

**ANNOUNCEMENT
ANNE ARUNDEL COUNTY PUBLIC LIBRARY
Annapolis, Maryland**

**REQUEST FOR PROPOSALS
DISCOVERIES: THE LIBRARY AT THE MALL EXPANSION
RFP NO. 25-01**

NOTICE TO OFFERORS

Requests For Proposals for providing the subject items/services are available at the Anne Arundel County Public Library Finance Department, 5 Harry S Truman Parkway, Annapolis, Maryland, 21401. Proposals will be received until **3:00 pm**, local time, **TUESDAY, February 4, 2025**, at the same location, after which they will be opened and receipt of will be recorded. **Proposals received after the above-referenced time will be rejected and returned unopened. No recording of any kind by the public will be allowed at any pre-Proposal conference or Proposal opening.**

To all Offerors: Anne Arundel County Public Library (hereafter, "the Library") does not mail complete Request For Proposals packages. Instead, we encourage anyone receiving this Notice to review and download a Request For Proposals (hereafter, "RFP") from either the Library website (www.aacpl.net) or eMaryland Marketplace Advantage (<https://emma.maryland.gov>). A copy of the RFP also may be picked up at the above address during normal business hours.

IMPORTANT NOTICE: Addenda to solicitations often occur, sometimes within as little as 48 hours, prior to Proposal opening. It is the potential Offeror's responsibility to visit the Library's website (www.aacpl.net) frequently to obtain Addenda once they have received or downloaded an RFP. No other notification will occur. A Proposal will be rejected if any addendum is not signed and submitted with the Proposal.

A Mandatory Pre-Proposal Conference has been scheduled for January 13, 2025, at 1 p.m., local time, at Discoveries: The Library at the Mall, 2550 Annapolis Mall Road, Annapolis, MD 21401. **All Offerors are required to attend.** This RFP will be discussed, and Offerors questions will be answered. Offerors must register for the Pre-Proposal Conference at least 48 hours in advance of the meeting date and time by contacting the person listed below. If no Offerors register, the meeting may be canceled without further notice to the Offerors.

Questions concerning this Specification and Proposal shall be directed to Christy Potts, Finance Specialist II, at cpotts@aacpl.net.

Cedric Grant
Chief Financial Officer
December 16, 2024

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Solicitation Check List

THIS CHECKLIST IS PROVIDED FOR YOUR CONVENIENCE

- _____ Proposal shall be delivered to the Library Finance Department no later than the date and time shown in the Solicitation. Did you visit our website (www.aacpl.net) for any addenda?
- _____ Did an authorized company representative (reference Section 1.25) sign the Proposal?
- _____ Did an authorized company representative sign and notarize the Affidavit?
- _____ Did you include the required signature authority documents, if required?
- _____ Did you include the completed Vendor Information Form?
- _____ If you are an entity (limited liability partnerships, corporations, limited partnerships, limited liability companies, limited liability limited partnerships, business trusts, real estate investment trust and trade name filings), is the legal name of your company listed with the State of Maryland Department of Assessments and Taxation and in good standing? You may check by going to <https://egov.maryland.gov/BusinessExpress/EntitySearch>.
- _____ Did you provide the correct number of copies of your Technical Proposal and Cost Proposal?
- _____ Are the outsides of the submittal envelopes marked with the Proposal Number, the title, the due date, your company name, and your company address?
- _____ Did you review Attachment B, Tenant Construction Manual, provided by Annapolis Mall and are aware of the landlord requirements as part of this RFP and construction process?

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Mandatory Requirements

The following item(s) are **MANDATORY** and shall be submitted with Proposal in order to be considered for an award. If the following item(s) is required by this Solicitation and is not submitted with the Proposal, the Proposal shall be considered null and void, and therefore, will be rejected.

- (A) Proposal Deposit (If required by the Solicitation)
- (B) Technical Proposal
- (C) Cost Proposal Form
- (D) Acknowledgement of Rules and Regulations, Page 22 of Tenant Construction Manual
- (E) Other: _____

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SECTION ONE – GENERAL INSTRUCTIONS

1.1 Instructions

Instructions, forms, and specifications may be obtained in person at Library Headquarters, 5 Harry S Truman Pkwy, Annapolis, Maryland, 21401, or may be downloaded from either the Library's website (www.aacpl.net) or eMaryland Marketplace Advantage (<https://emma.maryland.gov>).

- 1.1.1 All Proposals shall be submitted in accordance with the instructions in this RFP.
- 1.1.2 All Cost Proposals are to be submitted in sealed envelopes.
- 1.1.3 Each Proposal shall be accompanied by a notarized Affidavit executed by the Offeror or, if the Offeror is a business entity, by a duly authorized representative of the business entity. The Affidavit is included in this RFP.
- 1.1.4 Additional information or clarification of any of the instructions or information contained herein may be obtained from the Library Finance Department (hereafter, "the Finance Department"). The deadline for submitting a written request for clarification of requirements is 4:00 p.m., local time on Wednesday, January 29, 2024. The Finance Department will respond by issuing a written addendum.
- 1.1.5 Any Offeror finding any discrepancy in or omission from the RFP resulting in doubt as to their meaning, or feeling that the RFP is discriminatory, shall notify the Finance Department in writing no later than 4:00 p.m. local time on Wednesday, January 29, 2024. These exceptions in no way obligate the Library to change its RFP. The Finance Department will respond by issuing a written addendum of any interpretations made of the Specifications.
- 1.1.6 The Library shall assume no responsibility for oral communications. All official correspondence in regard to the RFP shall be directed to and shall be issued by the Finance Department in writing.
- 1.1.7 To ensure fair competition and to facilitate the selection of the successful Offeror, Proposals may be rejected if they show any omission, irregularity, alteration of form, addition, condition, unresponsiveness, or unbalance.
- 1.1.8 Specifications provided are based on Library needs and uses, estimated costs of operation and maintenance, and other significant or limiting factors to meet Library requirements and consistent with Library policies. Minimum and maximum specifications, where included, are not established arbitrarily to limit competition or to exclude competitive Offerors.
- 1.1.9 In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

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1.1.10 Contact with any Library representative concerning this RFP, other than as stated herein, is prohibited. "Library representative" shall include, but not be limited to, all Trustees, employees and members of the Evaluation Committee.

1.2 Taxes: Responsibility for Payment, Exemptions, Forms To Be Filed, Etc...

1.2.1 The Successful Offeror is responsible for paying and, by submitting a Proposal, agrees to pay all retail sales, income, real estate, sales and use, transportation, special, and any other taxes applicable to and assessable against any goods, processes, and operations incident to or related to this RFP. The Successful Offeror is responsible for ascertaining applicable taxes and making all necessary arrangements to pay same.

1.2.2 All prices quoted shall be exclusive of any State, Federal, or other applicable taxes, including Federal Excise Tax on trucks or any other goods or accessories.

1.3 Reservations

1.3.1 The Library may reject all Proposals and cancel the RFP, may reject parts of all Proposals, or may reject all Bids for any one or more Good or Service if, in the judgment of the Library's Chief Financial Officer (hereafter, "CFO"), it is in the Library's best interest and the public interest will be served thereby. A written record explaining the reasons for such rejection shall be maintained with the records related to the Procurement.

1.3.2 The Library reserves the right to waive formalities or technicalities in Bids as the interest of the Library may require.

1.3.3 The quantities appearing in this RFP are approximate only and are prepared for the canvassing of Proposals. Payment to the Successful Offeror will be made only for the actual quantities of goods or services provided in accordance with the resulting Contract, and it is understood that the scheduled quantities of goods or services to be furnished may be increased, decreased or omitted without invalidating the Proposal.

1.3.4 The Library reserves the right to award contracts or place orders on a lump sum or individual item basis, or in such combination as, in the judgment of the CFO, shall be in the best interest of the Library.

1.3.5 The Library may waive minor differences in the RFP provided these differences neither violate the RFP's intent, materially affect the operation for which goods or services are being purchased nor increase estimated maintenance and repair costs to the Library.

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1.4 Substitutes

- 1.4.1 When an item is designated as “no substitutes,” only that brand/manufacturer and stock number shall be accepted, except goods manufactured by the same manufacturer and sold under a competitive brand name.
- 1.4.2 For all items not designated “no substitutes,” the Library will consider a “Library-approved equivalent.” Equivalent items will be considered provided descriptive literature and specifications accompany the Proposal. Each Offeror shall indicate on the Proposal “As Specified,” or the equivalent manufacturer and model number. The Library, in its sole discretion, will evaluate and award each item. The Offeror shall indicate clearly the goods on which it is bidding, and shall supply a sample or sufficient data enabling a meaningful comparison to be made with the particular brand or manufacturer specified. Catalog cuts and descriptive data shall be attached to the original copy of the Proposal where applicable. Failure to submit the above information may be sufficient grounds for rejection of the Proposal.
- 1.4.3 No Offeror shall be allowed to offer more than one price on each item even though the Offeror may believe that two or more types or styles will meet specifications. Offerors shall determine for themselves which to offer. If an Offeror submits more than one price on any item, all prices for that item may be rejected at the discretion of the CFO.

1.5 Safety Data Sheets

If goods provided to the Library, including any chemicals or products to be used, contain any ingredients that could be hazardous or injurious to a person’s health, a Safety Data Sheet (“SDS”) shall be provided to the Finance Department by the Successful Offeror. This requirement also applies to any goods used by the Successful Offeror when providing a service to the Library.

1.6 Inspection

All goods delivered to and services performed for the Library shall be subject to final inspection by the Library and tests by the testing facilities of the Library and other independent testing laboratories as may be designated by the Finance Department. If the result of tests indicates that any part of the goods or services are deficient in any respect, the CFO, in his or her absolute discretion, may reject all or any part of the goods or services provided to the Library. Variances in goods and services may be waived upon approval by the CFO, in his or her absolute discretion.

1.7 Disputes

In cases of disputes as to whether the goods or services quoted or delivered meet Specifications, the decision of the CFO shall be final and binding on both parties. The CFO may request the recommendation in writing of the department of the Library using the goods or service or other sources.

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1.8 Law and Regulations

The Successful Offeror shall comply with all applicable Executive Orders, Federal, State and local laws, ordinances, rules and regulations in effect as of the date of this RFP and as they may be amended from time to time. The Successful Offeror shall protect and indemnify the Library, and its agents or employees against any claim or liability arising from or based on the violation of any laws, ordinances, or regulations by the Successful Offeror and by any subcontractors, agents, or employees.

1.9 Equal Opportunity

1.9.1 It is the policy of the Library, to ensure Equal Employment Opportunity for all persons, and to ensure that Minority and Women-Owned Business Enterprises have the maximum opportunity to participate in the performance of all Library contracts for supplies and services.

1.9.2 Every Contractor doing business with the Library shall agree not to discriminate in any manner against any employee or applicant for employment because of race, age, creed, color, national origin, or gender, and shall be obligated to include a similar requirement in any and all subcontracts. The Successful Offeror shall also agree to comply with all Federal, State, and local laws and Executive Orders and Regulations relating to Equal Employment Opportunity and Minority Business Enterprises.

1.10 Indemnification

If a Contract is awarded, the Successful Offeror shall be required to indemnify, defend, and hold the Library, its employees, and agents harmless from and against any and all claims, loss, liability, cost, and expenses, including attorney fees, howsoever arising or incurred, alleging personal injury, bodily injury, including death, or property damage arising out of or attributable to the Successful Offeror's performance of the Contract awarded.

1.11 Termination Process

1.11.1 Termination for Convenience:

Notwithstanding anything contained herein, the Library may terminate this Agreement anytime, in whole or in part, without showing cause by providing thirty (30) days written notice to the Successful Offeror. The Library shall pay all reasonable costs incurred by the Successful Offeror up to the date of termination. The Successful Offeror shall not be reimbursed for any anticipatory profits, which have not been earned prior to the date of termination.

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1.11.2 The Library shall provide 30 days notice of any termination not for cause to the Successful Offeror. The Successful Offeror shall perform only such work during the 30-day notice period that is authorized in writing by the CFO.

1.11.3 This Agreement may be terminated by the Library upon at least seven (7) days notice to the Successful Offeror in the event that: (1) the Work is permanently abandoned by the Library; (2) continued Work is deemed by the Library, in its sole discretion, not to be in the best interests of the Library; or (3) monies are no longer available or are not appropriated to fund the Work being performed or to be performed under this Agreement.

1.11.4 Termination for Cause:

Notwithstanding anything contained herein, if the Successful Offeror fails to fulfill its obligation under this Agreement properly and on time or otherwise violates any provision of this Agreement, the Library may terminate this Agreement by written notice to the Successful Offeror. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished goods or services provided by the Successful Offeror shall, at the Library's option, become the Library's property. The Library shall pay the Successful Offeror fair and equitable compensation for satisfactory performance prior to receipt of notice of termination less the amount of damages caused by the Successful Offeror's breach. If the damages are more than the compensation payable to the Successful Offeror, the Successful Offeror shall remain liable after termination, and the Library may take all steps necessary to collect damages.

1.12 Optional Use of Contract

1.12.1 The Successful Offeror reserves the right to extend all of the terms, conditions, specifications, and unit or other prices of any contract resulting from this Proposal to any and all public bodies, subdivisions, school districts, community colleges, colleges, and universities, including non-public schools. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The Successful Offeror agrees to notify the issuing body of those entities that wish to use any contract resulting from this RFP and shall also provide usage information, which may be requested.

1.12.2 The Library assumes no authority, liability, or obligation on behalf of any other entity that may use any contract resulting from this RFP. All purchases and payment transactions shall be made directly between the Successful Offeror and the requesting entity. Any exceptions to this requirement shall be specifically noted in the Proposal.

1.13 Corporation Registration

1.13.1 Whenever required by law, business entities not organized under the laws of the State of Maryland shall be registered with the State Department of Assessments

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and Taxation, 301 W. Preston Street, Baltimore, Maryland, 21201 ("SDAT") before doing any business in this State.

1.13.2 All Offerors that are business entities shall be and present evidence prior to award that they are in good standing with SDAT.

1.14 References to Alternate Terms

Any reference which may appear on any price list or literature to any terms and conditions, such as F.O.B. Shipping Point or Prices Subject to Change shall not be part of any Contract with a Successful Offeror and shall be disregarded by the Library.

1.15 Payment

Invoice(s) shall contain the following information: Purchase Order Number, Item Number, description of goods or services, quantities, unit prices, and extended totals. Payment terms, unless otherwise noted, shall be net thirty (30) days. The Library is not subject to retail sales, income, real estate, sales, use, transportation, or special taxes. The final payment shall be based upon acceptance of goods or services from the Successful Offeror and a final invoice submitted by the Successful Offeror and approved by the Library. To receive payment, the Successful Offeror shall submit an invoice to:

Anne Arundel County Public Library
Attn: Finance Department
5 Harry S Truman Parkway
Annapolis, Maryland, 21401
finance@aacpl.net

The Library reserves the right to deduct the total amount of any debts owed to the Library from any payments issued pursuant to any resulting agreement for this RFP.

1.16 Assignment

The Contract resulting from this RFP and the compensation which may become due thereunder are not assignable except with prior written approval of the Library.

1.17 Availability of Funds

The obligations of the Library under any Contract awarded pursuant to this RFP are subject to the availability of funds appropriated by the County Council of Anne Arundel County, Maryland, and to receipt and availability of appropriated funds.

1.18 Interpretation

The Contract resulting from this Solicitation shall be construed under the laws of the State of Maryland.

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1.19 Integration

This RFP, the Successful Offeror's Proposal, the Library's Purchase Order and the written Agreement between the Successful Offeror and the Library contain the entire understanding between the parties, and any additions or modifications hereto may only be made in writing executed by both parties.

1.20 Fair Labor Standards

The Successful Offeror shall comply with all applicable provisions of the Fair Labor Standard Act (FLSA) and shall indemnify, defend, and hold harmless the Library, its officers, employees, and agents from any and all liability, including but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorney's fees arising under any wage and hours law, including but not limited to, FLSA for work performed by the Successful Offeror's employees for which the Library may be found jointly or solely liable.

1.21 Changes

1.21.1 The Library reserves the right to add items to this Contract at the Library's sole discretion if the items meet the following criteria:

1.21.1.1 The items added are, in the Library's sole opinion, within the general scope of work established for this Contract and/or are ancillary to the successful completion of Work under the resulting Contract.

1.21.1.2 The price for each item as offered by the Successful Offeror is, in the Library's sole opinion, fair and reasonable and consistent with the pricing for the balance of the resulting Contract.

1.21.1.3 The items added are relatively insignificant to the overall value and services under the agreement.

1.22 Most Favored Public Entity

The Successful Offeror agrees that the prices charged to the Library under this Contract do not exceed existing selling prices to its other customers for the same or substantially similar items or services for comparable quantities under similar terms and conditions.

1.23 Damage to Library Facilities, Buildings or Grounds

The Successful Offeror shall repair, or cause to be repaired, at its own cost any and all damage to Library facilities, buildings, grounds, equipment, vehicles, or property caused by the Successful Offeror or employees, subcontractors, or agents of the Successful Offeror. Such repairs shall be made immediately after awareness of damage, or notice by Library, but in no event more than thirty (30) days after the occurrence.

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1.24 Conditions for Purchasing Elsewhere

1.24.1 Time is of the essence. Should the Successful Offeror fail to perform as specified, in accordance with the terms and conditions specified herein, the Library shall then have the right to procure goods and services in the open market or by contract, in which event the additional costs of such goods or services above the Contract price shall be charged against the Successful Offeror, and may be deducted from any funds payable or which may become payable to the Successful Offeror.

1.24.2 The CFO may reject, at his or her sole discretion, any goods or services ordered from the Successful Offeror if they are delivered or performed subsequent to the placement of orders elsewhere.

1.25 Signatures Required for Legal Entities (For Contracts Exceeding \$150,000)

The chart below indicates which persons are authorized by law to sign documents. If documents submitted in response to this Solicitation are signed by other persons, then the Interested Party shall provide documents establishing that the persons have the legal authority to sign on behalf of and bind the Offeror.

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TYPE OF LEGAL ENTITY:

<p>Company/Corporation or Professional Service Corporation</p> <p><i>("Inc.," "Co.," "Corp.," "Ltd.," "P.C.," "Chartered," "Chtd.," "Professional Association," "P.A.")</i></p>	<p>NO PROOF NEEDED IF SIGNED BY:</p> <p>President, Vice President, Chief Executive Officer or Chief Operating Officer</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:</p> <p>By-Laws, Articles of Incorporation, or a Corporate Resolution</p>
<p>Partnerships</p>	<p>NO PROOF NEEDED IF SIGNED BY:</p> <p>Partner</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:</p> <p>Statement of Partnership Authority</p>
<p>Limited Partnerships</p> <p><i>("L.P.")</i></p>	<p>NO PROOF NEEDED IF SIGNED BY:</p> <p>General Partner</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:</p> <p>Certificate of Limited Partnership</p>
<p>Limited Liability Company / Corporation</p> <p><i>("LLC" or "LC")</i></p>	<p>NO PROOF NEEDED IF SIGNED BY:</p> <p>Member</p>	<p>IF SIGNED BY SOMEONE ELSE, ENTITY SHALL PROVIDE:</p> <p>Operating Agreement or Articles of Organization of the LLC</p>
<p>Religious Corporations and Churches</p>	<p>PROOF ALWAYS NEEDED</p>	<p>ENTITY SHALL PROVIDE:</p> <p>By-Laws, Articles of Incorporation, or Corporate Resolution</p>
<p>Limited Liability Partnerships and Limited Liability Limited Partnerships</p> <p><i>("L.L.P." or "LLLP")</i></p>	<p>PROOF ALWAYS NEEDED</p>	<p>ENTITY SHALL PROVIDE:</p> <p>Certificate of Limited Liability Partnership and Partnership Agreement or Statement of Partnership Authority</p>

Note: this chart does not cover unincorporated associations.

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1.26 Changes/Erasures to Proposal

To be considered, all erasures, interpolations and other changes in the Proposal shall be signed or initialed by the Offeror.

1.27 Offeror's Understanding of the Scope of RFP and Due Diligence

By submitting a Proposal in response to this RFP, the Offeror represents that it has read and understands this RFP, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this RFP or any resulting Contract. The failure or omission of any Offeror to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Offeror from any obligations with respect to its Proposal or to any resulting Contract.

1.28 Proposal Modification or Withdrawal

1.28.1 A Proposal may be modified or withdrawn by the Offeror anytime before the time and date set for the receipt of Proposals upon notice to the Finance Department in writing.

1.28.2 Modified and withdrawn Proposals, clearly marked and dated, may be resubmitted to the Finance Department up to the time and date set for the receipt of Proposals.

1.28.3 No Proposal may be unilaterally modified or withdrawn after the time set for the receipt of Proposal and for ninety (90) calendar days thereafter.

1.28.4 Pricing Extension: If an award cannot be made prior to the expiration of the pricing submitted in response to this RFP, the Finance Department may request that pricing be extended. The extension of pricing should be a reasonable amount of time for the contract to be fully executed between both parties.

1.29 Addenda to RFP

Addenda to solicitations often occur, sometimes within as little as 48 hours prior to Proposal opening. The Library does not provide written notification of addenda to solicitations. The Library will notify potential Offerors of any changes, additions or deletions to the Specifications via addenda posted on the Library's website (www.aacpl.net). It is the potential Offeror's responsibility to visit the Library's website frequently to obtain Addenda once they have received or downloaded an RFP. No other notification will occur. A Proposal may be rejected if any addendum is not signed and submitted with the Proposal.

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1.30 Content

The contents of the Proposal of the Successful Offeror may become contractual obligations. Failure of the Successful Offeror to accept these obligations in a Contract may result in cancellation of the award, and the Successful Offeror may not be eligible for future solicitations.

1.31 Conflict of Interest

1.31.1 By submission of a Proposal, Offeror agrees that it has no direct or indirect interest that would conflict in any manner or degree with its performance under this RFP or any resulting contract. The Offeror shall covenant further that, in the performance of any contract, the Offeror shall not employ any person or entity having any such known conflict.

1.31.2 Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the Proposal.

1.32 Headings

The words and phrases used in the heading of various sections and parts of this RFP are for convenience only and shall not affect the interpretation of any of the terms, conditions and requirements contained anywhere in the RFP.

1.33 RFP Text Emphasis

Throughout this RFP, there may be occasional use of underlining, bolding, oversized characters or other methods of text emphasis. No remarkable difference in emphasis or relative importance of text content is intended by the use of any one method in place of another.

1.34 Parent Company

If an Offeror is owned or controlled by a parent company, the name, main office address, and tax identification number of the parent company shall be provided in the Proposal.

1.35 Assignment and Delegation

Except for assignment of an antitrust claim, a party to any Contract resulting from this RFP may neither assign nor delegate any portion of the Contract without the prior written consent of the other party.

1.36 Acceptance of Terms and Conditions

By submitting a Proposal to this RFP, the Successful Offeror accepts the terms and conditions set forth herein.

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1.37 Confidential and Proprietary Information

- 1.37.1 All information contained in the Proposal is subject to production under the Maryland Public Information Act. Each Offeror shall be responsible for identifying all information in its Proposal that it considers confidential and proprietary and not subject to release to the general public for any reason by including with its Proposal a separate list entitled "Confidential and Proprietary Information." The list shall identify all such information and shall include the location of such information in the Proposal, including page numbers, as well as an explanation as to why each piece of information is considered to be confidential and proprietary. All information not included on the list, even if marked as confidential or proprietary, shall be considered public information and is subject to release on request under the Maryland Public Information Act.
- 1.37.2 Reasons given for considering information within a Proposal confidential or proprietary shall be legally justifiable, which is within the sole discretion of the Library. Indicating that a Proposal in its entirety is confidential and proprietary is not legally justifiable, is not acceptable, and may be grounds for the Library rejecting the Proposal on the grounds that the Proposal is not responsive.
- 1.37.3 Limitations to Liability: The Library assumes no responsibility and no liability for costs incurred by Successful Offeror in responding to the RFP, including requests for additional information. The Library assumes no responsibility and shall not be liable in any way for the release to the public of information that is contained in the Proposal.
- 1.37.4 Contractor agrees to provide promptly any non-confidential information or materials required by the Library to respond to such requests, to the extent required by law.

1.38 Independent Contractor

In the performance of this Agreement, the Contractor, including its employees, agents, and subcontractors, shall act solely as an independent contractor, and nothing contained in or implied by this Agreement shall be construed at any time to create any other relationship between the Library and the Contractor, including employer and employee, partnership, principal and agent, or joint venturer.

1.39 Audit of the Successful Offeror

- 1.39.1 The Successful Offeror shall retain in original form, format, and medium all books, records, and documents from the date of their inception. This shall include, but not be limited to, cost or pricing data relating to the Contract and the Successful Offeror's operations, including perpetual inventory records of equipment for a period of at least three (3) years following the date of final payment by the Library. The Successful Offeror shall make these records available for inspection and audit

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by the authorized representative of the Library during normal business hours. The Successful Offeror shall receive the Library's written authorization for any request to change the form, format, or medium of any record, or for earlier destruction of any record. The Successful Offeror shall comply with Library notification that a record shall be retained for a longer period.

1.39.2 The Library may audit at any time during the term of the Contract and for a period of at least three (3) years after the date of final payment by the Library the Successful Offeror's books and records relating to any work performed under this RFP and any resulting contract, including, but not limited to:

- Cost or pricing data submitted by the Successful Offeror;
- The determination of Successful Offeror's costs or estimated costs in connection with any change order or contractual modification or proposed change order or contractual modification;
- The Successful Offeror's financial condition; and/or
- Claims by one party against any other.

1.40 Ownership and Retention of Records

All reports, drawings, and other data prepared in connection with the work contemplated by this RFP shall become the property of the Library. The Successful Offeror shall retain all records and documents related to work performed under any Contract awarded pursuant to this RFP for at least three (3) years after final Contract payment by the Library, and shall make them available for inspection and audit by authorized representatives of the Library at all reasonable times.

1.41 Workplace Free of Drug and Alcohol Abuse

Successful Offeror shall maintain a workplace free of drug and alcohol abuse during the term of the Contract; shall prohibit employees from working under the influence of drugs or alcohol; and shall refuse to hire or assign to work under the Contract anyone whom the Successful Offeror 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.

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SECTION TWO – GENERAL SPECIFICATIONS

2.1 Scope

- 2.1.1 These Specifications are intended to cover the furnishing and inside delivery of Discoveries: The Library at the Mall Expansion Project for the Library, as described in Section Three.
- 2.1.2 All goods delivered shall be the manufacturer's current models, completely serviced by the Successful Offeror, and shall be delivered ready in all aspects to be placed in normal operating service.

2.2 Pre-Proposal Conference

- 2.2.1 A Mandatory Pre-Proposal Conference has been scheduled for **Monday, January 13, 2025, at 1 p.m.**, local time, at Discoveries: The Library at the Mall, 2550 Annapolis Mall, Annapolis, MD 21401, to answer questions about this RFP and the products or services to be provided hereunder. While every effort will be made to answer any questions concerning this RFP raised by potential Offerors at the Pre-Proposal Conference, such answers shall be considered unofficial until affirmed in writing by the Finance Department in the form of an addendum.
- 2.2.2 Offerors are strongly encouraged to bring any issues regarding this RFP or the equipment/services to be provided to the Pre-Proposal Conference or to the attention of the Finance Specialist prior to the deadline as detailed in Sections 1.1.4 and 1.1.5 herein.
- 2.2.3 Any modifications, additions, or deletions to the Specifications that result from this meeting shall be in the form of an addendum to be posted on the Library's website.
- 2.2.4 Offerors must register for the Pre-Proposal Meeting at least 48-hours in advance of the meeting date and time by contacting Christy Potts, Finance Specialist II, via email at cpotts@aacpl.net. If no Offerors register, the meeting may be canceled without further notice to the Offerors.
- 2.2.5 No recording of any kind by the public will be allowed at the pre-Proposal conference.
- 2.2.6 Anyone needing special ADA accommodations must contact Christy Potts, Finance Specialist II, via e-mail (cpotts@aacpl.net). All materials are available in alternative formats upon request.

2.3 Purchase Order Release

- 2.3.1 The agreement set forth is essentially a price agreement and the execution of the agreement or the receipt of a Purchase Order does not authorize the Successful Offeror to deliver or release any material to any department in the Library.

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2.3.2 Non-Exclusivity: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract shall not restrict the Library from acquiring similar, equal, or like goods and/or services from other entities or sources.

2.4 Warranty and Service

The Successful Offeror warrants any goods furnished shall be of the highest quality, shall comply with Specifications, and shall be free from all defects in workmanship and materials for at least one (1) year. Any defective goods shall be immediately replaced free of cost to the Library.

2.5 Delivery/Installation of Goods

2.5.1 The Successful Offeror shall guarantee a representative of their organization will be on site to accept any goods delivered as part of this project. The Library has the right to refuse any deliveries if the representative from Successful Offeror is not present.

2.5.2 The Successful Offeror shall state the number of calendar days required to deliver each item to the Library following notification of an award.

2.5.3 The Successful Offeror shall provide a delivery ticket for each item delivered, marked clearly with the purchase order number issued by the Library for the goods purchased and, if applicable, the name, model, and serial number.

2.5.4 All items shall be delivered F.O.B. destination and delivery costs and charges shall be included in the Proposal. Unit prices quoted shall include delivery, all charges prepaid, and shall be exclusive of all taxes. No transportation, shipping, or handling charges shall be added to the invoice.

2.5.5 The Library reserves the right to charge the Successful Offeror fifty dollars (\$50.00) per working day for each day the goods or services are not delivered in accordance with the delivery schedule. The per-diem charge may be invoked at the discretion of the CFO, shall be considered liquidated damages, and shall be deducted from the Proposal Deposit or final payment, or charged back to the Successful Offeror.

2.6 Intentionally Deleted

2.7 Intentionally Deleted

2.8 Regular Dealer

Quotes shall be considered only from Offerors that qualify as a "regular dealer." A "regular dealer" means a person or entity that owns, operates, or maintains a store, warehouse, or other establishment in which the goods required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business.

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To be a regular dealer, the Offeror shall engage in, as its principal business and in its own name, the purchase and sale of the goods that are the subject of this RFP.

2.9 Intentionally Deleted

2.10 Award of Contract

2.10.1 Considerations for the award shall be stated in this RFP.

2.10.2 The Library reserves the right to accept or reject any Proposal and to procure no or any quantity of goods or services that are the subject of this RFP, as deemed in the best interest of the Library by the CFO. After all other proper evaluations, an award shall be made on an individual item basis or may be awarded on an aggregate item basis if an additional discount is offered for an aggregate award to the successful Offeror.

2.10.3 In accordance with Section V of the Library's Purchasing Policy, an unsuccessful Offeror may protest the award of a contract by notifying the CFO in writing within three business days of receipt of notification that their Proposal was not selected. In the event of such a protest, the Library's Board of Trustees, or the Executive Committee of the Board of Trustees, shall render a decision and that decision shall be final.

2.11 Intentionally Deleted

2.12 Insurance Requirements

Unless otherwise required in this RFP, if a Contract is awarded, the Successful Offeror shall be required to purchase and maintain during the life of the Contract Commercial General Liability Insurance, Business Automobile Liability Insurance, and Workers' Compensation Insurance with limits of not less than set forth below:

2.12.1 Commercial General Liability Insurance

At least \$1,000,000 combined single limit coverage on an occurrence basis covering all premises and operations and including Personal Injury, Independent Contractor, Contractual Liability and Products and Completed Operations. **The general aggregate limit is to apply per project.**

2.12.2 Business Automobile Liability Insurance

At least \$1,000,000 Combined Single Limit to include owned, non-owned, and hired vehicles.

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2.12.3 Workers' Compensation Insurance

Statutory benefits as required by Maryland law and, when required, the U.S. Longshoremen's and Harbor Workers' Compensation Act, including standard Other States coverage; Employers' Liability coverage with limits of at least \$100,000 each accident/\$100,000 each employee disease/\$500,000 disease policy limit.

2.12.4 On all Commercial General Liability Insurance policies, Anne Arundel County Public Library, Anne Arundel County, Maryland, their agents, servants, and employees shall be named as an additional insured, which shall be shown on the insurance certificates furnished to the Library under this Section.

2.12.5 Professional Liability Insurance

The Successful Offeror shall purchase and maintain during the term of any resulting Contract Professional Liability Insurance with limits of at least \$1,000,000 each occurrence and \$3,000,000 aggregate.

2.12.6 The Successful Offeror shall provide the Library with Certificates of Insurance evidencing the coverage required above. The Successful Offeror shall provide certificates of insurance before commencing work in connection with the Contract.

2.12.7 Providing any insurance required herein does not relieve the Successful Offeror of any of the responsibilities or obligations assumed by the Successful Offeror in any resulting Contract or for which the Successful Offeror may be liable by law or otherwise.

2.12.8 Failure to provide and continue in force insurance as required herein shall be deemed a material breach of any resulting Contract and shall operate as an immediate termination thereof.

2.12.9 Contractor shall advise the Library via e-mail (finance@aacpl.net) and First-Class, Certified Mail within two (2) business days of any cancellation, non-renewal, or other termination of, or any substantive change to any insurance policy providing or represented as providing the coverages mandated herein. Failure to do so shall be construed as a material breach of the Agreement.

2.13 Return Goods Policy

2.13.1 The Library shall apply the following policy to returned goods throughout the term of the Contract. By its signature on the Proposal, the Offeror acknowledges it has read, understood, and agreed with the following policy.

2.13.2 Returns generated by the Successful Offeror's error, over shipment, defective merchandise, unacceptable substitution, or otherwise through no fault of the

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Library shall be returned to the Successful Offeror with no restocking charge to the Library. At the option of the Library, replacement merchandise shall be shipped within fourteen (14) days of notification. The Successful Offeror shall bear all freight and delivery charges.

2.13.3 Returns of catalog stock merchandise generated by ordering error, over purchase, discontinued use, inventory reduction, or other fault of the Library shall be accepted by the Successful Offeror. All catalog stock merchandise shall be unused, in the original container, and in suitable condition for resale.

2.13.4 Return of catalog stock merchandise more than six (6) months after receipt by the Library shall be at the option of the Successful Offeror.

2.14 Price Adjustments

2.14.1 All prices offered herein shall be firm against any adjustment for one (1) year from the effective date of the Contract. Prior to commencement of subsequent renewal terms, the Library will entertain a request for price adjustments up to the Consumer Price Index in place exactly sixty (60) days prior to the renewal date. The Successful Offeror shall request all price adjustments in writing at least sixty (60) days and no more than ninety (90) days prior to the renewal date.

2.14.2 For purposes of this Section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-Washington-Baltimore, DC-MD-VA-WV-All Items, Not Seasonally Adjusted (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

2.14.3 The Library reserves the right to accept, reject, or modify the request for a price adjustment. If the Library approves a price adjustment, the price shall remain firm for the renewal term for which it was requested.

2.14.4 In the event where the CPI is a negative value, at no time will the Library adjust below current pricing.

2.15 Agreement

Successful Offeror shall review the attached sample agreement and note any issues it may have with the agreement. Upon notifications of intent to award, the Successful Offeror shall have an authorized person (as shown under Section 1.25) sign a similar agreement tailored to meet this RFP as part of the Contract.

2.15.1 HIPAA

If a Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996, and regulations enacted pursuant thereto (collectively "HIPAA"), is deemed necessary by the Library based on the Work to be performed

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hereunder, the Successful Offeror agrees to enter into a Business Associate Agreement as an Addendum to this Agreement.

2.16 Performance, Labor and Material Bonds

- 2.16.1 The Library may require a performance bond or other form of security in the amounts considered adequate to protect the Library's interests in supply, maintenance, service, or other procurements.
- 2.16.2 In lieu of a Bond, the Library, at the sole discretion of its CFO, may accept an irrevocable letter of credit, an irrevocable assignment of a bank account, certified check, money order, or cashier's check in the required amounts.
- 2.16.3 The amount of the Bond or other security shall not be in the nature of liquidated damages and shall not limit the liability of the Successful Offeror to the Library in the event of a breach by the Successful Offeror.

2.17 Intentionally Deleted

2.18 Exceptions to These Specifications

- 2.18.1 When the Proposal differs in any way from the specifications and/or requirements set forth herein, the Offeror shall explicitly describe each variance in detail on the Exceptions Form, referencing the appropriate paragraph or Clauses to which the variance applies and shall provide this information with the Proposal.
- 2.18.2 Any exceptions to these specifications referenced in any price sheet, catalog, literature, build sheets, manufacturers' specifications or any other written information included in the Proposal that is not documented in the Offerors' Exceptions Form shall not be part of any Contract with the Successful Offeror and shall be disregarded by the Library.
- 2.18.3 The Library shall, at its sole discretion, accept or reject individually any exceptions taken to these specifications by the Offeror as declared on the Exceptions Form. The Library shall notify the Offeror of all rejected exceptions. The Offeror shall have 48 hours after notification by the Library to remove any exceptions rejected by the Library or the Proposal shall be rejected as being non-responsive.

2.19 Unbalanced Proposals

2.19.1 MATERIALLY UNBALANCED PROPOSALS

A Proposal shall be materially unbalanced if there is a reasonable doubt that award of the materially unbalanced Proposal will result in the lowest ultimate cost to the Library.

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2.19.2 MATHEMATICALLY UNBALANCED PROPOSALS

A Proposal shall be mathematically unbalanced if the Proposal contains unit pricing that does not reflect reasonable costs (including actual labor and material cost, overhead and profit) for the completion of the Scope of Work.

2.19.3 A Proposal that is either materially or mathematically unbalanced may be rejected as non-responsive.

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SECTION THREE – NATURE OF SERVICES REQUIRED

3.1 General

The Anne Arundel County Public Library, hereafter the "Library," is seeking proposals from qualified firms to construct an expanded area for Discoveries: The Library at the Mall. Design Drawings are provided as Attachment A of this RFP with the goal of:

- 3.1.1 Integrating a third store unit space for increased programming space
- 3.1.2 Incorporate existing HVAC, plumbing, lighting and fire alarm systems

3.2 Scope of Work

The successful Offeror shall:

- 3.2.1 Construct the expanded areas using Design Drawings developed for this purpose.
- 3.2.2 Develop a construction timeline to begin March 2025.
- 3.2.3 Participate in bi-weekly progress meetings to ensure timely delivery of construction.
- 3.2.4 Provide weekly photos of progress of construction.
- 3.2.4 Provide As Built drawings after the completion of the work.
- 3.2.5 Comply with requirements specified in the Design Documents.

3.3 Term of Contract

This Contract shall be in effect for 3 months (based on timing estimate) beginning approximately March 1, 2025. This Contract may be renewed up to an additional 3-month period with the same terms and conditions at the sole discretion of the Library. After the initial term, any renewals will be subject to the availability and appropriation of Library funds.

3.4 Payment

Progressive Payments will be made. Please specify in your proposal your preferred payment timeline. The Library reserves the right to retain final payment, up to 25% of the balance remaining, until the conditional acceptance.

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SECTION FOUR – THE PROPOSAL

4.1 Technical Proposal

4.1.1 General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the Offeror in conformity with the requirements of this RFP. As such, the substance of the Technical Proposal will carry more weight than the form or manner of presentation. The Technical Proposal shall demonstrate the qualifications of the firm and the staff to be assigned to this engagement.

4.1.2 Proposal Format

Each Offeror shall submit the Technical Proposal as an electronic file in Adobe Portable Document Format (PDF). The file shall be secured by the Offeror as a read-only file, i.e., viewable and printable but not editable. Bookmarks shall be included for each of the sections in paragraph 4.1.5 below. The file must be searchable using the Find tool on a PDF reader. The Technical Proposal shall not include any material that is accessed by hyperlink, i.e., the stand-alone file shall be considered the entire and complete proposal.

4.1.3 **THERE SHALL BE NO COST INFORMATION IN THE TECHNICAL PROPOSAL. FAILURE TO COMPLY SHALL RESULT IN REJECTION OF YOUR PROPOSAL.**

4.1.4 Failure to include in its Proposal a response to all of the requirements of the RFP may result in the rejection of an Offeror's Proposal by the Library. Proposals that merely repeat the RFP language or content shall be deemed unsatisfactory.

4.1.5 The Technical Proposal shall consist of the following sections:

4.1.5.1 Title Page, showing the: RFP's subject; Offeror's name; and date of the Proposal.

4.1.5.2 Transmittal Letter, conveying the Offeror's response to the RFP, briefly stating the Offeror's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the Offeror believes itself to be best qualified to perform the engagement, and a statement that the Proposal is a firm and irrevocable offer for 120 days from the Proposal due date. The transmittal letter shall state clearly the Offeror's acknowledgement of receipt of all addenda issued to the RFP. The letter shall be signed in ink by an individual authorized to bind the Offeror legally and state the individual's title and position.

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- 4.1.5.3 Officer's Certification Form: An officer of the Offeror shall complete and sign this form to confirm the information is valid. Signature authority shall conform to the requirements in Section 1.25 of this RFP.
- 4.1.5.3 Vendor Information Form: The Offeror shall complete the form included in this RFP.
- 4.1.5.5 Technical Response: Offeror shall address each item listed in Section 4.4, devoting a separate section of their Proposal to each item.
- 4.1.5.6 List the names and addresses of all affiliated companies and/or subcontractors who would provide goods or services under the agreement, as well as their responsibilities in completing the Scope of Work.
- 4.1.5.7 Exceptions/Deviations to the Specifications: The Offeror shall identify any deviation from, or exception to, the RFP specifications in the Exceptions Form. If there are no exceptions or deviations, the Offeror shall indicate "NONE" on this form. THIS IS EXTREMELY IMPORTANT. The Library shall review each exception/deviation and determine if it is acceptable. If an exception/deviation is not acceptable, the Library may propose an alternative or reject the exception/deviation. If all exceptions/deviations cannot be resolved, the Library may reject the Offeror's Proposal.
- 4.1.5.8 Addenda: The Offeror shall include a signed copy of each Addendum to this RFP, if any. Failure to include all signed Addenda to this RFP shall result in the Offeror's Proposal being rejected.
- 4.1.5.9 Affidavit

4.2 Cost Proposal

- 4.2.1 The Cost Proposal shall contain all pricing information relative to the products and/or services described in this RFP. The price(s) shall contain all direct and indirect costs, including all out-of-pocket expenses.
- 4.2.2 The Offeror shall complete in full the Cost Proposal RFP No. 25-01 found in this RFP. Therein, the Offeror shall quote a firm, fixed, lump sum price to complete the entire scope of work described in this RFP.
- 4.2.3 Rates for Additional Professional Services

Should it become necessary for the Library to request that the Successful Offeror render additional services, either to supplement the services requested in this RFP or to perform additional work, then such additional work shall be performed only

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if set forth in an Addendum to the Contract between the Library and the Successful Offeror. Any such additional work agreed to between the Library and the Successful Offeror shall be performed at the rates set forth in the Cost Proposal.

- 4.2.4 The Offeror shall submit the original of the Cost Proposal in a separate sealed envelope marked as follows:

COST PROPOSAL FOR
ANNE ARUNDEL COUNTY PUBLIC LIBRARY
FOR
RFP 25-01: DISCOVERIES: THE LIBRARY AT THE MALL EXPANSION PROJECT

4.3 Proposal Submission

- 4.3.1 Offerors shall send the Technical Proposal as an attachment to an email addressed to: cpotts@aacpl.net. The subject line of the email shall be "Technical Proposal, RFP 25-01, Discoveries: The Library at the Mall Expansion Project." THIS IS EXTREMELY IMPORTANT: the attachment shall be named "TP_RFP2501_CompanyName.pdf" where "CompanyName" identifies the Offeror. No spaces or special characters other than the two underscores shown in the example are permitted in the file name.

- 4.3.2 Offerors shall send the completed Cost Proposal to:

Anne Arundel County Public Library
Finance Department
5 Harry S Truman Parkway
Annapolis, MD 21401
Attn: RFP 25-01

- 4.3.3 The Library shall not be responsible for expenses incurred in preparing and submitting the Technical Proposal or the Cost Proposal. Such costs shall not be included in the Proposal.

4.4 Technical Response

The Offeror shall address all the items listed below, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Each item shall be addressed in a separate section of the Offeror's Technical Proposal. While additional data may be presented in an Appendix to the Technical Proposal, the Offeror must address each item listed. Failure to address any item shall result in rejection of the Offeror's Proposal.

- 4.4.1 Qualifications and Experience

The Offeror shall describe its qualifications and experience. The response shall demonstrate the Offeror's expertise in construction projects of this scale or similar nature.

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4.4.2 Project Team

The Offeror shall provide current resumes or curricula vitae of all personnel to be assigned to this project. These shall highlight how each team member's expertise and experience are relevant to this engagement.

4.4.3 Workplan and Timetable

The Offeror shall describe the workplan it would follow to complete the Scope of Work. The workplan shall include: a brief description of each task; the team member(s) who would be responsible for each task; the role of the Library in the completion of each task; and a timeline expressed in the number of days from contract award for the completion of each task and the project as a whole. Offerors are encouraged to highlight any feature of their proposed workplans that would differentiate them from competitors.

4.4.4 References

4.4.4.1 The Offeror shall provide the names and contact information for three clients for whom it has completed successfully engagements similar to the one described in this RFP within the past three years. The Offeror also shall provide a brief summary of the projects and any noteworthy outcomes.

4.4.4.2 For each reference, furnish the name, title, address, and telephone number of the person at the client's organization who is the most knowledgeable about the work performed.

4.5 Exceptions/Deviations to the Specifications

4.5.1 On the Exceptions Form, the Offeror shall identify any deviation from, or exception to, the RFP specifications, except the Cost specifications but including the boilerplate language. If there are no exceptions or deviations, the Offeror shall write "NONE" on this form. THIS IS EXTREMELY IMPORTANT. The Library shall review each exception/deviation and determine if it is acceptable. If it is acceptable, the Library may propose an alternative or reject the exception/deviation. If all exceptions/deviations cannot be resolved, the Library may reject the Offeror's Proposal.

4.5.2 If the Offeror proposes to use its own agreement language, this shall be noted on the Exceptions Form. The proposed agreement, including all applicable documents and attachments, shall be included in the Technical Proposal, with all cost information redacted. The Library shall not permit the addition or substitution of different documents at a later time.

4.5.3 The Library will not consider any exceptions to or deviations from the Cost specifications.

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4.6 Offeror's Understanding of the Scope of RFP and Due Diligence

By submitting a Proposal in response to the RFP, the Offeror represents that it has read and understands this RFP, including any Addenda, and has familiarized itself with Federal, State, and local laws, ordinances, rules, and regulations that may affect the cost or performance under this RFP or any resulting Contract. The failure or omission of any Offeror to receive or examine any form, instrument, addenda, or other document or to acquaint itself with conditions existing at any site shall in no way relieve that Offeror from any obligations with respect to its Proposal or to any resulting Contract.

4.7 Proposal Modifications or Withdrawal

- 4.7.1 A Proposal may be modified or withdrawn by the Offeror any time before the time and date set for the receipt of proposals upon notice to the Finance Department in writing.
- 4.7.2 Technical Proposal modifications shall be worded in a manner that does not reveal cost data.
- 4.7.3 Modified and withdrawn Proposals, clearly marked and dated, may be resubmitted to the Finance Department up to the time and date set for the receipt of Proposals.
- 4.7.4 No Proposal may be modified unilaterally or withdrawn after the time set for the receipt of Proposals and for 120 days thereafter.

4.8 Content

- 4.8.1 The contents of the Proposal of the Successful Offeror may become contractual obligations. Failure of the Successful Offeror to accept these obligations in a Contract may result in cancellation of the award, recovery of damages by the Library, and disqualification of the Successful Offeror.
- 4.8.2 Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the Proposal.

4.9 Conflict of Interest

- 4.9.1 By submission of a Proposal, Offeror agrees that it has no direct or indirect interest that would conflict in any manner or degree with performance under this RFP or any resulting contract for its services. The Offeror shall further covenant that, in the performance of any contract, the Offeror shall not employ any person or entity having any such known conflict.
- 4.9.2 Failure of the Offeror to provide any information requested in this RFP may result in the rejection of the Proposal.

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SECTION FIVE – EVALUATION PROCEDURES

5.1 Evaluation Committee

An Evaluation Committee selected by the Library will evaluate Proposals submitted.

5.2 Review of Proposals

5.2.1 The Evaluation Committee will use a point formula during the review process to score the Proposals. Each member of the Committee first will score each Technical Proposal by each of the criteria described below. The full Committee then will convene to review and discuss these evaluations and to combine the individual scores to arrive at the composite technical score for each Offeror. At this point, firms with an unacceptably low technical score, as determined by the Evaluation Committee, will be eliminated from further consideration.

5.2.2 After the composite technical score for each Offeror has been established, the sealed Cost Proposal will be opened and additional points will be added to the technical score based on the price proposed. The maximum score for price will be assigned to the Offeror offering the lowest total all-inclusive maximum price. Appropriate fractional scores will be assigned to other Offerors.

5.2.3 The Library reserves the right to retain all Proposals submitted and use any idea in a Proposal regardless of whether that Proposal is selected.

5.2.4 The Contract will be awarded to the Offeror with the highest score. If the Library and the apparent Successful Offeror are unable to enter into a contract for any reason, the Contract may be awarded to the next highest-ranked Offeror.

5.3 Evaluation Criteria

Offerors will be evaluated and scored based on the Offeror's Technical and Cost Proposals. The Cost Proposal will not be given as much weight as the Technical Proposal.

5.4 Offeror Minimum Requirements

5.4.1 To be considered, an Offeror must demonstrate that it has completed successfully projects with similar scopes of work for at least three years.

5.4.2 If an Offeror cannot meet these minimum requirements, the Proposal may be rejected without further evaluation. It is the Offeror's responsibility to demonstrate that it meets or exceeds these requirements.

5.5 Technical Proposal Priorities

The Library's priorities are shown below. More than one section may have the same priority.

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5.5.1 Organization and Experience

5.5.1.1 Demonstrated knowledge, skills and experience in conducting successful construction projects of this scale

5.5.1.2 Qualifications of team members assigned to the project

5.5.1.3 References

5.5.2 Quality of Workplan

5.5.2.1 Responsiveness to and understanding of the Scope of Work

5.5.2.2 Methodology proposed to complete the Scope of Work

5.5.2.2 Project timeline that complies with Library's stated schedule

5.5.3 Exceptions To and Deviations From to the RFP

5.6 Cost Proposal

5.6.1 The Cost Proposal will be evaluated based on the firm, fixed lump sum price for the completion of the Scope of Work.

5.6.2 Rates for additional professional services will be reviewed and noted, as applicable. These will not be included in the Cost Proposal evaluation.

5.6.3 Prices for optional solutions will be reviewed and noted, as applicable. These will not be included in the Cost Proposal evaluation.

5.7 Oral Presentations

The Library, at its discretion, may request that some or all Offerors make oral presentations of their qualifications or to substantiate any portions of Proposals submitted. The Finance Department will schedule such presentations. Offerors may be instructed to limit the number of representatives and the time for the oral presentation. Such presentations will provide Offerors with an opportunity to answer any questions the Evaluation Committee may have regarding an Offeror's Proposal. Not all Offerors may be asked to make such oral presentations.

5.8 Best and Final Offers

5.8.1 Notwithstanding anything contained in this RFP, after the Finance Department computes the Offeror's final scores, discussions may be conducted with responsible Offerors whose Proposals have been determined by the Evaluation Committee to be eligible for award. Discussions may be held for purposes of clarification to

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assure full understanding of and responsiveness to the RFP requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of Proposals, and revisions may be permitted after submissions and before award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from Proposals submitted by competing Offerors.

- 5.8.2 The Finance Department shall notify each responsive, responsible Offeror of the scope of the requested best and final offer. The Finance Department shall establish a date and time for the submission of best and final offers and discussions. If more than one submission of best and final offers is requested, an Offeror's immediate previous offer shall be construed as its best and final offer unless the Offeror submits a timely notice of withdrawal or another best and final offer. The CFO may consult with and seek the recommendation of the Evaluation Committee during the best and final offer process. The Library shall consider best and final offers to be irrevocable for ninety (90) days from the date of their submission.

5.9 Final Selection

It is anticipated that an Offeror will be selected by February 15, 2025. Following notification of the Offeror selected, it is expected a contract will be executed between both parties by March 1, 2025.

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OFFICER'S CERTIFICATION FORM

Legal _____ Name _____ of _____ Offeror: _____

Trade Name of Offeror: _____

Street _____ Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____-)(_____-)(_____-) Fax Number: (_____-)(_____-)(_____-)

Website: _____

Name of Officer Completing Form: _____

Title of Officer Completing Form: _____

Phone Number of Officer Completing Form: (_____-)(_____-)(_____-)

Email Address of Officer Completing Form: _____

I certify that our response to this RFP (Request for Proposal) is complete and accurate to the best of my knowledge and contains no material omissions or misstatements. I acknowledge that the Anne Arundel County Public Library will rely upon the information included in our response to make decisions concerning the award of any contract resulting from this RFP. I further certify that this Technical Proposal has been duly authorized and approved by all required organizational action of the Offeror. I have the legal and organizational authority to bind the Offeror to this Proposal.

It is further agreed that the necessary Agreement will be executed within ten (10) calendar days after our receipt of your written advice of the acceptance of our Proposal.

Signature

Title

Date

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

VENDOR INFORMATION FORM

Name of Offeror: _____
Business Name (e.g., Corp., Inc., Co., T/A, DBA, etc.)

Federal Tax Identification or Social Security Number: _____

Street Address: _____

City and State: _____ Zip Code: _____

Business Phone: (Toll Free #, if applicable): _____

Fax Number: _____

Contact Name: _____

Contact Title: _____

Email Address: _____

Website Address, if available: _____

Registration # Issued by the MD Dept. of Assessment and Taxation*: _____
(*See Section 1.13 Corporation Registration)

Does your firm qualify as a Minority Business Enterprise? Yes _____ No _____

MBE Designations: Black Male Black Woman Women Asian Hispanic None

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

AFFIDAVIT

On behalf of _____, I do solemnly declare and affirm, under penalty of
(Contractor/Bidder/Offeror)
perjury, that to the best of my knowledge, information, and belief:

1. Neither _____, nor any of its officers, directors, or
(Contractor/Bidder/Offeror)
partners, or any of its employees who are directly involved in obtaining or performing contracts with the State of Maryland, a unit of the State (as defined in '16-101 of the State Finance and Procurement Article of the Maryland Annotated Code), or a local governmental entity in the State, has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any State or of the Federal Government;

(b) been convicted under a State or Federal law or Statute of any offense enumerated in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code; or

(c) been found civilly liable under a State or Federal Antitrust Statute as provided in '16-203 of the State Finance and Procurement Article of the Maryland Annotated Code.

2. _____ shall not knowingly enter into a contract with
(Contractor/Bidder/Offeror)
a public body under which a person or business debarred or suspended under Title 16, Subtitle 3 of the State Finance and Procurement Article of the Maryland Annotated Code will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

3. Neither _____, nor any employee or
(Contractor/Bidder/Offeror)
representative of _____:
(Contractor/Bidder/Offeror)

(a) agreed, conspired, connived, or colluded to produce a deceptive show of competition in the preparation of the Proposal or offer being submitted; or

(b) has in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the price of the bid or proposal of any Offeror or offer of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the Proposal or offer is submitted;

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

4. The Contractor/Bidder/Offeror:

(a) Is not currently identified on the list created by the Maryland State Board of Public works as a person engaging in investment activities in Iran as described in Section 17-702 of the Maryland State Finance and Procurement Article; and

(b) Is not currently engaging in investment activities in Iran as described in Section 17-702 of the Maryland State Finance and Procurement Article.

If the person is unable to make the certification, it will provide the County, under penalty of perjury, a detailed description of the Contractor/Bidder/Offeror's investment activities in Iran.

Contractor/Bidder/Offeror: _____

By: _____

Title: _____

Date: _____

Subscribed and sworn to before me, a Notary Public of the State of _____, County or City of _____, this ____ day of _____, 2024.

(Notary Public)

(Notary Public)

My Commission Expires: _____

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

COST PROPOSAL FORM
(Submit Original and One Duplicate Copy)

TO: Anne Arundel County Public Library
Library Headquarters
5 Harry S Truman Pkwy
Annapolis, Maryland 21401
Attn: Finance Department

SECTION ONE - PRICING AND PAYMENT

In accordance with your Announcement and Request For Proposals dated _____, 2025, and your General Information and Notice to Offerors bearing the same date, _____ wishes to quote the following firm, fixed, lump

(Name of Offeror)
sum price to complete the Scope of Work:

_____ Dollars and _____ Cents (\$____,____.____).

Terms of Payment: _____

SECTION TWO – RATES FOR ADDITIONAL PROFESSIONAL SERVICES

Job Title: _____

Rate per Hour: _____ Dollars and _____ Cents (\$____,____.____)

Job Title: _____

Rate per Hour: _____ Dollars and _____ Cents (\$____,____.____)

Job Title: _____

Rate per Hour: _____ Dollars and _____ Cents (\$____,____.____)

SECTION THREE – CERTIFICATION

The Offeror certifies that this Cost Proposal Form has been duly authorized and approved by all required organizational action of the Offeror.

The person executing this Cost Proposal Form on behalf of the Offeror certifies that he or she has the legal and organizational authority to do so.

It is further agreed that the necessary Agreement will be executed within ten (10) calendar days after our receipt of your written advice of the acceptance of our Proposal.

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

Name of Offeror: _____

Name of Agent: _____

Title of Agent: _____

(See Section 1.25 – Signatures Required for Legal Entities)

Signature of Agent: _____

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

SAMPLE AGREEMENT FOR SERVICES

THIS AGREEMENT, made this _____ day of _____, 2024, by and between The Public Library Association of Annapolis and Anne Arundel County, Inc. (the “Library”), and _____ (the “Contractor”).

WHEREAS, the Library issued Request For Proposal No.18-xxx, entitled “_____”, a copy of which is attached hereto as Attachment A and is incorporated herein and made a part hereof;

WHEREAS, copies of the Contractor’s Proposal Form are attached hereto as Attachment B;

WHEREAS, having completed the Procurement process in accordance with Attachment A and the Library’s Purchasing Policy, the Library is awarding the resulting contract to the Contractor; and

WHEREAS, it is the purpose of this Agreement to describe the formal rights and obligations of the parties;

NOW, THEREFORE, WITNESSETH that, for the consideration herein indicated, and in consideration of the mutual promises and covenants set forth in this Agreement, the Contractor and the Library agree as follows:

1. The Contractor shall perform services described and outlined in Attachments A and B to this Agreement, which are incorporated herein and are made a part hereof (the “Work”).
2. The Library and the Contractor shall have all rights and obligations set forth in Attachments A and B. If any term of this Agreement conflicts with any term of Attachments A or B to this Agreement, then the term of this Agreement shall control. If any term of Attachment A to this Agreement conflicts with any term of Attachment B to this Agreement, then the term of Attachment A shall control.
3. The Library shall pay the Contractor in accordance with the fee schedule set forth in Attachment A to this Agreement. Services under this Agreement shall be performed pursuant to Purchase Orders issued by the Library.
4. If the term of this Agreement extends beyond the Library’s current fiscal year, this Agreement is conditioned upon and subject to appropriation and availability of funds for that part of the term of this Agreement that extends beyond the Library’s current fiscal year.
5. The Contractor certifies that this Agreement has been duly authorized and approved by all required organizational action of the Contractor.
6. The person executing this Agreement on behalf of the Contractor certifies that he

**Anne Arundel County Public Library
Request For Proposals No. 25-01
Discoveries: The Library at the Mall Expansion Project**

or she has the legal and organizational authority to do so.

IN WITNESS THEREOF, the parties hereto have executed this Agreement as of the day
and year first above written.

ATTEST:

THE PUBLIC LIBRARY ASSOCIATION OF
ANNAPOLIS AND ANNE ARUNDEL
COUNTY, INC.

(Witness Signature)

By: _____
Charles M. Auld Date (SEAL)
Title: Chief Executive Officer

[CONTRACTOR'S NAME]

(Witness Signature)

By: _____
Title: Date (SEAL)

BUILDING STATISTICS

BUILDING CODES
 2021 INTERNATIONAL MECHANICAL CODE
 2021 INTERNATIONAL ELECTRICAL CODE
 2021 INTERNATIONAL FIRE CODE
 2021 INTERNATIONAL ENERGY CODE
 2021 INTERNATIONAL EXISTING BUILDING CODE
 2018 NFPA 101
 ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES - ICC A117.1 2017

BUILDING AREA AND OCCUPANCY

SPACE #	EXISTING	PROPOSED
SPACE #130	1,411 SF	14,909 SF
SPACE #135	1,033 SF	
SPACE #130	14,909 SF	
TOTAL		
USE GROUP	M	A-3

CONSTRUCTION TYPE

I-3 (NONCOMBUSTIBLE)
 I-3 (ORY)

PROJECT DESCRIPTION
 THE TENANT GROUP OF TWO SPACES, SPACE #130 AND SPACE #135, CURRENTLY ADJOINING THE SCOOPERS LIBRARY AT THE MAIN LEVEL PROGRAMMING SPACE SPACES WILL BE RENOVATED AND ADDED TO THE LIBRARY SPACES WILL BE PROVIDED FROM THE NEW PROGRAMMING AREA.

EXIT PROTECTION

ALL EXIT DOORS AND SPREADERS SHALL BE FULLY SPRINKLERED AND MONITORED.
 EXIT DOORS AND SPREADERS SHALL BE FULLY SPRINKLERED AND MONITORED.
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 ALL EXIT DOORS AND SPREADERS SHALL BE FULLY SPRINKLERED AND MONITORED.

OCCUPANT LOAD

OCCUPANT LOAD PER TABLE 1004.1.2, IBC TABLE 1004.1.2

AREA	USE GROUP	OCCUPANT LOAD	PERSONS	NO. OF EXITS REQ.	NO. OF EXITS PROVIDED
PROGRAMMING	A-3	1,411 SF	13	1	1
CONFERENCE RM	A	1,033 SF	8	1	1
TENIS	A	1,728 SF	13	1	1
TENIS	A	1,728 SF	13	1	1
OUTLET RM	A	377 SF	3	1	1
BREAK RM	A	1,397 SF	10	1	1
OFFICE AREA	A	11,183 SF	77	2	2
OFFICES ETC	S	1,178 SF	8	1	1
LIBRARY AREA	A	6,401 SF	47	2	2
TOTAL		14,909 SF	114	2	2

EGRESS CAPACITY - IBC 1004.2, IBC TABLE 1004.2.1

DOORS IN SPRINKLERED BUILDINGS - OCCUPANTS X 0.15 = INCHES REQUIRED

AREA	OCCUPANTS	CAPACITY FACTOR	INCHES REQ.	INCHES PROVIDED
PROGRAMMING	18	0.15	27"	36"
CONFERENCE RM	12	0.15	18"	36"
TENIS	10	0.15	15"	36"
TENIS	10	0.15	15"	36"
OUTLET RM	28	0.15	42"	36"
BREAK RM	27	0.15	40"	36"
OFFICE AREA	21	0.15	31"	36"
OFFICES ETC	4	0.15	6"	36"
LIBRARY AREA	139	0.15	207"	288"
TOTAL	414			



1 LIFE SAFETY FLOOR PLAN
 TYPE = 1-Q



WALTER GORMAN GROUP
 ARCHITECTS - INTERIORS
 11102 OLIVE BLVD. # 110
 SUITE 200
 OMAHA, NE 68114
 PHONE: 402.392.4242
 FAX: 402.392.4243
 WWW.WGCM.COM



SEAL:
 CERTIFICATION
 I certify that these documents were prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Missouri. License No. 14058. I am not providing any professional services under this seal.

CONSULTANTS:

- ARCHITECT/ARCHITECTURAL DESIGN:**
 WALTER GORMAN GROUP
 11102 OLIVE BLVD. # 110
 SUITE 200
 OMAHA, NE 68114
 PHONE: 402.392.4242
 FAX: 402.392.4243
- STRUCTURAL/MECHANICAL/ELECTRICAL/PLUMBING:**
 2941 HIGHLAND
 OMAHA, NE 68114
 PHONE: 402.392.4242
 FAX: 402.392.4243

PROJECT:
 Discoveries of Annapolis Mall

LOCATION:
 2550 ANNAPOIS MALL
 ANNAPOLIS, MARYLAND 21401

DATE:
 11/05/2024

JOB NO.:
 202407.1

SHEET NO.:
 A001

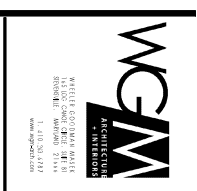
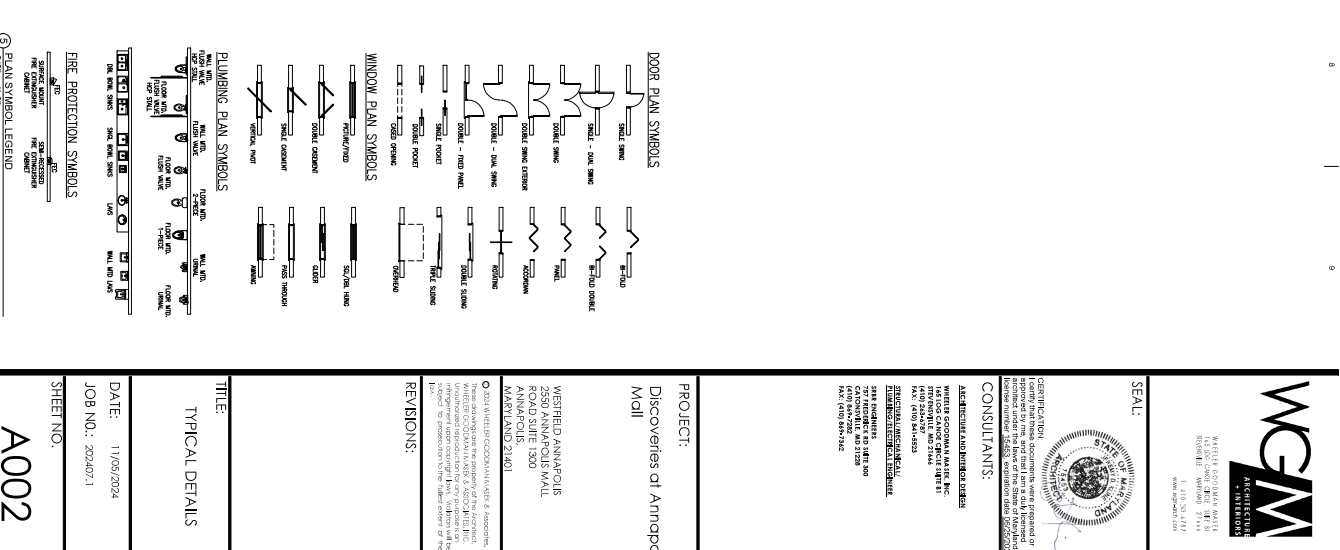
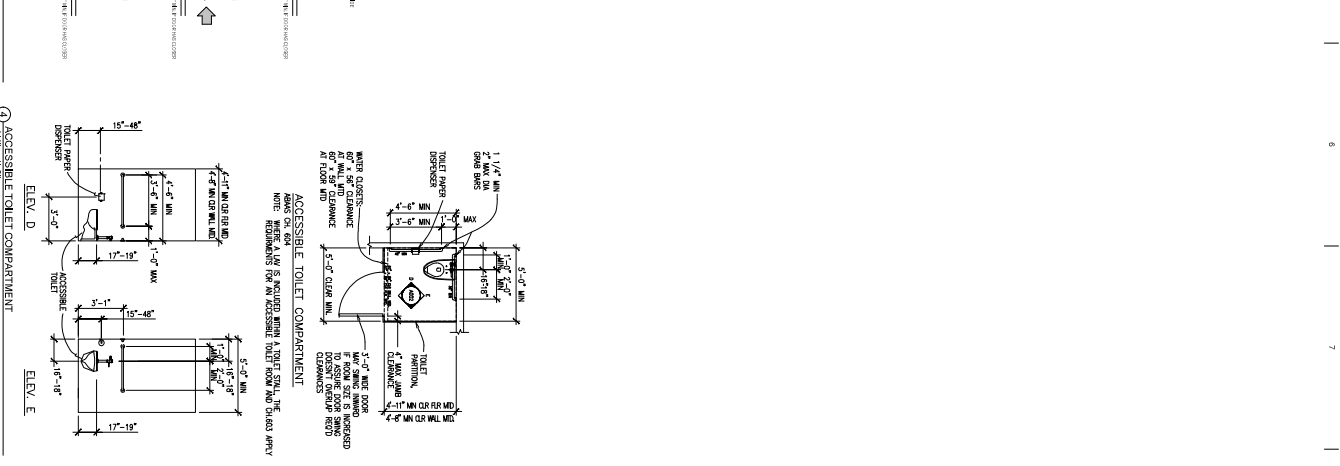
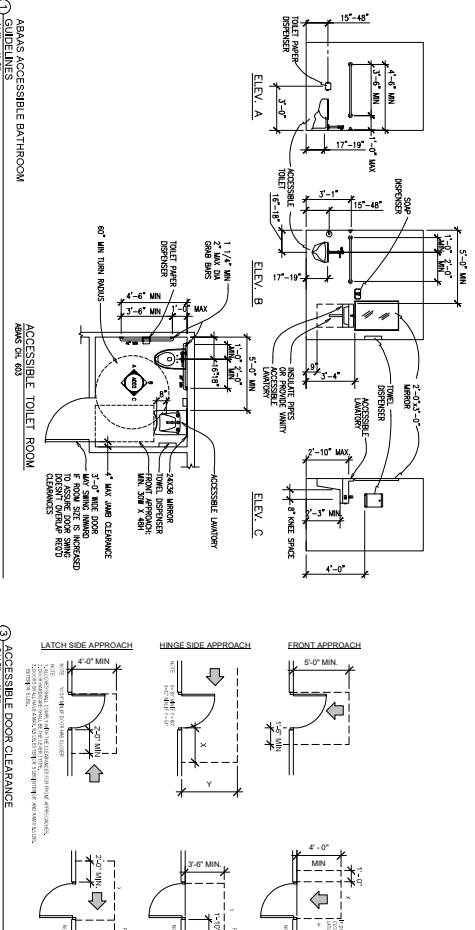
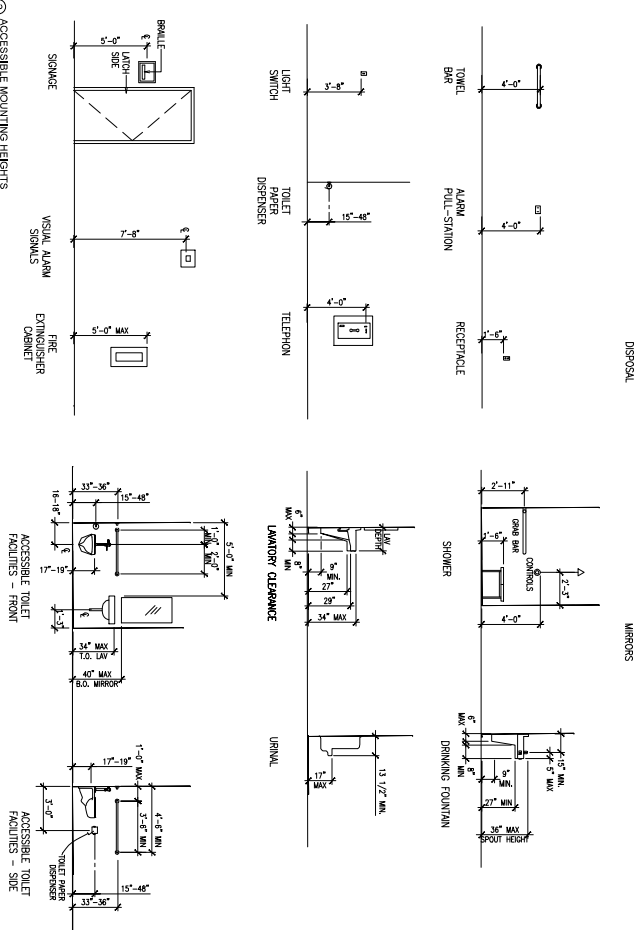
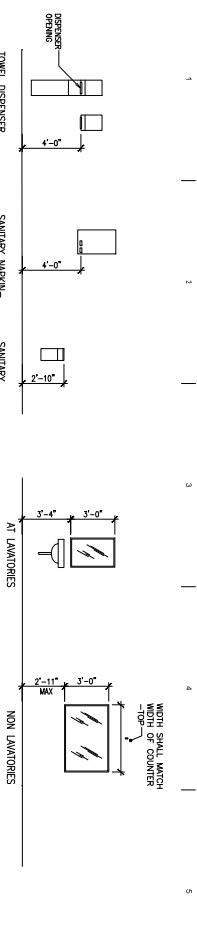
REVISIONS:

TITLE:
 CODE ANALYSIS

DATE:
 11/05/2024

JOB NO.:
 202407.1

SHEET NO.:
 A001



CERTIFICATION
 I certify that these documents were prepared by
 the undersigned or under the direct supervision
 and under the license of the State of Maryland.
 I am duly licensed as an Architect or Interior
 Designer in the State of Maryland.
CONSULTANTS:
 ARCHITECTS/INTERIORS DESIGN
 WHEATSON GROUP, WALTER H. HARRIS, INC.
 11100 ROCKHILL DRIVE, SUITE 100
 ROCKVILLE, MD 20850
 TEL: (301) 591-2332
 FAX: (301) 591-2333

ARCHITECTS/INTERIORS DESIGN
 WHEATSON GROUP, WALTER H. HARRIS, INC.
 11100 ROCKHILL DRIVE, SUITE 100
 ROCKVILLE, MD 20850
 TEL: (301) 591-2332
 FAX: (301) 591-2333

PROJECT:
 Discoveries of Annapolis
 Mall

DESIGNED BY
 WHEATSON GROUP
 2550 ANNAPOLIS MALL
 ROAD SITE 1300
 ANNAPOLIS,
 MARYLAND 21401

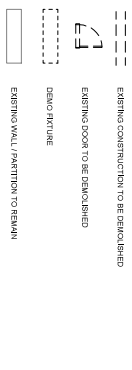
DATE: 11/05/2024
 JOB NO.: 202407.1
 SHEET NO.: A002

TITLE:
 TYPICAL DETAILS

GENERAL SHEET NOTES

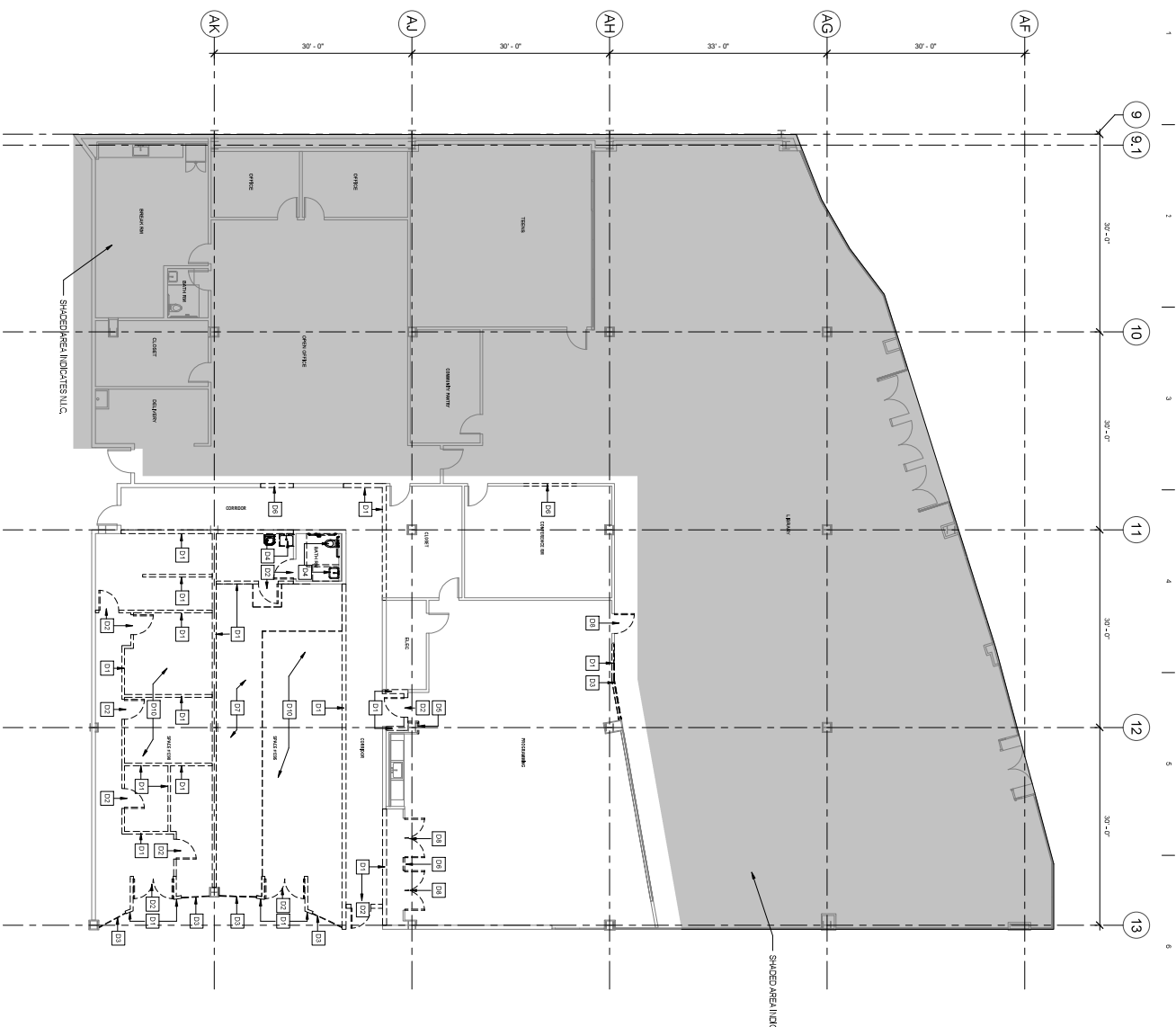
1. THE CONTRACTOR SHALL REMOVE EXISTING WORK AS SHOWN ON THIS CONTRACT OR AS REQUIRED TO CLEAR THE AREA FOR NEW CONSTRUCTION. TO PREVENT THE NECESSARY DESTRUCTION OR INTERFERENCE OF EXISTING UTILITIES WHICH ARE INTENDED TO REMAIN, USE AND THE ROUTING OF WHICH RECORDS OF WHICH ARE ATTACHED TO THIS CONTRACT, THE CONTRACTOR SHALL BE RESPONSIBLE TO THE ARCHITECT PRIOR TO REMOVAL FOR FINAL DETERMINATION. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
2. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
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11. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
12. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
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16. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
17. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
18. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
19. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
20. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.
21. THE CONTRACTOR SHALL BE RESPONSIBLE TO OBTAIN NECESSARY PERMITS AND APPROVALS FOR REMOVAL OF EXISTING WORK.

LEGEND



DEMOLITION NOTES

Note Number	Note Text
D01	DEMOLISH EXISTING PARTITION & ALL ASSOCIATED ELEMENTS
D02	REMOVE EXISTING DOOR & FRAME
D03	REMOVE EXISTING STONEFRONT
D04	REMOVE EXISTING FURNITURE
D05	DEMOLISH EXISTING BRYWALL
D06	REMOVE EXISTING PORTION OF WALL TO PREPARE FOR NEW OPENING
D07	REMOVE EXISTING FLOOR
D08	REMOVE EXISTING DOOR & FRAME. PREPARE FOR WALL TO MATCH EXISTING PARTITION
D09	REMOVE EXISTING CEILING & ALL ASSOCIATED ELEMENTS
D10	FLOOR & PREPARE SILL AS NECESSARY FOR APPLICATION OF NEW FLOORING INCLUDING REMOVAL OF EXISTING ADHESIVES ETC. & FLASH PACKING OF EXISTING CONCRETE AS APPLICABLE SUBSTRATE FOR APPLICATION OF NEW FLOOR



1 DEMO PLAN
1/8" = 1'-0"

WCGM
ARCHITECTS
11102 S. BIRCH ST. #110
MARIETTA, GA 30067
PH: 770.429.1232
WWW.WCGMARCHITECTS.COM



CONSULTANTS:
ARCHITECTURAL/MECHANICAL/ELECTRICAL/PLUMBING/FAIRFAX COUNTY
WALTERS GOODMAN WALKER, INC.
11102 S. BIRCH ST. #110
MARIETTA, GA 30067
PH: 770.429.1232
WWW.WCGMARCHITECTS.COM

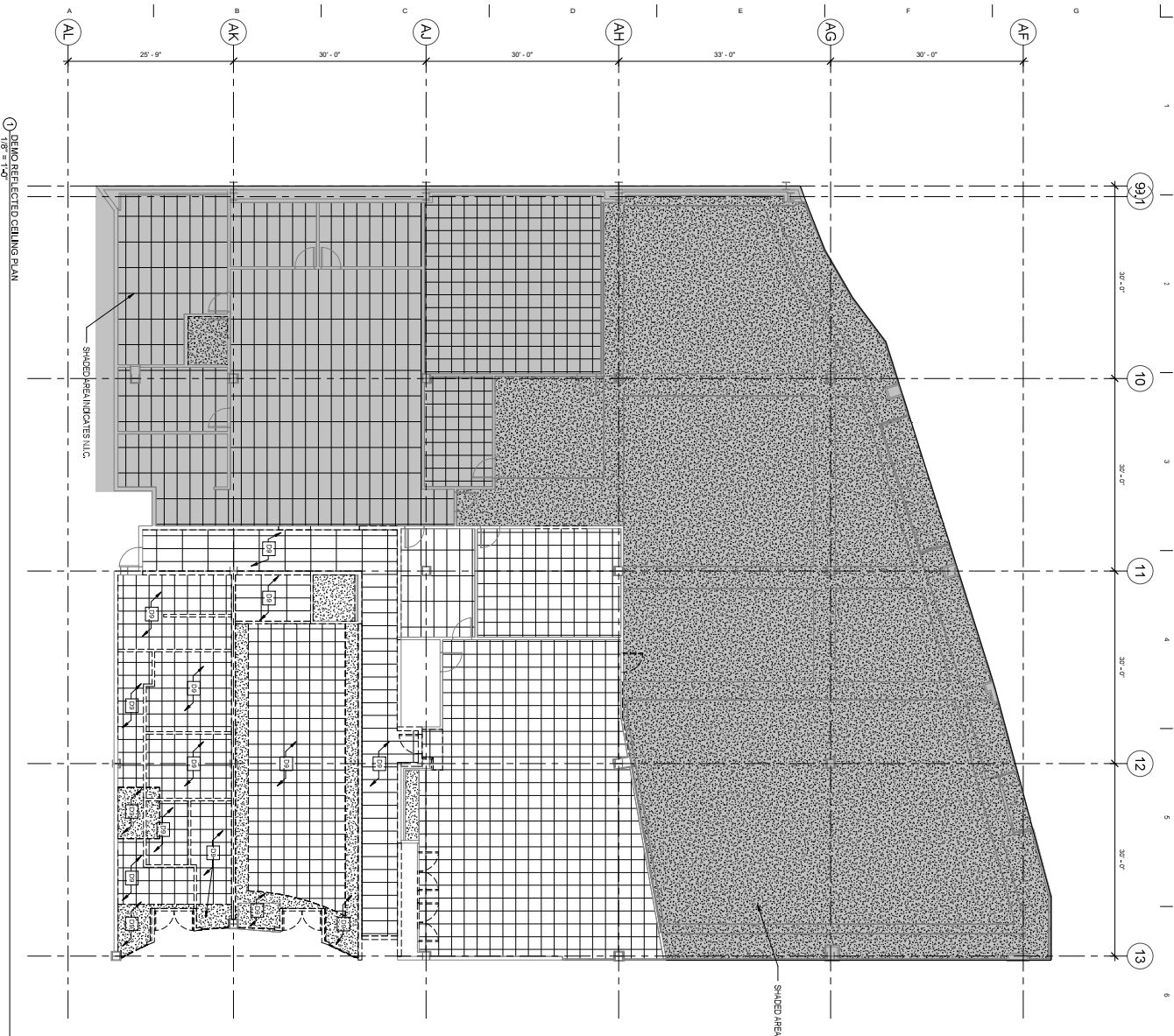
PROJECT:
Discoveries at Annapolis Mall

VERIFIED ANNAPOLE
2550 ANNAPOLE MALL
ROAD SITE 1300
ANNAPOLE,
MARYLAND 21401

REVISIONS:

TITLE:
DEMO PLAN

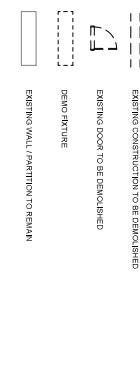
DATE: 11/05/2024
JOB NO.: 202407.1
SHEET NO.: A101



GENERAL SHEET NOTES

1. THE CONTRACTOR SHALL REMOVE OR DEMOLISH THE EXISTING WORK AS SHOWN ON THIS SHEET AND AS REQUIRED TO CLEAR THE AREA FOR NEW CONSTRUCTION.
2. ALL DEMOLITION WORK SHALL BE PERFORMED WITH CARE TO PROTECT AS-BUILT UTILITIES WHICH ARE INTENDED TO REMAIN IN USE AND THE ROUTING OF WHICH DISCOVERIES BY THE CONTRACTOR DURING THE DEMOLITION PROCESS WHICH HAVE NOT BEEN REPORTED TO THE ARCHITECT PRIOR TO REMOVAL FOR FINAL DISPOSITION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
3. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
4. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
5. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
6. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
7. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
8. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
9. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
10. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
11. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
12. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
13. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
14. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
15. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
16. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
17. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
18. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
19. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
20. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.
21. EXISTING EQUIPMENT SHALL BE REMOVED FROM THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES TO REMAIN. UNEXPECTED UTILITIES SHOULD BE REPORTED TO THE ARCHITECT IMMEDIATELY.

LEGEND



Number	Note
D01	REMOVE EXISTING PARTITION WALL ASSOCIATED ELEMENTS
D02	REMOVE EXISTING DOOR & FRAME
D03	REMOVE EXISTING STAGERFRONT
D04	REMOVE EXISTING FIXTURE
D05	REMOVE EXISTING PARTITION WALL
D06	REMOVE EXISTING PARTITION WALL TO PREPARE FOR NEW OPENING
D07	REMOVE EXISTING DOOR & FRAME. PREPARE FOR NEW WALL TO MATCH EXISTING PARTITION
D08	REMOVE EXISTING CEILING & ALL ASSOCIATED ELEMENTS
D09	REMOVE EXISTING PARTITION WALL ASSOCIATED ELEMENTS
D10	REMOVE EXISTING PARTITION WALL ASSOCIATED ELEMENTS

① DEMO REFLECTED CEILING PLAN
1/8" = 1'-0"

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PROJECT:
Discoveries at Annapolis
Wall

REVISIONS:

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WALTER ANAPOLIS
2550 ANNAPOLIS MALL
ROAD SITE 1300
ANNAPOLIS,
MARYLAND 21401

TITLE:
DEMO REFLECTED
CEILING PLAN

DATE: 11/05/2024

JOB NO.: 202407.1

SHEET NO.:
A102



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 SHADY AREA INDICATES LLC
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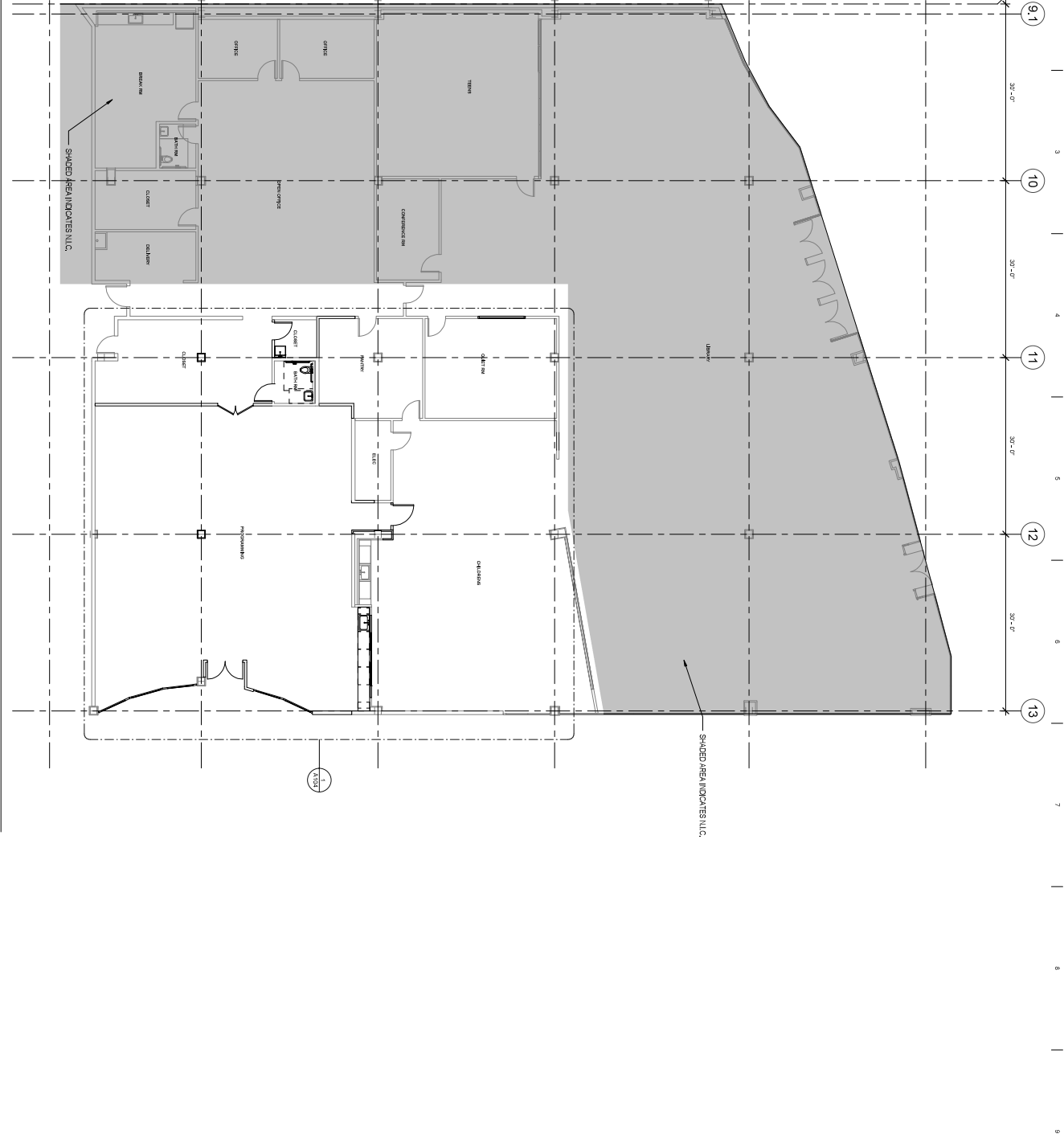
PROJECT: Discoveries of Annapolis Mall

WILHELM GOEBELER MASTER LICENSE, INC.
 2500 ANNAPOLIS MALL
 ANNAPOLIS, MD 21403
 WARELANDS 2 1401

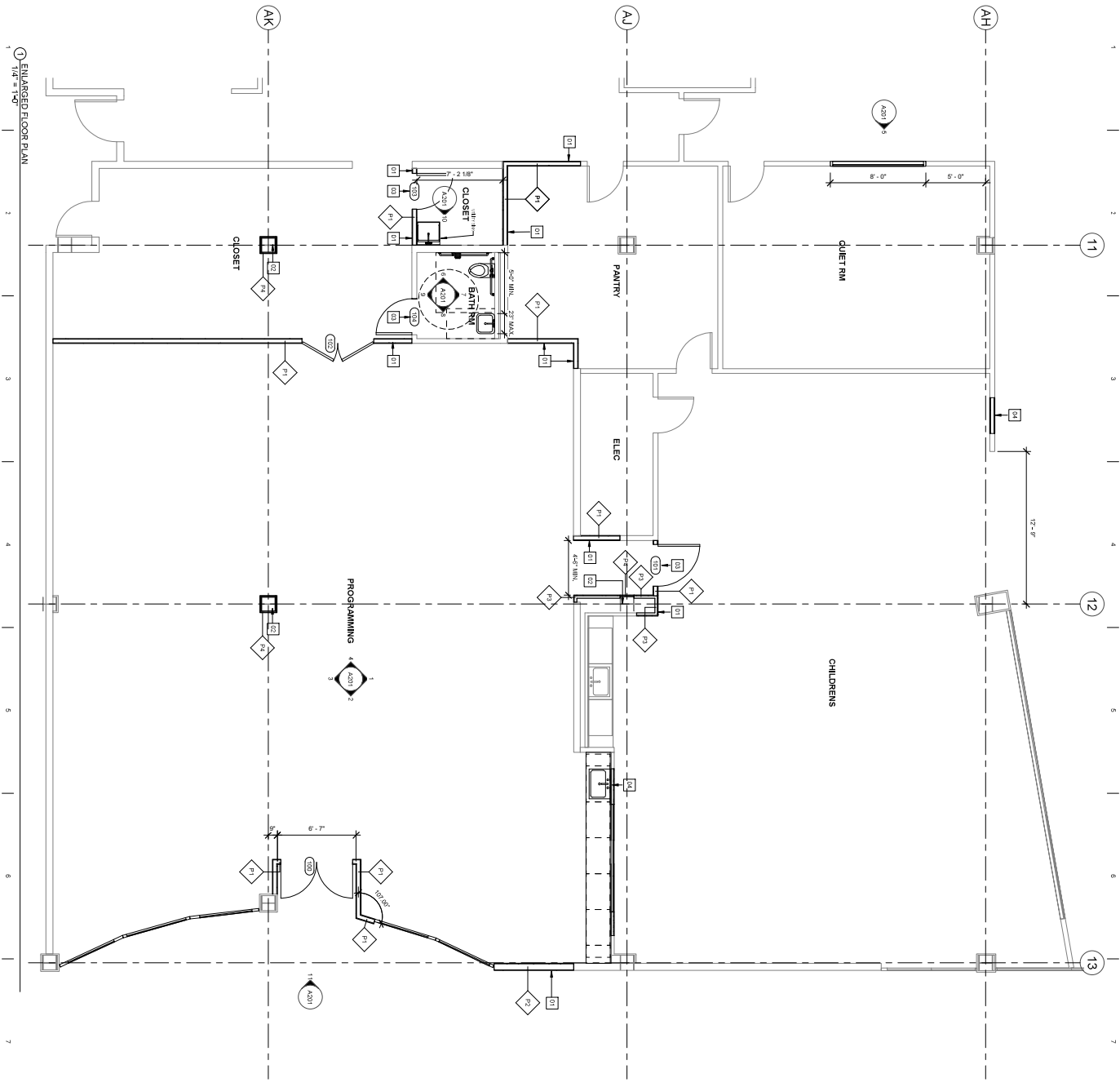
REVISIONS:
 1. 11/05/2024
 2. 11/05/2024
 3. 11/05/2024

TITLE:
 FLOOR PLAN
DATE: 11/05/2024
JOB NO.: 202407.1
SHEET NO.: A103

SCALE:
 1/8" = 1'-0"



FLOOR PLAN
 1/8" = 1'-0"



GENERAL NEW WORK NOTES

- SEE ELECTRICAL DRAWINGS FOR LIGHTING AND POWER
- DEMOLISH EXISTING PARTITION WALLS AND FINISH THRESHOLD, UNLESS OTHERWISE NOTED.
- FURNISH AND INSTALL NEW CEILING THROUGHOUT UNLESS OTHERWISE NOTED.
- FURNISH AND INSTALL NEW FLOOR AND TRANSITION STRIPS THROUGHOUT. SEE FINISH PLAN FOR TYPE AND FLOORING SCHEDULE FOR MORE INFORMATION.
- FURNISH AND INSTALL NEW WALL PARTITIONS. SEE PARTITION SCHEDULE FOR MORE INFORMATION.
- COORDINATE MILLWORK INSTALLATION WITH MILLWORK COMPANY.
- FURNISH AND INSTALL ALL NEW PLUMBING FIXTURES/ TOILETS, SINKS, ETC. & ACCESSORIES. SEE MEP DRAWINGS AND SCHEDULES FOR MORE INFORMATION.
- FURNISH AND INSTALL ALL NEW PLUMBING FIXTURES/ TOILETS, SINKS, ETC. & ACCESSORIES. SEE MEP DRAWINGS AND SCHEDULES FOR MORE INFORMATION.
- WALL ASSEMBLIES AND ALL EXISTING WALL USE WALL REINFORCEMENT AT EACH END OF WALL & RC ATTACHED TO SILLING AND ANCHORED INTO SOLE CHANCE (RICH LUMBER) OR PRODUCE STAINLESS STEEL CORNER GUARDS AT ALL GYM BOARD WALL PARTITIONS AND WALL THRESHOLDS AT EACH DOOR ENTERING A RESTROOM TYPE

FLOOR PLAN NOTES	
Number	Note
01	REMOVE EXISTING PARTITION WALLS
02	INSTALL NEW PARTITION WALLS
03	REMOVE EXPOSED STRUCTURAL COLUMN WITH DRYWALL TOP
04	NEW DOOR & FRAME IN EXISTING OPENING
05	INSTALL PARTITION TO MATCH EXISTING

ENLARGED FLOOR PLAN
1/4" = 1'-0"

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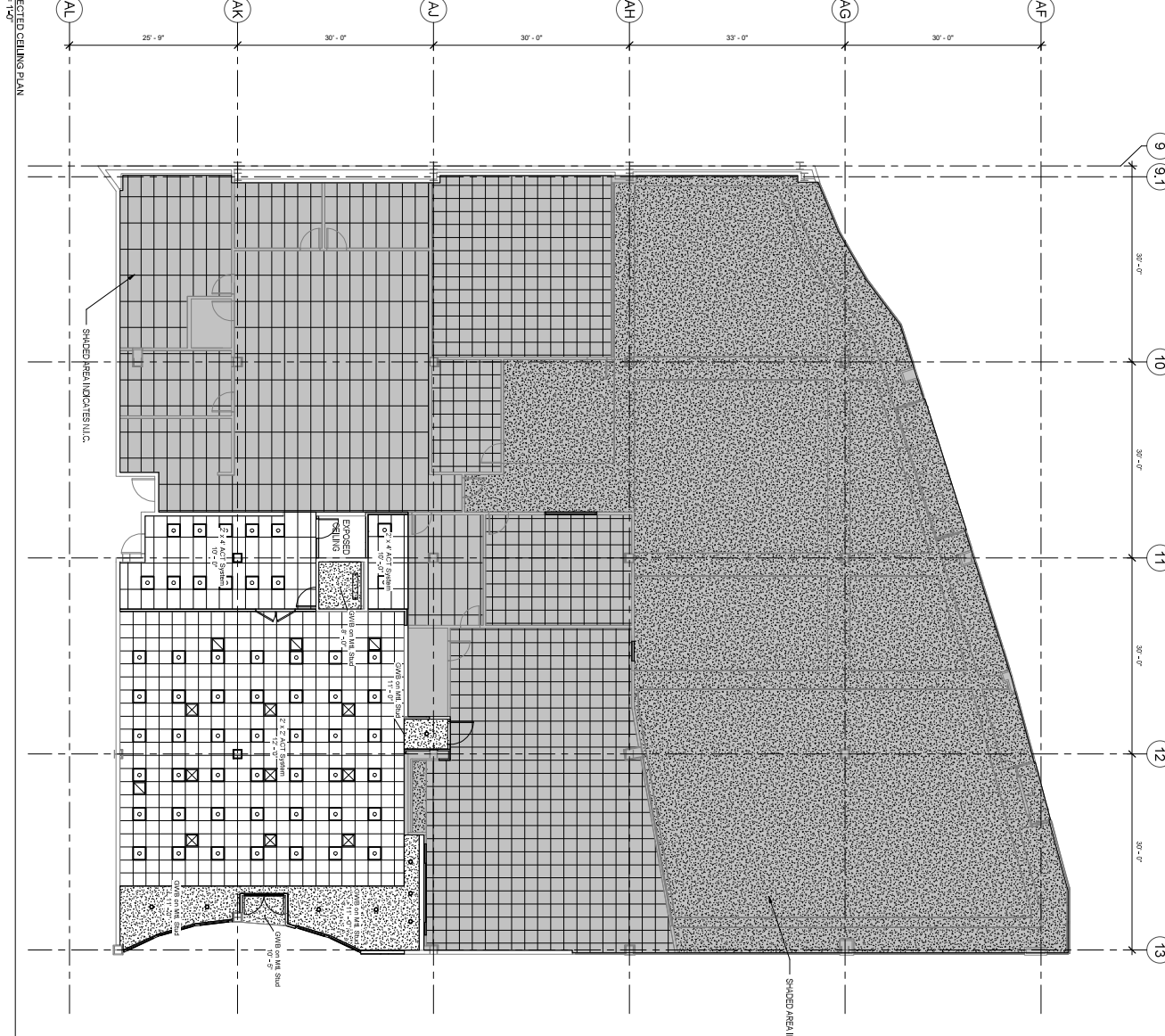
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PROJECT:
Discoveries of Annapolis Mall
Mall

VERTIFIED ANNA POLIS:
2550 ANNA POLIS MALL
ROAD SITE 1300
ANNAPOLIS, MARYLAND 21401

REVISIONS:

DATE: 11/05/2024
JOB NO.: 202407.1
SHEET NO.: **A104**



REFLECTED CEILING PLAN
1/8" = 1'-0"

RCP SHEET NOTES

1. CEILING HEIGHTS ARE DETERMINED FROM FINISH FLOOR TO ANY EXISTING OR "DEMANDANT" SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED.
2. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED.
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15. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED.
16. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED.
17. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED.
18. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED. ALL DEMANDANTS SHALL BE REPORTED TO ARCHITECT BEFORE WORK IS STARTED.

CEILING LEGEND	
	EXISTING 2X2 ACT CEILING
	EXISTING 2X4 ACT CEILING
	EXISTING GYPSUM CEILING
	NEW 2X2 ACT CEILING
	NEW 2X4 ACT CEILING
	NEW GYPSUM CEILING
	SUPPLY REGISTER
	RETURN REGISTER
	LIGHT FIXTURE

WCGM
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PROJECT:
Discoveries at Annapolis
Mall

WALTER GORMAN GARDNER
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MARYLAND 21401

REVISIONS:

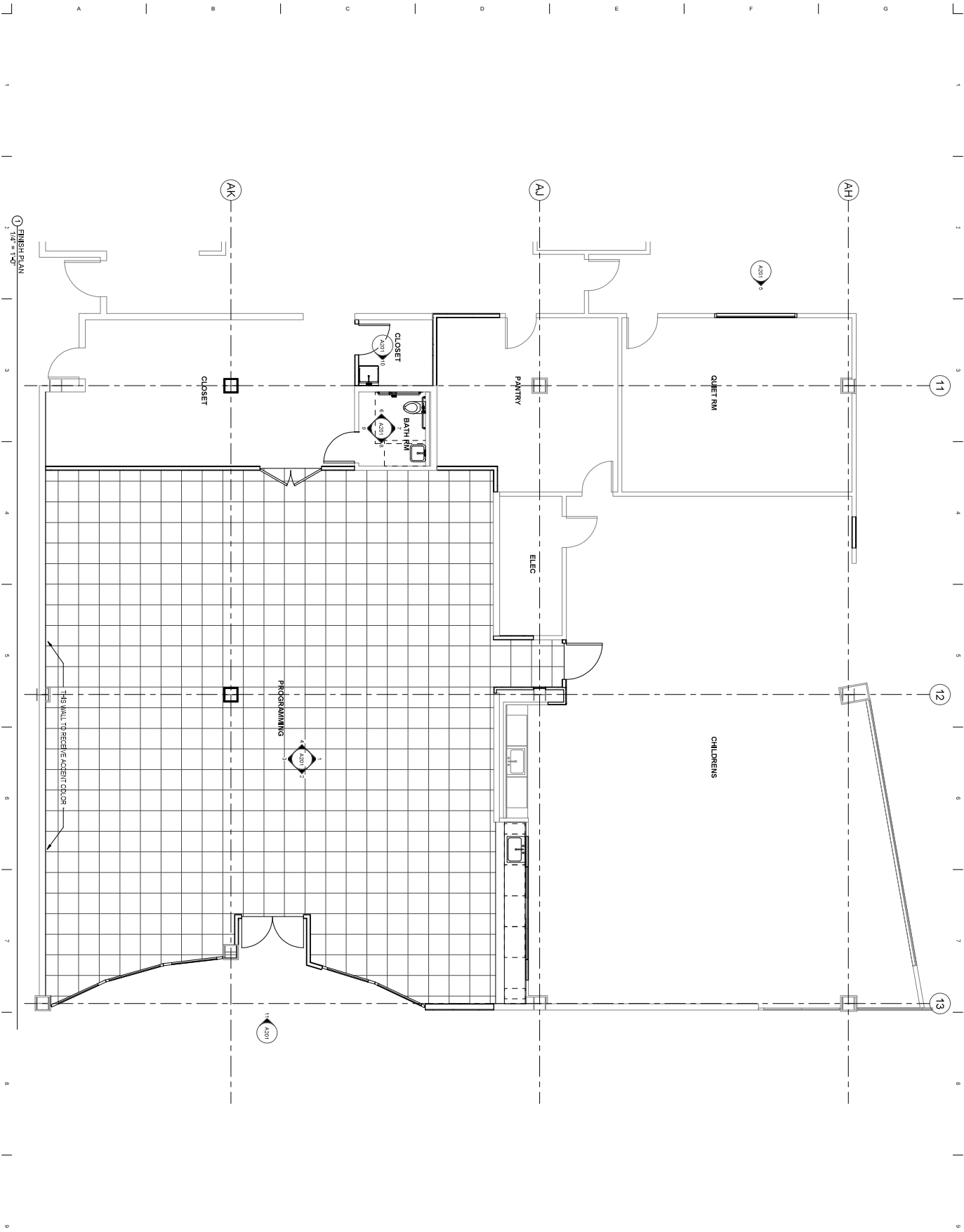
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TITLE:
REFLECTED CEILING
PLAN

DATE: 11/05/2024

JOB NO.: 202407.1

SHEET NO.:
A105



FINISH PLAN
2/1/24

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DATE: 11/05/2024
SIGNATURE: [Signature]

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PROJECT:
Discoveries of Annapolis Wall

VERIFIED ANNAPOLE
2550 ANNAPOLE MALL
ROAD SITE 1300
ANNAPOLIS, MARYLAND 21401

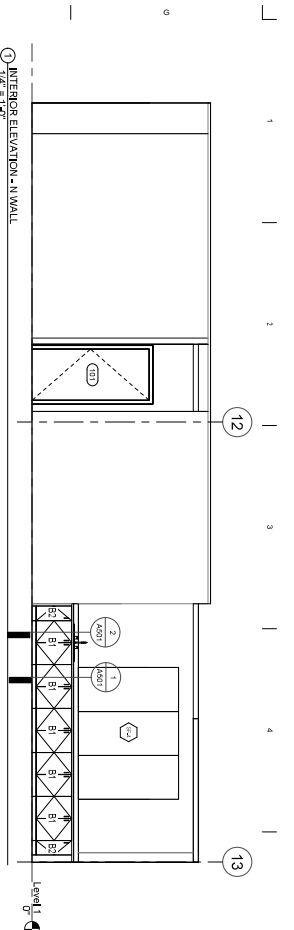
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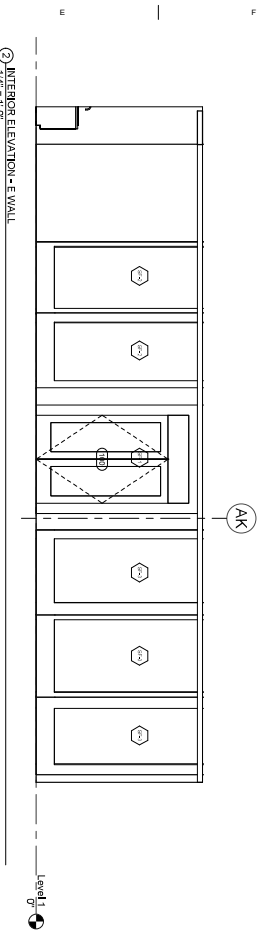
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JOB NO.: 202407.1
SHEET NO.:

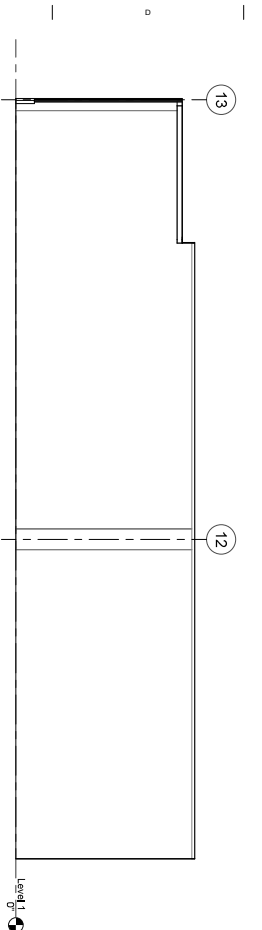
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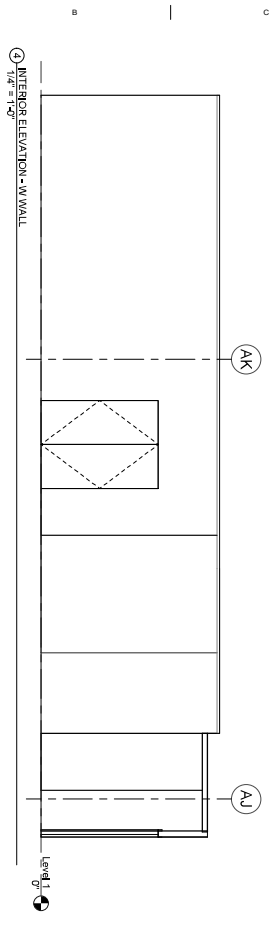
① INTERIOR ELEVATION - N WALL
1/4" = 1'-0"



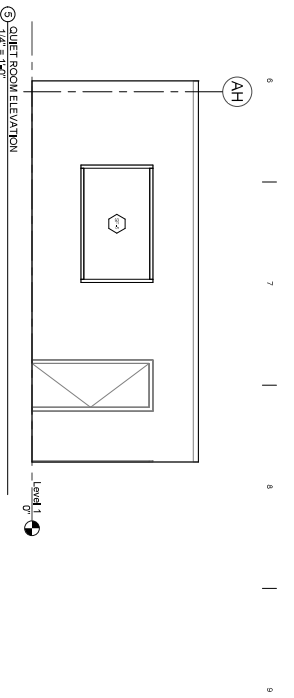
② INTERIOR ELEVATION - E WALL
1/4" = 1'-0"



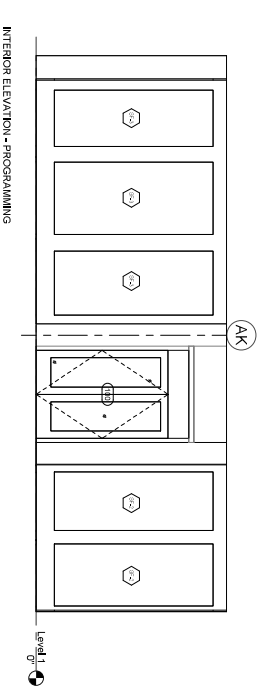
③ INTERIOR ELEVATION - S WALL
1/4" = 1'-0"



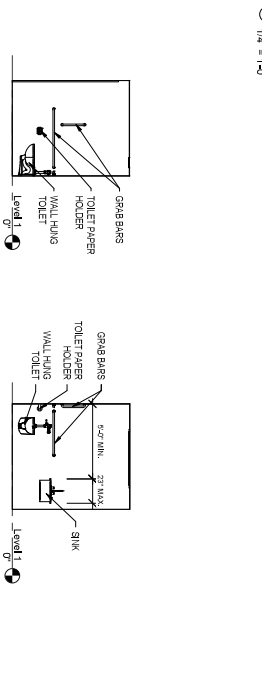
④ INTERIOR ELEVATION - W WALL
1/4" = 1'-0"



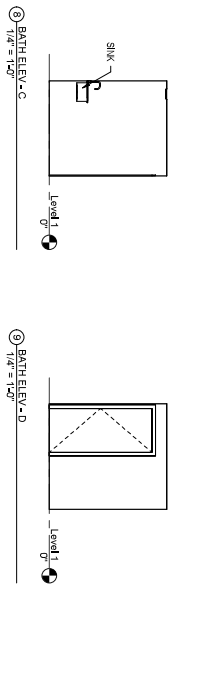
⑤ QUIET ROOM ELEVATION
1/4" = 1'-0"



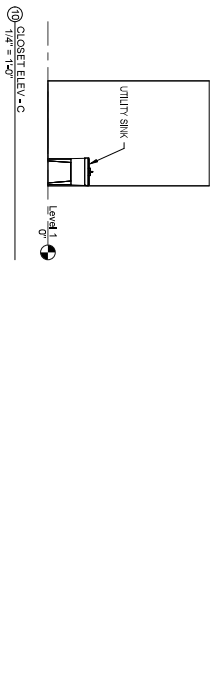
⑥ ENTRANCE PROGRAMMING
1/4" = 1'-0"



⑧ BATH ELEV - A
1/4" = 1'-0"



⑨ BATH ELEV - B
1/4" = 1'-0"



⑩ BATH ELEV - C
1/4" = 1'-0"

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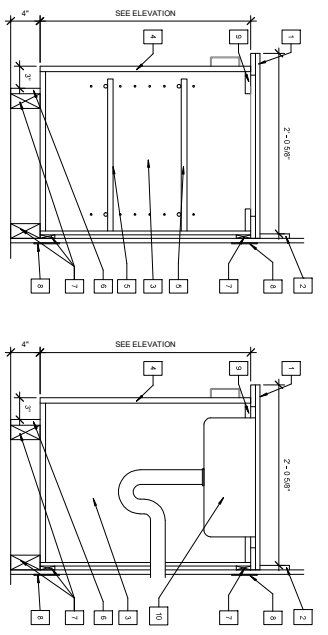
PROJECT:
Discoveries of Annapolis Mall

TITLE:
INTERIOR ELEVATIONS

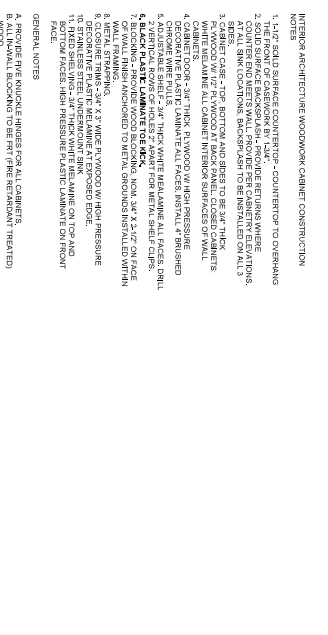
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JOB NO.: 202407.1
SHEET NO.: A201

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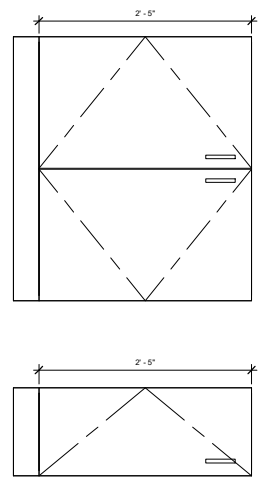
REVISIONS:



1 BASE CAB TYP SECTION
TTIZ = 1'-0"



2 BASE CAB W/ SINK SECTION
TTIZ = 1'-0"



B1
B2

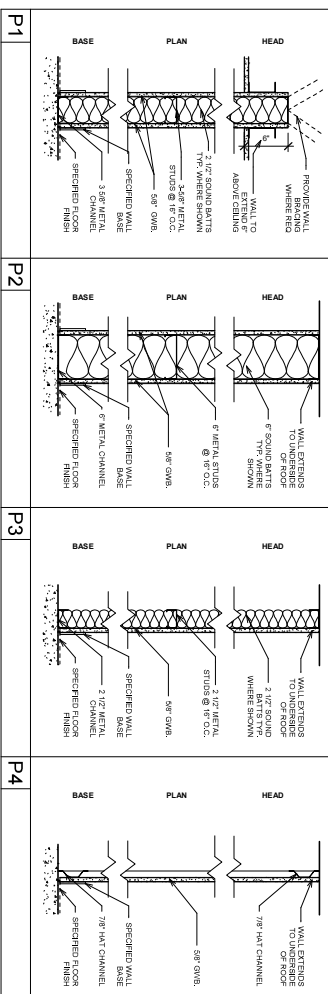
BASE CABINET ELEVATIONS
TTIZ = 1'-0"

INTERIOR ARCHITECTURE WOODWORK CABINET CONSTRUCTION

1. LIP UP SURFACE COUNTERTOP - COUNTERTOP TO OVERHANG
2. SOLID SURFACE BACKSPLASH - PROVIDE RETURN WHERE MEETS WALL
3. ALL FINISHES TO BE INSTALLED ON ALL 4 SIDES
4. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES
5. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES
6. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES
7. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES
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9. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES
10. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES
11. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES

GENERAL NOTES

- A. PROVIDE ONE ROUNDOFF EDGES FOR ALL CABINETS.
- B. PROVIDE ONE ROUNDOFF EDGES FOR ALL CABINETS.
- C. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- D. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- E. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- F. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- G. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- H. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- I. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- J. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- K. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- L. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- M. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- N. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- O. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- P. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- Q. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- R. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- S. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- T. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- U. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- V. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- W. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- X. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- Y. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.
- Z. ALL CABINETS TO BE INSTALLED ON ALL 4 SIDES.



P1
TTIZ = 1'-0"

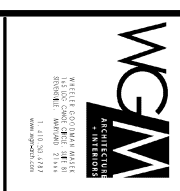
P2
TTIZ = 1'-0"

P3
TTIZ = 1'-0"

P4
TTIZ = 1'-0"

PARTITION TYPES
TTIZ = 1'-0"

1 2 3 4 5 6 7 8 9



CERTIFICATION

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CHRYSLER BLDG #200
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PROJECT:

Discoveries of Annapolis Mall

VERIFIED ANNAPOLE
2550 ANNAPOLE MALL
ROAD SITE 1300
ANNAPOLE,
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REVISIONS:

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WWW.WGMARCHITECT.COM
DATE: 11/25/2024
JOB NO.: 202407.1
SHEET NO.: A501

TITLE:

DETAILS

Number	Name	Floor Finish	Base Finish	Wall Finish	Finish	Comments
4	QUELT RM	ETR	ETR	ETR	ETR	
5	PAINTRY	MATCH	MATCH	MATCH	MATCH	
6	PROGRAMMING	F1-1	F1-1	F1-1	F1-1	
7	CLOSET	F2-2	B-1	P-1	P-2	
8	CLOSET	F2-2	B-1	P-1	P-2	
9	CLOSET	F2-2	B-1	P-1	P-2	
10	CLOSET	F2-2	B-1	P-1	P-2	
11	CLOSET	F2-2	B-1	P-1	P-2	
12	CLOSET	F2-2	B-1	P-1	P-2	
13	CLOSET	F2-2	B-1	P-1	P-2	
14	CLOSET	F2-2	B-1	P-1	P-2	
15	CLOSET	F2-2	B-1	P-1	P-2	
16	CHILDRENS	MATCH	MATCH	MATCH	MATCH	
17	BATH RM	F2-1	B-1	P-1	P-1	

Mark	Door	Material	Height	Width	Thickness	Frame	Frame	Frame	Frame	Head	Jamb	Sill	Remarks	Hardware
T01	D1	GLASS W/ WOOD	8'-0"	3'-0"	2"	ALUM	ALUM	ALUM	ALUM					1
T02	D2	SC WOOD	8'-0"	6'-0"	2"	HM	HM	HM	HM					3
T03	D1	SC WOOD	8'-0"	3'-0"	2"	F1	HM	HM	HM					4
T04	D1	SC WOOD	7'-0"	3'-0"	2"	F1	HM	HM	HM					5

Code	Sub/Pattern	Color	Comments
BSS-1	4" Rubber Base	TBD	
CEL-1	2x2" Acoustic Ceiling Tile	TBD	
GWB-1	Painted Gypsum Board	TBD	
FLOORS			
F-1	VCT	TBD	
F-2	Stain/Concrete	TBD	
PA-1	Primary Wall Color	TBD	
PA-2	Accent Wall Color	TBD	

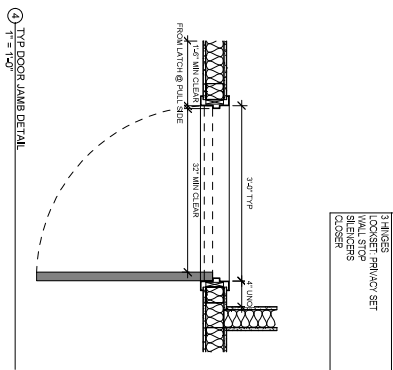
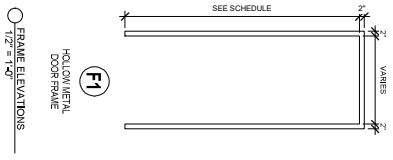
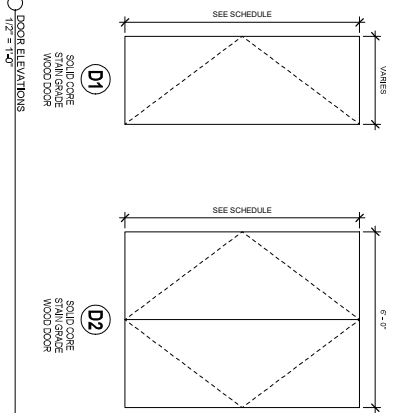


FINISH SCHEDULE

DOOR SCHEDULE

HARDWARE SCHEDULE

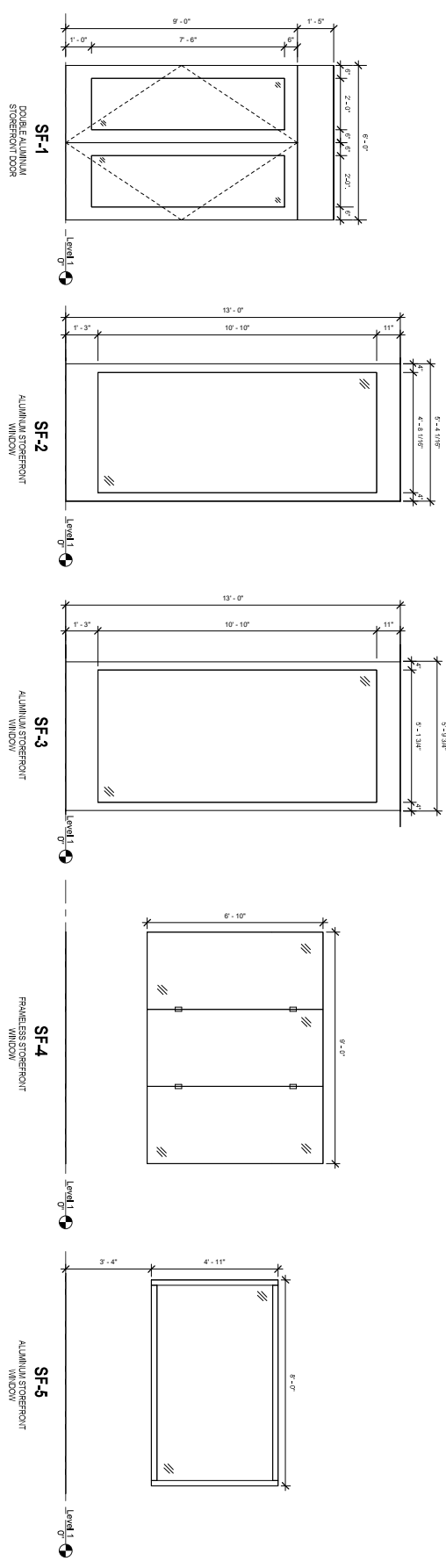
3 TANGES LOCKSET	HARDWARE SET NO. 1 (PVS) SPACE	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 2 (SITE ENTRY) DOUBLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 3 (TOILET ROOM) DOUBLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 4 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 5 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 6 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 7 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 8 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 9 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 10 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 11 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 12 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 13 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 14 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 15 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 16 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 17 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 18 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 19 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET
3 TANGES LOCKSET	HARDWARE SET NO. 20 (TOILET ROOM) SINGLE DOOR	3 TANGES LOCKSET



DOOR ELEVATIONS

FRAME ELEVATIONS

TYP DOOR JAMB DETAIL



STOREFRONT SCHEDULE

WALTER CROCKETT GROUP
2550 ANNAPOLIS MALL
ANNAPOLIS, MD 21401
MARYLAND 21401

PROJECT:
Discoveries of Annapolis Mall

DATE: 11/05/2024
JOB NO.: 202407.1

TITLE:
SCHEDULES

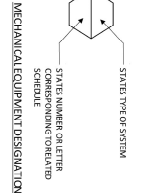
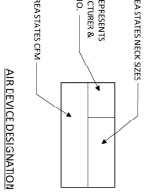
REVISIONS:

DATE: 11/05/2024
JOB NO.: 202407.1

SHEET NO.: A601

MECHANICAL SYMBOL LIST

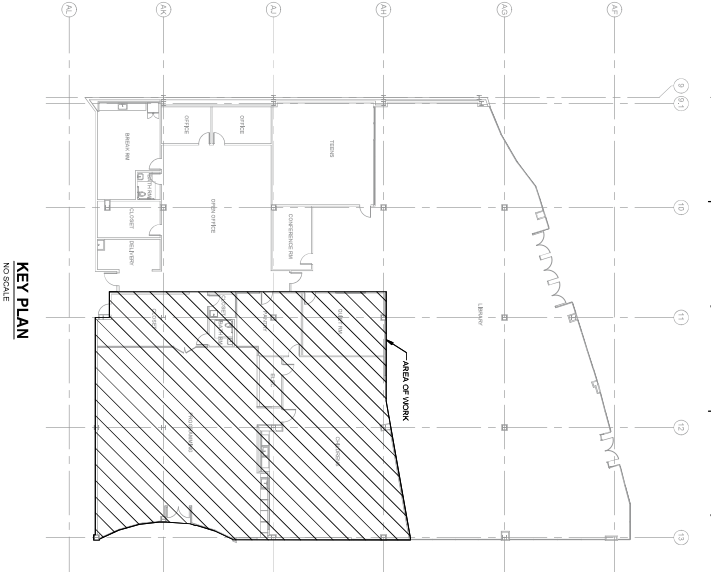
SYMBOL	DESCRIPTION
◆ NI	DUCT TIPO
◆ LP	DUCT RISE
⊠	MOTOR OPERATED DAMPER
⊠	SUPPLY AIR SERVE, AIRBORN IMPACT DIRECT ON F
⊠	MANUAL VOLUME DAMPER - M.V.D.
S.D.	SMOKE DAMPER, S.D.
F.D.	FIRE DAMPER, F.D.
COMB	COMBINATION HEAT SMOKE DAMPER
CONICAL TE	CONICAL TE
RECORD OF EXISTING AS CONNECT EQUAL CONNECTION TO	RECORD OF EXISTING AS CONNECT EQUAL CONNECTION TO
MAINTAINABLE OVER	MAINTAINABLE OVER
MECHANICAL PLUMBING TURN 90° TURNING VANES	MECHANICAL PLUMBING TURN 90° TURNING VANES
⊖	FLEXIBLE ROUND DUCT
⊖	THROATFAST
SA	SUPPLY AIR
FCU	FLEXIBLE ROUND UNIT
CM	CIRCULAR FLEXIBLE
RDU	ROOF DUCT UNIT
EA	EXHAUST AIR
RETRIM AIR	RETRIM AIR
PLAN NOT REFERENCE SYMBOL	PLAN NOT REFERENCE SYMBOL
REMOVE FROM EXISTING	REMOVE FROM EXISTING
CONNECT TO EXISTING	CONNECT TO EXISTING
CHECK VALVE	CHECK VALVE
BALANCING VALVE	BALANCING VALVE
UNION	UNION



VENTILATION ANALYSIS SCHEDULE

Table 1: Summary Calculation Used to Determine Outdoor Air Ventilation Rates. Mechanically/Ventilated Reference: 2021 IMC

Zone Identification	B	C	D	F	G	H	I	J	K	L	M	N	O	P	Q
Region	Region Name	Occupancy Category	Area (ft²)	People (per ft²)	Outdoor Air Rate (per ft²)	Load Rate (per ft²)	Number of Occupants (ft²)	Breathing Zone Air Flow (CFM)	Zone Outdoor Air Flow (CFM)	Zone Outdoor Air Flow (CFM)	Primary Outdoor Air Flow (CFM)	Primary Outdoor Air Flow (CFM)	Recycled Outdoor Air Flow (CFM)	Recycled Outdoor Air Flow (CFM)	Meets ASHRAE 62.1-2019 Table 6.2.1
Existing	Programming	Classroom B	2179	10.00	0.12	35.00	100	1261	0.8	1577	4650	0.38	3029	1580	Y
Proposed	Classroom B	404	5.00	0.06	2.00	1	29	37	0.8	55	3029	0.38	3029	37	Y
Sub-Totals			2383				101			1613	4145		1607	1607	QA



KEY PLAN
NO SCALE

GENERAL REQUIREMENTS

1. REFER TO THE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS OF THIS PROJECT.
2. BID PHASE:
 - 1.1. IF THE CONTRACTOR'S RESPONSIBILITY TO REVIEW ALL REQUIREMENTS TO INCLUDE PLANS AND SPECIFICATIONS FOR THE MECHANICAL AND OTHER WORK UNDER HIS/HER CONTROL, THE CONTRACTOR SHALL OBTAIN A PRELIMINARY REVISION FOR INFORMATION FOR CLARIFICATION OF ANY DISCREPANCIES IN THE DOCUMENTS PRIOR TO BID SUBMISSION.
3. PRE-CONSTRUCTION:
 - 1.1.5. THE CONTRACTOR'S RESPONSIBILITY TO REVIEW ALL REVISED DOCUMENTS, INCLUDING MECHANICAL PLANS AND WORK UNDER OTHER DIVISIONS THAT AFFECT THE WORK OF THIS DIVISION, THE CONTRACTOR SHALL OBTAIN A PRELIMINARY REVISION FOR INFORMATION FOR CLARIFICATION OF ANY DISCREPANCIES IN THE DOCUMENTS PRIOR TO BID SUBMISSION.

SPECIAL CONDITIONS

- EQUIPMENT COORDINATION:**
 1. REFER TO MECHANICAL PLANS, ELECTRICAL PLANS, ELEVATION, CEILING ELEVATIONS AND OTHER RELATED PLANS FOR ADDITIONAL, UFP PROVISIONS.
- ROOF EQUIPMENT INSTALLATIONS:**
 1. PROVIDE STRUCTURE SUPPORTS FOR ALL NEW, HANGING, EXHAUST FANS, AND CONDENSING UNITS, AND OTHER EQUIPMENT LOCATED ON THE ROOF OR SUPPORTED FROM THE ROOF STRUCTURE.
 2. IF SPECIAL STRUCTURAL REVISIONS ARE NOT PROVIDED THE CONTRACTOR SHALL OBTAIN THE SERVICES OF A LICENSED STRUCTURAL ENGINEER UNDER THE SUPERVISION OF WORK. THE STRUCTURAL ENGINEER SHALL PROVIDE DOCUMENTATION NECESSARY FOR PERMIT AND UNDER CONSTRUCTION SHALL BE RESPONSIBLE FOR THE SUPPORT OF HANGING AND ROOF SUPPORT SYSTEMS.
 3. ROOF OPENINGS AND PENETRATIONS SHALL BE SEALED AND FLASHING SHALL BE PROVIDED PER A MAINTENANCE INSULATION FLASHING METHOD SHALL BE APPROVED BY THE ARCHITECT AND SHALL COMPLY WITH THE MAINTENANCE REQUIREMENTS.
 4. COMPONENT STRUCTURAL AND ROOF WORK PROVISIONS WITH THE GENERAL CONDITIONS AND SPECIAL REQUIREMENTS IS INCLUDED IN THE BIDD.

LANDLORD GENERAL NOTES

1. ANY AND ALL REPAIRS/ALTERATIONS MUST BE DONE BY THE RESPONSIBLE PARTY FOR ANY AND ALL REPAIRS/ALTERATIONS AT THE GENERAL CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL OBTAIN LOCAL ELECTRICAL CODES AS WELL AS THE NATIONAL ELECTRICAL CODE REQUIREMENTS DISCREPANCY OF ELECTRICAL SYSTEMS AFFECTING THE PRIOR TO DISCONNECTION. BE APPROVED BY THE LANDLORD.
2. THE CONTRACTOR IS RESPONSIBLE TO VERIFY THE EXISTING SYSTEMS AND CONDITIONS PRIOR TO DISCONNECTION AND SUBMIT THE REVISIONS AND REPAIRS TO THE ARCHITECT AND OBTAIN APPROVAL PRIOR TO DISCONNECTION AND REPAIRS. ALL REPAIRS MUST BE REVIEWED THROUGHOUT THE BIDD OF THE PROJECT.
3. THE CONTRACTOR SHALL VERIFY THE EXISTING SYSTEMS AND CONDITIONS PRIOR TO DISCONNECTION AND SUBMIT THE REVISIONS AND REPAIRS TO THE ARCHITECT AND OBTAIN APPROVAL PRIOR TO DISCONNECTION AND REPAIRS. ALL REPAIRS MUST BE REVIEWED THROUGHOUT THE BIDD OF THE PROJECT.

MECHANICAL DRAWING LIST

No.	Description
1	MECHANICAL COVER SHEET
2	MECHANICAL PLAN MECHANICAL
3	MECHANICAL MECHANICAL
4	MECHANICAL MECHANICAL

WGFM
ARCHITECTURE
1100 WEST 10TH STREET
ANN ARBOR, MI 48106-1100
TEL: 734.769.1100
WWW.WGFMARCHITECTURE.COM

SEAL:
BRETT C. COOPER, P.E.
REGISTERED PROFESSIONAL ENGINEER
No. 11657
EXPIRES 12/31/2024
STATE OF MICHIGAN

CONSULTANTS:
S&B ENGINEERS, INC.
2500 W. BROADVIEW AVE.
ANN ARBOR, MI 48106-1100
TEL: 734.769.1100
WWW.S&BENGINEERS.COM

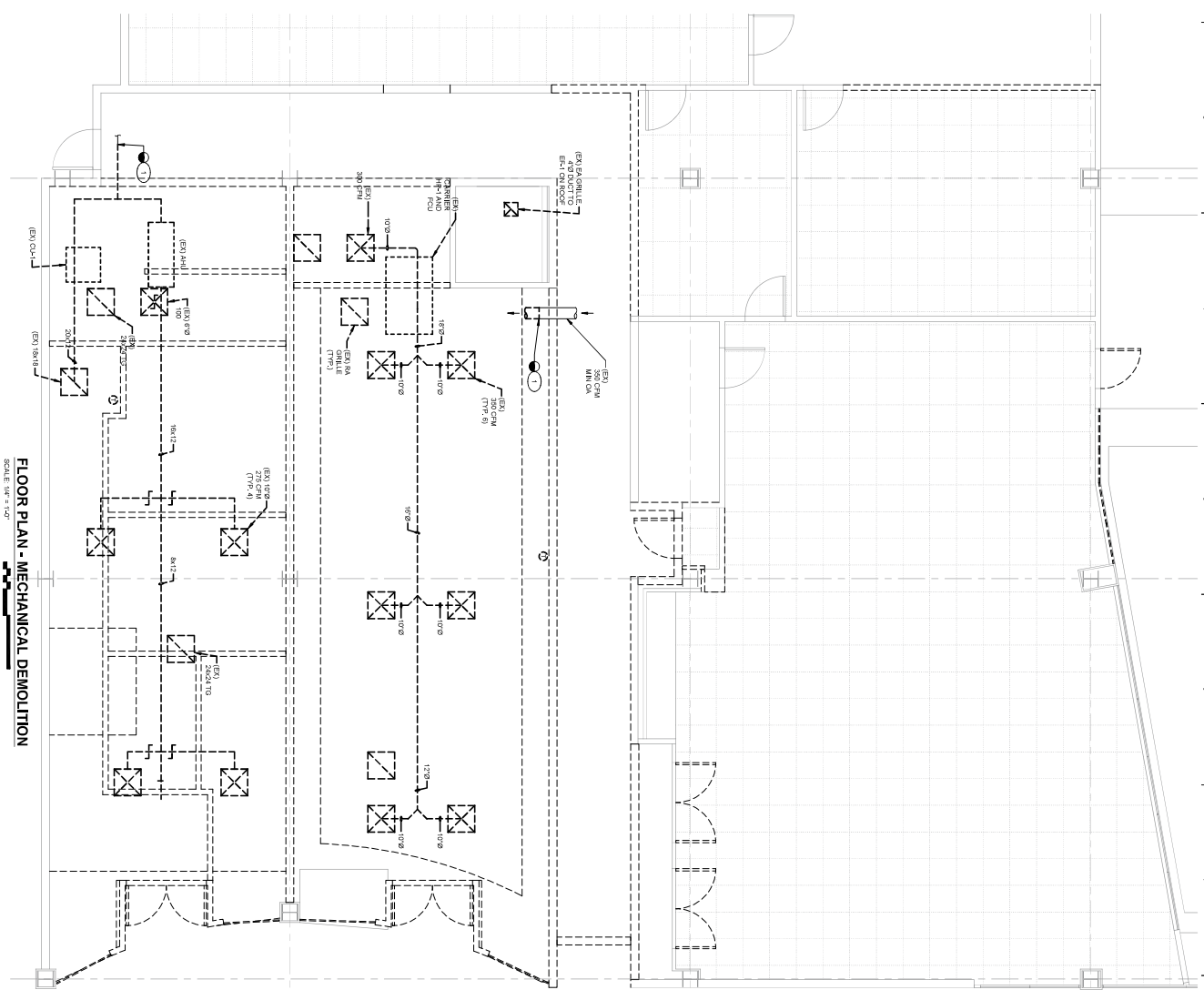
PROJECT:
Discovers of Amnopolis Mall
2500 W. BROADVIEW AVE.
ANN ARBOR, MI 48106-1100
TEL: 734.769.1100
WWW.S&BENGINEERS.COM

REVISIONS:

DATE	ISSUANCE

TITLE:
COVER SHEET
MECHANICAL

DATE:
JOB NO.: 202407.1
SHEET NO.:
M-001



FLOOR PLAN - MECHANICAL DEMOLITION

SCALE: 1/4" = 1'-0"
 0 1 2 3 4 5

GENERAL NOTES

1. REMOVE ALL EXISTING DUCTWORK, AIR SERVICES, EQUIPMENT SUPPORTS, AND CONTROLS AND REMOVE EXISTING DUCTWORK, AIR SERVICES, EQUIPMENT SUPPORTS, AND ASSOCIATED CONTROLS AND POWER SHALL REMAIN UNTOUCHED, DO NOT REMOVE. VERIFY WITH THE OWNER BEFORE ANY WORK BEGINS.

PLAN NOTES

① DEMO EXISTING DUCT BACK TO POINT SHOWN AND CAP.

LANDLORD GENERAL NOTES

1. ANY AND ALL ROOF REPAIRS MUST BE DONE BY THE LANDLORDS' REQUESTED PROVIDER LISTED IN THE GENERAL CONTRACTOR'S SPECIFICATIONS. ALL ASBESTOS ABATEMENT, CONTRACTOR'S EXPENSES, PERMIT FEES, CORRECTIVE WORK, AS WELL AS THE NATIONAL ELECTRICAL CODE REQUIREMENTS FOR ASBESTOS ABATEMENT SHALL BE THE RESPONSIBILITY OF THE LANDLORDS. THE GENERAL CONTRACTOR SHALL VERIFY THE IDENTIFICATION OF ASBESTOS WITH THE LANDLORDS.
2. THE GENERAL CONTRACTOR SHALL VERIFY THE IDENTIFICATION OF ASBESTOS WITH THE LANDLORDS.
3. IF THE GENERAL CONTRACTOR IDENTIFIES ASBESTOS, THE GENERAL CONTRACTOR SHALL VERIFY THE IDENTIFICATION OF ASBESTOS WITH THE LANDLORDS AND ENSURE THAT THE TOWN'S MECHANICAL, ELECTRICAL AND PLUMBING DESIGN WILL FUNCTION PROPERLY WITH THE IDENTIFIED ASBESTOS.
4. ANY AND ALL ASBESTOS REMOVAL MUST BE COMPLETED BEFORE ANY ASBESTOS IS REMOVED THROUGHOUT THE PROJECT. ASBESTOS REMOVAL MUST BE PERFORMED BY A LICENSED ASBESTOS REMOVAL CONTRACTOR AS SPECIFIED BY THE CONTRACTOR.



BRISTLE COBBAN & KYLE
 BRISTLE ARCHITECTURE & INTERIOR
 1418 N. 24th St.
 ANN ARBOR, MI 48104



WGFM ARCHITECTURE & INTERIOR
 1418 N. 24th St.
 ANN ARBOR, MI 48104
 TEL: 734.241.9100
 WWW.WGFMARCHITECTURE.COM

CONSULTANTS:
 S&B ENGINEERS, INC.
 1100 W. WISCONSIN ST.
 ANN ARBOR, MI 48106
 TEL: 734.763.0700
 WWW.S&BENGINEERS.COM

PROJECT:
 Discoveries at Amnopolis Mall
 ANN ARBOR, MI 48106
 2847

DESIGNED BY:
 WILLIAM G. FRIEDMAN
 REGISTERED PROFESSIONAL ENGINEER
 LICENSE NO. 92265

REVISIONS:

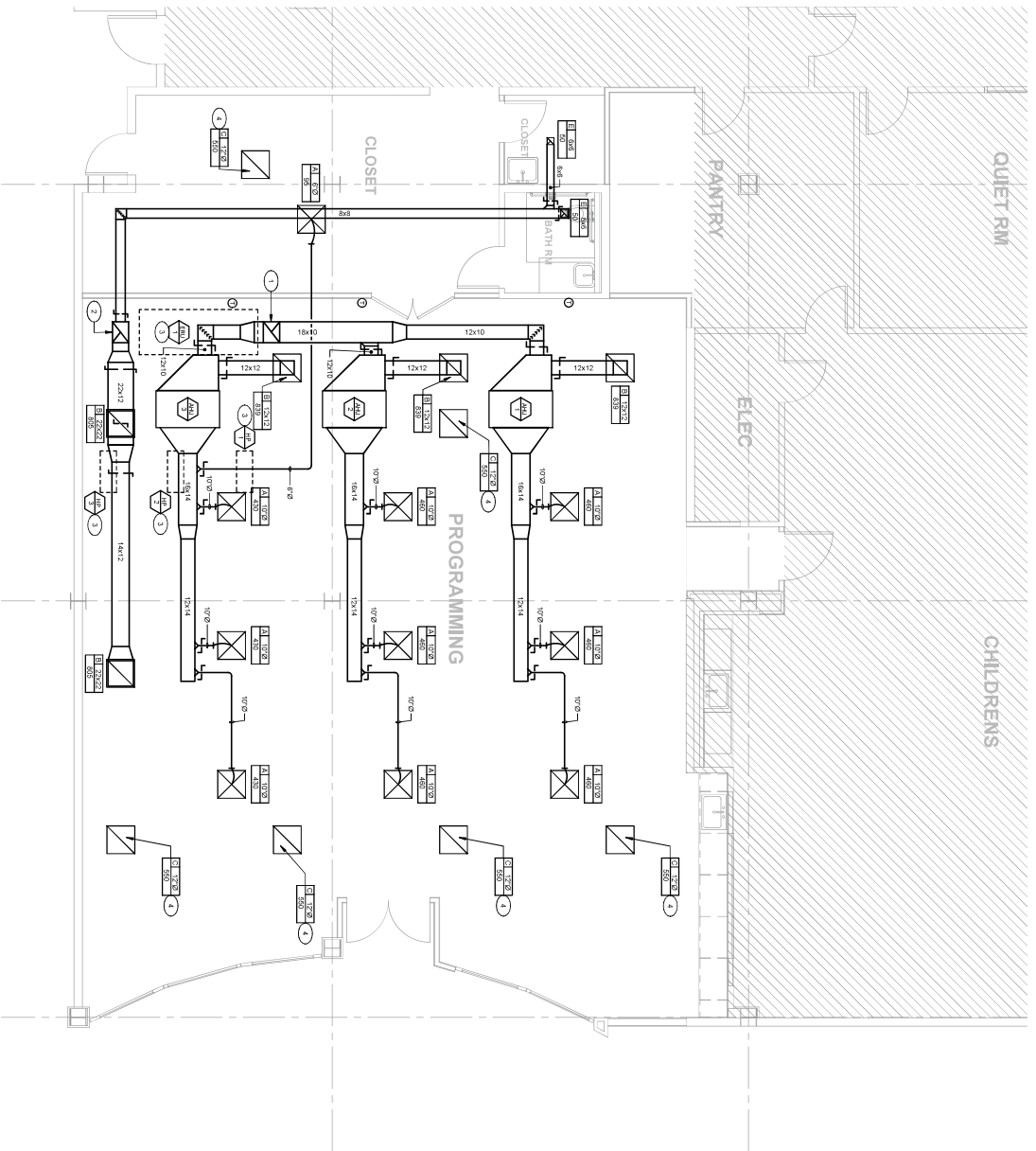
DATE	ISSUANCE

TITLE:
 DEMOLITION
 PLAN
 MECHANICAL

DATE:
 JOB NO.: 202407_1

SHEET NO.:
 M-002

PERMIT SET 11/5/2024
 SHEET NO. 2807



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

PLAN NOTES

- 1. BR/LL EXH. DUCT DOWN FROM BR/LL. TERMINATIONS AS SHOWN TO SERVE AIR HANDLING UNITS. CONNECT EACH 12x10 EXH. DUCT BRANCH TO RETURN PERMANENT PANEL.
- 2. BR/LL EXH. DUCT UP TO ELEC.
- 3. LIGHT LOCATED ON ROOF. INITIAL ENLARGED IN UPSTREAM SECOND FLOOR.
- 4. SMOKE EXHAUST CEILING GRILLE. PROVIDE 1" LONG HECK CONNECTIONS WITH MINIMUM VOLUME DAMPER. LONG HECK CONNECTIONS SHALL BE INSTALLED UNDER SMOKE EXHAUST SYSTEM. AMERICAN UNDER SMOKE EXHAUST SYSTEM.

GENERAL NOTES

- 1. EXISTING SMOKE EXHAUST SYSTEM AND ASSOCIATED CONTROLS AND POWER SHALL REMAIN UNTOUCHED. DO NOT DISTURB EXISTING SMOKE EXHAUST SYSTEM.

LANDLORD GENERAL NOTES

- 1. ANY AND ALL ROOF PENETRATIONS MUST BE DONE BY THE CONTRACTOR IN ACCORDANCE WITH THE CITY OF ANNAPOLIS REGULATIONS FOR ANNAPOLIS SMALL AND LARGE AT THE END OF THE PROJECT. SEE SPECIFICATIONS ON LANDLORD FOR RECORD. SEE SPECIFICATIONS ON SMOKE EVACUATION TEST BE REQUIRED AT THE CONTRACTOR'S EXPENSE.



BRITNEY GOODMAN WALKER
REGISTERED ARCHITECT
1. 410.243.4112
www.wgcm.com



WGCM ARCHITECTURE
1105 WEST WASHINGTON STREET
ANNAPOLIS, MD 21403
410.243.4112
www.wgcm.com

CONSULTANTS:

SEA ENGINEERING
1105 WEST WASHINGTON STREET
ANNAPOLIS, MD 21403
410.243.4112
www.sea-engineering.com

PROJECT:

DISCOVERIES of Annapolis Mall
ANNAPOLIS MALL ROAD SITE
ANNAPOLIS, MARYLAND

DATE	ISSUANCE

REVISIONS:

DATE	ISSUANCE

TITLE:

FLOOR PLAN
MECHANICAL

DATE:

JOB NO.: 202407.1

SHEET NO.

M-101

PERMIT SET 11/5/2024

SEAL NO. 2407



PROJECT: DISCOVERIES OF AMPSHOLH MOLL

DATE: 11/15/2024

REVISIONS: DATE ISSUANCE

TITLE: DETAILS, SPECS, AND CONTROLS MECHANICAL

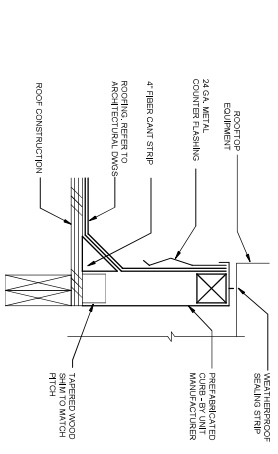
JOB NO.: 202407.1

SHEET NO. M-201

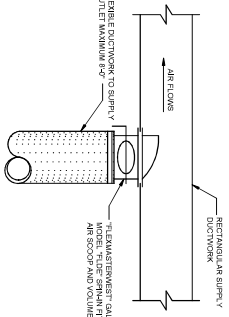
MECHANICAL SPECIFICATIONS

- 1. Furnish and install a complete and operational system in accordance with drawings and these specifications. Provide all mechanical equipment specified over the complete and operational system...
2. The contractor shall be responsible for verifying the size, type, location and quantity of all equipment...
3. All work shall be done in accordance with applicable building mechanical standards, standards and codes...
4. The contractor shall maintain a complete record of all work at all times during the project...
5. The contractor shall submit a set of submittal documents on site at all times. The drawings shall include the manufacturer's name, model number, and specifications...
6. All equipment shall be checked and tested by the installing contractor. The equipment shall be tested in accordance with the manufacturer's instructions...
7. All equipment shall be tested and checked by the installing contractor. The equipment shall be tested in accordance with the manufacturer's instructions...
8. The contractor shall be responsible for providing the appropriate labor and materials to install the equipment...
9. The contractor shall be responsible for providing the appropriate labor and materials to install the equipment...
10. The contractor shall be responsible for providing the appropriate labor and materials to install the equipment...
11. The contractor shall be responsible for providing the appropriate labor and materials to install the equipment...

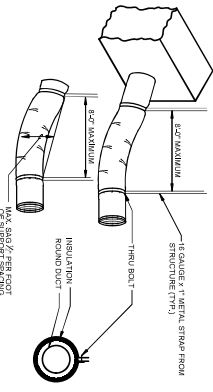
MECHANICAL EQUIPMENT CURB



RECTANGULAR BRANCH DUCT TAKE-OFF DETAIL

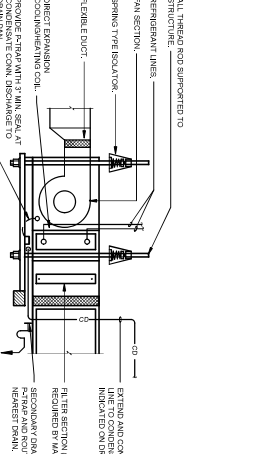


FLEXIBLE DUCT RUN-OUT SUPPORT DETAIL



- 1. FLEXIBLE DUCT SHOULD EXTEND STRAIGHT FOR MINIMUM INCHES FROM RECTANGULAR DUCT CONNECTION BEFORE BENDING.
2. FLEXIBLE DUCT SHOULD NOT EXCEED 8 1/2\"/>

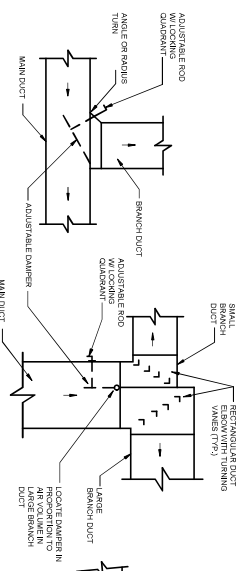
AIR HANDLING UNIT INSTALLATION DETAIL



SMOKE CONTROL CALCULATIONS

Table with columns: ROOM NAME, AREA (SQ FT), CEILING HEIGHT (FT), ROOM VOLUME (CU FT), REQUIRE EXHAUST (CFM), NO. OF EXHAUST FAN, and FLOW RATE (CFM). Includes notes on exhaust fan ratings and velocity.

TYPICAL BRANCH DUCT DETAILS



AIR DEVICE SCHEDULE

Table with columns: MARK, SYSTEM TYPE, MANUFACTURER & MODEL NO., and Remarks. Lists various air devices like supply, return, diffuser, and exhaust.

ENERGY RECOVERY UNIT SCHEDULE

Table with columns: Unit, Outdoor Air Fan, Exhaust Air Fan, Motor, Summer Conditions, Winter Conditions, Energy, and Remarks. Lists energy recovery units like ERU-1.

SPLIT SYSTEM HEATING AND COOLING SCHEDULE

Table with columns: Manufacturer, Model Number, Capacity Range, Heating Capacity, Cooling Capacity, MCA, MOCF, V-P, SEER2, Weight, Tg, Model Number, Supply Air Flow, Outdoor Air Flow, MCA, MOCF, Gross Weight, and Remarks. Lists split system units like HP-1, HP-2, HP-3.

LANDLORD GENERAL NOTES

- 1. ANY AND ALL SCORE PENETRATIONS MUST BE DONE BY THE OWNER OR CONTRACTOR PRIOR TO THE START OF WORK...
2. GENERAL CONTRACTOR'S RESPONSIBILITY FOR THE GENERAL CONTRACTOR'S EXPENSES...
3. DRAWING SHALL APPROVED AIR BALANCE REPORT TO BE PROVIDED BY THE GENERAL CONTRACTOR...
4. A SEPARATE REPORT IS REQUIRED FOR THE MECHANICAL AND ELECTRICAL CONTRACTORS TO SUBMIT TO THE GENERAL CONTRACTOR...
5. APPROVAL OF THE GENERAL CONTRACTOR IS REQUIRED FOR ALL MECHANICAL AND ELECTRICAL SUBMITTALS...

PERMIT SET 11/15/2024

SHEET NO. 20/7



BRUCE GOODMAN, AIA
 BRUCE GOODMAN ARCHITECTURE
 11413 24th Ave
 #100
 WASHINGTON, DC 20032



DATE: 11/15/2024
 SHEET NO. P-002

PROJECT: **Discovers of Annapolis Mall**
 11000 ANNEPOLIS MALL ROAD, SUITE 200
 ANNAPOLIS, MARYLAND 21403

DATE: 11/15/2024
 SHEET NO. P-002

DATE: 11/15/2024
 SHEET NO. P-002

DATE: 11/15/2024
 SHEET NO. P-002

DATE: 11/15/2024
 SHEET NO. P-002

DATE: 11/15/2024
 SHEET NO. P-002

DATE: 11/15/2024
 SHEET NO. P-002

DATE: 11/15/2024
 SHEET NO. P-002

GENERAL NOTES

1. PIPING IS ROUTED BEHIND BRICK WALL AND BELOW GRADE. EXISTING PIPING IS ROUTED TO THE REAR OF THE BUILDING. EXISTING PIPING IS TO BE DEMOLISHED AND NEW PIPING IS TO BE INSTALLED. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES.
2. PIPING SHALL NOT BE ROUTED OVER SERVICE OR ELECTRICAL EQUIPMENT. EXISTING PIPING THAT INTERFERES WITH MECHANICAL EQUIPMENT SHALL BE RELOCATED TO CLEAR A MINIMUM CLEARANCE.
3. REFER TO REFER DIMENSION ON SHEET P-001 FOR ALL PIPE SIZES NOT INDICATED.

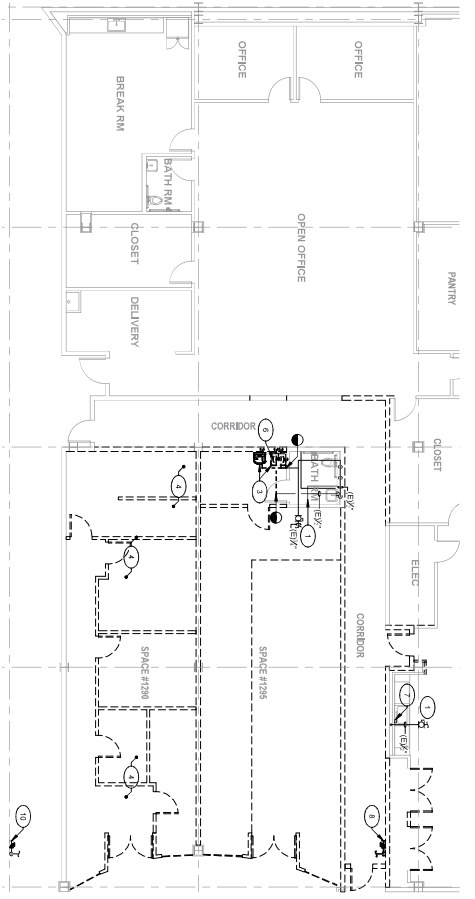
PLAN NOTES

1. EXISTING RETURNERS TO REMAIN. TYPICAL OF ROOM.
2. REMOVE EXISTING STAIRER. CONTRACTOR TO VERIFY IF TRAP REMAINS INSTALLED AND FUNCTIONAL.
3. REMOVE EXISTING PIPING AND ALL ASSOCIATED FINISH AND BE CUT FLUSH TO SLAB AND FLOODED. SANITARY PIPING MAY BE RELOCATED TO THE REAR OF THE BUILDING.
4. REMOVE ALL EXISTING PLUMBING FINISHES AND ASSOCIATED PIPING AND ACCESSORIES WITHIN TENANT SPACE BACK TO ACCESSIBLE. E.P. COMPLETION OF NEWWORK.
5. REMOVE EXISTING WATER HEATER AND ALL ASSOCIATED PIPING AND ACCESSORIES BACK TO UNITS OF DEMOLITION.
6. EXISTING HANGERS WITH HOLE IN BELOW SLAB TO REMAIN. REMOVE EXISTING FRIEL HOSE VALVE AND ALL ASSOCIATED PIPING AND ACCESSORIES BACK TO MAN AND CAP.
7. EXISTING AUXILIARY DRAIN SINKS OVER EXISTING LOG BASKIN ADDITIONAL INFORMATION.
8. EXISTING STAIRWELL AND HOLE VALVE IN CORRIDOR TO REMAIN.
9. CONTRACTOR SHALL CORRECT ALL TWO OF SANITARY PIPING LOCATED BY REFER DIMENSION OF SANITARY SEWER SYSTEM. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES.
10. EXISTING FINISHES TO REMAIN AS REQUIRED TO MATCH EXISTING FINISHES.

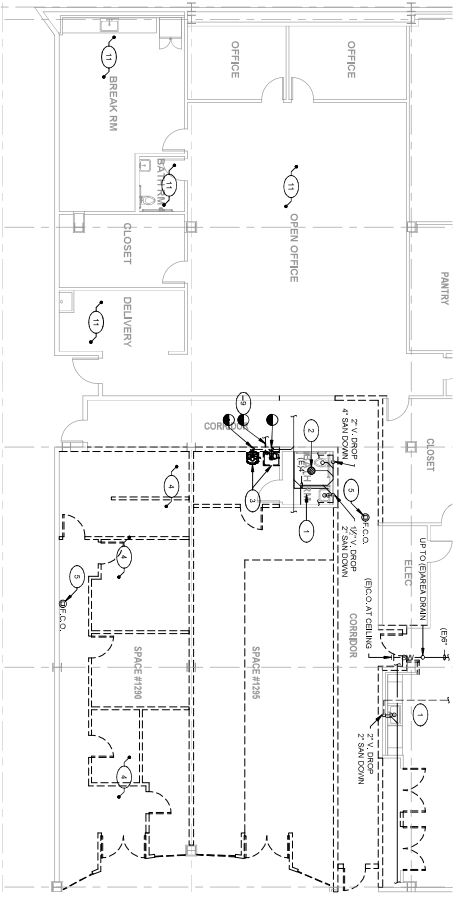
LANDLORD GENERAL NOTES

IT IS THE LANDLORD'S RESPONSIBILITY TO VERIFY THE EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES. CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING PIPING AND ACCESSORIES.

FLOOR PLAN - DOMESTIC WATER - PLUMBING - DEMOLITION
 SCALE: 1/8" = 1'-0"



FLOOR PLAN - SANITARY SEWER - PLUMBING - DEMOLITION
 SCALE: 1/8" = 1'-0"



PERMIT SET 11/15/2024
 SHEET NO. P-002

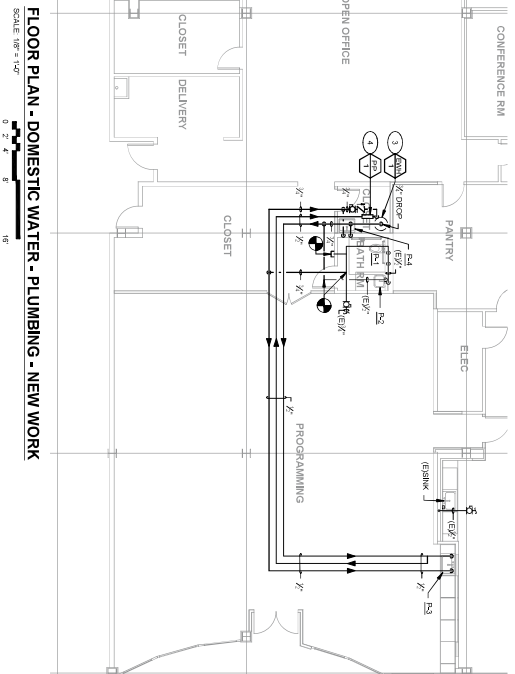
GENERAL NOTES

1. PIPING IS ROUTED BEHIND BRICK WALL AND BELOW GROUT. SIBR EXISTING SPRING VACUUM INDICATED ARE BASED ON PREVIOUS MEASUREMENTS. RISE TO SINK OR WORK CONTRACTOR SHALL VERIFY PIPING TO ENSURE NEW WORK CAN BE ACQUIRED. OBTAIN ALL NECESSARY PERMITS AND ENFORCE ALL CITY ORDINANCES.
2. PIPING SHALL NOT BE ROUTED OVER SINKS OR ELECTRICAL EQUIPMENT. EXISTING FINISH THAT INTERFERES WITH NEW CHANGES SHALL BE REMOVED TO OBTAIN A MINIMUM 1/4" CLEARANCE.
3. REFER TO OTHER DRAWINGS ON SHEET P-01 FOR ALL PIPE SIZES NOT INDICATED.

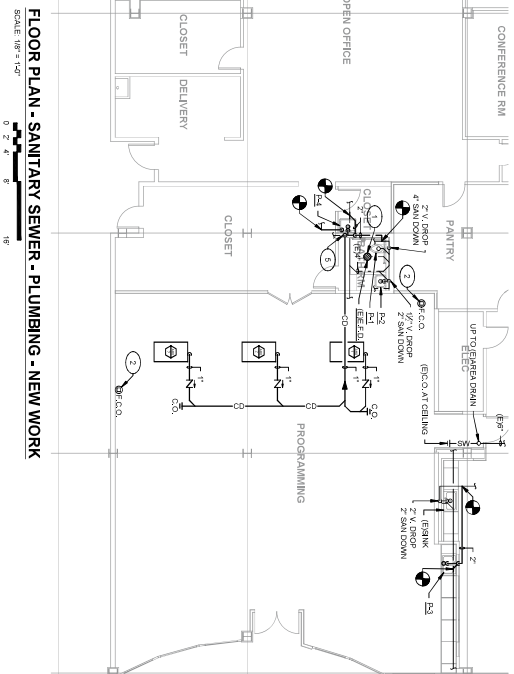
PLAN NOTES

1. PROVIDE TYPICAL FINISH EXISTING TRAIL PAVEMENT IS NOT TO BE DISTURBED UNLESS INDICATED OTHERWISE.
2. EXISTING FLOOR IS AS SHOWN TO REMAIN. CLEARANCE TO BE MAINTAINED AS SHOWN UNLESS INDICATED OTHERWISE.
3. EXISTING FLOOR TO REMAIN. CONTRACTOR SHALL VERIFY ALL STRUCTURE LABELS AT LOCATION INDICATED. REFER TO DETAIL DRAWINGS FOR ALL STRUCTURE LABELS AT LOCATION INDICATED. REFER TO DETAIL DRAWINGS FOR ALL STRUCTURE LABELS AT LOCATION INDICATED.
4. PROVIDE CONSULTATION WITH ALL APPLICABLE AGENCIES AND OBTAIN ALL NECESSARY PERMITS AND ENFORCE ALL CITY ORDINANCES. CIRCULATION TO BE PROVIDED WITH THE CLOCK AND DIRECTION AS SHOWN TO DETAIL ON SHEET P-01 FOR ALL APPLICABLE AGENCIES AND OBTAIN ALL NECESSARY PERMITS AND ENFORCE ALL CITY ORDINANCES. CIRCULATION TO BE PROVIDED WITH THE CLOCK AND DIRECTION AS SHOWN TO DETAIL ON SHEET P-01 FOR ALL APPLICABLE AGENCIES AND OBTAIN ALL NECESSARY PERMITS AND ENFORCE ALL CITY ORDINANCES.
5. REFER TO OTHER DRAWINGS ON SHEET P-01 FOR ALL PIPE SIZES NOT INDICATED.

FLOOR PLAN - DOMESTIC WATER - PLUMBING - NEW WORK



FLOOR PLAN - SANITARY SEWER - PLUMBING - NEW WORK



LANDLORD GENERAL NOTES

IT IS THE LANDLORD'S SOLE RESPONSIBILITY TO VERIFY THE EXISTING MECHANICAL, ELECTRICAL AND PLUMBING CONDITIONS AND INSURE ALL FUNCTIONS PROCEED WITH THE EXISTING SYSTEMS AT THE PROPERTY.

ANY AND ALL NEW WORK MUST BE COMPLETED BY THE CONTRACTOR.

ANY AND ALL RECOMMENDATIONS MUST BE DONE BY THE CONTRACTOR. THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AND INSURE ALL FUNCTIONS PROCEED WITH THE EXISTING SYSTEMS AT THE PROPERTY.

PERMITS

PERMIT SET 11/5/2024
SHEET NO. 5/607



WGM ARCHITECTS
ARCHITECTURE
BRITNEY GOODMAN SIAK
1615 PINE BLVD.
SUITE 1200
NILES, IL 60156

PROJECT:
Discoveries at Amnopolis Mall

1000 WEST 1300 SOUTH
AMNOPSIS MALL ROAD SITE
AMNOPSIS, ILLINOIS 60440
2024

DATE: _____
ISSUANCE: _____

REVISIONS:

DATE _____ ISSUANCE _____

TITLE:
FLOOR PLANS
PLUMBING
NEW WORK

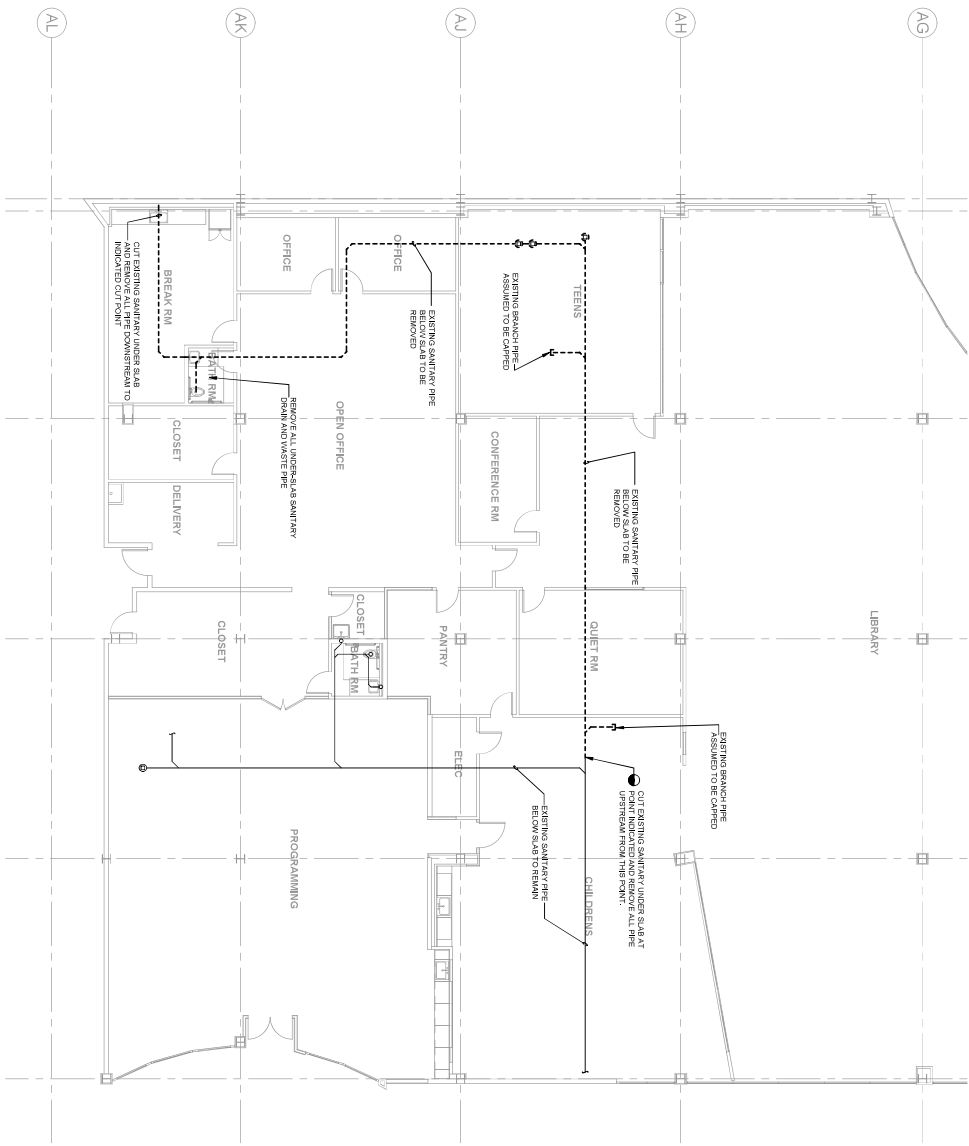
DATE:
JOB NO.: 202407.1

SHEET NO. _____

P-101

ADD ALTERNATE #1 - PARTIAL DEMOLITION OF EXISTING UNDER-SLAB SANITARY PIPE

SCALE: 1/8" = 1'-0"



GENERAL NOTES

1. PIPE IS ROUTED BELOW SLAB. SERR WAS LABEL TO EXISTING UNDER-SLAB SANITARY PIPE. WORKMANSHIP AND ORIGINAL WALL CONSTRUCTION DIMENSIONS AND ORIGINAL FINISHES SHALL BE MAINTAINED. EXACT LOCATION, SIZE AND INVERT OF EXISTING PIPES TO BE DEMOLISHED SHALL BE OBTAINED FROM THE CONTRACTOR AND SHOWN ON ANY DISSEMINATED.
2. NOTE: A QUALITY SURVEY OF THE PRE-INDICATED TO BE REMOVED SANITARY PIPE SHALL BE USED AS REFERENCE DATA FOR THE CONSTRUCTION OF THE NEW UNDER-SLAB SANITARY PIPE. EXISTING SANITARY PIPE SHALL BE DEMOLISHED FROM THE TRENCH SHALL BE REMOVED AND USED AS BACKFILL WHEN THE TRENCH IS BACKFILLED.
3. CONSTRUCTION SHALL VERIFY THE SLAB AND REPORT THE RESULTS TO THE ARCHITECT.

LANDLORD GENERAL NOTES

IT IS THE TENANT'S SOLE RESPONSIBILITY TO VERIFY THE EXISTING MECHANICAL, ELECTRICAL AND PLUMBING CONDITIONS AND INSURE ALL NECESSARY PERMITS ARE OBTAINED AND MAINTAINED THROUGHOUT THE PROJECT WITH THE EXISTING SYSTEMS AT THE PROPERTY. ANY AND ALL NOISE PROTECTIVE WORK MUST BE COMPLETED BEFORE THE DEMOLITION OF THE SANITARY PIPE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES ON THE SITE.



SEAL:
W. G. M. ARCHITECTURE & INTERIORS
BRITISH COLUMBIA
No. 14824
11/05/2024



CONSULTANTS:
L.P.T. INC.
1100 WEST 102ND AVENUE
VANCOUVER, BC V6X 3E9
TEL: 604-271-2280
WWW.LPTINC.COM

PROJECT:
Discovers of Annapolis Mall
2700 ANNETT ROAD
ANNAPOLIS, MARYLAND 21403

REVISIONS:

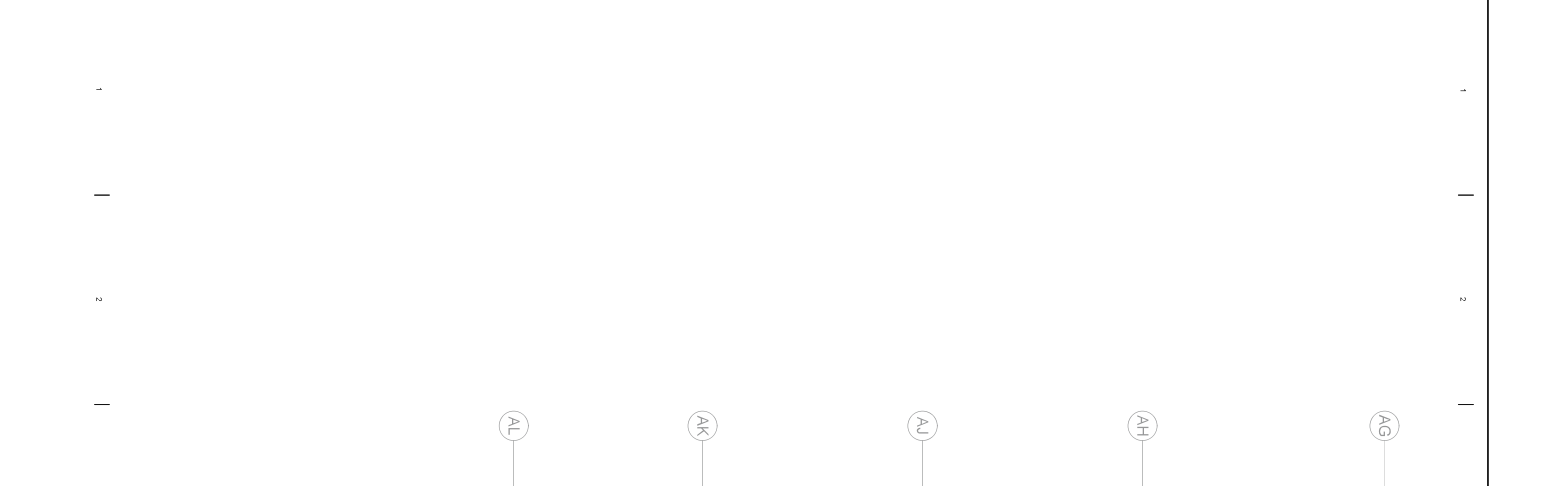
DATE	ISSUANCE

DATE: 11/05/2024
JOB NO.: 202407_1
SHEET NO.: P-102

TITLE:
ADD ALTERNATE #1
PARTIAL DEMOLITION
OF EXISTING SANITARY

DATE: 11/05/2024
JOB NO.: 202407_1
SHEET NO.: P-102

PERMIT SET 11/5/2024
SHEET NO. 2407



GENERAL NOTES

- 1. PIPES TO BE ROUTED BELOW SLAB SHALL BE MADE TO U-TURN OR BE RUN IN TRENCHES. ALL U-TURNS AND/OR TRENCHES INDICATED ARE BASED ON REFERENCED DRAWINGS AND ORIGINAL WALL CONSTRUCTION DRAWINGS. CONTRACTOR SHALL VERIFY ALL U-TURN LOCATIONS AND EXACT LOCATION, SIZE AND INVERT OF EXISTING PIPES TO BE RELOCATED. CONTRACTOR SHALL VERIFY ALL U-TURN AND EXISTING PIPE LOCATIONS AND SHOWN ON ANY DISCREPANCIES.
- 2. NOTE: A QUALITY SURVEY OF THE PRE-INDICATED TO BE RELOCATED PIPES SHALL BE COMPLETED AND CML BE USED AS REFERENCE DATA FOR THE PIPES TO BE RELOCATED.
- 3. 80% MINIMUM COVER SHALL BE MAINTAINED AT ALL EXISTING, PRE-OR-FIELD LOCATIONS. ALL EXISTING PIPE LOCATIONS SHALL BE RUN AT 2% SLOPE WHEN THE PIPE LENGTH IS 25' OR MORE IN LENGTH.
- 4. CONTRACTOR SHALL BACKFILL THE TRENCH WITH SAME MATERIAL AS EXISTING TRENCH. THE SLOPE SHALL BE MAINTAINED AS THE SLOPE OF THE EXISTING TRENCH. THE SLOPE SHALL BE MAINTAINED AS THE SLOPE OF THE EXISTING TRENCH.

LANDLORD GENERAL NOTES

IT IS THE TENANT'S SOLE RESPONSIBILITY TO VERIFY THE EXISTING MECHANICAL, ELECTRICAL AND PLUMBING CONDITIONS AND INSURE ALL NECESSARY PERMITS, FEES AND INSURANCE ARE OBTAINED PRIOR TO COMMENCING WORK. THE EXISTING SYSTEMS AT THE PROPERTY ARE THE PROPERTY OF THE LANDLORD.

ANY AND ALL NOISE PROTECTIVE WORK MUST BE COMPLETED BEFORE THE START OF ANY CONSTRUCTION WORK TO AVOID DISTURBANCE TO THE CONTRACTOR.

WGFM
ARCHITECTURE
ENGINEERING
INCORPORATED

BRIGGS GORDON & KALKREUTH
711 N. 24th St
Raleigh, NC 27604
Tel: 919.224.1112

STATE OF NORTH CAROLINA
REGISTERED PROFESSIONAL ENGINEER
NO. 34097
R. P. B. H.

CONSULTANTS:
S&B ENGINEERING, INC.
2000 GARDNER BLVD., SUITE 300
COLUMBIANA, NC 27828
www.sandbeng.com

PROJECT:
Discovers of Annapolis Mall

WESTFIELD ANNAPOIS-285
ANNAPOIS, MARYLAND

REVISIONS:

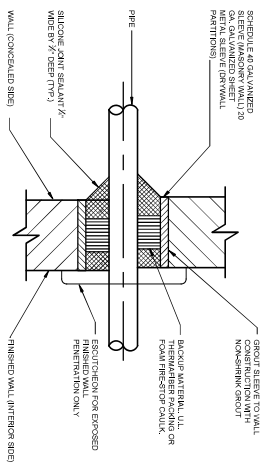
DATE	ISSUANCE

TITLE:
ADD ALTERNATE #1
PARTIAL REPAIR OF
EXISTING SANITARY

DATE:
JOB NO.: 202407.1

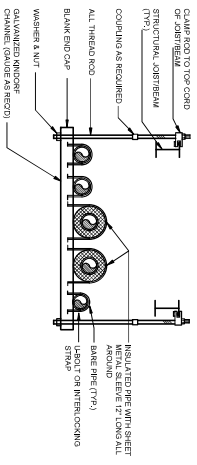
SHEET NO.:
P-103

PERMIT SET 11/5/2024
SHEET NO. 2807



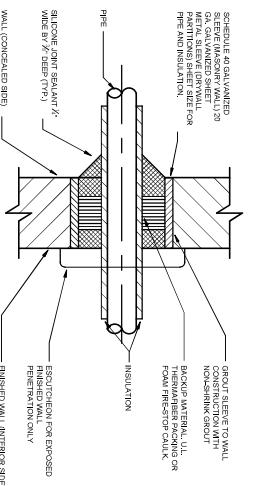
PIPE SLEEVE THRU WALL FOR UNINSULATED PIPE DETAIL
NO SCALE

- NOTES:**
- FOR EXISTING Poured CONCRETE WALLS, CORE DRILL OR STAIR DRILL OPENING.
 - GALVANNEED SLEEVE SHALL BE CUT BY NEW CONCRETE WALL FORMS.
 - AT THE CONNECTIONS OPTION A, U.L. LISTED IMPROVED PRES-TOP PIPE SLEEVE.



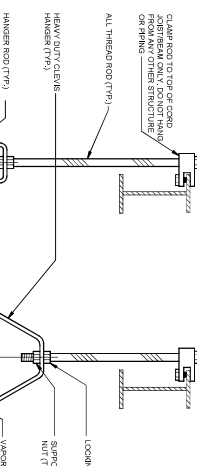
TRAPEZE PIPE SUPPORT DETAIL
NO SCALE

- NOTES:**
- ALL FINISH SUPPORT SYSTEM COMPONENTS SHALL HAVE A NON-CORRODIBLE METAL FINISH GALVANNEED OR EQUAL.
 - CONNECTION METHOD OF STRUCTURAL ANCHORAGE WITH BUILDING STRUCTURAL.



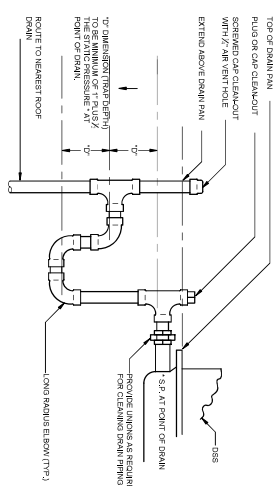
PIPE SLEEVE THRU WALL FOR INSULATED PIPE DETAIL
NO SCALE

- NOTES:**
- FOR EXISTING Poured CONCRETE WALLS, CORE DRILL OR STAIR DRILL OPENING.
 - GALVANNEED SLEEVE SHALL BE CUT BY NEW CONCRETE WALL FORMS.
 - AT THE CONNECTIONS OPTION A, U.L. LISTED IMPROVED PRES-TOP PIPE SLEEVE.

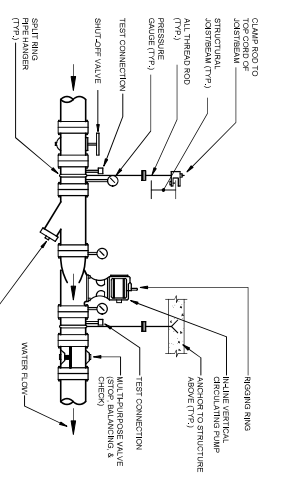


PIPE SUPPORT DETAIL
NO SCALE

- NOTES:**
- CONNECTION METHOD OF STRUCTURAL ANCHORAGE WITH BUILDING STRUCTURAL.

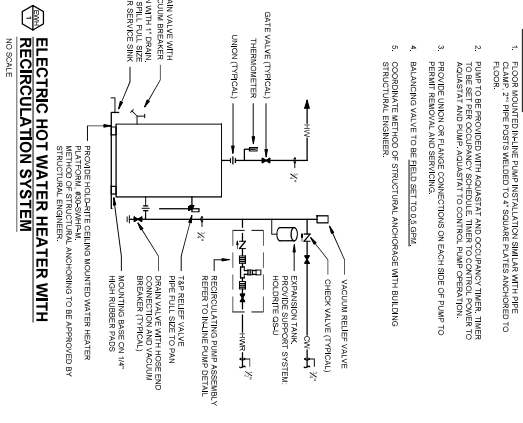


TYPICAL ROOFTOP UNIT CONDENSATE DRAIN DETAIL
NO SCALE



IN-LINE PUMP DETAIL
NO SCALE

- IN-LINE PUMP NOTES:**
- FOR EXISTING Poured CONCRETE WALLS, CORE DRILL OR STAIR DRILL OPENING.
 - GALVANNEED SLEEVE SHALL BE CUT BY NEW CONCRETE WALL FORMS.
 - AT THE CONNECTIONS OPTION A, U.L. LISTED IMPROVED PRES-TOP PIPE SLEEVE.



ELECTRIC HOT WATER HEATER WITH RECIRCULATION SYSTEM
NO SCALE

WGCM
ACCURATE
ENGINEERING

BRITISH COLUMBIA VALLEY
REGISTERED PROFESSIONAL ENGINEER
1, 418, 243, 112
VANCOUVER, BC V6V 2E6

PROJECT:
Discovers of Annapolis Mill

REGISTERED ANNOPOLES-256
AMERICAN SMALL ROAD SITE
27401
ANNAPOLIS, MARYLAND

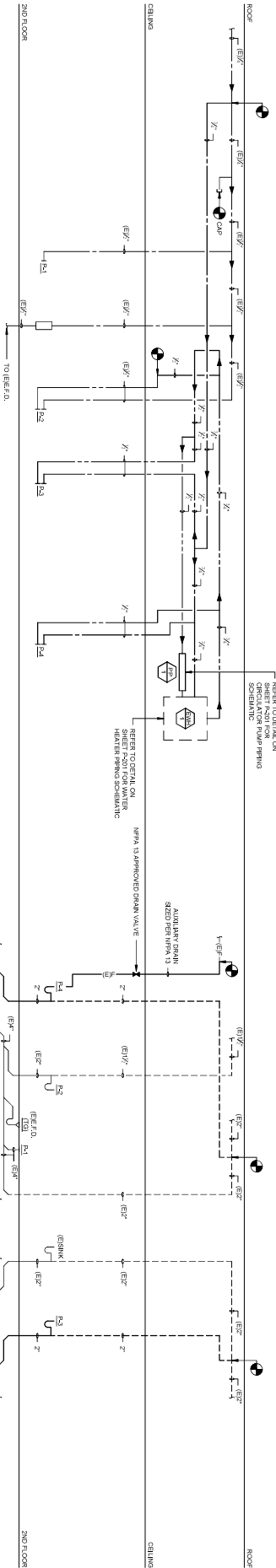
DATE: 11/15/2024

JOB NO.: 202407_1

SHEET NO.: P-201

DOMESTIC WATER RISER DIAGRAM

SANITARY SEWER RISER DIAGRAM



WGIM ARCHITECTURE & INTERIORS
BRITTEE GOODMAN WALK
1414 N. 2nd St., Suite 100
Minneapolis, MN 55401
Tel: 612.241.4142
www.wgim.com

SEAL: [Professional Engineer Seal for Britt E. Goodmank]

CONSIDER THE FOLLOWING NOTES:
1. THIS DRAWING IS THE PROPERTY OF THE CONSULTANT AND IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED THEREON. ANY REUSE OR MODIFICATION OF THIS DRAWING FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF THE CONSULTANT IS STRICTLY PROHIBITED.
2. THE CONSULTANT'S LIABILITY IS LIMITED TO THE SERVICES PROVIDED HEREON AND DOES NOT EXTEND TO ANY OTHER SERVICES OR TO THE CONSTRUCTION OF THE PROJECT.
3. THE CONSULTANT'S LIABILITY IS LIMITED TO THE SERVICES PROVIDED HEREON AND DOES NOT EXTEND TO ANY OTHER SERVICES OR TO THE CONSTRUCTION OF THE PROJECT.

CONSULTANTS:
S&P ENGINEERS
S&P ENGINEERS, INC.
2000 W. 25th Ave., Suite 2200
Golden, CO 80422
www.sandpengineers.com

PROJECT:
Discovery of Annapolis Mall

INVESTIGATOR:
ANNEPOLIS MALL ROAD-348
ANNEPOLIS MALL ROAD-SITE
MINNEAPOLIS, MINNESOTA

REVISIONS:

DATE	ISSUANCE

TITLE:
**RISER DIAGRAMS
PLUMBING**

DATE:
JOB NO.: 202407_1

SHEET NO.
P-401

PERMIT SET 11/5/2024
SHEET NO. 3807



SEAL:



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CONSULTANTS:

ALL PROVIDERS
SEA ENGINEERING INC.
2650 N.W. 27th Street
Coral Gables, FL 33134
www.seaengineerinc.com

PROJECT:
discovers of Annapoli Mall

REGISTERED ANAPOLIS-248
AMERICA'S SMALL ROADS SITE
2401
ANAPOLIS, MARYLAND

THIS PROJECT WAS NOT VERIFIED OR DOCUMENTED BY SEA ENGINEERING INC. AS A PROFESSIONAL ENGINEER UNDER CHAPTER 48A, ARTICLE 3, SECTION 11.2, OF THE ANNOTATED CODE OF REGULATIONS OF THE STATE OF MARYLAND. ALL INFORMATION ON THIS PROJECT IS THE PROPERTY OF SEA ENGINEERING INC. ANY REVISIONS TO THIS PROJECT WILL BE NOTED ON THE PLAN.

REVISIONS:

DATE	ISSUANCE

TITLE:
FLOOR PLAN
POWER

DATE:
JOB NO.: 202407_1

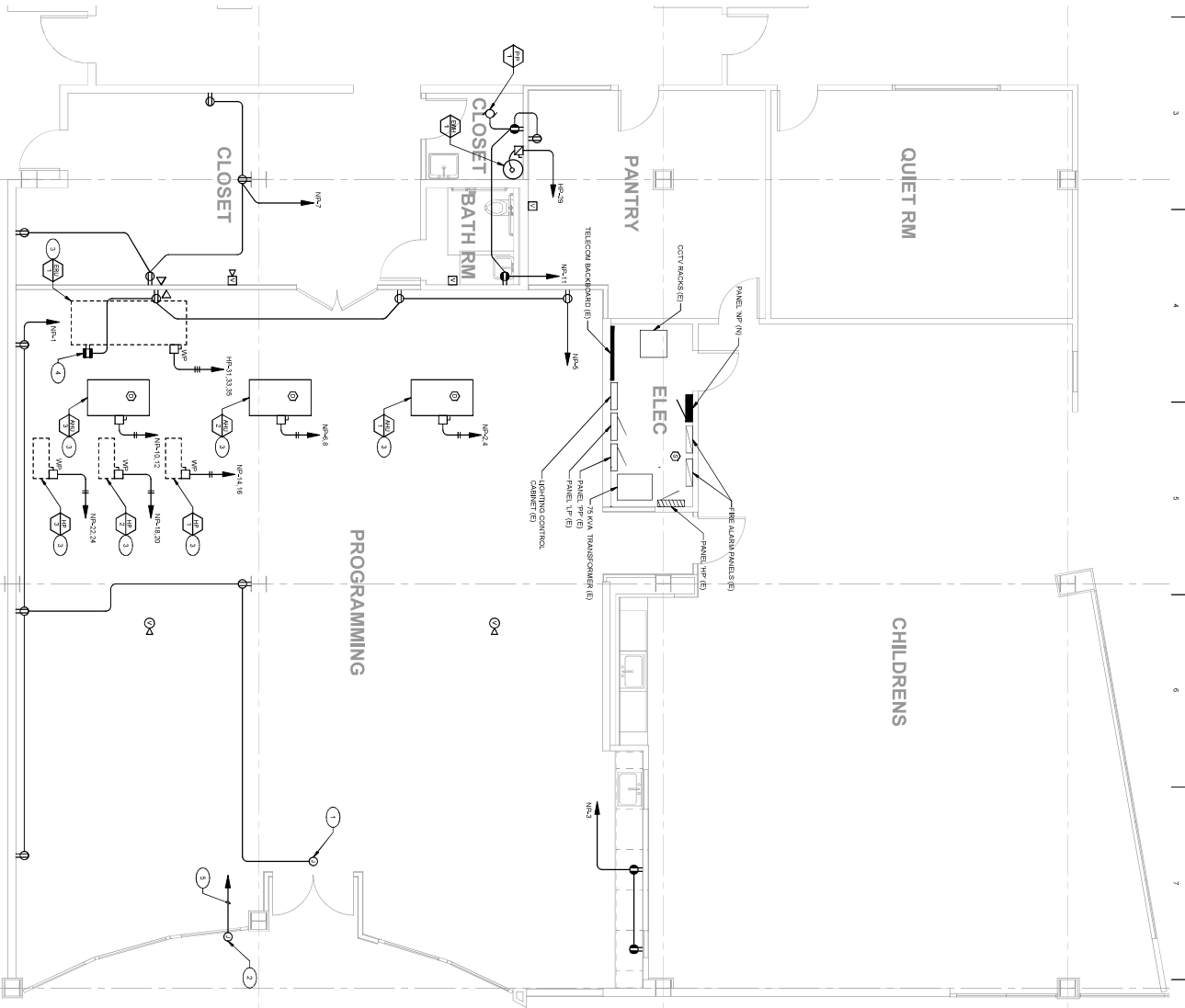
SHEET NO.:

PLAN NOTES

1. JUNCTION BOX IN CEILING FOR POWER CONNECTION TO COOR COUNTER.
2. JUNCTION BOX FOR POWER TO EXTERIOR SHAMUDE.
3. JUNCTION BOX MOUNTED ON ROOF ABOVE.
4. TRASH RECEPTACLE IN RESTROOM WIP ROOM.
5. CONNECT TO EXISTING 250VOLT BREAKER (PANEL 1) AND CONTROLS.

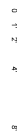
GENERAL NOTES

1. ALL WIRING MUST MEET LOCAL ELECTRICAL CODES AS WELL AS NATIONAL ELECTRICAL CODE REQUIREMENTS. EMBLEMING IS NOT PERMITTED.
2. ANY DISCONNECTION OF ELECTRICAL SYSTEM AFFECTING THE NATIONAL ELECTRICAL CODE REQUIREMENTS SHALL BE APPROVED BY AN ELECTRICIAN TO DISCONNECTION.



FLOOR PLAN - POWER

SCALE: 1/4" = 1'-0"



PERMIT SET 11/5/2024
SHEET NO. 5407

E-101

ATTACHMENT B

Tenant Construction Handbook

Tenant Name: _____

Space #: _____

Space Address: _____

Meeting Date: _____

2002 Annapolis Mall
Annapolis, MD 21401

Management Office Phone:
410-266-5432
Non-emergency Security Phone:
410-972-4994
EMERGENCY SECURITY PHONE:
410-266-5350

INTRODUCTION

Welcome to Annapolis Mall!

The following set of Construction Rules and Regulations has been created to facilitate the most productive work environment for all parties given the fact that you will be working in a functioning shopping center. Your cooperation along with your associates is required for the success of the center as well as your project.

Please take a moment to review this handbook in its entirety. Please keep this handbook in a convenient location, so that it may be easily found by all associates and used as an on-going reference tool.

Any questions or concerns that may arise regarding these rules during the construction of your space should be brought to mall management immediately. Annapolis Mall management staff and tenant coordination is here to help facilitate the construction and the opening of your client's store and we will do whatever is necessary to make this a productive process.

We look forward to a successful relationship!

Sincerely,
The Annapolis Mall Management Team

Contact Information

TELEPHONE NUMBERS & ADDRESSES

Mall Management Office

Annapolis Mall
2002 Annapolis Mall
Annapolis, MD 21401

Phone Number: 410.266.5432
Fax: 410.266.3572

Management Office Hours: Monday through Friday 8:30 am to 5:30 pm
Please note that the management office is by appointment only.

Management Office is located near Forever 21 on the second level. You can access the Management Office from inside the mall, through the corridor between Buckle and Spencer Gifts. From the outside of the mall, to the left of Forever 21's exterior entrance and take the elevator to the 2nd floor.

Security Office

Allied Universal
2002 Annapolis Mall
Annapolis, MD 21401

Phone Number: 410.972.4994
Emergency Number: 410.266.5350

The security office is located next to the exterior entrance of Forever 21 on the right. It can only be accessed from the exterior.

Emergency Contacts

Anne Arundel County Police	911
Non-Emergency Police Dispatch	410.222.8610
Anne Arundel County Fire Department (Annapolis)	410.266.8066
Anne Arundel County Fire Department (Millersville)	410.987.4010
BGE (Baltimore Gas Electric)	800.265.6177
Anne Arundel Animal Control	410.222.8900
Poison Control	800.222.1222
Luminis Health (Anne Arundel Medical Center)	443.481.1000

Hotels:

Crown Plaza 410.266.3131
Double Tree 410.224.3150

Holiday Inn 410.224.4317

Taxi Cab:

Annapolis Diamond 410.268.1323

Reliable Cab 410.268.7414
Yellow Checker 410.268.1212

THE TEAM

Jennifer Ernest
Assistant General Manager
jernest@centennialrec.com
410.266.5432

Morgan McCloud
Marketing Director
Morgan McCloud
mmcloud@centennialrec.com
410.266.5432

Carey Smith
Administrative Assistant
csmith1@centennialrec.com
410.266.432

Leigh Zajackowski
Senior Tenant Coordinator
lzajackowski@centennialrec.com
205-767-4772

GOVERNEMENT AGENCIES

UTILITIES

AGENCY	ADDRESS	PHONE
Building Departments	Permit Application Center Anne Arundel County 2664 Heritage Office Complex PO Box 2700 Annapolis, MD 21401	410.222.7700
Fire Department	Anne Arundel County Fire Marshal Division Heritage Office Complex 2660 Riva Road – Suite 290 PO Box 6675 Annapolis, MD 21401	Fire Inspector 410.222.7884
Health Department	Anne Arundel County Department of Health 3 Harry S Truman Parkway Annapolis, MD 21401	Health Inspector 410.222.7220
COMPANY NAME	CONTACT PERSON	PHONE
Baltimore Gas and Electric	Customer Service	800.265.6177
Department of Public Works	Danny Marchetti	410.222.4387
Comcast	Lisa Ritter	240.623.5736 Lisa_Ritter@comcast.com
Trash Removal	Keter Environmental Mariah Page	317-341-2800 mpage@keteres.com

LANDLORD REQUIRED VENDORS

SERVICES RENDERED	COMPANY NAME	PHONE
Construction Barricades	Boston Barricade Chris Danielson	772.257.7144 cdanielson@bostonbarricade.com
Roofing	Progressive Roofing Shelton Lewis	301-471-0480 Shelton.Lewis@progressiveus.com
Life Safety	Livingston Fire Protection Rob Illing	301-779-4466 x324 rilling@livfire.com

Rules and Regulations

PRE-CONSTRUCTION MEETING

Prior to the start of construction, a mandatory pre-construction meeting between Westfield Mall Management and the General Contractor must be held. This meeting must be scheduled at least

THREE (3) days prior to the proposed start date. At the pre-construction meeting, the following documents must be submitted:

- a) Building Permit including any municipal, county, state or federal permits
- b) Certificate of Insurance for BOTH the tenant and contractor (as outlined in Section 4)
- c) Construction Security Deposit (as outlined in Section 5 unless lease states otherwise)
- d) Landlord's Final Approved set of Construction Drawings
- e) Permit set of Approved Construction Drawings
- f) Construction Schedule (as outlined in Section 6)
- g) List of telephone numbers and addresses for all contacts, including contractor's home office contacts, all sub-contractors, emergency numbers and contacts. (Exhibit B can be utilized for this purpose)
- h) Evidence from BGE that meters have been established in Tenants name (i.e. meter application or letter from BGE showing ownership)
- i) Exhibit A completed and signed by General Contractor (see attachment)
- j) Completed W-9, ACH form (Exhibit J) and a copy of a blank voided check

INSURANCE REQUIREMENTS

Tenant shall not permit its General Contractor to commence any work until all required insurance has been obtained and certificates evidencing such insurance have been delivered to Landlord.

1) Commercial General Liability Insurance.

Not less than \$3,000,000 **per occurrence*** combined single limit, broad form/ extended bodily injury, death and property damage, plate glass insurance at full replacement value and insurance against fire, extended coverage, vandalism, malicious mischief, water damage that does not exclude back up from sewers, drains or sprinkler leaks and such other perils as earthquake and flood. Additionally, tenant should carry insurance to cover merchandise, trade fixtures, furnishing, equipment and all other items of personal property located in or on this premises.**

2) Commercial Auto Liability Limits (when applicable).

\$1,000,000 **per occurrence** which covers all owned, non-owned, hired or borrowed cars. The auto liability will cover bodily injury, death and property damage as required by lease.** A waiver form will need to be filled out if do not use vehicles in your business in any way shape or form. The waiver form may be obtained from our office.

3) Worker's Compensation and Employer's Liability.

Statutory Limits under Maryland Workers' Compensation Law **and** Employer's Liability in the amount of \$1,000,000 each accident. \$1,000,000 each employee, by disease and \$1,000,000 policy aggregate.** A waiver form is needed if you are family-owned or self-insured and you do not have any employees. Please contact our office for the waiver form. Be advised that even if you only have one (1) employee working for you, a worker's comp policy is required with the above limits. **The certificate must have the statutory workers comp box checked.**

4) Contractually Assumed Liability. Coverage specifically covering CONTRACTOR for all liability loss, cost and damages, including attorney's fees, assumed by CONTRACTOR AND CONTRACTOR'S obligation to protect, defend and indemnify MANAGER.

***Trades requiring \$3m per occurrence GL regardless of contract amount: Electrical, Mechanical, and Plumbing.**

***Trades requiring \$5M per occurrence regardless of contract amount: Vertical transport, Steel Erection, Heavy Demolition, Excavation, Shoring, Roofing Waterproofing, Exterior Skin.**

***MOBILE CRANE LIFTS REQUIRE \$5M PER OCCURRENCE REGARDLESS OF CONTRACT AMOUNT.**

***HELICOPTER CRANE LIFTS REQUIRE \$10M PER OCCURRENCE REGARDLESS OF CONTRACT AMOUNT**

**Umbrella and/or Excess liability limits may be added to your policy to increase your Each Occurrence and Aggregate Limits. This will also apply to workers' compensation and auto insurance, provided your umbrella policy covers the Auto and Worker's Comp portion of the policy. All policy limits must reflect the insurance limits outlined in your lease.

Additional Insured Language:

KP IV Navy, LLC, KP IV Navy Outparcel, LLC, and its members, owners, partners, shareholders, affiliates, and mortgagees; Centennial Real Estate Management, LLC, and its members, owners, partners, shareholders, and affiliates; other entities or individuals Owner may designate from time to time; with respect to each of the foregoing, its and their managers, officers, directors, employees, representatives, agents, successors, and assigns.

The certificate **must** include either a blanket endorsement or a schedule endorsement rider to the policy in order for the requirements to be met. Please note schedule endorsements **must** list all additional insured entities.

Please email your insurance certificate to the certificate to the email address below for review and approval:

CONSTRUCTION SECURITY DEPOSIT

A construction deposit of \$5,000 (of which \$2,500 is non-refundable; unless otherwise stated in the lease). The non-refundable portion is not a fee but, a charge for actual mall expenses associated with Tenant construction. This includes additional security responsibilities, additional janitorial responsibilities, maintenance responsibilities and management responsibilities. Payment should be via a cashier's check made payable to KP IV Navy, LLC which is due at the time of the pre-construction meeting. Access will be denied to the premises and construction commencement delayed until the deposit has been received as stipulated above.

NOTE: General Contractors who leave the job site upon completion of the project without completing punch list items will forfeit the refundable portion of the security deposit. All outstanding punch list items must be completed within 5 business days of store opening.

Date: _____

General Contractor: _____
(Please print full name)

Authorized Signature: _____

TENANT CONSTRUCTION SCHEDULE

General Contractor is required to furnish a detailed master construction schedule in graphic form detailing workflow and essential start dates and completion dates for all trades. Deliveries of heavy items or large quantities must be noted on the schedule. Access to loading zones and freight elevators will be limited and must be scheduled in advance with Westfield Management. The master construction schedule shall include at a minimum milestones for the following activities: Electrical, Plumbing, HVAC, Storefront sign, Store Fixture delivery and install, Turnover to Tenant and Opening Date.

TENANT CONSTRUCTION SCHEDULE

It is required that Tenant or Tenant's General Contractor submit service work orders for utility services to be transferred into tenants name **PRIOR** to start of construction. Contact information has been provided for you.

- Each Tenant is required to transfer the electric into their name prior to the start of construction.
- A Gas Meter is required for tenants requiring the service.
- A Water Meter **MUST** be installed for all tenants with running water.
 - Meters must be installed by a Landlord approved contractor or plumber.
 - Installation must be verified and approved by the Facilities Manager, the Tenant Coordinator or a member of the Operations Staff, at the property.

- Proof of inspection must be sent to Management and should include the following:
 1. Date of installation or commissioning
 2. Pictures of the flow meter and remove readout display at time of installation or recommissioning. Please note: Picture MUST be clear and should display numbers and dials legibly.
 3. Confirmation that the meter covers whole tenant space.
 4. Meter make and model
 5. Units that the meter reads in
 6. Multiplier, if applicable.
- Plumbing to all existing waste and grease lines must be scoped prior to beginning work. **A \$100.00 water charge will be assessed per month.**

Mall Management will advise if any of the above referenced charges apply to your space.

\$250.00 PER DAY FINE WILL BE IMPOSED FOR EACH INFRACTION

CONTRACTOR WORK AREA AND PRACTICES

General Contractor must conduct its labor relations / relations with its employees and sub-contractors in such a manner as to avoid strikes, picketing and boycotts of, on or about the job site and / or the Westfield Annapolis. Any major noise, which in Management's sole discretion may interfere with adjacent tenancies, must be done after mall hours or prior to 8:00AM.

Tools, work material and supplies shall be confined to the premises. No work or material is to be conducted on or stored in service corridors or mall common areas.

It is the General Contractor's responsibility to secure tools, equipment and material at the end of each day.

General Contractor must provide an entry carpet within their barricade to prevent dust from trailing out to the mall common area. General Contractor shall also be responsible for the mopping and sweeping of common areas free of construction dirt and debris.

Tenant and General Contractor shall wear the appropriate attire to prevent injury to their personnel and other persons on the job site. Hard Hats are strongly recommended. Proper footwear and clothing are required within the new construction area to prevent injury.

Tenant and General Contractor shall protect their work from damage and shall protect the work of other Tenants and Landlord from damage by Tenant, General Contractor and/or employees and sub-contractors.

For security purposes Westfield requires a photo identification badge while working on Westfield Annapolis premises. Badges must be obtained prior to starting work. Please report to security office on the exterior of the mall next to Forever 21 to obtain photo ID badges. Each worker must

appear in person to obtain a badge. They are subject to fines if found without ID badge. Replacement badges will cost \$25.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

PROJECT DOCUMENTS AND PERMITS

All Permits, Inspection Sign-off sheets and Permit Construction Documents shall be posted securely in the premises: copies of each permit to be given to Mall Management prior to opening. General Contractor shall notify Westfield Management when inspectors arrive for Building and Fire final inspections.

LOADING ZONE AND DELIVERIES

Absolutely no deliveries can be made through the common areas of the mall during the hours of operation. All loading and unloading of materials will be restricted to Landlord designated areas only. No vehicles are to be left unattended, unattended vehicles will be towed at owner's expense.

Only designated freight elevators are to be used for transport of delivered materials. Common areas, escalators, passenger elevators and freight elevators servicing the operational mall are never to be used.

Only carts or dollies with air filled or soft rubber wheels will be allowed.

All large deliveries or deliveries of heavy items are to be scheduled in advance with Westfield management. Loading and off-loading areas are limited; if you're loading or off-loading requirements are in excess of 30 minutes it must be scheduled in advance or the truck will be turned away. All delivery companies should have the Contractor's telephone number and alternate numbers.

TRASH REMOVAL

Trash removal is the daily responsibility of the General Contractor. Use of common mall compactors and common area trash/recycling bins is prohibited. No construction debris may be stored in the common areas. Coordination for disposal may be made through Keter Environmental Services. One (1) open top dumpster may be placed at the designated location only after obtaining permission from Mall Management. There is a \$500 per month dumpster pad rental fee. Open Top containers must have Green or Black tarp placed over the top to prevent unauthorized dumping and debris from becoming airborne during inclement weather. Westfield is not responsible for any unauthorized dumping. Open Top container must be labeled with Tenant and General Contractor name on all four (4) sides.

USE OF SERVICE CORRIDORS AND COMMON AREAS

Service corridors are for the use of all Tenants to transport material and deliveries. No work or storage of material shall be conducted in service corridors or common areas. Any items found in the corridors shall be confiscated.

WATERPROOFING (WET AREAS – RESTROOMS/RESTAURANT SPACES/UTILITY)

Flood Testing is the responsibility of the GC and is mandatory for all wet areas such as restrooms, restaurant and utility areas. Mall Management/Tenant Coordination must be contacted within (48) Forty-Eight hours in advance to verify and sign-off that Industry Standards and Mall Construction Specifications were met when installing the membrane within the wet areas prior to the Flood Testing. Mall Management/Tenant Coordination must be present for all Flood testing. Flood testing will consist of damming any entry ways to contain water within wet areas creating a bathtub effect. Water must be applied to the floor surface up to (3”) Three Inches and hold for a minimum of (15) Fifteen minutes. Any water intrusion evident will require immediate repair and a re-test to include a follow up flood test. Mall Management must approve and have complete verification that no water is intruding and will provide approval to allow GC to complete floor install as per Approved Drawings.

GC needs to provide adequate staffing to ensure that flood testing is completed and GC is required to have staffing for any water cleanup/damage during the process including clean-up within neighboring Tenant spaces or Mall Common areas affected by the flood test. GC is to have adequate equipment such as wet vacuums, squeegees, mop buckets, mop-heads, and absorbent pads to use should cleanup need to occur immediately within an adjacent space. Flood testing that may affect neighboring Tenant spaces will need to be coordinated to ensure that GC and Mall Management have access into the neighboring Tenant space (GC/Tenant to initiate entry). GC will be required to provide detailed photos of installation process for Close-Out Package. (See Exhibit F.1)

Existing condition spaces (Restrooms & Restaurants) will require flood testing as per the aforementioned.

GC is responsible for any adjacent space damage and labor required for repairs that may occur due to a failed flood test. GC is to comply with adjacent Tenant space leadership team parameters to arrange access for flood test review and or repairs. GC to accept cost for any third party security required to secure adjacent space due to repairs of damages from failed flood test. In the event that Mall Management support personal is required for repairs or cleanup additional costs and fines will incur.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

FOOD TRUCKS

NO FOOD TRUCKS ARE PERMITTED ON THE ANNAPOLIS PROPERTY. General Contractors and subcontractors have ample food choices to select from within the Mall. It is the responsibility of the General Contractor that all individuals working with the barricade space clean their footwear so that no tracking of debris/dust occurs from outside of the work zone when enjoying the dining areas of the mall.

PARKING ZONES

Mall Management has designated parking for Tenant's contractor and subcontractors (see attached site plan) on the top level of each parking garage or outside the Ring Road. No vehicles are allowed to park in the areas around JC Penney's, Sears, Macy's, and Nordstrom. Contractor's vehicles parked in No Parking Zones, Loading Zones and/or in non-designated areas will be towed at vehicle owner's expense.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

WORK HOURS

Interior work may occur 24 hours a day. Noise that can bother neighboring tenants is limited to non-operating hours; however; construction projects within the Food court may require various additional operating approvals by Mall Management. Before and after hours work will need to be coordinated using the After Hours Permit. This permit identifies your workers to security as having permission to be in the mall during non-business. This permit is available at the mall management office and at the security dispatch office.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

NO SMOKING POLICY

Smoking is prohibited on the premises, common areas or base building construction site.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

STORE FRONT BARRICADE POLICY

Barricades are required for all new store construction and renovations and shall be installed by Mall Management required vendor (Boston Barricade) at the GC/Tenant sole expense. Barricades must be constructed with top dust barrier and all bottoms and sides sealed to mitigate dust into the common area. Dining Café and Dining Court barricade designs may require special approval by Mall Management. Barricade graphics shall be obtained by the GC/Tenant from the Mall Management required graphic supplier (Tray PML) at the GC/Tenant sole expense. Mall Management barricade program requires the use of specific graphic elements and colors. Graphics are required to be approved by Mall Management prior to the barricade being installed. No work may take place until the barricade and graphics are in place. Mall Management shall have the option to install graphics at tenant's sole expense should this deadline not be met. Barricades may not be more than three (3) feet from the storefront and must maintain proper Egress. Some situations may require nightly adjustments based on clearances of Egress and this will be a case by case review. Common Mall flooring within confines of the barricade must be adequately protected- any work causing damage shall result in the repair/replacement of Common Mall flooring at GC sole expense.

Barricades once in place cannot be removed by GC/Tenant without the prior approval of Mall Management. In order to remove the barricade the following milestones must be achieved.

- Store is fully merchandised and cleaned
- Storefront has been punched and cleaned
- Permanent Signage is to have been installed properly and is operational.
- Use and Occupancy Permit has been received and on file with Mall Management

STORE FRONT BARRICADE POLICY

A 4"x12" white plastic tenant door sign imprinted with the tenant's name and space number must be attached to the back door.

3-inch Times New Roman silver reflective vinyl lettering with the tenant's address must be installed on the bottom right corner of the storefront window. If there are questions about location due to store front configuration, please see mall management.

TILE AND PAINT COLOR

Mall tile must be paid for in advance. The price of mall tile is \$60.00 per tile. The tile size is 12"x24".

Contractor needs to contact MD Paint & Decorating (410-266-0057) for paint color. The color for the Neutral Piers and Ceiling is P-4 Egg Shell.

QUALITY OF WORKMANSHIP

GC/Tenant's work shall be performed in a thorough, first class and workmanlike manner and shall be in good usable condition at the date of completion thereof. If in the Mall Management's judgment, the GC/Tenant's work is not completed in a first class and workmanlike manner, the Tenant will not be allowed to open until said discrepancies are corrected.

SUPERVISION

General Contractor shall provide a full-time supervisor or representative on site at all times when construction is being performed in a Tenant's space. This supervisor must be present for the pre-construction meeting. The supervisor must possess clear communication (both verbal and written) skills.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

APPROVED DESIGN

Tenant's Store shall be constructed in accordance with the Centennial Approved Drawings (Working Drawings), which have been approved by the Westfield Tenant Coordination Department. These plans will comply with all city, county, and state rules, ordinances and regulations relating thereto. If the store has not been constructed in accordance with said plans; the Tenant shall not be permitted to open the store for business based on the obligation under the Tenant's lease. A copy of said plans must be kept readily visible and protected on the job-site at all times during construction.

I have received a copy of the CENTENNIAL APPROVED DESIGN DRAWINGS (WORKING DRAWINGS)

General Contractor: _____

Authorized Signature: _____

BUILDING PERMIT

Retailer shall apply all permits, coordinate building department submittal and pay all associated fees. Retailer shall apply for and obtain all approvals and permits from the local health department if required. Building permit shall be posted in retailer's space before any work begins (i.e., demolition, rough framing, rough plumbing or electrical). A copy of the permits must be on file with the mall management office before work starts, and a copy must be placed in clear sight within the job space.

SECURITY

General Contractor shall ensure the security of the retailer's premises and merchandise by whatever measure deemed necessary including the rekeying of all locksets and posting of additional security needs.

SIGN POSTING

Retailer's contractor or subcontractors will not be allowed to post any signage containing the name or advertising of their firm to any part of the barricade, Shopping Center or premises at any time.

Landlord reserves the right to post a Notice of Non-Responsibility on any entry into space as required by retailer's lease. Landlord may also post "Coming Soon" signs on the front of the retailer barricade.

TOOL LOAN

Contractors must always use their own tools and equipment. At no time, will the landlord rent or loan tools or equipment to the contractor or subcontractor. If the Landlord's tools or equipment are found in the possession of the contractor or subcontractor, a fine will be assessed. (i.e., gray whales, trash bins, flat carts or ladders).

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

PUBLIC RESTROOMS

Contractors and subcontractors are permitted to use the public restrooms. Public restrooms, mop rooms or floor sinks are not to be used to clean tools. Port-a-potties are prohibited from the property.

CRANE LIFTS

For all items lifted to the roof, General Contractor must complete and return either the Mobile Crane Lift Plan or the Helicopter Lift Plan for Mall Management/Tenant Coordination's review. Please request the appropriate plan from either the Project Manager or the Facilities Manager.

Plans must be submitted at least **THREE (3) WEEKS** prior to the scheduled lift date. Plans must be returned along with a copy of the Crane Companies certificate of insurance that meets the insurance requirements per section 4 of this manual. Please refer to each plan for additional requirements.

Crane lifts must be performed prior to Mall operation hours Monday through Thursday (non-holiday). Lifts completed during the Holiday Season will be approved at Mall Management's discretion due to extended mall operating hours. Lifts must be completed no later than **9:30 AM**. Crane Companies must supply their own safety barricades to surround crane during the service. If any contractor does not obtain this proper approval, we will refuse the crane to operate and will be asked to leave the premises.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

NOTE: During inclement weather there will not be any access to the roof top. Mall Management will evaluate and approve any roof top access during snow, ice, rain and lighting situations.

PROHIBITED WORK / PRACTICES AND HAZARDOUS MATERIAL

Mall Management reserves the right to not allow the use of any substance the Landlord believes may be hazardous when used in the shopping center.

Use of toxic substances including floor sealant and paint products shall be scheduled with Westfield management and will not be allowed between the hours of 8:00 AM and 10:00 PM of each day. If toxic substances are used during these hours, work will be discontinued and the site will be shut down until approval to proceed with work is granted by Centennial management and OSHA.

Any use of hazardous materials must be scheduled with Westfield management and MATERIALS SAFETY DATA provided prior to the start of construction.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

FIRE ALARM SYSTEM

General Contractor is required to use the designated base building Fire Alarm Contractor to complete all Fire Alarm (smoke detectors / duct smoke detectors) work within Tenant's premises at Tenant's cost. Existing smoke detectors must be covered or 'bagged' to prevent fouling and false alarms. Any false alarms will result in fines.

As stated in the tenant criteria manual a **Simplex 4007** fire alarm control panel U.L. listed audible alarm with 24-hour reserve power for supervision and 5 minutes for alarm.

WARNING: It is imperative that General Contractors do not cut or disconnect any alarm wiring.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

AIR BALANCE AND SMOKE EVAC

General Contractor shall submit to the Landlord a Certified Air Balance report stating the actual amount of cubic feet of air per minute (CFM) being used in the premises. Additionally, Tenant shall not be allowed to open for business until a Smoke Exhaust Test is conducted.

A separate permit is required by Anne Arundel County for the smoke EVAC system. It is not covered under HVAC. Tenant is to provide proof of permit application within 10 days of construction meeting.

\$100.00 FINE PER DAY WILL BE IMPOSED FOR FAILURE TO SUPPLY APPLICATION PROOF WITHIN THE GIVEN 10 DAY TIME FRAME.

SPRINKLER SYSTEM

General Contractor shall be responsible to ensure that all sprinklers are capped and sealed at the end of each night. The system must be active each night and throughout the weekends. Any damages to property and/or persons will be the responsibility of the General Contractor. **At no time, will there be a fire riser shutdown without the written approval of Westfield management in the form of the Sprinkler Shutdown Request Form (See Exhibit; extra copies can be picked up in the management office).**

Each Sprinkler Shutdown Request Form shall be accompanied by a non-refundable check for \$500.00. No permit will be accepted without this check. The Shutdown Permit must be signed for by no later than 10AM for the next business days work, failure to do so will result in doubling the fee. **Shutdowns are 6:00AM Monday thru Friday; the work must be complete by 10:00AM on the same day. Contractor is required to give at least 48 hours' notice before shut down is performed. If the sprinkler work is not complete by 10:00AM the same day, the Contractor is required to provide around the clock fire watch until the work is complete. All waste lines will be Cast Iron. All supply cold and hot will type K copper. General Contractors must also install an isolation valve.**

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

ROOF PENETRATIONS

All roof work must be coordinated with Mall Management. The GC shall hire Mall Managements required roofing contractor and waterproofing contractor. GC shall provide adequate structural support for all roof openings. GC shall install a non-fading, durable and permanent label with Tenant's name and suite number to all roof top equipment serving the premises. This shall include but not limited to all HVAC equipment, exhaust systems and refrigeration systems. Labels shall be attached to the specified maintenance panel covers.

NOTE: During inclement weather there will not be any access to the roof top. Mall Management will evaluate and approve any roof top access during snow, ice, rain and lightning situations.

ELECTRICAL CONNECTIONS

Mall Management has provided conduit to the premise's designated from the main electrical room. Final connection to Mall Management Main Distribution Panel must be coordinated with Mall Management in advance. The Electrical meter is the responsibility of the Tenant Contractor to procure and install from the local utility authority. GC is responsible for replacement of all panel covers and clean-up of work debris after completion of activities within Mall Management Electrical rooms. All Tenant Electrical Equipment shall be labeled with Tenant name, Suite number and address.

HOT WORK PERMIT

All work requiring open flames, excessive heat or sparks shall require a "Hot Work Permit". This may be obtained through Westfield management, **48 hours before work can be performed. A \$50.00 per day non-refundable fee must be paid in advance for each permit.** No open flame or welding work can be performed without first obtaining a hot work permit. Contact the management office to receive this permit.

LANDLORD PUNCH LIST

After the Final Building Department Inspection, a member of the Tenant Coordination team will compile the Landlord Punchlist. The punch list must be completed in its entirety within **5 days** of issuance. The Super-intendant **must** be present during the completion of the punch list. **Failure to complete punch list within the time frame previously stated will result in an automatic forfeit of the construction security deposit.**

CORRECTIVE WORK BY LANDLORD

If General Contractor fails to make any needed repairs or replacements within 5 days of written notice, Landlord shall have the option to complete the work at General Contractor's expense. Such work will include but not be limited to trash removal from common areas or the removal of stored items in service corridors. Costs incurred by the Landlord will be charged to the General Contractor.

HARD HATS AND PROPER FOOTWEAR

Hard hats and close-toed shoes must be worn in tenants' construction areas at **all times**.

\$500.00 FINE WILL BE IMPOSED FOR EACH INFRACTION

STORAGE

Storage units are available onsite for a fee and vary in size. Storage containers may be placed on the property for an additional fee. Please contact Jennifer Ernest for additional details.

If storage containers are placed on the property without management approval, a fine in the amount of **\$500.00 per container per day** will be assessed until either the containers are removed, or management approval is received.

CLOSEOUT PACKAGE REQUIREMENTS

Close out package must be returned to Centennial Annapolis 90 days after retailer opening date, failure to comply will result in an automatic forfeit of the construction security deposit. The following items will be required as a Closeout Package to be submitted to Centennial management prior to opening the store.

- a) Completed Exhibit D (Close Out Package Check List)
- b) Copy of the Original Certificate of Occupancy
- c) Copy of all inspection sign off sheets
- d) All required warranties
- e) Full set of construction as built drawings
- f) A certified air balance report
- g) Completed Landlord punch list (Please see Exhibit M for sample)
- h) List of all sub-contractors and contract amounts
- i) Original notarized Unconditional Lien Waivers from all Sub-contractors
- j) Original notarized Unconditional Lien Waiver from General Contractor
- k) Letter requesting the construction security deposit to be returned

ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I, _____, understand and agree to the terms and conditions discussed within this Tenant Construction Manual. If I am signing on behalf of a commercial entity, I am authorized to do so.

I am bound by the terms and conditions within this Tenant Construction Manual. Anyone who succeeds to my responsibilities is also bound.

Signature

Title

Company Name

Date

Witnessed or attested by:

Printed Name

Signature

Title

Date

Printed Name

Signature

Title

Date

EXHIBITS

EXHIBIT A

Tenant Construction Orientation Checklist

Date:		Contractor:	
Space #:		Project Mgr.:	
Tenant:		Superintendent:	
Sq. Ft.:		Superintendent:	

- Signed Lease or Early Entry Letter
- Building Permit
- Insurance Certificate from both the Tenant and General Contractor (each policy is required to name the landlord as additionally insured; language can be found in section 4 "Insurance Requirements")
- Space is free of all known hazardous substances (ACM, etc.)
- Deposit (\$5,000) Including Non-Refundable (\$2,500) unless otherwise stated in the lease
- Landlord's Final Approved set of Construction Drawings
- Permit set of Approved Construction Drawings
- Construction Schedule
- Construction Contact Sheet (Exhibit B)
- Evidence that BGE Meters are switched into Tenants name
- Completed W-9 and ACH for the General Contractor

By signing below, the General Contractor acknowledges receipt of Construction Rules and Regulations:

Company:	_____	Westfield Annapolis
Name:	_____	Name: _____
Signature:	_____	Signature: _____
Date:	_____	Date: _____

EXHIBIT B

Construction Contact Sheet- PART 1

Space No.:		Project Mgr.	
Tenant Name:		Office Telephone:	
Contractor		Office Facsimile:	
Address:		Cellular/ Pager:	
		Superintendent:	
Main Office Tel.		Field Telephone:	
Main Office Fax:		Field Facsimile:	
Email Address:		Email Address:	

Sub-contractor / Supplier Listing

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt.:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt.:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

Construction Contact Sheet- PART 2

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

EXHIBIT C

Construction Fee Schedule

The following fees are to be paid in advance:

- \$5,000.00 Deposit (\$2,500 Nonrefundable; unless lease states otherwise)
- \$500.00 Sprinkler Shut Down Per Occurrence
- \$75.00 Mall Tile per Piece
- \$250.00 Construction Dumpster Fee (Per Week)
- \$50.00 Hot Work Permit (Per day/Per permit)
- \$25.00 / badge Security Badge (\$35.00 Replacement if lost)
- \$100.00/gallon Glass Mask Paint (Used to black out windows)
- \$100.00 / month Temp Water (Number of months_____)
- \$150.00 / day Temp Electricity
- \$1,000.00 / day Fire Watch
- \$100.00 Labeling Fee
- _____ Store Front Barricade (If built by Landlord)
- _____ Other: _____
- _____ Other: _____

Company: _____

Westfield Annapolis

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

NOTE: The Construction Deposit and Security Badge fees are to be paid in advance and fees may differ per lease.

EXHIBIT D

Tenant Close-Out Package and Deposit Return Information

Space No.:	
Tenant Name:	
Contractor:	
Address:	
Attention:	
Main Office Tel.	
Main Office Fax:	
Email Address:	

Note: Close out package must be returned to Centennial Annapolis 90 days after retailer opening date; failure to comply will result in an automatic forfeit of the construction security deposit.

- Copy of the original Certificate of Occupancy
- Copy of all inspection sign off sheets
- Full set of Construction As Built Drawings
- Certified Air Balance Report
- Completed Landlord Punch List
- List of all sub-contractors and contract amounts
- Original notarized Unconditional Lien Waivers from all Sub-Contractors
- Original notarized Unconditional Lien Waiver from General Contractor
- Letter requesting the construction security deposit to be returned (must be on company letterhead)

Company: _____

Westfield Annapolis

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT E

Tenant Construction Fine Acknowledgement Affidavit

Space No.:		Project Mgr.	
Tenant Name:		Office Telephone:	
Contractor		Office Facsimile:	
Address:		Cellular/ Pager:	
		Superintendent:	
Email Address:		Email Address:	

The undersigned GC acknowledges and shall accept all liability for the workmanship, conduct and actions of his/her employees, subcontractors and representatives. All employees, subcontractors and representatives shall abide by the "Rules and Regulations" set forth by Mall Management, copy of which has been received and its receipt acknowledged by GC. GC further acknowledges the following fines which may be imposed by Mall Management for the infraction of said Rules and Regulations by GC and/or its employees, subcontractors and/or representatives.

a) Unauthorized Contractor completing roof work	\$1,000.00 per infraction
b) Poorly maintained work area / unsatisfactory work practices	\$500.00 per infraction
c) Storage of materials, tools and/or debris in unauthorized locations / Unauthorized storage containers on property	\$500.00 per day (per container if applicable)
d) Failure to complete flood testing	\$500.00 per infraction
e) Smoking inside of building or other unauthorized locations	\$500.00 per infraction
f) Use of non-approved carts on common are finishes	\$500.00 per infraction
g) Use of vehicles in parking structures exceeding height and weight limitations	\$500.00 per infraction
h) Parking of vehicles and/or equipment in restricted locations	\$500.00 per vehicle + towing fees
i) Use of non-approved required contractors	\$500.00 per infraction
j) Noise Violations	\$500.00 per infraction
k) Failure to wear hardhats and proper footwear	\$500.00 per infraction

Company: _____

Westfield Annapolis

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

EXHIBIT F

Before and After-Hours Work Permit

Permit to Work Before / After Mall Business Hours

Form must be completed and returned to the Management Office by 2 pm the day before the work for approval. Management reserves the right to refuse access to the building.

Date Requested: _____ Start Time: _____ End Time: _____

If Consecutive Days: Beginning Date: _____ to Ending Date: _____

Reason or Purpose for your request: _____

Store Name: _____ Store Phone #: _____

Store Managers Name: _____ Signature: _____

Contact Info for Store Manager: Phone #: _____ Cell #: _____

If this is an outside company, please list the company and person that will be in the building before / after hours:

Company Name: _____ Company Phone #: _____

Person Responsible: _____ Phone #: _____

Acknowledgement of Security Requirements

1. After mall business hours, notify security prior to leaving your store at 410.266.5350 (If an outside vendor, they must sign in with security before visiting the store.)
2. If your store has a rear exterior access door that can be secured after all occupants have exited, please utilize this upon exiting.
3. If your store does not have a rear access door or one that could not be utilized, please use the following designated mall entry / exit at: _____
4. Please try to have all your personnel exit the building at the same time.
5. No entry will be allowed after one hour of your designated start time.

Store Manager / Contractor Signature

Date

FOR OFFICE USE ONLY:

Request taken by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____

EXHIBIT G

Sprinkler Shutdown Request Form

Today's Date: _____

Tenant Name: _____

Tenant Space: _____

Shutdown Date: _____

(Minimum of 48 hours from today's date)

TO: Annapolis Mall
Attn: Management Office
2002 Annapolis Mall
Annapolis, MD 21401

Fax: (410) 266 – 3572

This memo shall serve as certification that the above listed store has installed completely its sprinkler branch system, that is has been tested and approved by all required agencies, and that it is ready to tie-in to the mall system.

Sprinkler system will be drained down at 6:00 a.m., tenant tie-in by 10 a.m. This system will be reactivated by 10:00 a.m.

The following test items must be completed prior to tie-ins:

1. Pressure test papers attached and submitted with this form.
2. Sprinkler shop drawings approved by landlord's Insurance Underwriters.
3. Tenant's Contractor shall make the final connection and remain in the Premises. Mall personnel will fill the system to check for any leaks. Should any problems with system develop at this time, Tenant's Contractor shall make any necessary repairs immediately.

Sprinkler shutdown fee is \$500.00 per tenant shutdown, payable by check with this request form to Westfield Annapolis.

Sprinkler System Installer

General Contractor

Company: _____

Company: _____

Foreman's Name: _____

Forman's Name: _____

Signature: _____

Signature: _____

Phone #: _____

Phone #: _____

Request must be confirmed and counter signed by the Facilities Manager of Centennial Annapolis. Any unauthorized use will be assessed a fine of \$500.00 per occurrence.

Facilities Manager Signature: _____ Date: _____

EXHIBIT H

Parking Area Map

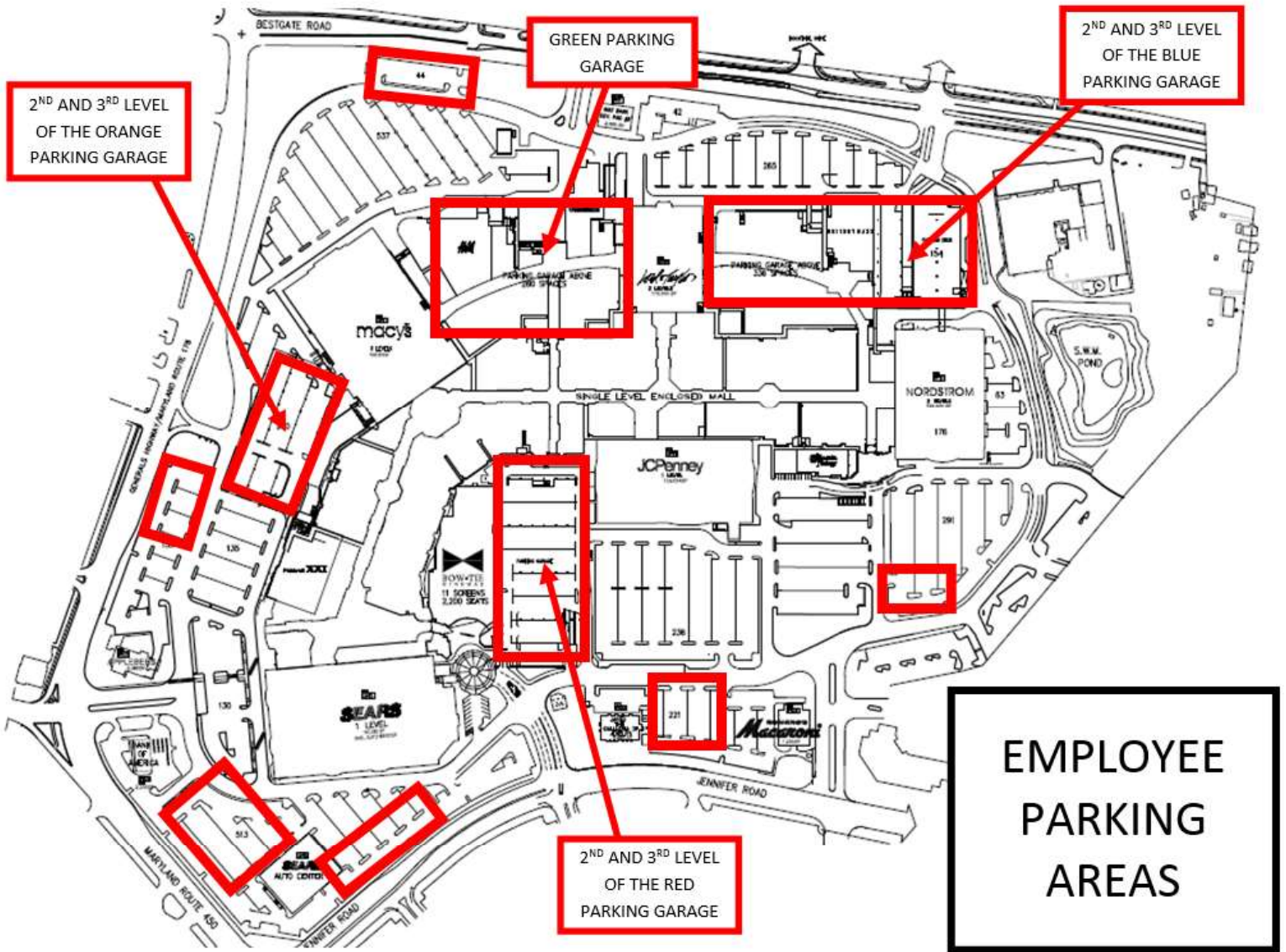


EXHIBIT I

Subcontractor List

NOTICE: THIS LISTING IS PROVIDED AS A SHORT LIST OF SUB-CONTRACTORS IN THE AREA WHO HAVE PERFORMED OR BID ON WORK AT ANNAPOLIS MALL. MANAGEMENT, HOWEVER, DOES NOT ENDORSE THE USE OF THESE SPECIFIC CONTRACTORS NOR DO WE QUALIFY THEIR PROFICIENCY IN THEIR FIELD.

<p><u>DRYWALL & PAINTING</u> Annapolis Painting Services (410) 974-6768</p> <p>MD Paint & Decorating (410) 266-0057</p> <p>The L Group, Inc. (410) 267-9371</p>	<p><u>SIGNAGE</u> Apple Signs Jim Applegate (410) 266-6475</p> <p>Pasadena Signs (410) 335-5400</p> <p>Fast Signs (410) 266-9780</p>	<p><u>GENERAL CONTRACTOR</u> PCM SERVICES (301) 595-2795</p> <p>Herman Stewart Const. (301) 731-5555</p>
<p><u>ELECTRICIAN</u> Charles C. Taylor, III (410) 224-2869</p> <p>Alason Electrical Contractors, Inc. (410) 987-4334</p> <p>Freestate Electric 301-595-0665</p>	<p><u>SPRINKLER</u> Livingston Fire Protection (301) 779-4466</p> <p>Chesapeake Sprinkler (410) 674-7041</p> <p>Johnson Controls (800) 289-2647</p>	<p><u>TILE WORK</u> Axis – Mosaic & Marble (410) 285-5452</p> <p>Floors By Design (410) 421-9034</p> <p>Pro Fast Tile (301) 663-8808</p>
<p><u>HVAC</u> NAC Mechanical (301) 670-6300</p> <p>Interstate Services (301) 864-2121</p> <p>Emcor (240) 453-8045</p>	<p><u>ROOF</u> <u>(Required Contractor)</u> Progressive Contracting (301) 471-0480</p>	<p>Companies prohibited from working at the center include:</p> <ul style="list-style-type: none"> • American Sprinkler • Dalmation Sprinkler • M&W Mechanical, Inc. • Wilkes Demolition • Brown Contracting
<p><u>PLUMBING</u> Naumann Plumbing Michael Naumann (410) 451-6199</p> <p>Heidler Plumbing Steve or Mickey Heidler (410) 268-7191</p>	<p><u>FRAMING</u> Cozzens Construction (301) 855-1920</p> <p>Morgenson Contracting (410) 795-4454</p>	<p>Please note that management reserves the right to dump any tenant dumpsters, at the tenant’s expense, when requested by the Mall General Manager.</p>

EXHIBIT J**VENDOR ID:****ACH Vendor Payment Enrollment Form**

I hereby authorize Centennial to post payments into the financial account referenced below. I understand that I am responsible for the validity of the information on this form. If the ACH transmission fails, I would like payment by check to be mailed to the address noted in section A.

Please Print in BLOCK Capitals

Section A. VENDOR (REMIT) INFORMATION	
COMPANY NAME:	SSN or TAXPAYER ID NO:
ADDRESS:	E-MAIL:
CITY, STATE, ZIP CODE:	FAX:
CONTACT NAME:	CONTACT PHONE NUMBER:
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:	DATE:
Section B. FINANCIAL INSTITUTION INFORMATION	
BANK NAME:	
BANK ADDRESS:	
CITY, STATE, ZIP CODE:	
BANK ACCOUNT NUMBER:	TELEPHONE NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
BANK ACCOUNT NAME:	NINE-DIGIT ROUTING TRANSIT NUMBER

CENTENNIAL USE ONLY	
Vendor Validation: _____	Vendor Master Updated by: _____
Date: _____	