Patricia A. Peshka

Purchasing Agent



Scott Avedisian

Mayor

City of Warwick

Purchasing Division 3275 Post Road Warwick, Rhode Island 02886 Tel (401) 738-2013 Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website <u>Tuesday</u>, <u>June 13, 2017</u>. The website address is http://www.warwickri.gov/bids.

CITY OF WARWICK PROPOSALS REQUESTED FOR

RFP2018-056 Sale & Reuse of Former Buttonwoods Community Center Building & Property

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, June 13, 2017. Please note that our offices will be closed on Tuesday, July 4, 2017, Monday, August 14, 2017 and Monday, September 4, 2017.

A <u>non-mandatory</u> pre-proposal conference will be held on Tuesday, June 27, 2017 at 11:00 AM in the lower level conference room at Warwick City Hall, 3275 Post Rd., Warwick RI for all persons interested in learning more about the requirements, restrictions, and the process outlined in this proposal. Attendance is not mandatory, but participation may provide insight useful to proposal participation.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Tuesday, September 12, 2017. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

Patricia A. Peshka Purchasing Agent

Acknowledgement of Addendum (if applicable)

Add	endum Number	Signature of Bidder	
			_
			_
COMPANY NAME:			_
COMPANY ADDRE	SS:		_
COMPANY ADDRE	SS:		_
BIDDER'S SIGNAT	JRE:		
BIDDER'S NAME (F	PRINT):		-
TITLE:	TEL. N	O.:	_
EMAIL ADDRESS:			*
		roposals will be emailed, un	
Agent/Finance Director/ enters into a contract wit project or receipt of the	Mayor (delete if inap) h the above party to p goods unless another p	acting as duly authorized the plicable), accepts the above pay the proposal price upon payment schedule is contain, both substantive and proc	e proposal and hereby completion of the ned in the
DATE:RFP201	8-056	Purchasing Ag	ent

CERTIFICATION & WARRANT FORM*

This form <u>must</u> be completed and submitted with sealed bid. Failure to do so will result in automatic rejection.

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16-Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or subcontractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature	Date
Company Name	
A 11	
Address	
Address	

*This form cannot be altered in any way

CITY OF WARWICK NOTICE TO BIDDERS

RFP2018-056 Sale & Reuse of Former Buttonwoods Community Center Building & Property

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the

part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and ten (10) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2018-056 Sale & Reuse of Former Buttonwoods Community Center Building & Property."

Should you have any questions, please contact Richard Crenca, Principal Planner, Warwick Planning Department, City of Warwick, 3275 Post Rd., Annex, and Warwick, RI at 401-921-9683.

Bid surety in the form of a bank check, original bid bond or certified check in the amount of 5 percent of the total bid price must be submitted with each bid. If a bid bond is submitted, it shall be duly executed by the bidder as principal and having as surety thereon a surety company licensed to do business in the State of Rhode Island and approved by the owner.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The bidders are encouraged to meet the established goal of not less than ten (10) percent of the dollar value of the work performed. The contract bid price to the Contractors, subcontractors, and/or supplies which qualify as DISADVANTAGED BUSINESS ENTERPRISES, MBE/WBE, in accordance with Title 37 Public Property & Works, Chapter 37-14.1 Minority Business Enterprise.

Pursuant to R.I. General Law 37-14.1-7, which relates to minority business enterprise and 42-35-1 relating to the administrative procedures act the R.I. Department of Administration has developed rules and regulations governing the certification and of small businesses that are owned and controlled by minorities, woman or disadvantaged individuals to participate in State and Federal programs administered by the State of Rhode Island to qualify as a minority business enterprise (MBE), a woman business

enterprise (WBE) or disadvantaged business enterprise (DBE) a firm must meet eligibility standards established in Section 3.00-3.05 of these "Rules, Regulations, Procedures and Criteria Governing the Certification and Decertification of MBE/WBE/DBE."

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, Shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the selected vendor(s).

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

After an evaluation of all proposals, a recommendation will be made for the project that best meets the stated goals and objectives of the City of Warwick's Comprehensive Plan 2033, 21st Century Warwick: City of Livable Neighborhoods, compatibility with the neighborhood and is in the best interests of the City. The City has established specific goals to guide any proposed redevelopment plan for the property and these goals are included in the Request For Proposals.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this

solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

CITY OF WARWICK, RI

REQUEST FOR PROPOSALS

Sale for Reuse of the Former:

Buttonwoods Community Center Building and Grounds 3027 West Shore Rd, Warwick RI

INTRODUCTION

The City of Warwick (the "City"), is seeking proposals for the sale for reuse of the former Buttonwoods Community Center building and grounds, located at 3027 West Shore Rd. in the City of Warwick.

All proposals shall be submitted to the City Purchasing Division in the acceptable form and by the deadline described in this document. The City will review all proposals and recommend to the Mayor and the City Council the award of that proposal which is in the best interests of the City. The City reserves the right to recommend more than one (1) proposal or reject all proposals.

A. Property Description

Location:

The property, located at 3027 West Shore Rd (Assessors Plat 347' Assessors Lots: 251-256) consists of 85,919.6 s.f. (1.97acres). The property is located on the north-west corner of a signalized intersection crossing Buttonwoods Avenue and West Shore Road. The property fronts on Wilmar Street to the north, Buttonwoods Avenue to the east and West Shore Road to the south. A small commercial building abuts the property to the west. Existing access to the site is provided from Wilmar Street. There is an existing curb cut providing access to the parking lot from Buttonwoods Ave. but is not in use by the City at this time.

Land Use/Zoning:

The area is a mixture of commercial, service and residential land uses. North of the site is a densely developed neighborhood of single family dwellings. To the immediate east, west and south are commercial and service uses (strip mall, restaurant, gas station, etc...).

The immediate area is a mixture of Residential A-7 and General Business zoning. The subject property is a split zone between these two zones. Lots 254, & 255 and that portion of lot 256 which fronts on West Shore Rd/ Buttonwoods Ave. are zoned GB. Lots 251-253 as well as the remaining portion of lot 256 which fronts on Wilmar Street/Buttonwoods Ave. are zoned A-7. The GB portion of the property totals 37,589 s.f. while the A-7 portion of the property totals 48,330 s.f.

The City will work with the successful developer to expedite any State and Local approvals that might be required, but cannot guarantee approvals by any State departments, City Boards, Commissions or the Warwick City Council.

Existing Use:

The existing building is a single story, wood frame building containing 12,216 square feet on the main floor with a 3,942 square foot basement. The structure was built in 1915 and originally used as the Buttonwoods Elementary School. With the closing of the school in the 1977, the building has been employed for various uses including municipal office space. In 1991 the City performed extensive renovations and additions to the building and opened it as the Buttonwoods Senior Center. There are 94 paved parking spaces which include 11 handicap parking spaces. The entire border of the site, excluding the curb cuts is landscaped.

The facility comprises the following types of uses and their corresponding square footage:

•	Dining Room	2,964 sf
•	Kitchen	608 sf
•	Restrooms, (4)	744 sf
•	Arts & Crafts Room	1,645 sf
•	Mechanical	153 sf
•	Reception	102 sf
•	Conference Room	426 sf
•	General Office Space	1,224 sf
•	Gift Shop	178 sf
•	Billiard Room	806 sf
•	Lounge	1,023 sf
•	Basement	3,775 sf

The remainder of the square footage in the building is made up of hallways and staircases.

Asbestos Abatement:

In April of 1990, Vortex, Inc. prepared and submitted an asbestos abatement plan to the State for approval. In July of 1990, the contract to remove asbestos from the building was awarded by the Warwick City Council to Industrial Asbestos Removal & Insulation Corp.

Utilities:

Gas:

I" service line connecting to Buttonwoods Ave. Installed appx. 1992.

Sewer:

In 1991, a new septic system was installed under the parking lot on the north side of the building. The existing septic system on the west side of the building was re-designed to handle only the kitchen operation. In 2004, both systems were decommissioned and the building was tied into the Warwick Sewer System. The main line connects to Wilmar St. and the line for the kitchen connects to West Shore Rd. Both septic systems were abandoned in place.

Water: (Warwick Water Department)

6" Fire service connected to West Shore Rd.

2" domestic service connected to Buttonwoods Ave.

(There is an old 1 1/4" domestic service located parallel to the fire service that was discontinued and the curb stop turned off)

Electric:

Electricity provided by National Grid.

B. Subdivisions/Permits/Approvals

All costs and responsibilities for obtaining any and all necessary Municipal, State and/or Federal approvals, releases for any easements, covenants or any other restrictions on the Property shall be the responsibility of the applicant. The City will work with the successful applicant to expedite any State and Local approvals that might be required, but cannot guarantee approvals by any State departments, City boards, commissions or City Council.

While the City believes the above information regarding the site to be accurate, it remains the responsibility of the potential buyer to confirm any and all information.

PROJECT DESCRIPTION PROPOSED REUSES

In keeping with the *City of Warwick's Comprehensive Plan 2033, 21st Century Warwick: City of Livable Neighborhoods,* the City has established specific goals to guide any proposed redevelopment plan for the Buttonwoods Community Center property:

- The reuse/renovation of the existing building is optional.
- The building may be razed.
- Minimize impacts of any redevelopment on the surrounding neighborhood.
- Increase development opportunities.
- Create new tax/rental revenue from a formerly non-tax revenue use status.
- Ensure that the proposed uses are compatible with the surrounding area, following guidelines of reuse in the Comprehensive Plan.

GENERAL TERMS AND CONDITIONS

The following are terms and conditions of the RFP:

- The applicant shall be an individual, company, corporations or other legal entity with experience and expertise in community based development/service.
- No oral interpretation of the meaning of the RFP requirements, zoning regulations, or property conditions will be made. Every request for such interpretation shall be in writing and addressed to Mr. Richard Crenca, Department of Planning, Warwick City Hall Annex, 3275 Post Rd., Warwick, RI 02886 or emailed to Richard J. Crenca@warwickri.com, and, to be given consideration, must be received at least three (3) calendar days prior to the date fixed for the opening of the proposals. Failure of any applicant to receive any interpretation shall not relieve the applicant from any obligations under the proposal as submitted.

- The City assumes no liability for any fees, costs or expenses incurred in connection with the preparation and/or submission of the RFP response by the applicant, or for any other fees, costs or expenses incurred prior to the selection of an applicant.
- All information in this RFP is believed to be complete and accurate. However, it is the applicant's sole responsibility to conduct its own due diligence and verify all factual statements contained herein.
- In the event it becomes necessary to revise any part of this RFP, revisions will be emailed or otherwise delivered to all prospective applicants who receive the RFP directly from the City of Warwick Purchasing Agent and will also be posted on the City of Warwick website, which is www.warwickri.gov/bids. It is the responsibility of each applicant to periodically consult the City of Warwick website for revisions. The City shall bear no responsibility or liability for copies of revisions lost in any form or circumstance that is beyond the City's control.
- The successful bidder is responsible for conducting a comprehensive boundary survey and "title search" for the property.

SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed packages containing one (1) original and ten (10) copies of the proposal clearly labeled

"RFP2018-056 Sale & Reuse of Former Buttonwoods Community Center Building & Property"

All Financial statements are to be included with the proposal and <u>sealed in a separate</u> <u>envelope clearly marked "Confidential/Not for Public Viewing."</u> These documents shall be included in each sealed copy of the submitted proposal. The envelope must also include the name and address of applicant(s). Delivery shall be made to:

City of Warwick Purchasing Division Lower Level 3275 Post Rd. Warwick, RI 02886

All proposals must be received in the Division of Purchasing by 11:00 AM on Tuesday, September 12, 2017. No proposals will be accepted after the deadline. At that time, proposals will be publicly opened, read aloud, recorded and then be made available for public inspection, with the exception of confidential financial statements.

All proposals must include the following information. The absence of any such information shall be deemed an incomplete submission.

A. Vision and/or Strategy for Site Development:

- 1. The developer must articulate a vision and development strategy for the site. This should be in the form of a narrative and present the developers long term goals and objectives in developing/re-using the property.
- 2. The vision and development narrative must be supported with conceptual design renderings and plans and any necessary zone changes and other zoning compliance considerations.
- 3. A master plan concept plan of all proposed buildings, additions, general architecture, including access, egress landscaping and any other proposed changes to the site must be included.

B. Statement of Qualifications: The statement of qualifications shall include, but not be limited to the following:

- Firm name.
- Addresses, e-mail addresses and telephone numbers of all firm offices.
- Structure of firm, e.g. sole proprietorship, partnership, corporation, nonprofit, etc.
- Size of firm.
- Years firm has been in business.
- Financial information in the form of a current financial statement and balance sheet.
- Information regarding the experience of the applicant.
- Names of principals in firm.
- Educational and experiential background of principals.
- Qualifications for the development and operation of the proposed use.
- List of other similar projects developed and or managed by the applicant. Detailed descriptions, including photographs, videos or project brochures of specific activities referenced as relevant experiences or projects may be included.
- Listing of any actions taken within the last ten (10) years by any regulatory agency involving the firm or its agents or employees with respect to any work performed.
- Listing of any litigation within the last ten (10) years involving the firm or its agents or employees with respect to any work performed.
- Names of persons who can be contacted as references. At least three (3) references must be provided.
- **C. Mailing Address of Applicant:** Include address, contact name, phone number and email address of the applicant. Provide the names, addresses, phone numbers and email addresses for each member if applicant is a team.
- **D. Evidence of Financial Ability**: Information that will demonstrate to the City of Warwick that the applicant has the financial ability to purchase, design, construct and operate the proposed project.

- **E. Acknowledgement of RFP Requirements:** Written acknowledgement of understanding and agreement with terms, conditions and requirements contained within the RFP.
- **F. Release Regarding Hazardous Materials:** Release of the City of Warwick from any liability for any release, discharge or existence of any hazardous materials on the subject property. The City makes no representation or is aware of any existing hazardous materials on the subject property. The City has not engaged in any type of testing for hazardous materials.
- <u>G. Certificate of Non-Collusion:</u> Certification that the proposal has been made in good faith, without collusion or fraud and that the applicant complies with the laws of the State of Rhode Island (Attached).
- H.Certificate by Corporate Authority to Sign Consent: A true copy, including an attached corporate seal, authorizing the applicant to sign all bid documents, including all certifications and releases on behalf of his/her corporate entity and to bind said entity relative to these documents (Attached).

MISCELLANEOUS

A. Amendments/Modifications to Proposal.

The applicant may, at any time prior to the deadline for submission of the proposal, amend or modify a proposal by submitting the amendment/modification in a sealed package containing one (1) original and ten (10) copies of the amendment/modification and clearly marked with the following information:

"RFP2018-056 Sale & Reuse of Former Buttonwoods Community Center Building & Property"

FROM: Name and address of applicant

TO: City of Warwick Purchasing Agent

Warwick City Hall 3275 Post Rd. Warwick, RI 02886

B. Withdrawal of Proposal:

Any applicant may withdraw their proposal at any time prior to the deadline established in the RFP. Those wishing to withdraw a proposal must provide a written authorization and/or acknowledgement signed by a corporate authority that the proposal is being withdrawn and that the City of Warwick is not held responsible for any damage as a result of the proposal withdrawal.

C. Rejection of Proposals:

The City reserves the right to reject any and all proposals.

CERTIFICATION OF CORPORATE AUTHORITY

I,	Certify that I am secretary of
the corporation named in the attached proposal: that	who signed
said proposal on behalf of the Contractor/Proposer was then	Of said
corporation; that I know his/her signature; that his/her signature	thereto is genuine and that said
proposal was duly signed, sealed and executed for and on behalf	of said corporation by authority of
its governing body.	
Signed under the pains and penalties of perjury,	
	(CORPORATE SEAL)
	(Secretary)
	(Date)

NON-COLLUSIVE AFFIDAVIT

State of)
SS.	
County of)
being first sworn, deposes	and says:
That he/she is	
(an employee, partner or o	fficer of the firm of, etc.)
The party making the for	going proposal or bid, that such proposal or bid is genuine and not
collusive or sham; that sa	d Proposer or bidder has not colluded, conspired, connived or agreed
directly or indirectly, with	any bidder or person, to put in a sham bid or proposal or to refrain from
bidding or proposing, and	has not in any manner, directly or indirectly, sought by agreement or
collusion, or communicat	on or conference, with any person, to fix the bid / proposed price or affiar
or of any bidder or Propo	er, to or fix any overhead, profit or cost element of said bid price, or of th
of any other bidder or Pro	poser, or to secure any advantage against the City of Warwick, Rhode
Island, or any person inte	rested in the proposed contract, and that all statements in said proposal or
bid are true.	
Signed under the pains ar	d penalties of perjury,
Signature	
Bidder / Proposer	
Title	
Subscribed and sworn to	pefore
me this	day of, 20 .
Notary Public	
My commission expires_	

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: <u>RFP2018-056 Sale & Reuse of Former Buttonwoods</u>

<u>Community Center Building & Property</u>

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications.

PURCHASE OF BUTTONWOODS COMMUNITY CENTER BUILDING AND PROPERTY IN TOTAL

\$	<u> </u>
(figures)	
\$,	· · · · · · · · · · · · · · · · · · ·
(written words)	

NOTE: In case of discrepancy between the figures and written words, the figures shall govern.

APPENDIX A AVAILABLE PLANS

BUTTONWOODS SENIOR CENTER RENOVATIONS & ADDITIONS RONALD M. ASH & ASSOCIATES 9/9/1991

PLANS

Existing survey

Demolition

Site

Grading, drainage & utility

Leaching area

Notes & details for leaching area

Miscellaneous details

Existing first floor & basement

Floor plan

Floor plan A-3 (existing) Floor plan A-4 (new) Floor plan A-5 (new)

Floor plan A-6 (existing)

Room finish schedule / wall types

Door & window schedule

Roof plan

Building elevations Building sections **Building sections**

Details

Interior elevations reflected ceiling Structural notes Foundation

Roof framing

Mechanical & Plumbing removals

HVAC duct work floor plan

HVAC details Plumbing floor plan Plumbing details Sprinkler floor plan

Electrical

Existing conditions

Lighting

Electrical power Lighting schedules

THE ABOVE REFERENCED PLANS ARE AVAILABLE FOR INSPECTION IN THE WARWICK PLANNING DEPARTMENT.





