

FAA - William J Hughes Tech Center  
Atlantic City International airport  
**B300 – Director’s Suite Renovation**  
**Scope of Work**  
**WR: 91423**

Description

All staff in the Director’s Suite located in Building 300/ 4th floor/ col K36 will be temporarily relocated out of the space for the Building 300 HVAC Units 2 & 3 Replacement project. The work includes the provision of all labor/ delivery/ Install, materials, equipment, trash removal and all incidental related work to provide the removal of existing workstations and free standing furniture, installation of new furniture, and all electrical features associated to make the new furniture functional.

The Director’s Suite furniture scope will consist of a seating area at the main entry, an administrative desk (4S002/Admin 1), an administrative desk (4S010/Admin 2), an office for the Deputy Director (4S009), and an office for the Chief of Staff (4S013). The furniture and associated items cannot exceed 11 weeks in lead time. In the seating area, there will be a section for a side console table and two swivel lounge chairs with arm rests. The administrative area will receive two new secretarial administrative workstations with height adjustable desk capabilities to fit within a footprint of approximately 60sf, storage cabinets, comes in pieces in order to have the flexibility to be configured in noted areas of the administrative location, and work/task chairs on castors. The two executive offices will require new freestanding executive tables with height adjustable desk capabilities, back freestanding wall credenza with overhead storage. The back credenza to have frosted glass fronts at the overhead shelving unit with two full height cabinets on each ends of the overhead unit with one of the cabinets having a coat rod. An additional thin profile 20” credenza will be required for the Chief of Staff (4S013). Both offices space will require a 4 to 6 person meeting table, executive high back conference chairs, 4 work/task chairs on castors, and two side chairs on castors.

**Furniture to be removed:**

*(Refer to the document that contains the existing floorplan of the project scope.)*

- Removing and disposing existing secretarial workstations at (4S002/ 4S010).
  - Consisting of (2) secretarial workstations, file cabinets, mobile pedestals, and all associated items.
- Removing and disposing all of the existing furniture in office (4S009) for the Deputy Director’s new office space.
  - Consisting of one sofa, one side table, two side chairs, one 4 person conference table, two desks with one return desk, one executive desk chair, one 5 drawer lateral file cabinet, one coat rack, and all associated items.
  - Note: all black CXO task chairs to be stored as directed by the COR.
- Removing and disposing all of the existing furniture in the existing Conference room (4S013). This space will be the new office space for the Chief of Staff.
  - Consisting of one 8 person conference table, one TV stand, one freestanding back credenza unit, one 2 file lateral cabinet, one wall mounted roll down projecting screen, and all associate items.
  - The four existing flag poles will be relocated to the common area in the Director’s suite.
  - Note: all black CXO task chairs to be stored as directed by the COR.
- Removing and disposing lounge furniture in space (4S022)
  - Consisting of two arm chairs, one sofa, two side tables, one coffee table, one coat hook, one lamp, one divider panel, one magazine rack, and all associated items.
- No work is required for the existing carpet. Protect carpet as needed.

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**Furniture to be installed in designated areas:**

*(Refer to the document that contains the proposed floorplan and Building of Materials/ BOM list of the project scope.)*

- a. Private Offices: Office 4S009 and 4S013
  - o Freestanding Executive Desk – height adjustable
    - Basis of Design: Knoll: Workplace Collection: Reff Profiles
    - <https://www.knoll.com/story/design-plan/reff-profiles>
      - Executive Height Adjustable Base - Box File Storage right side, Flush Full Modesty, Wood Interior; 36"x72"
      - Classic Desk Top 36" Deep; 36"x72"
  - o Back wall unit: Office 4S009 and 4S013
    - Basis of Design: Knoll: Workplace Collection: Reff Profiles
    - <https://www.knoll.com/story/design-plan/reff-profile>
      - Free standing and not attached to the wall
      - Cabinet with Left Hinged Door and Coat Rod, 86Hx16Wx24D, Flush Base, for 28-3/8" planning; wood interior
      - Cabinet with Right Hinged door and coat Rod, 86Hx16Wx24D; Flush Base; Hinge doors and file drawers, 28-3/8" planning wood interiors
      - Overhead, 28-3/8" planning; Double high; Cabinet hung with glass doors, open; Cabinet Hung overhead cabinet glass hinge door / open / cubby concealed; 72Wx 15Dx 33H
      - Pedestal, 28-3/8"H x 36W x 23D hinge door configuration adjustable shelf; wood interior
      - Work surface Credenza top - Square Edge Profile; 24D x 72W; 1-1/2" with edge grommet
    - An additional back wall credenza for office 4S013/ Chief of Staff
      - Free standing and not attached to the wall
      - Pedestal, 28-3/8"H x 36W x 19D hinge door configuration adjustable shelf; wood interior
      - Work surface Credenza top - Square Edge Profile; 20D x 72W; 1-1/2" with edge grommet
  - o Conference table
    - Basis of Design: Knoll: Workplace Collection: Rockwell Unscripted
    - <https://www.knoll.com/product/rockwell-unscripted-sawhorse-table?section=design>
      - Sawhorse Table; 72x36; Tapered Top, Wood Legs; 1 grommet hole; laminate to match the Office furniture finishes
- b. Administrative/ Open Plan: 4S002 and 4S010
  - o Basis of Design: Knoll: Workplace Collection: Reff Profiles
  - o <https://www.knoll.com/story/design-plan/reff-profiles>

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- Desk: Ref Profiles Collection
  - Height Adjustable desk; laminate
  - Modesty panels; laminate
- c. Seating area
  - Console table
    - Basis of Design: Knoll: Workplace Collection: Rockwell Unscripted
    - <https://www.knoll.com/product/rockwell-unscripted-credenza-and-console?section=design>
      - Credenza with Wire Base, Hinged Doors, 48Wx15D
      - Laminate to match the administrative furniture finishes
  - Lounge chairs
    - Basis of Design: JSI Group
    - Single person lounge chair with arms
    - Swivel base with auto return
    - Base finish: aluminum polished