Clevenger Frable LaVallee

Foodservice & Bakery
Consulting & Design

Understanding the Process: What We Do

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NEW YORK SEATTLE

Blue Cross/ Blue Shield, North Quincy, MA

Clevenger Frable LaVallee provides objective and independent advice to assist Owners and Architects with the planning and design of commercial food service and bakery facilities.

We prepare Issue for Bid documents for Division 11400, Food Service Equipment to obtain competitive pricing for food service and bakery equipment.

The purpose of this brochure is to explain "What We Do." This is necessary because CFL fulfills a specialized design role on food service and bakery projects. This brochure will define our role and distinguish those services that we provide from those provided by the Architect, the Engineer and others on the project design team.

Few architects have "in-house" food service and bakery design expertise. When they are working on a project that includes a kitchen, cafe or bakery, they'll hire a consultant to help them design that part of the project. In a coordinated effort, as the Food Service Consultant works on plans for the food service equipment documents, the Architect is designing the building envelope and the Engineer is developing plans for the building infrastructure to include all the utility systems necessary to support the foodservice and bakery equipment package.

What We Do

On the following pages is the completed plan of Blue Cross/ Blue Shield in North Quincy, MA. Each phase of the project is tracked to provide an overview of representative tasks that CFL performed. Examples of documentation are provided to illustrate our deliverable work product.

Responsibility Summary

Owner/ Operator

- Defines project scope and objectives
- Channels input from operations team/ users
- Reviews and approves plans and budget for each phase of the work
- Purchases foodservice equipment if not in GC or CM scope of work

Architect

- Defines overall building footprint and foodservice area envelope design
- Prepares accurate CAD base plans with numbered column grid
- Specifies floors, walls, ceilings based on FSC recommendations
- Interprets and confirms Building Codes and ADA requirements
- Stamps or seals FSC drawings when required by local codes

Mechanical Electrical Plumbing (MEP) Engineer

- Confirms local code requirements on related equipment, i.e., grease interceptors
- Designs and specifies MEP systems and connections to equipment
- Designs HVAC systems for exhaust, make-up (supply) air, general exhaust

Interior Designer (service may be provided by Architect)

- Selects or specifies finish materials, colors, for front of house area
- May or may not detail millwork in front of house i.e., serving areas
- Prepares lighting design and specifications

Foodservice Consultant (FSC)

- Develops foodservice program, flow diagrams, and design narrative (1)
- Prepares foodservice equipment layouts, schedules, and budgets
- Prepares foodservice equipment specifications for pricing/ bidding
- Recommends floor, wall, and ceiling construction/ finishes to Architect or ID
- May or may not detail millwork in front of house i.e., serving areas
- Reviews Architectural and MEP drawings related to foodservice equipment
- Issues foodservice equipment (FSE) bid package to multiple FSE contractors
- Provides quality assurance service during and post construction (2)
- Prepares utility connection plans for use by consulting engineer
- Provides detailed drawings of equipment to support specifications & clarify work performed by others
- Evaluates bids. Make recommendation for contract award
- Reviews & approves foodservice contractor submittals during construction
- Prepares inspection reports

Code Consultant or Expeditor

- Confirms local code requirements
- Submits foodservice drawings for review or approval, if required

Construction Manager (CM) or General Contractor (GC)

- Coordinates all foodservice work regardless of who holds the FSE contract
- Coordinates between FSE contractor and building trades
- Manages the submittal distribution and review process (2)

(1) Includes building envelope requirements, bulk utility loads, structural loads
(2) Includes dimensioned rough-in plans custom fabrication, equipment cutbook, etc.

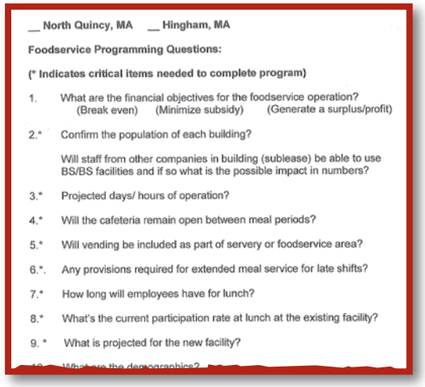
Programming

During the programming phase we develop an understanding of our Client's objectives and prepare a written narrative defining our recommendations.

Tools/Materials & Deliverables

Questionnaires

- How many customers?
- What's on the menu?
- What's the service model?
- What are the major problems/issues?



__ North Quincy, MA __ Hingham, MA

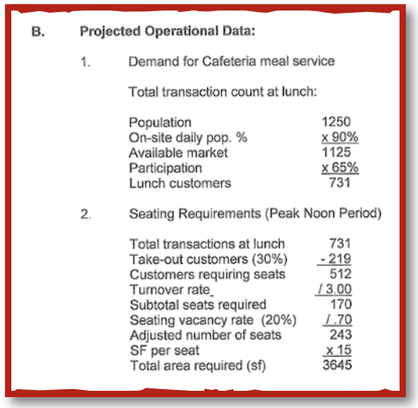
Foodservice Programming Questions:

(* Indicates critical items needed to complete program)

1. What are the financial objectives for the foodservice operation? (Break even) (Minimize subsidy) (Generate a surplus/profit)
2.* Confirm the population of each building?
   Will staff from other companies in building (sublease) be able to use BS/BS facilities and if so what is the possible impact in numbers?
3.* Projected days/ hours of operation?
4.* Will the cafeteria remain open between meal periods?
5.* Will vending be included as part of servery or foodservice area?
6.*. Any provisions required for extended meal service for late shifts?
7.* How long will employees have for lunch?
8.* What's the current participation rate at lunch at the existing facility?
9. * What is projected for the new facility?

Program Statement

- Statement of objectives
- Defines design parameters
- Defines operational characteristics
- Quantifies demand for meal services
- Defines space requirements
- Proposes equipment solutions
- Outlines functional relationships



B. Projected Operational Data:

1. Demand for Cafeteria meal service

   Total transaction count at lunch:

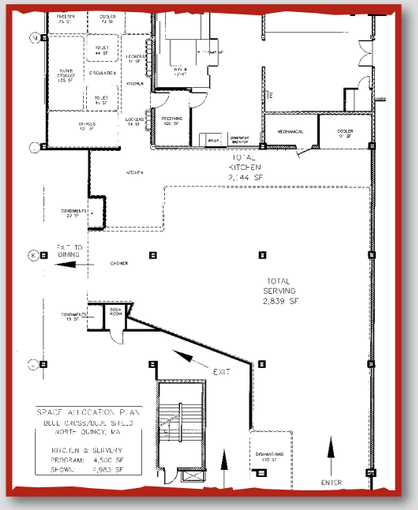
Population	1250
On-site daily pop. %	x 90%
Available market	1125
Participation	x 65%
Lunch customers	731

2. Seating Requirements (Peak Noon Period)

Total transactions at lunch	731
Take-out customers (30%)	- 219
Customers requiring seats	512
Turnover rate	/ 3.00
Subtotal seats required	170
Seating vacancy rate (20%)	/ 70
Adjusted number of seats	243
SF per seat	x 15
Total area required (sf)	3645

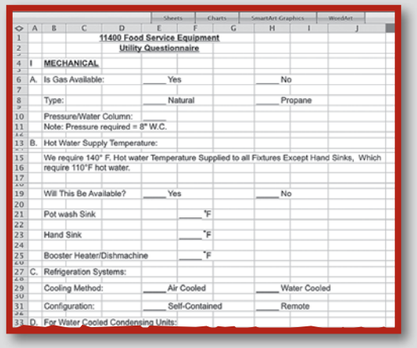
Space Allocation Plan

- Sketches functional areas to scale
- Defines material, employee and customer flow patterns
- Defines priority of spatial relationships



A/E Coordination

- Issues "Utility Questionnaire" to Architect/ Engineer define building infrastructure



11400 Food Service Equipment
Utility Questionnaire

I MECHANICAL

A. Is Gas Available: ____Yes ____No

Type: ____Natural ____Propane

Pressure/Water Column:
Note: Pressure required = 8" W.C.

B. Hot Water Supply Temperature:

We require 140° F. Hot water Temperature Supplied to all Fixtures Except Hand Sinks, Which require 110°F hot water.

Will This Be Available? ____Yes ____No

Pot wash Sink ____°F

Hand Sink ____°F

Booster Heater/Dishmachine ____°F

C. Refrigeration Systems:

Cooling Method: ____Air Cooled ____Water Cooled

Configuration: ____Self-Contained ____Remote

D. For Water Cooled Condensing Units:

Equipment Budget

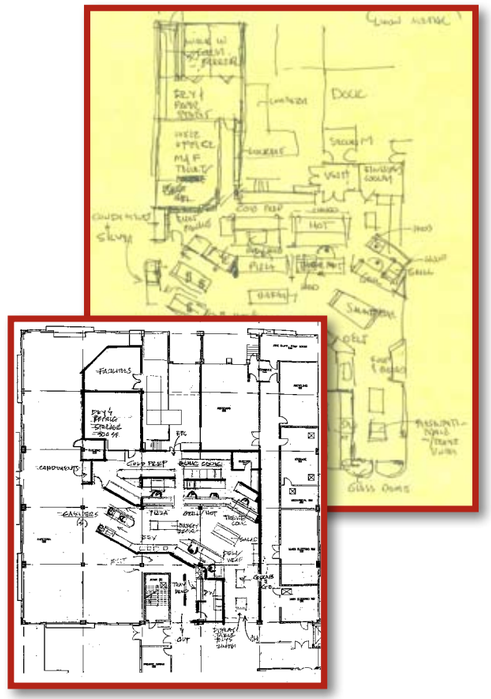
- Cost estimated on cost ($) / sf

Schematic Design

In the schematic design phase we test the space and translate the design narrative into optional plans capable of addressing whatever the project requirements are.

Schematic Drawings

- Issues loose sketch



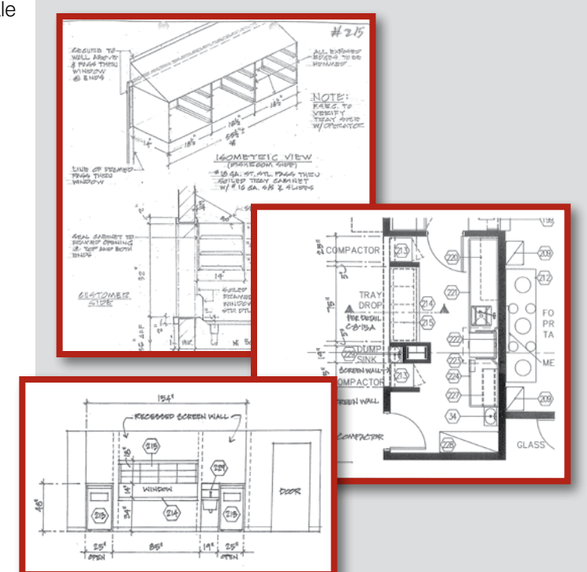
- Issues conceptual schematic drawing at 1/8" scale
- Reflects column grid/ utility shafts/elevators
- Issues rendered schematic drawing

- Represents code requirements: ADA, Health Department, NSF Standards

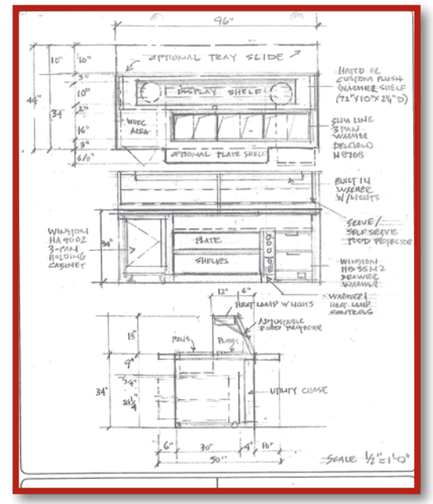
Design Studies

Consideration of multiple design solutions to achieve "best" layout. Provides examples:

- Soiled tray return

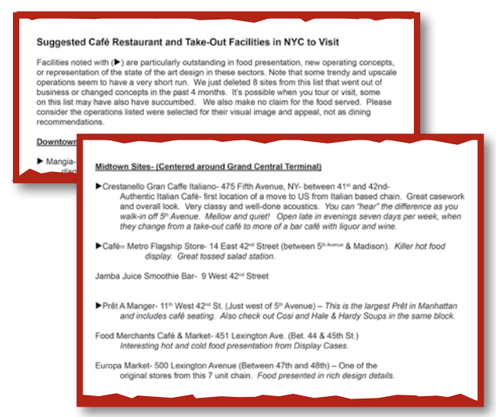


- Hot entrée service counter



Systems Review

- Analysis of equipment systems best suited to project requirements
- Considers alternates on continuum of capital investment
- Conducts site visits/ tours of similar existing facilities
- Leads New York City walking tour – retail cafes



- Provides recommendations on new technologies
- Green initiatives/ LEEDS

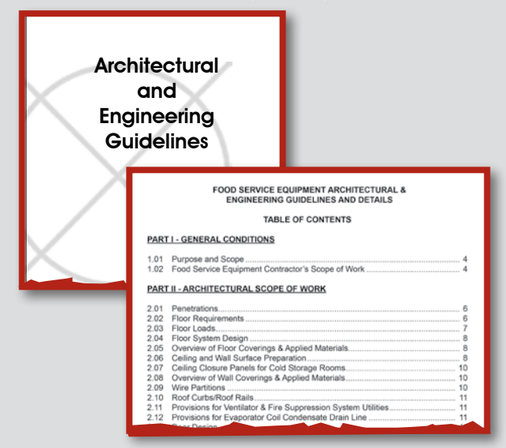
- Issues data (cut) sheets of representative food service equipment

Equipment Budgets

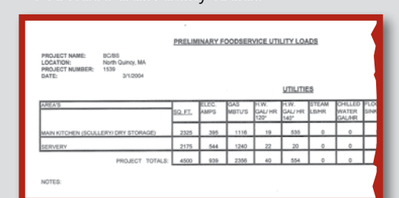
Foodservice equipment cost estimate based on cost/ sf

A/E Coordination

- Issues Architectural/ Engineering Guidelines



- Provides bulk utility loads

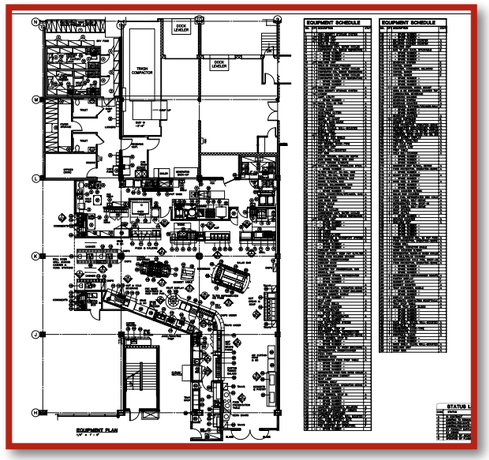


Design Development

In the design development phase we provide increasing amounts of detail to allow the Owner to confirm the solutions being proposed and to obtain firm budget data.

Equipment Plan

- Represents equipment layout at ¼" scale



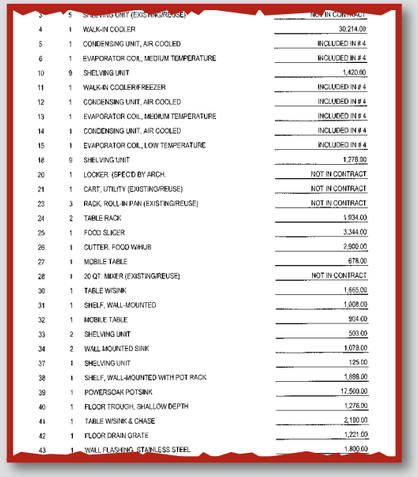
- Tags items of equipment by number and prepares equipment schedule
- Defines equipment status as: In Contract, By Owner, By Vendor, etc.
- Defines complete equipment systems and represents them on plan

Cut Books

- Provides manufacturer data (cut) sheets referenced to plan by number
- Provides preliminary engineering for major equipment systems (exhaust hoods, refrigeration, warewashing, etc.)

Equipment Budget

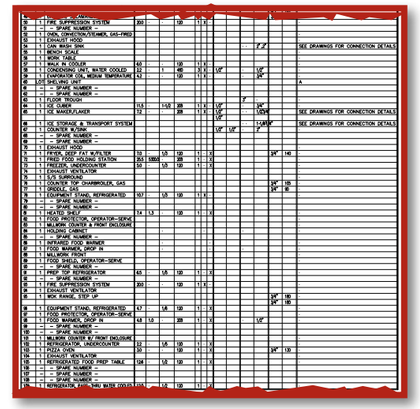
- Prepares itemized cost estimate referenced by number to equipment plan



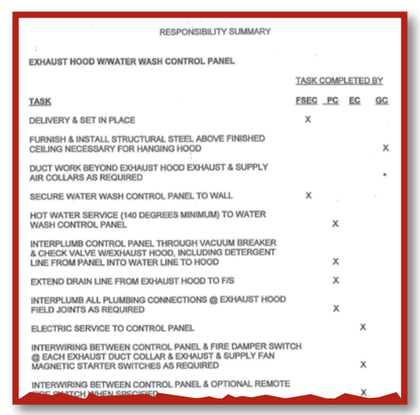
3	5	SHELVING UNIT (EXISTING/REUSE)	NOT IN CONTRACT
4	1	WALK-IN COOLER	30,214.00
5	1	CONDENSING UNIT, AIR COOLED	INCLUDED IN # 4
6	1	EVAPORATOR COIL, MEDIUM TEMPERATURE	INCLUDED IN # 4
10	9	SHELVING UNIT	1,420.00
11	1	WALK-IN COOLER/FREEZER	INCLUDED IN # 4
12	1	CONDENSING UNIT, AIR COOLED	INCLUDED IN # 4
13	1	EVAPORATOR COIL, MEDIUM TEMPERATURE	INCLUDED IN # 4
14	1	CONDENSING UNIT, AIR COOLED	INCLUDED IN # 4
15	1	EVAPORATOR COIL, LOW TEMPERATURE	INCLUDED IN # 4
18	9	SHELVING UNIT	1,278.00
20	1	LOCKER (SPEC'D BY ARCH.	NOT IN CONTRACT
21	1	CART, UTILITY (EXISTING/REUSE)	NOT IN CONTRACT
23	3	RACK, ROLL-IN PAN (EXISTING/REUSE)	NOT IN CONTRACT
24	2	TABLE RACK	1,934.00
25	1	FOOD SLICER	3,344.00
26	1	CUTTER, FOOD W/HUB	2,900.00
27	1	MOBILE TABLE	678.00
28	1	20 QT. MIXER (EXISTING/REUSE)	NOT IN CONTRACT
30	1	TABLE W/SINK	1,865.00
31	1	SHELF, WALL-MOUNTED	1,008.00
32	1	MOBILE TABLE	904.00
33	2	SHELVING UNIT	593.00
34	2	WALL MOUNTED SINK	1,078.00
37	1	SHELVING UNIT	125.00
38	1	SHELF, WALL-MOUNTED WITH POT RACK	1,886.00
39	1	POWERSOAK POTSINK	17,569.00
40	1	FLOOR TROUGH, SHALLOW DEPTH	1,276.00
41	1	TABLE W/SINK & CHASE	2,180.00
42	1	FLOOR DRAIN GRATE	1,221.00
43	1	WALL FLASHING, STAINLESS STEEL	1,800.00

A/E Coordination

- Prepares itemized utility load schedule



- Provides representative photos of do's & dont's for A/E reference
- Provides engineering info for major foodservice equipment systems
- Coordinates division of work…Foodservice Equipment Contractor, Plumber, Electrician, Mechanical Trades
- Provides "Responsibility Summary" for complicated equipment/ systems

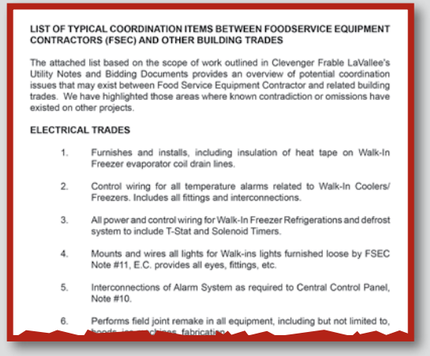


RESPONSIBILITY SUMMARY

EXHAUST HOOD W/WATER WASH CONTROL PANEL

TASK	TASK COMPLETED BY FSEC	PC	EC	GC
DELIVERY & SET IN PLACE	X			
FURNISH & INSTALL STRUCTURAL STEEL ABOVE FINISHED CEILING NECESSARY FOR HANGING HOOD				X
DUCT WORK BEYOND EXHAUST HOOD EXHAUST & SUPPLY AIR COLLARS AS REQUIRED				*
SECURE WATER WASH CONTROL PANEL TO WALL	X			
HOT WATER SERVICE (140 DEGREES MINIMUM) TO WATER WASH CONTROL PANEL		X		
INTERPLUMB CONTROL PANEL THROUGH VACUUM BREAKER & CHECK VALVE W/EXHAUST HOOD, INCLUDING DETERGENT LINE FROM PANEL INTO WATER LINE TO HOOD		X		
EXTEND DRAIN LINE FROM EXHAUST HOOD TO F/S		X		
INTERPLUMB ALL PLUMBING CONNECTIONS @ EXHAUST HOOD FIELD JOINTS AS REQUIRED		X		
ELECTRIC SERVICE TO CONTROL PANEL			X	
INTERWIRING BETWEEN CONTROL PANEL & FIRE DAMPER SWITCH @ EACH EXHAUST DUCT COLLAR & EXHAUST & SUPPLY FAN MAGNETIC STARTER SWITCHES AS REQUIRED			X	
INTERWIRING BETWEEN CONTROL PANEL & OPTIONAL REMOTE FIRE SWITCH WHEN REQUIRED			X	

- Provides "List of Typical Coordination Items"



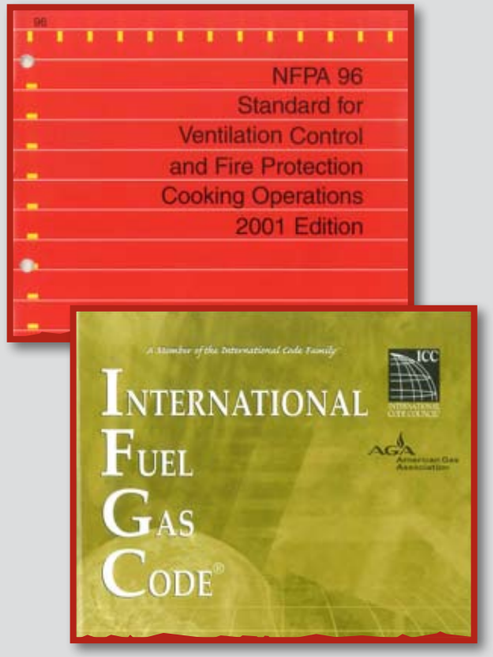
LIST OF TYPICAL COORDINATION ITEMS BETWEEN FOODSERVICE EQUIPMENT CONTRACTORS (FSEC) AND OTHER BUILDING TRADES

The attached list based on the scope of work outlined in Clevenger Frable LaVallee's Utility Notes and Bidding Documents provides an overview of potential coordination issues that may exist between Food Service Equipment Contractor and related building trades. We have highlighted those areas where known contradiction or omissions have existed on other projects.

ELECTRICAL TRADES

1. Furnishes and installs, including insulation of heat tape on Walk-In Freezer evaporator coil drain lines.
2. Control wiring for all temperature alarms related to Walk-In Coolers/ Freezers. Includes all fittings and interconnections.
3. All power and control wiring for Walk-In Freezer Refrigerations and defrost system to include T-Stat and Solenoid Timers.
4. Mounts and wires all lights for Walk-ins lights furnished loose by FSEC Note #11, E.C. provides all eyes, fittings, etc.
5. Interconnections of Alarm System as required to Central Control Panel, Note #10.
6. Performs field joint remake in all equipment, including but not limited to,

- Coordinates applicable codes w/ Architect & Engineer



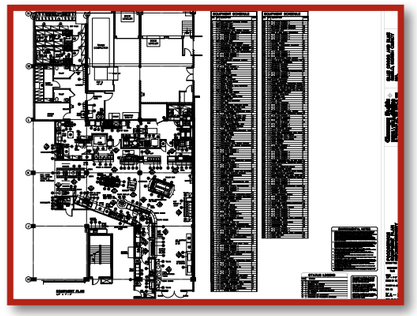
- International Mechanical Code
- NFPA96
- International Fuel Gas Code
- Americans w/ Disabilities Act
- UL 300
- Local Health Code

Final Documents

In the final documents phase we engineer the equipment solutions, coordinating closely with the A/E team and prepare construction documents that can be Issued for Bid.

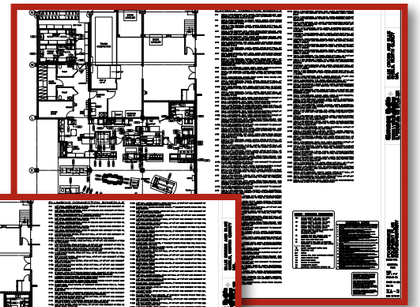
Equipment Plan

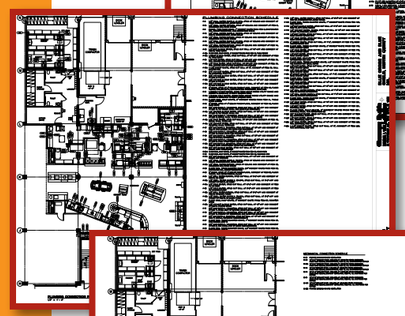
- Prepares final equipment plan & schedule



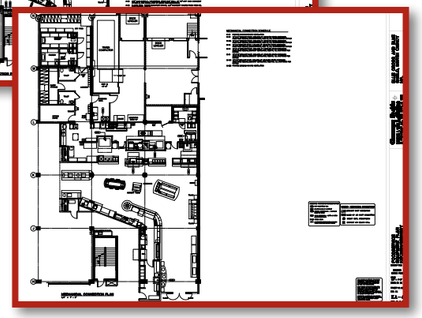
Connection Plans

- Defines utility requirements for all FSE connections including equipment by owner, product supplier, etc.
- Prepares electrical plan and schedule



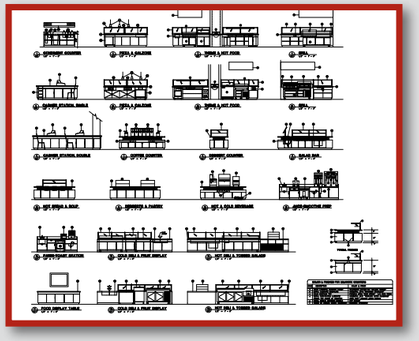


- Prepares plumbing plan and schedule



- Prepares special (building works) conditions plan and schedule

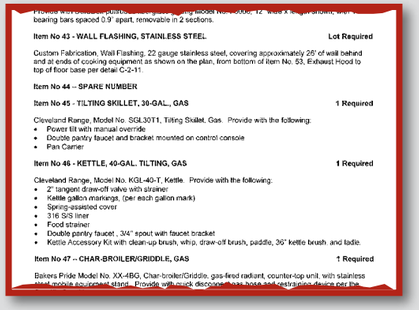
- Provides representative elevations



- Issues progress drawings to Architect & Engineers

Specifications

- Defines qualitative requirements
- Provides itemized specifications for equipment items



bearing bars spaced 0.9" apart, removable in 2 sections.

Item No 43 - WALL FLASHING, STAINLESS STEEL. **Lot Required**

Custom Fabrication. Wall Flashing, 22 gauge stainless steel, covering approximately 25' of wall behind and at ends of cooking equipment as shown on the plan, from bottom of Item No. 53, Exhaust Hood to top of floor base per detail C-2-11.

Item No 44 -- SPARE NUMBER

Item No 45 - TILTING SKILLET, 30-GAL., GAS **1 Required**

Cleveland Range, Model No. SGL30T1, Tilting Skillet, Gas. Provide with the following:
- Power tilt with manual override
- Double pantry faucet and bracket mounted on control console
- Pan Carrier

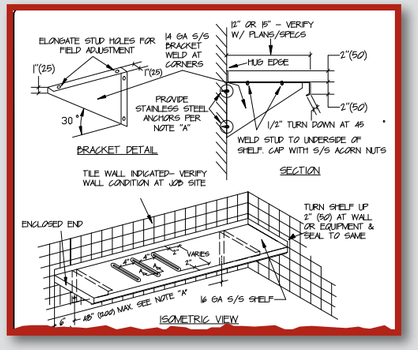
Item No 46 - KETTLE, 40-GAL. TILTING, GAS **1 Required**

Cleveland Range, Model No. KGL-40-T, Kettle. Provide with the following:
- 2" tangent draw-off valve with strainer
- Kettle gallon markings, (per each gallon mark)
- Spring-assisted cover
- 316 S/S liner
- Food strainer
- Double pantry faucet , 3/4" spout with faucet bracket
- Kettle Accessory Kit with clean-up brush, whip, draw-off brush, paddle, 36" kettle brush, and ladle.

Item No 47 -- CHAR-BROILER/GRIDDLE, GAS **1 Required**

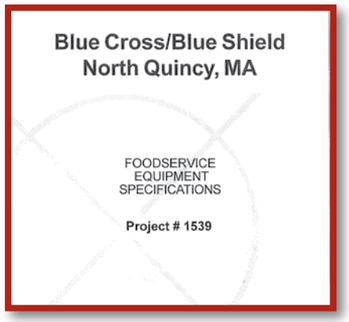
Bakers Pride Model No. XX-4BG, Char-broiler/Griddle, gas-fired radiant, counter-top unit, with stainless steel smoke housing and stand. Provide with work surface, high back, [illegible]

- Defines manufacturer, model number, options and accessories for each item
- Includes section drawings and details for custom fabrication



Issue for Bid Documents

- Includes final drawings and specifications



- Provides suggested bidder's list

Foodservice Bidders List - Blue Cross/Blue Shield - North Quincy, MA

Boston Showcase Company
66 Winchester Street
Newton Highlands, MA 02461-0254
Contact - Alan Starr
Phone: 800-422-6290 Fax: 617-965-6326

Jacob Licht Company
765 Westminster Street
Providence, RI 02903
Contact - Gary Licht
Phone: 401-331-9555 Fax: 401-274-0782

U.S. Foodservice Contract
8 Carnegie Row
Norwood, MA 02062
Contact - Jim Wiffen
Phone: 781-551-3145 Fax 781-551-3294

May FS Equipment & Design
51 Washington Avenue
Cranston, RI 02920
Contact - Marie M. White
Phone: 800-637-4221 Fax: 401-942-2480

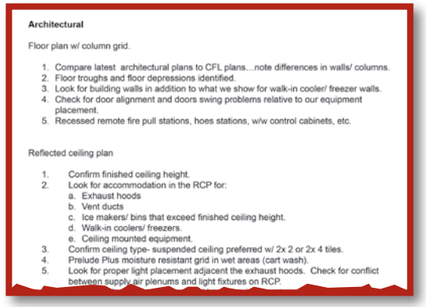
- Prepares "Instructions to Bidders" in collaboration w/ Architect

Equipment Budget

Updates itemized FSE cost estimate

Coordination

- Reviews and coordinate progress issue A/MEP plans
- Checks A/MEP Drawings vs. A/MEP Drawing Review Checklist



Architectural

Floor plan w/ column grid.

1. Compare latest architectural plans to CFL plans…note differences in walls/ columns.
2. Floor troughs and floor depressions identified.
3. Look for building walls in addition to what we show for walk-in cooler/ freezer walls.
4. Check for door alignment and doors swing problems relative to our equipment placement.
5. Recessed remote fire pull stations, hoes stations, w/w control cabinets, etc.

Reflected ceiling plan

1. Confirm finished ceiling height.
2. Look for accommodation in the RCP for:
   a. Exhaust hoods
   b. Vent ducts
   c. Ice makers/ bins that exceed finished ceiling height.
   d. Walk-in coolers/ freezers.
   e. Ceiling mounted equipment.
3. Confirm ceiling type- suspended ceiling preferred w/ 2x 2 or 2x 4 tiles.
4. Prelude Plus moisture resistant grid in wet areas (cart wash).
5. Look for proper light placement adjacent the exhaust hoods. Check for conflict between supply air plenums and light fixtures on RCP.

- Prepares & issues A/MEP Drawing Review Comments

SUBJECT: **Architectural/ MEP Drawing Review Comments**

Please find and review the attached notes generated by our review of the most recent Architectural / MEP drawings for the above referenced project. Please share this w/ the Engineer for their reference and use.

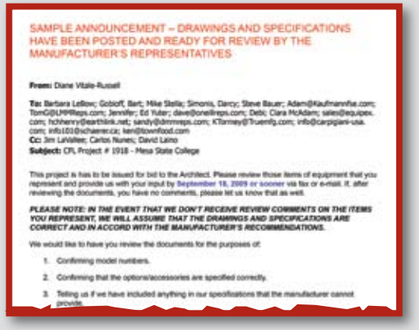
ARCHITECTURAL

DWG: A4.91:

1. We question the Acrovyn fascia on Elevation 1 per the CFL requirements / design shown on drawing KB-1. We need wall protection at each end of the counter. Wall protection is shown at one end only and it's more than we need.
2. Elevation 6 – please consider bumper guards in service pantry area as shown on CFL drawing KB-4.

DWG: A4.94:

- Posts drawings & specifications to website for manufacturer review



SAMPLE ANNOUNCEMENT – DRAWINGS AND SPECIFICATIONS HAVE BEEN POSTED AND READY FOR REVIEW BY THE MANUFACTURER'S REPRESENTATIVES

From: Diane Vitale-Russell

To: Barbara Lellow; Gobioff, Bart; Mike Stella; Simonis, Darcy; Steve Bauer; Adam@Kaufmannfse.com; TomG@LMRReps.com; Jennifer; Ed Yuter; dave@oneilreps.com; Debi; Clara McAdam; sales@equipex.com; hchhenry@earthlink.net; sandy@dmmreps.com; KTarney@Truemfg.com; info@carpigiani-usa.com; info1010@schaerer.ca; ken@bowlfood.com
Cc: Jim LaValler; Carlos Nunes; David Laino
Subject: CFL Project # 1918 - Mesa State College

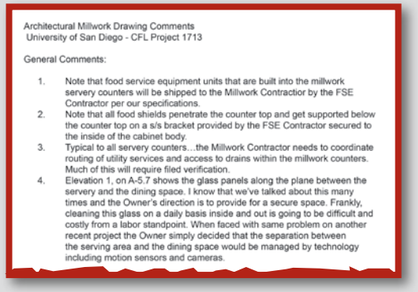
This project is has to be issued for bid to the Architect. Please review those items of equipment that you represent and provide us with your input by September 18, 2009 or sooner via fax or e-mail. If, after reviewing the documents, you have no comments, please let us know that as well.

PLEASE NOTE: IN THE EVENT THAT WE DON'T RECEIVE REVIEW COMMENTS ON THE ITEMS YOU REPRESENT, WE WILL ASSUME THAT THE DRAWINGS AND SPECIFICATIONS ARE CORRECT AND IN ACCORD WITH THE MANUFACTURER'S RECOMMENDATIONS.

We would like to have you review the documents for the purposes of:

1. Confirming model numbers.
2. Confirming that the options/accessories are specified correctly.
3. Telling us if we have included anything in our specifications that the manufacturer cannot provide.

- Reviews Architectural millwork drawings for items "specified by Architect"



Architectural Millwork Drawing Comments
University of San Diego - CFL Project 1713

General Comments:

1. Note that food service equipment units that are built into the millwork servery counters will be shipped to the Millwork Contractor by the FSE Contractor per our specifications.
2. Note that all food shields penetrate the counter top and get supported below the counter top on a s/s bracket provided by the FSE Contractor secured to the inside of the cabinet body.
3. Typical to all servery counters…the Millwork Contractor needs to coordinate routing of utility services and access to drains within the millwork counters. Much of this will require filed verification.
4. Elevation 1, on A-5.7 shows the glass panels along the plane between the servery and the dining space. I know that we've talked about this many times and the Owner's direction is to provide for a secure space. Frankly, cleaning this glass on a daily basis inside and out is going to be difficult and costly from a labor standpoint. When faced with same problem on another recent project the Owner simply decided that the separation between the serving area and the dining space would be managed by technology including motion sensors and cameras.

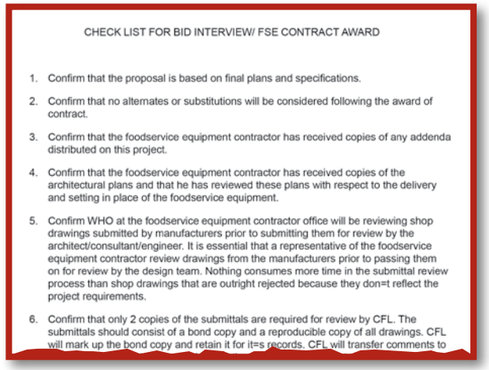
- Attends meetings w/ Architect/ Engineer to coordinate and finalize "Issue for Bid" documents

Construction Administration

In the construction administration phase we confirm that the project is installed in accordance with the contract documents. Early in the construction phase we review documentation (submittals) from the contractor to confirm the contractor expects to provide the project per "plans and specs". As the project is completed, we inspect for conformance to the contract documents and report variances to the Owner.

Contract Award

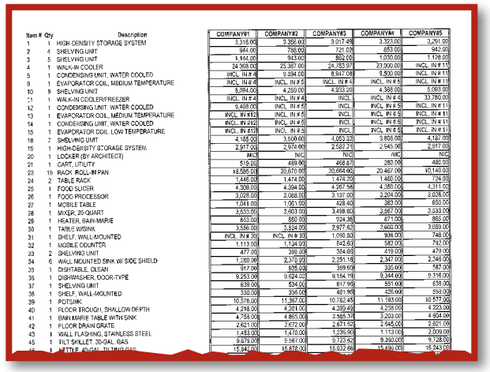
- Issues Bid Interview Checklist



CHECK LIST FOR BID INTERVIEW/ FSE CONTRACT AWARD

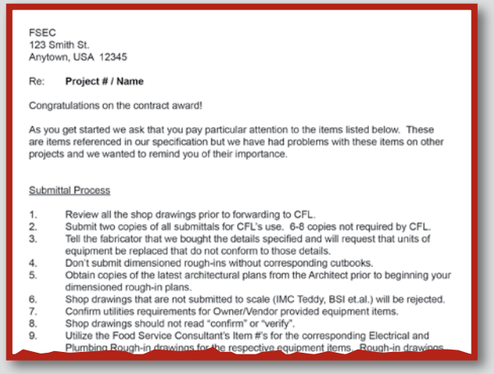
1. Confirm that the proposal is based on final plans and specifications.
2. Confirm that no alternates or substitutions will be considered following the award of contract.
3. Confirm that the foodservice equipment contractor has received copies of any addenda distributed on this project.
4. Confirm that the foodservice equipment contractor has received copies of the architectural plans and that he has reviewed these plans with respect to the delivery and setting in place of the foodservice equipment.
5. Confirm WHO at the foodservice equipment contractor office will be reviewing shop drawings submitted by manufacturers prior to submitting them for review by the architect/consultant/engineer. It is essential that a representative of the foodservice equipment contractor review drawings from the manufacturers prior to passing them on for review by the design team. Nothing consumes more time in the submittal review process than shop drawings that are outright rejected because they don=t reflect the project requirements.
6. Confirm that only 2 copies of the submittals are required for review by CFL. The submittals should consist of a bond copy and a reproducible copy of all drawings. CFL will mark up the bond copy and retain it for it=s records. CFL will transfer comments to

- Tabulates & evaluates FSE bids/ makes recommendations on contract award



Item #	Qty	Description	COMPANY#1	COMPANY#2	COMPANY#3	COMPANY#4	COMPANY#5
1	1	HIGH DENSITY STORAGE SYSTEM	3,316.00	3,356.00	3,017.48	3,323.00	3,291.00
2	4	SHELVING UNIT	564.00	798.00	721.03	653.00	942.00
3	5	SHELVING UNIT	1,144.00	943.00	852.00	1,030.00	1,138.00
4	1	WALK-IN COOLER	24,909.00	25,307.00	24,755.97	23,900.00	INCL. IN # 13
5	1	CONDENSING UNIT, WATER COOLED	INCL. IN # 4	9,284.00	8,947.08	8,500.00	INCL. IN # 13
6	1	EVAPORATOR COIL, MEDIUM TEMPERATURE	INCL. IN # 4	INCL. IN # 5	INCL. IN # 13	INCL. IN # 5	INCL. IN # 13
10	9	SHELVING UNIT	5,284.00	4,250.00	4,833.20	4,399.00	5,060.00
11	1	WALK-IN COOLER/FREEZER	INCL. IN # 4	INCL. IN # 4	INCL.	INCL. IN # 4	33,780.00
12	1	CONDENSING UNIT, WATER COOLED	2,628.00	INCL. IN # 5	INCL.	INCL. IN # 5	INCL. IN # 13
13	1	EVAPORATOR COIL, MEDIUM TEMPERATURE	INCL. IN #13	INCL. IN # 5	INCL.	INCL. IN # 5	INCL. IN # 11
14	1	CONDENSING UNIT, WATER COOLED	INCL. IN #12	INCL. IN # 5	INCL.	INCL. IN # 5	INCL. IN # 11
15	1	EVAPORATOR COIL, LOW TEMPERATURE	INCL. IN #12	INCL. IN # 5	INCL.	INCL. IN # 5	INCL. IN # 11
18	2	SHELVING UNIT	4,125.00	3,500.00	4,053.23	3,850.00	4,187.00
19	1	HIGH-DENSITY STORAGE SYSTEM	2,977.00	2,974.00	2,592.23	2,945.00	2,917.00
20	1	LOCKER (BY ARCHITECT)	NIC	NIC	NIC	NIC	NIC
21	1	CART, UTILITY	518.00	459.00	498.67	280.00	480.00
23	15	RACK, ROLL-IN PAN	16,585.00	20,670.00	20,664.96	20,467.00	10,140.00
24	2	TABLE RACK	1,445.00	1,474.00	1,474.00	1,460.00	174.00
25	1	FOOD SLICER	4,308.00	4,284.00	4,057.96	4,350.00	4,311.00
26	1	FOOD PROCESSOR	3,028.00	2,068.00	3,137.00	2,204.00	3,026.00
27	1	MOBILE TABLE	1,041.00	1,051.00	428.40	383.00	650.00
28	1	MIXER, 20-QUART	3,533.00	3,603.00	3,498.60	3,587.00	3,033.00
29	1	HEATER, BAIN-MARIE	803.00	850.00	524.36	471.00	860.00
30	1	TABLE, WORK	3,556.00	3,324.00	2,977.62	2,600.00	3,069.00
31	1	SHELF, WALL-MOUNTED	INCL. IN # 30	INCL. IN # 30	1,090.50	936.00	748.00
32	1	MOBILE COUNTER	1,113.00	1,124.00	542.60	580.00	742.00
33	2	SHELVING UNIT	477.00	398.00	384.66	419.00	479.00
34	6	WALL MOUNTED SINK W/ SIDE SHIELD	1,580.00	2,372.00	2,251.18	2,347.00	2,340.00
35	1	DIGHTABLE, CLEAN	917.00	825.00	369.66	335.00	587.00
36	1	DISHWASHER, DOOR-TYPE	9,253.00	9,624.00	9,154.76	9,344.00	9,716.00
37	1	SHELVING UNIT	639.00	534.00	817.96	551.00	639.00
38	1	SHELF, WALL-MOUNTED	330.00	336.00	481.96	526.00	330.00
39	1	POT SINK	10,376.00	11,367.00	10,782.45	11,194.00	10,577.00
40	1	FLOOR TROUGH, SHALLOW DEPTH	4,218.00	4,301.00	4,399.49	4,258.00	4,293.00
41	1	BAIN-MARIE TABLE WITH SINK	4,758.00	4,805.00	3,565.74	7,203.00	4,604.00
42	1	FLOOR DRAIN GRATE	2,621.00	2,672.00	2,671.70	2,545.00	2,621.00
43	1	WALL FLASHING, STAINLESS STEEL	1,433.00	1,433.00	1,326.90	1,113.00	2,009.00
45	1	TILT SKILLET, 30-GAL. GAS	9,679.00	5,181.00	5,723.62	9,260.00	9,728.00
46	1	KETTLE, FOOD, TILTING TYPE	15,941.00	15,870.00	15,032.66	15,295.00	15,243.00

- Issues "start-up" letter to successful contractor following contract award



FSEC
123 Smith St.
Anytown, USA 12345

Re: **Project # / Name**

Congratulations on the contract award!

As you get started we ask that you pay particular attention to the items listed below. These are items referenced in our specification but we have had problems with these items on other projects and we wanted to remind you of their importance.

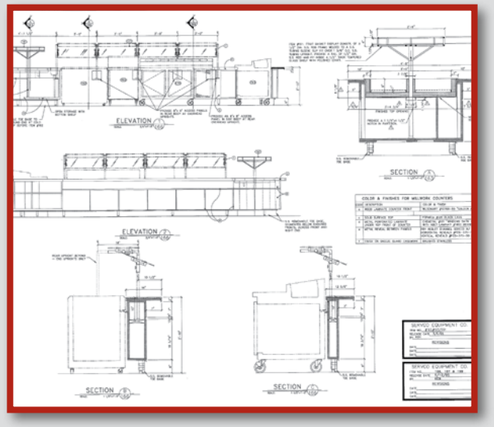
Submittal Process

1. Review all the shop drawings prior to forwarding to CFL.
2. Submit two copies of all submittals for CFL's use. 6-8 copies not required by CFL.
3. Tell the fabricator that we bought the details specified and will request that units of equipment be replaced that do not conform to those details.
4. Don't submit dimensioned rough-ins without corresponding cutbooks.
5. Obtain copies of the latest architectural plans from the Architect prior to beginning your dimensioned rough-in plans.
6. Shop drawings that are not submitted to scale (IMC Teddy, BSI et.al.) will be rejected.
7. Confirm utilities requirements for Owner/Vendor provided equipment items.
8. Shop drawings should not read "confirm" or "verify".
9. Utilize the Food Service Consultant's Item #'s for the corresponding Electrical and Plumbing Rough-in drawings for the respective equipment items. Rough-in drawings

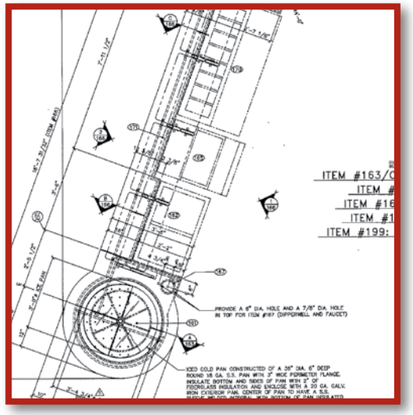
Submittal Review/ Approval

Reviews and approves:

- Manufacturer data sheets (cutbooks)
- Dimensioned rough-in plans for construction*
- Shop drawings for engineered systems
- Reviews drawings of related work specified by others (millwork)



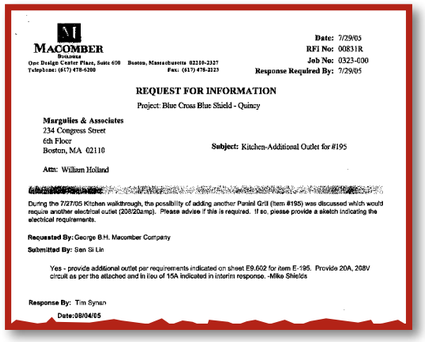
** Trades rely on these plans for exact location of rough-ins*



- Accepts no substitutions unless approved by Owner

RFI's

- Responds to requests for information from construction team



MACOMBER
Business
One Design Center Place, Suite 650 Boston, Massachusetts 02210-2327
Telephone: (617) 478-5200 Fax: (617) 478-2323

Date: 7/29/05
RFI No: 008318
Job No: 0323-000
Response Required By: 7/29/05

REQUEST FOR INFORMATION
Project: Blue Cross Blue Shield - Quincy

Margalies & Associates
234 Congress Street
6th Floor
Boston, MA 02110

Subject: Kitchen-Additional Outlet for #195

Attn: William Holland

During the 7/27/05 Kitchen walkthrough, the possibility of adding another Panini Grill (Item #195) was discussed which would require another electrical outlet (208/20amp). Please advise if this is required. If so, please provide a sketch indicating the electrical requirements.

Requested By: George B.H. Macomber Company

Submitted By: Ben Si Lin

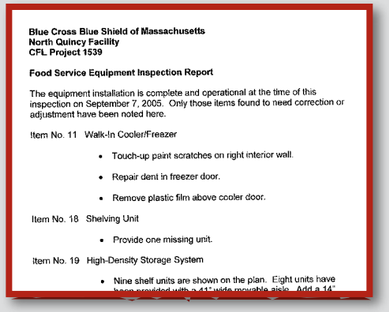
Yes - provide additional outlet per requirements indicated on sheet E9.602 for item E-195. Provide 20A, 208V circuit as per the attached and in lieu of 15A indicated in interim response. -Mike Shields

Response By: Tim Synan

Date:08/04/05

Punch List

- Inspects to confirm that the drawings and specifications have been satisfied



Blue Cross Blue Shield of Massachusetts
North Quincy Facility
CFL Project 1539

Food Service Equipment Inspection Report

The equipment installation is complete and operational at the time of this inspection on September 7, 2005. Only those items found to need correction or adjustment have been noted here.

Item No. 11 Walk-In Cooler/Freezer

- Touch-up paint scratches on right interior wall.
- Repair dent in freezer door.
- Remove plastic film above cooler door.

Item No. 18 Shelving Unit

- Provide one missing unit.

Item No. 19 High-Density Storage System

- Nine shelf units are shown on the plan. Eight units have

- Confirms start-up and demonstration.
- Assists with problem solving.
- Punchlists related work (A/MEP) as required.
- Performs follow up inspection

Project Close Out

- Addresses outstanding punch list items
- Addresses warranty issues
- Reviews service manuals/ agency listing

Optional Services

- Prepares "existing conditions" plan
- Conducts in – shop fabrication visit

Millwork Shop Visit

I visited the millwork shop on August 2nd to review the status of the fabrication of the servery counters. My general observations were:

1. Beverage counter and condiment counters were complete and ready to ship.
2. I would estimate that the rest of the counters were 75% complete. They were all in different stages of construction. All of them were framed. Some of the larger counters were framed and in sections but not fully assembled (salad bar, theme cooking) and some were complete but for the Corian tops (cashier stations).
3. It appeared that all counters could be completed within 2 weeks. Millworker doesn't have the space to store the completed units. Millworker wants to start shipping but the space at S-11 isn't ready.
4. We checked the counters for dimensions (to confirm fit), quality of construction, finishes, etc. to the extent that we could given that the work is still in process.
5. I was pleased w/ the status of the work, the quality of construction and the appearance of the finished product.
6. The fabricated units don't consistently reflect the shop drawing review comments concerning the details of the channel base and sectional removable undershelf at floor sink locations For example, on sheet K5 of 9, the drawing of the channel base frame of Item 272A was marked to show a continuous base at the front of the floor sink. Millworker indicates the base was built with an opening in front of the floor sink. We suggest that Foodservice Equipment Contractor review the each floor sink location and confirm w/ Millworker that the counters and the bases are built to reflect the latest shop drawing comments.

- Reviews progress payment applications for approval
- Prepares dimensioned rough-in plans*
- Values engineering when bids are below CFL budget
- Attends bid interviews
- Conducts additional site visits during construction

Foodservice Equipment
Site Visit During Construction
September 5, 2007

Rocco Marino and I visited the project site on Wednesday, 9/05 and observed the following:

Old Items:

1. The modifications to Item 90, Pot Sink, requested in factory visit notes to Fabricator have not been made. We spoke w/ FSEC on site and requested that this item not be fully assembled until the corrections have been made.
   a. Modify splash at wall on right side (chef view).
   b. The disposer is now connected to the waste in the wall. The landing shelf will need to be cut away and the filler section will need to be added at the 45 degree bend in the table top. CFL to call Fabricator and advise. The legs on the table will also be repositioned to avoid the floor trough flange.
   c. We have a problem w/ the angled return of the rear splash to the potmachine on both sides. Not sure why it's notched. The notched portion needs to be cut away and filled (welded, ground and polished) to match the profile of the adjacent splash. The splash needs to fit tightly to the face of the potwash machine.
   d. We marked to shop drawing to include a bottom shelf. No shelf has been provided. Either provide bottom shelf or add rear leg w/ crossbracing.
   e. Item 10, Cleaning Hose Assembly was specified for a recessed installation. Currently, there is no recess in the wall. We request that the unit be returned and replaced w/ Strahman model number M- 59 Provide wall mounted utility chase approximately 6" wide to conceal steam and cold water lines to 10'-0" AFF similar to detail C-2-12 w/ closed bottom

** When rough-ins must be completed prior to FSE contract award*

What we don't do:

- **We don't manufacture equipment.**
- **We don't sell equipment.**
- **We don't install equipment.**
- **We don't receive remuneration from any source other than fees paid by Owners or Architects.**

Glossary of Terms

Architect
A person who plans and designs buildings and oversees their construction.

AS - Built Drawings
Set of drawings based on actual conditions and measurements taken after project construction is complete. They reflect the changes that are made during construction which deviate from what was shown on the original construction drawings. Useful for projects requiring remodeling of an existing facility.

Bid
Based on construction drawings prepared by the Foodservice Consultant, a bid is generated by a foodservice equipment contractor or supplier and establishes final cost subject only to errors, omissions and unknowns.

Buy-Outs
Equipment items complete with options / accessories that are readily available with short lead times.

Construction Manager
The construction manager acts as consultant to the Owner in the development and design phases and as the equivalent of a general contractor during the construction phase.

Consulting Engineer
A person who plans and designs infrastructure for buildings (structural, mechanical, electrical, plumbing, audio/visual, etc.) and oversees its construction.

Cuts
See Manufacturer Data Sheets below.

Dimensioned Rough-In Plans
Drawings prepared by the Foodservice Equipment Contractor that define the exact characteristics and location of each utility rough-in. The location of the rough-in is usually dimensioned from column lines in two directions, N/S and E/W. The height of the rough-in is also defined in feet-inches above finished floor (A.F.F.). The Trades will relay on these drawings, once approved by the design team, to locate utility rough-ins.

Fabricated Items
Fixtures, furnishings or equipment that must be custom fabricated.

F.F. & E.
Fixtures, furnishings and equipment.

Foodservice Consultant
A person that plans and designs commercial foodservice facilities for fees paid by the Owner or Architect. Prepares construction documents enabling the Owner to solicit competitive bids for foodservice equipment.

Foodservice Equipment Contractor (aka DEALER)
Specialized contractor responsible for procuring, delivering, setting in place and "making ready for connection by others" all food service equipment on a project. Prepares submittals including final brochures of equipment and dimensioned rough-in plans that the trades will use to locate all utility rough-ins.

FSE
Food Service Equipment.

General Contractor
A contractor responsible for all facets of construction of a building or renovation. Our projects require a foodservice equipment contractor that would be a "sub" to the General Contractor. Administers and coordinates work of Foodservice Equipment Contractor

Manufacturer
A company that makes food service equipment and products.

Manufacturer's Representative
An agent of the manufacturer that helps to market food service equipment and products.

Manufacturer Data Sheets (aka cuts or cutsheet)
Product information sheet prepared by the manufacturer. Includes illustration of equipment item, defines size/ capacity, features/ benefits, lists all options/accessories available and utility information. Used by the designer for equipment sizing and utility requirements. Unless the cutsheet is marked to reflect selection of specific model numbers and options/ accessories, it is not to be used for pricing.

Not for Construction
The food service equipment package is purchased on the basis of the final documents (drawings and specifications) prepared by the Food Service Consultant (FSC). These documents are used by the Architect & Engineer to define their work in those spaces allocated to foodservice. Similarly, the successful foodservice equipment contractor relies on information in the FSC's final documents to prepare dimensioned rough-in plans that the Trades will use to size and locate all utility connections. So, technically, while used as a primary source of information, the final documents prepared by the Foodservice Consultant are "not for construction".

Operator
The person or company responsible for the operation of the food service facility.

Permit
Issued by applicable building departments or governing authorities for a particular jurisdiction, it allows construction of a proposed project if construction drawings for the project show conformance with building codes and zoning laws.

Point of Connection Drawings
The plumbing, electrical and mechanical drawings prepared by the Foodservice Consultant are referred to as point of connection plans or drawings. They show the approximate location of the rough-in and the "point of connection" to the appliance. The difference between point of connection drawings and dimensioned rough-in's (prepared by the foodservice equipment contractor) are that the connection drawings are not dimensioned N/S, E/W and the dimensioned rough-ins are based on the final approved cutsheets for each item of equipment.

The Engineer will rely heavily on the point of connection drawings to design the utility systems for the building. The Foodservice Equipment Contractor will rely on the point of connection drawings as a reference in preparing the dimensioned rough-in plans for use by the trades during construction.

Program Statement
As a prerequisite to design, a food service program statement defines the requirements of the proposed facility and translates those requirements into an outline to guide the design effort. Typically, the program will include a description of proposed operating characteristics, production and service models, major equipment systems and a listing of space requirements by functional area.

Punch List (aka Inspection List)
Document listing outstanding items which must be resolved to fulfill the foodservice equipment contract. It is compiled near completion of the job by the Foodservice Consultant.

Service Agent
Person, authorized by the manufacturer, to start-up and repair foodservice equipment.

Specification (AKA specs)
Description of an equipment item written by the Foodservice Consultant. Includes definition of manufacturer, model number and selected options/ accessories. Used to solicit competitive pricing for project specific equipment requirements. Not to be confused with cuts or manufacturer data sheets.

Submittals
Once the foodservice equipment contract is awarded the foodservice equipment contractor prepares shop drawings representing all aspects of work including dimensioned rough-in drawings, cutsheets, shop drawings for custom fabrication, exhaust hoods, walk-in coolers/freezers, etc. These are reviewed and approved by the Foodservice Consultant, Architect & Engineer. Once approved, the Foodservice Equipment Contractor can proceed to purchase the equipment.

This is a very important step in the process and should not be shortcut. Sharing the electronic point of connection drawing files prepared by the Foodservice Consultant with the Foodservice Equipment Contractor compromises the purpose of the submittal review and approval process and is strongly discouraged.

Trades
Construction workers representing all divisions of work including Plumbers, Steam Fitters, Electricians, Sheet Metal Workers, etc.

Value Engineering
The practice of measuring cost versus benefit of various alternatives with the objective of determining the optimum design solution.