

MEMORANDUM OF UNDERSTANDING

To: Ms. Jane Doe
From: Greg Raposa
Date: October 1, 2013
Re: Revised Scope of Project 19999

Intent: The Office for Facilities Projects seeks to renovate office spaces on the 10th floor of Building W99. The intent is to create one new office for an incoming staff member within the suite, W99-1000, and provide new systems furniture for the entire suite.



Schedule: Project completion summer 2014.

Funding: OFP will fully fund this project

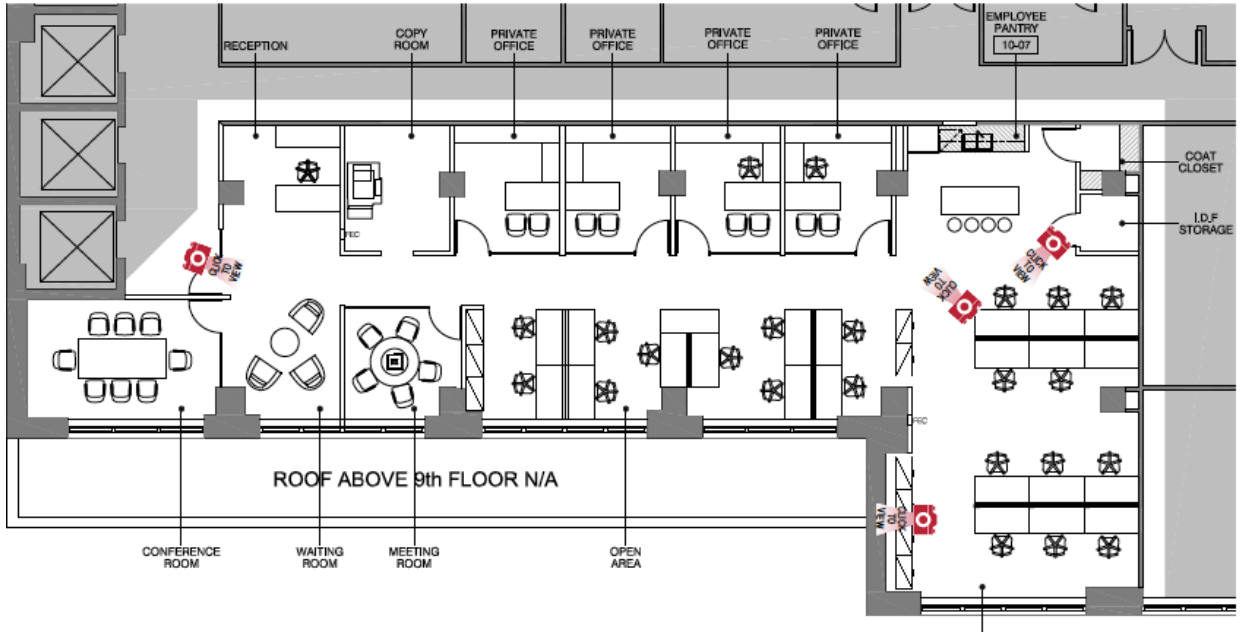
Program: The identified preliminary scope of work for Project 19999 is below. Should you wish to make changes or clarifications to this preliminary scope, please contact me at your earliest convenience.

Scope of work W99-1000 Suite:

- Renovate existing suite to accommodate increase in staff
- Office space for one new hire is necessary though modifications to adjacent spaces will be required due to existing layout
- Removal of asbestos containing materials if found and if affected by construction activities
- Demolish any necessary walls, ceilings etc. to enable construction
- Sprinkler head/fire alarm device relocations as required
- New power and data in office spaces as required
- New paint throughout
- New carpet throughout if required due to amount of construction being done
- Price new and refurbished furniture systems for entire suite
- Investigate options to provide HVAC elements into spaces
- Rebalance HVAC systems

Assumptions and Qualifications:

- Required code compliant items (access, fire alarm, other life safety)
- Unoccupied renovation would be preferred
- All work to be completed on straight time (between 6 AM and 4 PM)
- Swing space may be necessary



Endorsements:

Jane Doe, Dept. Head and
Director, OFP

John Smith, Sr. Assoc. Dean
OFP

DoF Systems Engineering Group

DoF Campus Planning and Design

cc. M. Lieberman, G. Raposa