

Ulster County Economic Development Alliance  
P.O. Box 1800, 244 Fair Street  
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### **Phase 1 Work Letter**

Pursuant to Section 15.1.a of the Lease Agreement dated \_\_\_\_\_ (the "Agreement") between i.Park 87 LLC (the "Landlord") and the Ulster County Economic Development Alliance, Inc. (the "Tenant"), the Landlord shall fit out the Phase 1 Leased Premises (as defined in Section 15.1.a. of the Agreement) to the Building Standard (as defined in Section 15.1.a. of the Agreement) and the standards and specifications provided in this Work Letter and Space Plan developed cooperatively between the Landlord and Tenant. In accordance with a schedule to be developed by Landlord (the "Work Schedule"), Landlord's architect will prepare complete architectural plans, drawings and specifications and complete engineered mechanical, structural and electrical working drawings for all the items of tenant improvement construction as shown on Appendix A (the "Office Improvements") for the Phase 1 Leased Premises (collectively, the "Tenant's Final Plans").

Landlord's architect will provide progress drawings for the Tenant and the Tenant's architect to review and approve at meetings scheduled every two weeks. In order to accommodate the schedule, tenant shall provide approvals/comments no less than 1 week from receipt.

Landlord and Landlord's architect will provide submittals and samples of all materials to be used for finished surfaces to the Tenant and Tenant's architects for review and approval.

#### **Ulster County Safety Office review and finding:**

Based on the findings and recommendations of the Ulster County Safety Office's visual inspection report of the existing building associated with the Phased 1 Leased Premises, attached hereto as Appendix B, the Landlord shall develop a comprehensive remediation plan to effectively address the identified issues for review and approval by the Ulster County Safety Office. See Landlord comments on Appendix B.

#### **Ulster County Department of Health testing:**

At the recommendation of the Safety Office, the Ulster County Department of Health has been asked to test the water and surfaces for lead contamination. The Landlord will comply with the Department's recommendations.

#### **General Requirements:**

All work shall meet the requirements of the building code of New York State, the energy code of New York State, the Americans with Disabilities Act, and any other applicable standards or codes as referenced within the building code of New York State. Construction documents will be submitted to the Town of Ulster building inspector for building permit.

Landlord will make repairs to the existing roof to ensure the waterproofing integrity and the roof shall be maintained in a leak-free condition for leased premises, with any needed repairs made within

48 hours of being reported to the Landlord. The roof and subsequent repairs will maintain function for a minimum of 10 years.

Landlord shall permit the installation of rooftop solar over Tenant's space for Tenant's submeter and installation of batteries in an appropriate location for Tenant's submeter.

Landlord shall incorporate the recommendations of Tenant's Architect as set forth in Appendix C.

Demolition:

Landlord to provide pre-renovation asbestos survey and remediation plans required by federal and state law for review and approval by Ulster County Safety Department. Landlord will provide testing by a licensed and certified testing firm confirming that space can be occupied and presents no threat to health and human safety under State Department of Health regulation. Note: there are no requirements for lead paint removal for commercial spaces.

Mechanicals:

Landlord will provide engineering drawings for all HVAC systems, including Energy Recovery Ventilation and air handlers for Tenant and Tenant's architect review.

Existing heating and cooling systems will be replaced at end of useful life with air-source or ground-source systems.

Systems:

Landlord will provide security systems, including keyed locks and/or keypad entry as required for each exterior entry point and centrally monitored alarm system.

Landlord will provide all wiring for video surveillance systems at locations as determined by Ulster County Information Services (not to exceed 8 locations).

Landlord will provide NYS code-compliant fire alarm system with detectors, horns/strobes, door releases, and control panel, as required.

Landlord will provide low voltage wiring and interfaces for all required communications needs, including data lines, AV lines, high-quality Wi-Fi, and required hard lines for telephones.

Landlord will provide diagram of electrical service for each space, to include at least two receptacles providing power and data for computer equipment in each office space or per workstation/desk as applicable in open office work areas, classrooms and computer labs and at least 6 receptacles in meetings rooms and common spaces.

Floor Covering:

Final finishes to be selected with input and approval by Tenant and Tenant's architect. Landlord shall include, to its best efforts, approved Green Seal, Green Label, Eco-Friendly and/or Sustainable low-to-no VOC flooring and adhesives as specified below. Tenant recognizes that this may limit selection. Landlord requires Tenant to select carpet and VCT based on availability with little or no lead times to ensure project schedule.

- All offices and the OET/DOL Conference Room: Carpet tile.  
*Acceptable brands include Mohawk, Shaw, Interface or approved equal.*
- The Main Lobby/Visitors Center, Main Meeting Space, and public portion of back hallway: Honed concrete, patched and finished. If concrete is not in acceptable condition to be restored after review of concrete test samples and its rejection by the Tenant, an allowance credit based on the cost of honed concrete shall be applied to an alternative flooring selected with input from, and approve by, Tenant. Allowance shall be \$8.00 per square foot. Any existing asbestos tile flooring and/or adhesives shall be properly abated before improvements are made.
- Classrooms, computer room, OET reception room, County breakroom, and hallways (other than hallway section designated for honed concrete): Vinyl Composite Tile (VCT) shall be used.
- YouthBuild space, copy room, IT closets, and storage: vinyl tile is acceptable. Landlord will provide 4" high vinyl base throughout.
- Bathrooms: ceramic tiles floors with 4" ceramic tile base.

#### Walls:

Final finishes to be selected with input and approval by Tenant and Tenant's architect. Landlord will provide interior partition walls as follows:

- Half solid, half glass partition walls of 1 5/8" X 3 5/8" steel stud dimension with 5/8" gypsum wall board, painted, on the bottom section. Bottom section not to exceed 3'-6" in height. Glass section on top to meet all code safety requirements.
- Visitors Center display walls, 3/4" plywood sheets behind gypsum wall board starting 30" above floor for wall display/exhibits. Location to be determined with Tenant input.

#### Doors:

Final finishes to be selected by Tenant and Tenant's architect. Landlord will provide doors as follows:

- Flush solid core wood door with clear oak veneer with stain finish and metal frame: storage rooms, IT rooms, lavatories, security office, County breakroom.
- Flush solid core wood door with clear oak veneer with stain finish and metal frame: Main Meeting Room double doors.
- Flush solid core wood door with clear oak veneer with stain finish and metal frame with vision panel: Main Meeting Space side entrances, hallways, classrooms, interview rooms, conference room, mailroom, Youth Build locker room.
- Flush solid core wood door with clear oak veneer with stain finish with full glass panel and metal frame: Offices, Youth Build break room, OET reception, computer lab.
- Aluminum framed commercial entry door with single glass panel to meet energy code and accessibility requirements: Main entry.
- Door hardware and controls to be approved by Tenant and Tenant's architect typical for all.

#### Ceilings:

Final finishes to be selected with input and approval by Tenant and Tenant's architect.

- Landlord will provide suspended ceiling according to Basis of Design (below) in areas defined on the Design Plans, including halls, offices, storage areas and other areas, at heights indicated on the Design Plans.
  - *Basis of design: Armstrong "ULTIMA" or "SAHARA" Tegular tiles, 24x24, smooth white with sound absorption with Silhouette 1/8" Reveal suspension system.*
- Landlord will provide modern, industrial-style open ceilings in areas defined on the Design Plans, including Main Lobby/Visitors Center and Main Meeting Space. Open ceilings are to be finished to the same standard as open ceilings in the rented space currently occupied by Archtop Fiber, and will have fireproofing as required.

#### Painting:

Final finishes to be selected with input and approval by Tenant and Tenant's architect. All partitions (new and existing), metal door frames and areas with industrial-style open ceilings will be painted by the Landlord with latex paint, color selected by the Tenant and Tenant's architect. All painted areas will receive one coat of primer and two finish coats.

#### Lighting:

Final fixtures to be selected with input and approval by Tenant and Tenant's architect. Landlord will provide LED lighting, per Basis of Design below. All lamps shall have a color rendering index (CRI) of 90 or above, and the lighting temperatures shall be 3000-3500K. Tenant will make best effort to use grant funding towards higher cost.

- County offices, OET classroom, small conference rooms, computer lab, County breakroom, and YouthBuild space : *Basis for design: 2'x2' drop-in LED Flat Panel. A cutsheet shall be provided for review and acceptance by tenant.*
- Lavatories (& small conference rooms, if grant funding is provided): ID+ 4.5"x4.5" LED Downlight, recessed.
- Hallways, Visitors Center, Main Meeting space: pendant lights. *Basis of design: Zumtobel Mirel LED pendant, Selux M Series LED Direct/Indirect pendant, RBW.* Main Meeting space also to have perimeter lights. Wall sconces shall be considered for the public portion of the back hallway. Main Lobby/Visitors Center Ceiling: distinctive pendant lights. *Basis of design options: RBW, Selux, or Zumbotel fixtures, to be selected with Tenant input.*
- Visitors Center Display lighting: TBD by display designer.

Main Meeting room to have switches to enable partitioned spaces to individually control both their room and perimeter lighting separately.

Tenant will make best effort to apply for grant funding to contribute toward cost.

#### Bathrooms:

- Bathrooms to be renovated and replumbed to meet current building code and accessibility requirements and fit and finish of a new modern government office space.
- Final finishes and signage to be selected with input and approval by Tenant and Tenant's architect.
- Landlord will provide modern low-flush toilets and low-flow faucets with motion sensors. Landlord will provide ADA approved sinks, toilets, hand drying, toilet room accessories, changing stations and grab bars as required.
- Landlord will provide toilet partitions.
- Landlord to provide proper bathroom ventilation – fresh air supply and stale air returns are required.
- Landlord to provide the number of code-required and accessible drinking fountains and provide at least one unit with an integrated bottle filler. Drinking fountains to be located near the hallway accessing the bathrooms.
- Landlord to provide counter and sink within the Mother's Room.

#### Elevator:

Landlord to construct an elevator shaft with appropriate clearances for the required elevator pit below and mechanicals above and provide elevator.

Main entry staircase:

Final design, including balustrade choice, to be approved by tenant.

Fire protection:

Sprinkler systems are to be modified and updated as required by the Building Code of NYS and applicable NFPA standards.

Smoke detection and fire alarm systems are to be installed throughout the facility in accordance with the Building Code of NYS and applicable NFPA standards.

Security:

Three perimeter cameras and at least three (up to five) internal security cameras to be installed in Leased Premises. The Landlord will coordinate with the Tenant's Security and IT teams to locate appropriate data wiring. Tenant to provide cameras.

Janitor Room:

Landlord to provide utility sink, faucet, shelves and proper ventilation.

Breakrooms:

Kitchenettes to include:

- Built-in casework and sinks: Landlord to provide shop drawings and material samples to Tenant and Tenant's architect for approval.
- Countertops: Landlord to provide shop drawings and material samples to Tenant and Tenant's architect for approval. *Basis of design: Formica or equivalent.*
- Microwaves and Energy-Star refrigerators to be provided by Tenant.

Furnishings:

Landlord to provide and work with Tenant and Tenant's architect to source furniture for Main Lobby/ Visitors Center & Main Meeting Space. Tenant will make reasonable effort to apply for grant funding to contribute toward cost.

Main Meeting Space:

Shop drawings and material samples to be provided for Tenant approval for built-in case work for serving area.

Folding Partition Walls as designated on Space Plan: Basis of design to be Modern Fold Acousti-Seal with FTC 56. Final finish to be selected with input and approval by Tenant and Tenant's Architect. Tenant will supply partitions for installation by Landlord, with Landlord contributing \$50,000 toward costs of the partition procurement. Landlord is responsible for steel support/structural modifications, engineering, coordination etc. as related to the installation of the Tenant supplied folding partition walls.

AV equipment:

All locations of equipment to be approved by Tenant.

- Landlord to provide large drop-down projection screen in Main Meeting Room
- Landlord to provide data wiring/power and mounts for ceiling-mounted projectors in Main Meeting Room with input from Tenant and Tenant's architect, and data/wiring/power for projectors for classrooms.
- Landlord to provide power/wiring and mounts for ceiling- or wall-mounted/recessed speakers, with input from tenant and tenant's architect. Tenant to provide speakers.
- Tenant to provide projectors and large (65" min) screen Smart televisions, with wiring provided by Landlord with tenant input.

Signage:

- Landlord to supply shop drawings, materials, and specs for monument sign, based on design provided by tenant.
- Landlord to be responsible for all code-required signage and provide shop drawings for approval.
- Tenant to be responsible for wayfinding signage in building, other than signage noted above.

Childcare facility

Landlord shall make available to tenant 3,500 sq ft of turnkey ground floor space for childcare, as referenced in Section 15.1.d of the lease, within 36 months of lease execution. Location to be determined in the future based on Landlord's plans. The fit out must comply with all regulations and codes for childcare facilities in New York State.

Submitted by the ULSTER COUNTY ECONOMIC DEVELOPMENT ALLIANCE, INC. this \_\_\_\_\_ day of March, 2024.

**ULSTER COUNTY ECONOMIC DEVELOPMENT ALLIANCE, INC.**

By: \_\_\_\_\_

NAME: Amanda LaValle

TITLE: President/CEO

Agreed to and accepted by **I.PARK 87, LLC**

By: \_\_\_\_\_

NAME:

TITLE: