chambers. No finger jointed wood will be used on the exterior of the building. Wood will also be primed and painted, nail holes filled and sanded and paint chosen by Town.

The entire **porch will be primed and painted** with a high quality exterior paint in a color chosen by the Town.

The current **metal bulk head** will be removed and the damaged concrete block bulk head wall will be taken down to solid material and rebuilt to a level that will allow a Bilco door to be installed over the current opening.

The porch shall have railings between the posts on the rear wall excepting where the new rear steps will exit the porch. The new steps should be made of composite material or masonry to prevent them from deteriorating. The west end of the porch will terminate in a railing the matches that of the north side of the porch.

The porch will have a simple standard height railing (to meet code) with $\frac{3}{4}$ inch by 3 inch vertical slats sandwiched together between 2- $\frac{3}{4}$ inch X 6 inch bottom rails and sandwiched on top between 2- $\frac{3}{4}$ inch X 4 inch rails with a cap that is sloped in 2 directions to shed water. The cap should also extend $\frac{3}{4}$ inch beyond the lower rails. These railings should be set on lugs fastened to the posts so that they are removable.

The **lighting** currently in one the pentices above the rear doors be saved for reuse in the new porch ceiling and additional lights will need to be installed to adequately light the new porch.

Second Floor- Bathroom:

The second floor bathroom needs to have all of the current wall paneling and the ceiling materials **removed** to the framing. All framing needs to be inspected for damage and repaired if necessary. It will also need to be brought up to current NYS Building Code standards and all wall studs and ceiling joists need to have blocking installed for the fastening the sheet rock, for fire stops. Specifically, blocking at the base of the studs for the sheetrock and base boards, above and below windows, and in the joint between the walls and ceiling for fastening the sheetrock.

The **toilet and sink** will need to be moved to the west wall opposite its current location to be able to take advantage of the wet wall from the bathroom below. The toilet should be replaced with an American Standard Champion 4 model or other ADA compliant model approved by the Town.

The floor needs to be inspected for structural integrity. The **walls and ceiling** need to be **insulated** with the highest R-Rated insulation that can be fit into the wall and ceiling cavities without compressing the insulation and decreasing its R-Value.

During the reconstruction process a **wall** will be constructed midway from side to side dividing the space into a bathroom against the outside wall and an openwork space between the bathroom and the hallway.

The **electrical** needs for the room need to be examined and updated to meet the demands of current use and need to meet NYS Building Code.

All of the wall and ceiling **surfaces** of the room shall **be an over- lapping double layer of ½ inch sheetrock that is closely fitted and sealed with fire proof caulking & tape between the first and second layers, with off set joints , primed and painted** with at least **two coats of good quality, semi-gloss paint**. The color is to be chosen by the Town.

The **windows and doors** will be re-trimmed with ¾ inch X 4 ½ inch clear pine boards with a 3/8 inch half round bead on the edge facing the opening and mitered on a 45 degree angle at the intersections. As in the new Judge's Chambers. Wood will also be primed and painted, nail holes filled, sanded and paint chosen by Town.

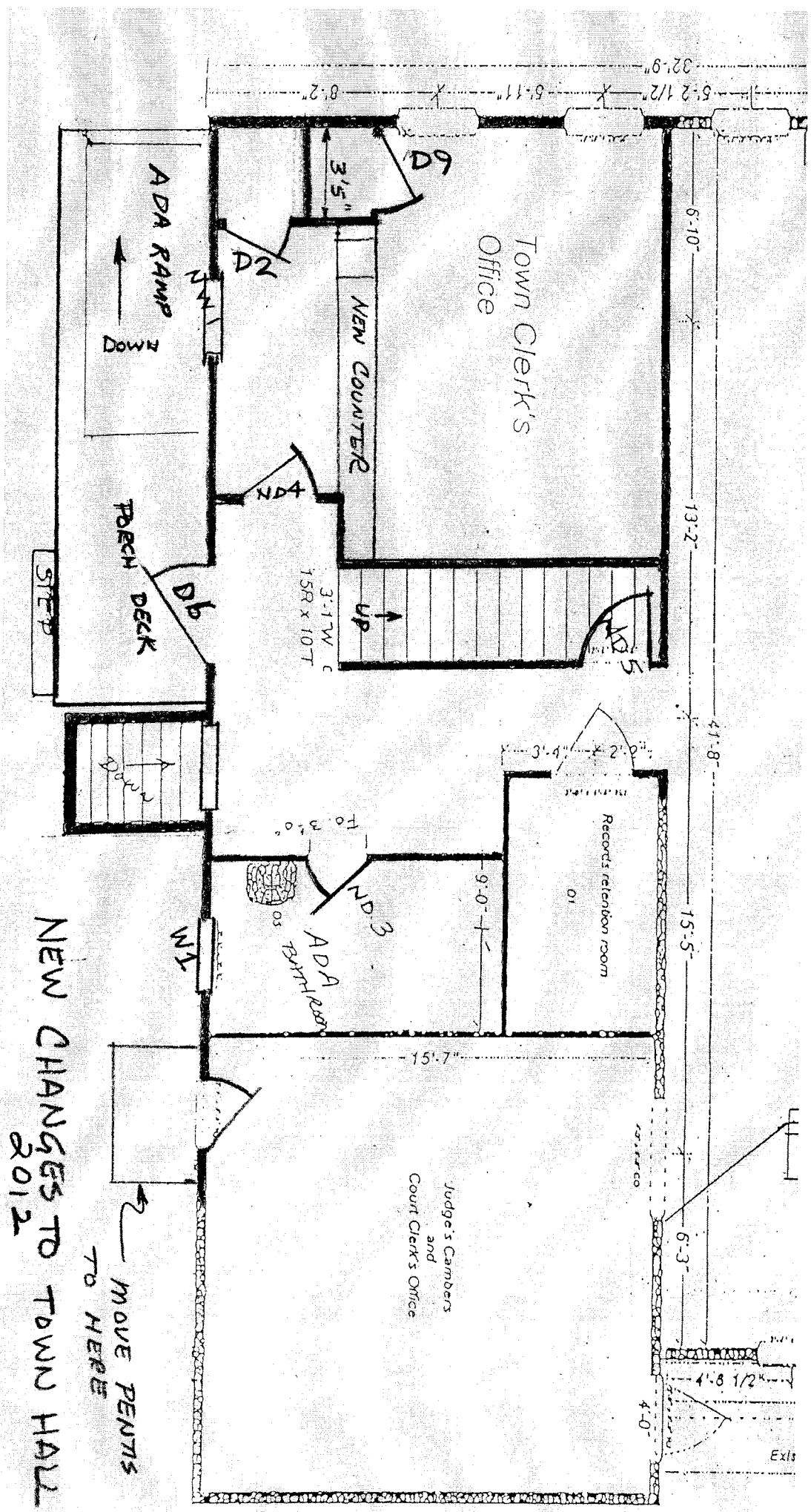
The floor will be recovered with a high quality linoleum product approved by the Town.

The **baseboards** shall be $\frac{3}{4}$ inch X 6 inch pine with a beaded top edge and painted in a similar manner to all other trim.

The **base board heating units** are to be removed and recondition to match those in Judge's Chambers.

The current **door** to the bathroom will be removed from its current location and set into the new wall to access the bathroom.

The existing opening to the hallway from the work room will be left as a trimmed archway.



Town of Nassau

Non-Collusive Bidding Certification

The bidder certifies that:

- (a) the bid has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment of the type described in the invitation for bids and
- (b) the contents of the bid have not been communicated by the bidder, nor to the agents, to any person not an employee or agent of the bidder to its surety on and bond furnished herewith prior to the official opening of the bid.

The signature of the contractor to this bid shall be deemed a specific subscription to the certificate required pursuant to Section 139-d of the State Finance Law and the contractor affirms that the statements therein contained are true under the penalty of perjury.

Date: _____

By: _____
