



Request for Proposals: Parkville Train Depot

The City of Parkville, Missouri ("City") is pleased to issue this Request for Proposals ("RFP") to enter into one or more license agreements for the use of all or portions of the Parkville Train Depot located at 8701 NW River Park Drive, Parkville, MO 64152.

1. INTRODUCTION

The City of Parkville is a fourth-class city located in the southern portion of Platte County, Missouri along the Missouri River. The population of Parkville was 5,554 at the 2010 census. Parkville is home to Park University, Parkville Commons, English Landing Park, the National Golf Club, Riss Lake, and the historic downtown Main Street area. The Train Depot is an iconic feature of downtown Parkville. Set between English Landing Park and Park University on Highway 9, the Depot is a welcoming gateway into downtown and a reminder of Parkville's rich railroad history. Built in 1889, the Depot served for many years as City Hall and is currently home to the Parkville Area Chamber of Commerce.

The City has a non-exclusive license agreement with the Parkville Area Chamber of Commerce for use of the Depot. The license agreement (attached) expires on December 31, 2014, but either party may terminate upon thirty (30) days written notice. The City is seeking proposals to maximize the use of the Depot. The City desires to accommodate a use that is (1) compatible with the historic character of the building and appropriate for a major community gateway and (2) covers all of the City's expenses associated with ownership and maintenance of the building. The City's current annual budgeted costs for the Train Depot are as follows: utilities (\$8,500), routine maintenance (\$2,000), and monthly cleaning services (\$1,200). The City does not have an established budget for major repairs and upgrades. Major improvements for the Depot are prioritized and funded as needed in the City's Capital Improvement Program (CIP).

Proposals from commercial real estate brokers or clients who are represented by commercial brokers are welcome.

2. CONTRACT DURATION

The City of Parkville and the selected licensee(s) shall enter into a license agreement for use of the Depot. Contract conditions are negotiable based on a variety of factors but, in general, the City desires an initial three (3) year contract term with options for multi-year renewals. Due to restrictions associated with state and federal grants, the City must maintain ownership of the Depot.

3. SPACE AVAILABLE

The building includes approximately 1,925 square feet of usable space that is currently subdivided as follows:

- Reception area and common space at the main entrance of the Depot. Includes unisex restroom.
- Meeting room at the west end of the building. Includes conference table and chairs.
- Middle room currently used exclusively by the Chamber of Commerce as a working office. Private entry.
- Large open room at the east end of the building. Includes a kitchenette and storage closet.

4. USE RESTRICTIONS

The City will consider all serious offers to use all or a portion of Depot space for any use that is compatible with the following conditions:

- **Historic Character:** The Depot has a rich history and is considered a unique community asset. Any proposals must be sensitive to the Depot's historic character and visibility at a critical community gateway.
- **Public Access:** Between 1997 and 2000, the City of Parkville accepted Surface Transportation Program (STP) and Transportation Enhancement Program (TE) grants from the Federal Highway Administration (FHWA) for restoration of the Depot. Use of the federal grant funds requires the City to maintain public access to the Depot through 2025. This requirement may be met through established public hours or "by appointment."
- **Zoning:** The site is zoned "I-1" light industrial which restricts uses to offices, micro brewing and wine making, storage and light manufacturing. Section 445.020 of the Parkville Municipal Code lists specific uses. No retail uses are permitted under the current zoning, though rezoning may be considered for an appropriate retail project. Due to the proximity to English Landing Park and Park University, and the character of the building, the City will not consider a proposal for manufacturing, storage or similar industrial uses unless the uses can be fully contained within the building and are demonstrated to have no significant impact to the character of the building or surrounding area or the future use of the building.
- **Flood Plain:** The property is within the Special Flood Hazard Area (SFHA) and is subject to inundation by the 1% annual chance flood. This designation was previously referred to as the 100-year floodplain. Floodplain regulations apply, but do not prevent the use of the building for various purposes. The building may not be "extended, converted, or structurally altered" without compliance with Chapter 404 of the Parkville Municipal Code regarding Floodplain Management. Additional costs for floodplain insurance should be anticipated. The property last flooded in 1993. The property was vacated and sandbagged in anticipation of flooding in 2011.
- **Maximum Occupancy:** The two existing building exits do not meet minimum egress requirements of the building code. Therefore, the maximum occupancy for the building

based on a single egress is 50 persons. If an additional door is added or an existing door is moved, the maximum occupancy could be increased to 92 persons.

- **Parking:** There are 20 existing parking spaces, including 1 ADA stall. The existing parking exceeds minimum parking standards for all uses allowed in the current "I-1" zoning district and is sufficient for most commercial uses.
- **Building Codes:** Some permitted uses could require building modifications. Most building modifications would require building permits from the City of Parkville and the South Platte Fire Protection District (SPFPD). The City currently utilizes the 2006 International Building Code and expects to convert to the 2012 International Building Code in the summer of 2014. The City will waive building permit fees, but all other requirements for applications, inspections, regulations, etc. will apply. The City will not consider a proposal that will significantly alter the historic character of the building or that would limit the future use.
- **Restrooms:** The building contains a single unisex restroom. Unless additional restroom facilities are approved by the City as part of a successful proposal, proposed uses must share the existing restroom.
- **Signage:** Modification to existing signage will require a sign permit from the City of Parkville and must comply with all applicable zoning and signage regulations.
- **Inspections:** An occupancy inspection by the City of Parkville and SPFPD is required prior to occupancy by any new tenant.
- **Utilities:** The building is served by Kansas City Power & Light (KCP&L) for electric and Missouri American Water for water. No gas is available. Trash service is currently provided through a contract with Blacksher Trash Service. The Parkville Area Chamber of Commerce is a customer of AT&T for phone and internet service.

5. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

1. Five (5) identical proposals plus one (1) electronic PDF file version (on a CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Lauren Palmer, and must be received at the address below by 5:00 PM Central Time on August 29, 2014.

Lauren Palmer
City Administrator
City of Parkville
8880 Clark Ave.
Parkville, MO 64152

2. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline.
3. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.

4. Communication (other than through the process described herein) with the City or the selection committee relative to this project prior to the announcement of a selection is strictly prohibited. All questions regarding this RFP shall be directed in writing to Lauren Palmer at lpalmer@parkvillemo.gov.
5. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award an agreement to any proposer submitting a proposal.
6. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
7. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

B. Proposal Requirements and Evaluation Criteria

The following are the contents that all proposals must include; all the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable proposer(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

1. Interest and Proposals

A brief description of the proposer, including company/organization location, years in business, history, and mission. Include an outline of the company's officers and executive management.

2. Proposed Use

A complete description of the use proposed for the facility, space required, and willingness to partner or share space with other users. Consideration will be given to proposals that involve use of the space in its entirety or partial use. Proposers that are only interested in partial use of the space are encouraged to contact the Parkville Area Chamber of Commerce (816-587-2700) to explore the possibility of a joint proposal.

3. Income

Proposal shall include all income to the City of Parkville in exchange for use of the space, including but not limited to the following:

- a. Monthly user fee (or net fee after commercial broker commission, if applicable)
- b. Utilities stipend (or assumption of responsibility for utility accounts)
- c. Monthly or annual contribution to a sinking fund for major improvements
- d. Other

4. Leasehold Improvements

Proposals should specify any improvements or signage that is required or requested to accommodate the proposed use. Proposals should specify the expected obligation of the City to effect the improvements and/or any income considerations (i.e. user fee abatement) necessary for the proposer to complete the work as leasehold improvements.

5. Maintenance

Favorable consideration will be given to proposals that assume all routine day-to-day maintenance for the facility including daily light cleaning; monthly deep cleaning; major periodic cleaning such as floors and windows; landscaping maintenance; routine HVAC maintenance; routine plumbing repairs; etc. Major repairs and upgrades will be the responsibility of the City as owner, unless otherwise specified by the proposer. Favorable consideration will be given to proposals that include leasehold improvements and/or maintenance income. Proposers should specify maintenance to be provided as part of the proposal and services that the proposer intends for the City to continue to provide.

6. FF&E

Other than equipment and materials owned by the Parkville Area Chamber of Commerce, all furniture, fixtures, and equipment (FF&E) within the Depot are available for use by the selected user(s). Proposers should specify any existing FF&E that would need to be removed by the City to accommodate the intended use. The FF&E shall be provided in as-is condition, and the City does not offer or imply any responsibility for ongoing maintenance.

7. Public Access and Historic Character

Proposals shall demonstrate how the use is compatible with the historic character and iconic visibility of the Depot. Proposals must also explain intended compliance with the requirement to maintain public access to the building.

6. PROPOSED PROCESS AND TIMELINE (SUBJECT TO CHANGE)

- July 8, 2014 RFP issued and posted on the City of Parkville website.
- July 29 Optional pre-proposal conference and site tour at 10:30 AM.
- By August 4 Responses to RFP questions posted on the City's website.
- August 29 Receipt of proposals due by 5:00 PM Central Time.
- By September 12 A selection committee comprised of city officials will evaluate the proposals and select a preferred proposer. The selection committee may select a short-listed group of finalists for interviews.
- September 15-19 Short-listed proposers are interviewed (optional).
- September 22 Preferred proposer(s) notified of selection.
- September 29 Finance Committee reviews selection committee recommendation.
- Sept. 30 – Oct. 10 License agreement negotiations.
- October 21, 2014 Board of Aldermen takes action on recommended agreement(s).
- January 1, 2015 Date of occupancy.

7. OTHER CONDITIONS

By submitting a proposal in response to this RFP, the respondent expresses its intent to comply with the timeline established in Section 6. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of “the most qualified and capable” proposer(s) will require subjective judgments by the selection committee and the City. By submission of a proposal, the proposer agrees if its proposal is accepted, to enter into good faith license agreement negotiations with the City of Parkville based on the terms of the selected proposal.

8. ATTACHMENTS

1. License Agreement with Parkville Area Chamber of Commerce
2. Summary of Recent Utility Billings
3. Train Depot Floor Plans

(Note: Plans may not reflect all as-built conditions and are provided only as a reference to the general layout).

Thank you in advance for your interest in the City of Parkville.

**A LICENSE AGREEMENT BETWEEN THE CITY OF PARKVILLE AND THE
PARKVILLE AREA CHAMBER OF COMMERCE
FOR THE CHAMBER'S USE OF CERTAIN AREAS OF THE TRAIN DEPOT**

This Agreement entered into this 5th day of November, 2013 by and between the Parkville Area Chamber of Commerce, hereinafter referred to as "Chamber" and the City of Parkville, Missouri, hereinafter referred to as "City" for the Chamber's use of certain areas of the Parkville Train Depot, hereinafter referred to as "Depot."

WHEREAS, Ordinance No. 2191 approved by the City Board of Aldermen on May 3, 2005, authorized an agreement with the Chamber for the use of the Depot; and

WHEREAS, C/A Ordinance No. 240 approved on November 20, 2007, approved a minor change to the original agreement; and

WHEREAS, C/A Ordinance No. 316 approved on April 20, 2010, approved a new lease agreement which superseded all previous agreements; and

WHEREAS, C/A Ordinance No. 407 approved on August 7, 2012, approved a change to the fee schedule of the lease agreement to reduce the monthly user fee to \$450 per month from September 1, 2012 to December 31, 2013; and

WHEREAS, the City and the Chamber now desire to enter into a license agreement for the Depot.

NOW THEREFORE, the City and Chamber agree that this agreement supersedes all previous agreements between the City and Chamber regarding the use of the Depot, and both parties agree as follows:

THE CITY HEREBY AGREES TO PROVIDE:

- A. All repairs and improvements to the Depot deemed necessary in the City's sole discretion.
- B. Two door keys, one for the use of the principal Chamber staff person, and the other for the use of the Chamber president. These keys shall not be given to others except by prior arrangement with the City.
- C. A dumpster outside the building and regular trash pickup.
- D. Provision for sewer, water, and electric utilities at the City's expense.
- E. Provision for rodent control as needed.
- F. A cleaning service one time per month at the city's expense.
- G. The Chamber shall have license to use areas of the Depot as follows:
 - a. Reception Area. (Originally the "ladies waiting room") This room shall serve as the main entrance to the Depot.
 - b. Common Area. (Originally the "men's waiting room") This area shall be used as a common area for those using any of the other areas. The restroom shall be open to the public during any time the Depot is open and staffed by the Chamber.

- c. Meeting Room. (Originally the “baggage room”) This room shall be used as a conference room. The Chamber will have preferential use of the space for its own meetings and purposes, but shall also make the space available to the City and other community groups at no charge, subject to first-come, first-served availability. Reservations for the space will be handled by the Chamber. The Chamber is not responsible for set-up or clean-up of meetings held by others.
- d. Middle Room. (Originally the “Station Master’s Room”) This room shall be used exclusively by the Chamber of Commerce to house the working office for Chamber staff and/or volunteers. The Chamber may lock the door for security reasons; however, a copy of the key shall be maintained by the City.

THE CHAMBER SHALL PROVIDE:

- A. Staff person(s) who will be in the office periodically throughout the week. The Chamber is not obligated to maintain regular office hours, but must accommodate drop-in visitors to access the restroom and available promotional materials about Parkville.
- B. Prompt reporting to the City of any significant repair and maintenance issues that need to be addressed by the City.
- C. Promotional materials provided by Chamber members or others to distribute to visitors to promote Parkville.
- D. A prominently displayed sign on the main entrance to the Depot to indicate the expected time of return for staff person(s) and a phone number to contact to schedule access to the Depot by appointment.
- E. Daily light cleaning of the Chamber office area. If the Meeting Room is used by the Chamber, Chamber staff shall return tables and chairs to the proper places, clean the coffee pot, remove and appropriately discard all trash, and generally return the Meeting Room to a clean and presentable condition. Large amounts of trash should be deposited in the dumpster.
- F. Its own furniture, equipment, office supplies, telephone, and internet.
- G. Payment to the City of a \$450 monthly license fee on or before the first day of each month, commencing on December 1, 2013. The monthly license fee shall convert to \$400 per month, effective January 1, 2014.

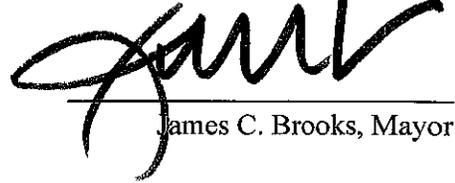
ADDITIONAL PROVISIONS:

- A. The Chamber is under no obligation to continue to operate the Railroad Museum. If the Chamber chooses to discontinue operation of the Museum, the Chamber will work collaboratively with the City to properly dispose of museum assets by returning items “on loan” to original owners. The Chamber will continue to display railroad pictures and other appropriate artifacts in common areas of the Depot to preserve the historic character of the facility.
- B. The Parking Area associated with the Depot is public parking. This parking shall not be restricted for Chamber events or members only without prior approval from the City.
- C. The Chamber is allowed to sell only items that directly support Chamber fundraising projects at the Depot. Retail sales of additional products at the Depot must be approved in advance by the City.

- D. The Chamber shall be the single licensee of the Depot unless otherwise approved by the Chamber and the City. This agreement will be reviewed and modified, as needed, if any additional licensees are proposed to be users of the Depot by either party.
- E. Notwithstanding any other provisions of this agreement, this agreement shall terminate and neither party shall have any further rights or obligations under this agreement on the date that is thirty (30) days following the delivery of written notice by either the City or the Chamber to the other party of its election to terminate the agreement.
- F.
- G. This agreement is effective until December 31, 2014.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the date first above written.

CITY OF PARKVILLE, MISSOURI



James C. Brooks, Mayor



ATTEST:


Melissa McChesney, City Clerk

PARKVILLE AREA CHAMBER OF COMMERCE


Audra Heller, President

**Summary of Utility Billings
Parkville Historic Train Depot**

KCPL Electric AC#9934605069			Missouri American Water AC#1017-210014347833			Missouri American Water AC#1017-210015818321		
8701 N River Park Dr			8701 N River Park Drive			8701 N River Park Drive Fountain		
Bill Date	Bill	Usage - kWh	Bill Date	Bill	100's OF GALLONS	Bill Date	Bill	100's OF GALLONS
01/21/2014	967.16	11520	01/20/2014	122.97	138	01/20/2014	16.47	0
12/19/2013	816.69	8880	12/17/2013	79.44	82	12/17/2013	16.47	0
11/18/2013	442.28	3720	11/18/2013	57.64	54	11/18/2013	24.63	10
10/17/2013	329.24	3160	10/15/2013	43.68	36	10/15/2013	125.84	134
09/17/2013	496.95	4280	09/16/2013	47.57	41	09/16/2013	172.37	191
08/16/2013	403.69	3200	08/16/2013	38.24	29	08/16/2013	71.16	67
07/18/2013	520.19	4040	07/19/2013	63.12	61	07/19/2013	167.46	185
06/18/2013	511.79	3720	06/17/2013	66.23	65	06/17/2013	89.11	89
05/17/2013	536.64	4520	05/14/2013	71.67	72	05/14/2013	76.87	74
04/18/2013	641.3	5720	04/16/2013	82.55	86	04/16/2013	66.26	61
03/20/2013	710.42	7160	03/20/2013	94.99	102	03/20/2013	16.47	0
02/20/2013	739.68	7640	02/20/2013	89.54	95	02/20/2013	16.47	0
01/21/2013	859.93	10000	01/18/2013	79.44	82	01/18/2013	16.47	0
12/19/2012	551.89	5320	12/19/2012	56.12	52	12/19/2012	16.47	0
11/16/2012	363.27	3280	11/20/2012	51.46	46	11/20/2012	18.92	3
10/18/2012	348.97	3520	10/18/2012	39.80	31	10/18/2012	74.42	71
09/18/2012	433.31	3920	09/20/2012	41.35	33	09/20/2012	134.82	145
08/17/2012	516.13	4120	08/17/2012	32.80	22	08/17/2012	404.15	475



CLAYBAUGH PRESERVATION ARCHITECTURE INC.
 361 W. Government Street
 Taylor, Mo. 65584
 (816) 465-7900

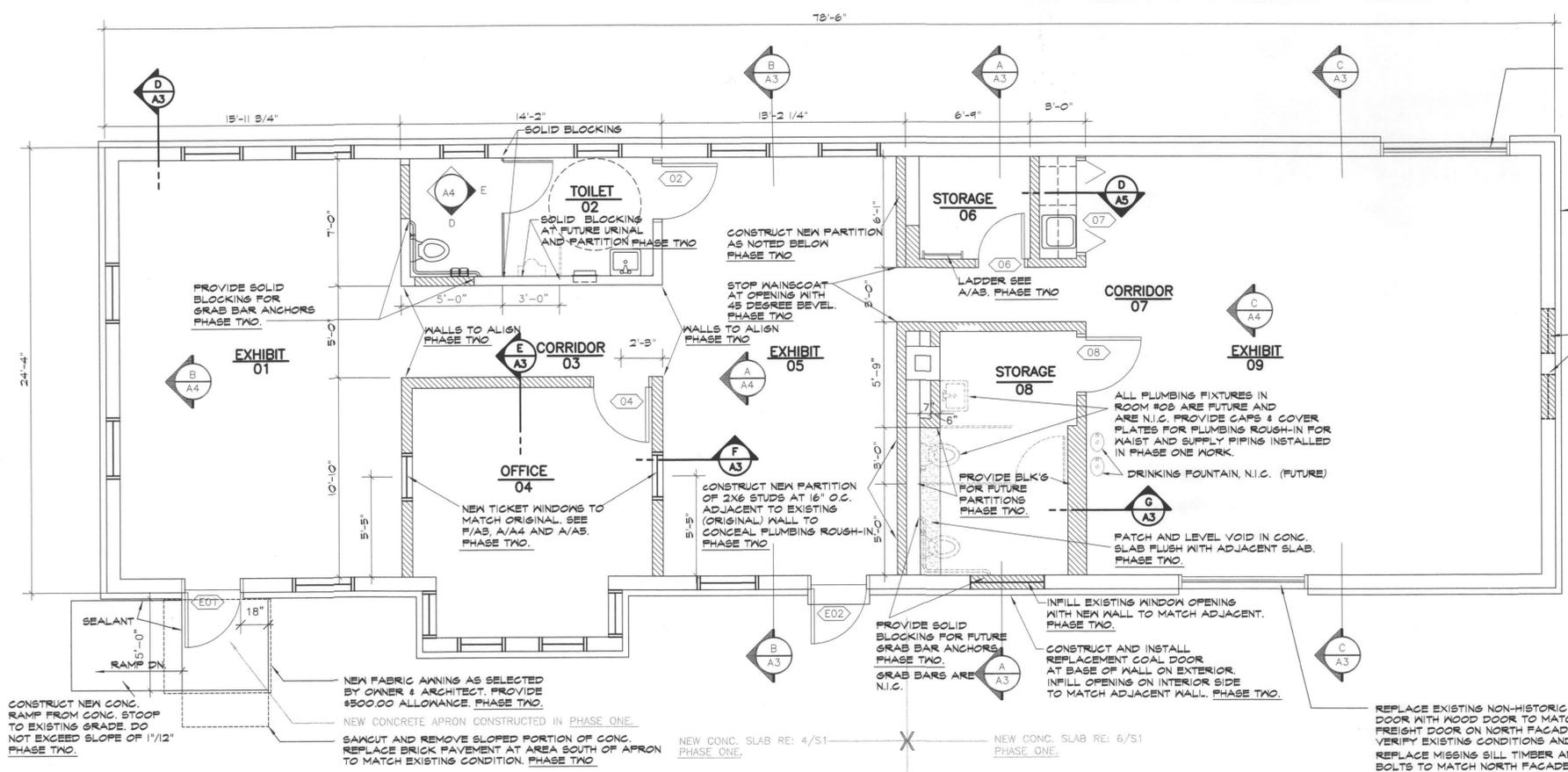
WALLACE ENGINEERING STRUCTURAL CONSULTANTS INC.
 818 GRAND BLVD., SUITE 1100
 KANSAS CITY, MO 64106
 (816) 421-8282

BAYLES & ASSOCIATES, P.A.
 Consulting Engineers
 7301 Mission Rd., Suite 107
 Shawnee Mission, Mo. 66208
 913/831-1600

**PARKVILLE DEPOT
 PARKVILLE, MISSOURI
 PHASE TWO**

ARCHITECTS PROJECT NO.: 9401
 FED. PROJ. NO.: STP-9900(426)
 DRAWN BY: MRB/JAS
 DATES: AUG/01, 1994
 PHASE II PROJECT COMPLETION
 JANUARY 27, 2000 RE-BID SET

SHEET NUMBER
A1



REPAIR EXISTING WOOD FREIGHT DOOR, AND TRANSOM WINDOW ABOVE. FIELD VERIFY EXISTING CONDITIONS AND DIMENSIONS. RESLAZE WINDOW AND PROVIDE SEALANT AT DOOR PERIMETER. PHASE TWO.

BRICK VENEER TO 3'-0 1/4" A.F.F. SEE SHEET A4 FOR PHOTOGRAPHS. SHEET A3 FOR BUILDING SECTIONS.

INFILL NON-ORIGINAL WINDOW OPENINGS WITH MALL CONSTRUCTION TO MATCH ADJACENT WALL. REPAIR STUCCO AT WINDOW LOCATION. PHASE TWO.

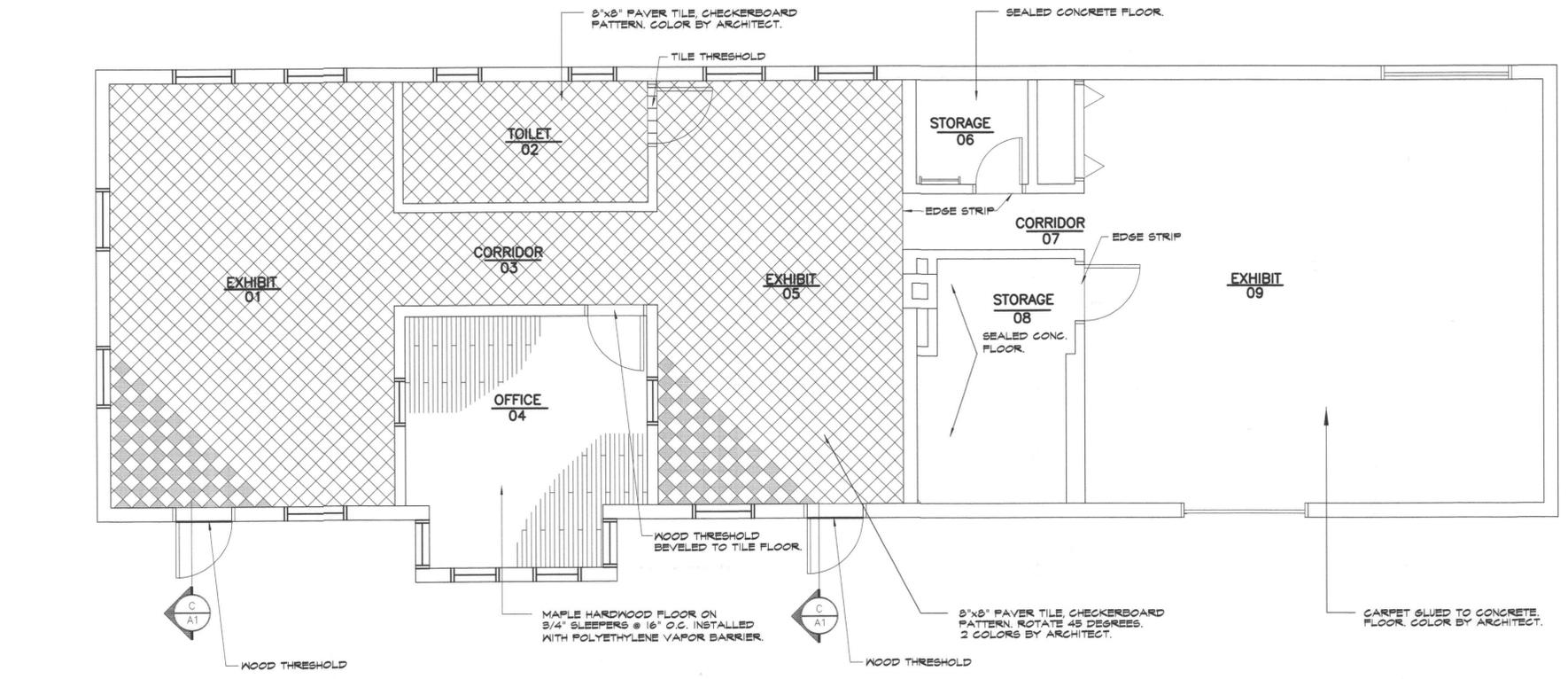
INFLILL EXISTING WINDOW OPENING WITH NEW WALL TO MATCH ADJACENT. PHASE TWO.

REPLACE EXISTING NON-HISTORIC FREIGHT DOOR WITH WOOD DOOR TO MATCH HISTORIC FREIGHT DOOR ON NORTH FACADE. FIELD VERIFY EXISTING CONDITIONS AND DIMENSIONS. REPLACE MISSING SILL TIMBER AND ANCHOR BOLTS TO MATCH NORTH FACADE. PHASE TWO.

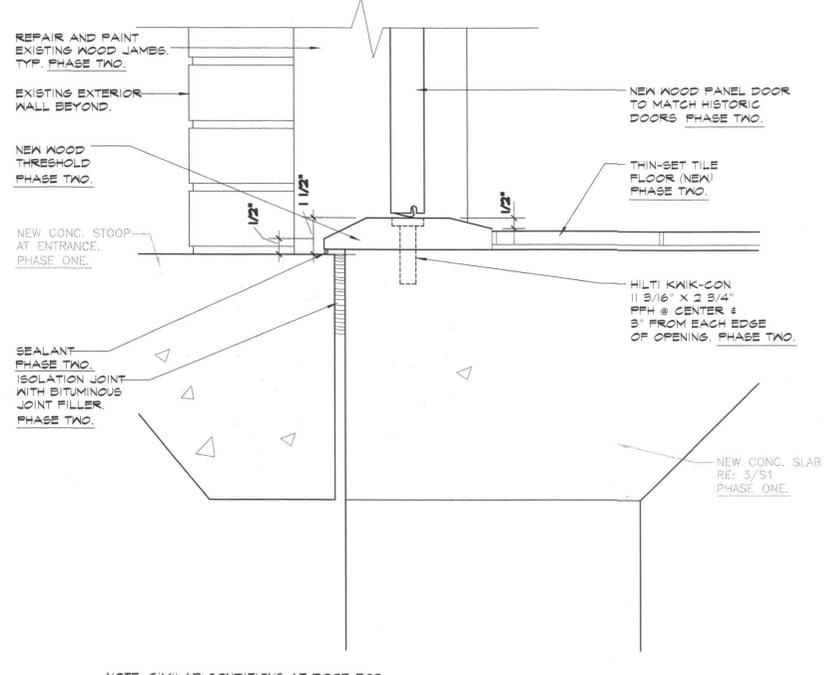
GENERAL NOTES: ALL WORK IS PHASE TWO.

- ALL CRACKS IN THE EXTERIOR STUCCO FINISH SHALL BE PATCHED WITH A COMPATIBLE MATERIAL AND ENTIRE STUCCO FINISH SHALL BE PAINTED. COLOR BY ARCHITECT.
- ALL DAMAGED MASONRY AREAS TO BE PATCHED AND REPAIRED. ALL BROKEN OR MISSING BRICK TO BE REPLACED WITH MATCHING MATERIAL. RE-POINT ALL OPEN JOINTS.
- UNASSIGNED.
- ALL EXTERIOR WINDOW AND DOOR JAMES TO BE REPAIRED, SCRAPPED, PRIMED AND PAINTED TO ORIGINAL CONDITION. COLOR BY ARCHITECT.
- SCRAPE PRIME AND PAINT ALL EXISTING WINDOW SASH. RE-SLAZE WITH EXISTING GLASS.
- REMOVE ALL PAINT FROM WINDOW SILLS. TREAT EACH WITH WOOD CONSOLIDATION AND WOOD EPOXY, PRIME AND PAINT.
- FIELD VERIFY ALL EXISTING WINDOW, DOOR, AND BUILDING DIMENSIONS.
- NEW MALL CONSTRUCTION IS SHOWN IN POCHE, THUS:
 - NOTE THAT THERE ARE NO REMAINING WALL FINISHES EXCEPT AT TOP OF WALLS IN WEST HALF OF BUILDING. THIS EXISTING PLASTER TERMINATES AT THE EXISTING WALKER FOR PICTURE MOLDING. NEW WALL FINISHES SHALL BE INSTALLED FLUSH WITH EXISTING PLASTER ABOVE WALKER.
- PROVIDE FULL SOUND BATT INSULATION IN ALL CEILINGS AND PARTITIONS AROUND TOILET ROOM, #02 AND STORAGE #08.
- CONSTRUCT NEW WALLS PRIOR TO REMOVING SHORING AND TEMPORARY SUPPORT COLUMNS.
- ALTERNATE #2:
 - REBUILD EXISTING BRICK MAINSCOT AND STONE CAP AROUND ENTIRE BUILDING EXTERIOR TO MATCH EXISTING DESIGN AND PROFILE. REUSE EXISTING SOUND BRICK UNITS. MATCH EXISTING BRICK WHERE REQUIRED DUE TO BROKEN UNITS. SEE ARCHITECTURAL SHEET A3 FOR DETAILS. RE: STRUCTURAL SHEET S1 FOR FOOTING DETAIL.

A1 FIRST FLOOR PLAN
 SCALE: 1/4"=1'-0"



B1 FLOOR PATTERN LAYOUT
 SCALE: 1/4"=1'-0" NOTE: ALL FLOOR FINISHES AND THRESHOLDS ARE PHASE TWO WORK. FLOOR SLABS WERE PLACED IN PHASE ONE.



C1 NEW THRESHOLD AT EXTERIOR DOOR #E01
 SCALE: 3"=1'-0"

NOTE: SIMILAR CONDITIONS AT DOOR E02.



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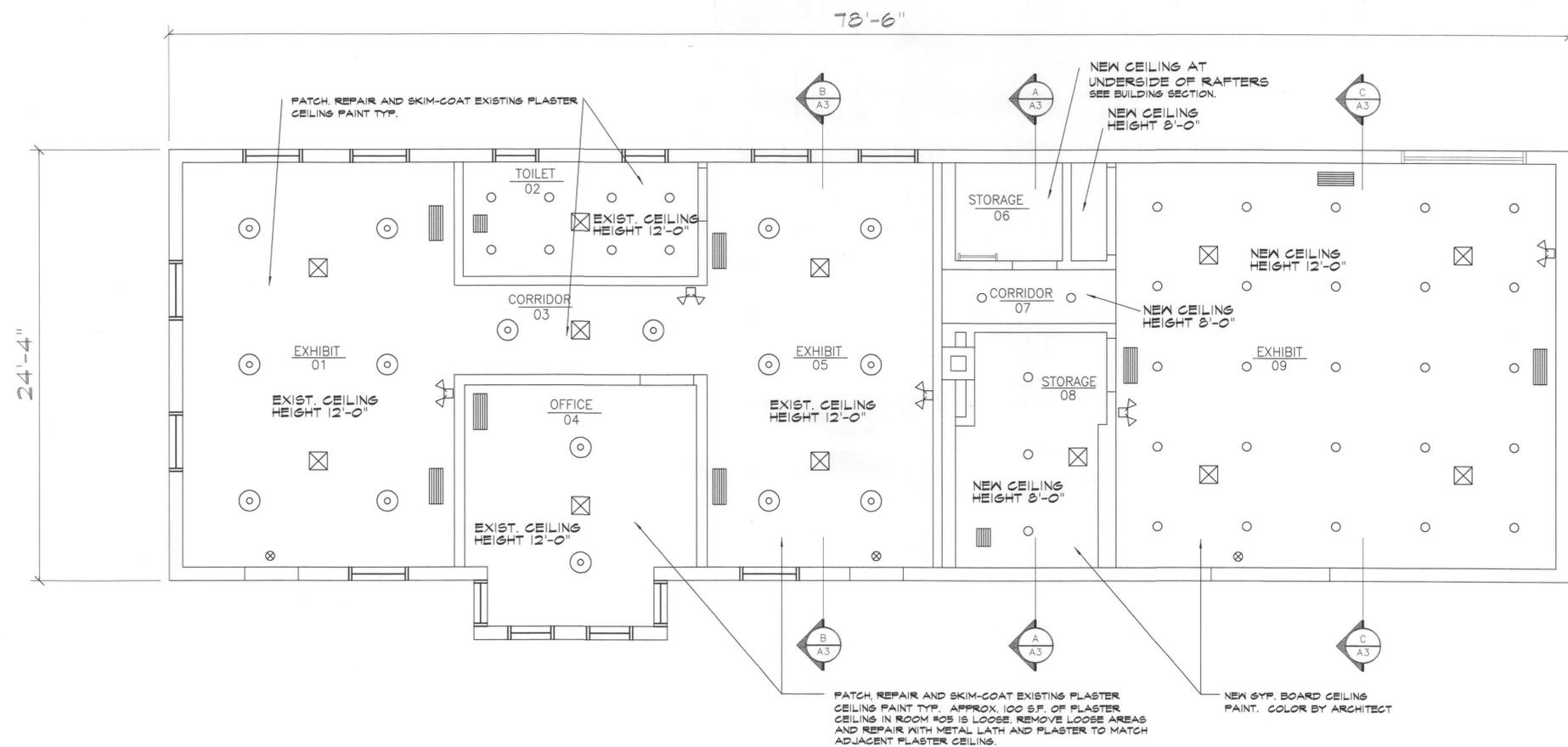
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**PARKVILLE DEPOT
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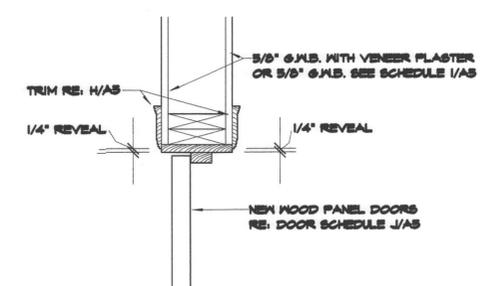
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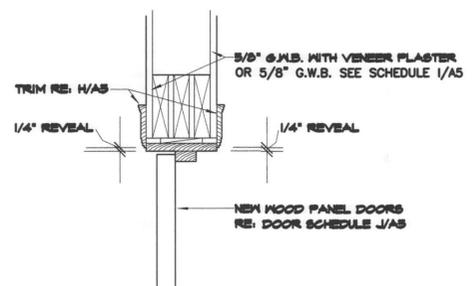


- LEGEND**
- RETURN AIR DIFFUSER
 - SUPPLY AIR DIFFUSER
 - RECESSED INCANDESCENT
 - EMERGENCY LIGHT
 - PENDENT LIGHT
 - EXIT LIGHT
 - FLUORESCENT LIGHT FIXTURE

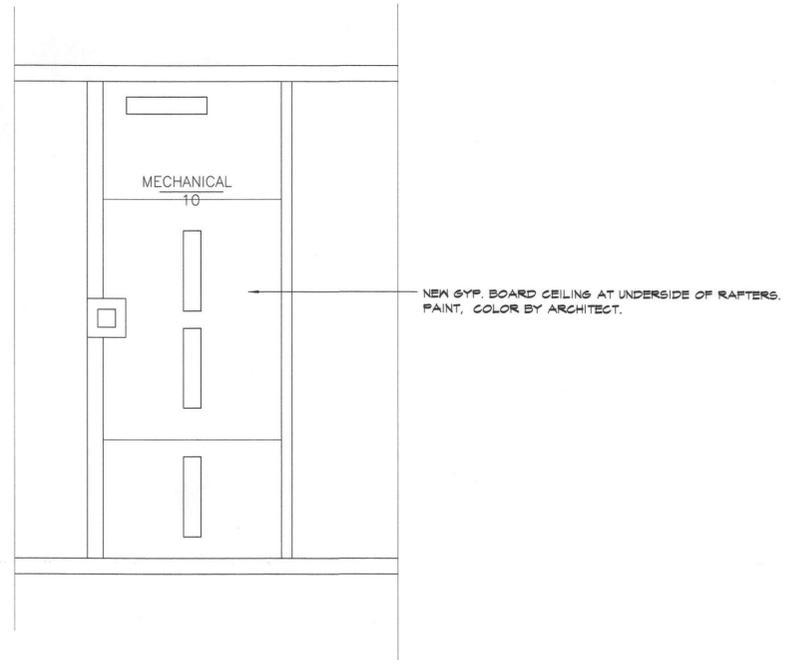
FIRST FLOOR REFLECTED CEILING PLAN
 SCALE: 1/4"=1'-0"



TYP. INTERIOR DOOR JAMB
 SCALE: 1-1/2"=1'-0"



TYP. INTERIOR DOOR HEAD
 SCALE: 1-1/2"=1'-0"



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