



**415 EAST INDEPENDENCE  
TULSA OKLAHOMA 74106**

**REQUEST FOR PROPOSALS  
FOR  
LOBBY REMODEL AT CENTRAL OFFICE**

**DEADLINE:  
PROPOSALS ARE DUE ON OR BEFORE  
2:00 P.M., JANUARY 9, 2018  
IN THE CONTRACTING OFFICE  
415 E. INDEPENDENCE  
TULSA, OK 74106**

# ***HOUSING AUTHORITY OF THE CITY OF TULSA***

## **REQUEST FOR PROPOSALS FOR LOBBY REMODEL AT CENTRAL OFFICE**

### **INTENT**

The objective of this Request for Proposals is to solicit the services of a qualified Service Provider to demo and remodel the front lobby, located at the THA Central Office per the attached Construction Documents (*Attachment "B"*).

### **BACKGROUND**

The Housing Authority of the City of Tulsa currently has an outdated and inefficient front lobby at the Central Office and we desire to update / upgrade the flooring, walls, seating and fixtures to create a neutral but modern welcoming environment for our customers.

### **TERMS**

The Contract will be for a period of ninety (90) days to allow sufficient time for demolition and installation of updated flooring, wall features and treatments, paint, and other fixtures per the construction documents.

### **GENERAL REQUIREMENTS**

The Service Provider will meet all State and local government insurance, licensing, certification, and other requirements. Service Provider shall provide a one (1) year labor / material warranty on all installations and a one (1) year free replacement warranty on all materials purchased by the contractor.

### **PROPOSAL CONTENT**

Two (2) copies of each proposal shall be submitted for review. Interested parties should address by a written scope of the proposed lobby remodel plan to include milestones, materials and cost of installation. Cost of installation should be a complete project and the Service Provider's failure to include all aspects of such shall fall to the responsibility of the Service Provider without additional cost to the Authority.

### **SCOPE OF SERVICES**

The lobby remodel shall, at a minimum, include the following:

#### **DEMOLITION:**

- Removal of existing flooring in lobby and behind front desk.
- Removal of partial corner walls.
- Removal of old laminate on front desk.
- Removal of old water fountain.
- Removal of glass case on south wall.
- Removal of all unwanted fixtures.
- Removal of glass door / frame entering hallway by water fountain.

#### **INSTALLATION:**

- Install LVT flooring in lobby and behind front desk as specified in Construction Documents.
- Install textured wall panels.
- Install wood frame and specified resin panels to include LED lights.
- Install frame and resin panels on lower area of front desk to include LED lights.
- Install new ADA compliant water fountain.
- Patch and repair any damaged sheetrock.
- Replace laminate on front desk.
- Install glass partition near entryway.
- Install rubber baseboards.
- Paint all required surfaces.
- Install LCD screen to include wiring for power and internet service.
- Install frame and LED lights in recessed area of ceiling.
- Install bulletin boards.
- Installation of new glass door entering hallway by water fountains – to operate by keyed entry.

## PRICING

The Housing Authority of the City of Tulsa cannot convey their tax exempt status to the Service Provider and therefore, Service Providers shall include the applicable City, County, State and Federal taxes in their proposal.

## LOBBY

Pricing should include all labor and material and should include all designated areas and construction identified on the provided construction documents (*Attachment "B"*).

## REFERENCES

The Service Provider shall provide the Housing Authority of the City of Tulsa with a listing of at least three (3) business references who can verify previously completed projects of a like nature.

## EVALUATION OF PROPOSALS

The Housing Authority of the City of Tulsa will evaluate each proposal using set criteria. Although cost is important, it is not the sole determining factor. Evaluation factors that will be considered in selection of the successful service provider are as follows: (*Total Possible Points = 100*)

1. **Design Proposal (35 points)** – Interested parties should address, by a written scope, a proposed lobby remodel.
2. **Pricing (45 points)** – Provide pricing for demolition / installation of a complete job for desired drip irrigation system and previously planned landscape design.
4. **References (20 points)** -- Evidence of current business references which indicate the ability of the Service Provider to meet the requirements as requested by the Housing Authority of the City of Tulsa.

The Housing Authority of the City of Tulsa will evaluate all proposals received against the evaluation factors set forth above and select the most qualified providers and rank them in numerical order, based on the aggregate of the evaluation factors. Once the proposals are ranked, the Housing Authority of the City of Tulsa may invite the highest ranked providers for a personal interview. The Housing Authority of the City of Tulsa may then arrange for additional meetings to allow for evaluation and modification of the proposal, if necessary. Qualified Service Providers will be given the opportunity to clarify any portion of their proposal and to submit their best and final offer to the Housing Authority of the City of Tulsa. Once a thorough review and cost analysis is conducted, the highest-ranking provider shall be selected. **Contract award is subject to THA Board of Commissioners approval. THA reserves the right to reject any or all proposals.**

## INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

**All proposals are due by 2:00 p.m., January 9, 2018,** in the Construction Services Department of the Housing Authority of the City of Tulsa, 415 East Independence, Tulsa, Oklahoma 74106. **Proposal must be clearly marked "PROPOSAL FOR LOBBY REMODEL AT THE CENTRAL OFFICE"** Proposals received after the deadline will be returned to the respective companies unopened. Inquiries should be directed to Ms. Beth Cole, Construction Inspector, 918/581-5729.

## ATTACHMENTS

Attachment "A": Sample Contract  
Attachment "B": Construction Documents

ATTACHMENT "A"

***HOUSING AUTHORITY OF THE CITY OF TULSA***

**CONTRACT FOR**

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**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, in the year Two Thousand Eighteen, by and between \_\_\_\_\_, a Corporation organized and existing under the laws of the State of \_\_\_\_\_, hereinafter referred to as "**SERVICE PROVIDER**", and the **HOUSING AUTHORITY OF THE CITY OF TULSA**, hereinafter referred to as "THA".

**WITNESS THIS DAY**, the SERVICE PROVIDER and THA for the consideration stated herein mutually agrees as follows:

- ARTICLE 1: TERM OF CONTRACT.** This Contract will be for an initial period of two (2) consecutive one (1) year terms commencing pursuant to the dates stated in the Notice to Proceed.
- ARTICLE 2: GENERAL CONDITIONS.** The SERVICE PROVIDER will meet all State and Local government insurance, licensing, training and other requirements pursuant to the specifications as set out in Article 6 herein and pursuant to all Federal, State, and Local rules as well as PIH Notice 20-01HA, relating to ADA 504 Compliance.
- ARTICLE 3: INDEMNIFICATION:** The CONTRACTOR agrees to assume all risk of loss and to indemnify, defend and hold THA, its directors, officers, employees and agents harmless from and against any and all liability that THA, its directors, officers, employees and agents, may sustain as a result of all claims, damages, liabilities, demands, suits, losses, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property (including property of the THA) arising out of or in connection with CONTRACTOR's services under this Agreement, with the exception of those liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments that arise out of THA's negligent or intentional acts or omissions in which case, CONTRACTOR would not be responsible for the portion attributable to THA's negligent or intentional acts or omissions. THA, its directors, officers, employees and agents, shall also be entitled to recover attorneys' fees incurred in establishing its right to indemnification. In the event that any demand or claim is made or suit is commenced against THA arising from or in connection with this Agreement, THA shall give prompt written notice thereof to CONTRACTOR and CONTRACTOR shall have the right to compromise or defend the same to the extent of its own interest. CONTRACTOR also agrees to indemnify and hold THA harmless should any goods or services provided by CONTRACTOR under this Agreement, infringe upon the patent, copyright or trade secret of another.
- The CONTRACTOR must furnish a certificate of Workers' Compensation in accordance with the State of Oklahoma Worker's Compensation Laws, Automobile Liability Insurance, General Liability Insurance and to furnish both State and Federal Tax Identification numbers. THA requires that the CONTRACTOR have a minimum of \$1,000,000.00 each occurrence, of General Liability and Automobile Insurance, and further that THA be named as additional insured on all insurance policies. All services rendered there under must be performed in a professional workmanship manner.
  - Upon THA furnishing CONTRACTOR a notice of claim against THA for damages as a result of alleged actions by CONTRACTOR personnel, CONTRACTOR is to immediately notify its insurance carrier and request their carrier's investigation and process of the subject claim on behalf of THA.
- ARTICLE 4: SCOPE OF SERVICES.** The services to be rendered by SERVICE PROVIDER under this contract shall consist of **IRRIGATION DESIGN & INSTALLATION AND LANDSCAPE INSTALLATION** pursuant to the Contract Documents as set forth in Article 6 herein.
- ARTICLE 5: COMPENSATION.** The total contract amount shall be for \_\_\_\_\_ Dollars and no/100 (\$ \_\_\_\_\_) during any single contract term or any renewal term.

Prior to payment THA shall have the right to verify any aspect of the SERVICE PROVIDER's work and performance. Work and performance shall be acceptable to THA prior to payment.

**ARTICLE 6: CONTRACT DOCUMENTS.** Shall consist of the following:

1. Request for Proposals issued \_\_\_\_\_, 2017, containing seven (7) pages.
2. Addendum #1 dated \_\_\_\_\_, containing \_\_\_\_ (\_\_\_\_) page.
3. Proposal received from SERVICE PROVIDER, dated \_\_\_\_\_, containing \_\_\_\_ (\_\_\_\_) pages.

**ARTICLE 7: PERFORMANCE OF SERVICES.** The services provided under this contract are solely for the benefit of THA and neither this contract nor any services rendered hereunder confer any rights on any other party as a third party beneficiary or otherwise.

**ARTICLE 8: CONTRACT TERMINATION GENERALLY.** THA shall thereupon have the right to terminate this contract, in whole or in part, at its sole discretion. THA will articulate to the SERVICE PROVIDER at the time of termination the reason for the termination of this contract is "For Cause, For Convenience, For Lack of Funding, Assignability or another type of breach by the SERVICE PROVIDER."

**ARTICLE 9: CONTRACT TERMINATION FOR CAUSE.** Notwithstanding the above, if, through any cause, the SERVICE PROVIDER shall fail to fulfill in a timely and proper fashion its obligation under this Contract, or if the SERVICE PROVIDER shall violate any of the covenants, agreements, or stipulations of this Contract, THA shall thereupon have the right to terminate this Contract by giving written notice to the SERVICE PROVIDER of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination. In that event, the SERVICE PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed to that date.

**ARTICLE 10: CONTRACT TERMINATION FOR CONVENIENCE.** Notwithstanding the above, THA may terminate this Contract in whole or in part when both parties agree the continuation of the project would not produce beneficial result commensurate with the further expenditure of funds. The two parties shall mutually agree upon the termination conditions, including the effective date, and in the case of partial termination, for a portion terminated. The SERVICE PROVIDER shall not incur new obligations for the terminated portions after the effective date, and shall cancel as many outstanding obligations as possible.

**ARTICLE 11: CONTRACT TERMINATION FOR LACK OF FUNDING.** Notwithstanding the above, all terms of this Contract are contingent upon allocated funding to THA for this particular project. In the event, such allocated funding for this particular project is eliminated or withdrawn from THA by THA's funding source, THA shall thereupon have the right to terminate this Contract by giving written notice to the SERVICE PROVIDER of such termination and specifying the effective date thereof, at least thirty (30) days prior to the effective date of such termination. In that event, the SERVICE PROVIDER shall be entitled to receive just and equitable compensation for any satisfactory work completed to that date.

**ARTICLE 12: ASSIGNABILITY.** The SERVICE PROVIDER shall not assign any interest in this Contract, and shall not transfer any interest in the same, without the prior written consent of THA thereto; provided, however, that claims for money due or to become due to the SERVICE PROVIDER from THA under this Contract may be assigned to a bank, trust company, or other financial institution without such approval.

**ARTICLE 13: ASSURANCES.** The SERVICE PROVIDER hereby assures and certifies that it will comply with all regulations, policies, guidelines, and requirements promulgated by THA, by agencies providing funding to THA, or by all other parties with any direct or indirect interest in the work to be performed under the scope of this Contract. The SERVICE PROVIDER will give THA or any authorized representatives of THA access to and the right to examine all records, books, papers, or documents which are related to this Contract.

**ARTICLE 14: ENFORCEABILITY.** The failure of THA and/or the SERVICE PROVIDER to enforce its rights under this Contract at any time for any period shall not be construed as a waiver of rights. If any part, term or provision of this Contract is held to be illegal or unenforceable neither the validity, nor enforceability of the remainder of this Contract shall be affected. This Contract may not be amended for any other reason without the prior written agreement of THA and the SERVICE PROVIDER. This Contract constitutes the entire understanding between THA and the SERVICE PROVIDER relating to the subject matter hereof unless any representation or warranty made about this Contract was made fraudulently and, save as may be expressly referred to or

referenced herein, supersedes all prior representations, writings, negotiations or understandings with respect hereto.

**ARTICLE 15: JURISDICTION IF CONTRACT IS BREACHED.** This Contract shall be governed by the laws of the state of Oklahoma, and THA and the SERVICE PROVIDER agree to submit disputes arising out of or in connection with this Contract to the non-exclusive of the courts in the state of Oklahoma.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed in three (3) original counterparts as of the day and year first above written.

**VENDOR NAME**

\_\_\_\_\_  
ATTEST:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

(Address)  
(City/State/Zip)  
(Phone)

**HOUSING AUTHORITY OF THE CITY OF TULSA**

\_\_\_\_\_  
ATTEST:

BY: \_\_\_\_\_

TITLE: President / Chief Executive Officer

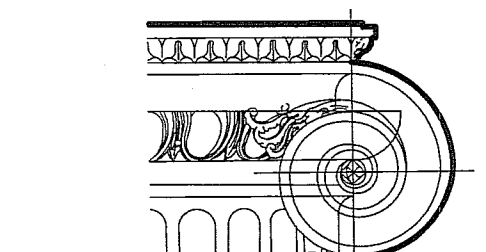
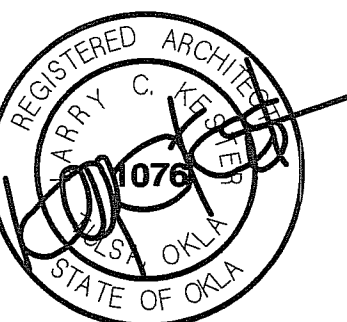
415 East Independence  
Tulsa, OK 74106  
918/582-0021

# Attachment "B"

## THA Central Office Lobby Renovation

Housing Authority of the City of Tulsa

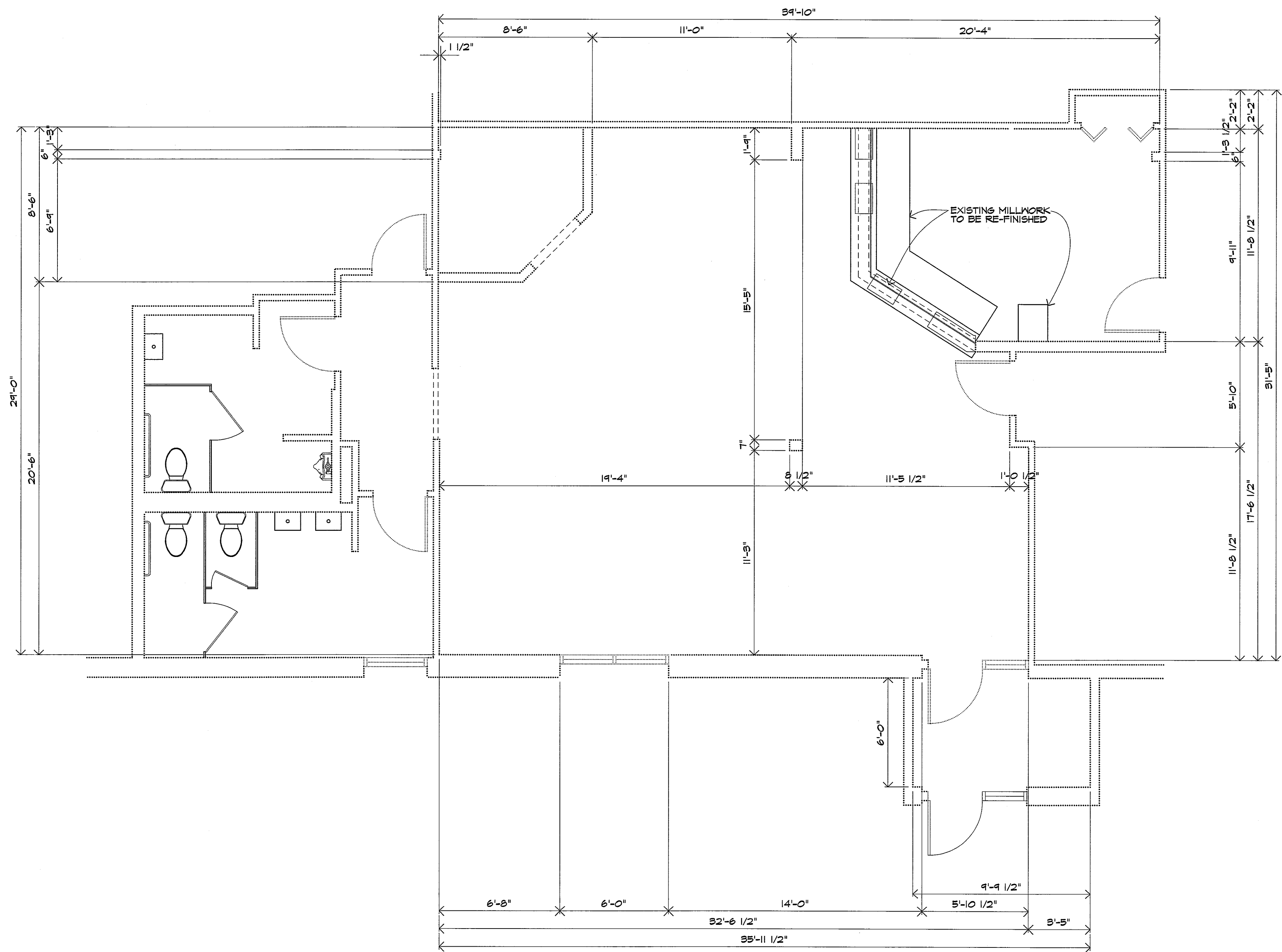
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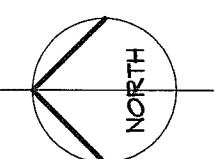
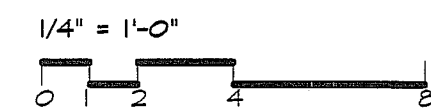
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918/492-2987





**A LOBBY EXISTING FLOOR PLAN**



REVISIONS

**THA Central Office  
Lobby Renovation**

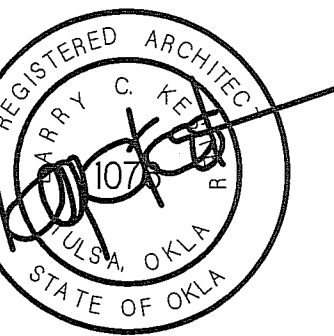
**Tulsa, OK  
Housing Authority of the City of Tulsa**

PROJECT:

LOCATION:

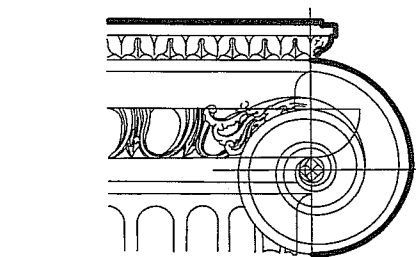
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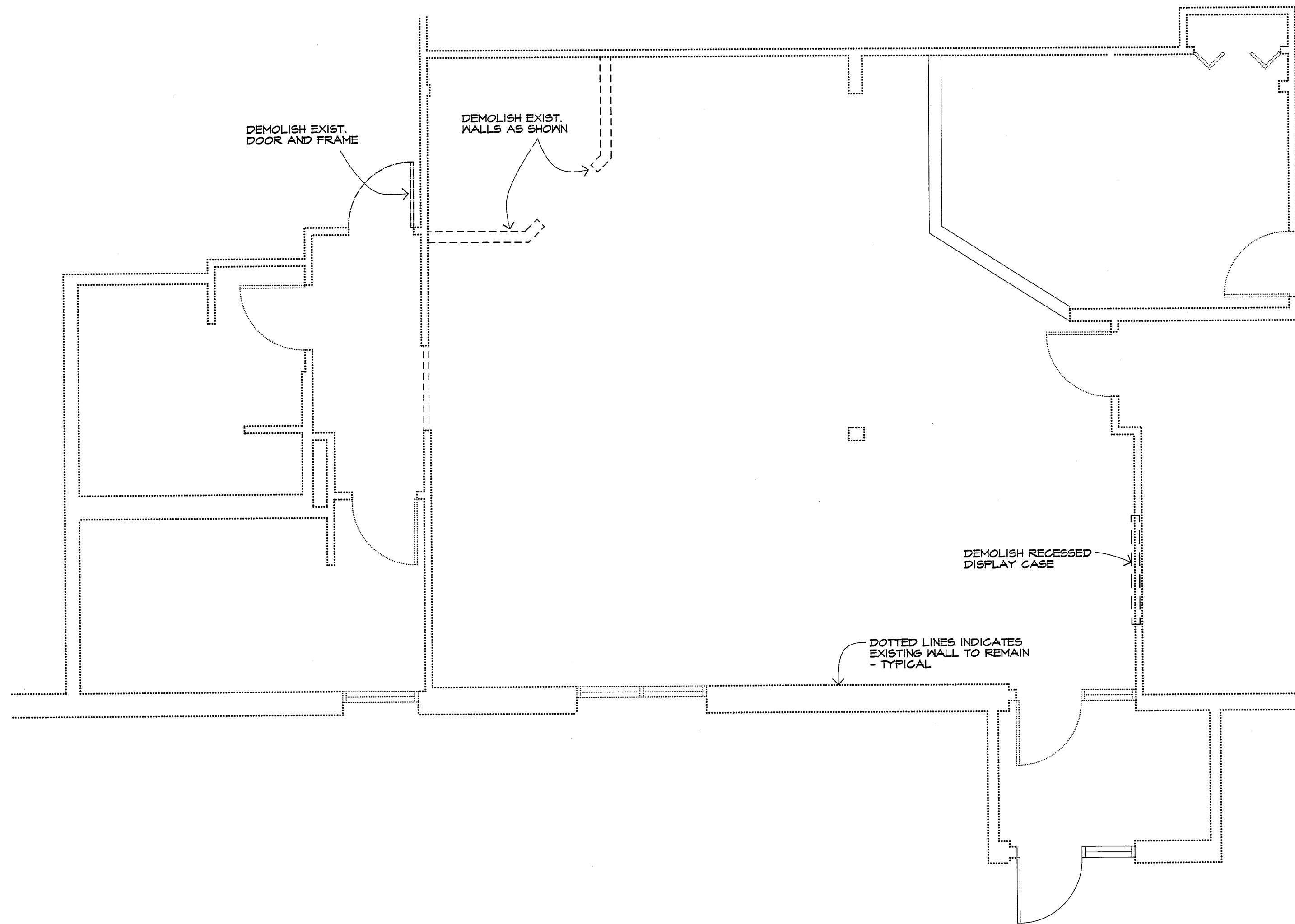
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DATE:

SHEET TITLE:  
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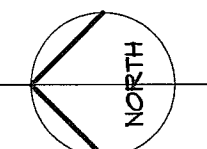
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**A LOBBY DEMOLITION PLAN**  
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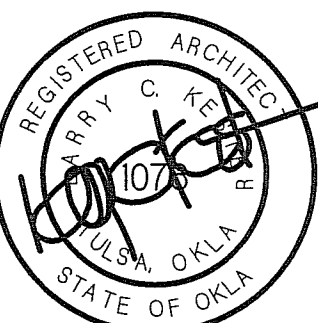


REVISIONS

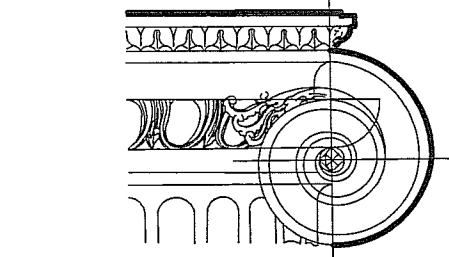
**THA Central Office  
 Lobby Renovation**  
 Tulsa, OK  
 Housing Authority of the City of Tulsa

PROJECT:  
 LOCATION:  
 CLIENT:

SEAL:



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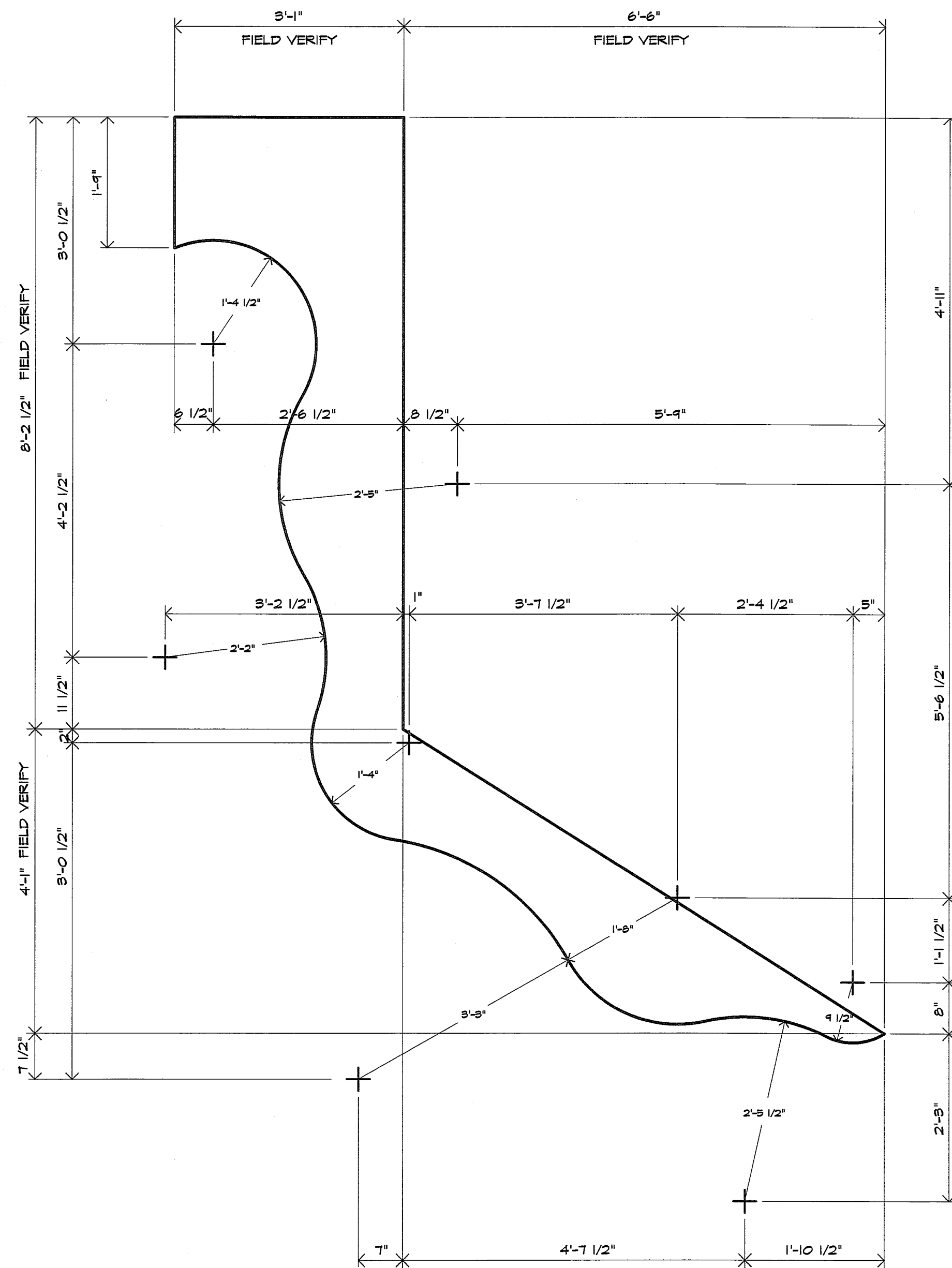
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 TULSA, OKLAHOMA 74135  
 918/492-2987

PROJECT NUMBER:  
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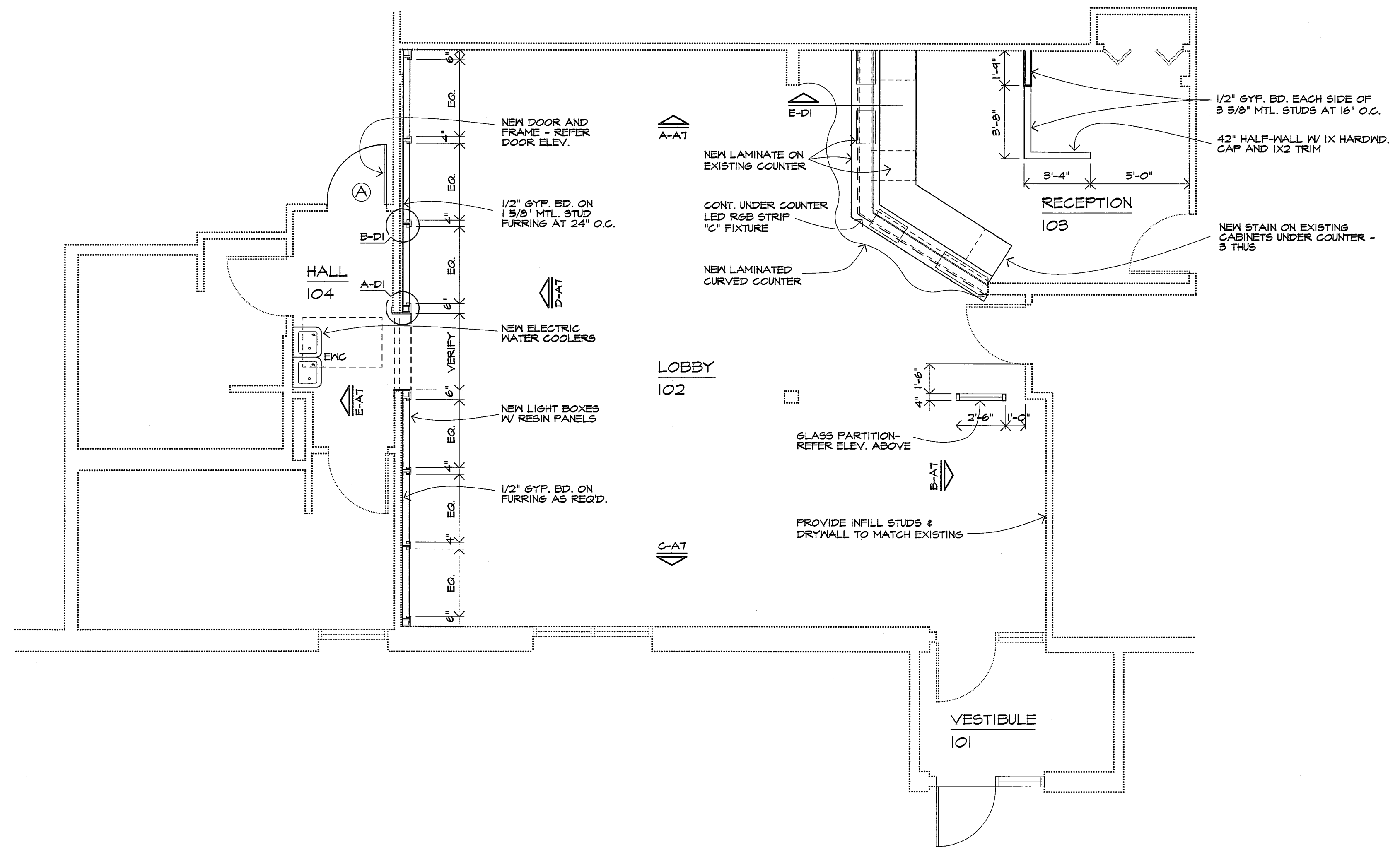
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SHEET NUMBER

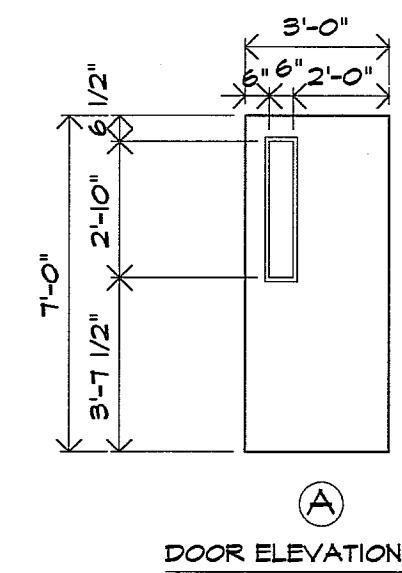
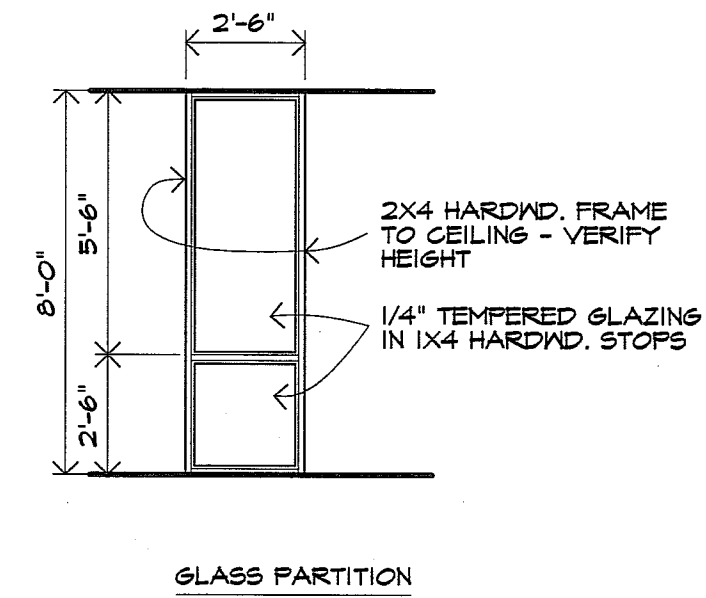
**A2**



**B** RECEPTION DESK COUNTER  
3/4" = 1'-0"



**A** LOBBY FLOOR PLAN  
1/4" = 1'-0"  
0 2 4



NEW 3/0X7/0 HOLLOW METAL DOOR  
IN NEW HOLLOW METAL FRAME

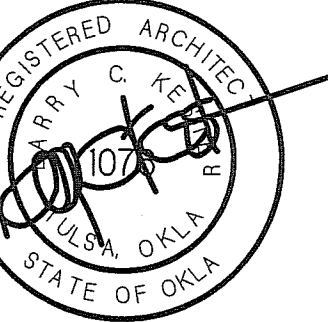
REVISIONS

**THA Central Office  
Lobby Renovation**

PROJECT:

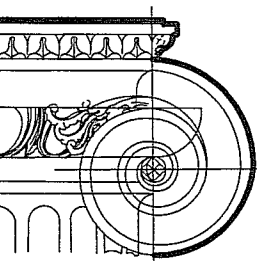
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CLIENT:

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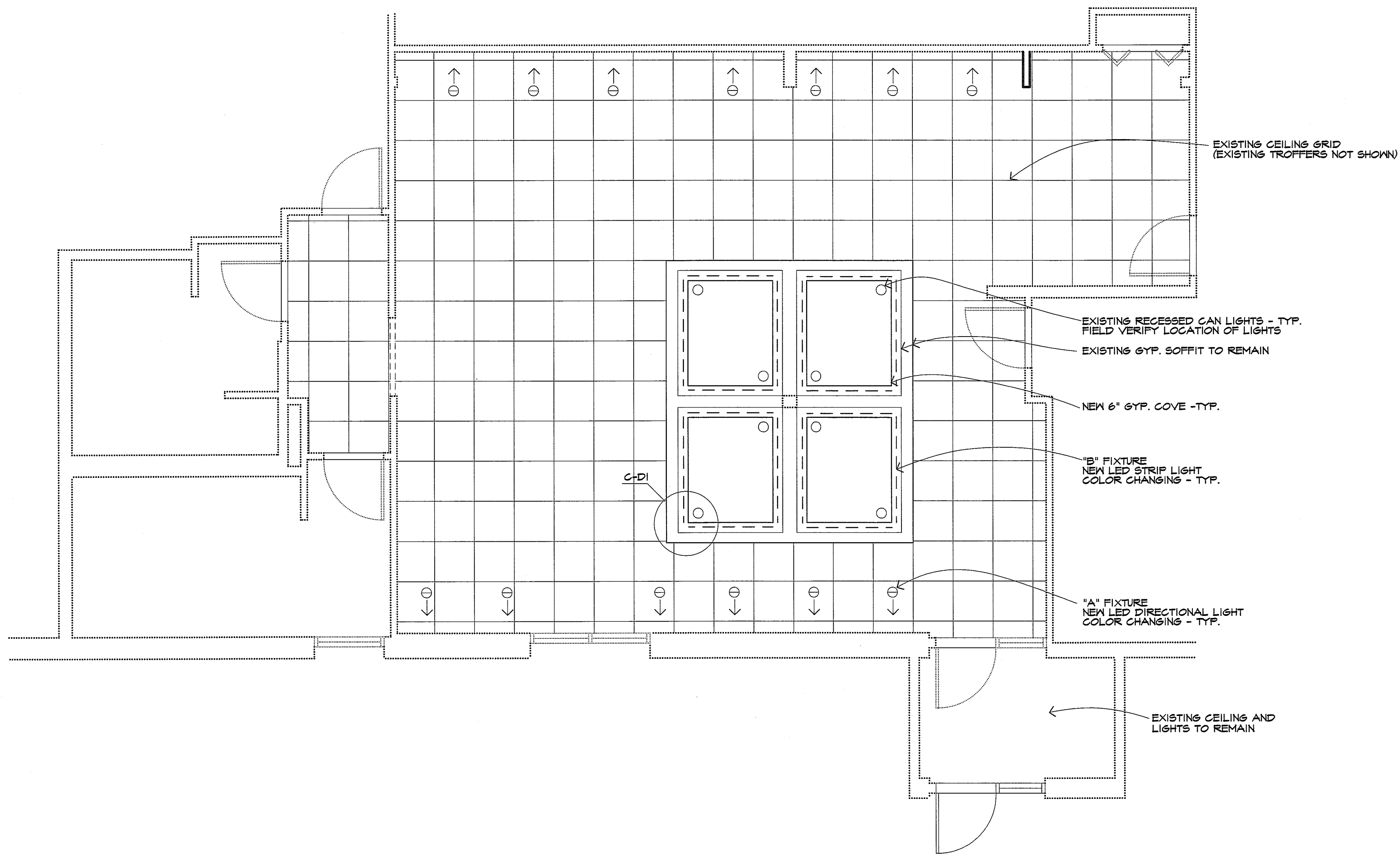
4200 EAST SKELLY DRIVE SUITE 750  
TULSA, OKLAHOMA 74135  
918/492-2987

PROJECT NUMBER:  
DATE:

SHEET TITLE:  
**NEW FLOOR PLAN**

SHEET NUMBER:

**A3**



**A LOBBY REFLECTED CEILING PLAN**

1/4" = 1'-0"

0 1 2 4 8

NORTH

REVISIONS

**THA Central Office  
Lobby Renovation**

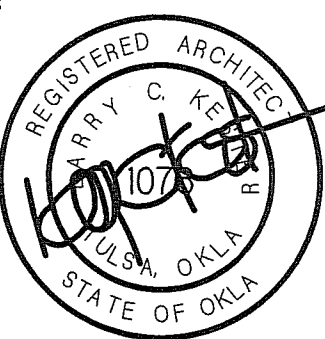
**Tulsa, OK  
Housing Authority of the City of Tulsa**

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TULSA, OKLAHOMA 74135  
918/482-2987

PROJECT NUMBER:  
DATE:

SHEET TITLE:  
**REFLECTED CEILING PLAN**

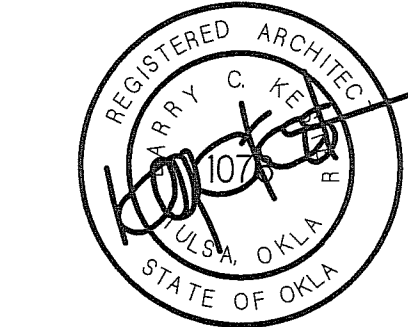
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**A4**

THA Central Office  
Lobby Renovation

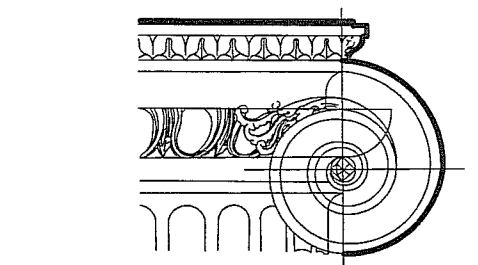
PROJECT:

SEAL:



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Collective

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TULSA, OKLAHOMA 74135  
918/492-2987

PROJECT NUMBER:  
DATE:

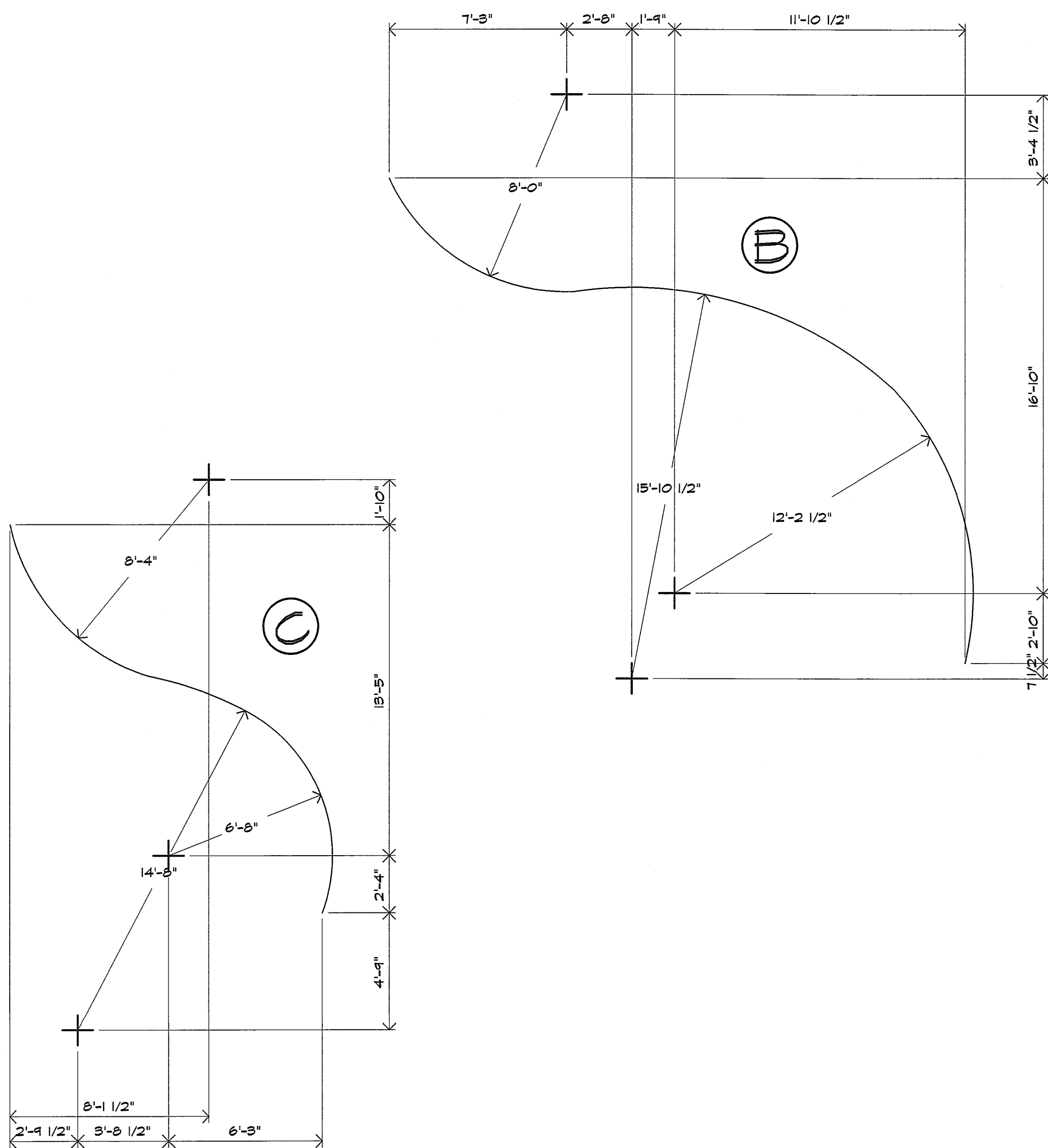
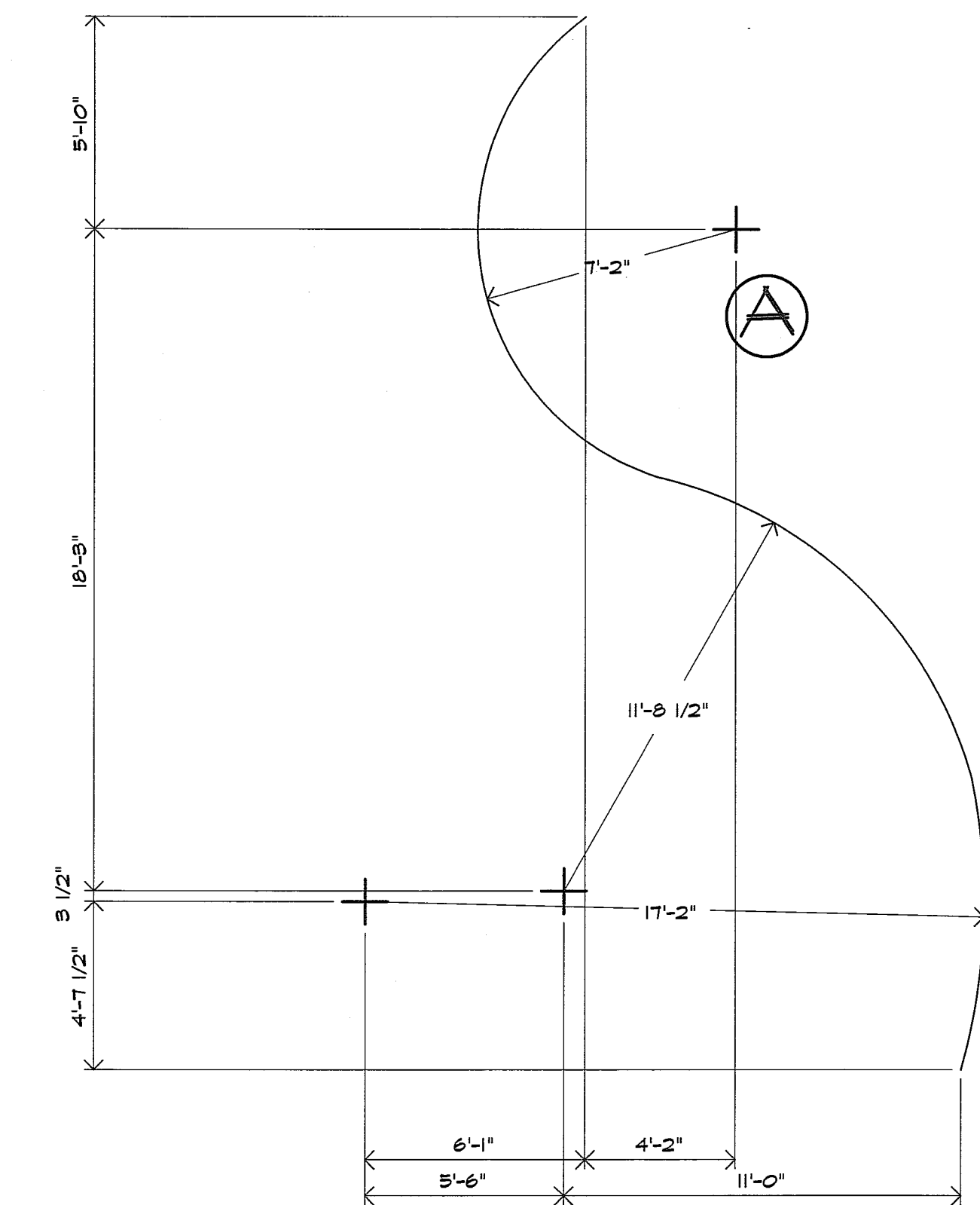
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FLOOR PATTERN PLAN

SHEET NUMBER:

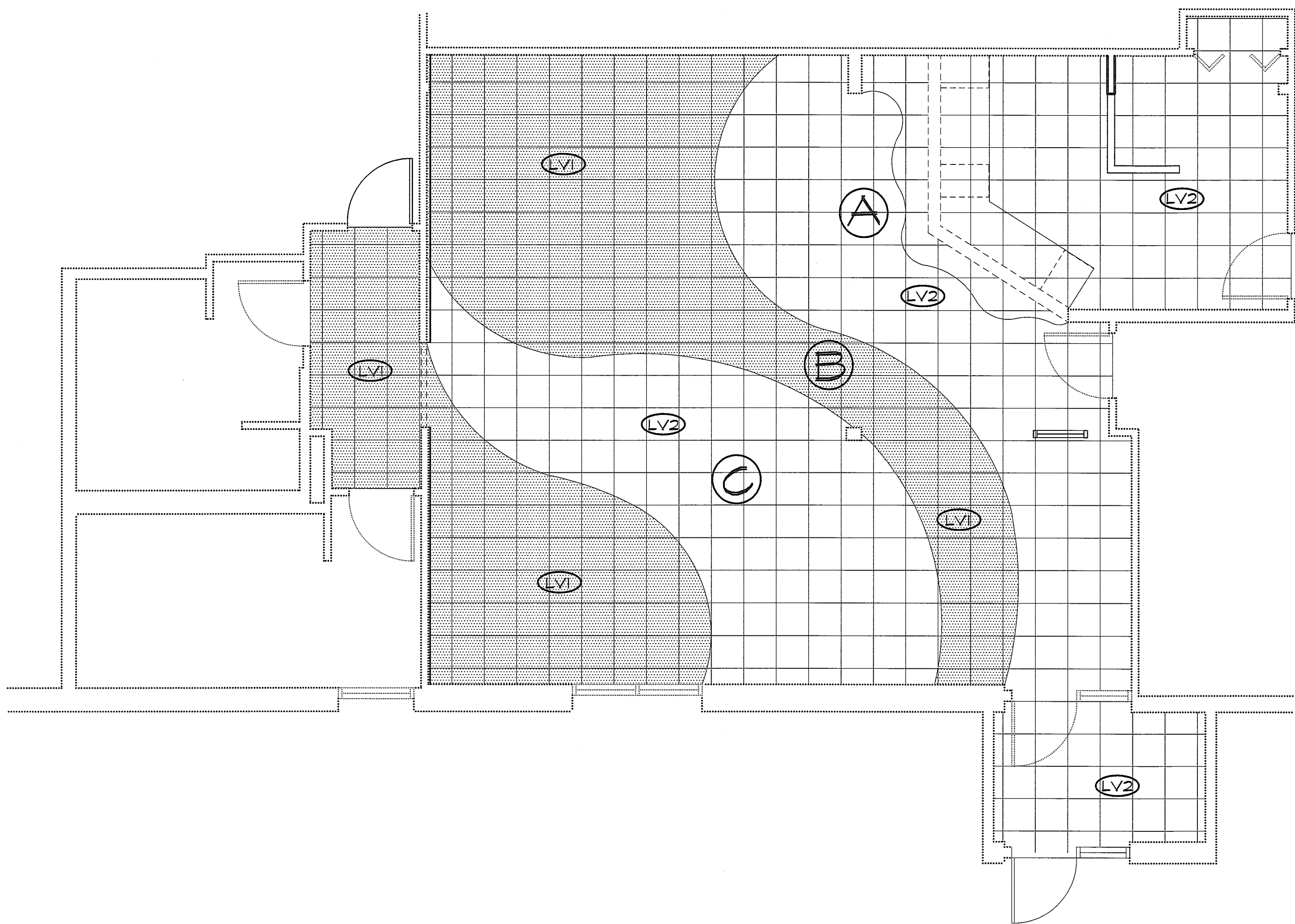
A5

TAG	TYPE	MANUFACTURER	STYLE	COLOR
LV1	LUXURY VINYL TILE	MANNINGTON / AMTICO	CHROMA / 18"X18"	BLUE
LV2	LUXURY VINYL TILE	MANNINGTON / AMTICO	UMBRA / 18"X18"	DUSK

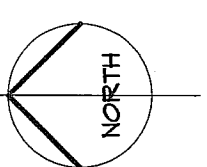
SALES REPRESENTATIVE CONTACT:  
JESS ARMSTRONG / 918-230-7756 / JESS\_ARMSTRONG@MANNINGTON.COM



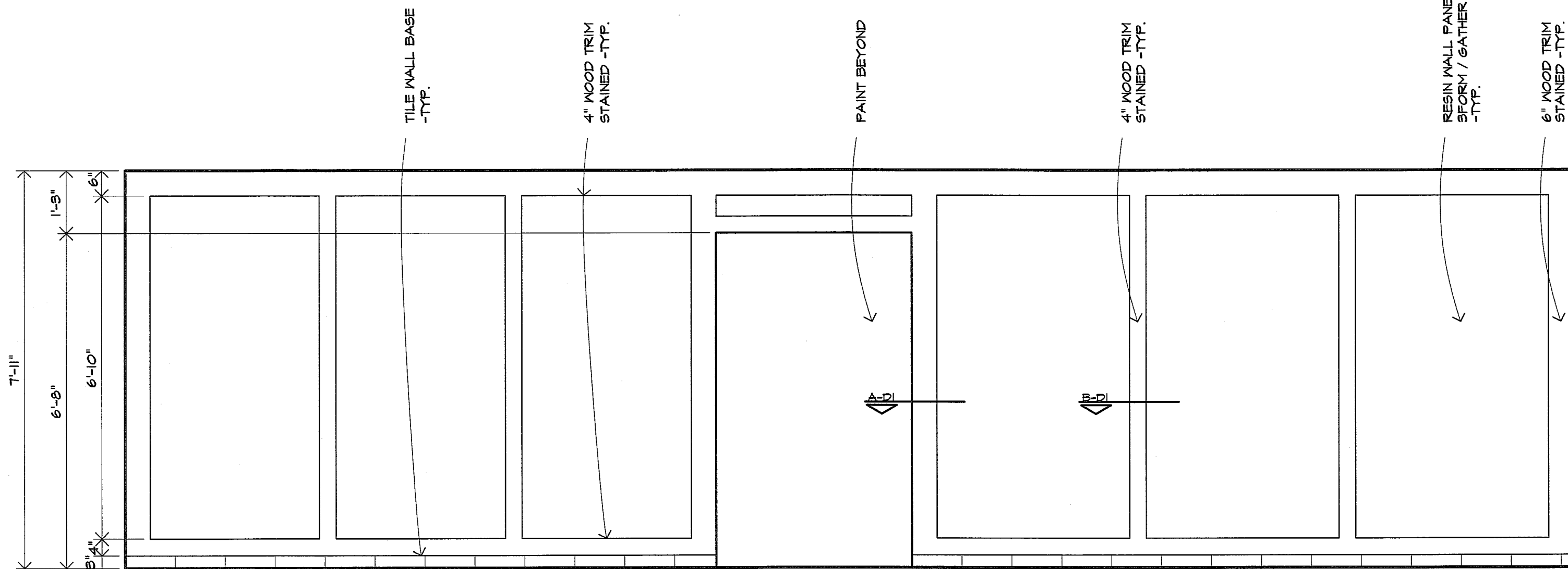
B FLOORING CURVES DIMENSIONS  
1/4" = 1'-0"



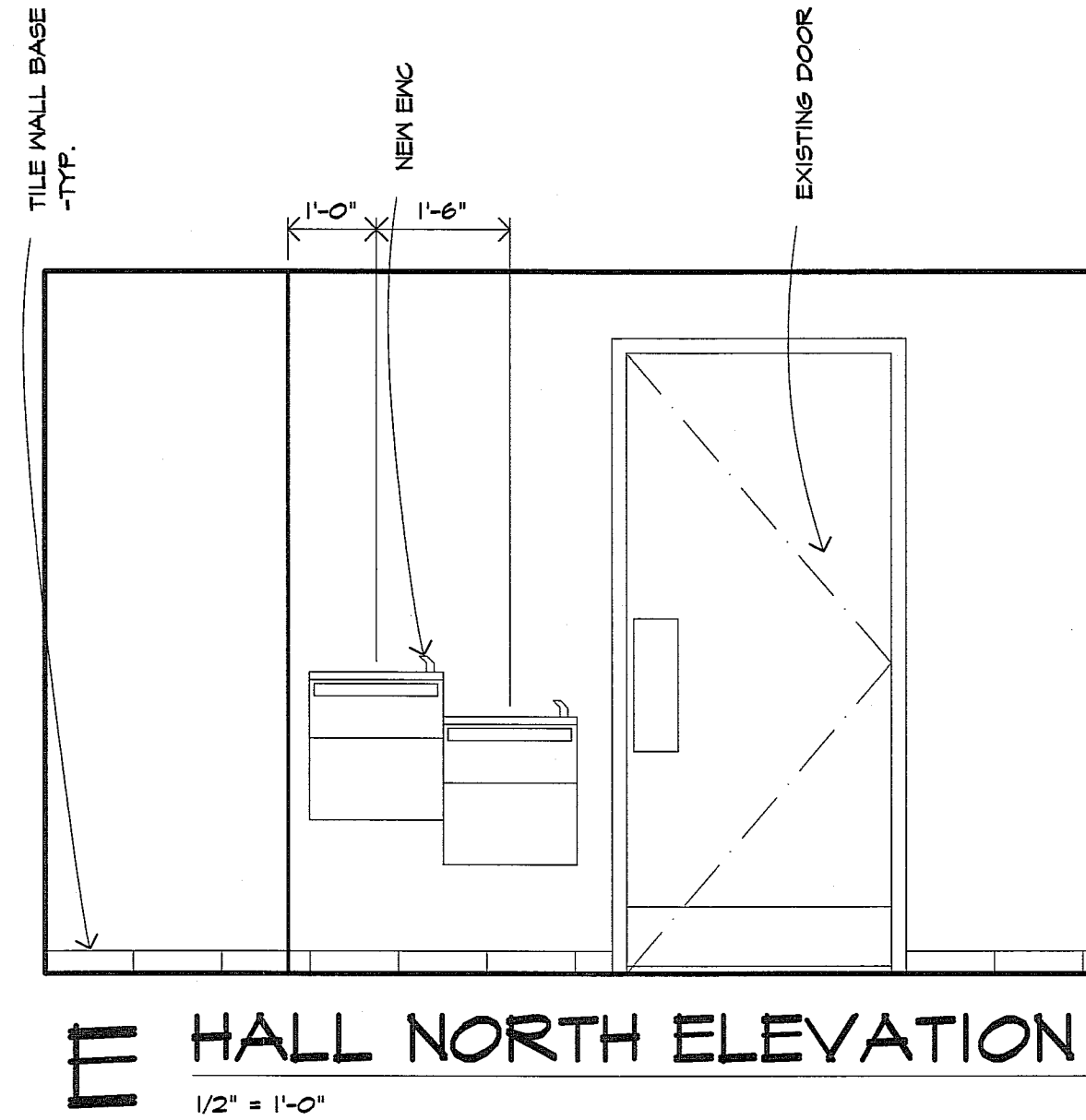
A LOBBY FLOOR PATTERN PLAN



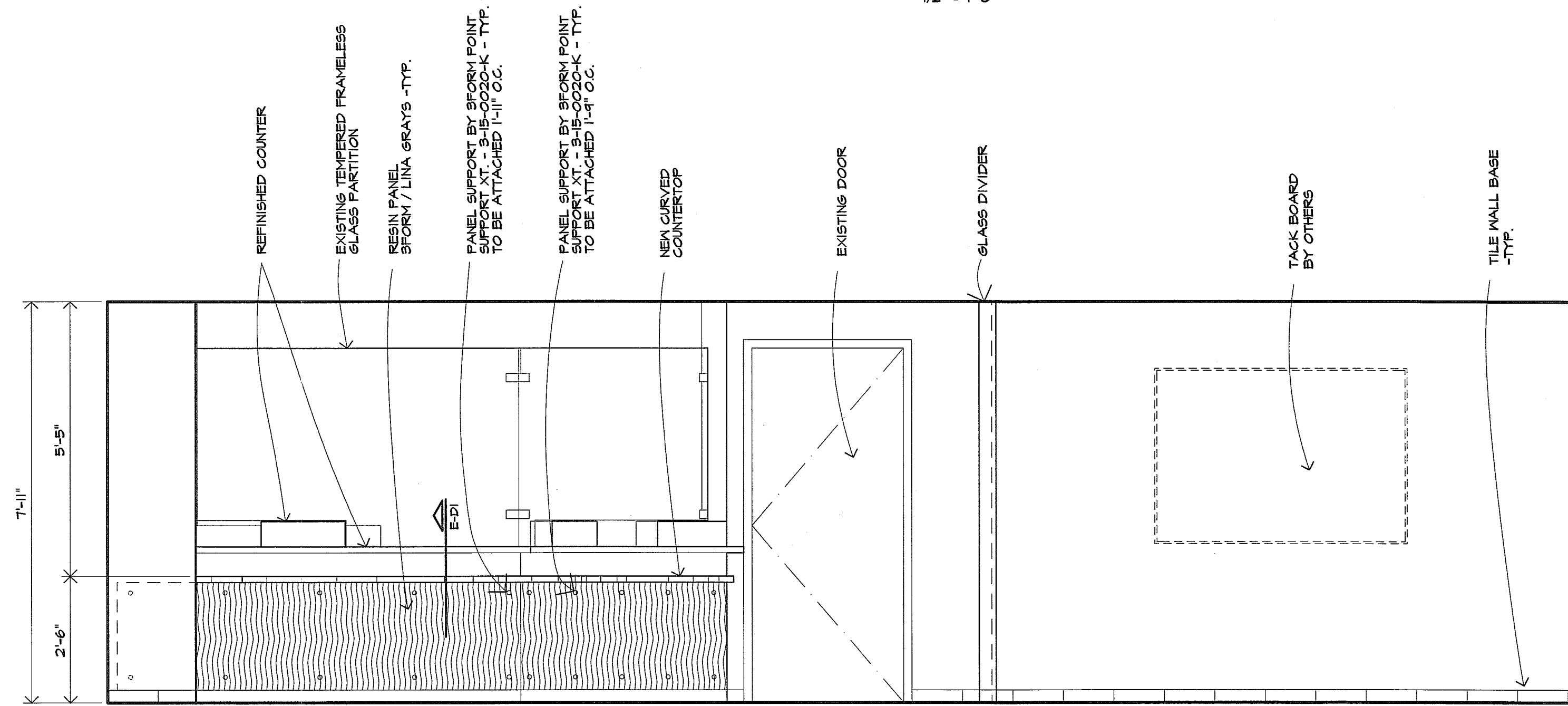




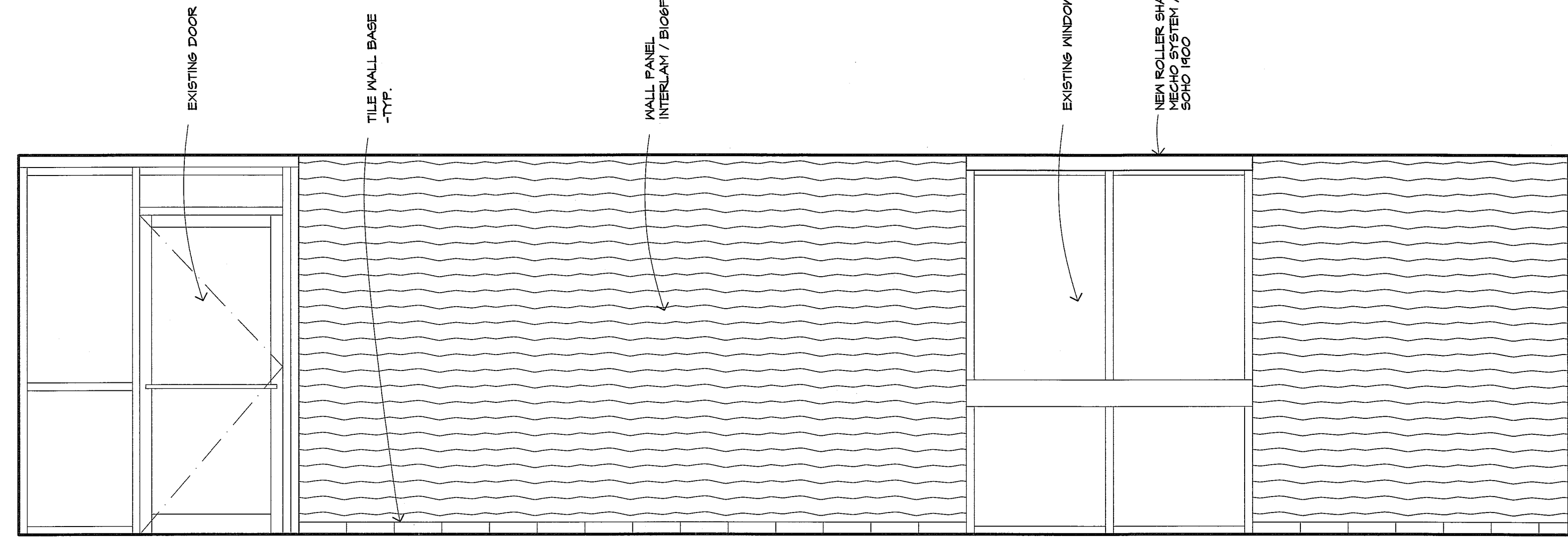
**D LOBBY NORTH ELEVATION**  
1/2" = 1'-0"



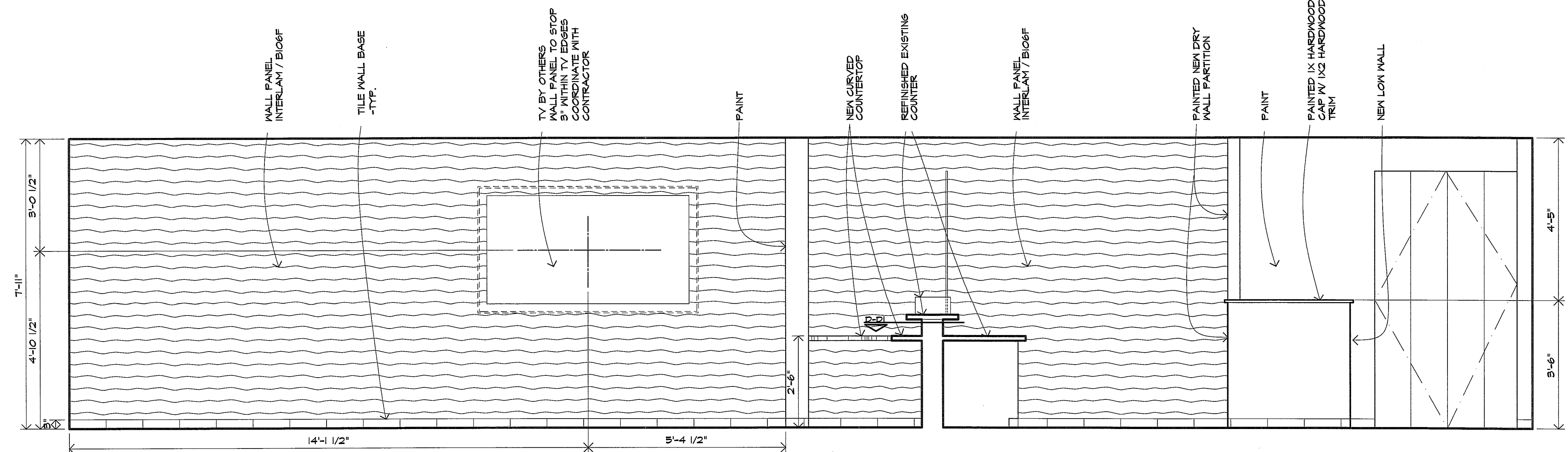
**H HALL NORTH ELEVATION**  
1/2" = 1'-0"



**B LOBBY SOUTH ELEVATION**  
1/2" = 1'-0"



**C LOBBY WEST ELEVATION**  
1/2" = 1'-0"



**A LOBBY EAST ELEVATION**  
1/2" = 1'-0"

REVISIONS

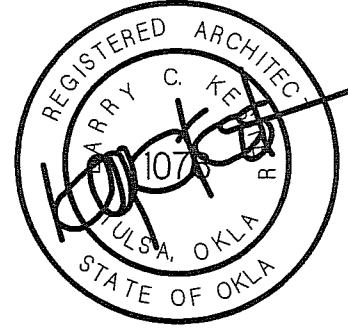
**THA Central Office  
Lobby Renovation**

PROJECT:

LOCATION:  
Tulsa, OK

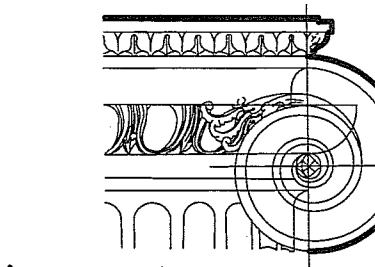
CLIENT:  
Housing Authority of the City of Tulsa

SEAL:



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**Architects  
Collective**

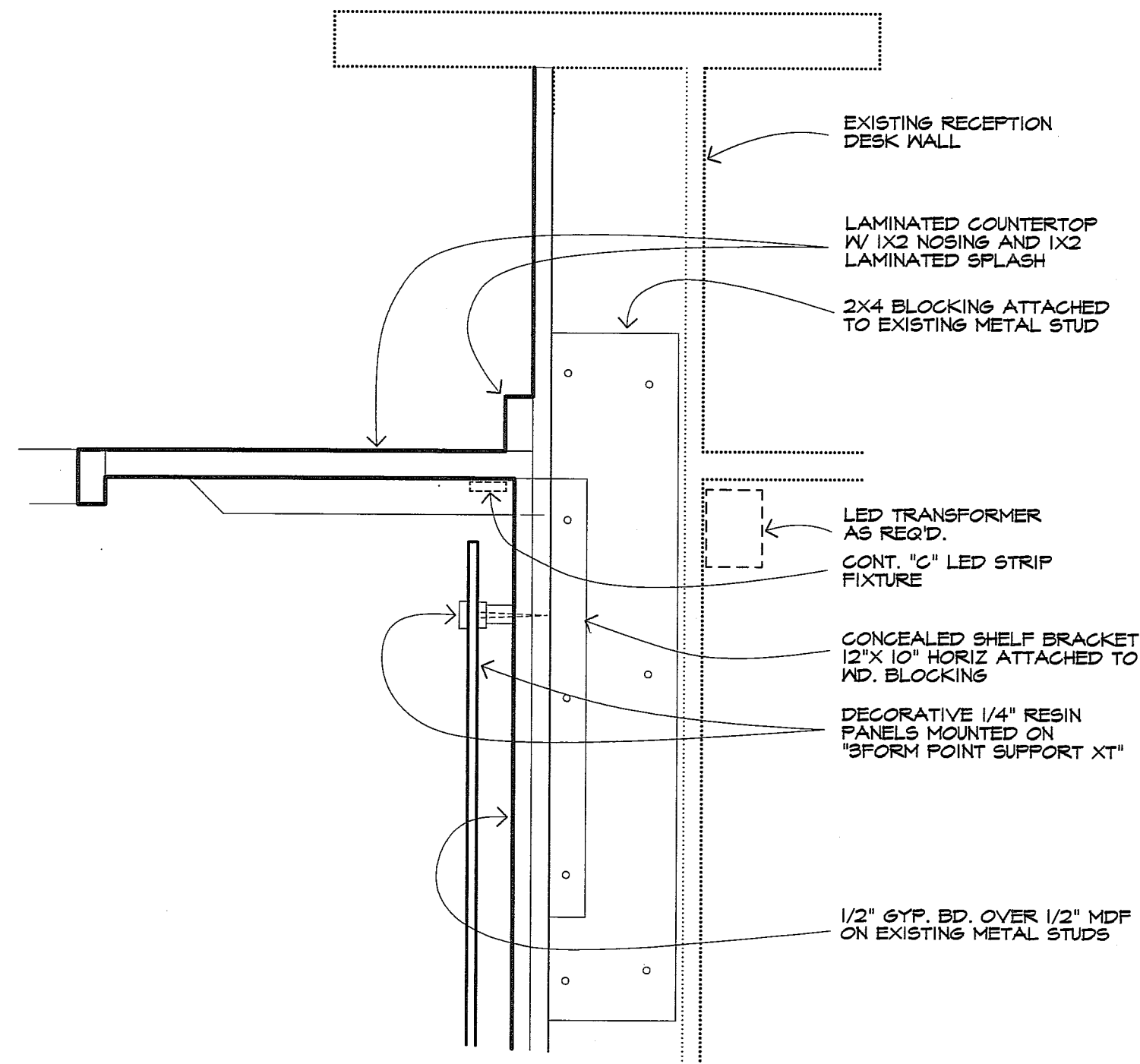
4200 EAST SKELLY DRIVE SUITE 750  
TULSA, OKLAHOMA 74135  
918/492-2987

PROJECT NUMBER:  
DATE:

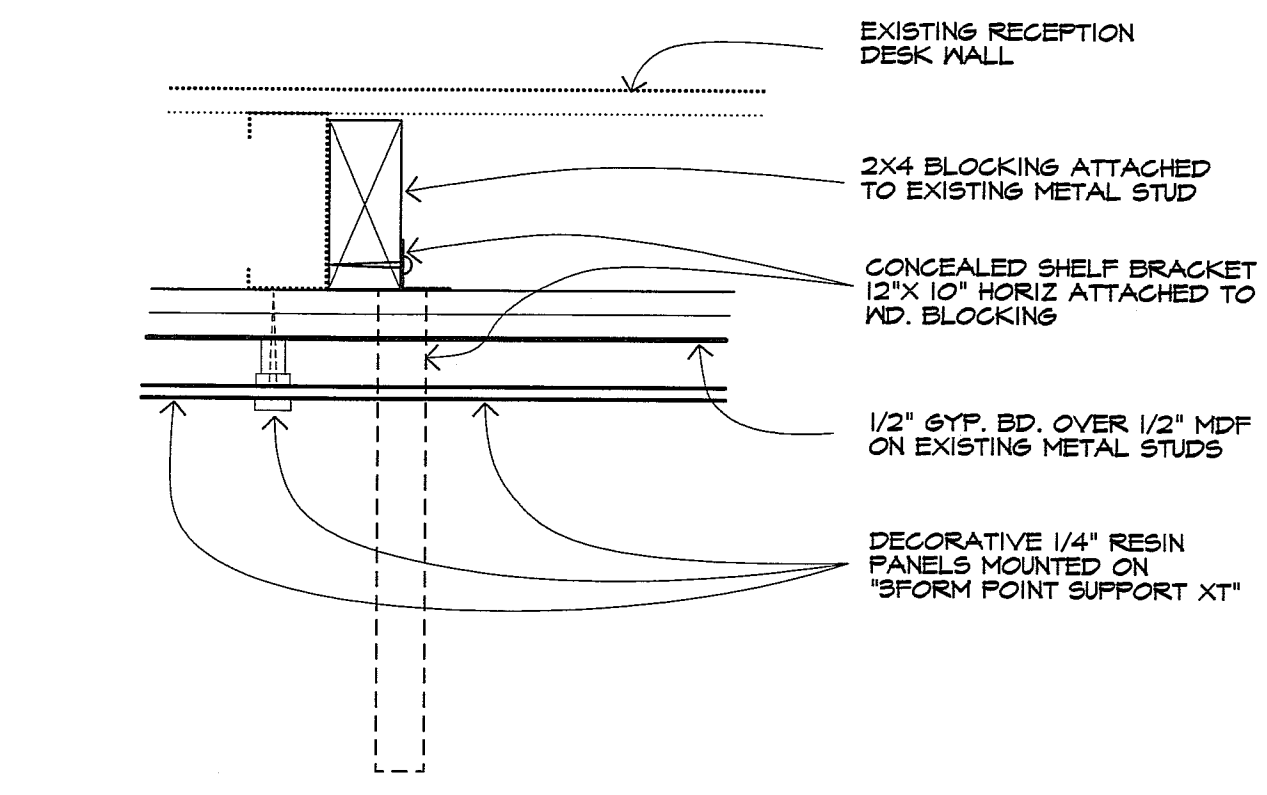
SHEET TITLE:  
**INTERIOR ELEVATIONS**

SHEET NUMBER:

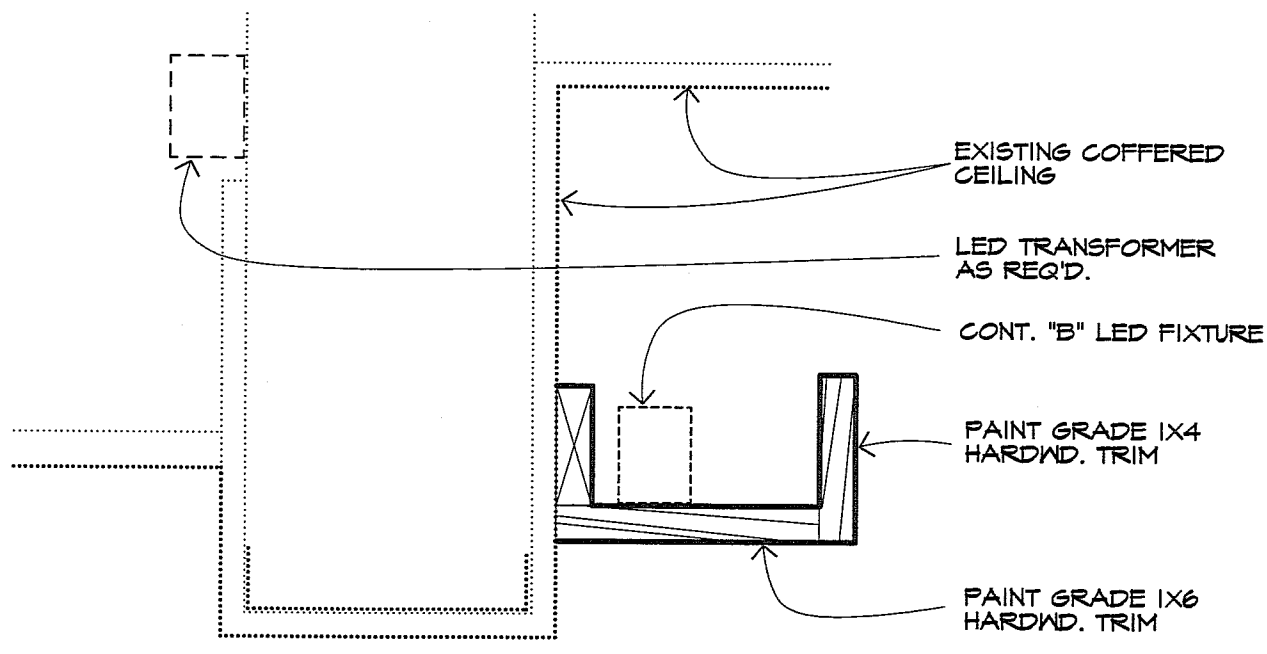
**A6**



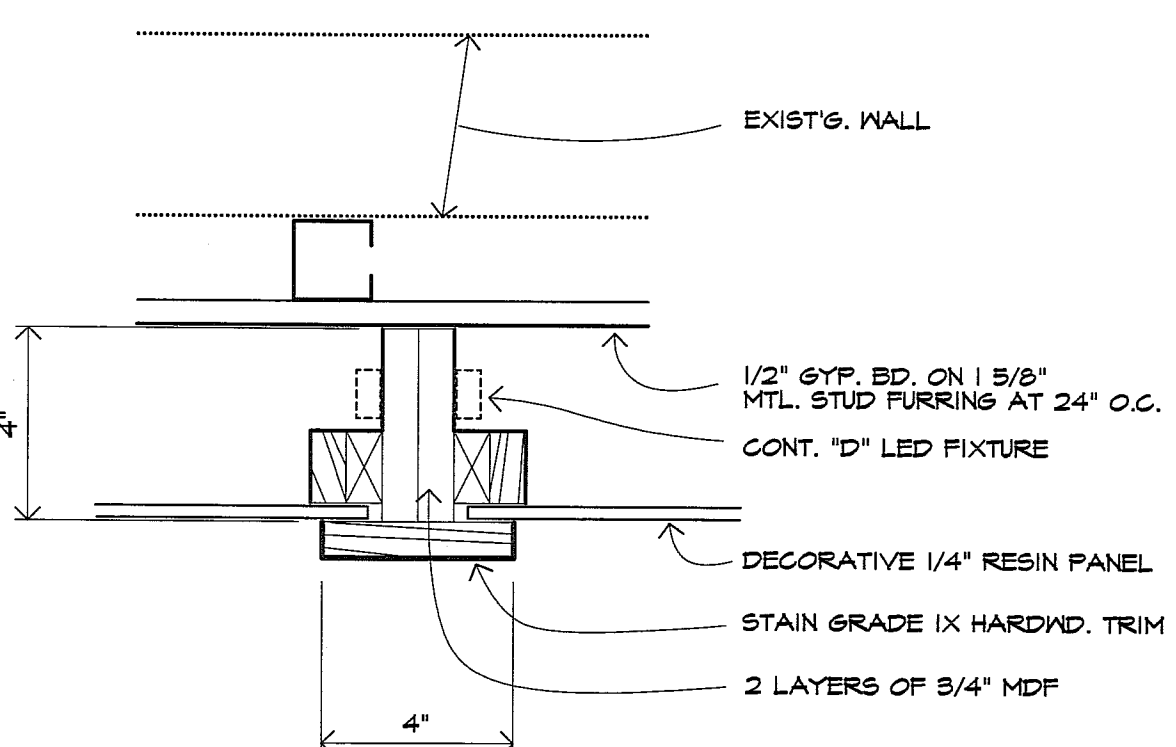
E RECEPTION DESK SECTION  
3/4\"/>



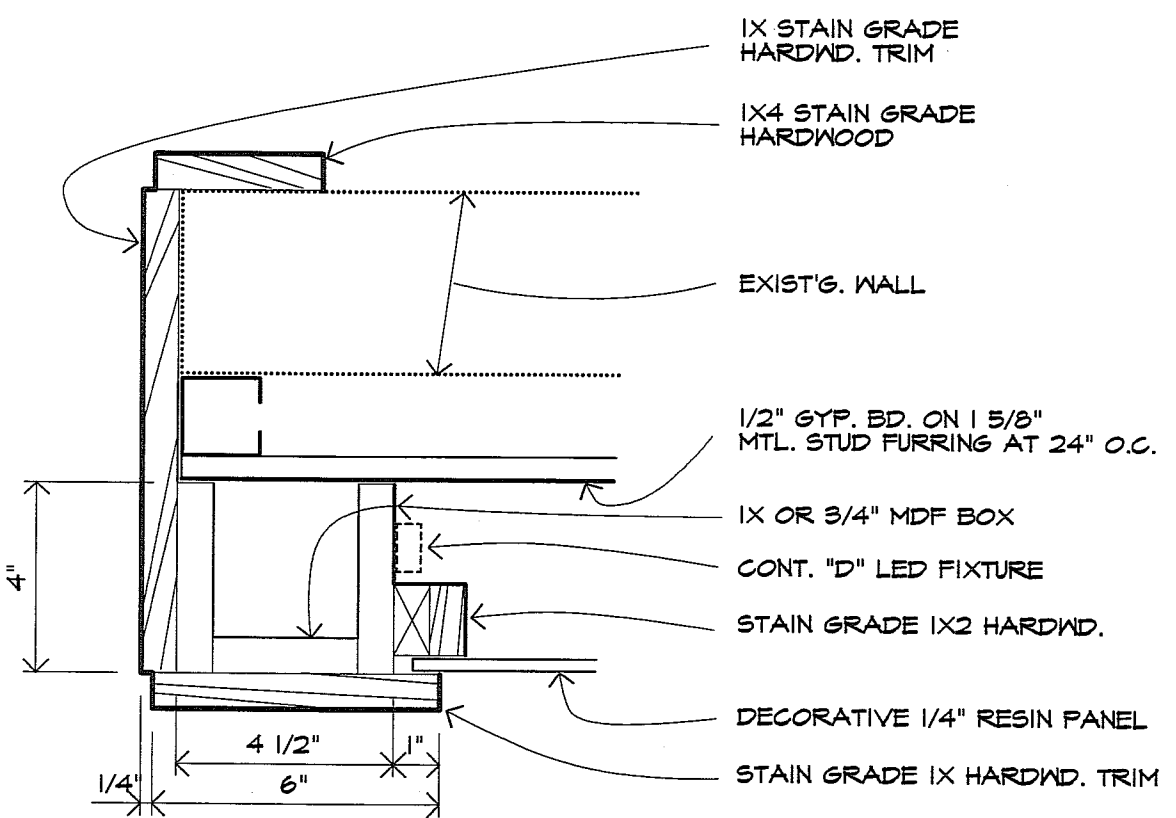
D PLAN AT COUNTER SUPPORT  
3/4\"/>



C LIGHT COVE DETAIL  
3/4\"/>



B JAMB DETAIL  
3/4\"/>



A JAMB DETAIL  
3/4\"/>

REVISIONS

THA Central Office  
Lobby Renovation  
Tulsa, OK  
Housing Authority of the City of Tulsa

PROJECT: LOCATION: CLIENT:

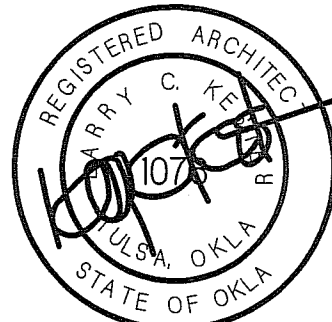
SEAL:

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Architects  
Collective  
4200 EAST SKELLY DRIVE SUITE 750  
TULSA, OKLAHOMA 74135  
918/492-2987

PROJECT NUMBER: DATE:  
SHEET TITLE:  
DETAILS  
SHEET NUMBER:

D1



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4200 EAST SKELLY DRIVE SUITE 750  
TULSA, OKLAHOMA 74135  
918/492-2987

PROJECT NUMBER:  
DATE:

SHEET TITLE:  
**FINISH SCHEDULE**

SHEET NUMBER:

SCH

LIGHT SCHEDULE

KEY	MANUFACTURER	MODEL	COLOR/TYPE	REMARKS
A-1	MAC LIGHTING	R-699	WHITE	RECESSED CAN TRIM
A-2	MAC LIGHTING	R-602D-N-ICA	-	RECESSED CAN HOUSING
A-3	RAYWAY	LED SPOTLIGHT R68	PAR30 10W	LED BULB FOR RECESSED CAN
B	PHILIPS	ICOLOR COVE MX POWERCORE 12S-0000004-01	-	LINEAR LED COVE LIGHT
C-1	LED WORLD	FAB0H50-5M-24V-R68	-	R68 LED FLEX STRIP UNDER RECEPTION COUNTER
C-2	LED WORLD	LVH-2B-HDMX	-	STRIP COLOR CONTROLLER
D	LED WORLD	LV-HS-R68-1212-X	-	LED BEHIND PANELS

FINISH SPECIFICATIONS

WORK	MANUFACTURER / STYLE	COLOR
INTERIOR		
FLOOR		
LYT		
101 VESTIBULE	MANNINGTON / ANTIGO / 18"x18"	UMERA / DUSK
102 LOBBY	MANNINGTON / ANTIGO / 18"x18"	CHROMA / BLUE (REFER AS FOR FLOOR PATTERN)
	MANNINGTON / ANTIGO / 18"x18"	UMERA / DUSK (REFER AS FOR FLOOR PATTERN)
103 RECEPTION	MANNINGTON / ANTIGO / 18"x18"	UMERA / DUSK
104 HALL	MANNINGTON / ANTIGO / 18"x18"	CHROMA / BLUE
MALLS		
PAINT		
101 VESTIBULE	PAINT: SHERWIN WILLIAMS / EGGSHELL	TBD
102 LOBBY (GYF. BD.)	PAINT: SHERWIN WILLIAMS / EGGSHELL	TBD
102 LOBBY (MALL TREATMENT)	PAINT: SHERWIN WILLIAMS / SEMI-GLOSS	
103 RECEPTION (GYF. BD.)	PAINT: SHERWIN WILLIAMS / EGGSHELL	TBD
103 RECEPTION (MALL TREATMENT)	PAINT: SHERWIN WILLIAMS / SEMI-GLOSS	
104 HALL	PAINT: SHERWIN WILLIAMS / EGGSHELL	TBD
MALL TREATMENT		
102 LOBBY	SFORM / VARIA ECGRESIN / 1/4" GAUGE	GATHER / SANDSTONE F01 FINISH
	INTERLAM / BIDGE / 9/16" THICK	SANDED AND PRIMED / HORIZONTAL DIRECTION
103 RECEPTION	SFORM / VARIA ECGRESIN / 1/4" GAUGE / MITER EDGE AT SEAM BETWEEN 2 PANELS ONLY	LINA GRAYS / SANDSTONE F01 FINISH
CEILINGSS		
PAINT		
GYF. COVE	PAINT: SHERWIN WILLIAMS / EGGSHELL	TO MATCH EXISTING SOFFIT PAINT
TRIM		
ALL AREAS	INTERCERAMIC / RE_PLAIN / 12"x24" (TILE TO BE CUT ON SITE 9"x12")	PERLA
102 LOBBY (NORTH WALL)	STAIN: SHERWIN WILLIAMS	TBD
PLASTIC LAMINATE		
103 RECEPTION	MILSONART / GLOSS LINE FINISH	8208K-28 SILVER OAK FLY
EXISTING CABINET FINISH		
103 RECEPTION	STAIN: SHERWIN WILLIAMS	TBD
ROLLER SHADE		
102 LOBBY	MECHO SHADE / 5 SYSTEM / SOHO 1400	1416 SPRINGS

NOTES:

PRIOR TO FABRICATION, INSTALLATION OR APPLICATION FOR INTERIOR COLORS/FINISH MATERIALS CONTRACTOR TO PROVIDE SAMPLES OF THE INTERIOR FOR APPROVAL BY ARCHITECT/OWNER. ALL SAMPLES TO BE APPROXIMATELY ONE HUNDRED (100) SQ. FT AREA UNLESS OTHERWISE LISTED. SAMPLES TO INCLUDE BUT NOT LIMITED TO:

PAINT AT WALLS, TRIM, DOORS, CEILINGSS, ETC.  
PORCELAIN TILE