

February 15, 2010

MANAGEMENT BOARD  
960 FELL STREET  
BALTIMORE, MARYLAND 21231

Dear Members:

Cornerstone Contracting is pleased to provide you with this *revised* proposal for the main lobby renovation. This proposal is based on the drawings provided by Cornerstone Contracting dated 10/9/09 which represent the details discussed at our meeting and further specified herein. All work necessary to complete the project, in a professional and timely manner, is included. Additions to the scope of work are shown in *italics* with deletions shown with a ~~striketrough~~.

### **Scope of Work**

Cornerstone Contracting will provide supervision, labor, materials, equipment, disposal, and final clean-up necessary to perform the complete scope of work as shown in the drawings, and further specified herein. All work to be performed during normal working hours. As a point of clarification, the following specific scope of work is included:

### **General Conditions**

- Finalize open project details prior to start, and provide complete project management throughout the project, to include the production of a realistic construction schedule and progress meetings to identify any issues as well as to keep owners informed with all project details.
- Provide daily and final clean-up of the project site, and dispose of all project related debris.
- Restore project site, both interior and exterior, as necessary for a complete project.

### **Lobby Renovation**

- *Obtain Baltimore City Permit as required. Cost of permit is not included in this proposal as the actual cost of the permit is assessed during application process. Separate invoice for the cost will be submitted.*
- Install 6 mil poly as necessary to isolate work areas while maintaining passageway for building occupants.
- Remove existing chair rail, wall paper, ~~baseboard~~, floor grout, and gold trim at the tray ceiling in the main lobby area as necessary to complete project.
- Repair and replace drywall as necessary to restore wall surfaces in lobby area.
- Provide point up of all wall and ceiling surfaces to provide a smooth finish in lobby area.
- ~~Adjust existing double doors to storage area as well as possible for improved operation.~~
- *Furnish and install new paint grade, 90 minute rated fire doors at the entrance to the electrical room. Existing hinges and hardware to be reused.*
- ~~Furnish and install new 5 1/4" base molding throughout entire lobby.~~
- *Furnish and install crown molding in main entrance where black plexi-glass is installed currently.*
- Furnish and install raised panel column wraps on (4) existing columns and (2) new columns to flank sitting area as discussed.

- Furnish and install raised panel and fluted trim as generally shown in the above referenced drawings at the receptionist area.
- *Furnish and install Granite counter at reception window with eased edge and radius front.*
- Prime and paint all wall and ceiling surfaces with (1) coat high quality primer and (2) coats of Benjamin Moore<sup>®</sup> latex paint in main entrance, lobby, *and mail room*. Painting to include existing doors as discussed. A total of 4 colors are included. Colors to be specified by others.
- Furnish and install *StarQuarts<sup>®</sup> Urethane* grout (color TBD) throughout lobby.

### **Electrical**

- Furnish and install 3 glass faced exit signs.
- Replace 26 recess light trims and fluorescent bulbs to match existing.
- Replace 3 wall washer trims and fluorescent bulbs to match existing.
- Replace 8 recess trims in entrance tray ceiling to match existing .
- Add 2 hanging chandeliers in entrance ceiling switched with recess lights. Fixtures by others.
- Replace 2 wall sconce lights in hallway supplied and delivered by others.
- Replace all existing devices in lobby with new, approximately 10.
- Remove existing receptacles in wire mold raceway and conceal wiring.
- Add 4 receptacles in lobby to accommodate new furniture and fixtures as discussed.
- Add 4 recess lights in lobby to accommodate new furniture / artwork. Pin point track heads may need to be substituted due to duct work, etc.
- Remove exposed wiring by entrance door servicing call box and conceal in walls.
- *Replace ceiling mounted fluorescent light fixtures. Fixtures by others.*

### **Marble Restoration**

- Coordinate floor restoration / grout removal process as necessary to complete floor restoration as necessary to minimize disturbance to building occupants.
- *Remove (26) existing marble floor tiles, prep concrete slab below, and install new marble floor tiles to match existing as well as possible.*
- Thoroughly clean marble with commercial strength stone cleaner.
- Grind marble using multi-stage diamond abrasives.
- Fill large cracks with stone filler (Akemi) to restore appearance as well as possible.
- Polish floor to provide smooth, high luster finish.

### **Clarifications**

- This proposal includes all necessary state and federal licenses and insurances.
- This proposal does not include the labor, material, or management associated with plumbing, HVAC, fire protection, sprinkler heads / lines, emergency lighting, underground utility services, septic lines, tanks, drains, rock removal, hidden obstructions, asphalt or concrete patching, underpinning, hazardous material removal/abatement, foundation/slab removal, artwork, phone/cable wiring, alarm systems, or any other items unless specifically mentioned in the above scope of work.
- This proposal excludes the following materials: Furniture, railings, hardware, cabinetry, or any other item not specifically mentioned in the above scope of work.

- All owner supplied materials are to be furnished on-site without causing delay to contractor or project schedule. Any incorrect, insufficient, or damaged materials that are required to maintain progress will be acquired by contractor and billed at standard time and material rates.
- Any pre-existing conditions in the portion(s) of the structure that is to remain, including general rot, termite, or flood damage are not the responsibility of Cornerstone Contracting.
- It is assumed that the existing electrical system has the necessary capacity to handle the additional load. This proposal does not include the supply or installation of any additional electrical circuits, meters, panels, cable or phone, additional switches, dimmers, or electrical service that is not specifically mentioned in the above scope of work is not included in this proposal.
- Cornerstone Contracting is not responsible for pre-existing uneven floor, wall, or ceiling surfaces.
- Any service or item of work not specifically stated in the above scope of work is not included.
- All work areas are to be free of general clutter and debris prior to any work in that area.
- Cornerstone Contracting will require 110V electric and pressurized water within 50' of work area.
- Upon substantial completion a walk through will be conducted together with project manager and owner to identify all items that require attention for the project to be considered complete. All items identified on the punch list, will then be addressed and finally inspected by owner. Owners signature acknowledges acceptance of all punch list items and represents final project completion.
- Cornerstone Contracting assumes free, clear and uninterrupted access to the work area.

### **Project Schedule**

This project is estimated to take 6 to 7 weeks for substantial completion. Factors such as weather, design changes or any unforeseen conditions encountered may have an impact on the schedule.

### **Payment Schedule**

30% Down payment

Weekly invoicing in accordance with owner approved schedule of values.

**Proposal Values**

**Lobby Renovation**

Cornerstone Contracting Company will perform this scope of work as described herein for the lump sum price of Thirty Six Thousand One Hundred Fifty Dollars (\$36,150.00)

**Marble Restoration**

Cornerstone Contracting Company will perform this scope of work as described herein for the lump sum price of Five Thousand One Hundred Dollars (\$5,100.00)

**Acceptance of Proposal**

Your signature below indicates acceptance of this proposal as a legally binding contract in its entirety.

Owner:

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Any changes made to this contract must be signed by an authorized representative of Cornerstone Contracting Company Inc. This contract is void after 30 days unless signed and returned to the company.

Payment is due upon satisfactory completion of the work items in accordance with the above listed payment schedule. Payment is due 15 days from invoice date. A finance charge of 2% per month (annual percentage rate of 24%) will be added on all invoices no paid in full, within the specified time.

All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules. Should the need arise under this contract for Cornerstone Contracting Company Inc. to retain an attorney to collect funds due, for specific performance or any other action related to this contract or a breach thereof, the above signed Owner shall be liable for all attorney's fees incurred by Cornerstone Contracting Company Inc., whether or not suit is actually filed, and for Court fees and other associated costs.

Customer has 72 hours to break contract. The Home Improvement Commission of Maryland requires that each contractor be licensed by the Commission and will provide information regarding said contractor at the request of any interested party. The Home Improvement Commission of Maryland can be reached at (410) 230-6309.