



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: November 19, 2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Southern New Hampshire University, a New Hampshire non-profit corporation ("SNHU")

***Project Title/Description:**

First Amendment to Lease Agreement with SNHU ("Lease") at 97 East Congress ("Premises")

***Purpose:**

This First Amendment provides for Pima County Facility Management to contract for and oversee the improvements to 97 E Congress as allowed in Section 4 of the Lease with reimbursement to Pima County from SNHU for the costs.

***Procurement Method:**

"Exempt pursuant to Pima County Code section 11.04.020"

***Program Goals/Predicted Outcomes:**

Tenant improvements substantially completed by December 31, 2019 in accordance with work letter attached as Exhibit A to the First Lease Amendment.

***Public Benefit:**

This first amendment allows for efficient, quality construction of the needed tenant improvements at the Premises, which will allow SNHU to more quickly implement its plans to hire approximately 300 positions from the Tucson area population with initial average wages of approximately \$44,420. SNHU will use local business services in support of its operations, which results in a positive impact to Pima County's economy.

***Metrics Available to Measure Performance:**

Substantial completion of work by December 31, 2019; Work completed in accordance with the work letter; SNHU cost reimbursement to County

***Retroactive:**

No.

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To: COB - 11-7-19

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Addendum

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$ _____ ☒ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: CTN Department Code: FM Contract Number (i.e., 15-123): 20*032
Amendment No.: 1 AMS Version No.: 2 HL
Effective Date: November 19, 2019 New Termination Date: _____
Prior Contract No. (Synergen/CMS): _____
☐ Expense or ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ 575,484.00

Is there revenue included? ☒ Yes ☐ No If Yes \$ 575,484.00

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Effective Date: _____ Termination Date: _____ Amendment Number: _____
☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Roberta Small

Department: Facilities Management

Telephone: 520-724-9870

Department Director Signature/Date:  11/6/19

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date:  11/6/19
(Required for Board Agenda/Addendum Items)

PIMA COUNTY DEPARTMENT OF FACILITIES MANAGEMENT

LEASE: 97 East Congress Street, Tucson Arizona 85701

TENANT: Southern New Hampshire University, a New Hampshire non-profit corporation

LEASE NO.: CTN-FM-20-032

LEASE AMENDMENT NO.: ONE (1)

ORIGINAL LEASE TERM:	08/19/2019 to 08/31/2029	ORIG. LEASE AMOUNT:	\$9,630,898.69
TERMINATION DATE PRIOR AMENDMENT:		PRIOR AMENDMENTS:	
TERMINATION THIS AMENDMENT	08/31/2029	AMOUNT THIS AMEND.:	\$575,484.00
		REVISED LEASE AMOUNT:	\$10,206,382.69

**FIRST AMENDMENT TO LEASE
97 EAST CONGRESS STREET
TUCSON, ARIZONA**

1. Background and Purpose.

- 1.1. Pima County, a political subdivision of the State of Arizona ("**County**") owns a building (the "**Building**") located at 97 E. Congress Street, Tucson Arizona which contains approximately 44,341 gross square feet of interior space as well as an exterior landscaped courtyard area (the "**Premises**").
- 1.2. County previously entered into a Lease, with an effective date of August 19, 2019, leasing the Premises to Southern New Hampshire University, a New Hampshire non-profit Corporation ("**SNHU**").
- 1.3. Under Section 4 of the Lease, County agreed that SNHU could make certain improvements to the Premises at its cost. After further consultation between County Facilities Management Department ("**CFMD**") staff and SNHU, it was determined that it would be advantageous for both parties to have CFMD contract for and oversee the improvements, with reimbursement from SNHU.

2. Tenant Improvements. CFMD will, in accordance with all the terms and conditions set forth in the work letter attached as Exhibit A, complete the tenant improvements at SNHU's cost.

3. Remaining Lease Terms Unchanged. Except as modified as provided in this First Amendment to Lease, all of the terms and conditions of the Lease will remain in full force and effect.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment on the day, month and year written below.

LANDLORD:


PIMA COUNTY, a political subdivision of
The State of Arizona

By: _____
Richard Elias
Chairman, Board of Supervisors

Date: _____

TENANT:

SOUTHERN NEW HAMPSHIRE UNIVERSITY,
New Hampshire nonprofit corporation

By:  _____
Amelia Manning, COO

Date: 11/4/19

ATTEST:

By: _____
Julie Castaneda, Clerk of the Board of Supervisors


Date: _____

APPROVED AS TO CONTENT:

By:  _____
Lisa Josker, Director, Facilities Management Department

Date: 11/6/19

APPROVED AS TO FORM:

By:  _____
Regina Nassen, Deputy Pima County Attorney

Date: 11.4.2019

Exhibit "A"
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DocuSign Envelope ID: 003733C8-26B8-4CF6-8739-7363E4C439AA

October 31, 2019

Kenneth Lee, SNHU Chief Financial Officer
2500 North River Road
Manchester, NH 03106

Dear Ken,

It is our understanding that Southern New Hampshire University, ("SNHU") would like Pima County ("the County") to complete, at SNHU's expense, the design and reconfiguration work (the "Work") on all four floors of the building at 97 E. Congress that SNHU is leasing from the County. This makes sense given our familiarity with the Building, the fact that we will be doing some additional work in the building at County expense, and have already agreed to procure systems furniture for SNHU. Having the County Facilities Management Department manage the project (excluding networking and cabling) on behalf of SNHU and contract with the companies doing the work will, as a result, be more efficient and cost effective than having SNHU do the procurement directly.

Accordingly, this work letter agreement ("Work Letter") shall serve as a contract between the County and SNHU for the County to undertake and complete the Work as more fully set forth below.

We agree, therefore, that County Facilities Management will be responsible to manage and complete the Work (excluding networking and cabling) and contract with the necessary contractors. The Work will be done in accordance with applicable law and building codes, the cost estimate, scope of work, timeline, and configuration plans already agreed upon by SNHU and the County, copies of which are included with this letter as Exhibits B, C and D. We will submit an itemized invoice to SNHU at the end of the project and SNHU will, within 30 days of receipt, reimburse the County for its costs. The County's invoice to SNHU shall not exceed the amount from Exhibit B unless otherwise agreed by a signed change order. As provided in the underlying building lease, we will supply available County surplus systems furniture and procure any additional furniture needed; SNHU will reimburse the County for the cost of any required new acquisitions.

We understand that time is of the essence with respect to the Work, and agree that the Work shall be substantially complete no later than December 31, 2019, except for delays caused by third parties or by circumstances over which the County has no control. The County further warrants and represents that it: (i) shall obtain all approvals, permits and other consents required to commence, perform and complete the Work, and, if applicable to the Work and required by the authority having jurisdiction, shall deliver a certificate of occupancy or local equivalent to SNHU, and (ii) shall cause the Work to be constructed by qualified, well-trained, adequately supervised workers, in good and workmanlike manner, free from material design, material and workmanship defects, and utilizing materials of good and new quality (except with respect to re-used systems furniture, as set forth above), all in accordance with the cost estimate, timeline, and

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Exhibit "A"

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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

configuration plans attached hereto. If the Work suffers from any defects, County will cause its contractors to promptly remedy any such defect at its expense and risk. Any minor remaining work existing after substantial completion of the Work shall be documented on a "punch list," which County will present to SNHU for approval, and will cause its contractors to timely complete.

Throughout the construction, the County shall cause all contractors and sub-contractors to carry adequate insurance to protect the interest of the parties with respect to the premises, as more specifically set forth in Exhibit A.

County shall be the only party who may submit change orders or directives to its contractors and personnel, but shall consult with SNHU regarding any tenant-requested changes in scope or timeline. If a change order or change directive is necessary, County and SNHU shall agree in writing prior to submission of such order by County to County's retained contractors. SNHU's representative for decision-making and acceptance of the Work shall be Chris Bergeron and County's representative shall be Edward Vergara or Steve Sullivan. These representatives may be changed as needed upon notice to the other party.

If you agree with that approach, please sign where indicated below.

Accepted on behalf of Pima County, a political subdivision of the State of Arizona,

DocuSigned by:

7A7C3DB444F8420 10/31/2019

Lisa Josker, Director, Pima County Facilities Management

Cc: Evan Lowry
Regina Nassen
Sara Veilleux
Jason Chevretils
Rodney Freeman

Accepted on behalf of Southern New Hampshire University:

DocuSigned by:

By: 0028AEFBC15F4FE

Its duly authorized Chief Financial Officer

Date: 10/31/2019

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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

Exhibit A (From Risk – PC Standard Insurance Language)

Insurance Requirements

County will require each contractor and subcontractor to furnish County with evidence reasonably satisfactory to County of the maintenance of the required insurance. Upon the request of the SNHU Representative, County shall provide to the SNHU Representative evidence of the maintenance of the required insurance coverage.

Contractor's insurance must be placed with companies licensed in the State of Arizona with an "A.M. Best" rating of not less than A- VII.

Minimum Scope and Limits of Insurance

Commercial General Liability (CGL) – Occurrence Form with limits of \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy must include bodily injury, property damage, broad form contractual liability coverage, personal and advertising injury and products – completed operations.

Business Automobile Liability – Bodily Injury and Property Damage for any owned, hired, and/or non-owned automobiles used in the performance of this Contract with a Combined Single Limit (CSL) of \$1,000,000 each accident.

Workers' Compensation (WC) and Employers' Liability - Statutory requirements and benefits for Workers' Compensation. In Arizona, WC coverage is compulsory for employers of one or more employees. Employer's Liability coverage- \$1,000,000 each accident and each person - disease.

Endorsements. The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

Additional Insured: The General Liability and Business Automobile Liability Policies must each be endorsed to include Pima County, its departments, districts, boards, commissions, officers, officials, agents, and employees, as well as SNHU, its Trustees, Officers, servants, employees, agents and assigns, as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.

Subrogation: The General Liability, Business Automobile Liability and Workers' Compensation Policies shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, boards, commissions, officers, officials, agents, and employees, and SNHU, its Trustees, Officers, servants, employees, agents and assigns, for losses arising from work performed by or on behalf of the Contractor.

Primary Insurance: The Contractor's policies must stipulate that the insurance afforded the Contractor is primary and that any insurance carried by Pima County or SNHU or their respective agents, officials, or employees shall be excess and not contributory insurance.

Notice of Cancellation:

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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

Each Required Insurance policy must provide, and certificates specify, that County will receive not less than fifteen (15) days advance written notice of any policy cancellation, except 10-days prior notice is sufficient when the cancellation is for non-payment of a premium. Notice shall include the Pima County project or contract number and project description.

Verification of Coverage:

Contractor must furnish Pima County with certificates of insurance. An authorized representative of the insurer must sign the certificates. The certificates must include the Pima County project or contract number and project description on the certificate.

All certificates and endorsements must be received and approved by Pima County before work commences. Each insurance policy must be in effect at, or prior to, commencement of work.

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Exhibit "A"
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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

Exhibit B

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BUDGET

Project Budgetary Estimate Summary									
97 Congress - Remodel									
08/20/2019 (rev 09/06/2019)									
DD# / WOV	Task	Estimate Lower Level	Estimate 1st Floor	Estimate 2nd Floor	Estimate 3rd Floor	Estimate All Floors	REMARKS		
A. CONSTRUCTION / REMODEL PC Shops									
1	Demolition, Disposal	\$ 8,000	\$ -	\$ 4,700	\$ 6,000	\$ 16,700	Walls, Door, Electrical, Disposal		
2	New Construction (Items a thru i)	\$ 18,750	\$ 6,300	\$ 12,150	\$ 12,050	\$ 49,250			
a	Walls & Doors	\$ 2,800	\$ -	\$ -	\$ -	\$ 2,800	30 L.F. x 240 L.F. to 4" header at ceiling		
b	Drywall Patch, Repair & Paint	\$ 870	\$ 500	\$ 500	\$ 500	\$ 4,300			
c	Ceiling Grid & Tie Repair	\$ 1,000	\$ 500	\$ 6,000	\$ 500	\$ 8,000			
d	Carpet Patch & Repair	\$ 750	\$ -	\$ 750	\$ 750	\$ 2,250			
e	Electrical	\$ 4,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 11,500	Includes System Furniture power		
f	Mechanical	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ 8,000	Add Mini Split in IT room		
g	AV Brackets/Reconfigurations	\$ 900	\$ -	\$ 2,000	\$ -	\$ 4,000			
h	Electronics - FA/Switcher/IT-stats/Sensors	\$ 870	\$ 2,800	\$ -	\$ 1,600	\$ 5,270			
i	IT Network Cable pull-out	\$ 800	\$ 800	\$ 800	\$ 800	\$ 3,200	Cable above ceiling		
CONSTRUCTION / REMODEL COST (W/ Demolition)		\$ 26,750	\$ 6,300	\$ 16,850	\$ 18,050	\$ 68,950			
Bond (Estimate)		\$ -	\$ -	\$ -	\$ -	\$ -			
General Conditions, O & P		\$ -	\$ -	\$ -	\$ -	\$ -			
Total Construction Cost		\$ 26,750	\$ 6,300	\$ 16,850	\$ 18,050	\$ 68,950			
B. MISCC COSTS not included in "A" above									
1	Systems Furnishings (Meridian Miller A02)	Qty	Units						
1L	Director's Cubical - New	1	33,000 EA	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	
1L	Standard Cubical - Reconfiguration	57	5,230 EA	\$ 13,110	\$ -	\$ -	\$ -	\$ 13,110	
1L	Brackets - Reconfiguration	4	2,310 EA	\$ 920	\$ -	\$ -	\$ -	\$ 920	
1L	Public/Common Area Tables & Chairs	8	51,000 EA	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000	
1L	V.P. Cubical - New	1	57,000 EA	\$ -	\$ 7,000	\$ -	\$ -	\$ 7,000	
1L	Director's (& V.P. Admin) Cubical - New	2	53,000 EA	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000	
1L	Standard Cubical - Reconfiguration	58	5,230 EA	\$ -	\$ 13,110	\$ -	\$ -	\$ 13,110	
1L	Brackets - Reconfiguration	4	2,310 EA	\$ -	\$ 920	\$ -	\$ -	\$ 920	
2nd	Director's Cubical - New	1	33,000 EA	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	
2nd	Standard Cubical - New	31	52,300 EA	\$ -	\$ -	\$ 71,300	\$ -	\$ 71,300	
2nd	Standard Cubical Chair - New	21	5,600 EA	\$ -	\$ -	\$ 12,600	\$ -	\$ 12,600	
2nd	Standard Cubical - Reconfiguration	62	5,230 EA	\$ -	\$ -	\$ 14,660	\$ -	\$ 14,660	
2nd	Brackets - Reconfiguration	3	2,310 EA	\$ -	\$ -	\$ 670	\$ -	\$ 670	
2nd	High Top Tables at Conference Room	12	5,600 EA	\$ -	\$ -	\$ 7,100	\$ -	\$ 7,100	
3rd	Director's Cubical - New	1	33,000 EA	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	
3rd	Standard Cubical - New	94	52,300 EA	\$ -	\$ -	\$ -	\$ 216,200	\$ 216,200	
3rd	Standard Cubical Chair - New	84	5,600 EA	\$ -	\$ -	\$ -	\$ 56,400	\$ 56,400	
3rd	Brackets - Reconfiguration	3	2,310 EA	\$ -	\$ -	\$ -	\$ 670	\$ 670	
3rd	High Top Tables at Training with Chair's Room	20	5,120 EA	\$ -	\$ -	\$ -	\$ 24,200	\$ 24,200	
3rd	Conference Room Table & Chairs	3	52,500 EA	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	
Total Misc Costs				\$ 25,030	\$ 27,260	\$ 109,050	\$ 307,790	\$ 469,130	
TOTAL CONSTRUCTION / REMODEL COST (A+B)		Sub-Total		\$ 47,780	\$ 33,560	\$ 125,900	\$ 215,840	\$ 535,080	
C. PROFESSIONAL OR DESIGN SERVICES FEES									
1	Consultant Fees (A thru J)			\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	
a	Fire Alarm/Sprinkler Design			\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	Tricord - Vendor
Total Misc Costs				\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,000	
D. ADMINISTRATIVE COSTS									
1	Building Permits			\$ -	\$ -	\$ -	\$ -	\$ -	
a	State Fire Marshal			\$ -	\$ -	\$ -	\$ -	\$ -	
2	PCRM Design Services			\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000	CD and Furniture Design Labor
3	PCRM OHS Services			\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000	Construction Admin Labor
Total Misc Costs				\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 10,000	
ESTIMATED TOTAL COST (A+B+C+D)				\$ 50,280	\$ 36,810	\$ 131,150	\$ 219,090	\$ 548,080	
PROJECT CONTINGENCY (5%)				\$ 2,514	\$ 1,841	\$ 6,558	\$ 10,955	\$ 27,468	
PROJECT ESTIMATED BUDGET				\$ 52,794	\$ 38,651	\$ 137,708	\$ 229,045	\$ 575,548	

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Exhibit "A"

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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

Exhibit C
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TIMELINE

CONSTRUCTION TIME LINE SNHU at 97 E CONGRESS						
PROJECT START DATE: 08/30/2019						
Architect Project Manager: Steve Sullivan		Phone: 43614	Steve.Sullivan@pima.gov		Updated: 10/15/2019	
Status	Modification/Project	Responsibility	START / COMPLETION DATES			
			Phase I (LL & 1st Floor)		Phase II (2nd & 3rd Floor)	
			Start	Complete	Start	Complete
	Shops/IOCS					
	IT	Bob Merideth				
X	Pull network cable, spool above ceiling	Chris Garcia	8/30/2019	9/4/2019	8/30/2019	9/4/2019
X	WAP at exterior locations	Bobby Orta	10/1/2019	10/15/2019	10/1/2019	10/15/2019
*	Remove misc items from IT Rooms	Chris Garcia	10/9/2019	10/16/2019	10/9/2019	10/16/2019
	Electical					
X	Disconnect Power Poles	Bobby Orta/Jeremy Bilow	8/30/2019	9/4/2019	8/30/2019	9/4/2019
X	Disconnect power whips	Bobby Orta/Jeremy Bilow	8/30/2019	9/4/2019	8/30/2019	9/4/2019
X	Remove demo electrical	Bobby Orta/Jeremy Bilow	8/30/2019	10/1/2019	8/30/2019	10/1/2019
X	Relocate/recircuit lighting modications	Bobby Orta/Jeremy Bilow	8/30/2019	10/15/2019	8/30/2019	10/15/2019
X	New HVAC Electrical needs	Bobby Orta/Jeremy Bilow	8/30/2019	10/15/2019	8/30/2019	10/15/2019
*	New electrical requests (outlets)	Bobby Orta/Jeremy Bilow	9/10/2019	10/15/2019	9/10/2019	10/15/2019
X	Relocate/Add AV Boxes	Bobby Orta/Jeremy Bilow/Dennis	9/10/2019	10/15/2019	9/10/2019	10/15/2019
*	Electrical for USP at IT closets	Bobby Orta/Jeremy Bilow/Dennis	9/30/2019	10/15/2019	9/27/2019	10/15/2019
*	Reconnect Power Poles & Whips	Bobby Orta/Jeremy Bilow/Dennis	10/28/2019	11/1/2019	11/28/2019	12/1/2019
	Projector Receptacles (2)	Bobby Orta/Jeremy Bilow/Dennis	11/1/2019	11/15/2019	-	-
	Electronics/FA/Fire Sprinkler					
X	Obtain FA/FS Sub - design drawings	Bobby Orta/Trico/Kittle/Ed	9/3/2019	9/27/2019	9/3/2019	9/27/2019
*	FA/FS Permit	Steve	9/30/2019	11/20/2019	9/30/2019	11/20/2019
X	Relocate FA devices	Bobby Orta/Dennis Crosby	10/1/2019	10/8/2019	9/3/2019	10/8/2019
X	Relocate/add Fire Sprinkler Heads	Bobby Orta/Dennis Crosby	10/1/2019	10/10/2019	9/3/2019	10/15/2019
	HVAC					
X	Update HVAC in Ceiling	Bobby Orta	8/30/2019	10/15/2019	8/30/2019	10/15/2019
*	Install Mini Split in IT Closet (LL & 3rd Floor)	Bobby Orta	8/30/2019	10/25/2019	8/30/2019	10/25/2019
*	Install Mini Split in IT Closet (1st Floor)	Bobby Orta	10/10/2019	TBD	-	-
*	Replace Fan Coils	Bobby Orta	8/30/2019	10/15/2019	8/30/2019	12/20/2019

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Exhibit "A"
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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

Exhibit C
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TIMELINE

	Construction					
X	Demo walls	Bobby Orta	8/30/2019	10/1/2019	8/30/2019	10/1/2019
X	New walls/doors	Bobby Orta	8/30/2019	10/15/2019	8/30/2019	10/15/2019
X	Patch/paint	Bobby Orta	8/30/2019	10/15/2019	8/30/2019	10/15/2019
*	New Ceiling	Bobby Orta/Kittie	8/30/2019	10/22/2019	8/30/2019	10/22/2019
*	Carpet & BBT Tile Patch, Vinyl repair	Bobby Orta	10/12/2019	10/22/2019	10/12/2019	10/22/2019
*	Access door at Congress	Bobby Orta	10/8/2019	10/22/2019	-	-
X	Provide Lock at Fitness room door	Bobby Orta	10/8/2019	10/15/2019	-	-
	Renovations & Interiors - Design/Furniture Reconfiguration					
	Project Management	Eddie/Steve				
X	Plans	Steve	8/30/2019	9/13/2019	8/30/2019	9/13/2019
*	Owner Review	Eddie/Steve/Jill	8/30/2019	9/13/2019	8/30/2019	9/13/2019
*	Budget	Steve	9/4/2019	9/10/2019	9/4/2019	9/10/2019
*	Schedule	Steve	9/4/2019	9/13/2019	9/4/2019	9/13/2019
X	Obtain SNHU UPS specs	Steve	9/10/2019	9/24/2019	9/10/2019	9/24/2019
*	Provide bldg elevations, signage code and PC approval	Steve	10/8/2019	-	-	12/20/2019
	Furniture					
*	Furniture Design	Goodmans/Jill	8/30/2019	9/27/2019	9/27/2019	10/11/2019
X	Inventory	Goodmans/Jill	9/9/2019	9/11/2019	9/9/2019	9/11/2019
X	Break down	Goodmans/Jill	9/9/2019	9/13/2019	10/7/2019	10/15/2019
*	Reconfigure	Goodmans/Jill	9/30/2019	11/1/2019	11/1/2019	12/2/2019
*	Arrange - 1 Crew	Jill/Amanda/Steve	10/21/2019	10/22/2019	10/21/2019	10/22/2019
*	Order new furniture	Goodmans/Jill/Carley	9/26/2019	10/18/2019	10/1/2019	10/18/2019
*	Cleaning Services	Jill/Roberta	11/1/2019	11/4/2019	12/2/2019	12/4/2019
*	Signage Info	Jill/Steve	11/1/2019	12/20/2019	11/1/2019	12/20/2019

X = Complete
* = Underway
= Not Started

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First Amendment to Southern New Hampshire University Lease
97 E. Congress St., Tucson AZ

Exhibit D
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Based on the plan set dated 8-14-2019 Pima County proposes to perform the following:

Administration – Perform pre-construction design services. Perform construction management and supervision of all work. Provide permitting necessary by State and Local codes.

Demolition – Demolish walls, frames and doors identified on the plans. Make safe and remove electrical in demolished walls. Pull back electrical and data connections in system furniture

Carpentry – Build out new ITS data closet on Lower Level. Build out corridor wall and relocate existing double door. Patch, repair and paint drywall in demolished areas. Repair ceiling grid and reinstall ceiling tiles.

Flooring – Patch and repair carpeting around demolition spaces.

Electrical – Install new electrical to support ITS data closet racks per SNHU ITS specifications. Reconfigure electrical to system furniture to accommodate new layout. Install power to new ductless split units. Install and/or relocate Audio/Visual wall boxes in areas identified by SNHU.

Mechanical – Install ductless mini-split HVAC unit in new ITS data closet (lower level) and ITS data closet on second floor.

Systems – Relocate or install additional point to support Fire Alarm and Fire Sprinkler systems. Relocate HVAC T-stats as needed in demolished walls. Relocate or remove lighting occupancy sensors as-needed in demolished rooms.

Furnishings – Reconfigure all existing system furniture to the new layout. Order and install system furniture, Herman Miller AO2, to fill out the remainder of the systems furniture to accommodate the new layout.

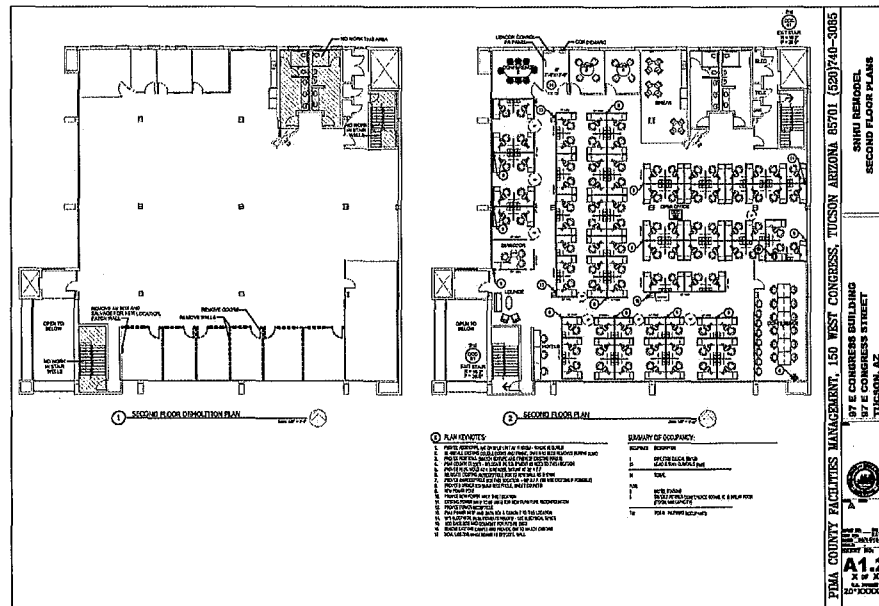
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Exhibit “A”
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Exhibit D
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PLAN SET



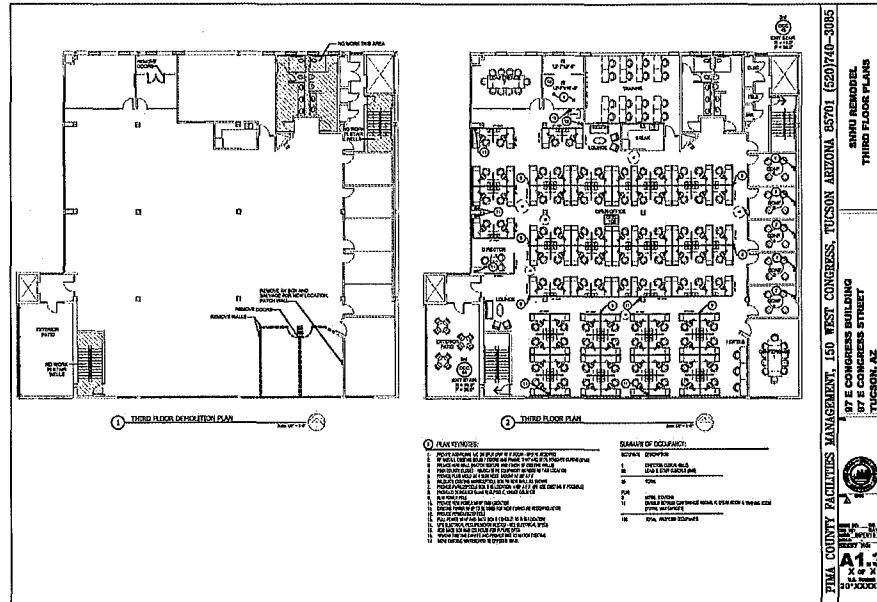
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